


OFFICE ORDER: 03/2023
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

S.N	Appointment	Name	Dept.	Roles/ Responsibilities
1	Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	(Annexure-A)
2	Associate Dean Collaborative Research & Development	Dr. Vipin Kumar Professor	AS	
3	Associate Dean Intellectual Property Rights (IPR)	Dr. K. Nagarajan Professor & Principal	KSOP	
4	Associate Dean Research Planning, Implementation & Development	Dr. Ruchita Gautam Professor & Addl. HoD	ECE	
5	Associate Dean Research, Industrial & Sponsored Project Development	Dr. Sapna Juneja Professor	CS	
6	Assistant Dean Research Projects & Grants	Dr. Parvin Kumar Associate Prof.	ECE	
7	Assistant Dean Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
8	Assistant Dean Promotion & Implementation of Sustainable Development in Research	Dr. Minakshi Karwal Assistant Prof.	AS	
9	Assistant Dean Students' Research Promotion in KIET	Dr. Shubham Shukla Assistant Prof.	ECE	
10	Assistant Dean Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	
11	Assistant Dean Industrial & Academia Research Collaboration & Promotion	Dr. Brijesh Singh Associate Prof.	EN	


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2. In addition, **Collaborative Research and Development Committee** has also been reorganized comprising of following members (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
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-B)
Associate Dean Collaborative Research & Development	Dr. Vipin Kumar Professor	AS	
Assistant Dean Industrial & Academia Research Collaboration & Promotion	Dr. Brijesh Singh Associate Professor	EN	
Members (Department Level)	Associate/Assistant Head (DRC)	All Departments	
Research Faculty (Departmental)	All Research Faculty (Only Associate Professors and Assistant Professors) will be de-facto members		
Ten Student Coordinators from each department to be nominated by HoDs.			

3. The structure of **Intellectual Property Rights (IPR) Committee** comprising of following members constituted at Institute level is as follows:

Intellectual Property Rights (IPR) Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-C)
Associate Dean Intellectual Property Rights (IPR)	Dr. K. Nagarajan Professor & Principal	KSOP	
Member Secretary (Institute Level)	Dr. Richa Goel Assistant Professor	KSOP	

4. The structure of **Research Planning Implementation & Development Committee** comprising of the following members constituted at Institute level is as follows:


Research Planning Implementation & Development Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-D)
Associate Dean Research Planning, Implementation & Development	Dr. Ruchita Gautam Professor & Addl. HoD	ECE	
Member Secretary (Institute Level)	Dr. Shivani Assistant Professor	ECE	

5. The **Proposal Shadowing Committee (PSC)** comprising of following members is constituted at Institute level to enhance the quality of research Grants at KIET and to create a vibrant atmosphere of research in campus amongst its faculty, students and staff:

Proposal Shadowing Committee (PSC)

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-E)
Associate Dean Research, Industrial & Sponsored Project Development	Dr. Sapna Juneja Professor	CS	
Assistant Dean Research Projects & Grants	Dr. Parvin Kumar Associate Prof.	ECE	
Member Secretary (Institute Level)	Dr. Shivani Assistant Professor	ECE	
Scientific Officer/ Shadowing Manager	*Appointment – In process		


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6. The structure of **Research Data Management Committee** comprising of following members constituted at Institute level is as follows: -

Research Data Management Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-F)
Assistant Dean Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
Assistant Dean Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	
Member Secretary (Institute Level)	Dr. Richa Goel Assistant Professor	KSOP	

7. The structure of **Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee** comprising of following members constituted at Institute level is as follows: -

Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-G)
Assistant Dean Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	
Assistant Dean Promotion & Implementation of Sustainable Development in Research	Dr. Minakshi Karwal Assistant Prof.	AS	
Assistant Dean Students' Research Promotion in KIET	Dr. Shubham Shukla Assistant Prof.	ECE	
Assistant Dean Research Quality Assurance	Dr. Himanshu Chaudhary Assistant Prof.	ECE	

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8. The structure of **Research Magazine Committee** comprising of following members constituted at Institute level is as follows: -

Research Magazine Committee (RMC)

Appointment	Name	Department	Remarks
Editor -in -Chief	Dr. Vibhav Kumar Sachan Dean (R&D)	ECE	Committee - Functioning & Responsibilities (Annexure-H)
Editor	Dr. Brijesh Singh Assistant Dean R&D	EN	
Associate Editor	Dr. Minakshi Karwal Assistant Dean R&D	AS	
Associate Editor	Dr. Himanshu Chaudhary Assistant Dean R&D	ECE	

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

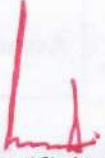
Departmental Research Committee (DRC)

Appointment	Name	Department	Remarks
Dean Research & Development (R&D)	Dr. Vibhav Kumar Sachan Professor & HoD	ECE	Committee - Functioning & Responsibilities (Annexure-I)
Chairman - Committee	Head of the Department	All departments	
Member- DRC	Associate/Assistant Head (DRC)	All departments	
Member - DRC	A person well versed with anti- plagiarism tools, nominated by the Head of department	All departments	

10. 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.

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11. The Research and Development Committee including Collaborative Research and Development Committee (CRDC), Intellectual Property Rights (IPR) Committee, Research Planning Implementation & Development Committee, Proposal Shadowing Committee (PSC), Research Data Management Committee, Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee, Research Magazine Committee (RMC), Departmental Research Committee (DRC) will be **responsible to the Dean R&D** for their duties in designated roles and **Dean R&D will be responsible to Director** for his duties in designated capacity.
12. The above Order comes into force **with immediate effect**.
13. With this, Office Order 07/2022 dated 11th Apr'22, Office Order 08/2022 dated 6th May'22 and all previous Orders in this regard stands superseded.


Dr. (Col) A Garg
Director

24.... March'23

Distribution:

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

Copy to:

- Dean- Research & Development
- All concerned Members - Research & Development Committee/Collaborative Research and Development Committee/ Intellectual Property Rights (IPR) Committee/ Research Planning Implementation & Development Committee/ Proposal Shadowing Committee (PSC)/ Research Data Management Committee/ Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee/ Research Magazine Committee (RMC)/ Departmental Research Committee (DRC)

Roles / Responsibilities

Research & Development Committee

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.

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.
- 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.

Associate Dean (Intellectual Property Rights)

- To promote Patent filing.
- To protect intellectual property (IP) rights generated by faculty/ personnel, students, and staff of the academic institution, by translating their creative and innovative work into IP rights.
- Development and Execution of Research Training Programs within the Institute.
- To create a mechanism for knowledge generation and its commercial exploitation.

Associate Dean (Research Planning, Implementation & 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.
- Monthly dissemination of list of Journals/Conferences where all departmental faculty & students can go for publishing.

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- 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.

Associate Dean (Research, Industrial & Sponsored Project Development)

- Promote Research & Development (R&D) activities in the Circuit Branches.
- Coordinate overall Research & Development (R&D) activities in the Circuit Branches.
- Promote and support a culture of innovative Industrial and sponsored project development in Institute.
- Provide direction, resources and oversight in the preparation of scientific proposals in accordance with Government Funding Agencies like DRDO, ICMR, DST, AICTE, ISRO, MEITY etc.
- Provide direction, resources and oversight in industrial and sponsored project/product development in accordance with KIET Ethics Policy and sponsoring agency policies and procedures.
- Work and facilitate with Latest Innovative Ideas/Schemes to create awareness among faculty and students towards product development.
- Assist graduate and post graduate student funding, in particular with respect to fellowships on research and training grants.
- Foster and facilitate proposal development and promote interaction for large multi-disciplinary faculty and student research opportunities.
- Assist the progress of faculty members and students involved in various departmental research groups based on Centres of Excellence on a regular basis.

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.
- Execution of KIET Ethics Policy for students and faculty members.
- To increase the research citations in SCI/SCOPUS Database for the improvement of NIRF Ranking.

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Assistant Dean (Research Data Management)

- 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 map 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.

Assistant Dean (Industrial & Academia Research Collaboration & Promotion)

- To coordinate with various department for the promotion of Research.
- To promote and facilitate collaborative and Interdisciplinary research in different areas.
- To coordinate CRD meetings on working Saturdays.
- To submit the consolidated progress report of CRD meetings to Dean R&D once in a month.
- To collect the monthly data for KIET Research Magazine- Anusandhan.

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-minute 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 grants project proposals. Finally filling of patent and product development shall be ensured.

Responsibility (HoDs/Members: Department Level)

- HoDs need to facilitate and ensure all the above-mentioned points in their respective departments.
- HoDs 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.

Functioning and Responsibilities

Intellectual Property Rights (IPR) Committee

- Data management of the National and International Intellectual Property Rights (patents/designs/copyrights) with KIET as applicant, as well as for patents of KIET faculty members of all disciplines for the purpose of NIRF, NBA, NAAC and ARIIA rankings.
- Facilitating the information of IPR filing through a new module in KIET ERP portal.
- Getting approval from higher authorities regarding conducting prior art search, filing of patent, early publication, request for examination, conduction of IPR Awareness sessions.
- SPOC for coordinating with patent agencies Verispire Pvt. Ltd. & sr4ipr Partners and faculty inventors for initial prior art search, rectification of patent draft after taking technical inputs from prior art search, queries regarding drafting of patent, filing of patent, preparation of POA, applying early publication, applying request for examination, sending first examination report, filing of response against first examination report etc.
- Preparation of files for getting approval of payment for the same and tallying the accounts as per approved budget for payment.

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- Liaisoning with accounts department for processing of payment and record keeping.
 - Organizing various IPR Awareness sessions in the Institute.
 - Conducting meetings quarterly in a year for KAPILA portal, SPOC for KAPILA.
 - Data feeding of patents of KIET on KAPILA portal.
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Annexure-D

Functioning and Responsibilities

Research Planning Implementation & Development Committee

- To motivate the faculty of the Institute in achieving the objectives of R&D.
 - To draft policies related to Research and Development.
 - Maintain excellence and encourage multidisciplinary research amongst faculty, students.
 - Promote, by maintaining highest standards of academic integrity, interdisciplinary research, and formulate related policies.
 - Create awareness and promote faculty for publication, research contribution and patents.
 - Execution of research initiatives planned by Dean R &D.
 - To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposia, and faculty development programs.
 - To motivate students for presenting papers in National and International conferences and projects in competitions Interdepartmental / collaborative work to be encouraged.
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Annexure-E

Functioning and Responsibilities

Proposal Shadowing Cell (PSC)

- Able to apply expert scientific knowledge and expertise in support of research independently, as a service for several people, or within a specific research group.
 - Collect and analyze research data as a support to Research faculties.
 - Assist with the preparation of funding applications.
 - Undertake supervision of students' technical work.
 - Ensure that the research proposals are drafted in line with Standard Operating Procedures of various funding agencies and institution policies.
 - Carry out administrative and/or compliance work for the office of Dean R& D.
 - Periodic orientation of new researchers, students, and other users for different centre of excellence in the institute.
 - Assist the faculties on all aspects of the appropriate proposal process (text, quote, budget) (i.e., collating data, following up with multiple departments, meeting minutes, etc.)
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- Proficient in MS excel and word.
- Able to keep track of the call of the proposals by various funding institutes such as SERB, DRDO, DST and many more.
- Review the organization's proposal guidelines.

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.
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Annexure-F

Functioning and Responsibilities

Research Data Management Committee

- 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.
- 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.
- Data management of the National and International Intellectual Property Rights (patents/designs/copyrights) with KIET as applicant, as well as for patents of KIET faculty members of all disciplines for the purpose of NIRF, NBA, NAAC and ARIIA rankings.
- Coordinate with the Assistant Dean (Research Projects and Grants) for the research data updation on KIET website.
- Research data management committee will be responsible to verify the provided research data credentials by various DRCs and submit for kind approval to the Dean of R&D.

Functioning and Responsibilities

Students' Research Promotion in KIET and Promotion & Implementation of Sustainable Development in Research Committee

- To acquaint the students about the booming technological innovations and the prospects of their survival in the industry.
- Conducting the events categorized into workshops, seminars, training, certification course work.
- Unfolding and paving way to the talents hidden among the students.
- Promote and motivate students to organize and attend conference/workshops/ Seminars/Training
- Helping faculty research committee in execution of research initiatives planned by Dean R&D
- To arrange brainstorming sessions through talks by eminent personalities from industry, R&D organizations, and institutions of repute for the better understanding of research methodology and practices currently followed.
- To organize sessions on Sustainable Development Goals (SDGs) for creating an awareness among faculty and students.
- To monitor and map 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.)

Functioning and Responsibilities

Research Magazine Committee (RMC)

- The committee will be responsible for monthly publication of KIET Research Magazine 'Anusandhan'.
- To ensure the content of research magazine that includes featured research articles on variety of topics, including engineering, technology, and innovation.
- To maintain a healthy Research & Development culture in KIET Institute.
- To provide monthly statistics of KIET Research and Development Activity.
- To showcase the student's role in different project activities using KIET Research Magazine.
- RMC will be responsible to foster the environment of collaboration and open communication between academia and industry.
- RMC will be responsible for showcasing of Research & Development in KIET to outside the world.

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 reports/thesis/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 the 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-Research Planning, Implementation & Development shall verify the credentials submitted by the respective HoD and shall put up the recommendation to Dean R&D. Faculty member shall upload the published paper in the achievement section of KIET ERP only after getting the approval from Dean R&D.