

# Job Descriptions

## Director

- Supervise R&D activities.
- Manage operational and administrative aspects of the R&D.
- Schedule and call meetings of the R&D Council and its sub-committees.
- Manage communication with RCoD Principal.
- Handle external communication from RCoD through the Principal.
- Chair R&D Council meetings.
- Manage financial matters related to R&D in coordination.
- Follow up on matters arising from R&D Council meetings.
- Develop research policies in curriculum and supervise R&D activities for the institution
- Chair the technical review committee and ethical review committees
- Encourage multi-disciplinary research initiatives, undergraduate, post graduate and faculty research training
- Aid faculty (as per PMDC guidelines) in publishing their research work and process reimbursement of publication cost according to College Policy
- Develop national and international research networks
- Facilitate patent filing both domestically and internationally
- Display an Intellectual Portfolio (IIP) representing contributions from the institution, faculty and students
- Call and Chair R&D Council meetings and its sub-committees and manage communication with RCoD Principal
- Support RCoD in organizing seminars, training workshops/ conferences for faculty in educational/ research-related areas and train the trainers program

## Research and Development Cell



- Support faculty participation in national and international conferences, seminars and training workshops and faculty applications for research funding under HEC's policies
- Mobilize faculty, business community and industry for research commercialization

## Research Team

- Register all research projects and activities with R&D.
- Evaluate submitted research proposals for ethical and technical review.
- Consult with field specialists as needed.
- Receive and process publication fee reimbursement applications.
- Play a key role in organizing research-related workshops and seminars through R&D.
- Organize and conduct seminars on faculty-industry interaction.
- Provide support to R&D's Innovation and Commercialization domains when needed.
- Maintain the R&D web page, ensuring that research-related information.
- Process the applications submitted for Research impact fund.

## Development Team

- Facilitate and introduce regular workshops, symposiums, courses, and conferences.
- Facilitate patent filing both domestically and internationally.
- Display an Institutional Intellectual Portfolio (IIP) representing contributions from the institution, faculty, and students.
- Collaborate with the Technology and Innovation Support Centre of the HEC of Pakistan to promote institutional research and development globally.
- Raise awareness about the Intellectual Portfolio through information sessions for students, faculty, and staff.
- Establish links with research funding donors and with industries.

## Research and Development Cell



### Secretary

- Organize and maintain R&D documentation.
- Ensure proper filing and documentation of intellectual property (patents, research publications, etc.) when applicable
- Coordinate communication between research teams, other departments, and external vendors or partners
- Facilitate and support team collaboration by organizing sessions and other relevant activities