

## OFFICE ORDER: 01/2022

### Re-Organization of Research & Development Committee

1. It is to notify that Institute's Research and Development Committee has been **re-organized** as follows:

#### Research & Development Committee

Appointment	Name	Department	Roles/ Responsibilities
<b>Dean</b> Research & Development (R&D)	Dr. Sanjay Sharma Professor & HoD	ECE	<b>Annexure - A</b>
<b>Associate Dean</b> Collaborative Research & Development	Dr. Vipin Kumar Professor	AS	
<b>Associate Dean</b> Implementation of Research & Development	Dr. Vibhav K Sachan Professor & Addl. HoD	ECE	
<b>Associate Dean</b> Patents & Consultancy	Dr. K. Nagarajan Professor & Principal	KSOP	
<b>Assistant Dean</b> Research Planning & Execution	Dr. Ruchita Gautam Associate Prof.	ECE	
<b>Assistant Dean</b> Research Projects & Grants	Dr. Parvin Kumar Associate Prof.	ECE	
<b>Assistant Dean</b> Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
<b>Assistant Dean</b> Promotion & Implementation of Sustainable Development in Research	Dr. Minakshi Karwal Assistant Prof.	AS	
<b>Assistant Dean</b> Students' Research Promotion in KIET	Dr. Shubham Shukla Assistant Prof.	ECE	
<b>Assistant Dean</b> Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	

2. In addition, a **Collaborative Research and Development Committee** comprising of following members constituted (even for the small projects), to augment a culture for collaborative research in the Institute and to ensure the compliance of Policy for Research Guidance/ Ph.D. Guidance for Improving Research Culture:

#### Collaborative Research and Development Committee (CRDC)

Appointment	Name	Department	Remarks
Chairman	Dr. Sanjay Sharma Dean (R&D)	ECE	Committee - Functioning & Responsibilities (Annexure-B)
Vice - Chairman	Dr. Vipin Kumar Associate Dean - Collaborative Research & Development (CRD)	AS	
Member Secretary (Institute Level)	Dr. Brijesh Singh Associate Professor (Research)	EN	



## KIET Group of Institutions


Member Secretary (Department Level)	Professor Research	All Departments	
Research Faculty (Departmental)	All Research Faculty (Only Associate Professors and Assistant Professors) will be de-facto members		
<b>Ten Student Coordinators from each department to be nominated by HoDs.</b>			

3. The structure of Departmental Research Committee (DRC) comprising of following members constituted at department level is as follows:-

### Departmental Research Committee (DRC)

Appointment	Name	Department	Remarks
Chairman - Committee	Head of the Department	All departments	Committee - Functioning & Responsibilities (Annexure-C)
Member- DRC	Senior Academician nominated by the Head of department	All departments	
Member - DRC	A person well versed with anti-plagiarism tools, nominated by the Head of department	All departments	

4. Dean - R&D will consult the Associate/Assistant Deans - R&D Committee and will convene minimum one meeting per month. However, Dean - R &D is at liberty to conduct as many meetings as deemed appropriate with members to further strengthen the research activities in KIET Group of Institutions. The minutes of these meetings shall be forwarded to the Office of Director for information.
5. The Research and Development Committee including Collaborative Research and Development Committee will be responsible to the Director for their duties.
6. With this, Office Order 09/2021 dated 10<sup>th</sup> Jun'21 stands dissolved.

  
**Dr. (Col) A Garg**  
**Director**

**31....Jan'22**

### **Distribution:**

- Joint Director/ Deans/ Principal-KSOP/HoDs (CSE/IT/CSIT/CS/EC/EN/CE/ME/MCA/MBA/HS/AS), COE, Head-CRPC, Head-CAM & CAW, Head-AEC, Head-IRCDC, Associate Dean & Head-IT Operations, Head-HR, Head-PR&IR, Dy GM-TBI, Head EC (IEC), Addl. Head-IIPC, Registrar, Head F&A, Manager Administration, Librarian, Head-Purchase & Stores, KIETians

### **Copy to:**

- Dean- Research & Development
- All concerned Members - Research & Development Committee / Collaborative Research and Development Committee



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## **Roles /Responsibilities** **Research & Development Committee**

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### **Dean (Research & Development)**

- Coordinate overall Research & Development (R&D) activities in the Institute.
- Initiation of R & D projects & monitoring them.
- Guiding faculty for research projects & students for projects.
- Ensuring motivation for faculty for research publication, articles, book writing & higher studies and suggesting measures & encourage.
- Bring in live projects from industry for resource generation.
- Develop consultancy concept.
- Compilation of all research related articles published in National and International journals by the faculty members.
- Monitoring of responsibilities of Associate/Assistant Deans and functioning of CRDC.
- Ensuring standardized conduction of Conferences in KIET.

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### **Associate Dean (Collaborative Research & Development)**

- To promote and facilitate collaborative and Interdisciplinary research in different areas.
- Developing networks between the KIET Research Centre and eminent Researchers in respective fields in public and private sectors, locally, nationally and internationally.
- To develop mutually beneficial linkages with organizations/ Industries for partnerships and collaborative research.
- Evaluation of Progress reports of Research faculty on monthly basis.
- Execution of Ph.D program in KIET under Homi Bhabha Scheme in association with AKTU, Lucknow.

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### **Associate Dean (Implementation of Research & Development)**

- Research and Development Evaluation and Research Incentives.
- Building and providing sufficient support to enhance research facility for faculty support for applications submitted for post Ph.D Incentives.
- Building and providing sufficient support for Research incentives to enhance research facility for faculty and students across the Institute for Research Papers submitted for Conferences/ Publications in Journals.
- Processing/forwarding of applications for Ph.D Incentives, Research Incentives etc. after due examination / recommendation by Research & Development Committee wherein HR will act as facilitator.
- Time to time dissemination of information about Ph.D. entrance examination of various reputed Universities of NCR region, so that all the Ph.D. aspirants may be motivated and can register themselves. It may create more awareness among them.
- Execution of KIET Ethics Policy for students and faculty members.



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## **Associate Dean (Patents and Consultancy)**

- To promote Patent filing.
  - Development and Execution of Research Training Programs within the Institute.
  - To promote Consultancy.
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## **Assistant Dean (Research Planning and Execution)**

- To draft policies related to Research and Development.
  - To promote quality research publications in SCI/SCOPUS and IEEE conferences etc.
  - Representation and Promotion of ongoing significant Research/ Research related initiatives internally and externally.
  - Six monthly dissemination of list of Journals/Conferences where all departmental faculty & students can go for publishing.
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## **Assistant Dean (Research Projects and Grants)**

- To explore and apply to get funded Research projects as per the expertise available in the Institute.
  - To promote research grants through funding agencies.
  - Updating on KIET website regarding research data.
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## **Assistant Dean (Research Data Management)**

- Overall management Research Data and Filing.
- Promotes ethical conduct in all aspects of the research process including but not limited to the data acquisition, management, sharing and ownership, publication practices, responsible authorship, and collaborative research and reporting.
- Mentoring faculty (especially junior faculty) on research career issues.
- Coordinating the Research Budget and Research Experts Talks



## **Assistant Dean (Promotion & Implementation of Sustainable Development in Research)**


- To monitor and mapping of Sustainable Development Goals for the growth of research in KIET.
- To monitor the execution of Research Policy to ensure research culture in the academics.
- To manage the record of research activity (Invited Talks, Guest lectures etc.)
- Social Media Cell Coordinator for research and to foster the necessary infrastructure for further research projects.
- To maintain the record of weekly R&D meetings with MOM.

## **Assistant Dean (Students' Research Promotion in KIET)**

- To manage research activity among students of the institution.
- To maintain the outcome of the final year research Project and to monitor the compliance report.
- To promote Research in the Centers of Excellence, involving students, of various departments.
- To coordinate with the Assistant Dean R&D Project and funding of grants for student related activities.

## **Assistant Dean (Research Quality Assurance)**

- College level NAAC, NIRF, and NBA accreditation R&D data management
- To coordinate with various departmental DRC committees.
- Journal/ Conference/Book/ Grants/ Invited Lectures/ Product developed data management.
- To monitor the citation improvement.
- To monitor the growth of Ph.D. graduation in various departments.
- To coordinate with Assistant Dean Research Data Management.
- To maintain record of CV Raman Award.

  
Dr. (Col) A Garg  
**Director**

31 Jan 22



**Functioning and Responsibilities**

**Collaborative Research and Development Committee (CRDC)**


- On working Saturdays, two sessions of 2 hours for Collaborative Research and Development shall be organized. Presentations shall be carried out at respective departments by the member of respective research groups (Faculty and Students) under the supervision of Professor Research.
- During each session two- three journal articles shall be presented. After a 10-15 minutes presentation of each article, a 10 minutes discussion period shall be ensured.
- Research work discussion to be documented and approval by the core committee of collaborative Research and Development for further implementation of proposed Research work.
- Thus, above concrete findings in research to be used further to write research papers and grant project proposals. Finally filling of patent and product development shall be ensured.

**Responsibility (Member Secretary: Institute Level)**

- Member Secretary: Institute Level need to facilitate and ensure all the above-mentioned points in Institute Level.
- Member Secretary: Institute Level need to submit the consolidated progress report to Dean R&D once in a month.

**Responsibility (HoDs/ Member Secretary: Department Level)**

- HoD's need to facilitate and ensure all the above-mentioned points in their respective departments.
- HoD's need to submit the progress report to Dr. Brijesh Singh (Member Secretary: Institute Level) in consultation with Member Secretary: Department Level once in a month.

  
Dr. (Col) A Garg  
Director


31 Jan 22



**Functioning and Responsibilities**

**Departmental Research Committee (DRC)**

- The DRC shall have the power to recommendations including penalties with due justification for Bachelor's/Master's project report/theses/dissertations submitted by a student as well as research papers of students submitted for academic credits.
- The DRC shall send the report after investigation and the recommendation on penalties to be imposed, to the Research and Development Committee within a period of 30 days from the date of receipt complaint /initiation of the proceedings.
- Final course of action should be decided by the Head of Institution.
- Faculty shall submit the reprint of the paper published in Journal/ Conference along with the Plagiarism report to DRC. Respective HoD shall submit the recommendation to the office of Dean R & D and Associate Dean, Implementation of Research and Development shall verify the credentials submitted by the respective HoD and he shall put up the recommendation to Dean R & D. Faculty member shall upload the published paper in achievement section of KIET erp only after getting the approval from Dean R & D.

  
Dr. (Col) A Garg  
**Director**

31 Jan 22.