

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee/Cell/ Association/Department/Section	Research and Development Cell
Vision (if applicable)	
Objective(s)	<ol style="list-style-type: none"> 1. To create and promote research culture among students and faculty members 2. To organize various workshops/ seminars/ trainings related to promotion of research 3. To keep track and record of publications made by the faculty 4. To encourage staff members and students to take up research activities in the form of research projects (Major/ Minor projects) sponsored by various organizations). 5. To give an impetus to staff and students to publish papers in National and reputed International Conferences/Journals
Scope	The scope of the cell is to provide necessary guidance and assistance to faculty members and students of the institute in developing quality research work to be published in National and International reputed journals.
Composition	<ol style="list-style-type: none"> 1. One Convenor (with Doctorate degree) 2. Three members (Preferably with Doctorate degrees or at least reading for Ph.D.) All the members having publication in reputed journals notified by UGC.
Duration	3 years

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Workshops on Research Methodology	5 days
2.	Seminars	1-2 days
3.	Research Journal	Bi-annual
4.	FDPs on Research related topics	3 – 5 days
5.	Committee Meetings	Twice in a Year

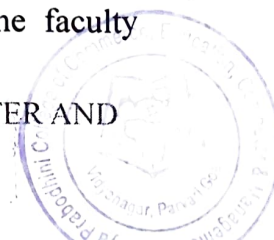


Standard Operating Procedure

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	Two Meetings in a year	1 per semester
2.	Event proposal submission	Preferably beginning of the semester or at least 15 days before the event
3.	Activity Report Submission	Within 2 days of completing the event

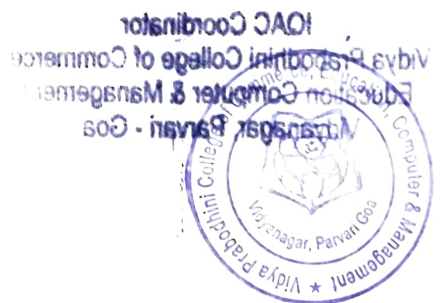
ACTIVITY UNDERTAKEN

- Seminars/ Workshops/ Conferences/ FDPs/ any other activities assigned by the principal.
 - a. Accountability/Responsibility:**
 - Convenor:** a. Devise the plan of activities for the year
 - b. verify the document submissions
 - c. reply to college allotted duties to the cell
 - d. allocating responsibilities among the members
 - e. coordinating the activities planned
 - Members:** a. Execution of the plan
 - b. Document submissions before and after the activities
 - c. Minutes of the meeting
 - d. Maintaining the file of all the research related activities.
 - b. List of stakeholders (if applicable):**
Faculty and Students
- Major/ Minor Research Projects applied by faculty members to other organizations:
 - a. Once the Project is sanctioned by the organization applied for, the Project Director has to submit the proposal to the committee via link created on the college website and a hard copy to the convenor.
 - b. A copy of six-monthly progress report needs to be submitted to the convenor
 - c. Once the project is completed, a copy of final project report needs to be submitted to the convenor. A soft copy of the same should be uploaded on the college website.
- Research projects sponsored by organizations through college:
 - a. The principal of the college will mark proposal to the Research and Development Cell of the college
 - b. The convenor will then draw a notice inviting proposals from the faculty members



Standard Operating Procedure

- c. A period of one-month is given for submission of proposals
 - d. Simultaneously the work of appointing the subject experts to review the proposals should commence.
 - e. Letters should be sent seeking their consent, followed by letter of appointment.
 - f. A presentation of all the proposals will be organized in front of the expert panel
 - g. The expert panel will then submit a report of the selected proposals to the college principal.
 - h. The principal would then inform the same to all the faculty members through a notice.
 - i. The project work would commence from the date, the first installment of the project fund would be disbursed to the project directors.
 - j. The subject experts will monitor the progress of the projects semi-annually.
 - k. At the end of 1 year, the final presentation of the project would be conducted and the sanction of balance amount will be done after approval by the committee members
- Paper Publications
- a. A faculty member is required to publish in UGC CARE list journals
 - b. After publishing, a hardcopy of the paper along with the cover page of the journal and index page, should be submitted to the convenor of the Research and Development Cell.
- Book/ book chapter publication
- a. Publication with ISBN only will be considered.
 - b. *In case of book publication:* A hard copy of the book should be submitted to college library.
 - c. A photocopy of the cover page and title page (containing ISBN and publisher details) shall be submitted to the Convenor of RDC.
 - d. *In case of book chapter publication:* A hard copy of the chapter should be submitted to college library.
 - e. A photocopy of the cover page, title page (containing ISBN and publisher details) and index page should be submitted to the Convenor of RDC.



Standard Operating Procedure

Section D: List of Documents		
Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criterion 3
2.	Minutes and action taken report	Criterion 3
3.	Event Proposal	Criterion 3
4.	Event/Activity Report	Criterion 3
5.	Press Note	Criterion 3
6.	Photographs/Geotag Photos	Criterion 3
7.	Certificates (if any)	Criterion 3
8.	Letters/circulars/notification/office order (if any)	Criterion 3
9.	Letter of appreciation/Acknowledgment (if any)	Criterion 3
10.	Any other relevant document(s)	Criterion 3

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, Convenor of the Cell and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.


IQAC Coordinator

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



College Seal



PRINCIPAL
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.

18/01/2024