

B.P.S. MAHILA VISHWAVIDYALAYA, KHANPUR KALAN (SONEPAT)

Directorate of Research

Duties and Functions of Director Research

Director Research assists in the development of a persuasive and inclusive vision for research and provides strategic leadership in developing and refining the universities research mission and activities towards meeting current and future needs. He is are responsible for the ethical conduct of research and for establishing and maintaining a culture of compliance and integrity among faculty, staff, and students. Director research shall promote high-quality research activities in the University by coordinating various national, international and foreign research funding bodies with and supports administration of research initiatives across disciplines and departments. The duties and function of the director research is as under:

A. PURPOSE AND OBJECTIVES

The purpose of this policy is to articulate the role and responsibilities of the Director Research at B.P.S. MAHILA VISHWAVIDYALAYA, KHANPUR KALAN (SONEPAT).

B. POLICY SCOPE/COVERAGE

This policy applies to incumbents in the position of Director Research at B.P.S. MAHILA VISHWAVIDYALAYA, KHANPUR KALAN (SONEPAT).

C. APPOINTMENT AND TENURE

The appointment of Director Research will be made by the Executive council of the university on the recommendations of the vice-chancellor. The term of Director Research shall be for two years, which can be extended for one year by the Vice-Chancellor.

For the appointment of director research, the bio-data form the professors serving in the university may be invited at least one month before the expiry of the term of the Director Research and the recommendations by the Vice-Chancellor should be based solely on the criteria of research performance of the professor in the last three years in terms of number of research paper published in Scopus, Web of science, UGC care list and ABDC listed journals, number of PhD supervision, number of project/conference collaborations and participation in number of research conferences abroad

D. BUDGET

The university shall allocate a sufficient budget which may be minimum 10 per cent of the total budget of the University for the Promotion of research facilities every year by the end of April. The budget is necessary for the smooth conduct and facilitation of the activities in the BPSMV and its associated institutions. Further, the income from consultancy, registration fee, PhD submission fee, overhead charges etc. will be the sources of the income for the office of the Director Research.

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E. POLICY STATEMENT

Director Research shall report to the Vice-Chancellor and work closely with other Deans and Chairpersons for promotion of research culture, research integrity and research environment in the university.

F. KEY RESPONSIBILITIES

The Director Research will be responsible for facilitation and promotion of the development of strategic direction of research within the faculty; improvements in the quality and impact of that research, and the growth of local, national and international research collaborations.

a) Policy and leadership

- 1) To make an active contribution to the University's corporate goal and strategic aims in research and to pay a full part in institutional activities;
- 2) To develop an active research and innovation and enriches the student learning experience;
- 3) To capture detailed information of all research undertaken in the faculty and to identify funding and knowledge transfer opportunities;
- 4) To promote research links and engagement within the faculty, across the University and with external organizations;
- 5) To evolve strategies to significantly grow the faculty research income from consultancy / training etc;
- 6) To ensure that systems are in place to maximize appropriate opportunities for the commercialization of research through university-industry partnership /linkages;
- 7) Advise the university authorities on all faculty matters relating to Research and Higher Degree/fellowship;
- 8) Facilitate growth of research activity in the faculty, including developing mechanisms and targets to achieve this;
- 9) Coordinate and plan the development of research infrastructure across the faculties;
- 10) Assume responsibility for the evaluation of faculty applications for internal research funding schemes;
- 11) Develop and coordinate strategies for maximizing the faculty's success in gaining external research funding by maintaining and disseminating information on research policy areas and initiatives in government (state and central), in the professions and in relevant industries, including external funding opportunities; and
- 12) To promote interdisciplinary research and develop strategies to foster research collaborations within the faculty, across faculties and institutes, and with parties outside

b) Research enhancement

- 1) To ensure the implementation of provision of seed money for the faculty to initiate research work from the UGC schemes/ Haryana Government schemes/ university budget and to invite innovative proposals from the faculty of BPSMV;
- 2) To establish Research and Scholarship (R&D) Cell in the University for facilitating progress of the research dissertations (synopsis approval to award of PhD degree) and research projects and consultancy;

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- 3) To approve the appointment of examiners from the panel of examiners for the evaluation of the PhD thesis;
- 4) To suggest research awards/ research incentive for the BPSMV faculty;
- 5) Shall coordinate and facilitate submission of research project proposals to various funding agencies by Principal Investigators with the help of Research and Scholarship (R&D) cell for timely disposal of all matters, including financial issues related to research projects, fellowships and scholarships;
- 6) Shall work to facilitate and promote quality research in the University, its regional centers and affiliated colleges;
- 7) Shall scrutinize and recommend the research proposals received from various University Departments/Centers/Institutes and other related research programmes to the Vice-Chancellor for approval;
- 8) Shall coordinate, supervise and promote the quality of research journals published by the University;
- 9) Communicate approval to the proposals of Heads of the Departments and depute delegates from the University to participate conferences, seminars and workshops;
- 10) To devise new research policy for the BPSMV including that of travel grant (both domestic and foreign) and consultancy policy along with the standard operating procedures (SOPs); and
- 11) Interact with industry, government, professions and the wider community on all research matters and promote faculty research activities to external stakeholders

c) Research scholarship and scholar development

- 1) To participate in the Research Award Committee (RAC) for the award of PHD degree and convene the meeting in the absence of the Vice-Chancellor;
- 2) To constitute a Board of Post-Graduate Studies in Research (BPSR) common for the university for the approval and registration of the research topics of scholars in the university;
- 3) Shall coordinate, supervise and recommend to the Vice-Chancellor for approval of the admission of students to Ph.D. or any other research programmes in various faculties;
- 4) Shall recommend to Vice-Chancellor in consultation with the Deans/Chairperson/ faculties modification, amendment in the statutes governing the admission of students to Ph.D. or any other research programmes for placement before relevant statutory bodies (if necessary);
- 5) To recommend the case for various scholarship like JRF/URS/national Scholarships;
- 6) Coordinate faculty-level workshops and staff development activities on research-related issues;
- 7) Encourage development of activities to attract the best higher degree by research students (e.g. enquiries database, promotional activities, and regular updates of research profiles on the Faculty website and of individual research profiles; and
- 8) To review the PhD ordinance from time to time in light of the UGC/state guidelines.

d) Research Integrity

- 1) Foster and promote a culture of research integrity at the campus;
- 2) Communicate the need for, and importance of, training and education;
- 3) Report knowledge of allegations of research misconduct to the Vice-Chancellor as well as the Deans/Chairperson/ faculties;
- 4) Receive reports from research misconduct committees; and
- 5) Ensure compliance with Responsible Conduct of Research (RCR) training requirements.

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e) Human resource management

- 1) Assists faculty to form successful collaborative research groups that integrate and support individual, community-based, and team-based programs of research;
- 2) Creates mechanisms to facilitate cross-college research activities;
- 3) Builds strong intra-and-inter-professional relationships that enhance new and existing research linkages, including between research and teaching faculty, research faculty and clinical practices or hospitals, college and community engaged research enterprises, and local, national and international researchers;
- 4) Shall provide necessary guidance and encourage teachers/researchers to write research project proposals and suggest incentives/other initiatives to the Vice-Chancellor for the purpose; and
- 5) Ensure staff and students awareness regarding recent Government/UGC/university policies and procedures around research;

f) External relations

- 1) To increase external collaborative research and knowledge transfer internationally;
- 2) To promote joint collaboration for organizing conference/workshop/Seminars with foreign universities/institutions;
- 3) Maintain effective links with government departments, authorities, business, and commerce and industry organizations relevant to the schools research activities;
- 4) Foster an environment that disseminates research knowledge consistent with applicable laws, regulations and policies; and
- 5) To participate/ attend conferences in India as well as abroad on the behalf of the university any number of times with the approval of the Vice-Chancellor, with a view to seek opportunity for research collaboration among university /institutions of repute.

g) Conflict of Interest

- 1) Foster and promote a research environment for objectivity in research;
- 2) Conduct regular reviews of potential conflicts of interest and conflicts of commitment; and
- 3) Promote adherence to all sponsor and University regulations and policies.

h) Patents and Innovations

- a) Promote and support a culture of innovation in the campus and affiliated institutions;
- b) To promote innovation and enterprising culture in the faculty; and
- c) To promote patent development/incubation center through Science council in the university.

i) International students

For promoting foreign research, the collaborations with Indian Council of Cultural Research (ICCR) will be established, besides the linkages with various foreign embassies with a view to enroll the foreign research students in the PhD program of BPSMV.

Similarly, the linkages with international research institutions like (Shahstri Indo-Canadian Institute (SICI) may be explored for more research collaboration, research grants and enrolment of foreign research scholars.

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j) Miscellaneous functions

- 1) To implement University-wide strategies and policies for research and maximize the impact of research Performed within the Faculty;
- 2) To identify new research opportunities for significant growth and keep liaison with departments on associated Grants and contract submissions;
- 3) To encourage academics to engage in multi-disciplinary research within the faculty and more broadly, across the University and externally with organizations;
- 4) To disseminate and implement good research practices across the faculty;
- 5) To increase external collaborative research and knowledge transfer locally, regionally, nationally and internationally;
- 6) Shall be responsible to sign the Utilization Certificates of research projects and timely submission of utilization certificates to concerned funding agencies;
- 7) Shall liaison with relevant international, national/regional agencies/organizations/group/ individuals for financial support and promotion of quality research in the University;
- 8) Shall make efforts to position the University in a manner that it carries out research on problems of immediate concern to the national/ state / foreign level and contribute towards the sustainable development of the state;
- 9) Shall identify key areas of research in the University in consultation with Deans and Chairperson and ensure their promotion to achieve national eminence in such areas;
- 10) Shall prepare an annual research report and identify the initiatives to be undertake for promoting/maintaining quality of the research work;
- 11) Shall keep track of research /visiting schemes advertised by various funding agencies, both national and foreign, and shall sensitize the University faculty and other stakeholders including research scholars/students to the need for making use of these schemes which would promote his/her individual talent and professional career;
- 12) Shall be responsible for effective utilization of grants from Central/State agencies for development of research related infrastructure;
- 13) Shall be responsible for timely purchase/procurement of scientific equipment in consultation with a duly constituted Purchase/Technical Committee to be nominated by the Vice-Chancellor;
- 14) Shall be responsible to receive/disburse financial support offered by various funding agencies or projects related to research and infrastructure development;
- 15) Shall supervise and carryout and other work related to the research to be assigned by the Vice-Chancellor; and
- 16) To invite various visiting fellows/scholars in various departments for research promotion on the basis of rotation.

Change of nomenclature of the post: The nomenclature of the Director Research may be changed to Dean Research may be non-statutory in line with the other central and state universities.

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