



EDUCATION IS DEDICATION

SAHRDAYA

COLLEGE OF ENGINEERING & TECHNOLOGY

Kodakara, P.B.No.17, Thrissur (Dt), Kerala State, India - 680684

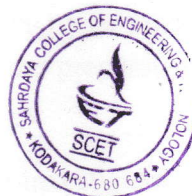
Ph. 0480-2726630, 2759275, Fax: 0480-2726634, info@sahrdaya.ac.in, infosahrdaya@gmail.com; www.sahrdaya.ac.in

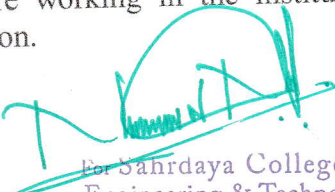
Duties and responsibilities of the Research and Development Committee (RDC)

1. **Facilitating Research:** The RDC provides valuable assistance to both faculty and students to engage in research activities, ensuring they have the necessary support to conduct meaningful research.
2. **RDC Policy Maintenance:** The RDC is responsible for the regular review and maintenance of the Research and Development policy at the institute. This involves ensuring that the policy aligns with the institution's overall goals, NEP-2020 guidelines (if applicable), and any updates in research and development strategies. The committee may propose revisions to the policy based on evolving needs and the changing landscape of education and research.
3. **Effective Fund Utilization:** Monitoring the effective utilization of institute research funds ensures that allocated resources are optimally used for research purposes, promoting transparency and accountability.
4. **Research Facilities Records:** The RDC also maintains comprehensive records of the research facilities available within the institute. This includes cataloguing the various laboratories, equipment, software, specialized resources, and infrastructure dedicated to research activities.
5. **Meeting Conduct and Documentation:** The RDC is responsible for organizing and documenting regular meetings, including the preparation of minutes, ensuring proper communication and record-keeping.
6. **Funding Opportunities:** The RDC assists investigators in identifying and responding to funding opportunities, helping them secure necessary resources for their research endeavours. A monthly bulletin on funding opportunities and call for applications should be sent to all faculty members monthly. A record of all applications made by various faculty members/Departments should be kept with the RDC for reference.
7. **Documentation Management:** Maintaining thorough documentation of reports, summaries of RDC activities, quantitative analyses, and other relevant materials ensures a well-documented record of the committee's efforts. A yearly Research Bulletin is published by the RDC detailing all the achievements and publications done by the institute.



8. **Publication Metrics:** Tracking the number and quality of publications in refereed/SCI journals, citations, books/book chapters, both before and after accreditation, is essential for evaluating the impact of research activities. Ensure that all faculty members are on Google Scholar and the links synced with the faculty biodata on the website.
9. **Research Scholars Details:** Keeping an up-to-date list of research scholars with their research areas, scholarships, and related information facilitates effective oversight of research supervision. Ensure seminars and meetings are held with Research Scholars every month and scholars are actively involved with Department activities. Look at using them as RAs and get them to take classes and labs and assist Research Guides.
10. **Proof of Achievements:** Maintaining evidence of journal/conference/patent publications, sponsored research/consultancy, projects, and grant receipts serves as proof of the committee's contributions to the institution.
11. **Financial Assistance Tracking:** Recording financial assistance from agencies for various purposes (paper presentation, conferences, journal publications, etc.) ensures accountability and transparency in fund usage.
12. **Website Updates:** Ensuring that the latest research-related activities are updated on the institute's website helps disseminate information to a broader audience and highlights the institution's research achievements.
13. **Ph.D. Achievements:** Documenting the number and proof of Ph.D. guidance and awards during the assessment period, while faculty are working in the institute, showcases the institution's contributions to higher education.




For Sahrdaya College Of
Engineering & Technology

Dr. Nixon Kuruvila
Principal