Research Proposals

Research Proposals shall be submitted in the following format to the Academy.

I. Research Proposal format
   1. Introduction with rationale and significance of the study
   2. Brief Review of Literature including gaps identified in the literature
   3. Methodology
      a. Research questions
      b. Objectives of the study
      c. Research Design
      d. Sample
      e. Tools
      f. Ethical considerations
      g. Data Analysis
      h. Timeline
   4. Budget

II. Documents to be appended
   1. Bio-data of the Researcher(s) in the prescribed format
   2. Name, Designation and Contact of the Research Guide
   3. Letter of Consent from the Research Guide
   4. Research grant agreement in the prescribed format

The Research proposal shall be sent to members of the Research Committee for scrutiny and based on the process outlined below, approval/ rejection of the proposals shall be intimated to applicants.

One Faculty Associate shall be appointed for each Research based on the topic of the Research and the Subject the Faculty Member is dealing with for the Basic Course.

Every researcher (without relevant research experience) should work with an experienced Guide of their choice, with requisite research experience or accredited by the UGC.

The Academy may insist on a short course on methodology for police officers/ researchers with no or limited relevant research experience.

**Timeline for Acceptance of Research Proposal.**

- From the date of receipt of a proposal the Director, NPA to decide whether the research is to be undertaken or not. AD (Research) to submit the file before Director within 2 weeks of receipt of proposal for a decision.

- One (01) month for comments from external Committee Members and failing which it will be construed that the concerned Member does not have anything to comment.
Two (02) weeks for vetting the comments received from research committee members by the internal committee and if deemed appropriate forward them, to respective Researchers, to factor the changes suggested either by external committee or internal committee.

One (01) month for Researcher to submit the modified proposal in case required; and make a presentation before the Research Committee whenever it is scheduled.

Fifteen (15) days for approval of proposal.

The final authority in this matter would be with the Director, SVP NPA.

A minimum of two Research Committee Meetings can happen every year in which the individual Researcher may present their proposals (in final form) in meetings and approval/rejection may be conveyed thereafter.

**Mid Term Review | Researches Underway**

Researchers shall submit a Mid Term Report, containing the following details, by email, to researchcell@svpnpa.gov.in, containing the following details, as per the accepted schedule.

1. Copy of the approved Research Proposal
2. Summary of the research-work undertaken so far, in about 600-800 words
3. The way forward

The Mid Term Report shall be distributed to the Research Committee Member(s) at least one week before the Mid Term Review.

Mid Term Review Meeting shall be conducted by the Director and one or more of the Academy Research Committee members, as per the schedule of the Research Calendar of the Academy.

If the Research is found to be of sub optimal quality, Director may decide to discontinue the Research Grant based on the Mid Term Review.

**Submission of Final Research Reports**

Researchers shall submit soft copy (Word format and PDF) of the Final Research Report, by email, to researchcell@svpnpa.gov.in, containing the following details, before the last date prescribed in the accepted schedule of the research.

1. Copy of the approved Research Proposal
2. Details of the research-work, covering inter alia:
   a. Introduction
   b. Statement of the Problem
   c. Objectives of the Study
   d. Methodology
   e. Details of data collected, analysis of data
   f. Findings
   g. Recommendations and Actionable Points, if any
   h. Conclusion
3. Copies of Questionnaires, Interview Schedules etc. used
4. Executive Summary in about 1500-2000 words
5. Utilisation Certificate along with bills, vouchers.

The Final Research Report shall be sent to members of the Research Committee for perusal, one month before the meeting.

Research Report shall be sent to faculty associate concerned one month before the meeting; The faculty associate shall submit a brief note (format attached) on the Research Report to Director 10 days before the Annual Academy Research Meeting.

Academy Research Meeting

Invitation, complete with details of Date, Venue, Agenda, Mode(Online/ Offline) and Programme, for the Annual Academy Research Meeting shall be sent to the Research Committee Members two months before the scheduled Meeting.

Review of Preparations

Two weeks before the meeting, Joint Director (Research) shall hold a meeting to review
1. Completeness of the Research Reports.
2. Venue and, Programme including the sequence of presentations and other Administrative Arrangements for the Meeting

DD/AD (Research) shall brief the Joint Director on each of the points above during the meeting.

Establishment Section shall detail two stenographers to take minutes of the meeting and IT Section shall detail personnel to arrange for Audio Visual and Communication Systems. Section in Charge of Research Cell shall send an ION regarding the Administrative Arrangements to the sections concerned.

Three days before the Meeting, DD/AD shall confirm the participation of Research Committee Members as well as Researchers (current and prospective). Also, Researchers shall be informed about the sequence of their slots for the presentation by email.

Programme

1. Welcome Address by Chairman
2. Report by Joint Director, Research
3. Presentation of the Final Research Reports (presentation for ten minutes, followed by Q&A)
4. Response from the Research Committee Members: Modification/ Acceptance
5. Discussion on the Research Themes of the next year
6. Concluding Remarks by Chairman
7. Vote of Thanks by DD/AD Research
Acceptance, Publication of Research Reports

Based on the recommendations of the Research Meeting, acceptance or non acceptance of the Research Reports shall be decided by the Director and the same shall be communicated to the Researchers. (In case Annual Research Meeting has suggested modifications on any Research Report, one of the Research Committee Members shall be requested to guide the Researcher to modify the report and ensure early submission as per the modifications required. Such modifications will have to be completed by the researcher expeditiously so that the Final Research Report can be published early).

Accepted Research Reports shall be published on the Academy Website; Soft copy along with three hard copies shall be made available to the Library, before the last date prescribed in the Research Calendar of the Academy.

Disbursal of Research Grant

A maximum amount of 10 lakhs shall be sanctioned by the Academy to the Research Fellow(s). The schedule for disbursal shall be as follows.

- 25% of the Research Grant shall be released upon acceptance of Research Proposal and upon the Researcher(s) signing the Research Grant Agreement
- 50% of the Research Grant shall be released after the Mid Term Review
- 25% of the Research Grant shall be released after the Acceptance of the Final Research Report

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The following Schedule would apply in normal cases, though Academy would be free to accept new proposals anytime during the year, based on merits. A minimum of two Research Committee Meetings are scheduled, however the Academy can hold more Research Committee Meetings as and when required.

1. Inviting New Proposals – anytime
2. Preferred Date for submission of New Proposals- March / September
3. Mandatory Research Committee Meetings – September/ March
4. Acceptance of New Proposals
5. Beginning of Research – October/ May
6. Mid Term Review- May/ October
7. Final Submission- October/ May
8. Publication