



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

F.DTU/Council/BOM-AC/Notification/31/2018/516

Date :

NOTIFICATION

The Board of Management of the Delhi Technological University in its 51st meeting held on 5th July, 2024, vide agenda number 51.20 approved for restructuring of *Industrial Research & Development (IRD)* office as *Research and Development (R&D)* office, its Role, Responsibilities and Administrative Structure as under:

ROLES, RESPONSIBILITIES AND ADMINISTRATIVE STRUCTURE OF RESEARCH AND DEVELOPMENT (R&D) OFFICE AT DTU

1.1 Preamble

The strength of a University is governed by its research productivity, knowledge generation, translational research and innovation. The attainment of these objectives depends on the alignment of faculty with all types of research initiatives being undertaken at the University level. The Research and Development (R&D) office plays a pivotal role in catalyzing the culture of research and development, including multidisciplinary/transdisciplinary and translational research at the University. The R&D office also facilitates interaction with external funding agencies, both national and international. The office acts as a liaison between the University and the funding agencies to undertake sponsored projects. The office provides specialized administrative and managerial support for the operation of sponsored research projects, consultancy projects, University-sponsored projects and other research and development-related activities at the University.

1.2 Vision

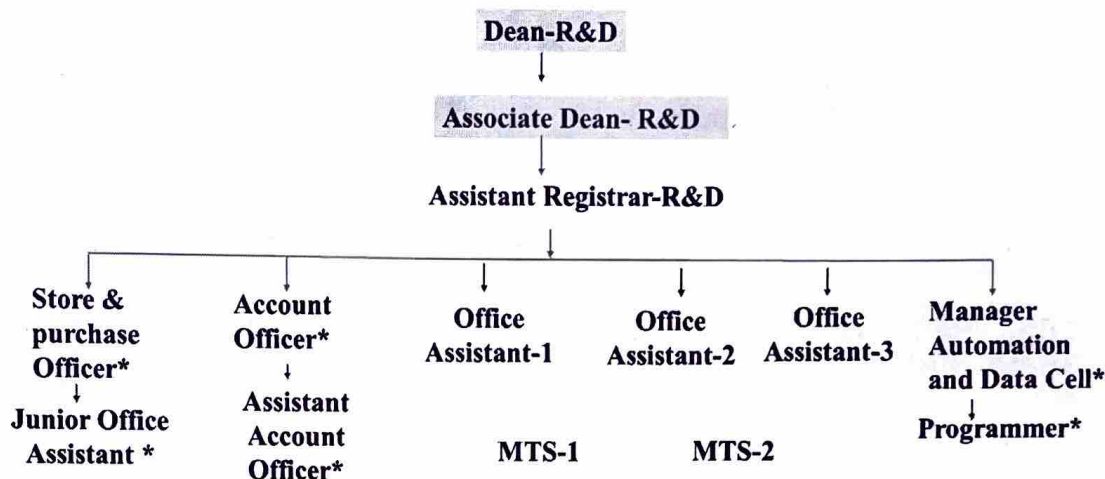
To create a dynamic and multidisciplinary research ecosystem in the University by promoting research of both fundamental and translational potential, with a goal to enrich the scientific community and benefit society.

1.3 Mission

- To promote research, innovation, intellectual property, product development, and technology transfer at the University.
- To support researchers in liaising with potential funding sources to finance their research.
- To foster opportunities for collaboration between researchers and their counterparts in industry and other institutes.

- To ensure administrative and managerial support for the execution of sponsored research projects, consultancy projects, university schemes for faculty & students etc.
- To recognize and incentivize researchers for their R&D contributions such as publications, citations, patents, product development, etc.

2. Administrative structure



* Position, Role and Responsibilities shall be shared between R&D and Corporate Relationship Office

2.1 Responsibilities and authorization

The following administrative entities are constituted for the smooth working of R&D office:

(a) Dean-R&D

Responsibility: The office of R&D is headed by the Dean (R&D), who supervises and coordinates the activities of the R&D office, along with any other work assigned by the Vice Chancellor, DTU.

Authorization: Approval for submission of the project proposals to funding agency and subsequent modifications/revisions in the proposals; Signing of the agreement (on behalf of the University) with the funding agencies after obtaining the approval of the competent authority (if needed); Signing of agreements with institutes for collaborative research activities; Approval of submission of project proposals with the relaxation of Administrative Overheads (as per FUNDING AGENCY written norms); Sanction financial implications upto Rs. 25 lakhs for R&D office activities; Issue norms, circulars, notifications, memorandums, etc., related to the R&D office (Expenditure Sanction exceeding 25 Lacs shall be approved by the Vice-Chancellor)

(b) Associate Dean -R&D

Responsibility: The Associate Dean of R&D Office supervises and coordinates the activities of R&D office, along with any other work assigned by Vice Chancellor DTU/ Dean-R&D.

Authorization: Approval for operation of the project & notification; Creation of posts as per R&D designations/norms, when positions are not given by the funding agency in the sanction letter; Issuance of Completion/termination letters/certificates for projects on the recommendation of the PI; Issuing refund of unspent balance and financial closure; Recruitment activities under projects; Execution of faculty funding schemes. Execution of incentive schemes; Execution of student funding schemes; Issue norms, circulars, notifications, memorandums, etc., related to the R&D office.

(c) Assistant Registrar, R&D

Responsibility: The Assistant Registrar is in-charge and custodian of the R&D office. Additionally, he/she is responsible for the tasks assigned by the Vice Chancellor DTU, Dean-R&D, or Associate-Dean-R&D.

Authorization: Issuance of endorsement letters; Registration, extension, and closure of projects; Receipt of grants; Issuance of Utilization Certificates and Statement of Accounts for sponsored research projects; Bharatkosh/e-MRO payments against refunds, faculty no-dues, etc. Hosting visitors' delegations related to the R&D office within the University and coordinating with faculty members; Organization and logistic handling for both national and international visitors. Communication with external funding bodies and coordination of outreach activities for the R&D Office; Preparation of quarterly and annual scientific reports, data analysis, organization, and representation in suitable formats; Dissemination of research funding opportunities and replying to RTI queries. Issuance of norms, circulars, notifications, memorandum, etc., related to the R&D office; Work related to various categories of project appointments including selection committee, ad-hoc and student appointment; Work assignment approval and clearance of bill. Miscellaneous tasks such as RTI requests, issuance of NOCs to project staff. Acceptance of joining, extension and resignation requests; Maintenance of personnel data related to projects; Release of monthly, supplementary salary, and stipends for students, as well as calculation of income tax of project employees; Processing of honorarium payments for university employees, project employees and outsiders from the project; Handling fellowship payment. Distribution of honorarium related to various incentive schemes.

(d) Office Assistant 1

Responsibility: Formation of files related to establishment activities of sponsored research and consultancy project and any other tasks assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D.

(e) Office Assistant 2

Responsibility: Formation of files related to faculty schemes, student schemes and various incentive schemes of the R&D office, along with any other tasks assigned by Dean R&D/ Associate Dean R&D, Assistant Registrar, R&D.

(f) Office Assistant 3

Responsibility: Formation of files related to daily activities of R&D Office, preparing quarterly and annual scientific reports, data analysis, organization, and presenting

data in suitable formats, disseminating of research funding opportunities and responding to RTI queries, managing IIC activities-related files and any other tasks assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D

(g) Store & Purchase (S&P) Officer

Responsibility: Processing of indigenous and import orders through research projects; Paying bills directly and purchase order-based bills from research projects; Verification of assets from research projects on a half-yearly or yearly basis; Processing and making payments of GeM-based orders from research projects; Record keeping and inventory management; Providing coordination and assistance to other departments and sections for the procurement of goods and services; Any other work assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D/ Dean- Corporate Relationship/ Associate Dean -Corporate Relationship/ Director/Chief Operating officer-Corporate Relationship

(h) Junior Office Assistant

Responsibility: Formation of files related to store and purchase, along with any other tasks assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D/ Store and Purchase Officer/ Dean- Corporate Relationship/ Associate Dean -Corporate Relationship/ Director/Chief Operating Officer-Corporate Relationship

(i) Accounts Officer

Responsibility: Disbursing all project-related payments; Discharging the responsibilities of Financial Status; Handling Cheque payment, RTGS /NEFT payment, Virtual payment through PFMS, TDS submission through Challan; Maintenance of R&D fund account & Cash-book; Managing R&D as well as A/c- fund Investments; Coordinating with the banks; Resolving queries of payment related issues; Safekeeping of payment records; Preparing Financial Statements and Balance Sheet of the R&D Office; Managing funds related to Sponsored research projects; Overseeing Overhead deduction, professional development funds; Preparing invoices, bill of supplies; export invoices, eWay bills, financial documents required by funding agencies, credit notes, and BRS; Managing funds for projects running through PFMS; Managing Vendor Registration and Registration as Vendor; Financial Management of R&D Office and Claims settlement (Internal and External), GSTR filing, TDS refunds; Managing funds from foreign funding agencies. Any other tasks assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D/ Dean- Corporate Relationship/ Associate Dean -Corporate Relationship/ Director/Chief Operating Officer-Corporate Relationship

(j) Assistant Account Officer

Responsibility: Initiating and processing files related to accounts. Any other tasks assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D/Accounts Officer/ Dean- Corporate Relationship/ Associate Dean -Corporate Relationship/ Director/Chief Operating Officer-Corporate Relationship



(k) Manager, Automation and Data Cell

Responsibility: Overseeing the design, development, implementation and maintenance of automated systems (R&D online system) and data solutions for R&D office related processes; Monitoring the performance, availability and security of the automated systems and troubleshooting any issues or problems that may arise; Collecting, organizing and entering data from various sources into the University R&D Office database; Ensuring the accuracy, safekeeping and quality of the data, by following the data security and confidentiality policies of the university and in general; Collaborating closely with other departments (Accounts, Establishment, S&P) to support their data needs and resolve any issues; Any other work assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D/ Dean- Corporate Relationship/ Associate Dean -Corporate Relationship/ Director/Chief Operating officer-Corporate Relationship.

(l) Programmer

Responsibility: To design, develop and maintain the website of the R&D office; To troubleshoot and fix any issues that arise on the website; To provide regular reports on the website's performance and analytics; To oversee the strategy, content, and performance of the R&D Office social media channels; To Monitor and analyze the metrics and feedback of the social media activities; To report on the results and insights to the R&D Office Team. To handle any other tasks assigned by Dean-R&D/ Associate- Dean- R&D/ Assistant Registrar, R&D/ Manager automation & data cell/ Dean- Corporate Relationship/ Associate Dean -Corporate Relationship/ Director/Chief Operating Officer-Corporate Relationship

(m) Multitask Staff (MTS)-1: Various tasks such as greeting visitors, sorting mails, distributing daks, filing documents, and maintaining the cleanliness of the office. Any other work assigned by Dean/Associate Dean/ Deputy Registrar/ Assistant Registrar/ Data Manager.

(n) MTS -2: Various tasks such as greeting visitors, sorting mails, distributing daks, filing documents, and maintaining the cleanliness of the office. Any other work assigned by Dean/Associate Dean/ Deputy Registrar/ Assistant Registrar/ Data Manager.

3. R&D Account

A separate R&D account shall be opened to receive the funds from the funding agency. The sub-accounts shall be opened for each project under the umbrella of the R&D account (as per the requirement of the funding agency). If the funding agency provides funds through the Public Financial Management System (PFMS), a separate account shall be opened as per funding agency regulations. The account functionaries shall be Dean-R&D, Associate Dean-R&D & Assistant Registrar-R&D. The Signature of any two of the above mentioned account functionaries may release the payment. The audit of the account as per Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, Government of India shall be the responsibility of Dean R&D and Assistant Registrar, R&D.



4. Budget of R&D Office

The University will include adequate provisions in annual budget to meet expenses on salary and other recurring and non-recurring items.

5. R&D online system

It is a Mini-ERP System that provides administrative support and facilitates project management for the operation of Sponsored Research Projects, Consultancy projects, University-sponsored projects, event administration and other R&D activities undertaken by faculty and researchers of DTU.

The Board advised to create common positions for account and store/purchase units in R&D section and corporate section in view of optimum utilization of manpower.

Further, the other administrative positions of R&D section shall be at par with equivalent existing designation/ scales in the Government of NCT of Delhi.



(Prof. Madhusudan Singh)
Registrar

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Date : 09/9/2024

Copy to:

1. PA to V.C. for kind information of the Vice Chancellor
2. PA to Registrar
3. All Deans & HODs
4. Head, Computer Centre (with a request to upload on University Website)
5. Guard file

(Dr. Lokesh Garg)
Assistant Registrar (Council)