



#### **Roles and Responsibilities of Research Coordinators**

**Research Coordinator Purpose:** To coordinate department's faculty with R&D Centre in Research related activities and Accreditation procedures.

#### **Roles and Responsibilities:**

1. To create research awareness and coordinate with the department's faculty and students through regular meetings in the departments
2. To coordinate with faculty to apply for external /In-house funding projects
3. To maintain records of the department projects (sponsored, consultancy and In-house seed grants), sponsored training programmers and Publications & Citations etc.
4. To monitor and update department research related information on the college website regularly.
5. Preparation of department faculty research profiles and formation of research clusters
6. To coordinate with department faculty, research scholars and students in the process of facilitating expert talks, lectures by renowned people.
7. To coordinate department faculty with R&D centre in the successful organization Research Day and Conferences.
8. Involving in establishment of CoE, try for creation of additional research facilities and monitor the effect utilization of same
9. Conduction of Departmental Research Committee (DRC) meetings regularly.
10. Selection of awardees in coordination with respective Head of the Department (HoD) such as Dr. V M Rao award and if any
11. Selection of best student projects (UG and PG) in coordination with respective head of the department along with project review committee.
12. Any other responsibility will be informed by R&D team from time to time