



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

**POLICY DOCUMENT FOR
PROMOTING RESEARCH CULTURE
AT
PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

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:

- 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. PROMOTING RESEARCH CULTURE

The document explains various facilities and provisions available for faculty members and students to encourage research on the campus and understand research ethics.

The major objectives are:

- 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.

i) LIST OF RESEARCH POLICIES/RESEARCH DOCUMENTS:

The research committee has formulated policies and guideline documents to encourage research and promote research culture on the campus. The approved policies are as follows:

Policies:

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

Guideline Documents:

13. Understanding Research

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.

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 28th Feb (Prerna Divas) which gives platform for Third year students to present their research findings in the form of a Poster.

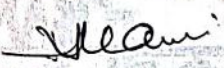
11. Research poster presentation competition for presenting research findings is organized annually under DBT Star College Scheme on Prerna Divas. Three Prizes for best research papers (2018-19 onwards) instituted for faculty of Languages, Social Sciences, Life Sciences and Natural Sciences.
12. College 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.

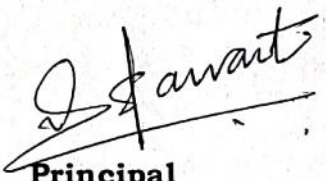
Policy initiated: December 2016

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

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


Convener
RCEA-PCCAS


IQAC Co-Ordinator
Parvatibai Chowgule College of
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Principal
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