

## ***POLICY FOR FINANCIAL SUPPORT TO STAFF***

This Policy intends to assist faculty members of DBCK to attend and participate in exchange programmes/seminars/conference/refresher course/FDP/training/workshops/orientation. To encourage academic and professional skill enhancement and development of career path through sharing of knowledge, fostering academic growth, increasing collaborations and networking. The outcomes of such interactions and interventions would improve faculty's professional and personal effectiveness, resulting in institutional, individual, and student academic achievements.

### ***Objectives***

- i. Provide financial assistance to the faculty for the following:
  - Attending or participating in seminars, symposia, conference workshops, refresher courses, and training workshops in India and abroad.
  - International collaborations and exchange Programmes including international internships.
  - Providing financial assistance to faculty members in the form of reimbursement of registration fee and DA/TA to encourage their participation in various conferences/workshops for professional development.
  - Professional Development Programs, Capacity Building, Faculty Development Programmes (FDPs), Management Development Programmes (MDPs)
- ii. Provide and facilitate training programmes for faculty members by corporate partners/collaborators of the College as part of collaborative programmes.
- iii. Arrange academic exchange programmes for faculty members with reputable academic institutions.
- v. Offer training programmes and financial assistance to qualifying faculty members
- vi. To organize FDP, career and skill capability enhancement programmes.
- vii. To provide funds at the departmental level for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.
- viii. Organizing staff training and development programmes to enhance professional competency.

### ***Policy Guidelines***

Staff Members-Academic and Administrative staff members who are on a permanent basis and are on probation will be eligible for financial support under the following circumstances:

- Financial support for faculty to attend workshops, FDPs, and conferences to improve their intellectual capacities.
- The faculty member must have completed his or her probation in order to participate in international conferences.
- All the faculty members should obtain pre approval from HoD/ Dean of Academics to attend any of the events by submitting details on the prescribed format duly recommended by their respective HOD/Dean

- Each academic staff member is eligible for only two national level travels in a financial year and one international travel during a period of 3 financial years.
- The administrative staff would be eligible for one national level participation in a financial year and one international participation 5 years depending on funds availability.
- The international participation should be essentially research paper presentation.
- Financial assistance from DBCK will be provided subject to availability of funds. However, faculty will be encouraged to apply to other funding agencies from State and National levels.
- All approvals for one of this events / programs will be accorded along with duty leave.
- In case there is fully sponsored invitation, the Principal may allow the faculty member to participate in the conference/seminar with no financial commitment from the Institute.
- In exceptional cases, the Principal may allow to exceed the number of participation on shared cost basis up to 50% if the paper has been accepted / invited by reputed organizers

#### **Procedure of Availing the Grant/Aid**

- In the case of national conferences/seminars, applications should be sent to the Principal/Registrar at least 7 days in advance.
- For international events, the application must be submitted to the Principal at least 45 days in advance, with an alternate teaching plan authorized by the corresponding Head of Department. The faculty member should also make sure that students' teaching hours are not affected.
- The Research and Development Cell scrutinizes the applications for their relevance and need and forward it to the Dean of Academics.
- If there are multiple applicants from the same department, the principal's decision is final.

#### ***Reports/Outcome Recording of Such events***

- i. Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- ii. On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- iii. In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
- iv. Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.

# **Don Bosco College, Kohima**

## **Research Policy**

### **Basis for the Research Policy:**

Don Bosco College, Kohima has significant focus on the research work, for which it is in need of formulating a Policy and carry out research work. It encourages the faculty to carry out research work. It aims to promote opportunities to the staff to undertake minor and major research projects, consultancy services and extension activities with the Government and Non-Governmental organizations/academic. The college have a committee of the research called as 'Research Cell'.

### **Objectives of the Research Policy**

The research policy of the college aim to promote quality research work and develop research culture among the staff. The college will assist in creating and administering a research fund for supporting and facilitating research initiatives and projects to the staff. It will attempt to promote inter-disciplinary research and create modalities and undertake joint research projects. It aims to guide the faculty members of the college in the effective research work.

### **Research Cell Committee**

A Committee of the Research Cell is essential to be constituted with a few members. The Research Cell of Don Bosco College, Kohima shall consist of the following:

1. Principal - Chariman
2. Convener - Dr. Velhou Koza

### **Board of Research, Consultancy and Extension**

This board shall comprise of representatives from internal members (DBCK) and external members to provide assistance to the research cell in the growth of research in the society. The board will constitute minimum number of five (5), Principal being the Chairman of Board of Research, Consultancy and Extension, the Convenor of Research Cell DBCK as the Convenor of the board and the others as members. The board shall encourage research activities to carry out in the college. It will establish discipline specific research and extension guidelines. It will provide information and direction to staff seeking funds from various agencies. The board will assist in monitoring and evaluating research activities.

### **Strategies for Research**

The following strategies for the research will be followed.

- a. To develop the college as a "Research Hub".
- b. To avail external and internal research funding and support for research.
- c. To promote research teams and collaborative partners with other agencies/organisations.
- d. To encourage the department/s of the college to organise seminar/webinar, workshop, conferences
- e. To provide incentives to the staff for the research papers presented and published.
  - Publications; UGC Listed Journals/Scopus/Web of Science Publication

- Publications of Books and Chapters and Paper Publication in national and international conference proceedings
- Other academic publications in the state, regional, national and international level.

### **Research Activities and Award**

Don Bosco College shall encourage the faculty to pursue research work and publish papers. It shall endeavour to encourage the faculty and the students to participate in the research activities in the community. The college best practice is the research day conducted for the faculty of the college as to promote research work. A research day will be held thrice in each semester where the faculty of the college will present their research paper. A special Invitee will be invited from various institution/organization or related research field to provide comments on the papers presented at the 'Research Day of the college. A day for the researchers called as 'Researchers Day' will be held annually. An auspicious day for the researchers called as 'Researchers Day' will be held annually. The Researcher of the Year will be awarded on this day.

### **Funding for Research, Consultancy and Extension:**

Financial support to staff to attend conferences/workshop and towards membership fee of professional bodies. The Don Bosco College shall provide required fund for research activities. The college will seek various agency/sponsors for organizing research work. It will purchase research equipment and shall become the property of the Don Bosco College. All the repairs of the equipment shall be undertaken through the fund set aside for the research.

### **Remuneration/Incentive**

The college will provide remuneration/incentives for the various presentations and publications made by the faculty of the college.

1. Remuneration will be given to the faculty for presentation of paper at the seminar/webinar, workshop, conference
2. Remuneration will be given to faculty for publication of paper in journals and books.
3. Remuneration will be given to faculty for publication of book/s.
4. Remuneration to the Special Invitee/Resource Person for Research Day

### **Role and Functions of Research Cell:**

1. To organise 'Research Day' in the college
2. To organise 'Researchers Day' in the college; give award to 'Researcher of the Year, DBCK'.
3. To encourage the department/s of the Don Bosco College to organise Seminar/Webinar, Workshop and Conference
4. To organise seminar/webinar, workshop and conference (Research Cell with the department of the college.
5. To update the list of presentations and publications by the faculty of the college.
6. To encourage the faculty to conduct research work and present/publish papers in journals and books. It will also encourage the faculty to publish books.
3. To encourage the faculty and the department to carry out minor and major research projects.