SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN
Bhimavaram 534202
West Godavari District, Andhra Pradesh

RESEARCH
&
DEVELOPMENT POLICY

SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN

RESEAERCH AND DEVELOPMENT CENTER

1.   Introduction

The Shri Vishnu Engineering College for Women (SVECW) has adopted a Research Policy that establishes a research environment that supports high standards of research integrity, research excellence, and professional conduct. The institution serves the community by transmitting knowledge through teaching and with a strong determination of sharing knowledge through research. This policy provides the research environment within which Teaching Faculty, Technical Staff and Students to carryout research activities. It directly contributes to the innovation, economic development, culture, health, social well-being and the advancement of society.

The Institute has developed excellent facilities, both in terms of infrastructure and scholastics. SVECW encourages undertaking of sponsored research projects with a commitment to serve the society. Research and development is carried in several areas like Energy, Environment, Image Processing, Materials, Communication, and Sensor Networks and Simulation studies, Big data, Artificial Intelligence, Electric Drives, Power Electronic Converters, Vehicle design etc.

It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

2.   Promotion of Research

The institute provides all the necessary infrastructural facilities and a conductive environment to promote research, consultancy, innovation and intellectual. Institute also fund some of the research activities taken up by the faculty and students based on the outcome and resources available in the institute. It is the responsibility of the faculty to approach various funding agencies and pursue their research. However, SVECW is ready to provide partial funding based on the merit of proposals submitted by faculty and students and also funding agency regulations. SVECW encourages its faculty and students to submit their ideas for getting the seed money. The institute encourages faculty by providing incentives in various categories. Institute has a research and development committee which comprises with Principal as a chairman, Dean (R&D) as a Convener, and senior faculty as members. The research committee also sees that the impact of research and consultancy does not violate research code of ethics and professional ethics.

The institute identifies the thrust areas in research in consultation with R&D committee and the research will be planned in the identified areas. The list of the research areas will be modified whenever necessary depending up on resources and facilities available in the institute.

Teaching and research are equally important in an institute. The main idea of the institute is to promote creativity among the students. Therefore, faculty encourages the students to do projects apart from their academic projects and apply for national project competitions. The

students are also encouraged to take part in the sponsored research projects funded by various funding agencies.

3. Objectives

The broad objective of the research policy is to provide guide lines for undertaking high impact and context specific applied research. The objectives include:

- ✓ Encourage Faculty and students to take up research in various disciplines of the engineering and sciences.
- ✓ To provide support to all research efforts of the faculty members and to encourage student research as part of the curriculum.
- ✓ To identify and inform the faculty and students about the suitable funded/sponsored research opportunities notified by different research, academic, industry or government & non-government agencies.
- ✓ Establish centres of excellence/innovative labs/incubation centres.
- ✓ Through consultancy projects, the institution also provides scope for the faculties and students to work on the recent trends in technology and the evolving technologies with industry standards.
- ✓ To promote multi-disciplinary research and setup methodologies for undertaking and preparing collaborative research projects covering the various domains of knowledge as well as policies or by involving external experts/agencies in such research projects.
- ✓ To identify and establish Industry-Institute Interaction through MOUs for long relationships with the national and international academic institutions of higher learning and research institutions for widening the scope of research options and funding opportunities for the faculties and students.
- ✓ To improve the quality of research publications, the Institution has introduced a scheme of providing incentives and reimburses the registration fees of National/International conferences and rewards for various categories of publications as well as Research grants.
- ✓ To create an ecosystem for innovations, foster & encourage entrepreneurship including incubation centre, and other initiatives for creation and transfer of knowledge.
- ✓ To motivate and drive faculty and student research work by providing seed money / In-House R&D projects and also through various events like conferences / seminars / workshops / Guest lectures / Faculty Development Programs etc.,
- ✓ Institute always encourage faculty to pursue higher education in the reputed organizations.
- ✓ To facilitate community-oriented research initiatives and transfer the research findings for the social innovation and economic development of the community/society.
- ✓ To create the awareness about Intellectual Property Rights and Patents, encourage Innovation and motivate them to apply for IPR & Patents.
- ✓ To protect the intellectual property rights of the faculty and students.

4.   R & D Committee

In order to foster a research culture in the college, R&D Cell, primarily promotes research in rapidly developing, demanding and cutting-edge areas of Engineering, Technology, Science, and Humanities.

It promotes faculty and students to conduct research in growing frontier topics, which includes interdisciplinary area and societal benefit. Participating in conferences, seminars, workshops, project competitions, publishing the papers and other activities helps young technocrats improve their overall research capability.

The Research committee is constituted with the following members
1) Chairman – Principal
2) Member – Vice Principal
3) Member – Professor1
4) Member – Professor2
5) Convener – Dean R & D

Functions of Research committee are as follows:
- ✓ To establish the institute as a research centre affiliated with a university or other research organization.
- ✓ To acquire data on faculty involvement in advising students, paper publications, research projects from external funding sources, seed money projects and participation in collaborative research activities once every six months.
- ✓ Providing incentives to the faculty for publishing papers in journals and conferences as per the guidelines given in incentive policy document.
- ✓ To provide information about various funding agencies, method of applying for projects etc.
- ✓ To encourage /motivate faculty and students to take research initiatives through MOUs
- ✓ To provide fund for seed money / in-house R&D projects to do societal benefit projects and interdisciplinary projects.
- ✓ To encourage Doctorates to guide the scholars to promote research culture in the institute

5.   Research Centre
- ✓ Department having PG programs are advised to get recognized as a research centre by the affiliating university, so as to improve, Ph.D. scholar's admission in to the institute through JNTUK admission process.
- ✓ Institute recognize the worthy R&D organizations for Ph.D. research and build bridges with them. The institute encourages guides and scholar to obtain funding from external agencies.
- ✓ The institute offers the essential facilities for conducting research at the research centre.

6. **Training for Research and Publications**

    ✓ To aid in applying and receiving funds from various available funding sources in order to host or encourage faculty to attend a seminar, workshop, or FDP.
    ✓ Encourage to participate in workshops, training programs, and public awareness campaigns aimed at increasing research and consultancy capability and creating a research culture among faculty.
    ✓ Institute encourages its faculty to attend various programs to build research paper writing skills to publish in quality journals.
    ✓ Institute also organize training programs in research methodology to educate its faculty, scholars and students to conduct research in well-defined way and to get productive results.

    Incentive for Faculty Development Programme / Staff Development Programme / Workshops

    • All the Faculty members are encouraged to participate in the Workshops /SDP /FDP for duration of 2 to 14 days conducted at premier institutions with financial support.
    • Faculty members attending for any such program with duration more than three days shall plan in the semester break/summer vacation without disturbing academic sessions
    • Faculty members are encouraged to attend four-week summer training programs that are organized by NlTs and llTs to support the faculty who are pursuing Ph.D. by part time. This faculty are supported by providing financial assistance for their travel and academic leave.

    Guide lines for participation in Faculty development program / staff development programme / workshop:

    • Two faculty members per semester per department shall be sponsored for such type of programmes with financial support including registration/participation fee and Travel by 2nd Class Sleeper in case the hosting institution does not provide the same.
    • The programme sponsored by AICTE/DST/ISTE shall be given priority in view that the total expenditure is taken by the hosting institution and the faculty will be given Academic Leave for the period

7. **Professional Bodies**

    ✓ Institute advises Dean (R&D) to establish connections with more professional bodies at Institute level and department level.
    ✓ All the HOD's are advised to get membership for their faculty and students in various professional bodies to build strong interaction with experts.
    ✓ Institute supports financially in getting the professional body membership.

8. **Research Thrust and Clustered Areas**

✓ It is important to identify research areas that are driven by social requirements and the accessibility of vital resources, such as internal human resources, faculty research capabilities, and support systems. This would allow Institute to think about creating a Center of Excellence (CoE) in these recognised modern scientific fields.

✓ To bring together all researchers, faculty, students, scholars, for joint high value (interdisciplinary and trans-disciplinary) research projects to take advantage of national and international funding opportunities, research clusters have been encouraged or formed by R&D Centre.

✓ The list of research domains will be reviewed as needed, based on the expertise of the faculty and the institute's resources. Although researchers are allowed to choose their own research topics, making research socially relevant is highly desirable.

✓ The center can be used to oversee and manage the processes and products developed by CoEs as incubation centres for new ideas. center might also give community members with skills and knowledge a way to participate in institute research and innovation efforts.

9. **Student Research at UG & PG Level**

• In an institute, both teaching and research are equally vital. The institute was founded with the intention of encouraging undergraduate and postgraduate students to be more creative.

• As a result, the need to include a research component in the curriculum became clear, particularly in the bachelor's program final year project and mini project in the third year, as well as the master's program's final year project.

• Mini and major projects require students to select a topic from their departments' research domains.

• Under the supervision of primary investigators, undergraduate and graduate students are encouraged to take on a specific duty in research projects financed by various funding sources.

10. **Incentive Scheme**

The incentive scheme aims to encourage and promote the culture of the Research among the Faculty and the Students. The incentive scheme policy is annexure in Annexure-I.

ANNEXURE-I

11. **SEED / In-house R& D**

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

✓ Institute encourages its faculty/students by providing SEED money for in-house R&D projects.

✓ The financial assistance is decided based on the requirement of the project.

- The duration of project is maximum one year from the date of sanctioned and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the Grant.
- Faculty are advised to submit the innovative projects from the in-house R&D projects to various project competitions.
- The Faculty member is encouraged to prepare follow-up proposal to external sponsors. Follow-up proposals are expected if the Faculty member requests a higher than normal seed grant.
- Budget plan with initial approval is limited to Rs.1 Lakh Maximum
- Timeline for any funding up to 12 months
- Support given by the Institution and expected Outcomes should be reached by the Investigator

12. Sponsored Research Projects

- The Faculty members prepares the proposal for undertaking the sponsored projects with relevant documents as per the format issued by the relevant agencies.
- On the sanction of the project and release of funds the principal investigator (PI) has to get the quotations of the equipment/software's to be purchase and execute the project.
- PI has to maintain a register with proper entries of purchases and other expenses involved in project.
- Institute supports all financial needs for the execution of project even funds are delayed from the funding agency.
- PI has to give overhead charges to the institute based on the norms of the funding agency.
- The PI has to appoint the required project associates if applicable.
- The R&D committee has to review utilization certificate & statement of expenditure and also ensure timely submission of required documents to respective agencies.
- Any expenses not permitted from the project norms are met by institute.
- The faculty who is successful in getting any research grants as PI from DST/AICTE/GOI, will be eligible for a cash award 1% of grant received.

13. Collaborative Research Projects

- Institute encourages collaborative research to improve global visibility.
- Institute promotes interdisciplinary/multi-disciplinary research to meet the industry/society needs.
- Allow the faculty / students to collaborate with other research organizations/institutes to carry out the research.

14.   Consultancy Projects

Consultancy is widely considered as a powerful tool for educational institutions to distribute information and have a direct impact on society. However, the balance between consulting and academic faculty conventional tasks must be managed, and the institution's interests must be maintained. Faculty members of departments are able to engage in consultancy work based on the skills at any time during the academic year without compromising their academic tasks. Consultancy is a practice of sharing the intellectual knowledge, expertise, as an individual staff or a group of staff members using the resources/ facilities/ infrastructure of the institution for offering solutions to the problems (received from collaborating industries/ corporates/ institutions).

Technical Services provided to the clients:
- ✓ Problem solving
- ✓ Testing and laboratory based experimental work
- ✓ Expert witness services
- ✓ Research and development
- ✓ Development / delivery of training courses to their employees
- ✓ Designing using various software's etc.

Circumstances under which consulting activity may be permitted:
- ✓ The organizations that require the consultancy services from institution / department shall send a request to the principal indicating the expertise required.
- ✓ The principal on receiving the request from the organization shall inform to the department concerned.
- ✓ The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- ✓ In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- ✓ The MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.
- ✓ The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to head of the department and head of the department to principal.
- ✓ College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- ✓ Meeting related to consultancy work with the organization(s) may be conducted in college premises.

Rules for Revenue sharing:

In view of encouragement the management has decided to share the revenue generated out of consultancy as follows.

Sl. No.	Item	Faculty	Infrastructure
1	Uses institutional infrastructure such as workshop, laboratories, computers, library, any other equipment	50%	50%
2	Without using Institutional Facilities	60%	40%

15. Intellectual Property Rights (IPR)

✓ Establish an Intellectual Property (IP) cell to encourage, initiate, promote and protect scientific inventions and research which leads to new products/processes/designs development.

✓ Institute introduces prudent IP management practices within the Institute to promote an IPR culture

✓ Institute provide legal support, wherever necessary, to defend and protect the intellectual property rights obtained by the Institute against any infringement/ unauthorised use.

✓ Institute creates an environment for acquiring new knowledge on IPR through training programs.

✓ Institute appoints a dedicated team to administer all decisive issues related to IP policy and such other relevant matters as shall be determined from time to time.

16. Innovation / Incubation

The Innovation & Incubation Centre is a platform dedicated to nurturing and developing the entrepreneurial spirit of start-up aficionados by offering a supportive environment in which to turn their ideas, start-ups, and research into successful business ventures. It's a place where new-age entrepreneurs and young brains may turn their unique ideas into sustainable company models.

✓ Institute tries to connect with mentors and provide opportunities through conducting workshops, seminars and interactive sessions

✓ Institute makes successful students- turned- entrepreneurs

✓ Provides information about Government and Non-Government initiatives about academic's industry collaborations

✓ Institute get opportunities to work on live projects with the help of industry

✓ Guidance from mentors

✓ Frequently interactions from industry experts

✓ Regular interactive sessions with entrepreneurs

17. Code of Ethics

Research Centre will regularly take steps to ensure that researchers are aware of the value of integrity and ethics and that they adhere to ethical standards for research and publication methods at the institutional, national, and international levels. All researchers should have access to the necessary tools for a standard plagiarism check, which should be made mandatory.
The Centre will also educate the research community about predatory publications and unethical research and publishing practises and predatory journals.

Plagiarism is defined as presenting someone else's work as one's own work. This may include copying or reproducing a matter without the acknowledgement of the source. Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from or longer extracts from either published or unpublished work even from the legitimate cooperation without acknowledgment of the source.

Researchers follow the following Ethical Norms:
- ✓ Institute appoints the ETHICS committee to monitor the code of conduct in research.
- ✓ To safeguard the quality of all research activities of the institution and to perceive the highest standards of ethics and integrity in the conduct of their research, all the researchers must follow the following code of ethics
- ✓ The cut, copy and paste way of writing should be completely avoided. All research records are to be properly maintained
- ✓ With modern technology making it easier to access information today, find articles related to researcher's topics, source appropriate content and note down pointers that could help researcher for their assignments or research papers.
- ✓ Referring to articles on the internet for ideas is vital. Therefore, it is important to cite the sources after researcher's finish assignment.
- ✓ Plagiarism refers to the appropriation of another person's ideas, processes, results or words without giving proper credit. While publishing research papers, plagiarism should be totally avoided.
- ✓ Discuss intellectual property frankly
- ✓ Respect confidentiality and privacy

18. Review of Research

Policies regarding Research, IPR, and Innovation and Incubation are reviewed once in 3 years to incorporate global changes and also for improvements in the process.
In terms of integrating changes occur and need-based revisions, this policy is advisory but not sacrosanct.

ANNEXURE-I

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 researchfacility
- 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 1st 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.

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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 2/3rd 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 insection 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 1st Feb 2023
International Conference paper indexed in Scopus/WoS	First author	5	Support as explained inTable 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 1st Feb 2023
International Conference paper indexed in Scopus/WoS	First author	5	Support as explained inTable 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 publishedby 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 publishedby 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 publishedby 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 publishedby 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:

a. 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.

b. 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.

c. 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.

d. Sciences / Management faculty will publish in engineering/computer journals (Scopus/WoS) consider Table 2.

e. 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:

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

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

8. Participation in Conferences

8.1 Eligibility and frequency:

a. Conference has to be Scopus / WOS indexed
b. Staff member willing to avail the support must have served SVECW for at least 6 months.
c. Staff member should have obtained details in research and consultancy promotion database at R&D office.
d. 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.
e. 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 1st 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. A Google form is to be filled by the staff seeking support to present his/her research work in a conference paper.
b. After verification at the Office of R&D, recommendation will be made to the principal for approval.
c. 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 availablewith 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.
25,001 to 50,000	10	
50,001 to 1,00,000	15	
1,00,001 to 5,00,000	20	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.

12.3 Process

a. 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.

b. 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 (asexplained 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.

a. Cash Incentive: Rs.10,000.

b. 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 1st Dec, 1st March, 1st June and 1st Sep
b) Duration for 15 days.
c) Recommendation within a week
d) Commence from 1st January 1st April, 1st July and 1st 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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