

Research & Development Cell, Pt. B.D. Sharma, UHS, Rohtak

OFFICE ORDER

As per the approval of University Authorities, the "Research Cell, UHSR" is renamed as "Research & Development Cell, UHS, Rohtak". Therefore in future all the communication will be made in the name of "Research & Development (R&D) Cell".

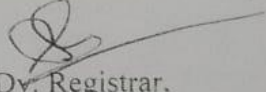
VICE-CHANCELLOR

Endst.No.R&D/UHSR/2024/ 44-110

Dated: 09/01/2024

A copy of above is forwarded to the following for information & necessary action, please.

1. All Sr. Professor & Heads of Departments, PGIMS, Rohtak.
2. Principal, Dental College, PGIMS, Rohtak.
3. All Branch Heads, UHS/PGIMS, Rohtak.
4. Nodal Officer, MRU, PGIMS, Rohtak.
5. Controller of Finance, UHS, Rohtak.
6. Account Officer, PGIMS, Rohtak.
7. P.S. to Vice-Chancellor for information of Hon'ble V.C. UHS, Rohtak.
8. Secretary to Registrar for information of Registrar, UHS, Rohtak.
9. PA to Director for information of the Director, PGIMS, Rohtak.
10. PA to Medical Superintendent for information of M.S., PGIMS, Rohtak.
11. Guard file.


Dy. Registrar,
Research & Development Cell,
UHS, Rohtak

RESEARCH & DEVELOPMENT CELL
UNIVERSITY OF HEALTH SCIENCES (UHS), ROHTAK

Introduction

Research is an integral component of development of Sciences and Medicine. Research and innovation are important aspects to enhance quality education by the Higher Education Institutions. Societal challenges of our country can only be addressed by having a strong and vibrant higher education ecosystem with an emphasis on research, innovation, and technology development. Research & Development Cell (R & D Cell), UHSR is expected to play a pivotal role in catalyzing multidisciplinary/transdisciplinary and translational research culture within the various constituent and affiliated institutions under UHSR.

Mission

- To create a conducive environment for enhanced research productivity.
- To facilitate greater access to research through mobilization of resources and funding.

Objectives

- To create enabling provisions in Research Policies for recruitment of research personnel, procurement of equipment, and financial management with adequate autonomy to the Principal Investigator(s) and disseminate research outcomes to stakeholders and the public at large.
- To establish a special purpose vehicle to promote researchers and innovators, identify potential collaborators from industry, research organizations, academic institutions & other stakeholders for cooperation and synergistic partnerships.
- To act as a liaison between researchers & relevant research funding agencies, extend guidance in preparation & submission of project proposals.
- To serve as nodal center for ideation and conceptualization of research topics/themes by organizing workshops and training programs and ensuring the integrity and ethical practices in research activities including clearance of bioethical committee wherever required.

Functions

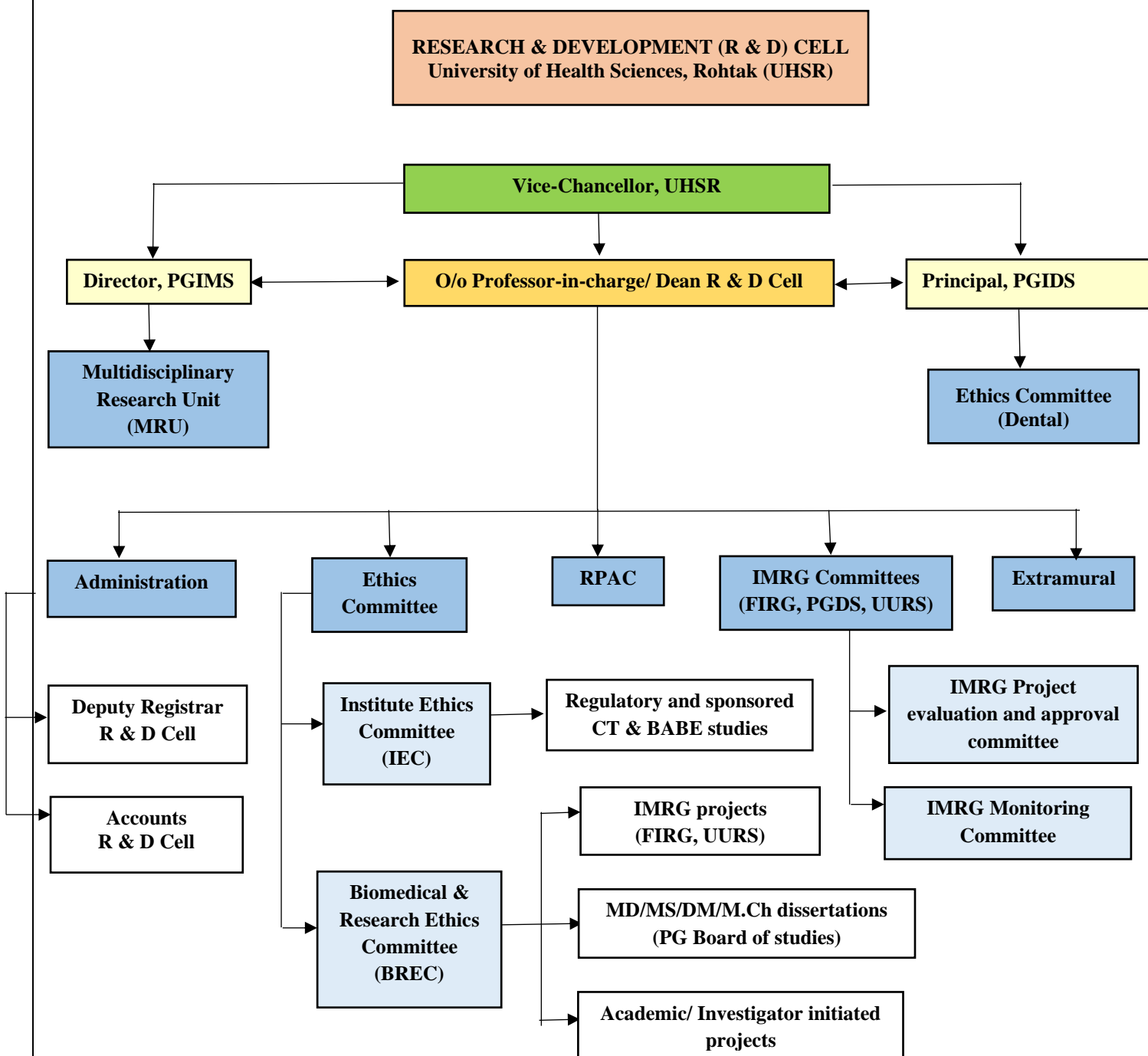
The R & D Cell, UHSR would help creating a research ecosystem for reliable, impactful, and sustained research output. The essential elements of such an ecosystem, viz., generation of knowledge and facilitation of research, innovation and technology development for industrial & societal benefits, are addressed by human resource (researcher & faculty), intellectual capital (knowledge & skills), governance (regulation & policies) and financial resources (funding & grants).

1. Governance

- 1.1. R & D Cell, UHSR will have a Research Advisory Council and will work under the overall administrative control of Hon'ble Vice-Chancellor, UHSR and will be supported by the O/o Director, PGIMS and Dean/ Professor In-charge, R & D Cell, UHSR
- 1.2. The R & D Cell shall be headed by Dean/ Professor In-charge, R & D Cell of the level of Senior Professor who will drive the governance of R & D Cell.
- 1.3. R & D Cell will form various committees to smoothen its functioning.

The organizational structure of R & D Cell, UHSR comprising of various committees for specified functions may be as under:

Organogram (proposed) of R & D Cell, UHSR



ACRONYMS

- **RPAC:** Research Projects Advisory Committee
- **IMRG:** Intra Mural Research Grant
- **FIRG:** Faculty Intramural Research Grant
- **PGDS:** Post Graduate Dissertation Scheme
- **UURS:** University Undergraduate Research Scheme
- **CT:** Clinical Trials
- **BABE:** Bioavailability and Bio-equivalence

2. Administration

- 2.1. The administrative aspects for all the Research Projects (Intramural/ Extramural/ Industry sponsored) shall be looked after by the R & D Cell, UHSR. The R & D Cell shall monitor various research projects to ensure smooth running, timely submission to various agencies for release of grant, submission of utilization certificate, verification of audit of projects by different Principal Investigators (PIs).
- 2.2. Dean/Professor In-charge, Research Cell shall act as a liaison between the University authorities and Investigators.
- 2.3. The Member Secretary will be the custodian of all documents and funds in the possession of R & D Cell. He/She will maintain a complete record of various intramural/ extramural/ sponsored research projects.
- 2.4. Deputy Registrar, R & D Cell will carry out day to day activities related to administration of the cell. He/ She will be responsible for record keeping for the release of Intramural Research Grants (IMRGs) and funds; recruitment management; receiving of dak and replying; obtaining approvals for telephone & internet services, hiring vehicles, travel funds and other allowances for external experts etc.
- 2.5. Research Cell shall have supporting staff from the accounts and purchase departments.

3. Delegations

3.1. Administration

- Maintenance of Infrastructure/ office space availability for URC activities.
- To initiate call for proposals for Intra Mural Research Projects.
- Allocation of funds
- Record keeping for the release of Intramural Research Grants (IMRGs), funds, and recruitment management.
- Receiving of dak and replying.
- Approvals: External experts meeting, telephone & internet services, hiring vehicles, travel funds.
- Maintaining Accounts ledger.
- Sending reminders for research proposals.
- Service matters such as appointments, disciplinary action, sanction of leave in respect of technical staff working.

- Statute relating to creation of project staff posts.
- Any other work pertaining to service matter.

3.2. *Projects recruitment*

- Duration of the contract appointment (extension & termination).
- Eligibility & salary structure.
- Application of recruitment rules.
- Replying to Representations and applications.

3.3. *Accounts*

- Operation of *Individual Project Ledger Account*.
- Expenditure: Overhead Charges, Project staff salary, Contingency and equipment procurement.
- Temporary advance disbursements.
- Travel bills.
- Stock register.
- Utilization certificate release.
- Audits.

4. R & D Cell, Committees

4.1. *IMRG Project Evaluation and Approval Committee*

- Screening of research projects in terms of quality, testing method, budgeting for undergraduates, postgraduates and Faculty.
- To conduct IMRG meetings on speculated time.

4.2. *IMRG Monitoring Committee*

- Oversee the progress of intramurally funded research projects against the original protocol in respect of timelines, expenditure and financial aspects. Evaluation of progress of research project.
- Conduct regular meetings
- Ongoing review of the intramural research projects
- Give recommendations regarding release/ suspension of funds giving justifications.

4.3. Research Proposal Scientific Advisory Committee (RPSAC)/ PG Board of Studies (PGBOS)

- To assess the scientific content of the proposal.
- To assess feasibility of the proposals.
- To address redundancy issues in the topics of research.
- To hold seminars on research proposal grant writing.
- To work in equivalence to DCGI for investigator-initiated projects.

4.4. Ethics Committee (Institute ethics Committee/IEC and Biomedical Research Ethics Committee/BREC)

- Timely change of Members, Chairperson & member Secretary of Ethics Committee.
- Proper functioning of Ethics Committee- meetings at regular intervals.
- Annual Monitoring of ongoing Research Projects.
- Application of code of ethics, conduct & other ethical guidance.
- Issuance of annual report.
- Protection of rights, safety and well being of participants involved in Research.
- Conflict resolution.
- Workshops for ethics and consenting processes for faculty.
- Good Clinical Practice (GCP) workshops.

4.5. Extra Mural/ Collaborative Committee

- To promote extramural project submission.
- Disseminate the call for proposals from different bodies.
- Conduct seminars and workshops for grant writing and training.
- Facilitate the process of industry funded research.
- Smooth execution of agreements.
- Formations of collaborations by facilitating MoUs.

