DEPARTMENT OF RESEARCH & DEVELOPMENT

SYSTEM OF POLICY

VELAMMAL INSTITUE OF TECHNOLOGY,

CHENNAI 601204

Prepared by	Reviewed By	Reviewed By	Recommended by	Approved By
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R&D HEAD	VICE PRINCIPAL	PRINCIPAL	ADVISOR	DIRECTOR

RESEARCH AND DEVELOPMENT

EXECUTIVE COMMITTEE MEMBERS

1. Shri M.V.Muthuramalingam, Founder Chairman
2. Shri M.V.M. Sasi Kumar, Director
3. Shri K. Razak, Advisor
4. Shri M.Vasu, Advisor
5. Dr.N.Balaji, Principal
6. Dr.S.Soundararajan, Vice Principal
7. Dr.B.Sridevi, R & D Head

PREAMBLE

Velammal Institute of Technology acknowledge the importance of research and development in the institution and formed a R&D cell to encourage and monitor research activities in several fields of science and engineering. The R&D cell promotes teachers and students to participate in sponsored research programs/projects funded by various funding bodies such as DST, CSIR, DSIR, UGC, AICTE, and others. Velammal Institute of Technology's R&D division plans joint research programmes with India's premier research laboratories and institutes. Throughout the academic year, each department is encouraged to participate in various research and consulting initiatives. The R&D cell will monitor the research activity of our Institution's many departments on a regular basis.

VISION

To encourage research activities among students and Faculty members, as well as to provide a strong platform for exchanging/technology transfer and implementing unique and creative ideas for the socioeconomic development of society through the use of Science, Engineering, and Technology.

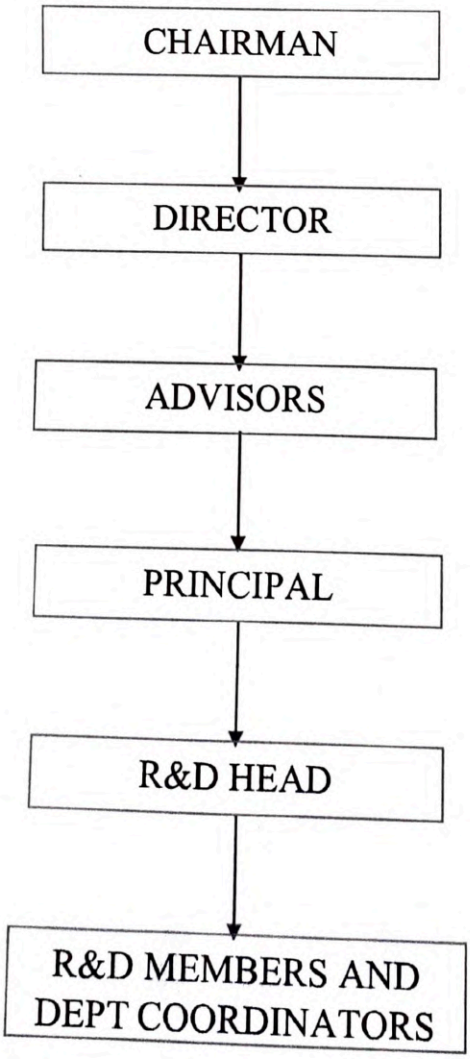
MISSION

To promote, develop, and facilitate research and development through implementing cutting-edge research in collaboration with government funding agencies, Non-Governmental Organizations (NGOs), and the Private Sectors.

AIM & OBJECTIVES

- To establish an R&D culture at the Institute by promoting research awareness among teachers and students
- To provide a platform for sharing available research facilities.
- To improve researcher collaboration for multidisciplinary research.
- To promote Memorandums of Understanding (MOUs) with various industries, R&D organizations, and funding agencies that offer financing for research activities.
- To monitor the success of the Institution's research process and projects.
- To establish research thrust areas, promote research, evaluate, and disseminate research results.
- Create a micro project environment that can be converted into in-house projects. Also to promote product development through in house projects which can be applied for funding agencies.
- To establish approved R&D Center for all programmes

RESEARCH AND DEVLEOPMENT COMMITTEE



R&D Members

1. Dr.B.Sridevi Professor & Head/ECE and R&D
2. Dr.B.Madhu Associate Professor
3. Dr.J.Nandha Gopal Associate Professor
4. Department R & D coordinators
5. Institute Innovation Council Head
6. Intellectual property Rights- KAPILA Institute Head
7. YUKTI Institute Head

ROLES

a. MENTORING

- Increasing research awareness among Faculty members and students.
- Assisting staff and students in determining the thrust area of study/latest technology in their respective field.
- Providing appropriate internal and external guidance including resources.
- Providing resources for the organization of FDPs, STTPs, Seminars, and Workshops, among other things.
- Providing orientation sessions in manuscript preparation and presentation for staff as well as students.
- Improving IPR.

b. MONITORING

1. Examining the on-duty status of faculty members and students in research
2. Review the research process, grants received, and other associated activities.
3. Meeting frequency: twice in a month

Research & Development System of Policy (SOP)

All the faculty members who are applying for R&D projects and grants, and all those who have obtained approval for their projects from various funding agencies shall follow the work procedure given herewith.

1. All Doctorates have to send minimum one proposal per semester till they get minimum one project sanctioned.
2. Assistant Professors have to publish minimum 1 peer reviewed research article indexed in Scopus/SCI per semester. Associate Professors and Professors have to publish minimum 2 research articles indexed in Scopus/SCI per semester.

3. Associate Professors and Professors have to publish a minimum of two patents per year with institute asapplicant and get the patent granted within two years of publication.
4. Every research proposal must be reviewed thoroughly by the PI / CO-PI themselves, then by the concerned HOD and Senior Professors in the department.
5. All applications of the R&D projects shall be routed through the R&D Head to Principal along with one hard copy for R&D records. A soft copy shall also be emailed to the Head R&D.
6. The P.I. and CO-PI can plan and apply in writing to the Head (R&D) for releasing the funds (towards, travel, contingency, consumables, books, technical assistance, hiring charges, etc. i.e. excluding the equipment cost and salary, if any) and R&D Head will forward the request to the Principal for approval. The Accounts Department shall immediately release the amount on receiving the sanction from the Principal. The PI shall settle the accounts, for the released amount on or before 31st of March every year.
7. The purchase committee for any research project shall comprise of Head (R&D), concerned HOD and PI/ Co-PI. Their role is to streamline the purchase requests and gauge its utility.
   Purchase of instruments, software, etc shall be approved by R&D cell and it will be forwarded to the Management through principal for final approval.
8. The PI shall also plan for purchase of equipments as per the existing purchase procedure of the institute. A minimum of three quotations are necessary for the equipments to be purchased. The only exception to this shall be proprietary items, where the PI has to submit a justification.
9. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc purchased are secured in the laboratory/ department.
10. In case the Principal Investigator leaves the institute the instruments, software etc whatever purchased shall remain as an asset of the institute.
11. Separate stock registers shall be maintained for all R&D as well as externally funded projects in every department.
12. All HODs must regularly update the R&D information and achievements of their departments in the R&D page on the institute website through R&D Head.
13. In case PI leaves the institute, the Co-PI shall be fully responsible to complete the project as per the guidelines of the concerned funding agencies.
14. If the PI is not in a position to continue the project, the PI shall utilize all the funds received as on date and submit the utilization certificate and progress report to the R&D Cell.
15. The PI/ Co PI shall complete the project by all means within the stipulated period and submit the audited statement of expenditure, utilization certificate and progress report to the concerned funding agency. A copy of all such documents shall also be submitted to the R&D Head for records.
16. R&D related bank account should be opened and operated as per the norms of funding agencies.

Policy for Supporting R&D Activities:

Research Publications

- If a research paper is published based on his/her work in hard copy or in electronic form in a reputed / refereed international journal as recommended by the research board of the college.

Incentive will be paid to the faculty member as indicated below:

- International Journals with Impact factor/SNIP >= 2.00 - Rs 8000
- International Journals with Impact factor/SNIP>= 1.00 &< 2.00 - Rs 6000
- International Journals with Impact factor/SNIP>= 0.2 &< 1.00 - Rs 3000

- When a research publication has multiple authors, the cash incentive shall be divided equally among the authors.
- The publications will be considered only if they are affiliated to institute and indexed in Web of Science, Scopus, Humanities International Complete, EBSCO Host or Dare Database-International Social Sciences Directory.
- If the paper is contributed by more than one author, the credit points will be shared by all the authors equally.

Patents

Patent registration fees will be reimbursed by institute as per IPR norms only if institute is applicant. Same have to be paid back to institute by KAPILA scheme. Faculty will receive an Incentive of Rs 1000 for each patent publication and Rs 5000 for each grant as per IPR norms.

Product development & Start-up

Every year Project Competition will be conducted by R&D Cell. Mentors of Winning projects will be eligible for receiving start up/product development grant of Rs 5000 which has to be utilised for prototype development or start up registration process.

Publication of Books

Faculty members who have taken efforts to write and publish books, book chapters or monographs are encouraged and incentive will be given to the faculty member as indicated below.

Details	Published By	Amount
Full book with ISBN No.	Renowned international/National publisher	Rs 5000
Book chapters with ISSN no.	Renowned International/National Publisher and Indexed Proceedings	Rs 2000
*Curriculum related Monographs through Blog/ YouTube channel/ Mobile app	NA	Rs 1000

* With minimum 100 subscribers for the channel/500 likes

Generation of Research Grants

- Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
- The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 5% of the research grant received from the funding agency.
- Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the university.
- Seed money will be provided for funded project when the fund is delayed by the agency. It should be reimbursed by the PI's once the fund credited in the bank account.

Undertaking Consultancy Projects

- If there is a substantial contribution by the faculty member and the staff in the¬ consultancy project and no resources of the University (like laboratory, computer, software etc. utilized), the members involved in the consultancy project will take 60% of the total value of the consultancy amount received and 40% will go to the college.
- If the resource of the college such as laboratory facilities, computing facilities, drafting and other facilities are utilized in the consultancy project, the share of the college will be 75% of the total consultancy amount received and 25% will go to the faculty and other staff involved in the consultancy work.

Presenting research papers at National & International Conferences

- For the faculty attending and presenting research paper in International conferences as a first author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per paper) for presenting the paper as recommended by the research board of the college provided the conference is hosted by a reputed institution and its proceeding is Scopus indexed
- For the faculty attending and presenting a research a paper in international conference held in abroad, the Institute shall pay full registration fee, as recommended by the research board of the college, provided the conference is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the research project. Preferably, such expenses should have been factored into the project/research grant.

Faculty/Staff Development Programme (FDP):

- 20% Faculty are encouraged to attend FDP/STTP by giving on duty of maximum of one week. Registration 50% fees (maximum ceiling of Rs. 1000) can be reimbursed only when it is organized by Top 50 institutes of NIRF ranking. When the registration fee for FDP is **free**, 50% of travelling cost can be reimbursed (maximum ceiling of Rs. 1000).
- 50% of exam fees shall be reimbursed for faculty successfully completing NPTEL and other courses.