

## Standard Operating Procedure

<b>Section A: Preliminary Information</b>	
Name of the Committee/Cell/ Association/Department/Section	Research and Development Cell
Vision (if applicable)	Inculcate a society-focused scientific temperament among teachers and students.
Mission	<ol style="list-style-type: none"> <li>1. To create an environment within the institution that is conducive for enhancing research productivity</li> <li>2. To encourage collaboration across industry, government, community-based organizations and agencies at local, national and international levels</li> <li>3. To facilitate greater access to research through mobilization of resources and funding</li> </ol>
Objective(s)	<ol style="list-style-type: none"> <li>1. To cultivate research culture within the institution by organizing research-related workshops/ seminars/ training sessions and inviting reputed resource persons from across the state and country.</li> <li>2. To facilitate academic and industry research within the institution by apprising faculty members and students about the various funding avenues and agencies they can reach out to, to apply for research projects (major and minor).</li> <li>3. To incentivize research among students and faculty members to publish papers in national and reputed international conferences/ and journals by establishing reward schemes and mechanisms for recognition of their outstanding research and literary contributions.</li> <li>4. To maintain records of research and literary publications of the faculty members.</li> </ol>
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	1. One Convenor (with Doctorate degree)

## Standard Operating Procedure

	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

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

<b>Section C: Standard Operating Procedure (SOP)</b>		
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

## Standard Operating Procedure

- 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
  - 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

<b>Section D: List of Documents</b>		
<b>Sr. No.</b>	<b>Title of the document</b>	<b>NAAC criteria</b>
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

College Seal

Principal