



RESEARCH POLICY

Research at HCC

Research is essential for the vitality and success of higher educational institutions, driving academic excellence, innovation, and societal impact. It is an integral part of the institution's mission to educate, discover, and serve the community. Research is not just a pursuit but a journey towards excellence and innovation. Guided by a robust vision and mission, HOLY CROSS COLLEGE is committed to fostering a culture of research and innovation among its faculty and students. The Centre for Research and Development (CRD) is the nodal Centre coordinating the research activities of the College with a clear vision and mission and a well-defined set of objectives and activities coordinated by delegated administrative hierarchy of faculty headed by the principal

The Centre for Research and Development (CRD)

The Centre for Research and Development (CRD) at Holy Cross College serves as a dynamic hub of scholarly inquiry, innovation, and collaboration. Through a multifaceted approach encompassing various research activities, the CRD fosters a vibrant research culture and advances knowledge across diverse disciplines. The research activities under the Centre for Research and Development are

- 1. Strategic Planning and Policy Formulation:** The CRD plays a pivotal role in formulating strategic research plans and policies aligned with the institution's vision and mission. By identifying research priorities, setting goals, and establishing frameworks for implementation, the CRD provides a roadmap for promoting research excellence and addressing societal challenges. The three key policies of the institute are
 - ❖ **RESEARCH POLICY**
 - ❖ **CONSULTANCY POLICY**
 - ❖ **POLICY ON CODE OF ETHICS AND PLAGIARISM**
- 2. Research Funding and Grants Management:** One of the key functions of the CRD is to facilitate research funding and grants management. The centre administers seed grants, scholarships, and other funding opportunities to support faculty and scholars. Through rigorous evaluation and transparent processes, the CRD ensures equitable distribution of resources and maximizes the impact of research investments.
- 3. Research Capacity Building:** The CRD is committed to nurturing research talent and building research capacity among faculty and students. Through workshops, seminars, and training programs, the center equips researchers with essential skills, tools, and resources necessary for conducting high-quality research. Additionally, mentorship initiatives facilitate knowledge transfer and foster professional development.
- 4. Interdisciplinary Research Collaboration:** Recognizing the value of interdisciplinary collaboration in addressing complex challenges, the CRD promotes cross-disciplinary research initiatives. By facilitating collaborations among researchers from different



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5. departments and disciplines, the center encourages the exchange of ideas, perspectives, and methodologies, leading to innovative solutions and impactful outcomes.
6. **Ethics and Compliance Oversight:** Upholding the highest standards of research ethics and integrity is paramount for the CRD. The center provides guidance on ethical conduct, research compliance, and regulatory requirements to ensure that all research activities adhere to ethical principles and legal standards. Rigorous oversight mechanisms safeguard the welfare of research participants and uphold the credibility of research findings.

❖ *ETHICAL RESEARCH COMMITTEE*

7. **Publication and Dissemination:** The CRD supports the dissemination of research findings through publications, presentations, and knowledge exchange platforms. By facilitating manuscript preparation, peer review, and publication strategies, the center enhances the visibility and impact of research outputs. Additionally, collaborative partnerships with academic journals and conference organizers promote scholarly dissemination on a global scale.

❖ *HOLY CROSS PUBLICATION DIVISION*

8. **Community Engagement and Impact:** Beyond the confines of academia, the CRD actively engages with the broader community to translate research into tangible impact. Through outreach programs, knowledge transfer initiatives, and community partnerships, the center leverages research expertise to address local, national, and global challenges, contributing to positive social change and sustainable development.

In essence, the Centre for Research and Development serves as a catalyst for research excellence, innovation, and societal impact at Holy Cross College. Through its comprehensive range of research activities and initiatives, the CRD fosters a culture of inquiry, discovery, and collaboration, empowering researchers to make meaningful contributions to the advancement of knowledge and the betterment of society.

VISION AND MISSION

Vision: At Holy Cross College, our vision for research is to be a beacon of excellence, leading the way in innovative inquiry and transformative discovery. We envision a dynamic research ecosystem where curiosity knows no bounds, and knowledge is harnessed to address the most pressing challenges of our time. Through interdisciplinary collaboration and a commitment to societal impact, we strive to be a catalyst for positive change, shaping a brighter future for generations to come.

Mission: Our mission is to cultivate a vibrant culture of research and innovation, grounded in academic rigor, ethical integrity, and social responsibility. We are dedicated to nurturing the intellectual curiosity of our faculty and students, empowering them to pursue bold ideas and push the boundaries of knowledge. Guided by our values of excellence, inclusivity, and service, we seek to advance understanding, foster creativity, and champion



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solutions that enrich lives and communities. Through collaborative partnerships, meaningful engagement, and a relentless pursuit of excellence, we endeavor to make a meaningful difference in the world.

OBJECTIVES

The objectives of the research division at Holy Cross College encompass a wide range of goals aimed at fostering a thriving research environment, promoting scholarly excellence, and maximizing societal impact. The objectives are to

- **Promote a Culture of Research Excellence:** Cultivate an environment that values and promotes a culture of research excellence among faculty, researchers, and students.
- **Facilitate Interdisciplinary Collaboration:** Encourage interdisciplinary collaboration among researchers from various departments and disciplines to address complex societal challenges and foster innovation.
- **Enhance Research Infrastructure:** Continuously invest in and upgrade research facilities, equipment, and resources to support cutting-edge research activities and facilitate scholarly endeavors.
- **Provide Research Support Services:** Offer comprehensive research support services, including grant proposal writing assistance, research ethics guidance, data analysis support, and manuscript preparation assistance.
- **Offer Research Funding Opportunities:** Provide seed grants, scholarships, and other funding opportunities to incentivize and support faculty and students engaged in research activities.
- **Promote Research Publication:** Encourage and support the dissemination of research findings through high-impact peer-reviewed publications, conference presentations, and scholarly forums.
- **Foster Research Mentorship:** Facilitate mentorship programs wherein experienced faculty members guide and support junior researchers, helping them navigate the research process and develop their scholarly careers.
- **Strengthen Industry and Community Partnerships:** Forge strategic partnerships with industry stakeholders, community organizations, government agencies, and non-profit entities to collaborate on research projects, share expertise, and address real-world challenges.
- **Advance Transdisciplinary Research Initiatives:** Promote and support trans disciplinary research initiatives aimed at addressing complex, multifaceted issues that require collaborative efforts across traditional disciplinary boundaries.
- **Promote Ethical Research Practices:** Uphold the highest standards of research ethics, integrity, and transparency, ensuring that all research activities adhere to established ethical guidelines and principles.
- **Encourage Research Innovation and Entrepreneurship:** Foster a culture of research innovation and entrepreneurship, encouraging researchers to explore innovative ideas, develop intellectual property, and translate research findings into practical solutions and commercial ventures.



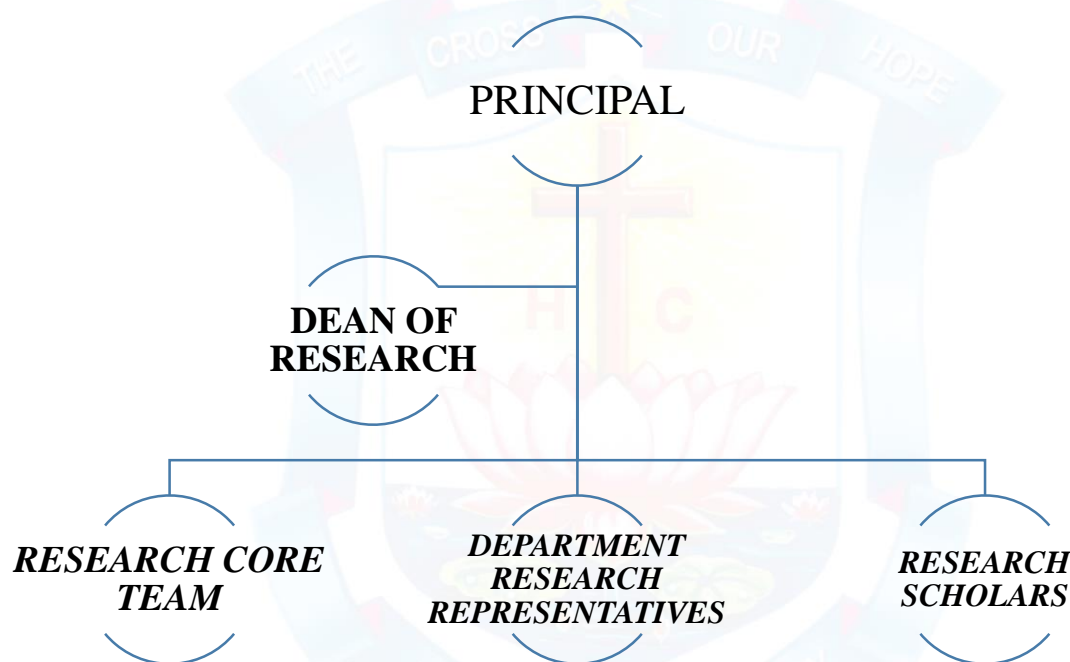
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- **Monitor and Evaluate Research Performance:** Regularly monitor and evaluate research performance metrics, such as publication output, citation impact, grant success rates, and research collaborations, to assess the effectiveness of research initiatives and identify areas for improvement.

By pursuing these objectives, the research division at Holy Cross College aims to create a dynamic and inclusive research ecosystem that empowers researchers to generate new knowledge, address societal challenges, and contribute meaningfully to the advancement of science, scholarship, and human welfare.

ADMINISTRATIVE HIERACHY



The administrative hierarchy of the Centre for Research and Publication at Holy Cross College, with the Sr. Principal as the chief, followed by the Research Dean, core team, and department research representatives, and scholars

Sr. Principal:

- Chief executive responsible for overseeing the overall administration and strategic direction of the Centre for Research and development .
- Provides leadership and guidance to ensure the fulfillment of the institution's research goals and objectives.

Dean of Research:

- Reports directly to Sr. Principal and serves as the head of the Centre for Research and development
- Responsible for formulating research policies, strategies, and initiatives in alignment with the institution's vision and mission.



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- Oversees the implementation of research programs, manages research funding, and evaluates the effectiveness of research activities.
- Collaborates with faculty, students, and external stakeholders to promote research excellence and foster interdisciplinary collaboration.

Core Team:

- Comprises experienced faculty members and research administrators appointed by the Research Dean.
- Assists in the day-to-day management and operation of the Centre for Research and Publication.
- Participates in the development and implementation of research initiatives, programs, and activities.
- Provides support and guidance to researchers, facilitates research collaborations, and ensures compliance with research policies and regulations.

Department Research Representatives:

- Faculty members appointed as representatives from each academic department within the college.
- Serve as liaisons between their respective departments and the Centre for Research and Development.
- Communicate research-related information, initiatives, and opportunities to faculty and students within their departments.
- Facilitate the coordination of departmental research activities, assist in the identification of research priorities, and promote research engagement among departmental members.
- Collaborate with the Research Dean and core team to align departmental research efforts with institutional research goals and objectives.

This administrative hierarchy ensures effective leadership, coordination, and collaboration within the Centre for Research and Development, enabling Holy Cross College to maintain a vibrant research culture and achieve excellence in scholarly endeavors

RESEARCH ACTIVITIES AND SUPPORT

Incentives for Research:

Holy Cross College recognizes the pivotal role of incentives in catalyzing research endeavors. The institution offers various incentives, including seed grants, to encourage faculty and scholars to embark on innovative research projects. The Dr. Sr. Dona Award for Best Researcher serves as a prestigious recognition, honoring outstanding contributions in both arts and science streams. Additionally, faculty members receive accolades and cash awards for achievements such as



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obtaining patents, securing major and minor projects, publishing books, guiding PhD scholars, and garnering national or international recognition for their research endeavors.

Publications – Papers & Books:

The institution takes pride in its remarkable progress in research publications, evidenced by the increasing quantity and quality of papers and books produced by its faculty and scholars. Holy Cross College encourages a culture of scholarly dissemination, promoting the dissemination of research findings through peer-reviewed journals and academic publications.

Best Practices:

Synergy Research: Holy Cross College promotes collaborative research through synergy groups comprising faculty members from different departments. These groups work cohesively to produce research-based papers for publication in renowned journals, enhancing the visibility and impact of the institution's research output.

Research Mentors: Recognizing the importance of mentorship in nurturing research talent, the college appoints senior faculty members as research mentors. These mentors provide guidance and support to junior faculty members, aiding them in various aspects of the research process, including proposal development, publication strategies, and intellectual property rights.

Capacity Building of Young Talent in Trans disciplinary Research: Through initiatives like the IIC-STRIDE project, Holy Cross College emphasizes the importance of Trans disciplinary research for sustainable societal development. The institution conducts training programs and workshops aimed at building the research capacity of young scholars, fostering innovation, and entrepreneurship.

QUEST: Holy Cross College organizes the QUEST initiative to promote active research engagement among faculty and research scholars. Through online capacity-building workshops and training sessions, participants gain insights into research writing and publication strategies, enhancing the quality and quantity of research publications emanating from the institution.

Crossian Institute for Collaborative Research and Sustainable Development (CICRS D) ”

The “Crossian Institute for Collaborative Research and Sustainable Development (CICRS D)” has been established with a mission of promoting inter-disciplinary and innovative research. CICRS D aims to enhance the global, societal and economic impact through quality research. Through CICRS D we collaborate with experts, plan and organize joint events, workshops and training to enhance networking and engage collaborative activities and share innovative practices.

Lab to Land Research: To promote higher level of innovative and entrepreneurial research, the Science Departments collaborate to preserve endangered medicinal plants through the Lab to Land Research concept. A Transdisciplinary Research is carried out in the field by the Science Departments.

HCC-IIC Incubation and Innovation Cell (IIC) – (Through Ministry of Human Resources Development, Government of India (MHRD)) was established in 2018 with an objective of nurturing entrepreneurial skills and producing entrepreneurs. IIC conducts and encourages



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participation hackathons that provide a platform for students and scholars to exhibit their innovative ideas and exclusive talents.

Regulations to be followed by the Faculty:

- ❖ All faculty members must publish at least two publications in peer-reviewed journals, including one in UGC CARE List (Group 1 / Group 2) journals.
- ❖ All eligible faculty members must apply for guideship.
- ❖ All faculty members must ensure that undergraduate and postgraduate projects are published in ISSN journals or proceedings/books with ISBNs (full paper).

Regulations to be followed by the Head of the Research Centers:

The Head of Research Centres enforces regulations and policies for research activity inside the centre, overseeing the research center's renewal procedure and ensuring compliance with all essential regulations and documentation, meeting the requirements of the research scholars, providing the needed assistance and resources for their research activities

Regulations to be followed by the Research Supervisors:

- ❖ Aided and Self-Financing faculty members with guideship are required to admit scholars.
- ❖ Research guides are in charge of supervising the code of ethics, attendance, research fee payment, and document and publication submissions for their Full-Time and Part-Time scholars.
- ❖ The Science research guide is responsible for at least one patent or publication in SCI journals.
- ❖ The arts research guide is in charge of publishing at least one book.

Regulations to be followed by the Research Scholars:

- ❖ Research researchers must follow college or university registration procedures and deadlines, including submitting required documentation and payments.
- ❖ Scholars must adhere to ethical rules and regulations when doing study on human subjects, animal studies, or sensitive data.
- ❖ Scholars may be expected to attend college offices and departments on a regular basis.
- ❖ Throughout their research career, scholars are answerable to department/research centre heads, research supervisors, and research representatives.
- ❖ Scholars must maintain high academic integrity by properly citing sources, avoiding plagiarism, and responsibly using research materials and data.
- ❖ Scholars should be cognisant of intellectual property rights and, if appropriate, seek patent or copyright protection for their research discoveries or works.
- ❖ Scholars should publish a minimum of three to four articles prior to their thesis submission (one in Scopus/ WoS/ SCI/ SSCI journals or one patent granted based on the research work, two in UGC-CARE journals)

RESEARCH FACILITIES



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Realizing the impetus of Research and keeping in flow with the current need of higher education, Holy Cross College has initiated and created an ambience facilitating quality research output through an eco- system for innovations. The College has taken initiatives to create an eco-system for innovations and transfer of knowledge through the Center for Research and Development (CRD) which acts as driving force for a paradigm shift of basic research into innovative applied research and transfer of knowledge. Research endeavors are promoted and facilitated by special Centre's and facilities namely.

1. .Central Instrumentation Centre
2. Animal House/Green House / Museum
3. Central Fabrication facility
4. .Media laboratory/Business Lab/Studios
6. Research / Statistical Databases

To kindle their thirst for innovation and incubation the following centers were initiated –

- Center for Academic Industry Interface,
- Entrepreneurial Development Cell
- History Museum
- Language Laboratory,
- Communication Laboratory,
- Holy Cross FM Community Radio
- Speech Therapy Clinic,
- Holy Cross Medical Laboratory,
- Rainbow Therapeutic Centre,
- Centre For Computer Graphics,
- Youth4Jobs and
- Thaaai Suvai

This will accelerate their ideas into full-fledged startups

CROSSIAN RESEARCH SEED GRANT SCHEME:

Each year, a specific amount is allocated for seed grants. Researchers can submit proposals for consideration, according to the criteria and conditions outlined in the submission format. All submitted suggestions will be thoroughly reviewed to ensure their practicality and fit with the study objectives. The grant will be sanctioned after the proposals have been evaluated and approved. Researchers who have been awarded a seed grant must complete their research project within one year of obtaining the funding, with the submission of a final report at the end of one year.

In addition, they are expected to publish their research findings in SCI or SSCI publications, or gain a patent or two papers in UGC CARE Group 2 journals, within the next year. This requirement intends to widely distribute research findings while also increasing the visibility and impact of research undertaken under this initiative.



An extension may be granted on request, depending on the needs of the investigator. If the members of the advisory committee believe that an extension is essential and helpful to the progress of the research project, it may be granted after a comprehensive examination of the circumstances.

The seed grant eligibility criteria are as follows:

- Aided and Self-Financing faculty members of the institution who have published books with ISBN or copyright, or research articles in Scopus, Web of Science, SCI, or SSCI journals with Impact Factor, or have presented papers in International or National seminars outside the college are eligible to apply.
- Only one proposal per person is allowed at a time. Once a seed grant is availed, the same candidate cannot apply for the next three (3) consecutive years.

Dr. (Sr.) DONA AWARD FOR BEST RESEARCHER (Arts/Science - Teaching Faculty and Research Scholar)

The Best Researcher of the Year award will be granted to an individual who has demonstrated outstanding research achievements and contributions throughout the year. The Best Researcher of the Year award (calendar year) will be awarded based on the specified criteria and corresponding scores. The criteria for evaluation, along with their respective scores, are provided below:

Parameters		SCORES	
Project	<i>Science</i>	Major Project > 20 Lakhs	25
		Major Project < 20 Lakhs	20
	<i>Arts</i>	Major Project > 10 Lakhs	25
		Major Project < 10 Lakhs	20
	Minor Project 50,000 – 3 Lakhs - <i>Science</i>		15
	Minor Project 50,000 – 2 Lakhs - <i>Arts</i>		15
International Projects		30	
Books/Text Books Chapters in Book	International	50 – Sole Author	
		25 – Co-Author	
	National	25 – Sole Author	
		15 – Co-Author	
	State/Regional/Local	15 – Sole Author	
		10 – Co-Author	
Awards	International/National/State/Local	10	
Papers Publication	SCI	30	
	Scopus / Web of Science	20	
	UGC Recognized Journal	15	
	Conference Proceedings with ISBN	10	
Patent	First Author	50	
	Other Author	25	



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Invited Talk	International	20
	National	15
	State	10
	Local	5
Visit(s) Abroad	Invited talk	30
	Paper Presentation	20
	Poster Presentation	10
Consultancy	Amount more than 2 Lakhs	20
	Amount upto 1 Lakh	10
	Amount upto 50,000	5
Research Guidance	Ph.D. Degree awarded	15/ each PhD Scholar
	M.Phil. Degree awarded	5/each M.Phil. Scholar
Conference / Seminar/ Workshop Organized not attended	More than 5 Days	15
	2 - 4 Days	10
	One Day	5
Papers presented in Conference/ Seminar	International	15
	National	10
	State	5
Resource person in workshop / Chair in Conference	International	25
	National	15
	State	5
External Examiner	Thesis Evaluation	20
	Ph.d Viva-Voce.	30
	M.Phil	15
DC member for Ph.d Programme		10
Advisory Board member for Conference / Seminar / Workshop	International	15
	National	10
	State	5
Subject Expert/ University nominee for Board of Studies	International	20
	National / State	15
Total		

Panel for Judging the Best Researcher Award:

- ✓ Principal
- ✓ Dean of Research
- ✓ Research Advisory Committee Members
- ✓ External Experts- one for Arts and other for Science disciplines