

## Manual I

### Particulars of Organization, Functions and Duties [Section 4(1) (b) (i)]

#### 1. Aims and objectives:

- (a) to inculcate, facilitate and promote a research culture in the State with a state-of-the-art infrastructure;
- (b) mentoring of educational institutions by eminent research scholars, by hiring, with the approval of the Government, talented young research students, Ph.D. students, postdocs and faculty, and by funding, strengthening, and growing already existing high-quality programmes at such institutions;
- (c) to promote high quality knowledge creation in the State and link academia, Government, industry and society;
- (d) to fund competitive, peer-reviewed grant proposals of all types including seed grant, mid-career and multi-disciplinary proposals, submitted by individuals or groups of individuals from institutions across all disciplines (including inter disciplinary research); doctoral and post doctoral fellowships;
- (e) to provide fellowships for researchers, visiting researchers, faculty and students during summer vacation;
- (f) to seed, grow, and facilitate research at all academic institutions including schools, higher secondary schools and higher educational institutions;
- (g) to fund research infrastructure (e.g., computing facilities) at individual institutions as well as infrastructure such as laboratories and other research equipment that can be shared across multiple institutions;
- (h) to increase the role and participation of State in key areas of national and global importance, and in major national and international collaborations, through large scale mission projects and mega projects;
- (i) to act as a liaison and co-ordinator amongst researchers, relevant Central and State Government bodies, industry and society, so that researchers are constantly connected with each other and with potential collaborations Government and industry); (including
- (j) to support the development of the next generation of researchers and long term development of global-quality research and innovation through innovative initiatives in education, including enhancing the cognitive and research and innovation skills of students and new researchers through various online and offline courses, workshops, and conferences on topics of current research interest, and through hackathons & competitions;
- (k) recommend and support various activities and initiatives for increasing the participation of women and other underrepresented groups in research;
- (l) create and maintain a State level registry for the collection, interpretation, and analysis of information and data surrounding all research being conducted in the State which may be used by Governmental bodies and industry to guide their policies and directions;
- (m) provide incubation centers, computing-data analysis centers, and research laboratories;
- (n) provide exchange facilities among the researchers, faculties with national and international institutions/bodies/ Industries;
- (o) recognize outstanding research and progress achieved by means of funding/mentoring across subjects and categories, through various prizes and special seminars recognising the work of the researchers;
- (p) provide mechanisms for ranking of research institutions and individuals;

- (q) serve as a high level think tank for the co-ordination and short and long term planning of research in the State and for the recommendation of key policy initiatives to the Government regarding research, innovation, and education;
- (r) to publish periodicals, treatises, reports, journals and other literature on all subjects;
- (s) to take suitable measures to conceptualize, introduce, and implement research methods at schools, high schools, higher secondaries, and higher educational institutions in the State;
- (t) to do all such things as are incidental, necessary or conducive to the attainment of all or any of the objectives of the Foundation;
- (u) to collaborate with any other colleges, universities, research institutions, non-profit organizations, industries, professional associations or other organizations in India or overseas to conceptualize, design, develop and offer specific educational and research programmes, training programmes and exchange programs for research students, faculty and others;
- (v) communicate and popularize new discoveries, inventions, and research related progress to public at large via different media;
- (w) to undertake necessary or expedient action to pursue and promote the objectives of the Foundation.

**2. Powers and functions of the Foundation:**

- (i) to administer and manage the Foundation and such centers for study, research, education and instructions as are necessary in furtherance of the objects of the Foundation;
- (ii) to make provisions for research and for the advancement and dissemination of knowledge;
- (iii) to inculcate and promote research culture at all levels;
- (iv) to provide funding for research degrees, titles, diplomas, certificates and other distinctions;
- (v) to appoint researchers and fill other positions, with the approval of Government, confer any distinctions subject to such conditions as the Foundation may determine and to withdraw any grant, titles, and other academic distinctions subject to such conditions as the Foundation may determine;
- (vi) to supervise and control the residents of the Foundation and to regulate the discipline of the researchers and staff of the Foundation and to make arrangements for promoting their health and general welfare;
- (vii) to create research, academic, technical, administrative, ministerial and other positions and to make appointments thereto, with the approval of Government;
- (viii) to regulate and enforce discipline among the employees of the Foundation and to take such disciplinary measures as may be deemed necessary;
- (ix) to institute necessary teaching, academic or research posts required by the Foundation, with the approval of Government;
- (x) to institute and award fellowships, grants, scholarships, prizes and medals;
- (xi) to provide for printing, reproduction and publication of research and other works and to organize exhibitions, competitions, and hackathons;
- (xii) to co-operate with any other organizations in the matter of education, training and research for such purposes as may be agreed upon on such terms and conditions as the Foundation may from time to time determine;
- (xiii) to co-operate with institutions of learning in any part of the world having objects wholly or otherwise similar to those of the Foundation by exchange of faculties, scholars and generally in such manner as may be conducive to the common objects;
- (xiv) to regulate the expenditure and to manage accounts of the Foundation;
- (xv) to establish and maintain within the premises of the Foundation or elsewhere such research centers as the Foundation may consider necessary and adequately furnish the same to establish

- and maintain such libraries, digital databases and reading rooms, laboratories as may appear convenient or necessary for the Foundation;
- (xvi) to receive funds, grants, subventions, subscriptions, donations and gifts for the purpose of the Foundation consistent with the objects for which Foundation is established;
  - (xvii) to purchase, take on lease, or accept as gifts, or otherwise any land or building or works, which may be necessary or convenient for the purpose of the Foundation on such terms and conditions as it may think fit and proper and to construct or alter and maintain any such building or works, with prior approval of Government;
  - (xviii) to sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Foundation, moveable or immovable, with prior approval of Government, on such terms and conditions as it may think fit and proper without prejudice to the interests and activities of the Foundation;
  - (xix) to draw and accept, to make and endorse, to discount and negotiate Government of India and other promissory notes, bills of exchanges, cheques or other negotiable instruments;
  - (xx) to execute conveyances, transfers, re-conveyances, mortgages, leases; licenses and agreements in respect of property, moveable or immovable including Government securities belonging to the Foundation or to be acquired for the purpose of the Foundation, with prior approval of Government;
  - (xxi) to appoint in order to execute an instrument or transact any business of the Foundation any person as it may deem fit, with the approval of Government;
  - (xxii) to start or discontinue any program offered by the Foundation;
  - (xxiii) to enter into any agreement with the Central Government, other State Government, or any other authorities, institutions, and industries for receiving grants;
  - (xxiv) to accept grant of money, securities or property of any kind or description on such terms and conditions as it may deem expedient;
  - (xxv) to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based upon all or any of the properties and assets of the Foundation or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the Foundation, all expenses incidental to the raising of money, and to repay and redeem any money borrowed or debt made with the prior approval of Government;
  - (xxvi) to invest the funds of the Foundation or moneys entrusted to the Foundation in or upon such securities or deposits and in such manner as it may deem fit and from time to time transpose any investments with the prior approval of Government;
  - (xxvii) to make such regulations for regulating the affairs the management of the Foundation and its properties and to amend and to repeal them;
  - (xxviii) to constitute for the benefit of the academic, research, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed, pension, insurance, provident fund and gratuity and other schemes as it may deem fit and to make such grants as it may think fit for the benefit of the staff of the Foundation and to aid in the establishment and support associations, institutions, funds and trusts for the benefit of the staff and the students of the Foundation;
  - (xxix) to confer rankings and other distinctions in such manner as may be prescribed;
  - (xxx) to delegate all or any of its powers to the Chairperson or any committee or to any one or more members of its body or to its officers;
  - (xxxi) to form a State level Ethical Review Committee to administer approval of research projects/proposals that include human/animal subjects;

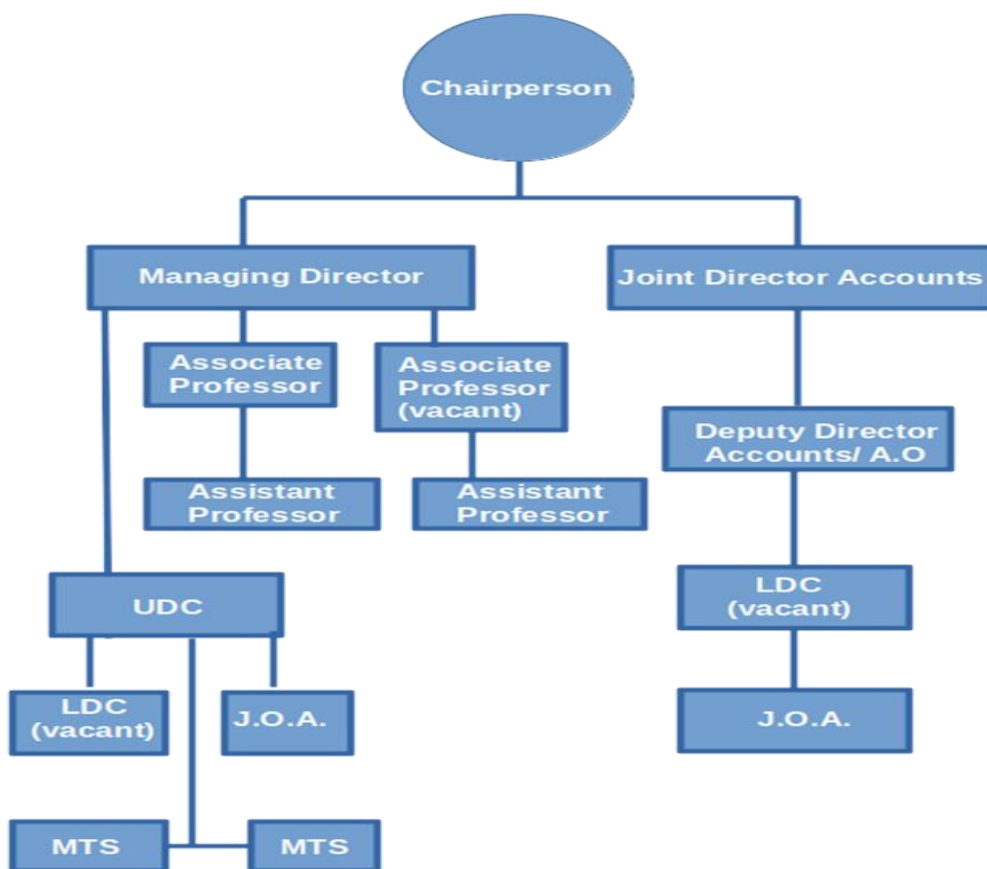
(xxxii) to administer and facilitate sharing/use of any data that has received from public or Government funding, for the purpose of research, academic use after the end of the proprietary data period;

(xxxiii) to do all such other acts and things as the Foundation may consider necessary, conducive or incidental attainment or enlargement of the aforesaid objects or any of them.

### 3. Brief history:

The Goa State Research Foundation was established by the Government of Goa through legislative enactment (Act 8 of 2022) on 17/10/2022. Goa is the only state in the country to have a special organisation established by the state government to promote research, a necessity in the context of the National Education Policy 2020.

### 4. Organizational Chart:



### 5. Main activities of the public authority:

The key objective of the Goa State Research Foundation is the promotion of research in various ways, at all levels, and across all disciplines, in the state of Goa. The activities of the GSRF, as being undertaken till date, can be broadly placed into the following groups (*these are not exhaustive in nature; activities related to items as listed under aims and objectives, also form part of activities*):

**i. Schemes:** Presently the following schemes (basically fellowships & grants), all related to promotion of research in higher educational institutions in Goa, have been notified / opened for financial assistance:

- a) Doctoral Research Fellowship

- b) Post-Doctoral Research Fellowship
  - c) Research Start-Up Grant
  - d) Minor Research Grant
  - e) Major Research Grant
  - f) Summer/Winter School Grant
  - g) Interdisciplinary Research Interventions Scheme for Local Development (IRIS-LD)
- ii. Workshops / Training Sessions:** Conduct of workshops (on its own or through collaboration), including field-based workshops, involving teachers and/or students, both, at the GSRF premises, and at other centres like Colleges, Departments/Schools of Goa University, and schools/higher secondary schools. The trainings/workshops are all related to research, including themes like how to write UG level final year project reports, how to write PG level dissertations, familiarisation of Research Methods/Style Sheets, tips on effective academic writing, demystifying research, Use of 'R' in research, etc.
- iii. Special Talks:** Organised on its own or through collaboration, involving renowned personalities, researchers, academicians, scientists, etc.
- iv. Interactions with government departments, private sector bodies, educational institutions:** ... to initiate dialogue, seek factual responses vis-à-vis needs, liaison with various bodies, look into possibilities of collaborative research, funding, etc.
- v. Video series:** Short documentaries by way of interviews involving research on/in Goa.

#### **6. List of services being provided by the public authority with a brief write-up on them:**

Considering its varied influences vis-à-vis the promotion of research, the list of services provided on basis of proposals invited for financial assistance, are as follows (*all related to schemes*):

- a) *Doctoral Research Fellowship:* Scheme to those pursuing full time research leading to PhD degree; to be eligible applicant has to have 15 years Residence Certificate (in Goa) and apply within one year of confirmation of PhD registration, or within three years since registration (subject to publishing at least one research paper in an approved journal); the scheme provides monthly fellowship plus and annual contingency grant (basically for up to 02 years); terms/conditions apply as published/publicised on website/gazette.
- b) *Post-Doctoral Research Fellowship:* Basically, provides monthly fellowship and annual research grant (for 02 years); for those with PhD degree, who aspire for further research prior to taking up remunerative employment; terms/conditions apply as published/publicised on website/gazette.
- c) *Research Start-Up Grant:* Scheme to provide support to regular faculty members belonging to Departments/Schools and affiliated/autonomous colleges under Goa University to set up their research base; applications to the scheme have to be within 02 years of the regular appointment; terms/conditions apply as published/publicised on website/gazette.
- d) *Minor Research Grant:* Helps provide financial support to recommended proposals of regular faculty members belonging to Departments/Schools and affiliated/autonomous colleges under Goa University; grant is given to successful applicants under non-recurring and recurring heads; project has to be completed within 02 years; terms/conditions apply as published/publicised on website/gazette.
- e) *Major Research Grant:* Helps provide financial support to recommended proposals put up by the Principal Investigator who is a regular faculty member belonging to Departments/Schools and affiliated/autonomous colleges under Goa University; grant is given to successful applicants under

non-recurring and recurring heads; project has to be completed within 03 years; terms/conditions apply as published/publicised on website/gazette.

- f) *Summer/Winter School Grant*: Scheme to promote good use of good infrastructure/facilities (as well as expert faculty members) with Departments/Schools and affiliated/autonomous Colleges under Goa University, which remain free/unused during vacations; scheme endeavours that the unused facilities/free faculty of colleges (during vacations) could be used to give exposure on various research related areas to school students or school teachers, and same with Departments/Schools of Goa University with regards to exposure to College students; duration of the successful school has to be 05 to 10 full days; terms/conditions apply as published/publicised on website/gazette.
- g) *Interdisciplinary Research Interventions Scheme for Local Development (IRIS-LD)*: Meant for thematic and open/non-thematic proposals from regular faculty members from any institution of higher education in Goa; basically for a duration of up to 01 year, co-members from any field or sector can be co-opted; proposals to the scheme have to identify a local problem, and on study thereafter have to provide a technology or policy driven solution; terms/conditions apply as published/publicised on website/gazette.

#### **7. Citizens interaction – Expectations of the public authority from the public for enhancing its effectiveness and efficiency:**

By and large, if any, those in the field of research will be in contact with the GSRF, considering its objective of promotion of research, which to a significant extent is by way of schemes and conduct of workshops. Contact can be maintained in any form with the Office of the GSRF, including by way of personal visits, email/postal correspondence, or telephonic/WhatsApp interaction. GSRF endeavours to respond to any/every query in the minimum period of time as possible (in terms of working days), which generally is not more than 02 days.

#### **8. Postal address of the main office, attached/subordinate office/field units etc.:**

*Address of Main Office*: Upper Ground (1<sup>st</sup>) Floor, Building 'B', Market Complex, Goa Housing Board, Alto-Porvorim, Goa, 403521

*Email*: office.gsrfg@gmail.com

*Phone*: 8275910290

*Website*: <https://gsrf.org.in/>

#### **9. Working hours both for office and public:**

9.30 a.m. to 1.15 p.m.

1.15 pm to 2.00 pm lunch break

2.00 p.m. to 5.45 p.m.

*All working days excluding Saturday, Sunday and Public Holidays.*

#### **10. Grievances redressal mechanism**

As per guidelines in force, GSRF has appointed a Public Grievances Officer (Prof. Savio P. Falleiro – MD/GSRF) to deal with complaints received from public. Additionally, as per statutory requirements GSRF has an Internal Committee with Ms Liza Fernandes Pereira being the Presiding Officer.