

## **THE RESEARCH POLICY OF SALESIAN COLLEGE RESEARCH AND PUBLICATION CENTRE**

Salesian College has a Research and Publication Centre at Sonada for both the campuses. It aims to promote and coordinate research activities undertaken by both faculty and students. This is done by holding regular National and international Seminars and Research Scholars' workshops in collaboration with other agencies/universities/colleges. Members of the faculty are encouraged to work as guides/supervisors for doctoral and post-doctoral research scholars, to prepare and present papers, write article, edit the Salesian Journal of Humanities and publish books. Every department is encouraged to prepare and undertake research projects under various funding agencies including UGC-STRIDE. The faculty guides students of respective departments to engage in minor research projects and organize departmental seminars. The college also offers its facilities and resources to research scholars doing their doctoral or post-doctoral research.

All research activities of the college and those undertaken by its faculty are governed by the following guidelines which may be revised as and when the management deems it necessary. All research undertakings should have the explicit permission of the management. The management shall be kept updated on the progress of research activities through periodic reports.

### **PhD PROGRAMME**

Every faculty who has at least two years of service with Salesian College may be permitted to pursue his/her doctoral research programme as a Full time/Part-time research scholar. Preference shall be given to those with NET qualification.

#### **Full-time Research:**

- Those who intend to be full time research scholars must notify the management three (3) months in advance.
- They should apply for Research leave on the format available at the college office as per the Personnel Policy.
- On being granted Research scholarship/Fellowship they shall notify the management of the same in writing mentioning clearly the amount granted and the duration.
- Such persons may be granted leave for doctoral/post-doctoral research without pay.
- On completion of their PhD programme, they may be reabsorbed if and when a vacancy occurs, if they were non-permanent members of the faculty.

#### **Part-time Research:**

- Those who intend to pursue part-time research must seek permission of the management before applying for admission to PhD programme under university/competent institution.
- On being granted admission they should notify the management.
- They shall in no way compromise on the quality or regularity of their service to the college.
- Every semester they may be granted not more than five 5 days research leave on request. Additional leave may be granted without pay on written request.

- Every semester the part-time research scholar shall submit in writing a progress report on the status of his/her research.
- They shall compulsorily attend seminars/workshops organized on either campuses.
- They shall present papers at the Research scholars' workshop organized by the college.
- Research scholars may avail themselves of research funding of the college as per availability. Such funds should be used exclusively for research activities such as attending seminars/workshop, and travel for research. A written account of it with proper invoice should be submitted to the Accounts section of the college office and/or to the Internal Auditor.

## **RESEARCH GUIDES/SUPERVISORS**

Competent members of the faculty are encouraged to submit to the university concerned one's academic credentials to be eligible as guides/supervisors to research scholars.

- They are welcome to guide doctoral and post-doctoral research scholars with the authorization of the concerned university.
- The concerned faculty should intimate the college management in the event of such an appointment.

## **RESEARCH PROJECTS**

Every Department/Faculty is encouraged to prepare and submit minor/major research projects especially under UGC-STRIDE. Such initiatives should have the clearance from the Research Committee of the College.

- The HoDs of various departments shall be responsible for the preparation and execution of the same.
- The person primarily responsible for such projects shall call for periodic review of the project execution and prepare a progress report to be submitted to the Research Committee/ Grant Agency and management.
- All financial outlay, management and accountability of such projects shall be carried out through the Bursar's office of each campus and as per stipulations stated in the Finance Policy of the College.
- Faculty undertaking such research projects may be granted five(5) days' leave for research activities in a semester, over and above which will be deemed leave without pay.
- It is mandatory for faculty, if called upon to participate in research projects undertaken by the college. They shall be remunerated for such involvement as per financial layout of the project.

## **NATIONAL & INTERNATIONAL SEMINARS**

Salesian College organizes/participates in National and International seminars and workshops in a spirit of collaboration with other universities, colleges and agencies.

- The college will facilitate the participation of faculty in National and International seminars.

- *On duty* leave shall be granted to such participants provided the participation is sanctioned by the Research Centre/Committee of the College.
- The college may subsidize the expenses involved in such participation as per availability of funds.

Every department is encouraged to organize National/International seminars/workshop in collaboration with universities/colleges/agencies.

- It is the responsibility of the concerned department to provide for its own expenses through raising funds from participants, sponsorship or financial support from funding agencies.
- The college management and the bursar of the campus concerned shall be notified of the same.
- The concerned department shall evaluate the seminar and submit a written report with financial account and relevant photographs to the NAAC/IQAC office.

## **RESEARCH FACILITY**

Salesian College offers visiting doctoral/post-doctoral research scholars its research facility and expertise.

- Such scholars should produce valid ID card as well as a recommendation from one's supervisor/guide.
- The scholars can have recourse to the resources of the library on a caution deposit of Rs.2000/- (refundable). All rules of the library will be applicable to them.
- Outstation research scholars may be provided food and accommodation (short term) on payment of Rs.1000/- per day as per availability.

## **RESEARCH INTERNSHIP**

Salesian College provides research internship to eligible research scholars as and when research projects are available.

- The remuneration for such internship will depend on the fund allocation of the project concerned.
- The research outcome of such internship will remain the exclusive intellectual property of the college/the agency financing the project.
- The scholar will be awarded a Certificate of Recognition in addition to remuneration on successful completion of the research project within the stipulated time.

## **COLLABORATIVE RESEARCH INITIATIVES**

Salesian College welcomes and supports initiatives by department/faculty to enter into interdisciplinary/transdisciplinary research projects with departments/ colleges/ universities in India or abroad.

- Such project proposal should be submitted to the Research Committee of the college for approval and assistance.

- The proposal shall lay down clearly financial commitments, if any, on the research partners concerned as well as the time stipulated for the completion of the project.
- The proposal shall specify issues regarding intellectual property rights as well as publication rights of the research outcome.
- The Research committee of the college may award a Certificate of Appreciation to students/faculty who participate in such collaborative research projects.

## **CAPSTONE UNDERGRADUATE/POSTGRADUATE RESEARCH**

Research is integral to any good institution of higher learning. Research allows one not only to supplement class room learning but also to pursue one's interests, to learn new things, sharpen problem-solving skills and to challenge oneself in new ways. Thus every undergraduate student irrespective of the course one is pursuing, should be encouraged to take up small research projects under the supervision and guidance of the faculty. Salesian college intends to create a culture of undergraduate and postgraduate research on its campuses, considering knowledge generation a fundamental aim and responsibility of our college.

- Students of every undergraduate Honours department and Postgraduate programme, in their final semester, are expected to undertake a minor research project under the supervision of the faculty of the concerned department.
- Such research projects should be locally useful and globally relevant.
- The outcome of such research project shall be presented to the HoD of the concerned department with a copy to the Salesian Research Centre in printed form following scientific research methodology. Selected projects may be published in the Salesian Journal of Humanities and Social Sciences.
- Successful candidates will be awarded certificates as an Undergraduate/ Postgraduate Researcher.

### **PUBLICATION PROCEDURES:**

Any member of the Faculty may submit for publication in Salesian Journal of Humanities and Social Sciences, Salesian Journal of Sciences, or as a monograph of the Salesian Publication his/her article or manuscript, which may be accepted or recommended for other publications. In case one chooses the publication on his/her own for the subject specific visibility, the same shall be submitted for review to the expert committee of the Publication Centre.

In case of articles being invited for publication post-seminar and organized by the department(s), the material shall be submitted and reviewed as per the publication procedures outlined in the Publication/Journal Policies of the College outlined in detail and available at: [publication.salesiancollege.net](http://publication.salesiancollege.net)

## **THE MEMBERS OF THE RESEARCH COMMITTEE - 2020-21**

Fr Prof George Thadathil,sdb, PhD (Chairperson)

FrDrTomy Augustine,sdb, PhD (Research Centre Coordinator)

### **Members:**

FrDr James Molekunnelsdb, PhD

FrDr George Chempakathinalsdb, PhD

FrDrBabu Joseph sdb, PhD

DrDipankarRudra, PhD

DrGunjeet Aurora, PhD

DrDeepjyotiKatuwal, PhD

### **Secretaries:**

Dr Terence Mukhia, PhD

MrBikashSarma

MrBarun Roy

*S/d*

***The Principal***

***Salesian College, Sonada-Siliguri***