



**St. Xavier's Catholic College of Engineering, Chunkankadai,  
Nagercoil-629003**

**Research Policy – 2022**

**(Version 2.0)**

**Research Promotion Policy Statement**

**St. Xavier's Catholic College of Engineering (SXCCE) is committed to promote Research & Development (R&D) in the fields of Science, Engineering and Technology and aspires to be a centre of excellence for R&D and Technology transfer.**

**I.PREAMBLE**

St. Xavier's Catholic College of Engineering (SXCCE) is recognized as one of the renowned institutions with rich research ambience, located in the southern part of our country. The institution intends to emphasize on maintaining high standards in all the research activities by students, research scholars and faculty by providing certain criteria. The institution encourages the faculty and others conducting quality research through analysis and synthesis of current research technologies and develop new or improved processes and products for the benefit of the society. The policy developed by Centre For Research and Development (CFRD) acts as a framework for the development and implementation of quality research activities and good practices in the institution. The Research policies are developed with an objective to improve the Research performance of the students as well as overall development activities in the college, and these policies are in accordance to the Institute's Vision to produce optimal human, towards developing a technically-empowered humane society.



## **II. BACKGROUND**

St. Xavier's Catholic College of Engineering envisages the vision of transforming research into innovative solutions and products to build a Socially, Economically and Environmentally (SEE) sustainable society. For the purpose of coordinating and encouraging research Centre For Research and Development (CFRD) has been established. It is actively and constantly taking steps to impart knowledge, based on Outcome based method of Learning and Teaching approaches. By way of giving quality research laboratories and equipment, arranging for MoUs with eminent universities and institutions foreign and inland, providing incentives for researches and publications, it encourages the faculty and students. The management of SXCCE has also shown great interest in investing for researches in key futuristic research areas namely, Artificial Intelligence, Cloud Computing, Robotics, Healthcare Applications, Climate Change and Pollution Control, Renewable Energy, Image and Signal Processing, Intelligent Transportation and Emergency Response System, Smart Devices, Smart Structures, Smart Agriculture, Composite and Nano Materials, Bio-fuels, ICT enabled services etc. for building a technically empowered humane society.



### III. Objectives

- To establish a Centre for Research and Development (CFRD) to assist researchers and manage research programs
- To develop framework and guidelines for research and development activities
- To create an enabling environment to foster research culture among the faculty and students through AM Journal Club
- To identify socially relevant thrust areas of research and support researchers in securing funds from various central/state governments and non-governmental bodies, establishing related research programs and research infrastructure
- To nurture an environment for developing socially useful products with potential for commercialization
- To forge interdisciplinary collaborations and partnerships with research laboratories, scientists, and eminent researchers nationally and globally
- To ensure scientific publications in reputed/ refereed journals and to obtain research grants and funds
- To advice and support researchers to protect the intellectual property rights through filing of patents, copy rights, trademarks, etc.
- To encourage outstanding faculty and researchers with due recognitions and rewards to promote excellence in R&D.



#### **IV. Guidelines/ Standard Operating Procedure/ Importance and Implementation at sxcce**

##### **1. Undertaking Research**

Faculty members of SXCCE are expected to undertake research, leading to quality publications, obtaining research funds from various funding bodies, presentations in National/International conferences of repute, generate of Intellectual property with potential for commercialization, create socially useful outcome and other similar research activities. Academic work location relaxation will be given to faculty members who undertake sponsored projects.

##### **2. Research Management**

Overall management of research activities have been coordinated by CFRD, SXCCE under direct supervision of Head of the Institution and Director/Research. Research advisory board and research committee shall be responsible for overall functioning of research activities within the institute.

##### **3. Incentives for Publications & Grants**

The Institute encourages quality research in different thrust areas. The incentives for journal publications in WoS and Scopus indexed journals, book or book chapter publications and research grants are provided as per SXCCE-HR Policy.



Appraisal Points for journal and book/chapter publications, various grants and patent publications are also given to the faculty members as mentioned in Faculty Performance Appraisal documents.

#### **4. Full Time Research**

The enrolment of full-time research scholars plays a vital role in enhancing the quality of research in the institute which supports the vision of SXCCE and strengthens the quality of research and development in all our research centres. Scholars who are willing to pursue their Ph.D shall register at SXCCE after being provisionally registered under Anna University. They should present their research plan before the research review committee constituted by CFRD. The committee may recommend for Institutional fellowship after the assessment of his/her candidature.

#### **5. Travel grants and Dearness allowances**

TA / DA norms for faculty members and staff attending any official meeting / Conference / Workshop etc. will be provided as per the SXCCE HR Policy

#### **6. Research Paper Presentation in International conferences**

Financial assistance to the faculty members who attend international conferences and for present a paper will be as per SXCCE HR Policy



## **7. Seed Money for research projects / product development.**

SXCCE management will consider providing seed money for research projects as per SXCCE HR Policy.

## **8. Ethics in conducting Research**

- All Researchers shall demonstrate integrity and professionalism, fairness, equity and intellectual honesty
- Appropriate credit to be provided to all members involved in the particular research work for their respective research contributions.
- Research methods and results are open to scrutiny and discussion
- All Researchers shall effectively and transparently manage conflicts of interest
- All Researchers Shall Prevent and check plagiarism through authenticated software to ensure academic integrity, originality and innovation.
- An ethical committee approved by the Principal shall implement the guidelines, ensure strict adherence and initiate suitable inquiry, investigation and disciplinary action, in case of default.
- The Institute currently adopts the plagiarism policy guidelines of the AICTE (Circular No. AICTE /P&AP /Misc./2017 dated 30.11.2017) and UGC (Circular No. F.1-18/2010-CPP-11 dated 06.08.2018 & Circular no. N.F.1-112020(SECY) dated 20.04.2020).



## **9. Procedure for Ph.D. / MS (Research) (Internal/External) Scholars**

- Contact any approved Supervisor of SXCCE
- Get no objection certificate approval from Correspondent through the Principal
- Submit your application form to Anna University Chennai and proceed for registration
- Submit internal SXCCE Registration form before first dc meeting to CFRD
- Submit half yearly Progress report for every semester through the Supervisor
- Before synopsis submission, provide details about the seminar presentation to issue official notification from CFRD
- Before submitting thesis, submit thesis submission form to CFRD
- Before viva voce exam, submit Ph.D. viva voce Pro-forma form to CFRD

## **10. References**

- UGC – Good Academic Research Practices (GARP) – September 2020
- <https://www.ugc.ac.in/ebook.aspx>.
- SXCCE HR Policy
- SXCCE – Faculty Performance Appraisal



## **V. POLICY REVIEW**

Research policy will be reviewed annually by Academic Administrative Committee and presented to Academic Council / Governing Council for approval.

## **VI. APENDIX**

### **PhD/MS(Research) Forms**

PhD Application Form

PhD Internal Registration Form

DC Meeting Registration Form

Course Registration Form

Proforma to submit Half-yearly Progress

Proforma to submit PhD Thesis

Proforma to conduct PhD Viva voce Examination

### **PG / UG Project Forms**

Form 1      Selection of Project Title and Supervisor

Form 2      Project Abstract and Declaration form

Form 3      Writing of Project Proposal

Form 4      Assessment of Project Proposal

Form 5      Assessment of Students Review

Form 6      Submission of Project Log Book





- Form 7      Submission of Plagiarism Report
- Form 8      Submission of Final Project Report
- Form 9      Assessment of Final Project Report
- Form 10     Submission of Article in Journal/Conferences

**General Forms (Faculty & Students)**

- Patent Submission Form
- Funded Project Proposal Form
- Research Centre Report
- Research Appraisal Form
- Travel Grand Application Form
- Seed Fund Requisition Form