



ST. PAUL'S COLLEGE, KALAMASSERY

GUIDELINES FOR
RESEARCH & DEVELOPMENT
CELL



ST. PAUL'S COLLEGE, KALAMASSERY

Guidelines for Establishment of Research & Development Cell (RDC)

1. INTRODUCTION

St. Paul's College, Kalamassery, affiliated to M. G. University, Kottayam, is committed to promoting a vibrant research culture that encourages innovation, academic inquiry, interdisciplinary collaboration, ethical research practices and socially relevant knowledge creation.

In accordance with the National Education Policy (NEP) 2020 and the University Grants Commission (UGC) Guidelines (March 2022), St. Paul's College, Kalamassery, hereby establishes these guidelines to foster a robust research ecosystem and catalyze a multidisciplinary research culture contributing to the national goal of a self-reliant India (Atma-Nirbhar Bharat).

In compliance with the UGC Guidelines for the Establishment of Research and Development Cell in Higher Education Institutions, the College shall constitute a Research and Development Cell (RDC) to strengthen the institution's research ecosystem. The RDC shall function as the nodal body of the institution to facilitate, coordinate, monitor, and promote research activities among faculty members, research scholars, and students.

2. VISION AND MISSION

Vision: To put in place a robust mechanism for developing and strengthening the research ecosystem within the institution, aligned with the provisions of NEP-2020.

Mission:

- To create a conducive environment for enhanced research productivity.
- To encourage collaboration across industry, government, community-based organizations, and agencies at local, national, and international levels.
- To facilitate greater access to research through the mobilization of resources and funding.

2. GOVERNANCE AND ORGANIZATIONAL STRUCTURE

The RDC shall operate under an efficient governance mechanism ensuring functional autonomy, transparency, and accountability.

2.1 Research Advisory Council (RAC)/ Research Committee (RC)

The apex body of the RDC is the Research Advisory Council (usually called the Research Committee), chaired by the principal or his/her nominee. The RAC/RC oversees the overall strategic direction of research activities.

2.2 Director of RDC/ Coordinator of (RC)

A senior faculty member who is also a notable researcher, nominated by the principal, serves as the convenor and head of the functional committees.

The research committee for the current academic year is constituted as follows:

Name	Designation	Role
Prof.(Dr.)Pramada Ramachandran	Principal	Chairperson
Dr. Savitha K. S.	Associate Professor	Coordinator
Capt. Dr. Varun Varghese	Assistant Professor	Deputy Coordinator
Dr. Sumitha Franklin	Associate Professor	Member
Dr. Binu P. C.	Librarian	Member
Dr. Poornima N.	Assistant Professor	Member
Dr. Manju P. Nair	Assistant Professor	Member
Dr. Jose Bejoy	Assistant Professor	Member

3. FUNCTIONAL COMMITTEES

The RDC shall comprise the following specialized committees for targeted operations:

- **Committee 1: Finance & Infrastructure** - Responsible for resource mobilization, managing the research corpus, and developing laboratory facilities.
- **Committee 2: Research Program & Policy Development** - Tasked with identifying thrust areas, formulating research policies, and creating a research career ladder.
- **Committee 3: Collaboration & Community** - Facilitates networking with national/international institutions and forging strategic industry-academia partnerships.
- **Committee 4: Product Development, Monitoring & Commercialization** - Acts as a hub for technology transfer, incubation, and overseeing project timelines.
- **Committee 5: IPR, Legal & Ethical Matters** - Ensures adherence to ethical codes, manages Intellectual Property Rights (IPR) services, and coordinates bioethical clearances.

4. OBJECTIVES

The key objectives of RDC shall focus on the following areas.

- **Promoting a research culture:**
Encouraging and supporting research activities among faculty, staff, and students.
- **Ethical standards:**
Ensuring research adheres to ethical principles and guidelines, including data privacy, informed consent, and avoiding plagiarism.
- **Research oversight:**
Monitoring and evaluating research projects, providing guidance and support to researchers, and ensuring quality control.
- **Funding and resource allocation:**
Managing research funds, allocating resources effectively, and seeking external funding opportunities.
- **Enhancement and Maintenance of Research Infrastructure**
Ensuring adequate addition to the research infrastructure and maintenance of existing, through support from Government agencies and College authorities.

- **Professional development:**

Providing training and workshops to enhance research skills and knowledge.

- **Collaboration and partnerships:**

Fostering collaborations with other institutions and organizations to expand research capabilities and impact.

- **Publication and dissemination:**

Encouraging the publication of research findings in reputable journals and other appropriate outlets

5. INTEGRITY, ETHICS, AND QUALITY

The RDC shall implement a mandatory plagiarism check for all research outputs. Researchers will be sensitized against predatory journals and dubious publishing practices. All labs will adhere to Good Laboratory Practices (GLP) and safety norms.

6. RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

The institution will maintain a centralized portal to manage research-oriented information, publication databases and expert profiles, integrated with the UGC-INFLIBNET platform.

Principal
St. Paul's College, Kalamassery