

ECRIC

The Ethiraj Centre for Research Innovation and was initiated on 16th April, 2019 to foster research environment in the college by motivating faculty and student to undertake basic applied and interdisciplinary research leading to quality publications and emergence of innovative and creative ideas with impetus on IPR. For this purpose the Ethiraj Trust Board has allocated Rs.20 Lakhs p.a. The Research Task Force consisting of the Principal, VPs and Deans of Research was formed.

RESEARCH POLICY

PREAMBLE

The Research Policy aims to foster ambient research environment, motivate faculty and students to undertake basic, applied, interdisciplinary research in physical sciences, arts and social sciences of societal relevance leading to quality publications, encourage presentations of research outcomes in reputed National / International Conferences, promote transfer of ideas/ technology and claim Intellectual Property rights with impetus for commercialization.

OBJECTIVES

The research policy of the College aims to provide guidelines for research activities with following objectives

- i) To promote quality research at the Post graduate levels, and higher research programmes with innovation and creativity in the institution.
- ii) To ensure due importance to original / novel ideas embedded with integrity and ethics in research
- iii) To encourage the design of the scientific research outputs into simple working models relevant to society in terms of cost and environment.
- iv) To nurture relevant research in the areas of social and economic issues that affect women in particular.
- v) To promote research consultancy and collaborations with National and International research institutions and industries.

PROMOTION OF RESEARCH

- i) By creating a conducive environment to foster research culture in the college with the provision of infrastructure, laboratory, data computing and processing tools.

- ii) By the creation of an exclusive research centre called ECRIC (Ethiraj College Research, Innovation and Creativity Centre) that will provide a forum, space, facility and funding (to an extent of 25 lacs p.a) and other required resources for nurturing research.
- iii) By encouraging publications in quality journals recognized by the UGC and indexed in Scopus / Web of Science and / or with a good Impact Factor.

Allocation of Funds for the promotion of quality research in the institution

I Funds for the best research projects carried out by the faculty

- i) Minor Research Project (1 lac – 2 lacs)
- ii) Major Research Project (2 lacs – 5 lacs)
- iii) Collaborative Research Project
 - Industry Collaboration
 - Interdisciplinary Collaboration

II Funds for workshops, national and international conferences and quality publications

III Funds for technology transfer, Intellectual Property Rights / Filing of Patents

IV Recognition for outstanding research by Aided and Self-Supporting faculty members to be given separately for faculty belonging to the three disciplines of Humanities, Science and Arts (six awards per annum).

V Recognition for outstanding research Department belonging to Aided and Self-Supporting streams (two awards per annum)

VI ECRIC fellow ships to be awarded to full time Ph.D scholars who are in their second year of their Ph.D tenure.

ETHICAL POLICY

Ethical guidelines for the conduct of quality research in the institution

Preamble: The set of guidelines aims to provide a moral code for setting higher standards in research and its adherence leads to credibility in the qualitative and quantitative research methodologies and their results/findings.

These guidelines are to be accepted as a general practice by all researchers of the institution and deviation shall be considered as Research misconduct that will be dealt with sanctions imposed by the institution.

Areas of ethical concerns in Research

- 1. Plagiarism/ Malpractices:** It is an offence that results in the misuse of someone's original ideas, results and findings. It is applicable to publication, citation, research proposals and grants.

Preventive, Corrective and Punitive action shall be taken by the research council to bring transparency in research.

2. **Usage of data** : There should be integrity in the acquisition, reporting and application of research data.
3. **Ownership of data**: Research data generated by the research groups of the institution belong to the institution at any point of time as the funds/ awards/ patents received are associated with the institutional identity of the researcher. However, genuine accessibility/ sharing of the research findings shall be available to all the research groups of the institution.
4. **Research publication**: There should be strict adherence to the publication ethics by the researchers with due regard to affiliation to the institution without conflict of interest.
5. **Responsibility of the research investigator**: Faculty members who are principal research investigators/ mentors/ supervisors should take the responsibility of leading the group or students towards set goals in a highly intellectual and professional way.
6. **Responsibility towards funded projects**: Faculty members who carry out institutional or Governmental funded projects should follow the ethical guidelines, submit periodical progress reports, with due importance to institutional claim on finance and patents.

ETHIRAJ CENTRE FOR RESEARCH, INNOVATION AND CREATIVITY (ECRIC)

GUIDELINES FOR PROVIDING GRANTS TO FACULTY FOR MINOR RESEARCH PROJECT

1. INTRODUCTION

The ECRIC strives to promote teaching and research in Humanities, Social Sciences, Languages, Literature, Life Science and Pure Science.

2. OBJECTIVES

To provide financial support to departmental/individual research in specialized areas to faculty members.

3.ELIGIBILITY/TARGETGROUP:

- The ECRIC will provide financial support to permanent teachers of Aided and Self-Supporting stream of the college.
- A working teacher can avail of only one project/ scheme of ECRIC at any given time.The next project can be accepted only after the completion of the sanctioned one.
- The Principal Investigator should publish two papers in a reputed journal in the form of the books/article/presentation in seminar etc. From the said project completed.
- The age of the Faculty member must be not more than 55 years as on 30th May of the year of application.
- **The teaching faculty of Library Science, Physical Education will also be eligible to participate in the scheme.**

3. NATURE OF ASSISTANCE:

The maximum assistance for one research project will be from **Rs. 1 lakh toRs. 2 lakhs**. The ECRIC Minor grant will provide financial support for items like Equipment, Books and Journals, Hiring, Services, Contingency, Chemicals and Consumables, Travel and Field work.

(a) Hiring Services

This is meant for specialized technical work, such as sample analysis, for which the College either has no infrastructure or such services are available on payment basis.

(b) Contingency

The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationery, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

(c)Special Needs

Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(d) Chemicals and Consumables

To meet expenditure on chemicals, glassware and other consumable items.

(e) Books and Journals

Books and Journals purchased must be returned to the Department Library after the completion of the project.

(f) Equipment

Equipment purchased must be returned to the Department Library after the completion of the project. A maximum of 20% of the grant can be used for Equipment.

(g) Travel and Field Work

The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. **This should not be used for attending conferences, seminars, workshops and training courses etc.**

(h) Re-Appropriation

The Principal Investigator may re-appropriate maximum 20 per cent of the grant allocated under each head with the permission of Principal by intimating to the ECRIC with justifications.

4. Tenure and Implementation

1 ½ years with 6 months extension

The effective date of implementation of the project will be mentioned in approval-cum-sanction letter.

5. PROCEDURE FOR APPLYING

All eligible teachers in colleges may submit their Minor Research Proposal applications by 31st May every year in the prescribed proforma to the concerned **Dean of Research, Ethiraj College for Women.**

5. PROCEDURE FOR APPROVAL

The received proposals duly forwarded by the Principal will be assessed with the help of a subject expert committee. The final decision will be taken on the basis of recommendations made by the Committee and the availability of funds under the scheme.

6. PROCEDURE FOR RELEASE OF GRANTS

The first instalment of the grant shall comprise of 50% of the total Recurring grant approved by the committee for the total duration of the project. The grant will be released to the Principal of the College.

On receipt of Annual Progress Report, Statement of Expenditure and Utilization certificate of 1st instalment of grant, 40% of the total recurring grant will be released as second instalment. Remaining 10% will be released on receipt of the following completion documents as final reimbursement:

- a) A Copy of the final report of project along with soft copy.
- b) A consolidated item wise detailed Statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal and the Principal Investigator
- c) A consolidated Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by the college Auditor, Principal as well as the Principal Investigator in the prescribed proforma.
- d) The unutilized grant if any, may be refunded immediately through demand draft drawn in favour of The Principal, Ethiraj College for Women, Chennai.

2)The Principal Investigator is expected to settle the accounts immediately on completion of the project.

7. GENERAL

a) After finalisation of the selection procedure of the Minor Research projects.The Principal and the Dean of Research and to the Ecric Committee members will send the approval/sanction letter to the selected principle investigators,who will send their acceptance letter to the Principal/Ecric Committee Member.

b) Project is not transferable in any case.

c) If a Principal Investigator fails to complete the project, she has to refund the entire amount released with interest.

FOR ECRIC RESEARCH FELLOWSHIP(ERF) FOR FULL-TIME PhD STUDENTS OF ETHIRAJ COLLEGE

1. OBJECTIVE

The objective of the ERF scheme is to provide an opportunity to the qualified students of Ethiraj College for Women to undertake advanced study and research leading to Ph.D. degrees in sciences, arts and humanities at Ethiraj College for Women.

2. ELIGIBILITY:

The candidate must have a first-class master's degree and a first-class bachelor's degree in the relevant subject.

The candidate should have registered for Full-Time Ph.D in Ethiraj College for Women(University of Madras).

Candidates in the second year after registration for P.hD. are eligible to apply.
The upper age limit for application of ERF is 40 years as on 31st May of that year.

3. PROCEDURE FOR APPLYING AND APPROVAL

Only qualified candidates who have registered for research degrees are eligible to apply for fellowship under the scheme.

The applications should be submitted in the prescribed format (Annexure I) and are placed before an external expert screening committee.

The short listed proposals after screening are placed before ECRIC (Funds Availability). After due scrutiny, the eligible research proposals are finalized for the award of research fellowship.

The decision of ECRIC is final and binding. ECRIC also reserves the right to withdraw/cancel the selection without assigning any reason.

4. NATURE OF ASSISTANCE AVAILABLE UNDER ECRIC RESEARCH FELLOWSHIP:

The tenure of fellowship is for years under the ERF scheme.

The financial assistance available under the scheme is as follows:

ECRIC RESEARCH FELLOWSHIP:

Fellowship Rs. 4,000 per month for a period of one year (June to May – Second year of Ph.D.)

and

Fellowship Rs. 5,000 per month for a period of one year (June to May – Third year of Ph.D.)

The amount shall be paid on monthly basis in arrears

The fellowship may be terminated at any time during the tenure, and the decision of ECRIC shall be final and binding.

5. PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME

The attendance and progress of the awardee is monitored by the concerned Research Supervisor.

The awardee is required to submit a six- monthly progress report of the work by the end of the month of December and May duly signed by the Research Supervisor, Head of Department (Annexure II).

6. OTHER CONDITIONS

- The fellow shall not undertake any paid assignment during the tenure of the fellowship.

- The Fellow, with the consent of the Guide and Head of Department, may assist the college in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and symposia, provided such work is not likely to hinder the research programmes on hand. The total amount of time to be spent on such activities should not exceed ten hours a week.

7. CANCELLATION OF AWARD

The fellowship is liable to cancellation in case of:

- Misconduct.
- Unsatisfactory progress of research work.
- Failure in any of the examinations related to Ph.D
- Candidate found ineligible later.
- Any false information furnished by the applicant
- Any fraudulent activity by the Fellow shall lead to Penal action against her. If the ERF is discontinued before the period of two years (Second and Third year of P.hD.), the entire amount of the fellowship will be refunded to ECRIC.

8. Commencement

ERF is applicable from academic year June 2019 to May 2020 onwards

Mini Research Project guidelines: (Permanent faculty & Trust Employee)

- Eligibility to apply: not more than two Permanent faculty or one Permanent faculty and one trust faculty with a minimum 1-year experience.
- Grant Amount (Humanities & Arts) – Rs.10,000
Grant Amount (Science) – Rs. 15,000
- Period of project – 1 year
- Sanction letter to be given by Principal to Individual faculty.
- Plagiarism check / Report from Ethiraj Library to be attached with Report

- f. Amount to be released only after submission of Project and bills to Deans of Research to be signed by Principal and forwarded to COE/Trust office.
- g. Evaluation by External subject Expert selected by COE, & Evaluation report to be given to respective Faculty.
- h. Paper publication is recommended in recognized journals as per NAAC
- i. Proposals to be submitted by 31st May every year.

Members of ECRIC Committee

(2019-2020)

1. Dr. A.S. Saranya (Dean of Research – Aided)
2. Dr. K. Krishna Prema (Dean of Research – Self Supporting)
3. Dr. S. Umagowri (PBPB – Aided)
4. Dr. M. Menaka (CND – Self Supporting)
5. Ms. C. Jayashree (Economics – Aided)
6. Dr. C.N. Deepa (Biochemistry – Self Supporting)

7. Dr. M.B. Pavithra (HRDE – Self Supporting)
8. Dr. S. Sudha Parimala (Chemistry – Aided)
9. Dr.T. Sudeshna (Commerce – Self Supporting)