

Ref. KIET/DA/31/2025

Date: 6 Aug'25

OFFICE ORDER: 31/2025
Research & Development Committee

Ref: Office Order KIET/DG/2024-25/R&I/02 dated 25 Feb'25

1. It is to notify the re-organized team of Research & Development (R&D) Committee as follows:

R & D Committee		
S.N	Name	Appointment
1.	Dr. Vibhav K Sachan, Dean ECE	Dean -Research & Development (R&D)
2.	Dr. Ruchita Gautam (ECE)	Associate Dean R&D (R&D Planning, Execution & Academic Events)
3.	Dr. Vipin Kumar (ASH)	Associate Dean R&D (Research Collaboration and Innovation)
4.	Dr. Sapna Juneja (CSE-AI)	Associate Dean R&D (Ph.D. Initiatives & Research Mentoring)
5.	Dr. Parvin Kumar (ECE)	Associate Dean R&D (Research Data, Institutional Benchmarking & Turnitin Incharge)
6.	Dr. Abhishek Sharma (ECE)	Associate Dean R&D (Research Promotion)
7.	Dr. Vikas Goel (IT)	Associate Dean R&D (Research Projects & Technology Transfer)
8.	Dr. Richa Goel (KSOP)	Associate Dean R&D (Intellectual Property Rights (IPR) & Innovation outreach Cell)
9.	Dr. Meenakshi Tyagi (KSOM)	Assistant Dean R&D (Research Ethics & Quality Management)
10.	Dr. Vibhu Srivastava (ECE)	Assistant Dean R&D (Student Research & Innovation Outreach Cell)
11.	Mr. Rahul Singla (KSOP)	Coordinator (Intellectual Property Rights (IPR) & Innovation outreach Cell)

2. A well-defined doc. covering the R&D structure, expected roles & responsibilities (R&D committee) is attached as Appendix-A.

3. Dean - R&D, shall consult the members responsible for Institute Research Activities, and will convene a minimum of one meeting per week. However, Dean R&D is at liberty to conduct as many meetings as deemed appropriate with members, further to strengthen the research activities in the KIET Group of Institutions. The minutes of these meetings shall be forwarded to the Office of Director for kind information.
4. Research and Development Committee shall ensure effective execution of their responsibilities in designated roles.
5. The above Order comes into force with immediate effect.
6. With this, Office Order under reference and all previous orders in this regard stands dissolved.



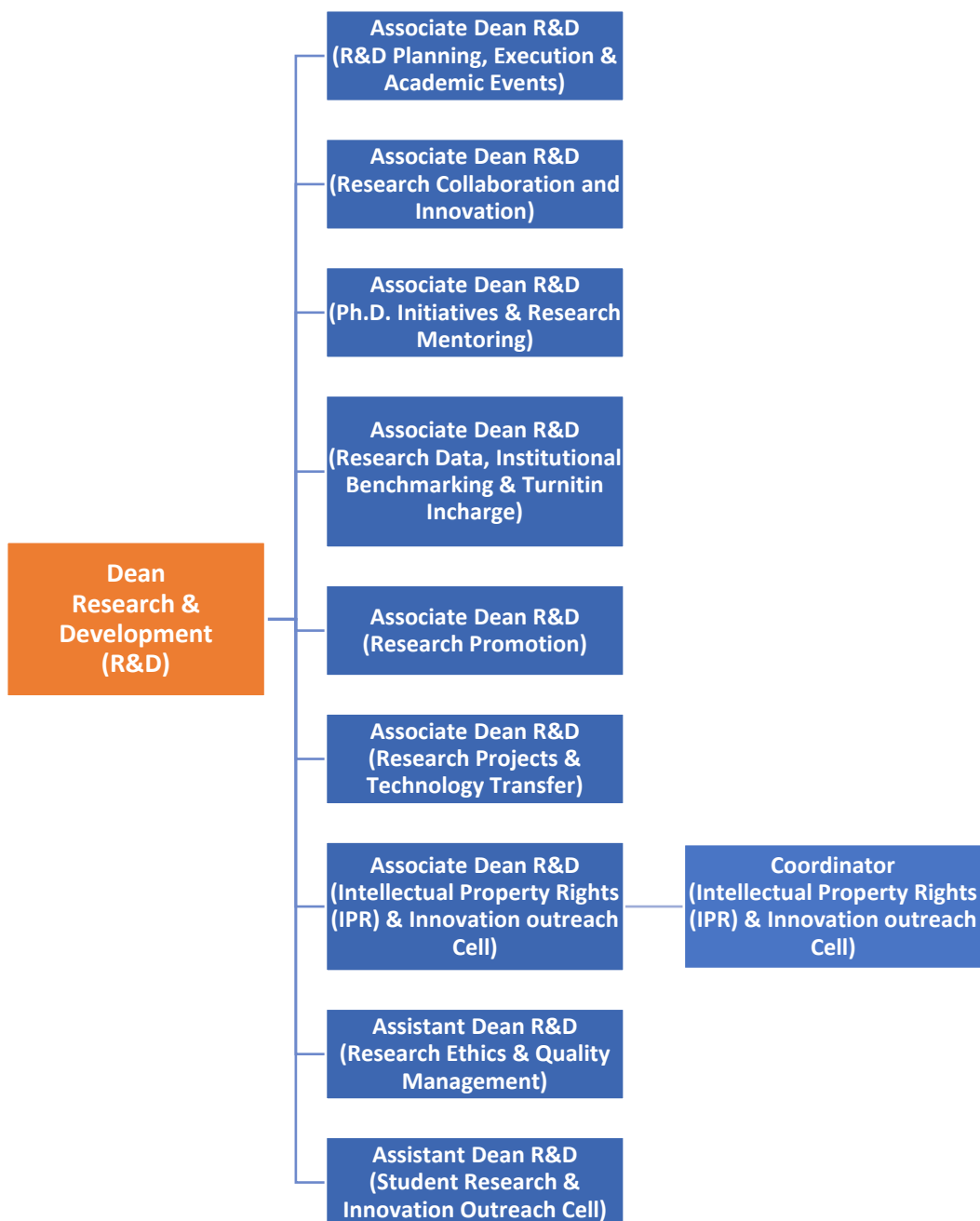
Dr. Adesh K Pandey
Director Academics

Distribution:

Executive Director, Director-CRPC, All Deans, HoD-ASH, AD (Tech &OE), Functional Heads, KIETians
All concerned – R&D Committee

Appendix-A

Structure of R & D Committee



Roles & Responsibilities (Research & Development Committee)

S.N	Appointment	Roles & Responsibilities
1.	Dean R&D	<ul style="list-style-type: none"> Lead institutional R&D strategy, policy development, and alignment with national priorities like NEP and AtmaNirbhar Bharat. Strengthen the research ecosystem by facilitating collaboration among Associate/Assistant Deans, Research Groups, and Centres of Excellence. Monitor and validate research output data (publications, citations, patents) and ensure quality, ethics, and plagiarism compliance. Coordinate research-related inputs for NIRF, NAAC, and other national frameworks. Promote institutional research through media coverage, reports, events, and Research Magazine. Facilitate interdisciplinary grant writing, sponsored projects, and build research capacity among faculty and Ph.D. aspirants. Supervise IPR filings, patent quality, and promote industry linkages, tech-transfer, and alignment with SDGs.
2.	Associate Dean (R&D Planning, Execution & Academic Events)	<ul style="list-style-type: none"> R&D Calendar Preparation R&D Budget Planning Policy Review & Execution Renewal and Effective Utilization of SIRO. Notification of conference and SCI & SCOUS indexed Journals to students and faculty members on a monthly basis. <p>Target:</p> <ul style="list-style-type: none"> ➤ Dissemination of research policy to the faculty and students monthly through DRC Heads, & common briefing of R&D policies during induction & orientation. ➤ Provide guidance and coordination to various departments for conducting 5 SCOPUS-indexed conferences annually across the institution.

3.	Associate Dean R&D (Research Collaboration and Innovation)	<ul style="list-style-type: none"> • Progress of Research Faculty Members • To foster a collaborative research culture within the Institute, lead the organization of events through the Collaborative Research and Development Committee (CRDC). • To ensure the submission of Interdisciplinary Research Proposals aligns with standards for Improving Research Culture. • Research Grant Project Proposal Submission by each research faculty member in different funding agencies like DST, DRDO, ICMR, CST, MeITY, etc. <p>Target:</p> <ul style="list-style-type: none"> ➤ To track the progress of research faculty members every fortnight and conduct two research guidance sessions for all faculty members and students. Additionally, research faculty members will present progress review reports monthly.
4.	Associate Dean R&D (Ph.D Initiatives & Research Mentoring)	<ul style="list-style-type: none"> • Awareness Ph.D. program, Ph.D. and Post-Doctoral Activities, Fellowships, Joint Ph.D. • Ph.D. Guidance, Post-Doctoral Research, and Mentorship. • Design and implement Ph.D. admission procedures in line with institutional and regulatory guidelines. • Ph.D. advertisements for entrance test for Masters & Pharmacy, as well as process setup. • Documentation and reports preparation for Ph.D. Graduate Students and details of their guides. <p>Target:</p> <ul style="list-style-type: none"> ➤ Ensure that at least 60% of KIET faculty members attain Ph.D. degrees by the end of the academic year 2026–27, through structured mentorship, entrance facilitation, and fellowship guidance. ➤ Facilitate enrollment of a minimum of 15 faculty members in recognized Ph.D. programs each academic year through active awareness drives and process support.

5.	Associate Dean R&D (Research Data, Institutional Benchmarking & Turnitin In-charge)	<ul style="list-style-type: none"> Database Management (Research Papers, Patents, Chapters, Citations, Ph.D. data, etc.), DRC Recommendations. Notification of SCOPUS-indexed conferences & Journal Circulation. Data Analysis and Reporting Conduction of different activities by various societies like IEEE Chapters & CSI Chapters, etc. To promote research & innovation culture using the AICTE Idea Lab. Turnitin Manager <p>Target:</p> <ul style="list-style-type: none"> ➤ To update the institute's research credentials (Published) every day and develop a database for NIRF. ➤ To monitor the progress of ongoing Publications (Journals, conferences, Book chapters) of all faculty and students on a fortnightly basis.
6.	Associate Dean R&D (Research Promotion)	<ul style="list-style-type: none"> Preparation of Minutes of R&D meetings. Editor for Research Magazine, “अनुसंधान”. Verification of Incentive Files. Preparation of PowerPoint presentation for internal and external visits. Conduction of sessions for Campus-wide license (CWL) MATLAB. <p>Target:</p> <ul style="list-style-type: none"> ➤ Publish two comprehensive editions of the Research Magazine every semester. ➤ To monitor research incentives closely for faculty and students and conduct at least two MATLAB Campus-Wide License (CWL) training sessions per semester for faculty and students.
7.	Associate Dean R&D (Research Projects & Technology Transfer)	<ul style="list-style-type: none"> Multidisciplinary project submission, Planning and Execution of Sponsored Project Grants, MoU targets Related Training Management & Research Groups management Research Grant Scheme promotion by various government and non-government schemes. Promotion of research and technology transfer, including the conversion of granted patents into the transfer of technology to relevant industries. Facilitate research grants from industry and R&D organizations, focusing on the development of industry-oriented products addressing real-life challenges. <p>Target:</p> <ul style="list-style-type: none"> ➤ One Research Grant Project Proposal Submission by Ph.D. faculty members in different funding agencies like DST, DRDO, ICMR, CST, MieTY etc. in an academic session. ➤ 10 MOUs every year

8.	Associate Dean/ Coordinator (Intellectual Property Rights (IPR) & Innovation outreach Cell)	<ul style="list-style-type: none"> • Training of students on Patent writing, • Planning & Execution of Intellectual Property Rights: Publication, Granting & Commercialization of Patents, • Policy making and ensuring the targets for patents • Drive impactful research engagement through active coordination of various research societies for KIET students and faculty members. • IPR Management, Benchmarking. <p>Target:</p> <ul style="list-style-type: none"> ➤ 300 Patent Publications/Year & 120 Grant Patents / Year by all faculty members and students (Outcome of the final year projects) in an academic session.
9.	Assistant Dean R&D (Research Ethics & Quality Management)	<ul style="list-style-type: none"> • Research quality assurance.Preparation of R&D events reports. • Preparation of write-up for social media with geotagged pics for Dean R&D associated events. • Conduct awareness sessions for KIET students on institutional research ethics policies. • Article sharing for Research Magazine. • Website updating for the R&D section on a daily basis. • To promote a culture of collaborative research in the Institute by organizing events through the Collaborative Research and Development Committee (CRDC) <p>Target:</p> <ul style="list-style-type: none"> ➤ Update of R&D achievements in public/social media domains like Facebook, Instagram account, LinkedIn page, etc., Write-up for reports publication for print and online Media ➤ SDG awareness among the faculty and students for its inclusion in research paper publications & patents, etc.
10	Assistant Dean R&D (Student Research & Innovation Outreach)	<ul style="list-style-type: none"> • Promotion of student research. • Ensure student research promotion through presentations, posters, or publications at each conference. • Integrate conference outcomes (e.g., keynotes, paper highlights) into the Research Magazine. • Research Magazine Preparation and Share related media coverage with faculty & students to enhance research visibility. • Organization of conferences by KIET: Data Collection, Coordinating R&D events, and survey forms. • Sharing News articles related to research and innovation published by Print/Online Media to faculty and students daily. <p>Target:</p> <ul style="list-style-type: none"> ➤ Support the coordination and documentation of all R&D conferences/events, including data collection, media coverage, and post-event reporting. ➤ Share at least one relevant research or innovation news article daily with faculty and students to maintain consistent visibility and awareness.