



Holy Cross College

Accredited by NAAC with 'A' Grade

Affiliated to

TRIPURA UNIVERSITY

(Central University)

RESEARCH AND DEVELOPMENT POLICY

(2022-23)

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RESEARCH AND DEVELOPMENT POLICY

1. Introduction:

Since its inception, Holy Cross College has grown beyond leaps and bounds to become a premier institute in academic pursuits and higher standards of excellence. The College campus is vibrant with academic, co-curricular, extracurricular and sports activities all around the year and is accredited with NAAC accreditations. The College thrives to focus on excellence in research and aims to stay ahead in the Science and Technology sector. Our commitment towards research yields long term technical impacts over interdisciplinary areas. The research and development (R&D) cell serve as a wide platform for all research enthusiasts who have a constant thirst for innovation and development. Besides promoting research and disseminating knowledge gained, the institution helps to develop co-operation between the academic and industrial communities

2. Objectives:

Objectives of the R & D policy focuses upon social, industrial and environment challenges through extensive core and multi-disciplinary research.

- To encourage and support faculty members to conduct research in all fields and disciplines of Social Science and Applied Science.
- To utilize existing facilities effectively and as well as to establish new facilities.
- To integrate research and education.
- To develop core group of faculty members with increased potential of research.
- To adopt Collaborative Research with University, Research Centres and industries.
- To mentor the academic and industry-based research projects.
- To publish the research works in renowned journals.
- To motivate and mentor students to participate in various national and international contests.

3. Scope:

The research activities shall include supervision, execution of latest research, interdisciplinary and multi-disciplinary research, academic and research collaborations with other Institutions or Universities, Government/Private industry, consultancy assignments, Government Funded / Private Funded projects that might result in development of new or existing products, processes publications and Intellectual Property Rights.

4. Research and Development Cell

The R & D Cell comprises of faculty members from various departments of the Institution. This committee oversees the smooth and efficient co-ordination of research and development activities within the Institution and its overall growth. The members will contribute towards enhancing research and development at Holy Cross College. The R & D Cell measures the attainment of achievements and recommends the performer for appreciation and incentives.

Research and Development Cell facilitates creation and transfer of knowledge by conducting workshops, seminars, industrial visits, training programs, National and International Conferences, presentations by faculty members and also provides mechanism for submission of research proposals for funding by Institute/University and other funding agencies. R & D Cell has the responsibility of regulating the research activities of faculty members, scholars and students of the Institution. It also initiates research components in the curriculum of UG and PG Programs and looks into the following.

- Development of research infrastructure.
- Promotion of research in emerging areas.
- Inseminating inter-disciplinary research activities across all the departments.
- Providing support to all faculty members to pursue research in their area of expertise.
- Monitoring the utilization of research facilities.
- Monitoring the quality of publications and other research activities.
- Organizing various seminars, workshops, National / International conferences and other events related to R & D.
- Affirm policies for sponsored research and consultancies.
- Encourage the development of strategic research priorities, objectives and monitor research performance within the framework of planning process.

The constitution of R & D cell is as follows.

Convener: Dr. Rumki Nath Sen	Head, Department of Zoology
Members:	
1. Dr. Shankha Shubhra Bhadra	Assistant Professor, Department of Commerce
2. Dr. Sushobhan Sengupta	IQAC, Coordinator, Holy Cross College
3. Dr. Sukanya Bhattacharjee	Assistant Professor, Department of Teacher Education
4. Dr. Dipanwita Choudhury (Sil)	Assistant Professor, Department of Botany
5. Dr. Sandeep Roy Sarkar	Assistant Professor, Department of Human Physiology
6. Dr. Sharmistha Chakraborty	Assistant Professor, Department of Sociology
7. Ms Sentienla Lemtur	Assistant Professor, Department of Sociology
8. Dr. Somnath Kar	Assistant Professor, Department of Botany
9. Dr Susmita Saha	Assistant Professor, Department of Human Physiology

5. Responsibility of R&D Cell:

- To conduct seminars, workshops, conferences and training programmes for inculcating research interest among faculty members.
- To encourage and motivate faculty members for submitting proposals to externally funded research and development projects.
- To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standard.
- To facilitate collaborations with researchers from premier institutions and to encourage joint research venture in the latest technology.
- To initiate and promote MoU with industries and R & D organizations for consultancy and collaborative research.
- To suggest peer reviewed national and international journals for subscription in central library.
- To motivate students to present technical papers in National and International conferences and display projects in various competitions.
- To encourage faculty members to participate in seminars, workshops, FDPs and conferences in order to upgrade their knowledge.
- To encourage faculty members to apply for projects.

- Discuss and review departmental research activities, funded projects and consultancy activities.
- To encourage faculty members for submission of papers in reputed journals.
- To take measures for motivating students to carry out innovative and socially relevant projects.
- Organising international and national conferences.

6. **Funded Projects and Consultancy Work:**

The general guidelines for faculty engaging in research and development are as follows:

Basic Guidelines:

- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the Institution, all the items purchased shall remain as an asset of the Institution. In case of ongoing projects, the responsibility will be delegated to other competent staff members as per the norms of the sponsoring agency.
- All Heads of the Department are expected to update the R&D information on the Institution website for the respective department and submit the reports to R&D team at least in every quarter.

Academic Research Policy:

- Faculty of each department shall conduct research in recent areas.
- Faculty publication in either WEB OF SCIENCE or SCOPUS indexed and UGC CARE listed journals are appreciated with appropriate incentives.
- Individual Citation Score needs to be improved by publishing in reputed journals.
- All publications and research papers of faculty have to go through plagiarism check.
- Members of teaching faculty are encouraged to pursue Ph.D program and complete the process successfully at the earliest. (Teachers who are working in various departments for longer period but not yet registered for Ph.D program may be called for explanation and subsequent action by management.

Sponsored and Internal research related policies:

- Each department shall apply for a minimum of one government funded project per year.
- All departments shall strive for recognition by National/International agencies such as AICTE, DST, DBT, UGC, ICMR, ICSSR and many more through various schemes.
- Members of faculty are encouraged to identify inter-disciplinary research in their field of expertise.
- The faculty of all the departments shall tie-up with industries and undertake funded research in emerging areas and industry relevant areas. (Keeping in view of NEP 2020 guidelines)
- Meritorious research work by teaching faculty will be awarded with incentives.

7. Principal Investigator (PI)

- Principal Investigator (PI) of a sanctioned project is considered to be the prime interface between the funding agencies and is the operational head of the project.
- The PI is advised to keep the whole project team aware about the progress of the project and involve the Co-PIs in all related project activities.
- In his/her absence, the PI may request any of the Co-PI to take-over the responsibility of running the project.

8. Planning the research activities:

The Research Committee will ensure all policies and procedures which are developed and implemented by the Institute, have institutional oversight. This document outlines the principles that should be taken into account while planning and conducting research.

- Economy in use of resources.
- Assessment of the resources needed to ensure the study is viable within the available means.
- Adherence to the current safety practices and ethical standards.
- Securing all necessary ethical and regulatory approvals.
- Regular review of the research progress is essential to identify new findings of research.

9. Conducting the Research: While conducting the research the following matters are discussed with the administration:

1. Orientation and guidelines for faculty.
2. Resources used for the research.
3. Supervision of students and other research personnel.
4. The results of research are recorded.

Promotion for Research:

The Research Committee under the guidance of college authority will ensure that policies and procedures will be adhered to in order to ensure that high standards of scientific integrity are maintained. The Institute provides the following administrative and financial support and accounting facilities for carrying out the research projects.

- Sponsored Research Projects are R & D projects sponsored by Government agencies, industries or other institutions with a view to generate new knowledge, to develop new technological process or to create new product. The Principal Investigator is responsible for all actions required to manage and complete the scientific and programmatic aspects of the sponsored project. Suitable incentives will be given to the coordinator and department to encourage them.
- The faculty members and students are encouraged with suitable incentives to attend International and National conferences /seminars/workshops organized by the professional society and present their papers.
- Registration fees, with prior approval from the management will be sponsored by the college to present the peer reviewed technical papers in international conferences organized by the reputed professional society /body within India. (The facility can be used by the faculty member, once per each semester).
- With prior approval from the management registration fee or one way travel allowance or both may be sponsored by the college to present the peer reviewed technical papers in international conferences organized by the reputed professional society /body outside India.
- The period of absence will be marked as “ON DUTY” and reimbursement will be given against actual by the institution after proper approval of the Research committee.

- Faculty member has to handover the C.D. / proceedings and related material to the central library
- On request a cash incentive may be paid for publishing papers.
- The faculty members and the students presenting their research papers in National or International conference will be awarded with suitable incentives.
- Faculty members are encouraged by the college administration to work towards their doctoral degrees. The college administration has always offered assistance to the faculty members in finishing their coursework and other research-related tasks. Many employees took advantage of these chances and successfully completed their research degrees in due time. Having said that, college administration may take corrective measures for teaching employees who used research-related benefits from college but were unable to complete their research goals, as well as for employees who have been associated with the organisation for a respectable amount of time (more than 4 years) but were unable to register for their research degree.

Supervision:

Faculty members with Ph.D are advised to get supervisorship.

10. Training:

- The R & D Cell shall plan periodic courses to enable students and researchers to understand and adopt the best practices in research.
- Supervisors shall encourage students and colleagues to attend relevant courses offered as part of their overall career development.

Outcome of Research:

The faculty members are able to publish or implement the following categories:

- Book chapters
- Books (authored research, edited)
- Journal articles
- Reviews
- Conference proceedings
- Edited volumes of conference proceedings
- Research reports
- Technical reports
- Case studies

- Database
- Other areas permitted by UGC from time to time.

Scope for Future Development:

Holy Cross College aims at nurturing research culture in the campus by further promoting research activities and make efforts to establish research partnerships and collaboration with more Government Organisations, Industry, Universities and other organizations. The Institution encourages all members to publish research papers in journals of great repute as well as to develop a culture of research and to promote the research activities.

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