



**Shree Venkateshwara Hi-Tech Engineering
College
Gobichettipalayam**

POLICY FOR PROMOTION OF RESEARCH

*[Rules & Regulations for Constitution and
Procedures of Proceedings]*

SVHEC/PPR/2023-2024/01



*Govil
01/06/2023*



POLICY FOR PROMOTION OF RESEARCH

SVHEC/RP/01

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POLICY FOR PROMOTION OF RESEARCH

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1. Establishment of Policy for Promotion of Research

Shree Venkateshwara Hi-Tech Engineering College is committed to promote research culture in the campus by establishing Committee on Research and implementing specific and goal oriented research activities / schemes to facilitate research activities to be undertaken by the faculty members independently or collaboratively involving industry and students. There shall be the following research facilities established with required budgetary allocation

I. Research Regulations

The research regulations for M.Phil. and Ph.D. is prepared and implemented as per Affiliating University and UGC Norms.

II. Constitution of Research Committee

A Research Committee is hereby constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The research committee constitutes of 5 members nominated as below:

1. Principal, the Chairperson
2. Senior HoD, Member Secretary, and
3. One senior faculty member from each department nominated by the Chairperson

III. Policy on Promotion of Academic Research

A policy on academic research faculty to promote faculty involvement in research and developmental activities shall be prepared and implemented. This policy shall deal with the higher education of faculty members and faculty publication.

A well-defined policy shall be prepared and implemented to encourage the enrolment of faculty in Ph.D programmes and to declare suitable incentives for Ph.D holders and to those publish research articles in journals and reputed journals.



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IV. Policy on Seed Money for Internal Research

- a) Every faculty is eligible to apply for internal project which shall lead to collaborative / externally funded research projects.
- b) The college shall provide the basic infrastructure required to conduct research projects.
- c) Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.
- d) All innovative projects of faculty completed using the seed money are earmarked for filing patents. Further, suitable recognition and remuneration will be given to those faculties with patents.
- e) Faculty members shall take appropriate actions to get their innovations covered by IPR and copyright protected. Refer Annexure -3

V. Policy on Centre of Excellence

The college shall develop and nurture Centre for Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research. It is the commitment of the college with an aspiration to attract funding from governmental / international agencies and industry from relevant sectors. We strive to establish Centre of Excellence funded by AICTE / UGC / shall be. (Refer Annexure 4)

VI. Policy on Consultancy Projects

The colleges recognize that Consultancy is an effective way to disseminate knowledge and committed to make it accessible the available faculty expertise through service to industry and society.

The colleges, as a socially responsible institution wants to make an early and direct impact on society through consultancy, whereas maintaining balance between consultancy and the traditional roles as a teacher. All Research and Non-research consultancies are governed by the established norms as described in the Policy on Consultancy Projects.

A policy in this respect is prepared and implemented as shown in Annexure 5.



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VII. Policy on Innovations, Incubations and Entrepreneur Development

The colleges shall promote Innovations, Incubation, and Entrepreneurial Development among the teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights.

A policy in this respect is prepared and implemented as shown in Annexure 6.

VIII. Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

A policy in this respect is prepared and implemented as shown in Annexure 7.

IX. Incentives

A policy in this respect is prepared and implemented as shown in Annexure 8.



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Annexure 1

2. Constitution of Research Advisory Committee

A Research Advisory Committee has been constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The members of the Research Advisory Committee are:

1. Principal, the Chairperson
2. Senior Faculty as Member Secretary, and
3. One senior faculty member from each department nominated by the Chairperson

Research Advisory Committee Regulations

- i. The committee shall meet at least once in a semester.
- ii. Adhoc and emergency meetings shall be convened by the Chairperson whenever required.
- iii. Any changes in existing research oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of the committee is mandated.
- iv. The Chairperson of the research committee is empowered to monitor the activities and progress of the research activities.
- v. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, AICTE, and Anna University, Chennai as well as policies framed by our own college from time to time and approved by Governing Council of the College.





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Annexure 2

3. Policy on Promotion of Academic Research

1. The faculty members on roll but without Ph.D. degree must register for doctoral program within Five years of date of join.
2. Faculty of each department shall conduct research in focused areas. It is mandatory to publish at least two research articles / project results in UGC indexed / Anna University Listed Journals / WEB of Science / SCOPUS indexed journals.
3. It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.
4. The student projects (UG/PG) must be research focused and publisher in reputed journals..
5. The faculty members guiding Ph.D shall be given supervisor incentive.
6. Faculty members who pursuing the PhD degree, every academic year 10 days official research ONDUTY will be given for effectively doing their research work



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Annexure-3

4. Policy on Scheme for Research Seed Money

Introduction

Hindusthan Educational Charitable Trust is an ardent promoter of Education in this part of the country which runs about 11 educational institutions to promote quality education and research. The Trust always strives to boost the application of technological advancement for the benefit of the Society. The trust always encourages the inspired brains to innovate through research for which it extends support in the form of Research Seed Money. The foremost objective of this scheme is to provide financial assistance to initiate research in Commerce / Computing / Management / Engineering / Technology / Science and Humanities / Education streams.

Eligibility

Any faculty member, who is willing to be a Principal Investigator (PI), shall be currently working in SVHEC and shall make application for seed money along with one or two more inspired faculty members as Co-PI and students who have the fire to innovate and achieve the goals in a given time frame.

Proposal Format & Methodology

1. A willing faculty researcher shall submit application for seed money in the prescribed format in duplicate to the Convener, Research Committee of SVHEC
2. The proposals (not more than 1,500 words / 5 pages) must be in the prescribed format with following broad based information:
 - a. Statement of the Problem / Introduction
 - b. Literature Review
 - c. Research methodology
 - i. Title of the study
 - i. Objectives
 - ii. Physical Areas
 - iv. Sampling Procedure
 - v. Data Collection / Sample Collection



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- vi. Lab Analysis / Statistical Analysis
- vi. Expected Outcomes
- d. Time Frame
- e. Budget with justifications

Important Dates

The schedule for selection process will be as follows:

- Call for Applications : 1st October (every year)
- Application submission Last Date : 10th October (every year)
- Award of Seed Money after scrutinizing : 25th October (every year)

Rules for grant of Seed Money

1. These rules shall be known as 'Rules of Scheme for Research Seed Money'.
2. The teachers / faculty members working in SVHEC are eligible to make application seeking Seed Money.
3. Financial assistance is limited to specific items of expenditure or to cover a part of the expenditure on the specific budgetary items.
4. The scheme is implemented with a view to provide seed money in the form of grants to promote research work in Arts / Commerce / Management / Engineering / Technology / Science and Humanities with particular relevance to the Socio-economic development of the Erode region with social relevance, industrial development and technology adoption.
5. The maximum eligible funding for a project is limited to Rs.50,000/-.
6. Subject to availability of funds, proposals will be scrutinized by a Research Committee as nominated by the Principal.



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7. The recommendations of the Research Committee shall be forward to the Principal of SVHEC for approval and subsequent sanctioning of grants in favour of recommended proposals submitted by the faculty members.
8. Financial assistance will be released directly to the Principal Investigator.
9. The date of start of the project shall begin from the date of approval as mentioned in sanction order irrespective of the actual date of release of grants.
10. The project duration is limited to a maximum of 12 months (1 year).
11. The progress report and utilization of funds shall be reported on completion of six (6) months.
12. The whole or part of the grant that remains unutilized within the prescribed time limit should be refunded.
13. The recipient / awardee shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.
14. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose.
15. On completion of the project, 2 copies of the final project report shall be submitted to the Principal and Dean (R&D) through head of the department after getting the scrutinized and approved by the Convener of the Research Committee.
16. The Utilization Certificate (UC) and Statement of Expenditure (SE) must be submitted along with final report of the project countersigned by the Head of the Department and Convener of the Research Committee.
17. When the Principal Investigator (PI) wishes to leave the Institution, then it is the responsibility of the PI to inform the same to the Principal through Research Committee. And in turn the Principal, in consultation with Research Committee and the Head of the Department, shall evolve steps to ensure successful completion of the project, before relieving the PI.



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18. After the completion of the projects the Awardees / Investigators must publish the reports / findings in the form of scientific papers in Scopus indexed and/or other popularly and internationally recognized journals.

19. In the case of sharing of commercial values generated, the following shall be the norms to be adopted:

a. The ownership of the knowledge generated from the project will be jointly owned by the College and the Awardee, as detailed below:

i. The college holds the right to benefits to the extent of the financial assistance provided by the college and

i. 10% of the market value of such knowledge generated.

b. While publishing reports / research articles in the journals, the Awardees / Investigators must acknowledge:

(i) the Institutional Affiliation of the Investigators and

(ii) That the grant is received under the Scheme of Research Seed Money extended by Shree Venkateshwara Hi-Tech Engineering College



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Annexure-4

5. Policy on Centre of Excellence

The college shall develop and nurture Centre of Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research.



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POLICY FOR PROMOTION OF RESEARCH

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Annexure-5

6. Policy on Consultancy Projects

Shree Venkateshwara Hi-Tech Engineering College has prepared and launched this Policy on Consultancy Projects to be undertaken by the faculty members, with effect from June 2023. The details are as follows:

Consultancy

SVHEC recognizes that Consultancy is an effective way to disseminate knowledge. We are committed to make our expertise available through service to industry and society. We want to make an early and direct impact on society through consultancy, still able to balance between consultancy and the traditional roles as a teacher. It is the consultancy policy that ensures that there is a consistency between the colleges' strategic research policy and priority and the consultancies undertaken and also ensuring that the costs are sustainable.

Consultancy Policy

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b) The Consultancy must not be in conflict with SVHEC Research and Extension.
- c) The staff who undertake shall ensure that there won't be any contradictions between policies such as employment, Code of Conduct, etc.
- d) The Consultancy must not be in conflict with the functions, objectives or interests of the college or damage the college's reputation.
- e) At a minimum, the salary and on-cost charges set by the College Management must be applied to all project budgets. All Consultancies are required to include overheads.



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- f) Staff members shall not undertake external research activities where no formal agreement has been authorized by the College.

Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. The provision of professional services such as designing, legal and medical advice is undertaken by members of faculty and staff.

Norms to undertake Consultancy

- a) The members undertaking consultancies are permitted to engage in Research and/or Non-research provided these consultancies do not interfere with the discharge of their duties as a teacher.
- b) Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through Chairman of Research Committee.
- c) No limit is placed on earnings. However there is a limit on the time spent on Consultancy.
- d) Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year.
- e) Variations to this time commitment require the approval from Principal / Secretary.
- f) A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.



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- g) Faculty members must obtain written permission from the Principal to undertake Consultancies.

Benefits of Consultancy

The college provides the following benefits to staff undertaking Research or Non-research Consultancies:

- a) The revenue generated from consultancy project will be shared 60:40 between the College and the faculty concerned.
- b) The revenue generated mentioned above strictly meant the amount unspent after settling all the bills / expenses pertaining to the consultancy project.
- c) Access to the College resources such as technical and administration staff equipment and telecommunications, subject to approval by the HoD or Office.
- d) Entitlements to use the College's name and reputation, providing it are not brought into disrepute.
- e) Ability to make reference to their College position and title in connection with the work.
- f) If more than one member take up the consultancy project then 40% amount shall be shared equally or as agreed by them.
- g) In case of any private Consultancy offered by a faculty in her/his personal capacity but that staff member accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

Approval for undertaking consultancy projects

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancy are required to be approved through.



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Exemptions and Variations

Exemptions to the above terms and conditions / norms and variations if any to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding / Consultancy Application coversheet, and approved by the Principal.

Transfers in from Other Institutions

In cases where a Research or Non-research Consultancy or grant is transferred to the College from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases where a grant is being transferred to HECT from another research organization and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

Conflict of Interest

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Principal through Chairperson of Research Committee for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

Intellectual Property in Consultancies

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.



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Annexure-6

6. Policy on Innovations, Incubations and Entrepreneurial Development

Shree venkateshwara Hi-Tech Engineering College strives to promote Innovations, Incubations, Entrepreneur Development among teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights. The Policy adopted by the college in this respect is as follows:

- a) SVHEC shall establish a Centre for Innovation & Incubation to inculcate the culture of innovation in the young and budding researchers in the institution.
- b) The innovation center may be instrumental by organizing various kinds of programmes such as ideation programs, collection of innovations from research undertaken in respect of academic research, funded research, consultancy projects and innovations / incubations.
- c) Necessary steps shall be taken to ensure that every major invention achieved out of conducting research shall be incubated in the incubation centre which will be augmented from time to time.
- d) Potential Student Innovators may be identified and allowed to select an incubated product and use the same to be developed in large scale through separately established start-up.
- e) The Entrepreneur cell of the College shall take steps to plan for providing training to the Incubates. The training imparted shall be designed in such a way that it may prepare the students to become successful entrepreneurs.
- f) The student start-up companies shall be promoted in the campus by way of extending financial support to the every innovation shall lead to filing a Patent.
- g) The college shall provide support required for filing the patents and also for completing the ground work required to get the patents registered and licensed.
- h) The college shall also encourage the teachers and researchers to apply and acquire Copyrights for their publications / Books / Monographs.
- i) Rewards shall be instituted and given to the faculty and student achievers in appropriate monetary and non-monetary format.



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Annexure-7

8. Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

- a) The college shall constitute a cell called 'Intellectual Property Rights Cell' with immediate effect.
- b) Appropriate actions / steps be taken to get financial support and approval from Central Government Agencies like DST / DBT / AICTE, etc and State Government Agencies like TNSCST for the IPR Cell.
- c) Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self-supported awareness programmes.
- d) Capacity Building programmes shall be organized with suitable expertise available within and outside the institution.
- e) Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / SWAYAM / Coursera, etc.
- f) The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.
- g) The faculty / students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.
- h) The College shall provide appropriate monetary and non-monetary incentives to those faculty and students who get patents for their products / successful prototypes.



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Annexure-8

9. Incentives & Other Benefits for Faculty Members

The Management of SVHEC is introducing the following policy for awarding incentives and other benefits for the Faculty Members to motivate and involve in R&D / Funding / Consultancy / Knowledge update.

Sl.NO	Category	Remarks
1	Journal Publications-I (Anna University Annexure or Impact Factor more than 4.0)	Rs.25000 for First Position Rs.18000 for Second Position Rs.8000 for Third Position Rs.4000 for Fourth Position
2	Journal Publications-II (Springer, Elsevier, Inderscience, Taylor & Francis)	Rs.10000 for First Position Rs.6000 for Second Position Rs.4000 for Third Position Rs.2000 for Fourth Position
3	Journal Publications-III (Scopus & Web of Science)	Rs.5000 for First Position Rs.4000 for Second Position Rs.3000 for Third Position Rs.2000 for Fourth Position
4	Journal Publications-IV (Only Google Scholar Index)	Rs.2000 for First Position Rs.1000 for Second Position Rs.500 for Third Position Rs.250 for Fourth Position
5	Book Publication-I (International Publisher, Tata Mc Hill, Pearson, Penguin etc)	Rs.10000 for First Position Rs.8000 for Second Position Rs.6000 for Third Position Rs.4000 for Fourth Position
6	Book Publication-II (National Publication with ISBN)	Rs.8000 for First Position Rs.4000 for Second Position Rs.2000 for Third Position Rs.1000 for Fourth Position
7	Book Publication-II (Book Chapter with ISBN)	Rs.2500 for First Position Rs.1000 for Second Position
8	Patent Publication	Rs.15000 for First Position Rs.13000 for Second Position Rs.10000 for Third Position Rs.8000 for Fourth Position
9	Supervisor (Ph.D)	Rs.10000 for Completion one Ph.D
10	DC Member	Rs.5000 for Completion one Ph.D



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Sl.NO	Category	Remarks
11	Attending Seminar/Conference/FDP/STTP/etc	<ul style="list-style-type: none">➤ Registration fee will be paid by the college➤ On duty will be extended including a day prior and a day after the program (Outside Tamilnadu only)➤ Once in a year can be availed
12	Study online courses in Advanced Domain	<ul style="list-style-type: none">➤ Examination fee will be paid when elite grade is obtained➤ 50% of the fee will be paid if passed the examination

Conditions

1. All the contributions need to have **Shree Venkateshwara Hi-Tech Engineering College**.
2. If more than one author from the SVHEC means, incentive will be given for the one position only.



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