



**M.O.P. VAISHNAV COLLEGE FOR WOMEN**

**(AUTONOMOUS)**

**(Affiliated to University of Madras, Re-accredited at 'A#' grade by NAAC)**

**CHENNAI \_ 600 034**

## **RESEARCH POLICY AND GUIDELINES**

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## RESEARCH POLICY AND GUIDELINES DOCUMENT

<b>TITLE</b>	MOPVC Research Policy and Guidelines
<b>ISSUING AUTHORITY</b>	The Principal and Dean Academics
<b>EXECUTIONARY AUTHORITY</b>	MOPVC Research Advisory Committee
<b>PURPOSE OF POLICY</b>	The purpose of this policy document is to establish consistent guidelines for Academic Research and Innovation at M.O.P Vaishnav College for Women.

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## 1. SCOPE OF THE POLICY

This document on MOPVC Research Policy Guidelines will be applicable to the following category of persons engaged in any form of research activity-

- Faculty Members
- Research scholars registered under Research Guides who are currently faculty of the institution
- Students

## 2. POLICY STATEMENT

M.O.P Vaishnav College for Women is committed to be a Research and Innovation Driven Institution. To meet this goal, it is absolutely important to pursue targeted, and applied research in all domains/ faculty of studies in a transparent, responsible and ethical way for the advancement and development of knowledge. It is equally important to ensure that the outcomes of such research are appropriately communicated to reach the widest possible audience at both national and global levels. This policy provides a set of guidelines for the conduct of research at all levels and is applicable to all full-time Faculty of the College and all students of the College, who may be involved in any form of research activity.

- At the outset, it could be broadly stated that MOPVC policy is to ensure that individual scholars are free to select their broad and narrow disciplines, or inter-disciplinary perspectives to narrow down the subject matter of their research. They are also free to form their own opinion, theories, explanations, findings in their research report where they draw certain conclusions, subject to the approval of the guiding faculty.
- However, these findings and conclusions must be open to both internal (through a Research Sub-Committee mechanism) and external scrutiny (by individuals and agencies that assess and evaluate innovations, proposed patents and research). All research reports are also open to ratification as required by the College's expectations on Openness in Research.
- It is important to emphasize that all research reports and publications arising out of MOPVC Research Committee must carry the correct affiliation 'M.O.P Vaishnav College for Women (Autonomous)' in the credit/address tag lines in the published versions as books, research papers, book chapters, articles, and on-line or off-line reports.
- MOPVC Research Committee DOES NOT permit use of a research or survey methodology or technique that is in violation of professional ethics

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### **3. RESEARCH OBJECTIVES**

MOPVC encourages its faculty to serve its research goals through their primary commitment to engaging in teaching, research, industry connect, and other support activities that are in accordant with the values of the institution. In addition, to further research and collaboration initiatives, it is also appropriate and often desirable for faculty members to participate in both government-funded and private activities beyond the campus by engaging in academic and professional activities including public service and consulting that may incidentally also hold the College in high regard. In fact, all faculty members are expected to undertake research activities additionally to their teaching and administrative responsibilities. All research activities should be undertaken in compliance of the Research Policies issued under the authority of the College. Our key research objectives are to -

- Affirm research as an integral activity at the College
- Maintain and enhance the quality of research undertaken
- Maximize funding support for research through external and internal sources
- Create transparent, effective and efficient systems for maximizing research outputs
- Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of the College in alignment with the national thrust areas
- Provide a framework for conduct of research in a transparent, socially responsible and ethical manner
- Ensure effective dissemination of research activities and achievements of the faculty both internally and externally

### **4. RESEARCH MANAGEMENT**

The MOPVC Research Advisory Committee will be headed by the Principal and will include six (6) faculty researchers from different departments of the College. The MOPRAC will meet in any case twice a year to review research progress, offer critical comments and suggest corrective measures to enhance the research activities of the College.

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### MAIN COMMITTEE

- Shall assign broad areas for research relevant in current scenarios, based on focus areas of national interest/Global progress and allocate them to sub-committees in relevant fields of study

### SUB-COMMITTEE

- HOD(s) shall segregate allocated research areas into articles & research publications between faculty with < 3 years experience and > 3 years experience in research. Minimum two output per faculty annually. Monthly progress meetings to be scheduled and proceedings briefed to core committee members

### FACULTY MEMBERS

- Shall Produce articles and Publish research papers bi-annually on allocated topics. Attend progress review meetings

## 5. ROLE AND FUNCTIONS OF THE MOPRAC

- To create a conducive environment for promotion of research and innovation activities at the institution.
- To identify potential areas of research and encourage faculty members to apply for major, minor research projects and also undertake collaborative research.
- To organize Workshops and Faculty Development Programs in Research Methodology and Nuances of research paper writing.
- To coordinate and streamline the publication of Syndicate - The Journal of Management (SJOM), the Annual Peer Reviewed International Online Journal published by the College.

## 6. RESPONSIBILITIES OF THE RESEARCH TEAM

The College is committed to demonstrate support and appreciation for Faculty pursuing research. MOPVC recognizes the demands of Higher education, being a dynamic and ever-changing concept that requires constant upgrading which can be achieved by a vibrant research culture. To that end the Research Advisory Committee takes up the following responsibilities:

- Offer suggestions to the management of the College to provide necessary infrastructure and logistical support for Faculty pursuing research

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- Requests to be placed in improving research facilities that provides resources and services on request by the Faculty/Research scholars/Research Supervisors/Principal Investigator
- Create a system whereby the researcher is given a free hand in accessing the facilities available in the college campus without any restriction which further helps in the effective completion of their research.
- Ensure that the library is well equipped and stocked with the latest editions of books, e-journals and research databases which are very essential for conducting high quality research work.
- Arrange for research training and also enhance research skills by organising workshops and training programs for research scholars and faculty from the various departments on topics like research methodology, writing proposal, management of research project, dissemination of research findings, academic integrity and ethical practices in research.
- Develop the research culture among the research scholars by organising national and international conferences/workshop/seminars on a regular basis
- Encourage the Non-Ph.D faculty to register for doctoral programs to maintain the academic standards of the institution
- Advise Faculty with Ph.D to pursue further research and present papers in national and international conferences of repute for which the college supports them financially
- Encourage the Faculty who have completed a PhD and fit into the eligibility norms laid down by the University of Madras to apply for Guideship.
- Conduct the Selection Committee meeting for the selection of Research Scholars from the pool of applicants.
- Conduct of the Doctoral Committee meetings for the respective Research Scholars as per the timelines
- Suggest a suitable course work for the Research scholars as per the area of research study
- Ensure that the process of research work is effectively carried out by the research scholars in consultation with the Research supervisors
- Ensure that Research data be archived for a minimum of three years after the final Research activity closeout, with original data retained wherever possible in a cloud Server In addition, Data may have to be kept for as long as may be necessary to protect any intellectual property resulting from the work.
- Draw up the guidelines for choosing the appropriate Faculty and Students for Special Prizes which are given by the College to motivate them to take up Research.

#### 7. AWARDS INSTITUTED TO IMPROVE THE RESEARCH CLIMATE IN THE COLLEGE AMONGST STUDENT

MOPVC stimulates to promote creativity, critical, analytical and innovative thinking amongst our students who in the later course of their life could emerge as ace researchers. As a motivation to do so various prizes are given to the students:

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- Best presentation on marketing research – A survey-based project by Undergraduates
- Best outgoing Students of the department – Awarded to a student based on their contribution to the field of research along with academic excellency
- Best Project in IV semester – MBA student Research Projects
- Best Business Plan- A competition to encourage research on the real-world process of businesses seeking seed money from early-stage investors.
- Best Paper Presentation (UG and PG)- Presentation of a research-based paper at regional, national, or worldwide seminars, conferences, or symposia
- Best Broadsheet- Based on the number of stories contributed to the broadsheet, uniqueness of the narrative, research contributions, and report styling, this award is given to the finest publication design and DTP.
- Best Economic Project- Awarded to Socio- Economic Group Projects
- Maximum number of research projects and presentations- Awarded to UG and PG final year students based on Maximum contribution to the field of research
- Best MBA student- Awarded for academic excellence as well as an outstanding research project.
- Best Political Reporter – BA journalism students are recognised for the number of stories they have given to the political tabloid, the uniqueness of the story idea, research contributions, and report styling.
- Best Experimental Research- Awarded for consistent excellence in research, which includes identifying a research problem, developing a consistent experimental design, physical and chemical analysis in experiments, data collection, and presentation.
- Best Business Journalism- Awarded for excellence in Business Journalism research activities based on the number of stories they have contributed to (Business Journal, the uniqueness of the story idea, research contributions, and report styling)

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8. **AWARDS INSTITUTED TO IMPROVE THE RESEARCH CLIMATE IN THE COLLEGE AMONGST FACULTY**

MOPVC encourages its faculty to take up Research activities at various levels, publish papers, make presentations of research papers, apply for research grants, take up consultancy services. As a motivation to do so a special prize is given to the faculty who have

Maximum Publication

- National Journals
- International Journals

In UGC CARE list journals /SCOPUS/WEB OF SCIENCE with a good Impact Factor

Maximum Paper Presentations in

- National Level seminars
- International Level Seminars

Maximum Contribution to edited chapters in books with ISBN number

Maximum Books Published

Faculty who has obtained Patents

Faculty who has completed SEED Grant Projects

Faculty who has Completed Sponsored Research Grant Projects

Faculty who has taken up Consultancy Activities

Faculty who has taken up Collaborative Research Activities

Establishment of these Policy Guidelines has aided in developing the institutional research agenda and to nurture quality research culture within the College.

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