

**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN :: BHIMAVARAM**  
(Autonomous)

**RESEARCH & DEVELOPMENT POLICY**



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## INDEX

Item	Page No.
1) Introduction	1
2) Objectives	1
3) Expected Outcomes	1
4) Terms and Conditions	1
5) Committee	2
6) Annual Research Excellence Awards	2
7) Research Publications	2-5
8) Participation in conferences	6
9) Quality of publications	6
10) Extramural funding	7
11) Patents	8
12) Consultancy Services	9
13) Research Guidance	9
14) Research SEED Funding	10-11

## 1. Introduction:

Shri Vishnu Engineering College for Women (SVECW) under Sri Vishnu Educational Society wishes to establish itself as one of the pioneering research institutes, expanding the realms of knowledge in select areas. This policy document describes various incentive schemes to encourage and promote the culture of research among the staff members and indirectly amongst students. Incentive scheme is been divided into two categories:

- Cash Incentives
- Bonus Points

## 2. Objectives:

To encourage staff of SVECW to

- Publish high quality, relevant and original research articles and thus have more citations per articles
- Publish and Grant patents having good commercialization potential
- Submit research proposals inviting extramural funding and establish state-of-art research facility
- Provide consultancy services to industry and other organizations

## 3. Expected Outcomes:

- Increase in number of quality research publications
- Enhancement in patents published, grant and income from tech commercialization
- Building up state of art research facility
- Increased visibility of the college as a research institute, thus attracting better talent in terms of staff and students
- Providing solutions for problems, by addressing Societal needs

## 4. Terms and Conditions:

- The enforcement of the policy will be with effect from 1<sup>st</sup> Feb, 2023.
- The incentives will be calculated with reference to the calendar year.
- Any Research Award/Grant/Cash Incentive/Leave benefit cannot be claimed as a right
- The incentives/bonus points will only be applicable for the achievements with the Institute affiliation (SVECW)
- The Research and Incentive Committee (RIC) is recommending to the Principal for the final approval.
- The policy can be withdrawn at any point of time without any formal notice to anybody. Institute reserves the right to modify or amend this policy in whole or in part at any time – with or without notice.
- In case the faculty member leaves the organization in between the calendar year, he/she will not be able to claim the benefits.
- The amount disbursed by the scheme will be reclaimed back, if in case the provided information is wrong/incorrect or incomplete information.
- In case of collaborative research with other Institute/Lab or University, only the faculty member of SVECW shall be entitled for Research Awards, Cash Incentives or any Bonus Point.
- The external member shall not been titled for any benefits.

## 5. Committee:

Research and Incentive Committee (**RIC**) duly comprising of following members.

For R & D and Consultancy
1. Dean R&D, Chairperson
2. Respective Head of the Department, Member
3. Respective Department R & D Coordinator, Member
4. Institute IQAC Coordinator, Member
5. Institute R & D Coordinator, Coordinator

RIC members will meet monthly once to oversee the progress and submit its final recommendations to Principal for approval. The minimum quorum of the meeting is 2/3<sup>rd</sup> of the members. Committee shall involve concerned Head of Department in case of any inputs to be solicited for some specific cases of discussions.

## 6. Annual Research Excellence Awards

### 6.1 Eligibility and frequency

- All faculty members on rolls of SVECW (One year and above).
- Should have accrued a minimum number of bonus points as mentioned in Table 1
- Frequency of the award is on an Annual basis.

6.2 Cash incentive will be given in two categories as per table 1 on accumulation of bonus points as detailed in section 7 to 12.

**Table 1**

Category of award	Minimum Bonus points to be accrued over the year to be eligible for the award	Amount of reward money(INR) (with Plaque)
Eminent Researcher award	150	50,000
Outstanding Researcher award	75	25,000

## 7. Research publications

### 7.1 Eligibility and frequency:

- The incentives/bonus points will only be applicable for the achievements with the Institute affiliation and Cash incentive will be disbursed only once in six months. Publication charges will be paid upon approval by the RIC with the approval of Principal.

### 7.2 Bonus points and cash incentives:

- The details of the incentives for Engineering branches are listed in Table2 and for Basic Sciences & Humanities and Management Studies is listed in Table3.

**Table 2**

Level of publication of a research paper	Identification of authors for distribution of points	Bonus points	Proposed Research policy from 1 <sup>st</sup> Feb 2023
International Conference paper indexed in Scopus/WoS	First author	5	Support as explained in Table 4
	Corresponding author / Supervisor /Co-Supervisor	5	
	Points to be divided among all others	5	
	Session chair (Maximum 2 per Year)	3	
	Key note speaker (Maximum 2 per Year)	5	
Peer reviewed Scopus Journal Q1	First author	15	Publication charges upto 25,000 and Faculty Incentive of Rs 8,000 *
	Corresponding author / Supervisor /Co-Supervisor	15	
	Points to be divided among all others	15	
Peer reviewed Scopus Journal Q2	First author	10	Publication charges upto 20,000 and Faculty Incentive of Rs 6,000 *
	Corresponding author / Supervisor /Co-Supervisor	10	
	Points to be divided among all others	10	
Peer reviewed, Scopus Journal Q3/ Web of Science ESCI	First author	8	Publication charges upto 15,000 and Faculty Incentive of Rs 4,000 *
	Corresponding author / Supervisor /Co-Supervisor	8	
	Points to be divided among all others	8	
Peer reviewed Scopus Journal Q4	First author	6	Publication charges upto 10,000 and Faculty Incentive of Rs 3,000 *
	Corresponding author / Supervisor /Co-Supervisor	6	
	Points to be divided among all others	6	
Impact factor < 1	First author	15	15,000
	Corresponding author / Supervisor /Co-Supervisor	15	
	Points to be divided among all others	15	
Impact factor 1-3	First author	20	25,000
	Corresponding author / Supervisor /Co-Supervisor	20	
	Points to be divided among all others	20	
Impact factor 3-6	First author	25	30,000
	Corresponding author / Supervisor /Co-Supervisor	25	
	Points to be divided among all others	25	
Impact factor 6-10	First author	30	35,000
	Corresponding author / Supervisor /Co-Supervisor	30	
	Points to be divided among all others	30	
Impact factor > 10	First author	40	40,000
	Corresponding author / Supervisor /Co-Supervisor	40	
	Points to be divided among all others	40	
Book published by any of the International publishers like **	First author /Corresponding author / Supervisor /Co-Supervisor of a book	20	25,000
	Points to be divided among all other authors.	15	
Book published by any of the National publishers (Indexed Scopus/WoS)	First author /Corresponding author / Supervisor /Co-Supervisor of a book	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by any of the international publishers (other than conference extended)	First author /Corresponding author / Supervisor /Co-Supervisor	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by the National publishers (other than conference, Indexed Scopus/WoS).	First author /Corresponding author / Supervisor /Co-Supervisor	6	10,000
	Points to be divided among all other authors	4	

\* **Publication charges:** Prior approval has to be obtained from the committee before deciding to choose a publisher. Bills shall be raised directly on the institution by the publisher.

\*\***International publishers:** McGraw Hill, Pearson, Oxford University, Elsevier, Springer, Taylor and Francis etc upon approval from committee the expenditure directly billed to department R&D head



**Table 3**

Level of publication of a research paper	Identification of authors for distribution of points	Bonus points	Proposed Research policy from 1 <sup>st</sup> Feb 2023
International Conference paper indexed in Scopus/WoS	First author	5	Support as explained in Table 4
	Corresponding author / Supervisor /Co-Supervisor	5	
	Points to be divided among all others	5	
	Session chair (Maximum 2 per Year)	3	
	Key note speaker	5	
Peer reviewed Scopus Journal Q1	First author	15	Publication charges upto 20,000 and Faculty Incentive of Rs 5,000 *
	Corresponding author / Supervisor /Co-Supervisor	15	
	Points to be divided among all others	15	
Peer reviewed Scopus Journal Q2	First author	10	Publication charges upto 15,000 and Faculty Incentive of Rs 4,000 *
	Corresponding author / Supervisor /Co-Supervisor	10	
	Points to be divided among all others	10	
Peer reviewed, Scopus Journal Q3/ Web of Science ESCI	First author	8	Publication charges upto 10,000 and Faculty Incentive of Rs 3,000 *
	Corresponding author / Supervisor /Co-Supervisor	8	
	Points to be divided among all others	8	
Peer reviewed Scopus Journal Q4	First author	6	Publication charges upto 5,000 and Faculty Incentive of Rs 2,000 *
	Corresponding author / Supervisor /Co-Supervisor	6	
	Points to be divided among all others	6	
Impact factor < 1	First author	15	10,000
	Corresponding author / Supervisor /Co-Supervisor	15	
	Points to be divided among all others	15	
Impact factor 1-3	First author	20	15,000
	Corresponding author / Supervisor /Co-Supervisor	20	
	Points to be divided among all others	20	
Impact factor 3-6	First author	25	20,000
	Corresponding author / Supervisor /Co-Supervisor	25	
	Points to be divided among all others	25	
Impact factor 6-10	First author	30	25,000
	Corresponding author / Supervisor /Co-Supervisor	30	
	Points to be divided among all others	30	
Impact factor > 10	First author	40	30,000
	Corresponding author / Supervisor /Co-Supervisor	40	
	Points to be divided among all others	40	
Book published by any of the international publishers like**	First author /Corresponding author / Supervisor /Co-Supervisor of a book	20	20,000
	Points to be divided among all other authors.	15	
Book published by any of the National publishers (Indexed Scopus/WOS)	First author /Corresponding author / Supervisor /Co-Supervisor of a book	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by any of the international publishers (other than conference extended)	First author /Corresponding author / Supervisor /Co-Supervisor	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by the National publishers (other than conference, Indexed Scopus/Wos).	First author /Corresponding author / Supervisor /Co-Supervisor	6	8,000
	Points to be divided among all other authors	4	

\* **Publication charges:** Prior approval has to be obtained from the committee before deciding to choose a publisher. Bills shall be raised directly on the institution by the publisher.

\*\***International publishers:** McGraw Hill, Pearson, Oxford University, Elsevier, Springer, Taylor and Francis etc.



**\*RIC take consideration the impact factor of the journals as well to decide on the final incentive amount.**

**Papers presented at conferences and later getting published in journals will be treated as conference papers/book chapters only (as the case may be) and hence would not be eligible for any kind of cash incentives.**

**7.3 Process:**

- Whenever paper is to be communicated to any conference/journal, it is necessary to obtain UINC (Unique Identification number for communication) from the Office of R&D/Research coordinator of department.
- Up on publishing paper in the journal or conference paper gets indexed in Scopus, the UINP (Unique identification number of Publication) is to be obtained from the Office of R&D through Department Research Coordinator.
- The Office of R&D will collate a list of research publications based on the quarterly notifications, UINC and UINP by the 15th day of July and January, every year.
- Sciences / Management faculty will publish in engineering/computer journals (Scopus/WoS) consider Table 2.
- Before submitting any article, the plagiarism must be checked through Turnitin, and the Similarity Index must be less than 20.

**7.4 Dissemination of cash incentive and bonus points:**

<b>RESEARCH PAPER PUBLISHED IN COLLABORATION WITH SVES FACULTY</b>			
<b>Number of Author</b>	<b>Author Role</b>	<b>% of Cash Incentive</b>	<b>Total (%)</b>
One Author	First / Corresponding Author	100	100
Two Authors	First / Corresponding Author	60	100
	In this Case if One is First Author and another is Corresponding Author	50 Each	
	Co-Author	40	
Three Authors	First / Corresponding Author	70	100
	In this Case if One is First Author and another is Corresponding Author	35 Each	
	Co-Author Share	30	
More than Three Authors	First / Corresponding Author	70	100
	In this Case if One is First Author and another is Corresponding Author	35 Each	
	All Co-Authors' Share	30	

<b>RESEARCH PAPER PUBLISHED BY SVECW FACULTY IN COLLABORATION WITH OTHER INSTITUTIONS</b>			
<b>Number of Author</b>	<b>Author Role</b>	<b>% of Cash Incentive</b>	<b>Total (%)</b>
One Author from SVECW	First / Corresponding Author	100	100
	Co-Author	50	
Two Authors from SVECW	First / Corresponding Author	70	100
	In this Case if One is First Author and another is Corresponding Author	50 Each	
	Co-Author	30	
	If both are Co-Authors	2 Equal share of 50	
Three Authors	First / Corresponding Author	70	100
	In this Case if One is First Author and another is Corresponding Author	35 Each	
	Co-Author Share	2 Equal share of 30	
	If all Three are Co-Authors	3 Equal share of 50	
More than Three Authors	First / Corresponding Author	70	100
	In this Case if One is First Author and another is Corresponding Author	35 Each	
	All Co-Authors' Share	30	
	If all are Co-Authors	Equal share of 50	

## 8. Participation in Conferences

### 8.1 Eligibility and frequency:

- Conference has to be Scopus / WOS indexed
- Staff member willing to avail the support must have served SVECW for at least 6 months.
- Staff member should have obtained details in research and consultancy promotion database at R&D office.
- Application Form obtained from Principal Office should be filled in and submitted to of R&D Office at least 2 months before the actual dates of the conference.
- Maximum 2 conference Keynote speaker/session chair will be considered.

### 8.2 Refer to table 4 for Monetary support for travel to conferences

**Table 4**

Nature of conference	Role in the Conference	Eligibility condition	Proposed Research policy from 1 <sup>st</sup> July 2022	Periodicity of eligible to seek support	Remarks for disbursement
Conference being held in India   proceedings as a full length paper to be indexed in Scopus/ WoS	Presenting a research paper	Minimum 6 months of service with the SVECW	Actual Expenditure / Maximum 10,000	4 times in a year	After the gets indexed in Scopus/ WoS
Conference being held in International, proceedings as a full length paper to be indexed in Scopus/ WoS	Presenting a research paper	Minimum 6 months of service with the SVECW	Full registration fee and 50% travel expenses subjected to committee approval	1 time in a year	After the gets indexed in Scopus/ WoS

### 8.3 Process:

- A Google form is to be filled by the staff seeking support to present his/her research work in a conference paper.
- After verification at the Office of R&D, recommendation will be made to the principal for approval.
- International travel grant is final decision by finance committee and principal.

### 8.4 Disbursement / Reimbursement of cash support:

The amount will be presented to the finance committee, post which the amount will be disbursed to the faculty member as per the table 4 and Point 7.4



## 9. Quality of publications

### 9.1 Eligibility and frequency:

- a) The considerations criterion for the published papers is considering the citations in the last 3 calendar years and for the same affiliated to SVECW for these papers.

### 9.2 Bonus points:

- b) Bonus points will be accumulated as per table 5

**Table 5**

Achievement/Activity	Bonus points
Citations between 01-05	5
Citations between 06-10	10
Citations between 11-20	15
Citations between 21-30	20
Citations between 31-40	25
Citations between 41-50	30

### 9.3 Cash incentive:

- a. For every WoS/Scopus citation: Rs.100.

### 9.4 Process:

- a. Office of Dean R&D will prepare a data base of citations of papers through third party resources and bonuspoints will be accumulated as per table 5.

## 10. Extramural funding:

### 10.1 Eligibility and frequency:

- Staff members should be on regular rolls of SVECW
- Staff member should have obtained the forwarding letter from the Principal, up on submission of a Copy of the proposal to the office of Principal.
- Acknowledgement of the final submission of the project to the concerned agency need to be submitted to the office of Principal.

### 10.2 Bonus points will be accumulated as per table 6.

**Table 6**

Achievement / Activity   Amount finally credited in Institute account in the calendar year)	Bonus points (Principal Investigator)	Bonus points (Co Investigator)
More than 1 Lakh but less than 5 Lakh	20	5
More than 5 Lakhs, but less than 10 Lakhs	25	10
More than 10 Lakhs, but less than 25 Lakhs	30	15
More than 25 Lakhs, but less than 50 Lakhs	35	20
More than 50 Lakhs but less than 1 Crores	40	25
More than 1 Crores	50	30

### 10.3 Process:

- a. Any staff member willing to submit the project for extramural funding approaches the office of Principal with complete copy of the proposal (at least 3 days prior to the deadline)
- b. After single cycle of scrutiny, the forwarding letter is signed by the Principal.
- c. If there is need of seed money, a separate application should be submitted in the prescribed format available with the office of Principal.

### 10.4 Disbursement of support:

- a. After the final scrutiny, the sanctioned amount would be disbursed to the vendors for establishment of the facility.
- b. Principal Investigator Team of SVECW will receive 1% incentive at starting of project and another 1% after successful completion of project. The incentive can be shared between team.
- c. The Net Grant amount received will be the criteria for disbursement.

## 11. Patents (Publication and Grant):

### 11.1 Eligibility and frequency:

- Staff members on rolls of SVECW
- The Patent is filed with institute ownership.
- Submission through Verispire MOU / any other Agency

### 11.2 Bonus points:

Bonus points are awarded as per table 7.

**Table 7**

Achievement / Activity   Regarding patent	Bonus points (Innovator)	Bonus points (Co-innovator)	Cash incentive
Publishing a Patent* #	15	5	As per Verispire MOU / any other Agency expenditure is supported by institute
Grant of a Patent* #	20	10	As per Verispire MOU / any other Agency expenditure is supported by institute

\*SVECW should be one of the applicants.

# In a case where the faculty does not seek support from SVECW in the patenting process and completes the entire process on their own. Faculty are entitled to receive Rs 10,000 and Rs 25,000 incentives upon publication of a patent & grant of a patent, respectively.

### 11.3 Process:

- a. Any staff member, who is willing to file a patent, needs to approach Office of Patent Facilitation & Consultancy(OPFC) with the invention disclosure form.
- b. OPFC approaches the panel of patent attorney for vetting the idea and drafting the claims for filing the patent
- c. The drafts shall be approved by the staff members and change to inventor
- d. The inventors shall decide their share on commercial benefits while signing the MoU with the institution
- e. The patent is considered as filed

## 12. Consultancy

### 12.1 Eligibility and frequency

- Staff members on rolls of SVECW.
- Amount should have been received in the name of college.
- Frequency – as and when required

### 12.2 Bonus points and cash incentive as per Table 8

**Table 8**

Consultancy worth INR (*based on the amount actually deposited in the account of the Institution/PI)	Bonus points	Cash incentive
5,000 to 25,000	05	a) When the infrastructure facilities and work time of faculty/staff are utilized, then it shall be shared as 50% to PI team and 50% to institution.  b) If only work time of faculty/staff have been utilized, then it shall be shared as 50% to PI team and 50% to college.
25,001 to 50,000	10	
50,001 to 1,00,000	15	
1,00,001 to 5,00,000	20	

### 12.3 Process

- Any staff member, who is willing to take up a consultancy project approaches the Office of Patent Facilitation & Consultancy (OPFC) and fills up the Agreement of Project Work (APW) proforma.
- The consultancy project is taken up and the payments are received in the name of SVECW.

### 12.4 Dissemination of Cash incentive

- As soon as the consultancy amount is credited to the college Account, the amount (as explained in Table 8) will be disbursed to the faculty member.

## 13 Research Guidance

### 13.1 Eligibility of Supervisor/Co Supervisor by UGC/AICTE recognized university

Minimum one year service at SVECW

### 13.2 Cash incentive & Bonus points per Scholar awarded with Ph.D.

- Cash Incentive: Rs.10,000.
- Bonus Points: 15

#### 14. SEED funding

The main objective of this proposal is to promote and support technology, Socio-Economical, Innovation based entrepreneurship spirit among the graduating students and Faculty members of SVECW.

##### 14.1 The Processing of Seed Capital Involves:

- A faculty member desirous of getting seed loan may apply for seed fund to the Institution. After Peer review and Validation by the experts, the seed loan will be sanctioned based on the eligibility criteria as decided by the respective head of the departments.
- Faculty and departments of the institutes have to work in coherence and cross-departmental linkages should be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
- Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bringing in skills which are not available internally.
- Faculty and staff should be encouraged to do courses on innovation, entrepreneurship management and venture development.

##### 14.2 Planning action regarding SEED funding:

###### 1. Invitation of applications for SEED funding every 3 months

- a) Circular will be given by Dean R&D 1<sup>st</sup> Dec, 1<sup>st</sup> March, 1<sup>st</sup> June and 1<sup>st</sup> Sep
- b) Duration for 15 days.
- c) Recommendation within a week
- d) Commence from 1<sup>st</sup> January 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October

###### 2. Roles and Responsibility

- a) Student/Faculty should be ready with detailed proposal
- b) Budget plan with initial approval from Experts, it is limited to Rs.1 Lakh Maximum.
- c) Timeline for any funding up to 12 months.
- d) Support given by the Institution and expected Outcomes with respect to TR levels.

##### 14.3 Seed Funding for Startup:

- The **faculty/student/start-up** may utilize the financial support from the institute and the institute may have 1 to 6% share in the start-up. The evaluation committee will review the quarterly financial report of the start-up. The Institute will have the right to liquidate the shares after 5 years of the start-up with the decision from the start-up. The shares price may be evaluated on mutual basis or price calculated by experts.
  - ✓ **Case 1:** If the institute provides only necessary support without any financial assistance in seed and capital at the outside of the institute premises, the institute share is 2% of net earnings of the start-up.
  - ✓ **Case 2:** If the institute provides the necessary support at the institute premise without financial assistance, the institute share is 4% of the net earnings of the start-up.
  - ✓ **Case 3:** If the institute provides the necessary funds inside of the organization the distribution of net earnings as given below

Sl. No.	Total net earnings	Percentage ( up to 2.5 lakhs)	Percentage ( 2.5-5 lakhs)	Percentage ( 5-10 lakhs)	Percentage ( 10 lakhs)
1.	Not exceeding 10 Lakhs	6%	7%	8%	9%
2.	Above 10 Lakhs Less than 25 Lakhs	7%	8%	9%	10%
3.	Above 25 Lakhs Less than 50 Lakhs	8%	9%	10%	11%
4.	Above 50 Lakhs Less than 1 Crore	9%	10%	11%	12%
5.	Above 1 crore	10%	11%	12%	14%

- **Case 4:** If the institute provides the necessary funds at outside of the organization the distribution of net earnings as given below

Sl. No.	Total net earnings	Percentage (up to 2.5 lakhs)	Percentage (2.5-5 lakhs)	Percentage (5-10 lakhs)	Percentage (10 lakhs)
1.	Not exceeding 10 Lakhs	8%	9%	10%	11%
2.	Above 10 Lakhs Less than 25 Lakhs	9%	10%	11%	12%
3.	Above 25 Lakhs Less than 50 Lakhs	10%	11%	12%	13%
4.	Above 50 Lakhs Less than 1 Crore	11%	12%	13%	15%
5.	Above 1 crore	13%	14%	15%	16%

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