SIDDHARTH INSTITUTE OF ENGINEERING & TECHNOLOGY, Puttur

(AUTONOMOUS)

(Approved by AICTE & Affiliated to JNTUA, Ananthapuramu)
(Accredited by NBA for Civil, EEE, Mech., ECE & CSE
Accredited by NAAC with 'A' Grade)

Puttur -517583, Chittoor District, A.P (India)

Research & Development Cell

Research & Development Policy

This policy has been approved in Governing Body with vide ref. No **SIETK /Admin/ R&D/MN-1 /July-2017 dated 23.07.2017.**

1. INTRODUCTION

Siddharth Institute of Engineering & Technology, Puttur (SIETK), is committed in creating an ambience for high quality Research & Development activities in every department by the faculty and students.

SIETK aims to provide a research environment that will promote a culture of high quality research, which is ethical, competent, safe and accountable.

The institute encourages the interdisciplinary works which further reflects in applied and basic research with long term social and technical impacts. Further the institution concentrate on the academic and research collaborations with various funding agencies. This document deals with the promotional activities related to research and principles while planning and conducting research.

This policy document on Research & Development activities at SIETK addresses specific aspects of conducting Research & Development activities within the college in compliance with the UGC and University regulations on Research.

2. PURPOSE

The purpose of the Research Policy is to provide a research atmosphere that will promote a culture of high quality research, which is ethical, competent, safe and accountable. The policy shall serve as an overall framework within which research activities may be carried out.

3. OBJECTIVES

The main objective of the R&D policy is to address the various societal challenges through research and extension activities. The specific objectives are

- ❖ To build a research culture among UG, PG students, scholars and faculty members
- ❖ To encourage faculty members and students to pursue research in their interested area and to file a patent and publish papers in SCI, Scopus indexed/Web of Science journals with impact factor
- ❖ To Disseminate the information on funding schemes from various funding organizations
- ❖ To conduct the required National and International events related to R&D
- ❖ To support in writing quality proposals and monitor the codes of ethics in research
- ❖ To establish Research Centre of Excellence within the college
- ❖ To encourage Interdisciplinary works across the departments
- ❖ To provide collaboration with various national and International Organizations
- ❖ To Provide training and development activities for consultancy

4. SPONSORED PROJECTS

Sponsored projects are those in which the faculty recognises, defines, and outlines the issue before submitting it to the funding agency in the form of a project proposal. Such projects are funded as grant-in-aid by government agencies such as DST, AICTE, MHRD, DIT, ISRO, DRDO, and others. The funds will be used to buy testing equipment, consumables, and other necessities. The project will be referred to as Project/Principal Investigator. Sponsored ventures may be multi-cline/multi-participant as well, but IP rights are usually the property of the college.

Collaborative Projects: Projects in which the investor contributes a portion of the funding and is supplemented by professional manpower, infrastructure, and other resources. The problem concept in a consultant and joint project typically comes from a business or organisation, but if intellectual property is built around the initial problem statement, intellectual feedback will come from both. As a result, intellectual property rights would be shared equally.

5. CONSULTANCY

Consultancy Projects: Providing a solution to an industrial issue by conducting an audit, feasibility report, design, testing, or providing professional services at the request of industry, which may be referred to / by the Principal / Dean (R&D) / Head of the Department for relevant faculty members. Consultancy projects expose students to and educate them about the issues that businesses face, which is beneficial in tailoring the curriculum to meet the needs of business. Each consultancy project may include one or more faculty members. Consultancy services may be in the college's, faculty's, and departments' areas of expertise.

6. PLANNING & CONDUCTION OF RESEARCH ACTIVITIES

This includes

- Awareness on IPR and plagiarism
- Providing the necessary study material
- Assessment of the resources needed for the project
- Economic usage of resources
- Ethical standards
- Generating a standard operating procedure
- Securing the data produced from the experimentation

7. TRAINING

- The R&D cell provides periodic training sessions to students and faculty members on research related topics to understand and adopt research culture and best practices in the institution

- Supervisors shall encourage students and research scholars to attend various training programs on research

8. RESPONSIBILITY OF PRINCIPAL INVESTIGATOR (PI) FOR R&D AND CONSULTANCYPROJECTS

PI is faculty member in the service of the College. PI will be responsible for:

- ❖ Creating a project plan and submitting it to the HOD and Dean R&D.

- ❖ Scheduling the work to be performed and calculating costs in accordance with the given guidelines.

- ❖ Finding other co-investigators if necessary, coordinating and executing work, and managing project interactions with the sponsor/clients.

- ❖ Compiling the preliminary and final reports in accordance with the project proposal

- ❖ Advising the Dean (R&D) on staffing needs, project expenditures, and remuneration to be charged to professors, employees, and students.

- ❖ Keeping track of project documents

- ❖ Monitoring or sanctioning leave for research and other contractual workers employed on his or her projects.

- ❖ Separately keeping track of equipment purchased with project funds for each project and sending a copy of the record to Dean (R&D) to ensure that expenditures are in line with budgetary allocations and that the usage certificate is submitted.

- ❖ To ensure that the project is completed on schedule and that the final report is sent to the funding agency through Dean's office (R&D).

- ❖ For the necessary maintenance of the Laboratory Record Book for IPR submission, periodical and/or final technical report(S) of the project work to the sponsoring agency.

- ❖ Writing to the sponsor/client for timely release of funds, with a copy to the Dean (R&D) for follow-up, if needed.

- ❖ Before reporting results, the PI must notify Dean (R&D) and research partners and obtain

permission from both.

❖ If the PI chooses to leave the university. When a Principal Investigator (PI) retires or takes a leave of absence, a co-investigator or Co-PI may assume the PI's powers and duties with the Dean's approval (R&D).

9. MAINTENANCE OF PROJECT RECORDS

The head of the college shall ensure that the following records are maintained and retained in the college by Project Leader / Principal Investigator

Document containing

❖ Information on a systematic basis on initiation of the idea

❖ Date of starting of the project

❖ List of innovators and Principal Contributors

❖ Responsibilities assigned to the individuals and the extent of their participation(whether whole-time or part-time)

❖ Signification contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

10. SELECTION PROCEDURE FOR RECRUITMENT OF RESEARCH STAFF UNDER SPONSORED RESEARCH AND CONSULTANCYPROJECT.

1. Principal Investigator will send the draft advertisement to Dean (R&D) for approval.

2. Dean R&D will advertise the positions and receive the applications.

3. Screening of applications-Dean R&D will fix the meeting of screening committee with Principal Investigator and co-investigators if any, short listing will be made and will issue the call letters to the candidates.

4. Screening Committee Constitution

    (i) Dean R&D

    (ii) Concerned Principal Investigator –Member.

    (iii) One faculty member from the Department as available to the PI –Member

5. Interview

    Dean R&D will fix the date of the interview I consultation with the Principal and get the interview conducted.

6. Selection committee constitution

    (i) Dean R&D

    (ii) One professor in the expertise field of concerned Department.

(iii) Nominee(s) of Management.

(iv) Concerned Principal Investigator /Co-Principal/Investigator.

Any external member expert from the sponsoring R&D organization / outside the college if required by the sponsoring agency and will be nominated by Dean (R&D) on the recommendation of PI.

7. Final Selection /Appointment

The recommendations of the Selection Committee will be forwarded by Dean (R&D) for approval of management and issue of necessary order. Transfer of project staff from one project to another, either on completion or midway, base on the project requirements, may be permitted by Dean (R&D).

11. PROMOTION FOR RESEARCH

- ❖ Funding will be provided to the innovative projects of the SIETK students
- ❖ Seed money will be given to the faculty members to encourage for setting up own labs or for carrying out research projects
- ❖ Performance Incentives will be given to the faculty members as stated in the HR policy
- ❖ Financial assistance will be given to the faculty members and students to get patents for their innovative ideas or projects
- ❖ The faculty members are encouraged for the training at national/International FDP, workshops/Conferences inline with the HR policy.

12. OUTCOME OF THE RESEARCH

The main outcome of the research are

- ❖ Book and Book Chapter publication
- ❖ Journal articles
- ❖ Reviews
- ❖ Conference proceedings
- ❖ Technical drawings and working models
- ❖ Patents
- ❖ Proposal for new theories

13. CUSTODIAN OF POLICY

The implementation and updating of Research Policy shall be carried out by Research and

Development Cell constituted in the college with Principal as the Chairman, followed by Dean-R&D, and representatives from each department as members. The Research Policy will be monitored by a high level committee, the Research Advisory Committee (RAC) to function under the Principal, Dean-R&D, faculty representatives and external experts from industry and academia.

14. CODE FOR RESEARCH ETHICS

This Institute gives utmost importance to encourage its faculty to follow ethical guidelines established by the college and the UGC in carrying out the research activities under which the college has established internal ethics committee for research involving Science, Engineering and Technology subjects. The research proposals have to be approved by the committee. Plagiarism Check is another important requirement that the college insists for all the PG and Ph.D. theses to go through plagiarism check and the certificate is to be submitted with the signatures of research guide, Head of the department of the concerned and the Principal. The plagiarism software is made available in the college to check research articles, proposals, project reports, besides using plagiarism check to regulate the student's projects.

This Institute encourages the departments to conduct workshop in research methodology where ethics in research is an integral part; awareness is also created to faculty members by invited talks on IPR, Patents and ethics in research. The Institute shall consider all incidents of misconducts of research seriously and shall ensure initiating of enquiry process and adjudication of such misconduct. The R&D committee views research misconduct as an extremely disturbing element and considers it as a threat to the basic principles and standards of research in the college which strives to promote and maintain outcome based research which has social relevance.

15. RESEARCH ADVISORY COMMITTEE (RAC)

The Siddharth Institute of Engineering & Technology (Autonomous), Puttur consists of the following members in the Research Advisory Committee (RAC). The members are Principal, Dean R & D, One Senior professors nominated by the Principal, Two Expert members nominated by Principal from Academic Institutions / Industry/ Research Labs and one Legal advisor nominated by Principal. RAC's members will give guidance for funding, Research publication, Patent Filing, etc. The nominated members' duration will be for Two years. The committee should meet twice in an year.

16. RESEARCH ETHICS COMMITTEE (REC)

The Siddharth Institute of Engineering & Technology (Autonomous), Puttur consists of the following members in the Research Ethics Committee (REC). REC's members are Principal, Dean R & D, Two Senior professors nominated by Principal, and Legal advisor nominated by Principal. REC's members will give rules, regulations and legal issues arise during the application of funding proposals, Research publication, Patent Filing, etc. The nominated members' duration will be for Two years. The committee should meet twice in an year.

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