

# **RESEARCH AND DEVELOPMENT POLICY**

**NALBARI COMMERCE COLLEGE, NALBARI**

**PREPARED BY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**



**NALBARI COMMERCE COLLEGE, NALBARI**

**P.O.: CHOWBAZAR, DIST.: NALBARI, ASSAM**

**DATE:**

## 1. Introduction

The Introduction sets the context for establishing the RDC, articulating its main purpose, which is to support and enhance research activities within the college. It provides a roadmap for how the RDC will function and the timeline during which the policy is valid. The college establishes the RDC as the central body responsible for promoting research and academic development in the college. This policy will be effective from 2021-2022 to 2025-2026. Unless reviewed or updated earlier, it will remain valid for five years. The policy emphasizes the RDC's involvement in student and faculty research, workshops, and the publication of academic papers.

## 2. Objectives

The Objectives of the RDC clarify its purpose in detail and explain what the college intends to achieve through the establishment of this cell. The research and development cell sets the following objectives.

1. **Research Culture:** The RDC aims to create an environment where research is not just encouraged but becomes an integral part of the academic life at Nalbari Commerce College.
2. **Collaborative Research:** Encouraging interdisciplinary research within the college and between departments, as well as with external institutions and universities.
3. **Financial Assistance:** The RDC subject to the approval of the college administration will provide financial support for research-related activities, such as fieldwork, data collection, and conference participation.
4. **Research Skill Development:** Organizing workshops focused on improving the research skills of faculty and students.
5. **Publication Promotion:** Ensuring that faculty and students have opportunities to publish in respected journals and present at academic conferences.

6. **Publication of Book:** The R&D Cell will make necessary arrangements for publishing the book containing research papers and articles of the teachers inside and outside of the college.

### 3. Scope and Application

This section outlines who and what the RDC covers, detailing the specific research activities and groups that the RDC will oversee.

1. **Research Activities:** The RDC will be responsible for managing and promoting all academic research activities within the institution.
2. **In-house Projects for PG Students:** This includes offering support and guidance for postgraduate students in conducting their independent research projects.
3. **Workshops and Training:** Organizing workshops that will help improve research skills, especially in the areas of social sciences and humanities.
4. **Research Paper Publication:** Establishing processes for the publication of faculty and student research.
5. **Research Grants:** The RDC will evaluate and grant financial assistance to research initiatives.
6. **Allied Research Activities:** The RDC may be tasked with organizing academic conferences, collaborations with external institutions, and outreach programs.

### 4. Governance Structure:

This section describes the organizational framework of the RDC, specifying who will oversee its functioning, as well as how responsibilities are divided among various individuals as follows:

1. **Role of the Department of Management:** The Department of Management is assigned the responsibility for overseeing the RDC for the five-year policy duration (2021-2026).

2. **Head of the Department (HOD):** The HOD of the Department of Management is designated as the lead administrator (Convener) for the RDC. This individual will ensure that all activities are aligned with the institution's academic goals.
3. **Research Coordinators:** Faculty members from each department will be designated as research coordinators to handle day-to-day operations, advise students, and oversee department-specific research activities.
4. **External Collaboration:** The RDC will work with external research bodies, universities, and funding agencies to expand the scope and reach of research initiatives.

## 5. Roles and Responsibilities

This section provides a detailed description of the roles and duties of the various individuals involved in the RDC.

### 5.1 Head of the Department (HOD)

1. **Leadership:** The HOD will be responsible for overseeing the RDC's overall functioning, ensuring that it stays aligned with the institution's research priorities.
2. **Coordination:** They will supervise all research initiatives and projects within the RDC.
3. **Monitoring and Evaluation:** The HOD will regularly assess the progress of research projects, provide constructive feedback, and ensure that all research complies with ethical guidelines.
4. **Annual Reports:** The HOD will compile and submit an annual report detailing the RDC's achievements, challenges, and plans to the Principal and Governing Body.

## 5.2 Research Coordinators

1. **Liaison Role:** Research coordinators will be the primary points of contact for research activities within each department, ensuring smooth communication between the RDC and faculty members.
2. **Support for Research Projects:** They will assist in project planning, providing resources, guidance, and expertise to faculty and students involved in research.
3. **Promotion of Research:** Coordinators will actively promote faculty and student research achievements, helping to publicize publications and organize conferences and workshops.
4. **Documentation and Record Keeping:** They will maintain records of all research activities, ensuring that research outputs and grants are well-documented.

## 5.3 Faculty and Students

1. **Research Participation:** Faculty members and students are expected to engage actively in research activities, contributing original ideas, methodologies, and analyses.
2. **Collaboration:** Faculty and students are encouraged to work together across departments and with external institutions, promoting interdisciplinary research.
3. **Publication and Dissemination:** Faculty and students should aim to get their work published in peer-reviewed journals or present it at academic conferences to contribute to the wider academic community.

## 6. Routine Work

This section defines the **day-to-day operational duties** that the RDC will undertake to maintain ongoing research efforts and support.

1. **Project Monitoring:** The RDC will continuously monitor the progress of all research projects and ensure that they are completed on time and according to academic standards.
2. **Research Publication Facilitation:** Assisting faculty and students in the publication process by offering guidance on how to prepare articles for submission to journals.
3. **Disbursement of Funds:** Ensuring that all financial requests for research are processed and allocated according to the established criteria.
4. **Documentation:** Keeping an up-to-date record of all research activities, financial grants, and publications produced by the RDC.

## 7. Specific Work

This section outlines specific projects and initiatives that the RDC will focus on during the policy period. These activities are designed to facilitate research growth at the college.

### 7.1 In-House Projects for PG Students

1. **Objective:** To provide postgraduate students with a structured platform for independent research that is guided by faculty members.
2. **Support:** Faculty will guide students through all stages of research, including topic selection, methodology, data collection, and analysis.

### 7.2 Workshop on Research Methodology for Social Sciences and Humanities

1. **Objective:** To improve research methodologies and equip faculty and students with essential skills for conducting research in social sciences and humanities.
2. **Frequency:** At least one workshop per academic year to cover both fundamental and advanced research techniques.

3. **Content:** Topics will include qualitative and quantitative research methods, ethical research practices, data collection techniques, and the use of statistical tools.

### 7.3 Publication of Research Papers Collection

1. **Objective:** To create a published collection of research papers produced by both faculty and students.
2. **Process:** This will be a recurring effort, with the RDC helping in gathering research, ensuring its academic rigor, and publishing it in an annual or bi-annual journal.
3. **Platform:** The RDC will aim to get these publications recognized in respected academic journals and conferences.

### 7.4 Grant of Financial Research Assistance

1. **Objective:** To provide financial support for research projects that require additional resources.
2. **Types of Grants:**
  - I. **Research Equipment:** Funds for purchasing equipment or software required for research.
  - II. **Fieldwork and Data Collection:** Grants for expenses related to research sites, travel, and data gathering.
  - III. **Conference Participation:** Funding for students and faculty to present their research at conferences, both national and international.
  - IV. **Other Grants:** Any other research grant with the approval of the college administration.
3. **Application Process:** Faculty and students will submit proposals that include details on their research goals and the required funding, which will then be evaluated for approval.

## 7.5 Allied Activities Relating to Research

1. **Collaborations:** The RDC will foster partnerships with other institutions, research foundations, and agencies to widen the scope of research.
2. **Outreach:** Organizing programs to promote research awareness within the local community and the broader academic world.

## 8. Monitoring and Evaluation

The Monitoring and Evaluation section describes the mechanisms for assessing the RDC's activities and ensuring accountability and continuous improvement.

1. **Annual Reviews:** The RDC will conduct an annual review to assess the effectiveness of research projects, workshops, publications, and grants. The HOD will provide a comprehensive report on the findings.
2. **Feedback:** Feedback from faculty, students, and research coordinators will be collected to assess satisfaction with RDC services and identify areas for improvement.
3. **Performance Metrics:** The RDC will track quantitative metrics such as the number of publications, the amount of financial assistance granted, and the number of research projects completed.

## 9. Conclusion

This concluding section emphasizes the commitment of the RDC to fostering a culture of research and academic excellence within the college.


1. **Commitment:** The RDC is dedicated to creating an environment where research is promoted and supported, ensuring that faculty and students have the resources they need to succeed.



2. **Long-Term Vision:** The RDC aims to contribute to the development of the institution by enhancing research quality and expanding the scope of academic inquiry.



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