



**SRI VENKATESWARA COLLEGE**  
**DHAULA KUAN, NEW DELHI-110 021**

**College Research Committee**

## **Roles and Responsibilities of CRC**

The College Research Committee (CRC) of Sri Venkateswara college comprise of highly qualified, motivated and talented faculty who have embarked on frontier careers in research and development in varied areas. The research committee is constituted to monitor and address issues related to research. The committee will be directly under the Principal and will support the principal in any research-related activities. The tenure of the members of research committee is for Three (03) years, following which members may be reappointed by the Principal from the faculty having active sponsored grants.

### ***Roles & Responsibility:***

- i. Motivation of staff and students for conducting research.
- ii. Regular orientation programmes on research methodology and statistics for students and staff.
- iii. Motivate to enhance the quality of research publications by faculty and students and publications in indexed journals.
- iv. Promote consultancy services in different specialties.
- v. Monetary/leave support to attend workshops/ conferences, seminars and present papers.
- vi. Encourage faculty to pursue PhD programme and supervise students for PhD
- vii. Conduct project writing / scientific writing workshops for faculty.
- viii. To recommend department wise need based procurement of Journals to the library.
- ix. To promote internships for students
- x. To promote National/International collaborations with academic/industry to strengthen research and innovation
- xi. To promote MoUs/linkages with academia/industry at both National/International level
- xii. To promote application of patents

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**College Research Committee**  
**(2020-2022)**

S.No	Name	Designation	
1.	Dr. S. Venkata Kumar	Principal (Ag)	Chairperson
2.	Dr. Nirmal Kumar	Associate Professor	Member
3.	Dr. N. Latha	Associate Professor	Member
4.	Dr. K. C. Singh	Associate Professor	Member
5.	Dr. Ravindra Varma Polisetty	Assistant Professor	Member
6.	Dr. Vartika Mathur	Assistant Professor	Convenor

*Vartika Mathur*

*Alena*

**Guidelines For Streamlining The Operational Aspects Of Research At Sri Venkateswara  
College, University Of Delhi**

**I. SUBMISSION OF THE PROJECT PROPOSAL:-**

- I. I. Project-proposal may be directly forwarded by the Principal for submission. College Research Committee (CRC) will not play any role until the project is sanctioned from the funding agency.
- I.2. Once the project is sanctioned by the funding agency, it is mandatory for the Project Investigator (PI) to submit the sanction letter of the project to the CRC.

**II. ETHICAL CLEARANCE:**

- II.1. While initiating the process of submitting a project proposal to the funding agency, a simultaneous move for ethical clearance for human-based studies or use of animals, biosafety etc. must also be launched in order to ensure that the clearance is obtained before the initiation of the project. This process is recommended as many grant agencies require PIs to submit ethical clearance while submitting the project proposal or soon after the project is sanctioned.
- II.2. CRC will help PI in obtaining the ethical clearance, if required. The operative approval of the project proposal by CRC would be granted only when it is accompanied by the ethical clearance certificate.
- II.3. The Project Investigator (PI) should not start the work of the project or employ staff without the operative approval of the competent authority. Where the Ethical Clearance is not required such projects may be deemed to have been cleared by the Ethical Committee.

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### III. APPOINTMENT OF PERSONNEL IN THE RESEARCH PROJECTS

The application for recruitment of personnel should be forwarded by the Project Investigator with specific comments as follows:

- (a) The post is approved by the funding agency.
- (b) Suitability of the candidate to the post with regard to the eligibility criteria.
- (c) The date from which the appointment is to commence but not before the date of intimation to the CRC through Principal; subject to the availability of funds.

III.1. The request for recruitment of the staff should be sent well in advance to the principal.

III.2. Notice for interview for appointment advertised on the college/ and university website as well as college notice board.

III.3. The application of the candidates will be scrutinized by the Project Investigator/ concerned department; an interview may be held, as per the guidelines of the post.

III.4. Interview panel will consist of one member of CRC.

III.5. The certificate of work experience for the period involved will be issued by the PI, if required.

### IV. MATERIALS AND SUPPLY:

IV.1. All equipment and non-consumables shall be procured following college guidelines.

IV.2. All chemicals required for research purpose would be purchased at par or below the prices listed according to south campus tender with proper certification about the same being a proprietary item. CRC convener will be buyer in GEM for research-related purchases.

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IV.3. For procurement of materials for research purpose, the PIs would exercise the functional powers of the head of the project. It is the responsibility of the PI to maintain an up-to-date stock register of the research project and produce before CRC, if asked for.

V. **MAINTENANCE/DISPOSAL OF EQUIPMENT:**

V.1. It would be mandatory to register all equipment purchased out of Research project funds in the project stock register as well as in the CRC.

V.2. The maintenance and upkeep of the equipment is the responsibility of PI and will be done only with their acquired research funds.

~~V.3. If any equipment is not in working condition and needs to be disposed, PI will dispose~~ such items with due scrutiny and permission from Principal through the condemnation process according to existing rules of the college.

VI. **GENERAL (Administrative and Financial Support):**

VI.1. All Projects would be required to have sufficient funds from the funding agency so as to meet with the expenditure regarding salary equipment etc. within the stipulated time limit. However, no financial operation would be permitted before the operative approval of the project at college is sought from the competent authority.

VI.2. Accounts maintenance would be streamlined and computerized. It is the responsibility of PI to inform CRC about the bank details as well as annual grant amount obtained and spent. CRC may advise PI regarding expenditure in a rational manner, if required by the PI.

VI.3. CRC may advise PI on the process of opening Bank account, drafts, drafting tenders and processing of orders, if PI requires. CRC will also help PI in streamlining custom clearance and tax exemptions as per DU rules.





VI.4. PI is required to deposit 50% of the overhead amount received in the sanctioned grant to the college, which will be utilized in promoting college research such as development of research lab immovable infrastructure and fixtures, funding summer internship program (SRI-VIPRA), research magazine and newsletter and organizing FDP and research-related events.

VI.5. It is mandatory for PI to submit a copy of the final UC to CRC through Principal once the grant is completed. It is required for PI to close the bank account once the grant is completed, and inform the same to Principal, for closing the file of that grant by CRC.

**VII. SUBMISSION OF REPORTS:**

VII.1. Along with sending of the annual as well as final report to funding agency, PI must also ensure that a copy of the report is submitted to CRC through Principal. The project investigator is expected to highlight aspects related to the patenting/communication/publication of the research outcomes and also the tangible gains (if any) from the research in respect of creation of database and application of new techniques/methodology in the research areas.

VII.2. A copy of the annual progress report/final report of the collaborative research project, where college faculty is a co-PI, must also be submitted to the CRC through Principal. This rule would also be applicable in the case of multi-centric projects with Sri Venkateswara College operating as the Nodal Agency.

VIII.3. It is required to submit a soft copy as well as 1 hard copy of publications and patents to CRC, college library as well as IQAC cell.

**IX. HONORARIUM:**

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Research being a mandated activity for faculty working in University of Delhi according to promotion regulations, there is no justification/rationale for remuneration by way of honorarium to the faculty/scientific cadre for this purpose.

**X. RESEARCH-RELATED TRAVEL**

All outstation travel for research-related purpose should be notified to CRC. It is mandatory to submit to CRC a brief report and two photographs of the event as well as a copy of the paper/abstract/poster presented, as the case may be, within a week of joining duty.

**XI. RESEARCH PAPER INCENTIVE**

From all the papers published by the research faculty of the college during that calendar year and documented as per rules with CRC, a high impact paper will be selected by the Principal. The faculty of SV College with first/corresponding authorship in that paper will be awarded a certificate of appreciation and will be entitled to receive the travel grant by the college to present a paper in an International conference/ seminar/ symposium.

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