

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
(REGISTRAR OFFICE)**

**IKGPTU/REG/NF/R&D/1977**

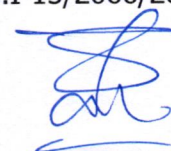
**Dated: 20/09/2023**

**NOTIFICATION**

**Subject: Establishment of Research Development Council**

In compliance with UGC guidelines, the Research Development Council and its Guidelines are hereby notified for strengthening the research ecosystem and creating research infrastructure in the University in accordance with NEP-2020. (Copy enclosed)

This is issued with the approval of competent authority vide e-office file No.I-15/2066/2022-R and D. (Computer No. 88787).



**(Dr. S.K. Misra)**  
Registrar

Endst. No. IKGPTU/REG/NF/R&D/1978-1981

**Dated: 20/09/2023**

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: For information of Hon'ble Vice Chancellor
2. All HODs (Teaching/Non-Teaching)
3. Directors constituent campuses of IKGPTU
4. Incharge (ITS): For uploading on University website.



**(Dr. S.K. Misra)**  
Registrar





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## RESEARCH DEVELOPMENT CELL

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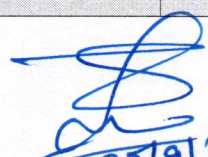


**I.K. Gujral Punjab Technical University**  
(State Government University Established by  
Govt. of Punjab vide Punjab Act No. 1 of 1997)  
Jalandhar Kapurthala Highway, Kapurthala, Punjab, India-  
144603



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# Research Development Cell

## 1. About RDC

To address the current and future challenges of humankind require, continuous development in Scientific inventions, Economic Development, and Societal uplift are required. IK Gujral Punjab Technical University can contribute to this mission by creating a comprehensive governance structure to create an ecosystem for promoting research, innovation, and technology development. Research Development Cell (RDC) in IKGPTU shall act to integrate Research, Innovation, and Technology under the guidance of the Research Advisory Council (RAC) in accordance with the objectives of the new education policy (NEP-2020). The RDC shall work towards strengthening the research ecosystem as per the mandate of the Punjab Technical University Act.

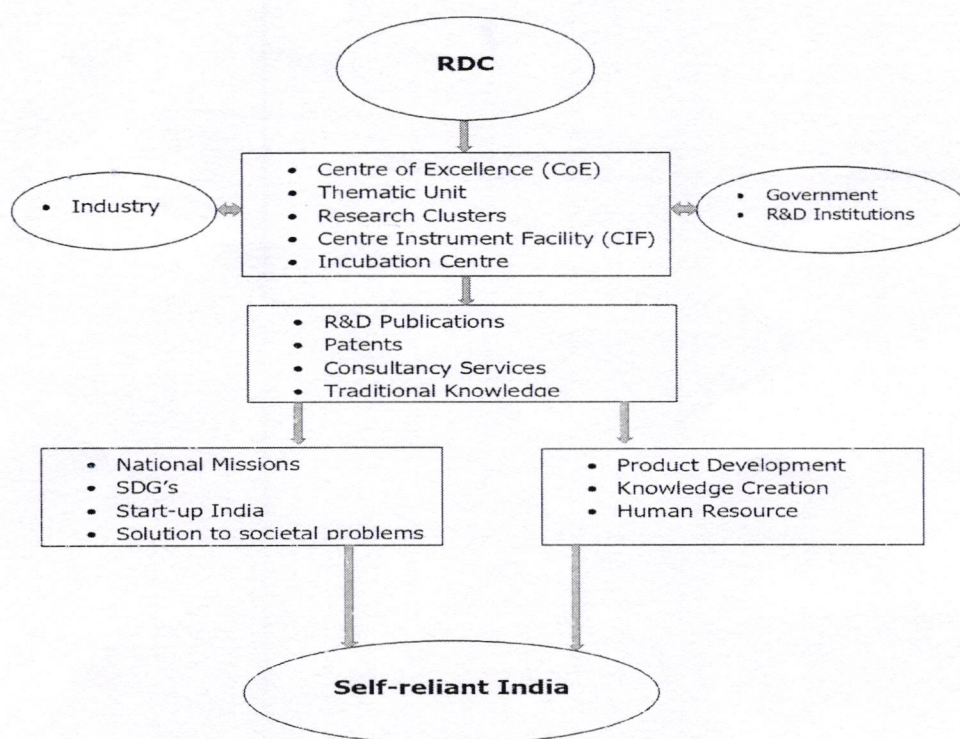


Figure 1: Research Ecosystem as envisaged in the Research Development Cell by the UGC and NEP-2020.



## 2. About the University

**I.K. Gujral Punjab Technical University (IKGPTU)** was established by an Act of the State Legislature on 16<sup>th</sup> January, 1997, to promote Technical, Applied sciences, Management, and Pharmaceutical education in the state at degree level and above. It was established as Punjab Technical University and renamed as I.K. Gujral Punjab Technical University by the State Government in honour of the Late Sh. Inder Kumar Gujral, Former Prime Minister of India, in 2015. The University has the mandate to set up centres of excellence in emerging technologies and for promoting training, research, and development in these areas.

University started its academic campus in 2016 by establishing Teaching Departments in Engineering, Applied Sciences, Management, Hotel Management, and Journalism. University's main campus along with its constituent campuses. Through various quality initiatives, IKGPTU is NAAC accredited and has received many coveted recognitions such as IKGPTU was conferred e-INDIA 2010 Award of the Year as "ICT Enabled University of the Year" and "Open and Distance Learning Initiative of the Year Award" by the Ministry of Information and Communication Technology, Govt. of India and Best Technical University Award for the year 2013 by Indian Society for Technical Education (ISTE) and Kalinga Institute of Industrial Technology (KIIT), Bhubaneswar.

For research initiatives, University was awarded the "Best University Promoting High-Quality Research at Master's and Doctoral Thesis Work" category in the CCI Technology Education Excellence Awards 2013. This award was instituted by a Consortium of Co-Chairpersons-Industry (CCI) of Gujarat Technological University (GTU), jointly with the Communication Multimedia and Infrastructure Association of India (CMAI).

## 3. Vision and Mission

### Vision

To put in place a robust mechanism for developing and strengthening the research ecosystem within the university, and affiliated colleges, aligned with the provision of NEP-2020.

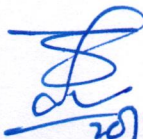
### Mission

- i. To create a conducive environment for enhanced research productivity.
- ii. To encourage collaboration across industry, government, community-based organizations, and agencies at the local, national, and, international levels.
- iii. To facilitate greater access to research through the mobilization of resources and funding.



## 4. Objectives

- i. To provide organizational structure to formulate Research Policy for the University, identify thrust areas of research, and form related cluster groups/frontline teams/consortia of researchers. Identification of appropriate high-priority thrust areas of research opportunities announced by different academic, research, and industry or government organizations for researchers of each department on campus.
- ii. To create enabling provisions in Research Policies for recruitment of research personnel, procurement of equipment, and financial management with adequate autonomy to the Principal Investigator(s) and disseminate research outcomes to stakeholders and the public at large.
- iii. To establish a special purpose vehicle to promote researchers and innovators, identify potential collaborators from industry, research organizations, academic institutions & other stakeholders for cooperation and synergistic partnerships.
- iv. To act as a liaison between researchers & relevant research funding agencies, extend guidance in the preparation & submission of project proposals and post-sanctioning of the grants to oversee adherence to timelines.
- v. To act as the liaison between researchers & relevant research funding agencies, extend guidance in preparation & submission of project proposals and post-sanctioning of the grants to oversee adherence to timeline.
- vi. To establish better coordination among university-industry interlinkage through an Industry Advisory Board (IAB), Incubation, innovation and entrepreneurship development and Intellectual Property Right (IPR).
- vii. To develop an Institutional Research Information System for sharing the status of ongoing/completed research projects/ Programmes, expertise & resources, etc., making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.
- viii. To support university research by integrating multiple function units under a single-window operational system for effective administration and, monitoring and overseeing research progress, managing and optimizing research resources, and conducting timely reviews to help the complete project as per schedule.
- ix. To engage & utilize the services of superannuated active faculty/ scientists in research capacity building of talented young minds and promote mobility of researchers across institutions and R&D Labs
- x. To serve as a nodal center for capacity building by creating awareness, ideation, and conceptualization of research topics/themes by organizing regular workshops, seminars/conferences and training.

  
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- xi. To train and orient faculty on Indian knowledge system.
- xii. To promote Inter-disciplinary, Intra-disciplinary /Multi-disciplinary research to generate innovative ideas and solutions to academic and societal problems.
- xiii. To develop a policy focusing on identifying specific incentives for quality publications and patents by faculty and students for an enduring positive impact. Institution of Excellence Awards for accomplishments/achievements in the form of impactful quality research and/ or research-based teaching will further stimulate and invigorate the research and innovation activities of the IKGPTU.
- xiv. To identify underpinning the societal needs, the availability of key resources including in-house human resources, faculty research competencies, and support system to consider establishing a Center of Excellence (CoE) in the identified contemporary area of research.
- xv. To facilitate resource mobilization and creation of a corpus for R & D, with support from government, industry, and other funding agencies, and channelize corporate social responsibility (CSR) funds for sustenance and furtherance of research activities and explore angel investors.

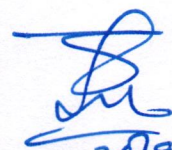
## **5. Governance and organizational structure of RDC**

To foster a steady, proficient, effective governance (Rules, Norms, and Policies), knowledge resources (research equipment, project utilities, and consumables), and financial (Grants and Funds) management in IKGPTU, an effective and robust Research Governance in the RDC shall be required for an efficient governance mechanism, which ensures functional autonomy, transparency, accountability, and adaptability by strengthening interlinkages to create a conducive research environment in the University, Constituent campuses, and affiliated colleges. The dedicated leadership and administrative structure of the Research Development Cell (RDC) as per UGC norms shall function under the guidance of the Research Advisory Council (RAC).

### **Research Advisory Council (RAC)**

The research advisory council shall be the apex body of the RDC with the following structure:

1. Vice Chancellor, IKGPTU, or his/her nominee as Chairperson or
2. Dean, Research, and Development, IKGPTU as Member Secretary
3. Registrar, IKGPTU
4. Dean, Academics, IKGPTU
5. Dean, Faculty Welfare, IKGPTU



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6. Dean, Student Welfare, IKGPTU
  7. Dean, Planning and External Programmes, IKGPTU
  8. Finance Officer
  9. Director, Internal Quality Assurance Cell
  10. Director, Central Instrumentation Facility
  11. Deputy Registrar, Research & Development
  12. Three (03) Academician with sufficient Research and Administrative experience in Research /academic domain to be nominated by Vice Chancellor
  13. Two (02) Industry representative – to be nominated by Vice Chancellor
- Six members (06) shall constitute the quorum for the meeting.

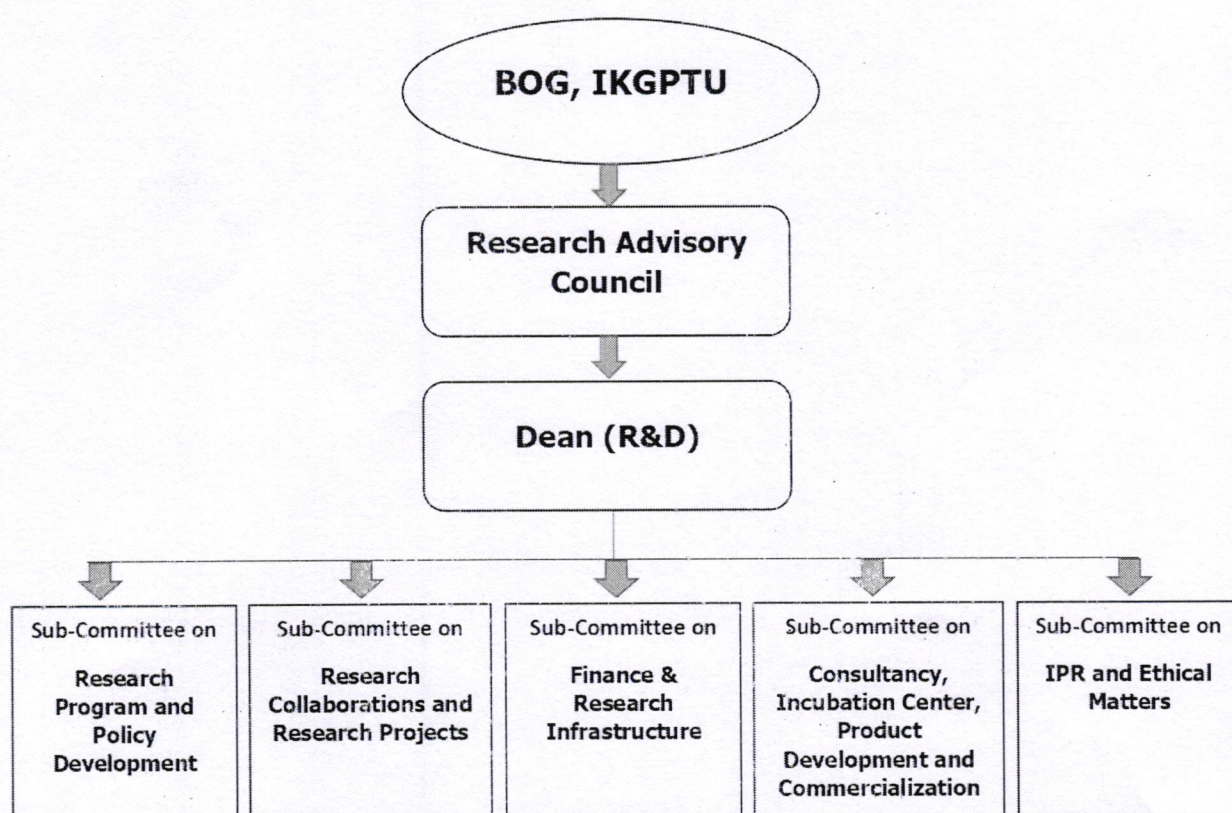


Figure-2: Governance structure of Research Development Cell in IKGPTU

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## 6. Composition of RDC

Dean, Research and Development shall act as the head of RDC and shall head various sub-committees to derive the governance in accordance with the decisions of the Research Advisory Council (RAC).

**Co-Coordiators:** 5-7 senior faculty members from the University and its Constituent campuses with research supervising experience and experience in handling of research projects shall act as Co-Coordinator of each subcommittee.

**Sub-committees:** Each sub-committee shall comprise of 5-7 members from teaching faculty members from the University and its Constituent campuses with research supervising/ handling of research project/consultancy experience and 1-2 non-teaching officers with experience in research-related administrative duties shall be formed on the recommendations of Dean (Research and Development) by the approval of Vice-Chancellor. The Following sub-committee shall be formed for the effective governance of RDC:


1. Sub-committee- 1 (Research Program and Policy Development)
2. Sub-committee- 2 (Research Collaborations and Research Projects)
3. Sub-committee- 3 (Finance & Research Infrastructure)
4. Sub-committee- 4 (Consultancy, Product Development, monitoring, and Commercialization)
5. Sub-committee- 5 (IPR and Ethical Matters)

To further improve the functioning of RDC, RAC may form more sub-committee keeping in view the functional need and requirement of RDC, if required.

## 7. Functions of RDC

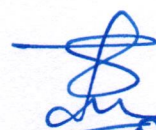
The Research and Development Cell would provide an environment wherein the creation and dissemination of knowledge, innovation, and technology development for societal and industrial needs would be achieved by researchers through knowledge and skills, good governance, and extensive financial support. The details of the functions of the Research and Development Cell of the university shall be as follows:

- i. To prepare an annual research plan, and implement and monitor the research activities of the university departments.
- ii. To develop networking and collaborative research of university departments with national and or international institutes.

  
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- iii. To formulate the rules and regulations related to the policy framework for the utilization of facilities and resources of university departments.
- iv. To formulate rules and regulations related to facilitating the exchange of students, faculty and scholars of the university departments.
- v. To develop a research information management system to facilitate access to research resources and management of research projects.
- vi. To promote high-priority areas of the nation through research mandate.
- vii. To support the development of research proposals from the university teachers for external funding.
- viii. To develop research clusters of university department researchers working in the high-value inter- and trans-disciplinary research areas and to promote national and international funding.
- ix. To promote quality publications and patents of the researchers of the university departments through incentives and prizes.
- x. To support technology development and the business-centered facility of the university departments.
- xi. To mobilize the resources of the university departments and to develop corpus/seed funds from various funding agencies.
- xii. To identify, channelize and promote investors for the research and development activities of the university departments.
- xiii. To monitor and maintain the integrity and ethics of the research activities of the university departments.
- xiv. To build the research capacity of the faculty members and students of the university departments through various activities and events related to research.
- xv. To set up Industry Advisory Board (IAB) for managing industrial collaboration and agreements and further leveraging on consultancy work.
- xvi. To establish liaison with near and far industries and identify the technological challenges being faced by them. Strengthen industry institute interaction through MoUs for long-term relationships with national and international research organizations for widening the scope of research options and funding opportunities for faculty and students.
- xvii. Take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
- xviii. To initiate and promote MoU with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry and Institute interactions etc.

  
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- xix. To depute senior faculty to various research organizations for getting collaborative projects and adopting best practices.
- xx. To arrange brainstorming sessions through talks by eminent personalities from industry, R & D organizations, and institutions of repute for a better understanding of research methodology and practices currently followed.
- xxi. To keep everyone informed about announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC, and University etc.
- xxii. To enlighten the state-of-art technologies to scholars through special lectures on contemporary research topics by renowned experts in key areas.
- xxiii. Facilitating timely auditing and submission of utilization certificates.
- xxiv. To obtain information once in three months in the prescribed format on faculty involvement in guiding students, paper publications, research projects from external funding agencies, and involvement in collaborative research activity.
- xxv. To organize conferences, workshops, seminars, training programs, Avishkar, Science day, and other research-oriented events.

### **Research Development Cell**

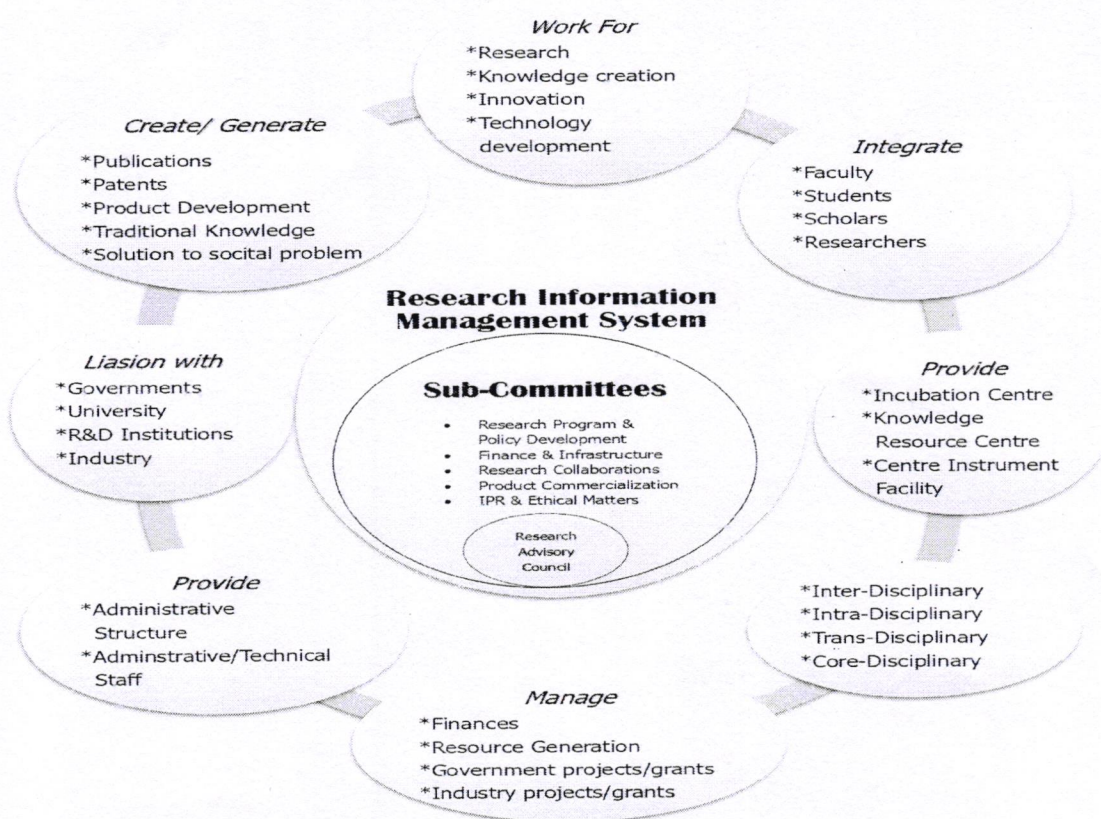


Figure-3: Functions and work scope of the Research Development Cell

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## 8. Functions of Sub-committees

### 1. Sub-committee- 1 (Research Program and Policy Development)

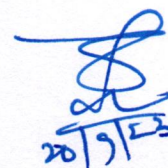
**Functions:** The sub-committee on Research Program and Policy Development shall make recommendations on the matters related to the Finance & Research Infrastructure as per the decision /direction of RAC related to the following:

- i. University's research policy matters related to improving the quality of Research work and projects
- ii. Research resources required for improvement of Research contribution
- iii. Research incentive to researchers
- iv. Annual research plan, and implement and monitor the research activities of the university departments.
- v. Networking and collaborative research of university departments with national and or international institutes.
- vi. The rules and regulations related to the policy framework for the utilization of facilities and resources of university departments.
- vii. To formulate rules and regulations related to facilitating the exchange of students, faculty and scholars of the university departments.
- viii. Development of a research information management system of for university departments and to facilitate the access of the same to others.
- ix. To promote high-priority areas of the nation through research mandates.
- x. To support the development of research proposals from the university teachers for external funding.

### 2. Sub-committee- 2 (Research Collaborations and Research Projects)

**Functions:** The sub-committee on Research Collaborations, Research Projects and Consultancy shall make recommendations on the matters related to the Finance & Research Infrastructure as per the decision /direction of RAC related to the following:

- i. Take up appropriate problems of the industry for finding solutions through R&D projects assigned to faculty and students.
- ii. To initiate and promote MoU with industries and R&D organizations for consultancy, collaborative research, sponsored projects, industry and Institute interactions etc.
- iii. Sign an MoU with UGC- INFLIBNET to access and upload the research information through Shodh Ganga, Shodh Gangotri, Shodh Sindhu, Shodh Shuddhi, and Shodh Chakra.





- iv. University's research policy matters related to improving the quality of Research projects.
- v. To arrange brainstorming sessions through talks by eminent personalities from industry, R & D organizations, and institutions of repute for a better understanding of research methodology and practices currently followed.
- vi. To create awareness about announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC and University etc.
- vii. To enlighten the state-of-art technologies to scholars through special lectures on contemporary research topics by renowned experts in key areas.
- viii. Facilitating timely auditing and submission of utilization certificates.
- ix. To obtain information once in three months in the prescribed format on faculty involvement in guiding students, paper publications, research projects from external funding agencies and involvement in collaborative research activity.

### **3. Sub-committee- 3 (Finance & Research Infrastructure)**

**Functions:** The sub-committee on Finance & Research Infrastructure shall make recommendations on the matters related to the Finance & Research Infrastructure as per the decision /direction of RAC related to the following:

- i. Policies and matters related to finance
- ii. Develop a mechanism for the effective implementation of Research Projects/Consultancy projects
- iii. Development of Research Infrastructure
- iv. Development of a Research Information Management System (RIMS)
- v. IKGPTU create a blog or portal for Institutional Research Information and Institutional Repository.

### **4. Sub-committee - 4 (Consultancy, Incubation Center, Product Development, and Commercialization)**

**Functions:** The sub-committee on Product Development, monitoring, and Commercialization shall make recommendations on the matters related to the Finance & Research Infrastructure as per the decision /direction of RAC related to the following:

- i. University's research policy matters related to consultancy with Industry /Government/Department/Agencies.
- ii. Research resources required for the implementation of Consultancy projects.

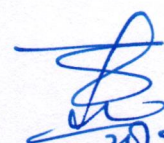


- iii. Research incentive to researchers (Faculty/ students) in the Consultancy projects.
- iv. To coordinate Industry Advisory Board (IAB) for managing industrial collaboration and agreements and further leveraging on consultancy work.
- v. To establish liaison with near and far industries and identify the technological challenges being faced by them. Strengthen industry institute interaction through MoUs for long-term relationships with national and international research organizations for widening the scope of research options and funding opportunities for faculty and students.
- vi. University's research policy matters related to product development through incubation centers.
- vii. Management of resources for the commercialization of products
- viii. Research incentives to researchers to set up industry or industry collaboration.
- ix. Promote the innovation through incubation center
- x. Training students in product development and commercialization.

#### **5. Sub-committee-5 (IPR and Ethical Matters)**

**Functions:** The sub-committee on IPR and Ethical Matters shall make recommendations on the matters related to the Finance & Research Infrastructure as per the decision /direction of RAC related to the following:

- i. University's research policy matters related to IPR
- ii. Research resources required for improvement of Research contribution
- iii. Research incentive to researchers.
- iv. Take initiatives to ensure that researchers understand the importance of integrity and ethics and comply with ethical codes of research and publishing practices at institutional, national, and global levels.
- v. Implementation of standard plagiarism check mandatorily as per UGC norms and making sure the availability of the requisite software in this regard shall be made accessible to all researchers.



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## **9. Additional duties of RDC**

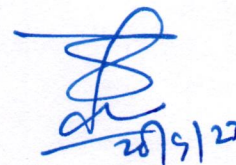
- i. Advise and encourage the faculty to carry out research in-house and in collaboration with other organizations.
- ii. Identification of physical and human resources to carry out research.
- iii. Identify the budgetary requirements and resources for funding the research.
- iv. Identify different organizations/ industries to undertake collaborative research on current topics of mutual interest.
- v. To scrutinize research project proposals for submission to funding organizations such as UGC, AICTE, DST, DRDO etc.
- vi. Monitor and assess the progress of sponsored research projects.

## **14. Annual Research Report**

RDC shall publish an annual progress report highlighting the research initiatives taken by the University, contributions of students and faculty in the University, the number of sanctioned research projects, the progress of MOU, Products developed, Publications, Patents, research activities carried in the year and research awards obtained by the students/Faculty. RDC shall also make efforts to organize annual seminars/conferences in thrust research areas and publish its own quarterly magazine and journal in selected areas of research.

## **11. Research Policies**

- i. Policy for Seed money for Minor Projects for University faculty.
- ii. Policy for Consultancy.
- iii. Policy for Financial assistance for National/International Conferences/Seminars etc.
- iv. Policy for University Research Fellowship.
- v. Policy for IPR.



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