



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Kakryal, Katra-182 320 (J&K)

No: SMVDU/Adm/Estt./19/6242-48

Dated: 28th Aug 2019

OFFICE ORDER

Sub: Re-organisation of Research & Development Wing.

In the interest of Administration, and as approved by the Competent Authority, the following allocation of duties and staff transfers in Research & Development Wing are made with immediate effect;

- A. **Dr. Rakesh Kumar Jha, Dean R&D shall head the Research & Development Wing and shall be responsible for the following;**
- Matters related to interpretation of University Statutes/Ordinances/Regulations pertaining to Consultancy, Research & Development and their strict adherence.
 - Processing and submission of New Sponsored Research Project Proposals to funding Agency;
 - Appointment of PI for Sponsored Research Projects, in case of project gets sanctioned;
 - Preparing & Processing of advertisement for the selection of Project Staff and their subsequent appointment; extension of tenure, termination / relieving;
 - Processing and submission of Utilization Certificate of Sponsored Research Projects;
 - Processing of Sponsored Consultancy Jobs Proposals, issuance of their Administrative Orders, processing for their payment requests;
 - Memorandum of Understanding (MoU's) with other Universities/Institutes/Research undertakings;
 - Handling issues related with Post-Doc Fellows, their joining, processing of their monthly progress reports for release of their fellowships;
 - Any other matter as assigned by the Competent Authority which falls within the preview of R&D.
 - Matters related to interpretation of University Statutes/Ordinances/Regulations pertaining to Ph.D. and their strict adherence;
 - Maintenance of personal records of all Ph.D. Students;
 - Handling Research Assistant ship (taking of approval and issuance of orders);
 - Constant evaluation & monitoring of Ph.D. Scholars, corresponding with their Supervisors & Evaluators, conducting Synopsis & Thesis Defense, etc.;
 - Dealing with visits of Scholars and handling conduct of DRC and SRC meetings; and
 - Any other matter concerning Ph.D. students as assigned by the Competent Authority.
- B. **He shall be assisted by Ms. Tripti Saitu Gupta Assistant Registrar[R&D] (additional charge), Ms. Kanchan Gupta Section Officer, Ms. Antima Kohli, Office Assistant and Ms. Vandana Sharma, Junior Assistant in the discharge of the above duties.**
- C. **This issues with the approval of Competent Authority.**


Registrar
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Copy to:

- All Deans/ Heads/Section Heads, for information.
- PS to VC, for the kind information of Hon'ble Vice-Chancellor.
- Faculty I/c Website, for information and uploading on the University Website.
- All Concerned Staff:, for information & immediate compliance.
- Office Order / Circular file.
- Personal file of the concerned.