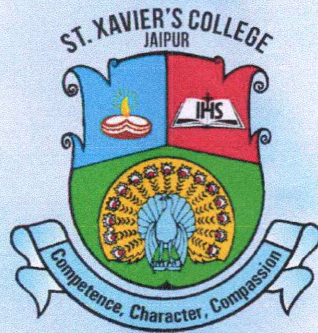# St. Xavier's College Jaipur

Affiliated to the University of Rajasthan Approved under Section 2(f) and 12(B) of UGC Act, 1956
A Christian Minority Educational Institution under Section 2(g) of NCMEI Act, 2004

College Manual

A Compendium
of
Policies and Guidelines

PART A

College Manual: A Compendium of Policies and Guidelines

For consistently successful functioning, St. Xavier's College Jaipur has a college manual of explicit policies and guidelines, as the foundation for implementation of its vision and mission and to achieve its goals. Policies help to furnish the guidelines for various units of the college.

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7. RESEARCH AND ETHICS POLICY

1. Introduction

St. Xavier's College Jaipur (SXCJ) aims to put in place a robust mechanism for developing and strengthening the research ecosystem within the institution through Research and Ethics Policy. SXCJ in its endeavour to promote research in Higher Education has established a Research and Development Cell (RDC) for promoting quality research work, innovation, lateral, critical and analytical thinking in various disciplines based on the UGC guidelines. RDC plays an instrumental role in developing inquisitive temper and scientific outlook and to motivate faculty members to engage in research related activities, in addition to regular teaching. The establishment of RDC is expected to play a pivotal role in catalysing multidisciplinary/ transdisciplinary and translational research culture mandated in NEP 2020.

2. Purpose

Research and Development Cell (RDC) promotes research activities among the teaching staff and the students of the college. It also aims to ensure that the research and development activities of the college conform to all applicable rules and regulations as well as to the established standards and norms related to safe and ethical conduct of research. RDC objectives are to:

- **Promote Research and Innovation:** Research and Innovationare important parameters for any Higher Education Institution. Research performance and achievements are an essential part of the Key Performance Indicators (KPIs) for annual increments. Significant contributions in research are given weightage in professional career advancement.
- Encourage multi-disciplinary research internally within the institute and externally through collaboration/ partnership with other organizations.
- Encourage faculty to prepare and submit proposals to government agencies like AICTE, UGC, DST, DBT, ICSSR etc for obtaining funded projects as well as apply for in house projects.
- Encourage faculty to publish papers/chapters in various National/International journals of repute and good ranking journals (SCOPUS/Web of Science indexed or featuring in the UGC Care List) in their specialized areas.

- Motivate and assist the faculty in both initiating and successfully completing Ph.D. or Post-Doctoral programs.

- Identify the potential areas of research in various disciplines and form clusters of students assigned to respective faculty as per their specialization, area of work and interest to work on projects for a particular academic session.

- Develop strategies for mobilizing resources through industry engagement, consultancy, and external funding.

- Scrutinize faculty and student's project proposals and support them in the process of applying to various agencies for financial support.

- Undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.

- Encourage such research projects by students that help in enriching the curriculum.

- Encourage creativity faculty and students, to make original contributions by way of products, concepts, ideas etc. and obtain patents.

- The policy provides rights and power to the Management for adopting any changes in the policy as per the needs of the changing times.

2.1 The Research and Ethics policy of the college shall apply to all the researchers of the college and the term 'researchers' refers to:

- All staff, temporary and permanent,
- All students enrolled with the college.
- All mentors, guides, external experts and sponsors associated with any of the research activities of the college.

3. Composition and Functioning of RDC

3.1 Composition

Research and Development Cell (RDC) has forked structure to facilitate better research opportunities. Headed by the **Principal** as Chairman, and led by **Dean**, Research and Development as the Coordinator, the cell comprises of two units:

    a. **Publication Committee**

- Coordinator
- Assistant Coordinator
- Members (Maximum 3)

b. Research and Projects Committee

- Coordinator
- Assistant Coordinator
- Member (Maximum 3)
- Student representatives for Research projects and publication members from each department shall be part of the cell.

3.2 Functioning

3.2.1 Research & Projects Committee (RPC) is constituted with the aim to inculcate an interest in independent and original research among students and to promote research capacity of those students who are keen to engage themselves in research work. It provides a platform to students to understand published works, determine an area of interest and jump start their career as young researchers.

- The role of RPC is to promote and conduct college level multidisciplinary/ interdisciplinary projects covering area/s focusing on relevant areas like Gender Sensitization, environment protection, economic issues, entrepreneurship, social responsibility, Cultural heritage, etc. This list is only suggestive.
- RPC is responsible for collaboration and association with government and non-government agencies for funding of research projects.
- RPC is responsible for the publication of the Student-Faculty research project in the research book In Quest through the publication committee.
- All the full-time faculties will have to supervise at least one interdisciplinary project for the session. The topics finalized for the project need to be intimated to the RPC on or before the specified deadline.
- All selected projects will have to submit a synopsis and also the tentative budget (if any) that may be incurred for the project work.
- RPC is responsible for conducting and organizing sessions and workshops by experts related to the relevant areas of research.

- Conducting Faculty and Student research-oriented **Presentations/workshop/seminar.**
- Encourage the staff to attend National/International Conferences/ Seminars/ Workshops/ research-oriented Faculty Development Programs (FDPs)/ workshops
- For eligible faculty, academic leaves can be availed for attending conferences/seminars/ workshops/examiners /evaluation/ guest lectures etc.
- Faculty supervisors involved in student projects, research papers of conferences and symposiums, must ensure that the same paper /projects is not presented /published in any outside conferences, conclaves, and seminars.
- Managing and reporting of faculty external projects from other funding agencies.

3.2.1.1 Research Projects

A faculty can submit a research project to any government or non-government agency as per the provisions of the college. Every research proposal has to be submitted to RDC for the approval of the institution through RPC which will maintain an up-to-date record of submitted and sanctioned research projects. The RDC may monitor the progress, maintain the accounts and submit the utilization certificate (UC) in time to the funding agency for all funded research projects. The RDC encourages students and faculty members to report findings from a research project either as a publication or through a patent. The Best faculty and student's research project should be honoured with certificates of appreciation at the end of the year.

3.2.2   Publication Committee (XRPC)

The Xavier Research and Publication Committee (XRPC) motivates faculty and students to publish quality research papers in the reputed journals and with national/international publishers. It follows the process of Peer review for all its publications to ensure that only quality work that is original, creative, ground breaking, innovative and progressive is encouraged and upheld by the college.

- The conference proceedings that publish quality research papers of the conferences are taken care of by the publication committee and published in the College's multidisciplinary journal *Anusandhak*
- XRPC manages plagiarism software to ensure that all the publication of the college (college journals, conference proceedings, research projects book, student journals,

souvenirs, content of college magazines in form of articles , poetry etc.) are original that will be subsequently published and posted in the college website.

- All research related publications of the college like conference proceedings, souvenirs, Anusandhak, Inquest and Department journals must follow the ethical policy of publication of the college.

- Completed research irrespective of results must be published and shared on the college website or other available relevant platforms.

- The research in consultation with IPR Cell should assess patentability of the research outcome before publication. Turnitin software is used to detect and prevent plagiarism.

3.2.2.1 Publication of Papers/Chapters in Books or Journals

- Faculty members and students shall be expected to publish their research in refereed national and international journals. Except in case of Indian languages, it is expected that the journals are indexed in UGC-CARE List or with either SCOPUS (Elsevier) and/or Web of Knowledge (Clarivate Analytics). In order to improve the quality of research publications, the institution shall provide incentive for selected publications that appear in UGC-CARE List or with either SCOPUS (Elsevier) and/or Web of Knowledge (Clarivate Analytics) indexed journal.

- **Anusandhak – Xavier's Journal publication with e-ISSN**aims to publish selected papers from conferences in collaboration with the conference committee. Efforts should be made to include the journal in the UGC Care List.

- **Xavier's Student Journal (Inquest) publication** with ISSN aims to publish best papers from Symposiums in collaboration with the Symposiums committee.

- Faculty should be motivated to publish subject related books under joint or individual publication with internal or external publishing houses.

3.2.3 Identification of Thrust Areas

Although the faculties and students have the right to choose their individual topics of research, it is extremely desirable to make research relevant to the society. The research and development cell should identify broad research areas and expects all the departments to have a thrust area of research, with a view to be relevant, timely and intensive in their efforts under the broader thrust area identified usually at the college level every year.

3.2.4 Promotion of Orientation/Refresher Course/Short-Term courses

- Research Policy encourages faculty to attend and participate in orientation, refresher courses and short-term courses and to be included in Career Advancement Schemes (CAS).

- All department faculties who have been teaching for at least two academic sessions in two years may be permitted to participate in orientation, refresher courses and short-term courses to enhance their skills.

- Departments must ensure that all eligible faculties attend orientation, refresher courses and short-term courses, without affecting the teaching learning process of the college. However, more faculties are encouraged to attend these courses in the lean period of regular classes.

- It is suggested to grant academic leaves for attending orientation, refresher courses and short-term courses.

3.2.5 Collaborative National & International Research

The RDC encourages its faculty members to conduct collaborative research with their peers from reputed national and international Universities/Institutions and external agencies. The RDC may also sign Memorandum of Understanding (MoU) with prominent Research Institutions and agencies, for conducting joint research in the areas of common interest.

3.2.6 Patent and IPR

The Research and Development Cell (RDC) encourages faculties and students to file for patents arising out of their work. Expenses for filing patent, sharing of revenue in case a patent is commercialized shall be done as per statutory provisions. The RDC shall organize awareness programs and workshops in collaboration with Intellectual Property Rights Cell (IPR), among faculty and students from time to time.

4. Research Incentives

4.1 Research Corpus Fund

As part of Research Incentives, RDCsuggests creating and maintaining a research corpus fund. The suggested initial amount is INR 20 lakh to be allocated for all research promotion related activities every year.

4.1.1 Allocation for Corpus Fund distribution For Faculty: *(up to 7.5 Lakh)*

- Membership Fees (Institution) of professional bodies – *(up to Rs 50,000 annually)*
- Attending Conferences/Seminars/ Workshops organized by top ranking institutions and nationally recognized bodies at national and international level - *(up to Rs 2.5 lakh annually)*
- Publication Fees in UGC-CARE List with either SCOPUS (Elsevier) and/or Web of Science (Clarivate Analytics) indexed journal - *(up to Rs 3 lakh annually)*
- **Faculty project seed fund -** *(up to Rs 1.5 lakh annually)*

4.1.2 Allocation for Corpus Fund distributionFor Students *(up to 2.5 Lakh)*

- Seed Fund can be granted to Student Projects expenses for field survey based on approval by the Research Project committee and subject to submission of all the research work and proper verification of expense bill. *(up to Rs 2 lakh annually)*
- Students are encouraged to present their papers in conferences/seminars *(of repute). Registration fees and traveling/stay/publication charges can be granted from the student component of the corpus fund. *(up to Rs 50000 annually)*

4.1.3 For organizing conference/workshops/FDPs for the faculty and students - *(up to 10 Lakh)*

4.2 Guidelines for Applying for Incentives:

- The incentive applies to members of faculty who publish while remaining on rolls of the institution.
- The faculty member attending the workshop/seminar/conference should compulsorily present the paper and should be a regular employee of the institution and the concerned faculty should provide geotagged photos.
- If there are more than one author for a paper from the institution, only one author will be eligible for financial assistance after the publication or the amount will be distributed amongst them.
- A faculty can avail the financial assistance twice in an academic year on successful production of vouchers/Payment Request Form regarding registration fee and travel tickets after the publication/presentation.

- The financial assistance to a workshop/seminar/conference is subject to review by RDC in order to review the quality/standard/credibility of the workshop/seminar/conference.

- Faculties who are invited to attend national/international academic conferences/seminars etc. should verify that the level of the program and the Institution organizing the event is up to the national/international/professional standard and capable of enhancing the skills of the participants.

4.2.1. Financial assistance to faculties to attend the conferences/seminars/symposiums etc. in India or abroad.

Details of National/International Conferences/Workshops/Seminars in India	National/International Conferences/Workshops/Seminars Abroad
Registration fees based on the recommendations of RDC following the publication guidelines	Registration fees based on the recommendations of RDC following the publication guidelines
Travel Allowance Assistance to the extent of to &fro 2 Tier AC or Rs 10,000/- whichever is lower	Assistance to the extent of 50% of actual fare by Economy class by any airline or Rs 20,000 whichever is lower
The Maximum financial assistance limit will be Rs 50,000/- including Registration fee, and Travelling Allowance per faculty in a year.	

- Academic leave up to 10 days may be granted without any financial assistance by the institution if a faculty is not presenting any paper in the workshop or training programme other than UGC-HRDC in India or abroad.

  - Faculties going under any international collaboration exchange programme with CSIR, DST, ICSSR, ICAR, MCI, DCI and other agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs. 10,000/- whichever is lower in addition to a maximum of 10 days of academic leave. However, the works and detailed plan of such visits should be submitted to RDC, before venturing for it.

  - Financial assistance to faculty for attending the conferences/seminars/symposia etc. at the national level will be available once in an academic year. In such cases, the financial assistance will be limited to travel expenditure (actual train fare-AC-2 Tier or equivalent airfare) and registration fee to a maximum of Rs. 10,000/-.

- Financial assistance to faculty for attending the conferences/seminars/symposia etc. abroad/ internationally may be available once in two academic years. In such cases, the financial assistance will be limited to travel expenditure and registration fee to a maximum of Rs. 30,000/-. Deputation to attend conferences in India will not be counted for the purpose of availing such assistance.

- Only one faculty per department will be allowed to attend the same conference in India or abroad. In case of two or more applicants for attending the same conference/seminars & symposium etc, the management and department heads can mutually decide to maintain the proper functioning of the academic ethos. However, in absence of any clash, permission may be granted to the faculty applying (without financial assistance for second faculty).

- The management reserves the right to modify/approve/reject the financial assistance to any staff based on the prevailing situation.

4.2.2 Procedure of applying for financial assistance

The prescribed **"Research Payment Requisition Form"** for conference/ symposia/ seminar/orientation course/refresher course/short-term course/ Workshop/ Publication in journal or book etc. in India and abroad is to be used for applying for financial assistance. Properly filled requisition form is to be duly forwarded by the head of the Department and RDC for the approval from the Principal, preferably 30 days before the date of the programme (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:

- A soft copy of the full text of documents/ papers prepared by the faculty for presentation at the National/International conference/seminars/symposia/ congress/workshops.

- Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.

- A copy of the letter/email of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received.

- In case of conference / seminars / symposia / congress / workshops / training programmes of short duration, the invitation/certificate or other relevant documents should be attached.
- Follow-Up Action for abroad and India-The faculty not utilizing their sanctioned amount for whatever reason should immediately inform RDC within a week.

5. Research Misconduct

Research misconduct is defined as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting results of research. Research misconduct does not include an honest error or difference of opinion, authorship dispute that does not involve plagiarism, and violations of other Institutional policies (e.g., anti-sexual harassment policy). The Institution believes that the occurrence of misconduct is a threat to the basic principles of research. The Institution shall put in place a mechanism for taking action on all allegations of misconduct, and shall ensure that the procedures for inquiry, investigation and adjudication of any misconduct are well defined and just towards all parties involved.

6. Ethics Policy for Publication(s)

The ethical policy, framed and adopted by the RDC of St. Xavier's College Jaipur, is about avoiding the five most unethical practices of falsification, plagiarism, duplicate submission, authorship conflict and conflict of interest.

The focus is on and thus advise the researchers to conform to the scientific ethics at each stage of performing research and documenting its results. The misconduct affects authors, reviewers and editors as well as all the stakeholders involved and the society at large. Though the publication guidelines of the institution and the society will guide the author to keep a check on their misconduct in research and publication, ideally the expectation from the author is to undergo a self-scrutiny of the authenticity of their research work. The editorial board has the right to reject the work of the researcher in case of violation of rules and regulations.

As a researcher it is absolutely essential to follow all the ethical principles framed by the institution, as stated below, and avoid any misconduct or unethical practices:

- **Duplicate Submission:** The author should not submit their research paper in two or more journals at the same time. It has been normally observed that such practices are

adopted by authors to increase the number of their publications. As per the ethical principles the research paper should be submitted to only one journal.

- **Falsification/fabrication of Research Data:** The authors sometimes try to manipulate data and the methods used to prove their results and studies, such practices are considered as falsification or fabrication of data. Such activities are treated as unethical by the institution and should be avoided under every circumstance.

- **Plagiarism:** The ethical policy of the institution focuses on proper referencing in the desired formats and thus the research paper(s)/article(s)/book review(s) should be Plagiarism free. The author(s) sometimes intentionally or unintentionally uses the content from another person's work(s) or idea(s) in the writing of research paper(s)/article(s)/book review(s)without giving them due credit and passing them off as one's own in the paper, which is undoubtedly unethical.

- **Self-Plagiarism**: Even using one's own text from other publications in the current writing without due reference is considered plagiarism and is more specifically termed as self-plagiarism. The author(s) are advised to be vigilant in proper referencing as per the prescribed formats like APA, MLA etc. the author is expected to properly acknowledge the source, even if it is one's own work through proper referencing from his/her/their previous publications. The institution has advanced versions of soft tools to undergo a systematic plagiarism check as detection of plagiarism has become easier with the advent of numerous plagiarism checking tools.

- **Authorship Conflict:** Any person who contributes to the conception, designing or acquisition of research data, analysis of data, drafting or revision of the article, and its final approval before publication is entitled for the authorship of that paper.

Following unethical practices lead to an authorship conflict:

a) Not including the name of the person who contributes to the research in any manner.

b) Failure to obtain consent from a person whose name is cited in the manuscript.

c) Adding an extra author (who has made no contribution towards the paper, whatsoever) or removing the name of an existing author before or after publication.

d) Citing a person as an author just on the basis of seniority, family or professional relationship when none of them has contributed to the research or its writing.

e) The conflict can be prevented by deciding the authorship at the very onset of research.

Conflict of interest:

Conflict of interest is a situation in which the author of the research study may be influenced by personal and/or financial considerations to affect the quality or the end result of the research. If any such conflicts of interest should arise, be they personal, financial or any other, they must be disclosed with complete honesty to the editorial team.

7. Any Other

The management reserves the right to withdraw, modify, and amend the policy from time to time in the larger interest of the institution.

Principal
St. Xavier's College Jaipur
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