



RESEARCH AND CONSULTANCY POLICY

CONTENTS

S.No.	Particulars
RESEARCH POLICY	
1	Establishment of Research and Development (R&D) cell Governed by College Research
2	Committee (CRC):
3	Responsibilities:
4	Terms of Office
5	Quorum
6	Meeting Schedule
7	Reporting
8	Policy for Internal Research and Innovation Funding: Development Principles
9	Approval of Research Proposals
10	Research Ethics
CONSULTANCY POLICY	
1	Type I
2	Type II
CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY	
1	Eligibility
2	Criteria for Professional Development
3	Criteria for Funding
4	Application Procedures
5	Cancellation
RESEARCH INCENTIVES & REIMBURSEMENTS	
1	Schema of Research Incentive Awards:
2	Reimbursement for Research Paper Publications
3	Application for reimbursement for registration fee and travelling allowance for Research Publication for Academic year -----

RESEARCH POLICY

Improving high-quality scientific research is a necessary requirement for creating successful applications. The objective of Research & development (R&D) initiatives undertaken by SNIST is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities.

To achieve the high-quality research ambience the following policies has been undertaken. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

1. ESTABLISHMENT OF RESEARCH AND DEVELOPMENT (R&D) CELL GOVERNED BY COLLEGE RESEARCH COMMITTEE (CRC):

1.1 The Research and Development (R&D) Cell was established in 2019 as per the decisions taken by the Board of Governors.

1.2. The R&D Cell is administrated by the College Research Committee (CRC) which comprise of the following members*

- 1) Director – Chairman (ex officio member)
- 2) Principal - President (ex officio member)
- 3) Dean (Innovation) – Secretary/Convener (ex officio member)
- 4) Dean (Research)
- 5) Heads of the Department (HoDs) - Members
- 6) Assisting Deans (Senior Faculties, nominated by the Director/Principal/Dean) – Members
- 7) Nominee from the Industry - Member
- 8) Nominee from Network Institution–Member

*Head/Members should have Doctoral degree (Ph.D.)

*Head/Members should have Research publications in refereed journals to their credit.

2. RESPONSIBILITIES:

- 2.1 The R&D Cell is responsible for assisting the Academic Council in the performance of the Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and research training activities.
- 2.2 The development and enhancement of the Institute's research capacities. Motivate all faculties to pursue research in their respective areas of expertise.
- 2.3 The protection and commercialization of the Institute's intellectual property. Increasing consultancy activities related to R&D for Industry and Society
- 2.4 The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
- 2.5 The development of infrastructure conducive to promoting the quality and quantity of research and development.
- 2.6 The establishment of research and development priorities; and monitoring the quality and quantity of school research and development.
- 2.7 Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.

- 2.8 Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for. Promote emerging areas of research and development. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
- 2.9 To monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars. To be responsible for progression of research scholars.
- 2.10 To foster the development of multi-disciplinary research endeavors across Faculties and departments. Monitor the research and development performance of individuals, groups, Centres, Schools and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.
- 2.11 Oversee the application of the Code of Research Ethics for the responsible practice of research. To formulate incentive schemes for promoting research activities with teachers and students/scholars.
- 2.12 To promote building build strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.

3. TERMS OF OFFICE

- 3.1 Members of the CRC other than *ex officio* members shall serve for terms up to 3 years.
- 3.2 An appointed member may be appointed to serve for additional terms as per the approval.

4. QUORUM

The quorum for meetings of the CRC shall be the nearest whole number above 50% of the membership of the CRC for the time being.

5. MEETING SCHEDULE

The CRC will meet by 10th of every month. The Chairman/President/Dean is responsible for determining if more meetings are required.

6. REPORTING

The CRC will report to the Academic Council by way of its minutes.

7. POLICY FOR INTERNAL RESEARCH AND INNOVATION FUNDING: DEVELOPMENT PRINCIPLES

- (a) Funding will be for a minimum of 1 year, which can be further extended as per progress and requirement. In any case, maximum duration will be 3 years.
- (b) Funding priorities will be given to promote the innovation, commercialization, research publications and startups. Innovations should be aimed at developing prototypes.
- (c) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.

- (d) Implementation of the research funding: prototyping/simulation/minor equipment: 40%, publications (patent/paper): 25%, consumables/contingency: 25%, travel: 10%

8. APPROVAL OF RESEARCH PROPOSALS

- 8.1 The design and methodology of research undertaken by a member of staff or student must be submitted to CRC for evaluation and approval.
- 8.2 The PI and team will then make a presentation in front an evaluation committee which will set up for each project by the Director
- 8.3 The PI and team should submit a quarterly review related to the progress of the project
- 8.4 The PI and team will make a presentation at the end of one year. Based on the progress, the project can be extended after evaluation.
- 8.5 Project closure report should be submitted in the prescribed format within one month of the closure of the project.
- 8.6 At a given time, a faculty can have a maximum of 2 ongoing internal as PI.

9. RESEARCH ETHICS

All members should follow a research Ethic to:

- i. Promote shared ethical values and fulfill all academic/research activities according to such values.
- ii. comply with the highest standards of scientific and engineering research
- iii. Make no misrepresentation in the dissemination of research information and findings and not fabricate data or information.
- iv. Design authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.
- v. Commit to no form of plagiarism.

9.5 RELATIONSHIPS WITH THE COMMUNITY:

- (i) Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.

- (iii) Researchers will exercise their rights to academic freedom and freedom of scientific research, researchers are accountable to the community for the way in which they exercise those rights.

9.6 RELATIONSHIPS WITH SPONSORS

- (i) The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the research.
- (ii) Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical research.
- (iii) Researchers shall only utilize a sponsor's funds for purposes explicitly approved by the sponsor.

CONSULTANCY POLICY

1. TYPE I

2. Expert Advice and Development Projects: This type of project will be expertise intensive and based on the expertise of the consultant.

For example, – Analytical studies Cause and remedy studies

- Simulation/ modelling/ optimization – Design of systems/components/processes
- Development of industrial products/systems
- Development of systems software/application software for offline/online applications. – - Development of laboratories
- Human Resource development programmes
- Recruitment/entrance examinations
- Validation of designs/drawings

2. TYPE II:

This type of project will be Infrastructure intensive and will be based on extensive usage of the Institute infrastructure.

For example – Calibration

– Testing of industrial products/samples Capital Equipment on Consultancy Projects.

Since there are no overheads on the purchase of capital equipment in consultancy projects, it has been decided that only major equipment purchase should be allocated under this head.

1. Faculties are encouraged to have consultancy with external firms.
2. Once the terms and conditions are agreed between the faculty and the external firm, the same should be intimated to Dean, Research for necessary scrutiny and approval
3. Once approved, faculty can start the consultancy
4. Faculty can have a remuneration of 60% of the total consultancy amount for Type I and 50% for type II. Remaining amount should be the Institute share.

5. Before the original date of the start of the consultancy, the Institute share of the total consultancy amount should be deposited with the Institute.
6. Once the Consultancy term is over, the PI should submit a completion report along with expenditure statement
7. All transactions should be through the college account, including the consultancy remuneration for the faculty member(s).
 - **Policy for organizing in house seminar/conference/workshop related to R&D:**

CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

1) Eligibility

Faculty members with a regular full-time appointment and with one year of accumulated service are eligible.

2) Criteria for Professional Development

1. Courses, seminars, workshops and conferences intended to assist employees in maintaining and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the Institute, can be considered for funding
2. All professional development activities must be provided by an association that is in the business of career related training or upgrading, or a service provider that is in the business of educating
3. Employees approved for Professional Development Leave are entitled to up to **14 paid working days**.
4. The following will not be considered for funding –
 - Professional fees or dues
 - Training to meet minimum job requirements in the employee's current job (e.g. basic level training for newly installed or upgraded computer hardware or software will not normally be approved whereas intermediate and/or advanced computer training may be considered for funding).
 - Courses or programs an employee is expected to take at the sole request of a supervisor
5. General interest courses. An exception might be a course that could be an asset to the employee and the college

3. Criteria for Funding

Eligible employees can access funds for approved professional development to a maximum of **Rs.10, 000/-** per financial year (April 1- March 31).

Approved funding for individual professional development activities will not be carried forward into the next financial year.

Allowable expenses must be submitted within two (2) weeks of the staff development activity. Funds allocated to professional development activities will be in the following priority order –

1. Registration fees
2. Materials and supplies
3. Travel for activities off campus
4. Accommodations and meals

4. Application Procedures

1. The College pre-approves requests for financial support for development activities only. The college does not normally approve funding requests retroactively.
2. Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.
3. Completed applications are to be submitted to the Principal's office atleast one week prior to the event.
4. Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

5. Cancellation

Employees can request to withdraw their application and/or approved funding by writing to the Director after obtaining approval from Head of the Department.

Employees cannot use previously approved funding for a different purpose.

Employees who do not attend the professional development event for which they have received approved funding must repay the money, which will also make ineligible for future internal grants.

❖ **Research Incentives & Reimbursements**➤ **Schema of Research Incentive Awards:**

Faculty Research Incentive Awards from 2023 onwards		
Sl.No.	Category	Amount
1	SCI Publication	35,000-Q1
		30,000-Q2
		25,000-Q3
		20,000-Q4
2	Scopus/WOS Publication	20,000
3	Scopus/WOS-National Publication	10000
4	Conference Publication (IEEE/Scopus)	2,000/-
5	Book Publication from International Publishers - Unpaid	25,000/-
6	Chapters in Book Publication from International Publishers - Unpaid	10000
7	Book Publication from National Publishers - Unpaid	10,000/-
8	Chapters in Book Publication from National Publishers - Unpaid	5000
9	Shortlisted projects (by external funding agency)	5000
10	Projects called for presentation	10000
11	Research/Consultancy Projects (for received amounts)	3%
12	NPTEL Online Certification Course Performance	3,000/- Gold Medal 2,000/- Silver Medal
13	Patents with SNIST as Applicant	1,500 for published 10,000 for Granted
14	Best Paper Award	1,000/-
15	National Award from government agency (State or Central)(UNPAID)	2,000/-
16	International award from any reputed organization(UNPAID)	10,000
17	Research Supervisor (when a student joins PhD)	5,000
18	Research Co-Supervisor (when a student joins PhD)	2,500
19	Research Supervisor (when a student is awarded PhD)	10,000
20	Research Co-Supervisor (when a student is awarded PhD)	5,000

Reimbursement for Research Paper Publications

Type of Publication	Max Reimbursement	
SCI/ACM/IEEE Transaction/Elsevier	Q1 Journal-60%, Max 60,000/- whichever is minimum	Q2 Journal-50% Max 50,000/- whichever is minimum
	Q3 Journal-45 % Max 40,000/- whichever is minimum	Q4 Journal-40% Max 30,000/- whichever is minimum
Scopus /Web of Science	30,000 Max.	
IEEE conference/Springer conference/IOP/international /Scopus indexed conference	15000 Max.	



APPLICATION FOR REIMBURSEMENT FOR REGISTRATION FEE AND TRAVELLING ALLOWANCE FOR RESEARCH PUBLICATION FOR ACADEMIC YEAR 2021-22

Important Guidelines as resolved by College Research Committee (CRC)

1. Kindly fill out separate form for each publication reimbursement request
2. Please ensure institute affiliation in the publication is clearly specified as "Sreenidhi Institute of Science and Technology".
3. The reimbursement will be issued against the submission of the payment receipt
4. Travelling Allowance for out station to present the research paper will be approved as be Institute norms

Faculty Details	Full Name -	Designation-			
	Mb:	Department-			
Title of the Paper					
Name of the Journal					
ISSN and Indexing details		Scimago Journal Rank %	Q1	Q2	Q3
Details of the Conference <small>(If submitted through a conference)</small>					
Registration Fees		No. of external authors			
Travelling Allowance Expenditure					
Research Group					
Presentation Date					
Faculty Signature				Date -	

Note:-

- A) Faculty submitting the application is required to present the published work at the department research group meeting – HoDs kindly verify with concerned research group head.
 B) Please enclose– i) Copy of the paper, ii) Indexing Proof validity for current year, iii) Registration Fees Receipts and iv)Travel expenditure proofs

<u>HoDComments -</u>	
<input type="checkbox"/> - Please check this box and confirm, if this publication has been presented in the department Research Group.	
Signature of HOD	Signature of Dean (Innovation and Research)

PRINCIPAL

DIRECTOR

CEO