St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad.

CRITERION – III
RESEARCH,INNOVATIONS & EXTENSION

3.1. Promotion of Research and Facilities
3.1.1 Research Promotion Policy

St. Ann's College for Women
(Autonomous), Affiliated to Osmania University
Accredited 'A+' Grade by NAAC (3rd Cycle)
College with Potential for Excellence by UGC
Hyderabad- 500028, Telangana, India

3.1.1   RESEARCH PROMOTION POLICY

SACReD
ST. ANN'S CENTER FOR
RESEARCH & DEVOLOPMENT

Vision: To integrate and maintain high standards research based learnings and outcomes in the curriculum of all academic programs.

Mission: To develop a research ecosystem for undertaking sponsored, internal funded Consultancy research and services in a broad spectrum of organizations.

RESEARCH PROMOTION POLICY

Preamble

SACReD of the college yearns for solutions of local challenges and global competencies by creating conducive ecosystem and encouraging ambience to inculcate a culture of research that contributes towards societal transformation for quality life .The St.Ann's college for women,Mehdipatnam ,Hyderabad as an institution of higher learning shall ensure that research is mentored by the principles of honesty,integrity ,follow ethical guidelines and benefit the community.Research leading to innovation shall be undertaken to have an impact on women empowerment,health and environment and ultimately well being of the country and its people.The institution provides freedom to undertake research with bestowed trust and responsibility.

Scope

The research promotion policy of St.Ann's establishes the framework , provides guidelines

and regulations of academic research keeping in view the vision,mission and goals of the institution to promote prosperity in society with special emphasis on women .

Objectives

1.To inculcate research culture in the institution

2.To conduct research with ethical norms and values , thereby safeguarding the interest of individuals and society.

3.To publish research findings in journals cited in standard quality domains.

4.To undertake research projects funded by international and national funding agencies.

5.To motivate faculty members for ideation and innovation .

6.To protect Intellectual Property rights (IPR) of findings of faculty members.

7.To foster multidisciplinary research by collaborations.

8. To reach out to society by research extension activities.

RESEARCH COMMITTEE

The committee promotes and monitors all research related activities which shall comprise of

i).Principal –Chairperson (ex officio member)

ii). Convener-SACReD (ex officio member)

iii)Faculty nominees representing broad disciplines.

Responsibilities of Research Committee

The committee strives to achieve excellence through guiding and monitoring quality research at different phases of activity and its progress.The roles and responsibilities of the committee are as follows

1.Initiation and enhancement of research culture in institution

2.Establishment and activation of research infrastructure

3.Motivation of faculty members towards research leading to innovation.

4.Granting seed money for research, research awards ,incentives and medals for research excellence in different disciplines .

5.Guidance and monitoring for externally funded research projects.

6.Provision of consultancy related to research and development

7.Monitoring adherence to code of ethics in research.

8.Encourage and monitor collaborations with industries,R&D organizations.

9.Motivation of faculty to file patents and other IPR rights.

10.Redressal of grievances arising out of research activities.

Regulations

1. A researcher is expected to adhere to the ethical and professional standards to the extent possible while conducting and publication of research.
2. The Principal Investigator is responsible to abide by all the regulations stipulated and in turn ensures the same by all team members.
3. Research mentor shall ensure that students abide by ethical practices in research.
4. A researcher shall comply with accepted practice of his/her discipline relating to publication of research.
5. A researcher shall ensure that data/images are not misrepresented while presentation.
6. It is mandatory for researcher to acknowledge his/her affiliation with the institution in all reports and publications resulting from research undertaken at the institution.
7. A researcher shall be transparent in allowing data for third party verification.
8. A researcher should always adhere to the permissible limits of plagiarism.
9. Funds granted are administered with honesty, integrity and accountability by a researcher
10. Research disputes shall be resolved amicably between host and collaborators using their good offices
11. Any misconduct in research is punishable /penable as per regulatory framework of country ,state or parent university

- **Total budget allocation for research activity, year marked is 2.5 lakhs.**

- **Seed grants:** Small research grants used to cover operating expenses of a research project .
  - Rs. 10 000 for MRP
  - Rs. 10 000 for PhD
  - Rs. 7 000 for M.Phil
- **Incentives:** Incentives for publishing in International, National journals.
- Rs 3,500/- for publications in international UGC listed Journals
  - Rs. 3,000 for publications in national UGC listed Journals
  - Rs. 2,000 for Publications in international publications
  - Rs. 1,500 for National Publications

- **Support for filing Patents since 2020**
- Rs.8,900/-application fee
- **Corpus Fund:** To maintain and upgrade infrastructure and equipment in research center (**SACReD**) & an in-house online journal (**ANNQUEST**)
   20% of annual research grants to be reserved as corpus funds.

2. **To establish eligibility norms & conditions:**

  a) **Research programmes & projects   (PhD, M.Phil & MRP)**

o   All lecturers with a minimum of 3 years of service for M.Phil, 5 years service for PhD and 5 years of service for MRP are eligible for seed grants.
o   M.Phil and PhD research programs should be registered at the time of applying for funding.
o   Lecturers selected for PhD funding will be granted seed money in two installments.
o   Seed money for MRP is also given in two installments. First installment is granted at the time of commencement of the project and second installment **only** on publication of the project in a reputed journal.
o   Lecturers availing financial assistance from other sources will not be eligible for seed grants from the management.
o   Lecturers already availing seed money for their research programs from the management will not be granted any further amount for the same project.
o   Lecturers who discontinue their research program will have to refund the grant paid to them.
o   Lecturers who change their research program after receiving a seed grant should refund the amount paid to them earlier and forward a fresh proposal.
o   Lecturers who have completed a research program (PhD, M.Phil or MRP) can apply for another grant after a gap of two years from the date of completion of the earlier project.

b) **Research Publications**

o   Incentives will be awarded to faculty members for publishing papers in reputed International, National & UGC listed journals with ISSN number.
o   Incentives will **not** be given for publication of :

- Books
- Textbooks
- Seminar papers in department journals
- Proceedings published in conference volumes
- Publications published when not in service.

o Papers published during the academic period June to April (last working day) will be accepted for award of incentives in the following academic year.

o Announcement of incentives will be made during the first general staff meeting held in June.

o Notice of grant of seed money and award of incentives will be sent to recipients in the month of June.

3.   To streamline the process of funding:

- **Announcement inviting proposals & publications.**
  o Notice inviting proposals & publications will be sent to all Departments in the month of January. Proposals and publications will be accepted till the last working day in April.
- **Peer review of proposals.**
  o Peer review members :
    - Chairperson   -   Principal
    - Members   -   Members of the research committee
    - Dean   -   Dean Academics & Administration
- Review criteria
- Relevance of project
- Quality of proposed research
- Experience (Number of years of service)
- Budget (Availability of funds).
- Duties of members of research committee
  o to check applications for completeness
  o to shortlist applications
  o to ensure fair & objective review of proposals
  o to ensure publications meet the eligibility criteria
  o to adhere to guidelines & policies
  o to discuss the budget (funding is contingent on the availability of funds).

- **Notice to recipients of seed grants & incentives.**
- Notice announcing the grant of seed money and incentives will be sent to the lecturers selected in the month of June.
- **Compliance with Terms and Conditions of Award.**
  - An undertaking signed by all recipients of seed grants accepting the following terms and conditions.

- Lecturers should complete the project within the stipulated period. (3 to 5 years for PhD, 3 to 4 years for M.Phil and 2 years for MRP(which is recoined as **ARP –Ann's Research Project since 2019** recommended by **NAAC committee in 2018**) (Annexure 1)
- Lecturers should submit an annual progress report to the committee.
- Lecturers should continue 2 years in service after award of degree (M.Phil, PhD) or completion of MRP.
- Lecturers should submit a statement of expenditure incurred at the end of the program/project/activity
- Lecturers should submit a report of the thesis / copy of the publication to the committee.
- Lecturers should acknowledge the support received from the management while publishing the results of their study.

4. To monitor the progress of research programs

- Progress reports: Progress reports are required annually. It should describe progress on all objectives, highlight any important results obtained and include a list of publications.
- Final report: On completion of the research project an electronic copy and a thermally bound hard copy with a flexi reflecting focus and findings to be displayed in SACReD ,should be submitted to the research committee. It should contain all the pertinent information and results obtained from the research.

5 SARA (St.Ann's Research Award)

- The award is to be constituted from the year **2016** to be given to a faculty member with outstanding contributions to research every year-A faculty member who is doctorate with minimum of 5 years of service in the college is eligible for the award evaluated by duly constituted screening committee.(Annexure 2)

Annexure -1

ANNS RESEARCH PROJECT (ARP)

Guidelines of ARP

- All lecturers with a minimum 5 years of service for ARP are eligible for seed grants.

- Seed money for MRP is given in two installments. First installment is granted at the time of commencement of the project and second installment **only** on publication of the project in a reputed journal.
- Lecturers availing financial assistance from other sources will not be eligible for seed grants from the management.
- Lecturers already availing seed money for their research programs from the management will not be granted any further amount for the same project.
- Lecturers who discontinue their research program will have to refund the grant paid to them.
- Lecturers who change their research program after receiving seed grant should refund the amount paid to them earlier and forward a fresh proposal.
- Lecturers who have completed a research program MRP can apply for another grant after a gap of two years from the date of completion of the earlier project.

To streamline the process of funding:

- **Announcement inviting proposals**
    - Notice inviting proposals will be sent to all Departments in the month of January. Proposals will be accepted till the last working day in April.
- **Peer review of proposals.**
    - Peer review members :
        - Chairperson   -   Principal
          Members-Members of the research committee

- Dean   -   Dean Academics & Administration

⬚ Review criteria

  ▪ Relevance of project

  ▪ Quality of proposed research

  ▪ Experience (Number of years of service)

  ▪ Budget (Availability of funds).

⬚ Duties of members of research committee
  a) to check applications for completeness
  b) to shortlist applications
  c) to ensure fair & objective review of proposals
  d) to ensure publications meet the eligibility criteria
  e) to adhere to guidelines & policies
  f) to discuss the budget (funding is contingent on the availability of funds).

- **Notice to recipients of seed grants & incentives.**

  ⬚ Notice announcing the grant of seed money and incentives will be sent to the lecturers selected in the month of June.

- **Compliance with Terms and Conditions of Award.**
  An undertaking signed by all recipients of seed grants accepting the following terms and conditions.

  ⬚ Lecturers should complete the project within the stipulated period 2 years for MRP(which is re coined as **ARP –Ann's Research Project since 2019** recommended by **NAAC committee in 2018**)

  ⬚ Lecturers should submit an annual progress report to the committee.

  ⬚ Lecturers should continue 2 years in service after completion of MRP.

  ⬚ Lecturers should submit a statement of expenditure incurred at the end of the program/project/activity

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ANNS RESEARCH PROJECT (ARP)-APPLICATION FORMAT

I.   **Name of the Principal Investigator:**
                        Department:
            Teaching experience of PI:
                        Publications of PI:

II.   **Name of the Co- Investigator(1):**
                        Department:
            Teaching experience of PI:
                        Publications of PI:

III.   **Name of the Co- Investigator(2):**
                        Department:
            Teaching experience of PI:
                        Publications of PI:

IV.   **Proposed project work**
    a. **Title :**
    b. **Introduction: (Importance of present work, any work done previously, Literature review)**
    c. **Objectives and Aims**
    d. **Methodology**
    e. **Scope of work**

f. **Outcomes of work**
g. **Work plan**
h. **Distribution of work (work allotted to departments)**
i. **Budget (in detail)**

Signature of the Principal Investigator   :

 Head of the Department(s)   :

Principal   :

Annexure -2

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SARA (St.Ann's Research Award)

Application format and Weightage for Evaluation

Particulars of the teacher

1. **Name(Block letters)**   :

2. **Designation**   :

3. **Date of Birth(dd/mm/yy)**   :

4. **Age**   :

5. Date of Appointment :

6. **Length of Service as a lecturer** :

Signature of the Teacher

Research and Consultancy

S.No	Achievement parameter	Marks allocated	Achievement score	Max. Score (250)
1	Research experience in years ● 30 years and above : ● 20 years and above : ● Less than 20 : .	20 10 05		20
2	Research projects completed ● Minor project funded by UGC(only one)- ● Minor project funded by the college(upto2) ● Minor project funded by other agency(upto2)	10 marks 10 marks each 10 marks each		50
3	No of research papers published(ISSN) ● International (up to 5 papers) ● National(up to 5 papers).	8 marks each 4 marks each		60
4	Faculty as member in Editorial Boards(upto 2)	10 marks each		20
5	Peer reviewer for other Journals(upto2)-NIL	10 marks each		20
6	Research consultancy in other Institutions/ Industry(upto2)-	10 marks each		20
7	Patent Filed(up to 2) NIL	10 marks each		20
8	Citations(upo2)	5 marks each		10
9	Faculty guided for ● Ph.D(upto 2) ● M.Phil(upto2)	10 marks each 05 marks each		30

Calculation:

$$\text{Achievement rate} = \frac{\text{Total Achievement score gained}}{\text{Maximum score (250)}} \times 100$$

Principal
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