

## OFFICE ORDER

### CONSTITUTION OF RESEARCH & DEVELOPMENT CELL

It is to notify that Gateway Education's Research and Development Cell has been constituted as follows

#### Research & Development Cell

Appointment	Name	Roles / Responsibilities & Target
Dean Research & Development Cell (R&D)	Dr. Shish Pal Associate Professor (DMS) <i>Shish Pal</i>	<ul style="list-style-type: none"> <li>Coordinate overall Research &amp; Development (R&amp;D) activities in the Institute.</li> <li>Initiation of R &amp; D projects &amp; monitoring them.</li> <li>Guiding faculty for research projects &amp; students for projects.</li> <li>Ensuring motivation for faculty for research publication, articles, book writing &amp; higher studies and suggesting measures &amp; encourage.</li> <li>Bring in live projects from industry for resource generation.</li> <li>Develop consultancy concept.</li> <li>Compilation of all research related articles published in National and International journals by the faculty members.</li> <li>Ensuring standardized conduction of Conferences in Gateway Education.</li> </ul> <p><b>Target:</b></p> <ul style="list-style-type: none"> <li>To indexing the journal in Scopus by December 2025.</li> <li>To organize at one research Scopus indexed or IEEE conference and one research workshop in an academic session to promote the research culture in institute.</li> <li>To take research 10 seminars per semester for students and motivate for research writing.</li> </ul>

*Shish Pal*  
Dean R&D  
Gateway Education

Dr. (Engg) A Garg  
Director General  
Gateway Education

Associate Dean Collaborative Research & Development	Ms. Tanushree Das (Architecture)  18/6/25	<ul style="list-style-type: none"> <li>▪ To promote and facilitate collaborative and Interdisciplinary research in different areas.</li> <li>▪ Developing networks between the Gateway Education Research Centre and eminent Researchers in respective fields in public and private sectors, locally, nationally and internationally.</li> <li>▪ To develop mutually beneficial linkages with organizations/ Industries for partnerships and collaborative research.</li> <li>▪ Evaluation of Progress reports of Research faculty on monthly basis.</li> </ul> <p><b>Target:</b> Dissemination of research policy to the faculty students on a monthly basis through heads &amp; common briefing of R &amp; D policies during induction &amp; orientation. To explore the research based organization for MoUs to promote collaborative research at least 2 in a year.</p>
Associate Dean Implementation of Research & Development	Dr. Kanika Khurana (Applied Sciences) 	<ul style="list-style-type: none"> <li>▪ Research and Development Evaluation and Research Incentives.</li> <li>▪ Building and providing sufficient support to enhance research facility for faculty support for applications submitted for post Ph.D Incentives.</li> <li>▪ Building and providing sufficient support for Research incentives to enhance research facility for faculty and students across the Institute for Research Papers submitted for Conferences/ Publications in Journals.</li> <li>▪ Processing/forwarding of applications for Ph.D Incentives, Research Incentives etc. after due examination / recommendation by Research &amp; Development Committee wherein HR will act as facilitator.</li> <li>▪ Time to time dissemination of information about Ph.D. entrance examination of various reputed Universities of NCR region, so that all the Ph.D. aspirants may be motivated and can register themselves. It may create more awareness among them.</li> <li>▪ Execution of Gateway Education Ethics Policy for students and faculty members.</li> </ul> <p><b>Target:</b> To monitor the progress of faculty members fortnightly basis and conduct to research session for all faculty members and students on a monthly basis.</p>

Dr. Shish Pal  
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Dr. (Col) A. Garg  
 Director General  
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Associate Dean Patents	Dr. Kanika Khurana (Applied Sciences) <i>Kanika</i>	<ul style="list-style-type: none"> <li>To promote Patent filing.</li> <li>Development and Execution of Research Training Programs within the Institute.</li> <li>To promote Consultancy.</li> </ul> <p><b>Target:</b> To ensure the 20 patent publications and 20 grant patent by all the faculty members in an academic session.</p>
Assistant Dean Research Planning & Execution	Mr. Devender (Pharmacy) <i>Devender</i>	<ul style="list-style-type: none"> <li>To draft policies related to Research and Development.</li> <li>To promote quality research publications in SCOPUS and IEEE conferences etc.</li> <li>Representation and Promotion of ongoing significant Research/ Research related initiatives internally and externally.</li> </ul> <p><b>Target:</b></p> <ul style="list-style-type: none"> <li>Monthly dissemination of list of Journals/Conferences where all departmental faculty &amp; students can go for publishing.</li> <li>To monitor the progress of ongoing publications.</li> <li>To monitor the minimum two Scopus publication per year.</li> </ul>
Assistant Dean Research Projects & Grants	Ms. Nutan (CSE) <i>Nutan</i>	<ul style="list-style-type: none"> <li>To explore and apply to get funded Research projects as per the expertise available in the Institute.</li> <li>To promote research grants through funding agencies.</li> </ul> <p><b>Target:</b> One research grant project proposal submission by each PhD faculty members in different funding agencies like DST, DRDO, ICMR, CST, MiTY, UGC, AICTE, ICSSR etc in an academic session.</p>
Assistant Dean Research Data Management	Ms. Namrata (DCA) <i>Namrata</i>	<ul style="list-style-type: none"> <li>Overall management Research Data and Filing.</li> <li>Promotes ethical conduct in all aspects of the research process including but not limited to the data acquisition, management, sharing and ownership, publication practices, responsible authorship, and collaborative research and reporting.</li> <li>Mentoring faculty (especially junior faculty) on research career issues</li> <li>Coordinating the Research Budget and Research Experts Talks</li> </ul> <p><b>Target:</b> Updating on Gateway Education website regarding research data on monthly basis.</p>
Assistant Dean		<ul style="list-style-type: none"> <li>To monitor and mapping of Sustainable Development Goals for the growth of research in Gateway Education.</li> </ul>

Students' Research Promotion in Gateway	Ms. Shakuntla (DMS) 	<ul style="list-style-type: none"> <li>• To monitor the execution of Research Policy to ensure research culture in the academics.</li> <li>• To manage the record of research activity (Invited Talks, Guest lectures etc.)</li> <li>• Social Media Cell Coordinator for research and to foster the necessary infrastructure for further research projects.</li> <li>• To maintain the record of weekly R&amp;D meetings with MOM.</li> </ul> <p><b>Target:</b> To identify the super 50 team of students for research writing and ensure at least one quality paper to be written by each student per semester.</p>
Assistant Dean Research Quality Assurance		<ul style="list-style-type: none"> <li>• College level NAAC, NIRF, and NBA accreditation R&amp;D data management</li> <li>• To coordinate with various departmental DRC committees.</li> <li>• Journal/ Conference/Book/ Grants/ Invited Lectures/ Product developed data management.</li> <li>• To monitor the citation improvement.</li> <li>• To monitor the growth of Ph.D. graduation in various departments.</li> <li>• To coordinate with Assistant Dean Research Data Management.</li> <li>• To maintain record of Awards.</li> </ul> <p><b>Target:</b></p> <ul style="list-style-type: none"> <li>• Update the R &amp; D achievements in public/social media like Facebook, Instagram, LinkedIn page etc., Write up for reports publication for print and online media.</li> <li>• SDG awareness among the faculty and students for its inclusion in research paper publication.</li> </ul>
Head Consultancy	Dr. Joginder Head Consultancy 	<ul style="list-style-type: none"> <li>• Develop a strategic plan for the consultancy office in alignment with the institute's goals and academic priorities.</li> <li>• Promote the institution's expertise, resources, and faculty capabilities to industries, businesses, and governments.</li> <li>• Establish long-term goals for consultancy partnerships with external entities.</li> <li>• Develop training programs to enhance the consultancy skills of faculty and staff.</li> </ul> <p><b>Target:</b></p>

		<ul style="list-style-type: none"> <li>• Identify at least 5 new potential industries or sectors for consultancy engagement by the end of 6 months.</li> <li>• Successfully launch 2 to 3 new consultancy projects with external clients.</li> <li>• Strengthen relationships with at least 5 key current clients or partners.</li> </ul>
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### **Objectives of the Research & Development Cell (R&D) as per UGC Guidelines**

1. To create an organizational structure with role-based functions of R&D Cell, formulate Research Policy for the HEIs, identify thrust areas of research, and form related cluster groups/ frontline teams/consortia of researchers.
2. 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.
3. 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.
4. To act as a liaison between researchers & relevant research funding agencies, extend guidance in preparation & submission of project proposals and post-sanctioning of the grants to oversee adherence to timelines.
5. To have better coordination among other cells/centers dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development and Intellectual Property Rights (IPR).
6. To develop an Institutional Research Information System for sharing the status of ongoing/ completed research projects/Programmes, expertise & resources, etc., making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.
7. To engage & utilize the services of superannuated active faculty/scientists in research capacity building of talented young minds and promote mobility of researchers across institutions and R&D Labs.
8. 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

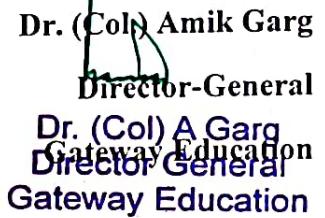
*Dr. Shish Pal*  
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 Dean R&D  
 Gateway Education

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practices in research activities including clearance of bioethical committee wherever required.

**Note:** Dean - R&D will consult the Associate/Assistant Deans - R&D Cell and will convene minimum one meeting per month. However, Dean - R &D Cell is at liberty to conduct as many meetings as deemed appropriate with members to further strengthen the research activities in Gateway Education. The minutes of these meetings shall be forwarded to the Office of Director for information.

  
Dr. Shish Pal  
Dean R&D  
Gateway Education

  
Dr. (Col) Amik Garg  
Director-General  
Dr. (Col) A Garg  
Director General  
Gateway Education