

**RESEARCH CENTRES AND CENTRE OF
EXCELLENCY POLICY
2022**



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**RESEARCH AND DEVELOPMENT CELL
MSCB UNIVERSITY
RESEARCH CENTRE AND CENTRE OF EXCELLENCE POLICY
2022**

(Approved by the SYNDICATE dated 20th AUGUST 2022)

Title	: MSCB UNIVERSITY POLICY GUIDELINES ON RESEARCH CENTRES AND CENTRE OF EXCELLENCE
Issuing Authority	: Vice-Chancellor
Purpose of the Policy	: The purpose of this policy is to establish consistent guidelines for establishing of Research Centres and a Centre of Excellence in the University

Preamble:

The purpose of this Policy is to provide structure, accountability and transparency for groups of researchers who wish to be formally recognized by the University (in communications, webpages, funding applications, etc.) by the special designation “Research Centre (RC)” or “Centre of excellence (CoE)”. Formal recognition of RC or COE is intended to strengthen, coordinate, or facilitate collaborative scholarly purposes or activities not readily undertaken within the University's departmental and unit structures, and is intended to offer new areas of activity. The University values the strengths and many contributions of existing Centres and seeks to ensure their ongoing success. A RC is a formally structured unit within the university, other than a department, established with the purpose of advancing scholarly activity primarily through collaborative research, research training, research dissemination, or creative endeavours. The Centre of Excellence is a UGC-recognized centre, funded either by the State or the Central Government. A RC or COE is a team, shared facility or entity that provides leadership, best practices, research, support and/or training for a focus area. RC or CoE of University are established for the purpose of undertaking and facilitating research, education and scholarly activities in subject areas of specific relevance to the mandate and mission of the University and its strategic research priorities. The University fosters the development of innovative

interdisciplinary research and scholarly activities in specialized areas through the establishment of RC or COE.

Aim and Objectives

Basically, the Thrust areas of research expertise are identified and the resources available in the vicinity of the University are taken into consideration for establishing both types of centres. Multi-disciplinary research objective is the other motivating factor for setting up these centres.

- ✓ The main goals and activities of these Centres include the following:
 - ✓ Providing a research hub in the region
 - ✓ Providing training and guidance and support to assist organizations/startups in implementing the best practices and work standards
 - ✓ Self-sustenance at the end of 3/5 years as the case may be
- The implementation, management and utilization of the centrally placed sophisticated instruments by the researchers, both within the University and faculty from Affiliated colleges
- Assisting in finding low cost solutions to problems such as those in areas like health, agriculture, sanitation, food security, security, education etc.
 - Additional avenue for research and scholarly opportunities and activities across a varied number of university programs
 - Opportunities for securing additional research funds from State/ Central governments. which otherwise might not be available to the University;
 - Engaging in education and knowledge translation and transfer
 - To collaborate with an industry, an academic institution and with other institutions of repute focusing on innovation, research, commercialization and start-up promotion.
 - Undertake research to national and international standards, with some achieving the highest quality in the particular field;
 - Aggregate research activities in related fields into coherent themes;
 - Drive research collaboration internally and with external partners from research institutions, business and industry, and other stakeholder groups;
 - Support the provision of high quality research training for students, graduates, alumni, youth etc

- Provide a supportive and productive research environment for staff, including mentoring arrangements for early career researchers.
- Study the nature and causes of under-development, socio-economic vulnerability, social and cultural exclusion in tribal and non-tribal population in this region
- Promote regional development by providing valuable inputs for policy intervention.
- Research centres may also complement research activities by the promotion of workshops, conferences and continuing education.
- Generating and disseminating scientific knowledge and evidence
- Minimum of two new research project of national or international importance to be completed per year
- Organising annual International or National conference focusing on recent trends

Guidelines/ SOP

All RC or COE of the University must be approved through the Syndicate.

Creation of Research Centre

Proposals for the establishment of new RC or CoE must have the support of the Vice Chancellor prior to the submission of a formal proposal to University for an assessment of the research merit. Prior to establishment, Experts/Executive/competent scientists must be consulted to review the proposal for their strength and targeted achievement. The establishment of new RCs or CoEs will be subject to the sustainability including financial aspects.

1. The R&D cell initiates the discussion about establishing a Research Centre in an all-faculty meeting.
2. Once the interested faculty members from various streams are identified, a group proposal shall be prepared and put up for scrutiny and approval by the authority.
3. The proposal needs to address the following:
 - the mission, priorities and research plan of the RC or CoEs
 - Equity, Diversity and Inclusion
 - the research outcomes and targets to be achieved
 - Timeline for various targets
 - the beneficiaries

- modalities of operation and use
- infrastructure requirement
- maintenance and repair
- safety protocols
- manpower requirement
- budget with justification
- Ancillary requirement – UPS, Internet connection, Printer, Scanner, drinking water, CCTV, Fire Extinguishers
- Log books and day-wise time-slots based schedule
- Do's and Don'ts
- Evacuation pathways in case of multi-storied buildings
- Accessibility by the Divyanjan researchers and visitors
- Periodic monitoring and assessment of progress
- Submission of Annual Reports

4. Constitution of a monitoring committee for each of the Centres, consisting of a Director, Dy. Director, Technician, other grade 4 personnel, along with their roles and responsibilities.

5. Checklist of Documents

All the head/chairman/president of the RC or COE is required to provide the following information:

- ✓ a progress report in the prescribed format which should include a statement describing how the RC or COE has achieved or revised the original objectives;
- ✓ Copies of annual reports to date;
- ✓ An updated membership list and a detailed financial statement;
- ✓ A five-year plan which should identify future research direction and development strategies;
- ✓ where resources are provided by Chair(s), Director(s) and/or Dean(s), a letter indicating continued support for the research centre or institute;
- ✓ f) Names of persons who could provide internal assessments of the RC and COE ;

- ✓ In cases where an external review is deemed necessary, names of potential external reviewers.

6. Termination of Centres

- The continuation of the RC or COE is entirely performance based and will be reviewed by the Advisory Committee every year. In case of significant shortfall in the progress, the support may also be terminated mid-term upon its recommendation.
- RC or COE may be terminated prior to their next review due to reaching their proposed termination date or at the discretion of the R & D Cell.
- In such cases, the Director of the Centre must provide a written request to the R and D, Director that explains the reasons for the closure of the Centre.
- Furthermore, the Vice-Chancellor in consultation with R & D, Director reserves the right to terminate the centre if Annual Reports are not submitted two years in a row or any other anomalies, irregularities observed in its functioning.

Annexures

1. Proforma for Proposal

1. Title of the proposed Research Centre or Centre of Excellence:
2. Proposed details of research profile and evidence
3. Brief summary of the RC or COE's role and principal goals (5-10 lines);
4. Rationale for the RC or COE explaining why it is necessary to establish/reorganise, rather than conduct the research within existing University structures;
5. Evidence of national and international standing (If possible attach supportive document);
6. Strategic Purpose and Benefit
 - a. The ability of the Centre or Institute to accelerate University research, commercial research and research training priorities;
 - b. The extent of competition from other organisations in the same research field, and the uniqueness of this proposal;

- c. The ability to contribute to regional and national research priorities, and/or to be a recognised international contributor in a defined area of research strength;
- d. The relationship to the University Research and Innovation Plan;
- e. The ability to develop verifiable public good outcomes, and to define the possible impacts of these outcomes; f. The capacity to leverage additional external funding support;
- g. The expected contribution to the development of Early Career Researchers and student research trainees;

7. Analysis of strengths, opportunities and competitive environment

a. Strengths

- Who are the researchers within university ?
- Which are the major contributing groups/centres in the University?
- Is there sufficient existing critical mass to be internationally competitive?
- Are there gaps in our existing expertise that need bridging?
- Does the Area have coherence in terms of actual and potential internal collaboration and research programs that form common themes?
- Provide performance data that indicates current and projected research strengths;

b. Opportunities

- What is the anticipated capacity for growth for the Centre or Institute and revenue base?
- With whom do we currently collaborate, how successfully and how might they wish to continue their engagement with us?
- How do we propose to secure significant leverage for research?
- What are the major external funding sources for research in the area, and how successful are we in securing funding from these sources?
- How well does the area align with University and National Research Priorities?

c. Competitor Analysis

- Provide a short analysis of local, national and international competition in the area;

8. Key performance indicators and targets set for the Centre or Institute against which performance can be assessed annually and at the third-year review. These should as a minimum include

- 7 Research Centres and Institutes Policy research grant and contract and consultancy research income, HDR load and completions, publication volume and quality, research engagement and societal impact;
9. Membership – criteria for membership within each defined category and names of proposed members (full and associate members as a minimum);
10. Centre budget showing estimated annual income and expenditure for the first term of the Centre/Institute;
11. Centre governance – a brief outline of how the Centre or Institute will be managed including the composition of advisory board;
12. Agreement between elements contributing to the Centre or Institute and confirmation that all parties have agreed to participate as outlined;
13. Staffing arrangements including details about support and development opportunities for early career researchers and HDR candidates;
14. Accommodation, infrastructure and equipment arrangements with an indication of how these will be met; and
15. Approval from the relevant Dean, Research and Group Pro Vice Chancellor indicating support for the establishment of the Centre/Institute and statement of anticipated value-add. Completed proposals should be forward to the Secretary, Research Committee.

2. Format for Annual Progress Report

- a) A 1-2 page executive summary to be shared for information with Senate as part of the Senate Research Committee's report;
- b) The name of the centre or research institute;
- c) The name of the Director (or such other title as may be appropriate) and a list of the members of the research centre or institute, arranged by category (see 5.6 above); including the members of the management committee and the external advisory board; NOTE: If the annual reports are due later than June 30, the Director must submit the list to the Vice-President, Research and Innovation by June 30;
- d) A brief historical background of the research centre or institute;
- e) A general report on activities for the reporting period (July 1 – June 30);

- f) The academic and research contributions of members of the research centre or institute: a list of publications and other scholarly activity for the reporting period; training of HQP; community engagement; knowledge transfer activities;
- g) A financial report outlining expenditures and revenues for the reporting period;
- h) New funding initiatives;
- i) A statement of plans for the following academic year.

Section A – Project overview

Project title	Name of the platform project/targeted project/Spoke/C2C, etc.
Research theme/strand	
PIs	Provide the name and affiliation of each researcher.
Postdoctoral researchers	
PhDs	
Industry partners	
Budget	Overall budget figure for this project, broken into SFI, industry cash/in-kind and NE-NC, as relevant.
Technology readiness level	
Project start date – end date	

Key publications	Key publications resulting from this project during the reporting period.
Other key outputs and impacts	Licences, patents, or other notable outputs or impacts during the reporting period.
Project status	Indicate if the project status is 'Green', 'Orange' or 'Red', based on internal assessments of progress against the workplan. Provide a very short reason for Orange or Red status.

Section B – Project detail

This section should only be included in a Progress Report, and not in an Annual Report.

Goals and strategy

State the overarching objectives and approach of the project.

Note, for awards such as Centre-to-Centre partnerships and Spokes this section should include an introductory overview of the award, how it aligns with and is integrated into the Centre, and how it fits within the overall strategy of the Centre.

In the case of multi-Centre Spokes, this overview should make clear to external readers how the Spoke operates across the Centres involved, how the award has enabled existing Centres to link together and how such linkage has enabled the research programme to be delivered. It should also explain the Centre's specific involvement in the Spoke that is being discussed in this report.

Summary of progress to date

Short summary of the overall progress made on this project. Comment on whether this work is ahead, on track, or behind schedule at this point. Is the budget expenditure on track, if not why?

Progress in the reporting period

Scientific overview of activities within this project. You may include images. Please include discussion of the contribution of any industry partners during the reporting period.

For Centre-to-Centre partnerships, please make clear which work was carried out by which Centre.

This is the main section for the discussion of research work undertaken, and it should be significantly larger than the other sections for this project.

Challenges and risks

Comment on any significant issues that have arisen during the reporting period, whether these have impacted on budget/deadlines. How has the Centre worked to reduce the impact of any setbacks?

Future direction

Short description of the planned direction of future work on this project.