



# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

Phone No.:	9520966404	Email :	jointregistrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/079	Date:	09/01/2025
SOP No :	23.0	Issued By:	Joint Registrar
Total Pages :	03	Approved By:	Vice Chancellor

## Standard Operating Procedure (SOP)

### Job Responsibilities/Targets of a Research Faculty

A research faculty member in University is primarily responsible for conducting high-quality research in one's field of expertise, publishing findings in reputable journals, and securing research funding through grants. He/She is expected to mentor undergraduate, postgraduate and doctoral students by guiding them in academic and research activities. Collaborating with interdisciplinary teams, contributing to the University's reputation through conferences and community outreach, and fostering innovation by translating research into practical applications are the key targets.

#### **Objectives**

- (i) To undertake high-quality, original research that contributes to the advancements in the faculty's area of expertise and impactful publications in the leading journals.
- (ii) To pursue research grants and funding opportunities from Government agencies, Industry, and other organizations to support ongoing and future projects.
- (iii) To guide/mentor students at undergraduate, postgraduate, and doctoral levels, fostering academic growth and research capabilities while contributing to course development and teaching.
- (iv) To build interdisciplinary collaborations within and outside the University, participate in professional conferences, and promote knowledge exchange.

#### **Major Responsibilities**

A research faculty member, in an academic or research institution, primarily focuses on conducting and leading research projects. Here are some key responsibilities:

- 1. Conducting Research:** He/She designs, implements, and oversees research studies in his/her area of expertise, often with the goal of advancing knowledge and solving specific problems.
- 2. Securing Funding:** He/She applies for research grants and funding from Government agencies, private organizations, or foundations. This involves writing grant proposals, budgeting, and reporting results to the funders.
- 3. Publishing Findings and Consultancy and Revenue generation:** Research faculty publishes his/her findings in peer-reviewed journals, presents at Conferences, and may contribute to books, or industry publications. In addition to his/her primary research and academic responsibilities, research faculty member is encouraged to engage in consultancy and revenue generation activities to support his/her Department/College/University. The expected outcome of a research faculty is given below in table 1.



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Outcomes (Per year)	Assistant Professor	Associate Professor	Professor
<b>Research Article</b> (Indexed in SCOPUS/WOS/SCI/PUBMED/ABDC etc.)	3	4	5
<b>Book</b> (Edited/Text Book)	1	1	1
<b>Book Chapters</b>	1	2	2
<b>Patents/Copyrights</b>	1	2	2
<b>Project Submission</b> (Govt./Non-Govt)	2	3	4
<b>Project Submission Amount (Rs)</b>	10-20 Lacs	20-80 Lacs	>80 Lacs
<b>Minimum minor/major research project approval Amount (Rs)</b>	3-5 Lacs	5-15 Lacs	>15 Lacs
<b>Consultancy Projects</b>	1	2	3
<b>Revenue generation from Consultancy (Rs)</b>	10,000-50,000	50,000-2 Lacs	>2 Lacs
<b>Seed Money Project</b>	1	1	1

Table 1: Annual Targets of Research Faculty

- Mentoring Students and Staff:** He/She should supervise graduate students, postdoctoral researchers, and other research staff, providing guidance and support for his/her work.
- Collaborating:** Research faculty frequently works with other researchers, both within his/her Department/College and with external partners, to advance projects or explore interdisciplinary research.
- Teaching (4-6 hours per week):** Although research faculty may not have regular teaching responsibilities, some positions are required to teach the courses related to their research area.
- Staying Updated:** He/She should keep up with the latest developments in the related field, attending Conferences and Workshops, reading relevant literature, and engaging with academic or industrial communities.
- Any Research faculty appointed as Assistant Professor/Associate Professor/Professor would ideally serve the University for a minimum tenure of 3 years so that outcomes of his/her contribution may be properly assessed or as per the terms & conditions stated in the offer letter.



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9. The reporting of the faculty will be to the concerned College Principal/Dean.
10. The research faculty would not be given any other administrative/coordinating responsibility in the College/University.
11. The research faculty would also be eligible for the Research Incentive/Financial Assistance Scheme of the University.
12. Review of the work done by the faculty would be checked/monitored on monthly basis jointly by the concerned College Principal/Dean/Associate Dean (R&D) and a Professor nominated by the Vice Chancellor.
13. In case, a faculty fails to align his/her performance to the defined targets, the competent authority may take an appropriate action.

This is issued with the approval of Hon'ble Vice Chancellor.

(Dr. Vaibhav Rastogi)  
Joint Registrar

Dr. Vaibhav Rastogi  
Joint Registrar  
Teerthanker Mahaveer University  
Moradabad

## Copy to

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| <p>I</p> <ol style="list-style-type: none"><li>1. OSD to Hon'ble Chancellor for info. Please</li><li>2. P.S. to Hon'ble Chancellor for info. Please</li><li>3. P.S. to Hon'ble Group Vice Chairman for info. Please</li><li>4. Hon'ble Executive Director</li><li>5. Director (Administration)</li><li>6. Registrar</li><li>7. Director (Hospital Administration)</li><li>8. Director- Governance (Dental &amp; Allied Health Sciences)</li><li>9. Director HR</li><li>10. Director (Accounts)</li><li>11. Director (Admissions)</li><li>12. Chief Warden</li><li>13. Chief Proctor</li><li>14. Finance Officer</li><li>15. Jt. Registrar (Alumni Relations)</li><li>16. Jt. Registrar (Administration)</li><li>17. Jt. Director (Security, Students Welfare &amp; Admin.)</li><li>18. Jt. Director (TMU Entrance Test)</li><li>19. General Manager (IT)</li><li>20. Deputy Registrar (Registration &amp; Migration)</li><li>21. Head (Social Media &amp; Digital Marketing, ERP)</li><li>22. Manager (Payroll)</li><li>23. Guard File</li></ol> | <p>II</p> <ol style="list-style-type: none"><li>1. Hon'ble Vice Chancellor</li><li>2. Dean (Academics)</li><li>3. Controller of Examinations</li><li>4. Deans/ Principals/ HoDs</li><li>5. Dean Students' Welfare</li><li>6. Director (IQAC, CTLD, CDOE)</li><li>7. Associate Dean (R&amp;D)</li><li>8. Associate Dean (Academics)</li><li>9. Associate Dean (Ph.D. Cell)</li><li>10. University Librarian</li><li>11. Joint Director (CRC)</li></ol> |
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