

J. V. JAIN COLLEGE SAHARANPUR	
Receipt No.	1289
Date	03-12-2025
Sign.	<i>[Signature]</i>

Dated: 03-12-2025

To

The Principal, J.V. Jain College, Saharanpur

In reference of the पत्रांक: का० अ०/प्रकोष्ठ/875/2025-26, दिनांक: 18.11.2025; the Standard Operating Procedures were to be clearly prepared and made available to the undersigned. Keeping this in mind, a meeting of the Research Development cell was held in the IQAC meeting hall on 21st November 2025 at 1:00 pm. After extensive discussions, the committee agreed to clearly formulate the Standards and Operating Procedures, However, if any changes will be required, the college administration can amendment in it with the consultation of higher authority to create research environment in the college, as the Research Development cell function under the guidance of the college administration. Furthermore, some other points were also raised and discussed, which are as follows:

1-For participation in research related activities, arrangements should be made at the college level for travel, accommodation, registration fees etc. for the permanent teachers of the college.

2-For the maintenance of research reports in the college, two almirahs should be provided to the concerned cell.

Thanking you

Yours Faithfully

[Signature]
Prof. Braham Pal Singh,

Convener, Research Development

cell

Attached a Hard Copy of SOP

IQAC Coordinator
m.p.
[Signature]
06/12/25

SOP (Standard Operating Procedure)

Research Development Cell

J. V. Jain College Saharanpur

Purpose and Scope:

A Standard Operating Procedure (SOP) for a Research and Development Cell provides a formal framework for consistent, high-quality, and ethical research practices. A Research and Development Cell is an organizational unit, typically found within an academic institution, dedicated to fostering a culture of innovation and research among students and faculty.

It serves as the main coordinating and facilitating team, working closely with the Internal Quality Assurance Cell (IQAC)/ Principal / Head of the Institution/Research student.

Composition and Responsibilities of the Research Development Cell

The committee is generally composed of key senior members of the institution who have the Role authority and expertise to manage the extensive data collection and documentation process.

Role	Typical Members	Key Responsibility
Chairperson	Principal / Head of the Institution	Overall leadership. strategic decision-making and final sign-off on submissions.
Coordinator/Convener	Senior Faculty Member	Brings together and Coordination in members, helping Head of the Institution in decision making
Sub-cells Conveners	Faculty Member	Subordinate leader of a committee, Coordination with the Convener and members in decision making
Members	Faculty from various departments.	to participate in discussions and decisions, uphold the organization's interests, and complete assigned tasks
Administrative / Non - Teaching Staff	Office Superintendent, Senior non-teaching staff	Providing administrative support ensuring availability of necessary records. and logistical support.

1-Core functions of Research and Development Cell

- **Foster research culture:** Research and Development Cell promotes research and development in new and challenging areas of science and arts. It encourages and motivates faculty and students to undertake research projects by creating a conducive environment for research and development activities.
- **Secure funding:** Research and Development cell actively identify and inform researchers about grant opportunities from government and non-government funding agencies. They guide researchers through the process of preparing and submitting proposals.

- **Promote collaboration and partnerships:** The cell promotes partnerships with industries, research organizations, and other academic institutions.
- **Facilitate publication and dissemination:** Research and Development cell support researchers/Faculties in publishing their findings in reputed national and international journals and conferences.
- **Enhance skill development:** The cell helps to organize workshops, seminars, and training programs to enhance the research skills of faculty and students. This helps them stay updated on the latest developments in their fields.
- Research and Development Cell also maintain the record of Ph.D. students and Research scholars registered in the college. Research and Development Cell help research scholars to obtain scholarships from UGC/CSIR/Other.
- College administration constituted a committee of Nodal Officer, Maker and checker for UGC/CSIR/Other. Maker and checker upload the necessary document of research scholars at the beginning of every month and at the time of registration, while Nodal officer verified and approved them to get scholarship/contingency/HRA.

2-Benefits of Research and Development cell

- **Enhanced college reputation:** A strong research culture improves the college's reputation, attracts high-caliber faculty and students.
- **Societal impact:** Research can address real-world problems and develop solutions that contribute to the economic, and social well-being of society.
- **Increased innovation:** By fostering a creative environment, the cell encourages the generation of innovative ideas.
- **Faculty and student development:** Participation in research activities provides students and faculty with valuable experience, hones their problem-solving skills, and contributes to their professional growth.

3-Meeting Procedure: The meeting procedure of a Research Development Cell is generally structured, highly focused on the Research Development.

While specific procedures can vary by college, here is a consolidated overview of the typical meeting procedure and key focus areas:

(i)-Welcome and Introduction: The Research Development Cell Coordinator or Chairperson (often the principal) welcomes members and introduces the agenda.

(ii)-Confirmation of Previous Minutes: The minutes of the last meeting are read, discussed, and confirmed, along with a review of the Action Taken Report (ATR) on resolutions from the previous meeting.

(iii)-Agenda Discussion: This is the main part of the meeting, focusing on the progress of key Research-related tasks:

(a)- Review of Work: Detailed review of the work.

(b)-**Quality Issues:** Discussion on research quality enhancement, implementation of quality benchmarks, and adoption of best practices.

(c)- **Miscellaneous:** Discussion on any other item raised by the member of the cell.

(d)- **Resolutions and Action Plan:** Clear resolutions are passed for each agenda item. A definitive Action Plan is created with assigned responsibilities and deadlines.

(e)- **Conclusion:** The meeting ends with a vote of thanks to the Chair.

4-Key Procedural Guidelines Frequency: Meetings are typically held at least once in three month (three to four times in a year) or whenever needed.

(a)-**Quorum:** A minimum attendance is required for the meeting to be valid. This is often specified as more than 50% or two-thirds (2/3rd) of the total members.

(b)-**Documentation:** The Coordinator is responsible for:

(i)- Preparing and distributing the agenda to all members well in advance.

(ii)-Recording and dispatching the Minutes of the Meeting (MoM).

(iii)- Preparing and following up on the Action Taken Report (ATR).

Funding: Since Research Development Cell is part of college administration, so no separate funds require for this cell. If this cell requires any documentation that will be duty of the college administration provide that document from their source.

Reporting to

As general Research Development Cell is responsible for all its stakeholders, yet this cell should report all its decisions, suggestions, requirements and expectation to Principal /Managing committee time to time.

Research Development Cell for the Session 2025-26

Prof. Braham Pal Singh	Convenor, Financial Aid for Teachers in Research Activity, Different Scholarship scheme for Students
Prof. Seema Chaudhary	Dy. Convenor, Ph.D. Scholar Record and Progress
Prof.Dharmendra Kumar	Dy. Convenor, Financial Aid for Teachers in Research Activity
Shri Vasu Dev	Office Assistant