

St. Anthony's College, Shillong-793001 Meghalaya, India

Research and Consultancy Cell Policy

The quality and integrity of research is reliant on the truthfulness of the researchers who have a substantial social responsibility to abide by the values prescribed for their professions. The institution is also to be guided by applicable rules and guidelines. Accountable Comportment of Research comprises mechanisms such as planning and executing research work, reviewing it and reporting and publication of the results of research work in a responsible manner. The researcher should maintain highest ethics and standards to maintain the fundamental values of research.

The few basic and important principles of research ethics are (a) respect for human and other living beings, (b) magnanimity, it should do good to others, (c) should not be harmful to any one or the environment and (d) impartiality (concept of fairness irrespective of caste, creed, region or religion etc.). These principles must be followed for safeguarding the dignity, rights, safety and well-being of research participants and for maintaining the research integrity.

Research and Consultancy Cell:

The St. Anthony's College, Shillong established an independent Research and Consultancy cell in the college campus which shall provide research, consultancy, publication and administrative support for the operation of sponsored research, publication of scientific papers in journal, consultancy and other R&D related activities in the college.

Consultancy means where an academic staff member of the institute provides research skills, technical support or expertise to a client in return for remuneration from the client or an external funder. A Consultancy service may result from a tender or individual negotiation. The income generated may be used by the institute after residual income from a research Consultancy or other consultancy service provided to be paid to the staff(s) involved in addition to normal remuneration through the college payroll.

Objective of the Research and Consultancy Cell (R&C cell):

The primary objective of the research and consultancy cell of the college is to encourage faculty members of the college to obtain external funding through the projects and consultancy service provided through different department(s)/client(s).

The cell also intends to create an opportunity for the faculty members of the college to publish their research materials through the journal(s) published by the R&C Cell. Meanwhile, to establish external linkages, the cell provides helping hand for inter-departmental collaboration, to intercollege/institutional partnerships at regional, national and international levels.

Another objective of the cell is to strengthen the overall research activity of the college which eventually helps mankind. The R&C cell is to maintain maximum possible professional and ethical standards for research at all stages of various subjects, right from conceptualization of ideas, conduct of research, obtaining related approvals, use of available resources, safeguarding accountability, management of conflict of interest (COI), transparency, justice, reliable and ethical primary and secondary data collection, reliability in analysis, reporting, publication and transmission from lab to land for betterment of populace.

Research must follow applicable ethical guidelines of the country, good research laboratory practices and other regulations. The policy is intended also to help in management of contentions of research misconduct to be processed fairly, confidentially and promptly.

Responsibilities of the Research and Consultancy cell:

- a) The research and consultancy cell shall be responsible for establishment and promotion of excellence in research, publication of research findings, help in development and training activities of institutional staff members or external clients.
- b) The research and consultancy cell should help in enhancing the quality of research programmes, acquiring projects and the research infrastructure in the college with active cooperation of the faculty members of the college. The cell should be provided the information by the faculty and the cell shall provide technical guidance relating to research and development activities such as call for proposals of individual/collaborative research projects from funding agencies, international/national conference/seminars.
- c) The R&C cell should help in the circulation of the information to the concerned departments directly or through the principal. The R&C Cell actively encourages faculty and other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the college.
- d) The R&C cell publishes annually two double blind peer reviewed journals viz. (i) Spectrum: Science and Technology and (ii) Spectrum: Humanities, Social Science and Management. The R&C cell strictly adheres to the publication and ethics policy of the college for the publication of the two journals.
- e) The R&C cell of the college provides consultancy services to the other department(s)/ Client(s) as per requirement against a feasible recompense.

Responsibility of the stakeholders:

- a) All stakeholders of the college involved in the application, receiving funds, conduct of research and consultancy service, review or reporting of research data assimilated such as individual researchers, departmental colleagues, Institutions, scientific review committees and ethics committees of the college must ensure research integrity and quality in the manner upholding the reputation, trust of research fellows and meaningful dissemination of research findings for benefits of public, in general, while ensuring judicious use of available resources.
- b) Researcher/s or consultants from a particular subject or department of the college should obtain approval of Research and consultancy cell through IQAC of the college and declare Conflict of Interest (COI), if any. The step is desirable to maintain transparency and accountability. The COI both academic and financial may have serious implications in academic and research atmosphere of the college. It may also threaten quality of research and its outcomes.
- c) The Research and consultancy should be undertaken by person(s), who is/are competent with qualifications, having relevant experience/training/expertise to conduct experiments /collect reliable data/guide students for major or minor research and can carry out accurate analysis, interpretation and publication.


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- d) For collaborative research or any consultancy service, there may be an appropriate memorandum of understanding (MoU) and material transfer agreements (MTA) in place among the participant institutes.
- e) The research documents that is published in the institute journal or any other journal with acceptable level of plagiarism (<10%) shall be submitted to the consultant/In-Charge of the Research and Consultancy cell forwarded by the Principal of the college or Head of the Department for dissemination of information and records.

Research Promotion for Faculty:

- a) **Conference funding within the country:** The College will provide funding for attending two conferences/seminars for paper presentation within the country or for attending capacity building programmes/workshop in a calendar year. The funding is in terms of registration fee, travelling and dearness allowances.
- b) **Department wise annual award for highest number of Research publication:** The College recognizes and rewards high quality and outcome based research publications of teachers. The award is of two categories viz. i) Individual category and ii) Department category. The faculty wise award is provided annually, wherein the highest number of research paper published in recognised high quality journals (both national and International) by an Individual faculty is declared front-runner for the award by a board of subject experts. Simultaneously, an award also given to the department having highest number of publication in quality journals (both national and International) from the faculty of the department. Further, the college rewards recognises teachers receiving state/national/international/fellowships/awards.
- c) **Faculty exchange programme:** The College encourages and provides faculty exchange programs to teach at an institute within the country or overseas. The college shall provide support study leave for a period maximum of one year. The faculty members will benefit from exposure to a culturally diverse and competitive faculty make-up in other institutes of the country and outside.

Research promotion for students:

- a) **Encouragement for student internship programme:** The internship programmes give opportunity to learn and train students with practical experience which intern may lay base for future research. The departments of the college can offer internships to students from other colleges/universities for duration not less than one month for academic credit. The Students from the college can also do internship in relevant subject of other institutes/universities and earn practical work experience by participating in an internship.
- d) **Encouragement for post-graduate students to publish their projects:** The College encourages the post-graduate students to publish their research projects/dissertations in journals/books.

Research projects:

The faculty members of the college may apply for projects from external funding agencies either through the research and consultancy cell or directly from the department. In case of direct application for a research project, a copy of the application and sanction letter should be submitted to the R & C Cell. At the end of the project the Principal Investigator/Faculty need to submit a copy of the final completion report of the project for records of the R & C cell.


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Consultancy service:

All consultancy services in the College, Shillong shall be institutional. There shall be four categories of consultancy. They are as follows:

Advisory Consultancy: The advisory services would involve scientific, technical or other professional advice only to be provided to a client purely on the basis of available expert knowledge and experience of individual(s), not using any infrastructure facilities of the college or not involving any kind of detailed project report (DPR) or any report preparation/ submission.

Research Consultancy: The research consultancy would involve the interaction between researchers of the institute, the institute and the external funding agencies or clients. The type of advisory work normally involves laboratory work based. Detailed work plan to be agreed mutually prior to the signing of agreement between the beneficiaries and accordingly project charges shall be calculated. The rules prevailing in this consultancy shall be the same as that of advisory consultancy. The professional fee charged is shared between the Consultant and the Institute in a mutually agreed ratio (30:70, 20:80 depending on the project work) after deducting all expenses.

Technical services consultancy: The technical consultancy involves the routine laboratory testing/studies /supply of information/data, where neither any interpretation of result is required. The technical consultancy job shall be undertaken directly by the Department/faculty with the approval of the Principal/competent authority of the college with information to the research and consultancy cell. The charges may be decided at the departmental level with approval obtained by the Department from the Principal. The charges collected can be paid to the concerned technical staff/faculty/department.

General Consultancy: Any consultancy assignment which does not strictly fall under the category of advisory consultancy, research consultancy or technical consultancy shall be taken up as General Consultancy.

Charges for Consultancy services:

The consultancy charges shall be applied as follows: Charges shall comprise of (A+B) below except for supply of information/ databases.

- A. The charges shall be levied for any consultancy services as follow:
- i. Manpower (at prescribed rates fixed by the college from time to time)
 - ii. Physical material inputs/utility services etc. based on actuals
 - iii. Raw material/ consumable components based on actuals
 - iv. Equipment usage depreciation/ replace cost.
 - v. Overhead cost: 10% of total expenditure
 - vi. Travel cost, if any, either on actuals or based on clients.
 - vii. DA or incidental cost to be decided by the college based on the work type load and work type.
- B. General fee/Intellectual fee: The amount shall be at the decision of the Principal considering the type of consultancy work, nature of client and his paying capacity


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**St. Anthony's College, Shillong-793001,
Meghalaya, India
Research and Development Cell Policy**

Introduction:

The quality and integrity of research are reliant on the truthfulness of the researchers who have a substantial social responsibility to abide by the values prescribed for their professions. The institution is also to be guided by applicable rules and guidelines. Accountable compartment of Research comprises mechanisms such as planning and executing research work, reviewing it, and reporting and publication of the results of research work in a responsible manner. The researcher should maintain the highest ethics and standards to maintain the fundamental values of research.

Research and Development Cell:

In 2010, St. Anthony's College, Shillong, established an independent cell on the campus dedicated to Research and consultancy and was christened the Research and Consultancy Cell, St. Anthony's College. This cell provided research, consultancy, publication, and administrative support for the operation of sponsored research, publication of research papers in journals, consultancy, and other research and development activities in the college.

However, the nomenclature of the cell was changed to Research and Development Cell (RDC) following the guidelines as prescribed by the University Grants Commission dated 14th March 2022. The RDC policy aims at promoting research activity in line with NEP 2020.

Objectives of the Research and Development Cell (RDC):

The following are the objectives of RDC.

1. To encourage faculty members of the college to obtain external funding through the projects and consultancy services provided through the different department(s)/client(s).
2. The cell also intends to create an opportunity for the faculty members of the college to publish their research materials through peer-reviewed National/International journal(s) listed in UGC CARE List I or List II.
3. To create enabling provisions in research policies for recruitment of research personnel (as and when needed), procurement of equipment, and financial management with adequate autonomy to the Principal Investigator/s and disseminate research outcomes to stakeholders and the public at large.
4. To identify potential collaborators from industry, research organizations, academic institutions, and other stakeholders for cooperation and synergistic partnerships.

5. To act as a liaison between researchers & relevant research funding agencies, extend guidance in the preparation & submission of project proposals and post-sanctioning of the grants to oversee adherence to timelines.
6. To have better coordination among other cells/centers dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development, and Intellectual Property Rights (IPR).
7. To develop an Institutional Research Information System for sharing the status of on-going/ completed research projects/Programme, expertise & resources, etc., making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.
8. To engage & utilize the services of superannuated active faculty/scientists (as and when needed) in research capacity building of talented young minds and promotes mobility of researchers across institutions and R&D labs.
9. To serve as nodal center for ideation and conceptualization of research topics/themes by organizing workshops and training programs and ensuring the integrity and ethical practices in research activities including clearance of bioethical committee wherever required.
10. To maintain professional and ethical standards for research at all stages of various subjects, right from conceptualization of ideas, the conduct of research, obtaining related approvals, use of available resources, safeguarding accountability, management of conflict of interests (COI), reliable and ethical primary and secondary data collection, reliability in analysis, reporting, checking plagiarism in publications.

Functions and Responsibilities of RDC:

1. Governance: In order to have an efficient and conducive research environment, the establishment of the RDC committee is essential. This RDC committee will be headed by the Principal, Director, and various committees to drive the governance.
2. Administration: The various committees will foresee the planning, implementation, and monitoring of research activities in the college coupled with the formulation of rules and regulations, and policies as and when required.
3. Research Ecosystem/Linkage/Collaboration: RDC shall oversee the creation of a vigorous and vibrant research ecosystem for sustainable research and innovation within the college. RDC shall also facilitate networking, linkage, and collaborations with other national and international institutions for multi-disciplinary or trans-disciplinary research.
4. Information Management System: For proper data management of research-oriented information, RDC will facilitate the development of the Research Information System (RIMS). RIMS will be a platform for accessing information related to research, publications, research projects, fellowships, collaborations, patents, innovations, etc.
5. Human Resources: The RDC committee shall ensure the smooth functioning of research activities in the institute. RDC advocates the appointment of competent, experienced, and skilled individuals for strengthening research-related programs within the college.
6. Research Promotion: Research promotion programs include the following:

- a. Faculty Exchange Programme: RDC encourages faculty exchange programs in institutes within the country or overseas.
- b. Collaborations: RDC encourages collaborative research as well as interdisciplinary research. For such activities, an appropriate memorandum of understanding (MoU) and material transfer agreements (MTA) are to be signed between the College (Principal) and participating institutes.
- c. Incentives/Awards:
 - I. Incentives for publication: Monetary incentives for article publications in national and international peer-reviewed journals indexed in Scopus, Web of Science, and in UGC CARE List I and II or both. The same is also applicable to the publication of book chapters with ISBN numbers. For incentives on publications, the incorporation of the Institute's name on the faculty's affiliation is a must. The categories of award for a paper published in journal/s listed under UGC CARE List I and II is INR 3000; INR 2000 for an editor of an ISBN book and INR 1000 for authorship in a book chapter in an ISBN book.
 - II. Incentives for Training: This is applicable for National/International Training programs being held in India or abroad. The duration of the training must be of 7 working days or more (offline and online). The funding is in terms of registration fee subject to a maximum ceiling of INR 5,000 for the National program, INR 10,000 for the International program conducted in India, and INR 25,000 for the International program conducted outside India.

NOTE: All the research-related incentives/awards are restricted to a maximum of INR 5,00,000 per annum and are subject to the availability of funds.
7. Integrity and Ethics: RDC will facilitate the sensitization of the faculty on the importance of integrity and ethics and comply with ethical codes of research and publishing practices at institutional, national, and global levels. All stakeholders of the college involved in any form of research activity must ensure research integrity, ethical practices, and quality in a manner upholding the reputation, trust of research fellows, and meaningful dissemination of research findings for the benefit of the public, in general, while ensuring judicious use of available resources.
8. Capacity building: RDC will facilitate providing technical guidance relating to research and development activities such as calls for proposals of individual/collaborative research projects from funding agencies, and international/national conferences/seminars. RDC will facilitate the training of faculty for various capacity-building programs like research methodology, workshops on research grant writing, paper writing, critical thinking, statistical tools, etc.
9. Research Monitoring: RDC will look into the timely completion of research projects, oversee research progress, coordinate research programs, and facilitate optimizing resources. Care is to be taken that publications are published in journals that are indexed in Scopus, Web of Science, and in UGC-Care list I and II respectively.

Research promotion for students:

- a) Encouragement for the student internship program: The internship programs give the opportunity to learn and train students with practical experience which the intern may lay a base for future research. The departments of the college can offer internships to students from other colleges/universities for a duration of not less than one month for academic credit.
- b) The Students from the college can also do internships in relevant subjects of other institutes/universities and earn practical work experience by participating in an internship.
- c) Encouragement for post-graduate students to publish their projects: The College encourages the post-graduate students to publish their research projects/dissertations in journals/books.

Consultancy:

The RDC of the college encourages faculty to engage in consultancy services to the other department(s)/Client(s) as per requirement against a feasible recompense. Consultancy means where an academic staff member of the institute provides research skills, technical support, or expertise to a client in return for remuneration from the client or an external funder.

All consultancy services in the College, Shillong shall be institutional. There shall be four categories of consultancy. They are as follows:

Advisory Consultancy: The advisory services would involve scientific, technical, or other professional advice only to be provided to a client purely on the basis of available expert knowledge and experience of the individual(s), not using any infrastructure facilities of the college or not involving any kind of detailed project report (DPR) or any report preparation/submission.

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Technical services consultancy: The technical consultancy involves the routine laboratory testing/studies /supply of information/data, where neither any interpretation of the result is required. The technical consultancy job shall be undertaken directly by the Department/faculty with the approval of the Principal/competent authority of the college with information to the research and consultancy cell. The charges may be decided at the departmental level with approval obtained by the Department from the Principal. The charges collected can be paid to the concerned technical staff/faculty/department.

General Consultancy: Any consultancy assignment which does not strictly fall under the category of advisory consultancy, research consultancy, or technical consultancy shall be taken up as General Consultancy.

Charges for Consultancy services: Consultancy offered by any staff of the College must be paid to the College. The consultancy charges shall be applied as follows: Charges shall comprise of (A+B) below except for the supply of information/ databases.

A. The charges shall be levied for any consultancy services as follow:

- i. Manpower (at prescribed rates fixed by the college from time to time)
- ii. Physical material inputs/utility services etc. based on actuals
- iii. Raw material/ consumable components based on actuals
- iv. Equipment usage depreciation/replacement cost.
- v. Overhead cost: 10% of total expenditure
- vi. Travel cost, if any, either on actuals or based on clients.
- vii. DA or incidental cost to be decided by the college based on the work type load and work type.

B. General fee/Intellectual fee: The amount shall be at the decision of the Principal considering the type of consultancy work, nature of the client, and his paying capacity.

Responsibility of the stakeholders:

- a) Researcher/s or consultants from a particular subject or department of the college should obtain approval of RDC through IQAC of the college and declare a Conflict of Interest (COI), if any. The step is desirable to maintain transparency and accountability.
- b) The Research and consultancy should be undertaken by the person(s), who is/are competent with qualifications, have relevant experience/training/expertise to conduct experiments/collect reliable data/guide students for major or minor research, and can carry out accurate analysis, interpretation, and publication.
- c) Research projects: The faculty members of the college may apply for projects from external funding agencies either through the research and consultancy cell or directly from the department. In case of direct application for a research project, a copy of the application and sanction letter should be submitted to RDC. At the end of the project, the Principal Investigator/Faculty need to submit a copy of the final completion report of the project for records of the RDC.



Guidelines for Anthonian Research Grants (ARG)

2022-23

In pursuit of quality teaching and learning, research is essential for achieving excellence. Research comprises mechanisms such as planning and executing research work, reviewing it, and reporting and publication of the results of research work in a responsible manner. However, the pursuit of research entails expenses and funding that are essential to meet the above requirements.

To promote, foster, and inculcate research in the college, the Research and Development Cell (RDC), St. Anthony's College initiated the Anthonian Research Grants (ARG). ARG is an in-house funding initiative that sponsors financial aid to permanent faculty members of the College who are interested in research. The ARG is without a doubt a step to encourage original quality research in the fields of science, commerce, humanities, and other related fields among the faculty of the College in order to strengthen the overall research activity of the College.

This initiative of the College will motivate better learning and teaching practices, promote innovation and inculcate better research aptitude among the faculty.

1. Eligibility:

1.1 Non-Collaborative Projects:

The Principal Investigator (PI) must be a full-time faculty of a department. It is mandatory for the project to have a Co-PI. At the time of applying for ARG (Annexure I), the PI and Co-PI must have at least three years of active service before retirement. An undertaking (Annexure IIA) has to be submitted to the R&D Cell of the college within one month after the sanctioned date of the project.

1.2 Collaborative Projects:

SAC Inter-departmental collaborations are encouraged. However, the research grant will be shared between the collaborating departments depending upon their mutual understanding. The PI and Co-PI of collaborative projects must submit an undertaking (Annexure IIB) to the R&D Cell of the college within one month after the sanctioned date of the project.

NOTE: There can be multiple applications from a single department for ARG under 1.1 and 1.2, however, a maximum of INR 1.0 lakh only per department will be considered for funding after screening.

- How to Apply:** Applications must be submitted in the prescribed format (Annexure I/Annexure II) and sent to rdcellsac@anthonys.ac.in within 1 month from the date of release of notification of ARG grants.
- Procedure for Awards:** The research proposals will be screened by the Screening committee of the Research and Development Cell, St. Anthony's College, Shillong.
- Duration:** For both 1.1 and 1.2, the duration of the project is 2 years.
- Release of Grants:** The break-up of funds for ARG are as follows:

Non-collaborative Projects	Field Work (INR)	Consumables (INR)	Contingency (INR)
Science	Not exceeding 10000	Not exceeding 30000	Not exceeding 10000
Humanities, Media, Management, and Commerce	Not exceeding 40000	NA	Not exceeding 10000

Collaborative Projects	Field Work/Consumables (INR)	Contingency (INR)
Inter-Stream or Inter-departmental	Not exceeding 750000	Not exceeding 25000

5.1 The 1st Instalment will be released from the start date of the SAC grant. However, the 2nd installment will be released upon submission of the first year's progress report (Annexure III).

5.2 If books are required, the order must be placed through the Central Library for an amount not exceeding INR 15000/-.

5.3 Field work assistance does not include financial support for travel expenses incurred for national/international conferences/workshops/training, etc.

5.4 Reallocation of funds is not allowed. However, under extraordinary circumstances, reallocation is permitted with prior permission and approval from RDC, St. Anthony's College, Shillong.

6. Completion of the Study:

- a. Completion Report must be submitted to the research and development cell (Annexure IV)
- b. All resources to be handed to the concerned department after completion of the project.
- c. Books purchased during the project tenure must be returned to the Central Library on completion of the project. Certificates attesting the return of books to the Central Library will be provided to the researcher by the Central Library as well as the RDC.
- d. Either a single paper has been communicated (from the project undertaken) to a journal under the UGC listed journals (List 1 and List 2) or a book/book chapter has been communicated for publication in an ISBN book.

7. Acknowledgement: Due acknowledgment to the SAC Project Grant with grant number and date will have to be given in all publications originating from the proposal.

8. Other Conditions:

1. An annual statement of expenditure (Annexure V) and utilization certificate (Annexure VI) has to be submitted to the R&D Cell of the college without fail.
2. Failure to complete the objectives of the project proposal will result in the reimbursement of consumables and fieldwork amounts.
3. Failure to publish will also result in reimbursement of Library and Contingency amounts.
4. Any unspent amount has to be refunded back to the R&D cell of the college.
5. Extension of the project – A period of six months will be extended (with no extra funding) after the stipulated time with prior permission from the R&D cell with at least 3 months before the end of the project.
6. A PI can apply for a fresh application for ARG provided the PI has completed all the formalities of the previous sanctioned project.
7. A separate joint account with the Principal/Finance officer of the college should be created for ARG financial transactions.