



## **N.K.T. NATIONAL COLLEGE OF EDUCATION FOR WOMEN**

**(Autonomous)**

**No. 41, Dr. Besant Road,  
Triplicane, Chennai-600 005**

### **INSTITUTIONAL POLICY GUIDELINES FOR PROMOTION OF RESEARCH CULTURE**



### **TRANSFORMING STUDENTS TO GLOBAL EDUCATORS**

**Approved by the College Committee in its Meeting held on 12<sup>th</sup> May 2022**

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# **Institutional Policy Guidelines for Promotion of Research Culture**

## **1. Background**

N.K.T. National College of Education for Women, established in the year 1966 by Sriman N.K. Thirumalachariar, a visionary and a philanthropist, is situated at the heart of the Chennai city. Our College is housed in an area of 3.06 acres, where a model school is also attached. It has metamorphosed into a well-established, urban College catering to the educational needs of women from all sections of society and committed to its mission of empowering young women student-teachers to face life and its multifarious challenges at both personal and professional levels.

The College offers Graduate, Post Graduate and Research Programmes in Education with Autonomous status granted by the University Grants Commission in the year 1988, and has grown to greater heights as an Institution of higher learning in Teacher Education. In its continuous striving for excellence over decades, the Institution has been successful in achieving position “Second to None”, and has been upgrading its curricula and pedagogies on par with the global standards.

The College is committed to impart quality education to all students and is one of the pioneering Colleges of Education to encourage research culture among students and Faculty members, who believe that research and teaching are complementary to each other. Though the main function of the College is for teaching, learning and evaluation, the College has promoted a vibrant research culture in the campus as our College has been recognized as a Research Institution by the University of Madras, Chennai from 1983 and then by Tamil Nadu Teachers Education University, Chennai since 2008.

## **2. Purpose**

The College being a Research Institution, the primary purpose of the Policy is to motivate the faculty members to undertake quality research, consultancy and other research related activities.

### **3. Objectives**

The objectives of the Policy are:

- To provide an ambience for research;
- To motivate Faculty members to concentrate on research activities, in addition to teaching, so as to publish research articles in reputed refereed international and national journals with high impact factor;
- To pursue efforts to write books for publication by International and National publishers of repute;
- To create a research platform for exchange of ideas and promote collaborations with their counterparts in other Educational Institutions;
- To promote globalization of research and education;
- To encourage Faculty members to submit proposals and secure funds for research projects and conduct research activities like workshops/ seminars/ conferences/ training programmes from various funding agencies in India and abroad;
- To grant special leave for Faculty members to undertake research activities; and
- To recognize Faculty members with incentives/ rewards for outstanding research activities.

### **4. Research and Development Centre**

The Research and Development (R & D) Centre of the College has been established to:

- ensure a research atmosphere to encourage research culture
- disseminate information on call for proposals from various funding agencies and facilitate in timely submission of research proposal after scrutiny by the Research Committee
- ensure proper utilisation of funds and timely submission of project reports and utilisation certificate to funding agencies
- motivate researchers both Teaching Faculty members and students by providing them infrastructure and other required minimum facilities

- organize regular programmes/ talks on Research Methods and Statistics to encourage Faculty members and students to attend any such programmes organized by other Institutions/ Organizations.
- encourage Researchers to share their research work with their peers and promote discussion which may lead to new ideas.
- present research findings and newer techniques in the Summer and Winter Sessions of Research Colloquium.

## **5. Policy Guidelines for Promotion for Research Culture**

The initiatives of the College to promote Research are:

1. Motivating and providing basic facilities for carrying out Research activities
2. Appreciating faculty members on obtaining a Ph.D. degree and funded projects.
3. Providing financial support for conduct of Minor Research Projects
4. Encouraging students and Faculty members to attend and present Research Papers in International and National conferences/ seminars/ workshops.
5. Providing financial assistance in the form of registration fee, travel money etc.
6. Appreciating faculty members and research scholars for publications in reputed journals
7. Encouraging collaborative research with University, other colleges, research institutions and Industries.
8. Supporting Faculty members and students to get patents for their innovative ideas/ products.
9. Special Casual Leave not counting towards ordinary casual leave, shall be granted to Faculty members to
  - attend Conferences/ Seminars/ Symposia/ Short Course/ Training Programmes, etc.
    - If paper accepted for presentation in Conference is multi authored, then only one of the authors will be allowed to avail the leave.

- The Faculty member may apply 30 days in advance for the purpose of obtaining sanction of leave.
- No faculty member shall proceed on leave unless all the prescribed formalities have been completed and sanction obtained.
- The Joining Report after availing leave is mandatory. This should include a statement of work done during the leave period.

- refer libraries of other institutes;

Application of leave shall be addressed to the Principal. The authority empowered to sanction of Special Casual Leave shall be the same as followed for the Casual leave.

A faculty member is entitled to 15 days of Special Casual Leave in one calendar year. The leave, ordinarily, shall not be granted for more than five days at any one time, except under special circumstances, for which the permission of the Principal is necessary and Saturday/Sundays/ Holidays can be prefixed /suffixed to the leave.

It must be ensured that prior and proper arrangements are made for the discharge of responsibilities such as teaching duties, guidance of research students etc. for days of absence.

10. Granting Faculty Improvement Programme (FIP)/ Study Leave: With a view to enhance knowledge and skills of Faculty members, especially junior faculty members, at the rank of Assistant Professor, Study Leave is granted to Faculty members for pursuing further studies leading to Ph.D./ Post-doctoral qualification or any other higher degree in the interest of faculty improvement, thereby impacting academic standards of Colleges in the long run.

- Study Leave shall be granted by the Secretary of the College on the recommendation of the Principal to Faculty members with a minimum of three years of continuous service in the College for pursuing further studies leading to Ph.D./ Post-doctoral qualification or any other higher degree.
- The leave shall not be granted for more than two years in one spell.

- Study leave shall not be granted to a Faculty member who is due to retire within five years of the date of return to duty after the expiry of study leave.
- No Faculty member who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Secretary.
- In the event of the course of study falls short of study leave sanctioned, the Faculty member shall apply for extension of leave well in advance and get the approval from the Management or resume duty on the specified date.
- A Faculty member availing study leave, shall undertake to serve the College for a continuous period of at least three years to be calculated from the date of resuming duty on expiry of the study leave.
- The Faculty member on study leave shall submit to the Management and Principal of the College six-monthly reports of progress in studies forwarded by the supervisor or the Head of the institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave. The Faculty member on study leave shall submit a comprehensive report on the completion of the study leave period.

11. Granting Incentives are an important part of Institutional motivation to encourage Faculty members to take up quality research work. Our College incentive includes giving appreciation letters, awards, rewards and by means of kind also for those who deserve it

## **6. Research Supervision**

College encourages faculty to obtain recognition from the affiliating University i.e. Tamil Nadu Teachers Education University for enrolling students for their Doctoral Research Programme. Doctoral students are enrolled as per UGC regulations and rules and regulations of the Tamil Nadu Teachers Education University from time to time. Ph.D. guides should maintain high standards of ethics and must encourage their students to complete their doctoral work in a given time frame. The supervisors should advice students as and when required and must provide with all the requirements to the students in terms of equipments, consumables, books and other resources.

## 7. Dissemination and Publication of Results

The College encourages Faculty members and students to publish their research work in a responsible manner. All funding sources must be acknowledged in any publication. As far as possible, research work must be published in peer reviewed journals. A proper procedure of authorship should be practiced. Research students who contribute more in terms of actual practical work done should be given due credit.

## 8. Integrity

Quantity of publications is not very important, practicing ethical standards would be top priority. The Principal Author should take ownership in case of any questionable data being presented. Plagiarism, deception, fabrication or falsification of results is regarded as a serious disciplinary offense. Researchers are encouraged to report cases of suspected misconduct and to do so in a responsible and appropriate manner.

## 9. Responsibilities of the Institution

The Institutional Policy Guidelines for Promotion of Research Culture shall be prepared/ reviewed by the Research Committee, comprising of the Principal, Experts in the field of Education, Co-ordinator of the R & D Cell and Faculty Members.

The Policy shall be reviewed, once in three years, to ascertain the effectiveness of the research practices and to explore changes, if any, to be included in the Policy for improving the existing practices.

The Policy shall be appraised and approved by the College Committee and implemented by the Principal.

Policy Confirmed by



Dr. M. Arumugam

Secretary

Policy Approved by



Dr. (Mrs.) Mano Bakthavatsalam

President