# SYNOD COLLEGE SHILLONG

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NAAC Re-Accredited 'A' Grade

## SYNOD COLLEGE GUIDELINES FOR PROVIDING GRANTS TO TEACHERS FOR

## IN-HOUSE RESEARCH PROJECTS

### 1. Introduction and Objectives

The college seeks to encourage and enable teachers from various streams to engage in research activities in order to make contributions to the existing body of research by providing them with financial assistance. This will contribute to the growth of knowledge domain of the teachers thereby contributing to the overall interest of the society in general and the students' community in particular.

### 2. Eligibility and Target Group

Synod College provides financial assistance to regular/permanent teachers (government sanctioned and college sanctioned) employed in the college who wish to undertake, along with teaching work, any research project(s) subject to the following eligibility criteria.

I. A teacher whose service has been confirmed by the Management/state government or has served the college for at least two years can avail financial assistance under this grant.
II. A teacher who is less than 59 years of age.
III. A teacher can avail financial grant for only one project at any given time.
IV. Two or more teachers may collaborate together for a project. One teacher can serve as the Principal Investigator and the others may assist the principal investigator as Co-investigator(s).

### 3. Nature of Assistance

The amount of financial assistance for a research project will be as under: In-house project in Arts, Sciences, Commerce and Computer Applications - ₹ 30,000 (Rupees thirty thousand) only (this amount is subject to revision as and when required). Whenever, there is/are Co-investigator(s)s in the project besides the Principal Investigator, the project will be

sanctioned in the name of the Principal Investigator. However, the copy of the sanction should be given to the co-investigator(s) as well.

## 4. Procedure for applying and approval

The proposals in the prescribed format completed in all aspects will have to be submitted to the Coordinator along with a certification by the Chairperson of the Departmental Research Committee (DRC). Before making such recommendation, the project proposal has to be considered and passed by the DRC to be constituted by the Head of Department. Ordinarily the HOD shall be the chairperson the DRC with the rest of the faculty as members. However, in case the HOD is the applicant, the next senior most faculty in the Department shall be the Chairperson of the DRC. The Chairperson of the DRC has to complete the entire process of considering and certification the research proposal within one month from the date of submission of a request by the teacher concerned. The DRC in the Department of the Principal Investigator shall ordinarily be authorised to consider the project proposal and certify the same for the consideration of the IQAC in case the co-investigator(s) belonging to a department which is different from the department of the Principal investigator. The co-investigator(s) if belonging to a department different from the department of the Principal Investigator shall have to attend the DRC meeting when the joint proposal is taken for consideration. The received proposals will then be assessed with the help of an expert committee constituted by the IQAC of the college. The final decision will be taken by the IQAC on the basis of recommendations made by the expert committee and the availability of funds under the scheme.

## 5. Procedure for Release of Grants

The first instalment of the grant shall comprise of 80 % of the total grant approved by the IQAC for the total duration of the project. The grant will be released to the concerned teacher. On receipt of Final Report, statement of expenditure and utilization certificate of 1st instalment of grant and the satisfactory report from the expert to be decided by the IQAC, the remaining 20% of the total grant will be released as second instalment. In the case of project proposal meant for the development of applications (in the case of the Department of Computer Applications), the second instalment shall be released on satisfactory development of the applications and submission of the statement of expenditure and utilization certificate. A copy of the sanction orders for the release of both the first and second instalment shall be made by the Coordinator, IQAC to the Head of the Department(s) concerned for information.
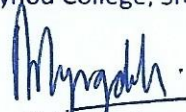
## 6. Procedure for submission of the Research Report

The completed project report shall be submitted to the IQAC. The Coordinator, IQAC shall send the report for examination by an expert to be identified for the purpose.

## 7. Duration of the project

The duration for completion of the research project shall be one year from the date of its sanction. Extension in tenure is permissible only in special circumstances with due approval from the IQAC. Application for extension may be done one month prior to the end of the project period. Ordinarily, extension of 6 months will be allowed and a further extension can be granted only if necessitated by extra-ordinary situation to the satisfaction for approval by the IQAC. A copy of the extension order shall also be served to the Head of the Department concerned for information.

## 8. Other general conditions

I.  It would be the responsibility of the Principal Investigator to ensure that there is total accountability of the project.

II.  If a teacher desires to avail another in-house project, the ongoing project would have to be completed first.

III.  Teachers availing financial grant for their research projects are encouraged to make paper presentation(s) in national/international seminar(s)/conference(s) based on their research project.

IV.  It is desirable that the Principal Investigator/and Co-investigator(s) should publish at least one paper in a reputed journal (UGC care-list) or publish in the form of a book/article in a book from the project completed.

V.  In cases were the Principal Investigator/Co-investigator discontinues his/her service in college and migrates to another institution, continuation of the project is permitted but acknowledgment should be given to the college whereby the current project has been done under the support and funding of the IQAC of Synod College.

VI.  If a Principal Investigator/and the Co-investigator(s) fails/fail to complete the project, the Principal investigator has to refund the entire amount released.

VII.  Whenever, there is/are Co-investigator(s)s in the project besides the Principal Investigator, the papers to be presented in seminar(s)/conference(s) and publications arising out of the project shall be in the names of the Principal Investigator as the main author and the Co-investigator(s) as the joint author(s).

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