



SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY :: PUTTUR
Siddharth Nagar, Narayanavanam Road – 517583



**SIDDARTHA INSTITUTE OF SCIENCE AND TECHNOLOGY,
PUTTUR
(AUTONOMOUS)**

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

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

Research & Development (R&D) Cell



Research & Development Policy

[Signature]

PRINCIPAL,
Siddhartha Institute of Science and
Technology Siddhartha Nagar,
Narayanavanam Road
PUTTUR-517583 Chittoor Dt. (A.P.)

INTRODUCTION

Siddhartha Institute of Science and Technology, Puttur (SISTK) is dedicated to fostering high-quality research and development activities among teachers and students in all departments. Improving the quality of scientific research is a must for developing effective Applications. SISTK aspires to provide a research environment that fosters an ethical, competent, safe, and accountable culture of high-quality research.

The institute promotes interdisciplinary collaborations that result in practical and basic research with long-term social and technical implications. In addition, the school focuses on academic and research relationships with a variety of funding sources. This document discusses research promotion initiatives as well as research planning and execution principles.

This policy is concerned about the Research and Development activities at the SISTK covers particular issues of performing Research and Development activities inside the college while adhering to UGC and University Research norms.

OBJECTIVE

The objective of Research & development (R&D) initiatives undertaken by SISTK is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute should aim to be of a high standard. The goal of creating technological and social innovations has emerged alongside R&D-based activities.

To achieve the high-quality research ambience the following policies have been undertaken. A Research & development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

1. FORMATION OF RESEARCH AND DEVELOPMENT (R&D) CELL


1.1 The Research and Development (R&D) Cell was established as per the decisions taken by the Board of Governors.

1. 2. The R&D Cell is administrated Committee which comprise of the following members*:

- i) Principal - President (ex-officio member)
- ii) Dean (R&D)-Secretary/Convener (ex-officio member)
- iii) Senior Faculties, nominated by the Director/Principal/Dean – Members
- iv) Nominee from the Industry Member

*Head/Members should have a Doctoral degree (Ph.D.)

*Head/Members should have Research publications in refereed journals to their credit.


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2. RESPONSIBILITIES OF R&D CELL:

2.1 The R&D Cell is responsible for assisting the Academic Council in the performance of the Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and research training activities.

2.2 The development and enhancement of the Institute's research capacities. Motivate all faculties to pursue research in their respective areas of expertise.

2.3 The protection and commercialization of the Institute's intellectual property. Increasing consultancy activities related to R&D for Industry and Society.

2.4 The provision of research and development opportunities for academic staff to maintain enthusiasm, and awareness of current scholarship, programs and relevance in teaching and other Institutional activities.

2.5 The development of infrastructure is beneficial to promoting the quality and quantity of research and development.

2.6 The establishment of research and development priorities; and monitoring the quality and quantity of research and development.

2.7 Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.

2.8 Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for. Promote emerging areas of research and development. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.

2.9 To monitor and enhance the quality of research programs, projects and the research infrastructure within the Institute, including the training of research scholars.

2.10 To foster the development of multi-disciplinary research endeavors across Faculties and departments. Monitor the research and development performance of individuals, groups, Centres, Schools and Faculties to encourage excellence and productivity through maintaining a database of

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research and development activities.

2.11 Oversee the application of the Code of Research Ethics for the responsible practice of research. To formulate incentive schemes for promoting research activities with teachers and students/scholars.

2.12 To promote building build strategic, durable partnerships, and develop funding solutions with Industries and Research Institutions for steering, funding and cooperation.

3. TERMS OF OFFICE

3.1 Members of the R&D CELL other than ex officio members shall serve for terms up to the current academic year.

3.2 An appointed member may be appointed to serve for additional terms as per the approval.

4. QUORUM

The quorum for meetings of the R&D CELL shall be the nearest whole number above 50% of the membership of the R&D CELL for the time being.

5. MEETING SCHEDULE


The R&D CELL will meet every 1st Monday of each month. The President/Dean is responsible for determining if more meetings are required.

6. REPORTING

The R&D CELL will report to the Academic Council by way of its minutes.

7. POLICY FOR INTERNAL RESEARCH AND INNOVATION FUNDING: DEVELOPMENT PRINCIPLES

- (a) Funding will be long-term and allocated under transparent criteria.
- (b) Long-term skills development requires a stable funding base; the diverse and strong technological and science base of this Autonomous Institute will be safeguarded.
- (c) Funding to promote the application, introduction and commercialization.
- (d) New and current resources to be directed towards the most important targets: strengths and fields; infrastructures; the research career system; internationalization.
- (e) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.
- (f) The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.


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(g) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.

(h) Expanding the funding base of research institutes will be necessary in the future.

8. APPROVAL OF RESEARCH PROPOSALS

8.1 The design and methodology of research undertaken by a member of staff or student, that makes use of research and subjects like people, human remains, other living beings and the environment, must be submitted to R&D Cell for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.

8.2 When faculty and student hand in research essays, mini-dissertations, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the Institute.

9. PLANNING CONDUCTION OF RESEARCH ACTIVITIES

This Includes

- Awareness on IPR and plagiarism
- Providing The Necessary Study Material
- Assessment Of the resources needed for the project
- Economic Usage Of Resources
- Ethical Standards
- Generating A Standard Operating Procedure
- Securing The Data Produced from the experimentation
- Research Methodology

10. TRAINING

- The R&D cell provides periodic training sessions to students and faculty members research related topics to understand and adopt research culture and best practices in the institution
- Supervisors shall encourage students and research scholars to attend various training programs on research


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11. RESPONSIBILITY OF PRINCIPAL INVESTIGATOR (PI) FOR R&D AND CONSULTANCY PROJECTS

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

- ❖ Creating a project plan and submitting it to the HOD and Dean (R&D).
- ❖ Scheduling the work to be performed and calculating costs in accordance with the given guidelines.
- ❖ Finding other co-investigators if necessary, coordinating and executing work, and managing project interactions with the sponsor/clients.
- ❖ Compiling the preliminary and final reports in accordance with the project proposal
- ❖ Advising the Dean(R&D) on staffing needs, project expenditures, and remuneration to be charged to professors, employees, and students.
- ❖ Keeping track of project documents
- ❖ Monitoring or sanctioning leave for research and other contractual workers employed on his or her projects.
- ❖ Separately keeping track of equipment purchased with project funds for each project and sending a copy of the record to Dean (R&D) to ensure that expenditures are in line with budgetary allocations and that the usage certificate is submitted.
- ❖ To ensure that the project is completed on schedule and that the final report is sent to the funding agency through Dean's office(R&D).
- ❖ For the necessary maintenance of the Laboratory Record Book for IPR submission, periodical and/or final technical report(S)of the project work to the sponsoring agency.
- ❖ Writing to the sponsor/client for timely release of funds, with a copy to the Dean (R&D) for follow-up, if needed.
- ❖ Before reporting results, the PI must notify Dean (R&D) and research partners and obtain Permission from both.
- ❖ If the PI chooses to leave the university. When a Principal Investigator (PI) retires or takes a leave of absence, a co-investigator or Co-PI may assume the PI's powers and duties with the Dean's approval (R&D).


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12. MAINTENANCE OF PROJECT RECORDS

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

- a. Information on a systematic basis on initiation of the idea
- b. Date of starting of the project
- c. List of innovators and Principal Contributors
- d. Responsibilities assigned to the individuals and the extent of their participation (full-time or part-time)
- e. Signification contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.
- f. The following will not be considered for funding-
 - i. Professional fees or dues
 - ii. Training to meet job requirements in the employee's current job

13. POLICY FOR ORGANISING / ATTENDING IN HOUSE SEMINAR / CONFERENCE / WORKSHOP RELATED TO R&D

SISTK employees can organize funded program or programs approved by RAC. Employees applications approved for Professional Development Program are entitled to get relaxation in office duties.

Criteria for facilitating Professional Development Programs for the Faculty are as follows:

1) Eligible Employees

SISTK employees (excluding employees on leave without pay) with a regular full-time appointment and with one year of accumulated service are eligible employees.

2) Criteria for Professional and Continuing Development

- i) Courses, seminars, workshops, and conference conducted by reputed Institution, University or government agencies are intended to assist employees in maintain and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the institute are considered for financial support.
- ii) Employees approved for Professional Development are entitled to avail leave of up to 6 paid working days annually.

3) Criteria for funding

- (i) Approved funding for individual professional development activities will not be carried



forward into the next financial year.

- (ii) Allowable expenses must be submitted within two (2) weeks of the staff development activity.
- (iii) Funds allocated to professional development activities will be in the following priority order
 - i. Registration fees
 - ii. Materials and supplies
 - iii. Travel for activities off campus
 - iv. Accommodations and meals

4) Application Procedures

- a. The College pre-approves requests for financial support for development activities only. The college does not normally approve funding requests retroactively.
- b. Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.
- c. Completed applications are to be submitted to the Principal's office at least one week prior to the event.
- d. Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.
- e. Cancellation
 - i) Employees can request to withdraw their application and/or approved funding by writing to the Dean (R&D) after obtaining approval from the Head of the Department.
 - ii) Employees cannot use previously approved funding for a different purpose.
 - iii) Employees who do not attend the professional development event for which they have received approved funding must repay the money, which will also make them ineligible for future internal grants.

14. SEED FUND POLICY

- (i) Any faculty member of SISTK can apply for the seed fund from the institution for their research.
- (ii) At any time, any faculty can be a Co-Principal Investigator (Co-PI) in more than one proposal
- (iii) The Principal Investigator (PI) at the time of submission shall not have a running project funded by the seed funding scheme.

The selection criteria for the seed funds are as follows:

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- Proposed project must be from Innovative interdisciplinary research
- Promise sustainable research and development attracting external funds.
- Budget matches the claimed outcomes.
- The project must have the potential to generate Intellectual Property.

Conditions of selection:

- (i) The decision of the selection committee will be conveyed to the PI who will be the responsible person for all administrative matters.
- (ii) The PI is responsible for the conduct of the research in accordance with the institute's R&D policy.
- (iii) Procurement, Utilization, and maintenance of equipment will be as per institute policy.
- (iv) The funds have to be utilized within the stipulated period and the Utilization certificate must be submitted within one month of the completion of the project.
- (v) The progress of the Project will be reviewed monthly and the report must be submitted when RAC requires.
- (vi) The project duration should not exceed six months.
- (vii) The PI will also be required to report progress or outcomes at the end of the project after the termination of the seed grant, including grants received and publication /IPR arising out of the seed grant.
- (viii) In any research or IP communication arising out of the funded project, the contribution of the Institute should be duly acknowledged.

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**APPLICATION FOR REIMBURSEMENT OF REGISTRATION FEE AND TRAVELLING
ALLOWANCE FOR RESEARCH PUBLICATION FOR ACADEMIC YEAR 2020-21**


Important Guidelines as resolved by Research Advisory Committee (RAC)

1. Kindly fill out a separate form for each publication reimbursement request
2. Please ensure institute affiliation in the publication is clearly specified as “Siddhartha Institute of Science and Technology, Puttur”
3. The reimbursement will be issued against the submission of the payment receipt.
4. Travelling Allowance for outstation to present the research paper will be approved as per Institute norms

Faculty Details	Full Name – Designation: _____ Department: _____
Title of the Paper	
Name of the Journal	
ISSN and Indexing details	
Impact factor of the Journal	
Registration Fees	
Travelling Allowance Expenditure	
Any Additional Information	
Signature of the faculty	

Note: Please enclose-i) Copy of the paper, ii) Indexing Proof, iii) Registration Fees Receipts and iv) Travel expenditure proofs

Signature of HOD Name:	Signature of Dean (R&D) Name:	Signature of Principal Name:


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**APPROVED SCHEMA FOR A) RE-IMBURSEMENT AND INCENTIVE AWARD OF
THE FACULTY RESEARCH PUBLICATION AND B) RESEARCH SPONSORED
PROJECT GRANT INCENTIVE**

The RAC also laid down guidelines for claiming the reimbursement and Incentive which are

1. Faculty claiming reimbursement for a conference/Symposium registration fee will not qualify to receive an incentive for the same conference/Symposium.
2. All affiliation should be under the name of the "Siddhartha Institute of Science and Technology, Puttur".
3. The reimbursement will be issued against the submission of the payment receipt.
4. For multiple authors of SISTK the incentive will be issued on the name of the first author, which shall be further distributed based on the level of contribution by each author.

S. No.	Type of Publication	Maximum Reimbursement
1.	Science Citation Index(SCI)/Web of Science/IEEE/ACM/Thomson Reuters/Elsevier/Springer	Full Publication/Registration Charges
2.	Scopus Journal Registration / Publication	Max. Rs. 5000/-
3	Springer Book/Chapter/IEEE Conference/ International Conference with Indexed Publication	Total Re-imburement for the registration (not exceeding Rs. 5000/-)

For Outstation Travel-TA will be approved as per norms

S. No.	Type of Publication	Maximum Incentive
1.	a. Science Citation Index(SCI)/Web of Science/IEEE/ACM/Thomson Reuters/Elsevier/Springer b. Free Publication in this category	a. Rs. 5000 (max) b. Rs. 5000(max) for free Journal
2	a. Scopus Journal Registration / Publication Thomson Reuters/Elsevier/Springer (Paid but no reimbursement claimed) b. Free Publication in this category	a. Rs. 5000/- b. Rs. 6000/-
3	Springer Book/Chapter/IEEE Conference/ International Conference with Indexed Publication	Total Re-imburement for the registration (not exceeding Rs.5000/-)
4	Publications Complete Book with International Reputed Publisher	Rs. 5000/-
5	Chapter in the Book of reputed publisher International	Rs. 3000/-
S. No.	Sponsored Project	Max. Incentive
1	Sponsored Research Project Awarded	5%-10% of the amount deposited by the agency in college account

Dean (R&D)

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