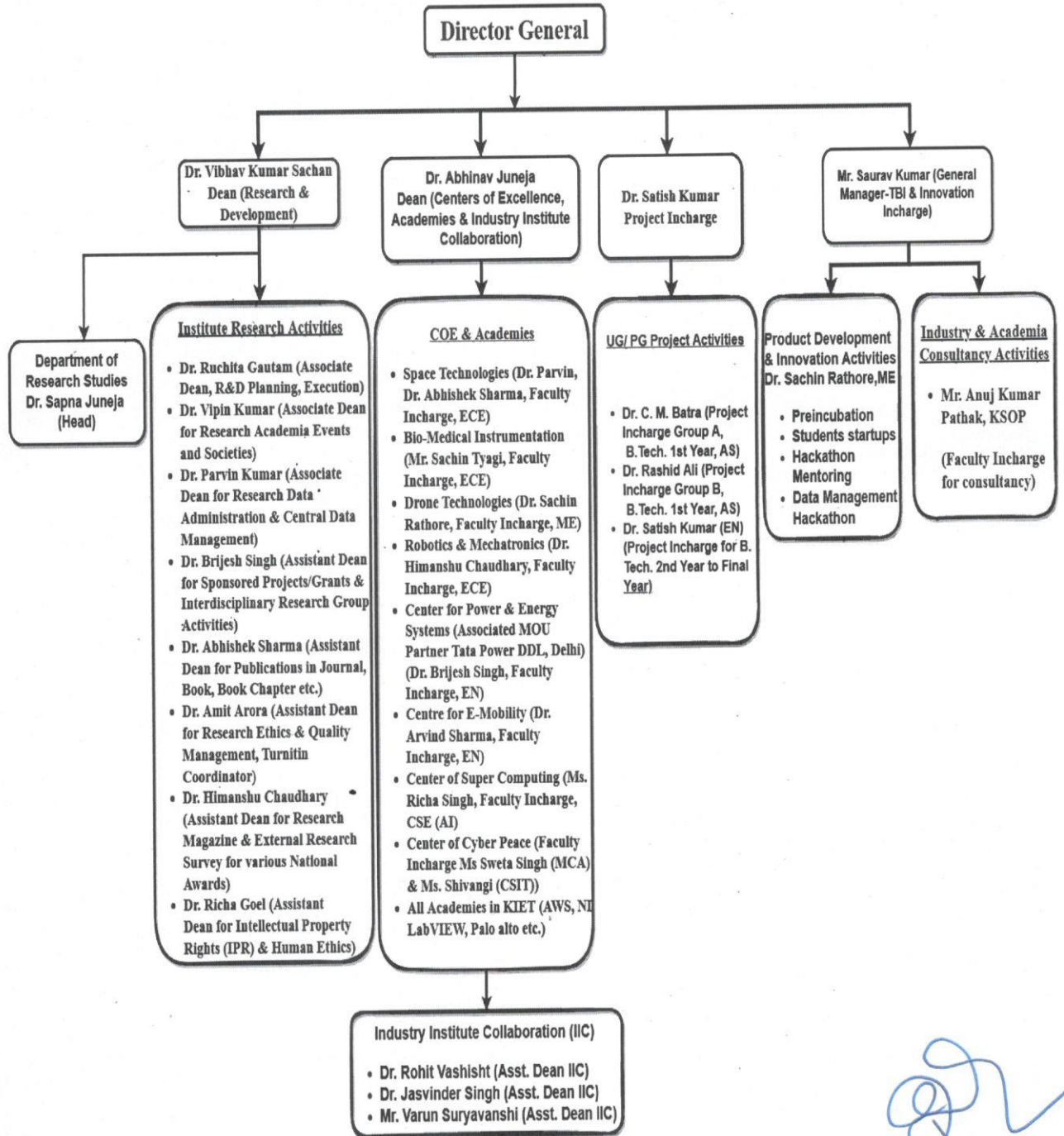



OFFICE ORDER

CONSTITUTION OF RESEARCH & INNOVATION CELL

It is to notify the Constitution of the Research & Innovation Cell from the year 2024-25 is as follows:

1. Structure of Research & Innovation Cell:

2. Roles & Responsibilities

Category	Appointment	Name	Roles & Responsibilities
Dean R&D: Dr. Vibhav Kumar Sachan			
Institute Research Activities	Associate Dean for R&D Planning, Execution & Academic Events and Societies	Dr. Ruchita Gautam (ECE)	<ul style="list-style-type: none"> R&D Calendar Preparation R&D Budget Planning Policy Review & Execution Target: Dissemination of research policy to the faculty and students on a monthly basis through DRC Heads, & common briefing of R&D policies during induction & orientation.
	Associate Dean for R&D Research Academia Events and Societies	Dr. Vipin Kumar (AS)	<ul style="list-style-type: none"> Conduction of different activities by various societies like IEEE Chapters & CSI Chapters etc. Progress of Research Faculty Members 4 Research Grant Project Proposal Submission by each research faculty member in different funding agencies like DST, DRDO, ICMR, CST, MieTY etc. Target: To monitor the Progress of research faculty members fortnightly basis & conduct two research guidance sessions for all faculty and students on a monthly basis, and conduction of progress review presentation by research faculty members on monthly basis.
	Head, Department of Research Studies	Dr. Sapna Juneja (CSE AI)	<ul style="list-style-type: none"> Awareness Ph.D. program, Ph.D. and Post-Doctoral Activities, Fellowships, Joint Ph.D. Ph.D. Guidance, Post-Doctoral Research and Mentorship Ph.D. advertisements for entrance test for Masters & Pharmacy, as well as process setup. Documentation and reports preparation for Ph.D. Graduate Students and details of their guides. Target 50% do Ph.D. by 2025
	Associate Dean for Research Data Administration & Central Data Management	Dr. Parvin Kumar (ECE)	<ul style="list-style-type: none"> Database Management (Research Papers, Patents, Chapters, Citations, Ph.D. data etc.), IPR Management, Benchmarking, Data Analysis and Reporting Target: To update institute research credentials (Published) every day and develop database for NIRF.
	Assistant Dean for Publication Incentives, Journal, Book, Book Chapter etc.	Dr. Abhishek Sharma (ECE)	<ul style="list-style-type: none"> Notification of SCOPUS Indexed conferences & Journal Circulation. Preparation of Minutes of R&D meetings. Verification of Incentive Files. Preparation of power point presentation for internal and external visit. Conduction of sessions for Campus wide license (CWL) MATLAB.

		<ul style="list-style-type: none"> • Target: <ol style="list-style-type: none"> To monitor the progress of ongoing Publications (Journals, conference, Book Chapter) of all faculty and students on fortnightly basis. To monitor minimum four Scopus publication per faculty every year.
Assistant Dean for Sponsored Projects/Grants & Interdisciplinary Research Group Activities	Dr. Brijesh Singh (EN)	<ul style="list-style-type: none"> • Multidisciplinary project submission, • Planning and Execution of Sponsored Project Grants, • MoU targets • Related Training Management, • Research Groups management, • Knowledge sharing session, • Promotion of Research • Target: <ol style="list-style-type: none"> One Research Grant Project Proposal Submission by Ph.D. faculty members in different funding agencies like DST, DRDO, ICMR, CST, MieTY etc. in an academic session. 10 MOUs every year
Assistant Dean for Intellectual Property Rights (IPR) & Human Ethics	Dr. Richa Goel (KSOP)	<ul style="list-style-type: none"> • Training of students on Patent writing, • Planning & Execution of Intellectual Property Rights: Publication, Granting & Commercialization of Patents, • Policy making and ensuring the targets for patents • Target: 300 Patent Publication/Year & 120 Grant Patent/Year by all faculty members and students (Outcome of the final year projects) in an academic session.
Assistant Dean for Research Ethics & Quality Management, Turnitin In charge	Dr. Amit Arora (MBA)	<ul style="list-style-type: none"> • Turnitin Manager, • Research quality assurance, • Preparation of R&D events report, • Preparation of writeup for social media with geotagged pics, • Website Updation for R&D section on a daily basis. • Target: <ol style="list-style-type: none"> Update of R&D achievements in public/social media domains like Facebook, Insta account, LinkedIn page etc., Writeup for reports publication for print and online Media SDG awareness among the faculty and students for its inclusion in research paper publications & patents etc.

	Assistant Dean for Research Magazine & External Research Survey for various National awards	Dr. Himanshu Chaudhary (ECE)	<ul style="list-style-type: none"> • Research Magazine preparation, • Organization of conferences by KIET: Data Collection, Coordinating R&D events, survey forms. • Sharing of News articles related to research and innovation published by Print/Online Media to faculty and students on a daily basis. • Target: 5 IEEE Conference by 2025
Dr. Abhinav Juneja, Dean (Centers of Excellence, Academies & Industry Institute Collaboration)			
Centers of Excellence, Academies & Industry Institute Collaboration	Space Technologies	Dr. Parvin Kumar (ECE), Dr. Abhishek Sharma (ECE), Faculty In charge	<ul style="list-style-type: none"> • COE using industrial laboratories should attract funding from various agencies and consultancies. • CoE should also provide at least five consultancies in a year to industries based on the developed expertise of team members. • Guide UG projects (5 each) • CoE should submit at least five funded projects in the focus areas in a year from government / non-government agencies with collaboration from industry. • Develop training modules, provide training and certification. The capacity building should be carried out by training eligible faculty and fast learning students in a continuous and sustained manner. • To prepare model & training. • Targets: To identify the super 400 team of students (200 from 1st Year, 150 from 2nd Year & 50 form 3rd Year) for high package placements for session 2024-25.
	Bio-Medical Instrumentation	Mr. Sachin Tyagi (ECE), Faculty In charge	
	Robotics and Mechatronics	Dr. Himanshu Chaudhary (ECE), Faculty In charge	
	Drone Technologies	Dr. Sachin Rathore (EN), Faculty In charge	
	Center for Power & Energy Systems	Dr. Brijesh Singh (EN), Faculty In charge	
	Centre for E-Mobility	Dr. Arvind Sharma (EN), Faculty In charge	
	Center of Super Computing	Ms. Richa Singh (CSE AI), Faculty In charge	
	Center of Cyber Peace	Ms. Sweta Singh (MCA) & Ms. Shivangi (CSIT) Faculty In-charge	
	All Academies in KIET (AWS, NI LabVIEW, Palo alto etc.)	In charges of academia (Concern Departments)	
	Dr. Rohit Vashisht	Asst. Dean IIC	
	Dr. Jasvinder Singh	Asst. Dean IIC	
Mr. Varun Suryavanshi	Asst. Dean IIC		

Dr. Satish Kumar (Project In charge)

Project, Innovation, Hackathon In charge	Project In charge for I year	Dr. C M Batra Dr. Rashid Ali	<ul style="list-style-type: none"> • Guide first-year students for innovation & entrepreneurship • 2 days bootcamp • Understanding and selecting suitable social PB • Provide mentorship and resources for project execution, • Monitor progress through regular assessments and feedback, • Organize project review sessions and presentations, ensure projects alignment with foundational concepts and academic guidelines, • Organising IGNITE with TBI, Policy making and ensuring the targets.
	Project In charge for II Year to Final Year	Dr. Satish Kumar	<ul style="list-style-type: none"> • Conduction of Student Training Programs • Research Outcome in the form of Patent/ Publications/ Grants/ Product Development/ Internships/ Industry Tie-Ups/ Grants from industries etc. • Guide students in project selection, development, and proposal creation, • Monitor progress through regular reviews and assessments, • Provide necessary resources and mentorship for successful project completion, • Maintain documentation and reports, • Participation of students in National/ International Level Events like Hackathons etc. • All industry based Hackathon PB Mentoring search Mentors • Policy making and ensuring the targets for publications/patents. • Targets: • Insurance of project outcome in the form of Research Paper Publications/ Patents/ Product Development by each student of Final Year • All industry-based Hackathon Project Based Mentoring Search Mentors

Mr. Saurav Kumar (General Manager-TBI & Innovation In-charge)

Innovation In-charge	Product Development Activities	Dr. Sachin Rathore, ME, (Faculty In-charge of Hackathon & various other competitions)	<ul style="list-style-type: none"> • To conduct awareness sessions about the different international and national Hackathons among the students. • To ensure the participation of students in different Hackathons • To organize Hackathons and innovation events to encourage creativity, and support student participation in national and international competitions. • To maintain the database (Certificates, Geotag photographs, Videos of the developed products) of Winner Teams on daily basis. • To increase the utilization of innovation Center by all students (1st Year to Final years) in different schools 24x7. • Bring laurels. • Preincubation support, Space Management Rules • Model guidelines • Student startup promotion • Targets: At least 100 students/ Month should participate in various Hackathon at National and International Events.
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	Industry & Academia Consultancy Activities	Mr. Anuj Kumar Pathak, KSOP, (Faculty In-charge for consultancy)	<ul style="list-style-type: none"> • Faculty In charge for consultancy • To connect the industry with CoEs to help them in providing at least five consultancies in a year. • To collaborate with five industries on a weekly basis by conducting visits of different domains industries from Engineering, Pharmacy, Computer Applications & Management. • To provide the consultancy data of NIRF to Institute NIRF coordinator. • Targets: <ol style="list-style-type: none"> a) The goal should be to secure consultancy agreements with a minimum value of Rs. 50K per month, b) Planning of visits to 5 industries every Monday, followed by visits to another 5 industries on Tuesday to maximize the outreach and build valuable partnerships with industry.
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3. Dean - R&D, Dean (Centers of Excellence, Academies & Industry Institute Collaboration), Project In-charge & Innovation In-charge, shall consult the members responsible for Institute Research Activities, Centre of Excellence, Project, Innovation, Hackathon & Consultancy and will convene minimum one meeting per week. However, Dean R&D, is at liberty to conduct as many meetings as deemed appropriate with members to further strengthen the research activities in KIET Group of Institutions. The minutes of these meetings shall be forwarded to the Office of Director General for information.
4. The Research and Innovation Cell including Institute Research Activities, Centre of Excellence, Project, Innovation, Hackathon & Consultancy will be responsible to the Director General for their duties in designated roles.
5. The above Order comes into force with immediate effect.
6. **Targets to be divided at institutional level & then shall be divided into department levels, and monthly review of targets with Deans by DG.**
7. With this, Office Order 06/2023 dated 24 Jul'23, 03/2023 dated 24 Mar'23, Office Order 07/2022 dated 11th Apr'22, Office Order 08/2022 dated 6th May'22 and all previous Orders in this regard stand dissolved.



Prof. (Dr.) Preeti Bajaj
Director General

Distribution: Dean- Research & Development, Dean (Centers of Excellence, Academies & Industry Institute Collaboration), Project In-charge & Innovation In-charge/ All concerned Members - Institute Research Activities, Centre of Excellence, Project, Innovation, Hackathon & Consultancy/ KIETians