



**OFFICE OF THE DEAN ACADEMIC AFFAIRS
RAJASTHAN TECHNICAL UNIVERSITY**

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Date: ~~31.01.2022~~

01.02.

To
The Principal/Director
All RTU Affiliated Institutes

Sub.: Guidelines for Establishment, Recognition and Operation for Centre of Excellence (COE).

Ref.: Directions of 73rd Board of Inspection.

73rd Board of Inspection vide agenda no. 73.4 has approved the Guidelines for Establishment, Recognition and Operation for Centre of Excellence (COE).

Please find attached herewith the Guidelines for Establishment, Recognition and Operation for the Centre of Excellence for further action.

Encl. A/A

Yours sincerely

(Prof. D.K. Palwalia)
DEAN, Academic Affairs



Rajasthan Technical University, Kota

RAWATBHATA ROAD, AKELGARH, KOTA

Guidelines for Establishment, Recognition and operating of Centre of Excellence (COE)

Preface

Universities are accountable to the society for a high-level research excellence and academic performance. In the University system scholars are expected to be accountable for their studies, teachers for their teaching & research, and University as a whole for the quality of education.

The quality of research can be maintained by adopting scientific and innovative methods in continuous manner. With the rapid development of technical and professional education, University has the responsibility to maintain quality technical research in Rajasthan. In view of this, recognition process the regulations are hereby being framed.

CRITERIA FOR RECOGNITION of COE

Recognition of Centre of Excellence (COE) shall be granted by the University to establish centre of excellence at the institute and to facilitate researchers, scholars and students for the prescribed duration. The criteria for recognition are described as under:

- a. All the institutes running courses of Engineering, Architecture, Management, Computer Applications and Hotel Management & Catering Technology etc. under the jurisdiction of RTU shall satisfy the prescribed requirements of the University and also follow the rule, regulations and guidelines of the Statutory/Regulatory bodies issued from time to time i.e. GOR/AICTE/COA etc., as the case may be.
- b. The institute applying for recognizing as COE in particular domain under the jurisdiction of RTU should have "Affiliation/Extension of Affiliation" from the University.
- c. The institute(s) shall comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the RTU framed in this regard and amended from time to time.
- d. The institute(s) shall have sufficient Laboratories, Hardware, Software's with sufficient accommodation for researchers and trainees to meet the academic and other requirements, as specified by the RTU & AICTE for recognizing COE and similarly COA requirements for Architecture and planning.
- e. The institute(s) shall have academic buildings sufficient to accommodate the faculties, lecture/seminar rooms, library and laboratories, etc.

- f. The institute(s) shall provide adequate infrastructure for essentials like water, electricity, ventilation, toilets, sewerage, power backup etc. in conformity with the University from time to time.
- g. The institute(s) shall have a library with titles & volumes of books Journals and E-Journals (International & National) along with the books related to COE, as per the requirements of COE.
- h. The institute(s) may preferably have a multipurpose complex, an auditorium and facilities for sports, canteen, healthcare, separate hostels for trainees and researchers.
- i. The COE must have an earmarked building space apart from the existing teaching learning space.
- j. The COE must have entry and exit suitable for working round the clock.
- k. The institute(s) will have to display training modules for those offered for training of one week, two week, one month and two month duration with all details at COE.
- l. The institute(s) shall have buildings constructed incorporating the provisions laid down for differently-abled persons.
- m. The institute(s) shall appoint required numbers of teaching and non-teaching staff to facilitate researchers and trainees in the area of COE. The guidelines are subject to modifications from time to time.
- n. The institute(s) having recognized COE will announce the training programs for interested training candidates. Institute may charge nominal fee. The nominal prescribed fee to be charged must be displayed along with training modules on institute website, brochures, notice board etc. for wide publicity and same should be informed of RTU through office of DEAN, AA.
- o. In the cases where affiliation is withdrawn (de-affiliation, termination, suspension or voluntary), the institute shall not be allowed to run the COE.
- p. In case of violation of norms as mentioned above, the University is authorized to take penal actions on the COE/institutes.
- q. Institute shall be given weightage of marks for each recognized COE in Quality Index Value (QIV) calculation.
- r. Inspection of each recognized COE shall be carried out once in every three year. After inspection if any institute fails to satisfy the norms of COE, it will be reviewed or derecognized. The fee of inspection shall be chargeable as per affiliation inspection fee payable once in three year.
- s. The institute(s) is required to submit required data and updates of COE through affiliation form or in separate report every yearly as per schedule decided by the University. Such reports must contain the details of training program conducted, details of trainees, details of IPR generated/filed, technical additions in terms of equipment's/manpower/software etc. The grant of COE shall be reviewed in every three year on the basis of the report of inspection team followed by the decision of BOI.
- t. The University may decide to carry out the inspection of any COE on the basis of complaint or at its own.

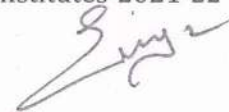


PROCEDURE OF RECOGNITION

- The institute(s) may apply for recognition/extension of recognition of COE in the format as prescribed by the University with a fee deposition of as equivalent to inspection fee of RTU.
- The institute can submit maximum of two application in a academic year/session for which institute will have to pay a common fee.
- The schedule for submitting such application shall be notified by the University and the same shall be available on university website.
- The application shall be submitted with all the details as required by the University in its prescribed form.
- The recognition of COE shall be subjected to an inspection by the University through a team of subject experts, their technical report and thereafter approval of BOI by the University.
- Team of inspectors for institute(s) shall be appointed by Dean, Academic Affairs after due approval from the Vice Chancellor.
- The report of the inspection team shall be submitted to Dean, Academic Affairs. The report shall be presented to BOI.
- The recommendation of BOI shall be approved by the Vice Chancellor and Dean, Academic Affairs shall take further necessary action accordingly.

MISCELLANEOUS

Anything not contained in these regulations, shall be decided by the University. In case of dispute on any matter and interpretation of these regulations, the decision of the Vice Chancellor shall be final and binding.



**PROFORMA FOR SUBMISSION OF PROJECT PROPOSALS FOR CENTRES
OF EXCELLENCE (COE)**

(To be submitted on letter head of institute)

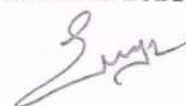
PART I: GENERAL INFORMATION

1. Name of the Institute submitting the Centre of Excellence Proposal:
2. Address with pin code, contact no. and email id
3. Proposed name of Center of Excellence:
4. Fee payment detail:
5. Vision and Mission of proposed COE
6. Objectives and Relevance of the proposed COE (Not Exceeding 1000 Words)
7. Technical novelty and utility (Not Exceeding 1000 Words)
8. Possible patentability of the research under COE
9. List of mentor faculties with qualification details and expertise details in relevant COE
10. List of support staff dedicated deployed for proposed COE with qualification details.
11. Details of the National/International Institutes/Industries involved in the proposed center of excellence

PART II: TECHNICAL DETAILS OF CENTRE

12. Specific thematic focus (not to exceed 2 pages or 1000 words)
 - o Conceptual framework and scientific strategies of the above thematic focus supported by citations
 - o Current status of research and development in the area (both international and national).
13. Previous experience in the field: Work already done by the Department/Institute in this field (supported by papers published, IPR/ patents held, and grants received in the field)
14. Strategy to provide scientific mentorship/ skill development/ startups of young engineering/ professional students under the center
15. Proposed training programs schedules with list of objectives covered for different duration and schedule.

One week training
Two week training
One month training
Two months training



PART III: INFRASTRUCTURAL FACILITIES

1. Major Equipment's, accessories exclusive for COE

S.No.	Name of Equipment	Specification	Make	Research Application	Total Cost

2. Major Software and IT structure for COE

S.No.	Name of Equipment/Software	Research Application	Total Cost

3. Other available infrastructure facilities

Description of the infrastructure required	Use in Research Centre	Total

4. List of Consumables

S. No	Item	Quantity	Total Cost

5. Other funded activities organized in past in the area of Proposed COE

	Year	Total Cost
Workshop/Training/Seminar/Conference/skill development training/startups etc		

PART V: DECLARATION/CERTIFICATION

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It is certified that

- a) the Institute assumed to undertake the financial and other management responsibilities of the center of excellence
- b) the Institute provide the necessary facilities and infrastructure for the center of excellence

Signature of Principal/ Director of Institute with seal Date

