MANNAR THIRUMALAI NAICKER COLLEGE

(Founded by the Tamilnadu Naidu Mahajana Sangam)

An Autonomous Institution, Affiliated to Madurai Kamaraj University
A Linguistic Minority Co-educational Institution/ Re-accredited with 'A' Grade by NAAC

PASUMALAI, MADURAI– 625 004

Research Policy

1. Aim & Scope:

The research policy of the college aims to inculcate research culture amongst the faculty members, Ph.D scholars, PG and UG students. The College has developed excellent facilities, both in terms of academics and infrastructure. Mannar Thirumalai Naicker College encourages faculty members and students to undertake sponsored research projects from Government and Non-government agencies with a commitment to serve the society. The college has established a system to promote research policy and offer administrative and financial support.

2. Objectives:

❖ To improve the quality of research.

❖ To encourage the faculty members to apply for major and minor research projects in various funding agencies.

❖ To promote students to apply for student research projects.

❖ To facilitate seed money to faculty members and students for initiating research.

❖ To stimulate Interdisciplinary/ Multidisciplinary research.

❖ To motivate the faculty members and scholars to publish in UGC Approved journals/ UGC CARE List/ Scopus/ Web of Science/Peer-reviewed journals.

3. Institutional Regulations:

(i) For Ph.D., Scholars

❖ Permission from the Principal shall be obtained through Research Committee for Ph.D., full time/Part time Scholars Registration.

❖ Attendance is mandatory for Ph.D., full time Scholars on all working days and it is maintained by the respective research department.

❖ Ph.D., full time Scholars may be availed maximum of 12 days Casual Leave in the academic year.

❖ Ph.D., full time Scholars who attend conferences, workshops, literature survey and data collection should get prior permission in the prescribed format for providing leave on Other Duty (OD), failing which their attendance will be marked as absent.

❖ The presence of Ph.D., full time Scholars is mandatory for all Ph.D Viva Voce examination, colloquium and research related programmes organized by Research Centres & other disciplines in the campus.

❖ Ph.D full time/Part time Scholars payment of fee on time is mandatory as per Madurai Kamaraj University regulations.

(ii) For Research Supervisors and Heads of the Research Department

- ❖ The Research supervisor should strictly follow the guidelines of Madurai Kamaraj University from the period of Ph.D scholar's registration till the date of award.
- ❖ The Research supervisor should instruct their candidates to complete **Course Work/Present their work in front of Doctoral Committee for every six months / Submission of Biannual Report / Payment of fee** etc on time.
- ❖ The Research supervisor is expected to submit the copy of evidence to the research committee regarding the following
  - ➢ Guide recognition/registration certificate
  - ➢ Ph.D scholar registration confirmation order
  - ➢ Pre-Submission presentation
  - ➢ Submission of thesis
  - ➢ Ph.D Viva –Voce examination
  - ➢ Ph.D degree award syndicate communication letter copy and degree certificate
  - ➢ Research proposals (Submission)
  - ➢ Research Project Sanctioned details
  - ➢ Research Project midterm and final project reports to the funding agencies
- ❖ **The heads of the Research Department have to follow the research centre renewal process every year.**

4. Guidelines for Doctoral Programme in the college

(i) Admission for Doctoral Programme:

- ❖ PG degree with 55% of marks (with M.Phil or without M.Phil) and passing of Pre-registration Qualifying Entrance Examination in the respective programme conducted by Madurai Kamaraj University are mandatory for Ph.D programme admission.
- ❖ Candidates aspiring for admission to Ph.D. programme in Mannar Thirumalai Naicer College shall submit his/her application with relevant certificates to the Principal in the prescribed format and the same shall be forwarded by the respective supervisor and Head of the Department concerned.
- ❖ Candidates may register either as full time or part time scholars.
- ❖ Call letter will be issued to the candidate to appear before selection Committee for the interview and selection will be intimated shortly.
- ❖ Candidates must submit the offline/online application enclosed with relevant certificates and selection letter to Madurai Kamaraj University.

❖ Candidates registration for the research programme, course work, duration of research, extension, relaxation, change of guide, change of title, interdisciplinary research, publication, presentation, Pre-Submission presentation, synopsis submission, submission of thesis and Viva-Voce examination should be followed as per Madurai Kamaraj University guidelines.

5. Institutional Policy for Promotion of Research:

(i) Financial assistance Seminars / Conferences / Workshops

❖ Financial assistance (Complete / Partial) is provided by the management to organize National/ International Conferences, Seminars or workshops.

❖ To enhance research culture in the institution, the registration fee is provided from UGC Autonomy Grant for the aided streams and for self-financing stream from the management fund for presenting research papers in National/International Conference/Seminar organized by various **Colleges/ Universities.**

❖ The institution provides travelling allowance (Complete / Partial) for presenting research papers abroad and for attending the interview on Major/Minor research projects funded by various agencies.

❖ Self-financing staff members who are awarded Ph.D., and who have cleared SET / NET examinations get increment.

❖ The institution provides Institutional Mail id for faculty members to promote the publication metrics.

(ii) Research Seed Money

❖ The institution provides **Institutional Sponsored Faculty Research Project Grant** to the faculty members who submit proposal with Socio-economic, creative and innovative research work.

❖ The institution provides **Institutional Sponsored Student Research Project Grant** to a team of **UG final year students /PG final year students/ Ph.D., Full time/ Part time Scholars** under the guidance of a research project supervisor of the corresponding department.

Budget Allocation for Seed Money

Category	Amount	Scheme Initiated from the Academic Year
Institution Sponsored Faculty Research Project Grant	Rs.20,000 to Rs. 25,000 per year (Based on proposed project work)	2017-2018
Institution Sponsored Student Research Project Grant	Rs.10,000 to Rs. 15,000 per year (Based on proposed project work)	2019-2020
Number of projects are sanctioned on the basis of the quality of Proposal and Recommendation by the Research Advisory committee (External)		

(iii) Composition of Research Committee:

➢ Principal – Chairperson

➢ Dean of Research – Convener

➢ Faculty Members from various disciplines (Maximum 7 members)

The members of the committee will continue the research activities for the academic year.

(iv) Functions of the Research Committee:

❖ The Research Committee of the college shall be responsible for implementing the research policy of the college

❖ The Research Committee monitors and addresses the issues related to research.

❖ The Research Committee continuously encourages the staff members to take up research projects in their respective fields. It sends circulars to all the faculty members when funding agencies call for the Research Project Proposals.

❖ The Research Committee collects and maintains data related to research supervisors list, scholars details and research activities.

❖ Formation of Research Advisory Committee (External). The Research Advisory Committee is made up of members of the various Universities/Colleges representing subject areas selected by the Research Committee.

❖ Conducts Research committee meeting periodically for the execution and upgradation of research policy.

❖ Call for Institutional sponsored faculty and student research project under the scheme of seed money provided by the management, scrutinize and recommend proposals submitted.

❖ Prepares budgets for seed money and other research related activities.

❖ Make efforts to improve the availability of research infrastructure requirement.

6. Code of Ethics

(i) Plagiarism check

Our College Library is equipped with plagiarism checker (**Software-Grammarly**) to check the originality of research. Our college offers plagiarism checker software with free of cost to all the Researchers.

(ii) Code of conduct

❖ Ethics and plagiarism are the significant components in the research project and publication.

❖ The Research Committee checks the plagiarism percentage of the Institutional Sponsored research project proposals. The scrutinized and selected research proposals are sent to the Research Advisory Committee (External).

❖ The Research Advisory Committee (External) has the power to recommend the deserved Research proposal. The Committee will be asked to ensure that the proposal under consideration is congruent with ethical considerations identified by the Advisory Committee. The Research Committee announces the selected research projects and the management sanctions the seed money for research.

❖ After submitting the Institutional Sponsored Research Project, the research committee again monitors the plagiarism, and then the Research Advisory Committee (External) evaluates the Institutional Sponsored Research project. They will submit the final report copy to the research committee.

❖ Based on the Research Advisory Committee (External) report, the research committee prepares and distributes the project completion certificate seeking permission from the principal and the management.

❖ Organizes workshop and seminars to promote the research ethics of publications, patent and project proposals.

❖ The Project Guide and Scholars are asked to use the plagiarism checker (**Software-Grammarly**) available at our campus.

❖ Code of Ethics for Research Degree Programmes is maintained:
  ➤ to check the quality
  ➤ academic standards of the research degrees
  ➤ to provide regulatory information
  ➤ Guidance for research scholars and faculty members.

❖ To attain these features our College strictly follows the Regulations of Madurai Kamaraj University.

7. Disclaimer:

The Research policy is prepared by the Research Committee. If any doubt in the research policy, it will be clarified by the Research committee. Final decision is taken by the college Academic Council.

RESEARCH POLICY

(Amendment from the academic year 2021 -2022)

As per the recommendations of Research Committee meeting, the following amendments will be implemented in the Research Policy from the academic year 2021 -2022.

I. Amendment in Research Seed Money

To Introduce **Institutional Sponsored Inter-departmental Research Project** as a new category for Research seed money for developing Multi/Inter Disciplinary research in the college campus.

Budget Allocation for Inter-departmental Research Project

Category	Amount	Scheme to be Initiated from the Academic Year
Institutional Sponsored Inter-departmental Research Project Grant	Rs.20,000 to Rs. 30,000 per year (Based on proposed project work)	2021-2022
Number of projects will be sanctioned on the basis of the quality of Proposal and Recommendation by the Research Advisory committee (External)		

II. Amendment in Code of Ethics

1. All Institutional Sponsored faculty, student and Inter-departmental Research Project proposal and final project report output for research seed money should be free from plagiarism or within the permitted level.

2. All Research Project proposals submitted to various funding agencies should be free from plagiarism or within the permitted level.

3. Certificate of plagiarism check will be issued with free of cost by the Main Library of our college. It is mandatory for

   ❖ submission of Institutional Sponsored faculty, student and Inter-departmental research project proposal for research seed money.

   ❖ submission of Institutional Sponsored faculty, student and Inter Departmental Research project final output for research seed money.

   ❖ getting **Endorsement Certificate** from the Head of Institution to apply for research project to various funding agencies.

4. In addition, Research Ethics committee will be created for monitoring the research ethics in our college campus and in order to protect dignity, rights and welfare of research participants.

Composition of Research Ethics Committee:

- ❖ Principal – Chairperson
- ❖ Senior Faculty member who has Research Guideship from Research Department – Convener
- ❖ Dean of Research - Co-convener
- ❖ Research Guides from various disciplines (Maximum 3 members)

AMENDMENT IN THE RESEARCH POLICY OF THE INSTITUTION

(Amendment effective from the academic year 2022-2023)

As per the recommendations of the Research Committee meeting, the following amendments will be implemented in the Research Policy from the academic year 2022-2023.

❖ The amount sanctioned for the scholar should be used for the purpose for which it was sanctioned.

❖ The Research Project should be original contribution and plagiarism should be strictly avoided.

❖ The Project title, questionnaire, data and other related information for the sanctioned Projects should not be found in the UG projects, PG projects, and Ph.D. Theses of the Departments concerned. In case of violation, the sanctioned Project this is the case, the sanctioned project will be cancelled and the researcher has to refund the amount.

❖ In case of Student Projects, it is mandatory for the Supervisor to be present during the presentations.

❖ The researcher, if he or she happens to leave the Institution before the completion of the Project, should submit the Project Report on time or refund the amount to the College with 10% interest to the Head of the Institution/ Head of account of the Institution.

❖ If the researcher is not able to complete the Project, he or she has to refund the amount with 10% interest to the Head of the Institution/ Head of account of the Institution.

❖ The plagiarism rate of the final Project Report should not exceed 15%.

❖ The final Research Project report should be submitted as a soft copy in CD and 3 copies as PDF files.

Certificate of Plagiarism Check

This is to certify that the **Institutional Sponsored Faculty/Inter-departmental Research Project** entitled "---(*Topic*)" submitted by --(*Name and Designation of the Principal Investigator*) is an original work and extent of similarity (plagiarism) in respect of published work in the contemporary field of research and internet available sources do not exceed the permitted level, examined by the Librarian, Mannar Thirumalai Naicker College (Autonomous), Madurai-04.

1	Reference id	
2	Permitted Level of plagiarism	Research Project 15% Project Proposal 10%
3	Plagiarism present in the content	
4	Software used	"Grammarly Plagiarism Software", San Francisco, California
5	Date of verification	

Signature of the Librarian
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Signature of the Principal
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Library seal

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
(Accredited with "A" Grade by NAAC)
Pasumalai, Madurai -625004
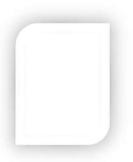
Certificate of Plagiarism Check

This is to certify that the **Institutional Sponsored Student Research Project** entitled "--------------------------
----
---*(Topic)*" submitted by -------------------------------

(Name of the student and Roll Number) under the guidance of------------------------*(Name and Designation of the Guide)* is an original work and extent of similarity (plagiarism) in respect of published work in the contemporary field of research and internet available sources do not exceed the permitted level, examined by the Librarian, Mannar Thirumalai Naicker College (Autonomous), Madurai-04.

1	Reference id	
2	Permitted Level of plagiarism	Research Project 15% Project Proposal 10%
3	Plagiarism present in the content	
4	Software used	"Grammarly Plagiarism Software", San Francisco, California
5	Date of verification	

Signature of the Librarian
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Signature of the Principal
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Library seal

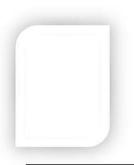# MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
(Accredited with "A" Grade by NAAC)
Pasumalai, Madurai -625004

Certificate of Plagiarism Check

This is to certify that the **Research Project** entitled "-- --- --(*Topic*)" submitted by --- ---(*Name and Designation of the Principal Investigator*) is an original work and extent of similarity (plagiarism) in respect of published work in the contemporary field of research and internet available sources do not exceed the permitted level, examined by the Librarian, Mannar Thirumalai Naicker College (Autonomous), Madurai-04.

1	Reference id	
2	Permitted Level of plagiarism	
3	Plagiarism present in the content	
4	Software used	"Grammarly Plagiarism Software", San Francisco, California
5	Date of verification	
6.	Name of the Funding Agency	
7.	Name of the Scheme	

Signature of the Librarian
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Signature of the Principal
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Library seal

Certificate of Plagiarism Check

This is to certify that the **Student Research Project** entitled "--- -- ---(*Topic*)" submitted by --- ---*(Name of the student and Roll Number)* under the guidance of---*(Name and Designation of the Guide)* is an original work and extent of similarity (plagiarism) in respect of published work in the contemporary field of research and internet available sources do not exceed the permitted level, examined by the **Librarian, Mannar Thirumalai Naicker College (Autonomous), Madurai-04.**

1	Reference id	
2	Permitted Level of plagiarism	
3	Plagiarism present in the content	
4	Software used	"Grammarly Plagiarism Software", San Francisco, California
5	Date of verification	
6.	Name of the Funding Agency	
7.	Name of the Scheme	

Signature of the Librarian
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Signature of the Principal
Mannar Thirumalai Naicker College
Pasumalai, Madurai-04

Library seal