

Constitution of the Research and Development Cell (RDC)

St. Anthony's College, Shillong – 793001, India

(as adopted in the Research Cell Meeting, Dated 17 November 2022)

The Research and Development Cell (RDC) was rechristened from the erstwhile Research and Consultancy Cell following the guidelines prescribed by the University Grants Commission on March 14, 2022, for colleges and universities. This transformation underscores the college's commitment to aligning with contemporary educational mandates and fostering a vibrant research environment.

Mission

The mission of the RDC is to encourage and facilitate research endeavors within the college, ensuring that knowledge dissemination and research hold a central place in our academic framework. It also seeks to develop, implement, and oversee policies pertaining to the institution's research and consultancy activities.

Objectives

1. To encourage faculty members of the college to obtain external funding through the projects and consultancy service 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 journals
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 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/centres 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.

Composition, Term of the Cell, Office Bearers and their Selection

The RDC shall be comprised of 20-25 members with fair amount of research experience who can make value addition to the functioning of the cell. At no point of time, the number of members shall fall below 10. The Coordinator will see that all the departments and streams are adequately represented in the cell. The Coordinator of the Internal Quality Assurance Cell (IQAC) shall automatically become an internal member of the RDC. The Rector of the college may join the meetings of the cell as an ex-officio member.

The term of office for members of the RDC shall be for a period of 3 (three) years. However, there will be no bar on the re-election of the outgoing members of cell. To facilitate smooth transaction of various functions, the RDC shall consist of the Research Advisory Council, and shall have the following office bearers:

Research Advisory Council Chairman: The Principal of the college shall automatically become the Chairman of the council and he shall preside over the meetings of the cell. The Vice Principal of the college shall automatically become the Vice Chairman of the cell and he shall preside over the meetings of the cell in the absence of the Principal of the college.

Coordinator: The Coordinator shall be responsible for convening the meetings of the RDC, keeping minutes of the meetings, share the decisions of the cell with the management and the staff of the college and execute some of the decisions which are assigned specifically to the Coordinator. The Coordinator of the cell shall be selected or nominated by the Principal of the college in consultation with the Vice Principal and some senior staff of the college.

Assistant Coordinator: There shall be an Assistant Coordinator, to assist the Coordinator. In the absence of the Coordinator, the Assistant Coordinator shall discharge the duty of the Coordinator. The Assistant Coordinator shall also be selected or nominated as per the procedure of selection of the Coordinator.

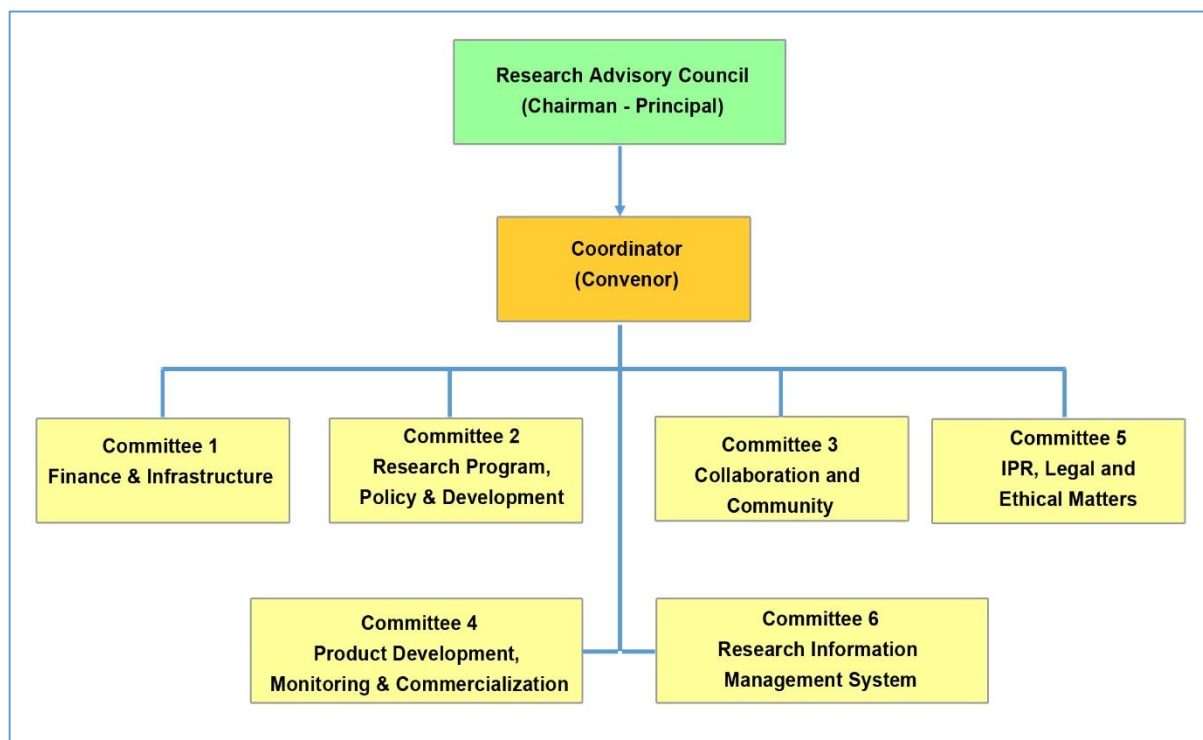
Committee coordinators: The RDC will have different committees under it to oversee the overall aspect of research and development within the college. These committees will be handled by committee coordinators and must report their activities to the coordinator and the chairman respectively.

RDC shall include the following committees:

1. Finance Committee,
2. Research Program, Policy and Development Committee,
3. Collaboration and Community Committee,
4. Product Development, Monitoring and Commercialization Committee
5. IPR, Legal and Ethical Matters Committee
6. Research Information Management System

Organisational Structure

The organogram of the RDC is shown below



Mode of Operation

The RDC shall have at least two meetings in a year. The first meeting shall preferably be held in the beginning of the year to chalk out the plan of action for research and consultancy related activities of the college, whereas the second meeting shall be convened at the end part of the year to evaluate plans and programmes chalked out and organised by the cell and the college. Sub-committees may be formed. The various decisions of the cell shall be conveyed to the Principal to see that the decisions are implemented properly.

Quorum

A meeting of the RDC can only be held if half of the total members of the RDC are present. In case of exceptional situation, an emergency meeting of the RDC can be convened with the presence of lesser number of members and decisions can be taken in that meeting for execution. However, such decisions must be ratified in the next RDC meeting.

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