



**ST. THOMAS COLLEGE
OF TEACHER EDUCATION, PALA
ESTD. 1957**

**INSTITUTIONAL POLICY DOCUMENT
DETAILING SCHEME OF INCENTIVES**

ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA
INSTITUTIONAL RESEARCH POLICY (REVISED – 2023)



PART I – PERSPECTIVES

- 1.1 Preamble
- 1.2 Vision
- 1.3 Mission
- 1.4 Objectives
- 1.5 Guidelines

PART II- THRUST AREAS

- 2.1 Faculty Research and Publications
- 2.2 Student Research and Publications
- 2.3 Research Guidance
- 2.4 Consultancy Services
- 2.5 Organising National and International Seminars and Webinars
- 2.6 Faculty and Student Participation in National and International Seminars
- 2.7 Research Projects
- 2.8 Collaborations

PART III- IMPLEMENTATION

- 3.1 Research assessment committee
- 3.2 Preparation and Submission of research plans for the Academic Year
- 3.3 Pre- Ph.D. Presentation
- 3.4 Assessment of Research Project Proposal
- 3.5 Incentives for seminar Participation
- 3.6 Opportunities for student research publication



Beena
Prof. Dr. BEENAMMA MATHEW
PRINCIPAL

ST. THOMAS COLLEGE OF
TEACHER EDUCATION
PALA

PART I – PERSPECTIVES

1.1 Preamble

The college is committed to promote a research culture among Faculty and students as it provides the foundation for future development of the Institution. The research policy of the college aims to promote a culture of research among the faculty and students, to foster and support a research environment among all stakeholders, including teachers, staff and students with the goal of enriching and enhancing faculty members' professional competence, developing and promoting scientific temper and research aptitudes in tune with the vision and mission of the college. The policy also focuses to identify research areas of academic, practical and social relevance and to take initiative to prepare and submit research project proposals.

1.2 Vision

- Uphold a culture of research, promote scientific temper and research aptitude among the faculty and students

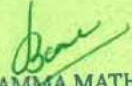
1.3 Mission

- Develop a quest for research through encouraging and facilitating publication of the research works
- provide opportunities to develop research aptitude through organisation and participation in National and international Seminars
- Provide consultancy services to the stakeholders in the analysis of the data and other research requirements.

1.4 Objectives

- To create and promote a culture of research among the faculty and students
- To ensure quality, integrity and ethics in research.
- ✓ To encourage and facilitate the publication of the research works in reputed academic International / National journals
- ✓ To facilitate the presentation of the research work through academic events such as workshops/seminars/conferences.
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- To facilitate providing professional guidance, technical support for quality research.
- ✓ To identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities available to the teachers and students of the college.
- ✓ To take initiatives to recognize the college as a research centre




Prof. Dr. BEENAMMA MATHEW
PRINCIPAL
ST. THOMAS COLLEGE OF
TEACHER EDUCATION
PALA

1.5 Guidelines

The college is a Research Centre in Education from 2022 under Mahatma Gandhi University, Kottayam. Research forms the fundamental pillar of the academic realm. Being a unique Teacher Education Institution, our college endeavours to foster a research-oriented environment among both its faculty and students..

All research scholars, irrespective of full-time or part-time or Any Time (Fellowship holders of JRF/MANF/RGNF/KSCSTE etc.) Registration categories shall report to the research centre immediately after obtaining the registration order.


Research scholars (irrespective of full-time, part-time or Any Time Registration) have to report to their respective research centres immediately and shall attend the Course Work Programme in the research centre which commences, as per the notification given by the University from time to time. Regarding the course work;

1. The research scholars shall make 30 minutes to 1 hour presentation of his / her progress of research work, once in every six months, before the Research Advisory Committee or the Doctoral Committee, as the case may be.
2. Half Yearly Progress Reports shall be forwarded along with details of monthly attendance signed by the supervising teacher and the head of the institution.
3. The names of research scholars who fail to submit Progress Reports for two semesters shall be removed from the rolls.
4. The Half Yearly Progress Report shall be signed by the Supervising Teacher, the Head of the research centre External Expert and the Subject Expert from the Approved Research Centres.

The Director of School/ Head of the Department/ Research Co-ordinator of the centre shall keep an Attendance Register for all the research scholars. The Attendance Register for scholars doing research in part time mode shall be strictly maintained during the period of the Course Work. Course Work Attendance Certificate shall be submitted along with the application for confirmation.

1. The syllabi of Course I , Course II and Course IV are available on the website of the university
2. The syllabus of Course III is to be prepared by the Supervising Teacher concerned.
3. The syllabus of Course III prepared shall specify the area of research, consisting of five modules and a minimum of 72 teaching hours, and the Scheme / Model question paper, duly signed by the Supervising teacher, also shall be submitted along with the syllabus.
4. The supervising teacher should sign on all pages of the syllabus affixing his/her designation seal.
5. The Heads of Research Centres shall forward the discipline-wise syllabi of Course III for approval




Prof. Dr. BEENAMMA MATHEW
PRINCIPAL
ST. THOMAS COLLEGE OF
TEACHER EDUCATION
PALA


PART II – THRUST AREAS

- 2.1 **Faculty Research and Publications:** Encourage faculty in doctoral research through guidance and mutual support
- 2.2 **Student Research and Publications:** encourage and facilitate the publication of the research works in reputed academic International / National journals.
- 2.3 **Research Guidance:** provide research guidance for Ph.D. scholars and at PG level
- 2.4 **Consultancy Services:** Provide consultancy services to research scholars in the analysis of the data and other research requirements
- 2.5 **Organising National and international Seminars and Webinars:** encourage faculty to organize national and international seminars and webinars. And also promote to act as resource persons.
- 2.6 **Faculty and Student Participation in National and International Seminars:** encourage faculty and students to participate in seminars and webinars and presentation of research works
- 2.7 **Research Projects:** identify research areas of academic, practical and social relevance and take initiative to prepare and submit research project proposals to various funding agencies.
- 2.8 **Collaborations:** identify and establish linkages with national and international research organizations for widening the scope of research opportunities available to the teachers and students of the college

PART III – IMPLEMENTATION

- 3.1 **Research Assessment Committee (RAC):** The College has a research assessment committee (RAC). The committee consists of the Principal as the Chairperson, all the doctoral degree holders among the faculty and an external research expert. The duty of the RAC is to monitor the research activities of the college.
- 3.2 **Preparation and Submission of research plans for the Academic Year:** The Research Assessment Committee meets each year and makes plans for the academic year.
- 3.3 **Pre-Ph.D. Presentation:** The Ph.D. research scholars, including faculties of the college and scholars under the guidance of the faculty members are provided venue and guidance for pre-Ph.D. presentations in the college. The Research Assessment Committee gives relevant suggestions for improving the quality of presentation.
- 3.4 **Assessment of Research Project Proposal:** The faculty identifies the new trends in research, prepare and submit research project proposals to various funding agencies. The




Prof. Dr. BEENAMMA MATHEW
PRINCIPAL
ST. THOMAS COLLEGE OF
TEACHER EDUCATION
PALA


project proposals are placed before the research committee for approval before submitting to the funding agencies.

3.5 Incentives for facilitating research: The institution provides financial support to the faculties to participate in national and international seminars, conferences, workshops, etc. (50 % of the registration fee).

Appreciation incentives: The institution honors PhD awardees.

3.6 Opportunities for student research publication: The students are informed of seminars, conferences and encouraged to present research papers. They are provided all support and guidance




Prof. Dr. BEENAMMA MATHEW
PRINCIPAL
ST. THOMAS COLLEGE OF
TEACHER EDUCATION
PALA