

RESEARCH POLICY

Chalapathi institute of technology has a Research Board that facilitates and monitors research activities. The total R&D is organized into six categories:

- I. Academic Research
- II. Sponsored Research
- III. Extension and Extramural
- IV. Excellent Centres
- V. Consultancy
- VI. IPR & IIE

Each research area is monitored by department wise in-charge member, who reports the progress and prospectus to Dean R&D. The R&D board is headed by the Principal. The Research Board takes all strategic decisions, corrective actions, preparing, updating policies as per the UGC norms.

I. ACADEMIC RESEARCH POLICY:

- a) All eligible faculty members shall register for doctoral program in reputed Universities within 6 months of their appointment.
- b) Faculty of each department shall conduct research in focused areas of research identified by central government in addition to research areas preferred by the faculty.
- c) Faculty publication in either WEB of science, SCI or unpaid SCOPUS indexed journals are appreciated with appropriate incentives.
- d) All publications and research papers of faculty have to go through plagiarism-check.
- e) As per the UGC approved API norms, the CIT will fix the number of articles to be published by faculty of different cadres.
- f) All papers of B. Tech and M. Tech projects shall be research focussed. Every project shall lead to at least one research publication in a journal indexed in SCOPUS or WEB of SCIENCE.
- g) Faculty are given the option to pursue research work leading to a PhD degree in reputed institutions under Quality Improvement Programme(QIP)

II. SPONSORED AND INTERNAL RESEARCH RELATED POLICIES:

- a) Every doctorate faculty shall apply for a minimum of one government funded project within six months
- b) The CIT shall provide the basic infrastructure required to conduct external funded research
- c) All departments shall strive for recognition by National/International agencies through schemes/funding such as DST-FIST, SAP, CAS etc.,
- d) Faculty are encouraged to identify inter-disciplinary research in their chosen field of research.
- e) The faculty of all the departments of the Institute shall tie-up with industries and corporate bodies to undertake funded research in emerging areas and industry relevant areas.
- f) The Institute shall create special research groups to concentrate research in government listed areas.
- g) All innovative projects of faculty are earmarked for filing patents on successful completion, suitable recognition and remuneration is given to that faculty with patents.
- h) Norms are fixed to pay expenses towards procurement of equipment to that faculty working on funded projects.
- i) Meritorious research work by faculty is awarded with monetary incentives.
- j) All research conducted shall be covered by IPR and copyright protected.

III .EXTENSION AND EXTRAMURAL RESEARCH AND ACTIVITIES

- a) Eminent and enterprising professionals from the industry are invited to take up joint resource projects with the Institute faculty.
- b) The faculty of the Institute are encouraged to select society specific problems and conduct research and provide feasible solutions. Such research topics could include problems related to chronic diseases, women and child welfare and protection and health care etc.,
- c) The Institute shall organise educational programmes relevant to a community, society within or outside chalapathi organisations.
- d) The Institute faculty shall visit at least one village in the neighbourhood, investigate the problems, find solutions and implement the same using technology expertise.

- e) Students are encouraged to participate in the extension and outreach Institute programmes organised by the Institute.
- f) The Institute shall conduct outreach programmes related to aging, life course development that lead to national integration, intervention programmes that lead to reduction in social isolation of the people and elderly people, improving the quality of care provided by nurses in nursing homes, engaging elder persons in environmental volunteering.
- g) Outreach programmes in the field of chronic pain, child related abuse, neglect, preventive interventions, transactional research, stress and coping etc.,
- h) The Institute shall conduct programmes aimed at developing trade skills.
- i) The faculty of Institute are permitted to act as resource persons in the events such as workshops and conferences conducted outside Institute premises.
- i) Institute encourages its senior faculty to train industry personnel.
- j) The Institute faculty are permitted to work in other educational institutions as part of faculty exchange programme.

iv. EXCELLENCY CENTRES:

- a) The Institute shall develop Excellency centres in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research.

V. CONSULTANCY:

1. INTRODUCTION

Consultancy is well recognised as an effective way for Institute to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the Institute must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the

Institute's strategic and operational objectives and the costs are sustainable.

Institute is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organisations.

2. THE POLICY

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

- (a) There should be demonstrable benefit to the Institute from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with Institute policies including those governing employment; such as the Code of Conduct Policy.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of the Institute or damage the Institute's reputation.
- (d) At a minimum, the salary and on-cost charges set by the Institute must be applied to all project budgets. All Consultancies are required to include overheads.
- (e) Staff members shall not undertake external research activities where no formal agreement has been authorized by the Institute unless they are on leave without.
- (f) pay, approved by the Dean concerned. Such faculty may not use their Institute affiliation or academic title when providing research services that are not approved by the Institute.

2.1. Institute Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation. **The benefits set out for Institute Consultancy are available to faculty and staff undertaking Consultancy**

2.2. Institute Non-research Consultancy

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

2.3. Private Consultancy

In Principle a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Dean (R&D) and the Principal. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the Institute.

None of the benefits set out for Institute Consultancy are available to faculty and staff undertaking a Private Consultancy.

It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the Institute who is carrying out the work, and that the Institute has no responsibility or liability what so ever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position.
- (b) The use of Institute trademarks such as letterheads, brands etc. or Institute intellectual property is strictly prohibited in Private Consultancies.
- (c) No Institute facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy.
- (d) The Private Consultancy is not within an area in which the Institute might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved;
- (e) Institute is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- (f) The staff member agrees to indemnify Institute and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (g) staff member declares any real or potential conflict of interest to their manager.

3. STAFF ENTITLEMENTS

The Institute allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the designated Dean R&D. No limit is placed on earnings. However there is a limit on the time spent on Consultancy.

3.1. Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment require the approval by the Executive Dean concerned. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

3.2. DEAN must obtain written permission from the principal to undertake Consultancies.

3.3. Benefits of Institute Consultancy

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

- (a) Protection under the Institute's professional indemnity and public liability insurances, subject to the terms, conditions and exclusions within those policies.
- (b) The faculty or staff member will be protected under the terms of the Insurance Policy held by the Institute in the event of a claim against the faculty or staff member undertaking the Consultancy or Grant (provided that the claim is not as a result of fraudulent, dishonest, criminal, wilful or malicious acts by the staff member).
- (c) Access to the Institute's financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.
- (d) Access to the Institute's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- (e) Entitlements to use the Institute's name and reputation, providing it are not brought into disrepute.
- (f) Ability to make reference to their Institute position and title in connection with the work.

The Institute does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

3.4. All Consultancies are required to include overheads.

3.5 The revenue generated from the consultancy project is shared by the member and the Institute in a 70 :30 ratio after deducting the overheads and all other expenses met by the Institute.

3.6 If more than one member takes up the consultancy project the 70% amount shall be shared equally.

4. APPROVAL

All Institute approved Consultancies are required to be approved and managed in accordance with R&D Policy, associated documents, and other Institute policies. Applications to conduct Consultancy are required to be approved through.

4.1. Exemptions and Variations

Exemptions to the above and variations to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding/Consultancy Application coversheet, and approved by the relevant Institute Officer.

4.2. Transfers in from Other Institutions

In cases where a Research or Non-research Consultancy or grant is transferred to the Institute from another research organisation, the overhead will not be taken from the funds where the awarded budget did not include an overhead component.

In cases where a grant is being transferred to Institute from another research organisation and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the Institute.

5. CONFLICT OF INTEREST

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

An example of a potential conflict of interest includes, but is not limited to:

- Financial or non-financial interests;
- Teaching or course work for another institution;
- Work performed for a supplier of goods or services to the Institute; or
- Work undertaken with an organisation to which the Institute supplies goods or services.

5.1. Consultancies with Other Tertiary Institutions

Full-time members of the Institute staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Executive Dean or delegated Institute officer.

6 INTELLECTUAL PROPERTIES

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

VI. INNOVATIONS, INCUBATIONS, ENTREPRENEUR DEVELOPMENT, PATENTS, IPRS AND COPY RIGHTS:

- a. The Institute shall create an innovation culture by organising various kinds of programs such as ideation programs, collection of innovations from research undertaken in respect of academic, extension, extramural and outreach.
- b. Every major invention achieved out of conducting research shall be innovated and the same shall be incubated in the incubation centre which will be augmented from time to time.
- c. Students shall be allowed to select an incubated product and use the same to be developed in large scale through separately established start-up. All the training required for the students to become entrepreneurs shall be imparted
- d. The Institute shall incorporate an incubation centre that has all the facilities for incubating the innovations
- e. Every innovation shall lead to filing a Patent
- f. The Institute shall provide support required for filing the patents and also for completing the ground work required to get the patents registered and licensed.
- g. The Institute shall provide required support to the faculty for filing IPRs and copyrights when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.

Encouraging Research Activities:

In order to encourage teaching fraternity and student community to take up knowledge generation through research activities, following shall be the policy of College, a copy of which shall be hosted on the College's website:

R&D INCENTIVES FOR THE FACULTY MEMBERS

Sl. No.	Description	Incentive/ Re-imburement
1	Re-imburement for paper publication in journals having impact factor above 5 indexed in SCOPUS/SCI free journals	Rs. 5,000/- each
2 a)	Filing of IPR (Patents)	Reimbursements of Rs 5000/- paid as registration charge
2 b)	Filing of IPR (copyrights)	Reimbursement of entire amount (Rs. 2,500/- each)
3	Cash incentive for publishing a book with ISBN either by authoring textbook, workbook, etc. or editing conference proceedings	Rs. 5,000/- each
4	Cash incentives for publishing papers in leading indexed international journals	Rs. 1,000/- each
5	Cash incentive for obtaining funds for projects (grant-in-aid)	Rs. 10,000/- each
6	Consultancy works and projects	As per defined rates given in College rules
7	Cash incentives for developing an equipment or experimental set up in-house	Reimbursement of entire amount and Rs. 2,500/- each
8	Cash incentive for obtaining PhD degree while working/employed in the College	Rs. 10,000/-
9	Travel charges for attending conferences, seminars, workshops, symposiums, trainings, FDPs, etc.	Rs. 2,500/- each
10	Seed money for new/young researchers to motivate them to undertake minor projects on their own	Case to case basis, with a minimum of Rs. 25,000/-

Notwithstanding the grant/award policy, it should be noted that

- a) The re-imburements/incentives will be subject to thorough scrutiny by the R&D Section and on approval by the Principal.
- b) Every submission need not be deemed to have become eligible for acceptance.
- c) Items 1, 2, 4 and 9 of the above table will be extendable to students also.
- d) Wherever an activity is performed by a group (consisting of faculty member(s) and/or student(s)), the incentives shall be shared equally.
- e) The re-imburements/incentives are one-time grants/awards.
 - 1) Publications in National/ International Journals will be given special importance and suitably appreciated by the Executive Council of the College.
 - 2) In case of presentation of papers in any National/ International Conference, the candidate may apply for Registration Fee, TA and DA by providing relevant copies of bills and can also avail special casual leave.