



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

**Introduction:**

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 humans and other living beings, (b) 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 Development Cell:**

St. Anthony's College, Shillong in 2010 established an independent cell in the campus dedicated to Research and consultancy and was christened as 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.

### **Objective 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 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 and relevant research funding agencies, extend guidance in the preparation and 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 ongoing/completed research projects/Programmes, expertise, and resources, etc., making effective use of Information and Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.
8. To engage and utilize the services of superannuated active faculty/scientists (as and when needed) in research capacity building of talented young minds and promote mobility of researchers across institutions and laboratories.
9. To serve as nodal centre 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 conceptualisation of ideas, conduct of research, obtaining related approvals, use of available resources, safeguarding accountability, management of conflict of interest (COI), reliable and ethical primary and secondary data collection, reliability in analysis, reporting, checking plagiarism in publications.

## **Function and Responsibilities of RDC:**

1. Governance: 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. Research advocates the appointment of competent, experienced, and skilled individuals for strengthening research-related programs within the college.
6. Research Promotion:
  - a. Faculty Exchange program: RDC encourages faculty exchange programs to teach at an institute 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 awards for paper incentives are as follows:
      - a. Single/First author: For single/first authors published in journal/s, the incentive is INR 3,000 only. For publication in Books - Chief editor of an ISBN book will get

INR 3000 only. For a book chapter, a single/first author is eligible for INR 2,000 for an ISBN book.

b. Multiple authors in a Research Article or Book Chapters:

i) If a faculty of the college is on the author list (but not the first author), for a particular article/book chapter, the SAC faculty on the list will get an amount of INR 1500.

ii) If more than one SAC faculty is part of the author list (but not the first author), of a particular article/book chapter, the faculty of the college will share an amount of INR 1500 among themselves.

c. Conference Proceedings: INR 500 for an article published in conference proceedings.

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 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.

III. Incentives for Acquiring Extramural Projects:

Faculty serving as Principal Investigators (PI) and securing project grants from externally funded agencies (State, National, International, NGOs, etc.) will receive financial incentives of INR 2,500 for projects valued under INR 10.0 lakhs and INR 5,000 for projects valued above INR 10.0 lakhs. Project incentives will be awarded only once for the duration of the project.

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, and 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 to 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. 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 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 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 signed 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

**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 Conflict of Interest (COI), if any. The step is desirable to maintain transparency and accountability.

b) 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.

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.

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