Research Promotion and Ethics Committee
MAR IVANIOS COLLEGE

POLICY AND GUIDELINES

1. **Research Vision:**
   - Research Strategic Plan
   - Specific goals for each of Research Theme.
   - Advising, Promoting and looking into the ethical aspects of Research.
   - Promote a research agenda and culture.

2. **ROLE**
   The role of the Committee in research promotion is to:

   - Assist in generating research priorities
   - Liaise with researchers and research institutions
   - Promote the value of community partnership in research
   - Assist in facilitating staffs to make understanding of current relevant research
   - Act as a resource for the organization
   - Provide advice and support to researchers
   - Liaise with Management
   - Controlling of Auditing in finance, Knowledge, Patenting, Publishing and Technology transfer.

3. **MEMBERSHIP**
   The Committee shall consist of a minimum of fifteen members who have an understanding of the inter-relationship between research and practice. This membership will include:
   - The Principal –Chairman of the Committee
   - The Bursar-Ex-officio Member & representative of the management
   - Senior Faculty member engaged in Active research nominated by the Principal-Member Secretary
   - Head/ representative of each research centers of the college
   - A staff member from the College Council
   - At least three other members with expertise in the specific areas (Arts, Science & Commerce)
   - One scientist/technologist from any of the National or international research institution(Nominated by the Chairman)

4. **Frequency of Meetings**

   The Committee is to meet face-to-face at least twice per year.

5. **Quorum**

   - Each meeting requires a minimum of eight members in attendance.
   - Similarly a research proposal shall be approved electronically or within a face to-face meeting if eight members agree and there has been no other objections raised.

6. **Reporting**

   - The Chair is to submit a written report to the Board after RPC members have approved the draft electronically.

7. **Resourcing**

   - The Committee shall organize appropriate training for its members to ensure the RPC capacity to perform its role.
   - The staff member of RPC shall provide secretariat support to the Committee.

8. **Framing guidelines in the following items**

   Approval of the Committee is required for the following problems

   1. PhD registration by of the candidates
   2. Project proposals
   3. Publications
   4. Patenting activities
   5. Technology Transfer
   6. Documentation and dissertations by PG students making use of research lab.- (Finance support from KSCSTE)
   7. Thesis submission
   8. Purchase of Instruments/equipments
   9. Stock keeping of instruments
   10. Running expenditure of research instruments
   11. Facilitating instruments to external researchers
   12. Energy savings & Auditing
   13. Providing facility certificates to researchers
   14. Research output-goals
   15. Accountability
   16. Developing infrastructures
   17. Maintenance of research laboratories
   18. Compiling research publications
   19. Annual/monthly/half yearly progress report- Periodic analysis of the research work
   20. Fund generation
   21. Project students from inside and outside the campus.
   22. External students- regulations

23. Preparation of all necessary formats
24. Documentation
25. Office proceedings
26. Groups and central research wing
27. Department wise research committee
28. Faculty wise awareness-motivation and promotion
29. Knowledge auditing
30. Financial auditing.
31. Corpus fund for RPC
32. Safety measures and Causality management.
33. Conduct of National/International Seminars/workshop
34. Participation in International conferences.
35. Research tie-up with international agencies and laboratories
36. Approval of thesis submission, Pre doctoral presentations
37. Current information's on project proposals, research events etc.
38. Concurrence of the committee for all the above items

9. **Research and Ethics Review Process**

- Review of proposed research project will generally be conducted electronically.
- Members will have five working days from electronic receipt of applications to provide feedback to all Committee members and if necessary clarification may be sought from an applicant.
- If no objections are raised to a research application, approval will be granted.
- If a Committee member raises an objection, and attempts to resolve the issue are unsuccessful, the Committee may then convene to discuss the application.
- All proposed research can either be:
  1. Approved (approval numbers are given to show endorsement of the Project)
  2. Declined
  3. Approval withheld awaiting discussion at a face-to-face meeting.

- Review of proposed research projects will generally be conducted electronically with the opportunity for face-to-face meetings with researchers if believed beneficial.

10. **Database**

The RPC shall collect the following details in the prescribed format every year and publish it.

1. Details of Research guides(Internal and external)

2. Details of Research scholars, subject wise.
3. Details of PhD Students(Part time & Full time)
4. Details of Research projects (Agency, amount, status..)
5. Details of students awarded PhD
6. Details of major & minor instruments
7. Details of infrastructural facilities
8. Details of Journals/ books subscribing

11. Consultancy

The research findings originated from the college if found to have potential industrial application, the RPC shall initiate activities like Consultancy projects, Patenting, Technology transfer etc. with respective bodies viz industrialists, Government agencies etc. The earned income from consultancy shall be shared by the institution and individual researcher (inventor/facilitator) in the proportion 60:40 percentage. An individual faculty who is able to facilitate can be a consultant in his/her field of expertise and shall follow the regulations mentioned herein.

12. Code of Ethics in Research

- Research output shall be made public by the way of publication in high impact journals after giving due credit/ acknowledgement to those who are concerned with the study/research.
- The publication of the research work which is done in the Department/Centre of the college shall be responsible for the contents of the article and the college will in no way be made as a party to the dispute, which may arise.
- The article for publication must be authentic and devoid of plagiarism.
- Permission must be sought from the authorities of the institution before applying for patent/License related to research outputs.
- Conflicts of interest between researchers and research groups within the college or outside are not permitted at any level.
- The theses or research outputs generated or published by a research scholar shall be a document of the institution and the same can be published in the institute portal or media without any prior permission.
- The Research Promotion and Ethics Committee of the College ensure that Faculty Research Guides/researchers/ Principal Investigators have to follow the approved research protocols for the use of human and animal.

13. Mechanism for Reducing Plagiarism in Research Work

- All Research Guides/Scholars must follow the anti-plagiarism guidelines published by the University of Kerala or the University in which you are registered as a Research Guide/Scholar.
- All guides/ and Principal Investigators should submit a certificate to the Research Promotion and Ethics Committee ensuring the uniqueness of their research work.
- **Citation:** The RPAC, Faculty and the Library have to pay special attention to reduce plagiarism in PG and UG project works.

- **Plagiarism Checker Software**

  All Project works should pass through the plagiarism checker software before final submission. The open access plagiarism checker software Small SEO tools are available in the college website link (www.mic.ac.in / https://smallseotools.com/plagiarism-checker/) .

14. General Guidelines

(A) Proposal Preparation

- The Proposal shall be a reasonable and sustainable work which will minimize all risks associated with humanity, national integrity, patriotism and culture of the land.
- It should not in any way hurt or cause adversely the biodiversity of nature
- The research shall not be on children, disabled persons- without prior permission of their parents/guardians and will not hurt the emotions or societal dignity of the groups concerned.
- The outcome of the research shall not bring adverse impact on the environment, social life and peaceful atmosphere of the country and such results if any shall not be made public without the approval of the authorities concerned.
- Proposal must be submitted for the approval of the Research Promotion and Ethics Committee. The proposals approved by the RPEC shall only be considered for final submission.

(B) Financial Liability of Sponsored Projects

All financial liabilities of the sponsored projects shall be laid down by the Principal Investigator (PI)

(C) Capital Assets (Equipments, Books & Journals)

The Principal Investigator (PI) should follow the Financial Rules of Centre and State Government for the purchase of books, journals and equipments, the stipulations of the funding agency for further possession of the Capital Assets.

(D) Research Report

Researcher/Principal Investigator must submit a copy of the thesis/ project report (print and soft) to the Library for reference. In the case of PhD thesis, the research guides should ensure that   the reference copy of their scholars should be submitted to the RPEC at the time of issuing no dues certificate and the same will be handed over to the library within one month after the PhD award.

(E) Research Protocols

All research guides/Research Scholars should follow the approved research protocols.

FORMATS

Research Guides

Name of the Research Guide

Faculty to which affiliated:

Designation & Address

Name of the Research lab:

Contact details

E-mail

Mobile

Areas of Research

University Order for PhD Guide ship

No. of PhD Students

Full time

Part time

No of students -awarded PhD

No of Research projects (Minor & Major)

Research Scholars

Name of the Research Scholar

Sex

Age and date of Birth

Faculty to which affiliated:

Address

Name of Guardian

Name of the Research lab:

Contact details

E-mail

Mobile

Area of Research for PhD

Name of the University where registration for PhD is made

University Order sanctioning PhD registration

Status of Registration (Full time/Part time)

Name of the Supervising Teacher

Fellowship/Assistance details (Amount and agency)

Signature (Guardian)　　　　*Signature (Supervising Teacher)*　　　　*Signature of the Student*

Details of Instruments/Equipment

Details of Equipment purchased under research projects	
Name of the Equipment	
Model Number	
Complete Specifications	
Details of Manufacturer Name & Address	
Details of Local Agent / Supplier Name & Address	
Name of the lab where the instrument is placed	
Faculty member in charge of the instrument	
Details in the stock register	
Actual Cost (in Foreign Exchange) in US$	
Actual Cost (in Indian Rupees)	
Instrument is used for	
Scanned Photograph of the Equipment (Front View)	

Details of Research projects

Sl.No	Name of Projects & PI ,Co-PI	Sponsoring agency	Funds	Duration	Current Status

Details of Journals

Sl.No	Name of Journal	Subject area	National/international	Amount per year

Details of Research Publications

Sl.No.	Name of authors	Department	Title of research paper	Name of journal	Impact factor	Year of Publishing
Sl.No.	Name of authors	Department	Title of research paper	Name of journal	Impact factor	Year of Publishing

RESEARCH PROMOTION COMMITTEE (RPC)
MAR IVANIOS COLLEGE, THIRUVANANTHAPURAM

No:…………………………….…   **Date**…………………..

PROCEEDINGS OF THE RESEARCH PROMOTION COMMITTEE

The committee in its sitting on……………………………………has studied the…………………………………………………………………………….in respect of ……………………………………………… regarding the………………………………………………………………………………………… ………………....and has approved /denied the submission of proposal / appointment / purchase of the equipment……………………………………………

Prof/Dr/Mr/Ms…………………………………………………..is further requested to……………………………………………..

Member Secretary   Chairman& the Principal

FORMAT FOR CONSULTANCY SERVICES:

This is to certify that PhD students / Research supervisors/faculty members of this department/institute have availed the following facility from the
…………………………………………………………………………….., Mar Ivanios College (Autonomous), Thiruvananthapuram.

Name of Consultant: ……………….……….
Address: …………………………., Mar Ivanios College (Autonomous), Thiruvananthapuram,
Contact:…………………,   e-mail: ……………………………….

SI.No	Name	Date	Faculty/ Student	Facility utilized	Service availed	Amount paid In Rs.
1						
2						
Total amount						

Additional comments if any: …………………………………..

Name of the person with signature & Seal

Address of institution/person to which/whom the service was provided:

Contact no:

e-mail:

Name & address of the Department: …………………………………..

Place:

Date: