

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

CEO/Res/03

04/04/2023

NOTICE

**Sub: Formation of Office of Research Integrity (ORI)**

It is proposed to establish a central Office of Research Integrity (ORI) to coordinate and facilitate the Research and innovation activities of various Departments of SNGCE. The ORI is expected to give more impetus to the research, development, innovation and incubation activities of the college, to facilitate external funds for various research projects and optimization of the available resources. Identification of new areas of research in the context of National and International priorities & Regional development, maximizing the number of research publications and patents are other focus areas of the ORI. More details on the objectives and functioning, formation of department wise Research Advisory units etc. will be communicated in due course.

The composition of the ORI will be as follows:-

- |                                                  |                      |
|--------------------------------------------------|----------------------|
| 1. Chief Executive Officer                       | - Chairman           |
| 2. Principal                                     | - Vice Chairman      |
| 3. Dean of Research                              | - Member             |
| 4. Heads of teaching/ Research<br>Departments    | } - Member           |
| 5. Dr. Anoopkumar M.<br>Associate Professor (CA) | } - Member Secretary |

The tenure of the ORI will be 2 years.

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**PRINCIPAL**

Copy to:- Above all members concerned



## OFFICE OF RESEARCH INTEGRITY (ORI) STRUCTURE

To cultivate and sustain a culture of research integrity, an Office of Research Integrity (ORI) is to be established. The objectives of ORI are:

- 1) Keep abreast of current good practices for promoting proper management and conduct of research
- 2) Deploy a research management and monitoring system to keep track of grant proposals, research projects, publications, and other research products
- 3) Develop a checklist and training programmes for researchers to familiarize themselves with research integrity and potential pitfalls
- 4) Provide a code of conduct (processes and procedures for dealing with allegations of research misconduct)
- 5) Build checks to minimize conflicts of interest among members/ reviewers.

The ORI will provide guidelines regarding processes and procedures for dealing with allegations of research misconduct. The guidelines will

- a) Provide clarity regarding procedures for addressing allegations of misconduct, Plagiarism, etc.
- b) Keeping facilitate records and documenting (i) the source of the allegation, (ii) how the allegation was addressed, (iii) the outcome of the investigation, and (iv) the penalties meted out, if any.

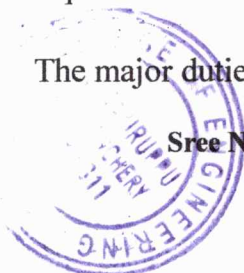
### 1. Head - ORI: major duties and responsibilities

The ORI comprises the Chairman (the CEO), Vice-Chairman (the principal), Member Secretary and Members which include Heads of Departments, Deans of Research, DIRC Member, Ethics committee, the legal advisor and subject experts as external members.

The role of Head of ORI is assigned to a Head of the Department or staff, not below the rank of Associate Professor with a doctorate and not less than 10 years of experience.

The major duties and responsibilities are to:

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1. Ensure a suitable ecosystem for research and development in the institution
2. Formulate and amend suitable research policies and practices that are to be followed in the Institution
3. Ensure integrity and ethical practices in research activities by facilitating approvals in formal committees
4. Equip faculty, research scholars and students through capacity-building initiatives like **Skill-up Programmes and Training Group [SPATG]**.
5. Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure
6. Encourage faculty and students to be involved in research projects and publish papers in indexed journals through incentives and awards
7. Facilitate access to grants and funding for research projects through governmental and non-governmental organisations at national and international levels.

## 2. Principal Members - ORI

The principal member together with the Head ORI will:

1. Ensure a suitable ecosystem for research and development in the institution
2. Encourage faculty and students to be involved in research projects and publish papers in indexed journals through incentives and awards
3. Ensure each department is regularly involved in any Innovation, Research and Extension activities.
4. Ensure operational and execution integrity of research and innovation and promote proactive research and innovation culture in the corresponding stream of study.
5. Ensure the coordination between staff and students to encourage effective innovations and instil a research culture within the campus.
6. Encourage learning through research and innovation



  
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### 3. ORI Structure

#### OFFICE OF RESEARCH INTEGRITY SNGCE

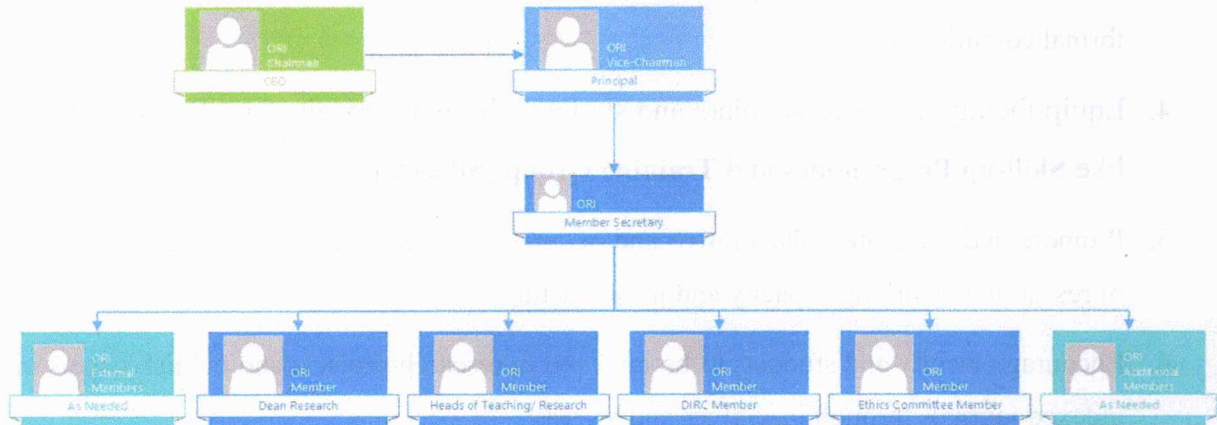


Fig. 1: ORI Structure

### 4. Associate Members – ORI

1. Associate members are elected based on the urgency and requirement of the project and as and when the additional resource is needed.

