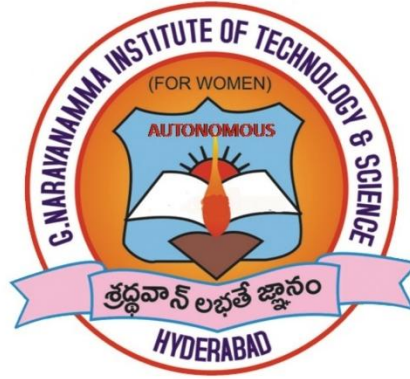# G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE

(For Women)

(Autonomous)

Research & Consultancy
Policy Document

Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad
Accredited by NBA & NAAC, An ISO 9001:2015 Certified Institution
Shaikpet, Hyderabad – 500 104

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Research & Consultancy Policy

1. Introduction

Research & Consultancy is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications and develop collaborations. Research and Consultancy activities create and disseminate new knowledge and promote innovation that motivates better learning and teaching among faculties and students at GNITS. GNITS Research & Consultancy Policy is formulated to create and support research culture among faculty and students. The policy ensures enhancement of professional competence, promote scientific temper and research aptitudes of all learners. With this objective GNITS established a Research & Development Cell in the year 2015. The R & D Cell will enable the faculty and students to pursue research and participate in consultancy works, In this endeavor, this document states the Research & Consultancy policy so that individuals involved in these activities will abide by certain rules and regulations pertinent to research and consultancy.

Vision

To motivate individuals and inculcate multi-disciplinary research and innovative thinking to work in collaborating industry.

Mission
1. To create awareness on evolving technologies and industrial standards for products.
2. Strengthen industry institute interaction.
3. Create opportunities for students to work on research and industrial projects.
4. Generate innovative ideas on societal problems.

2. Objectives of the Research & Development Cell

- To enhance the industry - institute relationship and aid the better product development in quality at reduced cost.
- To pave the way for the utilisation of new corners of science to invent new or alternate technology and healthy solutions to the society at large, particularly to protect the public health and environment.

- To facilitate and encourage the quality publications of the research work and share the results to the entire research community.
- To build relationships through of MOUs for long term relationships with national and international research organisations and industries for widening the scope of research options and funding opportunities for faculty and students.
- To develop, prescribe and administer rules and regulations to ensure the compliance of all researchers to the research quality assurance framework and the research code.

3. Composition of Research & Development Cell

Research Cell will have the following composition

Principal	– R&D Chairperson
Professor	– R&D Dean
Three industry experts	– External Advisory Board members
One senior professor	– Central R&D Coordinator
One senior faculty from each Department	– Department R&D Coordinators

4. Research Policy Implementation Mechanism

The Research & Development Cell of the college shall be responsible for implementing the research policy by working closely with the college management. The specific roles and functions of the research cell will be as follows:

1. Conduct R&D Advisory board meeting once in a year with the external members to evaluate the research activates and schedule plan of action for the subsequent year.
2. Provide research facilities in terms of laboratory equipment, research journals aid, research incentives etc. required by the faculty.
3. Assist the faculty in undertaking research with financial support through SEED grant which includes interdisciplinary research.
4. Promote and uphold a research culture (eg. opportunities for acquiring domain knowledge, attending conferences and workshops etc.).
5. Organize workshops/ training programmes to execute research and consultancy works on campus.

6. To assist in Patent filing process

7. To facilitate industry to use the infrastructure of the college and sponsor research projects.

8. Develop and implement an official Code of Ethics to check infringement and plagiarism in research.

5. Promotion of Research

The faculty and students are given freedom to choose the research area of their choice and guidance is given to seek funding from various Government organizations and industries. The institute encourages the faculty by providing incentives for peer reviewed publications, consultancy works, writing books and filing patents. The institute takes care of complete patent filing process, which is governed by IP Policy of GNITS. All the necessary infrastructural facilities and a conducive environment to promote research, consultancy, innovation and intellectual capital are provided. Due to limited resources the college may not be able to fund all the research activities taken up by the faculty and students. It is the responsibility of the faculty to apply for various funding agencies and pursue their research.

The UG and PG students are encouraged to take up a specific task in the research projects funded by various government agencies / industry under the guidance of faculty investigators. The students who are participating in such funded projects should undertake the task of technology transfer to undergraduate and postgraduate students for further continuation of the research projects.

6. Seed Funding for Faculty

The Institute shall provide SEED grant to faculty and students for Research Projects with the prior approval of Governing Council. The following are the rules for sanctioning the Research Projects from the Institute:

a. Project proposals from a single faculty member or a team of faculty members that results in product or technology development are normally for a period of two years and can be extended for one more year if required. These projects will be supported to an extent of 10 lakhs for each department.

b. On completion of the project, 2 copies of the final project report on the work

done should be sent to the R&D Cell along with the utilization certificate (UC) and statement of expenditure (SE).

c. SEED grant will be released to the principal investigator of the project through the Head of the institution.

d. SEED grant may be utilised for procuring basic infrastructure required for experimenting or pilot study with the approval of Governing Council.

e. SEED fund may be ustilised for travel to places within country (not exceeding 10% of total grant) to acquire domain knowledge or to invite experts in the domain for knowledge sharing, training to gain expertise and preparation of DPR (not exceeding 25% of total grant).

f. Investigators must acknowledge the institute in reports and technical/scientific papers publishing based on the research work done under the project. Investigators are requested to publish some of the research papers emerging out of the project work in leading National / International Journals.

g. All the equipment purchased, fabricated prototypes shall be the property of the Institute.

h. If the PI to whom the project has been sanctioned wishes to leave the Institution where the project is based on SEED grant, the Co-PI will be the PI for the completion of remaining project.

7. Sponsored Research Projects

The faculty can submit Research Project proposals to various funding agencies like AICTE, UGC and DST. The proposals to be submitted are scrutinized at the department level by the Head and Senior faculty of the department before submitting the same to funding agency. The Institute provides all kinds of infrastructure facilities required for conducting a preliminary Research for Project. The funding must be obtained from the organization for which the project is sanctioned. This funding must cover all aspects which include equipment, testing facilities, specialized manpower resources etc. The system to be adopted for conducting the research will be discussed and approval of the Principal is obtained before such an effort is undertaken.

Every department faculty may associate with the Industry for collaborative research, which lead to publications and patents in collaborative with industry. Students, either from UG or

PG programs can be involved in the sponsored research projects and can be paid research assistant allowance from sponsored research funding.

8. Collaborative Research & Consultancy Projects

(i) **Industry Sponsored Research Project:** A public/private sponsored projects can utilize experts of the institution concerned to conduct research. If any patent is registered, then there shall be a sharing of income generated from patenting among the industry, researcher and institute. This will lead to three kinds of benefits:

  a. The researcher will get an exposure to the concerned area of research.
  b. The industry will get solutions to their problem.
  c. The researcher, institute and industry can earn money and at the end, the society will be ultimately benefited.

(ii) **Interdisciplinary Research:** Interdisciplinary research is the order of the day. No department, institution, researcher or scholar can address a research problem in which more than one discipline is involved. It is only when they interact with each other that inter-disciplinary research is possible and yields results. Therefore, the Institute has decided to conduct interdisciplinary research activities for which the following actions will be taken:
  a. Identify the interdisciplinary area.
  b. Identify the different experts from concerned disciplines who can work together.
  c. Study the requirement of the infrastructure to conduct the concerned interdisciplinary research.
  d. Explore possibilities to find resources for such interdisciplinary research.

(ii) **Inter-institutional Research:** The faculty is encouraged to prepare the proposals in collaboration with well-established research institutes such as IIT's, IIIT's, Central Universities and other engineering colleges having research interest. The faculty may be as Principal Investigator or Co-Principal Investigator depending on the contribution towards the research with the collaborating Institute.

(iii) **Consultancy Projects :** The Institute allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not affect the regular duties. Consultancies shall be undertaken only with the approval of the designated R&D Cell/ Principal. No limit is placed on earnings. However there is a limit on the time spent on Consultancy. The sharing of fee for Consultancy and related services offered are as per the following categories.

Category I : Complete use of infrastructure for Projects Completion – This type of projects use major infrastructure available in the college and based on use, the fund is shared equally by the institute and the human resource.

Category II : Partial use of infrastructure for Project Completion – this type of projects use few college resources and accordingly the incentive is paid to college by the consultant.

Category III : No resources of college are used- this type of projects do not require college resources. The consultant need to pay the minimal amount as incentive for permitting the consultant to avail the benefit of flexibility in rendering the services to college.

Category	Activity	Remuneration sharing
I	Complete Use of Institution's resources	50% to Consulting Faculty 50% to Institute
II	Partial use of Institution's infrastructure	70% to Consulting Faculty 30% to Institute
III	Without use of Institutional infrastructure	90% to Consulting Faculty 10% to Institute

9. Intellectual Property

In case of any innovation, the institute shall encourage the researcher to patent it. The institute has collaboration with a third party who will process the patent filing. The institute also bears all expenditure for filing application towards patenting. If the patent is commercialized, the sharing of earning is to be done between the researcher and the Institute as per the guidelines mentioned in IP Policy of the Institute.

Policy for Research and Consultancy Projects

The Institute follows a unique incentive scheme to reward the faculty for the research and consultancy project works carried out in the respective year. This scheme is introduced by the management(Institute) to impart research culture and to motivate faculty towards identifying new innovations. The incentive scheme is as per the table below.

S. No	Category	Name	Percentage of Sharing
1	Funded Research Projects from Govt. organizations, R & D Organizations, Industry, University etc.	Principal Investigator	2% of the Received Fund only upon submission of Utilization Certificate (UC)
		All Co-investigators.	Total of 1% on Received Fund will be shared (only upon submission of Utilization Certificate (UC))
2	Patent	Author(s)	Ratio of 50:50 will be shared only on commercialization of the Patent .

S.No	Activity	Incentive in Rs
1	Publication of paper in International Journals Indexed by WoS/ Scopus/ UGC	10,000 per Year
2	Publication of Books	10,000
3	Contribution to develop e-content /edited knowledge based volumes for resources recognised by MHRD/ SWAYAM/ NPTEL or any government agencies under national mission.	5,000
4	Faculty Gold certification in NPTEL courses	1,000

10. Code of Ethics for Research

❖ **Academic Honesty**

The Institute holds high respect for Honesty in all scientific Communications-honesty in reporting data, results, methods and procedures, and publication status. The institute does not entertain fabrication, falsification, misrepresentation of data. Deceiving colleagues or funding agencies or public is considered misconduct on the part of the researcher.

❖ **Integrity**

The Institute gives high regard for keeping up promises and agreements, sincerity and consistency of thought and action.

❖ **Carefulness**

The principles of good research are to avoid careless errors and negligence. One must carefully and critically examine one's work and the work of peers and keep a record of research activities such as data collection, research design, and correspondence with agencies of journals.

❖ **Respect for Intellectual Property**

Another most important thing is to honor patents, copyrights, and other forms of intellectual property. One must not use unpublished data, methods, or results without permission. Credit needs to be given where credit is due. Research contributions must be given proper acknowledgement/credit and plagiarize must be avoided at any cost.

❖ **Confidentiality**

It is ethical on the part of any researcher to protect confidential communications such as papers giants submitted for publication, personal records, trade or military secrets, and patient records.

❖ **Social Responsibility**

Another principle is, to mitigate social harm through research, public education, and advocacy.

❖ **Competence**

lt is desirable to improve professional competence and expertise through lifelong education and learning. One must take steps to promote competence in engineering or science as a whole.

❖ **Legality**

A researcher must know and obey government policies, relevant laws and institutional rules and regulations

❖ **Protection of Human Subjects**

It is advisable to minimize harm and risks to human subjects and take special precautions with vulnerable populations when conducting research. We need to respect human dignity, privacy, and autonomy. It is desirable to maximize the benefits from research and distribute the benefits and burdens of research fairly.

❖ **Rules for Preventing P1agiaraism**

All Project/Seminar Reports, Dissertations/ Thesis, Research Papers, Case Studies, and any such documents need to be checked with the Standard Plagiarism Software Tool. In case of Project/Seminar Reports, Dissertations/ Thesis, the concerned student needs to submit a plagiarism report generated by a Software Tool to the department