



MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)

32, Casa Major Road, Egmore, Chennai – 600008

RESEARCH POLICY

1. PREAMBLE

Research is the cornerstone of the continuing creation of the knowledge which is the foundation of all disciplines. Research contributes to social well-being, health, culture, economic development, and the advancement of society. The Madras School of Social Work (Autonomous), Chennai, strives to build state-of-the-art facilities, develops collaborations, promotes research publications, and situate itself as an institution of choice among stakeholders – employers, faculty, parents, scholars, students, accreditation agencies, funding organizations and government among others. In keeping with its Vision and the Mission, Madras School of Social Work (Autonomous), managed by Society for Social Education and Research (SSER), establishes the "Research Policy." The aim is to inspire, guide and coordinate the initiatives of the faculty, staff, research scholars and students towards research and innovation in the field of humanities and social sciences. The Research Policy is a collection of policies, guidelines and general information related to the research and project activities in Madras School of Social Work (MSSW).

2. PURPOSE OF THE RESEARCH POLICY:

The purpose of research policy is to create and foster a culture of Academic Research and Continuing Innovation with consistent guidelines among teachers, research scholars, students, and staffs in Madras School of Social Work (Autonomous).

3. RATIONALE OF THE RESEARCH POLICY:

The Madras School of Social Work (Autonomous) considers conduct of scholarly inquiry and dissemination of knowledge acquired₁ for the development of interventions, methods,

tools, etc for promoting societal well-being as the central functions of an Institution in the 'Social Work' realm and that is dedicated to research and innovation.

4. APPLICABILITY AND SCOPE:

This policy document encompasses in its ambit all research activities and personnel of Madras School of Social Work (Autonomous) including aided and management paid staff, and students and research scholars be they regular, part-time or external, involved in any form of research.

5. OBJECTIVES OF RESEARCH POLICY:

This research policy attempts to provide specific framework to guide scholarly research with the following objectives:

- 1) To create and promote a culture of research among the faculty and staff of Madras School of Social Work (Autonomous).
- 2) To provide a framework for conduct of research in a transparent, socially responsible, and ethical manner.
- 3) To identify research areas and specify research topics of academic, practical, and socially relevant and significant.
- 4) Identifying and establishing linkages including MOU s for long termrelationships with industry bodies and individual companies for creatingopportunities for teachers and students to involvethemselves in real life research projects and obtaining sponsorships.
- 5) To provide guidelines and framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project.
- 6) To strengthen the institutional capacity for planning, budgeting and control of all research activities
- 7) To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- 8) To develop rules, procedures, and guidelines for granting research support, instituting awards and supporting all other related activities.

- 9) To review the research agenda of MSSW outlining the focus areas and priorities of research activities to be supported.
- 10) To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities.
- 11) To integrate research activities undertaken by the students with the research focus of the institution.
- 12) To organize seminars/conferences/workshops on research and projects undertaken and faculty development programmes to enhance the research profile of the institution.
- 13) To publish research materials and outcome in appropriate media and to make available such published information to all stakeholders.
- 14) To translate new knowledge, methods, social innovation, and tools emerging out of research conducted at MSSW into products and processes for societal benefits.
- 15) To ensure effective dissemination of research activities and achievements of the institution both internally and externally to enhance as an Institution of Eminence in Research.

6. COMPOSITION OF RESEARCH DEPARTMENT / CELL:

- a) To initiate, promote and monitor the research activities at MSSW, a Research Advisory Committee with a Coordinator leading it is framed.
- b) Overall management of research activities may be coordinated by the Research Advisory Committee, under direct supervision of the Principal, Madras School of Social Work (Autonomous).
- c) The research committee may be expanded with the inclusion of more members as necessary. It may also set up and promote 'Action Groups' for managing specific projects/activities.
- d) The research committee will also facilitate designing of custom-made faculty development programmes (FDPs) in advanced areas to improve upon the competencies of faculty and researchers and help them overcome their weaknesses in order to maximize their contribution to the institution.

7. CONDUCT OF RESEARCH:

Madras School of Social Work (Autonomous) hereby affirms the following principles concerning research:

- a) Faculty members, staffs, research scholars of MSSW and research departments are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, socially useful outcome and other similar research activity.
- b) Individual faculty, staff, research scholars and students should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
- c) Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings and ensure the safety and well-being of those associated with the research.
- d) Individual faculty, staff, research scholars and students should demonstrate integrity and professionalism, fairness and equity, and intellectual honesty.
- e) Individual faculty, staff, research scholars and students should effectively and transparently manage conflicts of interest or potential conflicts of interest.
- f) Individual faculty, staff, research scholars and students should record and publish their methods and results in ways that are open to scrutiny and debate.
- g) The Management should create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.

8. RESEARCH PROJECTS:

The MSSW expects all its faculty to complete their Ph.D. However, regular faculty members who, for legitimate reasons, are not engaged in pursuing doctoral studies are urged to take up research projects - Minor or Major - encouraged and funded by agencies like the UGC, DST, DBT, ICSSSR, etc. The management will endeavour to provide

infrastructural support to such projects and assist in applying to the funding agencies. The following guidelines are to be followed:

- a) Individual research scholars should be free to select the subject matter of their research, to seek support from any legal financial source for their work, and to arrive at their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism of peers.
- b) The project proposal has to be routed through the Principal Investigator (PI) to the Coordinator of the RAC who after processing the proposal in the Research Committee, may recommend the same to the Principal for approval.
- c) The PI shall be responsible for preparing the budget for the research project, maintaining the accounts, keeping a stock register of the equipment, consumables purchased and the disposal of excess consumables for the project. A copy of the budget and accounts must be submitted to the Principal for scrutiny and monitoring.
- d) Periodically, or as per the design of the project proposal, the candidate and the PI shall keep the Principal informed about the progress of the project, its closure, the audited statement of accounts and the utilization certificate.
- e) The Management shall endeavour to create an environment conducive to research by providing suitable infrastructural facilities such as space, library, lab facilities, and funding if available, based on the educational merit of the proposed research.
- f) The candidate shall abide by the requirements and guidelines of the management and the funding agency on choice of the PI, intellectual property rights, journal publications or presentations in conferences/seminars.

9. CONFERENCES/SEMINARS/PUBLICATIONS:

- a) Participation in national or international conferences, presentation of papers and publications will come under the purview of this research policy only to the extent they are related to research and recognised as such by the Principal on the recommendation of the Research Committee.
- b) The Researcher is expected to have his/her paper/presentation scrutinized by the RAC so that it can be sent to the Principal for his approval.

- c) It is important to emphasize that all research reports and publications arising out of research and projects must carry the affiliation ('Madras School of Social Work, Chennai') in the credit/address tag lines in the published versions as books, research papers, book chapters, articles, and on-line or off-line reports.

10. FINANCIAL ASSISTANCE:

- a) As an academic institution of distinction, MSSW offers an environment that is conducive to research. However, because of limitations on both infrastructure, funding, and manpower requirements, MSSW cannot support all research demands. MSSW allocates essential infrastructure, administrative support, and other resources such as its own funds to match with that of the funding agencies for research and projects depending on the merits of the research proposals.
- b) The initiative and responsibility for applying for funds is primarily that of the candidate engaging in research. He/she can seek funding from the available sources such as governmental agencies (both at the Centre and in the State), Corporate Businesses and Industry, Philanthropists.
- c) The Management shall endeavor to create a Research Fund and provide seed money for the research project under the following conditions: (a) The research project - doctoral, major or minor - has been processed by the research committee and recommended by the Principal, (b) The budget proposal and the external sources of funding are indicated; (c) The number of applicant candidates and the quantum of funds requested of the management are within the budgetary provisions of the management.
- d) The management will consider the applications of the candidates, routed through the Principal, in the Executive Committee, and decide on the quantum of financial assistance to be given.

11. RESEARCH MISCONDUCT:

Any action that is inconsistent with integrity, honesty or the research policy guidelines may constitute a disciplinary offence and, where appropriate, shall be investigated by the committee constituted for the above purpose.

12. REVIEW OF POLICY:

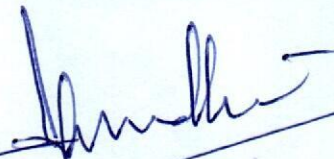
The research policy and general guidelines shall be reviewed by the Institution annually based on the experiences gained research and projects undertaken. A proposal to that effect could be made by the Coordinator of RAC. This meeting and others primarily devoted to considering a revision of research policy shall be announced widely to all faculties by e-mail inviting suggestions on specific issues by the Office of the Principal. Changes, if any, arising out of such meetings will be added by notification and necessary amendments incorporated in the policy.

CONCLUSION:

The research policy laid out above is the first step towards promoting scientific temper and research aptitudes in the Madras School of Social Work (Autonomous). It is hoped that all the faculty, staff, research scholars and students will endeavor to take research in MSSW to greater heights.



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