

## **The Role/Duties of the R&D Head, at RCASC:**

- Monitor the centralized facilities that procure and store all the laboratory requirements and issue the commodities to the departments/individuals on a need basis. The R&D Head will supervise the effective use of the facilities.
- Initiate research environment among faculties and students (both UG and PG).
- Work with the principal and R&D committees for developing strategies for new research initiatives and consultancy opportunities in the institution.
- Consult the principal, and HODs for formulating research planning and policies for R&D works.
- Oversee research activities and new developments of RCASC
  - Seed money
  - Externally funded grants
  - In-house research, activities, etc.
- Convene HODs meetings periodically to discuss on:
  - status of the existing projects
  - development of a new project (idea generation)
  - Initiation and facilitate collaborative research activities with other institutions.
- Motivate faculty to have innovative research programs to maintain its research and publication competitiveness.
- Compile published material from all the departments and maintain the data files and display in the R&D lab of the best poster and file the hard copies of faculty publications.
- Preparation of the annual research budget
- Develop a spreadsheet on the investment: Review periodically the spending and its utilization with reference to the research programs.
- Conduct workshops, seminars, and conferences to promote mainly the research activities.
- Information on new research-related activities will be reported and approved through the R&D head.
- Inspire the faculty (all streams) to be engaged in one or other research activities to make the R&D functioning effective and sustainable.
- Formulation of a Research Advisory Committee (RAC) and Research Review Committee (RRC) for all the streams of RCASC to review research initiatives, outcomes, and publications. The meetings will be convened periodically and the members of RAC and RRC will be constituted by subject specialists from academia, research, industry, university, student alumni, etc., preferably from other institutions.
- R&D will encourage and facilitate student-centric activities such as:
  - validation of research projects
  - extending facilities from R&D labs and also from other sources
  - guide the students to write the research reports/dissertation as per the University guidelines.
  - facilitating research publications and presentations.
- R&D will also involve establishing entrepreneurial cells that provide guidance, facilities, industrial links, marketing, etc.