



NOITIFICATION

Sub: Streamlining of Roles and Responsibilities of Research & Development wing

As recommended by the Committee constituted for the purpose and as approved by the Competent Authority, it is hereby notified for the information of all concerned that the Research & Development Wing shall henceforth perform the following roles and responsibilities;

- i. Ensuring compliance of University Statutes /Ordinances/ Regulations pertaining to Consultancy, Research & Development and their strict adherence through Heads of schools (including Ph.D.).
- ii. Recommend modification in R&D rules policies and procedure as and when these may become necessary either on his/her own or on the basis of recommendations made by Heads of the Schools/Deans of Faculties/Admission Committees in various Departments.
- iii. Processing and forwarding of Sponsored Research Project Proposals to funding Agency. Notification of appointment of PI/CI for Sponsored Research Projects, in case sanctioned projects/consultancy;
- iv. Processing of advertisements pertaining to Projects/consultancy including selection of Project Staff and their subsequent appointment; extension of tenure, termination / relieving;
- v. Processing and forwarding of Utilization Certificate of Sponsored Research Projects;
- vi. The Section shall make efforts and assist / motivate Faculty members who do not have any research projects and consultancy (wherever applicable and feasible) so that they are able to acquire Research Projects from various national and international funding agencies;
- vii. Matters related to payment of consultancy to CI/Co CI and Ph.D. students, Post Docs including assistantship/fellowship/ attending conferences/ workshops, maintaining of progress reports etc.
- viii. Memorandum of Understanding (MoU's) with other Universities/ Institutes/ Research undertakings;
- ix. Preparing and sending the Monthly progress Report for onward submission to Competent Authority;
- x. Preparation and participation in all Surveys, like, NIRF, Times Higher Education Ranking, AICTE-CII, Atal ranking, AIU etc.,
- xi. Looking after institutional memberships and Liaising with Various Offices like AIU, IIC, etc.; and
- xii. The wing shall maintain personal files of all Ph.D. students and shall forward the same (passive files) to examination wing after successful defense and issuance of notification thereof.
- xiii. Handling cases forwarded to University Research Committee for research projects.


Registrar
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Copy to:

1. All Deans/HoDs & Section Heads, for information.
2. Dean [R&D], for information and immediate compliance.
3. PS to VC for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website for uploading the same on the University Website.
5. Office order file.