



INTERNAL QUALITY ASSURANCE CELL (IQAC)

St. Edmund's College

NAAC Accredited A

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act 1956

Awarded STAR STATUS COLLEGE (DBT, Govt. of India)



iqac@sec.edu.in



<http://sec.edu.in>

Minutes of the Research & Publication Committee held on 18th December 2025

Venue: Online (Google meet)

Time: 16:00 hrs

Members Present:

1. Dr. Harmit Ranhotra (Incharge)
2. Dr. Wankitlang Shangphliang
3. Ms. Larihun Jeenaph
4. Dr. Hazel B. Wahlang
5. Dr. Daphinda F. War
6. Dr. Samrat Adhikari, IQAC
7. Mr. Sumit Deb, IQAC Coordinator
8. Br. Sunil Britto, Principal (Chairperson)

Agenda

1. Introduction of Members
2. Role and Functions of Research and Publication Committee (RPC)
3. Research Methodology and Capacity Building Initiatives
4. Research Participation and Methodologies
5. Updates on College Journal *Veritas* and CURE Programme
6. Initiatives for Faculty Publications
7. Research Incentives and Student Engagement
8. Any Other Matter with Permission of the Chair

Proceedings

All members were welcomed by Br Sunil Britto, Principal (i/c) and facilitated introductions, enabling members to clarify their roles and responsibilities within the committee. The IQAC then briefed the committee on the purpose of the meeting and the agenda items to be discussed.

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Key Discussions

1. Role and Functions of Research and Publication Committee (RPC)

The RPC plays a critical role in promoting research culture within St. Edmund's College. The following functions were outlined:

- Promotes research culture through Course-based Undergraduate Research Experience (CURE), integrating research projects into undergraduate curricula to facilitate faculty-student collaboration
- Facilitates research funding from government bodies (DBT, DST), NGOs, and college seed money for minor and major projects, yielding Scopus-indexed publications
- Organizes workshops on research methodology, research ethics, and use of analytical instruments to build faculty and student skills
- Tracks and reports research metrics in AQAR/SSR, including publications, citations, patents, and projects to meet Key Indicators
- Coordinates faculty incentives for research papers and manages Memoranda of Understanding (MoUs) for inter-institutional collaborations
- Publicizes faculty achievements via college website, social media, and newspapers to enhance visibility and motivation
- Maintains linkages with IIC-SEC for innovation support, startup development, and NAAC extension-research synergy

Discussion Point: Mr. Sumit Deb emphasized that the RPC is a mandatory body under NAAC guidelines and stressed the importance of collaboration with other institutional committees to address research deficiencies and establish clear guidelines for research initiatives.

2. Research Methodology and Capacity Building Initiatives

Br. Sunil Britto outlined the responsibilities of the RPC in enhancing research culture within the college, highlighting the involvement of research coordinators in planning and executing capacity-building activities.

Key Points Raised:

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- **Workshops on Research Methodology:** Ms. Baljuda War Nongbri proposed prioritizing workshops on research methodology to help both faculty and students understand the research process better.
- **Discipline-Specific Approaches:** Dr. Daphinda F. War highlighted the need for separate sessions tailored to humanities disciplines, as they employ different research tools and methodologies compared to science disciplines.
- **Implementation Support:** Research coordinators (Sir Kenny and Ms. Neeta) will be involved in coordinating workshop planning and execution.

3. Research Participation and Methodologies

Dr. Wankitlang Shangphliang thanked the team for the opportunity to initiate the RPC and underscored the importance of student involvement in scientific events and research activities. Dr. Harmit Ranhotra elaborated on two distinct levels of research within the institution:

- **Faculty-Level Research:** Focuses on generating publications in indexed databases and contributing to the institution's research metrics
- **Student-Level Research:** Emphasizes hands-on training and experiential learning, building research acumen among undergraduate and postgraduate students

Dr. Ranhotra further emphasized that the desire and motivation to engage in research is crucial for sustaining robust research efforts within academic institutions.

4. Updates on College Journal and CURE Programme

Br. Sunil Britto announced the establishment of the college journal **Veritas**, which will serve as a platform for disseminating research outputs from faculty and students.

Journal Details:

- **Journal Name:** *Veritas*
- **Submission Deadline:** February 20, 2025 (Call for Papers)
- **Publication Status:** ISSN number to be obtained
- **RPC Role:** Oversight and mentoring of journal committee and publication process
- **CURE Programme:** The RPC will provide mentoring support to the Course-based Undergraduate Research Experience (CURE) programme

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Query Addressed: Ms. Larihun Jeenaph sought clarification on IQAC's role and the journal's publication process, expressing interest as a new committee member. Br. Sunil explained the mentoring role of the RPC in supporting both the journal and the CURE programme.

5. Initiatives for Faculty Publications and College Journal Development

Mr. Sumit Deb discussed the college's strategic goal of establishing a dedicated journal to enhance its academic profile, particularly in anticipation of the upcoming fifth cycle of accreditation (NAAC).

Key Initiatives:

- Formation of Editorial Board with additional peer reviewers to be added soon
- RPC to oversee the journal committee and publication guidelines
- Emphasis on increasing student presentations and publications to complement academic achievements
- Journal committee guidelines to be finalized and shared with all members

6. Research Incentives and Faculty Support Mechanisms

Mr. Sumit Deb highlighted the importance of developing a vibrant research culture at the college and proposed the introduction of research incentives to support and motivate faculty research activities. Br. Sunil Britto reported that the management is open to providing incentives covering Article Processing Charges (APC), which will encourage faculty to undertake research and submit publications to indexed journals.

Student Publication Criteria: Ms. Baljuda War Nongbri raised a question regarding the publication of student research papers. The committee discussed establishing transparent criteria for inclusion of student work in the college journal to maintain quality standards while encouraging student participation.

Resolutions and Decisions

1. The committee unanimously endorses the establishment of the college journal *Veritas* with ISSN and the RPC's oversight of the same.
2. The committee approves the proposal to offer incentives for faculty research activities and academic processing costs to encourage publications in indexed journals.

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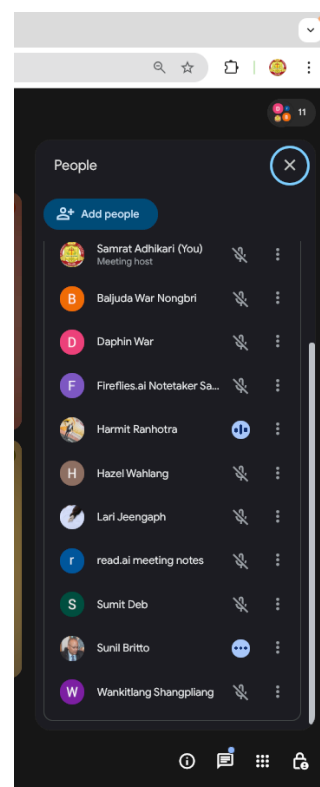
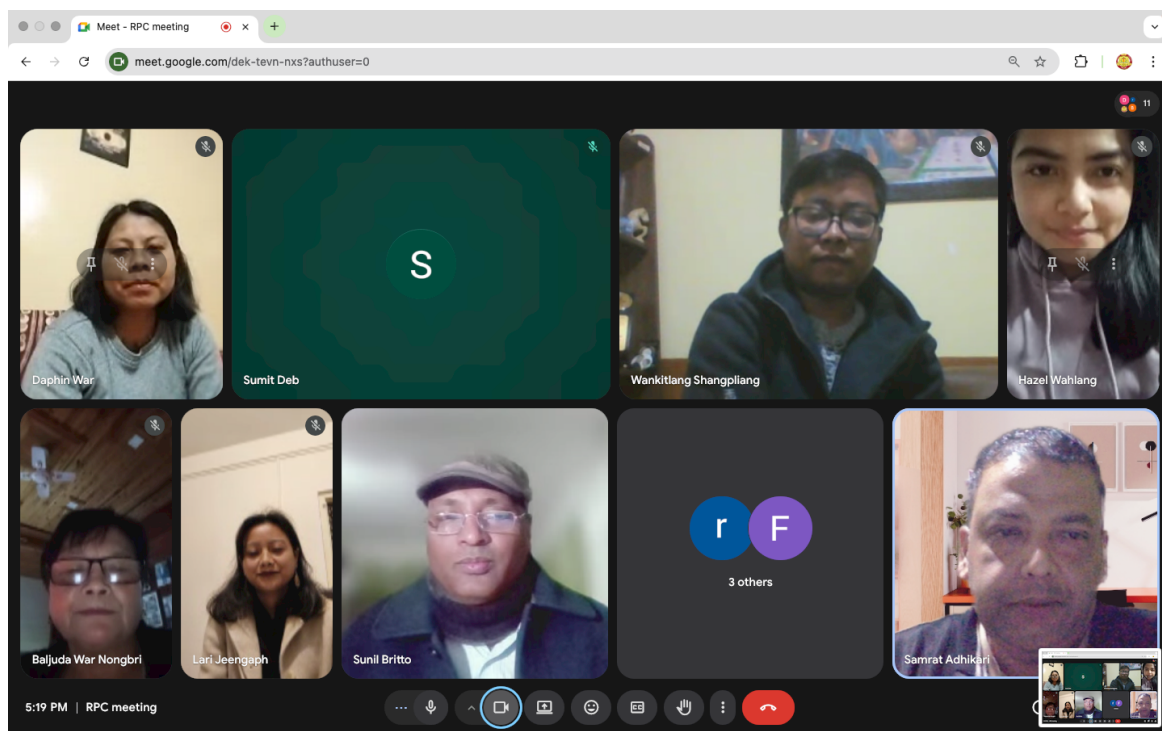
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3. The committee agrees to prioritize workshops on research methodology and institute discipline-specific sessions for humanities and science disciplines.
4. The committee supports the CURE programme with RPC mentoring and encourages increased student participation in research activities and scientific events.
5. The committee endorses the action plan for faculty orientation sessions on available research schemes and funding opportunities.
6. The next meeting of the RPC will be scheduled within two months to review progress on the action items and discuss implementation of the approved initiatives.

The meeting concluded successfully with a vote of thanks to the Chairperson and all committee members for their active participation and constructive inputs.

The attendance is appended




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