

Constitution of the Research and Consultancy Cell (RCC)
of
St. Anthony's College, Shillong – 793001, India
(as adopted in the Research Cell Meeting, Dated 29 May 2015)

Mission

The mission of the RCC is to formulate, implement and execute the policies with reference to research, and consultancy activities of the institution, supervise its related practices with the emphasis to strengthen and encourage the best practises, if any and evaluate the outcome and, if required, suggest measures to improve the outcome.

Objectives

- i) To initiate efforts to promote a 'research culture' among the faculty and students of the college. In order to achieve this objective, the RCC plans to**
 - a) facilitate the participation of the faculty and students in research and research related activities by enhancing their research capability through the organisation of various research capability enhancement / programmes in the forms of workshops, training programmes, symposia, etc.*
 - b) provide adequate and detailed knowledge about various funding agencies and the schemes and programmes on offer for research funding.*
 - c) provide facilities for research in terms of space, equipment, library, journals (print and online) and all other support facilities that are affordable by the college, keeping in mind the infrastructural limitations of the college.*
 - d) encourage the faculty and students to go for high quality research publications so that they can share the theoretical and practical findings of their research with others. If need arises, the RCC contemplates to provide training to the faculty and students on research writing by renowned academicians and researchers.*

- ii) To initiate efforts to promote the consultancy services by the faculty to external agencies. Therefore, the RCC contemplates to**
 - a) encourage the faculty to publicise and advertise their expertise and specific knowledge which can become the major inputs for external agencies.*

- b) *to develop a mechanism to reward the faculty, extending consultancy services, properly and adequately.*
- c) *to see that the finances generated partially through consultancy are fairly utilized by the institution.*

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

The RCC shall be comprised of 11-15 internal members with fair amount of research experience and 3-5 external members who possess excellent track of research and consultancy services in their respective fields and who can make value addition to the functioning of the cell. At no point of time, the number of internal and external members shall fall below 11 and 3 respectively. The Principal 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 RCC. 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 RCC 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 RCC shall have the following office bearers:

Chairman: The Principal of the college shall automatically become the Chairman of the cell and he shall preside over the meetings of the cell.

Vice Chairman: 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 RCC, 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 Coordinators: There shall be two Assistant Coordinators, one from the Humanities, Social Sciences and Management streams and second from Science and Technology streams, to assist the Coordinator. In the absence of the Coordinator, the senior most Assistant Coordinator shall discharge the duty of the Coordinator. The Assistant Coordinators shall also be selected or nominated as per the procedure of selection of the Coordinator.

Mode of Operation

The RCC 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 to undertake specific tasks under the RCC's terms of reference and ad hoc items which may periodically arise. 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 RCC can only be held if half of the total members (Internal and External) of the RCC are present. In case of exceptional situation, an emergency meeting of the RCC 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 RCC meeting.

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