



# ST. MARY'S GROUP OF INSTITUTIONS GUNTUR

(Approved by AICTE & Govt. of AP, Affiliated to JNTU-KAKINADA, Accredited by 'NAAC')

Chebrolu (V&M), Guntur (Dist), Andhra Pradesh, INDIA-522212



# RESEARCH POLICIES AND PROCEDURES

## **Research Policy**

### **Aims of the Research Policy**

SMGG aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. The research policy of the college aims to identify research areas of academic, practical and social relevance. The research policy has been framed to analyse, understand and effectively respond to all types of challenges posed in the pursuance of quality research.

### **Objectives of the Research Policy**

1. To train the teaching faculty members in the Research Methodology.
2. To create inspiration, motivation and promotion among all the Teaching Faculty and Student Community towards Research
3. To encourage the teaching faculty members to participate in the FDPs for enhancing research skills.
4. To encourage the teaching faculty members to publish the research articles in the reputed journals.
5. To motivate the teaching faculty to pursue the Ph. D degree in the reputed Universities.
6. To encourage the teachers to take up mini and major research projects by applying to different funding agencies like UGC, DST, ICSSR, AICTE etc.,
7. To develop the research infrastructure in the College.
8. To encourage the academic departments to emerge as the Research Centres in the College.
9. To provide the financial support to the teachers doing research.
10. To reward the teachers upon the successful publication of the research articles in the UGC recognized journals.
11. To develop networking with industry and business, to promote collaborative research.
12. To identify the thrust areas of research for carrying out focused research.
13. To encourage research on the issues of local, regional and national importance.
14. To recognize and reward quality research.
15. To develop the research skills in the students.

## **Scope of the Research Policy**

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include:

1. All staff who are active in teaching and research in the college.
2. All students registered with the college – undergraduate, post-graduate and doctoral candidates.
3. All mentors, guides, external experts, industry partners associated with any of the research activities of the college.

This policy shall apply to all the research and related activities of the college and for the purpose of this policy research and related activities will include:

1. Research activities including basic and applied research undertaken for fulfilling the requirements of academic degrees.
2. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies.
3. Knowledge compilation for academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks or developing/updating curriculum, etc.
4. Research projects of students undertaken as part of the curriculum or for enriching it.
5. Publications and presentations on research related topics

## **Role and Activity of Faculty Members**

1. All faculty members should be encouraged to take up research activities in accordance to their capacity.
2. All faculty members should be encouraged to complete their own Ph.D. Program at the earliest.
3. Institute should try to fund for research infrastructure development and also for recurring expenditure required to do active regular research at institutional level.
4. Faculty of the Institute should apply to the governmental agencies and also corporate houses for necessary funding.
5. Faculty members should be given on duty leave if they go to any seminar/conference/workshop as a resource person or paper presenter.
6. Faculty members may be giving partial financial help for registration to seminar/conference/workshops etc, especially where registration fees are very high.

## **Code of Ethics for Research**

The College has formulated the Code of Ethics for the conduct of the Research Activity on the fair lines. All the researchers have to adhere to the code of Ethics scrupulously.

1. **Honesty:** The Research Scholars and the Guides are to be honest in gathering, reporting and publishing the data.
2. **Objectivity:** The researchers have to be unbiased in selecting the samples, analysing the data and other aspects of the research where the objectivity is very much needed.
3. **Integrity:** The researchers have to maintain the personal integrity between their plans and the deeds.
4. **Carefulness:** The researchers are to take meticulous care in drafting their reports by avoiding the duplications and errors.
5. **Transparency:** The researchers are to be frank, transparent and open in disclosing their ideas, resources and results.
6. **Confidentiality:** The researchers have to maintain the utmost confidentiality in maintaining the documents relating to the Government and defence records.
7. **Accountability:** The researchers must carry the personal accountability for their research activity and be ready to provide answers posed by different sections of the society.
8. **Originality:** The researchers should develop creativity, novelty and originality in doing the research.
9. **Fairness:** The researchers must seek permission for using the unpublished data from the right persons and authorities. Plagiarism should be totally avoided.
10. **Publication:** The researchers should go for the authentic publication of their research results.
11. **Mentoring:** The researchers are expected to mentor the budding researchers and the students as part of their moral responsibility.
12. **Indiscrimination:** The researchers should not discriminate people on the basis of gender, religion or ethnicity and strive for promoting cordial relations among people
13. **Social Responsibility:** The researchers must strive for promoting the social harmony, peace and environmental sustainability through their research.

## **Composition of Research Cell**

Research Cell will have the following composition

- Principal – Chairperson
- HOD's-All

- Dean academics – R&D-Co-ordinator
- Two teachers – Members
- Two student representatives - Members

# St. Mary's Group of Institutions Guntur

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## Faculty Incentive Form

Date: \_\_\_\_\_

### 1. Details of Faculty

- i. Name : \_\_\_\_\_
- ii. Designation : \_\_\_\_\_
- iii. Qualification : \_\_\_\_\_
- iv. Department : \_\_\_\_\_
- v. Contact No. : \_\_\_\_\_

### 2. Please Tick (√) The Appropriate Item

- i. Activity : Conference/Journal/FDP/Workshop/Seminar/Other
- ii. Geographical Coverage: Departmental/State Level/National Level/ International Level.
- iii. Name of Conference/Journal/FDP/Workshop/Seminar/Other:  
\_\_\_\_\_
- iv. Venue :  
\_\_\_\_\_
- v. Date(s) : From \_\_\_\_\_ to \_\_\_\_\_  
Total no. of days: \_\_\_\_\_

### 3. Details of Expenditure

- a. Registration Proceedings : Rs. ....
- b. Travelling Allowance : Rs. ....
- c. Local Hospitality including boarding and lodging : Rs. ....
- (Total Amount) : Rs. ....

Note: Please attach the required document if any.

**Faculty**

**HOD**

**R&D Coordinator**

### For Office Use Only

- a. Proposed Amount : Rs. .... /-
- b. Approved Amount : Rs. .... /-

**Finance Manager**

**Principal**

**ON DUTY APPLICATION FORM**

I am \_\_\_\_\_ from the Dept. of \_\_\_\_\_ bearing Employee  
Id. \_\_\_\_\_ wish to apply for ON Duty/ Compensatory OD/ Special Leave from  
\_\_\_\_\_ to \_\_\_\_\_ for the reason that \_\_\_\_\_  
\_\_\_\_\_.

Date for which Compensation is claimed (if any):

**Signature of Staff**

Recommended the On Duty/ Compensatory OD/ Special Leave for which the above staff  
has applied for, based on the request and considering the work adjustments.

**Head of the Department**

**Dean/Principal**

**Director**