



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

No. F.DTU/Order/BOM/25/2014/Vol-III | 2998

Dated : 11/3/21

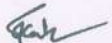
To

Prof. Trivedi
Dean Academic (PG)

Subject : Guidelines for creation of Centre of Excellence in the departments of the University.

It is informed that the Board of Management in its 41st meeting held on 01.03.2021 vide agenda number 41.4 considered and approved the Guidelines for creation of Centre of Excellence in the departments of the University.

You are also requested to notify the same.


(Prof. Samsher)
Registrar

Enclosure: Guidelines

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Dated : 11/3/21

Copy to:-

1. P.A. to V.C. for the kind information of Hon'ble Vice Chancellor
2. All Deans & HODs
3. Registrar
4. Associate Dean (IRD)
5. Guard File


(Prof. Samsher)
Registrar

GUIDELINES FOR CREATION OF CENTRE OF EXCELLENCE

1. Introduction

With a view to promote innovation, research and development in multidisciplinary areas at Delhi Technological University (DTU), the university supports the creation of Centre of Excellence (CoE). The CoE shall possess maturity in research and development and promote best practices of research and innovation. The main aim of establishing the CoE is to motivate and facilitate the departments of the university to work together with like-minded faculty members and students in the emerging and thrust areas of research and innovation for achieving excellence in the chosen areas.

The focus of the CoE will be:

- To create a pool of skilled trained manpower in specialized areas to increase the employability of the personnel.
- To facilitate collaborative research amongst the university teachers in multidisciplinary areas of societal and national importance.
- To enhance the quality of undergraduate education by providing the students an opportunity to work on research projects with university teachers.
- To train postgraduate students in advanced areas of research.
- To work on the academic and research strength of the department and may collaborate with other departments as knowledge partners.

2. Definitions

- a) **“Board of Management”** means the Board of Management of the university.
- b) **“Academic Council”** means the Academic Council of the university.
- c) **“CoE”** means a physical center of research that will provide shared research resources and enable the researchers to collaborate across multiple disciplines on areas that are relevant and important.
- d) **“Department”** means a department of studies of the university including training and placement.
- e) **“University Teacher”** means Professor, Associate Professor, and Assistant Professor working in the university.
- f) **“Coordinator”** will be the university teacher responsible for coordinating, monitoring, and executing the activities of the CoE.
- g) **“Student”** means an individual who is registered for any degree in the university.

3. Activities of CoE

The major activities of the CoE shall include, but not limited to:

- a) It will execute joint research projects
- b) It will offer core and elective courses for undergraduate and postgraduate students
- c) It will provide resources and facilities to the researchers including Ph.D students working in the similar area.
- d) It will execute masters (optional) and Ph.D programs
- e) It will allow undergraduate and postgraduate students to work on research projects.
- f) It will facilitate experiential learning in collaboration with industry
- g) It will organize training programs, development programs, international and national conferences.

4. Characteristics of CoE

The CoE must develop a long-term strategic plan on the focus areas & expected outcomes and must possess the following characteristics:

a) Vision & Strategic Plan

The CoE must develop a long-term, five-year, strategic plan that will serve as a guiding document for the Centre.

b) Funding

To succeed in long-term, the CoE must identify the funding sources such as industry partners, government organizations, or any other sources to maintain good financial health and it does not depend solely on university grants.

c) Areas of Functioning

The areas must be identified according to the demand in the market for the manpower trained by CoE or research output of the CoE based upon the market survey/SWOT analysis.

d) Team size and Experience

The Coordinator shall initiate the proposal and specify the Co-coordinator (if any) along with the details of the team members.

5. Types of Centres

The CoE shall exist at the department level.

6. Eligibility Criteria

A proposal submitted for CoE shall meet the following specified eligibility criteria as required by the guidelines for the grant of CoE.

- a) The coordinator of the CoE must be a regular teacher of the university and must have a proven track record in the proposed area.
- b) The proposed CoE has collaboration and obtained funding from an external agency (such as industry partners, government organizations, Research Laboratories of Government of India /States (i.e. CSIR/ DRDO) and other sources) amounting to atleast Rs. 50 Lakhs or as decided by the university from time to time. The University may also explore possibility of collaboration with other knowledge partners working in the similar areas.
- c) It is essential to have an MOU with at least one Industry partner that will work as a collaborator in the proposed CoE.
- d) At least four university teachers are collaborating in the CoE, out of which three are from the parent department.

7. Financial Assistance from the University

- a) Initially, the university shall provide a grant to the CoE with a seed amount of an amount matching the funding drawn from the industry partner, upto five years. The matching grant shall not include a grant for capital creation and equipment. The submission of a satisfactory progress report after two years, the university shall consider providing additional grants to the CoE upto the amount of the funding drawn from the industry partner, depending upon the output of the CoE (such as product development or patents or SCIE/SSCI journal publications produced).
- b) For the proposals having grants obtained from the Government agencies, the matching grant will only be given by the university in exceptional cases as decided by the Vice Chancellor.
- c) If the industry partner agrees to support the CoE beyond this period, the university shall consider to extend it for a period mutually decided by the industry partner and the university.
- d) The grant obtained from the university will be used only for the following activities at the CoE:
 - i. Conducting project-oriented collaborative academic/ research activities
 - ii. Meeting the equipment/ library resources and operating expenses.
 - iii. Conducting faculty development programmes, training programs, conferences, workshops and related events

This grant will not be used for:

- i. Building construction and/or developing physical infrastructure
 - ii. Attending international/national conferences
- e) In addition to the above grant, the following will be done by the university:
- i. Maintenance and creation of infrastructure of CoE
 - ii. DTU Research fellowships as per availability and requirement for CoE as decided by the Vice Chancellor.
 - iii. Support staff (atleast one MTS) will be provided by the university.
 - iv. Technical staff will be provided by the department as decided by the Head of Department.
- f) The expenditure on the salary of additional academic/ research staff as engaged by the CoE from time to time shall not exceed 20% of the DTU grant and 20% or more from the external funding as decided by the funding agency.
- g) There may be a separate Purchase Committee for Centre of Excellence, as approved by the Vice Chancellor.
- h) The Vice Chancellor may delegate financial and administrative powers as it deems fit to the Coordinator of the CoE for timely completion of the projects and schemes in the centre.

8. Evaluation of Proposals of the CoE

A **Standing Committee** would consider the proposals received by various university teachers and short list the proposals as per the prescribed eligibility criteria by calling the applicants for presentation. The presentation and proposal must be developed by the proposed coordinator as per the guidelines given in Point 4 of this document. The composition of the Standing Committee will be as follows and will be nominated by the Vice Chancellor:

- a) A senior academician: Chairperson
- b) An academician of repute from within university: Member
- c) An academician of repute from outside university: Member
- d) Head of the participating Department(s): Member
- e) An academician from within university: Member Secretary

The proposals recommended by the standing committee shall be considered by the Academic Council. The Board of Management shall approve the proposal on the recommendation of the Academic Council.

9. Monitoring Committee

A monitoring committee will be formed for midterm evaluation and progress of the performance of the CoE. The composition of the Monitoring Committee will be as follows and will be nominated by the Vice Chancellor:

- a) A senior academician: Chairperson
- b) An academician/expert of repute from within university: Member
- c) An academician/expert of repute from outside university: Member
- d) Head of the participating Department(s): Member
- e) An academician from within university: Member Secretary

10. Advisory Committee

An advisory committee will be formed to oversee the initiation and implementation of various activities and programs at the CoE. The composition of the Advisory Committee will be as follows and will be nominated by the Vice Chancellor:

- a) Vice-Chancellor or his nominee: Chairperson
- b) An academician of repute from within university: Member
- c) An academician of repute from outside university: Member
- d) Head of the participating Department(s): Member
- e) Coordinators of CoE of the participating departments: Members

11. Procedure for Release of Grants

The 60% of the grant will be released by the university in the first year and subsequent grants will be released on the recommendation of the monitoring committee.

12. Procedure for Monitoring the Progress

Each CoE will be required to submit an Annual Report of work done during the previous financial year, to the IRD Division, latest by 30th April of every year.

The progress made by each CoE will be reviewed, monitored and evaluated at the end of each year with the help of the Monitoring Committee. The Coordinator of the CoE will make a presentation before the Monitoring Committee, highlighting the achievements of the Centre in light of the objectives set forth.

The Standing Committee will consider the Monitoring Committee Reports of all the Centres and forward its recommendations to the Dean IRD. These may include the need for mid-course correction in the Action Plan and/or Research programme, revision of the budget if required, further release of grant, and related items.

13. Power to Remove Difficulties

If any difficulty arises in giving effect to the provisions of these guidelines, the Vice Chancellor may make such provisions, not inconsistent with the provisions in these guidelines, as appear to be necessary or expedient for removing the difficulty.

Notes:

1. The focus of the centre should remain high quality research and in no case, it should get involved with routine testing and monitoring like third party consultancy assignments.
2. The proposals created for establishing the CoE on call issued by Government of India or Government of NCT of Delhi can be submitted after taking No Objection Certificate by the university. If these proposals are approved, then the CoE will be governed under these guidelines.
3. The assets created under CoE shall be property of the university and shall be non- transferable to any other institution, or as agreed by the sponsoring agency and the University.