

# REPORT ON THE NINE-DAY ADD-ON COURSE

*on*

## *Research Methodology*

Conducted between 28 September – 11 October 2023



**ORGANISED BY**

**The Incubation Centre, St. Edmund's College, Shillong**

*In collaboration with*

**The Department of Education and the Internal Quality Assurance  
Cell (IQAC), St. Edmund's College, Shillong**

## Table of Contents

<b>1. ACKNOWLEDGEMENTS .....</b>	<b>3</b>
<b>2. GENERAL INFORMATION.....</b>	<b>4</b>
<b>3. COURSE STRUCTURE.....</b>	<b>5</b>
3.1 Course Description:.....	5
3.2 Programme of the Course:.....	5
3.3 Mode of conduct of the Course: .....	6
3.4 Reference Materials: .....	6
3.5 Grading Policy: .....	6
<b>4. LIST OF REGISTERED PARTICIPANTS .....</b>	<b>7</b>
<b>5. ATTENDANCE .....</b>	<b>9</b>
<b>6. ASSIGNMENTS AND RESULTS .....</b>	<b>11</b>
6.1 Methodology of evaluation: .....	11
6.2 Composition of the assignment: .....	11
6.3 Results: .....	11
6.4 Analysis: .....	13
<b>7. FEEDBACK FROM STUDENTS.....</b>	<b>14</b>
<b>8. FINANCIAL STATEMENT .....</b>	<b>20</b>
<b>9. APPENDICES.....</b>	<b>21</b>
9.1 Appendix A (Brochure).....	21
9.2 Appendix B (Template of the Certificate).....	22
9.3 Appendix C (Screenshot of one of the sessions taken during the course) .....	23



*Research Facilitator*

**St. Edmund's College**

Shillong 793003 | Meghalaya | India

## ACKNOWLEDGEMENTS

The Incubation Centre thanks **Genifa Kharbani**, Lecturer, Department of Education, and **Georgina B Kharlukhi**, Lecturer, Department of Education, for their enthusiasm about holding this course for the first batch of students in their department.

## GENERAL INFORMATION

- a. **Title of the Course:** Research Methodology
- b. **Total Contact Hours:** 24
- c. **Date of Approval:** 11 September 2023
- d. **Opening of registration process:** 25 September 2023
- e. **Closing of Registration Process:** 27 September 2023
- f. **Mode of Registration:** Online ([Google Forms](#))
- g. **Date for Commencement of the Course:** 28 September 2023
- h. **Conclusion of the course:** 11 October 2023
- i. **Duration:** 36 hours; including 12 hours for preparations and assessments
- j. **Total No of Students Enrolled:** 48
- k. **Registration Fee:** None
- l. **Course Coordinator:** Dr Oliver Nelson Gonsalves, *Research Facilitator*, St. Edmund's College, Shillong

## COURSE STRUCTURE

The subsequent sub-section will highlight various aspects of the course, such as the Course Description, the Programme, the Mode of conduct of this course, the grading policy and the profile of the external subject-matter expert.

### 3.1 Course Description:

This six-module Add-on course is designed to familiarise students with elementary research etiquette and enlighten them on acceptable and ethical practices in the field of research. To improve familiarity with the course content, the Course Coordinator referred to the recommended list of readings (specifically articles) based on the North-Eastern Hill University (NEHU) syllabus.

### 3.2 Programme of the Course:

This course was divided into six modules. The modules were shared between the Research Facilitator and external subject-matter expert, focusing on gradually introducing the participants to the idea of the research and the significance of publications. The programme of the course is listed in the table below:

Date	Time	Module	Resource Person
Thursday, 28 September 2023	1:30-3:30 p.m.	Introduction to Research	<b>Dr. Oliver N Gonsalves,</b> Research Facilitator, Incubation Centre
Friday, 29 September 2023	1:30-3:30 p.m.	Introduction to Research	
Tuesday, 03 October 2023	1:30-3:30 p.m.	Publishing the Right Way	
Wednesday, 04 October 2023	3:30-6:30 p.m.	Research Methods	
Thursday, 05 October 2023	1:30-4:30 p.m.	Research Methods	
Friday, 06 October 2023	1:30-4:30 p.m.	What is Plagiarism?	
Thursday, 09 October 2023	1:30-4:30 p.m.	What is Plagiarism?	

Friday, 10 October 2023	1:30-4:30 p.m.	Grasping the craft of scientific communication	
Saturday, 11 October 2023	1:30-4:30 p.m.	Testing out the theory: How to prepare a book review	

Apart from the four classroom sessions, five sessions were organised online (over Zoom). Twelve hours were allotted for assessing the students' assignments and their feedback on the conduct and *content* of the course. **All assignments received feedback** via personal e-mails from the Research Facilitator.

### 3.3 Mode of conduct of the Course:

This course followed a hybrid mode. Classroom sessions were held in Room Number 25, in the Main Block of St. Edmund's College, Shillong. The remaining sessions, as mentioned in the previous section, were conducted online, over Zoom.

### 3.4 Reference Materials:

After the day's proceedings concluded, PDF versions of the PowerPoint presentations from each module and additional readings were emailed to the students.

Slides discussing the ideal method to review a book were also circulated with the students.

### 3.5 Grading Policy:

Students were assigned the following grades, based on the complete course assessments.

Marks	Final Grade
90-100	A+
80-90	A
70-80	B+
60-70	B
50-60	C+
40-50	C
Below 40	Needs Improvement

## LIST OF REGISTERED PARTICIPANTS

Serial Number	Registration Number	Name	Department	Semester
1	232423	Lallawmzuali	Education	I
2	233727	J.Lalrempuii	Education	I
3	233732	Alish Sangneihoi Touthang	Education	I
4	232649	Caroline Sankhil Lamkang	Education	I
5	231321	Yimkumnaro Ozukum	Education	I
6	233002	Elizabeth L. Ralte	Education	I
7	232212	Elena V. Hmingthanzuali	Education	I
8	232251	K.Lalmuansangi	Education	I
9	233004	Phiada khongjoh	Education	I
10	233656	Jessica Laldampui Sinruwng	Education	I
11	232622	Gopin Kumar	Education	I
12	232351	Khisor Kumar	Education	I
13	230169	Jevikali Aye	Education	I
14	232399	Jenny Lalhruaizeli	Education	I
15	233576	Alba sengtera B marak	Education	I
16	233544	Stephen Lunginsang	Education	I
17	231941	Bobby Sultana Laskar	Education	I
18	233756	Dazealla Kharmujai	Education	I
19	232621	Samuel Lungougin Khongthang	Education	I
20	233691	Ashmi rabha	Education	I
21	232973	Harsh Mishra	Education	I
22	233254	Larihun Lyngdoh	Education	I
23	232474	Salomi Vaiphei	Education	I
24	232015	Helang chakma	Education	I
25	232996	Aijingsuk Pohthmi	Education	I
26	231002	Michelle Dhar	Education	I
27	230130	C Precilla Lhouvum	Education	I
28	21/SOCI/384	Ridabiang Sungoh	Sociology	V
29	21/BCAS/003	Subhankar Deb Roy	Computer Application (BCA)	V
30	21/BCAS/056	Animegh Boro	Computer Application (BCA)	V
31	233578	Binita sapkota	Education	I
32	233082	Mashunring Shangjam	Education	I

33	S2201345	Drema Lhamu	Biotechnology	III
34	2201323	Lham Drema	Biotechnology	III
35	232699	Kenny Roger Phawa	B. S. W	I
36	22/BIOT/015	Randy F Darlong	Biotechnology	III
37	234188	Louisa Kharkongor	English	I
38	232048	Julie Tyngkan	Sociology	I
39	231570	Longjam Dorah	English	I
40	231409	Sharon Sitlhou	English	I
41	232648	Thangjakap Haokip	History	I
42	22/BIOT/008	R Lalnutluangi	Biotechnology	III
43	22/BOTA/004	Rengeivawnga Molsom	Botany	III
44	22/BIOT/007	Mallovika Singh Kharbhih	Biotechnology	III
45	21/COMP/173	Sumana Sarkar	Computer science	V
46	231207	L Rondald Chongloi	Education	I
47	233561	Kamgousem Khongsai	Education	I
48	233767	Mangtinlal Suantak	Education	I



## ATTENDANCE

Sr. No.	Enrollment Number	Name	Semester	Total Hours	Attended (Hours)	Attendance (%)
1	232423	Lallawmzuali	I	24	0	--
2	233727	J.Lalrempuii	I	24	7	30
3	233732	Alish Sangneihoi Touthang	I	24	24	100
4	232649	Caroline Sankhil Lamkang	I	24	24	100
5	231321	Yimkumnaro Ozukum	I	24	24	100
6	233002	Elizabeth L Ralte	I	24	24	100
7	232212	Elena V. Hmingthanzuali	I	24	24	100
8	232251	K Lalmuansangi	I	24	24	100
9	233004	Phiiada khongjoh	I	24	24	100
10	233656	Jessica Laldampui Sinruwng	I	24	24	100
11	232622	Gopin Kumar	I	24	24	100
12	232351	Khisor Kumar	I	24	24	100
13	230169	Jevikali Aye	I	24	24	100
14	232399	Jenny Lalhruaizeli	I	24	24	100
15	233576	Alba sengtera B Marak	I	24	24	100
16	233544	Stephen Lunginsang	I	24	24	100
17	231941	Bobby Sultana Laskar	I	24	24	100
18	233756	Dazealla Kharmujai	I	24	0	--
19	232621	Samuel Lungougin Khongthang	I	24	24	100
20	233691	Ashmi Rabha	I	24	24	100
21	232973	Harsh Mishra	I	24	0	--
22	233254	Larihun Lyngdoh	I	24	10.5	44
23	232474	Salomi Vaiphei	I	24	0	--
24	232015	Helang Chakma	I	24	0	--
25	232996	Aijingsuk Pohthmi	I	24	24	100
26	231002	Michelle Dhar	I	24	24	100
27	230130	C Precilla Lhouvum	I	24	24	100
28	21/SOCI/384	Ridabiang Sungoh	V	24	0	--
29	21/BCAS/003	Subhankar Deb Roy	V	24	24	100
30	21/BCAS/056	Animegh Boro	V	24	24	100
31	233578	Binita Sapkota	I	24	7	30
32	233082	Mashunring Shangjam	I	24	24	100
33	S2201345	Drema Lhamu	III	24	24	100

34	2201323	Lham Drema	III	24	24	100
35	232699	Kenny Roger Phawa	I	24	3.5	15
36	22/BIOT/015	Randy F Darlong	III	24	3.5	15
37	234188	Louisa Kharkongor	I	24	14.5	60
38	232048	Julie Tyngkan	I	24	0	--
39	231570	Longjam Dorah	I	24	24	100
40	231409	Sharon Sitlhou	I	24	24	100
41	232648	Thangjakap Haokip	I	24	24	100
42	22/BIOT/008	R Lalnutluangi	III	24	24	100
43	22/BOTA/004	Rengeivawnga Molsom	III	24	0	--
44	22/BIOT/007	Mallovika Singh Kharbhih	III	24	24	100
45	21/COMP/173	Sumana Sarkar	V	24	0	--
46	231207	L Rondald Chongloi	I	24	24	100
47	233561	Kamgousem Khongsai	I	24	24	100
48	233767	Mangtinlal Suantak	I	24	24	100

## ASSIGNMENTS AND RESULTS

Assignments were designed to evaluate online research and data-interpretation skills.

### 6.1 Methodology of evaluation:

Assignments I carried 10 marks, while Assignments II and III carried 15 and 5 marks, respectively. Marks from the assignment were used to obtain a final percentage score.

Thus, if a student scored 7/10, the final percentage was calculated as 70 (7/10 x 100).

Only students who had scored a minimum of 40% and above are eligible for certificates (refer to Appendix C).

### 6.2 Composition of the assignment:

Students were expected to upload their submissions onto the cloud (Google Drive). These assignments were designed to test rudimentary (online) research skills.

Students were given three weeks to submit (upload) their assignments on Google Drive, which the Research Facilitator then evaluated.

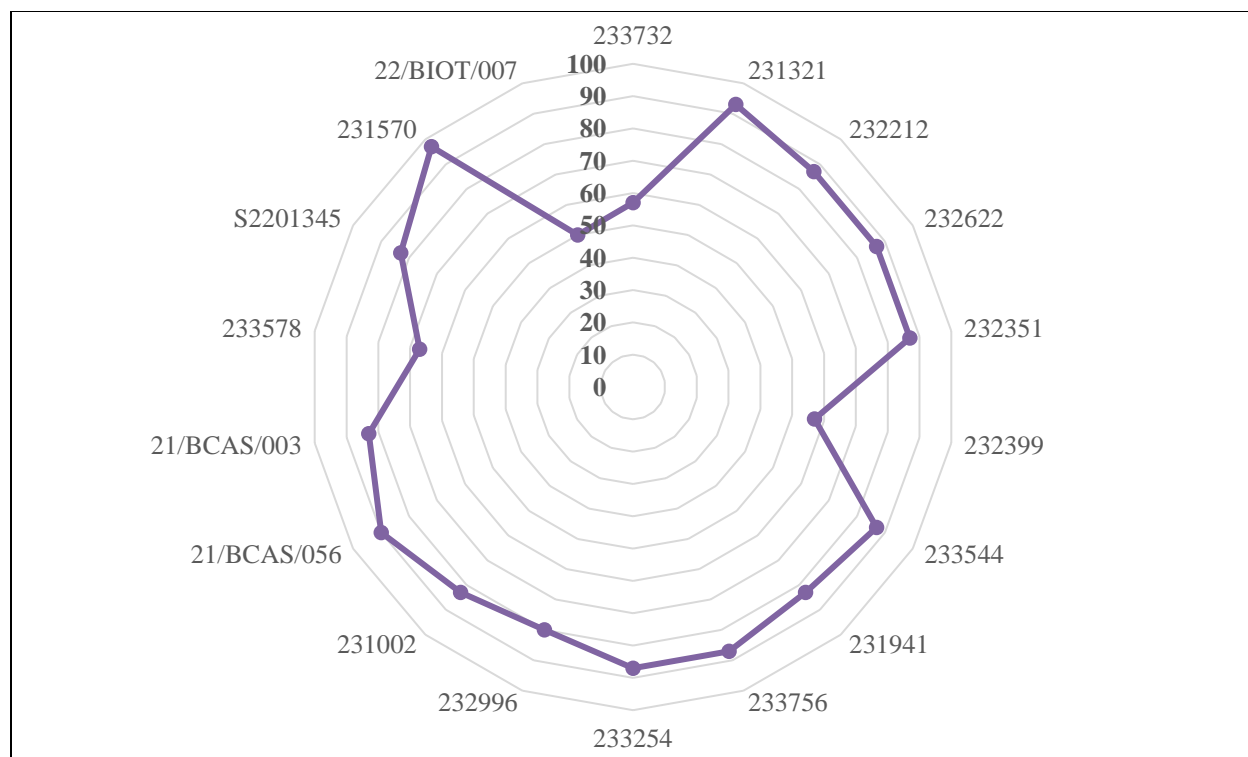
### 6.3 Results:

The details of the marks scored and the final percentage attained are listed in the table below:

Sr. No.	Enrollment No.	Name	A I	A II	A III	% of Marks	Grade
			10	15	5		
1	232423	Lallawmzuali	--	--	--	--	--
2	233727	J Lalrempuii	--	--	--	--	--
3	233732	Alish Sangneihoi Touthang	--	15	2	57	B
4	232649	Caroline Sankhil Lamkang	10	--	--	33	Needs Improvement
5	231321	Yimkumnaro Ozukum	10	15	3	93	A+
6	233002	Elizabeth L Ralte	--	--	--	--	--
7	232212	Elena V Hmingthanzuali	9	15	2	87	A
8	232251	K Lalmuansangi	--	--	--	--	--
9	233004	Phiida Khongjoh	--	--	--	--	--
10	233656	Jessica Laldampui Sinruwng	10	--	--	33	Needs Improvement
11	232622	Gopin Kumar	9	15	1	87	A
12	232351	Khisor Kumar	10	15	--	87	A
13	230169	Jevikali Aye	--	--	--	--	--
14	232399	Jenny Lalhruaizeli	1	15	1	57	B

15	233576	Alba Sengtera B Marak	--	7	4	37	Needs Improvement
16	233544	Stephen Lunginsang	8	15	3	87	A
17	231941	Bobby Sultana Laskar	10	15	--	83	A
18	233756	Dazealla Kharmujai	10	14	2	87	A
19	232621	Samuel Lungougin Khongthang	9	--	--	30	Needs Improvement
20	233691	Ashmi Rabha	0	5	4	30	Needs Improvement
21	232973	Harsh Mishra	--	--	--	--	--
22	233254	Larihun Lyngdoh	10	15	1	87	A
23	232474	Salomi Vaiphei	--	--	--	--	--
24	232015	Helang Chakma	--	--	--	--	--
25	232996	Aijingsuk Pohthmi	10	13	1	80	A
26	231002	Michelle Dhar	10	15	--	83	A
27	230130	C Precilla Lhouvum	4	--	--	13	Needs Improvement
28	21/SOCI/384	Ridabiang Sungoh	--	--	--	--	--
29	21/BCAS/056	Animegh Boro	10	14	3	90	A+
30	21/BCAS/003	Subhankar Deb Roy	10	13	2	83	A
31	233578	Binita Sapkota	10	8	2	67	B
32	233082	Mashunring Shangjam	--	--	--	--	--
33	2201345	Drema Lhamu	10	15	--	83	A
34	2201323	Lham Drema	--	--	--	--	--
35	232699	Kenny Roger Phawa	--	--	--	--	--
36	22/BIOT/015	Randy F Darlong	--	--	--	--	--
37	234188	Louisa Kharkongor	--	--	--	--	--
38	232048	Julie Tyngkan	--	--	--	--	--
39	231570	Longjam Dorah	10	15	4	97	A+
40	231409	Sharon Sitlhou	--	--	--	--	--
41	232648	Thangjakap Haokip	--	--	--	--	--
42	22/BIOT/008	R Lalnutluangi	10	--	--	33	Needs Improvement
43	22/BOTA/004	Rengeivawnga Molsom	--	--	--	--	--
44	22/BIOT/007	Mallovika Singh Kharbhih		15	--	50	C+
45	21/COMP/173	Sumana Sarkar	--	--	--	--	--
46	231207	L Rondald Chongloi	--	--	--	--	--
47	233561	Kamgousem Khongsai	--	--	--	--	--
48	233767	Mangtinlal Suantak	--	--	--	--	--

Out of the 48 students who registered for the course, only 18 passed this course. Thus, **this course had a passing percentage of 38%**. Twenty-three students did not submit any assignments (listed in the table above as AI AII and AIII). **Figure 2** below is a graphical display of the percentage scores of the 18 students who passed this course.



**Figure 2:** Percentage score of successful students

*Note: This data was plotted using MS Excel.*

Based on the assignment assessment, appropriate grades were awarded to the students, which were included in their certificates.

#### 6.4 Analysis:

Based on students' assignments and classroom interactions, this report has noted the following:

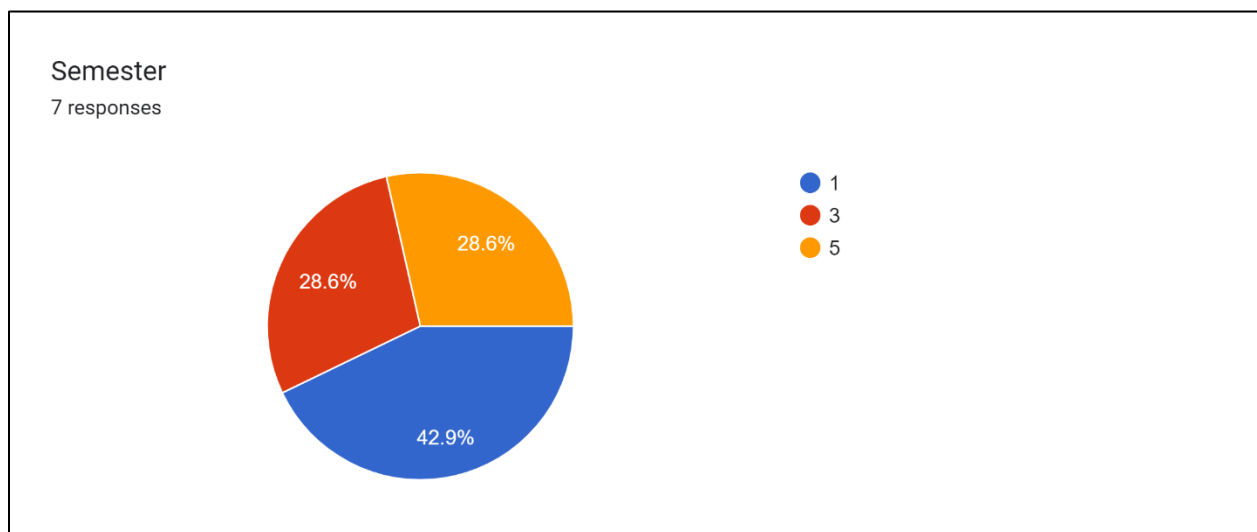
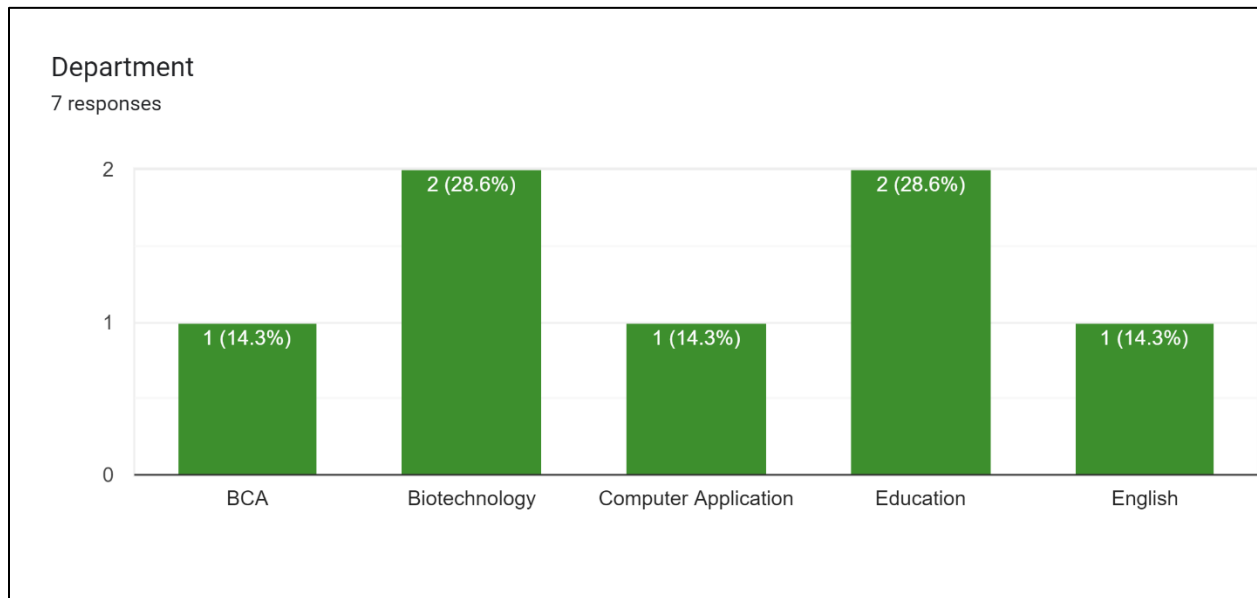
- a. An assessment of assignment III — which tested students' data-interpretation skills — shows that students could not differentiate between *inferences* and *observations*. This hints, broadly, at poor analytical skills.
- b. Assignments I and II observed a widespread failure to distinguish journals from books and reports. The library could solve this challenge by holding orientation sessions.

## FEEDBACK FROM STUDENTS

A Google Form was designed to assess feedback from the students. The link (URL) of this form is:

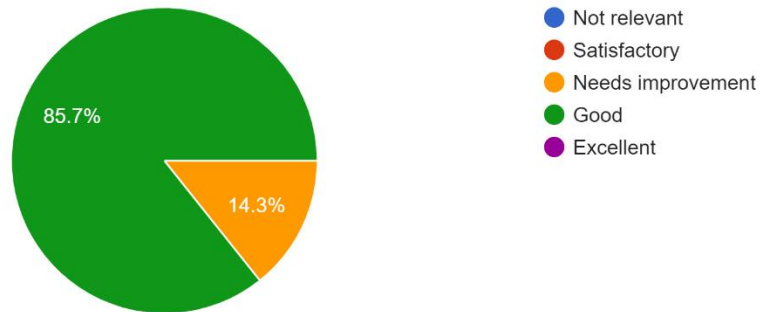
[https://docs.google.com/forms/d/e/1FAIpQLSfms7HI1V5PXvpHpnmu7bJ0WXWYkxUf6C2Y6fz4jjeYfGEzsA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfms7HI1V5PXvpHpnmu7bJ0WXWYkxUf6C2Y6fz4jjeYfGEzsA/viewform?usp=sf_link)

Only seven students out of the 48 who registered for this course responded to the Research Facilitator's request for feedback. Their responses are depicted below.



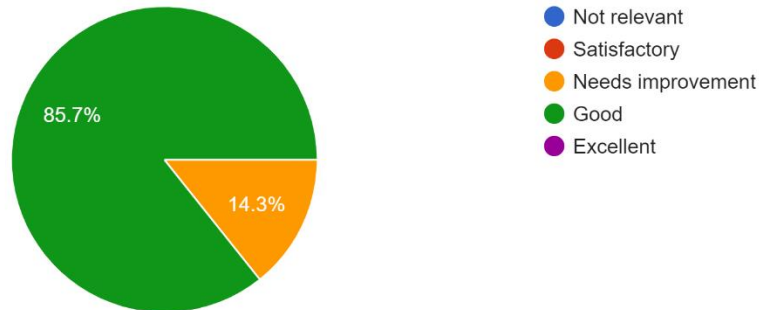
Were the objectives of the course clear to you?

7 responses



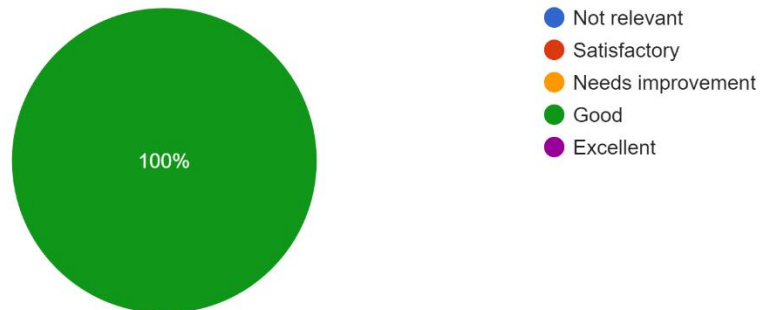
How relevant was the content of the course?

7 responses



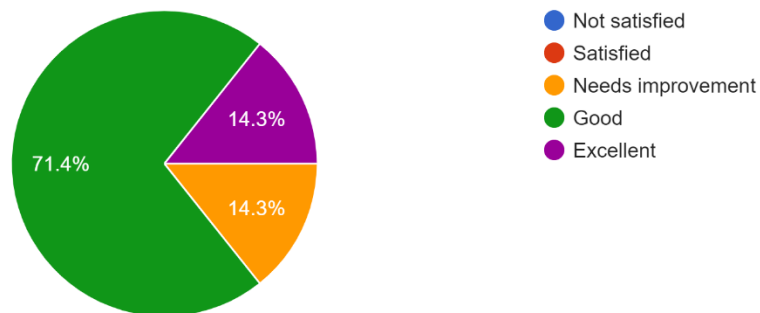
How was the structure (organisation/planning) of the course?

7 responses



The Research Facilitator taught you using templates of articles and screenshots of journals (along with their content). He also did not circulate class ... How satisfied were you with this kind of teaching?

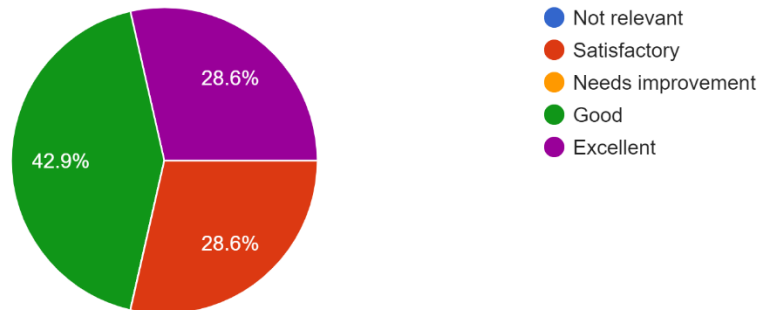
7 responses





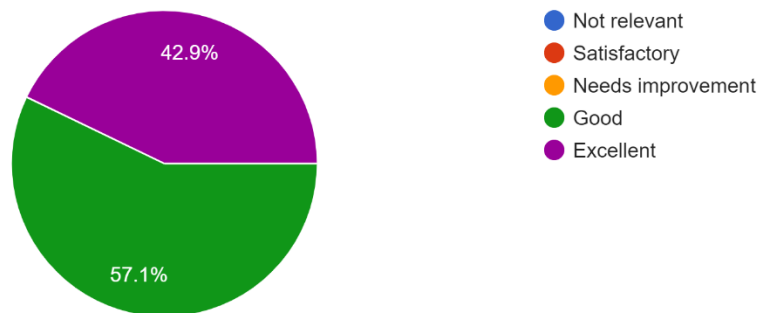
Did the content of the course enhance your understanding of 'research' in your subject?

7 responses



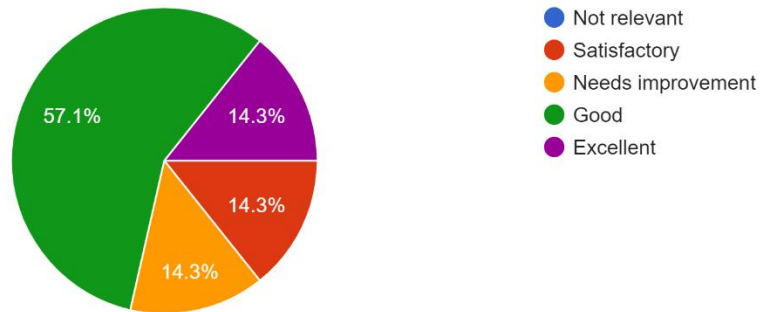
Did the course content familiarize you how to look for information pertaining to additional readings/articles for your subject?

7 responses



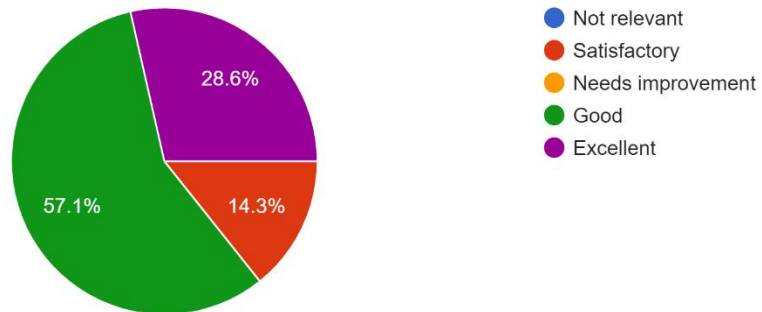
### How relevant did you find the assignments?

7 responses



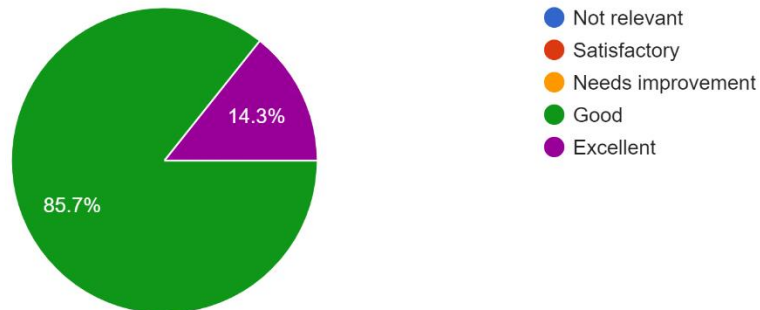
### Were the sessions interactive enough?

7 responses



How would you describe this course to your friends?

7 responses



Do you have any **SUGGESTIONS** for the Research Facilitator on how to improve this course?

- a. More offline classes.
- b. Talks very fast.
- c. Session should not be more than 45 minutes because after that we cannot fully focus
- d. I would have liked to learn further on plagiarism and practical tips to avoid it as it would prove more relevant to our undergraduate level. The guidance and assignments on how to find articles, journals and books for our major paper would prove to be an instrumental tool and helpful skill throughout our academic life.
- e. The course was good and informative.
- f. Maybe more of offline sessions instead of online, as the students can be monitored and it can be more interactive as compared to the online sessions where only the same 2-3 students respond.


## **FINANCIAL STATEMENT**

There were no financial implications on the college.

# APPENDICES

The following materials were used as supplementary material to enhance the merit of this course:

## 9.1 Appendix A (Brochure)



**ADD-ON COURSE ON 'RESEARCH METHODOLOGY'**  
Organised by the Incubation Centre,  
in collaboration with the Department of Education, St. Edmund's College, Shillong

**Introduction**  
As higher education in India gradually moves towards a more holistic and interdisciplinary model, research – especially at the undergraduate level – has become the focus of capability-enhancement activities within Indian universities. It is being promoted to enhance the skill sets of Indian graduates and prepare them for opportunities in higher education and industry. Such an initiative requires not only familiarity with contemporary research practices but also an understanding of the “ecosystem of research” (National Education Policy 2020, 45).

**Target Participants**  
The course is open for ALL STUDENTS of St. Edmund's College, Shillong

**Course Content**

Content	Hours
Module I: Introduction to research	4
Module II: Publishing the Right Way	2
Module III: Research Methods	6
Module IV: What is Plagiarism?	6
Module V: Grasping the craft of scientific communication	3
Module VI: Testing out the theory: How to prepare a book review	3

**Objectives**  
This six-module Add-on Course is designed to familiarise students with elementary research etiquette and enlighten them on acceptable and ethical practices in the field of research.

**Course Fee**  
No Course Fee

**Presenter**  
 Dr Oliver N Gonsalves, Research Facilitator, St. Edmund's College, Shillong  
 External subject-matter expert/s

**Assessments\***  
Each module will have short assignments based on the practical knowledge disseminated during the class. The results shall be graded accordingly with an analysis of the feedback.

**Mode**  
This course will be conducted in HYBRID MODE

**\*Participants who have completed ALL modules of the 36-hour course (including assignments) will be provided with certificates**

**\*\*Kindly note that all correspondence will be through e-mail only**


**How to Apply**  
[REGISTER HERE](#)

**For queries, please contact\*\***  
Dr Oliver N Gonsalves  
Research Facilitator  
Incubation Centre  
St. Edmund's College, Shillong  
Email id:  
[secincubationcentre@gmail.com](mailto:secincubationcentre@gmail.com)

**Important Dates**

Registration Opens	25 Sep 2023
Registration Closes	27 Sep 2023
Commencement of the Course	28 Sep 2023
Timings	3:00 – 5:00 p.m.
Module I	28 & 29 Sept 2023
Module II	03 Oct 2023
Module III	4 & 5 Oct 2023
Module IV	6 & 9 Oct 2023
Module V	10 Oct 2023
Module VI	11 Oct 2023

## 9.2 Appendix B (Template of the Certificate)



# St. Edmund's College

## Shillong

### CERTIFICATE OF MERIT


Awarded to  
**XXXX**

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For completing the nine-day Add-on Course on  
***Research Methodology***  
with **GRADE A+**


This course was organised by the Incubation Centre,  
in collaboration with the the Internal Quality Assurance Cell (IQAC) and the Department of Education,  
St. Edmund's College, Shillong,  
from 28 September to 11 October 2023

Certificate ID: SECICAC01202302




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**Dr. Oliver Nelson Gonsalves**  
Research Facilitator



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**Genifa Kharbani**  
Head, Department of Education





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**Prof. Sumit Deb**  
IQAC Coordinator



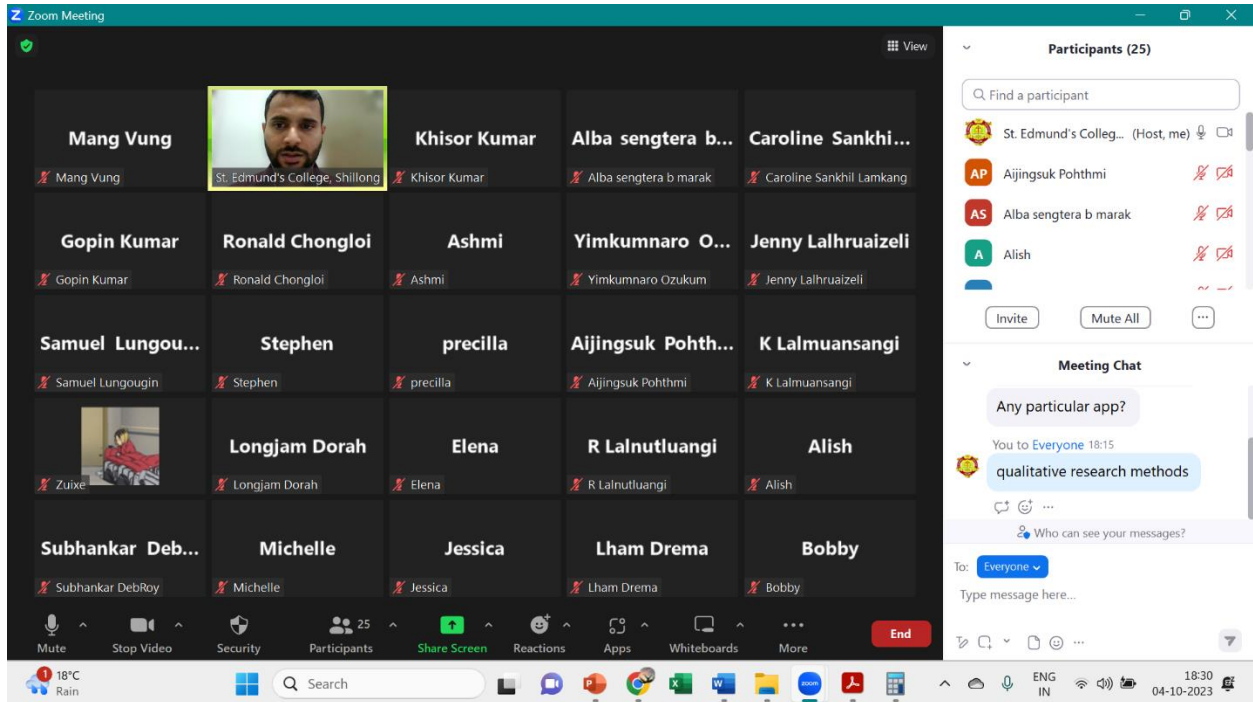
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**Br. (Dr) Simon Coelho**  
Principal-in-charge

Grade	A+	A	B+	B	C+	C
Marks	90-100%	80-90%	70-80%	60-70%	50-60%	40-50%

Organised by the Incubation Centre, in collaboration with the Department of Education, and the Internal Quality Assurance Cell (IQAC), St. Edmund's College, Shillong 22

### 9.3 Appendix C (Screenshot of one of the sessions taken during the course)



**Image 1:** Screenshot of the module on 'Research Methods' (04 Oct 2023.)

A handwritten signature in blue ink, appearing to read 'Alish'.

Research Facilitator  
St. Edmund's College  
Shillong - 793003