



*6.3.2 Percentage of teachers provided with financial support to attend seminars /conferences/workshops and towards membership fees of professional bodies during the last five years*

Institutional Policy document on providing financial support to teachers



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# RAMAKRISHNA MISSION SIKSHANAMANDIRA

(A NCTE recognized Govt. Aided (WB) Autonomous Post-Graduate College under University of Calcutta)  
Belur Math, Howrah - 711 202, West Bengal



## Ramakrishna Mission Sikshanamandira

A NCTE Recognized Govt. Aided (WB) Residential Autonomous Post Graduate College of Teacher Education Affiliated to University of Calcutta

**College of Teacher Education (CTE)**  
Accredited by NAAC with 'Grade A'

### Research Policy of the College

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“Education is the manifestation of the perfection already in man.”

- Swami Vivekananda



## Preamble:

In any Teacher Education Institute, it is crucial for teacher educators to continuously update their knowledge to remain updated with the continuous changes and advancements in the field of education and teacher training. Regardless of the educational level they teach, teachers must engage in ongoing research activities. This includes studying relevant literature, undertaking small or large-scale research projects, participating in research conferences, seminars and symposia, as well as collaborating with other research groups or institutes. While teaching is undeniably the primary responsibility of college faculty members, it is essential for them to remain aware of the research happening worldwide. This awareness enables them to make their teaching for trainee teachers in B.Ed. or M.Ed. programs vibrant, inspiring and innovative.

Therefore, it is essential to recognize the importance of engaging in research, even if it is on a small scale. With this in mind, Ramakrishna Mission Sikshanamandira, a residential autonomous post-graduate teacher education college affiliated to the University of Calcutta, has formulated a General Policy of Research Promotion. This policy should generally be followed by administrators, faculty members, supporting staff, students, and other relevant stakeholders.

## A. Institutional Responsibility and Activity:

1. The college should try to give seed money to the teachers for their research work in the college.
2. While providing seed money for any institutional level research project, the college should ask the concerned faculty members to submit a short proposal indicating all the aspects of the project including budgetary estimates. The Principal may constitute a Committee for assessing the proposal and once the Committee approves it, the money should be allocated for the project. However, if the Principal thinks, at least at the initial level, for the encouragement of the faculty members to pursue such projects, he may straightway approve the proposal and sanction the money as required by the teacher depending on the availability of the fund. However, in all cases a proposal including a budgetary estimate should be submitted and at the end a brief report along with the utilisation certificate duly signed by the accountant and the project supervisor should be submitted to the Principal.
3. The college should make efforts to enhance its infrastructural facilities to support and to facilitate institutional research.
4. At the institutional level, it is important to organise awareness programs about patenting (if suitable for the nature of research) and the rules and regulations related to Intellectual Property Rights (IPR).
5. Both teachers and students should be motivated to pursue patenting (if suitable) for their innovations or publish their work in reputable journals.





6. The institute will strive to minimise administrative complexities in research, ensuring that academicians do not get perplexed while spending money, etc.
7. The college should establish official Memoranda of Understanding (MoU) and/or linkages with other institutes or industries to foster research collaborations and provide exposure.
8. The library should ensure the availability of a wide range of research-oriented books, journals, databases, including electronic copies, to support the research endeavours of the faculty and students.
9. The college should uphold a strong ethical standard in all aspects related to research activities, publication, and patenting. It is important to ensure the integrity and originality of the research conducted within the institution. The college should establish a suitable committee (may be M.Phil./ Ph.D. Research Committee) dedicated to addressing research ethics-related issues and implementing ethical standards within the institution. This committee will be responsible for ensuring compliance with the rules and regulations set forth by the regulatory authorities, which may be updated periodically. By adhering to these guidelines, the college can maintain a high level of ethical conduct in its research endeavours.
10. The institute will try to extend other support facilities to the faculty members pertaining to their own research works in M.Phil or Ph.D. programmes like granting 'On-duty' for data collection and attending convocation, typing the thesis, providing computers, books lending from library beyond the specified borrowing number, etc. in order to encourage and support them to complete their qualifying degrees to be the supervisors for M.Phil / Ph. D. research programmes that the institute may be involved from time to time in its future course of action.

## **B. Policy on providing financial support to teachers for attending seminar etc.:**

1. The college will offer "assisting seed money" for undertaking research projects to support teachers .
2. However, one teacher may be given funding for maximum one international, one national and one state level event in one academic year.
3. The funding assistance provided may be either full or partial, depending on the availability of funds within the college.
4. The college will allocate a budgeted amount specifically for this purpose to ensure that the funds can be made readily available.
5. The Principal will decide the specific amount of funding to be allocated to each teacher.
6. The institute may also provide (either full or partial, depending on the availability of funds) financial support to the faculty members in terms of paying the conveyance charges and/or registration fees for attending seminars, workshops, and conferences at State / National / International level.





## C. Curricula related activity at the college for different programmes:

1. The college should modify the curriculum of each programme in such a way that the students get exposure to latest developments in the several courses under a programme.
2. Research ethics should be incorporated as a topic or course of study in M.Phil. and/or Ph.D. Programme.
3. The college should continue a student research project, such as school study, action research, into its curriculum. This project can involve activities like internships, field surveys, observations, or other innovative approaches to research. By incorporating these research opportunities, students will gain familiarity with and orientation towards engaging in research activities.
4. Students may further be motivated to pursue original research works in M.Phil. / Ph.D. programmes or allied research projects in our or other higher educational institutes including research institutes and work under some eminent researcher so that they can imbibe the zeal for research in their future life.
5. Visit to several educational institute at all types and at all levels, interaction with the stakeholders of such institutes may be included in the curriculum so that the students get opportunities to open up their eyes on various issues related to education system and educational activities for undertaking research works and make a positive contribution in changing and improving educational scenario of the society and the state.
6. Faculty members of Sikshanamandira may be encouraged to act as supervisors as per the prevailing UGC norms for the M. Phil / Ph.D. programmes in 'Education' / 'Educational Studies'.

## D. Role and Activity of Faculty Members:

1. It is necessary to encourage all the faculty members to be engaged in research activities according to their individual capacities.
2. The faculty members should be encouraged to complete their own Ph.D. programme at the earliest.
3. The college should make efforts to secure funding for the development of research infrastructure and ongoing expenses associated with conducting regular research at this college. To achieve this goal, the college should actively approach governmental agencies and corporate organisations to seek the necessary funding.
4. The faculty members should be granted 'On-duty' when they participate as resource persons or paper presenters at seminars, conferences, or workshops.
5. The college should consider providing full / partial financial assistance to faculty members for seminar, conference, or workshop registrations, particularly in cases where the registration fees are prohibitively high.





## E. Research Ethics:

### Controlling Originality of the Research Work:

1. It is required that every student submitting a thesis, dissertation, or report of any similar research work to the college / research centre must provide an undertaking stating that the document has been prepared by them, and it represents their original work.
2. Each supervisor shall submit a certificate indicating that the work done by the researcher under him is original and not been published elsewhere.
3. The college may try to create an Institutional Repository on the institute website which shall include dissertation / paper / publication/ thesis and other in-house publications.

This is issued by the Principal of the college on receiving the due approval of the suitable / competent authority of the college.



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