



Sinhgad Institutes

Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA

(Affiliated to Savitribai Phule Pune University and Approved by AICTE, New Delhi)

Accredited by NAAC with Grade "A"



INSTITUTION'S INNOVATION COUNCIL

Standard Operating Procedure (SOP) for R&D Head – IIC

Role Overview:

The R&D Head of IIC is responsible for initiating, guiding, and supervising research and development activities within the club. The role ensures innovation, ideation, and the development of impactful projects that align with IIC's objectives. The R&D Head acts as a bridge between technical teams, industry trends, and academic research.

Responsibilities:

1. Identify innovative project opportunities relevant to students, society, and industry needs.
2. Guide students in research methodologies, project selection, and execution.
3. Conduct brainstorming sessions, workshops, and seminars to encourage research-driven thinking.
4. Collaborate with Technical Team Head, Web Development Head, and Convenor for technical implementation and showcasing results.
5. Review and validate research proposals submitted by students before presenting them to the IIC Board.
6. Maintain documentation of ongoing research projects, publications, and patents.
7. Ensure alignment of research projects with IIC's vision of innovation, incubation, and entrepreneurship.
8. Explore funding opportunities, industry collaborations, and tie-ups for R&D projects.
9. Mentor students to publish papers in conferences/journals and participate in competitions.
10. Submit quarterly R&D progress reports to the Student President and IIC Board.

Authority:

- Can form sub-teams or appoint project leads for specific research areas.
- Can recommend resource procurement (software, hardware, tools) required for projects.
- Final decision-making authority lies with the Student President and IIC Board.

Reporting Structure:

- Reports directly to the Student President and Vice President of IIC.
- Works in collaboration with Technical Team, Web Development Head, and Convenor.



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Code of Conduct:

- Must maintain integrity, originality, and professionalism in all research activities.
- Must ensure all projects follow ethical guidelines and avoid plagiarism.
- Should maintain transparency with the IIC Board regarding progress and challenges.

Disciplinary Clause:

The Board Members of IIC hold the authority to remove the R&D Head from their position at any time if found negligent, inactive, or violating the code of conduct.