



# **MOHAMED SATHAK COLLEGE OF ARTS AND SCIENCE**

*(Affiliated to University of Madras, Re-accredited by NAAC)*

*Sholinganallur, Chennai-600119*

## **RESEARCH POLICY AND GUIDELINES**

**Published by the Research Committee Mohamed Sathak College of Arts & Science**

*(Affiliated to University of Madras, Re-accredited by NAAC)*

**No 13, Medavakkam Road, Sholinganallur, Chennai – 600119, Tamil Nadu, India.**

## RESEARCH POLICY

**Aim :** To upgrade the institutional capacity for conducting research, to promote research interest among the faculties and to inculcate aptitude towards research for the students.

### **Objective of Research Policy**

- Initiative to encourage staff and students to actively pursue research with quality, integrity and ethics.
- Enable the faculty to take up projects of societal relevance and significance.
- The RAC will guide the faculties to establish collaborations with the neighbouring National and International institutes.
- Encourage staff and students to publish research papers in peer reviewed journals with impact factor.
- To transform the research outcome to benefit the society via patent filing and to disseminate information regarding procedures to apply for various grants from various funding agencies.
- To Conduct Research oriented seminars/ workshop and programmes in IPR and research methodology.
- To Identify Consultancy avenues in different fields wherever applicable to improve the employability of the students.
- RAC is constituted to monitor the research progress and instrumentation and budgeting pertaining to research departments.
- The committee can frame rules and regulations for research assistance for full time research scholars.
- The committee can recommend for seed grant from the management for the faculties actively engaged in research.
- The committee can recommend for the management towards providing incentives for faculties for publishing the research papers in high indexed journals and also for attending National/ International conferences.

### **ACADEMIC RESEARCH:**

- The rules and regulations as proposed and governed by the University of Madras is followed for research leading to M.Phil. & Ph.D. degree. The regulations are strictly followed from admission till conduct of examination and submission of thesis.
- Selection is based on an Entrance examination as per the norms of the University of Madras.
- Research scholars are given the autonomy to choose the subject area of specialization and methodology of research.
- Research protocols pertaining to research on biological specimens (plants, animals and human beings) are adhered to OECD guidelines.
- It is mandatory that research scholars admitted to full-time programmes of M.Phil. & Ph.D. degree report to college on all working days during the course of study.
- Research scholars of the PhD programmes submit a report of progress once in six months to the Supervisor duly certified in the presence of RAC which constitutes the supervisor as convener, HoD as internal doctoral committee member and an external subject expert as recommended and approved by University of Madras.
- Research scholars while submitting Synopsis/Thesis/Dissertation must ensure submission of plagiarism report from the concerned authority along with the report to the department.
- Research scholars admitted into M.Phil/Ph.D. Programmes must publish research papers in Scopus/Web of Science journals, in journals from the UGC journal list or other reputed referred journals after due consultation and authorization of the Supervisor.
- The outcome of the research should be published periodically in high indexed/ Peer reviewed national and international journals. The journals should be Scopus indexed or present in the list of journals approved by web of science and Publons.
- Research Supervisors, as mentors, must give credit to research scholars for publications to encourage and recognise the work done by them.

### **RESEARCH REGULATIONS:**

The research regulations of University of Madras has been strictly followed for both M.Phil and Ph.D. [PDF link should be given]

<https://www.unom.ac.in/webportal/uploads/downloads/PhD-Regulations-2021.pdf>

## **INSTRUMENTATION CENTER:**

**List of Instrument available with the research departments for Common use for PhD research scholars.**

### **Major Equipment's:**

- Electron Microscope
- Ultra centrifuge
- Microscopes
- Pulse field gel electrophoresis system
- Deep freezers (-80°C)
- UV-Visible Spectrophotometers
- High Speed Refrigerated Centrifuge
- CO2 incubators
- Trinocular Fluorescent Microscope
- Cooling Centrifuge with rotors and accessories
- ELISA Reader
- Gel Documentation system
- PCR – Thermal cycler
- Balance – electronic weighing
- BOD Incubator

## **LIBRARY FACILITIES FOR RESEARCH**

Research scholars and faculty from the department are permitted to use the facilities of the books and journals available with the central library.

The E-learning Centre is to be utilized for research purposes only.

The department of library supports the scholars by giving assistance in utilising the library of University of Madras and British Council Library.

## **RESEARCH ADVISORY COMMITTEE**

The Guidelines of the University of Madras shall be applicable for the Research Advisory Committees of all the research departments of the Institution. The guidelines are as follows:

1. There shall be a Research Advisory Committee, for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. The Head of the Department concerned, provided he/she is a recognized Supervisor, and one other member from Institutions in the neighbourhood, who is an expert in the subject and also a recognized Supervisor for guiding Ph.D. scholars in that Institution.

2. In respect of inter-disciplinary research, the co-guide shall also be included as a member, in addition to those mentioned above.
3. Research Supervisor may also include an expert (may or may not have Ph.D.) from the Industry / Institution in the Research Advisory Committee in addition to the above members to provide inputs to the candidate but not to count the mandatory requirement of approval of Synopsis.
4. This Committee shall have the following responsibilities:
  - a) To review the research proposal and finalize the topic of research.
  - b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
  - c) To periodically review and assist in the progress of the research work of the research scholar.
  - d) The Research Scholar and Supervisor should appear before the Dean (Research)/ College Principal / Institute Director along with Senior Professor of concerned department who will review the progress at the end of fourth and fifth year and submit specific recommendation whether the candidate could complete the research work within one or two years.
5. e) During the First two years, a Research scholar shall present at least two papers in Regional/ National level Seminar/ Conference or shall publish at least one paper in UGC listed journal. From third year onwards, at least one paper must be published in the UGC listed journals.
6. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/Affiliated College with a copy to the research scholar.
7. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/Affiliated College with specific reasons for cancellation of the registration of the research scholar.

### MEMBERS OF THE MULTIPLE DISCIPLINARY RESEARCH COMMITTEE

<b>P.R.L.Hameed Ibrahim</b>	<b>Chairperson &amp; Executive Director</b>
<b>S.M.H.Sharmila</b>	<b>Secretary</b>
<b>S.M.A.J.Abdul Haleem</b>	<b>Director &amp; Ex. Office Member</b>
<b>Dr.R.Meganathan</b>	<b>Principal &amp; Ex. Office Member</b>
<b>Dr.Manivannan</b>	<b>Member (External Expert &amp; NAAC Advisor)</b>
<b>Dr.P.Kalaiselvi- Associate Prof, Department of Medical Biochemistry, University of Madras</b>	<b>Member -External Expert</b>
<b>Dr.S.Elumali- Head, Department of Biotechnology, University of Madras</b>	<b>Member - External Expert</b>
<b>Dr.O.S.Aysha - Vice Principal</b>	<b>Research Coordinator</b>
<b>Dr.M.Syed Ali, Asst.Prof &amp; Head, PG &amp; Research Department of Biotechnology</b>	<b>Additional Research Coordinator</b>
<b>Dr.V.Anuradha Asst.Prof &amp; Head, PG &amp; Research Department of Biochemistry</b>	<b>Member - Internal Expert</b>
<b>Dr.G.Manickam, Asso.Prof &amp; Head, Department of MBA</b>	<b>Member - Internal Expert</b>
<b>Dr.P.Rasool Begum Asst.Prof &amp; Head, Department of BBA</b>	<b>Member - Internal Expert</b>
<b>Dr.R.Kabaleeswaran, Asst.Prof &amp; Head, Department of B.Com-A&amp;F</b>	<b>Member - Internal Expert</b>
<b>Dr.M.Rahima Beevi, Asst.Prof &amp; Head, PG Department of Computer Science</b>	<b>Member - Internal Expert</b>

### ETHICAL COMMITTEE – POLICY & PROCEDURE

Research departments to frame individual ethical committees depending on the area of study.

#### **1. Composition of Ethical Committee:**

The committee shall be multidisciplinary and multi sectorial in composition. A Chairperson, scientists/experts from the field of study, one legal expert, and one representative from the community shall be members apart from the Principal, Vice-Principal and the Head of the Department of the respective research department.

## **2. Role of the Ethical Committee:**

- a) The Committee will review all research proposals involving animal/ human participants with a view to safeguard the dignity, rights, safety and well-being of the participants.
- b) The Committee shall ensure cardinal principles of research ethics like informed consent, minimizing risk of harm to participants, maintain confidentiality, avoid deceptive practices in planning, conduct and reporting the results of the proposed study.
- c) The Committee shall keep itself up to date with the latest national and international guidelines wherever animal and human samples are involved.
- d) Applications submitted before the departmental ethical committee is to be scrutinized and the decision of the committee regarding acceptance/ modification/ deferment/rejection of the proposal to be communicated to the research scholar.
- e) The Committee shall guide the scholar till the completion of the proposed research work.

- **List of Research Department.**

<b>S.No</b>	<b>Departments</b>	<b>Year</b>
<b>1.</b>	<b>Biotechnology</b>	<b>2012</b>
<b>2.</b>	<b>Microbiology</b>	<b>2012</b>
<b>3.</b>	<b>Biochemistry</b>	<b>2013</b>

### List of Research guides for Ph.D.

S.No	Name of the Supervisor's	Department	Guideship Reference Number with Date
1.	Dr.V.Anuradha	Biochemistry	D.2/PhD/Guide Recog/2014/1721 dated on 21/07/2014
2.	Dr.P.T.Devika		D.2/PhD/Guide Recog/2014/1581 dated on 03/08/2015
3.	Dr.O.S.Aysha	Microbiology	No:D2/Ph.D. GUIDE. Recogn./2014/2183 dated on 12.9.2014
4.	Dr.S.Valli		No:RP/Guideship/Ph.D/Approval/2019/1595 dated on 26.09.2019
5.	Dr.A.Reena		No:D2/Ph.D. GUIDE. Recogn./2013/2009 dated on 26.10.2013
6.	Dr.R.Rajan		No.D2 /Ph.D Guide. Recogn./2019/196 dated 21.3.2019 -
7.	Dr.N.Yogananth		1. MIBGU-(3406) - Bharathiar University (Part-time) - Guide ship in Microbiology 2.D2/Ph.D.Guide/Recogn/2019/238 (University of Madras- Full & Part time)
8.	Dr.M.Syed Ali	Biotechnology	No:D2/Ph.D. GUIDE. Recogn./2014/1581 dated on 8.7.2014

- List of students Completed/Pursuing Ph.D.(Excel)

### RESEARCH GRANTS FROM FUNDING AGENCIES

The faculties are encouraged to apply for project funding from external sources like TNSCST, UGC, DST, ICMR.

### SEED GRANT FOR RESEARCH

One time seed grant of 1.0 to 1.5 lakh for faculty as research supervisor from respective research department [Scrutinised and selected by external panel]



## **RESEARCH ASSISTANCE FROM MANAGEMENT**

### **Research Supervisor:**

- **The supervisor can be honoured with a cash prize of Rs 15,000, upon successful completion of PhD viva voce of each student within the stipulated time.**

### **CODE OF ETHICS IN RESEARCH:**

- Conduct all research activities in accordance with the accepted standards of our code of conduct.
- Ensure transparency in the accuracy of all data that the researcher and the collaborators have gathered/or utilised in their research.
- Ensure that only the correct data and research results are published in journals, conferences and reports.
- The researcher should clearly indicate all sources of information and data those are used in research.
- Respect the confidentiality of sources by not using or releasing data and information revealed in confidence.
- Take diligent care of the equipment's and material sources of the college.
- Utilize, distribute, or share material resources and equipment in accordance with the conditions set by the college.
- Observe safety aspects and ethical guidelines in all the research activities.
- Ensure that laboratory wastes are properly disposed or treated and our research activities do not result in environmental degradation.
- Report violation of any ethical code to the office or committee that has been duly mandated to evaluate and act on possible violations of research.
- Ensure that research results are accessible to the public once the research is concluded or as soon as is reasonable by publishing in journals.
- The researchers should give proper acknowledgment and credit to the management/resource/funding sources of our research.

**Chairperson- IQAC**

**Coordinator- IQAC**