



REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions



RESEARCH AND DEVELOPMENT POLICY



Campus : Regent Education & Research Foundation Group of Institutions
E-mail : rerkolkata@gmail.com, Website : www.rerf.in

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R&D Policy of the Institute

Regent Education & Research Foundation Group of Institutions combines teaching with research to the advantage of faculty and students. The Institute fosters creativity and technological advancement through its Research and Development unit. Faculty from all departments of the institute constitute the R&D cell. This unit keeps track of the Institute's efforts to coordinate research and development smoothly and effectively promoting overall development. The members of the R&D cell contribute towards enhancing research and development at Regent Education & Research Foundation Group of Institutions. The cell will be comprised of faculty members from various departments of this institute. This cell is in charge of ensuring that the Institute's operations for research and development are coordinated effectively and efficiently in order to foster overall growth. The members of this cell will endeavour to improve Regent Education & Research Foundation Group of Institutions' overall development and research activities.

- The R&D cell plans, promotes, evaluates and funds various R&D activities like research projects as well as consultancy projects at the Institute level for both faculties and students.
- The members of the cell meet at least once each semester to talk about the current state of on going projects, set goals for each academic year, and create strategies to fulfill those goals.
- A meeting will be held in each semester to confer about the status of the present project as well as make some plans for each academic session and set strategies for achieving the same.
- The R&D cell tracks progress toward goals and suggests performers for rewards and incentives.
- The committee will evaluate individuals' performance and suggest incentives and rewards for them.

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POLICY DOCUMENT OF R&D CELL ON PROMOTION OF RESEARCH

The institute's research policy aims to provide academic and research facilities through Grants and Infrastructure support to address the pressing societal demands. The Institute also has collaboration with other government & private institutes and industries which enables the students and faculties to develop skills and knowledge, upgrade with the new technologies and inventions used and also provides the students the exposure to industry jobs.

Objectives:	<p>i) To provide the essential infrastructure and resources for carrying out research and innovation.</p> <p>ii) To build a creative environment where higher education and research can flourish among staff and students, along with necessary facilities.</p> <p>iii) To inspire the faculty to carry out research projects endorsed by renowned national and international organizations in cutting-edge domains of science and technology.</p> <p>iv) To understand the present research scenario, the faculty members are encouraged to collaborate with esteemed scientists and organize seminars, workshops, national and international conferences and faculty development programs (FDP).</p> <p>v) To publish research articles in prestigious peer-reviewed journals. vi) To set up Units of Research in cutting-edge fields.</p> <p>vii) To encourage and guide the students to participate in student-level research projects.</p>
Members of R&D Cell:	<p>The R&D cell is formed as follows: Chairman: Principal</p> <p>Co-Chairman: Convener</p> <p>Members: SPOC (single points of contact) from each curricular sector.</p> <p>Each department is supervised by a departmental R&D Coordinator who</p>

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Guidelines:	<p>research proposal before it is submitted for peer review. After that, it will again have reviewed by renowned external experts in that respective field. The R&D committee will next evaluate the proposal before forwarding it to the funding body.</p> <p>ii) The chairman and co-chairman of the R&D unit must be approached for any applications on research and development. The department's R&D cell and the department head should both receive a copy of the research proposal.</p> <p>iii) The whole approved sum must be used in pursuance of the funding agency's regulations.</p> <p>iv) The guidelines of the Accounts Department must be implemented while purchasing equipment or software and submitting the audit report related thereto.</p> <p>v) Individual inventory registries must be kept in each department for all R&D initiatives that receive funding from other sources</p> <p>vi) The lead researcher and co-author will see to it that the hardware and software purchases are retained in the laboratory or department and accurately noted in the stock register.</p> <p>vii) All objects acquired must remain an asset of the Institution in the instance that the project recipient leaves the Institution.</p>
B. Submission of Progress Reports:	<p>Every year, faculty members who are eligible for R&D rewards must send a report and other necessary documentation to the relevant Head of Department. The Departmental Head and a few senior faculty members will then conduct a thorough review at the Departmental level and see to it that their recommendations are forwarded to the R&D cell.</p>
C. Research &	<p>In close collaboration with the department's cluster directors, senior</p>

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Development Budget:	professors, and principal investigators of active projects, the R&D Cell must develop the annual R&D budget. The Principal is informed of the same by the R&D coordinator.
D. Sponsored and Internal research related policies:	<p>i) Faculty members must submit proposals for at least one government-funded project. Through programs and financing from organizations like CSIR, AICTE, DST, SERB, UGC, ICMR, DRDO, etc., all departments must work to be acknowledged by national and international organizations.</p> <p>ii) Professors are urged to suggest cross-disciplinary research subjects in their areas of specialization.</p> <p>iii) Faculty members receive financial incentives for their meritorious research and consulting efforts. By using the incentive scheme and rewarding proposed initiatives suitably during college hours.</p> <p>iv) It is customary to reimburse faculty members for equipment expenses while they are engaged in funded projects.</p> <p>v) A declaration from the organization outlining the work to be done, the scope and cost of the consultation, and how the consultation will benefit the institution financially and intellectually is required for consultancy assignments. The in-charge consultancy must keep documentation of spending.</p>
E. Principal Investigator (PI):	The principal investigator (PI) of a project that has been approved serves as the primary point of contact between the funding source and the project's operational manager. The PI should keep the whole project team up to date on project status and include the Co-PIs in every project-related task. The PI may ask anyone of the Co-PI to assume project management responsibilities while he or she is away.

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Prepared by	Approved by
 Convener R&D	  Chairman

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