

Annai Hajira Women's College

Melapalayam, Tirunelveli - 05

(A Unit of As-Sathiq Educational Society)
(Affiliated to Manonmaniam Sundaranar University)

RESEARCH & DEVELOPMENT POLICY

In today's context every higher educational institution must take cognizant of the importance of research and innovation. The institution aims to promote quality research initiatives and innovative practices through the Research and Development Cell. It plans to foster academic and research collaborations with institutes and industries to meet societal needs.

Objectives:

- To facilitate collaborative research activities with national, international institutions, industries and other professional bodies.
- To provide a conducive environment for research and development by periodically organizing seminars, conferences and workshops on research methodology and patenting.
- To establish Incubation centers to encourage innovations and start-ups.
- To ensure long-term collaboration with organizations through Memorandum of Understandings (MOUs).
- To facilitate publications in quality and renowned journals.
- To cultivate academic and research collaborations with institutes and industries to meet societal needs.

Research and Development Cell:

The Research and Development Cell at Annai Hajira Women's College oversees the efficient functioning of research and development activities within the institution. The cell aims to create a culture and environment conducive to research and innovation through quality publications, industrial consultancy and research development programs. The committee plans, promotes, and scrutinizes the institution's research activities.

A senior faculty member leads the cell as the Convener, with Principal providing advisory support. The constitution of the cell is as follows:

1. **Chairperson:** The Principal, Annai Hajira Women's College, acts as the Chairperson of the Committee.
2. **Convener:** The Coordinator, Research & Development Cell, conducts and coordinates the activities of the cell.
3. **Members:** The cell comprises members from both Arts and Science streams.

Responsibilities of the R & D Cell:

- The Committee members are appointed by the Principal, Annai Hajira Women's College, based on their competencies and integrity.
- Members should be aware of local, social and cultural norms, as these serve as important social control mechanisms.
- The committee suggests peer-reviewed national and international journals for subscription in the central library.
- It encourages students to present technical papers at National and International conferences and display projects in competitions and exhibitions.
- Faculty members are encouraged to participate in Seminars, Workshops, Faculty Development Programs (FDPs) and Conferences.
- The cell takes the initiative to provide "Seed money" to deserving faculty members for advanced research and for publications.

Code of Ethics for Research:

As the R & D Cell significantly contributes to academic performance, faculty members should ensure the quality of research and advancements in their field of expertise. This helps the institution to maintain a global standard. Research works must adhere to the rules and regulations of Manonmaniam Sundaranar University, Tirunelveli and University Grants Commission (UGC) regarding plagiarism and malpractice in research.

Policies on funded and non-funded Research and Patents:

- All publications and research papers by faculty must undergo plagiarism check.

- Faculty members are encouraged to identify interdisciplinary research in their field of expertise.
- Boosting Faculty members to pursue Ph.D. by granting both long and short term leave and support.
- Meritorious research work or consultancy by faculty members is awarded with monetary incentives. The management will appropriately reward research work published in reputed UGC CARE journals through the incentive scheme.
- In the case of funded projects, the Principal Investigator and Co-Investigator are responsible for maintaining the equipment and software purchased, which should be recorded in the stock register.
- The entire sanctioned amount must be used in accordance with the guidelines of the funding agency.
- Separate stock registers are to be maintained for externally funded projects in every department.
- Equipment purchases and the submission of audit reports must follow the Finance committee's guidelines.
- If a patent is filed by an individual, expenses will be split 50% by the researcher and 50% by the institution. If the patent is filed by the institution, the institution covers 100% of the expenses. If filed jointly, the institution and individual share the 100% expenses.

Attending Seminars, Conferences, Workshops, Faculty Development Programs and Refresher Courses:

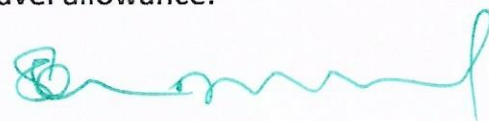
To enhance interactive and blended learning and focus on outcomes rather than output, faculty members are encouraged to attend Faculty Development Programs (FDPs), Refresher Course, Workshops and Conferences to foster development in the learning platform.

Policies on Faculty Development Programs and Refresher Courses:

- Faculty members attending the Refresher Course, Conferences and Workshops will receive financial support to partially/fully cover the registration fee once during their service.
- Faculty members attending FDPs and International Conferences in outstation or in foreign countries will receive a partial/full travel allowance.


PRINCIPAL

**ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005,**



**SECRETARY
ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.**