

RESEARCH, CONSULTANCY AND EXTENSION POLICY



Sacred Heart College (Autonomous)

Tirupattur, Vellore District.

Affiliated to Thiruvalluvar University

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Rationale for the Policy

The need for a dynamic Sacred Heart College Research Policy arises from a number of factors:

- (i) Need for upholding policy guidelines for undertaking research internally and externally
- (ii) Promoting opportunities for staff and students to undertake minor and major research projects, consultancy services and extension activities with Government Funding Agencies and from the Industries/non-governmental Organizations/academic
- (iii) Significant changes in the policies of major funding agencies both in government and private sector.
- (iv) The challenges posed by the need for Higher Educational Institutions benchmark and standards.

Research, Consultancy and Extension Research Mandate

One of the major functions of the Sacred Heart College is to “participate in the research, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of the nation”. Sacred Heart College therefore undertakes to:

- (i) Ensure a significant annual allocation of funds to the Sacred Heart College research budget;
- (ii) Motivate researchers at the Sacred Heart College to seek additional external funding;
- (iii) Make efforts to attract substantial external funds for the College;
- (iv) Provide an enabling environment for collaboration and partnerships in research with both national and international agencies.

- (v) Make efforts to submit project proposal to DST for its Fund for Infrastructure in Science and Technology (FIST) scheme for improving research and teaching infrastructure in all the science departments.
- (vi) Motivate PG students to apply for student project scheme available with the Tamilnadu State Council for Science and Technology (TNSCST), Govt. of Tamilnadu and from Department of Science and Technology (DST), Govt. of India.

Research, Consultancy and Extension policy objectives

- (i) To establish a framework for quality research
- (ii) To develop and sustain research and publication culture
- (iii) To develop mechanism for research funds mobilization and budgeting
- (iv) To improve infrastructure in teaching and research
- (v) To implement research findings
- (vi) To establish links with local and international partner institutions
- (vii) To develop mechanisms to undertake consultancy activities and extensions services

STRATEGIES FOR RESEARCH

These are purposeful activities that shall ensure Sacred Heart College to realize the objectives of research, consultancy and extension activities:-

- a. To promote the role of Sacred Heart College as a primary source of research through exchange programmes and strong university- industry linkages.
- b. To utilize the skills of Faculty of Sacred Heart College to undertake all forms of research that contribute to the advancement of knowledge, cultural and social development, preservation of the environment and economic growth by employing qualified researchers.

- c. To develop portfolios of research that are of country, national and international relevance by training research teams on proposal developments and dissemination of research findings at country and national level.
- d. To maintain cohesive plans and effective management policies and practices that foster excellence, support individual projects and thematic research, encourage interfaculty research co-operation, and ensure the highest ethical standards and quality in research and creative work through seminars and workshops.
- e. To work to increase external funding and support for research and creative work through publicity and writing proposals for funding.
- f. To protect, develop and exploit the intellectual property developed in Sacred Heart College by implementing the IPR policy
- g. To promote research- based learning and enhance scholarship by reviewing the curriculum.
- h. To place a high priority on excellence in research and innovation through recognition and reward systems.
- i. To increase admission of staff and students through marketing and provision of scholarships.
- j. To promote research teams and collaborative partnerships with other research institutions, public agencies and the private sector, at the county level, national level and internationally through linkages and extension.

OFFICE BEARERS OF RESEARCH, CONSULTANCY AND EXTENSION SERVICES

Office of the Research Director (RD)

The Research Director has the overall responsibility for the management of the research affairs of Sacred Heart College, facilitated through newly created Abraham Panampara Research Centre (APRC) named after the First Indian Principal. The RD reports directly to the Principal, and is the chairperson of the Research and Development Committee.

Director of Research and Consultancy

The director of research and development shall be appointed within the division of Academics and Research. The director will be supported with establishment of research infrastructure, mobilization of resources for research and prioritization of areas for research. Major decision making will be done through the Board of Research and Consultancy chaired by the Director.

Director of Extension

The director of extension shall be appointed within the division of academics. The director will be supported with the establishment of infrastructure, allocation and mobilization of resources for extension activities, identifying and prioritization of areas of needs. The Extension activities shall be executed through DEEDS (Department of Extension Education and Service) and SHELTER programmes. Major decision making will be done through the Board of Management.

Functions of the Directorate

(a) Research

- Development and review of a research policy and operational procedures which shall assist in setting out research priorities
- Facilitating funding for research;
- Establishing research priorities and agenda;
- Providing capacity building and monitoring research projects;
- Promotion of quality publication of Sacred Heart College journals
- Organization of Seminars/workshops/conferences on various areas including Intellectual Property Rights.
- Research forum for the bright students of all the departments

(b) Consultancy

- Coordinating research and consultancy services;
- Strengthening capacity building in research;
- Offering expert consultancy services to the neighbourhood
- Establishment of an Incubation Centre and Production unit
- Establishment of a Science and technology park

(c) Extension

- Needs Assessment Surveys
- Plan and Execute Lab to land Intervention Projects
- Conscientization programmes on Science and Humanities
- Academic Field trips
- Trade Fairs and Exhibitions
- Networking with national and international resources (Govt., Corporate and NGOs)
- Dissemination of knowledge to neighbourhood
- Organization of Seminars, workshops and conferences

Research and Consultancy and Extension Committee

The committee shall comprise the Vice-Principal, Director of Research and consultancy, Director for Extension, Faculty representatives; postgraduate student representative and the Librarian of the College. The Additional Vice Principal shall be in attendance.

The functions of the Research and Development Committee shall be to:

- a) Approve funds under Sacred Heart College Research Funds.
- b) Establish the misconduct in research and determine the penalty.
- c) Conduct continuous policy review.
- d) Seek consultancy and contracts related to research and research product development.
- e) Ensure the protection of Sacred Heart College intellectual property rights.

- f) Establish a media subcommittee of R&DC to work with the relevant organs for Sacred Heart College in terms of communications and publicity.
- g) Facilitate capacity building among staff involved in research.
- h) Support the development of viable research project proposals.
- i) Create, develop and sustain a conducive environment for research.

The Board of Research, Consultancy and Extension

This shall comprise representatives drawn from researchers in departments and Directors of Research and Extension. The board shall be chaired by the Vice Principal.

Its functions shall be:

1. To evaluate applications for research projects from Faculty and Students.
2. To encourage research activities between departments and across disciplines (multi-disciplinary research activities).
3. To establish discipline specific research and extension guidelines.
4. To take initiative for external funding.
5. To monitor and evaluate research activities.
6. To review country and national calls for submission of research proposals, scholarships.
7. To provide information and direction to staff seeking funds from external donors.
8. To identify and alert researchers on international funding opportunities.
9. To identify newsworthy research items and to produce regular copies for distribution to the media and potential donors.
10. To guide staff in drawing up consultancy contracts.
11. To bid for consultancy services.
12. To sign MoUs with government, corporate, research centers, Incubation centers, NGOs and Academic Institutions.

FUNDING FOR RESEARCH, CONSULTANCY AND EXTENSION

Sacred Heart College recognizes two sources of funding for research activities: internal and external.

Internal Research Funds

- (i) The Sacred Heart College Council shall operate a Sacred Heart College Research Fund and ensure that significant amount of fund is annually set aside for various research activities;
- (ii) The money allotted shall be transferred to the account “Abraham Panampara Research Center” and all the transactions including the overhead charges for running the major research projects shall be routed through this account. The signatories to the account shall be the Secretary, the Principal, and the Administrator.

Sacred Heart College Research Publications

- (i) Ten (10%) percent of the SHCRF be used in the establishment and support of publications with a view of disseminating the research findings by researchers.
- (ii) Two issues of the “Sacred Heart Journal of Science and Humanities” shall be published annually by the College. The possibility of running online journals shall be explored at a later stage.

Centre of Excellence in Research and Consultancy and Center for Extension

Sacred Heart College shall optimize its resources by identifying research foci and developing these as clusters or “centres” of academic research excellence. An appropriate process of profiling such centres shall take into account existing research strengths as well as county, regional and national needs.

Equipment from external research funds

Purchasing of Equipment

All research equipment unless supplied by the donor, shall be purchased following the normal Sacred Heart College procedure/guidelines set by the funding agency.

Ownership of Equipment

All equipment and consumables purchased through research grants shall become the property of Sacred Heart College the department of the applicant upon completion of the project.

Repairs

All repairs on equipment shall be undertaken by the project until the end of the project.

Inter-Institutional Agreements for research

- (i) In all cases, it is important that before an application is submitted to a funding agency, the parties involved in the collaborative research project should have reached a formal agreement on how the funds are to be allocated or reallocated.
- (ii) The intellectual property rights of all parties must also be defined.

Monitoring and Evaluation of Research projects

- (i) There shall be a Research Monitoring and Evaluation standing committee for the Research and Development Committee.
- (ii) The committee shall be headed by a Chairman who shall be appointed by the Research and Development Committee.
- (iii) The members of the committee shall be drawn from various departments.

Functions of Monitoring and Evaluation Committee

The committee shall;

- (i) Support research project accountability by reporting on activities funded through the SHCRF to the Research and Development Committee.
- (ii) Provide advice to the Research and Development Committee on the achievements, shortcomings, lessons learned from specific projects and recommend follow-up actions.
- (iii) Constitute monitoring team(s) to visit experimental sites for the purpose of assessing and reporting on projects.
- (iv) Provide a progress report after 6 months of project activities and a final report at the end of the project.

RESEARCH FORUM

To encourage and motivate the students towards research, a Research Forum shall be established in every UG and PG department with a dedicated Faculty in charge as the research forum coordinator. The top five or six highly motivated students from each class shall be its members. A few activities of the Research forum shall be as follows.

1. These students shall be given exposure to research by encouraging them to interact with the resource persons and subject experts on regular basis on the sidelines of any International/National conferences/Seminars organized in their respective departments.
2. These students shall be taken to neighbouring industries and national institutes on the occasion of open days to motivate them to take up research as a career.
3. These students shall be given regular updates about the summer research fellowships available in IISc, IITs, Universities and other research institutes.
4. These students shall be motivated to apply for student projects scheme available with Tamilnadu State Council for Science and Technology (TNSCST, Government of Tamilnadu).
5. They shall be encouraged to organize debates and quiz competition and present papers in the departments and they are encouraged to attend special lectures/Invited talks organized in their departments.

CONSULTANCY SERVICES

Definition of Consultancy

For the purposes of this policy, consultancy shall constitute the following:

- (i) Consultancy is a contract where a member of the Sacred Heart College Faculty provides a defined service to a client.
- (ii) The service provided produces a set of deliverables for which the client pays an agreed consultancy fee for the services rendered.
- (iii) Consultancy is the transfer of knowledge to address a client's articulated need.
- (iv) Consultancy assignments are generally short term in nature.

Principles of Consultancy

- (i) Sacred Heart College is committed to raising additional revenue through consultancy.
- (ii) Research and consulting work undertaken by staff members should be appropriate to University / College.
- (iii) Consultancy shall be open to all staff members.

Sacred Heart College Consultancy Unit (SHCCU)

- (i) There shall be established a Sacred Heart College Consultancy Unit (SHCCU).
- (ii) The SHCCU shall enforce rules and regulations governing the conduct of consultancy services by Faculty.
- (iii) Consultancy agreements mediated by the SHCCU shall have a clause in the agreement spelling out how consultancy funds generated are distributed among the concerned parties.

Membership of UCCU Committee

- (i) The UCCU shall be headed by a coordinator, who shall be appointed by the Principal and shall report to the Director of Research Consultancy and Extension.

- (ii) The coordinator shall work with a consultancy committee appointed by Academic Board.
- (iii) The membership of the committee shall comprise representatives each from:
 - a) Departments
 - b) Academics, Research and Extension division
 - c) Planning, Administration & Finance
 - d) The Committee may co-opt other members as it deems necessary.
- (iv) The committee shall regulate its activities through its own scheduler of meetings subject to Sacred Heart College academic calendar and almanac.

Mandate of the SHCCC

- (i) To review and update regulations for consultancy services.
- (ii) To recommend disciplinary actions on staff who do not observe the regulations.
- (iii) To govern the conduct of consultancies.
- (iv) To publicize consultancy regulations among faculty and staff and receive views for revision.

Types of Consultancies

Sacred Heart College recognizes two types of consultancy,

- Sacred Heart College Consultancy
- Private Consultancy

Sacred Heart College Consultancy

The following summary guidelines relate to Sacred Heart College Consultancy:

- (i) Sacred Heart College Consultancy should take place where a clear opportunity exists to obtain benefits for the individual member of staff and students.
- (ii) Where the Sacred Heart College has been contracted to provide consultancy services, it shall cascade the consultancy to the relevant departments.
- (iii) Sacred Heart College Consultancy should be within the area of expertise of the member of Faculty and should, where possible, offer a level of expertise which is not common in the marketplace.

- (iv) A member of staff undertaking a Sacred Heart College Consultancy must gain approval for the consultancy from his or her Head of Department/Dean. The college shall prepare a *Sacred Heart College Consultancy Approval Form*:
- (v) In signing the *Sacred Heart College Consultancy Approval Form* the Head of department/faculty shall be confirming that there is no conflict with the Sacred Heart College Consultancy and existing duties and responsibilities.
- (vi) A member of staff undertaking a Sacred Heart College Consultancy is fully covered by the College's Professional Indemnity Insurance.

Private Consultancy

The following guidelines relate to Private Consultancy:

- (i) Private Consultancy is undertaken by a member of staff in a personal and private capacity and in their own time.
- (ii) The member of staff should ensure that there is no conflict with the interests of the Sacred Heart College in undertaking the Private Consultancy.
- (iii) In undertaking a Private Consultancy, it is responsibility of the faculty to make it clear a client that he is not acting on behalf of the University / College.
- (iv) A member of staff undertaking a Private Consultancy may not use the Sacred Heart College name, logo, intellectual property, services, facilities, equipment, and stationery among others.
- (v) A member of Faculty undertaking a Private Consultancy is not covered by the University's / College's professional indemnity policy.
- (vi) Sacred Heart College has no legal contractual responsibility for any Private Consultancy.
- (vii) Sacred Heart College has no interest in the conditions under which the consultancy is conducted and has no claim on any income earned.

Time spent on Sacred Heart College Consultancy

- (i) During a given academic year, faculty members shall be permitted to undertake a maximum of 30 days for Sacred Heart College Consultancy which requires time

away from normal duties and on days when an individual would be expected to attend work at the College.

- (ii) On rare occasions, where a member of faculty wishes to undertake more than 30 days for Sacred Heart College Consultancy during the financial year he should obtain permission from their Head of Department/Dean, who will seek assurance that the work of the Department and the work load on the consultant's colleagues are not compromised.
- (iii) The maximum number of consulting hours permissible for a member of the academic staff shall be subject to the full teaching load as determined by Full Time Faculty equivalent to time devoted to research activities, including student projects and administrative work.
- (iv) The responsibility of adhering to the limit on consulting hours, and other aspects of Sacred Heart College consulting policy, shall lie first with the individual faculty member.

Contractual Arrangements

Sacred Heart College Consultancies shall be negotiated in line with the College's contractual requirements. This will mean the consultant should ensure one or more of the following documents is prepared depending on the nature of the consultancy:

Sacred Heart College Consultancy Approval Form;

- Proposal (Standard Consultancy Agreement);
- Contract (consultancies requiring particular legal conditions).
- Guidelines for contractual arrangements shall be prepared and availed by the SHCCU.

Costing

- (i) Consultancy projects should be based on market rates.
- (ii) There shall be two parts to costing:
 - a) The consultant's chargeable honorarium.

- b) The consultant should calculate the chargeable daily rate by adding on the SHCCU and Department/Faculty overhead of 20% and 10% respectively.

(iii) The expenses should be expended to complete the consultancy project:

- a) Expenses shall be paid by the client at full economic cost. An estimate of known expenses shall be itemized and agreed with the client during the proposal stage.
- b) Expenses include travel allowance, mileage and subsistence and the use of equipment, consumables and materials.

Financial Management of Consultancy

Income from consultancies shall be distributed accordingly after payment to the college for facilities that were cost into the proposal:

- a) 70% to the consultant, which will be distributed to the team members if any as proposed in the proposal.
- b) 20% to the department where the consultant works.
- c) 10% to the college Research Development Centre.

Conflict of Interest

- (i) Faculty members shall be required to disclose to Sacred Heart College whether they have interests, or employment in an outside entity, prior to the approval of the proposed arrangements between such entities and the College.
- (ii) In cases where questions arise regarding potential or apparent conflict between consulting activities and the faculty member's Sacred Heart College duties, the faculty member shall disclose, upon the specific request from the respective Dean/Director/Head of department, the names of companies for whom she/he consults, the general nature of each consulting agreement and the number of hours committed per consulting agreement.

Declaration by the Researcher

Sacred Heart College Research Community is required to be committed to the values and regulations laid down by Sacred Heart College research consultancy and Extension Policy and shall be required to sign a declaration form.

EXTENSION SERVICES

Scope of Extension Services

- Research findings which can find immediate application to the society and more so, to the surrounding communities, shall be disseminated through extension services of the College.
- Sacred Heart College shall endeavour to encourage its faculty and students, through the departments, faculties and other recognized units, to participate in research activities in the community.
- Individual members of Sacred Heart College who wish to engage in development activities shall inform the Director of Research of their intended activities in the community and shall similarly inform Sacred Heart College of the outcomes of such activities.
- Those who participate in extension activities shall at all times safeguard the reputation of the College.
- Sacred Heart College shall recognize successful extension services provided to the community through awards and recognition certificates of participation issued by the Principal.
- Profit making extension services shall be considered as consultancy services and shall be engaged under the guidelines provided in consultancy services.
- Sacred Heart College shall uphold its Institutional Social Responsibility towards the neighbourhood.


Priority Areas for Extension

The Sacred Heart College extension services shall focus, but not limited to the following areas of extension through DEEDS with the objective of taking "lab to land". All the second year UG students will be part of this DEEDS programme.

1. Health Sub-sector
2. Education Sub-Sector
3. Agricultural Sub-Sector
4. Water Resources Management and Protection
5. Environmental Conservation
6. Weather and climate
7. ICT Support to neighbourhood
8. Industries in Tamil Nadu and India.
9. Business Promotion
10. Socio-cultural
11. Legal services
12. Training and Skill development

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Place: Tirupattur


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