SANKETIKA VIDYA PARISHAD ENGINEERING COLLEGE
Approved by AICTE - New Delhi, Recognised by UGC under section 2(f), Affiliated to Andhra University - Visakhapatnam
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Accredited by NAAC 3.11 CGPA (Second Cycle)

Ref: SVPEC/PO/IQAC/06/2025-26/16 **Date: 18.06.2025**

OFFICE ORDER

Subject: Constitution of Research and Development Committee for Academic Year 2025-2026 – reg.

Ref1: Letter dt. 18.06.2025 from Dr. S. Srinivasa Rao, Dean- R&D and Dr. Venkata Rao Chalumuri, Coordinator, IQAC
Ref2: NAAC SSR 3.1- Promotion of Research and Facilities

***

A Research and Development committee has been constituted with the following members, to look after the research and development activity in the institution. The committee also creates and develops research activities among faculty and students

There is hereby established and constituted a committee to be known as the R & D cell/committee, to exercise the duties and powers and to perform the functions hereafter described:

Research Advisory Committee members

S.No.	Department	Name of the Authority	Role
1.	Principal	Dr. T. V. Rama Krishna	Chairman
2.	**Dean R&D**	**Dr. S. Srinivasa Rao**	**Coordinator**
3.	Assistant Dean	Mr.S. Bhaskara Babu	Member
4.	CSE	Dr. Sunil Kumar, Professor	Member
5.	FED	Dr. P PHANIDHAR VARMA (HOD), Associate Professor Dr. K. Ravi, Associate Professor	Member
6.	CE	Dr. M. Madhuri (HOD), Associate Professor M. Gouri, Assistant Professor	Member
7.	ECE	Dr. R. Suneetha (HOD), Associate Professor B. Sarada, Assistant Professor	Member
8.	EEE	P. Murari (HOD), Associate Professor Ch. Vishnu Chakarvarthy, Assistant Professor	Member
9.	MBA	Mr.G. Subramanyam (HOD), Associate Professor S. Vaishali, Assistant Professor	Member
10.	ME	Mr.M. PADMANABHAM (HOD), Associate Professor Dr. J. Kalpana, Associate Professor	Member
11.	MCA	P. T. SANTOSH PRIYA (HOD), Associate Professor	Member

		M. N.Keerthi, Assistant Professor	

STUDENT MEMBERS

S No	Reg. No.	Student Name	Contact Number
1	322132194026	K.Vinay Kumar(EEE)	9392583992
2	32213292037	P. Gnana Sampath (Mech)	93463613130
3	909366198560	K. Avinash (MBA)	8374249783
4	324232960006	Bojja Premsai Manikumar (MCA)	9392317778
5	323132912012	B. Meghana Mukta (BS&H)	9502898916
6	322132912044	S. Pradeep Kumar (ECE)	9392461903
7	323132910159	P. Hemachandara Rao (CSE)	7989762619
8	322132908042	S. Janaki (CIVIL)	8309562805

Objective

1. The RAC assists to achieve mission, vision of college by effective operation of research programme of faculty and students by assigning subcommittee roles to each of the member for smooth working of activities to be conducted in an academic year.
2. RAC shall plan and develop broad objectives for research including research proposals to various funding bodies, MOU involved therein, as well as should evaluate the extent to which the research programme has met its objectives
3. Providing consultancy services in the emerging research areas to the industries.
4. Conducting various Faculty Development programs, Workshops, Conferences and Seminars related to R&D with the association of various agencies like CSIR, ISTE, and AICTE.
5. Providing technical training to staff and students in different areas with the expertise available in the college as well as external experts.
6. Examine the applications received from the faculty members/students for patents/awards and recommend to the authorities concerned.
7. Examine the research consultation projects and recommend the suitable projects.
8. The development of infrastructure conducive to promoting the quality and quantity of research and development.
9. The quality of postgraduate education to be brought up to a. An evaluation of PG program to be carried out by the R&D committee.
10. To foster the development of multi-disciplinary research endeavors across faculty members and departments.
11. Providing research experience for students during their studies.

The Research Advisory Committee shall discharge the following functions

1. Monitor the research progress in terms of publications and Sponsored Research of College.
2. Review and monitor the status of Internal Funding, Incubation centre, Start ups.
3. Identify and promote Excellency centers and SVPEC Journals.
4. Monitor and review the patents of SVPEC.
5. Discuss strategies for strengthening and promotion of Research in SVPEC
6. Recommend the budget for the purchase of equipments, Internal Funding, Excellency centres etc.

7. To coordinate the research and consultancy activities among the departments in the college.
8. Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to the appropriate funding agencies for financial support.
9. To gather advertisements calling for PhD admissions and circulate to the faculty members interested in pursuing higher education.
10. To monitor the progression of PhD pursuing faculty members and facilitate them in completion of their experimental work and in preparing their paper publications, report writing etc.,
11. To conduct Induction/Refresher FDPs.
12. Scrutinize the students' project proposals to various agencies for financial support and recommend the suitable projects.

Roles and Responsibilities of Members

1. To gather details of FDPs/Seminars/Workshops/Symposia conducted by reputed organizations to submit the same to Principal through the R&D Cell.
2. To collect information regarding PhD Programs offered by reputed universities.
3. To coordinate department level R&D activities like guest lectures by scientists.
4. To prepare and maintain documents like research proposals, papers published, and achievements of senior faculty members related to department concerned.
5. To collect information of refereed/SCI/Scopus listed journals.
6. To help new staff members in refining their research proposals/research papers communicated.

Tasks of the Research and Development Committee:

1.Strategic Planning & Policy Formation committee formulates research policies, defines institutional thrust areas, and aligns research goals with the future technology priorities. Ensures alignment of departmental goals with interdisciplinary and translational research. It also lays down ethical guidelines, intellectual property norms, and review protocols to maintain academic and scientific integrity.

2. The committee facilitates Memoranda of Understanding (MoUs), identifies collaborative themes relevant to both academic research and industry innovation, and coordinates joint activities like product development, pilot projects, and tech-transfer initiatives. It serves as a bridge between faculty and corporate R&D units.

3. The committee disseminates funding opportunities, supports proposal development, and facilitates faculty in securing research grants.

4. This involves the planning, development, and optimal use of research laboratories, instruments, software, and experimental setups. The committee assesses infrastructure gaps, recommends equipment procurement, ensures maintenance and calibration protocols, and promotes shared usage models to improve resource efficiency across departments.

5. The committee oversees their progress through periodic reviews, milestone tracking, and interim/final reports. It ensures compliance with funding agency norms, budget utilization, and deliverables. This task also includes generating institutional reports on project outcomes, publications, patents, and societal impact for accreditation.

6. Organizes workshops, FDPs, and training sessions to build research skills among faculty and students. Also promotes student research by supporting mini-projects, innovation challenges, and participation in national-level competitions

7. Focuses on improving the quality and visibility of research outputs. The committee encourages faculty and scholars to publish in Scopus/WoS-indexed journals, facilitates plagiarism checks, promotes open-access publishing, and supports patent filing and commercialization.

Records management

The documents pertaining to R&D of the researchers of the Institution shall be maintained and managed in soft and hard copies for minimum five year after granting the patents, copyrights and trademarks.

Reporting

The R&D cell/committee will report to the principal by way of its minutes.

TVR [signature]

PRINCIPAL

18/06/2025

PRINCIPAL
Sanketika Vidya Parishad
Engineering College
M. Palem, Visakhapatnam-41

To

All committee members

CC To

Mail & Hard copy to: Hon'ble Secretary, AGTI
Mail & Hard copy to: Hon'ble Executive Director, AGTI
Mail & Hard copy to: Executive Officer, AGTI
Mail & Hard copy to: Principal, SVPEC
Mail & Hard copy to: AO, AGTI
Mail & Hard copy to: Director-ASA, AGTI
Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA/CRM/CoE/
Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ FED/AI&ML/AI&DS/BBA/BCA/MBA/MCA/HR/
Mail & Hard copy to: Alternate HoDs.. CE/ME/CSE/ECE/EEE/FED/AI&ML/AI&DS/BBA/BCA/MBA/MCA/
Mail & Hard copy to: IQAC Coordinator
Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/
Mail copy to: All faculty members
Mail copy to: All students' members

Research and Development Committee documentation

All the below documents are separate/individual (with Calibri font 12 size) with proper heading (not header) with small logo; College Name, Committee name; time line; name of the document and at the end coordinator sign.

The name of the document are

1. Functions of the committee with mapping with PO
2. Facilities of the committee
3. Management of the committee
    a. Committee composition
        1. The Cell is headed by the senior faculty of the institution who can encourage the students to consider Entrepreneurship as a career option, provide training in Entrepreneurship through designed technical and managerial courses.
        2. The members of the cell were elected by the coordinator who shows the evinced interest pertaining to the Entrepreneurship activities in the department.
        3. One faculty and two students from each department selected as a member for the committee.
    b. Committee members
4. Roles and Responsibilities of the committee members
    a. Coordinator
    b. Faculty members
    c. Student members
    d. Any others like librarian/PD/ etc.,
5. Year Planner – mapping with PO
6. Events/Activities Organized
    a. One document for one Academic Year

S.No.	Date of implementation (DD-MM-YYYY)	Name of the capability enhancement program	No of participants enrolled	No of colleges participated	PO Mapped	Name of the agencies/consultants involved with contact details (if any)
1.						
2.						

b. participants -Feedback form; all programs (organized) feedback analysis and action taken

c. Resource Persons - Feedback form; all programs (organized) feedback analysis and action taken

d. Single page report as per the format given

7. Events/Activities attended

a. One document for one Academic Year -prize won list

S.No	Name of the students	Name of the capability enhancement program	Venue	Date of implementation (DD-MM-YYYY)	prize won

b. One document for one Academic Year -participation list

S.No	Name of the students	Name of the capability enhancement program	Venue	Date of implementation (DD-MM-YYYY)	Remarks

8. Minutes of the meeting document similar to format given
   Summery sheet of Committee meetings

S.No.	Committee Name	Name of the Coordinator	E-mail Id	Date of Meeting	Theme of the Meeting	Out of No. of Members Attended	Agenda Items to be Discussion	Conclusion of Meeting	Required proof of Document
1.									Meeting Minutes

9. Yearly Photo gallery
10. List of the PO
11. Scree shot of committee web page (item 1-9) in college web site.

Documents for each event(E) organized in 2024-25: if available write – Yes; otherwise give the target date for individual document completion

If the No. of events organized: 7

For each event maintain one file. If it is organized at institute level the file should be at convenor/coordinator; if it is at department level then the file should be at committee member at the department.

S.No	Name of the document	Expected No. of pages	E.No 1	E.No 2	E.No 3	E.No 4	E.No 5	E.No 6	E.No 7	
1.	Proposal by the Coordinator/Convenor to Principal along with budget, and permission for the venue.	1+1								
2.	Invitation to the resource person	1								

3.	Acceptance along with the bio-data	2-3								
4.	Poster/brochure/Banner (Not photo)	1/1/1								
5.	Programme schedule	1								
6.	Circular	1								
7.	Registration/Attendance of the participants	2-3								
8.	Certificates (sample)	1								
9.	All participants filled Feedback, analysis – action	1/participant, 2,1.								
10.	Resource person filled Feedback – plan of action	1/per person								
11.	One page photos with atleast 6 with description as per the format	1								
12.	Budget utilisation sheet	1								
13.	Press note/ Newspaper publication	1/1or 2								
14.	Single page report as per the format	1								

S.No 9 – if it is online- print page of feedback parameters of the portal, and one for analysis; action taken can be one a separate word document.

Documentation & Reporting for NBA/NAAC

The R&D committee plays a significant role in maintaining the research standards of the institution and is key to NAAC and NBA accreditation. The documentation of research activities is essential for both accreditation processes, as they help assess the institution's innovation, research impact, and its contribution to society and industry.

30.8. Documentation Managed by the R&D Committee

1. **Research Policy Documents**
    - **Institutional Research Policy:** Defines the institution's approach to research, including objectives, funding mechanisms, and collaboration strategies.
    - **Research Ethics Policy:** Outlines ethical guidelines and standards for conducting research, ensuring integrity and adherence to ethical practices.
    - **Intellectual Property (IP) Policy:** Specifies the procedures for managing, protecting, and commercializing intellectual property created through research.

2. **Research Proposal Documents**
   - **Research Project Proposals:** Documents submitted by faculty or researchers for approval, including project objectives, methodology, budget, and expected outcomes.
   - **Research Funding Applications:** Forms and documents for seeking external funding, including grants, scholarships, or government funding.
   - **Research Grants Approval Documents:** Official approval or rejection letters from funding agencies, along with any associated conditions or guidelines.
   - **Detailed Project Reports (DPRs):** Comprehensive reports on the progress of research projects, including results, challenges, and financial utilization.
3. **Research and Development Records**
   - **Research Progress Reports:** Periodic reports submitted by research teams, detailing milestones, results, and challenges faced during the research.
   - **Research Activity Logs:** A record of ongoing research activities, meetings, and decision-making processes.
   - **Publications and Research Output Records:** Documents containing records of publications, papers, books, or patents resulting from the institution's research.
   - **Conference and Workshop Proceedings:** Documentation of any research-related events organized by the institution, including conferences, seminars, and workshops.
4. **Research Fund Management Documents**
   - **Budget Allocation Documents:** Documents outlining the financial resources allocated to various research projects and their expenditure.
   - **Expense Reports:** Detailed records of how research funds were utilized, including receipts, invoices, and financial statements.
   - **Audits and Financial Statements:** Reports on the auditing of research funds, showing how funds were allocated and whether they were spent according to the approved budget.
   - **Disbursement Records:** Documents detailing the disbursement of research funds to individual researchers, research groups, or departments.
5. **Intellectual Property (IP) Documents**
   - **Patent Applications:** Documents related to the submission of patent applications based on research outcomes.
   - **IP Licensing Agreements:** Legal agreements between the institution and external parties for the commercialization or licensing of intellectual property.
   - **Copyright Registrations**: Documents regarding the registration of copyrights for research-based work such as papers, software, and creative works.
   - **Confidentiality Agreements:** Legal documents signed to protect the intellectual property and confidential information shared during research collaborations.
6. **Research Ethics and Compliance Documents**
   - **Ethics Approval Forms:** Documents that ensure research projects comply with institutional and governmental ethical guidelines, particularly for human or animal research.
   - **Informed Consent Forms:** Forms ensuring that participants in research studies understand the nature of the research and voluntarily agree to participate.
   - **Conflict of Interest Declarations:** Documents where researchers disclose any potential conflicts of interest that may affect their objectivity or research outcomes.
   - **Safety and Risk Assessment Documents:** Records related to the safety protocols and risk assessments for laboratory-based research, especially involving hazardous materials or equipment.

7. **Collaboration and Partnership Documents**
   - **Memorandums of Understanding (MoUs):** Agreements between the institution and external entities (such as industries, universities, or research bodies) for collaboration in research.
   - **Partnership and Collaboration Agreements:** Legal contracts that outline the terms of cooperation between the institution and external research partners.
   - **Industry Partnership Agreements:** Documents that outline the terms of cooperation for research and development with industrial partners, including commercialization and technology transfer.
8. **Faculty and Student Research Documentation**
   - **Researcher Profiles:** Documenting the research interests, publications, and achievements of faculty members and research scholars.
   - **Student Research Projects:** Reports and proposals related to student research projects, including undergraduate and postgraduate thesis work.
   - **Research Mentorship Records:** Documentation of mentoring arrangements between faculty and student researchers, detailing guidance and feedback provided throughout the research process.
9. **Research Training and Capacity Building Records**
   - **Training Program Materials:** Documents related to the organization and execution of research capacity-building workshops, seminars, and training programs.
   - **Certificates of Participation:** Proof of attendance and successful completion of training programs, workshops, and research skill development courses.
10. **Research Impact and Outcome Reports**
    - **Annual Research Reports:** Comprehensive reports summarizing the research activities, outputs, and impact of the institution over a given academic year.
    - **Research Impact Assessment:** Documents measuring the outcomes and societal impact of completed research projects, including citations, patents, products, and community benefits.
    - **Key Performance Indicators (KPIs):** Metrics used to assess the effectiveness and productivity of research activities in the institution.
11. **Research Review and Evaluation Documents**
    - **Peer Review Records:** Documentation of peer reviews for research proposals, publications, and research projects.
    - **Research Evaluation Forms:** Feedback forms and evaluation reports used to assess the quality, relevance, and potential impact of ongoing research projects.
    - **Project Completion Reports:** Final reports submitted upon the completion of research projects, detailing outcomes, findings, and recommendations for future research.
12. **Research Awards and Recognition Documents**
    - **Award Nominations and Certificates:** Documents related to nominations and awards for outstanding research contributions.
    - **Research Fellowships:** Records of research fellowships awarded to faculty, students, and research associates, including eligibility criteria and application processes.

Events / Activities Organized by Research and Development Committee

*1. **Research Orientation Programs***
   - Induction sessions for faculty and students on research methodologies, publishing, and project formulation.

*2. **Workshops & Seminars***
   - **Research Methodology Workshops**
   - **Paper Writing and Publication Ethics**
   - **Patent Filing and IPR Awareness**

- **Use of Research Tools** (e.g., LaTeX, Mendeley, Turnitin, MATLAB, SPSS, etc.)

3. ***Faculty Development Programs (FDPs)***
   - On **emerging technologies, research best practices, funding proposals, and collaborative research.**
4. ***Guest Lectures / Expert Talks***
   - Inviting eminent researchers, industry professionals, or academicians to talk on advanced research topics or trends.
5. ***Project Proposal Writing Sessions***
   - Training on writing proposals for **AICTE, DST, UGC, SERB, DRDO, ISRO,** etc.
6. ***Research Paper Presentation Competitions***
   - For students and faculty to present their ongoing or published research.
7. ***Internal Research Review Meetings***
   - Periodic review of faculty and student research progress by an internal panel.
8. ***Collaborative Research Activities***
   - Hosting **inter-departmental or inter-institutional** research brainstorming and meetups.
9. ***Patent & Innovation Showcases***
   - Exhibitions or expos of faculty/student innovations and filed/published patents.
10. ***MoUs for Research Collaborations***
    - Signing MoUs with **industries, R&D labs, and other institutions** for joint research.
11. ***Support for Paper Publication and Conference Participation***
    - Organizing/assisting in attending **National/International Conferences,** and managing funding support.
12. ***Research Awards and Recognition***
    - Recognizing **Best Research Paper, Best Faculty Researcher, Innovator of the Year**, etc.

Contribution to NBA/NAAC

NBA Criterion	Contribution from R&D Committee
Criterion 1 (Curriculum Design)	Alignment of research with curriculum and real-world applications to enhance teaching.
Criterion 3 (Industry Interaction)	R&D collaborations with industry partners increase industry linkages.
Criterion 5 (Student Support)	Research opportunities provided to students for growth and learning.
Criterion 7 (Innovation)	Evidence of innovative research and technology development.
Criterion 2 (Teaching-Learning Process)	Research outputs contribute to advancing teaching methodologies and learning processes.
NAAC Criterion 1.1	Promotes interdisciplinary and innovative teaching-learning practices through research.
NAAC Criterion 3.3	Contribution to academic research and publications adds to institutional prestige.
NAAC Criterion 6.1	Research enhances the institution's infrastructure, contributing to institutional growth.

Key Performance Indicators (KPIs)

Metric	Target
Number of research publications	≥ 50 publications in peer-reviewed journals per year
Number of research projects funded	≥ 5 projects funded per year

Metric	Target
Number of patents filed/awarded	≥ 2 patents per year
Number of collaborations (industry/academia)	≥ 10 collaborative projects per year
Number of faculty involved in research	≥ 80% of faculty actively involved in research activities
Number of students involved in research projects	≥ 30 students involved in research per year
Research expenditure	≥ ₹50 lakhs allocated for research annually

Indirect Attainment Calculation for R&D Committee

Indirect attainment refers to the assessment of how well the objectives of the Research and Development (R&D) Committee have been achieved, but through indirect or secondary means. This can be measured by evaluating the activities and results that indirectly reflect the success of the committee's actions. Below are steps to calculate the indirect attainment of the R&D Committee:

Indirect Attainment Calculation Framework

1. **Define R&D Committee Objectives**
    - Promote research excellence among faculty and students.
    - Encourage interdisciplinary collaboration.
    - Secure external funding for research.
    - Enhance research quality through infrastructure and facilities.
    - Foster a culture of innovation and entrepreneurship.
2. **Key Indicators for Indirect Attainment**
    - **Research Publications:** Number and quality of publications in reputed journals/conferences.
    - **Research Funding:** Total external funding received through grants, industry collaborations, and other sources.
    - **Patents/Intellectual Property (IP):** Number of patents filed or granted.
    - **Collaborations:** Number of collaborations with external institutions, industries, and international research bodies.
    - **Research Impact:** Number of citations, research-led innovations, or commercialized products.
    - **Research Infrastructure:** Improvement in research infrastructure (new labs, equipment, and resources).
    - **Awards/Recognitions:** Recognition of faculty and students for outstanding research achievements (research awards, fellowships, etc.).
    - **Participation in Research Events:** Number of research workshops, seminars, and conferences organized and attended.
3. **Calculation Method for Indirect Attainment**

    The indirect attainment can be calculated based on a scoring system for each key indicator. The scores represent the extent to which the committee's goals are achieved, even though these are indirectly linked to the committee's actions.

    Below is an example of how each key indicator could be quantified:

Indicator	**Measurement**	**Weight**	**Score (0-5)**	**Total Attainment (%)**
Research Publications	Number of papers published in indexed journals/conferences.	20%	4	80%

Indicator	Measurement	Weight	Score (0-5)	Total Attainment (%)
Research Funding	Total amount of external funding secured (e.g., grants, industry support).	15%	3	45%
Patents/IP	Number of patents filed or intellectual properties created.	10%	2	20%
Collaborations	Number of collaborations with industry, other institutions, or international bodies.	15%	5	75%
Research Infrastructure	Enhancement in research facilities (e.g., labs, equipment).	10%	3	30%
Awards/Recognitions	Number of research-related awards or recognitions received by faculty or students.	10%	4	40%
Participation in Research Events	Number of research seminars, workshops, and conferences held or attended by faculty/students.	10%	3	30%
Research Impact	Citations, innovation impact, or commercialization.	10%	4	40%

4. **Total Indirect Attainment Calculation**
   The total indirect attainment is calculated by multiplying the weight of each indicator by the score achieved and summing these results:
   Total Attainment (%)=∑(Weight×Score)
   For the example above:
   Total Attainment (%)=(0.20×4)+(0.15×3)+(0.10×2)+(0.15×5)+(0.10×3)+(0.10×4)+(0.10×3)+(0.10×4)=80+45+20+75+30+40+30+40=360%
   Total Indirect Attainment = 360% (out of a maximum of 400%).
5. **Interpretation of Results**
   - If the total indirect attainment percentage is above 75%, it indicates that the R&D Committee's efforts are highly effective in achieving its objectives through indirect means.
   - If the total indirect attainment is below 50%, it may indicate a need for improvement in key areas such as funding, collaborations, or research infrastructure.

Example Calculation Breakdown

In the above example, the R&D Committee has scored high in areas like **Research Publications** and **Collaborations**, but moderate or lower scores in areas such as **Patents/IP and Research Infrastructure.** This suggests that while the committee is effective in encouraging research and collaborations, there may be opportunities for growth in areas like intellectual property management or infrastructure enhancement.

This framework helps the committee assess its indirect impact and make data-driven decisions for improvement.

Year Planner: R&D Committee

Month	Activity/Event	Responsible Party/Committee Member
January	1. **Annual Research Strategy Review**	R&D Committee Members, Research Leads
	- Review the outcomes of the previous year's research initiatives and update the strategy for the upcoming year.	R&D Committee Chair
	2. **Planning for External Research Funding**	R&D Committee, Finance Team
	- Plan for upcoming research grants and external funding applications.	R&D Committee Chair, Faculty Research Heads
February	1. **Faculty Research Needs Assessment**	R&D Committee, Department Heads
	- Collect input from faculty on research priorities and resource needs.	R&D Committee Members, Department Heads
	2. **IPR Workshop and Training**	IPR Cell, R&D Committee
	- Conduct training on Intellectual Property Rights, patent filing, and commercialization.	IPR Committee, R&D Chair
March	1. **Call for Research Proposals**	R&D Committee, Research Office
	- Invite faculty and students to submit research proposals for internal funding.	R&D Committee Chair
	2. **Review of Research Ethics Protocols**	R&D Committee, Ethics Committee
	- Ensure research projects comply with ethical standards.	R&D Committee Chair, Ethics Committee
April	1. **Industry Collaboration Meeting**	R&D Committee, Industry Liaison Office
	- Discuss potential industry collaborations for joint research projects.	R&D Committee Members, Industry Liaison
	2. **Mid-Year Research Report Compilation**	R&D Committee, Research Staff
	- Compile a progress report on ongoing research projects.	R&D Committee Chair
May	1. **Research Seminar for Students and Faculty**	R&D Committee, Faculty Research Coordinators
	- Organize a seminar to showcase research findings and encourage collaboration.	R&D Committee, Faculty Members
	2. **Call for Research Innovation Challenge**	R&D Committee, Innovation Cell
	- Launch an innovation challenge to engage students and faculty in solving real-world problems.	R&D Committee, Innovation Cell

Month	Activity/Event	Responsible Party/Committee Member
June	1. **Review of Research Infrastructure and Facilities**	R&D Committee, Lab Heads
	- Evaluate the adequacy of research facilities, labs, and equipment.	R&D Committee Chair, Lab Coordinators
	2. **Faculty Research Support Program**	R&D Committee, Department Heads
	- Set up a support program for faculty research needs, including grants, workshops, and training.	R&D Committee Chair
July	1. **Mid-Year Research Review**	R&D Committee, Faculty, Research Teams
	- Conduct a mid-year review of ongoing research projects and funding status.	R&D Committee Chair
	2. **Research Impact Assessment and Feedback Collection**	R&D Committee, Research Office
	- Assess the impact of research projects and collect feedback from stakeholders.	R&D Committee Members
August	1. **Research Skills Development Workshop**	R&D Committee, Research Trainers
	- Organize workshops to enhance research skills, including grant writing, publishing, and data management.	R&D Committee, Faculty Leads
September	1. **Collaborative Research Symposium**	R&D Committee, Faculty, Students
	- Organize a symposium to encourage collaboration between departments, institutions, and industries.	R&D Committee, Faculty Research Coordinators
	2. **Review and Update of Research Funding Policies**	R&D Committee, Finance Committee
	- Update institutional policies on research funding and resource allocation.	R&D Committee Chair, Finance Team
October	1. **Research Grants and External Funding Applications**	R&D Committee, Research Office
	- Submit applications for external funding opportunities, government grants, and industry partnerships.	R&D Committee, Research Staff
	2. **Research Collaboration with International Institutions**	R&D Committee, International Relations Office
	- Initiate collaborations with international institutions for joint research programs.	R&D Committee, International Liaison
November	1. **Research and Innovation Awards Ceremony**	R&D Committee, Administration
	- Organize an awards ceremony to recognize outstanding research achievements and contributions.	R&D Committee, Administration

Month	Activity/Event	Responsible Party/Committee Member
	2. **Call for Research Data for Institutional Repository**	R&D Committee, Library Advisory Committee
	- Collect and upload research data, reports, and papers into the institutional research repository.	R&D Committee, Research Office
December	1. **Year-End Research Review and Planning for Next Year**	R&D Committee, Research Staff
	- Conduct a year-end review of research progress, set goals for the next year, and evaluate research impact.	R&D Committee Chair, Faculty Research Leads
	2. **Research Budget Allocation for Next Year**	R&D Committee, Finance Team
	- Prepare the research budget for the upcoming year based on the needs assessment.	R&D Committee Chair, Finance Department

Notes:

1. **Regular Updates:** Throughout the year, ensure that all research projects are documented and updated regularly in the institution's research management system.
2. **Feedback Mechanism:** Implement a feedback loop for research projects to ensure continuous improvement, with stakeholders such as faculty, industry partners, and students providing input.
3. **Networking and Collaborations:** Focus on fostering collaborations with industry, international institutions, and other research bodies to enhance research impact.
4. **Data Management:** Ensure that all research data is managed effectively and is in compliance with ethical standards.

Mapping R&D Committee Functions to SDGs

R&D Committee Function	Relevant SDG(s)	Explanation
Promote research excellence and innovation	**SDG 9: Industry, Innovation, and Infrastructure**	Supports building resilient infrastructure, promoting sustainable industrialization, and fostering innovation.
Foster interdisciplinary research	**SDG 17: Partnerships for the Goals**	Encourages collaborations between disciplines, institutions, and industries to tackle complex global challenges.
Secure external funding for research	**SDG 8: Decent Work and Economic Growth**	Facilitates the funding of research that can create new job opportunities, promote economic growth, and support sustainable industries.
Enhance research quality through infrastructure	**SDG 9: Industry, Innovation, and Infrastructure**	Improves research infrastructure to support innovation, technological development, and scientific advancements.
Promote innovation and entrepreneurship	**SDG 8: Decent Work and Economic Growth**	Supports the creation of new startups, innovation hubs, and enterprises that drive sustainable economic growth.
Promote sustainable research practices	**SDG 12: Responsible Consumption and Production**	Encourages the adoption of environmentally friendly practices in research, reducing waste and promoting sustainability.

R&D Committee Function	Relevant SDG(s)	Explanation
Encourage research in renewable energy technologies	**SDG 7: Affordable and Clean Energy**	Directs research towards sustainable energy solutions that contribute to providing affordable, reliable, and clean energy.
Foster climate change research	**SDG 13: Climate Action**	Promotes research aimed at understanding and addressing climate change, mitigating its effects, and fostering climate resilience.
Develop solutions to address health challenges	**SDG 3: Good Health and Well-being**	Focuses on research to improve public health, medical advancements, and access to healthcare.
Focus on social impact and inclusive innovation	**SDG 10: Reduced Inequalities**	Ensures that innovations and research outcomes are inclusive, addressing disparities in access and opportunities.
Collaborate with industry for sustainable solutions	**SDG 9: Industry, Innovation, and Infrastructure**	Engages with industries to create sustainable solutions through research, ensuring innovation drives long-term benefits for society and the environment.
Promote research on sustainable agriculture	**SDG 2: Zero Hunger**	Supports agricultural research that fosters sustainable food production, reduces food insecurity, and enhances nutrition.
Develop solutions for clean water and sanitation	**SDG 6: Clean Water and Sanitation**	Focuses on research related to water purification, management, and access to clean water.

Explanation of Key SDGs for the R&D Committee

1. **SDG 9: Industry, Innovation, and Infrastructure**
   - R&D efforts are central to fostering technological advancements, enhancing innovation, and developing infrastructure that supports sustainable development.
   - Promoting research excellence helps advance industries and infrastructure while emphasizing the role of innovation in achieving sustainability.
2. **SDG 7: Affordable and Clean Energy**
   - The R&D Committee can focus on research related to renewable energy, energy efficiency, and clean technologies that contribute to affordable and clean energy solutions.
3. **SDG 13: Climate Action**
   - The R&D Committee's role in climate-related research can contribute directly to addressing climate change and developing mitigation and adaptation strategies, such as climate-resilient crops or clean energy technologies.
4. **SDG 3: Good Health and Well-being**
   - Research in areas like healthcare technology, medical innovations, and disease prevention can have significant impacts on improving public health and well-being.
5. **SDG 12: Responsible Consumption and Production**
   - R&D efforts can be directed toward creating more sustainable materials, reducing waste in production processes, and promoting recycling and reusing resources.
6. **SDG 8: Decent Work and Economic Growth**
   - By promoting research into sustainable industries, technologies, and entrepreneurship, the R&D Committee can help create decent work opportunities and drive economic growth.

7. **SDG 17: Partnerships for the Goals**
    - Research in collaboration with various institutions, industries, and governments can create synergies that accelerate progress toward the SDGs.

Best Practices for an R&D Committee

The **Research and Development (R&D) Committee** plays a pivotal role in promoting innovation, fostering research culture, and ensuring the sustainability and growth of research initiatives within an institution. Here are some **Best Practices for an R&D Committee** that can help ensure effective research management, collaboration, and innovation:

1. Clear Research Strategy and Vision

- **Establish a Clear Research Policy:** Formulate and implement a clear research policy that outlines the vision, goals, and priorities of the institution's research activities.
- **Align with National/Global Trends:** Ensure that the institution's research strategies align with national research priorities and global research trends in various fields.
- **Periodic Strategic Review:** Conduct regular reviews of the research strategy to keep it updated with the latest advancements and emerging trends.

2. Foster Collaborative Research

- **Interdisciplinary Collaboration:** Encourage research collaboration across departments and disciplines within the institution to foster innovation and address complex societal issues.
- **Industry Partnerships:** Build strong partnerships with industry stakeholders to ensure that research outcomes are aligned with real-world challenges and can lead to commercial products, patents, or industry-based solutions.
- **International Collaborations:** Foster research collaborations with international institutions to enhance the quality of research and encourage cross-border innovation.

3. Support for Researchers

- **Seed Funding and Grants:** Provide seed funding, research grants, and fellowships to faculty members and students to kick-start new research initiatives and projects.
- **Capacity Building:** Organize workshops, seminars, and training programs to enhance the research capabilities of faculty and students, particularly in areas such as grant writing, research methodology, and data analysis.
- **Mentorship Programs:** Establish mentorship programs where experienced researchers guide and mentor young faculty members and PhD scholars.

4. Promote Intellectual Property (IP) Management

- **IP Awareness and Training:** Conduct regular workshops on intellectual property rights (IPRs), patents, copyrights, and their significance in academic research.
- **Patent Filing and Commercialization:** Encourage researchers to file patents for innovative solutions developed during their research and help them navigate the commercialization process.
- **IP Support and Legal Assistance:** Provide institutional support for IP management, including legal advice on patent filing, copyright registration, and trademarking.

5. Encourage Research Dissemination

- **Publications and Conferences:** Encourage faculty and students to publish their research findings in peer-reviewed journals and present them at national and international conferences.
- **Institutional Repository:** Establish an open-access institutional repository to store and disseminate research papers, theses, and project reports generated by the institution's faculty and students.
- **Collaborative Journals and Conferences:** Promote and organize conferences, symposia, and webinars to disseminate research findings, attract industry participation, and create networking opportunities.

6. Data Management and Research Infrastructure

- **Provide Robust Research Infrastructure:** Ensure that the institution provides state-of-the-art research facilities, laboratories, and equipment for conducting high-quality research.
- **Research Data Management:** Implement effective data management strategies to store, protect, and organize research data. Ensure compliance with ethical standards for data handling and privacy.
- **Access to Digital Resources:** Provide access to a wide range of digital resources such as journals, e-books, databases, and research tools to support researchers in their work.

7. Transparent Research Funding and Resource Allocation

- **Transparent Funding Process:** Implement transparent processes for research funding applications, evaluation, and disbursement. Ensure that the process is fair and based on merit.
- **Effective Budget Monitoring:** Regularly monitor and evaluate the expenditure on research projects to ensure that funds are being utilized appropriately.
- **Research Fund Sustainability:** Actively seek external research funding from government bodies, industry, and international agencies to ensure sustainable research support.

8. Ethical Research Practices

- **Ethics Committees**: Set up an ethics committee to review and approve research proposals, especially those involving human subjects, animals, or sensitive data.
- **Promote Ethical Research:** Foster a culture of ethical research by providing guidelines on integrity, avoiding plagiarism, and adhering to ethical standards in research.
- **Confidentiality Agreements:** Implement confidentiality and non-disclosure agreements when dealing with sensitive information or proprietary research.

9. Performance Evaluation and Impact Assessment

- **Regular Review of Research Projects:** Conduct periodic reviews of ongoing research projects to assess progress, outcomes, and impact.
- **KPIs for Research Productivity:** Set clear Key Performance Indicators (KPIs) to assess research productivity, such as the number of publications, patents, funded projects, and collaborations.
- **Impact Assessment:** Evaluate the societal and industrial impact of the research conducted by the institution, including its contribution to solving real-world problems and addressing societal needs.

10. Foster a Culture of Innovation

- **Encourage Entrepreneurial Thinking:** Promote an entrepreneurial mindset among researchers by offering support for research commercialization, startups, and spin-offs.
- **Hackathons and Innovation Challenges:** Organize hackathons, innovation challenges, and ideation workshops to encourage students and faculty to think creatively and solve real-world problems.
- **Innovation Cells:** Set up innovation cells or research incubators to support the commercialization of research outputs, providing mentorship, seed funding, and business development assistance.

11. Recognition and Reward Systems

- **Award Research Excellence:** Set up awards and recognition programs for outstanding research contributions, including best publication awards, research fellowships, and innovation awards.
- **Career Development Opportunities:** Provide career advancement opportunities for researchers through promotion tracks, sabbaticals, and funding for international collaborations.

12. Community Engagement and Outreach

- **Community-Centric Research:** Encourage research that addresses local or global challenges, such as sustainability, healthcare, education, and poverty alleviation.

- **Public Outreach:** Organize public seminars, webinars, and exhibitions to showcase the research being conducted and to engage the community with the institution's research outcomes.
- **Research for Societal Development:** Align research projects with the United Nations Sustainable Development Goals (SDGs) to contribute to global societal development.

Conclusion

The Research and Development Committee is at the heart of any institution striving for excellence in higher education. By promoting research, innovation, and industry collaboration, the committee significantly contributes to the academic growth and visibility of the institution. It ensures that the institution remains aligned with the requirements of accrediting bodies like NBA and NAAC, improving its research output, quality, and overall institutional effectiveness. By focusing on faculty and student development, securing funding, and fostering international collaborations, the committee directly impacts the institution's ability to provide high-quality education and maintain its accreditation status.

Number of Research Projects

	External	Internal
Applied		
Sanctioned		
Completed		

**Details as per the format*

A: Applied:

Si. No	*Name of the Project*	*Internal/External*	*Name of the Principal Investigator*	*Name of the Co Investigator*	*Value of the Project in Rs.*	*Date of application*	*Organisation Name & Name of the scheme*	Duration of the project
1								
2								

**Please highlight the newly added with different colour.*

B: Sanctioned:

S. No	*Name of the Project*	*Internal/ External*	*Name of the Principal Investigat or*	*Name of the Co-Investigator*	*Organisa tion Name & Name of the Scheme*	*Date of Sanctioned*	*Value of the Sanctioned Project (Rs/-)*	*Fund received till now*	Duration of the project	*Fund received in this month*
1										
2										

**Please highlight the newly added with different colour.*

C: Completed

S. No	*Name of the Project*	*Internal/ External*	*Name of the Principal Investigator*	*Name of the Co Investigator*	*Organisation Name & Name of the Scheme*	*Sanctioned Date*	*Value of the Sanctioned Project (Rs/-)*	*Fund received*	*Date of submitted*
1									

2									

Please highlight the newly added with different colour

Number of publications (Affiliated to SVPEC only)

	Journals		*Conferences*	
	International	*National*	*International*	*National*
Total				

A: Journals

Si. N o	***Title of paper***	***Name of the author/s***	***Name of journal***	***International / National***	***Date of Publication***	***ISBN/ISSN number***	***Journal impact factor***	***Indexing (SCI, Scopus, ect..)***
1								[1]
2								

**Please highlight the newly added with different colour. With full paper and proof of indexing*

B: Conferences

S. No	***Title of the paper***	***Name of the author/s***	***Name of the conference***	***National / Internati onal***	***Date or Duration/ Year of publication***	***Organi sed by***	***ISBN / ISSN number***	***Financial assistance if any***	
								Spons ored by	***amount***

**please highlight the newly added with different colour.*

Number of Books and chapters in edited volumes / books published:

Books With ISBN No. :

Books Without ISBN Number :

Chapters in Edited Books :

**Details as per the format*

S. No	***Title of the Book/Chapter***	***Name of the author(s)***	***Name of the publisher***	***ISBN / ISSN number***	***Year of publication***
1					
2					

**Please highlight the newly added with different colour.*

Number of patents Applied / Granted: ___/___. *(*Details as per the format)*

A: Applied:

S. No	***Name of the patents***	***Name of the Principal Investigator***	***Name of the Co-Investigator***	***Date of application***	***Published or not***
1					
2					

**Please highlight the newly added with different colour.*

B: Granted:

S. No	***Name of the patents***	***Name of the Principal Investigator***	***Name of the Co-Investigator***	***Date of Granted***	***National International***	***If Commercialised fund generated (Rs/-)***
1						

2						

**please highlight the newly added with different colour*

Total revenue generated through consultancy (in Rs.):. *(*Details as per the format)*

Number of consultancy projects

S. No	***Name of the consultant***	***Name of consultancy project***	***Nature of consultancy project***	***Consulting/Sponsoring agency with contact details***	***Date / duration***	***Revenue generated (amount in rupees)***
1						
2						

**Please highlight the newly added with different colour.*

Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years

Names of the teachers/staff	Name of the facilities developed and department	Agency seeking training with contact details	Year	Name of consultancy	Total amount spent (INR in Lakhs)

Number of linkages with institutions/industries for internship, on-the job Training, project work, sharing of research facilities etc. during this month*:(Provide details if any)*

S. No	**Organization with which linkage is signed**	**Name of the institution/industry/ corporate house**	***Date of signing institutions/industries***	***Duration of linkage***	**Purpose of the Linkage (internship, on-the-job training, project work, student / faculty) exchange and collaborative research)**	**Date of the actual activities under each linkage**	**Number of students/teachers participated under institutions/industries**
1							
2							

Number of MoUs entered by the department in this month

(Provide details if any)

S. No	**Organization with which MoU is signed**	**Name of the institution/industry/ corporate house**	***Date of signing MOU***	***Duration of MoU***	**Purpose of the MoU (internship, on-the-job training, project work, student / faculty)exchange and collaborative research)**	**Date of the actual activities under each MoU**	**Number of students/teachers participated under MoUs**
1							
2							

Number of Start-Up's incubated during this month

***Details as per the format**

S. No	***Colege ID number***	***Name of the student /Group***	***Name of the start up***	***Nature of start up***	***Year of commencement***	***Contact information of the promoters***

Number of Faculty served as Conference chair/panel member, Resource person to guest lecture, Resource person to Work shop etc.. during this month: ***(*Details as per the format)***

S.No	***Name of the faculty***	***Details of the Conference/ Workshops/ Seminars/ Guest lecture etc..***	***Served as Chair/panel member/ Resource person etc..***	***Date /Duration***
1				

Number of the faculty acting as reviewer or Editorial Board member for journals:

(Details to be provided)

S.No	***Name of the faculty***	***Name of journal***	***National / International***	***Editorial Board Member / Reviewer***
1				
2				

**Proof of correspondence to be attached*

Details of students and faculty 'professional society membership enrolment

	Total	*With professional society membership*
Faculty		
Students		

**Details as per the format*

A: Students professional society membership enrolment details

S.No	***College ID number***	***Name of the student***	***Name of the Professional society***	***Date of enrolment***
1				
2				

**copy of membership certificate to be attached.*

B: Faculty professional society membership enrolment Details

S.No	***Name of the faculty***	***Name of the Professional society***	***Type of Membership (Member, Senior member, Life Member, Young Professionals, Society Affiliate, Fellow ect..)***	***Membership enrolment details***	***Date of enrolment***	***Financial assistance if any***
1						
2						

**copy of membership certificate to be attached.*

Number of faculty /staffs attended training program or Faculty development program during this month: ------------------------ ***(provide details if any)***

A: Within the College: -

S.No	*Program name*	*Duration*	*Name of faculty benefitted*
1			
2			

B: Outside the College: -

S.No	*Name of faculty benefitted*	*Program name*	*Duration*	*Details of the university/institute organising program*	*Financial assistance if any*	
					Sponsored by	*Amount*
1						
2						

*enclose the scanned copy of certificate

. Number of Collaborative activities for research, faculty exchange, Student exchange

(Provide details if any)

S. No	*Date*	*Name of the Collaborative activity*	*Collaboration with whom*	*List of the students participated*	*List of the Faculty/Staff participated*
1					
2					

Number of Ph.D.s awarded from the department during the month

(Provide details if any)

S.N o	*Name of the PhD scholar*	*College ID number*	*Name of the guide/s*	*Title of the thesis*	*Year of registration of the scholar*	*Date of award of PhD*	*Shodh Ganga URL*
1							
2							

Is any Conference/Workshops/Seminars organised by the department during the last month? Yes or No________ ***(if yes, details to be provided)***

S. No	*Title of the program organised*	*International / National / State / University Level*	*Financial assistance if any*		*Dates (from-to)*	*No. of participants outside the university*	*No. of participants from the university*
			Name of the agency	*Amount*			

The institution provides seed money to its teachers for research (average per year)

The amount of seed money provided by institution to its teachers for research year wise during last five years (INR in lakhs)

Name of the teacher provided with seed money	The amount of seed money (INR in Lakhs)	Year of receiving	Link to the policy documents for Sanction of seed money / grants for research from the institution

Percentage of teachers awarded national/ international fellowship for advanced studies/ research during the last five years

Name of the teacher awarded national/ international fellowship/financial support	Name of the award/fellowship	Year of Award	Awarding Agency

Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship and skill development during the last five years
Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship and skills development year wise during last five years

Year	Name of the workshop/ seminar	Number of Participants	Date From – To	Link to the Activity report on the website

Mapping of Functions with Program Outcomes

Function No.	PO1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO1	PSO2
F1														
F2														
F3														
F4														
F5														

Tools for Assessment

T1. No of guest lectures by R&D personnel
T2. No. of students/facultypaper publications
T3. No. of R&D projects completed
T4. No. of student participations in paper contest/ exhibition
T5. No. of consultancy works completed

Rubric for Assessment

Level	**Rubric**				
Function	**F1**	**F2**	**F3**	**F4**	**F5**

Tool	**T1**	**T2**	**T3**	**T4**	**T5**
3	> 3	>20 papers	>2 Projects	> 20 participations	> 2 Consultancy works
2	2	10-19	2	10-19	2
1	1	1-9	1	1-9	1

Assessment of R&D Activities

	2018-19		**2017-18**		**2016-17**	
	Value	**Level**	**Value**	**Level**	**Value**	**Level**
Tool 1	2	2	2	2	1	1
Tool 2	8	1	16	2	17	2
Tool 3	3	3	3	3	0	0
Tool 4	15	2	16	2	14	2
Tool 5	1	1	1	1	0	0

Attainment of Functions with Program Outcomes (A.Y. – 2020-21)

Function No.	**PO1**	**PO 2**	**PO 3**	**PO 4**	**PO 5**	**PO 6**	**PO 7**	**PO 8**	**PO 9**	**PO 10**	**PO 11**	**PO 12**	**PS O1**	**PS O2**	**PS O3**
F1															
F2															
F3															
F4															
F5															
Overall															