



G.H.G. KHALSA COLLEGE OF EDUCATION

GURUSAR SADHAR, DISTT. LUDHIANA-141104 (Estd. 1955)

NAAC Accredited 'A' Grade (2nd Cycle) (CGPA : 3.30), Permanently recognized by NCTE
A post-graduate, Grant-in-Aid, Co-education College, Affiliated to Panjab University,
Chandigarh & recognized by UGC u/s 2(f) & 12(b), Govt. of India.



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RESEARCH POLICY



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The institution has contributed significantly in the area of research and has promoted qualitative research culture and research mindedness in its faculty and students. The institution has a rich research background which dates back to 1982 when the M.Ed course was undertaken by the institution. Since then, the college has been committed to promote a research culture among Faculty members and students for future development of the Institution in the field of research.

It is noteworthy that the institution has always had an “**All Ph.D. Faculty**” and the senior faculty members have been approved research guides of Panjab University. The college is popularly named as ‘**Nursery of Principals**’.

Institutional policy for in-house support to teachers for research purpose provides a comprehensive framework to encompass diverse activities for research purposes thus attaining the following objectives:

OBJECTIVES

- To provide proper coordination of all research activities of the college and align these to the vision and mission of the college and to the national development goals.
- To promote research innovations and encourage originality and creativity in research work being undertaken by the faculty and students.
- To facilitate community-oriented research initiatives and to transfer the research findings for the social economic and educational development of the community.
- To encourage collaborative research work with university, colleges, research institutions and schools.
- To establish linkages including MOUs for strengthening relationships colleges and organizations thus broadening the scope of research prospects.
- To identify and inform researchers about the appropriate research opportunities announced by different academic, research or government organizations.
- To promote research for preparing and undertaking joint research projects covering multidisciplinary areas.
- To facilitate research-based activities being pursued by the faculty in form of granting study leave, duty leave, seed money etc.



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- To encourage and assist the faculty and students' publication of the research works in reputed academic International / National journals.
- To share research expertise and to bolster discussions through organizing and participating in workshops/seminars/conferences.
- To appreciate faculty members on completion of their doctoral degree and funded research projects.
- To elevate standards in research by ensuring quality and maintaining ethics & integrity in the conduct of research.

SCOPE

1. This policy will apply to all the researchers of the college: -

- All staff members (temporary and permanent)
- All students of the college
- All externals associated with research activities of the college

2. This policy shall apply to all research related activities in the college as follows:

- Research activities for the academic purposes
- Academic activities related to skills such as learning methods of research, use of computers, techniques of data-collection, data-analysis or any other recognized as such by the principal of the college
- Research projects taken up by teachers independently or as part of their course requirement.

RESEARCH AND DEVELOPMENT COMMITTEE

COMPOSITION OF RDC

The research committee shall comprise as follows:

The Chairman: The Principal of the college is the Chairman of the committee.



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The Convener: IQAC Coordinator of the college serve as its Convener.

In-Charge of Research and Development Cell: Faculty member of the college serve as In-Charge of the Research and Development Cell of the College.

- Dr. Pargat Singh Garcha (*Chairman*)
- Dr. Manu Chadha (*Convener*)
- Dr. Ramandeep Kaur Sidhu (*In-Charge of Research and Development Cell*)

Expert Committee Panel

- Dr. Mandeep Kaur Kochar, Associate Professor, BTTC, Mumbai, A Constitute College HNSC University of Mumbai
- Dr. Jignesh Patel, Associate Professor, Children's University, Shubhas Chandra Bose Shikshan Sankul, Gandhinagar
- Dr. Vikas Kumar, Associate Professor, DAN College of Education for Women, Nawanshahr

Members from College

- Dr. Jagjit Singh, Assistant Professor, GHG Khalsa College of Education, Gurusar Sadhar, Ludhiana
- Mr. Guru Trisha Singh, Assistant Professor, GHG Khalsa College of Education, Gurusar Sadhar, Ludhiana

FUNCTIONS OF RDC

- The committee shall meet at least once quarterly in the year to consider various responsibilities assigned to the committee in this policy or by the Chairman.
- The committee is required to review and advise the Chairman about any activity claimed to be a research activity.



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RESPONSIBILITIES OF RDC

- **Research Cell:** The Research committee is required to manage and upgrade all facilities in the research cell such as procurement of books, journals, magazines, and any other any Research based activities as necessary. A research committee incharge will be given responsibility to organize the research activities. The research committee will give valuable suggestions time to time to the research committee incharge for smooth function of research work
- **Promotion of Research:** The committee shall take up activities it deems necessary for attaining aims and objectives of the policy such as providing information on research conferences, workshops, seminars, symposiums, training-programs, on-line courses or any other research related activity.
- **Research Projects:** The committee is required to study and review all research projects being carried out by a faculty of the college. If these projects request a financial grant from the college, the committee will advise the chairman about suitability of the project and quantum of grant to be allotted. The final decision on the grant, however, rests with the Chairman who may increase/decrease/refuse the grant.
- **Consultancy Services:** The committee will suggest various avenues for consultancy with generation of funds or free consultancy to nearby areas as well as schools. Research committee will help the faculty to enhance their skills of consultancy in their expert areas.
- **Guidance for Funding Agencies:** The committee will find possible platforms to applying for research projects i.e. MRP, MRR, Post-doctorial fellowship, for organizing seminar/Workshop/Conferences. Research committee will provide detailed information through proper channels to all the faculty members.
- **Coordination with RAC:** Convener of the Research Committee will also coordinate with college level Research Ethical Committee (REC) to improve research and consultancy services of the institution,



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RESEARCH GRANTS

- **Scope:** The College will provide grant for an activity recognized as a research activity by the Research committee. Mere recognition by research committee does not qualify the activity for a grant. Grant will be made at the discretion of the Chairman in his capacity as The Principal of the College.
- **Types:** The College will provide grants for the following:
 - **Community Research Projects (CRPs):** Typically, an CRP is awarded to a faculty in an individual capacity. The Research Committee will indulge in due diligence of the amount proposed only if amount sought under any MRP is more than Rs 20,000/-.
 - **Group Research Projects:** The College promotes interdisciplinary research and hence faculties are encouraged to form interdisciplinary research groups and apply for a research project preferably to an external agency asking for proposals for research funding. In exceptional cases, Principal reserves the right to extend the in-house research grant to such proposals partly or fully as deemed fit.
 - **Seed Money Grant:** All faculties eligible for CRP are also eligible for Seed Money Grant from the college. The maximum amount possible for such assistance can vary from case to case but in no case it shall be more than Rs 20,000/-. The duration for undertaking Seed Money Grant would be maximum 06 months. In exceptional cases, Principal reserves the right to extend the in-house research grant to such proposals partly or fully as deemed fit. Details of policy document on this can be found in (Appendix E).
 - **Students Research Projects:** Students Research Projects (SRPs) are available for students individually or in a group, Maximum amount for student's research projects can be 10,000/- only.
 - **Travel Grant:** Faculties who require travelling for the purpose of research work or attending a seminar, conference or workshop related to promotion of research work may apply for travel grant.



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- **Professional Development Grant:** Students and faculties can be funded for attending some professional development seminar/workshop under this category of financial assistance.

LEAVES AND SABBATICALS

Leaves- A number of provisions for availing leaves for research activities are given by the College. These leaves may be in the form of academic leaves (i.e., leaves with pay) for faculty members and attendance waivers for students can be allowed. These leaves are subject to the following conditions:

- Ordinarily these leaves may be availed by a researcher during the months research. The Chairman may at his discretion allow for leave during any other period
- The leave may be availed for a maximum period of two-weeks (i.e. 14 days). The Chairman may, however, extend this period at his discretion. Attendance waivers for students shall not be for more than five working days during a semester.
- Not with standing anything in this section attendance waiver are available only for students whose research projects is funded by the college under Student Research Project scheme. This waiver will not be available for any other activity except with the permission of the chairman.

Sabbatical- Sabbatical Leave shall be subjected to the following conditions:

- Is granted only to regular/permanent staff members.
- There shall be no loss of seniority for availing a sabbatical.
- Sabbatical shall be granted for a maximum period of two years.
- For grant of Sabbatical Leave for the first time since joining at least five years should have been spent at the Institute. This criterion may be relaxed for an applicant who has been awarded a recognized national/international fellowship.
- For any subsequent Sabbatical Leave at least six years should have been spent



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at the Institute since return from the last Sabbatical Leave.

- Obligations of a bond, as required by the Chairman, should be fulfilled.
- For recognizing an activity worthy of sabbatical leave, the Chairman will have full discretion.

RESEARCH ETHICS COMMITTEE (REC)

Research ethics committee organizes and supervises all the research related activities of the institution. The REC is headed by the Principal and its members include faculty- incharge of the Research Cell of the college and faculty members supervising M.Ed research work. The REC follows the UGC Ethical guidelines for research-based activities and adopts a proper procedure for monitoring research activities of the college. It ensures a qualitative and consistent ethical review mechanism for all the research activities being undertaken by the institution.

CONSTITUTION OF THE COMMITTEE

- Dr. Ramandeep Kaur Sidhu (Convener)
- Dr. Jasleen Kaur (M.Ed Incharge)
- M.Ed Faculty of the college
- Students Representative (Four Students from current Session)

ROLE OF REC:

- Initiate and organize research activities (seminars/workshops/conferences/extension lectures/FDP's) in the institution.
- Improve the efficacy and functioning of the Research Cell of the institution.
- Ensure quality and ethics in research work being undertaken by the faculty and students.
- Encouraging the faculty and students to publish their research work in reputed/UGC approved Journals.
- Hold periodical meetings to discuss ongoing research initiatives/projects/M.Ed synopsis.
- Compiling and publishing proceedings of seminar/workshops/conferences.



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- Orientation and awareness sessions for Faculty and M.Ed students on new trends in research/ethical research/APA format/synopsis writing/plagiarism/INFLIBNET
- Reviewing and recommending seed money/duty leaves/study leaves for faculty engaged in research activities.
- Review and edit all research articles received for publication in the college research journal-GHG Journal of Sixth Thought.
- Updating Research/Reference section of the college library to ensure rich supplies of reading material for the research scholars.
- Encourage the use of e-resources through INFLIBNET/N-List.
- Granting permission to research scholars from other educational institutions to access research section of the college library.



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APPENDIX B

STUDENT RESEARCH PROPOSAL

Please use a separate sheet to prepare your research proposal including the following headings.

You may use the description given under each heading write the proposal.

1. **TITLE-** A Short title preferably including variables of interest
2. **INTRODUCTION-** Brief description about variables and its justification
3. **METHODOLOGY-** Design of research, Population, method of collecting data from the participants, Statistical Techniques and estimate timeline
4. **BUDGET-** Mention all the costs you expected to incur for the study. This will include costs like purchase of instruments/tests, traveling, compensation to participants etc. Mention Amount of Financial Support Required
5. **INVESTIGATOR INFORMATION**
 - Name
 - Class and Section
 - Admission Number
 - Email Id (should be working)
 - Mobile Number

Once the proposal is complete please submit it to the In-Charge (Research Cell). If found suitable the proposal will be sent to the principal for final approval. The communication will primarily be through email so make sure you have a working email Id before applying.

You may mail a soft-copy of your proposal to ghgresearchcell@gmail.com or submit a hard copy in-person at the Research Cell, GHG Khalsa College of Education.



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APPENDIX C

APPLICATION FOR EXTENSION OF MINOR RESEARCH PROJECT

To

The Chairman Research Committee

GHGKCE, Gurusar Sadhar, Ludhiana

Date:

SUBJECT: Extension of Community Research Project entitled.....

.....by

..... (Principal investigator). I am writing to request you to extend the deadline of my CRP ('title of project') for a further duration of..... months. I/We have not been able to meet the deadline for the following

reason/s.

S/No.	Reason

I am now confident that the project will be completed within....

Sincerely,

Name, Designation and Signature

Research Committee Recommendation (For Research Committee Use only)



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APPENDIX E

GUIDELINES FOR SEED MONEY GRANT POLICY ON SEED MONEY FOR RESEARCH PROJECTS

Who are eligible to apply?

- Any regular faculty of the Bhopal School of Social Sciences (including those on probation).
- They should not have an ongoing project.
- By applying for seed-money, the applicant undertakes to complete the project successfully in time. If for any reason the awardee leaves the college without completing the project to the satisfaction of the Research Centre, s/he undertakes to refund the entire amount to the College along with the books/ journals/ equipment purchased out of the project money. The awardee shall not change the project (either entirely or in part)/ title/ objectives once the project is approved. In case the researcher desires any change in the project/ title/ objectives, s/he shall obtain prior, written permission from the convener of the Research Committee.
- Administration of the Seed Money Grant (SMG)- If sanctioned, the applicants should carry out the project on their own, and not outsource it or get others to do the research. All research done on Seed-Money project will be carried out within the college premises. The researchers need to obtain prior permission from the principal to work outside the premises. The proposal should be based on the applicant's own original ideas. It is advisable to show your proposals to our senior researchers and get critical feedback for novelty, quality, relevance, ethical considerations, methodology, outcomes, and impressive & formal style of presentation before submission. The grantees are expected to submit the work-in-progress of their project once in every month, to the Research Cell (ghgresearchcell@gmail.com) and present the same at the research colloquium. If the Research Committee is not happy with the progress, it may either suggest modifications or may withdraw the project. In all cases, the awardee should abide by the college code of ethics for research and publication.