

OFFICE ORDER: 09/2021
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
Dean Research & Development (R&D)	Dr. Sanjay Sharma Professor & HoD	ECE	Annexure – A
Associate Dean Collaborative Research & Development	Dr. Vipin Kumar Professor & Addl. HoD	AS	
Associate Dean Implementation of Research & Development	Dr. Vibhav K Sachan Professor & Addl. HoD	ECE	
Associate Dean Patents & Consultancy	Dr. K. Nagarajan Professor & Principal	KSOP	
Assistant Dean Research Planning & Execution	Dr. Ruchita Gautam Associate Prof.	ECE	
Assistant Dean Research Projects & Grants	Dr. Parvin Kumar Associate Prof.	ECE	
Assistant Dean Research Data Management	Dr. Abhishek Sharma Associate Prof.	ECE	

2. In addition, a **Collaborative Research and Development Committee** comprising of following members is hereby 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	
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		
Ten Student Coordinators from each department to be nominated by HoDs.			

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3. Also, in addition a Departmental Research Committee (DRC) comprising of following members is hereby constituted at department level.

Departmental Research Committee (DRC)

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

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, the Office Order 32/2019 dated 7th Nov'19 stands dissolved.



Dr. (Col) A Garg
Director

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HoDs (CS/IT/CS/CSIT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS), Head-CRPC, Head-CAM, Head-AEC, Head-IC, Head-EC (IEC), Addl. Head-IIPC, Head-IT Operations, Manager-IA, Head-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, KIETians

Copy to:

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

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.

Associate Dean (Patents and Consultancy)

- To promote Patent filing.
- Development and Execution of Research Training Programs within the Institute.
- To promote Consultancy.

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.

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.

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



Dr. (Col) A Garg
Director

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 at 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

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Annexure-C
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Departmental Research Committee (DRC)

S.No.	Dept.	Designation	Name of Members	Mob No.	Mail id
1.	KSOP	Chairman	Dr. K Nagarajan	7017318839	k.nagarajan@kiet.edu
2.	KSOP	Member- DRC	Dr. NG Raghavendra Rao	9966794479	raghavendra.rao@kiet.edu
3.	KSOP	Member- DRC	Dr. Vaishali Patil	7534813143	vaishali.patil@kiet.edu
4.	CSE	Chairman	Dr. Vineet Sharma	9811139463	vineet.sharma@kiet.edu
5.	CSE	Member- DRC	Dr. Sanjeev Kumar	9411808080	sanjeev.yadav@kiet.edu
6.	CSE	Member- DRC	Mr. Hriday K Gupta	9758514515	hriday.gupta@kiet.edu
7.	EN	Chairman	Dr. Neeraj K. Gupta	9761115253	neeraj.gupta@kiet.edu
8.	EN	Member- DRC	Dr. Nitin Saxena	7300869852	nitin.saxena@kiet.edu
9.	EN	Member- DRC	Dr. Natwar S Rathore	9462658092	natwar.singh@kiet.edu
10.	MCA	Chairman	Dr. Ajay K Srivastava	7300869852	nitin.saxena@kiet.edu
11.	MCA	Member- DRC	Dr. Akash Rajak	9873718407	akash.rajak@kiet.edu
12.	MCA	Member- DRC	Dr. Arun Kr. Tripathi	9873816191	arun.tripathi@kiet.edu
13.	CE	Chairman	Dr. Shailendra K Tiwary	8923483564	shailendra.tiwari@kiet.edu
14.	CE	Member- DRC	Dr. Atul Kant Piyooosh	9918900101	atul.piyooosh@kiet.edu
15.	CE	Member- DRC	Mr. Siddharth Jain	8126270776	siddharth.jain@kiet.edu
16.	ME	Chairman	Dr. Ashish Karnwal	9999365444	ashish.karnwal@kiet.edu
17.	ME	Member- DRC	Dr. K V Ojha	8010003769	krishna.ojha@kiet.edu
18.	ME	Member- DRC	Dr Arunesh Chandra	9911037234	arunesh.chandra@kiet.edu
19.	AS	Chairman	Dr. C. M. Batra	9873725677	cm.batra@kiet.edu
20.	AS	Member- DRC	Dr. Ekata	9410638178	ekata@kiet.edu
21.	AS	Member- DRC	Dr. Sachin Kumar	9897533206	sachin.kumar@kiet.edu
22.	ECE	Chairman	Dr. Sanjay Sharma	9917251286	drsanjaysharma@kiet.edu
23.	ECE	Member- DRC	Dr. Parvin Kaushik	8860548163	parvin.kaushik@kiet.edu
24.	ECE	Member- DRC	Dr. Abhishek Sharma	9582156964	abhishek.sharma@kiet.edu
25.	MBA	Chairman	Dr. R. Srinivasan	9958967555	r.srinivasan@kiet.edu
26.	MBA	Member- DRC	Dr. Nitin Girdharwal	9997123173	nitin.girdharwal@kiet.edu
27.	MBA	Member- DRC	Dr. Amit Kumar Arora	9868676706	amit.arora@kiet.edu
28.	IT	Chairman	Dr. Adesh K. Pandey	9873709715	ak.pandey@kiet.edu
29.	IT	Member- DRC	Mr. Awadhesh K. Shrivastava	8447899857	awadhesh.srivastava@kiet.edu
30.	IT	Member- DRC	Mr. Sanjeev Kumar	9818640535	sanjeev.kumar@kiet.edu

Functioning and Responsibilities (DRC)

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