

Ref. No.: TIB/ OFFICE ORDER /2025/18

Date: 11<sup>th</sup> March, 2025

## OFFICE ORDER

This is to inform all concerned that **Research & Development Committee** has been reformed to take care of all the matters related to **Research & Development Activities** of the Institute, **w.e.f. 17.03.2025** for the Academic Year **2025-2026**.

### Advisory Committee:

Mr. R. N. Lahiri	Vice Chairman, Trust
Dr. Nirmalya Sankar Das	Officer-In-Charge, Examinations
Dr. Joyanta Maity	HOD – CE
Dr. Sananda Jana	Assistant Professor – Physics
Mr. Subhankar Guha	HOD – CSE
Mr. Kazi Sayeed Tanbir	HOD – ME

### Chairperson:

Dr. Ashok Kumar Naskar	Principal-In-Charge
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### Joint Conveners:

Dr. Suman Kr. Laha	HOD – ECE
Dr. Sibayan Mukherjee	Assistant Professor – BSH

### Members:

Mr. Indranjit Chakraborty	Assistant Professor – CSE
Mr. Sourav Karmarar	Assistant Professor – EE
Mr. Vinayak Ghosh	Assistant Professor – CE

### Roles and Responsibilities:

1. To coordinate and assist in application for externally funded research and development grants.
2. To encourage, assist and monitor Students and Faculty Members in Paper Publications and Patents.
3. To publish a yearly dossier of the R&D Activities each year in Book Format.
4. To coordinate for Industrial Consultancy along with Senior Members of the Institute (with previous Industry Experience) and TIG.
5. To coordinate in building up MOU with Industries and Academic Institutes of Eminence.



# TECHNO INTERNATIONAL BATANAGAR

(FORMERLY TECHNO INDIA BATANAGAR)

B7-360 / New Ward No. 30, Maheshtala, Kolkata-700 141

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Website : www.tib.edu.in | Email : tib@tib.edu.in



A Unit of Techno India Group

## Scope:

These rules and regulations are to be recognized as “R&D Regulations” hereafter and shall be applicable to all the activities related therein within the purview of Techno International Batanagar. These rules supersede all existing R&D rules.

## Code of Conduct:

- 1.1 R&D Regulations are applicable to all the staff members of Techno International Batanagar.
- 1.2 The **Research & Development Committee** thus developed shall strictly follow the R&D Regulations while taking necessary decision within the scope of the committee.
- 1.3 The **Research & Development Committee** constituent members shall maintain high secrecy of the research/technical information and shall not get engaged in unauthorized communication of any official document or information passed on to them.

## Exception Clause:

R&D Regulations shall be applicable to all the research related activities of Techno International Batanagar. Any deviation/exception to these rules can be considered ONLY by the Principal/Competent Authority of Techno International Batanagar for approval depending on the merit of the case.

## Revision Clause:

R&D Regulations will be revised / upgraded as and when deemed necessary by the Principal/Competent Authority of Techno International Batanagar.

## R&D Regulations:

### RD1. Publication Recognition Database

Unless otherwise stated, “*Publication*” refers to papers published in Journals, Conferences and Book Chapters.

*Publications* are segregated into two categories:

- RD1.1. *Publications* where the Journal Name / Conference Publisher Name / Report Type / Book Title (Publisher Name) is indexed/abstracted in the list provided in Annexure A.
- RD1.2. *Publications* where the Journal Name / Conference Publisher Name / Report Type / Book Title (Publisher Name) is indexed/abstracted in places other than Annexure A.

Patents / Authored Books / Edited Books / Monographs are exempted from any indexing / abstracting database.

## **RD2. Financial Benefits**

RD2.1. The institute (TIB) will provide financial assistance as a source of motivation for staff members for publishing papers in accordance to RD1.1. The financial assistance in such cases attracts a ceiling value of INR 5000 or actual, whichever is lower.

RD2.2. The institute (TIB) will provide financial incentive as a source of motivation and meeting expenses incurred while conducting research and publishing in journals in accordance to RD1.1. The incentive system holds equally valid in cases relating to Patents / Authored Books / Edited Books / Monographs. In such cases the financial assistance is capped at INR 3000.

RD2.3. The institute (TIB) will provide financial assistance for attending seminars/workshops/FDPs etc. in cases where the institution sends a staff for attending such an activity. The amount of such assistance will be decided by the Principal/Competent Authority on merit basis. In such cases the financial assistance is capped at INR 1000.

It is to be noted that RD2.1 and RD2.2 are mutually exclusive for a single publication. An applicant can address either RD2.1 or RD2.2 at a time for a certain publication.

## **RD3. Research Activity Recognition**

RD3.1. Recognition of a research *Publication* in accordance to RD1.1 by the institution mandates the author's name and affiliation as per the Appointment Order. In case of multiple affiliations, institutional affiliation may not be primary but definitely needs to be duly recognized in the article/proof. Recognition refers to uploading of the credentials of the *Publication* on the institutional website, personal achievement of the staff and in accordance to RD2.

RD3.2. Recognition of a research *Publication* in accordance to RD1.2 by the institution mandates the author's name and affiliation as per the Appointment Order. In case of multiple affiliations, institutional affiliation may not be primary but definitely needs to be duly recognized in the article/proof. Recognition refers to uploading of the credentials of the *Publication* on the institutional website and personal achievement of the staff.

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#### RD4. Hierarchical Model for R&D Activity

RD4.1. Research paper funding application should be done through the HOD of the applicant's department. The first level of verification is conducted by the departmental R&D Committee member and after validation; the application is presented to the Principal through the HOD, for further processing/routing to the R&D Committee. The suggestions of the R&D Committee in accordance to R&D Regulations should be sent to the Principal for further action. The action may be communicated to the applicant directly or through the HOD of the applicant's department based on the merits of the case and as deemed fit by the Principal, TIB.

RD4.2. Any staff intending to avail RD2 is encouraged to inform the R&D Committee, through proper channel, about the credentials of the publishing house (where the applicant intends to communicate his/her research) before communicating the research work. The R&D Committee in turn validates the publishing house in accordance to R&D Regulations and informs the applicant, through proper channel, about the credentials of the publishing house in accordance to RD1 through RD3.

#### RD5. Revision/Upgradation

Appendix A to be revised/updated as and when deemed fit by the Principal-In-Charge of Techno International Batanagar in focus with the national/international research norms and trends.

Cooperation from all is highly solicited.

  
Dr. Ashok Kumar Naskar  
Principal-In-Charge  
Techno International Batanagar



**PRINCIPAL-IN-CHARGE**  
**TECHNO INTERNATIONAL BATANAGAR**  
**MAHESHTALA, KOLKATA-700 141**