

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

**Research Data Management Policy**

Research data are the evidence that supports the answer to the research question, and can be used to validate findings regardless of its form (e.g. print, digital, or physical). These might be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence. Data may be raw or primary (e.g. direct from measurement or collection) or derived from primary data for subsequent analysis or interpretation (e.g. cleaned up or as an extract from a larger data set), or derived from existing sources where the rights may be held by others. Data may be defined as 'relational' or 'functional' components of research, thus signalling that their identification and value lies in whether and how researchers use them as evidence for claims.

The purpose of Research Data Management policy is

- good research practice and procedures
- protection of intellectual property rights (IPR)
- proper recording, maintenance, storage and security of Research data
- compliance with relevant legislation and regulations regarding data usage and rights in relation to data, as well as common law confidentiality obligations; and
- Appropriate access to Research data

**Guidelines**

- Faculty members who are involved in research are responsible for making themselves familiar with and adhering to legislation, regulatory requirements, contractual obligations, ethical approvals, and funding agency policies that pertain to their research data. If research involves the use of data owned by a third party, researchers must also abide by any applicable licences or terms of use governing the data
- It is the collective responsibility of faculty members, research and project supervisors, and the institution to ensure that research data are appropriately managed
- All research data generated by faculty members, research scholars and students may be submitted in a repository at the Institute level
- All research data generated by Faculty members, research scholars and students are wholly owned by the College/funding agency (if it is sponsored by funding agency)

and remain with the College if the Guide/Principal Investigator/ faculty in-charge leaves the institution, where the students generate data under the supervision of an faculty member

- All research data produced by researchers should be made openly available with as few restrictions as possible in a timely manner.
- Personal research data/sensitive data may be made available if it is in an anonymised form and there is informed consent for it to be shared.
- Researchers must ensure that active research data are stored securely and protected from loss and unauthorised access
- Before sharing Research Data during or after a funded project it is essential to consider whether this is permissible in light of IPR ownership, ethical, privacy, confidentiality requirements or any legal, regulatory or funding restrictions
- Principal Investigator/ Coordinator must consider whether Research Data has commercial potential in consultation with the R & D Cell/Dean of Academic Affairs. Consider if it is suitable for protection and/or transfer under the Institute's Intellectual Property Regulations.
- Access to Research Data during the course of a research project should be restricted to the collaborators on the research project in the first instance and only made available to other parties with the permission of the research collaborators

#### **Access to Data**

1. For all data collected through Committees/centres/departments, R and D cell/DAA (as representative of LDC) is the custodian. Data in all forms, the standard tables, reports as well as raw data will be the property of the College
2. Individuals, departments, centres who require access to the data of the Lady Doak College, have to submit the data request in the prescribed format (Annexure-1) with clearly defined purpose and clear details of the data that is required.
3. The applicant will also have to sign an undertaking (Annexure-2) with Lady Doak College through R and D Cell/DAA, assuring maintenance of data confidentiality, avoiding conflict of interest, acknowledgement of Lady Doak College in the publication.
4. The applicant should submit detailed protocol of the study along with data request form;

- It should be clearly stating the objectives, methods, analysis framework that is proposed to be used in the analysis and implications of the analysis /study for the programme.
5. Data sharing committee shall review the data requests based on the following criteria, give its recommendations and submit for approval to R&D Cell/DAA
- I. Whether the objectives for analysis is in line with the priorities for analysis & research of LDC.
  - II. Any possible conflict of interest situation with the applicant, due to his/ her organizational or institutional affiliation

**(Annexure-1)**  
**Data Request form**

1. Name :
2. Designation :
3. Institution Name :
4. Email :
5. Phone Number :
6. Address :
7. Whether protocol of the study is enclosed : Yes / No
8. Purpose of the requesting the dataset :
  - i. Ph.D Topic/LFE/UG an& PG Project
  - ii. Independent research paper
  - iii. Project funding by agencies
  - iv. Others:
9. Please explain the proposed research within 500 words:
10. Attach an abstract of the study with specific objectives and data requirement

Signature

Date:

Place:

*M. S. S.*  
R & D Cell Co-ordinator

*Z. Helen Pissulla*  
Deans of Academic Affairs

*[Signature]*  
Principal & Secretary

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

Dean of Academic Affairs  
LADY DOAK COLLEGE  
MADURAI - 2.

Principal & Secretary  
LADY DOAK COLLEGE  
MADURAI-2.

(Annexure-II)

UNDERTAKING

I/We,

.....  
..... (Name), working as ..... (Designation) in  
.....  
..... (Complete Name and Address of  
Institution/ Organisation), am/are involved in the study/analysis titled  
“.....  
.....  
.....” from ..... to  
.....(time period).

I hereby declare that the data that I am provided access to, under the above mentioned study/ analysis will be used only for the purpose of the work mentioned herein above and only in the manner that Lady Doak College through Rand D cell / DAA authorizes and permits. I expressly acknowledge and agree that without prejudice to the all available legal remedies, I am also liable to administrative action in case the data is used for any purpose beyond the scope of this study. I will not share the data with any one, or publish the research data without prior written consent/permission from LDC through R and D cell/ DAA and shall maintain the confidentiality of all Confidential Information. I shall submit a copy of all the data files, analysis papers and reports generated as a part of this research to Lady Doak College at the end of the study/analysis. I will acknowledge Lady Doak College in all the publications that come out of this analysis/study.

.....  
(Signature)

Date:

Place:

Contact Details:

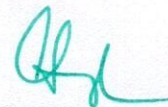
Email:-



R & D Cell Co-ordinator



Deans of Academic Affairs



Principal & Secretary

**Research and Development Cell  
Co-ordinator(s)  
Lady Doak College, Madurai - 2  
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Dean of Academic Affairs  
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