

JAMIA HAMDARD, NEW DELHI

OFFICE OF THE ADVISOR (RESEARCH)

Various Research and Academic Activities Coordinated by the Office of the Advisor (Research) and Standard Operating Procedures (SOPs) thereof

Sl. No.	Activity	Process in place
1.	Research proposals of faculty members of group of faculty members for submission to national/international funding agencies	Proposal (online or offline) is submitted to the office. After perusal from viewpoint of technical aspects, formats etc. in case there is any deficiency the same is communicated to PI(s) for revision. The final draft proposal is presented to the Vice Chancellor for approval for submission. Proposal approved by the Vice Chancellor are forwarded to the Registrar for providing the endorsement/institution support letter.
2.	Consultancy project proposals	PIs are allowed to take up consultancy projects with the approval of the Competent Authority.
3.	Paper related to fellowships – fresh and on-going (Research Fellow/Post-doctoral Fellow) and extension of term of fellowship	Papers duly forwarded by the Supervisor/HoD are presented and forwarded to the Registrar for signature. In case of any discrepancy in papers the same is returned to the fellow/HoD for rectification.
4.	Appointment in research projects/consultancy projects	PI submits request and draft advertisement along with sanction letter. Advertisement is uploaded on the web site by the Advisor (Research). PI submits list of at least three subject experts from outside of Jamia Hamdard for interview board. The board comprises Dean as the Chairman, PI, an external subject expert and one senior teacher nominated as VC nominee. The panel is submitted to the Advisor (Research). It is presented to the Vice Chancellor for approval. Approval of Vice Chancellor is communicated to PI. PI receives application and short-listing is done by him/her in consultation with the HoD. The minutes and recommendation, score sheet and CV of selected/shortlisted candidates are presented to the Vice Chancellor for approval. The approved minutes are forwarded to the Registrar with relevant documents. Selection letter is issued by the Registrar (Academic Section).

5.	Extension of fellowship tenure/up-gradation of fellowship	Application and progress report are submitted to the Office of the Advisor (Research) along with at least three names of external subject experts. The Vice Chancellor approves the Assessment Committee. Proceeding of Committee meeting is submitted to the Office of the Advisor (Research) which is presented to the Vice Chancellor for approval. Approval of the Vice Chancellor is communicated to the mentor who presents papers for signature of the Registrar.
6.	Application of Post-doctoral Fellowships, DBT-Ramalingaswami Fellowship, SERB-Ramanujan Fellowship etc.	Application duly forwarded by the HoD and Mentors along with CV of applicant are perused. In case of any deficiency the same is communicated to the Mentor. Finally, application is presented to the Vice Chancellor for his approval. After approval of the application the endorsement/institution support letter is provided by the Vice Chancellor/Registrar, as applicable.
7.	Attachment of foreign scholars to Departments/Mentors supported by various agencies	Proposal are received and processed with the approval of the Vice Chancellor. The endorsement/institution support letter is provided by the Vice Chancellor/Registrar, as applicable.
8.	Affiliation of scholars for short duration to a foreign university/institution for conducting part of their research	Application duly recommended by the SRAC are presented to the Vice Chancellor and support letter is provided by the Registrar, if needed. All the arrangements with regard to travel and accommodation and bench fee are made by the Scholar.
9.	Processing of patent application	Applications are processed by the IP Management Cell (In-charge - Prof. Javed Ali, SPER) of the Office of Advisor (Research). A separate budget allocation has been made for IPM Cell. There is Committee which advises on the IP related matters. So far, we have provided financial support to Indian patents only.
10.	Proposal of MoU for research and academic collaboration (Indian and International)	There is a Committee headed by an External Expert and other Internal Members which peruses and recommends proposals of MoU/Collaboration. Recommendations of the Committee are approved by the Vice Chancellor. MoU is prepared by the Legal Cell and signed by the Registrar and Authorized Signatory of the Institution/Organization.
11.	Matters related to plagiarism and research misconduct	Advisor (Research) is the Administrator of Plagiarism Detection Software (PDS) offered by IFLIBNET. Matter related to PDS are coordinated by him.

12.	Verification of publication	Verification of publication with regard to its being in the lists of UGC-CARE for thesis submission/promotion of scholars is performed by the Advisor (Research). Impact factor verification is also done. Verification of publications and participation in conferences is also undertaken for issuance of 'NET Exemption Certificate'
13.	Short-term training/internship of UG/PG/PhD students in Jamia Hamdard	We provide opportunity to students of other institutions which have limited research facility on the charge basis. Application received from the institutions duly forwarded by their Head of the Department/TPO and recommended by the Head of the Department of the Jamia Hamdard along with the name of proposed mentor is presented to the Vice Chancellor for approval. After approval the trainee is advised to deposit the training fee. Training commences after a copy of receipt is submitted in the Office of the Advisor (Research).
14.	Ph.D. related matters	Wherever required, clarification and advice on regulation position is offered with regard to Ph.D. programmes.
15.	National Science Day	National Science Day celebration each year on February 28. National Science Day lecture is delivered by an eminent scientist and award of incentives is provided to faculty and research scholars. The programme is coordinated by the Advisor (Research).
16.	Post-doctoral Research Conclave	In the year 2018 and 2019 we organized Post-doctoral Research Conclave (PDRC) as an annual event where post-doctoral fellows from Jamia Hamdard and other institutions presented their research. Due to COVID-19 Pandemic, it could not be organized in last two years.
17.	Awareness	Notices regarding funding opportunity, fellowships, research awards etc. are circulated and faculty members and research scholars are encouraged to avail them. Workshops are also organized.
18.	Any other research related activity assigned by the Vice Chancellor/Jamia Hamdard	

Issued with the approval of the Competent Authority.

Prof. S. Raisuddin
Advisor (Research)

15-07-2021