



**Parvatibai Chowgule College of Arts and Science**  
**Autonomous**

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)  
Best affiliated College-Goa University Silver Jubilee Year Award

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**RESEARCH PROMOTION POLICY DOCUMENT**  
**OF**  
**PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE**  
**(AUTONOMOUS)**

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**I. PREAMBLE:**

Besides being an academic institution focusing on quality education, Parvatibai Chowgule College of Arts and Science (PCCAS), is also actively involved in research. The college has "Research, Consultancy and Extension activities" committee (RCEA), along with the Head of the institution, which looks into the planning and execution of encouraging and enhancing research amongst faculty members and students. To streamline the processes the committee has formulated policy document on "Promotion of Research".

The research policy of RCEA-PCCAS explains the processes used to promote research on campus. The policy document highlights research policies for faculty members and students and gives the framework for development and implementation of initiatives taken to promote research at Chowgule College.

**II. OBJECTIVES/GOALS OF THE COMMITTEE:**

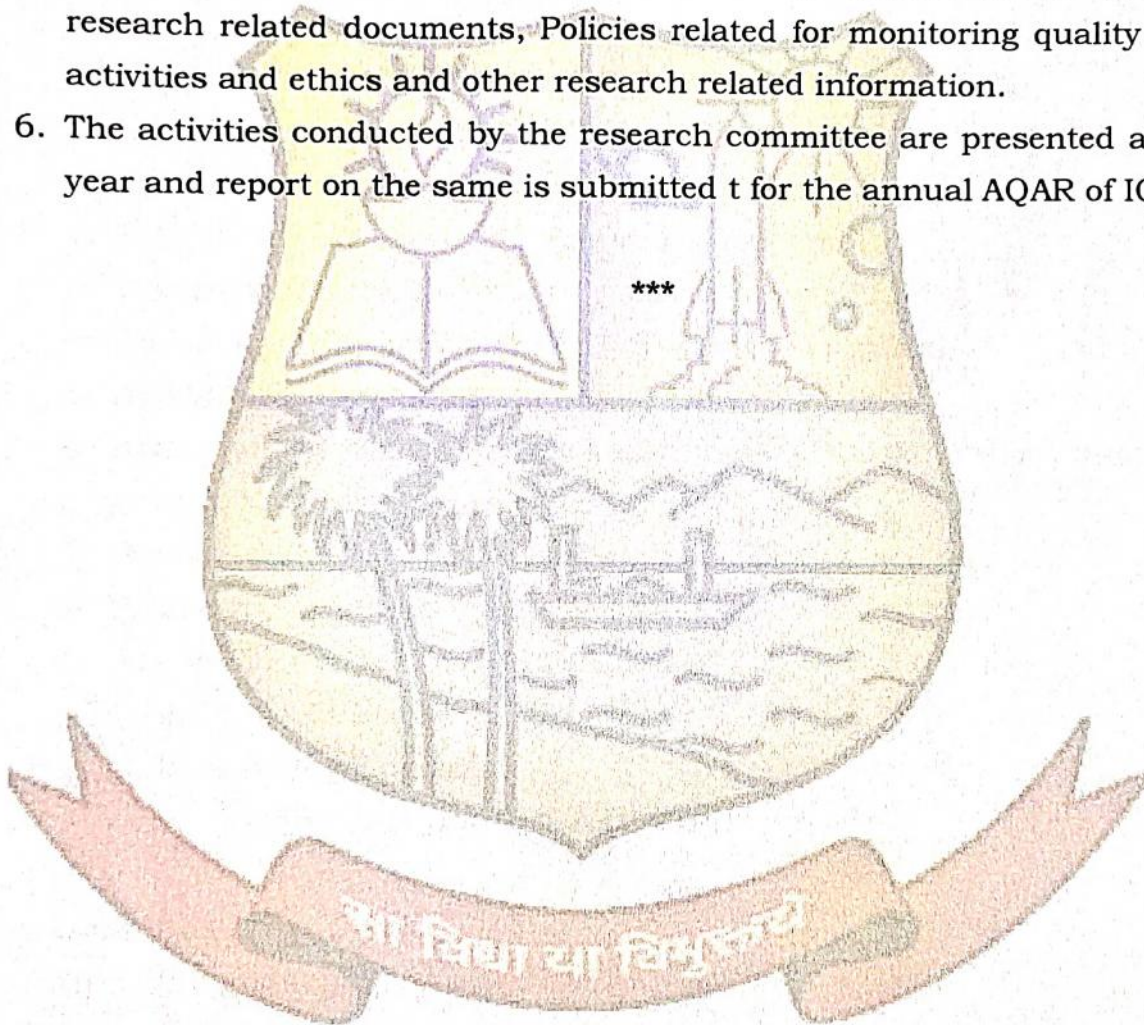
- 1) Create conducive research environment.
- 2) Promote research culture amongst teachers and students.
- 3) To create awareness on research related ethical requirements of the college.
- 4) To enhance research paper publications and presentation.
- 5) Encourage faculty to obtain research projects/funds and consultancy works.
- 6) Promote community works, extension activities, consultancy by the departments

**III. FRAMEWORK OF EXECUTION:**

1. Convener of "Research, Consultancy and Extension activities" committee (RCEA) /Coordinator of Criteria 3 component of Internal Quality Assurance Cell (IQAC),

plans and monitors annual goals/specific objectives in accordance with the institutional vision and mission.

2. The RCEA plans the ways and strategies of executing the works to attain the objectives.
3. Budgetary plan and annual works related to research are presented to the Principal/Management, by RCEA convener for approval.
4. Annual work-plan is thereafter executed by the research committee in consultation with the IQAC coordinator / IQAC Chairman.
5. Research database is maintained on the college website. It also harbors all the research related documents, Policies related for monitoring quality of research activities and ethics and other research related information.
6. The activities conducted by the research committee are presented at end of the year and report on the same is submitted t for the annual AQAR of IQAC.



## RESEARCH PROMOTION POLICY DOCUMENT

### I. AIM OF THE RESEARCH PROMOTION POLICY:

- 1) Promote research culture amongst teachers and students.
- 2) To enable faculty members and students to understand the facilities provided to encourage research on campus.
- 3) To provide framework for availing support to carry out research.
- 4) Describing process of rewarding faculty and students for excellence in research.
- 5) To create awareness on research related ethical requirements of the college.

### II. LIST OF RESEARCH POLICIES/RESEARCH DOCUMENTS:

#### Policies:

1. Promoting Research Culture amongst Teachers.
2. Promoting Research Culture amongst Students.
3. Submitting Research Project proposals for avail funds.
4. Encouraging Completion of PhD by Faculty members.
5. Applying for Research Awards.
6. Availing Seed money for Research/Financial aid for Presentation / Resource person.
7. Protocol for using Central Research Laboratory facility.
8. Procedure for Initiating Linkages/MoUs.
9. Research Ethics Guidelines.
  - a. Ethical Clearance.
  - b. Avoiding Plagiarism
  - c. Quality Publications (CARE-UGC).

#### Guideline Documents:

10. Understanding Research
11. Guide to Funding Bodies

#### Policy Documents Governing Research and Consultancy:

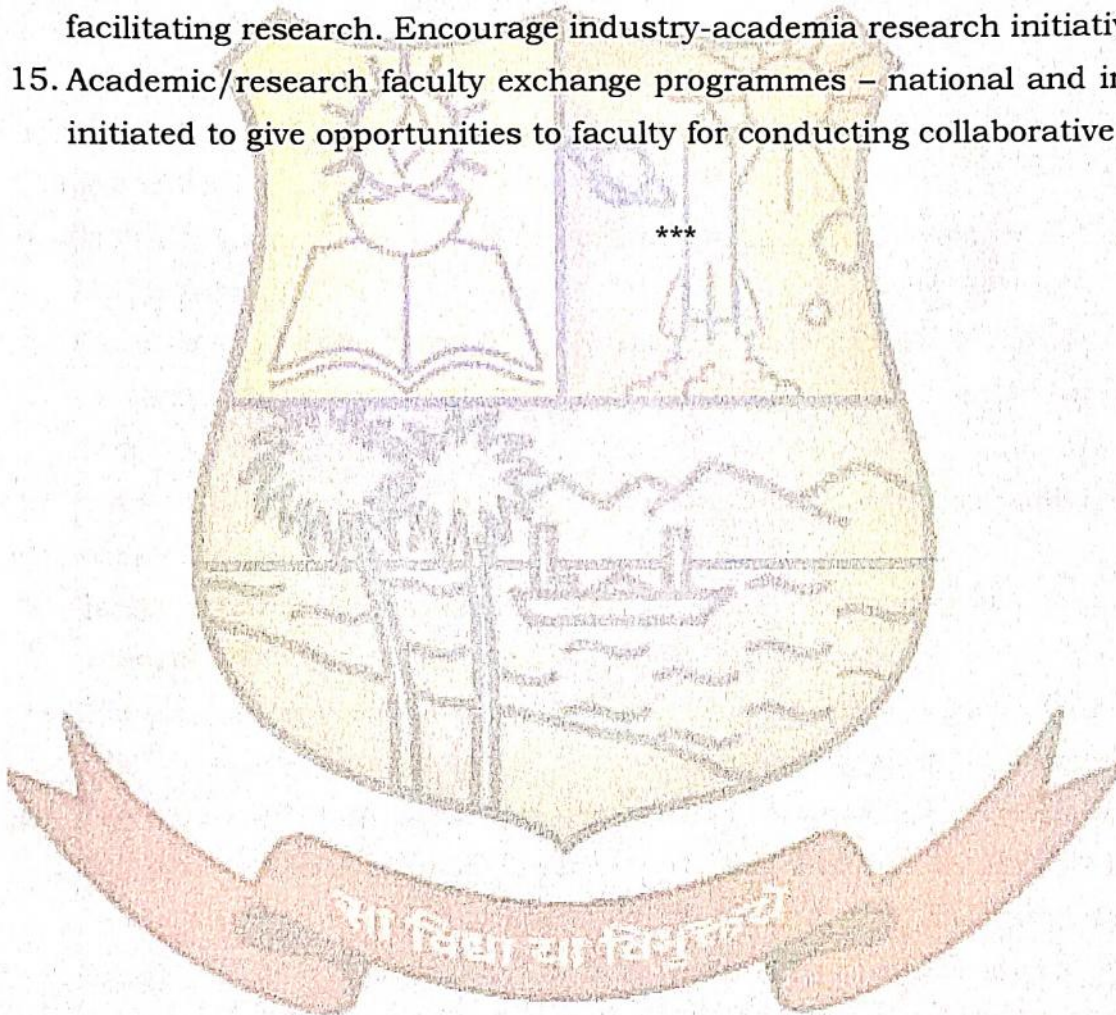
- a. Plagiarism Policy.
- b. Consultancy Policy.
- c. IPR policy.
- d. Institutional Ethics Committee Guidelines.

## 1) INITIATIVES TO PROMOTE RESEARCH CULTURE AMONGST FACULTY MEMBERS

Research portal on college website gives all information and documents related to promotion of Research on the campus. Initiatives and Facilities available to promote research culture amongst faculty members on the campus are as follows:

1. 06 Special research labs and Central Research Lab available for researchers. Central Research lab is established to harbor high end research infrastructure which can be availed by faculty and students for purpose of conducting research or practicals. Details of the specialized labs and its infrastructure are available on college research portal.
2. Duty - leave is sanctioned for attending conferences/workshops/seminars or presenting research papers.
3. Faculty can avail financial assistance (Travel allowance) for presenting research paper. The expenditure incurred on the same may also be reimbursed if prior approval of the same was obtained from Principal/Management.
4. Meetings and workshops are organized for faculty members to promote research culture and enhance quality research and publications.
5. Documents on Guide to research funding bodies and implementation processes related to promotion of research are made available on research portal of the college website.
6. College has a 'Research Discussion Forum' (RDF), to encourage interdisciplinary research.
7. Processes for facilitating completion of PhD work especially during time of thesis submission, applying for awards, applying for research grants, availing seed money etc are defined.
8. For Promoting completion of PhD:
  - o Flexibility to ask for adjustment in timetable to make provision for time to carry out research/pursue PhD.
  - o Special research section in library created to facilitate research writing and reading.
  - o Instituted Certificate of appreciation and cash prize for PhD completion.
9. College has Instituted Research award 'Best Teacher- Excellence in Research and consultancy' to faculty members with highest 03 year cumulative API scores as per UGC guidelines of Criteria 3 (Citation and cash prize).

10. From 2018, college instituted Annual 'Certificate of appreciation' and Cash prize to faculty with publication with highest impact factor journal listed in web of science/ Scopus / ICI.
11. Instituted 'Certificate of appreciation' and cash prize for felicitating State/National/International award or fellowship recipients
12. College facilitates processes for obtaining PhD guideship to eligible candidates.
13. Encourage consultancy and community service projects as given in 'Consultancy Policy' of the College.
14. MoUs and linkages with state/national /international institutions for facilitating research. Encourage industry-academia research initiatives.
15. Academic/research faculty exchange programmes – national and international initiated to give opportunities to faculty for conducting collaborative research.



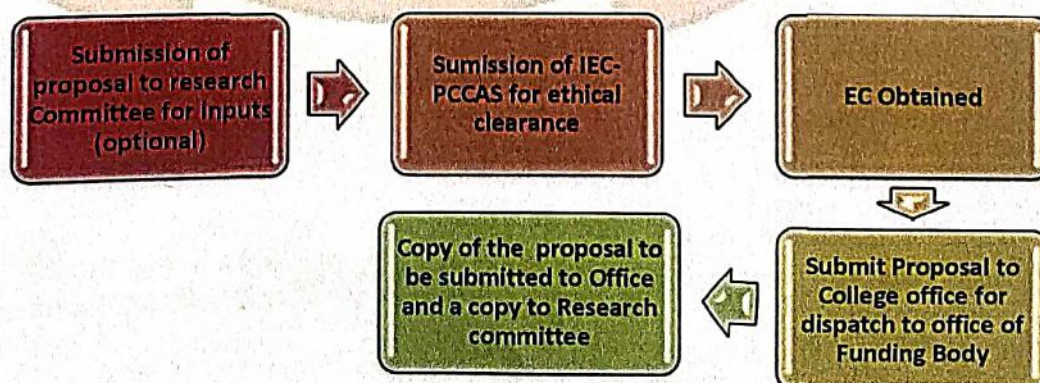
## 2) INITIATIVES TO PROMOTE RESEARCH CULTURE AMONGST STUDENTS

1. Guideline documents related to 'Research' are available for students on research portal of College Website (Understanding research, How to write Research Report, Avoiding Plagiarism, Referencing Guide).
2. 06 Specialized research labs and 'Central Research lab' are available for students to carry out research.
3. Course on 'Research Writing' is part of the curriculum for making students understand process of research.
4. Mandatory Research project for students to understand research steps and scientific process of research.
5. Mandatory Internships for students to understand work culture and develop soft skills.
6. Interdisciplinary research projects of students are encouraged under STAR DBT scheme.
7. Duty leave/TA for attending conferences/workshops/seminars/ presenting research papers is granted for students upon prior approval from Principal/Management.
8. Industry- Academia Guest lectures / workshops are conducted regularly for students.
9. Seed money is provided for carrying out subject based research projects/interdisciplinary research projects.
10. Science day is celebrated on 28<sup>th</sup> Feb (Prerna Divas) which gives platform for Third year students to present their research findings in the form of a Poster.
11. Research poster presentation competition for presenting research findings is organized annually under DBT Star College Scheme on Prerna Divas. Three Prizes for best research papers (2018-19 onwards) instituted for faculty of Languages, Social Sciences, Life Sciences and Natural Sciences.
12. College has 'Institutional Innovation Cell' (IIC) registered with MHRD which looks into fostering the culture of Innovation amongst students.
13. IIC also encourages startups by students (Student initiated consultancy projects / services / entrepreneurship).
14. National and International Academic/research exchange programs are initiated for students to expose students to global perspectives of learning environment and research. Information on 'Exchange programs' can be obtained from Student Support Service centre.

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### 3) SUBMITTING RESEARCH PROPOSALS TO FUNDING BODIES

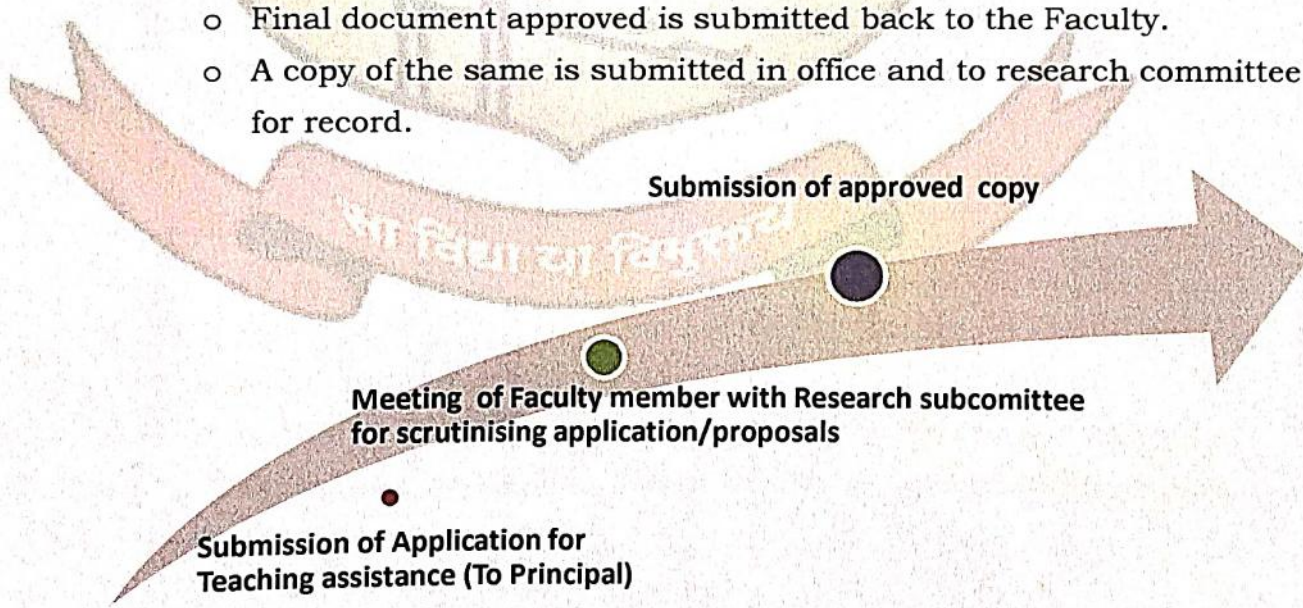
1. College encourages faculty members to apply for research funds.
2. Workshops/Sessions on 'Funding Bodies' is conducted for faculty members.
3. Document on 'Guide to funding bodies' is available on the 'Research portal' of college website. The document is prepared to help teachers identify the Funding bodies and schemes available based on their area of research.
4. Steps to be followed for Submission of proposal:
  - i. Necessary formats can be obtained by Principal investigator from the official website of relevant Funding body. Faculty members can seek help of Research Committee (PCCAS-RCEA) Convener, for any queries related to filling up of the research proposal.
  - ii. Researchers need to conform to guidelines of respective funding body whilst preparing their research proposals.
  - iii. Researcher needs to obtain Ethical Clearance (EC) from Institution ethics committee (IEC-PCCAS) for ethical clearance as per the format and procedure of IEC-PCCAS given on the website.
  - iv. Application for EC will be evaluated by IEC-PCCAS for issuing ethical clearance.
  - v. Final Proposal with EC by Institution ethics committee needs to be submitted in office for posting it to office of the funding body.
  - vi. The postage and printing cost will be borne by the institution.
  - vii. Copy of all Research proposals submitted to avail fund should be submitted by faculty member/researcher to College office and Research Committee convener for record.



#### WORKFLOW OF PROCESS

#### 4) ENCOURAGING COMPLETION OF PhD BY FACULTY MEMBERS.

- 1) Following Provisions are made available for promoting completion of PhD:
  - Flexibility to ask for adjustment in timetable to make provision for time to carry out research/pursue PhD.
  - Special research section in library created to facilitate research writing and reading.
  - Instituted Certificate of appreciation and cash prize for PhD completion.
- 2) Protocol for Availing Teaching assistance:
  - i. College has policy of encouraging completion of PhD by Faculty members. To facilitate this, the college has made this policy for availing teaching assistance. This can be availed by teachers who are about to submit their PhD thesis. The following protocol applies:
    - Submission of proposal for availing teaching assistance by faculty member to Principal/Management with justification.
    - Application is evaluated by Research subcommittee for recommendation / modification / rejection as per the protocol of the committee.
    - The financial assistance required for the same is submitted to Principal/Management for approval.
    - Final document approved is submitted back to the Faculty.
    - A copy of the same is submitted in office and to research committee for record.



#### WORKFLOW OF PROCESS



## **5) APPLYING FOR COLLEGE RESEARCH AWARDS.**

### **a) FOUNDER'S DAY CORNERSTONE AWARD: BEST TEACHER - EXCELLENCE IN RESEARCH**

- i. Applications are sought in the month of August every year in a prescribed format (Format emailed to Faculty members every year).
- ii. The format prepared is based on the Criteria III of the Academic Performance Index of Point Based Appraisal System of UGC.
- iii. Applicant has to furnish data of three consecutive years.
- iv. The applications are scrutinized by an 'Award scrutiny Committee' constituted by Principal /Management.
- v. The applicant with the highest cumulative score of 03 years is selected as the awardees for that year.
- vi. The recipient is awarded Cash prize, Certificate and Plaque with citation.
- vii. The recipient is not eligible for application of the award again for next 02 years.

### **b) CERTIFICATE OF APPRECIATION FOR QUALITY RESEARCH:**

With an objective to promote quality research, certificate of appreciation and cash prize was instituted. The following category of felicitations is instituted for faculty members:

- 1) Research publication with highest impact factor (Web of Knowledge).
  - 2) Authoring Book with ISBN.
  - 3) Felicitations of PhD Awardees.
  - 4) Felicitations of PhD Guide on award of PhD to student.
  - 6) Recognition of faculty with International collaborative projects or funding / Post doctoral Fellowships / Patents /Recipient of Awards.
- The data on the same will be obtained from 'Principal's monthly report'.
  - The eligible candidates will be scrutinized by Research Committee to finalize the recipients.
  - The selected recipients will be felicitated on 5<sup>th</sup> September every year.
  - The faculty members will be felicitated with certificate of appreciation and cash prize.

## 6) AVAILING SEED MONEY FOR RESEARCH OR FINANCIAL ASSISTANCE FOR PAPER PRESENTATION / RESOURCE PERSON

College looks at promoting research by allocating seed money for research promotion. This seed money may be utilized to develop infrastructural facilities to enable teachers to conduct research works. These facilities may be specialized laboratories or spaces for encouraging research works. Seed money is also made available to the faculty members to undergo trainings or enhance their research skills through workshops.



1. College provides seed money for conducting preliminary work /pilot study required to be done for writing research proposal.
2. Seed money is also made available to purchase minor equipments / chemicals not provided by funding body/ publishing paper in WoS listed journals/providing research assistant.
3. Application to avail seed money or research facilitates needs to be submitted to the Principal. The investigator needs to apply for the same by submitting detailed budget with justification, to the Principal /Management for approval.
4. Application for the same will be scrutinized for recommendation / modification / rejection of the same by the Principal and Research subcommittee.
5. Fund for the same will be made available upon approval of the budget by Principal/Management.
6. The decision on recommendation / modification / rejection of the same will then be conveyed to the applicant.
7. Besides, the faculty will be granted duty leave to present paper or attend seminar/conference as invited speakers.

8. The registration fee paid towards the same may be reimbursed to the teacher.
9. Application to avail financial assistance needs to be submitted to the Principal. Budget for the same needs to be approved by the Principal/Management.
10. Fund for the same will be made available upon submission of certificate of paper presentation/ attendance, Travel bills along with copy of letter of approved budget by Principal/Management.

## **7) PROTOCOL FOR USING CENTRAL RESEARCH LABORATORY.**

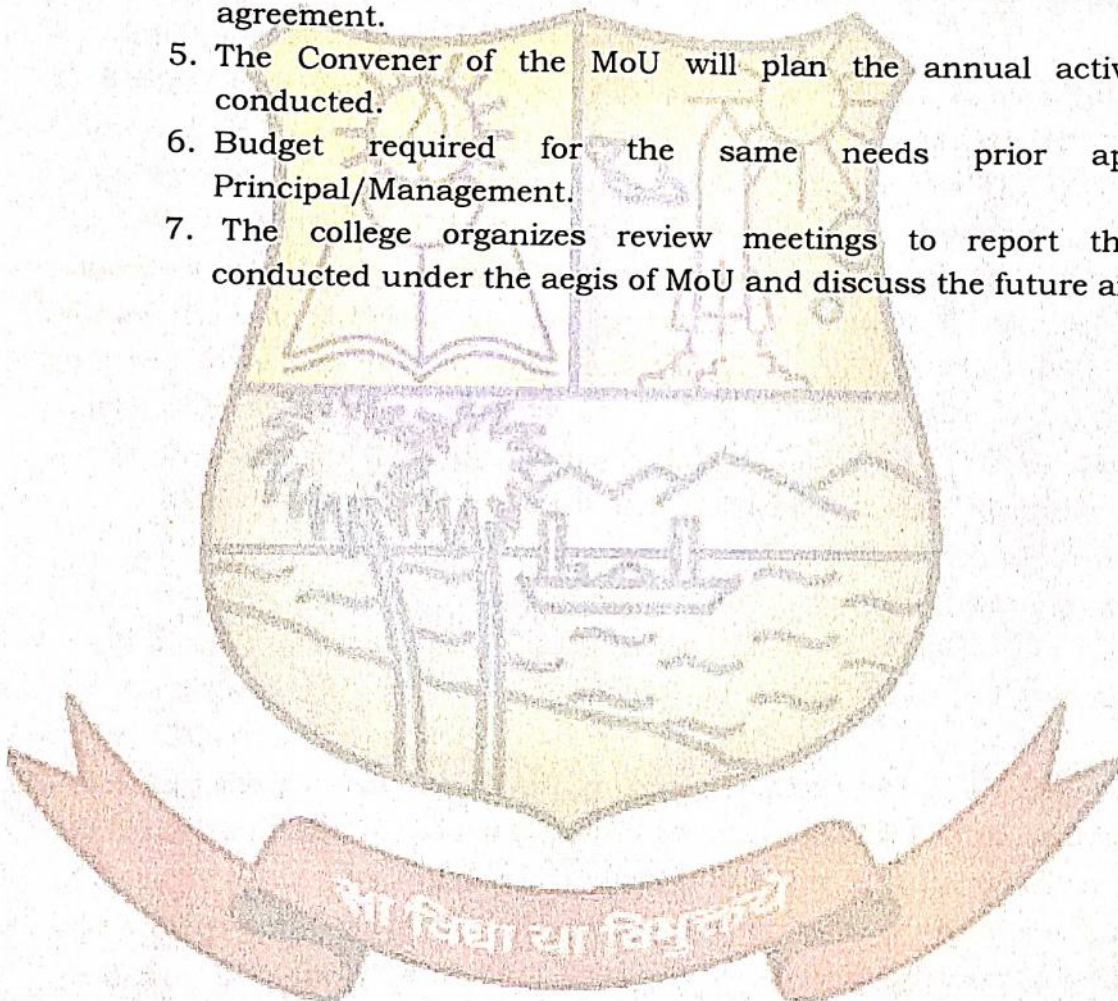
Central Research lab is established in August 2018, to strengthen and upgrade available Science research facilities to advanced research & training to enable the students to take up challenging research projects. This Lab is developed through RUSA Funds and further strengthened under DBT star College Scheme. Central research laboratory' harbors instruments that are essential for researchers in multiple departments of Science faculty. The CRL has lab set up and equipments for Cell culture, Microscopy works, DNA studies, Physicochemical parameter evaluations of soil and water, Microbiological testing, Geological studies involving Petrological microscope etc.

All teachers wishing to use the facilities at the Central Research Lab are requested to do so by following the protocol laid for usage of the same.

- Teachers intending to use CRL have to book the facility in advance by entering in the log book kept in the cubicle of Lab Assistant of Biological Science.
- All equipments have a separate log book of usage. Both teachers and students using specific equipment needs to enter into the log books before and after use of any equipment.
- For the ease of usage of equipment, a 'Workflow of Usage/Principle' for is available near each every instrument.
- The concerned teacher is requested to be present when students use the facility to ensure that there is no mishandling of the equipment/instrument.
- If any equipment/instrument is damaged during usage, the same needs to be noted in the log Book as well as via email to the Principal.
- Those wishing to use CRL during vacation, prior approval of the Principal are essential.

### 8) PROCEDURE FOR INITIATING LINKAGES/MOUs.

1. College has well defined format for initiating MoUs between institutes.
2. The format can be obtained from the college office after approval from the Principal on the need of the MoU with any Institute/Research Centre / organization.
3. It has provision of stating the objectives, processes and tenure.
4. The collaborating faculty (conveners) from both institutions along with the Principals of both associating institutions has to sign the agreement.
5. The Convener of the MoU will plan the annual activities to be conducted.
6. Budget required for the same needs prior approval by Principal/Management.
7. The college organizes review meetings to report the activities conducted under the aegis of MoU and discuss the future annual plan.



## GUIDELINES ON RESEARCH ETHICS AT PARVATIBAI CHOWGULE COLLEGE

As an academic and research institution, the college has formulated guidelines on 'Research Ethics' which governs the standards of conduct of researchers on the campus. While carrying out research, it is important to adhere to ethical principles in order to protect the dignity, rights and welfare of research participants. It is also important to curb plagiarism, and conform to the requirements of quality of research publications.

**1) Ethical Clearance:** Research proposals on social and biomedical research in Chowgule College involving human participants need to be cleared by IEC-PCCAS to safeguard the welfare and the rights of the participants. The IEC is entrusted the task of reviewing the proposed 'research protocol' prior to submission of project proposals and thereafter for monitoring the approved programmes to foresee the compliance of the ethics during the period of the project. The IEC approval form and related documents are available on the research portal of college website.

- a. Researchers (Teachers / Research scholars / UG /PG Students) working with human subjects should obtain ethical clearance from the 'Institutional Ethics Committee' of Parvatibai Chowgule College of Arts and Science (IEC-PCCAS), before conducting any research project.
- b. Duly filled Ethical Clearance application should be submitted by researchers/group of researchers to IEC-PCCAS as per guidelines given in IEC-PCCAS.

**2) Avoiding Plagiarism:** Academic integrity requires the individual to undertake academic activities responsibly and honestly. One of the most common practices of breaching the policy of academic integrity is the act of plagiarism. All teachers and students of Chowgule College are expected to be conscious of 'Plagiarism' as Academic dishonesty and work towards avoiding plagiarism in academics and research. Post graduate students, PhD scholars, Researchers and Faculty members will be governed by the University Grants Commission regulations, 2018 (Promotion Of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) and OC-29 of Goa University related to Promotion.

For curbing plagiarism the college has laid the following guidelines:

- a. All researchers need to submit 'Plagiarism check report' of any research paper intended to be communicated for Publishing or to be presented in a conference. The plagiarism check report need to be emailed to [pccas\\_research@chowgules.ac.in](mailto:pccas_research@chowgules.ac.in).

- b. Upon publication/presentation of the paper, researchers are expected to submit the same to the college repository by emailing the same to the research committee at [pccas\\_research@chowgules.ac.in](mailto:pccas_research@chowgules.ac.in)
- c. Researchers are required to give Institutional affiliation for all research publications obtained as a result of work done by them as faculty members / researchers of Chowgule college.

**3) Quality Publications:** Researchers are encouraged to publish their research findings in peer reviewed journals listed by Consortium for Academic and Research Ethics (CARE) of UGC or indexed in Scopus/Web of Science/India Citation Index. College organizes workshops on creating awareness about 'Predatory journals' and for encouraging researchers to publish their research findings in peer reviewed journals listed by Consortium for Academic and Research Ethics (CARE) of UGC.

- a. The UGC-CARE list of Quality Journals can be accessed from <https://ugccare.unipune.ac.in/site/website/index.aspx>.
- b. To view the journals listed in UGC-CARE, register yourself at <https://ugccare.unipune.ac.in/site/Applicant/Registration.aspx>
- c. After you are registered you can login to access the list of journals listed in UGC-CARE of your specific discipline.
- d. While choosing the journals Impact factors listed in Journal Citation Reports (JCR) may be accessed from Web of Science.
- e. Thomson Reuters site may also be used to ensure the scientific quality of a journal.
- f. Use SCIMAGO Journal Rank (SJR) to screening good journals.
- g. Registration of every faculty member in ORCID and RESEARCHER-ID/PUBLON is essential.
- h. This will enable researchers to obtain information of citations and H Index as and when asked by the College for the purpose of NIRF and NAAC.

*Policy initiated: December 2016*

*Revised and Approved in Academic council: 15/12/2018*

*Revised and Approved in Academic Council: 14/03/2019*

**Convener**

Research Consultancy and Extension Activities Committee (RCEA-PCCAS)  
Parvatibai Chowgule College of Arts & Science (Autonomous)

**Principal**

Parvatibai Chowgule College  
of Arts & Science(Autonomous)