



**ST THOMAS COLLEGE PALAI**  
**AUTONOMOUS** | ESTD. 1950 | RE-ACCREDITED WITH A++ GRADE BY NAAC



**ST. THOMAS COLLEGE, PALAI**  
**FUNDING POLICY FOR RESEARCH**  
**AND IPR 2024**

## **FUNDING POLICY FOR RESEARCH AND IPR**

St. Thomas College Palai (Autonomous) is dedicated to nurturing a vibrant culture of research excellence and academic innovation. In pursuit of this mission, the Research Monitoring Cell (RMC) has been established as a cornerstone for facilitating and overseeing research endeavours within the college community. Recognizing the critical role that financial management plays in supporting and advancing research initiatives, this financial policy is devised to provide clear guidelines and procedures for the effective utilization of financial resources within the college. By ensuring transparency, accountability, and efficiency in financial practices, this policy seeks to uphold the principles of integrity and excellence that define our institution's commitment to scholarly pursuit and intellectual growth.

### **Objectives**

- The overall objective of this policy is to generate, provide, and manage financial resources for research within the college.
- To apply for financial support schemes from government and non-government bodies to ensure the continuous upgrading of research facilities.
- To ensure the availability of financial support for promoting research within the institution and providing financial aid to faculty members engaged in research and innovation activities.
- To establish transparent budgeting processes to ensure equitable distribution of funds for research endeavours.
- To implement cost-effective measures to maximize the impact of available financial resources on research outcomes.
- To develop mechanisms for monitoring and evaluating the effectiveness of financial utilization in research activities.

- To provide faculty and scholars with access to various research equipment and laboratories within the college at subsidized rates.
- To support the acquisition and maintenance of state-of-the-art research infrastructure and facilities.
- To offer support, both financial and expertise-based, to faculty members interested in applying for patents and projects.
- To partially defer the costs of attending Faculty Development Programs (FDPs) and presenting papers at international and national level seminars, workshops, and conferences for faculty quality enhancement, on a case-by-case basis.
- To safeguard the assets, instruments, and infrastructure necessary for research within the institution.
- Provide financial incentives to faculty members, research scholars, and students who publish articles in reputed indexed journals and books with reputable publishers, acknowledging the college.

### **Policy Elements**

#### **Financial Resource Generation and Management**

- Procurement, allocation, management, and utilization of funds for research promotion and activities of the college.
- Application for financial support schemes from government and non-government bodies to upgrade research facilities.
- Financial support for research promotion and innovation activities.
- Mechanisms for monitoring and evaluating the utilization of financial resources for research activities.

#### **Budgeting and Reporting**

- Establishing transparent budgeting processes for equitable distribution of funds for research.

- Preparation and maintenance of accurate and timely reports on financial and infrastructure matters.

### **Access to Resources**

- Access for faculty members, research scholars, and students to research equipment and laboratories.
- Safeguarding the assets, instruments, and infrastructure necessary for research.

### **Support and Guidance**

- Seed Money Scheme (Research Grant) for faculty members interested in doing research projects.
- Financial support for faculty members applying for Intellectual Property Rights (IPR) such as patents and copyrights.
- Financial support for attending Faculty Development Programs (FDPs), presenting papers at international and national level seminars, workshops, and conferences.
- Financial incentive for faculty members, full-time research scholars, and students of the college who publish articles in reputed indexed journals and books with reputable publishers.

### **Procedures and Guidelines**

- Procedures and guidelines for promoting research and providing financial aid to faculty members, full-time research scholars, and students.
- Templates for applying for financial aid and for utilizing research infrastructure.

### **Applicability**

Applicable to faculty members, research scholars, and students of St. Thomas College Palai (Autonomous).

### **Financial Resources**

The college shall endeavour to create a research fund from the following sources:

- CSR contribution for research specific activities mobilized by the college and individual departments
- Fees collected from research scholars which shall be accounted for department wise from the current fiscal
- The income share of the college from consultancy services
- Alumni contribution for research activities
- Management contribution (routed through research fund) for research projects sanctioned on a sharing mode.

### **Eligibility Criteria**

#### **Financial Support for FDP/Paper Presentation**

All regular faculty members of St. Thomas College Palai (Autonomous) are eligible to apply for financial aid to attend Faculty Development Programmes and to present research papers at international and national level seminars, workshops, and conferences organized by reputed and approved institutions.

#### **Financial incentive for Publications**

All regular faculty members, full-time research scholars, and students of St. Thomas College Palai (Autonomous) who publish articles in reputed indexed journals and books with reputable publishers, acknowledging the college, are eligible to apply for financial incentives for publication.

#### **Financial Support for Research Projects (Seed Money)**

The Principal Investigator and the Co-Investigator must be regular permanent faculty members of the college, with more than 3 years of service remaining before superannuation at the time of submission of the project proposal, and they must be eligible to apply for project funding. The Principal

Investigator should be a faculty member with a PhD and a minimum of 2 years of post-doctoral research experience in the relevant field, and must be currently active in research. The Co-Investigator should hold a PhD or be pursuing PhD. Projects supported under the scheme will have a duration of 18 months.

### **Financial Support for applying for Patents**

All regular faculty members, full-time research scholars, and students of St. Thomas College Palai (Autonomous) who wish to apply for any Intellectual Property Rights (IPR), such as patents etc., for their innovative research and creative works, are eligible to apply for financial support for their IPR applications.

### **Guidelines for Financial Support: FDP/Paper Presentation**

St. Thomas College Palai (Autonomous) is committed to fostering academic excellence and professional development among its faculty members. In line with this commitment, the college offers robust financial support to faculty members for their active participation in Faculty Development Programmes (FDPs) and for presenting papers at National and International Conferences, Seminars, and workshops organized by reputed organizations. This support not only encourages faculty members to engage in continuous learning and skill enhancement but also contributes to the advancement of knowledge and scholarship within our academic community.

The following are the guidelines outlining the financial support available for participating in FDPs and presenting papers:

- Faculty members are required to submit a formal application in the prescribed format to request financial assistance.
- Applications must be submitted no later than 15 days prior to the commencement of the event.



- The faculty members should make necessary alternate arrangements for classes and academic responsibilities during their absence for FD/Paper presentations.
- Evaluation of applications will be based on the relevance of the event to the faculty member's area of expertise and the institutional objectives. Priority may be given to events where the faculty member is presenting a paper.
- Financial assistance may cover expenses such as registration fees, travel costs, accommodation, and other related expenses. The amount of financial aid granted will be subject to the budgetary constraints of the institution and the specific requirements of the event, as determined by the finance committee of the college on a case-by-case basis.
- Faculty members are encouraged to explore additional funding sources, such as external grants or sponsorships, to complement the financial support provided by the institution.
- The Faculty members must submit a statement of expenses, along with bills/receipts and other relevant supporting documents, within 10 days after the completion of the event.
- Release of financial aid will be contingent upon receipt of the documents specified.
- Faculty members may be required to submit a report summarizing their participation and the knowledge acquired from the event, and to disseminate this knowledge to colleagues and students within their department.
- The paper presented must acknowledge the financial contribution of the college.





- The institution reserves the right to withhold or revoke financial assistance in cases of non-compliance with the guidelines.

These guidelines and financial policies will be periodically reviewed and revised as necessary to ensure alignment with institutional goals and priorities.

### **Publication of Research Article/Book/Book Chapter**

The College promotes a culture of academic excellence and scholarly contribution, recognizing the invaluable efforts of its faculty members, full-time research scholars, and students in advancing knowledge within their respective fields. In accordance with this dedication, the institution offers a financial incentive to individuals who publish articles in reputed indexed journals and books/book chapters with reputable publishers.

### **Guidelines detailing the Financial Incentives Accessible for Published Articles, Books, and Book Chapters**

- Applicants must submit a formal application providing details of the publication, including the title, authors, journal/book name, publisher, publication date, and acknowledgment of the college in the publication.
- Applications shall be submitted after the article/book is published.
- One article or book gets one incentive. Only one author can claim it. Co-authors cannot claim incentives for the same work.
- Publication in journal, resulting from the institutional funded research project will not be eligible for financial incentive.
- Incentive will be provided for both online and print publications, including research articles, book chapters, and entire books.
- Applications should include proof of acceptance or the copy of the published article/book or the link to the publication.
- The amount of incentive will depend on the nature of the publication and the availability of resources.



- The article/book published must already acknowledge the name of the college.

These guidelines will be periodically reviewed and revised to ensure alignment with the college's objectives and emerging trends in academic publishing.

**Financial Incentives for the Research Article/Book Published**

Sl. No.	Category of the published Article/Book	Financial Incentive
1.	Web of Science/ Scopus Indexed Article (Q1)	20,000
2.	Web of Science/ Scopus Indexed Article (Q2)	15,000
3.	Web of Science/ Scopus Indexed Article (Q3)	10,000
4.	Web of Science/ Scopus Indexed Article (Q4)	5,000
5.	UGC-CARE Listed Journal Article	5,000
6.	Book published solely by the faculty/Scholars/Students	10,000
7.	Book Chapter	3,000

**Research Projects (Seed Money)**

The St. Thomas College Palai, through the Seed Money initiative, aims to provide financial assistance and resources to facilitate the inception and development of innovative research projects. By providing the necessary resources and support, the institution can catalyse transformative discoveries and contribute meaningfully to the advancement of knowledge and society. The

institution encourages faculty members to embark on research projects aimed at addressing pertinent scientific, societal, business, and stakeholder concerns.

Through collaborations with national and international academic and research institutions, the college endeavours to amplify the impact of its research endeavours on a global scale.

### **Guidelines regarding the seed money for research projects**

#### **Proposal Submission Process**

- The college will announce the call for proposals through a notice on the college website.
- Duration of the project will be 18 months.
- Eligible faculty members may submit their application, with a research proposal within 30 days from the date of call for research proposals.
- Applicants must submit three hard copies and a soft copy of the detailed proposal to the Research Monitoring Cell of the College.
- Applicants should provide a timeline for the completion of the proposed research project, indicating key milestones and deliverables.
- Preference will be given to proposals demonstrating innovative elements and applied research components.
- For collaborative projects, clear definitions of responsibilities and budgets for each department involved must be provided.
- Applicants should ensure that their proposals are free from plagiarism and adhere to ethical standards in research conduct. Any ethical considerations or potential risks associated with the proposed research should be addressed in the proposal.

#### **Project Review and Management**

- Proposals will undergo initial review by the Review Committee of the Research Monitoring Cell, and shortlisted proposals will be presented to the

Expert Committee, which includes the Director of the Research Monitoring Cell, the Finance Officer of the College, and an External Expert in the relevant area. The committee will select the proposals, and the seed money will be provided to those selected proposals, subject to compliance with the guidelines.

- Project transfers are not permitted.
- A faculty member who has utilized seed money for a project can reapply for funding only after two years following the completion of their institutionally funded project.
- Investigators should ensure that the research project adheres to ethical guidelines and standards, including obtaining necessary approvals from institutional review boards or ethics committees.
- Investigators are responsible for developing strategies or contingency plans for identifying and mitigating risks and potential disruptions or emergencies associated with research projects, such as budget overruns, delays, or unforeseen obstacles.
- Investigators may integrate sustainability considerations into research projects, including environmental, social, and economic factors, to ensure that research activities are conducted in a responsible and sustainable manner.

**Funding Disbursement:**

- Maximum amount of seed money for the research project is Rs. 1,00,000/-
- The amount of seed money granted will be subject to the budgetary constraints of the institution and the specific requirements of the project, as determined by the finance committee of the college on a case-by-case basis.
- The sanctioned amount will be transferred to the Principal Investigator's account in three instalments.

- The first instalment will constitute 40% of the total grant and it will be released once the proposal is accepted.
- The second instalment, comprising 30% of the grant, will only be released after the evaluation of the first half-yearly progress report. This evaluation will encompass assessing work quality, achievements, and considering recommendations from the review committee.
- The final instalment, constituting 30% of the grant, will be released only after the submission of the final report. This release is contingent upon the assessment of work quality, publication of research outputs in reputed indexed journals, and consideration of the recommendation of the review committee.
- No additional funding will be provided for the project. Investigators are encouraged to seek external funding sources or arrange private financing to cover any additional expenses necessary to complete the project.
- Seed money should be utilized strictly for the purposes outlined in the approved proposal.
- Materials/Books/equipment etc. purchased using seed money must be returned to the college after the completion of the project.

#### **Publication and Outcome Requirements**

- Publication of research outputs in the WoS/Scopus Indexed/UGC CARE-listed journals with affiliation to St. Thomas College Palai (Autonomous) is mandatory for the final release of grants. The date of acceptance for publication by the journal will be considered as the reckoning date for achievements.
- It is mandatory to complete the research project within the stipulated 18-month duration. Failure to do so will require reimbursement of the entire amount with interest to the management.



### **Reporting and Documentation**

- Half-yearly progress reports must be submitted to the Research Monitoring Cell. These reports should detail the progress made, results achieved, challenges encountered, plan for next assessment period and any adjustments to the research plan. These reports are essential for the release of instalments of fund sanctioned.
- Principal Investigators is responsible for maintaining accurate records of project-related expenses and fund utilisation.
- Audited statements of expenses and utilization certificates (Annexure 6) must be submitted to the Finance Committee after completion of the project.
- Upon completion of the research project, Principal Investigator must submit a bound copy of the final report in thesis form to the Review Committee of the Research Monitoring Cell. The report should include technical report with conclusions and research outcomes, publications based on the research work, audited statements of expenses, audited utilization certificate, plagiarism report and patents, if any within one month from the date of completion of the project.
- Principal Investigator must maintain records of all research outputs, including publications, presentations, patents, and any other relevant outcomes.

### **Financial Support for Applying for Patents**

St. Thomas College Palai offers financial support for faculty members engaged in the process of applying for patents, and other Intellectual Property Rights (IPR). Recognizing the importance of fostering innovation and protecting intellectual property, the college has established this initiative to encourage faculty members, full-time research scholars, and students to pursue patent applications for their innovative research and creative works. Through this financial support program, applicants are provided with the necessary resources

to cover expenses associated with the patent application process, including filing fees, legal expenses, and other related costs. By facilitating the protection of intellectual property rights, the college aims to promote a culture of innovation, entrepreneurship, and knowledge dissemination among its faculty members, research scholars, and students, ultimately contributing to the advancement of scholarship and the development of new technologies and solutions with societal impact.

### **Guidelines Regarding Financial Support for Patent Applications**

- Faculty Members, Full-time Research Scholars and Students who are eligible under this financial assistance scheme are required to submit application in the prescribed format detailing the nature of their innovative research or creative work and the intended patent application to the Research Monitoring Cell of the College.
- Maximum amount of financial assistance for patent application is Rs. 25,000/-
- Financial support will be allocated based on the budgetary requirements outlined in the application and the availability of funds as determined by the finance committee of the college on a case-by-case basis.
- Financial support is provided to cover expenses associated with the patent application process, including filing fees, legal expenses and other related costs (e.g., patent search fees, documentation expenses).
- Applications will be evaluated based on the novelty, feasibility, and potential impact of the proposed research or creative work. Selection criteria may also include the significance of the research findings, the potential for commercialization, and the alignment with the college's strategic priorities.
- Recipients of financial support are required to provide periodic updates on the status of the patent application process.

- Applicants retain ownership of the intellectual property rights associated with their research or creative works.
- The college may require acknowledgment or recognition of its support in any resulting patents or publications.
- No additional amount will be provided for patent maintenance, commercialization efforts, or further research and development activities under this scheme.
- If the applicant receives any reimbursement of the cost of the patent application from any government bodies, the financial assistance provided under the scheme should be returned.

**Note:** This policy may be updated periodically to align with current needs and is subject to changes at the discretion of the Research Monitoring Cell and Finance Committee.

### **Product Development Monitoring & Commercialization Committee**

The Product Development Monitoring & Commercialization Committee serves as a hub for strategic partnerships, collaborations, industry-institute interface, sponsored or contract research, new knowledge generation, technology transfer, and the commercialization of research. Its purpose is to facilitate innovation, incubation, entrepreneurship, and start-up ventures.

### **Objectives of the programme**

- To generate ideas that can form the foundation for product development, entrepreneurship, or business strategy.
- To promote students for entrepreneurial activities and provide a platform for their ideas in product development, entrepreneurship, or business strategy.
- To screen and select ideas with the highest potential for success.
- Concept development.
- Commercialize our research outputs through incubation centres.



- Collaboration

### **Purpose of the Programme**

- To diversify knowledge through Academia-Academia/Industry collaboration.
- To capitalize and generate uncontested innovative ideas and outputs in alliance with research centres.
- To promote cross-skilling through Inter-departmental and Intra-institutional partnership.
- To take up social responsibility by sharing expertise with community.

### **List of Activities: Consultancy**

- Industry, start-ups, other educational institutions.
- Collaboration with National and International institutions and Industries - Corporate training, on-job trainings, internships, counselling, innovative practices, IPR, faculty/student exchange, research.
- Research Centers-Research, Problem identification and solving methods, techniques.
- Government Organizations o Trainings, Internships, Counselling & awareness programmes.
- Community-Skill development, Wellness assessment, Medical support, Awareness programmes.
- Innovative Ecosystem-Incubation centre/start-ups

St. Thomas College Palai emphasizes research excellence with the establishment of the Research Monitoring Cell (RMC) and the implementation of a robust financial policy. This policy ensures transparency, accountability, and efficient resource utilization, supporting the institution's dedication to scholarly pursuit, innovation, and intellectual growth. By providing clear guidelines and financial support to faculty, scholars, and students, the RMC fosters a vibrant

research culture, encouraging cutting-edge research and impactful contributions to knowledge creation within the college community.