

**K. J. Somaiya College of Engineering, Mumbai-77**  
(Autonomous College Affiliated to University of Mumbai)

**Internal Research Review Committee (IRRC)**

The IRRC committee tenure will be for three years i.e. up to November 2020. The committee members will be as follows. The committee will have to take final approval from Principal from time to time for any decision taken. **Thus the final authority is Principal but the day to day functioning will be looked after by the committee.** There will be various roles / responsibilities of the committee and from time to time advisor / chairman will identify the members to complete the defined tasks. This committee will not be for any examination but the committee members will be part of examination / seminars wherever applicable as a default member. Also the advisor / chairman may appoint subcommittee comprising the members of IRRC to address the various issues / roles and responsibilities.

Sr. No	Name	Position	Representative for Department
1.	Dr. N. R. Gilke	Advisor	Vice Principal
2.	Dr. R. G. Karandikar	Chairman	Dean (AP)
3.	Dr. Sonali Patil	Coordinator	IQAC
4.	Dr. Kashinath Patil	Member	MECH
5.	Dr. Shailesh Nikam	Member	MECH
6.	Prof. Rajanarsimha	Member for UG/PG	MECH
7.	Dr. Deepak Sharma	Member	COMP / IT
8.	Dr. Jyoti Joglekar	Member	COMP /IT
9.	Prof. Sangeeta Nagpure	Member for UG/PG	COMP/IT
10.	Dr. Samidha Kulkarni	Member	ETRX / EXTC
11.	Dr. Ameya Naik	Member	ETRX / EXTC
12.	Prof. Rohini Deshpande	Member for UG/PG	ETRX / EXTC
13.	Dr. Nirmal J.	Member	Ph. D Co-coordinator
14.	Dr. Ramesh Lekurwale	Member	Ph.D Coordinator / documentation and communication in-charge

Date: 18/11/2017

  
Principal

**Roles / Responsibilities / Programs / Activities to be undertaken by IRRC**

**UG**

- The UG project coordinators will continue to perform their defined duties / role and responsibilities but now sometimes they will work together with IRRC members
- The committee members will visit cross departments and will make survey of the UG projects
- This visit should be during the Month of August every year and final report to be preserved in prescribed format
- The committee will suggest improvements if any
- The committee will review the research potential of projects and will identify them
- Such projects will be supported and continuous monitored by the committee throughout the year
- The committee will promote finance / publications / taking part in competition / permanent display at college level etc. regarding such projects
- The committee will also address issues like change of project/ change of guide/intellectual rights preservation/ unfair means etc. The department has to route such decisions through committee
- The committee will be also be responsible / will play a role to approve internal and external examiner panel for UG projects
- The committee will support the **Prakalpa** organized by the ISTE every year in March /April for final year projects exhibition / competition
- Committee will support research and projects activity of Dean(R & D) through UG projects
- The examination system of UG projects will continue as it is and there will be no role of IRRC except the examiner panel approval and whenever is needed for any specific issue to be addressed
- All direct approvals will be done by either advisor or chairman
- IRRC reserves all rights with approval from Principal to take decision under various issues addressed to them
- **The summary of the UG activities directly defined under IRRC are**
  - **UG project approval in August**
  - **UG internal / external examiner panel approval in October / November**
  - **Supporting the organization of Prakalpa in March / April**
  - **Promotion and supporting of sparking UG projects**
  - **Any specific issues listed above**

**PG**

- The PG coordinators will continue to perform their defined duties / role and responsibilities but now sometimes they will work together with IRRC members
- The committee members will visit cross departments and will make survey of the PG projects
- There will be system like topic approval and the PG coordinator will have to complete this task by taking the topic document in prescribed format from PG students

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- This topic approval should be done during the Month of August every year and final report to be preserved in prescribed format
- The committee will suggest improvements if any
- The committee will review the research potential of PG thesis topics and will identify them
- Such thesis / projects will be supported and continuous monitored by the committee throughout the year
- The committee will promote finance / publications / taking part in competition / permanent display at college level etc. regarding such thesis / projects
- The committee will also address issues like change of project or thesis topic / change of guide and co-guide / intellectual rights preservation / unfair means etc. The department has to route such decisions through the committee
- All the backlog cases / sending warning letters etc. will be done by the PG coordinator under the preview of IRRC
- The committee will also be responsible / will play a role to approve internal / external examiner panel for PG projects / thesis
- The committee will support the **Prakalpa** organized by the ISTE every year in March /April. During this competition the IRRC in coordination of PG coordinators will organize PG colloquium as poster presentation together for all the departments
- Committee will support research and projects activity of Dean(R & D) through PG projects / thesis work
- The examination system of PG projects / thesis will continue as it is and there will be no role of IRRC except the topic and examiner panel approval and whenever it is needed for any specific issue to be addressed
- Thus for STS there will be expert and guide / for stage I and II of project there will be guide, expert from department and chairman of other department as examiners. The final defense will be examined by the guide and external examiner. There will be one change that the chairman need to be to maximum extend from IRRC and should be cross department. But there can be some exceptional cases for which the IRCC will approval must be sought
- All the backlog cases / sending warning letters etc. will be done by the PG coordinator under the guidance of IRRC
- IRRC reserves all rights with approval from Principal to take decision under various issues addressed to them
- **The summary of the PG activities directly defined under IRRC are**
  - **PG project / thesis topic approval in August**
  - **PG internal / external examiner panel approval in September**
  - **Cross department chairman for STS/Stage I and II**
  - **Supporting PG coordinators for PG colloquium as poster presentation together for all the departments during Prakalpa in March / April**
  - **Promotion and supporting of sparking PG projects / thesis work**
  - **Any specific issues listed above**

**Ph. D**

- The Ph.D coordinator (Dr Nirmal J.) will continue to perform the duties / role and responsibilities but now sometimes he will work together with IRRC members

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- The IRRC will review the thesis topics once send to University of Mumbai for approval
- The IRRC committee will review the research potential of Ph.D thesis topics during the colloquium as poster presentation together for all the departments during Prakaalpa in March / April
- The committee will promote finance / publications / taking part in competition / permanent display at college level etc. regarding sparking thesis topics / projects
- The committee will also address issues like change of project or thesis topic / change of guide and co-guide / intellectual rights preservation / unfair means etc. The Ph. D coordinator and HOD has to rout such decisions through the committee
- All the backlog cases / sending warning letters etc. will be done by the Ph.D coordinator under the guidance of IRRC
- The Ph.D IPS and APS (organized every July / January) will be examined by the guide and two external experts (one expert may be internal) and chairman across the department. This is the practice we are implementing since 2014. The change will be now the chairman across department will be IRRC member. The examiner panel will continue till five seminars ( IPS + APS) from the date of registration with University of Mumbai
- After five IPS/APS IRRC there will be one additional external examiner as one of the examiner during sixth seminar (IPS) in view of approving the per-synopsis during sixth seminar (third APS) to Ph.D candidate. This external examiner will be approved by the IRRC. Remember the University of Mumbai permits to submit the synopsis after 22 months from the date of registration.
- The committee will be also be responsible / will play a role to approve internal / external examiner panel for Ph.D thesis
- The committee will support the **Prakaalpa** organized by the ISTE every year in March /April. During this competition the IRRC in coordination of Ph.D coordinators will organize Ph.D colloquium as a poster presentation together for all the departments
- Committee will support research and projects activity of Dean(R & D) through Ph.D projects / thesis work
- The examination system of Ph.D projects / thesis will continue as it is and there will be no role of IRRC except the review of topic and examiner panel approval and whenever it is needed for any specific issue to be addressed
- All the backlog cases / sending warning letters etc. will be done by the Ph.D coordinator under the guidance of IRRC
- IRRC reserves all rights with approval from Principal to take decision under various issues addressed to them
- Henceforth all the evaluation sheets of IPS/APS will be deposited to Ph.D coordinator. Dr. Lekurwale will assist for documentation. Also status / progress monitoring through tabular form will be done by Ph.D coordinator in prescribed format.
- **The summary of the Ph.D activities directly defined under IRRC are**
  - **Ph.D thesis topic review**
  - **Ph.D internal / external examiner panel approval**
  - **Cross department chairman IPS/APS**
  - **Supporting Ph.D coordinator for Ph.D colloquium as poster presentation together for all the departments during Prakaalpa in March / April**

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- **Promotion and supporting of sparking Ph.D projects / thesis work**
- **Any specific issues listed above**

**Note: Initially all the activities / meetings of IRRC will be initiated and coordinated by Dr. R. G. Karandikar and he will also prepare the necessary documentation wherever it is necessary.**

**Date: 18/11/2017**

**IQAC Coordinator**