

Job Title	Research Coordinator
Faculty/ Dept	Research & Innovation
About the role	To support the university's research activities, ensuring high standards of research excellence and compliance with NIRF, NAAC, Research Innovation Council, External Grants, Incentives, Publication, Pd.D. Activities, Seed Grants and collaboration.
Role Responsibilities	<p>Ph.D. Activities:</p> <ul style="list-style-type: none"> • Coordinate the administration of the university's PhD programs with admission team, including Registration, Admissions, Fee Payment and graduation requirements. • Organize orientation sessions for new PhD students to familiarize them with university resources, policies, and expectations related to logistics. • Compilation of all PhD related data. • Collection and compilation of all the necessary documents post thesis submission from respective supervisor which include Synopsis, Research Thesis, NoC ,Ethic approval, All PRP doc, Plagiarism check report etc. • To Coordinate with Dean (Research) and VC's office for selection of examiner for thesis evaluation of the PhD scholar. • To confidentially communicate with the External Reviewer to get back their evaluated report and maintain tracker regularly to send communication to their supervisor. • Processing the honorarium to the External Reviewer. • Preparation of Consolidated report based on the external reviewer comment and sending to the respective HoD cc-Supervisor. • Collection of all necessary documents post Viva Voice and preparation of IDN for result notification and to coordinate with the Registrar office for PhD result Notification. <p>JRF/ SRF:</p> <ul style="list-style-type: none"> • To organize the fellowship allocation to students by the University including collection of applications, Shortlisting the application based on the eligibility. • Organize internal committee for meeting for approval, maintain necessary documents like MoM, and Provide approval letters to the scholar. • To monitor and maintain SRF / SRF attendance and their Extension. • Conduction of JRF/ SRF Progress Review meeting for all faculty biannually.

	<p>Extra Mural /Seed Grants:</p> <ul style="list-style-type: none"> • To send communication to all faculty, For Call of Application on Extra Mural/ Seed Grants. • Collecting and Filling all the applications received from ORI. • To Organise the as Seed Grant committee meeting to shortlist and approve the Seed Grantees faculty wise. • Preparing the sanctioned letters, sending the communication to the grantees, and maintaining necessary data for ORI • Organising biannual Grant Progress review faculty wise. <p>Research and Innovation Council:</p> <ul style="list-style-type: none"> • Coordination to host RIC meeting based on the guidance if Dean and Associate Deans (Research) • Sending Commination to both Internal and External members, maintain logistics etc. • Compilation of necessary documents related to RIC. • Processing the honorarium for the external members. <p>Others Key responsibility: NAAC, BoM, BoG</p> <ul style="list-style-type: none"> • Collecting, Scanning, Filling, Maintaining and updating all the necessary data related to NIRF and NAAC. • Providing all the necessary data and documents for ACM, BoM, BoG.
Qualifications & Experience	UG in any discipline Experience: Minimum of 3+ years
Scale of Pay	As per University norms
Email your CV and other relevant documents.	hr@msruas.ac.in