

# Sri Eshwar College of Engineering

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



## Research Policy Manual



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## Research Policy Manual

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### Revision History

VER NO.	DATE	CHANGES MADE
1.0	2 <sup>nd</sup> May 2017	Initial Version
2.0	1 <sup>st</sup> May 2022	Changes made to reflect the current roles and responsibilities
3.0	7 <sup>th</sup> June 2023	Revised the research incentives, best research department award and the best department researcher award



## RESEARCH POLICY MANUAL

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## 1. Introduction

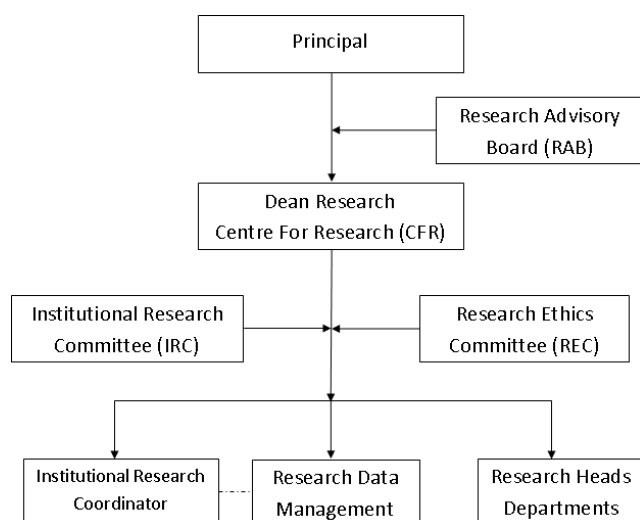
Our institution envisions to become a premier research institution by creating a research culture and nurturing research. It is important for an academic institution to be research focused and create a research culture among its faculty members and students. Research focus of an institution provides a great opportunity to the faculty and students to apply the concepts that they have learned. The purpose of this research policy manual is to clearly articulate the research policy and processes of our institution. This policy manual along with the associated processes will be circulated to the stakeholders for implementation.

## 2. Sri Eshwar's Centre for Research and Development

To achieve our vision of becoming a premier research institution, we have established Sri Eshwar's Centre for Research and Development. This Centre is headed by Dean-Research & Innovation, supported by Research Advisory Board, Institutional Research Committee, Research ethics committee, Institutional Research Coordinator and Department Research Heads, who will carry out the research related responsibilities:

## 3. Research Organization Structure

A well-defined research organization that would help in achieving the vision of the institution about research shall be established.



### 3.1 Research Advisory Board (RAB)

#### **Purpose**

To enhance the quality of research activities, with input from researchers of high experience and reputation, Sri Eshwar has constituted the Research Advisory Board.

#### **Constitution**

The Research Advisory Board at Sri Eshwar has been constituted with a mix of researchers from various spectrums including academic institutions, industry, and leading research organizations. Following is the constitution of Sri Eshwar's Research Advisory Board:

- Principal
- Dean-Research
- Senior Member from a research organization
- Senior academician from a premier institution
- Senior member from R&D Unit of industry

#### ***Period of Office for Members***

The nominated members of the board will hold office for three years, after which a new set of members will be inducted into.

#### ***Responsibilities***

The Research Advisory Board will play a pivotal role in developing Sri Eshwar into a premier research institution, with the following responsibilities:

- Provide input to enhance Sri Eshwar's research capabilities.
- Advise on nurturing a research culture at Sri Eshwar and strengthening its IPR capabilities
- Provide Suggestions for setting up appropriate infrastructure for research
- Critically review the progress of research activities once in 6 months offer suggestions for improvement.
- Suggest internationally reputed researchers as visiting faculty for conducting sessions for faculty members and students

#### ***Frequency of Meeting***

The Research Advisory Board will meet at least once in 6 months (June & Jan) to discuss about the existing research policy of the institution and suggest refinements to the same, in line with the ongoing global developments in research.

#### ***Outcome of Meeting***

Deliberations of the Research Advisory Board meeting will be formally recorded in the form of minutes, converted into Actionable Items in the Action Taken Report (ATR) template, monitored and tracked to closure.

### ***3.2 Institutional Research Committee (IRC)***

#### ***Purpose***

While the Research Advisory Board will provide input for enhancing the research policies in line with global standards, the Institutional Research Committee will focus on defining the processes and overseeing the effective implementation of these processes in various research activities of the institution.

#### ***Constitution***

The Institutional Research Committee will be constituted with a mix of senior researchers from within the institution. Following is the constitution of the Institutional Research Committee:

- Dean-Research
- Deans of other verticals
- HODs
- Institutional Research Coordinator
- Department Research Heads

### ***Responsibilities***

The Institutional Research Committee will play a key role defining the research processes and ensuring the effective implementation of the same, with the following responsibilities:

- Analyse and identify the research priorities of Sri Eshwar and come up with a strategic plan to implement the same.
- Review the adequacy of facilities in Research Centres and provide suggestions to the management
- Provide suggestions for enhancing the quality and quantum of research activities including publications, patents, research proposals and projects
- Review and add value to research grant proposals
- Identify training programs for the faculty members in research, in line with the current global developments
- Facilitate inter-institution collaboration in research for a mutually beneficial proposition
- Facilitate collaboration with international researchers and industry for various research activities
- Propagate and ensure compliance to code of ethics in research activities

### ***Frequency of Meeting***

The Institutional Research Committee will meet at least once in 3 months(Aug, Nov, Feb & May ) to discuss about the status of the various ongoing research activities and provide direction, where required.

### ***Outcome of Meeting***

Proceedings of the IRC meeting will be formally recorded in the form of minutes, converted into Actionable Items in the Action Taken Report template, monitored, and tracked to closure.

## **3.3 Responsibilities**

### ***Dean-Research***

- Prepare and implement a strategic plan and roadmap for research and innovations in line with the vision of the institution in consultation with the Principal, to continually improve the research outcomes of the institution.
- Prepare and circulate Research policy, Research Calendar and other related documents after approval by the principal.
- Obtain annual research budget from the departments, review, consolidate and present it to the institutional research committee for recommendations. Submit the recommended institutional research budget to the head of institution for approval.
- Prepare consolidated research performance reports of the institution and submit to the Principal as and when required
- Prepare and present the status of research activities to the Institutional Research Committee and Research Advisory Board.
- Set research targets for the departments in line with the research criteria requirements of NAAC, NBA and NIRF and monitor the same on an ongoing basis.
- Support all the accreditation processes effectively to obtain the targeted grade
- Network with various research funding organizations for soliciting funding research projects.

- Responsible for providing equipment and other facilities to the Principal/Co-investigators working on funded research projects of the institution
- Conduct Research Advisory Board and Institutional Research Committee meetings as per the calendar and circulate the points discussed
- Prepare schedule and conduct annual Timeline presentation for all the research scholars and submit the report to the head of the institution.
- Prepare quarterly schedule and conduct review of the externally funded research projects, seed-fund projects and submit report to the head of the institution.
- Prepare quarterly schedule and review the status of the patent applications submitted and submit report to the head of the institution.
- Interact with accounts department in processing Utilization Certificates (UCs) and other necessary documents for successfully completing the research projects of the institution.
- Organize Guest Lectures, Seminars, Workshops, and Conferences related to research
- Guide the Research Heads in establishment/renewal of department Research Centres
- Review and approval of patent applications
- Review and approval of students/faculty project proposals for funding

#### ***Institution Research Coordinator***

- Work closely with Dean–Research in achieving the research milestones of the institution
- Provide input for performance appraisals of PhD holders about research activities
- Assist in carrying out the performance appraisal of the PhD holders.
- Ensure submission of research data in ERP by faculty members
- Analyse research data available in ERP and submit monthly consolidated department research performance reports to the Dean-Research and Principal.

#### ***Department Research Head***

- Ensure compliance of PhD Degree Holders to their roles and responsibilities as described in the institution manuals.
- Submit department research performance reports to the Institution Research Head on time for review and submission to the Dean-Research
- Understand the research criteria requirements of NAAC, NBA and NIRF and set target accordingly for department members
- Coordinate with Dean-Research for obtaining equipment and other facilities for the Principal/Co-investigators working on funded research projects
- Guide internal and external PhD scholars
- Work with Head of the Department (HOD) in preparation of research budget and schedule
- Organize Guest Lectures, Seminars, Workshops, and Conferences related to research in coordination with Dean-Research
- Submits application for establishment/renewal of Department Research Centre
- Identify international visiting professors for conducting sessions on research
- Ensure prompt update of research related data in the institutional ERP system by faculty members

#### ***Research Scholar***

- Plan and achieve the research milestones as prescribed in the regulations of the university
- Follow ethical practice in all the research related activities.
- Extensively search the literature on the chosen domain and publish review research papers



- Conduct experimental research; analyze the data and present papers in international conferences.
- Undertake fieldwork based research and publish research papers on outcomes.
- Prepare and submit research progress reports as per the timeline.
- Contribute to research publications of the institution/University beyond mandatory requirements.
- Submit research proposals to external funding agencies, obtain fund and conduct experimental research

#### ***Research Associate***

- Assist the Principal Investigator and Co-Investigator (if any) in achieving the research milestones of the research project.
- Search research literature and write review reports
- Conduct experimental research, analyze the data and prepare reports.
- Guide the student's projects.
- Undertake fieldwork and submit report on outcomes.
- Prepare research progress reports.
- Contribute to research publications.
- Continually update the knowledge on current research trends.

#### **4 *Resource Mobilisation For Research***

Availability of required resources is the key to the success of research activities. The management accords extreme importance to this aspect and provides resources for research activities as follows:

##### ***Human Resources***

- Identification of researchers and other members for the research function is done during the even semester of the previous academic year.
- A pool of competent researchers is created to respond to "Call for research proposals & Awards" and execute research projects.
- Where required, multi-disciplinary teams will be organized by Dean – Research to respond to "call for research proposals"
- Where required, recruitment of researchers is considered to strengthen the research function

##### ***Infrastructural Resources***

- Anna University approved Research Centres have been established for CSE, ECE, Mechanical Engineering and Physics Departments
- The Research Centres have been provided with the required space, equipment, tools, learning resources and software to carry out research activities
- Allocation of funds for research facilities development/up gradation is done in the annual budget
- Enhancement of the research facilities is carried out based on the requirements identified in the Annual Research Plan

### ***Training Resources***

- Continuous up gradation of knowledge among the researchers is a key aspect. The institution makes substantial investment in training the researchers on global trends in research.
- Training requirements related to research activities are identified in the Annual Research Plan and executed in line with the same.
- Globally reputed researchers are invited to conduct programs on research both in online and offline mode
- Training Programs on IPR, Funding Projects Proposal Generation, Product Development, Technical Paper Publication and Global Research Trends are regularly conducted for the faculty members and researchers.
- For the researchers to know about global research trends, subscription has been made to leading research journals
- The research centres have been stocked with adequate books and periodicals on research
- State of the Art training facilities have been created for providing training on research

### ***Other Resources***

- To give a fillip to research and to provide a platform for researchers to share their research outcome, International Conference on Advanced Computing and Communication Systems (ICACCS) is conducted on campus every year.
- Researchers from across the globe take part in this conference and share their research experience
- After scrutiny, papers presented in this conference are facilitated for publication in IEEE Explorer.
- The institution also publishes “International Journal on Advanced Computing and Communication Systems” (IJACCS) once in 3months to encourage researchers share their research experience
- Library facilities, digital section, E-journals subscription and Wi-Fi facility is provided to researchers.

### **6. Code of Conduct and Ethics in Research Activities**

The institution propagates and practices a high level of integrity in all its research activities. To ensure integrity in research activities, the following initiatives have been implemented.

#### **6.2 Research Ethics Committee**

##### ***Purpose***

To constantly propagate among the researchers, the importance of adherence to integrity through training sessions and posters and investigate into cases of code of conduct and ethics violation

### ***Constitution***

The Research Ethics Committee at Sri Eshwar has been constituted with members as follows:

- Dean-Research
- Dean-Academics
- Senior Researchers from Departments

### ***Period of Office for Members***

The nominated members of the committee will hold office for 2 years, after which a new set of members will be inducted into.

### ***Responsibilities***

- All the researchers are required to conduct their research to the highest ethical standards and each individual researcher is responsible for ensuring good ethical practice.
- REC will check for plagiarism of all the research papers prepared by the members of faculty before submission to journals.
- Will diligently protect proprietary information and intellectual property from inappropriate disclosure
- Will scrutinize the research proposals prepared by the departments to ensure good ethical practice
- Will disseminate and contribute research knowledge to the world through all possible means.
- Will ensure proper distribution of research incentives and awards as per the research policy of the institution.
- Research disputes arising internally or externally will be analyzed and solved amicably.
- Will conduct programs and propagate ethical standards among researchers

### ***Frequency of Meeting***

The Research Ethics Committee will meet at least once in 3 months (Aug, Nov, Feb & Mar) to discuss the research ethical standards followed within the institution and provide directions where ever required.

### ***Outcome of Meeting***

The outcome of the meeting will be recorded in the form of directions, converted into actionable in the Action Taken Report and tracked to closure.

## ***5.2 Control of Plagiarism***

To fulfil its objective of maintaining high levels of integrity in research activities, the institution uses well established duplication and plagiarism checking tools. Researchers who compromise on integrity will be liable to disciplinary action.

## ***6. Affiliation & Acknowledgement***

The institution accords high importance to the Affiliation and acknowledgement of research activities.

- All the researchers of the institution must use full name of the institution in their research related publications. No acronym or short form is allowed.
- The labs, departments within the institution if mentioned are to be in hierarchical order from smallest to largest.
- Example for affiliation is as follows.

- X.XXXXXXXXX, Department of XXXX, Sri Eshwar College of Engineering, Coimbatore – 641 202, Tamil Nadu, India

## **7 Standard Operating Procedure (SOP) For Research Proposals**

### **6.2 Procedure for soliciting research proposals**

- On an ongoing basis, Centre for Research and Development, the Department Research Heads, HODs will be referring to the web portals of research funding agencies such as DRDO, ISRO, DST, UGC, AICTE, TNSCST, etc to find out and inform the “Call for research proposals” that would suit the research capabilities of the departments. Centre for Research and Development will forward the details of “ call for research proposals” to all the members of faculty as a ‘Whatsapp Message’.
- In addition, the researchers of the department also on their own identify research projects through various sources.
- Where required, the Department Research Head/ HOD will identify the Principal and Co-investigators based on research profiles to work on the proposal.
- The Principal Investigator will explore and gather details about similar proposals and identify suitable research problem statement.
- After informing the Department Research Head and HOD, PI will approach the Centre for Research and Development with the Proposal details and detailed profile of the Investigators who will be working on the proposal, along with their publications and their expertise in the domain of the project at least one month before the last date.
- After reviewing all the proposals received for the call, Centre for Research and Development will approve the PI and authorize him/her to work on the proposed research project if confirming to the norms of the funding agency.

### **6.2 Procedure for developing research proposals**

- The Principal Investigator will come up with a tentative work plan including an organization structure, roles and responsibilities, proposed solution, costing for the proposal, items to be procured from the vendors, schedule for completion of the various phases of the proposal and year wise objectives.

### **7.3 Review of research proposals before submission**

- The quality of the evolved proposal is critical for the award of the project to Sri Eshwar and hence a critical review of the same is imperative before submission.
- The Department Research Head and HOD will critically review every section of the evolved proposal including the detailed plan.
- For projects above Rs 1 lakh, external experts will also be involved during the review of the proposal.
- The proposal has to be submitted for review to the external expert at least 10 days before the last date.
- The proposal is further refined based on the input provided during the review.

### **7.4 Approval of research proposals before submission**

- The reviewed and refined proposal along with filled-up “Research project proposal submission form” signed by Department research head, HOD is to be submitted to Dean R&I.
- After review, Dean R&I will forward the proposal to the Principal for approval.
- After Principal’s approval the PI will take responsibility of submission via online/offline and despatching the hardcopy of the proposal to the funding agency if required.

### ***7.5 Follow Up On Submitted Proposals***

- The Principal Investigator will keep monitoring the status of the proposal in the portal of the research funding agency and update the progress to the Dean Research.
- Where further clarifications are required, the same will be provided by the Principal Investigator in consultation with the Co-investigators.
- Whenever there is a need for taking input from experts to address a query, the same be considered.

### ***7.6 Analysis of causes for proposals lost***

- When a submitted proposal is not awarded to Sri Eshwar, the Principal Investigator along with the Co-investigators will do a root cause analysis by comparing with the sanctioned projects.
- Various aspects of the proposal, including the proposed solution, delivery schedules, costing details etc. Will be analysed to identify any potential reasons for failure to win the proposal.
- The reasons for failure to win a proposal will also be discussed in the quarterly meeting of the Institutional Research Committee.
- The reasons for failure of the proposal and expected requirements will be documented for future reference.

### ***7.7 Execution of Sanctioned Research Projects***

- Once the research project is sanctioned, PI should inform and send the project sanctioned copy to the Centre for Research and Development, HOD & Department Research Head and setup the Research project team and facility.

### ***7.8 Setting up the Research project team and facility***

- PI will establish the project organization structure, including identification of project research associates. PI will also define the Roles and responsibilities of the project team.
- PI will raise the **Research Resources Requirement Form** detailing the no. Of research associates required, space for research lab, equipments, softwares, computers, etc.
- Dean Research will arrange to advertise the requirement of research associates as per the norms of respective funding agency.
- A panel headed by the Dean-Research will scrutinize the profiles, shortlist and interview them for their capabilities to contribute to the sanctioned project.
- The selected research associates will be provided with an orientation of the project's requirements and their role in the same by PI
- Based on the Lab space requirements of the project, the Dean-Research will facilitate and allocate the lab space.

### ***7.9 Purchase process for Research Project***

- The PI will identify and list recurring/non-recurring items to be procured for the project as mentioned in the sanctioned order.
- Quotations for the identified items will be sourced at least from three vendors(if possible)
- The received quotations and comparative statements with necessary delivery & payment details will be reviewed by the Dean-Research for choosing the vendors and forwarded to the Principal for Approval.
- All the items have to be purchased after the reviewing by the Dean Research and approval from the Principal.
- The institution's purchase procedure will be followed for further activities of procurement

- All the payments have to be done only to the supplier directly by account transfer
- If the project is funded by Central Government funding agencies, the payment details have to be uploaded in the Public Financial Management System (PFMS).
- All the items purchased must updated in the Lab stock register periodically.

#### **7.10 Tracking and Monitoring of proposal execution**

- Effective tracking and monitoring of the project's progress is very critical to the success of the project.
- The PI will submit a progress report quarterly as per the format "**Research Project progress monitoring form**" to the Dean R&I
- Institutional Research Committee will review the progress of the project as per the defined review procedure. The Principal Investigator will make a detailed presentation on the status of the project, including adherence to schedule and cost of the project.
- Formal status report of the project in the prescribed format will be shared by the Principal Investigator to the Dean-Research and Principal.
- Where deviations from the plan are observed, the same will be analysed and appropriate corrective action will be initiated.
- If Required, intervention by the management will be done to address issues observed in the project

#### **7.11 Submission of Progress Report**

- The Principal Investigator will submit the Annual progress report and all the bills pertaining to the project, Utilization Certificates (UC), Statement of Expenditure (SE) as per the format of the funding agency to the Centre for Research and Development for approval.
- Centre for Research and Development will review and approve the submitted Annual progress report and the accounts statements at the first level and forwards it to the accounts officer for the next level approval.
- The accounts officer verifies and approves the accounts statements and expense details and forwards it to the Principal and chartered accountant for approval.
- After the approval from the Principal and Chartered Accountant, PI will submit the annual progress report, bills, UC and SE to the funding agency every year.

#### **7.12 Closure of Proposals**

- Formal closure of a project is equally critical as compared to successful execution of the project.
- PI should ensure that the project is completed as mentioned in the Proposal and within the sanctioned time.
- The project expense should not exceed the sanctioned amount.
- If the project is funded by Central Government funding agencies, PI should ensure that all the payment details are uploaded in the Public Financial Management System (PFMS)
- PI will submit all the final bills pertaining to the project, Utilization Certificates (UC), Statement of Expenditure (SE) and audited financial statement for the completed project after approval from the Dean Research, Accounts officer, Principal and chartered Accountant and a detailed project report along with the project accomplishments to the funding agency. PI should return the unutilized funds to the funding agency after approval from Accounts officer, Dean Research and Principal.
- The project is considered formally closed when the funding agency authorises the closure and effects agreed payment for the project.

- The Principal Investigator will call for a formal meeting of researchers in the institution, along with Department Research Head, Dean-Research and Principal to share the team's experience in executing the project. The PI will submit the filled-up "Research project closure form" and signed by all concerned.
  - The points will include challenges encountered at various stages of the proposal execution and how the team overcame the same, best practices devised and implemented in the project and customer feedback on the project.
  - The complete documentation pertaining to the completed project will be handed over to the Centre for Research and Development for storage and use for future proposals.
6. **FINANCIAL SUPPORT FOR RESEARCH ACTIVITIES**

Allocation of required funds for the research activities is a key criterion. The institution provides the following financial support for research activities.

- Yearly budget for the research activities is prepared by the Dean-Research, reviewed by Principal, and approved by Governing Body of the institution.
- The proposed research activities for the year are considered while allocating the annual budget for resources.
- Financial support is provided for enhancing research facilities, recruiting competent researchers, training researchers on global research aspects and providing seed money for research projects.

### **8.1 Process for Seed grant**

- Seed grant is provided to departments by the management to encourage staff members to engage themselves in intense research activities.
- An amount ranging from Rs.2 lakhs to Rs.5 lakhs is provided to the departments annually
- Faculty members who require seed grant shall submit the **Seed Grant Request Form** to Dean-Research through HOD.
- The proposal submitted by the faculty members will be scrutinized by Institutional research committee.
- The recommended Proposals by the IRC will be forwarded to the Principal by Dean-Research
- The Principal reviews and approves the proposal and grants the seed money
- Seed grant shall be used for procurement of equipment, hardware, software and consumable and Travel
- The faculty members shall make a quarterly presentation about the progress of the project to the Institution Research Committee.
- The faculty members who are provided with seed grant shall publish technical papers in SCI/Web Of Science journals aligned to their area of research periodically
- Upon completion of the project, the faculty members shall present and submit a project report to the Dean-Research

### **8.2 Process for Patent Filing**

- Faculty members, students who have invention for filing patents will have to brainstorm at department level as a first step to ensure patentability of their invention. Searching the world-wide databases of the patents will provide the details of existing similar patents and ideas to enhance the novelty and innovation of new patent.
- The inventor/s will prepare patent documents as per the procedure and formats available at Patent office website and submit the softcopy (Word files) to Centre for Research and Development through

HOD and Department Research head. Filled-up Patent processing form of the institution is to be submitted.

- Centre for Research and Development will arrange to review and rewrite the complete patent document to enhance the legal value and protection of the proposed patent.
- Our institution will be the “**Applicant**” in all the patent documents. The name/s of inventor/s will appear as “**Inventor/s**” in the document.
- Improved version of the patent documents will be sent to the inventor/s for comments if any.
- After finalization of the documents, Centre for Research and Development will submit the patent documents at e-portal of patent office. Centre for Research and Development will monitor the evaluation process at Indian patent office and interact with the inventors if required.
- Necessary processing fees will be paid by the institution
- Centre for Research and Development will conduct quarterly review of the status of the patent submitted applications and submits the report to the Principal.
- Once the patent is granted, the Inventor/s should submit a copy of the certificate granted patent to the Centre for Research and Development, HoD and Department Research Head.
- Following is the revenue sharing arrangement with inventor/s.

Revenue sharing after grant and commercialization of patent	
Inventor/s	Institution
80%	20%

## 9. RECOGNITION FOR RESEARCH CONTRIBUTION

The management firmly believes that the volume and quality of research activities can be enhanced only by constantly motivating the researchers with recognition in the form of awards and incentives.

The salary of the faculty members who make substantial contributions to research is increased every year, based on the attractive norms published.

### 9.1 Minimum Publications norms of the Institution

The faculty members are required to publish the following minimum number of technical papers in an academic year:

Category	SCI	SCOPUS/Web of Science	Remarks
Non-PhD	0	2	All Scopus ,SCI Publications shall be as First or Second Author
PhD	1	2	
PhD with Supervisor Qualification	1	3	
PhD – Associate Professor and above	2	3	

**Note:** If the papers have joint publications with more than one author from Sri Eswhar, only one of the authors is eligible for claiming the research incentive.

Once the paper is published, the faculty has to be submit the details to the Department Research Head and HOD. Also the Publication details have to be uploaded in the ERP by the respective faculty with the approval from the Department Research Head. Centre for Research and Development will take the Publication count and details from ERP only for Accreditation, Ranking and Awards purpose. The faculty members are considered for incentives as given below, **when they publish papers over and above the minimum number of papers indicated above.**



## Research Incentives

Sno	Research Activity	Incentive (Rs)	Norms
<b>Publications</b>			
1	Research paper publication in international journals listed in SCIE/SSCI/AHCI.	Rs. 10000	Publications in SCI Journals up to 4 <sup>th</sup> Author Rs 10,000 and Publications in SCI Journals 5 <sup>th</sup> Author onwards Rs 5,000
2	Research paper publication in international journals listed in ESCI/EI Components/ Scopus Indexed Journals	Rs. 5000	Publications in ESCI/Scopus/WoS Journals up to 4 <sup>th</sup> Author – Rs 5,000 and Publications in ESCI/ Scopus/WoS Journals 5 <sup>th</sup> Author onwards – Rs 2,500
3	Research paper publication in international Conferences listed in EI/Web of Science (BCI/CPCI) / Scopus/ Indexed	RS. 3000	Publications in IEEE or similar conferences leading to paper publication in Scopus indexed up to 4 <sup>th</sup> Author – Rs 3,000 and Publications in IEEE or similar conferences leading to paper publication in Scopus indexed 5 <sup>th</sup> Author onwards – Rs 1,500
4	Research paper publication in international journals that achieved 10 citations and more in Scopus/WoS Database.	Rs. 2000	Citations in Scopus/WoS Database For every 10 Scopus/WoS Citations Rs. 2000.
5	Book Publications (Each) through reputed publishers like Springer, Elsevier, Wiley (Scopus Indexed)	Rs. 10000	Book Publications (Scopus/WoS Indexed) For Authored Book Rs. 10, 000 and Edited Book Rs. 5000
6	PhD Completion and after award of Degree certificate	Salary as per the HR Policy	
<b>International Conference</b>			
7	Organizing International Conference with reputed publishers (Scopus Indexed)	Rs. 20000	
<b>Research Grants</b>			
8	Obtaining research projects from funding agencies/industries	10% cash award of the project value (Shared among the contributors)	
<b>Patents/Copyright/Trademark</b>			
9	Design Patent Granted	Rs.2000	“The name of the applicant” will be “Sri Eshwar College of Engineering” in all the patent applications
10	Product Patent Publication	Rs. 5500	
11	Product Patent Granted	Rs. 5000	
12	Copyright/Trademark Publication	Rs. 5000	

In addition to the above cash incentives, certificate of appreciation is also given to faculty.

## **9.2 Research Awards**

The following awards are also presented with a shield, as recognition of research contributions by faculty members:

### **1. Best Research Department Award**

This award is given annually during annual day function to the research-wise best performing department. The criteria for selection of the award are as follows.

<b>S.No</b>	<b>Criteria (Data pertaining to the assessment year)</b>	<b>Points as per criteria</b>
1	Maintenance of Google scholar page for the department	10
2	Total number of citations of the department	10
3	H index of the department	10
4	I10 index of the department	10
5	Research funds obtained by the dept	40
6	Number of Research papers (Scopus / SCI) published in the international Journals in the name of our college	40
7	Highest impact factor of the journal wherein our college research paper has been published	20
9	Total number of research Activities completed	20
10	Number of research proposals submitted to the external agencies	10
11	Number of patents applied by the department	10
12	Number of Research events conducted	10
13	Books published / Other research activities	10
<b>TOTAL</b>		<b>200</b>

Cash award of **Rs.25000/-** will be given to the **Best Research Department**, during the annual day celebration.

## 2. *Best Department Researcher Award*

Best researcher in every department is identified among all members of faculty based on the following criteria and the award is given annually during annual day function.

<b>S.No</b>	<b>Criteria (Data pertaining to the assessment year)</b>	<b>Points as per criteria</b>
1.	Number of Research papers published in the reputed international Journals (SCI, Scopus, WoS etc..)	50
2.	Total number of citations	15
3.	h-index	15
4.	i10-index	20
5.	Research funds obtained	50
6.	Books published / Other research activities	25
7.	Patents published / Granted	25
<b>TOTAL</b>		<b>200</b>

## 10 *Research Data Management*

Collection, Storage, Analysis and Interpretation of the research data is critical to the institution in making informed decisions. The data pertaining to research will be uploaded by the respective faculty in the IMPRES ERP of the institution. Department Research Head will ensure that all the research data are uploaded in the ERP, verify and approve the data uploaded. With the data taken from ERP, Institutional Research Coordinator will analyse and submit the consolidated monthly Research Performance reports to the Dean Research and Principal. Access to overall research data is provided only to the Principal, Dean-Research and Institutional Research Coordinator.

## 11 *Research Collaboration*

To enhance the volume and quality of research activities, the institution collaborates with leading research institutions and organizations. This includes gathering Research Best Practices for implementation, Joint Research Paper Publications, Joint Execution of Research Projects etc.