RESEARCH POLICY HANDBOOK

Research

   Research is a process of systematic inquiry in the creation of new knowledge and/ or the use of existing knowledge in a new and creative way in order to generate nouvelle concepts, methodologies and understandings. This could include synthesis and analysis of the previous research to the extent that it leads to new and creative outcomes.

Vision

- To develop and strengthen the research ecosystem at Sri Krishna Arts and Science College, Coimbatore in line with the provisions of NEP -2020

Mission

- To augment the productivity in research through a conducive environment.
- To encourage collaborative partnership across industry, government, community-based organizations, and agencies at the local, national and International levels.
- To facilitate and provide greater access to research through mobilization of resources and funding.

   This handbook is intended to provide the essential information to the academicians and the research scholars. The College reserves the right to revise/amend the rules/regulations/procedures. It is the responsibility of the candidates to make themselves familiar with the rules and regulations and to understand that any breaches may lead to disciplinary action and may disrupt the study of the candidates.

   The handbook is designed to assist students, research supervisors and professional staff in interpreting relevant University and College regulations, linking to relevant policies and procedures published on the SKASC website.

This handbook applies to SKASC,

- Academicians
- Doctor of Philosophy (Ph.D)
- Master of Philosophy (M.Phil)

Objective of this Handbook

   This document includes guidelines for managing research and development activities at SKASCC as well as the roles and responsibilities of the academic staff in

terms of their engagement in this matter. Accordingly, the objectives of this document are to:

- maintain a multi-disciplinary research culture among lecturers and students;
- balance between teaching and research activities;
- disseminate research and development output through publications;
- promote participation in conferences, seminars, workshops and exhibitions;
- develop SKASC Research and Development roadmap for high impact and niche areas of research activities.
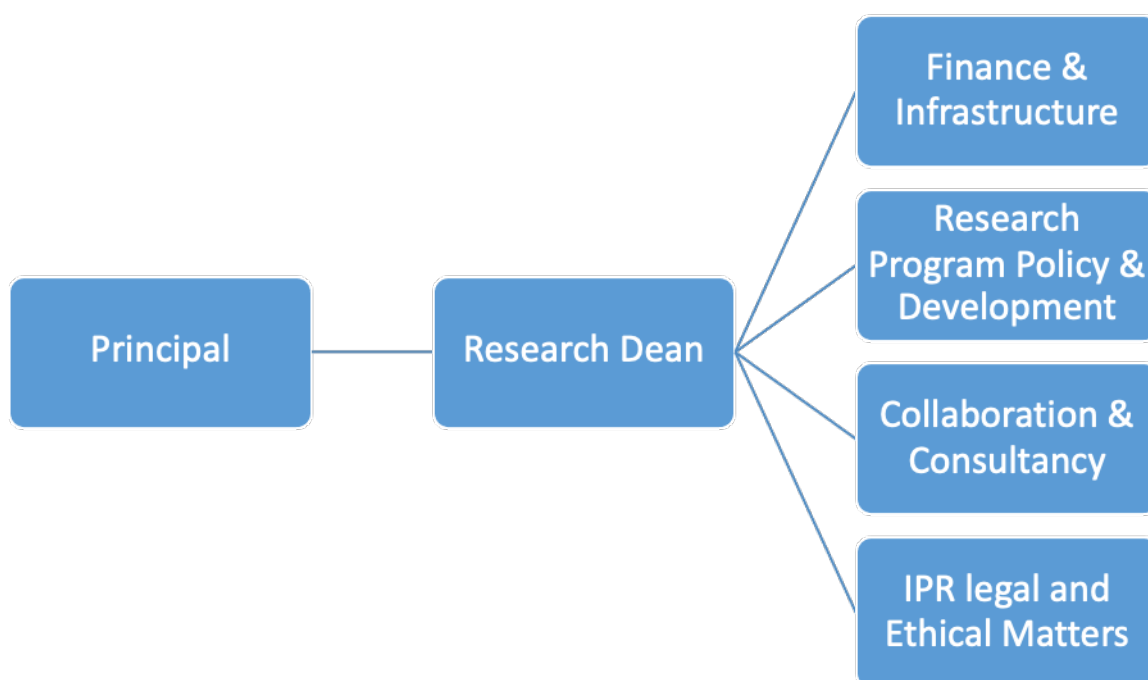
Expected Outcomes

- SKASC realizes the significant contribution of research and development to the academic world. It encourages the maintenance of high standards of research and educational development. In this respect, the Centre desires the sharing of new ideas for the benefit of not only the lecturers and students but also the global society. Hence, SKASC expects every lecturer to contribute his/her knowledge, skills and experience to enhance and grow in his/her respective discipline. Such involvement will help create research and learning environment comprising diverse research disciplines and development activities.
- To this end, the RDC policies and procedures have been formulated to facilitate academic lecturers and researchers to participate in research activities including publications. In this regard, there is also the availability of seed grant to encourage the researchers to carry out local research projects and activities.

<div align="center">**Research Advisory Council (RAC)**</div>

Governance

      The Research Advisory Council (RAC) is headed by the principal as the apex body of Center for Research, SKASC. The Director/Dean of research will act as the convenor for the Research Advisory Council. There are four committee to drive the governance of RAC.

RAC Organogram

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                                      │  Finance &           │
                                      │  Infrastructure      │
                                      └──────────────────────┘
                                      ┌──────────────────────┐
                                      │  Research            │
┌───────────┐   ┌───────────────┐     │  Program Policy &    │
│ Principal │───│ Research Dean │─────│  Development         │
└───────────┘   └───────────────┘     └──────────────────────┘
                                      ┌──────────────────────┐
                                      │  Collaboration &     │
                                      │  Consultancy         │
                                      └──────────────────────┘
                                      ┌──────────────────────┐
                                      │  IPR legal and       │
                                      │  Ethical Matters     │
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Research Committee 1: Finance and Infrastructure

      This committee will look after the Grants and Funds management.This committee will look into the Capacity Building programmes. They will also facilitate the corpus for research and development from Government, Industry and other funding agencies and channelize Corporate Social Responsibility funds for sustanance and furtherance of research activities. This committee will need to liaise with funding provision for research in the annual budget subject to the availability of funds. The updatation of research facilities will also be taken care of by this committee.

Research Committee 2: Research Programme Policy and Development

      This committee will monitor the research programme as well as in developing the research programme policy in line with the National Missions, SDGs, Start-up India etc.,

This committee will form Research Clusters to bring all the researchers, faculty, students, scholars to add a synergistic advantage in finding multi-disciplinary, trans-disciplinary and inter-disciplinary areas.

Research Committee 3: Collaboration and Community

This Committee will look after the networking and collaborative research with other Institutions at the national and International levels. They should be able to reach out the key industry players, research organizations, Institutions, associations, NGOs, government bodies to forge strategic partnerships.

Research Committee 4: IPR, Legal and Ethical Matters

This committee will ensure that the researchers understand the importance of integrity, ethics, comply with ethical codes of research and publishing practices at Institutional, national and global level. Plagiarism and Sensitization the research community about dubious research and publishing in predatory journal will be an additional area for this committee.

Role of Research Committees

The main role of the Committees is to develop and formulate research strategies, guidelines, policies, initiatives and innovations that promote the research interests of SKASC. The Committee shall take all reasonable and appropriate steps to:

- monitor the progress of research activities
- advise and formulate recommendations to SKASC of critical issues related to research and commercialisation;
- advise the management on the allocation and use of recurrent internal funds supporting research and commercialisation;
- evaluate applications from researchers and evaluate applications for commercialisation

Terms and Abbreviations

Certain terms and abbreviations are used in this document with specific meanings, as defined in this section. For the purpose of this document:

1. **'Research'** refers to the systematic and disciplined activity undertaken to create and advance knowledge.
2. **'Research Group'** refers to a group of people who are doing researches.
3. **'Researcher'** refers to academicians who conduct research work.

4. **'Staff'** refers to any person or employee employed by SKASC either on temporary, contract or permanent bases.

5. **'Commercialisation'** refers to the conversion of ideas into tangible products, services, processes, or organised systems that can be marketed through licensing, sales, spin-off, or joint venture companies.

6. **'Innovation'** refers to the creation and implementation of any kind of processes, products, services or new ways of delivery that can provide a significant improvement on results, efficiency, effectiveness or quality.

7. **'Confidential Information'** refers to any confidentiality of documents protected under the law, and owned by SKASC.

8. **'Expenses'** refers to all the necessary and reasonable expenses incurred in the research and development as well as intellectual property, including patent and other intellectual property filing, registration and legal fees, intellectual property insurance premium, maintenance fees, marketing and licensing costs, administrative expenses and fixed overhead costs and any other incidental expenses incurred during commercialization of the intellectual property (IP).

9. **'Fund'** refers to any fund provided by the Government of India or any agencies or organizations for research and development, acquisition, pre- commercialisation and commercialisation of Intellectual Property.

10. **'Resources'** refers to both intangible and tangible resources, including the physical, reputation and image, time, financial, technology, intellectual and human capital resources.

11. **'RAC'** refers to the Research Advisory Council of Sri Krishna Arts and Science College.

12. **"SKASC"** is an abbreviation of Sri Krishna Arts and Science College

13. **'SOPs'** is an abbreviation of Standard Operating Procedures.

14. **'R&D'** is an abbreviation of Research and Development.

15. **'RG'** is an abbreviation of Research group.

16. **'IP'** is an abbreviation of Intellectual Property.

Objectives

- To Foster research culture and provide required support through standard guidelines.
- To create effective support system to facilitate the faculty and researchers in their specialized area of research
- To collaborate and extend synergistic partnership through potential collaborators and Industries to promote research.

- To act as a liaison between the researchers and funding agencies in the preparation and submission of research proposals.
- To develop Institutional Research Information system for sharing the status of ongoing/completed research projects/ programmes
- To coordinate with the other centers of SKASC dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development and Intellectual Property Rights (IPRs).
- To serve as nodal center for the promotion of ideation and conceptualization of research topics/themes by organizing workshops and training programs.
- To ensure integrity and ethical practices in research activities.
- To establish start-ups and IPR Cells

Research Advisory Committee Functions

- The frequency of the meeting will be twice in a year to formulate research strategy and research progress.
- The committee monitors the progress of the registered Ph.D and M.Phil research scholars.
- The committee promotes collaborative interdisciplinary research projects with National and International Universities.
- The Committee formulate strategies to increase the research publication in high impact journals.
- The RAC closely monitors the research clusters
- The RAC reviews the physical and financial utilization of the sanctioned projects.

Research Advisory Council Responsibilities

RAC is responsible for ensuring that these policies are complied with and implemented. The roles of RAC include to:
- Receive and compile applications from researchers and present application report to RAC committee for evaluation and / or approval.
- Coordinate and facilitate writing of research proposal for submission to external parties.
- Assist, promote and disseminate research opportunities and output to local and external parties.
- Encourage and support creativity and innovation initiatives among staff.

Code of Ethics in Research

The Center for Research at SKASC follows the code of ethics in setting the general principles of ethical conduct in research activities. The code of conduct are in line with the vision and mission of the Institution.

The faculties of the Institution have commitment in pursuing the research to the promotion of public interest as well as in the community development. At SKASC we uphold the vision and mission of the institution in abiding with the integrity and ethical standards in the eyes of public and public interest. All the research interest of SKASC will be directed towards dissemination and transfer of knowledge and enhance reliability and validity in the best interest of community.

All Faculties, Students and Scholars of SKASC should fulfil the obligations and responsibilities as stated below:

- The research activities should not be "Plagiarized" and the authors should be given due acknowledgement through citations.
- Confidentiality of the sources need to be respected and information of the respondents should not be revealed.
- Assure on the correctness and accuracy of the data has been provided in the research results and discussion and duly published.
- Safety practices should be followed and adhered in all the research procedures and activities.
- Due Diligence should be maintained in handling the equipment's and resources.
- Proper records to be maintained in the fair distribution of legal ownership of the research as well as the commercialization of it product.
- The waste from the laboratory needs to be disposed appropriately and environmental factors should be considered.
- The "Code of Ethics" should be embedded in the curriculum and the students should be made aware of the concepts.
- Any violation pertaining to the code of conduct should be reported immediately to the RAC.

<h1 align="center">Academic Integrity and Plagiarism Regulations</h1>

The committee on IPR, Legal and Ethical matters of Research Advisory Council will form an **Institutional Academic Integrity Panel (IAIP)** and will monitor the Academic Integrity and Plagiarism regulations.

Plagiarism

The candidate must certify that the work has been done by him and has not been submitted elsewhere for the award of any degree or qualification. Proper acknowledgement must be made to the work of others.

Plagiarism includes:

- Unauthorized act of copying/reproducing or attempt to copy an idea, writing or invention of another person.
- Extraction of academic data which are the results of research undertaken by another person, such as laboratory findings, data obtained, whether published or unpublished, without giving due acknowledgement to the original source.
- Transcription of the ideas of others which are kept in whatever form (written/printed/electronic/slide form) of teaching or research apparatus.
- Unauthorized translation of the writing of another person from one language to another whether wholly or partly.

Responsibilities of Scholars/Academicians:

- always give due acknowledgement to the sources of ideas or data which are not owned by the candidate and are not truly in the public domain;
- be able to distinguish between the candidate's own ideas or work and those of others, as any ambiguity in such a distinction could give rise to a suspicion of plagiarism;
- acknowledge the source of data, analysis or procedures which are not owned by the candidate.
- The candidate has to declare that in the event of any infringement of the provisions of the Copyright Act 1957 whether knowingly or unknowingly, the College shall not be liable for the same in any manner whatsoever and undertakes to indemnify and keep indemnified the College against all such claims and actions.

Software for Detection of Plagiarism

The scholars are required to run the thesis through the plagiarism checking approved by the college. The similarity index for each chapter shall not exceed 10%. Ph.D

Candidate shall adopt the regulations on Similarity Checks for Plagiarism, Quantification of Plagiarism, Handling of Plagiarism and Penalties of Plagiarism as stipulated in the **Promotion of Academic Integrity and Prevention of Plagiarism Regulations of Bharathiar University** framed based on the UGC (Promotions of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018. Urkund is used to check the plagiarism of the thesis and Dissertation from Bharathiar University.

Similarity Checks

The Similarity checks for plagiarism shall exclude the following:

- All Quoted works reproduced with prior permission and / or attribution from the concerned authorities.
- All References, Bibliographies, Intext references/Citation, Table of Contents, Preface and Acknowledgements.
- Common words, Generic Terms, Laws, Standard Symbols and Standard Equations.

Acceptable and Non-Acceptable levels of Plagiarism

The Guidelines and regulations are in line with **UGC and Bharathiar University.**

- Minor Similarities- Similarity up to 10%
- Similarity above 10%-40% - Such students shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- Similarities above 40%-60%-Such student shall be debarred from submitting a revised script for a period of one year.
- Similarities above 60%-Such student registration for that programme shall be cancelled.

The Regulations as prescribed the **UGC** on detection/Reporting/Handling of Plagiarism to be followed by the Institution:

- If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he/she shall report the same to **Institutional Academic Integrity Panel (IAIP).** Upon receipt of such a complaint or allegations the IAIP shall investigate the matter and submit the recommendation to RAC.
- Any allegations shall be in line with the principles of natural justice against the student/faculty/researcher and staff.
- The IAIP has the power to assess the level of plagiarism and recommend the penalty(ies) accordingly.

Ethical Committee

To strengthen the research activities and to maintain the codes of ethics, the research ethical committee has been established with a multi-disciplinary composition catering to the various requirements. This committee will address both the Human and Animal Ethics.

Composition

Principal- Research Ethics Head and Chairperson

Dean, Research and Development-Research Ethics Member

Senior Faculty member- Commerce

Senior Faculty member-Computer Science

Senior Faculty member-Bio-Science

Senior Faculty member-Mathematics

Senior Faculty member-Management

Senior Faculty member-English

Objectives

- Experiments will be performed by and under the supervision of a person duly qualified personnel in the said discipline.
- To ensure quality and consistency in following the ethical guidelines of the national policies.
- To follow the regulations of parent University (Bharathiar) and UGC regarding the ethical policies and governance.
- In case of experiments pertaining to animals, due care with humanity will be involved in performing the experiments .
- Experiments on larger animals are avoided when it is possible to achieve the same results by experiments upon small laboratory animals.
- Experiments are nor performed merely for the purpose of acquiring manual skills.
- Animals intended for the performance of experiments are properly looked after before and after the experiments.
- Appropriate records are maintained with respect to experiments performed on animals.
- The ethics pertaining to animals will be strictly under the description of " Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998.

<center>**Consultancy Policy**</center>

One of the major research policy includes Consultancy policy under the Research Advisory Committee. The major commitment is to provide an impact to the society and other stakeholders. Sri Krishna Arts and Science College strives to promote expertise in the areas of research, in this regard consultancy services in academics contributes to the economy of the country by broadening the professional experience and body of knowledge of the teaching fraternity. The Consultancy Policy of SKASC serves as a framework for the stakeholders, the Management, and the academic staff on their roles and responsibilities in the consultancy process. Accordingly, the objectives of this policy are to:

- Establish guidelines and standards for consultancy activities that bear SKASC identity.
- Develop SKASC reputation through consultancy services.
- Provide learning and consultancy opportunities and resources.
- Reinforce SKASC's identity and help raise its profile by ensuring that its name is deservingly acknowledged and highly perceived by the public.

Scope

This policy covers all the processes related to the implementation and management of consultancy activities that are applicable to SKASC staff.

Definition and the Terms Used

- **'Consultancy'** refers to the provision of expert knowledge to a third party for a provisional fee.
- The opinion or advice is rendered exclusively in the interest of the client and can cover reviews, analyses, recommendations and implementation.
- Consultancy activities included in the above definition are as follows:
  - ✓ Consultancy between SKASC and client.
  - ✓ Consultancy between SKASC staff and client.
  - ✓ Consultancy between a company of SKASC's staff and client.
  - ✓ Appointment or acknowledgment to any SKASC academician such as associate research fellow, panel expert, invited speaker, facilitator and other related position.
- **'Staff'** refers to any person or employees appointed by SKASC.

- **'Critical issue'** refers to problems and concerns that could affect SKASC's image and reputation.
- **"Resources"** refers to both intangible and tangible resources, including the physical, reputation and image, time, financial, technology, intellectual and human capital resources.
- **"Consultancy Committee"** refers to a committee established by the Management of SKASC in accordance with its constitution.
- **"Research and Development Centre"** refers to the Centre established by the Management of SKASC.

The Consultancy composition can be included as

- Assignment or Job
- Expert Advice
- Problem Solving
- Targeted Training
- Testing
- Laboratory based experimental work
- Market research and survey
- Corporate Trainings

Faculty members of SKASC involved in consultancy are referred as consultants and the industry seeking consultancy is referred as the beneficiary.

Principles of Consultancy

1. Faculty member can choose their area of expertise for the consultancy work
2. The consultancy should not interfere with the prime job of the consultant.
3. The consultancy services should be undertaken with the prior permission from the SKASC.
4. Two types of consultancy are encouraged

   1.Individual Consultancy- Individual consultancy is offered by a faculty at SKASC in his/her individual capacity.

   2,Insitutional Consultancy- In this case the Institutional Consultancy is offered by a team of faculty members from the same discipline or different discipline of SKASC.
5. Any foreign Consultancies will be under the discretion of the management rules and regulations.
6. All the research projects sponsored by the Government (DST, DBT, ICMR, DRDO, etc.,) public, private, national and international agencies, autonomous bodies do not fall under the purview of consultancy services.

General Procedures

- The consultancy proposal should be received by the consultant from the beneficiary

- The proposal should be submitted to the Research Advisory Committee

- The RAC will scrutinize and submit for recommendation to the Management.

- The RAC will consider the following aspects during the scrutiny process:
  - The entire consultancy service or project should be focused on the interest of the Institute.
  - The Consultant prime duties should not be compromised with the beneficiary work.
  - All the issues related to the progress of the working work pertaining to Budget, Time frame should be legally discussed with the competent authorities.

- The Head of the Institution will issue the approval letter after getting the consent of the competent authorities.

- Every staff is required to obtain written approval from the Principal to carry out or be involved in consultancy work.

- In considering approval of an application for consultancy, attention is given to the following matters:

- The consultancy work will not interfere with teaching and other official duties.

- The consultancy work concerned will benefit the staff in the form of broadening and enhancing knowledge and experience in his/her specialized field.

- The concerned faculty is able to complete the consultancy work before compulsory retirement or completion of his/her contract with SKASC.

- Consultancy activities involved by the Consultant(s) must be related to the interest of SKASC.

- The consultancy services must be legal and not in contravention of any law of India.

- Staff member's duty to SKASC shall take priority over the matters in respect of which the authorization is granted.

Responsibility and Accountability

The roles and responsibilities of the consultant are to:

- Implement the consultancy contract according to the terms of the consultancy contract.
- Carry out his/her work with the highest quality output and within the time stipulated.
- Give priority to client satisfaction every time, whether in official communication or in the preparation of report or in any consultancy product as determined.
- Ensure that he/she is adequately covered by appropriate insurance from liabilities arising from the said contract.
- Sign a letter of indemnity with the SKASC regarding any liability arising from any party as a result of inefficiency, carelessness, or wrong-doing of the consultant staff or his/her agent in carrying out the consultancy work.
- Neither neglect his /her public duty for personal importance nor use his /her position as a consultant staff for personal benefit.
- Ensure that, with the exception of the approval from the Consultancy
- Committee, a consultant staff is not allowed to start consultancy or surrender his/her right or sub-contract his/her consultancy work.

Submission of Final Report

After the completion of the consultancy project, the Chief Consultant should submit the Final Report to the Research Advisory Committee.

Internal Seed Grants

Introduction

Research seed funds are intended to support the activities and promote the academician to the next level of their career. The internal seed funds support activities necessary to advance competitive research proposals among the academicians in enhancing the research culture in the Institution. It is expected that a competitive proposal of social nature that might benefit the Institution towards the growth and development.

Eligibility

All the faculty members employed by the SKASC Institution will be eligible to apply for the Internal seeding grants. An eligible applicant may lead one project as Principal Investigator (PI)

Sourcing and Utilization of Research Fund

The researchers shall secure sufficient funds by themselves to carry out research activities through grant providers.

Grant Providers

- SKASC (Internal-Short term)
- Ministry of Higher Education- UGC
- Other External and International Grants
- Industries
- Private Organsiations

Policy

- The Management of SKASC encourages academic staff to enhance knowledge, skills and network with other professionals, thus improving potential for future opportunities.
- The Management recognizes that for development purposes, academic staff need to attend training seminars or workshops conducted in-house and off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of this policy is to outline company parameters for attending a variety of in-house and external training. The academic staff is encouraged to join/renew memberships with professional associations of their disciplines.
- In support of this programme, the academic staff is encouraged to:
  - ✓ Attend courses offered by an accredited institution, including e-learning.

- ✓ Participate and present in workshops, seminars and conferences.
- ✓ Be a member of professional organizations. Subscribe to the professional magazine(s).

SKASC Grants Application and Evaluation

SKASC will for Grants Application and Evaluation every year in the month of June, to all the academicians to present their areas of specialisation.

Intellectual Property Rights

Introduction

Intellectual Property Rights (IPR) provides the necessary protection and incentives to encourage the discovery and development of new knowledge, product and its applicability and transfer for public benefit. The term Intellectual Property (IP) is broadly defined to include inventions, copyrights, trademarks, and tangible research property. IP includes, but is not limited to, that which is protected by statute or legislation, such as patents, copyrights, trademarks, trade secrets, and plant variety protection certificates. It also includes, but is not limited to, the physical embodiments of intellectual effort, for example, research proposals, models (including business models), machines, devices, designs, apparatus, instrumentation, circuits, computer programmes, visualisations, biological materials, chemicals, other compositions of matter, and plants.

Eligibility Requirements and Application

- Every academic staff is required to undertake research work and publish it.
- Each researcher is allowed to lead only **THREE (3)** Research Grant at any one time. However, he may be a member of more than **THREE (3)** research grants at any one time.
- A new application from researchers who are currently engaged in research grants can only be considered after at least 90% (or during final write-up) of the current research has been completed.
- Application for leave to conduct research activities is subject to the approval of the Management of the SKASC.
- Academic staffs who are engaged in undertaking research work may be given lesser teaching hour load for that current semester/period.
- Academic staff may also be allowed to undertake research jointly with external institution provided that the academic teaching is not jeopardized and is approved by the Management of SKASC

- It is strongly encouraged that researchers share their research work progress and findings in colloquium session(s) organized by the respective faculty

Ownership

SKASC shall be the owner of:

- IP, created by SKASC researcher in the course of his/her employment with SKASC, while utilising SKASC resources.
- IP, where the creation of which has been substantially contributed to by SKASC (or by any third person either on behalf of SKASC or by virtue of an agreement with SKASC) by the provision of resources, facilities, apparatus, supervision, salary or other funding.
- When determining ownership and license rights in IP, SKASC will construe the provision of office space, on-campus training, library facilities, ordinary access to office computers, workstations and software or networks, or salary as constituting a significant use of SKASC resources.
- No agreement on assigning ownership or rights in IP shall be executed by any individual covered by this policy directly with a sponsoring organisation without the prior written approval of the RAC of SKASC. SKASC reserves the sole right to make agreement with sponsoring organisations and to include therein such provisions regarding the ownership and disposition of rights in IP as it deems to be in the interest of SKASC and the stakeholders.
- SKASC staff shall own the IPs of their creations, only if none of the resources of SKASC are being used in the course of creation.

Collaboration and Networking

SKASC promotes interdisciplinary research collaboration through an internal research grant to develop innovative strategies in investigating real-life, novel and complex research areas.

It is also essential for SKASC to build strategic partners with various industries or other institutions. Such collaboration is important as interaction with industries ensures that innovation at SKASC could provide exposure to the originator(s). The participating industry will also benefit as it obtains access to SKASC expertise, facilities and resources.

In addition to the above SKASC encourages staff to collaborate with other local and international institutions and initiate Memorandum of Understanding (MoU). This collaboration not only provides a platform to exchange novel ideas but also to go beyond their disciplines thus enriching their conceptualisations. Such collaboration expands research activities, generates quality publications, enables participation in diverse

research projects and broadens insights. Consequently, this collaboration leads to the establishment of a rewarding and productive network of expertise.

<div align="center">**Publication**</div>

Publication of Thesis

A thesis whether approved or not shall not be published in full without the permission of the Syndicate and the syndicate may grant permission for the publication under certain conditions as may be imposed.

Publication of Research Articles

A candidate may during the course of his / her research publish papers in standard research journals as advised by his /her supervisor, but the thesis as a whole shall not be published without obtaining permission of the syndicate mentioned supra.

Publication Certificate

The research supervisor / convener shall be required to furnish a certificate along with the report of the viva-voce examination, in connection with the suitability of the thesis for publication by the candidate, at a later date in the following format:

<div align="center">**CERTIFICATE**</div>

This is to certify that in the thesis entitled '..' submitted by '..'all the corrections / modifications suggested by the examiners have been incorporated and the thesis does not have any objectionable material. Hence, the thesis is fit for publication, if the candidate desires so.

<div align="right">RESEARCH SUPERVISOR /
CONVENOR</div>

Research Article Publication

The objectives of this policy on article publishing are to:

- Create a scholarly environment;

- Encourage publication of articles in peer-reviewed journals as these will provide a stimulating environment for staff in terms of advancing their knowledge and understanding in the wider context of the community of scholars:

- Enhance SKASC capability as a centre of research and education excellence.

Academic staff members are strongly encouraged to publish papers in their areas of expertise in peer-reviewed academic journals. Only articles which have been accepted and published by reputable journals with citation index factors such as Thomson SSCI/SCI/SCIE/AHCI (i.e. SCOPUS/Web of Science) will be considered for promotion.

Policy on Publication

A staff may apply for financial assistance to publish papers in peer-reviewed journals provided that the journal is indexed by Thomson Web of Science (WoS)/SCOPUS. Any journals not indexed by Thomson Web of Science will not be considered.

The principal author making the application must be a staff of SKASC and must have used SKASC as his/her affiliation. In the case of more than one author who are affiliated to SKASC, all the affected authors must use SKASC as their affiliation. Preparation of papers for journal publication shall be done at the staff's own time and the associated activities should not interfere with his/her scheduled duties.

Seminars, Conferences, Workshops and Exhibition

The academic and support staff may be permitted to present paper, one off-site seminar, conference or workshop subject to the approval by the Management. The event to be attended must have a direct relationship to the job the staff performs. Standard Operating Procedures (SOPs) have to be followed as stipulated by Human Resource (HR) Department.

The faculty head should support paper presenter only. The author is required to give a seminar on the paper before attending the conference thus increasing seminars in SKASC.

Research-related conferences and SOPS are facilitated by HR Department. Conferences that publish the proceedings in Scopus/ISI will be of priority to SKASC. However, other reputed peer-reviewed journals may also be considered on a case-by-case basis.

The academic and support staff may also be permitted to join one professional association. The association selected must have a direct relationship to the job the staff performs. The staff must provide a membership-request supporting document that outlines the benefits to be gained by the company as a result of such membership and the association.

To participate in this programme, the staff must submit a request by completing a staff development request form and forward it to his or her Head of Faculty/School/Centre/Academy. Upon approval, the Head shall forward the form to HR Department. HR Department will forward the request to the Management and obtain a final decision. The staff must then submit the following documents to the HR Department after the event:

1. Attendance form
2. Certificate of achievement/completion
3. Photograph(s) of the event(s).

After completing any training, the staff shall perform transfer of training for the benefit of other academic staff through a workshop/seminar (when appropriate). The HR Department will file CD/presentation slides in the staff record.