Research Policy

Office of Research & Development
Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology
Avadi, Chennai – 600 062, India.

Content

1. Preamble

In observance with its Commitment, Vision & Mission, Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology (Vel Tech) expects that Research conducted in its name should be of the highest standard, promotes interdisciplinary and cutting edge research activities for solving scientific and social problems.

Vel Tech through the office of Research & Development, engaged in framing key research policies and procedures which are adhered by all researchers (Faculty members, staff, research students/scholars, project staff and unless otherwise stated all visiting academicians & research personnel).

Vel Tech facilitates and encourages emerging innovations by creating and promoting challenging novel research fields, creating sustainable and productive ambiance, motivating staff and students with incentives and in-house research seed grants support.

Prioritized goals of Vel Tech are to inspire, direct and coordinate various R & D accomplishments and undertakings of the staff and students towards national/international grant write-ups, the establishment of a unique network with other organizations/institutions/industries for translational and collaborative research.

2. Objectives

The envisioned research policy has the following objectives which provide a broad framework and an overview of the Vel Tech's substantial aims.

- To develop, create and promote sustainable research culture among all the researchers of the institute

- To identify challenging research areas and promoting interdepartmental and translational R & D activities

- To establish centre of excellences which works on sustainable development goals that bring people together from diverse disciplines capable of producing 'competency centres' where facilities and resources can be shared

- To increase the visibility of the institute by establishing state of art facilities with innovative thrust areas by creating and maintaining hierarchy in administrative policies and practices

- To inspire faculty and staff with incentives towards research activities

- To encourage and organize workshops/seminars/conferences on novel research topics and training programmes in diverse research fields

- To warrant the quality, integrity, and ethics in research accomplishments as per the Code of Practice for Research

- To facilitate, coordinate and integrate research outputs from various departments, assuring them with needed support to conduct R & D and publish scholarly papers, articles, and books

- To enable the exchange of views regarding recent advancements in numerous research fields through organizing leadership talks, annual/periodic compilation of works/abstracts/papers presented by the staff and students in national/international events

- To provide guidelines for the use of technology in faculty research with proper security and protection to research data

- To protect innovations and to ensure legal benefits to the researchers through a IPR Cell

- To serve as a facilitator for Interdisciplinary-Integrative research approaches with Industry-Academia & National-International research networks set-up

- To provide Faculty Development Allowances and promote professional guidance, technical support and financial assists

3. **Committees and Panels for supporting Research**

   a. *Vel Tech R&D Advisory Board (VRDAB)*

   The Vel Tech R&D Advisory Board (VRDAB) is established for advising and overseeing the research activities of the institute. This Board reports to the Board of Management.

   i. *Constitution*

   The VRDAB comprise of the following members

   - Vice-Chancellor – Chairman (ex officio member)
   - Dean - R&D – Coordinator (ex officio member)
   - One eminent expert from government R&D lab
   - One eminent expert from Institute of National Importance / Institute of Eminence (IoE)
   - One eminent expert from industry
   - Two Deans of the Schools on rotation basis

   ii. *Nomination and term of non - ex officio VRDAB members*

   - Non-ex officio members will be appointed as per the approval of the Vice-Chancellor based on recommendations by Dean - R&D.
   - All non-ex officio members serve for a term of up to three years, extended to serve up to a maximum of six years (i.e., two full terms) as per the approval of the Vice-Chancellor based on the recommendations by Dean - R&D.

   iii. *Roles and Responsibilities*

   The Vel Tech R&D Advisory Board (VRDAB) will strive to

   - Develop and enhance the institute's research capabilities.
   - Formulate, amend, and adhere to policies to promote, protect, and commercialize the institute's intellectual property.
   - Develop infrastructure and awareness to improve the quality of the institute's research.
   - Review the quarterly research progress reports and offer critical comments and suggest corrective measures.

   iv. *Frequency of meeting*

   The VRDAB will meet at least once a semester to review research progress and formalize strategies to enhance the research activities of the university.

   b. *School R & D Committee (SRDC)*

   i. *Constitution*

   The School R&D Committee (SRDC) comprise of the following members

   - Dean R&D – Chairman (ex officio member)
   - Dean of the respective school – Coordinator (ex officio member)
   - Head of departments under the respective school (ex officio member)
   - One professor from each department under the school
   - One associate/assistant professor from each department under the school

   ii. *Nomination and term of non-ex-officio members*

   - Non-ex officio members will be nominated by the respective departments with the approval of Dean
   - All non-ex officio members of the SRDC shall serve for a term of up to two years, extendable to a maximum of total two terms, based on the recommendation of the Head of the department and must be approved by the Dean of the respective school.

   iii. *Roles and Responsibilities*

   The School R&D Committee (SRDC) will

- Report to the VRDAB
- Identify the school's research and development priorities and monitor the quality and quantity of school research outcomes.
- Identify and promote the school's research thrust areas and suggest measures to achieve tangible outcomes.
- Carry out a comprehensive mapping of the core and ancillary competencies of individual faculty members of the school.
- Suggest and develop training/upskill programmes for the faculty members of the school.
- Motivate faculty members to generate their funds for undertaking research by means of external grants.
- Identify and foster inter-school collaboration to promote research in interdisciplinary areas.
- Promote and devise schemes to build strategic and durable partnerships with industries.
- Promote building of cooperation and collaboration with international experts.
- Oversee the adherence to the code of research ethics for the responsible practice of research.
- Evaluate research seed grant proposals and recommend for approval to VRDAB.
- Evaluate the post-doctoral fellowship proposals received by the school and provide comments/recommendations on them to the VRDAB.
- Prepare a research budget for the school for each Financial Year and submit to VRDAB for approval.
- Make recommendations to the VRDAB on matters related to the school's research promotion and infrastructure.
- Prepare concise quarterly research progress reports for the VRDAB.

iv. Frequency of meeting

- The SRDC will meet at least twice a semester to review the research progress made by the school.
- The quorum for meetings of the SRDC shall be at least 50% of the membership of the SRDC.

4. Office of Research and Development

The Office of R&D executes the strategic research plan and research-related activities which are approved by the VRDAB.

- The office supports and helps the researchers towards smooth conduct of Research.

- This office serves as first-hand information provider with respect to all R & D activities such as Funding, Publication, Patent etc.,

- The office of R&D facilitates interaction with national and international experts, agencies supporting research & development, and liaises between institute and funding agencies.

- The Office of R&D supports the researcher for the Research Proposal Preparation on the administrative side to get the required document/endorsement certificate from the institution.

- It supports faculty members in the filing of patents and documenting IPR generated through the research activity of the institute.

- Monitor the funded project on purchases/expenses as well as getting funds from the funding agency.

- Facilitate the laboratory facilities for the ongoing projects depend on need and plan for the future equipment purchases.

- This office holds responsibility of reviewing the faculty members' Research Performance through SRDC.

- This office is headed by a Dean and reports to the Vice Chancellor.

5. Responsibilities of Researcher

This section covers the roles and responsibilities of all the researchers of the institution, who are involved in practicing research activities in the institution. All researchers should abide by the research regulatory framework of the institution and strictly follow the code of ethics in the conduct of research. The multiple roles and responsibilities of the researcher as faculty, Ph.D. supervisor, principal investigator, research collaborator and independent researcher are as follows:

- Each researcher is determined to develop and establish the area of research in various centres of excellence/laboratories under every department.

- The researcher will be involved in teaching and encouraging the students to take up the challenging projects in his/her areas of excellence.

- The faculty member who has completed a doctoral degree should get Ph.D., supervisorship. The researcher will be involved in training and supervising students, project fellow and Ph.D. scholars.

- The researcher is eligible to avail seed grant support from the university to build the basic research infrastructure and establish well equipped research laboratories.

- The researcher will be engaged in planning and conducting research experiments, analysing, and interpreting data, experimenting with field studies and implementing a solution for societal problems.

- The responsibility of the researcher lies in taking forward his/her research by applying for funded research projects from central and state government funding agencies. In addition, the researcher can focus on establishing international funding, industry sponsorship and consultancy projects.

- The researcher is responsible for the scientific rigor and integrity of the research work. The researcher should strictly adhere to the research regulatory framework in the research conduct to avoid any conflict of interest, malpractice, and plagiarism.

- It is the sole responsibility of the researcher to maintain the research quality standards and encouraged to establish MoUs or collaboration with reputed national/international research centres for improving the research standards.

- The researcher must create and maintain the database of research projects, stock register listing the equipment and consumables with a clear picture of the budget utility.

- The researcher is responsible to publish the research work in peer reviewed SCI Indexed journals, file patents and copyrights. The balance between the academic and research has to be taken care by the researcher to (i) publish at least two research articles as the first author in a peer reviewed SCI/SCOPUS INDEXED journal, (ii) present in at least one reputed international conference and (iii) submit at least one research proposal in a year.

6. Integrity and Code of Ethics

a. *Principle*

Research is the concordat to support research integrity as "a process of exploration leading to new insights, effectively shared", it includes the invention and production of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights. Research integrity is defined in terms of the commitment to the values of honesty, responsibility, authenticity, and dissemination.

b. *Falsification, Fabrication and Plagiarism (FFP)*

Falsification means existing data or results were illegitimately altered, that is changing words, ideas, or information to change the meaning of original. To avoid falsification, read the whole text in the research articles and clarify when you add your ideas into the manuscript/thesis. *Fabrication* is making up or construction of the data and makes it as true, in other words 'lying'. To avoid fabrication, look for more information and be willing to change your mind based on the evidence. *Plagiarism* is using words, ideas, or information from someone else without giving credit/citation. In

other words, swindling ideas accidentally or on purposefully. To avoid plagiarism, cite where you got the information.

c. *Institutional Guidelines for curbing FFP*

It is the key responsibility of an Institute to differentiate the original content from FFP work. The students, scholars and faculty members are mandatory to submit a signed declaration that they were conscious of the FFP policy of the Institute and no element of their work, either research articles, proposals, thesis or dissertation is imitated in any structure. The Institute offers software to detect the FFP content in various sources that have already been published.

It is expected that, every researcher to use the tools/software to check Plagiarism before submission of any document for publication, funding etc.

d. *Violation of code of ethics*

Action will be taken on the researcher/s who were involved in FFP as per the Guideline / Advisory issued by the statutory bodies.

7. Financial Support

The institute encourages and supports the Faculty members to take up various Research activities. The financial support is granted based on the Department / Office of R&D budget availability.

a. *Support for analytical/testing charges*

The institute supports the faculty members for their experiments and tests done from outside the institute. The procedure for claiming analytical and testing charges is mentioned below.

- This financial support shall be applicable to the first author of the article only.
- The maximum grant for this scheme is Rs.10,000 (Rupees Ten Thousand Only). It will be granted based on the impact factor of the published article. If the impact factor is less than 3 and greater than or equal to 3, up to Rs.5000 and Rs.10,000 will be reimbursed respectively.
- Invoice for the Testing /Characterization must be obtained in the name of the Institution.
- Article / Paper must be published in SCI Indexed journal.
- Results of the Testing /Characterization should reflect in the published article, and it is mandatory to acknowledge the Vel Tech funding for the research work.
- Reimbursement request must be submitted by the first author through Proper Channel to office of Dean – R&D with Reprint of the published Paper / Article, Original Invoice (with email communication, if the invoice is sent by email), Copies of Characterization / Testing results and proof of impact factor.

b. *Presenting paper in conferences (National/ International)*

The institute supports the faculty members for presenting research articles in conferences in India and abroad. The procedure and guidelines for submitting the grant application to avail the grant under this scheme are given below.

- The institute will offer a grant up to Rs.25,000 (Rupees Twenty-Five Thousand) for the International Conference held outside India and up to Rs.8,000 (Rupees Eight Thousand) for the conferences held within India.
- The research articles presented in the conference should be indexed in SCI / Scopus.
- For international conferences, the faculty members are encouraged to apply the travel grant into funding agencies such as SERB, INSA, CSIR, etc. If not selected, the faculty member shall submit the grant application to the Institute through the concerned Dean and Head of the department.
- A faculty member shall avail anyone travel grant either from a funding agency or from the institute. However, for the need of an additional grant in case the funding agency grant is not sufficient, the faculty member can also request the institute grant. The approval will be based on the justification provided by the faculty member with details of expected expenses.
- If the applicant avails the Institute travel grant, the faculty member shall not submit another grant application until the completion of 1 year from the date of completion of previous conference at India and 2 years from the date of completion of previous conference aboard.

- The faculty member shall be a first author or corresponding author of the accepted paper. No grant for co-authors even if the faculty members are from the same institute.
- In case of any publication from the conference, it is necessary to acknowledge the Vel Tech Funding for the research work.
- The faculty member should submit the claim bills and other necessary documents within 30 days of the last day of the conference along with the published article.
- At the time of bill closing, the faculty member shall submit a detailed conference report to the Institute through the respective Dean and Head of the department and deliver a lecture to the students on the same topic.

c. Seed grant

The Seed Grant scheme is to encourage, and support newly joined and recently completed Doctoral faculty members to nurture preliminary R&D setup that will initiate their research career in the institution. The guidelines for submitting the proposal to avail Seed grant and to execute R&D work under this scheme are mentioned below:

- The seed grant scheme shall be applicable to the faculty members, preferably with a Doctoral degree, within 2 years from the date of Joining the Institute or within two years from the date of Ph.D. viva voce examination.
- The Institute supports the Seed Grant of up to Rs. 2 Lakhs.
- The Faculty Member shall submit a Seed Grant Proposal in prescribed format to Office of R&D through the respective head of the department and dean of the school.
- Initial screening of the proposal will be done by the department review committee and the shortlisted proposals will be further evaluated by SRDC to recommend the proposals for funding. However, the final recommendation shall be approved by the Vice Chancellor through Dean (R&D).
- If the proposal is accepted in principle, suggestions made by the SRDC should be incorporated and the revised proposal should be submitted by the applicant to the Office of R&D. On receiving the revised proposal, Dean (R&D) may recommend to the Vice Chancellor for release of the funds.
- The duration of the seed fund grant will be for one year from the date of approval by the Vice Chancellor. The approved grant will be utilized for necessary items/actions such as minor equipment, consumables, travel, testing and contingency. Purchase of laptop/PC/printer, publishing research articles and appointment of research assistant are not allowed from the Seed Grant.
- The PI of the Seed Grant Project shall mandatorily submit the quarterly report of the progress made in the project.
- At the time of project completion, the PI shall submit a detailed Project Report to the Institute
- The PI expected to publish at-lease one Research Article in any SCI indexed journals and / or to submit a Research proposal to funding agency after internal reviews.
- It is also mandatory to acknowledge the Vel Tech Seed Grant Funding for the research work.

d. Visiting research lab/ facilities

The guidelines for visiting the research lab are mentioned below.

- This research visit is mainly supported for the preliminary discussion towards submission of a project proposal by the applicant.
- The institute shall support the faculty members who visit the research lab at reputed Institutes/Lab anywhere in India. The applicant should produce an approval letter from the host institute or mentor for the research stay.
- The research stay shall be permitted maximum for two weeks.
- After the completion of a research visit, if any relevant funding schemes are opened, the faculty member shall submit a project proposal based on the outcomes of a research visit. The applicant faculty member will also submit a detailed technical report to the Institute and reflect the results in the publication.
- The financial support towards travel/stay will be decided on case to case basis.

8. **Affiliation & Acknowledgement**

- All researchers of the Institution must use the full name of the Institute i.e. Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology. No acronym or short form to be used.

- Please ensure that the units within each affiliation are in hierarchical order from smallest to largest.

- Ex. Lab name (if applicable), Department of Aeronautical Engineering, Vel Tech Rangarajan Dr.Sagunthala R&D Institute of Science and Technology, Chennai-600062, India.

- Affiliations are usually in title case (which means that all words except minor words like "of" or "on" are capitalized. Do not enter information in ALL CAPS or all lower case.

- Equal contributions (typically for first author) should be mentioned with a symbol near the authors in superscript and should be mentioned in the first page.

- Researcher should acknowledge the funding Agencies/Vel Tech, if any.

9. **Collaboration**

The institute encourages all the researchers to take up interdisciplinary research and to collaborate with researcher/s working in different group/area, different departments, different institutions & industry across the globe and societies towards providing scientific solutions to various problems encountered by the society.

10. **Safety**

All the researchers should follow the institute's safety regulations. A brief safety norms / precautionary measures to be followed are as follows

- Each lab should be equipped with a fire extinguisher and first aid kit

- In addition to the regular safety norms, every lab should have its own safety protocols.

- Operating manuals, list of "Do's and Don'ts" should be placed in the closer vicinity of every Instrument/equipment.

- Each faculty/researcher is accountable for framing safety guidelines and SOPs for their respective research labs.

- Every researcher should ensure the appropriate waste disposal methods in their respective labs.

- Each faculty/researcher is responsible for advising and helping members of his / her team in appropriate health and safety procedures that must be followed at work.

- Periodic inspections will be conducted by the Institute Level Safety Committee in all labs with/without prior information.

- It is the responsibility of the PIs to obtain Safety approvals (Ex. Institutional Biosafety Committee), Ethical committee's approval and other relevant approvals well in advance before initiating the works / submitting the proposals.

11. **Submission of Research Proposals**

The faculty members are advised to follow the listed steps for the submission of research proposals.

- On identifying the right funding call, the faculty members/PIs are advised to approach the Office of R&D at-least 10 working days before the deadline with the clearance from the Head of the Department as per the format prescribed in Annexure 1.

- The faculty members are expected to discuss the proposal in the department level committee towards getting critical reviews on the status and novelty of the proposal.

- It is the responsibility of PIs to check the eligibility status of the Call for Proposal (CFP) before approaching the Office of R&D.

- The PI should prepare the proposal as per the prescribed format indicated in the CFP.

- The PI should check the similarity index of the proposal before approaching the Office of R&D.

- Detailed CV of all the researchers involved with the overall list of publication and the publications in the corresponding area of the proposal must be submitted to the Office of R&D.

- The office of R&D, on approval of the Dean – R&D, will obtain the declaration/certificates required for submission of the proposal.

- PI should obtain quotation/s for all the proposed Non-Recurring items and, if applicable, Recurring items with the validity of at-least one year.

- It is the responsibility of the PI to submit the proposal by Online /Offline.

12. Execution of Funded Research Project

On receiving the sanction order from the funding agency, PI should forward all the details related to the sanctioned Project. PI may raise a request for allotment of laboratory / sharing a laboratory to the Office of R&D through proper channel.

To execute the projects efficiently, the institute will provide all the basic infrastructure such as computers, workspace with furnishing and internet facilities.

The execution of all the funded R&D project/s must be as per the terms and conditions of the funding agency and as per the sanction order. No deviation from the conditions indicated the sanction order will be permitted. Any such deviation requires written prior permission from the funding agency.

a. *Recruitment of Research Staff*

- Research staff for the funded project must be recruited as per the norms of respective funding agencies (such as valid GATE score / CSIR – UGC NET and other National Eligibility Tests).
- PI must post an advertisement in the institute website and other standard social media by clearly mentioning the funding norms and technical requirements with the approval of Dean – R&D.
- PI has to submit the list of candidates satisfying the afore mentioned norms in the ratio of 1:3. A research committee consists of PI, Co-PI, Dean R & D/Nominated faculty and Respective Head of the Department / Nominated faculty will interview the candidates and recommend a candidate as per the project requirement to Dean – R&D for necessary approval.
- The selected candidate will be approved by the Vice Chancellor
- The research staff must abide by the institute's rules and procedures in all aspects. The candidate is encouraged to register for Ph.D. at Vel Tech.

b. *Procurement/ Purchase procedure*

- PI must purchase Recurring / Non-recurring items as per the sanction order. Any deviation from the sanctioned item requires written approval of the respective funding agency.
- PI should submit a written request with the quotation and comparative statement from at-least three suppliers to the Office of R&D with PI's preference. The payment terms, taxes, import / custom charges (if any), delivery period, delivery mode and account details of the suppliers should be clearly mentioned in the quotation. No further modification will be allowed once the Purchase Order is placed.
- PI is expected to negotiate the amount as per the technical requirements.
- The office of R&D takes care of further procurement process as per the Institute's purchase procedure.
- It is important that the PI should not make any purchase commitments to any suppliers during this process.
- Any purchase above Rs.10,000 (Rupees Ten Thousand) will be through the Purchase Order process only.

- Typically, more than 50% of advance is not permitted unless otherwise a prior approval is obtained for paying more than 50% from Dean R&D.
- PI may raise an advance cash approval, if necessary, for the purchase of contingencies worth not more than Rs.10,000 (Rupees Ten Thousand).
- It is expected that all the payments are to be done by account transfer from Institution to the supplier directly.
- No item should be procured without prior approval of the Dean – R&D.
- In case of Purchase Order, every item brought into the campus must be with proper delivery chalan, original invoice and copy of the Purchase Order. All the items must be produced at the gate and will be verified by the Security / Gate in-Charge at the main gate.
- Items purchased must be entered in the respective Stock Book of the Lab / Project.
- All the Purchase Orders must be closed within 15 days from the delivery of the items.
- All the advance cash must be closed within 15 days from the advance payment.

c. *Progress monitoring of funded research projects*

- The project progress for the funded projects from various funding agencies including institute seed fund are reviewed Quarterly during the entire project period towards ensuring the timely completion of the project.
- The PI must give a detailed presentation to the SRDC or Committee Constituted by Dean – R&D on the milestones achieved with reference to the committed objectives and future works to be carried out as per the PERT / BAR chart submitted to the respective funding agencies.
- The expenses incurred under various heads allocated by the funding agencies during the Quarterly period and total are to be clearly indicated during the presentation and the future usage of balance amount can also be explained in detail.

d. *Submission of periodic progress report, completion report and UC /SE*

- Each funded project necessitates the project progress report, Utilization Certificate (UC) and Statement of Expenditure (SE) for every financial year/end of every year from sanctioned date. The PI and Co-PI must prepare the same as per the prescribed format of respective funding agencies and submit it to the office of R & D for necessary approval. Office of R&D support/assist in preparing the financial reports.
- Office of R & D will verify the prepared UC / SE and approved by the Dean R & D.
- Further, the finance officer will verify the account statements and expenses incurred under various heads and provide the approval which in turn the head of the institute will approve it.
- Once all the approvals are made by the Institute officials, the authorized charted accountant (CA) empanelled by the Institute will authenticate it. The PI should produce all the bills pertaining to the project to CA.
- During the project closure, a detailed project report detailing the completion of all the listed objectives and corresponding major conclusions, achievements, publications in the reputed journals, submission of intellectual patent rights, and other significant accomplishments must be brought out.
- The PI shall make sure that the project is completed in all aspects including financial and technical delivery. Also, PI should ensure that the unspent amount is returned to the funding agency.
- The PI shall be responsible to get project work completed as per the proposal within the sanctioned grant and duration. Also, the PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as sanctioned by the funding agency. PI shall handle all the communication to the respective funding agencies
- In case, a PI leaves the Institute, retires, proceeds on leave, or is unavailable for some reason, the Co-PI will assume the powers and responsibilities of the PI.
- If any equipment is to be returned to the funding agency after completion of the project, the same should be clearly spelled out explicitly in the project proposal, supported by written communication before the start of the project from the funding agency to this effect.
- A copy of all project reports and UC /SE must be submitted to the office of R & D.

13. **Awards & Recognition**

   a. *Awards*

   The Institute research awards are to recognize and encourage the faculty members for their outstanding contribution in publications, funded projects, books, and patents. Every year the research awards and incentives will be distributed on the Research Day Celebration.

   i. *Best Researcher of the Year (Institution)*

   - This award will be granted based on the maximum points scored among institution level.
   - The award includes a cash prize (Rs.25,000), certificate and memento.

   ii. *Best Researcher of the Year (School)*

   - This award will be granted based on the maximum points scored among school level.
   - The award will be given to one member from each school.
   - The award includes a cash prize (Rs 5,000), certificate and memento.

   iii. *Emerging Researcher of the Year*

   - The faculty up to age limit of 35 years will be considered for this award.
   - This award will be at the Institution Level.

   Points will be calculated for the last 3 completed calendar years. Once awarded, the faculty member is not eligible for next two years.

   b. *Incentives*

   - 70% weightage is given to PI / 1st Author / 1st Inventor and 30% will be divided among all the Co-PIs / Co-Authors / Co-Investigators.

   i. *Funded R&D Projects*

   - For the funded projects, 5% of the amount received will be given as an incentive to the investigators.

   ii. *Publications*

Category	*Minimum Compliance Per Calendar Year*
C *(Only M.Tech)*	*2 (If Scopus indexed) or 1 (If SCI indexed)*
B *(Only Ph.D.)*	*3 (If Scopus indexed) or (If 1 SCI indexed & 1 Scopus Indexed)*
A *(Only Ph.D at Research Park)*	*4 (If Scopus indexed) or 2 (If SCI indexed)*

Notes on publications (Journals / Conference proceedings / Book chapters):

For A: Three publications shall be as first author and other one as second author (if all are scopus indexed) (OR) Two publications in scopus indexed shall be as first author and other two in SCI indexed with other authors (OR) One publication shall be as first author and other one as a second author (if both are SCI indexed)

For B: Two publications shall be as first author and other one as second author (if all are scopus indexed) (OR) Two publications in scopus indexed shall be as first author and other one in SCI indexed as second author (OR) One publication in SCI indexed shall be as first author and other one in scopus indexed as second author (OR) Two publications as second author (if both are SCI indexed)

For C : M.Tech qualified faculty must publish minimum 2 papers per year as first author in any journal / conference proceedings / book chapter etc (all Scopus indexed).

Faculties are eligible for the incentive of:

1. Rs. 5000 for each Scopus publication over and above the compliance
2. Rs. 10000 for each SCI publication over and above the compliance
3. 50% for first author and remaining 50% will be shared to all authors

iii. <u>*Patent*</u>

- Rs. 10000 for each patent granted and it will be divided equally to all inventors

iv. <u>*Books Published*</u>

- Rs. 5000 – Rs. 15000 for each book publication depending on the reputation of publisher (It will be divided equally for all the faculty members)

14. Management of Research Data

- It is the responsibility of every researcher to provide the complete information/data related to the Research carried out with the affiliation of this Institute to the Data Management Cell (DMC) at the Office of R&D.

- The data obtained from their research work should be kept for their backups and for the security of the data for not getting pirated by any other sources.

- The DMC will ensure their research data privacy confidentially.

- The loss of data during their research activity can be retrieved through proper approval from the DMC.

- A constant data storage will be maintained by DMC for about 5 years or till the completion of project or whichever is posterior.

15. Management of Research Facility

- Research Facilities category will be applicable for the hardware and software modules which are established with the internal or external funding irrespective of the place of establishment. The funding sources may be from external funding agencies, Govt schemes, seed money schemes, and internal funding from institution. Research facility management will be applicable for the hardware and the software available in the research park premises, Research labs, in depository as equipment, consumables, software, data, results of the previous completed, abandoned projects, ongoing research activities, and documents or reports.

- Every Research facility established as indicated above can be accessed by any researcher working in the institution with the prior permission of the competent authority.

- It is the responsibility of the faculty member to maintain the Research Facilities established and in case of non-functioning / malfunctioning of any equipment / tool/software must be immediately reported to the Head / Dean / Office of R&D.

- It is the responsibility of every researcher to maintain stock/inventory of all the items in their respective labs.

ANNEXURE 1

PROPOSAL INFORMATION SHEET

1. Details of the PI:

(a) Name:

(b) Designation:

(c) Department and School:

(d) E-mail ID:

(e) Mobile no.:

2. Details of the Co-PIs or Partners:

(a) Name:

(b) Designation:

(c) Department:

(d) Organization and Address:

(Add more sections to include additional investigators)

3. Details of the proposal:

(a) Funding agency and scheme:

(b) Title:

(c) Area of research:

(d) Budget:

(e) Mode of submission: Online / Offline

(f) Last date of submission of proposal:

(g) Whether hard copy to be submitted to funding agency: Yes/No

If Yes, provide dispatch address details and indicate the last date of submission:

4. Any other details: (if specific details such as Contribution

_____   _____   _____   _____

 Signature of all   **Head of the Department**   **Dean of the School**   **Dean – R&D**
the Investigators

Note: PI should prepare the cover letter, endorsement letter and other certificates or forms (if any) and submit along with this form.

Documents to be enclosed:

Detailed CV, Scopus Author Profile, Similarity Report, Certificates from Investigators, Filled-in Endorsement, Proposal as per the prescribed format, letter from collaborators (if any).