

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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