

RESEARCH AND DEVELOPMENT CELL
LADY DOAK COLLEGE, MADURAI
(An Autonomous Institution Affiliated to Madurai Kamaraj University)

GUIDELINES FOR THE USAGE OF RESOURCES AT LADY DOAK COLLEGE

Faculty member of Lady Doak College registered for Ph.D in other Institutions

Terms and conditions:

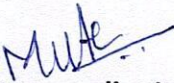
- 1 Faculty member should obtain prior permission from the Principal to use the existing facilities at Lady Doak College along with the proposal, work plan and copy of the registration letter. Approval is valid for one year only. It can be renewed on request.
- 2 Facilities at central instrumentation centre can be availed on payment (Price list is available in the Lady Doak College website)
- 3 Facilities at the department can be availed by submitting the permission letter along with the approval letter from the Principal to the Head of the Department. But priority will be given for the scholars and the students of Lady Doak College
- 4 Distilled water can be used on payment (Rs 40/ Litre). But request to use the consumables such as chemicals, cotton, rubber band, gloves etc are strictly prohibited
- 5 Use of plastic and glassware can be availed on request to the Head of the Department. Damage/ breakage charges are applicable
- 6 Usage of facilities such as consumables and equipments should be documented in the respective log books
- 7 Proper acknowledgement should be given for the usage of the facilities in the research paper/presentation/thesis after the approval of the Head of the Department.
- 8 The facilities such as algal room (incubation for growth and inoculation chamber) should be maintained as per the department norms
- 9 The students of the department can be trained in the research work with approval from the Head of the Department and should be given authorship in the publications/ paper presentations/ conference proceedings
- 10 The support from non-teaching staff members/technicians from Lady Doak College can be availed with prior approval from the Head of the Department.
- 11 A fee of Rs.4000/year and a refundable caution deposit of Rs.2000/ year to be paid online towards the charges for the use of space, electricity and water

Candidate who is NOT a member of Lady Doak College and has registered for Ph.D in other institutions

Terms and conditions:

- 1 Candidate should obtain prior permission from the Principal along with the proposal, work plan and registration letter. Approval is valid for one year only. It can be renewed on request
- 2 The candidate can request to work under any faculty member of the department (relevant to the field/subject) and should acknowledge her contribution with authorship
- 3 The proposal and the work plan should be approved by the Head of the Department at Lady Doak College
- 4 Facilities at central instrumentation centre can be availed on payment (Price list available in the Lady Doak College website)
- 5 Facilities at the department can be availed by submitting the permission letter along with the approval letter from the Principal to the Head of the Department. But priority will be given for the scholars and the students of Lady Doak College
- 6 Distilled water can be used on payment (Rs 40/ Litre). But request to use the consumables such as chemicals, cotton, rubber band, gloves etc are strictly prohibited
- 7 Use of plastic and glassware can be availed on request to the Head of the Department. Damage/ breakage charges are applicable
- 8 Usage of facilities such as consumables and equipments should be documented in the respective log book
- 9 Proper acknowledgement should be given for usage of the facility in the research paper/presentation/thesis after the approval of the Head of the Department.
- 10 The students of the department can be trained in the research work with approval from the Head of the Department and should be given authorship in the publications/ paper presentations/ conference proceedings
- 11 The support from non-teaching staff members/technicians from Lady Doak College can be availed with prior approval obtained from the Head of the Department.
- 12 Accommodation at the hostel can be availed based on the availability on payment with the approval from the Dean of Student Services

- 13 A temporary ID card can be availed to enter Lady Doak College through the office of the Vice Principal
- 14 A fee of Rs.8000/ year, Rs.4000/ 6 months. Rs.2000/ 15 days-3 months period and a refundable caution deposit of Rs 5000/ year should be paid online towards the use of space, electricity and water immediately after obtaining the approval from the Principal


R & D Cell Co-ordinator

**Research and Development Cell
Co-ordinator(s)
Lady Doak College, Madurai - 2
Tamiinadu, India.**


Dean of Academic Affairs

Dean of Academic Affairs
LADY DOAK COLLEGE
MADURAI - 2.


Principal & Secretary

Principal & Secretary
LADY DOAK COLLEGE
MADURAI-2.