MES MAMPAD COLLEGE
(AUTONOMOUS)
(Accredited by NAAC with A grade)
Affiliated to University of Calicut

Institutional

Research Policy

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Preface

MES Mampad College has been striving to serve the society, students in particular with high quality education and imparting life skills along with world class research addressing real-world problems. The college being associated with rural setup, imparts podium for group of innovative forms of knowledge, innovations in arts, literature, humanities, commerce, management, media, science and technology. The college believes that the need of research that can directly benefits the society to be given high priority. This Policy helps in creating an amiable environment that promotes knowledge creation which is fair, just and can be evocatively intermingled with societal concerns.

1. Statement of Purpose

This research policy imparts a vision on the institute with an overview of the prediction on how the research centers should perform in the forthcoming years. It also funneled in such a way that provides a vision on the kind and nature of College's research over the next ten years as well as on the ways and means to strengthen research so as to make it more knowledge oriented, societal and transformative. This document tries establish a vibrant environment and ambience for research in the College in order to transform itself as a center of excellence for intellectual creativity, to respond to societal demands, and to contribute to the creation of knowledge societies and a sustainable world.

2. Scope

This research policy is applicable to any research carried out in the research centers. MES Mampad College has now five research Departments with research Centers in the disciplines of Chemical Sciences, Mathematical Sciences, Zoological Sciences, Arabic, Commerce and Management. The research had taken up new arenas of international collaborations and joint ventures.

3. Objectives

- To enable the ecosystem of high quality research work in the departments with necessary action plans and to ensure the research is completed in stipulated time frame

- To avail possible collaborations with inputs from internationally known scientists

- To ensure publication of research findings in high quality peer reviewed, indexed and impact factor journals, books and other relevant quality publications.

- To promote interdisciplinary collaborations and partnerships with national and international institutions to foster high quality research with global outcomes.

- To encourage faculty and students to embark on mutually beneficial international exchange programmes in research with internationally acclaimed universities.

Bio-ethical Research Policy

Biological research at the MES Mampad is at the forefront of development of innovative treatments, techniques, and translational science. The faculty members lead fundamental research programmes that are recognized for their research excellence into many fundamental biological areas including animal welfare, conservation, ecology, evolution and genetics.

Biological research at the institute takes many different forms across a range of scientific disciplines and employs a range of methods including computer modelling and animal-based research projects. The use of animals in research projects takes place only when it is necessary to replicate the complex interactions of a whole living body and there is no practical alternative. The use of animals in research at the institute is closely monitored and carried out according to standards and conditions set down by the licensing authority in the Government of India. All animal-based research is undertaken in compliance with the standards set down in the DST-S&T policy set by the Government of India.

The ethical review process

All applications and amendments to project licenses that involve the use of animals for research will be subject to an internal ethical review process. The institute has a central Bio-Ethical Research Committee (BERC) that are governed by and report directly to The Head of the Institution. The BERC members includes faculty and researchers and other members of staff to provide a balanced review of research.

All project license applications, amendments, and reports on progress are reviewed by one of the BERC members before they can be endorsed and passed to the Home Office for further scrutiny. The College maintains a rigorous and objective process of ethical review that challenges scientists to justify their use of animals, and that requires them, where the use of animals is unavoidable, to work according to the principles of reduction and refinement.

The ethical review committees will:

- The institute is committed to organise regular seminars on matters related to the reviews and appropriate techniques and new developments.
- The institute expects a team approach to animal work that fosters good communication and collaboration between all those involved in the care and welfare of animals through regular meetings and discussion between researchers.

Responsible conduct of research

The institute's code of Practice and Procedure on Academic Integrity in Research prescribes standards of responsible and ethical conduct expected of all persons engaged in research at the College. Staff, students, research fellows and visitors should in all aspects of their research activity:

- demonstrate integrity and professionalism, fairness and equity, and intellectual honesty;
- effectively and transparently manage conflicts of interest or potential conflicts of interest;
- ensure the safety and well-being of those associated with the research; and
- record and publish their methods and results in ways that are open to scrutiny and debate. Researchers are encouraged to refer to the College's policies and guidelines relating to research integrity and to use them as a resource.

Procedures of Conduct of Research

1. **Proposal Submission**
a. All project proposals must obtain permission from the Research Monitoring and Advisory Committee (*hereafter* RMAC)
b. The suggestions from the RMAC has to be incorporated in the final submission
c. If required, power point presentations can also be requested from the PIs
d. Two sessions of the submissions such as November and July in each year can be suggested for the proposal submission.
2. **Project review**
   a. All projects, if necessary, the minor projects also can be reviewed once/ twice in an year
   b. Junior Research Fellow's (*hereafter* JRF) should be encouraged to apply for PhD
3. **Project Fund**
   a. Many funding agencies require their interest of the project fund to be added to the capital amount. Hence a joint account with the PI and head of the institute may be initiated.

b.   To run the project, the PI can avail an advance amount but limited to 25,000 for minor projects and 50,000 for major projects.

c.   The advance request from the JRF, countersigned by the PI, should be verified by the Principal for the approval of project money. He/She has to specify the anticipated expenses, in the form of the attached template.

d.   Prior sanction from the funding agency has to be obtained, if any re-appropriation of fund is required.

e.   This sanctioned advance amount has to be settled within two months, before sanctioning the second instalment.

f.   All bills are to be signed by the JRF, PI and verified by the accountant of the college.

g.   Advance may be released to the PI, only after the clearance of pending bills.

h.   Justification for the purchase may be written in the bills as and when required and also for the evaluation of auditors.

i.   Prior permission has to be obtained in the case of hiring vehicle, and if required sealed quotations has to be invited for repeated service.

j.   The PI will be given the freedom to spend the project fund only in the approved heads of the projects. Any unethical treatment in the finance will end up with serious actions.

k.   The PI will be permitted to travel by II AC train or air, and can spend up to Rs. 1500 / day for accommodation as in the case of Class I officers (Pay band III) approved by the Govt of India.

l. JRF can avail Sleeper or III AC depending up on the availability of the project fund.

4. **Project Period**

   a. The PI and Co-PI will be responsible for the equipment / instrument purchased under the project with maintenance of a log book of transaction in the case of field equipment.

   b. A register for usage of chemicals has to be maintained as suggested by Department of Collegiate Education.

   c. The books purchased under the project will be a property of the department after the project closure, and it has to be displayed in the department for future references.

   d. All bills have to be filed, scanned and kept in safe custody.

5. **Project Closure**

   a. All balance account has to be closed within the stipulated time frame.

   b. The dedicated account has to be surrendered during the project closure period.

   c. One copy of the Final Technical Report has to be submitted to the RMAC and Library.

   d. Steps should be taken to publish the research papers at the earliest.

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