



Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

Research & Development Cell (RDC) Manual

Prepared by:

RDC

SMT INDIRA GANDHI
PG COLLEGE

Note - "This Research & Development Cell Manual is applicable for the academic year 2025–26 and is subject to revision as per institutional and university guidelines"

Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

INDEX

1. Introduction, Purpose & Scope

- 1.1 Introduction
- 1.2 Rationale for Establishment of the RDC
- 1.3 Vision of the Research and Development Cell
- 1.4 Mission of the Research and Development Cell
- 1.5 Objectives of the Research and Development Cell
- 1.6 Scope of the Research and Development Cell
- 1.7 Applicability of the RDC Manual

2. Composition, Structure & Functions of the RDC

- 2.1 Constitution of the Research and Development Cell
- 2.2 Composition of the RDC
- 2.3 Tenure of Members
- 2.4 Organizational Structure of the RDC
- 2.5 Functions of the RDC
- 2.6 Roles and Responsibilities of RDC Members
- 2.7 Meetings of the RDC
- 2.8 Decision-Making Process
- 2.9 Coordination with Academic Departments and Cells
- 2.10 Record Keeping and Documentation

3. Research Policy, Ethics & Code of Conduct

- 3.1 Research Policy Statement
- 3.2 Scope of the Research Policy
- 3.3 Ethical Principles in Research
- 3.4 Plagiarism Prevention and Originality Assurance

- 3.5 Research Involving Human Participants
 - 3.6 Data Management, Storage, and Confidentiality
 - 3.7 Authorship, Acknowledgement, and Intellectual Credit
 - 3.8 Conflict of Interest
 - 3.9 Research Misconduct and Corrective Action
 - 3.10 Responsibilities of the RDC in Ethical Compliance
-

4. Research Promotion, Capacity Building & Support Mechanisms

- 4.1 Research Promotion Initiatives
 - 4.2 Capacity Building and Faculty Development Programmes
 - 4.3 Research Mentoring and Guidance Mechanisms
 - 4.4 Support for Research Publications
 - 4.5 Support for Conferences, Seminars, and Workshops
 - 4.6 Institutional Research Infrastructure and Resources
 - 4.7 Collaboration, MoUs, and Interdisciplinary Research
 - 4.8 Documentation and Reporting of Research Activities
 - 4.9 Role of Academic Departments in Research Promotion
 - 4.10 Continuous Improvement in Research Practices
-

5. Research Output, Monitoring & Quality Assurance

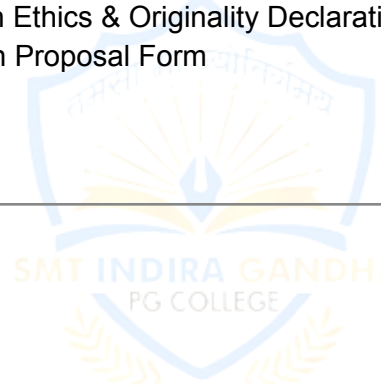
- 5.1 Types of Research Output
 - 5.2 Documentation of Research Output
 - 5.3 Monitoring of Research Activities
 - 5.4 Quality Assurance in Research Practices
 - 5.5 Review and Evaluation of Research Progress
 - 5.6 Outcome-Oriented Research Approach
 - 5.7 Corrective Measures and Improvement Actions
 - 5.8 Reporting of Research Activities
 - 5.9 Transparency and Accessibility of Research Information
 - 5.10 Continuous Enhancement of Research Quality
-

6. Records, Documentation & Annexures

- 6.1 Importance of Research Documentation
 - 6.2 Types of Records Maintained
 - 6.3 Record Maintenance, Storage, and Preservation
 - 6.4 Accessibility and Transparency of Records
 - 6.5 Use of Digital Platforms for Record Management
 - 6.6 Responsibility for Record Maintenance
 - 6.7 Review and Updating of Records and Annexures
 - 6.8 Applicability and Revision of the RDC Manual
-

7. Annexures

- **Annexure I** – RDC Formation Order
 - **Annexure II** – Minutes of RDC Meetings
 - **Annexure III** – Faculty Research Publication Record
 - **Annexure IV** – Research Event / Workshop Report Forma
 - **Annexure V** – Research Ethics & Originality Declaration
 - **Annexure VI** - Research Proposal Form
-



Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

PART – I

INTRODUCTION, PURPOSE & SCOPE

1.1 Introduction

Smt. Indira Gandhi PG College recognizes **research, innovation, and academic inquiry** as essential components of higher education that contribute to intellectual growth, academic excellence, and institutional development. To strengthen scholarly engagement and promote a culture of systematic inquiry, the College has established a **Research and Development Cell (RDC)** as a dedicated academic facilitation and coordination unit.

The Research and Development Cell functions as an institutional platform to:

- motivate faculty members and students to undertake research,
- support project-based and interdisciplinary studies,
- encourage innovation-oriented academic work, and
- promote socially relevant and community-focused research initiatives.

The Cell encourages research that is:

- methodologically rigorous,
- ethically responsible, and
- academically meaningful,

particularly in areas aligned with the disciplines offered by the College such as humanities, social sciences, sciences, commerce, teaching–learning processes, curriculum development, assessment practices, and contemporary societal concerns.

This manual provides a **comprehensive institutional framework** outlining the purpose, vision, mission, objectives, scope, and operational direction of the RDC. It aims to ensure **clarity, uniformity, accountability, and continuous enhancement** of research activities at Smt. Indira Gandhi PG College.

1.2 Rationale for Establishment of the RDC

In the contemporary higher education landscape, research plays a pivotal role in:

- knowledge generation,
- professional growth,
- innovation,
- institutional credibility, and
- enrichment of teaching–learning processes.

A research-oriented academic culture enhances:

- critical thinking,
- analytical ability,
- problem-solving skills, and
- social responsiveness.

The RDC has been constituted to provide a **structured, supportive, and coordinated framework** for planning, guiding, facilitating, and monitoring research activities across the institution. The establishment of the Cell is intended to:

- Foster a research-oriented culture among faculty and students
- Provide organized guidance for conceptualizing and conducting research
- Encourage discipline-specific and interdisciplinary initiatives
- Promote originality, academic integrity, and ethical practices

- Facilitate collaboration with external academic bodies
- Enhance quality and visibility of research outputs

Through the RDC, the College seeks to ensure **systematic and meaningful research engagement** in alignment with the academic ordinances and research guidelines of **Maharaja Suhel Dev State University**.

1.3 Vision of the RDC

To create a **dynamic, inclusive, and ethical research ecosystem** that nurtures critical inquiry, innovation, and scholarly excellence, contributing to academic enrichment, institutional advancement, and societal development.

1.4 Mission of the RDC

The RDC strives to:

- Encourage inquiry-driven and practice-oriented research
 - Provide institutional support for high-quality ethical research
 - Strengthen research competencies through mentoring and training
 - Promote interdisciplinary and collaborative studies
 - Facilitate dissemination through recognized academic platforms
 - Ensure systematic monitoring and continuous improvement
-

1.5 Objectives of the RDC

The RDC aims to:

1. Establish a structured and vibrant research culture

2. Motivate faculty and students toward innovation and inquiry
 3. Uphold ethical standards and academic integrity
 4. Support publication and presentation in journals and conferences
 5. Encourage internal and external research collaboration
 6. Provide mentoring at all research stages
 7. Enhance skills through workshops and orientation
 8. Periodically review outcomes for improvement
 9. Strengthen social relevance and impact of research
-

1.6 Scope of the RDC

The scope extends to all research-related activities conducted under the institutional framework, including:

- Research by faculty and students
 - Interdisciplinary and applied projects
 - Review of proposals and publications
 - Organization of seminars, workshops, FDPs, student forums
 - Dissemination through publications and presentations
 - Promotion of ethical conduct and academic honesty
 - Maintenance of research records and reports
 - Collaboration with universities, agencies, industries, community
-

1.7 Applicability of the RDC Manual

This manual governs the **planning, implementation, monitoring, and reporting** of research activities at Smt. Indira Gandhi PG College and applies to:

- Faculty involved in teaching and research
- Students undertaking projects, dissertations, publications
- Academic departments and committees
- All research collaborations and scholarly events

All stakeholders shall adhere to the procedures and ethical standards outlined herein to ensure **consistency, accountability, and excellence**, in accordance with the regulations of **Maharaja Suhel Dev State University**.



Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

PART – II

CONSTITUTION OF THE RESEARCH AND DEVELOPMENT CELL (RDC)

2.1 Establishment of the Research and Development Cell

Smt. Indira Gandhi PG College has constituted a **Research and Development Cell (RDC)** as a structured institutional body to promote research engagement, academic inquiry, innovation, and knowledge creation across undergraduate and postgraduate programmes.

The RDC functions as a **central coordinating and facilitative mechanism** for:

- planning and guiding research activities,
- supervising and monitoring academic inquiry,
- supporting project-based and interdisciplinary studies, and
- reviewing research outcomes of faculty members and students.

The Cell provides institutional support to encourage **systematic, ethical, and outcome-oriented research practices** relevant to the disciplines offered by the College and to contemporary academic and societal needs.

The RDC is constituted through a **formal order issued by the competent authority** of the College. Its structure ensures:

- appropriate academic representation,
- administrative facilitation, and
- participatory functioning,

enabling effective coordination of research across departments. The Cell promotes adherence to academic standards, ethical research conduct, and the research regulations of **Maharaja Suhel Dev State University**.

2.2 Composition of the Research and Development Cell

The RDC is constituted to ensure academic diversity and effective management of institutional research initiatives.

The RDC shall ordinarily comprise:

Chairperson

- Principal / Head of the Institution

RDC Coordinator / Convener

- A senior faculty member with experience in research, publications, project supervision, or innovation-oriented academic work

Faculty Members

- Representatives from different academic disciplines
- At least one member with exposure to research methodology, interdisciplinary studies, or academic publications

Administrative Representative

- One member from administrative staff for coordination, documentation, and record maintenance

External Resource Persons (as required)

- Academicians or researchers from universities or allied fields invited based on research needs

The composition may be **reviewed periodically** in accordance with institutional priorities and the guidelines of **Maharaja Suhel Dev State University**.

2.3 Tenure of RDC Members

- Members shall ordinarily serve for a **term of two academic years**
- The tenure may be extended or the Cell reconstituted based on institutional needs

- Vacancies arising due to resignation or transfer shall be filled by nomination to ensure continuity
-

2.4 Functional Structure

Chairperson (Principal)

- Provides academic leadership for research
- Ensures alignment with institutional vision
- Facilitates approvals and resource allocation

RDC Coordinator

- Plans and organizes research programmes
- Coordinates meetings and action plans
- Acts as liaison between departments and authorities

RDC Members

- Support departmental research initiatives
- Mentor faculty and students
- Assist in organizing academic events

External Experts (where applicable)

- Provide guidance on research quality and innovation
- Support interdisciplinary collaborations

The RDC functions in coordination with departments and institutional committees to foster a **sustainable research culture**.

2.5 Functions of the RDC

The Cell shall:

1. Promote a research-oriented academic environment

2. Plan and coordinate research of faculty and students
 3. Develop institutional guidelines for research execution
 4. Encourage ethical practices and academic integrity
 5. Organize workshops on research methodology and writing
 6. Facilitate interdisciplinary collaboration
 7. Support dissemination through journals and conferences
 8. Review progress and performance of research
 9. Maintain systematic research records
 10. Recommend measures for quality enhancement
-

2.6 Roles & Responsibilities

Chairperson

- Provide strategic direction
- Approve plans and proposals
- Ensure alignment with academic goals

RDC Coordinator

- Convene meetings
- Prepare annual action plans
- Facilitate mentoring and collaborations
- Monitor documentation

RDC Members

- Encourage departmental participation
- Guide research planning and reporting
- Support events and monitoring

External Experts

- Advise on quality and best practices
 - Support collaborative initiatives
-

2.7 Meetings

- RDC shall meet **at least twice in an academic year**
 - Additional meetings may be convened as required
 - Agendas, minutes, and Action Taken Reports shall be maintained
-

2.8 Decision-Making Process

- Matters discussed in formally convened meetings
 - Decisions taken through deliberation and consensus
 - Chairperson's decision shall be final in case of divergence
 - All decisions recorded and communicated for implementation
-

2.9 Coordination with Departments

- Departments collaborate to identify research themes
 - Faculty representatives act as liaison
 - RDC coordinates with other cells to integrate research with academics and extension
 - Continuous interaction ensures effective monitoring
-

2.10 Record Maintenance

The RDC shall maintain:

- Constitution and meeting records
- Documentation of projects, publications, events
- Minutes and Action Taken Reports
- Annual research plans
- Departmental data consolidation

Records shall be preserved in **physical and digital formats** for institutional review and compliance.

Smt. Indira Gandhi PG College

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PART – III

INSTITUTIONAL RESEARCH POLICY, ETHICS & INTEGRITY

3.1 Institutional Research Policy Statement

Smt. Indira Gandhi PG College is committed to fostering a **research-oriented academic culture** that promotes intellectual inquiry, knowledge creation, pedagogical enrichment, interdisciplinary learning, and social responsibility. The College encourages faculty members and students to engage in **discipline-based, practice-oriented, and socially relevant research** that contributes to academic advancement, innovation, and community development.

All research activities undertaken within the institutional framework shall uphold the highest standards of:

- academic honesty,
- ethical responsibility,
- transparency, and
- scholarly rigor.

The **Research and Development Cell (RDC)** functions as the institutional body for facilitation, mentoring, and oversight of research initiatives, ensuring that research is **systematically planned, ethically conducted, and properly documented** in accordance with the academic regulations and research guidelines of **Maharaja Suhel Dev State University**.

3.2 Scope & Applicability

This policy applies to all research activities carried out under the aegis of Smt. Indira Gandhi PG College and facilitated by the RDC, including:

- research studies, surveys, case studies, projects, dissertations, and innovation-based research by faculty and students

- publications in journals, conference proceedings, books, chapters, and other academic platforms
- participation in seminars, workshops, FDPs, and research training programmes
- collaborative and interdisciplinary research with universities, institutions, industries, and community bodies
- use of institutional infrastructure, data, and resources for research
- compliance with ethical standards and originality requirements.

All stakeholders shall adhere to this policy to ensure **quality, credibility, transparency, and institutional accountability**.

3.3 Ethical Foundations of Research

The College recognizes ethical conduct as fundamental to scholarly work. Research shall be guided by:

Integrity & Transparency

- Honest and accurate data collection, analysis, and reporting.

Originality & Scholarly Honesty

- Proper acknowledgement of sources and avoidance of plagiarism.

Academic Accountability

- Responsibility for quality, validity, and compliance.

Respect for Human Values

- Protection of dignity, privacy, and informed consent.

Academic & Social Relevance

- Contribution to knowledge, teaching–learning, and society.

Regulatory Compliance

- Adherence to institutional and university norms.
-

3.4 Promotion of Original Research & Plagiarism Prevention

The College emphasizes originality and responsible scholarship. Any form of plagiarism is treated as a serious violation.

Measures include:

- mandatory submission with proper citation and referencing
 - training on academic writing and referencing styles
 - screening of work through plagiarism detection tools
 - adherence to acceptable similarity limits
 - corrective or disciplinary action in proven cases.
-

3.5 Research Involving Human Participants

Research involving students, staff, or community members shall follow:

- voluntary participation with informed consent
- clear communication of purpose and scope
- protection of privacy and anonymity
- avoidance of physical, emotional, or social harm
- special care for minors or vulnerable groups.

The RDC shall provide guidance for ethical compliance.

3.6 Data Management & Confidentiality

Researchers shall:

- collect and store data systematically
- protect sensitive information
- use data solely for academic purposes
- maintain accuracy in documentation
- retain records as per norms
- secure digital data with controlled access.

The RDC shall guide best practices.

3.7 Authorship, Credit & Acknowledgement

The College upholds fairness in recognizing contributions:

- authorship based on significant contribution
- proper acknowledgement of all contributors
- mutually agreed order of authorship
- discouragement of honorary/ghost authorship
- acknowledgement of institutional support.

The RDC may assist in resolving disputes.

3.8 Conflict of Interest Disclosure

Researchers must declare:

- financial, professional, or personal interests influencing outcomes
- disclosures at proposal/publication stage
- transparent management to avoid bias.

Non-disclosure shall be treated as an ethical lapse. The RDC oversees this process.

3.9 Research Misconduct & Institutional Response

The College follows a **zero-tolerance** approach to misconduct such as:

- fabrication/falsification of data
- plagiarism or misrepresentation
- unauthorized use of data
- unethical authorship
- violation of norms.

Allegations shall be examined through a **fair and confidential process**, with corrective or disciplinary action as per institutional procedures.

3.10 Role of RDC in Ethical Governance

The RDC shall:

- create awareness on ethics and integrity
- guide research design and publication standards
- support plagiarism prevention
- advise on human-participant research
- address ethical concerns or allegations
- periodically review practices for alignment with **Maharaja Suhel Dev State University** regulations.



Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

PART – IV

RESEARCH PROMOTION, CAPACITY BUILDING & SUPPORT MECHANISMS

4.1 Institutional Philosophy for Research Promotion

Smt. Indira Gandhi PG College considers research a **core dimension of academic excellence, intellectual development, professional growth, and social contribution**. The institution promotes a culture in which inquiry, critical thinking, and innovation are integral to undergraduate and postgraduate education and to the teaching–learning process.

The **Research and Development Cell (RDC)** plays a proactive and facilitative role by:

- encouraging faculty and students to undertake discipline-based, applied, and socially relevant research,
- motivating participation in seminars, workshops, conferences, and scholarly forums,
- identifying priority research themes aligned with curriculum enrichment, pedagogy, assessment practices, social and environmental concerns,
- promoting interdisciplinary and collaborative initiatives, and
- recognizing quality research efforts through academic appreciation and institutional support.

These initiatives aim to foster originality and meaningful scholarly contribution in alignment with the academic framework of **Maharaja Suhel Dev State University**.

4.2 Research Capacity Building & Professional Enrichment

The College emphasizes enhancement of research competence among faculty and students through structured initiatives. The RDC facilitates:

- workshops on research methodology, data analysis, academic writing, referencing, and ethics,

- faculty development programmes on emerging research trends and pedagogy,
- orientation for newly appointed faculty and students to build foundational research skills,
- participation in FDPs, refresher courses, and training programmes organized by recognized bodies,
- internal knowledge-sharing sessions to exchange best practices.

These efforts strengthen methodological clarity, analytical ability, and academic productivity.

4.3 Research Mentoring & Academic Support

Structured mentoring is recognized as essential for quality research. The RDC coordinates:

- allocation of faculty mentors to early-career researchers and students,
- guidance in topic selection, proposal preparation, and research design,
- support in data interpretation, writing, referencing, and presentation,
- periodic feedback and progress review,
- interaction with external experts where required.

This framework ensures rigor, ethical compliance, and timely completion.

4.4 Support for Publication & Dissemination

The College encourages dissemination through credible platforms to enhance visibility and impact. Support includes:

- guidance in identifying suitable journals and conferences,
- awareness on publication ethics, peer review, and indexing,
- assistance in manuscript preparation and submission,
- encouragement to publish in recognized platforms,
- maintenance of institutional records of publications and citations.

These measures strengthen quality and outreach of research outputs.

4.5 Academic Events & Scholarly Engagement

Engagement in academic events is promoted to broaden exposure and interaction. The RDC supports:

- presentation of papers, posters, and projects at academic events,
- participation in state/national/international programmes,
- organization of seminars, workshops, and discussions within the College,
- academic networking with scholars and institutions,
- documentation of participation and outcomes.

Such engagement fosters collaboration and professional growth.

4.6 Research Infrastructure & Resources

The College endeavors to provide essential facilities, including:

- access to computers, internet, and basic research tools,
- library resources—books, journals, dissertations, digital materials,
- digital platforms for communication and documentation,
- administrative support for coordination and compliance,
- promotion of ethical utilization of resources.

The RDC coordinates with departments to strengthen infrastructure progressively.

4.7 Collaboration, MoUs & Interdisciplinary Initiatives

The College promotes collaborative research to enhance relevance and impact. The RDC facilitates:

- interdisciplinary studies among departments,
- collaboration with universities, industries, and organizations,
- activities under MoUs,
- joint seminars, projects, and publications,
- research addressing contemporary social and economic challenges.

These collaborations broaden perspectives and networks.

4.8 Documentation & Reporting

Systematic documentation ensures transparency. The RDC ensures:

- maintenance of records of projects, publications, mentoring, events,
 - collection of departmental research reports,
 - consolidation of institutional data,
 - preparation of annual research summaries,
 - preservation in physical and digital formats.
-

4.9 Role of Academic Departments

Departments shall:

- encourage faculty and students toward research and innovation,
 - identify subject-specific themes,
 - support planning and monitoring,
 - facilitate mentoring and discussions,
 - coordinate with RDC for reporting,
 - maintain departmental research logs.
-

4.10 Continuous Strengthening of Practices

The College is committed to continual improvement. The RDC promotes:

- periodic review of outputs and outcomes,
- identification of gaps and enhancement areas,
- incorporation of stakeholder feedback,
- updating strategies as per evolving needs,
- encouragement of innovation and ethical scholarship.

These measures ensure sustained relevance and impact.

Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

PART – V

RESEARCH OUTPUT, MONITORING & QUALITY ASSURANCE

5.1 Nature and Forms of Research Output

Smt. Indira Gandhi PG College recognizes research output as a key indicator of academic vitality, intellectual engagement, and institutional research culture. The College values research that:

- strengthens subject knowledge,
- enriches teaching–learning practices,
- advances academic discourse, and
- addresses institutional and societal needs.

The following are recognized as valid research outputs:

- Research papers in peer-reviewed journals and conference proceedings
- Presentations, posters, and papers at seminars and conferences
- Books, edited volumes, monographs, and book chapters
- Project reports, case studies, field surveys, and policy papers
- Research-informed pedagogy and curriculum enrichment
- Development of academic tools and digital learning resources
- Collaborative projects and knowledge-exchange initiatives

These outputs reflect the institution's commitment to inquiry, growth, and dissemination of knowledge.

5.2 Documentation & Record Maintenance

The College follows a transparent mechanism for maintaining research records.

The **Research and Development Cell (RDC)** maintains consolidated data on:

- publications of faculty and students
- participation in academic events
- books and chapters
- research projects and applied studies
- collaborations and partnerships

Departments submit verified data to the RDC in prescribed formats. Records are preserved in **physical and digital forms** for review and reporting.

5.3 Monitoring of Research Progress

Continuous monitoring ensures relevance and effectiveness. The RDC undertakes:

- review of research plans and proposals
- assessment of outputs and participation
- scrutiny of departmental reports
- monitoring of mentoring and collaborations
- identification of resource requirements

This process enables timely guidance and improvement.

5.4 Quality Assurance in Research

Quality is embedded across the research lifecycle through:

- promotion of ethical conduct and originality
- alignment with academic and social relevance
- review for rigor, coherence, and validity
- mentoring and training support
- standardized planning and documentation

These ensure credibility and consistency.

5.5 Periodic Review & Evaluation

The institution evaluates research initiatives by:

- assessing ongoing and completed work
- comparing achievements with objectives
- reviewing participation in programmes
- evaluating departmental contributions
- collecting feedback from researchers

Findings guide corrective actions and planning.

5.6 Outcome-Oriented Focus

The College promotes research with tangible impact by emphasizing:

- studies addressing academic and social challenges
- clear objectives and relevance
- applied and community-linked research
- effective dissemination
- evaluation of applicability

This ensures meaningful contribution to development.

5.7 Corrective Measures & Improvement

The RDC undertakes:

- identification of gaps through review
- recommendations for better planning
- strengthening mentoring and training
- revision of strategies and guidelines
- encouragement of refined practices

These support sustained effectiveness.

5.8 Reporting of Activities

Regular reporting ensures accountability. The RDC facilitates:

- annual research reports
 - department-wise summaries
 - documentation of events and collaborations
 - recording of achievements and innovations
 - submission to authorities for governance
-

5.9 Transparency & Accessibility

The institution promotes openness by ensuring that:

- policies and procedures are communicated on official platforms
 - major achievements are shared with stakeholders
 - formats and mechanisms are clearly defined
 - transparency is maintained in all processes
-

5.10 Sustained Enhancement

The College remains committed to continuous strengthening through:

- periodic evaluation of practices
- encouragement of innovation and interdisciplinarity
- strengthening mentoring and collaboration
- integration of feedback
- alignment with emerging trends

These measures ensure sustained relevance and impact in accordance with the framework of **Maharaja Suhel Dev State University**.

Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

PART – VI

RECORDS, DOCUMENTATION & ANNEXURES

6.1 Importance of Research Records and Documentation

Smt. Indira Gandhi PG College recognizes systematic documentation as a **fundamental element of effective research management, academic accountability, and institutional continuity**. Well-maintained records enable the institution to track scholarly progress, evaluate outcomes, and support evidence-based decision-making.

Comprehensive research documentation serves to:

- provide authentic and verifiable evidence of research planning and outcomes,
- facilitate monitoring and strengthening of research quality,
- ensure continuity despite changes in personnel or academic cycles,
- support preparation of academic reports and strategic planning,
- enhance transparency, credibility, and ethical governance,
- serve as a reference base for future initiatives.

The **Research and Development Cell (RDC)** emphasizes accuracy, regular updating, and systematic organization of all records.

6.2 Categories of Research Records Maintained

The RDC maintains structured records covering all research activities, including:

- notifications regarding constitution/reconstitution of the RDC
- agendas, minutes, and Action Taken Reports
- annual research action plans and calendars
- details of faculty and student projects and dissertations
- records of publications and presentations
- documentation of seminars, workshops, and academic events
- details of collaborations and MoUs
- participation records of faculty and students

- declarations on ethics, originality, and compliance.

These present a comprehensive overview of institutional research engagement.

6.3 Maintenance, Storage & Preservation

The College ensures secure and organized preservation through:

- maintenance in **physical and digital formats**,
- standardized filing and indexing,
- controlled digital access and data security,
- retention for defined duration as per norms,
- safeguards against loss or deterioration.

The RDC coordinates with departments and administration for effective management.

6.4 Accessibility & Responsible Use

The College promotes transparency while protecting sensitive information:

- records accessible to authorized authorities for review,
- confidentiality of participant or unpublished data ensured,
- regulated access to restricted materials,
- ethical handling of all documentation.

This ensures accountability with respect for privacy.

6.5 Digital Documentation & Sustainability

The institution encourages digital systems to enhance efficiency:

- use of institutional platforms for storage and retrieval,
- electronic databases for publications and events,
- secure digital communication,
- regular backups to prevent data loss,
- adoption of paper-light practices where feasible.

Digitalization supports timely access and environmentally responsible functioning.

6.6 Responsibility for Record Management

Clear allocation of roles ensures accountability:

- RDC maintains centralized institutional records,
- departments maintain unit-level documentation and submit verified data,
- faculty and students submit accurate information timely,
- administrative staff provide logistical support.

Shared responsibility strengthens governance.

6.7 Review, Updating & Annexures

To ensure reliability, the RDC undertakes:

- periodic verification of records,
- updating of formats and templates,
- rectification of discrepancies,
- archiving of outdated records,
- ensuring current records reflect ongoing activities.

Regular review supports integrity and planning.

6.8 Applicability & Revision of the RDC Manual

This Manual applies to **all research activities** at Smt. Indira Gandhi PG College and to:

- faculty members and students,
- academic departments and institutional bodies,
- collaborations and scholarly outputs.

It shall be **reviewed periodically** to ensure alignment with the regulations of **Maharaja Suhel Dev State University** and evolving practices.

Amendments shall be approved by the competent authority and communicated to stakeholders.

Smt. Indira Gandhi PG College

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ANNEXURE – I

RESEARCH AND DEVELOPMENT CELL (RDC)

In order to promote a strong culture of **research, scholarly inquiry, innovation, and academic excellence**, Smt. Indira Gandhi PG College hereby constitutes the **Research and Development Cell (RDC)** with immediate effect.

The Research and Development Cell shall function as an **institutional academic facilitation, coordination, and advisory body** dedicated to strengthening research engagement among faculty members and students of the College. The Cell shall guide, coordinate, support, and monitor research-related activities to ensure that all scholarly work undertaken within the institution is:

- academically sound,
- ethically responsible, and
- socially relevant.

The RDC shall operate in accordance with the provisions of the **Research and Development Cell Manual of Smt. Indira Gandhi PG College** and in alignment with the academic framework, ordinances, and research guidelines prescribed by **Maharaja Suhel Dev State University**.

Composition of the Research and Development Cell

Name	Designation	Role in RDC	Key Responsibilities
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Dr. Rajeev Kumar Singh	Principal	Patron	Provides strategic direction and administrative support
Dr. Vidya Prakash Yadav	RDC Coordinator	Chairperson	Plans, coordinates, monitors, and reports RDC activities
Dr. Amrita Singh	Senior Faculty Member	Member	Mentors faculty and student research projects
Dr. Kiran Sharma	Faculty Member	Member	Supports workshops and research training programmes
Ms. Vaishnavi Mishra	Student Representative (UG/PG)	Member	Facilitates student participation and feedback

The composition of the RDC may be modified or reconstituted by the competent authority as and when required in accordance with institutional priorities and university regulations.

Tenure

The Research and Development Cell shall ordinarily function for a **period of two academic years**, unless reconstituted earlier by the competent authority.

Functions of the RDC

The Cell shall perform duties as outlined in the RDC Manual, including:

- Promoting a research-oriented academic environment
- Encouraging ethical, original, and outcome-based research
- Monitoring research progress and scholarly outputs
- Providing mentoring and academic guidance
- Organizing seminars, workshops, FDPs, and conferences
- Submitting periodic research reports for review

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ANNEXURE – II

RECORD OF MEETING RESEARCH AND DEVELOPMENT CELL (RDC)

Meeting Particulars

Meeting Number / Reference: _____

Date: _____

Time: _____

Venue: _____

Members Present

_____ (Chairperson)

_____ (RDC Coordinator / Convener)

_____ (Member)

_____ (Member)

_____ (Member)

_____ (External Expert – if invited)

(Details of members on leave, if any, may be recorded separately.)

Agenda of the Meeting

1. Confirmation of the proceedings of the previous Research and Development Cell meeting
 2. Review of departmental research activities and ongoing research initiatives
 3. Discussion on strategies for strengthening research engagement and capacity building
 4. Review of research publications, paper presentations, and academic participation
 5. Planning of upcoming research-oriented programmes, workshops, or seminars
 6. Any other item with the permission of the Chairperson
-

Proceedings and Discussions

Agenda Item 1

The minutes of the previous Research and Development Cell meeting were presented before the members. After due deliberation, the minutes were confirmed unanimously.

Agenda Item 2

The Cell reviewed the status of research activities being undertaken by faculty members and students across various academic departments. The need for enhanced academic mentoring, improved coordination, and better utilization of available research resources was discussed.

Agenda Item 3

Members deliberated on measures to strengthen the institutional research culture. Emphasis was laid on organizing research methodology workshops, providing mentoring support to early-stage researchers, and encouraging discipline-based, applied, and socially relevant research initiatives.

Agenda Item 4

Research publications, conference presentations, and participation of faculty members and students in academic forums were reviewed. The Cell appreciated the ongoing research efforts and encouraged wider dissemination of research outcomes through recognized academic platforms.

Agenda Item 5

The Cell discussed and finalized proposals for forthcoming research-oriented programmes, seminars, workshops, and academic events. Responsibilities were assigned to concerned members to ensure effective planning and smooth execution.

Agenda Item 6

Members shared constructive suggestions aimed at improving institutional research practices, documentation procedures, interdisciplinary collaboration, and outcome-oriented research planning.

Resolutions and Action Taken Plan

Sr. No.	Resolution Decision	Action to be Taken	Responsibility Assigned	Target Timeline
1.				
2.				
3.				

Conclusion of the Meeting

There being no further items for discussion, the meeting concluded with a formal vote of thanks to the Chairperson.

Signature of RDC Coordinator / Convener: _____

Signature of Chairperson: _____

Date: _____

Place: _____

Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

ANNEXURE – III

FACULTY RESEARCH & PUBLICATION DETAILS

Section A: Faculty Information

- Name of Faculty Member: _____
- Designation: _____
- Department / Discipline: _____
- Academic Session: _____

Section B: Research Publications

Sr. No.	Title of Article / Chapter / Book	Journal / Conference / Publisher	ISSN / ISBN (if applicable)	Year of Publication	Nature of Publication*	Author Role
1.						
2.						

* **Nature of Publication:** Journal / Conference / Book / Book Chapter / Edited Volume / Others
Author Role: Sole Author / First Author / Co-Author / Corresponding Author

Section C: Papers Presented in Conferences / Seminars

Sr. No.	Title of Paper	Name of Conference / Seminar	Level (State / National / International)	Date	Venue
1.					
2.					

Section D: Research Projects / Consultancy Work (if applicable)

Sr. No.	Project Consultancy Title	Funding Agency / Collaborating Organization	Duration	Current Status
1.		SMT INDIRA GANDHI PG COLLEGE		

Section E: Self-Declaration

I hereby certify that the information furnished above is true, accurate, and complete to the best of my knowledge and belief. I understand that any discrepancy, if found, may be subject to institutional review.

● **Signature of Faculty Member:** _____

● **Date:** _____

Smt. Indira Gandhi PG College

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ANNEXURE – IV

RESEARCH EVENT / WORKSHOP REPORT FORMAT

1. Title of the Event / Workshop

2. Type of Event

Workshop / Seminar / Conference / Faculty Development Programme / Research Orientation Programme / Other
(Specify)

3. Organizing Department / Cell

4. Date(s) and Duration

5. Venue / Mode

On-Campus / Online / Hybrid
(Specify)

6. Objectives of the Event

1. _____
2. _____
3. _____

7. Resource Person(s) / Speaker(s)

Sr. No.	Name	Designation & Affiliation	Area of Expertise
1.			
2.			

8. Brief Summary of the Event

(Provide a concise description of sessions conducted, key themes addressed, and major academic activities.)

9. Outcomes of the Event

1. _____
2. _____
3. _____

10. Participants

Category	Number
Faculty	
Students	

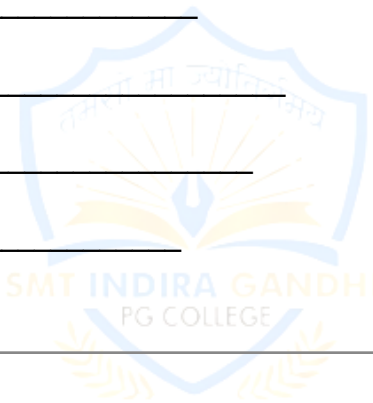
Others (if any)	
-----------------	--

11. Supporting Documents Attached

- Attendance Sheet
 - Photographs
 - Brochure / Notice
 - Feedback (if available)
-

12. Coordinator's Details

- Name: _____
 - Designation: _____
 - Signature: _____
 - Date: _____
-



For RDC Record

- Verified by RDC: _____
- Remarks (if any): _____

Smt. Indira Gandhi PG College

(Affiliated to Maharaja Suhel Dev State University)

ANNEXURE – V

RESEARCH ETHICS & ORIGINALITY UNDERTAKING

I, _____, hereby solemnly declare and affirm that the research work entitled:

“ _____ ”

carried out / submitted / presented / published under the academic framework of **Smt. Indira Gandhi PG College**, is the outcome of my/our own independent, original, and scholarly effort. The research has been undertaken with due regard to academic honesty, ethical responsibility, transparency, and professional integrity expected in higher education and research.

I/We further declare that:

1. The research work is **original in nature** and does not involve plagiarism, fabrication, falsification, duplication, or any other form of unethical academic practice.
2. All sources of information, literature, data, ideas, tools, and references used in the study have been **appropriately cited and duly acknowledged** in accordance with accepted academic conventions.
3. The research does not violate any academic, ethical, or professional standards prescribed by the institution, the affiliating university, or any applicable statutory authority.
4. Where the study involves **human participants**, informed consent has been obtained, and due care has been taken to protect the rights, privacy, confidentiality, and dignity of all participants.
5. There is **no financial, personal, or professional conflict of interest** that has influenced, or could reasonably be perceived to have influenced, the conduct, analysis, or findings of this research.

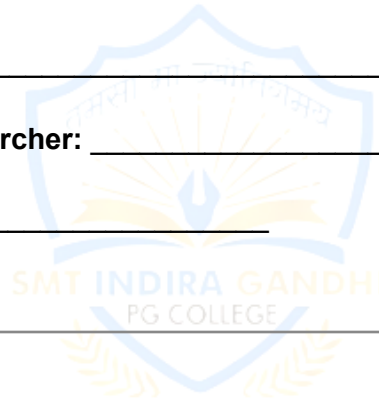
6. The research has been conducted in compliance with the **Research Policy, ethical guidelines, and academic regulations of Smt. Indira Gandhi PG College**, and in accordance with the norms and research guidelines prescribed by:

Maharaja Suhel Dev State University

I clearly understand that any instance of ethical violation, misrepresentation, plagiarism, or breach of originality detected at any stage may invite appropriate academic or disciplinary action as per institutional rules and the regulations of the affiliating university.

Researcher Details

- **Name of the Researcher:** _____
- **Programme / Designation:** _____
- **Department / Subject:** _____
- **Signature of the Researcher:** _____
- **Date:** _____



For Office Use Only

Verified by:

Research and Development Cell (RDC)
Smt. Indira Gandhi PG College

Name & Signature of RDC Coordinator: _____

Remarks (if any):

Date: _____

- To examine
 - To analyse
 - To identify
-

5. Research Methodology

- **Research Design:**
 - **Data Sources:** Primary / Secondary
 - **Sample & Sampling Technique:**
 - **Tools for Data Collection:**
 - **Method of Analysis:**
-

6. Expected Outcomes

Briefly mention the academic, social, or practical outcomes of the study.

7. Time Frame

Proposed duration: _____ months

8. References

(2–5 key references in standard citation style)

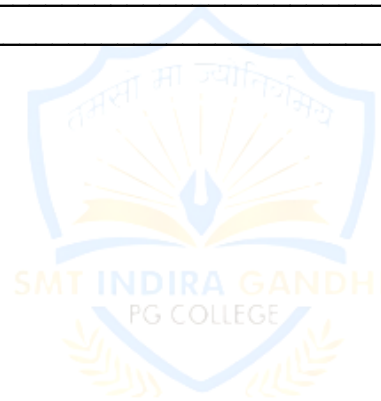
Declaration

I certify that the proposed research work is original and will be conducted following institutional research and ethical guidelines.

Name & Signature of Researcher: _____

Department / Programme: _____

Date: _____



SMT. INDIRA GANDHI PG COLLEGE

RESEARCH & DEVELOPMENT CELL (RDC)

Fostering Innovation, Inquiry & Academic Excellence



ABOUT THE R&D CELL

The Research & Development Cell promotes a research-oriented academic culture by encouraging faculty and students to engage in quality research, innovation, publications, and collaborative projects.

OBJECTIVES OF THE R&D CELL

- ✓ To encourage research, innovation, and critical inquiry
- ✓ To support faculty and students in research projects & publications
- ✓ To promote interdisciplinary and collaborative research
- ✓ To facilitate seminars, workshops, conferences, and research training
- ✓ To strengthen ethical research practices and academic integrity



✓ Faculty Members



✓ Research Scholars

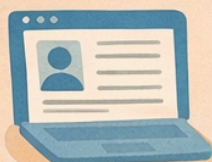


✓ PG & UG Students



✓ Institutional Researchers

REPORTING & SUPPORT MECHANISM



Online Mode (Website)

Submit proposals, publication details, or support requests via the College Website

✓ Through R&D Cell Coordinator

Approach the R&D Cell Coordinator for guidance, mentoring, and assistance.



✓ Proposal ✓ Request Submission

☰ Mentoring / Documentation



BUILDING A STRONG RESEARCH ECOSYSTEM

The R&D Cell is dedicated to nurturing innovation-driven learning and contributing to knowledge creation and societal development.



Fostering a Culture of

Research, Innovation, and Academic Excellence.



✓ Innovative · ✓ Collaborative · ✓ Impactful



✓ Innovative



✓ Collaborative



✓ Impactful