



P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)
Phone : (033) 2592 1327, Fax : (033) 2592 1326, e-mail : pndc.principal11@gmail.com
Website : www.pndacollege.in

NAAC ACCREDITED - 2016

Ref.:

Date

Institutional Research Policy Document

Purpose: The research policy of the P.N. Das College aims to frame and support research culture among the staff and students.

It also aims to ensure that the research activities of the college adhere to all applicable rules and regulations as well as the standards and norms relating to the safe and ethical conduct of research.

Scope of the Research Policy

This policy shall apply to all the researchers of the college and for the purpose of this policy 'researchers' are defined to include

- All staff (regular, part-time, contractual), actively engaged in teaching, research, administration and provision of any form of support to the core functions of the college.
- All students registered with the college.
- All academic and administrative departments of the college.

Objectives of Research Policy

The principle objectives of the Research Policy are as follows:

- To establish research culture through various research initiatives and programs.
- To establish a central Research Centre.
- To encourage faculty members to publish research papers and undertake various research projects of social and academic importance.
- To publish a research journal/ Book, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country.
- To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that will be undertaken by the college.

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Principal
P.N. Das College 1 of 5
Palta, Bengal Enamel, N. 24 Pgs



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Research Policy

- To encourage original quality basic and applied research in the fields of Science, Literature, Commerce and Social Sciences.
- To establish linkage with industries and business organizations to identify potential areas of research, surveys and other basic research enquiry.
- To acquire projects, market surveys and other research activities to acquire assistance from other business houses, industries, NGOs, boards and forums.
- To encourage faculty members to get research projects from National Funding agencies like SERB, DBT, DST, ICSSR, UGC and other such institutions.
- To provide financial assistance for publication of research papers and research findings.
- To offer a suitable platform to the faculty members, scholars and students of the institution to publish their research findings and encourage them to bring to the notice of society issues of contemporary importance.
- To depute faculty members to various workshops, symposia, seminars and conferences in their respective fields as well as in areas of contemporary importance.
- To provide suitable infrastructure in the college
- To enrich information and data resources suitable for undertaking quality research projects and enquires.
- To undertake all other such activities which will inculcate research culture in the college.
- To encourage teachers to pursue Doctoral studies.
- Organising workshops / training programmes/ sensitisation / capacity building / IPR related Entrepreneurship development / skill enhancement programmes are conducted by the institution to promote research culture on campus.

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Seed money for research:

To encourage teachers for research, financial assistance is provided in the form of Seed Money.

The primary objective of the scheme is to strengthen the research activity, applicable and useful to industry and society, especially among the young faculty members which will act as a stepping stone for them to apply further to the various funding agencies for major research grants.

Eligibility

- All the regular faculty members either alone or in collaboration (Interdepartmental) shall be eligible for funding under this scheme. The faculty members should have reasonable research/ teaching experience in a relevant field.

Duration

- The duration of the project shall be ONE year.

Nature of Financial Assistance

- The maximum grant to be sanctioned under the scheme per project shall be Rs. 5,000/-, to be revised as per the recommendation of the Finance Committee.
- The hiring of analytical services for completion of a specific task of the project shall be allowed and the cost is included in the main project grant amount. No special grant shall be provided.
- No further grant will be provided unless the final report of the previously approved project is submitted and accepted.

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Procedure for Application and Selection of Project Proposals

- The College shall invite proposals under the scheme by putting up a notice on the college website.
- Eligible faculty members can apply indicating objectives, current national and international status, the methodology employed, plan of the research work, expected outcome of the project along with the budget estimate for one year in the prescribed format.
- The project proposal/idea having an element of innovativeness, a part of applied research, or where proof of concept has been partly or fully established shall be given preference.
- In the case of joint/collaborative projects, the objective, responsibilities, and budget of each department shall be clearly demarcated and given separately.
- The applicant shall be required to submit hard copies of the detailed proposal along with a soft copy to the college.
- The proposal shall be reviewed, and shortlisted researchers shall be invited for a presentation before the Research Committee constituted for this purpose.
- Transfer of project shall not be allowed.

Procedure for Release and Utilization of Grants

- The sanctioned amount shall be transferred to the account operated by Principal Investigator. The PI shall have the rights and responsibility for auditing the accounts.
- The first installation of the research grant shall be 50 percent of the total received a grant to the PI.
- The release of funds of the second instalment shall depend on the quality as well as the performance of work done and milestones achieved at the first stage and recommendation of the review committee.
- The statement of accounts and utilization certificate shall be submitted at the end of the financial year for the release of the subsequent grant.
- The participation of the Principal Investigator in various research-related activities by college, universities, or programs organized at the

4 of 5

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national/international level shall be mandatory and a prerequisite for the release of subsequent grants.

Report for Completion of the Project

- The Project awardees will submit six monthly progress reports regularly with clear status of milestones achieved to the Research Expert Committee.
- A bound copy of the final report of work done on the shall be submitted to Research Committee on completion of the research project

Guidelines for providing financial support for attending seminars/ workshops/ conferences

1. Application should be addressed to the Principal with details of the program
2. Applicants whose paper is accepted for presentation will be given preference
3. A copy of the Certificate of Participation should be submitted to the office
4. Supporting documents and bills should be submitted
5. Release of funds is subject to the availability of funds

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