

Roles and Responsibilities of Research Coordinators

Research Coordinator Purpose: To coordinates department's faculty with R&D Centre in Research related activities.

Roles and Responsibilities:

1. To coordinates with the department's faculty in the initiation of research-related activities.
2. To Coordinates with the department's faculty in the establishment of R&D policies and procedures.
3. To maintain records of the department related sanctioned projects (sponsored / consultancy), patents, training programmes and mutually signed MoUs etc.
4. To monitor and update department research related information on the college website regularly.
5. To coordinate with faculty to apply for external /In-house funding
6. To coordinate with department faculty, research scholars and students in the process of facilitating lectures by renowned people on the latest topics.
7. To coordinates department faculty with R&D centre in the successful conduction of technical events such as Research Day, Webinars and Quiz and National and International Conferences.
8. For every R&D meeting minutes are to be prepared and circulated to all the faculty members in the respective department with a copy to Director R&D and principal.