

DESAM Research Institute Roles and Responsibilities

The roles and responsibilities of every individual working within the DESAM Research Institute are clearly defined and published on the official website. This approach ensures transparency in task distribution and reinforces mutual respect across disciplines. Each member of the Institute performs duties strictly within their designated scope of responsibility and does not interfere with the authority of others.

1. Director of the Institute

The Director is responsible for the overall administration of the DESAM Research Institute. The scope of duties includes:

- Supervision and coordination of all research laboratories affiliated with the Institute
 - Coordination of Institute personnel (secretary, technicians, researchers, etc.)
 - Management of administrative operations and organizational processes
 - Coordination with the Rectorate for the procurement of consumables and fixed assets
 - Planning and monitoring all research and development activities
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2. Board of Directors

The Board of Directors consists of seven faculty members, all holding equal voting rights. Decisions are made based on majority vote. The Board's responsibilities include:

- Defining the vision, mission, and research policies of the Institute
 - Participating in researcher recruitment and evaluation processes
 - Planning of training programs, events, and collaborative projects
 - Making decisions regarding partnerships with non-governmental organizations
 - Providing strategic direction for all Institute activities
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3. Researchers

Researchers within the Institute are responsible for the planning and execution of scientific projects. Their responsibilities include:

- Drafting and submitting research project proposals
 - Managing funding and resource acquisition processes
 - Identifying and monitoring the procurement of consumables and materials
 - Preparing complete and accurate project reports
 - Ensuring project outcomes lead to tangible outputs and managing patent application processes
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4. Laboratory Coordinators

Each laboratory has an assigned coordinator responsible for its technical and administrative management. Key duties include:

- Ensuring that all equipment is operational and well-maintained
 - Monitoring inventory and identifying shortages of consumables
 - Maintaining order and organization within the laboratory
 - Ensuring that research activities proceed smoothly in the designated laboratory
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5. Technicians

Technicians operate under the authority and direction of the Laboratory Coordinators. Their responsibilities are as follows:

- Overseeing laboratory order and day-to-day operations
 - Monitoring equipment and consumable inventory
 - Reporting shortages to the Laboratory Coordinator
 - Providing timely and effective technical support
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6. Secretary

The Institute Secretary provides administrative support under the direction of the Director. Key responsibilities include:

- Preparing and following up on official correspondence
- Designing posters, announcements, and informational materials
- Organizing training rooms and meeting venues
- Supporting the administrative coordination of Institute activities