



## **R&D, Entrepreneurship Committee & Incubation Centre(RDECI)**

### **SOP**

#### **APPENDIX-A**

##### **A. Research and Consultancy Projects-strategy Document**

The following are SOP for Research and Consultancy Projects-strategy Document

1. Research project /Research proposals will be initiated from the department level.  
The same shall be submitted for RDECI committee.
2. RDECI will scrutinize and will be put for approval from the management.
3. The approval will be conveyed back to the department for further progress.
4. After the approval the proposal will be sent to agency.

#### **APPENDIX-B**

##### **B. Journal, Conference and Books**

The following are SOP for Journal, Conference and Books

1. Faculty are encouraged to publish their work Journal, Conference and Books.
2. The Journal, Conference and Books prepared by the faculty shall be submitted RDECI for scrutinization and onward transmission to principal for approval.
3. After the approval from RDECI, faculty/student will be given permission to submit the Paper/Journal/Books to the concerned agency.

#### **APPENDIX-C**

##### **C. Workshop AND Seminar**

The following are SOP for workshop and seminar

1. Workshop and seminar are conducted both at the department and institution level.
2. The initiation of workshop and seminar will be at the department level and approved by principle and RDECI.
3. Provision required to conduct the workshop and seminar will be provided by Management.

## **APPENDIX-D**

### **D. Patents**

The following are the SOP for Filing Patents

1. Faculties have to prepare their documents for their patents.
2. Documents has to be produced to RDECI for the approval.
3. After the approval from RDECI, faculties have to submit to the agency.

## **APPENDIX-E**

### **E. Incubation Center**

The following is SOP for Incubation center

1. Encouragement for students and faculty are given by the management. So has to initiate the incubation center. Where the innovative ideas are encouraged to implement.