



## **NATIONAL ASSESSMENT AND ACCREDITATION PROJECT (NAAC)**

- 1. Title of the committee: Staff Development and Research Fund Allocation**
- 2. Details of committee members 2018-19**

<b>Sr. No</b>	<b>Name of Member</b>	<b>Designation in committee</b>
1	Dr.B.H.Shelat	Chairman
2	Mrs. Paras Savaliya	Secretary
3	Mr.Virendra Jain	Member
4	Mrs. Arpita Vaidhya	Member
5	Ms. Sanjana Bhatia	Member
6	Mr. Atit Shah	Member

### **3. OBJECTIVE OF COMMITTEE:**

#### **For Staff Development:**

- To arrange FDP/QIP periodically
- To become competent mentor/teacher will give exposure for other institutional visits and part of their activities
- To support innovative ideas and collaborative activities of faculty
- To recommend for appreciation, motivation, acknowledgement and recognition for any achievement/work of staff to higher authority of institute

#### **For Research Fund Allocation**

- To allocate fund for research projects, its presentation and publication.
- To enhance effectiveness of administration's research support
- To encourage and permit longer range and more ambitious research planning by the college and thereby enhances progress of the college
- To encourage and promote Inter-disciplinary, Intra-disciplinary and multi disciplinary researches (Collaborative Research)

### **4. STRATEGIES/POLICIES FOR ATTAINMENT OF OBJECTIVES:**

#### **For Staff Development:**

- Organize FDP/QIP every 6 months and every 15 days journal club presentation
- Do more and more MoU with other nursing and non-nursing institutions for student and faculty exchange, visit, extra-curricular and co-curricular activities, collaborative etc to build up more competent mentor/teacher
- Conduct faculty satisfaction survey every 6 months.



- Organize faculty meetings twice in a year for innovative ideas in teaching and learning for staff development.
- By college administration appreciation, motivation, acknowledgement and recognition of staff for any achievement/work

### For Research Fund Allocation

- The Mahagujarat Medical Society, Nadiad will make annual, identifiable and predictable "research fund allocations" to all departments engaged in sponsored research. This policy affects Dinsha Patel College of Nursing, Nadiad.
- The research allocation for college and Department will supplement the existing Research Development Fund (RDF). Fund recovery at the audited rates will serve as the reference basis for the research allocation for the subsequent fiscal year.
- The fund will be allotted according to a formula provided and will administer its directly for research development and infrastructure support.
- The support for College and Departments by fund allocation committee will encourage faculty and provide a strong incentive for college to support full funds recovery.
- It will reward wiser and permit longer range budget decisions at the College and Department level and thus enhance the Colleges' research mission.
- The research allocation amount is distributed to academic units and Researcher (Individual) according to the following formula:

#### ❖ Illustration for Distribution of Research Allocations

Particulars		Percentage of fund allotment
<b>College Research Activities (Seminar/ Workshop/ Conference/ CNE/ Endowment chair)</b>		<b>50%</b>
Academic Unit	Departmental Research	25%
Researcher (Individual)		05%
Management's Research Development Fund (RDF)	To attend Seminar/ Conference outside the campus by faculties	10%
Office work for Research	Stationary, Awards/Certificate Development of research Lab.	10%

- Director and Principal are encouraged to pass on more than the formula amount to Departments or College. (Director and Principal of college negotiate Department/College split with appeals to the Chairman/Secretary for Research.)



	Division		Example
<b>Fund rates:</b>	%		(In ₹)
Total fund allocated (Example)	100		1,50,000
<b>College Research Activities</b>	<b>50</b>		<b>75000</b>
<b>Amount available for distribution</b>	<b>50</b>		<b>75000</b>
Academic Units (Departmental Research)	25	1/5 (For each department 7500/-)	37500
Researcher (Individual)	05	1/5 (For each department 1500/-)	7500
Management's Research Development Fund (RDF)	10	1/5 (For each department 3000/-)	15000
Office work for Research	10		15000

### Plan of Activities:-

- Split the allotted fund for college and departmental research activities during academic plan
- Organize periodic meetings and encourage faculty and students for enhancement of research projects and its publication etc.
- Maintain record and report of allotted fund and FDP/QIP.
- Encourage regular feedback and consider suggestions for improvement.
- Promote research paper and poster presentation activity by giving remunerations to attend the workshops/ conferences/ seminar outside the campus.
- Allot fund for Seminar, CNE, Endowment chair sessions on research in academic plan every year.
- Allot Fund for Encourage faculties and students for winning medal and prize for research activity by felicitating and notifying during Conference/ CNE.
- Check periodically dissemination and evidence based practice of funded projects.
- Allot fund for research library every year for journal and magazines.
- Any other duties the Director / Principal may assign.

### Monitoring and Records

- ✓ The implementation of this policy will be monitored on workplace by secretary and members of the committee on bi-monthly basis and any remedial action documented within the template.



**The following documentation will be maintained:**

- ✓ Meetings register : Agenda and minutes of the monthly meeting and its ATR.
- ✓ Circular file
- ✓ Application and fund allotment file
- ✓ Report file for FDP/QIP
- ✓ Report file (Output and feedback report of funded project/activity)

**Operational Mechanism:**

**Meetings:**

- The meeting agenda will be linked to the objectives of Staff Development and Fund allocation for research activities' annual action plan. However, the committee will also assess the current needs and develops the agenda accordingly.
- The committee will meet on every 13<sup>th</sup> in a month of Aug./Oct./Nov./Dec./Feb./March/May/July.
- The chair of the committee may convene additional meetings, as he/she deems necessary.
- A minimum of 3 members of the committee will be present for the meeting.

**Review of policy:**

- The chairperson is an authorized to make recommendations to the college about changes in the policy.
- The policy will be reviewed every year.

**5. DISTRIBUTION OF WORK:**

**Members:**

- Work accordingly to fulfill the objectives
- To encourage research activities amongst faculties and students.
- To check the utilization of allotted fund.

**Secretary:**

- To prepare agenda of bi-monthly meeting on every 13<sup>th</sup>
- Planning according to policy
- Forward applications regarding demand for fund allotment for research proposals and activities to the chair person

**Chair person:**

- Guide to Secretary and whole group members.
- Give them suggestions.
- Solve the problems/ Issue related to demanded budget and how much can be allotted for particular research or activity and further solution to overcome the demand.
- Evaluation of team work.



## Implementation of work:

Sr. No	Name of Member	Distribution of work
1	Mrs. Paras Savaliya	<ul style="list-style-type: none"><li>– Prepare agenda for meeting and forward application for requirement of fund for research activity and project to the chairperson of the committee.</li><li>– To help in organization of FDP/QIP</li><li>– Promote research activity as per objectives of the committee.</li><li>– Maintain record and reports.</li></ul>
2	Mr.Virendra Jain Mrs. Arpita Vaidhya	<ul style="list-style-type: none"><li>– Organize FDP/QIP and Promote research activities</li></ul>
3	Ms. Sanjana Bhatia	<ul style="list-style-type: none"><li>– Promote research activities and will help in organization of FDP/QIP</li></ul>
4	Mr. Atit Shah	<ul style="list-style-type: none"><li>– Help in organization of program for Non-teaching staff</li><li>– Maintain record and report of allotted fund</li></ul>

## 6. LIST OF RECORDS TO BE MAINTAINED IN COMMITTEE:

- Meetings register : Agenda and minutes of the Monthly meeting and its ATR.
- Circular file
- Application and Fund allotment file
- Report file for FDP/QIP
- Report file (Output and feedback report of funded project/activity).

**Mrs. Paras Savaliya**

**Secretary**

Institutional Research Fund Allocation Committee

Date: 27<sup>th</sup> August 2018

**PRINCIPAL**