



CHRIST
(DEEMED TO BE UNIVERSITY)
BANGALORE · INDIA

CHRIST (Deemed to be University)
School of Arts and Humanities
Department of English and Cultural Studies, Bannerghatta Road Campus,
Bangalore-76
Internal Policy Document for Research and Ethical Practices

The Department of English and Cultural Studies, CHRIST (Deemed to be University) Bannerghatta Road Campus, is dedicated to research as a source of new knowledge and social development in line with the University's Vision, Mission, and Core Values of "Social Responsibility" and "Pursuit of Excellence". The department shall promote a vibrant research culture among its students and faculty, providing a nurturing ground for innovative ideas and applications. The Department ensures that the following Research Promotion Regulations and Schemes are publicized and utilized by all faculty members and students of the Department, wherever applicable:

- Seed Grant/Seed Money, 2015
- Code of Research Conduct and Ethics - May 13, 2016
- Post-Doctoral Fellowship - 19 December, 2016
- Christ University Bengaluru Regulation on Intellectual Property, 2016
- Scheme of JRF/SRF for PhD Scholars - May 2017
- UGC Regulations on Promotion of Academic Integrity and Prevention of Plagiarism in academic
- Matters, 2018 (Adopted)
- Scheme of Research Fellowship for PhD Scholars- May 2019
- Regulation for the Degree of Doctor of Philosophy May 2019
- Seed Money Scheme 2021

Research Promotion Policy

1. The Department encourages its faculty members to attend and present papers in conferences conducted within and outside the country.
2. Department Research Cohort: The Department facilitates the identification of thrust areas of research among the faculty members. This includes the formation of research groups within the Department and holding bi-monthly meetings of specific research groups. The Cohort will streamline and facilitate the advancement of research among the faculties through peer review, technical support, collaborative research, resource pooling, communication on research updates and opportunities (such as CFPs), publication initiatives and so on. The activities and progress will be reported to the Department in the Department meeting on a monthly basis. The research outputs by the Research Cohort can be presented in the Research Scholars Forum. The Cohort will be based on overlapping research interests. All faculty members are part of the Department's Research Cohorts by default.

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3. The Department encourages its faculty members to make use of the facilities provided by the university for promoting research. For conferences held within the country, the fee for attending or presenting papers is completely reimbursed and the University offers 'Special casual leave' facility to the extent of 8 days apart from the 'On Official Duty (OOD)'.
4. The Department encourages the publication of research articles by the faculty members in journals that are indexed in reputed databases such as Scopus, and Web of Sciences.
5. The Department encourages its faculty members to make use of some of the popular databases, subscribed by the University, that have a rich collection of resources. In order to support the faculty to access library resources remotely, the University also provides a Knimbus facility. Accordingly, the faculty members can access the online library resources even outside the Campus.
6. Currently, the University has subscribed to 15 E-Databases. Additionally, the University has subscribed to 10 E-Journals and 13 E-Books databases. Other prominent databases that are rich in secondary data such as IndiaStat and OECD library were also added. The library also has a rich collection of magazines, bibliography, theses, and dissertations.
7. The Research Cohorts will work towards aligning the research undertakings in the Department with the LRNG needs. Cohort meetings will be utilized as a space to determine relevant research needs.
8. Academic sessions such as invited talks, workshops and seminars (other than those specific to specific courses) will be curated in consultation with the Cohorts.
9. The Cohort will work like advisories in the case of Ph.D. supervision allotment and project works
10. The Department encourages its faculty members to apply for the research funding from governmental institutions, industry and non-profit foundations. Support, infrastructure and training for organising the application and managing the grants has been set up by the Centre for Research (Projects) in the form of an exclusive office with a coordinator of research projects who reports to the Director, Centre for Research.
11. Research-informed teaching, Journal Clubs, Research Seminars and Research Poster Presentations and Undergraduate and Postgraduate Research Manuscript preparation is encouraged in the department.
12. Research Scholars Forum of the Department will take the lead in taking initiatives on student research and research-based activities.
13. Works done by the various Ellipsis Clubs may be curated to have overarching themes so that more focused production (of knowledge/awareness/materials/events) can be achieved
14. To support academic integrity and discourage plagiarism, the department facilitates the use of anti-plagiarism software that has been subscribed by the

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- university, which is made accessible to all faculty and students through the office of the Library.
15. The Department regularly conducts Faculty Development programmes and Quality improvement Programs on research methods, tools and on other areas that align with the research areas of the research cohorts.
 16. Quality publications are a part of the faculty appraisal process. Incentives in monetary terms and otherwise will be fixed for recognized publication.
 17. Following the University norms, the minimum publication requirement remains two.
 18. Research publication history will be considered for recruitment and promotion
 19. The faculty members will be provided one day a week to engage in research without having to take any direct classes and any major administrative tasks.
 20. The Department encourages collaborative research work between faculty members and the scholars. (The term "collaboration" in academic research is understood as an equal partnership between two or more individuals who are pursuing mutually interesting and beneficial research).
 21. "To be included as an author on a scholarly publication, scholar and the supervisor [emphasis added] should, in a cumulative sense, make a professional contribution that is creative and intellectual in nature, that is integral to completion of the paper, and that requires an overarching perspective of the project. Examples of professional contributions include developing the research design, writing portions of the manuscript, integrating diverse theoretical perspectives, developing new conceptual models, designing assessments, contributing to data analysis decision(s) and interpreting results..." (Fine and Kurdek, 1993)
 22. All conflict of interest should be reported to and resolved within the Department's internal grievance committee.

PhD Scholars Guidelines

1. The PhD Scholars of the Department shall be absolutely governed by the PhD Regulations of the University for All Matters including presentation of periodic Progress Reports and accountability and adherence to the instruction of the guiding Supervisor/s.
2. All PhD Scholars of the Department pursuing full time PhD Programme at the University are expected to report to the Supervisors on a daily basis.
3. The Supervisors are expected to maintain a daily register to mark the attendance of the scholars.
4. The RAC meetings are to be scheduled on a quarterly basis. Tentative suggested dates are:
 - Odd Semester Mid Semester Week
 - Odd Semester Post End Semester days
 - Even Semester Mid Semester Week

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- Even Semester Post End Semester days
- 5. The PhD scholars must draw up a tentative timeline for their progress in consultation with their guides.
- 6. The minimum requirements in terms of seminars/conferences and publications must be fulfilled before the completion of the 2nd year.
- 7. The scholars are required to present their progress presentations in the Department Research Scholars Forum annually.
- 8. All Full time PhD scholars of the Department are advised to audit one course per semester from UG or PG based on their area and topic of study.

Code of Research Conduct and Ethics

The Department of English and Cultural Studies, CHRIST (Deemed to be University) Bannerghatta Road Campus will follow internationally recognised Codes and Ethical Practices as Minimum Standard in all its Research pursuits across all academic/professional disciplines. The Department will respect the autonomy of researchers and will create and maintain an environment with adequate support systems to enable researchers to follow the ethical guidelines. The department will encourage publication of all material outputs of its Researchers irrespective of whether they support or contradict the Research expected outcome(s). There shall be adequate and effective mechanism set by the department to ensure regular check on the compliance of the prescribed Codes and Guidelines throughout the Research Process from the start till the delivery of its final output.

Regulations:

1. The entire research process at the Department including the outputs thereof in the form of Publications, Research Reports (Minor and Major research projects, Monographs and Working Papers), Academic & Consultancy Research, Formal & Informal Research Programs and any such research initiatives will be covered under this Policy and Regulation which will apply to all approved Researchers at the University including but not limited to University Teachers, Staff, Students, Post Doctoral Fellows and Emeritus Fellows.
2. Externally funded Research Projects shall be additionally guided by specific instructions if any of the concerned funding agency so long as they do not contradict with the provisions contained in this Regulation.
3. Code of Research Conduct and the Research Ethics are interrelated and complementing to each other (may be overlapping as well) and hence must be applied carefully with due regard to the Research Problem. These are not administrative rules and therefore the conscience of researchers may be the best guide to ensure that conduct of research is not entirely left to the discretion of individual researchers while addressing the ethical dilemmas that may crop up.

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4. Faculty members and Students to strictly adhere to the university and departmental policy on code of ethics

Annexure I: Course Audit

- The scholar should identify a course related to their PhD topic in consultation with the supervisor who will guide the student to choose the appropriate course.
- These courses need not be courses conducted by their respective supervisors.
- The scholars are expected to attend a minimum of three lectures per week, help the guide/course instructor with a tutorial session, and the fifth hour may be utilized for other academic works (for 5 credit courses, the student may use the fifth hour as an audit hour).
- The scholar can be given the task of cross checking the answer scripts after the instructor completes evaluating them. This will enable the scholar to familiarise themselves with rubrics, evaluation criteria, and ethics. However, the instructors are, under no circumstances, supposed to delegate the evaluation duty to the scholars.
- After the completion of the course, they need to write either a report, a course feedback, or a critical writing related to their PhD topics.
- The course instructors must maintain a diary regarding the tutorials conducted which can be compiled and submitted to the department which maybe used as a feedback document.
- Students should spend one hour with the guide/course instructor every week with either lecture preparations, lesson plan, or revisions.

Annexure II: Departmental Research Promotion Practices

Mezzaterra: Conversations sans Borders - Taking inspiration from the vision of Ahdaf Souief's idea of Mezzaterra as a space for polyphonic conversations, this event is conceptualized to create avenues for discussion and foster a research culture necessary to enhance the research and publication output of the teaching-learning community. It is also an extension activity of the department as it contributes to and supports the community through the production and dissemination of knowledge during the pandemic time.

Tafteesh: The Research Club: Tafteesh is a cohort of undergraduate, graduate, and PhD students and scholars who are interested in research-related activities. It promotes research culture amongst students and scholars by providing an avenue for academic presentation and peer feedback. It also enables alumni engagement by inviting alumni to share their research experiences in the event "Dissertation Diaries".

Research Scholar's Forum: The department promotes research culture among the PhD scholars through the forum. The forum acts as an avenue to share research ideas, research methods and methodologies and publication progress among scholars. It also encourages collaborative publications among research scholars and faculty members through sessions

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designed to share working ideas. It also encourages the MAECS students to participate, and understand the research culture of the department. An annual workshop is organized by the forum on research methods and methodologies and other emerging areas in order to upskill the scholars and enable networking with scholars outside the university working on similar topics and areas.

Gaveshna: The UG Research Workshop and Seminar Series: Gaveshna, is a research-oriented workshop-cum-seminar, jointly organized by Taftesh, the research club, and *Paracosm*, the bi-annual journal of Ellipsis, the English and Cultural Studies Association of the Department of English and Cultural Studies, CHRIST, Bannerghatta Road Campus. This Workshop cum seminar will be held every year on a specific topic and this year the proposal is to hold it on questions of mobility. The research-oriented workshop-cum-seminar is aimed at UG students to develop their research sensibilities and skills. The event would consist of a speaker who would be in a conversation made of a volunteer professor. This would familiarize UG students with some aspects of research and research writing. The event will also send out a call for abstracts and after getting it approved, they have to write a research essay based on the abstract. These essays and papers will be published in *Paracosm*.

Vachana: The Annual forum PG Conference: Vachana is the annual postgraduate seminar ideated, conceptualised and executed by the students of MA English and Cultural Studies. They put to use their research skills, understanding of cutting edge research areas, organising skills and research writing and publications skills to good use. The department also annually organises research conferences for UG and PG students.

QIPs/FDPs: The department organises QIPs and FDPs on disciplinary thrust areas and also skills that faculty need to develop. As a policy, students and faculty are encouraged to be part of these activities of the department in various capacities. Mezzaterra enables faculty to interact with key resource people in disciplinary and inter-disciplinary specializations from across the globe on a monthly basis and also allows faculty research to reach beyond the classrooms into public intellectual platforms by being a resource person on this platform. This platform is also open to students and research scholars of the department and enables them too to be at the centre of such discursive practices.

Capstone Projects: Keeping in mind the need for practice-based learning and research engagements the students of MA ECS in the final semester do Capstone projects which covers one MOOC, one student led conference, one internship and one public output in the form of a research publication or research project online. Project website: [Learning Journey - 4th SEMESTER \(google.com\)](http://Learning Journey - 4th SEMESTER (google.com))

The final year MA ECS students choose to be part of a Capstone project offered by faculty of the department according to their areas of specialization. It is a course completely curated by the said faculty and the students through various engagements are granted practical

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and hands-on exposure to research in the field through internships and developing a public output as a conference or other activities.

Undergraduate Dissertation: The students of BA English Honours are mandated to write a research dissertation in their final year of their programme. They are trained for it through the Research Writing and Literary and Cultural Theory through semesters 3 and 4. They work on their dissertation throughout the final year across semesters 5 and 6. The students are compliant and mandated to follow strictly the Code of Conduct for research as mandated in the Internal Academic Integrity and Ethics Committee Guidelines of the department which is in sync with that of the University's code of ethics.

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