Martin Luther Christian University

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The Light of Truth

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Notification No: 07/Research/MLCU
Research Policy 2018

In terms of Section 22, sub section (2) of the Martin Luther Christian University Act 2005, read

with statute 6.3. I of the Martin Luther Christian University Statutes and Rules 2016, as approved

by the Academic Council held on March 20, 2019, the Research Policy of the Martin Luther

Christian University Shillong is, hereby, notified (see attachment)

Signed:

Dr. Maribon Viray
Associate Dean Research

MARTIN LUTHER CHRISTIAN UNIVERSITY

The Light of Truth

RESEARCH POLICY

Research Office

2018

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Glossary

CBPR	Community Based Participatory Research
Community	Throughout the document, this word refers to a specific people group or marginalized group to which the benefits of any research are intended to be disseminated.
UREC	University Research Ethics Committee
Externally funded research	Any research projects undertaken by faculty, staff and/or students of MLCU which are fully funded by an external agency such as the government, non-government agencies in and outside the country.
IPR	Intellectual Property Rights
Department Research Committee	This committee consists of faculty members having PhD and MPhil and/or having experiences in carrying out a research project. Each department will have a Research Committee.
Research Bank	A repository of published research in various category such as publication through a peer reviewed journal, seminar or conference, poster presentation, book, government reports, and reports of externally funded research projects.

MLCU Research Mission Statement

To engage student, faculty, and staff in advancing insight and debate on researches that foster respect to culture and traditions, protection of the environment, credit to indigenous knowledge, promotion of education, recognition of western, eastern, and indigenous/tribal worldviews and values, and the practice of gender equity by facilitating scientific investigations and ethical procedures that will influence policies toward holistic well being and sustainable development through community participation.

MLCU aims to promote an indigenous/tribal approach to research that will contribute to the body of knowledge in the academia and, alongside the community, develop programs that promote sustainable development and holistic well-being. Through community based participatory approaches, the research questions, objectives and methodology are conceptualized. It is mindful of the balance between deductive (Etic) and inductive (Emic) principle of research analysis when developing theories on certain cultural phenomena thereby laying emphasis on the qualitative approach to investigations. The policy on the Intellectual Property rights recognizes the Traditional Cultural Expressions such as paintings, songs, stories among many others that may be central to unveiling unique and meaningful schemas prevailing among specific indigenous/tribal groups. These approaches are all geared toward the revitalization of indigenous knowledge so as to benefit and strengthen traditional, transitional and contemporary communities. With this mission statement, the university has developed several documents such as Various Approaches to Research in Indigenous Societies, The University Research Ethics Guidelines along with the Policy on Plagiarism.

This Research policy is not only a compilation of all research approaches and projects related documents which were developed and revised over the first decade of MLCU, but also is a detailed guideline for all research activities in the university. Although the policy is designed towards specific ethos which is central to the mission statement of the university, it will strive to attain balance among various approaches to scientific research. By so doing, the researchers will be equipped to function in various research environments in the country and beyond.

1. MLCU RESEARCH CORE VALUES

1.1. Community Based Participatory Approach

The primary goal of research is not only to develop research expertise but more importantly to recognize the existing expertise within the community and thereby approach community development programs with mutual respect. MLCU acknowledges that the participation of the community in the research process is vital to ensure that research findings and implications are factual, contextual, and cultural sensitive.

1.2. Research-based Practice

The policies, teaching learning approaches and other best practices in MLCU emerge from research and professional judgment on its implications to professional practice.

1.3. Collaboration

Students and faculty research in MLCU are inspired by collective sharing of efforts, resources, expertise and outcomes in partnership with individual experts such as traditional healers, community leaders, government and non-government agencies, educational institutions, at the local, regional, national, and international levels.

1.4. Innovation

In MLCU, a non-traditional format in presenting a research thesis and research findings is welcome. This practice is pertinentto non-text based researches and to researches conducted by scholars whose background and audience do not use English as the first language or medium of instruction.New approaches and technology will continue to be explored and developed for the enhancement of research methodology, data analysis, and outcome implementations.

1.5. Research Ethics

MLCU ensures that all researches are conducted in conformity to the ethical guidelines of the university. Ethical frameworks are drafted with caution when involving humans as participants. The details of the research process are scrutinized to ensure that traditions and cultural practices are respected, sacred forests and reserves are protected, indigenous knowledge are due credited, gender equity is observed and the ultimate implication of each research is towards the promotion and development of the community.The University Research Ethics Committee (UREC) was established for these significant purposes.

2. MLCU RESEARCH THRUST AREAS

The following areas are the emerging research thrusts in MLCU that cut across academic programs beginning from undergraduate level up to the doctoral studies.

- Environmental Studies

- Indigenous Knowledge Systems and Practices

- Education

- Gender Studies

- Tribal Psychology

- Mental Health

- Traditional Livelihoods

3. STUDENTS RESEARCH PROJECTS

3.1. *Undergraduate Research Project*

Although not all students may pursue post graduation and research in their further studies, equipping the undergraduate students with the fundamentals and process of research will provide them with knowledge and transferable skills than can be applied in almost any career.

1. All undergraduate students are required to conduct a small-scale research project during the course of study.
2. All research projects can be carried out individually or in groups.
3. By the end of the undergraduate program, each student must demonstrate a basic understanding of the following components of a research using various methods of assessments as elaborated in section 3.6 of this document.

1. Conceptualizing research questions
2. Presentation of problem statement
3. Development of research objectives
4. Explanation of the significance of a study
5. Organization of literature review
6. Strategize research methodology
7. Framing ethical guidelines
8. Craft research design
9. Identification and development of tools for data collection
10. Data analysis and interpretation
11. Citation and referencing
12. Report presentation

4. Apart from the traditional research projects being conducted annually, the undergraduate students may also be allowed to explore other possibilities such as any of the following:

   a. Involving directly with existing externally funded research in the university, government and non government agency.

b. Working with the Director of Publication in compiling research reference data base and assisting in publishing researches conducted by students of MLCU.

c. Join as assistant in an existing external research grant project when provisions are available.

d. Carrying out a community project.

> - *example*, providing learning skills for an orphanage
> - *example*, repairing computers in local schools
> - *example*, compilation of traditional stories or poems of a specific tribe.

5. An interdepartmental research project can be carried out with the approval of supervisors and heads of the concerned departments.

6. Other models may be proposed to the Research Coordinator of the department. The proposal may be submitted to the Head of Department for discussion with the Dean Academics or Dean Research, when deemed necessary.

7. Individual and group research project must use the prescribed format for submitting researchreport (see appendix1).

3.2. *Post-graduate Research Project*

1. In a post-graduate level, although group research projects are still allowed, all students are expected to independently acquire and demonstrate high level of research competenciesof all the basic research components along with the following advance skills for research:

1. Conducting an experience survey
2. Establishing community collaboration
3. Preparation of manuscript for publication
4. Publication in peer reviewed journals
5. Writing articles on the summary and implications of the findings
6. Presentation of research findings in workshops or conferences through scientific papers or poster presentations

2. Experience Survey

The community based participatory approach in research requires every post graduate research to be preceded by an experience survey. This survey will serve as the phase of establishing rapport with the community, conceptualizing the research questions, research objectives and formulation of concrete plans for designing the research.

At the end of the research project, a copy of the summary of the report and a public presentation of the findings will be conducted in the presence of representative/s from the communitywhere the research was conducted (see 3.6 assessment section)

3. Joint research projects

   a. Post graduate students can conduct a joint research project with students from another department with the approval of the supervisor and the head of departments.

   b. Post graduate students can collaborate with other institutions/agencies leading to an award or joint award of the universities/agencies where there is mutual advantage to the students. A faculty and representative of the institutions/agency must jointly supervise the joint research project.

3.3. *Supervision of Research Project*

1. Each student will be assigned a supervisor with relevant expertise and line of interest on the topic being proposed.

2. The student or group is expected to periodically consult and update the supervisor on the progress of the research project as soon as the proposal has been approved. A Supervision Log sheet will be maintained to be signed by both the researcher and the supervisor. This log sheet will be referred to while preparing the final marks.

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3. Who can supervise?

    a. Only faculty with a minimum of MPhil or PhD qualification can supervise any undergraduate and postgraduate research.

    b. A renowned expert such as musicians, traditional healers, village chief or anyone identified as authority in a specific specialization may be nominated as a research supervisor in consultation with the Head of Department and Dean Academics.

4. Role of the supervisor

    a. A research supervisor serves as a mentor to the young researchers. One who would inspire and work alongside the students and develop a sense of inquisitiveness and innovation among them.

    b. The supervisor will maintain a logsheet which will be signed by both the supervisor and the student/s every after supervision session (see Appendix 4).

    c. The supervisor is responsible to ensure the progress of the research. The approval and declaration of final status of the research rest on the supervisor. Other peculiar instances that may hinder the approval of the research project may otherwise be discussed with the batch coordinatorin consultation with the Head of the concerned department.

    d. The supervisor should be present in the progress report presentations of the students.

5. The research supervision schedule must be indicated in the routine in every department. As per the UGC norms, a minimum of 2 hours in a week must be allotted for the same (see Section 15.1 of the UGC Norms No. 271 dated July 18, 2018)

3.4. Department Research Committee

To ensure consistency and quality of research proposals and final research project outcomes, each department of MLCU will constitute a Department Research Committee.

1. Members of the Department Research Committee
   a. Faculty members with PhD and MPhil degrees having experience in handling research projects and/or externally funded projects will be identified as member.
   b. Any change in the membership should be notified to the respective Head of the Department.
   c. An external member preferably an expert from the community, industry, or government office may be proposed by the department as may deemed necessary.

2. Roles of the Department Research Committee
   a. The committee is responsible for screening the research proposals at the very outset of the research project.
   b. It is responsible for recommending research proposals for approval or for further modifications.
   c. The committee is to review the final report before it is presented to the public in which a representative from the community will be present as a form of evaluation (see section 3.6)
   d. Exemplary research project/s of both undergraduate and postgraduate students from the department will be nominated by the committee for the award of Excellence in Research during the annual Students Research Day (see Section 4)

3.5. *Assessment and Evaluation of Research Projects*

Based on the core values of research in MLCU, the assessment and evaluation of research project will follow continuous formative evaluation system with the strong involvement of the community where the research project was conducted.

1. For all programs, both internal and external examiners will be identified along with the supervisor in the process of evaluation.

2. The department may adopt the following scheme for evaluation:

Components	Weightage In percent	Evaluator
Research proposal	5	Supervisor/ Department Research committee
Presentation on the preliminary findings	5	Supervisor
Presentation of the final research project	10	Supervisor with internal and external examiner
Viva voce	5	Supervisor with internal and external examiner
Dissertation/Report	15	Supervisor with Department Research committee
Community research evaluation	35	Community, agency, institution leader/representative
Self-evaluation/Peer Evaluation	5	Student
Draft Manuscript/Article	20	Supervisor with Department Research committee
TOTAL	100	

3. For group research projects, the Peer Evaluation Template may be the used (see Appendix 6)

4. The title of the research project will be reflected in the Cumulative Transcripts of the students.

5. The department maintains the records of all internal and external evaluation details such as name of evaluators, component evaluated, date of evaluation and method of evaluation for future references.

3.6. *Students Research Day*

This significant day is marked by the display of excellent and carefully selected research projects from both undergraduate and post graduate programs in the university.

1. The aim of this day is to foster in the students the importance of conducting a high quality research.
2. Three of the best research projects are selected annually and awarded with cash and certificate of recognition.
3. Entries for the awards are nominated by the Research Committee in each department in MLCU and summary of the findings must have been published in a form of an article in a newspaper or magazine, or presented in a seminar or conference.
4. The nominated research entries may be submitted to the office of Director Publication for identification of relevant peer reviewed journal for publication.

4.   DEPARTMENT RESEARCH PROJECTS

Internally and externally research projects maybe assigned to the departments of the university which are aligned to the theme of the grant. Assigning of projects to the department may be related to the identification of Principal Investigator and Co-investigator along with other staff as required by the grant.

1. The Research Coordinator of every department is responsible for maintaining the records of all research projects hosted in the department.
2. The principal investigator and co-investigator are the primary responsible for the planning and implementation of the projects. They will also ensure the timely reporting of progress reports and submission of final report.
3. All department projects are to abide by all the policies specified in this Research Policy.
4. Close coordination with the Accounts office is paramount for financial management and transparency. All progress reports should be accompanied by financial utilization summary and/or requirements.
5. All publication of department projects must be submitted to the office of the Director of Publications and Research Office.

6. All costs related to publications, printing and promotion of reports must be fully covered by the project unless otherwise specified in the Memorandum of Understanding between the funding agency and the university.

5.   DOCTORAL STUDIES

Doctor of Philosophy (PhD) being the highest academic program in the university require rigor in all the competencies for undertaking a research with depth and world class quality.
A complete scheme for enrolling and undertaking a PhD research has been laid out in the PhD Entrance Test and Interview (Appendix 2) and Scheme for PhD Course Work (Appendix 3).

A strong emphasis is on ensuring that thesis and dissertation of the PhD candidates will translate into a useful outcome for the benefit of the society at large. Consistent with the undergraduate and postgraduate research projects, a PhD research follows a community based participatory approach which also considers the collective consent of the community in carrying out the research processes. A strategic use of both quantitative and qualitative methods is encouraged. Traditional but non conventional methods of gathering and presenting data includes archeological analysis, thematic analysis of folklores, recordings of various Traditional Cultural Expressions (TCE) among many others are welcome.

6. RESEARCH AND FACULTY DEVELOPMENT

6.1. *Individual Faculty Research*

1. Each faculty member of MLCU is expected to undertake a research, leading to quality publications, presentations in National/International conferences of repute, with outcomes that are socially useful and other similar research activity.

2. Any research project being undertaken under the supervision of a faculty can be considered as a research output.

3. Both the individual research as well as supervised students' research will be considered during faculty appraisal provided the research project will be developed for publication and/or presentation in seminars or conferences.

6.2. *Faculty Research Orientation*

To become familiar with MLCU research core values and thrust areas, a research orientation is being conducted for the new faculty member/s every semester. The orientation program is of two-fold:

1. The research project formats, Seed Grant, Students Research Day, and templates for assessments of students research projects are introduced to the faculty and,

2. The Seed Grant schemes for faculty and other research activities that bear implication to faculty promotion are discussed.

6.3. Research Refresher Program

For enhancement of skills in research and analytical investigation and for learning of new software, the Research Office will be scheduling an annual Research Refresher program where internal and external experts will be identified to facilitate an intensive hands-on program for faculty members.

6.4. PhD/MPhil/Post-Doctorate Scholarships and Book grants

All grants and scholarships applied for by any faculty and staff of MLCU from any agency both government and non-government are expected to follow all the guidelines and procedures, and eligibility criteria put forth by the funding agency.

7. MLCU SEED GRANT

7. 1. Seed Grant for students research

This grant has been created to encourage students to undertake new and innovative research projects and contribute to scholarly articles based on research. A cash award of Rs 5000 is given to selected students or groups who have demonstrated excellence in the conceptual approach, investigative depth, and scholarly content of their research project during the annual Students Research Day.

7.2. Seed Grant for faculty

To encourage the faculty member who have completed their PhD to continue conducting research, this Seed Grant can be availed with a maximum Rs. 25000 per grant. The details of eligibility and procedures for applications and reports are attached (see Appendix 7)

8.   EXTERNAL RESEARCH GRANTS AND OTHER GRANTS

To ensure mutual sharing of learning, expertise, and direct benefits of research to the community through policy development and impacting policy change, MLCU continue to seek support and partnership with agencies, government offices, non-profit organizations locally, nationally and internationally.

Any research project undertaken by faculty, staff and/or students of MLCU which are fully funded by an external agency such as the government, non-government agencies in and outside the country is termed as External Research Grant.

8.1.   *Research Grant Officer*

To manage application, implementation, and reporting of external research grants, a full time Research Grant Officer (RGO) is in place. All transactions and collaboration is undertaken by the office of the RGO.

8.2.   *Collaboration and Linkages*

MLCU is determined to contribute to the development of the communities in the country as well as to the global academia that may impact policies or local regulations.

The research collaboration can happen in two-ways:

1. Industry Sponsored Research Projects
    In this type of collaboration, the industry fully funds the project while implementation and reporting of research project will be carried out by the university.
2. Shared Sponsorship Research Projects
    In this type of collaboration, both the university and the external agency, government office, and community groups share the bearing of expenditures and sharing of resources for the implementation and completion of a research project.

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All patent, if registered, and all future publications will bear both the industry and the university's name (see details in the IPR section 10)

8.3. *Monitoring and Evaluation*

1. To monitor and evaluate the progress of each research grant, each research proposal is prepared with a gantt chart. The RGO is responsible for ensuring that the principal investigator and other research team members from the concerned department in the university maintains the meeting of deadlines as per the gantt chart.

2. A periodic progress must be reported to the Dean Research for each research.

3. The evaluation of an externally funded research will be conducted in two-ways;

> a. *Internal evaluation*: To ascertain quality of research and effective implementation and review, the principal investigator or an authorized representative of the research grant will be presenting a semi-annual report in the presence of the following: Dean Research, Associate Dean Research, Research Grant Officer, Head of Department

> b.*External evaluation*: In this level, a member from the sponsoring agency will be present along with a field expert who may be directly involved in the area being studied.

4. Areas to be monitored and evaluated:

1	Tasks completion as per the project plan
2	Staff availability and/or requirement
3	Financial reports
4	Learning outcomes
5	Quality report content
6	Plans and future activities

8.4. Reporting and Publication

At the completion of an externally funded research project, a high quality standard of report both in soft and hard copies will be prepared and submitted to the funding agency and/partner institution and MLCU Research Office soon after the internal and external evaluation exercises have been completed as stated in section 6.3 of this document.

Publication of any portion of the research should be agreed upon by both the funding agency and MLCU. Other specific agreements on the exploitation of intellectual property and sharing of benefits may be specified in the Memorandum of Understanding (MoU) signed by both MLCU and funding agency upon the approval of the grant. For details on Intellectual Property Rights, refer to section 10 of this document.

All soft copy of reports and publications will be submitted to the Research Office for compilation in the MLCU Research Repository.

9. CENTER OF EXCELLENCE

MLCU endeavors to develop a center of excellence in research where the thrust areas of the university will be promulgated and thereby contribute to the development of world class researchers from the Northeast India and India in general. The center will host research activities in specialized areas. It will also serve as consultative office where discussions with the government policy makers and local community leaders are welcome. Writing workshops, trainings on research methodology, statistical packages or software, and other research related activities will be hosted in the centre.

10. JOURNAL AND PUBLICATION

One of the quality indicators of research is through publication. As a research focused university, compliance with the norms of the University Grants Commission (UGC) and the quality requirements of the National Academic Accrediting Commission or research and publication is paramount.

1. MLCU expects all research outputs will be publicly available.
2. Faculty, Staff and students of MLCU are expected to submit report of publication within 1 month after the publication to the Research office and will be compiled in the Research Repository (MLCU Research Bank) where reports of research and publication to the government and other funding agencies will be drawn from.
3. Publication outputs with the status of "accepted for publication" or "in-press" are subject to change and some meta-data such as volume and publication page numbers are not available. Therefore, these formats may be saved in the repository soon after all details have been updated to the Publication Office.
4. The Research Committee of the department in consultation with the Research Office reserves the right to withhold incomplete research outputs or research outputs which did not meet the minimum quality standards set forth by the Department Research Committee.
5. All Staff and students are required to comply with the University's Intellectual Property Policy (see Section 10).

10.1. *MLCU Directorate of Publication*

The university has set up an office of the Director of Publication which will be responsible in ensuring that the best of the students and faculty research output are published in a UGC listed national and international peer reviewed journal. This office will also manage the periodic peer reviewed journal of the university as well as the development of an annual magazine.

1. MLCU Journal

   One of the aims of a University is to contribute to the existing body of knowledge through scientific research. It is also important to disseminate such knowledge to the academia and other stakeholders. This can be accomplished through a Journal. MLCU will publish a journal which will include the disciplines on the thrusts areas of research in MLCU mainly social sciences, health sciences and computer sciences. Each issue will be theme based and thus within a particular theme, the papers will be called for. The Journal will be open access to enable researchers to have access to the

articles and increase readership. The Journal can be published both a Journal in hard copy and is made available online.

The journal will seek to acquire an International Standard Book Number(ISBN) and International Standard Serial Number (ISSN)for wider readership and for automatic inclusion in the International Serials Directory Database (ISDD).

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2. MLCU Annual Academic Compendium

The motto of the university, "The Light of Truth", explains that truth is a light that illuminates, educates and edifies. Research reports and research based articles are modes through which scientific knowledge and investigations are shared to scholars, academicians, students, and communities at large.

The MLCU compendium- Light of Truth is an annual, online/print compilation of multidisciplinary research and articles written by the faculty, adjunct faculty, staff, students, and alumni of MLCU. It will cover all the thrust broad research areas of MLCU including but are not limited to Environmental Studies, Indigenous Knowledge Systems and Practices, Education, Gender Studies, Tribal Psychology, Mental Health, and Traditional Livelihoods.

3. Genèral guidelines for submission of materials for presentation in workshops and conference proceedings and abstracts. All proceedings of any seminars, workshops and conferences should be compiled and published as per the formats. The following guidelines may be used:

a. Submission:

Call for Papers (including theme – sub themes) will be announced through the website of the University and emails can be sent to partner institutions. Submission of articles will be open within the period. The author will submit the article via email to mlcu.journal@gmail.com

To submit the manuscript, the author(s) shall abide with the format and particulars of the journal. See Checklist for Submission.

Types of Manuscript:

Research Paper: It is a full-length, technically original research used to publish full reports of data from research. It includes full Abstract Introduction, Methods, Results, and Discussion sections. The length of the research paper should be between 2500 to 6000 words.

Short communication: These papers communicate brief reports of data from original research believed to be interesting to many researchers, and that will likely stimulate further research in the field. As they are relatively short the format is useful for scientists with results that are time sensitive (for example, those in highly competitive or quickly-changing disciplines).

Review Articles: Review Articles provide a comprehensive summary of research on a certain topic, and a perspective on the state of the field and where it is heading.

Methodologies or Methods: These articles present a new experimental method, test or procedure. The method described may either be completely new, or may offer a better version of an existing method. The article should describe a demonstrable advance on what is currently available.

b. Checklist for submission
For Research Papers

i. Title Page: This will have the title, name of the author(s), full postal address of each author, corresponding author to be indicated, email id.

ii. Abstract and Key words should be in the second page following the title page. The abstract should be a maximum of 200 words and 5 keywords.

iii. The main body shall include the introduction, methodology, results and discussion, and conclusion. It has to be placed on the third page.

iv., Acknowledgements to a person(s) or institute can be made after the conclusion.

v. References are to be in the APA Style and not counted as part of the number of words. All cited work need to be include in the list of references and vice versa.

vi. All tables and figures need to have relevant captions with suitable table/figure no.

vii. Ethical Consideration: The author shall submit a statement of Ethical Considerations (See pt.

viii. Author Declaration be signed by all authors. All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The corresponding author should take responsibility for the integrity of the work as a whole, from

inception to published article. Author declaration format can be downloaded from www....

   ix.   Format of the Journal
   a. Font: Times New Roman
   b. Font size: Heading – 14, main body – 12
   c. Spacing – Double spacing
   d. Each table / figure shall be placed on a new page
   e. Page – A4 size
   f. Margins: 1 inch from all sides

c. Review Process:

In the Review Process, there will be two levels of review.

1. *Quick Review:*

a) The Managing Editor on receiving the manuscript will review the abstract, the research question, methodology, findings, and interpretations to see the relevance and suitability of the article to the Journal.

b) The format and references of the article will also be examined whether or not it adheres to the journal's format.

c) The originality of the journal will also be assessed before considering for a peer review.

d) The Managing Editor will then decide to accept the article for review or to reject it.

e) This 'quick review' process should be completed within two weeks of submission and intimation to the author will be done within this period.

2. *Blinded Review*

a) A blinded review of the manuscript will be conducted in which authors' and reviewers' identities are concealed from each other.

b) The journal can ask the authors to submit at least three reviewers. The manuscript is not bound to send the manuscript to the given reviewers.

c) The manuscript will be sent to at least two reviewers from the discipline. The reviewer will be given a period of one month for reviewing the content of the article.

d) After examination, the reviewer can recommend one of the following:
   - Accepted

- Accepted with suggestions for change
- Rejected.

e) The views of the reviewers will be communicated to the author(s)within two weeks on receiving the comments. The author(s) will have to comply and make necessary changes to the manuscript. The author(s) shall resubmit the revised manuscript within two weeks of receiving the comments.

f) On receiving the revised manuscript, the Managing Editor will review the changes made in the manuscript. If these are minor in nature, the Managing Editor may decide to accept it without sending it to the reviewer. However if these are major changes, the revised manuscript will be sent to the Reviewer for approval.

d. Copy Editing:

On accepting the manuscript for publication, it will be copyedited according to the journal style and format.

e. Ethical Consideration

The author need to give a statement that they have received ethical clearance from the University or relevant bodies and that proper ethical standards have been adhered during the review process. Ethical statement format can be downloaded from the university website.

f. Plagiarism Policy:

The University has a plagiarism policy for which all types of academic work will be screened for plagiarism. Thus, the manuscripts will be screened for plagiarism. If any form of plagiarism is found, the manuscripts will not be accepted and will not undergo the blinded review process.

g. International Standard Serial Number (ISSN):

The Journal will also have an ISSN no. The ISSN is a worldwide identification code used by publishers, suppliers, libraries, information services, bar coding systems, union catalogues, etc. for citation and retrieval of serials such as Journals, Newspapers, Newsletters, Directories, Yearbooks, Annual Reports & Monograph series, etc. The benefits include international publicity and recognition of the serial by automatic inclusion in the International Serials Directory Database.

The Indian ISSN Centre at the National Science Library, NISCAIR, New Delhi is one of a network of over 89 national centres worldwide. It is responsible for assigning ISSNs, to serials published in India.

h. Indexing:

The Journal will be indexed in open access databases such as the Google Scholar, Directory of Open Access Journals (DOAJ) etc. to enhance the access and readership of the journal.

10.2. *MLCU Publication Committee*

The publication committee is responsible for setting up strategies and scrutiny for the all publication activities in the university. Members of the committee may come from various departments in the university and will serve a 2 year term membership. All publications of external research grant reports, MLCU Seed grants research, MLCU Journal, MLCU magazine must be reviewed and approved by this committee.

11. DATABASES, SOFTWARE AND MAINTENANCE

11.1. *Access to research database*

1. All students of MLCU can have a full access of the research data bases for the purpose of citation and referencing only. The research database will be made available in the digital library of the university.

2. Use of statistical software such as SPSS (Statistical Package for Social Sciences) is available for use of our students including PhD scholars with due permission from the Director of Research. The software is housed in the university server room for accessibility purpose with the assistance of the Systems Executive.

11.2. *Maintenance*

The research data bases will be compiled and maintained with equal access and shared links between the Research office and MLCU library.

12. ETHICAL FRAMEWORK

12.1. Research Ethics Policy and Guidelines

The University Research Ethics Committee was constituted by the Board of Governors in 2009 which has developed a comprehensive Research Ethics Policy and Guidelines which regulate research conducted by faculty, staff and students (see Appendix 8).

12.2. Policy on Plagiarism

In line with the UGC guidelines on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (Regulations No 287, dated July 31, 2018), MLCU the penalty regulations as follows:

1. Penalty in case of plagiarism in submission of thesis and dissertation in all programs
   a. Level 0: similarities upto 10% - Minor Similarities, no penalty.
   b. Level 1: similarities upto 10% to 40% - Such students shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
   c. Level 2: similarities above 40% to 60% - such students shall be debarred from submitting a revised script for a period of 1 year.
   d. Level 3: similarities above 60% - such studentregistration for that program shall be cancelled.

2. At present, MLCU uses Turnitin software and access Urkund.com for plagiarism checker.All research supervisors should submit the status of each research using plagiarism checker to the Department Research Committee.

13. REVIEW OF THE POLICY

The policy will be reviewed after a period of three years. The Research office will initiate the review process and manage revision. An external expert may be invited a member of the review committee. The revised policy will be presented to the Board of Management for approval and further recommendation. The approved policy will be officially notified and uploaded in the official website of the university.

APPENDIX

1. Students Research Project Format

2. PhD Regulations

3. PhD Schemes

4. Research Supervision log sheet

5. Template for Evaluation of Research by the Community

6. Template for Research Peer Evaluation

7. Faculty Seed Grant

8. MLCU UREC Guidelines

9. Format for Publications

Signed:

Dr. Maribon Viray
Associate Dean Research

Appendix 1:Layout of a Research Project for UG and PG students

Layout of a Research Project for UG and PG students

Requirements:
- Margins: 1 inch from all sides   Left margin: 1.5 inches
- Page number at Bottom centre
- Space: 2 points or double spacing
- Font size : 12
- Font: Times New Roman
- Only headings are in bold
- Number the headings
- Left justification
- No header or footer
- Spiral binding for submission
  - If students want to make their dissertation in hard bound, they may do so
- Intext citations has to be given for all statements taken from other sources

Font size: 18 & middle justification
Font: Times New Roman

Title of the study

Logo of MLCU

Research Dissertation
submitted to the **Department of Social Work**
in partial fulfillment of the requirements for the degree of
Bachelor of Social Work

By
Student's Name
Registration Number

Martin Luther Christian University
Year

Certification (Middle justification)

This is to certify that the Research Dissertation entitled "**A study …..**" submitted by **Mr…student' name** to the **Department of** …………………..**Martin Luther Christian University, Shillong** for the degree of **Master of Social Work** embodies original work done by her/him under my supervision.

Full name & signature of Project Supervisor

Full name and signature of the HoD   **The round seal of the University**

Page 3: Acknowledgement (not more than 1 page)

Write the full name and signature of the student (author of the dissertation, etc.)
Registration no.

Page 4: Abstract (Not more than 3 pages) (Left Justification only)

The Executive Summary should have the following components:

i.   Brief Introduction of the research
ii.   Main Problem
iii.   Objectives of the study
iv.   Methodology
v.   Major Findings (only those that answers the objectives directly). Along with the
        findings, discuss whether the findings are similar or different from other studies and
        the reasons thereof.
vi.   Conclusion

5. Table of Contents with page numbers

6. List of Tables with Page Numbers

7. List of Figures with Page Numbers

Chapters
Chapter 1: Introduction (All secondary sources to be cited)
The introduction chapter should include
a. Introduction to the research problem
b. Statement of the Problem
c. Research Questions
d. Objectives

    e. Operational Definitions

    f. Significance of the Research Project

Chapter 2: Literature Review (All secondary sources to be cited)

a. The Literature Review should include literature pertaining to the main concepts of the research project

b. The Literature should be used while discussing or interpreting data in the Findings chapter

Chapter 3: Methodology

The Methodology Chapter should include the following components

    a. Area of the Study (Geographic area of the study with relevant details)

    b. Research Design

    c. Sampling Unit

    d. Sample Size

    e. Sampling Method

    f. Methods of Data Collection

    g. Data Analysis

    h. Ethical considerations

    i. Pilot Study

However, for example, if there are three objectives in a research study and one of the objectives have a different research design, sample etc.. the methodology should be presented in the following manner

    j. For Objective 1

        i. Research Design

        ii. Sampling Unit

        iii. Sample Size

        iv. Sampling Method

        v. Methods of Data Collection

    k. For Objective 2 and 3

        i. Research Design

        ii. Sampling Unit

        iii. Sample Size

         iv. Sampling Method

          v. Methods of Data Collection

    l. Data Analysis

    m. Ethical considerations

    n. Pilot Study

Chapter 4: Findings and Interpretation

a. Data should be presented only in one form, either narratives, table or graph (Pie chart and Bar graph)

b. Each Table or Figure needs to numbered and an appropriate title is given e.g. **Table 1: Demographic profile**

c. Interpretation:

    a. After each Table or Figure, the researcher needs to highlight the main points and compare it to other literature (i.e. findings of other studies)

Chapter 5: Conclusion and Recommendations

a. In this section, the researcher will conclude in connection to the objectives

References

a. **All references has to be in** APA style

b. References are in alphabetical order

E.g. Armstrong, L., Yang, D. J., & Cuneo, A. (1994, February 28). The learning revolution: Technology is reshaping education--at home and at school. *Business Week, 3360,* 80-88.

Annexure: For example

(i) Ethics form

(ii) Questionnaires / Interview Schedule/ Topic Guide

Appendix 2: PhD Entrance Test and Interview

Martin Luther Christian University

Nongrah, Dongktieh, Block-1, Shillong-793 006, Meghalaya, India
① 0364-253 5420, 253 5437
e-mail: admin@mlcuniv.in, www.mlcuniv.in

The Light of Truth

III/8(14)/Circular-Eva/736/2018-   July 16, 2018

Circular No: 01/Evaluation/MLCU

PhD Entrance Test and Interview

Scheme for 2018 Admissions

Introduction

A PhD is perhaps the most important degree in the world and is a valuable asset for the aspiring professional. PhD research improvesthe ability to understand and solve problems, enhances communication skills and increasesprofessional confidence. It is a foundation that can lead to the publishing of papers, obtaining grants and other kinds of peer recognition.

The doctoral program of MLCU seeks to admit PhD scholars with creativity and ideas who are self-motivated, have high critical thinking ability, and passion to seek answers to important questions. Candidates must have a deep moral compass and be empathetic to the needs of society.

The MLCU PhD testing and admission system contains the following components:

- Motivation and career goals
- Research interest of the candidates and its importance
- Communication skills
- Analytical ability
- Knowledge of research methods
- Community orientation

The test and interview assessment items cover the cognitive, skills and affective domains. It uses text and visual items.

The entrance test and interview do not cover the subject matter of disciplines as the candidates are already qualified in their disciplines at the postgraduate level.

Scheme for Assessment

1. The assessment shall have the following components and weightages:

   a. Application essayand proposal   20

   b. Written test   50

   c. Interview: for those who have passed the entrance test   30

   Candidates will have to obtain a minimum of 50% marks in the overall assessment. Only candidates who obtain a minimum of 40% in the written test will be permitted to appear for the interview.

2. Application essay and tentative research proposal

   Along with the application form two items are to be submitted:

   a. A500 words essay on "Why I want to do a PhD and how it will help my career and benefit society"

   b. A 1500 word tentative research proposal with 5-10 references.

   These will be evaluated using a rubric.

3. Written test

   The written test of 3 hours duration will have the following sections, format and content.

Section	Skill	Format	Level
English	Comprehension Vocabulary and idiom	3 passages 3 passages	Postgraduate arts
Analytical ability	Computation Inference	Text and visual data: tables, graphs, pie charts)	Postgraduate arts
Research methods	Literature review Ethics, consent Quantitative skills: Population and sampling Measures of central tendency Standard deviation Variables Correlation Data depiction	Simple concepts and exercises. Depiction of data. Interpretation of data from graphs, tables.	Basic for arts undergraduates

Community orientation	Social awareness, sensitivity, and empathy	Presentation of social situations for analysis, problem-solving and discussion	Postgraduate

4. Interview

The interview will be conducted by a panel composed of external and internal examiners. It will cover the following aspects:

   a. Discussion of the tentative research proposal submitted with the application form.
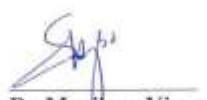   b. Motivation
   c. Career plans

5. Paper setting and correction

The Secretary, Doctoral Committee will coordinate

   a. The evaluation of the application essay and research proposal
   b. The question paper setting of the written test with the paper setters and from the question bank. She/he will also arrange for the correction of the written test answers.

6. Declaration of results

   a. The marks of the application essay and written test shall be tabulated and submitted to the Controller, Examinations and Evaluation who shall declare the results after due process on the first working day after the written test.
   b. The Controller, Examinations and Evaluation shall declare the final results after the interview and the Secretary, Doctoral Committee shall notify the list of successful candidates.

Dr Maribon Viray
Controller, Evaluation & Examination

Appendix 3: Scheme for PhD Coursework

Martin Luther Christian University

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The Light of Truth

III/8(14)/Circular-Eva/736/2018-   **July 16, 2018**

Circular No: 02/Evaluation/MLCU

Scheme for PhD Course Work

(In compliance with the UGC Regulations and the MLCU PhD Rules)

Purpose and Content

(The following paragraph is from the PhD Rules of the University)

The University aspires to contribute to the advancement of knowledge in disciplines and fields that will promote the attainment of the vision and mission of the University. The research studies conducted in the University should be beneficial for the community, state, region and country and to humanity as a whole. The University believes that the primary motivation for undertaking research must come from the doctoral candidate herself/himself and that the candidate should have a passion for solving an important and specific problem. The University will play the prime role in designing the study along with the candidate and the Supervisor will general guide the domain discipline course work and the implementation of the study.

Coursework and Competencies

   a. Each candidate will be required to take coursework as may be prescribed by the
      Doctoral Committee. Ordinarily the coursework shall consist of

      i.   Research methods

      ii. Computer applications eg research tools and online literature search

      iii. Theoretical framework of the discipline in the context of the research study. This
      component of the coursework shall be undertaken under the supervision of the
      Supervisor, who shall certify its completion.

iv. Other course work as may be prescribed by the Doctoral Committeeand/or Supervisor

b. As part of the coursework, the candidate will write a review article, in a format suitable for publication.

c. Each candidate will be expected to demonstrate the competencies prescribed by the Doctoral Committee before submission of the thesis. See below.

d. The Supervisor will certify the attainment of these competencies in the manner prescribed by the Doctoral Committee.

d. All course work shall be completed within the first two semesters after admission of the candidate

e. MPhil holders may be exempted, partially or fully, from the course work

f. MPhil/PhD level course work taken at any other university may be awarded equivalent credit

g. Each candidate will be provided a transcript of the coursework completed.

Tabular scheme for course work

No.	Component	Credits*	Content	Prescribed by	Provider	Assessment	Certification/ Transcript
1	Research methods	4-8	Quantitative methods Qualitative methods Software tools Research ethics Literature review Field methods and tools	Doctoral Committee and/or Department and/or Supervisor	University/ Department Supervisor Approved online and/or prescribed self-study by the Supervisor	Methods: Formative and summative Tools: CFE**, exams, assignments, presentations By: university, supervisor	University on the report of the Doctoral Committee and/or Department and/or Supervisor

| 2 | Domain (s) discipline | 4-8 | | Supervisor | Supervisor Approved online and/or prescribed self-study by the Supervisor | By Supervisor | University on the report of the Doctoral Committee, recommended by the Supervisor |
| 3 | Review article | | Suitable for publication. | Supervisor | | University, Supervisor | University, Supervisor |

*1 Credit = 18 hours

** CFE: continuous formative evaluation

Grading and transcripts

1. Grades will be awarded by the faculty conducting the courses or by the Supervisor
2. Grades for online courses or prescribed self-study by the Supervisor shall be awarded by the Supervisor
3. A transcript for the course work shall be issued by the University

Queries and final authority

1. All queries are to be referred to the Secretary, Doctoral Committee
2. Final decisions on any matter pertaining to the course work shall lie with the Doctoral Committee, which is subject only to the authority of the Academic Council

Competencies for PhD Scholars

A primary purpose of the PhD is to acquire the skills to conduct independent research in the discipline. The following specific competencies maybe taken as the sub components of the skills required to become an independent researcher.

1. Framing a Problem Statement and Formulation of a Research Question A:

   a. Demonstrate the skills to articulate a structured description of a problem to be taken up for research and to argue its importance, need and translational application.

   b. Demonstrate skills to formulate personal experiences and ideas such that a literature review can be executed (as detailed below) to further explore these experiences and ideas.

   c. Based on the above, formulate answerable research questions.

   d. Apply the rules of logical reasoning to develop hypotheses. This need not imply taking a logical positivist position. It implies instead the ability to develop coherent, logically sound arguments.

   e. Demonstrate the skills to define the scope and to frame objectives for the research study.

2. Conducting and Formulating a Literature Review:

   a. Be aware of the all relevant sources relevant to review being conducted: eg., through electronic data bases, journals, books, periodicals, reports, maps, videos, unpublished material and any sources specifically relevant to the review being conducted.

   b. Demonstrate skills to access these sources and collate information for the literature review: eg., skills to access and extract information from electronic data bases, download information from the internet, identify the relevant material (journals, books) in hard copy form.

   c. Demonstrate skills to read and comprehend the reference.

   d. Demonstrate skills to identify in the literature, the existing ideas, current knowledge, substantive findings, theoretical and methodological with regard to the topic under review.

   e. Demonstrate the competency of being able to assess a reference for its reliability.

   f. Demonstrate skills to be able to identify gaps in the literature and critique the literature.

g. Demonstrate skills to be able to weave the material collected into a coherent story that presents an argument around the research questions formulated, rather than merely providing a list like reporting of the material collated.

h. Demonstrate skills to combine and blend the different studies found in the literature search so that one idea flows from the other.

i. Demonstrate skills to locate the research at hand into the existing body of literature; provide a conceptual context of the research; provide justification, rationale and support for every aspect of the research being conducted.

3. Reference Management:

a. Develop a personal data base of references.

b. Demonstrate skills for managing references, either manually or through relevant software (e.g. EndNote, Mendeley, Zotero etc.).

4. Design the Research Study:

a. Articulate what research design means and why it is required.

b. Explain different kinds of research designs and their rationale.

c. Identify the most suitable design to answer the questions to be examined by the study.

d. Formulate and provide the rationale for the design/s chosen.

e. Demonstrate the ability to formulate a design based on the nature of the question rather than a research method that the researcher is comfortable with. This implies fluency with a mixed methods approach to designing a study.

5. Execute the Study:

a. Demonstrate the ability to follow the design of the study for all its components, including: sampling, data collection and data management.

b. Demonstrate the ability to make course corrections if required by unexpected field realities, including sampling, data collection and data management. This may also include the skills of making changes in the research design as indicated by field realities and providing a coherent argument for the change.

6. Interpret the Study:

   a. Demonstrate the ability for analyzing the data either manually (particularly for qualitative analyses) or using the relevant software (e.g., Excel, SPSS, Stata, software for qualitative analysis etc.).

   b. Demonstrate the ability to identify trends in the data.

   c. Demonstrate the ability to look for relationships both within and across variables

   d. Demonstrate the ability to use the data to answer the research questions/test the hypotheses.

   e. Demonstrate the ability to explain and articulate the findings in a simple, succinct and understandable manner.

   f. Demonstrate the ability to conduct another literature review with a view to explaining fresh information thrown up by the data and use this to compose the discussion section of the study.

7. Communication: The Mechanics of Academic Writing

   a. Demonstrate skills for citation: knowing when to cite and when a citation is not necessary; knowing the format for citation (APA6, Harvard etc.) as required by the publisher for which the writing is being developed.

   b. Be aware of what plagiarism (also self-plagiarism) is and why it is banned from all forms of academic writing.

   c. Demonstrate skills to identify the formatting and writing style required by the publisher.

   d. Demonstrate the skill of following the style and manuscript structure stipulated by the publisher.

   e. Demonstrate an adequate level of fluency in English (or the language in which the writing is executed).

8. Communication: Written Documents (e.g., papers, reports) through Academic Writing

   a. Demonstrate a sense of audience and the intention to communicate to a reader

   b. Demonstrate the skills of writing an abstract of the paper.

   c. Demonstrating the skill of selecting the appropriate publication

d. Evidence of clarity of concepts

e. Evidence of critical thinking, organization, and composition

f. Evidence of exploration and interpretation

g. Development of an argument and drawing it to an evidence-based conclusion: run a golden thread through the writing that links concepts and develops the argument.

h. Evidence of originality .

i. Demonstrate rational links between the components of the writing: aim for intellectual wholeness in the writing.

j. Rigorously apply the principles of parsimony: be economic without unnecessary duplication.

9. Communication: Making Oral Presentations

a. Demonstrate the ability to develop an abstract to be submitted to a conference/symposium

b. Demonstrate the ability to select a section of the research that is to be presented keeping in mind the theme of the conference

c. Demonstrate the ability to orally present the selected section with clarity, within the stipulated period of time, using an appropriate amount of data.

d. Demonstrate fluency with presentation devices (e.g., power point, flip chart, black board etc.).

e. Demonstrate oral communication skills: speed of speech, articulation, volume etc.

10. Advancing the Field:

a. Demonstrate toward the end of the PhD, the ability to advance the field by making modifications to methods, raising new questions and making recommendations, in the form of models, propositions and fresh questions.

b. Demonstrate objectivity toward one's own findings and be aware of the fallacy of generalization beyond the evidence base that has been generated.

c. Demonstrate the ability to teach and train others.

Competencies compiled by Gideon Arulmani PhD

Adjunct Professor: MLCU

Adopted with modifications by the Doctoral Committee on June 21, 2013

Dr Maribon Viray
Controller, Evaluation & Examination

Appendix 4: INDIVIDUAL SUPERVISION LOG

INDIVIDUAL SUPERVISION LOG:

Trainee:...

Supervisor's name:..

Date	Time started – time ended	Discussions/topics covered	Supervisor's signature

Scale Rating: (0-10 being excellent): _____

Overall comment on the researcher:

_____

_____

Appendix 5: Research Project Evaluation Form for Community Representatives

MARTIN LUTHER CHRISTIAN UNIVERSITY

Research Project Evaluation Form for Community Representatives

Title of Research project				
Name of Scholar				
Location of the study				
	Excellent	Good	Fair	Remarks
Professional attitude and ethics				
1. Cordial and professional dealing of researcher with the participants				
2. Ability to adjust with the requirements of the participants in terms of time and space				
3. Application of ethical guidelines put forth at the outset of the research				
4. Demonstration of willingness to learn from the ground realities throughout the period of study				
5. Recognition of expertise and opinions of the participants				
Research Content				
1. Clarity of research objectives				
2. Demonstration of context and importance of research				
3. Possible contribution of research to the community				
4. Relevance and execution of research methodology and activities pertaining to data collection				
5. Validity of the research procedures				
Findings and Analysis				
1. Reflection of the meaning of concepts from the worldview of the participants				
2. Expression of the current scenarios in the community				
3. Reliability of the content				
Conclusion and Recommendations				
1. Relevance				
2. Feasibility				
3. Impact to policies and regulations				
4. Scope for future research				

Overall Research feedback:

_____

_____

Name of the Evaluator:_____ **Signature-Date:**_____

Appendix 6: Group Research Peer Evaluation Form

Martin Luther Christian University
Group Research Peer Evaluation Form

Name of Evaluator _____

Program and Batch: _____

Title of Research: _____

Note: Write the name of each of your group members in a separate column. For each person, indicate the extent to which you agree with the statement on the left, using a scale of 1-4 (1=strongly disagree; 2=disagree; 3=agree; 4=strongly agree). Total the numbers in each column.

Evaluation Criteria	Group member:	Group member:	Group member:	Group member:
Attends group meetings regularly and arrives on time.				
Contributes meaningfully to group discussions.				
Completes group assignments on time.				
Prepares work in a quality manner.				
Demonstrates a cooperative and supportive attitude.				
Contributes significantly to the success of the research project.				
TOTALS				

Feedback on team dynamics:

1. How effectively did your group work?

2. What did you learn about working in a group from this project that you will carry into your next group experience?

Appendix 7: Research Seed Grant

Martin Luther Christian University

Nongrah, Dongktieh, Block-1, Shillong-793006, Meghalaya, India

0364-2535420, 2535437

e-mail: admin@mlcuniv.in, www.mlcuniv.in

The Light of Truth

III/8(13)/Circular-Research/709/2018-

April 30, 2018

Circular No: 01/Research/MLCU

MLCU Seed Grant 2018-2019 for Faculty

As approved by the University Research Projects Committee held on April 6, 2018 the Martin Luther Christian University Seed Grant for faculty for the year 2018-2019 is, hereby, circulated. You can refer to the university website for the same.

The North Eastern Region including Meghalaya has a myriad of problems but there is a lack of research studies that have been conducted. This leaves a gap in the knowledge of our region. Therefore the university can take on research studies, not just to contribute to the body of knowledge but rather that are action oriented which will benefit the communities. MLCU has already made its mark in traditional medicine and community mental health, but there are other areas that the university can prioritize on research pertaining to sustainable development such as traditional diets, community health, livelihoods, community projects, public health, mental health, eco-tourism, and traditional knowledge, indigenous health, music and others.

The research cell encourages the faculty to conduct research studies. This will not only enhance the faculty's position and academic excellence but more importantly, it will help students to understand how knowledge is created through their participation in these experiences.

Financial resources is a constraint especially when one has to conduct research in communities or research labs. This sometimes hinders faculty to take up research studies. The University is therefore proposing for a Seed Grant of Rupees One Lakh Twenty Five Thousand only. Faculty can apply within the amount of Rs. 125000.00.

A seed grant is a small amount of money meant to provide a platform for faculty to conduct pilot/small scale research studies that would enable them to gain access to larger funding from other research agencies

The objectives of the Seed Grant are:

a. To encourage the faculty to take up research activities /projectsthat would benefit the communities
b. To enhance the research expertise of the faculty
c. To enhance the research data available for Meghalaya and North Eastern India
d. To enhance the number of publications of the faculty
e. To enhance the research standards of the University

Themes for 2018:

a. Traditional Knowledge in various field of Arts, Music, Health, Livelihoods, Psychology etc.
b. Community / Public Health
c. Eco Tourism/Sustainable Tourism /Sustainable development
d. Innovations in computer science
e. Psychology/ Pedagogy in teaching and learning
f. Entrepreneurship/ sustainable livelihoods
g. Vulnerable groups such as children, women, adolescent youth etc...

Terms and conditions:

Eligibility:

a. Only confirmed/ regularized faculty can apply for the Seed Grant
b. Faculty who have registered for PhD will not be eligible to apply. This seed grant cannot be used for the purpose of PhD.
c. Two or more faculty can co-apply for one seed grant, provided they are from different depts.
d. More weightage will be given to projects that are interdisciplinary in nature.
e. A faculty can apply only for one theme in a particular year

Administrative procedure

a. A Committee comprising of Chancellor, Vice Chancellor, Registrar, Finance Officer, Dean, Research & Dean Academics shall be constituted for the purpose

b. Faculty has to apply in the prescribed format and submit to the Research Office. The faculty has to submit the complete proposal along with budget estimates

c. The research project can be up to a period of 2 years or 24 months.

d. The Seed Grant has to be used within the financial year

e. A statement of expenses has to be submitted to the Accounts section for the amount received.

f. The faculty has to submit an Executive Summary/ Abstract after completion of the research project to the Research Office

g. The grant will be disbursed in 50:40:10 installments

h. These installments shall be disbursed after satisfactorily completion of the milestones which is indicated by the faculty themselves

i. The last installment will be given after the submission of the report

j. Six monthly reports has to be submitted to the research office.

k. The faculty on publishing the research project has to acknowledge the full or partial financial assistance received from the university

l. On publishing the research project, the affiliation to MLCU has to be mentioned even if the faculty leaves the university before the end of the period.

m. The research project will not be included in the credits of the faculty

The Last Date for submission of Proposal is May 30, 2018.

The Seed Grant application Form is hereby enclosed.

Dr Melari Nongrum
Dean, Research

Appendix 8: University Research Ethics Committee

MARTIN LUTHER CHRISTIAN UNIVERSITY, SHILLONG
University Research Ethics Committee

The University Research Ethics Committee (UREC) was constituted on August 17, 2009, by the Board of Governors, in recognition of the need for a system of ethical review for research involving human participants. Martin Luther Christian University (MLCU) acknowledges and accepts the responsibility for protecting the rights and welfare of human research subjects and their community, cultural and environmental milieu. The term 'subjects' used in the context of research includes humans, animals, communities, cultures and the environment as appropriate for the particular topic of research. By obtaining ethical approval, the researcher demonstrates his or her adherence to the accepted ethical standards of a genuine research.

UREC Policy and Guidelines

1. Prior to any involvement of study subjects in research, proper consideration will be given to
   a. the risks to the subjects
   b. the anticipated benefits to the subjects and others
   c. the importance of knowledge that may reasonably be expected from the research
   d. the informed consent process to be employed
   e. the additional safeguards for vulnerable subjects
   f. the data protection provisions

2. Researchers working among indigenous peoples should be knowledgeable and sensitive about the worldview, culture and social and governance structures. A participatory approach to the planning and implementation of the research study is essential. Outlining the clear benefits of the research study, obtaining proper informed consent, sharing of the research study results with the community, and giving source credit for the knowledge are the guidelines that must be adhered to.

3. The collection of data involving study subjects will not be permitted until the UREC has reviewed and approved the research protocol, and until informed consent has been obtained in accordance with the abovementioned guidelines.

4. The UREC has the responsibility and authority to review, approve, disapprove and require changes to research activities. The Committee has the authority to suspend or terminate approval of research that is not being conducted as per the policy and guidelines.

5. If for any reason, a research study is abandoned, the researcher shall inform the UREC of his/her decision.

6. The UREC recognizes the need for additional safeguards in research involving vulnerable subjects such as children (under the age of 18), prisoners, mentally disabled persons or economically or educationally disadvantaged persons.

7. Data confidentiality is the protection of individuals against the violation of their privacy, by regulating the processing of personal data. The UREC shall give proper consideration to the principles of proper handling of information.
   a. Researchers shall obtain the consent from the subjects prior to processing their personal data.
   b. In obtaining the consent, the researcher shall inform the subjects about the purpose of processing, and about their rights of data confidentiality.
   c. In order to enable the subject to exercise his right of access, when obtaining consent, the researcher shall provide his identity and habitual residence.
   d. The principles of good information handling imply that, personal data, which should be collected for a specific purpose, shall be processed fairly and lawfully. Thus the data processed has to be adequate, relevant and not excessive.
   e. Measures shall be taken to anonymise data if possible and ensure confidentiality.

Member of the UREC, MLCU:

The University Research Ethics Committee of the Martin Luther Christian University is the body responsible for developing, coordinating and ensuring the implementation of the University's policies and procedures for the ethical conduct of research.

The Committee will be chaired by a Chairman from among the external members who will be appointed by the Vice Chancellor. The committee will consist of the following persons:

- At least 6 members from different disciplines and expertise external to the University
- Vice Chancellor, MLCU - Ex officio
- Secretary, UREC, MLCU - Ex Officio
- Secretary, Doctoral Committee, MLCU- Ex Officio

The names of the members will be proposed and approved in the Board of Management
The Committee may draw upon additional members, as may be necessary for it to effectively fulfill its responsibilities. The term of the members of the UREC is three years from the date of appointment. The Committee will meet at least twice per year.

How to apply
These procedures will apply to all research that is conducted by University faculty and staff, undergraduate and postgraduate students, which involves study subjects.
   1. Each university member, student or member of staff, undertaking research will submit an application in the prescribed form, for ethics approval to the Secretary of the UREC of the university, prior to the commencement of the research project.
   2. Both the researcher and the supervisor should sign the application form.

3. The completed form along with the research proposal shall be submitted to the Secretary, UREC, for necessary action.
4. The research project can commence only after written approval by UREC.

Contact us:

Please feel free to contact the Secretary, UREC, Dr. Melari Nongrum, about any issues relating to research ethics.Email: melari.nongrum@gmail.com

Secretary, UREC

Appendix 9: General Format for Publication and Submission of Abstracts

General Format for Publication and Submission of Abstracts

Submission:

Call for Papers (including theme – sub themes) will be announced through the website of the University and emails can be sent to partner institutions. Submission of articles will be open within the period. The author will submit the article via email to mlcu.journal@gmail.com

To submit the manuscript, the author(s) shall abide with the format and particulars of the journal. See Checklist for Submission.

Types of Manuscript:

Research Paper: **It** is a full-length, technically original research used to publish full reports of data from research. It includes full Abstract Introduction, Methods, Results, and Discussion sections. The length of the research paper should be between 2500 to 6000 words.

Short communication: These papers communicate brief reports of data from original research believed to be interesting to many researchers, and that will likely stimulate further research in the field. As they are relatively short the format is useful for scientists with results that are time sensitive (for example, those in highly competitive or quickly-changing disciplines).

Review Articles: Review Articles provide a comprehensive summary of research on a certain topic, and a perspective on the state of the field and where it is heading.

Methodologies or Methods: These articles present a new experimental method, test or procedure. The method described may either be completely new, or may offer a better version of an existing method. The article should describe a demonstrable advance on what is currently available.

Checklist for submission

For Research Papers

i.   Title Page: This will have the title, name of the author(s), full postal address of each author, corresponding author to be indicated, email id.

ii.   Abstract and Key words should be in the second page following the title page. The abstract should be a maximum of 200 words and 5 keywords.

iii. The main body shall include the introduction, methodology, results and discussion, and conclusion. It has to be placed on the third page.

iv.   Acknowledgements to a person(s) or institute can be made after the conclusion.

v.   References are to be in the APA Style and not counted as part of the number of words. All cited work need to be include in the list of references and vice versa.

vi.   All tables and figures need to have relevant captions with suitable table/figure no.

vii. Ethical Consideration: The author shall submit a statement of Ethical Considerations (See pt.

viii. Author Declaration be signed by all authors. All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The corresponding author should take responsibility for the

integrity of the work as a whole, from inception to published article. Author declaration format can be downloaded from www....

ix. Format of the Journal
    a. Font: Times New Roman
    b. Font size: Heading – 14, main body – 12
    c. Spacing – Double spacing
    d. Each table / figure shall be placed on a new page
    e. Page – A4 size
    f. Margins: 1 inch from all sides

Review Process:

In the Review Process, there will be two levels of review.

1. *Quick Review:*
a) The Managing Editor on receiving the manuscript will review the abstract, the research question, methodology, findings, and interpretations to see the relevance and suitability of the article to the Journal.
b) The format and references of the article will also be examined whether or not it adheres to the journal's format.
c) The originality of the journal will also be assessed before considering for a peer review.

d) The Managing Editor will then decide to accept the article for review or to reject it.

e) This 'quick review' process should be completed within two weeks of submission and intimation to the author will be done within this period.

2. *Blinded Review*
a) A blinded review of the manuscript will be conducted in which authors' and reviewers' identities are concealed from each other.

b) The journal can ask the authors to submit at least three reviewers. The manuscript is not bound to send the manuscript to the given reviewers.

c) The manuscript will be sent to at least two reviewers from the discipline. The reviewer will be given a period of one month for reviewing the content of the article.

d) After examination, the reviewer can recommend one of the following:
    i. Accepted
    ii. Accepted with suggestions for change
    iii. Rejected.

e) The views of the reviewers will be communicated to the author(s)within two weeks on receiving the comments. The author(s) will have to comply and make necessary

changes to the manuscript. The author(s) shall resubmit the revised manuscript within two weeks of receiving the comments.

f) On receiving the revised manuscript, the Managing Editor will review the changes made in the manuscript. If these are minor in nature, the Managing Editor may decide to accept it without sending it to the reviewer. However if these are major changes, the revised manuscript will be sent to the Reviewer for approval.

Copy Editing:

On accepting the manuscript for publication, it will be copyedited according to the journal style and format.

Ethical Consideration

The author need to give a statement that they have received ethical clearance from the University or relevant bodies and that proper ethical standards have been adhered during the review process. Ethical statement format can be downloaded from …. In the university website.

Plagiarism Policy:

The University has a plagiarism policy for which all types of academic work will be screened for plagiarism. Thus, the manuscripts will be screened for plagiarism. If any form of plagiarism is found, the manuscripts will not be accepted and will not undergo the blinded review process.

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The Journal will also have an ISSN no. The ISSN is a worldwide identification code used by publishers, suppliers, libraries, information services, bar coding systems, union catalogues, etc. for citation and retrieval of serials such as Journals, Newspapers, Newsletters, Directories, Yearbooks, Annual Reports & Monograph series, etc. The benefits include international publicity and recognition of the serial by automatic inclusion in the International Serials Directory Database.

The Indian ISSN Centre at the National Science Library, NISCAIR, New Delhi is one of a network of over 89 national centres worldwide. It is responsible for assigning ISSNs, to serials published in India.

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The Journal will be indexed in open access databases such as the Google Scholar, Directory of Open Access Journals (DOAJ) etc. to enhance the access and readership of the journal.