



VIIT/PO/RDO/2020/01-01

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Proceeding the Principal office

Sub: Research & Development Policy-Amendments-Reg.,

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2. R&D Policy of VIIT wide Ref. No.VIIT/PO/RDO/2017/06-01 dated 2nd Nov 2017

REVISED - PROMOTION OF RESEARCH & INNOVATION, CONSULTANCY & EXTENSION SERVICES POLICY

I. Preface

One of the important limbs of any Institution is research. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems, to invent new devices that make life easy and to meet more such objectives. Research should reflect the intellectual strength of the Institution, its response towards the problems in the locale of the Institution and vision of the Institution. For a successful progress of the Institution, it has to focus on both academics and research. Research includes scientific experiments, projects, publications, intellectual assets, collaborations and such allied activities.

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A), promoted and implemented a wide range of policy actions since its inception in 2002 to promote research. The promotional initiatives of VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) on Promotion of Research & Innovation, Consultancy & Extension Services.

II. Objectives

- Place the Institution among leading Institutes in the emerging areas of research and development
- Create a conducive atmosphere for Research with simplified and encouraging policies with adequate infrastructure.
- Undertake locally relevant problems and find suitable technical solutions, through directly or indirectly collaborating with NGO's.

- Bridge the gap between industry and the academics by promoting collaborative Research Projects and consultancy.
- Improving nearby villages on knowledge transfer such as computer literacy, usage of digital application etc.

III. Policy

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) creates, builds, and sustains the research and innovative environment through the following policies:-

- Resource mobilization to carryout various research activities through budget allocations and by attracting research grants through funding agencies.
- Establish specialized labs and Centres of Excellence with appropriate equipment, tools and software.
- Capacity building through human resource development to reach a critical mass level for quality research.
- Factor the research excellence into career promotion opportunities to the faculty.
- Provide incentives, and waivers from the academic and administrative activities to the potential faculty researchers.
- Special incentives for researchers and faculty for achieving State, National and International recognitions / awards.
- Encourage and enable publication of research work through papers / articles in quality journals, International conferences, National conferences and Workshops.
- Encourage participation of researchers and faculty in international, national conferences through appropriate grants and funds.
- Encourage organizing international and national conferences in the Institute to generate new ideas and concepts, and to network experts in relevant domains.
- Encourage the researchers to file applications for patents in the case of novel process and product development, and to encourage the same through sharing of Intellectual Property Rights.
- Create technology and Technology business incubation centres to enable start-up companies to evolve.
- Enable and encourage researchers to take up funded Projects involving technology development and inter disciplinary research work through research cluster concept.
- Encourage the researchers through incentives to take up and successfully complete Projects.
- Provide seed money for initial development of concepts into viable proposal and activities.
- Identify and carryout research on the latest industry / technology problems.
- Carryout applied and inter-disciplinary research in focused areas in collaboration with relevant industries.
- Work with local communities to identify the urgent and real life problems which can be solved by induction and adoption of technologies.

- Identify and focus on the challenges in the rural environment and occupations, and to carryout research on the relevant problems.
- Offer specialized Institution facilities and labs, and expertise to the Organisations and Industries as consultancy service.
- Maintain highest standards of ethics in the research activities, and utilization of research outputs.

IV. **Implementation:**

VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY (A) will implement and monitor the above policies through the following mechanisms:-

- Institution Research Board

VIIT (A) has established strong Research Board with eminent personalities, with their vast experience in the industry they guide and advise the faculties and students in emerging areas as well as in extension activities.

- Office of Dean, Research and Development
- Research Monitoring Committees
- Core Research faculty team

V. **Sponsored Research**

- A. All the faculty members are motivated and encouraged to generate external funds by applying research projects to various external funding agencies such as Department of Science and Technology (DST), Council for Scientific and Industrial Research (CSIR), Department of Biotechnology (DBT), Defence Research and Development Organization (DRDO), Non-Government Organizations and so on.
- B. Faculty members who have not completed any sponsored projects in their career have to mandatorily appear before a screening committee to present their proposal. The proposals will be submitted to the funding agency only after implementing the recommendations of the committee satisfactorily. For other faculty members applying for Govt./Non-Govt. funded project, endorsement from Principal is required before submitting the proposal.
- C. Faculty members obtaining project worth 10 Lakhs and above will be given relaxation teaching load based on the recommendation of Dean Research and approved by Principal.
- D. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI. This will be randomly verified by a committee appointed by Principal.
- E. Collaborative projects between two or more institutes/organisations can be submitted only after the approval of respective competent authorities. The funds will be received by the host institute/organisation of the PI and the host institute/organisation will have the responsibility to transfer the funds to the collaborative institutes/organisations as specified in the project proposals.

- F. No prior sanction/approval is necessary for the purchase of chemical/consumables/books up to Rupees Twenty five thousand (Rs. 25,000/-) provided sanction from the funding agency was received for such purposes. The PI may act as self-sanctioning authority and can place order, with information to the Principal, directly to the vendors for supplying chemical etc. observing all financial rules. For expenditure of higher order, proper approval is required from the Principal.
- G. In general, the overhead charges provided by any funding agency will be fully utilized by the institution. However, a part of the overhead amount may be utilized by the Principal Investigator for his/her project with the prior approval of the institution.

VI. Promotion of Research

i. Creation of Research Facilities

The Institution shall create a conducive research environment for all faculty members. Support will be given by allocating space, computing and network facilities, start-up funding, use of common research equipment's and providing support for research scholars based on the merits of research proposal. Support will also be given for publications, filing patents and commercialization.

ii. Centralized Research Facilities:

Faculty members, research fellows and students are entitled to use the common research facilities created such as the **Big Data Research Laboratory, AI Research Laboratory, IoT Laboratory, Functional Thin Film Research Laboratory, Advanced power electronics and Microgrid Laboratory, Vibration and Acoustics Laboratory, Advance antenna research laboratory, Advanced Signal Processing Laboratory, eYantra (Embedded systems &Robotics laboratory)**with the prior permission of the concerned Deans / Heads of Laboratory.

iii. Seed Money

To promote research activities among the faculty members through resource mobilization, VIIT is providing seed money for an individual faculty as well as for the research groups based on their admissible requirement. Every year the institution earmarks a budget for this scheme. Through this scheme the state-of-the-art technology or facility can be proposed by the faculty/research groups with the proper justification through scientific proposals. The faculty member/research group indented to receive seed money has to submit a research proposal prepared as per prescribed format to the Dean R&D. The proposals will be screened by a committee once in 6 months and based on the committee recommendations the project will be awarded. Funds for the project shall be considered for sanction of grant-in-aid under the management scheme based on the direction of expert committee. The progress of the project will be periodically reviewed by a committee appointed by the Dean R&D and the Investigator(s) should submit a detailed report after the completion of the project.

VII. Research Evaluation Metrics (REM)

A. Journal Impact Factor (IF) based metrics:		
S.No.	Metric	Weightage on 10 Point
1.	SCIE publication with IF above 2	10
2.	SCIE with IF 2 and below	7
3.	SCIE open access journals with author payment	5
4.	SCOPUS journals with h-index 5 to 10	1
	SCOPUS journals with h-index 10 to 15	3
5.	SCOPUS journals with h-index 15 to 20	5
6.	SCOPUS journals with h-index Above 20	7
7.	Publications in conferences sponsored by IEEE, Springer, Reed-Elsevier, Taylor and Francis.	3
8.	Publications in all other conferences	1
B. Patents based metrics:		
9.	National patents published	12
10.	National patents granted	8 Additional points
11.	International patents published	20
12.	International patents granted	10 additional points
C. Research projects-based metrics:		
13.	Getting sanction of research projects from Govt. agencies worth above 10 lakhs	20
14.	Research projects from Govt. agencies worth Rs.10 lakhs or less.	14
15.	Ongoing projects during the project period	15
16.	Industry sponsored research projects	20/10
17.	Ph.D guidelines: If Ph. D is awarded under the supervision	20
18.	Text books : a) Standard publishers like McGrail, Wily, Oxford etc.,	20
	b) Others	10
19.	Teachers awarded national / international fellowship for advanced studies/research	1
20.	Workshops/Seminars/FDP/STTP conducted on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development per semester	3
21.	Workshops/Seminars/FDP/STTP attended on Research Methodology, Intellectual Property Rights (IPR), entrepreneurship and skills development for one week per semester	1

22.	Ph.D Awarded under Faculty	3
23.	Ph.D's registered Under Faculty	1
24.	Research paper with Citation	Per paper citation >= 3 = 1 Points Per paper citation >= 5 = 2 points And above 5 citations = 3 Points
25	Conference organized	3
26	Conference Attended	1 points
28.	Scopus Indexed Book Chapters, Lecture Notes, Book Series	3 points

VIII. Detailed Implementation Process

1. The score based on H index will be an individual score. There will be no sharing.
2. With regard to metric No's 1 to 12 the sharing of points will be as per the following fractions.
 - Single author –1.
 - Two authors – 0.6 for first author and 0.4 for second author.
 - If the first author is research scholar 0.4 to the research scholar and 0.6 to the guide.

These fractions will not change if there are some students among authors or if the paper has been written in collaboration with authors from outside VIIT.

3. Regarding metric number 13&14, the points will be shared equally by all the collaborators in the project.
4. The basis for calculating these metrics will be the calendar year.
5. The date of publication of the paper will be the criteria for all purposes. Date of communication and date of acceptance will not be taken into consideration.
6. For calculating the REM, the Impact Factors published by Clarivate Analytics will be taken into account. Same analogy applies for earlier years & in future.
7. Some journals indexed in SCOPUS data base have both Impact Factor and Cite Score. In such cases only Impact Factor will be taken into account.
8. All data will be maintained up to 2decimals.

iv. Application Procedure

To be considered for research incentive, a faculty member has to submit application to the Dean R&D routed through proper channel enclosing the copies of publications. The committee, constituted by the Principal will scrutinize the applications and finalize the list of faculty members who are entitled to receive incentive for research publications. The final approval will be given by the Principal.

v. Research Targets

All the Doctorates publish 1 SCI Research Article and 2 Scopus Research article every year. All the Non-Doctorates publish 2 Scopus Research Article every year.

IX. Support to VIIT faculty

Faculty members of VIIT are always encouraged to broaden their subject knowledge and acquire technical skills by applying to various training opportunities available world-wide in top-notch institutions and industries. This includes post-doctoral fellowships, short-term training courses, workshops, Faculty Development Programs and attending conferences. TA & DA and Registration Fee are provided by the Institution (Only two times per year). If Conference is out of country, one side Airfare is provided.

X. Responsibility of the Faculty

The faculty members of VIIT, who have a doctoral degree, are expected to be involved in scholarly activities; they are expected to establish an independent research laboratory by obtaining research grants from external agencies. They have to be actively involved in research activities that leads to presentation in reputed conferences, publications in quality journals, publish books and book chapters and, to develop processes and products that are patentable and can be commercialized.

XI. Management of Research

All the research activities of the institution will be coordinated by the Dean R&D of VIIT who will be reporting to the Principal. Institution Research Board (IRB) will advise the conductance of research activities in the institute. Department R&D Coordinators are responsible for the department level activities.

XII. Ph.D Registrations: Faculty members without having Ph.D should register within 2 years of their service.

XIII. Professional body membership: All the faculty members are encouraged to take membership in at least one Professional body.

XIV. Consultancy Policy

Objective: To establish a framework to support consultancy activities at Vignan's Institute of Information Technology.

Eligibility:

- This policy applies to all faculty and staff of our Institute.
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the Institute.

i. Circumstances under which consulting activity is permitted

- The organization requiring consultancy services from faculty or the department shall write 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.
- A MoU 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 the Dean R&D through the head of the department.

ii. Publications:

- Publication arising from consultancy work shall include the faculty affiliation of the Institute and acknowledge for the facilities used from the Institute.

iii. Intellectual property Rights (IPR):

- Institute IPR may be used where not in conflict with rights of third parties or any commercialization plan.

iv. Other Commercial Rules:

- Institute 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 Institute premises, if necessary.
- Tax is applicable for the revenue generated through consultancy work.

v. Policy for Revenue Sharing in Consultancy:

- Our Institute encourages faculty members to do consultancy service to support external engagements that facilitate knowledge and technology transfer contributing to economic and social impact. Such activities serve to link institute and its faculty members more closely to the industry.
- Consultancy work can bring financial benefits both to the institution and its employees.
- In view of encouragement, the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty as follows:

S. No.	Particulars	Faculty	Management
1.	Use of institute space and or equipment	60%	40%
2.	For providing solutions/expertise to problems of the industry (without using Institute space & equipments)	70%	30%
3.	Faculty dedicated to consultancy work(s) and no other load	30%	70%

vi. Price:

- Client/organization will pay for the consultancy work on negotiation. To avoid confusion or dispute later, care must be exercised to ensure clarity as to the inclusion or exclusion of items such as travel and subsistence as well as any special charges for materials or use of facilities in the institution.

vii. Costs:

- Calculation can be done for internal use only to determine the costs towards faculty expertise and resources including the use of Institute space and equipment.

A conflict of interest is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

viii. General Consultancy Rules:

Consultancy work taken up by Consultants is subject to the following limits:

1. The time spent on consultancy and related assignments shall be limited to the equivalent of 50 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week in the Institute.
2. Consultancy assignments may be taken up and implemented, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal.
3. The services of permanent employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute.
4. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provide it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria.


ix. Consultancy Rules: Related Travel

Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department and Dean R&D.

Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Principal. It is, however, anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured. In emergencies, prior intimation and subsequent sanction could be considered acceptable.


Dean R&D




Principal
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Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49