

**POLICIES AND GUIDELINES**  
**for Establishment of Research Centre**



**HINDUSTAN**  
INSTITUTE OF TECHNOLOGY & SCIENCE

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## **1. PURPOSE**

The purpose of this policy is to provide direction:

- A. to those seeking university approval for the establishment of Research Centres; and
- B. on the review of the performance of Research Centres

## **2. SCOPE**

This policy applies to the establishment and governance of Research Centres at Hindustan University.

## **3. POLICY**

- I. The university encourages the establishment of Research Centres at various levels of the organization that will enhance and facilitate disciplinary and interdisciplinary research collaboration, knowledge transfer and training. Faculty may be involved in one or more of the projects in a Research Centre and be active in more than one Research Centre.
- II. The university is committed to develop and maintain high-quality programs of research.
- III. The university encourages to have inter or multi disciplinary faculty in the Centre
  - a. Intra-disciplinary - membership and activities normally within a single department, a non-departmentalized Faculty, or between departments in a single faculty
  - b. Inter-disciplinary - membership and activities normally between 2 departments
  - c. Multi-disciplinary - membership and activities normally between 3 or more department
  - d. Inter-institutional - membership and activities between multiple universities

## **4. Objectives of Research Centres**

The purposes of establishing a Research Centre are to:

- a. Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure.

- b. Increase and effectively manage the resources and research support for its members and the wider university community.
- c. Provide education and training in research and related skills, especially for graduate and undergraduate students and thereby enhance the academic programs of their constituent academic units.
- d. Contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
- e. Transfer and mobilize knowledge gained through research for the benefit of society, via a variety of mechanisms as appropriate.
- f. Enhance the reputation of its members, the constituent academic units, and the university through the quality of its work.

Research Centres are expected to develop their own objectives and measurable goals to meet the purposes stated in this policy. The Research Centre's objectives and goals should be consistent with the proportionate approach taken toward its establishment.

## **5. Approval, Governance of Research Centres**

Research Centres are constituted formally as part of the university's organization and are subject to its direction, oversight, and strategic plans.

Research Centres and their constituent academic units are expected to establish mechanisms to assure there is ongoing communication for purposes of coordinating resources, training, research activities, and strategic planning

## **6. Administrative and Financial Structure of Research Centres**

A Research Centre will normally be led by a faculty member of the university.

Funding for Research Centres can be made up of a combination of multiple internal and external sources including but not limited to: external funding agreements, academic unit operating funds, non-recurring funds, indirect funding, and endowments. Funding sources may change and adapt over time.

## **7. Proposal Format – Research Centre**

**Proposed Center Name** \_\_\_\_\_

**Funding agency sponsoring the center (if any) :** \_\_\_\_\_

*Each Center proposal must provide sufficient information to the following questions before consideration.*

### **1. General**

- 1.1 Title of proposed Centre
- 1.2 Name(s) of proposer(s)
- 1.3 Department(s)
- 1.4 Names of at least two Departmental Conveners who support the proposal.
- 1.5 Proposed "parent" Department for the Centre.

### **2. Objectives**

- 2.1 What are the distinctive characteristics of the center? Describe its purpose and function.
- 2.2 What is the vision and/or mission of the center and how does it connect to the overall university vision and mission statements?
- 2.3 What are the goals/outcomes for this center?

### **3. Context**

- 3.1 Has an informal structure been in existence before now, or does this proposal represent a new departure for the proposer(s)?
- 3.2 What comparable Centres exist elsewhere? Provide a summary of their objectives.
- 3.3 What "added value" will the proposed Centre bring to the research community

### **4 Centre structure**

- 4.1 Who will be the Centre head? What are his/her qualifications for the role?
- 4.2 What management structure is proposed?

4.3 Will additional staff need to be hired to sufficiently operate the center? If so, has this been worked into the overall budget process for your school?

4.4 Will faculty load be affected in the operation of this center? If so, how do you plan to accommodate for that?

## **5 Resources Required**

5.1 What is the approximate cost estimated in order to start and operate this center each year?

5.2 How will this center be funded?

5.3 Will the center collaborate with anyone outside of the university in order to support/operate the center? If so, who? If appropriate, has a memo of understanding been drafted between Hindustan University and this outside entity?

5.4 What additional resources, without which the Centre could not operate effectively, are required from the School?

5.5 Will the center have a physical location, If so, where will it be located?

5.6 How long do you anticipate the need or operation of this center?

## **6 Resources Available**

6.1 What financial/other support is available from departments/ external sources? This may include funding promises, infrastructure/database support, or the commitment of contractresearch staff to become involved in the Centre's funded research work. .

## **7 Other information**

7.1 How is overall effectiveness of the center going to be evaluated? How often?

7.2 Will the establishment of this center affect enrollment for any of the schools at our University?  
If so, how?

7.3 Are there any accreditation issues that need to be addressed for the establishment and maintenance of this center?