

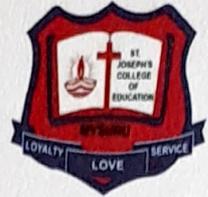


THE MYSORE DIOCESAN EDUCATIONAL SOCIETY ®

# St. Joseph's College of Education

Jayalakshmpuram, Mysuru-570012

Affiliated to University of Mysore | Accredited by NAAC | Recognized by NCTE : APS03354



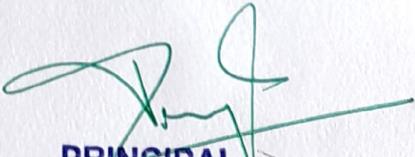
Estd. 1971

Tel : 0821-2511992 e-mail:stjosephcollege2012@gmail.com website: www.stjcollegeofeducationmysuru.in

## Institutional Policy for Scheme of incentives to Faculty

St. Joseph's College of Education encourages research and continuous professional development of faculty as follows:

- To encourage already existing faculty to pursue research, provision will be given to adjust time – table during working days.
- For attending course work for full time Ph.D Scholars, study leave will be granted on Saturdays, provided their absence will not affect the teaching learning process of the college.
- Incentives / Salary increment will be provided for management appointed permanent faculty on completion of Ph.D.
- For paper publications in journals under UGC care list, incentives will be provided.
- For presenting papers in national / International level Seminar / conferences registration fees will be provided.
- For participation in Seminar / conferences registration fees will be provided if prior permission is sought from the management.

  
**PRINCIPAL**  
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Jayalakshmpuram, Mysuru-570 012



# The Mysore Diocesan Educational Society®

Reg. No. 39/65-66, Dtd. 11-03-1966

St. Joseph's Educational Institutions, Jayalakshmpuram

Mysuru, Karnataka 570012

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## INSTITUTIONAL POLICY TO PROMOTE RESEARCH

### Preamble

St. Joseph's College of Education, Mysore is managed by Mysore Diocesan Educational Society, headed by the Bishop of Catholic Diocese of Mysore is affiliated to University of Mysore. Keeping with the Mission and Vision of the college, the management has come forward to create a research environment to inspire, guide, motivate and promote the research culture among the faculty members towards research. The Management will provide opportunities to organize and attend National and International conferences/ seminars/ workshops, publication of research articles in highly reputed Journals.

### Purpose

The purpose of the research policy is to create a vibrant research environment among the staff members. The policy provides a general frame work within which all the research related activities in the college may be carried out.

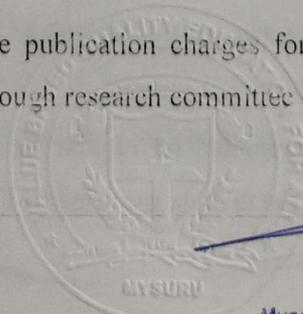
### Objectives

1. To nurture an environment to carry out innovative research which supports the society in the field of education.
2. To ensure quality, integrity and ethics in research.
3. To ensure publications in reputed journals recognized by the UGC and indexed in Scopus or Web of Science or with good impact factor.

### Guidelines

#### 1. Financial Support for Research

- a) The college will provide the publication charges for publishing papers in highly reputed journals after scrutinizing through research committee or through the committee of experts.



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- b) The college will support the faculty members to apply to the various government and non-government funding agencies to carryout research work under major/minor research projects.
- c) The management shall provide financial assistance to the faculty members to take part by attending and presenting papers related to the Academic and Research work after getting prior approval from the Management.
- d) The college Management on the recommendation of the Principal will sanction, release and distribute the funds to the faculty members on the merit of the projects after getting the approval from the Governing Body of the MDES.
- e) The faculty members who are involved in Research Projects shall make use of the available facility in the college and the additional facility, if any required, will be provided by the Management on the basis for the smooth conducting of research activity.

## 2. Research Quality, Integrity and Ethics

- a. All the faculty members, research scholars and students shall adhere to highest ethical standard of conduct including data integrity and academic honesty.
- b. A disciplinary committee will be formed on the instruction of the management in order to carry out the enquiry when academic dishonesty or any such is reported against an individual/group. The management may initiate suitable disciplinary action if found guilty.

## 3. Research Committee

The research activities will be monitored by the research committee constituted by the college in consultation with the management. The committee will be responsible for overall functioning of the research activities.

## 4. Eligibility for the faculty to pursue the doctoral studies

The faculty members who are appointed on regular basis after successful completion of the probationary period and fulfilling the criteria specified by UGC recognized Universities/Research

  
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Institutions are eligible to apply for doctoral studies leading to award of Ph.D degree. They shall complete their study within the stipulated time.

#### 5. Privileges offered by the College

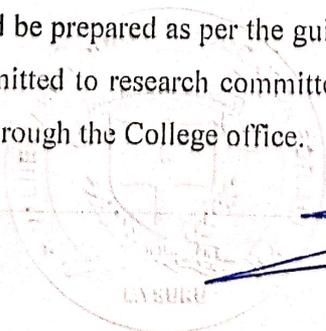
- a. If the management appointed faculty members who are pursuing doctoral research can avail special casual leave to a maximum of 10 days to complete the preliminary process. However, grant in aid faculty members who wish to pursue the doctoral research can utilize the privileges stipulated by the UGC and State Government which may be amended from time to time.
- b. For attending course work for full time Ph.D Scholars, study leave will be granted on Saturdays, provided their absence will not affect the teaching learning process of the college. Flexibility in time table will be provided if needed.
- c. Incentive will be provided for management appointed permanent faculty on completion of Ph.D.
- d. The management may grant special casual leave to the management appointed faculty members to the maximum of 15 days in the final stages of submission of thesis.
- e. The faculty member who avail such leave will have to execute a bond stating that he/she will serve the college as a faculty for a minimum of three years after the award of the doctoral degree. If the faculty wishes to leave the college within the stipulated period of three years, he/she shall reimburse to the college the full amount of allowance received by him/her during the period of leave.

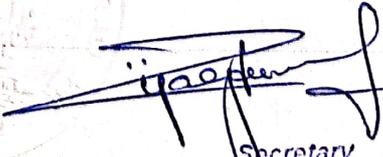
#### 6. Eligibility for the Faculty members of our College to apply for Research Guideship

The faculty members who wish to register with the affiliating university for research Guideship shall fulfill the criteria stipulated by the affiliating university.

#### 7. Submitting applications for the Funding agencies for the Research Project

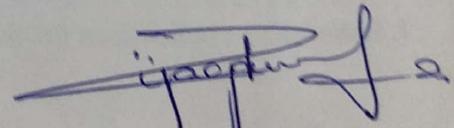
- a) The research proposal should be prepared as per the guidelines of the funding agencies in the prescribed format to be submitted to research committee for their approval. Once approved, the proposal will be routed through the College office.



  
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- b) The list of the items required for the project to be submitted to the purchase committee of the college for approval. The purchase order is to be forwarded through the Principal of the college by following the guideline stipulated by the statutory authorities of the Central and State Governments.
- c) The existing rules prescribed by the auditing authority of both Central and State government are:
- i. Any item costing less than Rs. 10,000 can be purchased without calling quotations.
  - ii. Items costing more than Rs. 10,000 and less than Rs. 1 lakh to be purchased by calling 3 quotations from different vendors.
  - iii. Any items more than Rs.1 lakh and less than Rs. 5 lakhs is to be purchased by placing tender notification to the office of the Mysore District DC to publish in its website and News paper.
  - iv. Items costing Rs. 5 lakh and above to be purchased by placing e-tender in Govt. of Karnataka e-procurement portal, notification in one local and one National level newspaper with a copy to the office of the Mysore District DC to publish in its website.
  - v. The items shall be purchased from the least tender as per the guidelines of the State and Central Government.
  - vi. All items purchased from any grants shall become the property of the college.
  - vii. The faculty members who receive the funds for the research project shall maintain the accounts, stock register of the items purchased and submit the same to the college account section for scrutiny and to prepare audited income-expenditure statement and utilization certificate.
  - viii. The faculty members who receive the funds for research project shall abide by the guidelines of the management and the funding agencies.



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