



**STANDARD OPERATING  
PROCEDURES**

**RESEARCH  
DEVELOPMENT CELL**

**Dr. N.S.A.M. First Grade College**

**Bangalore-64**

# **STANDARD OPERATING PROCEDURE**

## **FOR**

### **ANWESHANA –RESEARCH DEVELOPMENT CELL (RDC)**

#### **Introduction:**

Research is an integral part of the teaching learning process and is considered the backbone of Education. Research helps educationists to recognize and benefit the opportunities for collaboration, sharing of knowledge, innovative practices and skills. In order to provide every faculty member and student with the latest skills and expertise in their area of interest, Dr. N.S.A.M First Grade College has formed its Research Development Cell that provides an opportunity for faculty from diverse professional background to share their expertise and enrich their research skills. The RDC provides guidelines and encourages members of the staff to publish their works in leading journals and to present papers at national and international conferences. In a nutshell, the Research Development Cell aims to nurture research culture among students and faculty.

To further strengthen the functioning of RDC, an associated IPR Cell has been constituted. The details of the same are presented in the Annexure 1 (Constitution of IPR Cell)

#### **Objectives**

- To create awareness about Research among the students & faculty
- To motivate faculty to take up research projects and enhance research skills and qualifications
- To encourage students to take up minor research projects under the guidance of faculty
- To motivate and guide the faculty members for R&D activities in the area of their specialization
- To encourage faculty and students to publish research papers in reputed National and International Journals
- To encourage faculty and students to participate and present their research in conferences/seminars (State/National/International)
- To facilitate the growth of research culture in the college.

- To maintain and disseminate current information about relevant research areas and initiatives in government, in the professions and in relevant industries, including external funding opportunities;
- To develop strategies to foster research collaborations, to work with various departments to establish and develop faculty research priorities in interdisciplinary areas;
- To coordinate faculty development activities/workshops on research-related issues

**Constitution of the Committee:**

The committee would consist of at least 08 members. The generic membership details are as follows

<b>Sl. No.</b>	<b>Designation</b>	<b>Number of members</b>
1.	Chairperson- Principal	1
2.	Coordinator (Faculty)	1
3.	Faculty representatives	2
4.	Student representatives	04
	<b>TOTAL</b>	<b>08</b>

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

Student representatives are selected based on the recommendations of the class teachers (largely high academic achievers) or based on the special talents, interests and skills of the students. Only volunteering students are included in the committee.

**Schedule of meetings:**

- The committee would formally meet at the start of the academic year to plan for the year’s activities, and submit a strategic perspective plan in the format given.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.

- The committee would formally and informally meet as many times as required depending on the need or in emergency situations.
- Minutes of informal meetings need not be maintained.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

#### **Responsibilities of the Coordinator:**

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion.
- The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- To write and circulate the minutes of the meeting.

#### **Working of the Committee:**

- Strategic perspective plans need to be submitted by the committee along with estimated budget or event based budget prior to the commencement of the academic year.
- The Coordinator along with the members will take the necessary steps to implement the proposed list of activities for the semester.
- The necessary preparations for the execution of the programs/ activities are made in consultation with the Head of the Institute.
- The committee has the responsibility to suggest improvements in the existing research policy, to enhance the research output.

#### **Documents maintained by the Research Development Cell - Anweshana:**

- Copy of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- All documents generated by the IPR Cell
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)

- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.

## ANNEXURE 1

### INTELLECTUAL PROPERTY CELL

Intellectual Property (IP) is important for any institution as it sets a new benchmark in the progress of the institution. Dr. N.S.A.M First Grade College is committed to encourage the creativity and intellectual contributions of the faculty and student community. The IPR Cell is dedicated to encourage and guide students and staff members to develop research strategies, innovative findings and protect the inventions.

#### Objectives of the IPR Cell:

- To create awareness and benefits about Intellectual Property Rights.
- To conduct Workshops/ Seminars /Conferences on Intellectual Property Rights.
- To conduct in-house Student-Dialogue to build awareness with respect to Intellectual Property Rights among student community.
- To advise and guide students and faculty on importance of IPR with the help of authorized Patent Authority.
- To encourage faculty and students to pursue IP generating research.

#### IPR Committee:

The IPR committee will be constituted by the RDC- ANWESHANA and will follow the guidelines mandated by the Research Policy. The committee will constitute of additional members as per the table provided below:

Sl.No	Designation and Address	Role
1	Principal	Chairman
2	Coordinator, IQAC	Co-chairman
3	Coordinator, Research Development Cell,	Coordinator
4	HOD, Commerce Department	Member
5	HOD, Language Department	Member
6	Two Commerce Faculty	Members
7	Authorized IPR person	Consultant

  
PRINCIPAL