MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Utchepota Via Sonarpur, Kolkata:700150

NOTICE

Ref. no. MSIT/PO/NOTICE-2020-21/220

Date: 05.10.2020

This is to inform all concerned that **RESEARCH & DEVELOPMENT (R & D) COMMITTEE** has been constituted with effect from 01.10.2020 to create awareness and opportunities in Research and Development among the faculty and students and to create Research and Development atmosphere in every department. The following will be the constitution and guidelines of the Committee.

Members:

Sl. No.	Members Name	Designation by Profession	Position in Committee
1.	Prof. S. K. Roy Chowdhury	Emeritus Professor	**Advisory Member**
2.	Prof. (Dr.) S. K. Bhattacharya	Director-QA-TIG	**Advisory Member**
3.	Prof.(Dr.) Ankur Ganguly	Principal-In-Charge	**Chairperson**
4.	Prof.(Dr.) Utpal Gangopadhyay	Professor, BSH	**Coordinator**
5.	Dr. Rana Majumdar	Assistant Professor, CSE	**Convener**
6.	Dr. Swagata Bisoi	Assistant Professor, CE	Member
7.	Dr. Aparajita Mukherjee	Assistant Professor, EE	Member
8.	Dr. Debasish De	Assistant Professor, BSH	Member
9.	Dr. Manash Chanda	Assistant Professor, ECE	Member
10	Dr. Manish Mukhopadhyay	Assistant Professor, ME	Member

Roles & Responsibilities:

1. The Committee will be responsible for assisting the Academic Committee in the performance of the Committees responsibilities in respect to the establishment and promotion of excellence in the Institute's R & D and academic research training activities.

2. The Committee will monitor and review the achievements under the Research & Development.

3. The Committee will emphasize on development and enhancement of the Institute's research capacities.

4. The Committee will motivate all Faculties to pursue research in their respective areas of expertise.

5. The Committee will be responsible for the protection and commercialization of the Institute's intellectual property.

6. The Committee will be responsible for Consultancy activities related to R&D.

7. The Committee will be responsible for ensuring the provision of research and development opportunities for academic staff to maintain enthusiasm, awareness and relevance in teaching and other Institutional activities.

8. The development of infrastructure conducive to promoting the quality and quantity of research and development.

9. The establishment of research and development priorities; and monitoring the quality and quantity of research and development.

10. Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for.

11. Promote emerging areas of research and development.

12. Development of mechanisms conducive to the best possible ways of engaging and motivating the Faculty Members & to foster the development of multi-disciplinary research endeavors across departments.

13. The quality of postgraduate education to be brought up to an internationally high level. An evaluation of PG program to be carried out by the R&D committee time to time.

14. To promote building strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.

15. Submit Half Yearly report to the HOI pertaining to publications, patents, projects and other related activities.

16. Maintain suitable documentation process for all the R&D Activities of the Institute.

Term of Members: Two years for nominated members.

Meetings: At least twice per semester and as and when deemed fit by the Committee.

Modus operandi:

1. The Committee/Cell/Council will be reporting to Coordinator – Academic Affairs as SPOC w.r.t. the office order (Ref. No. MSIT/PO/2020-21/140 dated 19.08.2020) to discuss and resolve issues of committee & inter-disciplinary nature on regular basis.

2. The Coordinator – Academic Affairs will report to HOI with all required details.

3. The HOI may call the individual committee for meeting as and when deemed fit by the same.

Prof. (Dr.) Ankur Ganguly
Principal- In-Charge

CC: The GCEO – TIG, The Director - AQA – TIG, All the HODs/FICs, Dean-SA, Administrator, Controller (E&UA), Librarian, TPO, Coordinator - Website & Social Media Committee, Coordinator – Academic Affairs.