



# SHDCHE

**SANT HARI DASS COLLEGE OF HIGHER EDUCATION**

(RECOGNIZED BY NCTE, GOVT. OF INDIA, APPROVED BY DHE, GOVT. OF NCT OF DELHI & AFFILIATED TO GGSIPU, DELHI)



**Date: 30/07/2022**

## **NOTIFICATION**

In pursuance of the resolution passed by the Governing Body Members in their meeting held on 30 July 2022 vide resolution No. 2.

It is hereby notified for information of all the concerned staff members and students that the College has implemented the “Policy on Academic Research” with effect from the session 2022-2023 and shall be applicable on all the faculty members, students and other personnel engaged in the academic related research activities/events/projects in the institution.

The “Policy on Academic Research” mainly comprises of the following parts:

- Objectives of the Research Policy
- Research Committee
- Functions of the Research Committee
- Research Support by the Institution
- Financial assistance to under-take research work/ academic events
- Recognition of the research work
- Publication of Institutions own Research Journal

The Policy Document on Academic Research will serve as a detailed guideline and will be useful to all concerned.

**Jai Bhagwan Singh**  
**Chairman, SHDCHE**

Copy to:

1. Dr. Jai Bhagwan, Principal, SHDCHE
2. Dr. Neelam Soni, Director and IQAC Coordinator
3. Head of each Department, SHDCHE
4. Accounts Officer, SHDCHE



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## **POLICY ON ACADEMIC RESEARCH**

This Policy document shall be called the “**SHDCHE Policy on Academic Research**”. It shall come into force from the session 2022-2023. This shall apply to all students, faculty, researchers and any other personnel engaged in academic/research activities in the institution.

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

The research policy of the college aims to create a research culture among its teachers, staff and students and for enriching and enhancing the professional competencies for developing and promoting scientific temper and research aptitudes, for realising the ‘vision’ and ‘mission’ of the institution and for contributing to national development.

### **Research Committee**

Research Committee shall have the following composition

- Head of the Institution - Chairperson
- IQAC Coordinator /Academic Coordinator - Coordinator
- Two Senior Teachers from each department - Members
- Two student representatives - Members

The committee must meet at least once in a semester.

### **Functions of the Research Committee**

- To create a relevant research culture aimed at developing research skills and competence amongst students and staff.
- To frame Research Policy and revise the same to accommodate contemporary needs.
- To implement, review and update procedures mentioned in the research policy.
- To frame guidelines and make recommendations for sanctioning incentive / concessions / leaves for research.
- To recognize research performance.
- To promote ethical standards in research.
- To guide researchers throughout the research and also help them avail facilities available on the campus as well off the campus for smooth conduction of research.
- To spread awareness about IPR and plagiarism.
- To encourage National as well as International collaborations.
- To publicize college research work.

Chairman

Sant Hari Dass College of Higher Education  
Bani Camp Najafgarh, New Delhi-110043

## **Research Support by the Institution**

- Ensures to create & provide a conducive environment to enhance the quality and quantity of research through informational assistance and support.
- Encouraging staff members to attend workshops, seminars, conferences and Faculty Development Programmes.
- Provision of spaces and environment where there is free and healthy discussion of research work and ideas like creation of study circles.
- A Faculty can avail 6 months paid Leave for his/her research work/project for the requisite duration. His/ Her service will be continued during the Leave.
- A Stable and strong internet facility for smooth conduct of research work.
- Library assistance for retrieving information through online as well as offline sources of information like data bases, books and Journals.
- Encouraging all researchers to follow the best practices for academic research as per the norms in their respective discipline.

## **Financial assistance to under-take research work/ academic events**

1. A Faculty Member can avail the sponsorship for participation at most 2 Seminars (National/ International) during the Academic Year. The sponsorship covers Registration Fee, TA, DA and paid leave for this purpose.
2. A Faculty Member can avail the sponsorship for participation at most 2 Workshops during the Academic Year. The sponsorship covers Registration Fee, TA, DA and paid leave for this purpose.
3. A Faculty Member can avail the sponsorship for participation at most 2 Conferences (National/ International) during the Academic Year. The sponsorship covers Registration Fee, TA, DA and paid leave for this purpose. Credentials are measured of the Faculty whose Research Paper is accepted in the Conference.
4. A Faculty Member can avail the sponsorship to attend at most 2 Faculty Development Programmes during the Academic Year. The sponsorship covers Registration Fee, TA, DA and paid leave for this purpose.
5. A Faculty Member can avail the sponsorship for attending Refresher Course/ Orientation Programme in their respective discipline during the Vacations. All the Expenses will be reimbursed by the College.
6. A Faculty Member can avail the sponsorship of amount Rs.50,000/- (Rupees Fifty Thousand) once during his/her service period with the institution for conducting the academic research work/project.


## **Recognition of the research work**

- Encouraging and helping staff member to apply for various research awards.
- In-house recognition/award for outstanding performance in the area of research at the end of every academic session.
- An amount of Rs. 5,000/- (Rupees Five Thousand) will be given for a publication in Scopus Indexed Journal and an amount of Rs. 3,000/- (Rupees Three Thousand) for a publication in UGC Approved Journals.
- Recognition/award to students who present/publish research papers.

## **Publication of Institutions own Research Journal**

- Giving platform to publish research findings / paper by bringing out research publication of the Institution in the month of December every Year.
- Taking efforts for getting Journal indexed and strive for Impact Factor.

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# SANT HARI DASS COLLEGE OF HIGHER EDUCATION

(OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, N.D, 43)

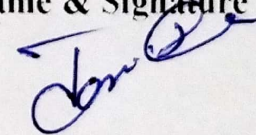
RECEIPT/VOUCHER/BILL NO.- \_\_\_\_\_

| DATE         | DETAILS OF EXPENDITURE  | AMOUNT CLAIMED   |
|--------------|---|------------------|
| 23/9/23      | National Conference<br>Participation of 7 Faculty<br>members to be held<br>on 11-12 <sup>th</sup> Oct. 23 | 7 X 500 = 3500/- |
| TOTAL AMOUNT |   | Rs. 3500/-       |

Principal

Dr. Joni Hooda

Name & Signature of the Claimant







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(OPP. AIR FORCE STATION, BANI CAMP, NAJAFGARH, N.D, 43)

RECEIPT/VOUCHER/BILL NO. - \_\_\_\_\_

| DATE         | DETAILS OF EXPENDITURE                            | AMOUNT CLAIMED |
|--------------|---|----------------|
| 6/9/23       | FDP <del>was</del> attended in June<br>(25th May) | 5w/-           |
| TOTAL AMOUNT |   | 500/-          |

Principal

Name & Signature of the Claimant

Neetu Aggarwal.



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