

SAINT CLARET COLLEGE, ZIRO

RESEARCH PROMOTION CELL (RPC)

AND INSTITUTIONAL REVIEW BOARD (IRB)

Saint Claret College, Ziro (SCCZ), with its vision and mission, recognizes the crucial importance of imparting value-based education by strengthening the link between research and the quality of education. As one of the most important components of the quality index of an institute of higher education, the need for research and publication cannot be over-emphasized. SCCZ understands that knowledge consumption must be supplemented with knowledge production, to be a quality institute of higher education. Thus, policies and practices are being followed by the institution with reference to promotion of research.

To promote research and publication, SCCZ has established a Research Promotion Cell (RPC). The main objective of the RPC is to encourage faculty to explore research possibilities, identify research opportunities and funding resources, and to evaluate, guide, and monitor research projects. An Institutional Review Board (IRB) receives research proposals from the faculty, examines its viability, methodological rigor, and ethical compliance, and advises the Principal on its approval.

Establishment & Constitution of RPC & IRB

The RPC was established at SCCZ in 2014 by the Management Council, SCCZ

The RPC comprise of the following members (Committee)

- (i) Principal – Chairman (*ex officio* member)
- (ii) Vice Principal(s) – (*ex officio* members)
- (iii) Coordinator/Deputy Coordinator of RPC – (*ex officio* members)
- (iv) IQAC coordinator - (*ex officio* member)
- (v) Members - * Faculty, nominated by the Principal
- (vi) Subject Experts – Invited as and when required

** Faculty must have Doctoral degree (Ph.D) and research publications in refereed journals (UGC/UGC-CARE List of Journals) to their credit.*

The IRB meets on reception of research proposals/manuscripts from faculty for examination and approval of the same.

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Policy Document: RPC & IRB

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Term of Office

- (a) Members of the RPC other than *ex officio* members serve for term of three years.
- (b) An appointed member may be appointed to serve for additional term as per the approval of the Management Council.

Objectives

- a. To create conscience among Faculty of the significance of Research in higher education.
- b. To regularly motivate the faculty to be actively involved in research in their areas of expertise.
- c. To encourage faculty members to pursue research degrees like M.Phil and Ph.D/Post Doctoral Studies.
- d. To organize research-related workshops and seminars in order to train teachers and students in research methodology.
- e. To streamline departmental seminars wherein students are trained in doing research and presentation of papers.
- f. To motivate and guide faculty to undertake minor/major research projects.
- g. To encourage publication of research papers (peer-reviewed) - [UGC-CARE List journals]
- h. To encourage faculty to attend conferences/workshops, etc. and present papers.
- i. Other provisions (as indicated in The Comprehensive Employee Manual of the College) to encourage research and publication.

Functions

- a. Ensure the development of infrastructure conducive to promoting the quality and quantity of research and development.
- b. Facilitate smooth progress and implementation of research schemes/projects.
- c. Make efforts in developing scientific temper and research culture and aptitude among students and faculty.
- d. Make efforts in attracting researchers of eminence to visit the campus and interact with teachers and students.
- e. Publication of Research Journal, Seminar/Conference proceedings, books and other research materials under the aegis of Centre for Publications, Saint Claret College, Ziro.

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- f. Recommend to the Management Council on provision for research activities i.e., sabbatical leave, special leave, seed money, relaxation in teaching workload and exam duties, etc.
- g. Earmark specific budget for research under major heads such as expenditure, financial allocation, and actual utilization.
- h. Provide seed money to the faculty for research as per institutional policy.
- i. Work with the institution for reception of any special grants or finances from the industry or other beneficiary agency for developing research facility.
- j. Work with the institution in promotion of research culture through institutional strategic planning, upgrading, and creating of research facilities such as laboratory equipment, library and research resources, etc
- k. Monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars.
- l. Stimulate collaborative research with other institutes of HEIs

Research/Projects/Publication Guidelines

All matter on publications and projects related to policies, ethics, plagiarism, styles, format, etc. is subject to policies/guidelines of the respective journals/magazines/books (for publications) as well as funding agencies (for research projects). Any publications and/or projects under the purview of SCCZ must follow the Research and Publication Guidelines laid by SCCZ.

Date: 12.10.2018

Place: Ziro



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