KIET Research Policies

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ABOUT KIET GROUP OF INSTITUTIONS

Ensuring the quality of higher education is one of the most important things we can do for future generations" KIET Group of Institutions was established in 1998 at Ghaziabad (Delhi-NCR) with an annual intake of 180 students. It is an AICTE approved Institution and is affiliated with Dr. A.P.J Abdul Kalam Technical University, Lucknow. With the glorious legacy of 26 years, the Institute now has 8000+ students on its rolls and is empowered with approximately 400+ highly qualified full-time faculty to nurture our students. Being one of the best Institutions affiliated with AKTU, KIET sustains excellent results over the last several years. KIET offers B.Tech. Degree courses in Eleven disciplines i.e. (CSE, CS, IT, CSIT, CSE (AI), CSE (AI&ML), ECE, EEE, ELCE, ME, CE and in addition M. Tech. in one discipline i.e. (CSE), MCA, MBA & Pharmacy (D. Pharm., B. Pharm. & M. Pharm.) courses. Institution's all eligible programs are NBA accredited that includes B.Tech. programs (CSE, IT, ECE, ME, CE & EEE), MCA, MBA & Pharmacy programs and NAAC Accreditation status with "A+" Grade. Besides, the institute has got the recognition of scientific and industrial research organization (SIRO) by DSIR, Ministry of Science and Technology, Government of India. Over the years, the KIET Group of Institutions has been established as a preferred destination for bright students. The institute has to its credit notable Accreditations & Ranking such as NIRF-National Institutional Ranking Framework as Engineering Rank Band (151-200), Pharmacy Rank (77) and Innovation Rank Band (11-50), QS-IGAUGE- Diamond, ISO 14001:2015 (Environmental Management System) ISO 50001:2018 (Energy Management System), ISO 9001:2015 Certified, Registered KIET-Alumni Association Society (KAA), The institute appointed by Dr. A.P.J Abdul Kalam Technical University, Lucknow as the 'Nodal Regional Centre' under the Innovation Hub@AKTU established by Govt. of UP under their Startup Policy 2020 in recognition of Institute efforts in the field of incubation

and nurturing Startups. Good number of Patents of KIET Group of Institutions as applicants recently got published in the Journal of Patent, India. Good amount of Government grants from different funding agencies got sanctioned in the financial year 2023-24. KIET has well established Innovation Centre, conceptualized with a mission to promote outcome-based learning for students that includes learning by making market-ready projects and developing a deeper understanding of the subject specifically in student's own interest areas. The beyond curriculum hobby & technical clubs at KIET provide the much-needed hands-on experience to the students, contributing towards their all-round development and some of the initiatives taken are: 1. Centre of Super Computing: DGX A100 NVIDIA 2. Mitsubishi Electric India Private Limited 3. Centre for Automotive Mechatronics in collaboration with Mercedez Benz. 4. Centre for Advanced Woodworking (CAW) in collaboration with BIESSE India. 5. Centre of Excellence Bio Medical Instrumentation Research 6. Centre of Excellence Space Technologies in collaboration with Space Applications Centre (SAC), ISRO, Ahmedabad. 7. Centre for Advanced Power and Energy Systems (CAPES) Associated MoU Partner TATA POWER DDL, Delhi, 8. Centre of Excellence for Cyber Security (MoU with Wipro). Organizing project Exhibitions and Summer/ Winter Schools value-added courses Cambridge Certification for English Language, GATE/ GPAT coaching, Aptitude, and Soft Skills Training, etc. Skill Development & Finishing School (SDFS) is also established to meet the coding demands as per Industry standards in all branches of Engineering. Taking innovative initiative for improvement leads to overall growth of an organization. KIET takes pride in notifying the value additions for Improving Institutional Ranking, KIET Constitution of Career Counselling Centre (CCC), Happiness & Cognition Centre (HCC) etc. Department of Public Relations endeavours to bring visibility to the Institution's achievements & accolades through promotional programs, Media, networking, connecting and bonding the internal as well as external stakeholders. The department of International Relations harbours all the Intercontinental relations, collaborations, activities, and internships languages German & Japanese. Our Institute effectively contribute to all Sustainable Development Goals (SDGs) while fostering a culture of sustainability & responsibility. Our in-house entrepreneurship cell, Technology Business Incubator i.e. TBI-KIET is to up-skill students through research-based activities. This 'TBI' is set up in association with the DST, Govt. of India, to promote Innovation and Entrepreneurship in the Institute as well as adjoining areas. TBI-KIET has been announced as Partner Incubator, Idex, DIO Ministry of Defence on 04.10.2023. The National Award for Technology Business Incubator 2020 to Krishnapath Incubation Society – TBI by Department of Science & Technology (DST), Govt of India. Since its inception, it has accelerated 190+ start-ups thereby promoting a culture of Innovation and Entrepreneurship keeping in line with Start-Up India and New India programs of the GOI. Presently, 60+ incubators are operational. Since

TBI is associated with KIET, has an Innovation and entrepreneurship council (IEC) which is a bridge between TBI and KIET for academic projects and learning programs towards entrepreneurship mindset development. The focus of the Institute is to get evolved as an innovative and exclusive Autonomous Institution with unique global standards of teaching-learning experience, R&D, quality placements, and entrepreneurship. The institute has "Women Outreach Activity Centre" as per AICTE guidelines to empower girl students/women about their rights and duties and provide a platform to fulfil their dreams. The "Institutional Fitness Committee" is responsible for fitness implementation & monitoring at institute level. KIET has IoT Technology based Smart Laundry facility. The institute also continue a unique concept of having 10 % research faculty/ professor to promote research environment within the institute.

To encourage blended learning mode, classrooms were prepared with camera-enabled system. E-content was developed by all faculty members in the form of self-shoot videos and PPT's. 5000+ video lectures were uploaded on KIET Career Maestro You Tube Channel & few on SWAYAM Prabha Channel. The links of recorded videos were provided to the students through Moodle LMS. Course files which include lesson plan, quizzes, question bank, previous year question papers, assignments, lecture notes, link of self-shoot videos were uploaded on LMS, KIET Moodle, for the students. Assessment, evaluation of internal examinations was also done in online mode using Google classroom, LMS, KIET Moodle Exam system.

Video recordings, course file design on MOODLE, Development / Uploading of e-content on KIET LMS Server is being done on regular basis as a part of our IQAC process.

The institute is a proud member of NDL (National Digital Library), an initiative taken by the Ministry of Human Resource Development (MHRD). The data base of NDL is easily accessible to the faculty, staff and students. KIET adjudged as 'One of the Best-performing NDLI Clubs in Uttar Pradesh' in recognition of its outstanding performance in promoting learning & knowledge through NDLI on 14 Sep'23. Our Institute has subscribed IEEE ASPP, EBSO Management Collection, Benthem Science (Pharmacy) for E- Resources facilities. Our Institute is the member of DELNET.

Industry Connect is one of the three core principles of KIET Group of Institutions. The other two being value driven and skill oriented. KIET has developed a distinctive multi-level mechanism of its own to promote a unifying interface with industry. The Corporate Relations and Placement Centre is equipped to create a pool of skilled human resource by guiding the students to reach their goals with perfection; towards this CRPC has also initiated the Internship & Industry Partnership Cell (IIPC) which follows the guidelines laid down under the Internship Policy of AICTE.

Total 451 companies had visited the Institute for 2024 batch in this placement season with

approximately 1756+ offers and the highest package of Rs. 60.00 LPA. Similarly, Internship and Industry Partnership Cell carried out Internship activities under a well-defined framework of different Internship modules (online) that have been offered approx. 4200 students covering the challenging problems. Conduct of International Conferences, SDPs, FDPs, Training, etc. Free access to LinkedIn Learning licences given to students, faculty & staff for self-learning.

Krishna Charitable Society

All progressive organizations are the outcome of the dreams, creative ideas, and leadership of certain dedicated people. A few years ago, a group of illustrious philanthropists from Ghaziabad got together and began the most ambitious program of philanthropy. They established the Krishna Charitable Society, a non-profit-making organization, and undertook the bold venture of performing service to society througha non-governmental education system. Under the aegis of this society was born the Krishna Institute of Engineering and Technology. KIET is a self-financed institute engaged in imparting technical and management education. It is approved by AICTE and affiliated with Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh. It is committed to generating, disseminating, and preserving knowledge for the development of society.

KIET is a private engineering college imparting engineering and technical education. It is committed to being in-tune with the changing needs of the industry and to working hand in hand with others in order to overcome the latest challenges of the world

Code of Conduct for KIET Faculty Members

The Annual targets shall be set for each faculty member and department (based on the number of faculty members and research scholars). Performance will be monitored every quarter, and if improvements are not observed by the end of each respective quarter, corrective action will be taken within that same quarter. Faculty members with concerns may receive warning letters. Upon receiving three such letters, the concerned faculty member may be subject to administrative action.

- The Dean of the Department shall be answerable for any partial or full non-achievement of targets set for a semester and year across all schools, ensuring that everyone in the school follows the code of conduct.
- All research policies are available on the KIET website, and everyone must comply with them.
- Data must be entered on a weekly basis in all required Google Sheets.
- The budget for research activities must be submitted for the upcoming year before the start of the financial year, specifically by or before March 31.

1. Each **Professor & Associate Professor** at KIET Group of Institutions, Delhi-NCR, Ghaziabad, UP INDIA shall publish **at least one SCI/SCOPUS-indexed Q2 level journal papers** or book chapters per semester. **Assistant Professor** shall publish **at least one SCI/SCOPUS Q2/Q3 indexed journal paper or book chapter per semester.**

   1.1. If any faculty member publishes a paper, files a patent, applies for an award, applies for research funding, or engages in consultancy without **KIET Group of Institutions, Delhi-NCR, Ghaziabad, UP. INDIA affiliation** or without following the appropriate Institution channel while in service, it shall be considered a violation of the code of conduct and may result in administrative action or termination.

   1.2. After submitting manuscripts to journals or conferences, details such as Turnitin report must be updated with the **Associate/ Assistant Head (Departmental Research Coordinators)** for data recording, who will then fill out the respective Google Sheet of the Institution Research and Innovation Cells.

   1.3. No paper shall be published by KIET faculty until it has **been checked for plagiarism and confirmed to have 90% unique content**. All research papers must undergo similarity index checks using KIET's licensed Turnitin software.

   1.4. For **Joint Publications** with other KIET faculty, the weightage will be 0.5 if two faculty members contribute, and 0.3 if three faculty members contribute. Publications with more than three faculty members are not acceptable without prior approval.

   1.5. The affiliation used should be as follows: "**<NAME>, <DESIGNATION Professor/Associate Professor/Assistant Professor/Research Scholar/PG student/UG student>, KIET Group of Institutions, Delhi-NCR, Ghaziabad, UP. INDIA affiliation**

   1.6. The first author must be the primary contributor to the research, not based on seniority.

1.7. Faculty members from KIET who are pursuing a Ph.D. from other institutions must mention their " **KIET Group of Institutions, Delhi-NCR, Ghaziabad, UP. INDIA affiliation**" in their research papers.

1.8. For papers **based on students' work (Ph.D./PG/UG),** the student's name shall be listed as the first author.

1.9. Publications may have a **maximum of four authors**; may have co-authors only from premier institute affiliation.

1.10. **Following departments should organize jointly Scopus indexed conference with sponsorship from DST/ DRDO/ DSIR/CSIR/ AKTU/ AICTE/CST etc. in the span of one year as mentioned below**

S. No.	Name of Department	Name of Conference Publisher
1	Electronics & Communication Engineering, and Electrical & Electronics Engineering	IEEE
2	Mechanical Engineering, and Information Technology	Springer
3	Computer Science & Information Technology, and Computer Science Engineering (AIML)/ Computer Science Engineering (AI)	IEEE
4	Applied Science (AS) & Humanities & Social Sciences (HSS)	AIP
5	Electrical & Computer Engineering, and Computer Science Engineering	ACM
6	Master of Computer Application, and Computer Science	Taylor and Francis
7	KSOP & MBA	Elsevier

1.11. **Every Department has to conduct/ organize ATAL/ AICTE/ Electronics & ICT Academy/ AKTU/… sponsored FDP at least once in an academic session.**

2. Project and Guidance Requirements

2.1 All faculties must ensure that if they are guiding project of UG students, then **100% UG student's projects under each faculty publication should lead to SCOPUS Indexed Publications / Patent / Product**.

2.2 All faculties should ensure that if they are guiding PG students, then 100% PG student's projects shall have 1 review SCIE paper/ 1 Scopus journal paper publication.

2.3 lead to one **SCI publication** as an outcome of their PG project.

2.4 Every **Project report at all levels (UG / PG / Ph.D.), every internship report, every book, book chapter, patent draft, every assignment, presentation, research papers, monographs, the design** must be checked through **KIET's licensed Turnitin software**.

2.5 The **UG project report** should have **80% unique contents** in the final report without that project shall not be get submitted for the examination.

2.6 The **PG project report** should have **85% unique contents** in the final report without that project shall not be get submitted for the examination.

3. **Centre of Excellence**
   3.1 Each **Centre of Excellence of the Institution** must apply for funding and shall result in spiraling out one or more UG, PG and Ph.Ds. every year.
   3.2 It must involve **a minimum of 2 industries and 1 international organization and few Ph.D. students and PG and UG students** leading to **a minimum of 4 publications per year: one start- up and 2 consultancy assignments and one grant.**

4. **Every professor and Associate Professor and all doctorate faculties of KIET must apply for funding not less than 10 lacs every year and generate the revenue every year equal to two months of their salary.**

   4.1. Dean of the Department must ensure **all the grants applicable and open in India and abroad** must be applied suitably and there shall be active funding from the various agencies

   4.2. Dean of the School/Department must ensure all **Assistant Professors are   Co-PI in at least 2 proposals** and Every **Professor and Associate professor** do apply for **at least 5 proposals per year**

   4.3. **DST/UGC/CSIR/ non-government grants / grants** from various ministries also be explored.

   4.4. Each **Ph.D. supervisor** along with **his/her Ph.D. student** must apply for **funding Projects every year**.

   4.5. Each **In charge of the CoE** also ensures every year grants are applied per min. 150 lacs.

5. **Doctoral Degree**

   5.1. Every **faculty not having a Ph.D. degree** shall **identify the area and supervisor within 3 months** of release of this document and **register within 3 months** of release of this mandate for Ph.D. either in KIET or outside KIET.

   5.2. The Institution will reimburse the Ph.D. fee of **INR 30000/- Max for three years. The candidate must also have SCIE publications with KIET as affiliation for the PhD fees** reimbursement.

   5.3. The PhD theses should have 90% unique contents in the final report without that thesis shall not be get submitted for the examination

6. **Every Professor and Associate professor shall organize 2 FDP of minimum of 15 days per year with external Government/ Non-Government funding (in zero budget).**

7. **Every Faculty must be a resource person for a minimum of two events (One international and one outside KIET in NIRF ranked Institution/Institute)**

8. **Every department should have IPR Cell and must establish Innovation cell.**

9. **For all branches, OD should be approved and approved by Dean R&D and DG.**

10. Every **faculty** must **file minimum one patent every year** and **Dean of Department** shall ensure that **30% of audited projects** School/Department shall file **one patent**. So, on prodata basis target shall be set for the School/Department.

11. Every **School/Department** must organize **innovation and entrepreneurship workshop** for **every section** and **one workshop for teachers** to make them aware about innovations and entrepreneurship.

12. Every **School/Department** shall ensure every section has **minimum 2 starts ups** accordingly targets must be set up.

13. Every department must sign **2 MOU every year** and there shall be **minimum 2 activities** under each **MOU**.

14. **KIET Journals on Business/ Engineering/ Pharmacy should have regular volume. Every issue shall not have more than 10 papers and out of which maximum 3 papers from KIET and rest must be from outside India. Efforts to be taken to make KIET journals Scopus indexed.**

15. **Research Methodology workshop must be conducted for every undergraduate program of minimum of 3 credits and 45 hours / Self-study and research course and minor in entrepreneurship must be offered in each program.**

16. It shall include **patent drafting, research paper drafting and literature review** as key components.

12. **Dean of the Department shall ensure that all faculty members are members of minimum two Professional bodies of National/ International repute.**

13. **Each department must organize 2 workshops for paper writing/ 2 workshops for patent writing and book chapter/ book writing for each section of students and all the faculties.**

14. **Research Groups must be formed for each of the schools ensuring each faculty of the school to be part of at least one of the groups.**

   14.1 **The projects and internships and Center of excellence** must be linked to **research groups**. The outcome of each research group to be patents and publications.

   14.2 Under each **group two Saturday there shall be discussion on new papers in the same domain, discussion on at least 4 papers** and **gap identification and outcome be exhaustive** list of such topics or areas, which can be called a bank of research areas.

   14.3 It shall be utilized for the following **research activities** and is appreciated if the topic is chosen from this Bank:

      14.3.1 The **Bank** can be made available to the **research scholars** who may

use it for **their doctoral thesis**.

    14.3.2 Similarly, **the faculty** shall also avail the Bank for identifying the subject for their research projects.

    14.3.3 Even for **industry sponsored projects** or for **collaboration** with other institutions, the **Bank shall be utilized**.

15. **Publishing annual intellectual capital report by compilation of all research activities shall be display in every INNOTECH.**

16. **The complete research profile twice in each semester at the beginning of the semester and end of the semester for each faculty and updated in the central google sheet for Orcid, Vidwan, Publon and others.**

17. **MBA department must ensure 2 case study training for not less than 50% employee every year.**

18. **Every department must ensure the data is uploaded and in sync with data at central level and the central sheets to be updated on day-on-day basis**

RESEARCH POLICY OF KIET GROUP OF INSTITUTIONS

Rapid growth in scientific knowledge is an indication of the quest for discovery and has an impact on economic and societal development. Science, technology, and innovation are often initiated in an institute's research environment. Research and developmental activities create and disseminate new knowledge in a range of fields, promote innovation, and will motivate better learning and teaching among faculty members and students of our institute as they are often incorporated into the courses. Research is the foundation of knowledge that brings new energy, builds state-of-the- art facilities, promotes research publications, develops collaborations, and becomes a part of an active community that shares the mission objectives. Moreover, there is good evidence that research supports and improves teaching, helping to build excellence in this dimension as well. Research can have salutary effects on faculty members, on the nature of their teaching, and ontheir students, both undergraduate and postgraduate.

Evidence is accumulating that students do benefit in significant ways from having researchers as instructors if the institution balances resources spent and rewards assigned between research and teaching. This positive view, which has been consistently detected in recent studies, sees the benefits of "research-led teaching." In this approach, the researcher's experience is integrated into teaching.

The Vision of the Institute for Research

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet national and international needs.

The Mission of the Institute for Research

1. To motivate faculty members to concentrate on research-related activities in addition to teaching, so as to publish research articles in reputed journals.

2. To pursue efforts to write books and monographs for publication by international and national publishers of repute.

3. To spark faculty members' interest in joint research projects with colleagues at prestigious national and international universities.

4. To encourage faculty members to submit proposals and secure funded research projects from various funding agencies in India and abroad.

5. To undertake consultancy projects sponsored by the government as well as private, industrial, and other organizations.

6. To encourage creativity in the minds of the faculty members so that they make original contributions by way of products, concepts, etc., and obtain patents.

7. To reach out to national and international professional societies.

Research Challenges in KIET

- Collaboration with Foreign Universities /International Collaboration.
- Consultancy and Extension Activities
- Increase the Volume and Impact of Research Across Every Discipline
- Improve Faculty Research Development Support (Across All Disciplines)
- Improve Use and Support of Core Research Facilities
- Enable and Support Student Research

A Multidimensional Framework for achieving excellence

This document focuses on how research activities can contribute to the overall quality of the KIET Group of Institutions and enhance its stature. It describes how to fashion, support, and sustain a culture of research, even if such a culture has not existed or has not been emphasized previously. Moreover, there is good evidence that research supports and improves teaching, helping to build excellence in this dimension as well. Therefore, perceiving that an institution is teaching-only or vocationally oriented and not in need of a research component is incorrect. A research program can have salutary effects on faculty, on the nature of their teaching, and on their students, undergraduate and postgraduate.

The purpose of the research policy is to create a vibrant atmosphere of research among faculty and researchers in the KIET Group of Institutions. The policy will serve as an overall framework according to which research activities may be carried out.

Incorporating Research into Classroom-Based Teaching

- Every faculty member should think that teaching in the classroom is not sufficient byusing text books, class notes, ppts, etc.
- Developing exercises to assist students in developing research skills (for example, literature reviews, critical reading of articles, and publishing to a publicly accessible site).
- Encouraging students to use research tools such as software, research equipment etc.
- Every faculty member should consult one research paper unit-wise and explain it to the students. This will develop an understanding of the importance of research among the undergraduate students.
- Every faculty member should share and show their own research (M.Tech or Ph.D.) to the students in the classroom.
- A research seminar/presentation should be delivered by individual students in which he consults at least 10 technical/research papers related to the topic.
- After giving the presentation, a summary of the literature review should be submitted by the student to the concerned faculty.
- Eminent researchers should be invited to the campus to deliver talks.
- Every unit of a subject taught by faculty should contain current research topics.
- Students could be suggested to perform experiments by consulting research papers on any interesting topic on the equipment available in the laboratory.
- Encourage students to work in groups to address novel scientific questions aimed at generating and testing new hypotheses. This will foster a spirit of collaboration and teamwork.
- It is a significant accomplishment to teach students how to create an experimental plan and carry it out in a laboratory setting.

The above approaches will lead to an increase in critical thinking ability, experimental design ability, and self-rated abilities such as navigating the literature, thinking like a scientist, and understanding research in context. Thus, incorporating research into classroom-based teaching leads to a) stimulating student interest, b) creating a classroom environment of lifelong learning forboth student and teacher, and, finally, c) striving for optimal societal outcomes.

Collaboration with Foreign Universities / International Collaboration

- It promotes innovation and the creation of new knowledge.
- Collaboration with world-class educational institutions can raise the standards of our institute through exposure to teaching and research activities.
- a broader range of techniques to work with
- Deeper research
- Publications have increased in number.
- Patents will also increase.
- Impressing and inviting investors and funding agencies.

Consultancy and Extension Activities

- The process of promoting a culture of consultation and extension activities among faculty and students is to be ensured by facilitating participation in research and related activities.
- Consultancy and Extension Activities to be actively organized or managed by the faculty of various Disciplines for an external agency, with the faculty's expertise and specific knowledge base serving as the primary input.
- to establish active collaborations with leading scientists and experts to enhance the research potential of our institute.
- Various departments may also promote interdisciplinary consultation and extension activities.

Increase the Volume and Impact of Research Across Every Discipline

- Talks by eminent scientists and scholars are to be arranged by various departments.
- Visits to major research labs in NCR by the Faculty of Various Departments
- By making our research visible and accessible to the outside world, we increase the chances of our research being noticed, used and having an impact, thus increasing our own reputation and enabling KIET to serve as a major resource for the nearby industries' innovation strategies.

Improve Faculty Research Development Support (Across All Disciplines)

- Motivate faculty members towards fundable research endeavors by bringing awareness of sponsored research opportunities.
- Increase number of sponsored research projects

- Identify and eliminate challenges associated with the faculty applying for sponsored research opportunities
- Significantly increase the number of collaborative research efforts
- Increased campus awareness, conversation, and culture around sponsored research
- Educate faculty on transitioning research results to intellectual property

Improve use and support of core research facilities

- Improve core facilities' infrastructure.
- Consolidation of research facilities and less duplication of resources.
- increase in research skills from training opportunities.
- An increase in research productivity.
- Easy access to resources and services.

Enable and support student research

- Create a research-friendly culture by facilitating the students research experience
- All students must be motivated towards the value of incorporating research in education
- Provide more opportunities to students to do mentored research
- Increased number of students doing research
- Improved students educational experience, via an enhanced research culture
- Identify existing research programs for students
- Improved awareness of existing opportunities

Following the above activities, KIET can achieve -

- World-Class Research with Excellence in Teaching
- Selected Focus Areas for Research in All Disciplines
- Address Real-World Problems - Local, National, Global
- Strong National and Global Partnerships
- Foster Local & National Entrepreneurship
- Nurture Local Technical Institutions

Developing and Executing a Robust Research Plan

An institution seeking to grow its research activities should proceed step by step. Good intentions and an ambition to succeed are not enough. Success requires planning. The KIET Group of Institutions will need to develop a long-term research plan with short-term and medium-term objectives. The major objectives of the research plan, along with short-term, medium-term, and long-term targets, include:

- To create an enabling environment within KIET in order to foster a research culture as wellas provide the required support through a research framework and guidelines.
- To ensure a high level of an efficient and effective support system to facilitate the faculty and researchers in their research activities.
- To nurture an environment conducive to undertaking socially useful research with potential for commercialization.
- Forging interdisciplinary collaborations and partnerships nationally and globally.
- Identifying private support for research funding in the KIET Group of Institutions.
- Identification of more thrust research areas department-wise
- Employing the efforts and resources effectively in these identified areas is the goal.
- Each KIET faculty member must apply for a Ph.D. as soon as possible.
- Also, if a faculty member gets himself/herself registered for a Ph. D at AKTU, the main supervisor shall be from KIET. However, if a faculty member prefers to get registered at other reputed institutes/universities, the co-supervisor shall be from KIET.
- Ph. D faculty are required to have Ph. D students or Ph. D scholars enrolled in Ph. D prgams under their supervision, i.e., each Ph. D faculty member at KIET must supervise some Ph. D students.
- Receiving research paper incentives based upon impact factor, it is mandatory for all faculties to establish or contribute to a center of excellence, research lab, student research facility, or sponsored projects in their respective departments based upon the research carried out in their paper.
- Every faculty member (assistant professors, associate professors, and professors) is required to publish one research paper in Science Citation Index (SCI) journals during the academic year.

- It is mandatory for each and every faculty member (assistant professors, associate professors, and professors) having teaching experience of 8 years or more to file at leastone patent in each academic year.
- It is mandatory for each and every faculty member (assistant professors, associate professors, and professors) to qualify for any one MOOC in one academic year.
- All the departments should formulate research groups depending upon the available resources within the department or interdepartmental with one senior faculty heading a group of five members.
- Each faculty member must have a Google Scholar account showing all their publications to establish citations, h-Index, and i10-index.

SWOT Analysis

One technique for assessing the KIET Group of Institutions' current research position is a SWOT analysis. The acronym stands for "Strength, Weakness, Opportunity, and Threat".

Strength (Intellectuals)

- 15 departments in KIET
- 379 faculty members in total
- 160 Ph.D. faculty members
- 154 Faculty Members with Ph.D. (Pursuing or Submitted)

Weakness.

- Lack of support for international collaboration
- Inadequate industry institute interaction.
- Lack of patents
- Consultancy work has to be improved.
- A shortage of space for the expansion of facilities

Opportunity

- Student internships are encouraged in industries and national laboratories.
- Interdisciplinary research in niche areas is the need of the day, which gives opportunity inall areas.

- Students' participation in research publications and projects
- Faculty participation in research publications and projects

Challenges

- Consultancy and extension activities need improvement.
- Collaboration with Foreign Universities/International Collaboration
- Increase the Volume and Impact of Research Across Every Discipline.
- Improve Faculty Research Development Support (Across All Disciplines)
- Improve the utilization and support of core research facilities
- Enable and Support Student Research
- Understand and Communicate the Impact of Research

This analysis will help us focus on the overall image of the research status of the KIET Group of Institutions.

Current Research Focus

The current research focus of KIET includes

- A reward for students who have contributed to a research paper However, this could be applied to the starting phase to enhance the publications.
- To focus on admissions in PG courses as well as doctoral programs because research needs the involvement of students from PG and doctoral programs.
- There should be some leeway in attending conferences and FDP during teaching days if the academic goal is met. At present, most faculty members attend FDPs only in lean periods. Faculty could attend some quality FDPs during teaching days as well for knowledge enhancement. A limited number of faculty members should be permitted to attend.
- The emphasis should be given to attending conferences abroad, subjected to screening. Faculty members should be motivated and sponsored to pay up to 20% of the open access fee to publish their papers in international open access journals to increase the citations of the published papers.
- Each department should proceed and try to publish its own journal.

- It could be planned to reduce the teaching load by three hours per week for facultymembers who are actively involved in research, as reflected by the research papers published or patents applied in the last five years. This time of relaxation should involve free hours from administrative duties also.

Consulting Thought Leaders to Confirm Research Focus

A systematic analysis of the data to understand the research area, a SWOT analysis, and the detection of emerging research will bring out several evidence-based insights in defining and refining the KIET Group of Institutions' research focus. However, inputs from thought leaders will be instrumental in bringing in practical aspects arising from experience and expertise. Thought leaders are typically excellent consulting sources for shaping the chosen research focus areas as well as overall research program planning, given their hands-on experience. Some of the approaches and steps that institutions can leverage to identify, profile, and partner with thought leaders for consulting are as follows:

- Identify top researchers and thought leaders in a specific field based on publication, patenting, and clinical trial data.

- Furthermore, we profile the identified individuals by analyzing related activity on professional and technical social media platforms.

- Some expert talks should be organized department by department to share knowledge onhow to write and submit a project proposal to a funding agency.

Developing talent recruitment, retention and recognition plan

- Undertaking Research: Faculty members of the KIET Group of Institutions are expected to undertake research, leading to quality publications, presentations at national andinternational conferences of repute, the generation of intellectual property with potential for commercialization, socially useful outcomes, and other similar research activities.

- Faculty and researcher obligations (including post-graduate researchers):Research output will be considered one of the criteria for faculty recruitment and promotion, along with other academic responsibilities.

- Recruitment and Promotion: KIET will hire faculty members and researchers who have demonstrable or demonstrated research capability. Faculty promotion may significantly depend on research undertaken. The quality of research output, especially research publications, may be assessed on the basis of established yardsticks such as the Impact Factor (IF), which will be revised from time-to-time as appropriate. Overall research activities may

be coordinated by Team R & D under the direct supervision of Dean R & D. Research and Development will be in charge of the overall operation of the institute's research activities. Each department's research activities will be coordinated by an Associate/Assistant Head (DRC) nominated by the Department.

- Dean, R&D, will be a member of the selection committee in all departments.

- Credentials of the candidate like publications in indexed journals (for Technology, Science, Management, and Social Sciences-SCI/SCI-E/SSCI and for Pharmacy-PubMed/SCOPUS/Index Medicus) must be verified before the interview.

- Also, the candidates are required to submit a future research plan for the next five years.

Continuous Improvement and Sustainability

Another emphasis on human development is essential. In the 21st century, people—researchers and research support staff—require constant continuing education. This can be facilitated by the institution through hosting workshops and seminars designed to promote best practices in research, publication, managing workflow, finding funding, human and resource management, as well as teaching.

A well-structured training program is critical to ensuring continuous improvement in the institution.

- Conducting effective research to power discovery
- Publishing influential works
- Avoiding and discouraging plagiarism
- Effective funding application writing
- Using technology to monitor research

Lastly, but importantly, the leadership of an institution should communicate, continuously and very clearly, its purpose and priorities so that faculty and staff know and collectively work toward the institution's stated mission for research. If research is a priority, then the administration should provide participatory leadership to match the way that researchers themselves function.

Researchers typically do not take kindly to orders but are open and responsive to collaboration on projects of common interest, such as the quality and advancement of research activities within the institution.

By following proper research planning, the KIET Group of Institutions can:

- Facilitate the integration of new technology into the college.
- Support for company strategy and planning processes
- Determine new business opportunities for leveraging technology.
- Provide high-level information on the institute's technological direction.
- Encourage communication and collaboration within the institute.
- Identify market and technical knowledge gaps.
- Supporting sourcing decisions, resource allocation, risk management, and exploitationdecisions.
- High-level integrated planning and control: a common reference/framework.

Policy of Research Incentives Scheme

Scope of the Scheme

- Undergraduate and postgraduate students who are on roll with the KIET Group of Institutions can publish their original research work.
- Full-time employees of KIET Group of Institutions who are on probation/permanent payrolls and faculty who are appointed on a contract basis in any of the constituent departments of the Institute.

Research Incentives for faculty

Incentives for Research Publications in Journals

To further promote the intensive research culture among the faculty members of KIET, it is intended to adopt the incentive policies under the vision of the research institution. KIET has already adopted the incentive policies for SCI, SCIE, SSCI, AHCI, SCOPUS, eSCI and CCR Expanded indexed international journals, but to make the research more adaptive, it is required to give more freedom in the regulation of SCI publications. In view of the above, **faculty may claim maximum 5 Research Publications incentives for Journals in an academic year as mentioned in different categories of Table-1.** The primary objective of this new incentive scheme is to motivate the faculty members of our Institution to undertake quality research and other related activities. Table-1 is showing incentive for publications.

S. No.	Categories	Conditions	Incentive (in Rs.)
**INCENTIVE FOR PUBLICATION IN SCI/ SCIE/ SSCI/ AHCI**		
1	**Outstanding Research Publication Incentive**	Publication in a) Nature (British Multidisciplinary Scientific Journal) b) Science Academic Journal of the American Association c) Harvard Business Review (Management magazine published by Harvard Business Publishing, a wholly owned subsidiary of Harvard University)	25,000 /-
2	**Premier Research Publication Incentive**	Paper must be published in SCI/SCIE/SSCI a) American Mathematical Society b) American Physical Society c) American Society for Civil Engineers (ASCE) d) American Society for Mechanical Engineers (ASME) e) American Society of Testing Materials (ASTM) f) Association for Computing Machinery (ACM) Transactions g) IEEE Transactions/ Journals/ Letters/ Reviews h) IET Transactions/ Journals/ Letters/ Reviews i) Institute of Civil Engineering Publishing, London. j) Institute of Mechanical Engineering, London. **In addition to the above list the SCI/SCIE/SSCI journals with impact factor>= 7 will be considered**	21,000 /-
3	**Commendable Research Publication Incentive**	Paper must be published in journal with an impact factor between 5 to 6.99 and indexed inSCI/ SCIE/ SSCI	15,000 /-
4	**Admirable Research Publication Incentive for SCI**	Paper must be published in journal with animpact factor between 0.750 to 4.99 and indexed in SCI/ SCIE/ SSCI	11,000/-
5	**Valuable Research Publication Incentive for SCI**	Paper must be published in journal with an impact factor between 0.500 to 0.749 and indexed in SCI/ SCIE/ SSCI	8,000/-
6	**Gratifying Research Incentive for SCI**	Paper must be published in journal with an impact factor between 0.250 to 0.499 and indexed in SCI/ SCIE/ SSCI	5000/-

	Incentive for publication in Scopus		
7	**Admirable Research Publication Incentive for SCOPUS**	Quality research published in SCOPUS havingCite Score **3 and above**	5000/-
8	**Valuable Research Publication Incentive for SCOPUS**	Quality research published in SCOPUS havingCite score **2 to 2.999**	4000/-
9	**Gratifying Research Incentive for SCOPUS**	Quality research published in SCOPUS having Cite score **1.000 to 1.999**	3000/-
	Incentive for publication in eSCI and CCR Expanded		
10	**eSCI indexed Journal**	Quality research published in eSCI Journals is applicable for publications in any ESCI/CCR-Expanded journal, and a maximum of one ESCI/CCR-Expanded indexed research paper in an academic year shall be considered.	2000/-

Requirements to be fulfilled by faculty for claiming the Incentives:

- The current/present impact factor, indexing (SCI/SCIE/SSCI) and other information will be taken from Clarivate analytics for evaluation of the papers. For indexing in Scopus, Cite Score and other information will be taken from scopus.com.

- The faculty member requesting the incentive must be the first author/supervisor (only for Ph. D students) or co-supervisor (only for Ph. D students) on the research paper.

- It is mandatory for all faculties receiving/receiving research paper incentives based upon impact factor to establish/contribute to a centre of excellence, research lab, student research facility, or sponsored projects in their respective departments based upon the research carried out in the paper.

- In the case of a multi-authored publication, the incentive will be equally shared by the authors.

- Published papers must have "KIET Group of Institutions, Delhi-NCR, Ghaziabad" as the affiliation.

- The author needs to claim the incentive only after the volume number, issue number, and page number have been assigned to the research paper by the journal.

- Authors outside the KIET fraternity are not entitled to this scheme.

- To raise the number of citations for improvement of KIET NIRF Ranking, it is mandatory for the perspective authors to include at least two references of already published Research Papers byKIET faculty in their Research papers.

- Authors must also be aware of the KIET Ethics Policy for Students and Faculty Members on academic dishonesty and plagiarism (Annexure I).

- The corresponding author shall take the responsibility of screening the paper for plagiarism, ethics approval, and background checks on the potential, possible, or probable predatory scholarly open access journals before communicating the research publication to Beall's list of predatory publishers.

- When submitting a claim, proof of the journal paper and its indexing must be provided.

- A publication claim under the Research Incentive Schemes (RIS) of KIET must be made within amonth of publication in the prescribed form to the HR department (**Annexure II (a)**).

- Details of the knowledge sharing session must be submitted while making the claim (**Annexure II(b)**).

Presentation of Research Papers in Conferences in India

- The International/National conference must be of repute (viz. IEEE, Springer/Wiley/IPC etc.) and the hosting institutions must be of repute as well (IITs/IISc/NITs/IIITs/Universities/Deemed Universities etc.).
- The faculty would be allowed OD + Registration + T.A. on an actual basis or Rs. 20,000/- whichever is less.
- Only one faculty member may use the facility in the case of joint authorship.
- Each faculty member can present research papers at conferences of repute twice in an academicyear with financial assistance (limited to Rs. 20,000/-only).
- The maximum number of ODs is limited to one week during the lean period. Only one one-day ODis allowed in the academic period.
- Authors must also be aware of the KIET Ethics Policy for Students and Faculty Members onacademic dishonesty and plagiarism (**Annexure I**).
- Published paper must have '**KIET Group of Institutions, Delhi-NCR, Ghaziabad**' as the affiliation.
- Only oral presentation of research papers is acceptable.
- To raise the number of citations for improvement of KIET NIRF Ranking, it is mandatory for the perspective authors to include at least two references of already published Research Papers byKIET faculty in their Research papers.
- A publication claim under Research Incentive Schemes (RIS) of KIET must be made within a month of the publication of a research paper in Conference Proceedings Citation Index-Science (CPCI-S), Conference Proceedings Citation Index-Social Sciences & Humanities (CPCI-SSH) and SCOPUS Indexed Conference Proceedings in the prescribed form (**Annexure III (a)**).
- Details of the knowledge sharing session must be submitted while making the claim (**Annexure III (b)**).
- The application with the relevant documents to be submitted to the Head of the Department once the research paper is published and is available online.
- For the Research paper Publication by students (based upon Final Year Project outcome as notified by Dean Academics) in Scopus Indexed Conference, the institute will reimburse 50% of the registration fee to each project group.
- For the Research paper Publication by students (other than Final Year Project outcome) in Conferences by student of I, II, II and IV years, the institute will reimburse Rs. 2,000 or T.A (as per Institute policy), registration fees whichever is less.
- Only one student may use the facility in the case of joint authorship.
- A publication claim must be made within a month of the publication of a research paper in the prescribed form to the Head of the Department (**Annexure III (a)**). In case of student publication, the Head of the Department will send the file with recommendations to the Registrar office for further processing.

Presentation of Research Papers in Conferences Abroad

- The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) or other funding agencies of the Govt. of India.
- It has been observed that some of the proposals may not meet AICTE norms, besides the paucity

of funds, because of their all-India scope. Therefore, KIET may also consider funding for internationalconferences on a case-to-case basis, subject to 60% being paid by the candidate and 40% by KIET, with the candidate having at least 5 years of service in KIET. Also, the candidate should register fora Ph.D. after coming as soon as possible.

- This sanction would be allowed depending upon the track record of the faculty member to be adjudged by a panel of at least four research and development.
- To raise the number of citations for improvement of KIET NIRF Ranking, it is mandatory for the perspective authors to include at least two references of already published Research Papers byKIET faculty in their Research papers.
- Published papers must have **"KIET Group of Institutions, Delhi-NCR, Ghaziabad"** as the affiliation.
- A publication claim under Research Incentive Schemes (RIS) of KIET must be made within a month of the publication of a research paper in Conference Proceedings Citation Index-Science (CPCI-S), Conference Proceedings Citation Index-Social Sciences & Humanities (CPCI-SSH) and SCOPUS Indexed Conference Proceedings in the prescribed form (**Annexure III (a)**).
- Details of the knowledge sharing session must be submitted while making the claim (**Annexure III (b)**).

For Attending Workshops/ Seminar/ FDPs

- The faculty would be allowed OD+ Registration+ T.A. on an actual basis or Rs. 10,000/- whichever is less.
- The Workshops/Seminars/FDPs hosting institutions must be institutes of repute (IITs/IISc/NITs/IITs/Universities/Deemed Universities etc.).
- Each faculty member can attend workshops/seminars/FDPs of repute twice in an academic yearwith financial assistance. However, financial assistance is limited to Rs. 10,000/-only.
- The maximum number of ODs is limited to one week during the lean period. Only one one-day OD is allowed in the academic period.
- The clause of "minimum requirement of 6 months of service in KIET" stands discontinued for claiming any research-related incentives or OD for attending workshops, seminars, or FDPs etc.
- Faculty who attends FDPs outside the university must disseminate knowledge and information by organizing faculty development program (FDP) and student development programs (SDP)/student workshops/summer/winter schools, among other things, for the benefit of faculty andstudents in their respective departments.
- The OD and registration claim under the Research Incentive Schemes (RIS) of KIET must be made within a month in the prescribed form (**Annexure IV (a)**).
- Details of the knowledge sharing session must be submitted while making the claim (**Annexure IV (b)**).

Publications Incentive of Books

- Faculty members who have made efforts to write and publish books or monographs are encouraged and an incentive will be given to the faculty member as per the cap provided:

Table-2: Incentive for Publications of Books		
Details	**Published By**	**Amount**
Full Book	**Renowned International Publisher**	**Rs. 10,000/-**
Full Book	**Renowned National Publisher**	**Rs. 5,000/-**
Edited volume of book with articles or chapters (with ISSN/ISBN number wherever necessary)	**Renowned International/ National Publisher**	**Rs. 2,000/-**
Monographs	**National Level /International Level**	**Rs. 2,000/-**

If the book/chapter/monograph is contributed by more than one author, the incentive amount will be shared by all the authors equally.

- A maximum of two books/chapters/monographs may be considered per academic year.
- Authors must also be aware of the KIET Ethics Policy for Students and Faculty Members on academic dishonesty and plagiarism (**Annexure I**).
- Published chapters or monographs must have **"KIET Group of Institutions, Delhi-NCR, Ghaziabad"** as the affiliation.
- Research Incentive Schemes (RIS) of KIET must be made within a month of publication in Book Citation Index-Science (BKCI-S), Book Citation Index Social Sciences & Humanities (BKCI-SSH) and SCOPUS Indexed Book Publication in the prescribed form (**Annexure V).**

Generation of Research Grants or Grants for Upgradation of Research Infrastructure

- Faculty members are expected to submit proposals for research grants from funding agencies.
- It is quite likely that these projects may involve modernization of laboratories or research infrastructure, acquiring equipment required specific to the research study or conducting surveys, etc.
- The research incentive will be 5% of the allocable amount if the institutional overheads are less than 10% of the project, and 10% if the overheads are 10% or more of the project cost. Research grants with no overheads are eligible for up to a 5% incentive. However, researchers are encouraged to include institutional overheads while proposing the grant budgets. Applicable to DST/DRDO/ISRO/DAE/ICMR/DEIT/DST.
- The Principal Investigator will receive 60% of the incentive, with the remaining 40% divided equally among the co-investigators.
- The maximum salary for any faculty member shall be one lakh rupees (Rs.1.00 lakh) per year, subject to applicable taxes. The amount will be payable over the period of the grant.
- For the purpose of the calculation of the incentives, there will be only one principal investigator, and faculty members assisting the principal investigator with any other title/s will be treated as co-investigators.
- If there is no principal investigator, the incentive must be split evenly among the co-investigators.
- Principal and co-investigators from outside the university will not be eligible for the incentive.

- An incentive claim under Research Incentive Schemes (RIS) of KIET must be made within a month of the sanction of the project grant in the prescribed form (**Annexure VI**).

Membership of Professional Societies

- All KIET faculty members with more than 05 SCI/SCI-E/SSCI research papers with KIET Group of Institutions affiliation and membership in national and international professional societies are eligible for 75% reimbursement of membership registration fees.
- No life membership fees will be reimbursed for any professional society or association.
- A maximum of Rs. Eight thousand (Rs. 8000) will be paid for both national and international society membership.
- An Incentive claim under the Research Incentive Schemes (RIS) of KIET must be made within a month of registration with the professional bodies in the prescribed form. (**Annexure VII**).

PhD- Fee Reimbursement, OD & Incentives

For more details, kindly refer to the Policy for Research Guidance/ Ph. D Guidance forImproving Research Culture issued by the Director General Office on 25th Aug'21

S. No	Category	Ph. D Benefits	Requirements/Conditions
1.	Ph.D. (Part Time) Fee Reimbursement	On acquisition of the Ph.D. from Institutes/ Universityes of repute (IISc Bangalore, IITs,JNU, NITs, IIITs, and Central Universities of repute), a faculty may avail Ph.D. tuition fee reimbursement onan actual basis but not exceeding Rs.30,000/- per year(on prorate basiswith salary) for three years afterfulfilling conditions as mentioned.	• Faculty members entering service without a Ph.D. shall be encouraged to enrollthemselves/ acquire Ph.D. in the relevant branch/discipline from Institutes/ Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute). • One needs to claim the Ph.D.tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips. • Two Research Publications in SCI Journals with the affiliation as "KIET Group of Institutions, Delhi- NCR, Ghaziabad" (Annexure B). • Faculty should submit the undertaking for serving the Institutefor at least one year. In case of non- fulfillment of serving for one year, faculty member should refund the reimbursed Ph. D tuition fee.

| 2. | ODs | • The maximum total number of ODs for completing a Ph.D. is 12 per academic year/leave year for a maximum 4 years.
• Maximum of 3 ODs at a stretch can be given to a faculty member in a month at the discretion of HoD (provided there is no academic loss of students) just after the Ph. D registration.
• Faculty may avail the facility of OD for pursuing Ph.D. immediately post joining KIET.
• If the course work of Ph.D. program falls during summer break, then faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/ leave year.
• For completing the course work 3-4 months Leave without pay (LWP) can be given to faculty members at the discretion of HoD provided, there is no academic loss of students and department will be able to manage without any substitute. | • Submission of Ph. D registration document (admission letter, fee receipts and copy of NOC) to HR Department. |
| | Incentives on Award of Ph.D. Degree | • Five increments shall be admissible at the entry-level of recruitment to faculty members possessing the degree of Ph. D (full time), awarded in the relevant discipline from Institute/ University of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute).
• Faculty members who complete their Ph.D. degree (part time) while in service shall be entitled to three increments. | • Ph.D. is in the relevant branch/discipline and has been awarded by a university and two Research Publications in SCI Journals with affiliation as "KIET Group of Institutions, Delhi-NCR, Ghaziabad".
• One needs to claim the Ph. D incentives within a month after the award of the degree by submitting a copy of degree certificate/ provisional degree certificate.
• The Ph.D. incentives in terms of increments will be applicable from the date of submission of the application copy along with the copy of the degree certificate/ provisional degree certificate.
• During recruitment, if faculty intimates that the Ph. D thesis has been submitted, then faculty will have to complete the Ph. D within one year for entitlement of five increments else three increments
• would be awarded. |

Intellectual Property Rights (IPR)

- All potentially protectable forms of IP arising from research at KIET or using KIET resources where the inventor, creator, designer, author or originator of which is an employee or student of KIET shall be owned by KIET.
- For more details, kindly refer the detailed IPR policy issued on 22 June'18 by Director General Office.
- KIET IPR Policy: KIET/DO/IPR/2018/6th Jun'18 dated 22nd Jun'18 has been issued for adoption by students and faculty vide letter under reference.
- In this regard, Institute has taken a big step towards fostering, stimulating and encouraging students & faculty members to take proactive initiatives for filing patent/copyright. IPR policy was issued with an objective to extend financial support to any aspirants (faculty/staff/students) who are/have any novel work which need to be protected through filing patent/copyright. In IPR policy type of ownership and revenue sharing are separately mentioned if you decide to engage Institute for filing patent as per Option 1 and Option 2 given. In addition, there is another option 3 in case you do not opt to engage with the Institute. In order to facilitate one of the options for filing patent/copyright/trademark "An Internal Undertaking Form" is enclosed (Annexure VIII). The details of the options are as below: -
    - Option 1 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We do not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the I.P. in their name (Shall be preferred for Institutional awards category)
    - Option 2 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We shall file the patent jointly with KIET and bear all the expenses jointly to be incurred on filing I.P. (Shall be preferred for Institutional awards category) implying there will be less financial burden on the faculty concerned.
    - Option 3 as: I/We would not opt for engagement with the institute to file the patent/design/copyright/trademark. I/We shall file the patent in collaboration with other institute/ outside the KIET (Shall be considered for appraisal only, if holding KIET affiliation).

Note: It is clarified that faculty members/students applying patents outside KIET should mandatorily fill Option 3. Filing receipts after approval and subsequent filing must be sent to Associate Dean (Patents & Consultancy). Email Id: k.nagarajan@kiet.edu. For more details, kindly refer the Office order 30/2021- Faculty/Staff/Students contribution towards Patent/Copyright
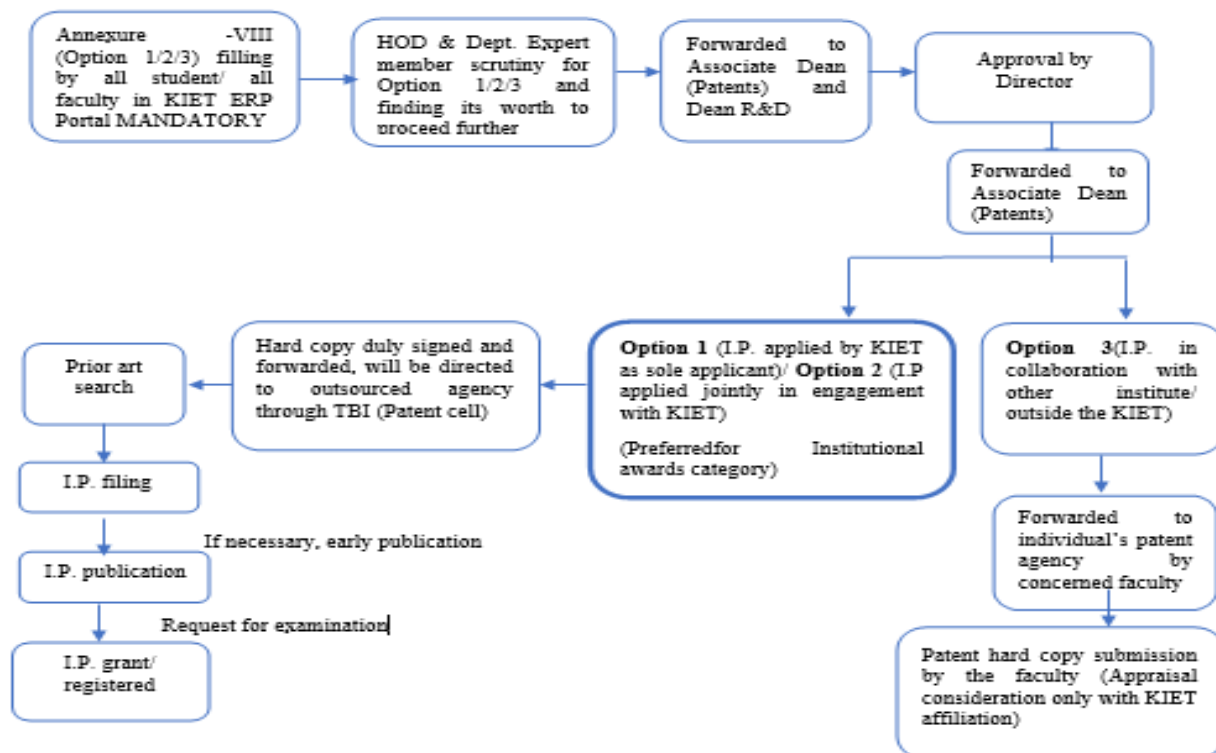
Figure 1: Structure of patent filing activity to Centralize ip data

I.P.= Intellectual property (Patents/Industrial design/Copyright/Trademark)

Below is the structure of patent filing activity to centralize IP data-

Ph. D Supervisor/Co- Supervisor

Every year on Teachers' Day, the top five KIET Ph. D research supervisors/co-supervisors will be awarded based upon the number of Ph. D students guided in that particular academic session, in addition to the CV Raman Award.

Ethics in Research

The basic responsibility of Research and Development (R & D) is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any biasand influence that could affect their objectivity as per the KIET Ethics Policy for Students and Faculty Members issued by the Director General Office on 19th Dec'19. The Research and Development Committee should provide advice to the researchers on all aspects of the welfare and safety of the research participants after ensuring the scientific soundness of the proposed research through appropriate Scientific Review Committees.

Policy Custodian

The implementation and updating of the research policy shall be carried out by the Research & Development of the KIET Group of Institutions. Research & Development will function under its Dean, Dr. Vibhav Kumar Sachan, to assist and advise on matters related to research within the KIET Group of Institutions.

Reckoning Period

The period of reckoning is at the end of every financial year.

Payment of Incentive

All claims are to be made within a month of the same financial year based upon the evidence produced and recommendations made by the Head of the Department, followed by the Dean (R &D) to the Head of the Institution.

In view of timely completion of work assigned to HR, Dean-R&D & Registrar following are the guidelines or time allocated-

1. Faculty Concerned: Applications/claims (financial) must be submitted to HoD on prescribed Performa along with required documents as per the check list within a week of completion of FDP/ QIP/ Seminar/ Training/ Workshop/ Journal Paper Publications/ Conference Paper Publications/Books Publications/ Monograph Publication/ Chapter Publication/ Membership Fee re-imbursement/ Ph.D. fees reimbursement/ Patents/ Project Grants etc.
2. Concerned Department: At Department level, HoDs shall ensure the submission of faculty application along with the supporting documents as per the check list duly verified to HR department (in case of faculty) or to Registrar Office (in case of students) within three days of receipt of application.
3. HR Department (in case of faculty): Creating link page and note for faculty members and to submit the file to Dean-R&D/Associate Dean-R&D (Research Planning, Implementation & Development) within one week of receiving the file from the department after verifying the checklist.
4. Registrar Office (in case of student): Creating link page and note for students and to submit the file to Dean-R&D/ Associate Dean-R&D (Research Planning, Implementation & Development) within one week of receiving the file from the department after verifying the checklist.
5. Dean-R&D/Associate Dean-R&D (Research Planning, Implementation & Development): Checking of all documents as per KIET Research Policy and Recommendations to Director General for approval within one week of getting the file from HR Department/ Registrar Office.
6. Director General Office: Final approval by Director General, KIET Group of Institutions & crediting of claim amount by Accounts Department – one week max.
7. Total processing time after receipt of claims/ application by the HR Department/ Registrar Office should not exceed 3 weeks.

Concluding Remarks

In conclusion, here are some key points presented in this policy document:

- Research is an important – even integral – component of the KIET Group of Institutions' vision and mission: Knowledge creation and dissemination are key.

- Developing a robust research program requires careful planning, including evidence-based assessment.

- The KIET Group of Institutions research plan must consider its institutional ancestry,

resources, talents, and capacities of current staff, and its realistic, practical opportunities.

- Research talent is a first-order concern, so recognition, retention, and recruitment of well-trained, creative, and passionate scientists and scholars should be a priority.

- Researchers require time, not only for their work but for their development: KIET Group of Institutions' expectations of research performance should be well balanced in a reasonable way with teaching duties.

- Opportunities for collaboration are desired and, in fact, necessary for KIET Group of Institutions researchers.

- Governance requires monitoring and evaluation, but policy should determine measures of performance and not the reverse.

This document is intended to encourage KIET Group of Institutions to consider how to build up orimprove research activity.

Annexure I

KIET Group of Institutions (KIET) Policy on Academic Dishonesty and Plagiarism

1. Preamble:

The Institute is committed to academic excellence and high standards of ethical conduct in research and scientific work.

Scientific misconduct relates to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the national and international scientific community, either in performing or reporting research. KIET expects that its faculty and students will adhere to the highest national and international standards of good scientific conduct in their research work. Researchers will be responsiblefor their work and actions. Sensitization of researchers / faculty / staff with regard to the KIET Ethics Policy for Students and Faculty Members on Academic Dishonesty andPlagiarism will be implemented through the Head of the Institute with the help of the research committee of the Institution. Academic excellence of the Institute shall be maintained on implementation of the KIET Ethics Policy for Students and Faculty Members on Academic Dishonesty and Plagiarism.

For more details, kindly refer to the KIET Ethics Policy for Students and Faculty Members issued by the Director General Office on 19th Dec'19.

2. Prevention:

It is the authors' and co-authors' responsibility to prevent any complaint of plagiarism and academic dishonesty while publishing papers / manuscripts, books or making paper presentation in a conference / seminar.

The authors are also responsible for any act of plagiarism, cheating, fabrication, academic dishonesty and research misconduct. Matters related to student plagiarism, authorshipissues and actions of research misconduct will be dealt with the Institution concerned. A committee appointed by the Head of Institution will scrutinize authorship, affiliations, acknowledgement, suitability, improvement and other issues.

3. Disciplinary Actions:

The Head of Institution under KIET will appoint an enquiry committee, to investigate and suggest punitive actions whenever an act of plagiarism or academic dishonesty is reported. The Head of Institution with the help of the respective Departments will help KIET to

prevent and curb any type of plagiarism and academic dishonesty.

Disciplinary action will be taken as per the recommendations of the enquiry committee after approval of the Director General.

This policy by the name KIET Ethics Policy for Students and Faculty Members is framed in order to maintain the academic excellence and honesty at KIET. This policy may be amended from time to time as per the requirements and circumstances.

Annexure II (a)

Claim Form for Incentive Scheme for Journal Publication

- **Publication Id:**
- **Title of the paper:** --

Names of Authors	Type of Author	Department	EMP code	Corresponding Author (Y/N)

- **Name of the Journal:**---

   Volume: --------------------------

   Issue: ----------------------------

   Month & Year: -----------------

   Page: From ----- to ----

- **Category of article:**--
- **Journal article indexed in:** ---

Declaration by the submitting Author:

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

Name:_____-

Department:_____Institution:_____ Email

ID:_____Signature with date:_____

For the use of forwarding office only:

Name & Signature of the HoD   **Name & Signature of Dean R&D**

**For the use of the Head of Institution,
only:Approved / Not approved for
incentive Head of Institution**

Details of Knowledge Sharing Session in the Department

- **Title of the paper:** _____
- **Name of the Journal:** _____

Names of Authors	Type of Author	Department	EMP code	Corresponding Author (Y/N)

- **Date of knowledge sharing session:** _____

Name: _____

Department: .... Institution: .... Email

ID: .... Signature with date: ....

For the use of forwarding office only:

Name & Signature of the HoD   **Name & Signature of Dean R&D**

For the use of the Head of Institution, only:Approved / Not approved for incentive Head of Institution

Enclosure: Attendance Sheet of Attendees

Claim Form for Incentive Scheme for Conference Presentation /

Publication

- **PUBLICATION ID:**
- **Title of the paper:** -- ------------------

Names of Authors	Type of Author	Department	EMP code	Corresponding Author (Y/N)

    For Conference Publication

- **Name of the Conference:**
  Volume:------------------------- Issue: ---------------- Month & Year: -------------- Page: From ----- to ---
- **ISSN/ISBN of Conference Proceeding:**
- **Paper indexed in:**

Declaration by the submitting Author:

I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care to ensure that my / our published paper does not contain plagiarism material.

Name:

Department: Institution: Email

ID: Signature with date:

For the use of forwarding office only:

Name & Signature of the HoD   **Name & Signature of Dean R&D**

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head of Institution

Annexure III (b)

Details of Knowledge Sharing Session in the Department

- **Title of the paper:** ---
- **Name of the Conference :** _____

Names of Authors	Type of Author	Department	EMP code	Corresponding Author (Y/N)

- **Date of knowledge sharing session:**--

Name:

Department: Institution: Email ID:

Signature with date:

For the use of forwarding office only:

Name & Signature of the HoD   Name & Signature of Dean R&D

For the use of the Head of Institution, only:Approved / Not approved for incentive Head of Institution

Enclosure: Attendance Sheet of Att

Annexure IV (a)

Claim Form for Attending Workshops/ Seminar/ FDPs

- **Title of the Workshops/ Seminar/ FDPs:** --

Names of Employee	Organizing Institute	Department	EMP code	Duration

Declaration by the submitting Author:

I / we certify that I / we attended workshop/Seminar/FDP in the Institute of repute IITs/IISc/NITs/IITs/Universities/ Deemed Universities and will disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer/ Winter Schools etc for the benefit of Faculty and Students in the respective departments.

Name:

Department: Institution: Email

ID: Signature with date:

For the use of forwarding office only:

Name & Signature of the HoD   **Name & Signature of Dean R&D**

For the use of the Head of Institution, only:Approved / Not approved for incentive Head of Institution

Details of Knowledge Sharing Session in the Department

- **Topic:** --

Details of Workshops/Seminar/FDPs	Department

- **Date of knowledge sharing session:**---

Name:..

Department:...................................Institution:... Email

ID:..Signature with date:...............................

For the use of forwarding office only:

Name & Signature of the HoD   Name & Signature of Dean R&D

For the use of the Head of Institution,

only:Approved / Not approved for

incentive Head of Institution

Enclosure: Attendance Sheet of Attendees

Claim Form for Incentive Scheme for Book / Chapter / Monograph Publication

- **Month and Year of Publication.............. ISSN / ISBN Number (if any): ….**
- **Title of the book / chapter / monograph: …………………………**
- **Page Number (for Book Chapter / Monograph): From… to ……**
- **Citations:……………………………**

Names of Authors	Department	EMP code	National / International Publisher	Name of the Publishing house	Edition

Author(s):

1. Name:
   Department: Institution: Email
   ID: Signature with date:

2. Name:
   Department: Institution: Email ID:
                                      Signature with date:

For the use of forwarding office only:

Name & Signature of the HoD   Name & Signature of Dean R&D

For the use of the Head of Institution, only:

Approved / not approved for

incentiveHead of Institution

Enclosure: Sample of the Book / Book Chapter / Monograph to be submitted along with the claim form.

Claim Form for Incentive Scheme on Research Grant / Grant on Upgradation of Research Infrastructure

- **Title of Research Project / Laboratory Upgradation:**
- **Project Granting Agency / Organization:**
- **Grant Date / Year:**
- **Grant Reference Number:**
- **Total Amount of the Project:**
- **Amount Sanctioned:**
- **Overhead Charge (if any):**
- **Tenure of the Project:**
- **Incentive amount claimed:Investigator (s):**

1. Name of Principal Investigator: ....

   Department: ....Institution: ....

   Email ID: ....Signature with date: ....-

2. Name of Co-Investigator: ....

   Department: ....Institution: ....

   Email ID: ....Signature with date: ....

For the use of forwarding office only:

Name & Signature of the HoD   **Name & Signature of Dean**

R&DFor the use of the Head of Institution, only:

Approved / Not approved for

incentiveHead of Institution

Annexure VII
Claim Form for Registration with Professional Bodies

- **Name of the Professional Body:**
- **Registration Date / Month / Year:**
- **Total Amount for Registration:**
  (Enclose letter of registration)
- Name of Faculty Member:
- Department:
- Institution:
- Email ID: Signature with date:

For the use of forwarding office only:

Name & Signature of the HoD   Name & Signature of Dean R&D

For the use of the Head of Institution, only:Approved / Not approved for incentive Head of Institution

Annexure VIII

Internal Undertaking for Patent/Copyright/Trademark

I/We1……………………………………………… 2 …………………………………………

3…………………………………...…………..S/o1……………………………………..…………

2……………………………………………….. 3…………………………………………………

Resident of 1 ………………………………...…….. 2 …………………………………………..…….3…………………………………………… and bonafide Student/Faculty of KIET Group of Institutions, Ghaziabad and enrolment number/ employee id is ……………………………………………...…, Branch ………………………………………………….

I/We have in the course of my study/ employment invented ……………………………………………………………………………………………………. titled …………………………………………………………………………………………………… by using the facilities of Institute and I/We are the true and first inventor.

I/We hereby abide by the IPR Policy which was approved by the management and now public to all stakeholders. Also,the intent of research policy of KIET is towards promoting and encouraging Students/Faculties for recognition of their work by promoting their invention through filing patent/copyright/trademark.

I/We are opting the following option (Please tick the option chosen by you)

Option 1 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/Wedo not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the patent/design/copyright/trademark in their name.

Option 2 as: I/We would like to engage with the institute for filing the patent/design/copyright/trademark as per IPR policy. I/We shall file the patent jointly with KIET and bear all the expenses jointly to be incurred on filing I.P.

For Option 1 & 2:

I/We hereby state that we shall be abide by the IPR policy clause no. **8.2, 8.3, 9, 9.1, 9.2, 10, 10.1, a, b, c and 10.2** approved by college management.

I/We do not have any objection by giving unconditional rights to college (KIET Group of Institutions) to file and register the patent/design/copyright/trademark in their name. My/Our claims shall be as per

the defined ratio in clause no. **10, 10.1, a, b, c and 10.2** of IPR for sharing revenue if generated through commercialization either by transferring technology fee/ royalty/ onetime fee or establishing the venture in future. Both parties shall keep update to each other as per clause and shall abide by the policy.

Option 3 as: I/We would not opt for engagement with the institute to file the patent/design/copyright/trademark. I/We shall file the patent in collaboration with other institute/ outside the KIET. I/We shall file the patent in the individual capacity and bear all the expenses to be incurred on filing the patent/design/copyright/trademark etc.KIET affiliation must be mentioned for further appraisal consideration.

I/We have given this undertaking at my/our own will and without having any kind of compulsion and pressure by and on behalf of the Institute.

Signature of the Inventor(s)	Recommendation of HoD
Email Id: …………………………………… Mobile Number: …………………………………	 Department………………………………..

Dr. Vibhav Kumar Sachan
(Dean R&D)

Approved (Remarks if any) By:

      Prof. (Dr) Preeti Bajaj
      (Director General)

KIET ETHICS POLICY FOR STUDENTS AND FACULTY MEMBERS

Plagiarism means copying another person's text or ideas and passing the copied material as your own work without acknowledging them. According to University Grant Commission (UGC), plagiarism means 'taking someone else's work or idea and passing them as one's own', and it will apply to the 867 universities and their affiliated institutions that report to the nation's education regulator, the University Grants Commission (UGC). Plagiarism not only is legally wrong, but also morally corrosive. Any report/thesis/research paper based upon the writing of others should acknowledge every source used. Plagiarism is a common and serious issue in the academic field and elsewhere. Plagiarism in academia can occur in text or source code. It eases one's task at the cost of another person. In many cases, plagiarism occurs due to lack of proper acknowledgement of work done by others.

This policy has been framed as per guidelines proposed by AKTU vide their letter no. AKTU/2019/1997 dated 7 June 19.

The scope of plagiarism

(a) Plagiarism may be due to:

- **Copying** (using another person's language and/or ideas as if they are your own);
- **Collusion** (unauthorized collaboration).

(b) Plagiarism include:

- **Quoting directly** another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source;
- **Paraphrasing** the critical work of others without due acknowledgement–even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it;
- **Using ideas** taken from someone else without reference to the originator;
- **Cutting and pasting** from the Internet to make a 'pastiche' of online sources;
- **Colluding** with another person, including another candidate (other than as might be permitted for joint project work);

- **Submitting** as part of your own report or dissertation someone else's work without identifying clearly who did the work (for example, where research has been contributed by others to a joint project);

- **Borrowing** words or ideas from other person or sources without citation.

- **Using** software or online translator to translate material without citation.

- **Buying** assignments from other sources.

- **Paying** for another to contribute to your work without citation

- **Reproducing** information that is not common knowledge or self-evident without citation.

- **Forgetting** to the cite sources without giving credit where credit is due;

- **Misquoting** to the cite sources without giving credit where credit is due;

- **Passing off** as one's own pre-written papers from the Internet or other sources.

How to avoid plagiarism

The following guidelines should be taken to avoid plagiarism, self-plagiarism and other questionable writing practices:

Guideline 1: An ethical writer ALWAYS acknowledges the contributions of others to his/her work.

Guideline 2: Any verbatim text taken from another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.

Guideline 3: When we summarize others' work, we use our own words to condense and convey others' contributions in a shorter version of the original.

Guideline 4: Whether we are paraphrasing or summarizing we must always identify the source of our information.

Guideline 5: When in doubt, as to whether a concept or fact is common knowledge, provide a citation.

Guideline 6: Follow the basic elements of copyright law, as it has been found that some instances of plagiarism, self-plagiarism, and even some writing practices that might otherwise be acceptable (e.g., extensive paraphrasing or quoting of key elements of a book) can constitute copyright infringement.

Guideline 7: Only those individuals who have made substantive contributions to a project merit authorship in a paper.

Guideline 8: Faculty-student collaborations should follow the same criteria to establish legal authorship. Mentors must exercise great care to neither award authorship to

students whose contributions do not merit it, nor to deny authorship and due credit to the work of students.

Guideline 9: Give our self enough time when writing a report/thesis/research paper. It is easy to miss something when we are rushed.

Guideline 10: Proof reading is required to avoid plagiarism.

Guideline 11: Don't use another student's essay without their consent. Also, don't pass it as your own work.

Guideline 12: Include reference page at the end of report/thesis/research paper/PPTs.

Guideline 13: Cite the online sources used.

Guideline 14: Facts or common knowledge need not be cited.

Plagiarism Checking Process

The plagiarism checking process shall contain the following steps:

1. The submitted B.Tech. project reports/M.Tech. thesis/Journal and conference research papers shall be checked for plagiarism through **Turnitin** software available in the KIET by choosing "10 continuous similar words".

2. For B.Tech. and M.Tech. project report/thesis, "**Literature Review**" chapter must be included in plagiarism checking.

3. The maximum similarity index should not be more than 20% for complete project report/thesis and should not be more than 5% in case of individual references including reference from author's own previous works.

4. Self-plagiarism

If an essay or dissertation builds on an individual's previous work, it is essential that this is clearly identified in the text and is appropriately referenced as if it were written by a different person. The assessors should be in no doubt as to what work the student has completed in his/her current degree course that will be assessed. When submitting project report/thesis, students will declare that no part of their work has already been submitted, or is being submitted, for any other project work of this or other university for any academic program.

Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from all professors involved. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from the professors.

5. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the

purpose of its definition:

i. Level 1: Similarities above 20% to 40% (invokes moderate penalty)

ii. Level 2: Similarities above 40% to 60% (invokes substantial penalty)

iii. Level 3: Similarities above 60% (invokes severe penalty)

Note: All references, bibliography, table of content, preface, acknowledgement, generic terms, laws, keywords, standard symbols and equations **must be excluded** from plagiarism check.

6. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of UG, PG and faculty and staff only after academic misconduct on the part of the offender has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

(a) Penalties for Students

i. **Level 1: Similarities above 20% to 40%-** Such students shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 1 month.

ii. **Level 2: Similarities above 40% to 60%-** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 1 month and 10% marks shall be deducted from the scored marks.

iii. **Level 3: Similarities above 60%-** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 1 month and 20% marks shall be deducted from the scored marks.

a. **Note 1: Penalty on repeated plagiarism**: Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

b. **Note 2: Penalty in case where the degree/credit has already been obtained:** If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the DRC and approved by the RDC.

(b) Penalties for Faculty, Staff, Researcher

i. **Level 1: Similarities above 20% to 40%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.

ii. **Level 2: Similarities above 40% to 60%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of two years and shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any UG, PG student for a period of two years.

iii. **Level 3: Similarities above 60%-** Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG student for a period of three years.

a. **Note 1: Penalty on repeated plagiarism**: Shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the concerned person shall be dismissed.

b. **Note 2: Penalty in case where the degree/credit has already been obtained:** If plagiarism is proved on a date later than the date of award of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by the DRC and approved by the RDC.

7. Appeal

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the Bachelor's and Master's level only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been **exhausted** and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

8. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document related to the submission of **Bachelor's and Master's project report/thesis/dissertation and research papers**, he or she shall report it to the Research and Development Committee.

9. Departmental Research Committee (DRC)

i. All departments shall form a DRC whose composition shall be as given below:
   a. Chairman: Head of the department.

b. Member: Senior Academician who has good credentials in Research (SCI Papers, Funded projects, Patents etc.) to be nominated by the Head of department.

c. Member: A person well versed with anti-plagiarism tools, to be nominated by the Head of department.

ii. The DRC shall motivate the faculty members and students for publishing Research papers in Indexed journals- SCI/SCI-E/SSCI/ESCI/SCOPUS and full Papers in Conference Proceedings/ presenting papers in Conferences, Seminars, Workshops, Symposia (conference in association with IEEE/ Springer/ Elsevier/ ACM/ Wiley/ IPC.

iii. DRC shall also motivate the faculty members for writing Research proposals for various government agencies and for publishing patents which in turn improve the NIRF Ranking.

iv. All faculty members are required to motivate and involve students for writing Research papers.

v. Faculty members shall inform the members of DRC about the submission of Research papers in reputed Journals/ Conferences.

vi. The DRC shall have the power to give recommendations including penalties with due justification for Bachelor's/Master's project report/theses/dissertations submitted by a student as well as research papers of students submitted for academic credits.

vii. The DRC shall send the report after investigation and the recommendation on penalties to be imposed, to the Research and Development Committee within a period of 30 days from the date of receipt complaint /initiation of the proceedings.

viii. Final course of action should be decided by the Head of Institution.

ix. Faculty shall submit the reprint of the paper published in Journal/ Conference along with the Plagiarism report to DRC. Respective HoD shall submit the recommendation to the office of Dean R & D and Associate Dean, Implementation of Research and Development shall verify the credentials submitted by the respective HoD and he shall put up the recommendation to Dean R & D. Faculty member shall upload the published paper in achievement section of KIET erp only after getting the approval from Dean R & D.

x. Student shall submit the reprint of the paper published in Journal/ Conference with application to Chairman DRC/HoD along with proofs of registration, TA-DA. The DRC shall check the Plagiarism and recommend it to the Registrar Office. The Registrar office shall draft the link page and maintain the data of each student and shall

submit the recommendation to the office of Dean R & D and Associate Dean, Implementation of Research and Development shall verify the credentials and shall put up the recommendation to Dean R & D to further approval from Director General Office.

10. **Research and Development Committee**

i. A panel of the following member:

    a. Dean R & D

    b. Associate Dean, Implementation of Research and Development

ii. The R&D Committee shall follow the principles of natural justice while deciding about any allegation of plagiarism against a student or faculty.

iii. The R&D Committee shall have the power to assess the level of plagiarism and recommend penalties accordingly within a period of 30 days.

iv. Dean R & D shall put up the recommendation for further approval of necessary action for violating the Ethics policy to the Director General.

11. **Some points to curb plagiarism**

i. Undertaking should be taken from students indicating original and plagiarized free work. Plagiarism report should be made available in the form of a certificate that must be generated from the tool used to check thesis/report, which subsequently be attached with the thesis/document during submission.

ii. Each supervisor shall submit a bonafide certificate indicating original and plagiarism free work of a student.

iii. Department must maintain the softcopies of submitted documents/ reports in their databases for any kind of future references.

iv. Undertaking shall be taken from all the faculty members of the Institute.

v. If a faculty member is mentioning KIET name or taking the advantage of any document/ paper etc., then he/she is bound by the ethics policy.

POLICY FOR THE AWARD OF BEST SUPERVISOR/ CO-SUPERVISOR

Eligibility and General Guidelines

1. **Eligibility: Availability of Ph.D. thesis on "ShodhGanga" platform**
2. The Faculty Members contribution **in at least three categories** /attributes out of the below mentioned categories in the Nomination form (**A, B, C, D, E, F**) is mandatory for the consideration of the Award of Best Ph.D. Supervisor/Co-Supervisor
3. **The faculty members will submit the filled nomination form along with the supporting documents which are as follows:**
    i. Ph.D. Guidance letter from university mentioning name of supervisor/ Co-supervisor with KIET Affiliation
    ii. Link of availability of thesis on "ShodhGanga" Platform.
    iii. Proof of Award of Scholar's Ph.D. Degree/Notification or certificate from the University.
    iv. Proof of marksheet of Course Work.
    v. Reprints of Papers Published in Quartile (Q1/Q2) Indexed journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC.
    vi. Proof of Patents (Commercialization Technology Transfer/ Published/ Granted), with Ph.D. students during assessment period.
    vii. Proof of Research Fellowship Awards/ Ph. D scholarship/ National or International award for Problem statement of research work / Registered Startup (with UP or Startup India) of Ph. D Research work by the Research scholar / Research grants with Research scholar during assessment period (financial year i.e., from 1st April to 31st March).
    viii. Researcher ID (example: A-1009-2008)/ ORCID-ID (example: 0000-0003-3768-1316) of the Ph. D Supervisor/Co-Supervisor for Citations of papers published by the Ph. D scholar during the last three Calendar years (2022,2023,2024).
    Web url: https://www.webofscience.com/wos/author/
    ix. Proof of Recognition of paper published by Ph. D Scholar as best paper published on journal's (indexed in SCI/ WoS under Q1 category) website.

Rules

1. **Rules for Finalization of Merit List for Best Ph. D Supervisor/Co-Supervisor Award**
    i. The nominations will be invited by all the faculty members of KIET Group of Institutions.
    ii. The applicant can claim only those research papers that have their names as supervisor/ co-supervisor with KIET Group of Institution, Delhi -NCR, Ghaziabad as affiliation.
    iii. All above who are eligible and fulfill the guidelines of best Ph.D Supervisor/Co-Supervisor award shall be awarded.
    iv. The Screening Committee comprises of the Dean (R&D), Associate Deans (R&D) and Assistant Deans (R&D) will check and verify all the credentials of

Applicants. For transparency of the process, Dean R&D office will share the score awarded along with the remarks to the applicants. Applicant will get three days' time to submit any grievance with supporting documents for further review.

v. Dean (R&D) will submit the final merit list duly approved by the Honorable Director General to the Head of HR for further action.

vi. The award will be given on 5th September (Teacher's Day).

Nomination Form for the Award of Best Ph.D. Supervisor/Co-Supervisor

Name of the Applicant:
Department:
Designation:

Part A Ph. D Guided (Type of University)

Part A (i): Government University:

S. No.	Name of the Research Scholar	Name of the University	Date of Ph.D. Registration (DD-MM-YY)	Date of PhD Awarded (DD-MM-YY)	Google Drive Link for the Proof against your claim Note: Link Must be sharable to all	Shodh Ganga Link	Marks Claimed	Marks Awarded

Part A (ii): Private University:

S. No.	Name of the Research Scholar	Name of the University	NIRF Rank	NAAC A++/NAAC A+	Date of Ph.D. Registration (DD-MM-YY)	Date of PhD Awarded (DD-MM-YY)	Google Drive Link for the Proof against your claim Note: Link Must be sharable to all	Shodh Ganga Link	Marks Claimed	Marks Awarded

Part B: Ph.D. Guided as a Supervisor/ Co- supervisor with outcome as published research papers in Q1, Q2 Journals/ with Ph.D. students during the assessment period.

S. No.	Title of Journal paper	Name of the Journal	ISSN/ ISBN No.	Publication Link/ full DOI address	Vol.	Issue	Page No.	Date of Publication (DD-MM-YY)	SCI/SCI- E/SSCI/ ESCI/SCOPUS/ABDC	Google Drive Link for reprint of claimed paper (Sharable to all)	Quartile Indexing (Q1/Q2/Q3/Q4)	Link of the Quartile Indexing	Score claimed	Score awarded

Part C: Patent Published/Granted/Commercialized

S. No.	Title of the Patent	URL Link of Grant/ Published/ Commercialization/ patent Journal of Patent Office Gov. of India	Google Drive Proof Link (Accessible to all)	Application Number	Published/Granted/ Commercialization	Published/Granted Date (DD-MM-YY)	1st Inventor/ Co-Inventor/ 1st Applicant/Co-Applicants	Score Claimed	Score awarded

Part D: Research Fellowship Awards/ Ph. D scholarship/ National or International award for Problem statement of research work / Registered Startup (with UP or Startup India) of Ph. D Research work by the Research scholar / Research grants with Research scholar

S. No.	Title of the Project/Research Fellowship Awards/Ph. D Scholarship/National or International award for Problem statement of research work / Registered Startup (with UP or Startup India) of Ph. D Research work by the Research scholar	Name of funding Agency	Period	Name of Research Scholar/ Name of PI/ Co-PIs	Date of sanction Amount (DD-MM-YY) for Assessment period	Research Fellowship Award/Ph. D Scholarship /Grant Amount received in the Assessment period in (Rs Lakhs)	Google Drive Link for Proof (Sanction Letter & Endorsements letter by duly signed by Senior Account officer KIET for the validation of received amount during assessment period) (Accessible to all)	Score Claimed	Score Awarded
1									

Part E: Web of Science Citation (Account of claimed applicant with affiliation KIET Group of Institutions, Delhi-NCR, Ghaziabad only) of published papers during the last three Calendar (2022, 2023, 2024) years by applicant

Web of Science Citation (Account of claimed applicant with affiliation KIET Group of Institutions, Delhi-NCR, Ghaziabad only)					
S. No.	Details of the claimed Paper (in IEEE Reference Style, including (DOI) Published in Calendar years)	Citations of the claimed paper	Total Citations of claimed research papers in web of science	Score Claimed	Score awarded
1					

Part F: Recognition of paper published by Ph.D Scholar as best paper published on journal's (indexed in Scopus/SCI/WoS under Q1 category) website

S. No.	Name of Ph.D. Research Scholar	Name of the Journal/ Agency who awarded/Recognize the paper as best paper	Title of published research papers in Q1 Journals	Web URL of the research paper showing the best in the category	DOI web link of the Published Paper	Google Drive Link for the Proof of the claimed Research Papers Q1	Vol.	Issue	Date of Publication (DD-MM-YY)	Score Claimed	Score Awarded

Guidelines for filling the Nomination Form for Best Ph. D Supervisor/Co-Supervisor Award

The marks claimed should be based on quality of Ph.D. guided which may be verified based on the following parameters:

Part A Ph. D Guided (Type of University)

(i). Government University – 10 Marks.

(ii). Private University

➢ coming in Top 100 NIRF Ranking - 09 Marks

➢ coming in 101 – 200 NIRF Ranking - 08 Marks

➢ Private University having NAAC A++ and NAAC A+-With SCI/SCOPUS papers and Ph.D. completion in less than 3 years (Except Course work) = 05 Marks

➢ Private University - Not following any guidelines/No evidence available as mentioned as mentioned in (C) those cases are not considered for any award.

Part B: Ph.D. Guided as a Supervisor/ Co- supervisor with outcome as published research papers in Q1, Q2 Journals/ with Ph.D. students during the assessment period.

Research Papers Published by PhD students during assessment period	
Research Papers Published in Quartile Indexed journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ABDC Url to check quartile: https://www.scimagojr.com/ and It will consider to find out the quartile indexed journals using ISSN of the Journal	
Quartile Q1 Indexed Journal	
Ph.D. Supervisor/ Co-supervisor	40
Quartile Q2 Indexed Journal	
Ph.D. Supervisor/ Co-supervisor	30

Part C: Patent Published/Granted/Commercialized

Indian Technology Patent *Technology Transfer to Industry/ Granted/ Published by Patent Office Government of India*	
KIET Applicant - Granted Patent (KIET as Main Applicant)	
Ph.D. Supervisor/ Co-supervisor	12
KIET Applicant-Published Patent (KIET as Main Applicant)	
Ph.D. Supervisor/ Co-supervisor	6
KIET Affiliation-Granted Patent (with KIET affiliation)	
Ph.D. Supervisor/ Co-supervisor	6
KIET Affiliation-Published with KIET affiliation)	
Ph.D. Supervisor/ Co-supervisor	3
Commercialization of Granted Patents (Technology Transfer to industry) with KIET Applicant	
Ph.D. Supervisor/ Co-supervisor	20
Commercialization of Granted Patents (Technology Transfer to industry) with KIET Affiliation	
Ph.D. Supervisor/ Co-supervisor	15

Part D: Research Fellowship Awards/ Ph. D scholarship/ National or International award for Problem statement of research work / Registered Startup (with UP or Startup India) of Ph. D Research work by the Research scholar / Research grants with Research scholar

Major Sponsored Research Grants Project/ Consultancy Carried Out/Ongoing more than 30.0 lacs INR (₹)	
Ph.D. Supervisor/ Co-supervisor	20 Marks/ Grant
Major Sponsored Research Grants Project/Consultancy Carried Out/Ongoing between 5.0 Lacs to 30.0 Lacs INR (₹)	
Ph.D. Supervisor/ Co-supervisor	15 Marks/ Grant
Minor Sponsored Projects/ Consultancy Carried out/Ongoing between 50000 to 5.0 Lacs INR (₹)	
Ph.D. Supervisor/ Co-supervisor	10/ Grants
Research Fellowship Awards/ Ph. D Scholarship/ National or International award for Problem statement of research work / Registered Startup (with UP or Startup India) of Ph. D Research work by the Research scholar	10 Marks / Candidate

Part E: Web of Science Citation (Account of claimed applicant with affiliation KIET Group of Institutions, Delhi-NCR, Ghaziabad only) of published papers during the last three Calendar (2022, 2023, 2024) years by applicant

Category	Conditions	Marks
Web of Science (Citation for SCI Publications)	> 15 Citations	10
	> 10 Citations	5
	> 05 Citations	2

Part F: Recognition of paper published by Ph. D Scholar as best paper published on journal's (indexed in Scopus/SCI/WoS under Q1 category) website

Summary of Total Marks Claimed by applicant for Best Ph.D. Supervisor/Co-Supervisor Award

Summary of Total Marks Claimed by applicant for Best Ph.D. Supervisor/Co-Supervisor Award			
S. No	**Category**	**Score Claimed**	**Score Awarded by Expert Committee**
1	Part-A		
2	Part- B		
3	Part- C		
4	Part- D		
5	Part-E		
6	Part-F		
Total Marks			

Name and Signature of Applicant

Name and Signature for the Member of Evaluation Committee of Dean R&D office

Dean (R&D)

Director General

Sir CV RAMAN AWARD

Eligibility Criteria

Eligibility Criteria for Sir CV Raman Award for the Academic Session 2024-25 is as follows:

The Faculty Members contribution **in at least three categories** /attributes out of the below mentioned categories (**A, B, C, D, & E**) of the Sir CV Raman Award Nomination form is mandatory for the consideration of CV Raman Award -

A (i). Papers Published in Quartile Indexed Journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC

A (ii). Conference Papers (Sir CV Raman Award will only consider published papers in SCOPUS indexed conferences)

A (iii). Published SCOPUS Indexed Books Chapters.

B (i). Ongoing /Completed Research Grant projects and consultancies

B (ii). Patents- Published/Granted/Commercialized

B (iii). Project Outcome as a Mentor in terms of Winning/ Participation Team of Hackathon (development of product) Organized by International body like IEEE and National Importance institute like IITs, NITs, IIITs, and Central/ State Government Organization/ Ministry of centre and state Government

C. Ph.D. Guidance as a Supervisor/Co-supervisor with outcome as published research papers in Q1, Q2, Q3, Q4 Journals/ Patents/ Research grants with Ph.D. students, Research Fellowship Awards/ Ph. D Scholarship during the assessment period.

D. Citations of published papers during the last three Calendar years (2022,2023,2024) by applicant.

E. Editor in Web of Science indexed Journals with outcome of published papers by KIET faculty members

Rules

Rules for Finalization of Merit List for CV Raman Award

1. The nominations will be invited by all the faculty members of KIET Group of Institutions.

2. The research credentials **for last one academic year shall be considered for finalizing the merit list for Sir CV Raman Award, Session 2024-25**. (For example, for CV Raman award, Session 2024-25, research credentials from 1st July'24 to 30th June'25 shall be considered).

3. Number of citations to be calculated for the published papers during the last three Calendar years (2022,2023,2024) by applicant.

4. For consideration of Research Grant, the assessment period will be the financial year i.e. from 1st April to 31st March.

5. The merit list shall be prepared based upon the total marks awarded irrespective of the departments.

6. All Faculty Members Should Claim only those Research credentials in the sir CV Raman Award in all categories in which Affiliation 'KIET Group of Institutions, Delhi -NCR, Ghaziabad' is mentioned.

7. The Screening Committee comprises of the Dean (R&D), Associate Deans (R&D) and Assistant Deans (R&D) will check and verify all the credentials of Applicants. For transparency of the process, Dean R&D office will share the score awarded along with the remarks to the applicants. Applicant will get three days' time to submit any grievance with supporting documents for further review.

8. Dean (R&D) will submit the final merit list duly approved by the Honorable Director General to the Head of HR for further action.

9. The award will be given on 5th September (Teacher's Day).

10. There is as such no predefined numbers, anyone who is qualifying/ having a score in a minimum three categories shall be considered. However, target has to be 10% of the number of overall faculty members of the Institute

Nomination Form & List of Supporting Documents

<u>Nomination Form for Sir CV Raman Award for the Session 2024-25 for Assessment Period from 1st July'24 to 30th June'25</u>

<u>Name of the Candidate:</u>………………………..

<u>Department:</u> …………………………..

<u>Designation:</u> …………………………..

The eligible faculty members for Sir CV RAMAN Award in the current academic session are required to submit the filled nomination form along with the supporting documents which are as follows:

A (i) Reprints of Papers Published in Quartile Indexed journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC.

A (ii) Reprints of Full Papers published in published papers in SCOPUS indexed conferences.

A (iii) Reprints of Published SCOPUS Indexed Books Chapters.

B (i) Sanction Letter & Endorsement letter duly signed by Senior Account officer KIET for the validation of received amount during assessment period (financial year i.e. from 1st April to 31st March) for Ongoing /Completed Research Grant projects and consultancies and Proof of Research projects/Consultancy grant letter issued by competent authority like DST/DBT/CST etc. For completed projects report of project along with the utilization certificate of last one year.

B (ii) Patents- (KIET as main applicant &/or with KIET Affiliation should be mentioned on the provided proof) (in case of Patent Granted/published/technology transfer to industry).

B (iii) Certificates of Mentor & Winning/ Participation Team for Project Outcome as a Mentor in terms of Winning/ Participation Team of Hackathon (development of product) organized by international body like IEEE and National Importance institute like IITs, NITs, IIITs, and Central/ State Government Organization/ Ministry of centre and state Government

C. Proof of Ph.D. Supervisor/ Admission letter issued by the University and proof of published research papers in Q1, Q2, Q3, Q4 Journals, Patents (Commercialization Technology Transfer/ Published/ Granted), Research grants with Ph.D. students during assessment period (financial year i.e. from 1st April to 31st March), Research Fellowship Awards/ Ph.D scholarship during the assessment period.

D. Researcher ID (example: A-1009-2008)/ ORCID-ID (example: 0000-0003-3768-1316) of the

applicant for Citations of published papers during the last three Calendar years (2022,2023,2024).

Web url: https://www.webofscience.com/wos/author/

SCOPUS: https://www.scopus.com/authid/

E. Appointment letter of editor/co-editor/guest editor issued by the claimed Journals.

Nomination Form

Office of the Dean (Research & Development)
Nomination Form for Sir CV Raman Award for Academic Session 2024-25
Credentials cycle (1st July 2024 to 30th June 2025)
Name of the Candidate:
A (i) Papers Published in Quartile Indexed Journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC

S. No.	Title of Journal paper	Name of the Journal	ISSN/ ISBN No.	Publication Link/ full Doi address	Vol.	Issue	Page No.	Date of Publication (DD-MM-YY)	SCI/SCI- E/SSCI/ ESCI/SCOPUS/ABDC	Google Drive Link for reprint of claimed paper (Sharable to all)	Quartile Indexing (Q1/Q2/Q3/Q4)	Link of the Quartile Indexing	Score claimed	Score awarded

Guidelines for Score Claiming		
PART-A (i)	**Research Papers Published in Quartile Indexed journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC** **URL to check quartile:** **https://www.scimagojr.com/,** **and It will consider to find out the quartile indexed journals using ISSN of the Journal**	
i	**Quartile Q1 Indexed Journal**	
	Single Author	**40**
	First Author	**30**
	Corresponding Author (N is number of corresponding authors)	**24/N**
	Co-authors (M is number of Co-authors)	**16/M**
ii	**Quartile Q2 Indexed Journal**	
	Single Author	**30**
	First Author	**20**
	Corresponding Author (N is number of corresponding authors)	**15/N**
	Coauthors (M is number of Co-authors)	**12/M**

iii	Quartile Q3 Indexed Journal	
	Single Author	20
	First Author	15
	Corresponding Author (N is number of corresponding authors)	10/N
	Co-authors (M is number of Co-authors)	5/M
iv	Quartile Q4 Indexed Journal	
	Single Author	15
	First Author	10
	Corresponding Author (N is number of corresponding authors)	7/N
	Co-authors (M is number of Co-authors)	3/M

A (ii) Full Papers published in Scopus Indexed Conference Proceeding

S. No	Title of Papers Published in Scopus Indexed Conference proceedings	Name of Publisher	Full Name of International Conference	Date of Publication (DD-MM-YY)	Page No./Issue No.	ISSN/ ISBN No.	SCOPUS URL for the claimed Conference showing SCOPUS indexing	Weblink of the Conference	Google Drive Link for reprint of claimed paper(Sharable to all)	Category (held out of India/ held in India)	Score claimed	Score awarded
1												

Guidelines for Score Claiming	
PART-A(ii)	**CONFERENCE PAPERS (Sir CV Raman Award will only consider published papers in SCOPUS indexed conferences)**

i.	International Conferences Presentation & Publication (in Abroad)	
	Single Author	**12**
	First Author	**8**
	Corresponding Author (N is number of corresponding authors)	**6/N**
	Co-authors (M is number of Co-authors)	**3/M**
ii	International Conferences Publication (in India)	
	Single Author	**10**
	First Author	**6**
	Corresponding Author (N is number of corresponding authors)	**5/N**
	Co-authors (M is number of Co-authors)	**2/M**

A (iii). Published SCOPUS Indexed Books Chapters

S. No.	Title of the Published SCOPUS Indexed Books Chapter	Name of Publisher	Full Name of Book	Date of Publication (DD-MM-YY)	Page No./Issue No.	ISSN/ ISBN No.	Weblink of the Book Chapter	SCOPUS URL for the claimed Book Chapter showing SCOPUS indexing	Google Drive Link for reprint of claimed book chapter (Sharable to all)	Score claimed	Score awarded

Guidelines for Score Claiming		
PART-A(iii)	**Books Chapter**	
i.	**Published Books Chapters in SCOPUS Indexed database**	
	Single Author	**8**
	First Author	**6**
	Corresponding Author (N is number of corresponding authors)	**4/N**
	Co-authors (M is number of Co-authors)	**2/M**

B (i) Ongoing /Completed Research Grant projects and consultancies

S. No.	Title of the Project	Name of funding Agency	Period	Name of PI/ Co-PIs	Date of sanction Amount (DD-MM-YY) for Assessment period	Grant/ Amount received by KIET Group of Institution in the Assessment period in (Rs Lakhs)	Google Drive Link for Proof (Sanction Letter & Endorsements letter by duly signed by Senior Account officer KIET for the validation of received amount during assessment period) (Accessible to all)	Score Claimed	Score Awarded

S. No.	Title of the Patent	URL Link of Grant/ Published/ Commercialization/ patent Journal of Patent Office	Google Drive Proof Link (Accessible to all)	Application Number	Published/Granted/ Commercialization	Published/Granted Date (DD-MM-YY)	1st Inventor/ Co-Inventor/ 1st Applicant/Co-Applicants	Score Claimed	Score awarded
					B (ii) Patents				
1									

B (iii) Product Outcome as a Mentor in terms of Winning/ Participation Team of Hackathon Organized by International body like IEEE and National Importance institute like IITs, NITs, IIITs, and Central/ State Government Organization/ Ministry of centre and state Government

S. No.	Title of the Problem statement	Name of Organizer	Date of Hackathon	Position (Winner/ Participation)	Google Drive link for certificates of Mentor & Winning/ Participation Team (accessible to all)	Score Claimed	Score awarded
1							

S. No.	Guidelines for Score Claiming	
	Parameter	**Score**
	B (i) Ongoing /Completed Research Grant Projects and Consultancies	
	RESEARCH PROJECTS:	
(a)	**Major Sponsored Research Grants Project/ Consultancy Carried Out/Ongoing more than 30.0 lacs INR (₹)**	
	Single Applicant	**20**
	Main Applicant	**12**
	Co-Applicant (N is the number of Co-Applicants)	**8/N**
(b)	**Major Sponsored Research Grants Project/Consultancy Carried Out/Ongoing between 5.0 Lacs to 30.0 Lacs INR (₹)**	
	Single Applicant	**15**
	Main Applicant	**9**
	Co-Applicant (N is the number of Co-Applicants)	**6/N**

(c)	**Minor Sponsored Projects/ Consultancy Carried out/Ongoing between 50000 to 5.0 Lacs INR (₹)**	
	Single Applicant	**10**
	Main Applicant	**6**
	Co-Applicant (N is the number of Co-Applicants)	**4/N**
ii.	**B (ii) Technology Indian Patent**	
	KIET Applicant - Granted Patent (KIET as Main Applicant)	
	1st Inventor	**12**
	Co-Inventors (N)	**8/N**
	KIET Applicant Published Patent (KIET as Main Applicant)	
	1st Inventor	**6**
	Co-Inventors (N)	**4/N**
	KIET Affiliation (Granted Patent with KIET affiliation)	
	1st Applicant	**6**
	Co-Applicants (N)	**4/N**
	KIET Affiliation (Published Patent with KIET affiliation)	
	1st Applicant	**3**
	Co-Applicants	**2 each**
	Commercialization of Granted Patents (Technology Transfer to industry) with KIET Applicant	
	1st Applicant/Co-Applicant	**20**
	Commercialization of Granted Patents (Technology Transfer to industry) with KIET Affiliation	
	1st Applicant/Co-Applicant	**15**
B (iii) Product Outcome as a Mentor in terms of Winning/ Participation Team of Hackathon Organized by International body like IEEE and National Importance institute like IITs, NITs, IIITs, and Central/ State Government Organization/ Ministry of centre and state Government		
	Mentor	
	Mentor of 1st Rank / 1st Prize Winner Team	**20**
	Mentor of 2nd Rank / 2nd Prize Winner Team	**15**
	Mentor of 3rd Rank / 3rd Prize Winner Team	**10**
	Mentor of Participants Team	**5**

C. Ph.D. Guidance as a Supervisor/ Co- supervisor with outcome as published research papers in Q1, Q2, Q3, Q4 Journals/ Patents/ Research grants with Ph.D. students during the assessment period.

S. No.	Title of Thesis	Name of Ph.D. Research Scholar	Name of the University	Year of Joining as Ph.D. Guide DD-MM-YY	Title of published research papers in Q1, Q2, Q3, Q4 Journals /Title of Patents (Commercialization Technology Transfer/ Published/ Granted) / Research grants with Ph.D. students during the assessment period	Google Drive Link for the Proof of the claimed Research Papers Q1, Q2, Q3, Q4)/ Patent / Research Grant (Link should be visible to all) (Proof should have the name of Supervisor/ Co-Supervisor along with Affiliation)	Google Drive Link for proof of Ph.D. Supervisor/ Admission letter issued by the University	Score Claimed	Score Awarded

	Guidelines for Score Claiming		
PART-C	RESEARCH PAPERS PUBLISHED by PhD students during assessment period of Sir CV RAMAN		
	RESEARCH PAPERS PUBLISHED Papers Published in Quartile Indexed journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC Url to check quartile: https://www.scimagojr.com/ and It will consider to find out the quartile indexed journals using ISSN of the Journal		
i	**Quartile Q1 Indexed Journal**		
	Ph.D. Supervisor/ Co-supervisor		40
ii	**Quartile Q2 Indexed Journal**		
	Ph.D. Supervisor/ Co-supervisor		30
iii	**Quartile Q3 Indexed Journal**		
	Ph.D. Supervisor/ Co-supervisor		20
iv	**Quartile Q4 Indexed Journal**		
	Ph.D. Supervisor/ Co-supervisor		15

Patents									
S. No.	**Title of the Patent**	**URL Link of Grant/ Published/ Commercialization/ patent Journal of Patent Office Gov. of India**	**Google Drive Proof Link (Accessible to all)**	**Application Number**	**Published/Granted/ Commercialization**	**Published/ Granted Date (DD-MM-YY)**	**1st Inventor/ Co-Inventor/ 1st Applicant/ Co- Applicants**	**Score Claimed**	**Score awarded**

Indian Technology Patent *Technology Transfer to Industry/ Granted/ Published by Patent Office Government of India*	
KIET Applicant - Granted Patent (KIET as Main Applicant)	
Ph.D. Supervisor/ Co-supervisor	12
KIET Applicant-Published Patent (KIET as Main Applicant)	
Ph.D. Supervisor/ Co-supervisor	6
KIET Affiliation-Granted Patent (with KIET affiliation)	
Ph.D. Supervisor/ Co-supervisor	6
KIET Affiliation-Published with KIET affiliation)	
Ph.D. Supervisor/ Co-supervisor	3
Commercialization of Granted Patents (Technology Transfer to industry) with KIET Applicant	
Ph.D. Supervisor/ Co-supervisor	20
Commercialization of Granted Patents (Technology Transfer to industry) with KIET Affiliation	
Ph.D. Supervisor/ Co-supervisor	15

Ongoing /Completed Research Grant projects and consultancies									
S. No.	**Title of the Project/Research Fellowship Awards/ Ph.D. Scholarship**	**Name of funding Agency**	**Period**	**Name of PI/ Co-PIs**	**Date of sanction Amount (DD-MM-YY) for Assessment period**	**Grant/ Amount received by KIET Group of Institution in the Assessment period in (Rs Lakhs)**	**Google Drive Link for Proof (Sanction Letter & Endorsements letter by duly signed by Senior Account officer KIET for the validation of received amount during assessment period) (Accessible to all)**	**Score Claimed**	**Score Awarded**

RESEARCH PROJECTS/ RESEARCH FELLOWSHIP AWARDS/ PH. D. SCHOLARSHIP		
(a)	**Major Sponsored Research Grants Project/ Consultancy Carried Out/ Ongoing more than 30.0 lacs INR (₹)**	
	Ph.D. Supervisor/ Co-supervisor	**20 Marks/ Grant**
(b)	**Major Sponsored Research Grants Project/ Consultancy Carried Out/ Ongoing between 5.0 Lacs to 30.0 Lacs INR (₹)**	

(c)	Ph.D. Supervisor/ Co-supervisor	15 Marks/ Grant
	Minor Sponsored Projects/ Consultancy Carried out/Ongoing between 50000 to 5.0 Lacs INR (₹)	
	Ph.D. Supervisor/ Co-supervisor	10/ Grants
(d)	**Research Fellowship Awards/ Ph.D. Scholarship**	10 Marks / Candidate

D: Citations of published papers during the last three Calendar (2022, 2023, 2024) years by applicant					
Web of Science Citation (Account of claimed applicant with affiliation KIET Group of Institutions, Delhi-NCR, Ghaziabad only)					
S. No.	**Details of the claimed Paper (in IEEE Reference Style, including DOI) Published in Calendar years)**	**Citations of the claimed paper**	**Total Citations of claimed research papers in web of science**	**Score Claimed**	**Score awarded**
SCOPUS Citation (Account of claimed applicant with affiliation KIET Group of Institutions, Delhi-NCR, Ghaziabad only)					
S. No.	**Details of the claimed Paper (in IEEE Reference Style, including DOI) Published in Calendar years)**	**Citations of the claimed paper**	**Total Citations of claimed research papers in web of science**	**Score Claimed**	**Score awarded**

Guidelines for Score Claiming		
Category	**Conditions**	**Marks**
Web of Science (Citation for SCI Publications)	> 15 Citations	10
	> 10 Citations	5
	> 05 Citations	2
SCOPUS (Citation for SCOPUS Publications)	> 15 Citations	5
	> 10 Citations	3
	> 05 Citations	1

S. No.	Name of Web of Science Journal	ISSN/ ISBN No.	Duration of Appointment as Editor	Google Drive Link for appointment letter of editor issued by the claimed Journals	Number of Paper Published by KIET Faculty Members under the guidance by you as Editor during the assessment period	Provide the DOI of each paper	Score claimed	Score awarded
						E. Editor/Co-Editor/Guest Editor in Web of Science indexed Journals with outcome of published papers by KIET faculty members (Excluding the Applicant)		
1						1. 2. 3. 4. 5. 6. 7. etc....		

	Guidelines for Score Claiming	
PART-E	**Number of Paper Published by KIET Faculty Members under the guidance of you as Editor/Co-Editor/Guest Editor in the assessment period**	
	Papers Published in Quartile Indexed journals in SCI-E/SSCI/AHCI/ ESCI/ SCOPUS/ ABDC Url to check quartile: https://www.scimagojr.com/, and It will consider to find out the quartile indexed journals using ISSN of the Journal	
i	**Quartile Q1 Indexed Journal**	
	As Editor/Co-Editor/Guest Editor	**5 Number per publication**
ii	**Quartile Q2 Indexed Journal**	
	As Editor/Co-Editor/Guest Editor	**4 Number per publication**
iii	**Quartile Q3 Indexed Journal**	
	As Editor/Co-Editor/Guest Editor	**3 Number per publication**
iv	**Quartile Q4 Indexed Journal**	
	As Editor/Co-Editor/Guest Editor	**2 Number per publication**

			Summary of Total Marks Claimed by applicant for Sir CV Raman Award	
S.No	Category	Score Claimed	Score Awarded by Evaluation Committee of Dean R&D office	Remark
1	Part-A			
2	Part-B			
3	Part-C			
4	Part-D			
5	Part-E			
Total Marks				

Name and Signature of Applicant

Name and Signature for the Member of Evaluation Committee of Dean R&D office

Dean (R&D)

Director General

RESEARCH POLICY FOR STUDENTS

Research and developmental activities create and disseminate new knowledge in a range of fields, promote innovation, and will motivate better learning and teaching among faculty members and students at our institute as they are often incorporated into the courses. Research is the foundation of knowledge that brings new energy, builds state-of-the-art facilities, promotes research publications, develops collaborations, and becomes a part of an active community that shares the mission objectives. Researching is a process that not only improves your skills but also teaches you a lot and broadens your knowledge, even though we could get to conclusions we already know. A deeper comprehension of the subject matter, a greater understanding of your issue, and the ability to ensure that your writing is well-informed and supported can all be attained through conducting research.

Objectives of Research-

- **Enhancing Knowledge-** New avenues for knowledge discovery can be reached through conducting research and producing research papers. Research will have a chance to develop your writing abilities when writing a research paper, and in the future, you will be able to produce a better piece of writing that will impress others. These skills would certainly be useful for getting high package placements.

- **Adds Value to Your Resume-** A research paper helps you to find more knowledge about the field you are researching, so you can learn something new and fascinating about the discipline that you can use for work later. Besides expanding your knowledge in each field, Research will enhance your CV and make you stand out as a candidate. Therefore, research is essential since it enhances the value of your CV and demonstrates the talents you currently possess—skills that they may be seeking for.

- **Raising Awareness-** Conducting research enhances your knowledge and helps you boost your analytical and critical thinking skills. As you choose your topic and do the research, you may reach new conclusions that spark discussions in academic work. Developing critical thinking is important not only for the writing of research papers, but also for many other duties. To become a successful person and a specialist in your field, becoming a better thinker is something that is certainly important.

- **Important for Higher Studies-** When students pursue postgraduate studies such as an M.Tech or MS degree in India or overseas, having strong research experience at the undergraduate level is crucial.
- **Enhancement of Practical knowledge-** Research is crucial for students to improve their practical knowledge. High package employment in R&D agencies such as DRDO/ISRO, etc., are available to students if they are having good research background.

The Vision of the Institute for Research

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet national and international needs.

The Mission of the Institute for Research

a. To motivate faculty members and students to concentrate on research-related activities to publish research articles in reputed journals and Scopus indexed conferences

b. To pursue efforts to write books and monographs for publication by international and national publishers of repute.

c. To spark faculty members' interest in joint research projects with colleagues at prestigious national and international universities.

d. To encourage faculty members and students to submit proposals and secure funded research projects from various funding agencies in India and abroad.

e. To undertake consultancy projects sponsored by the government as well as private, industrial, and other organizations.

f. To encourage creativity in the minds of the faculty members and students so that they make original contributions by way of products, concepts, etc., and obtain patents.

g. To reach out to national and international professional societies.

Policy of Research Incentives Scheme

Scope of the Scheme

Undergraduate and postgraduate students of KIET Group of Institutions can publish their original research work.

Incentives for Research Publications in Journals

To further promote the intensive research culture among the students of KIET, it is intended

to adopt the incentive policies under the vision of the research institution. KIET has already adopted the incentive policies for SCI, SCIE, SSCI, AHCI, SCOPUS, eSCI and CCR Expanded indexed international journals, but to make the research more adaptive, it is required to give more freedom in the regulation of SCI publications. In view of the above, **students may claim a maximum of 5 Research Publications incentives for Journals in an academic year as mentioned in different categories of Table-1.** The primary objective of this incentive scheme is to motivate the students of our Institution to undertake quality research and other related activities.

		Table-1	
S. No.	**Categories**	**Conditions**	**Incentive (In Rs.)**
		Incentive for publication in SCI/SCIE/SSCI/AHCI	
1	**Outstanding Research Publication Incentive**	Publication in d) Nature (British Multidisciplinary Scientific Journal) e) Science Academic Journal of the American Association f) Harvard Business Review (Management magazine published by Harvard Business Publishing, a wholly owned subsidiary of Harvard University)	25,000 /-
2	**Premier Research Publication Incentive**	Paper must be published in SCI/SCIE/SSCI k) American Mathematical Society l) American Physical Society m) American Society for Civil Engineers (ASCE) n) American Society for Mechanical Engineers (ASME) o) American Society of Testing Materials (ASTM) p) Association for Computing Machinery (ACM) Transactions q) IEEE Transactions /Journals/ Letters/Reviews r) IET Transactions/ Journals/ Letters/ Reviews s) Institute of Civil Engineering Publishing,	21,000 /-

		London *t)* Institute of Mechanical Engineering, London **In addition to the above list the SCI/ SCIE/SSCI journals with impact factor>= 7 will be considered**	
3	**Commendable Research Publication Incentive**	Paper must be published in journal with an impact factor between 5 to 6.99 and indexed in SCI/ SCIE/ SSCI	15,000 /-
4	**Admirable Research Publication Incentive for SCI**	Paper must be published in journal with animpact factor between 0.750 to 4.99 and indexed in SCI/ SCIE/ SSCI	11,000/-
5	**Valuable Research Publication Incentive for SCI**	Paper must be published in journal with animpact factor between 0.500 to 0.749 and indexed in SCI/ SCIE/ SSCI	8,000/-
6	**Gratifying Research Incentive for SCI**	Paper must be published in journal with an impact factor between 0.250 to 0.499 and indexed in SCI/ SCIE/ SSCI	5000/-
Incentive for publication in Scopus			
7	**Admirable Research Publication Incentive for SCOPUS**	Quality research published in SCOPUS having Cite Score 3 and above	5000/-
8	**Valuable Research Publication Incentive for SCOPUS**	Quality research published in SCOPUS having Cite score **2 to 2.999**	4000/-
9	**Gratifying Research Incentive for SCOPUS**	Quality research published in SCOPUS having Cite score **1.000 to 1.999**	3000/-

Incentive for publication in eSCI and CCR Expanded			
10	**eSCI indexed Journal**	Quality research published in eSCI Journals is applicable for publications in any ESCI/CCR-Expanded journal, and a maximum of one ESCI/CCR-Expanded indexed research paper in an academic year shall be considered.	2000 /-

Requirements to be fulfilled by students for claiming the Incentives

- The current/present impact factor, indexing (SCI/SCIE/SSCI) and other information will be taken from Clarivate analytics for evaluation of the papers. For indexing in Scopus, Cite Score and other information will be taken from scopus.com.

- The student requesting the incentive must be the first author in the research paper and its mandatory to have other author as his/her supervisor(s) from KIET Group of Institutions only.

- For claiming the research incentives, atleast one faculty mentor from KIET Group of Institutions is mandatory to be included in research paper.

- Published papers must have "**KIET Group of Institutions, Delhi-NCR, Ghaziabad**" as the affiliation.

- Students needs to claim the incentive only after the volume number, issue number, and page number have been assigned to the research paper by the journal.

- To raise the number of citations for improvement of KIET NIRF Ranking, it is advised for the perspective authors to include at least two references of already published Research Papers by KIET faculty/students in their Research papers.

- Authors must also be aware of the KIET Ethics Policy for Students on academic dishonesty and plagiarism

- Students shall take the responsibility of screening the paper for plagiarism, ethics approval, and background checks on the potential, possible, or probable predatory scholarly open access journals before communicating the research publication to Beall's list of predatory publishers.

- A publication claim under the Research Incentive Schemes (RIS) of KIET must be made within a month of publication in the prescribed form duly signed by the Dean of Department (**Annexure I**).

- Students after publication of the research paper with volume, issue and page no. must fill the

below google form and upload the following documents in the google form within one month of publication -

1. Annexure I
2. Copy of College ID card
3. Proof of Volume/ Issue/ Page Number allotted by the respective journal.
4. PDF of the research manuscript.
5. Indexing of the journal
   i. Scopus Valid proof (if journal is Scopus indexed)
   ii. SCI Valid proof (if journal is SCI indexed)

- Dean R&D will take the approval from Director, KIET Group of Institutions and will submit the approval note to the account's office for final disbursement of registration fees within a week.
- Google form to apply for the research incentive is as follows-
https://forms.gle/GdRofXJeSGqAS3Cs5

Presentation of Research Papers in Conferences in India

Reimbursement of Conference Registration Fees-

- For the Research paper Publication by students (Undergraduate/postgraduate) of KIET Group of Institutions in **Scopus Indexed Conference**, the institute will reimburse full registration fee to the students claiming the registration fee.
- Each student can present research papers at conferences of repute twice in an academicyear with financial assistance as full reimbursement of registration fee.

Requirements to be fulfilled by students for claiming the Conference Registration Fees

- The International/National conference must be of repute (viz. IEEE, Springer/Wiley/IPC etc.) and the hosting institutions must be of repute as well (IITs/IISc/NITs/IIITs/Universities/Deemed Universities etc.).
- Authors must also be aware of the KIET Ethics Policy for Students and Faculty Members on academic dishonesty and plagiarism.
- For claiming the reimbursement of registration fee, atleast one faculty mentor from KIET Group of Institutions as an author is mandatory to be included in research paper.
- Before submission of claim, the final report of Turnitin to be submitted along with the

published paper.

- Published paper must have '**KIET Group of Institutions, Delhi-NCR, Ghaziabad**' as the affiliation.

- Only oral presentation of research papers is acceptable.

- To raise the number of citations for improvement of KIET NIRF Ranking, it is advised for the perspective authors to include at least two references of already published Research Papers by KIET faculty/students in their Research papers.

- Only one student may use the facility in the case of joint authorship.

- A publication claim must be made within a month of the publication of a research paper (available online) in the prescribed form duly signed by Dean of the Department (**Annexure II**).

- Students after publication of research paper online must fill the below google form and upload the following documents in the google form within one month of publication for claiming the registration fee-

  1. Annexure II
  2. Copy of College ID card
  3. Valid proof of published paper in conference
  4. Valid proof of presentation certificate
  5. Valid proof of Scopus Indexing
  6. PDF of the research manuscript
  7. Page number of the research paper if published as book chapter
  8. ISSN/ ISBN number
  9. Valid proof of registration/fee receipt in the name of student claiming the registration fee
  10. Turnitin Report of the research paper

- Dean R&D will take the approval from Director, KIET Group of Institutions and will submit the approval note to the account's office for final disbursement of registration fees within a week.

- Google form to apply for the registration fee reimbursement is as follows- https://forms.gle/GdRofXJeSGqAS3Cs5

Annexure I
Claim Form for Incentive Scheme for Journal Publication

- **Publication Id:**
- **Title of the paper:** --

Names of Authors	Type of Author (Faculty/Student)	Dept.	Year (in case of student)	Roll No./Emp. ID

- **Name of the Journal:** --
  Volume: ------------**Issue:** -------------------**Month & Year:** ------------**Page: From ----- to ----**
- **Category of article:** --
- **Journal article indexed in:** ---

Declaration by the submitting Author:
I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care toensure that my / our published paper does not contain plagiarism material.
Name:_____ Department:
Email ID:_____ Mobile No.:_____
Roll No:_____ Signature of Student with date:_____

Bank Details of Student:
Name of the Bank…………………………………
Account No……………………………………………. IFSC Code……………………………
Address…………………………………………………

For the use of forwarding office only:

Name & Signature of the Dean of Dept.   **Name & Signature of Dean R&D**

Annexure II
Claim Form for Incentive Scheme for Conference Presentation /Publication

- **Publication ID:**
- **Title of the paper:** --
-

Names of Authors	Type of Author (Faculty/Student)	Dept.	Year (in case of student)	Roll No./Emp. ID

For Conference Publication:
- **Name of the Conference:** ---
- **ISSN/ISBN of Conference Proceeding:** ---
- **Paper indexed in:** --

Declaration by the submitting Author:
I / we certify that I / we have published article which is devoid of plagiarism. I / We have taken due care toensure that my / our published paper does not contain plagiarism material.
Name:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽ Department:
…………………………………….
Email ID:⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽⎽Mobile No.:⎽⎽⎽⎽⎽⎽
Signature of Student with date:⎽⎽⎽⎽⎽⎽⎽

Bank Details of Student:
Name of the Bank…………………………………
Account No.…………………………………………. IFSC Code……………………………
Address…………………………………………………

For the use of forwarding office only:

Name & Signature of the Dean of Dept.   **Name & Signature of Dean R&D**

POLICY FOR Ph.D./ NON-Ph.D. FACULTY MEMBERS

A degree carries a lot of weight since knowledge is power in any field. For a greater comprehension of the subject and ultimately stronger linkages within the subject, a Ph.D. is necessary. This creates opportunities for future interdisciplinary study. A subject is advanced by research, aiding in its progress over time. This is essential for modernizing any subject, and the more research that is done, the more forward-looking it becomes.

So, to have the fruitful results of Ph. D degree, a policy has been framed for more emphasis on Ph. D/ Non-Ph. D Faculty Members working at KIET Group of Institutions, Delhi-NCR, Ghaziabad. For the benefits of faculty members and the Institute, the Policy have been framed and following are the details of the policies.

Policy for Ph.D. Completed faculty Members

- To start Ph.D. guidance in the reputed University and work as Ph.D. supervisor/ co-supervisor as per Ph.D. guidance policy of KIET. Centre of Excellence facilities available in various departments to be utilized as Research Centre.
- To submit the 6 months Ph.D. guidance report duly signed by HoD to Head HR & Head, HR as per Annexure 1 to put up the progress to Hon'ble Director General for kind perusal.
- Senior Faculty Members (Professors and Associate Professors) of the Department should work as Mentor for 4-5 junior faculty members (Assistant Professor) for research guidance to meet research targets of the Department.
- All the Ph.D. faculty members should approach the University or Institute from where he or she has completed Ph.D. for Collaborative Research, Ph.D. Guidance as Co-Supervisor and for providing assistance for Ph.D. admission for non-Ph.D. faculty members of the department.
- Professors/ Associate Professors should work as mentors for Assistant Professors for guiding them for Research grant proposals, writing research articles for SCI Journals and filing Patents etc.
- All Ph.D. faculty Members can also provide research guidance to Ph.D. Scholars as Supervisors or Co-supervisors for reputed Universities recognized by UGC and are under top 100 in NIRF like:

  - Dr. APJ Abdul Kalam Technical University, Lucknow
  - Delhi Technical University, Delhi
  - Jamia Millia Islamia, New Delhi
  - NSTU, New Delhi
  - IP University, New Delhi
- Jamia Hamdard University, New Delhi

- Indira Gandhi Technical University for Women, New Delhi
- SRM University, Modi Nagar
- Amity University, Noida
- Jaypee University, Noida
- Bennett University, Noida
- DIT University, wDehradun
- Uttarakhand Technical University, Dehradun

- A Research Supervisor/Co-supervisor who is a professor, can guide up to 8 Ph.D. scholars; an Associate Professor up to 6 Ph.D. scholars & Assistant Professor 4 Ph.D. scholars; inclusive of all, at any given point of time. However, he/she shall not have more than three Ph.D. scholars at a time if another Supervisor in the same field is available with less than three Ph.D. scholars under him. All this is subject to the fulfillment of all duties assigned from time to time to him/her. At any given point of time, no supervisor can have more than the following number of Ph.D. Ph.D. scholars under his/her supervision:
  - Professors – 8 Ph.D. Scholars
  - Associate Professors – 6 Ph.D. Scholars
  - Assistant Professors – 4 Ph.D. Scholars

- For promotion from Associate Professor to Professor, Ph.D. Degree in the relevant field and at least two ongoing Ph. D guidance as supervisor/Co-supervisor are required for Promotion from Associate Professor to Professor.
- Newly joining faculty members at the post of Professor (if not having two ongoing Ph. D Scholar at the time of joining) are required to get at least two Ph. D Research Scholar registered with reputed Universities within one year of joining the Institute for the confirmation of appointment subject to fulfilling other terms of probation.
- Faculty members need to submit the progress report (as per Annexure 1) twice in a year to the department. One report on or before 1st June of every year and second on or before 1st Dec. The Associate/Assistant Head of the department need to compile the report and submit it to the Dean R&D office duly signed by respective HoD twice in a year. One report on or before 30th June of every year and second on or before 31st Dec.

Policy for Ph.D. pursuing faculty Members

- To submit the Ph. D admission letter to Head HR to be put-up in-service file.
- To submit the Progress report along with research outcomes like reprints of Research Papers published in Journals/Conferences, patents etc. in the area of Ph.D. topics duly signed by supervisor, co-supervisor and HoD to Head HR as per Annexure 2. Head HR to kindly put up 6 months progress to Hon'ble Director General for kind perusal.

- Attached data in the file compiled by the HR department is incomplete. Requesting Head HR to compile the data in all aspects.
- Ph.D. pursuing faculty Members should complete the Ph. D as soon as possible. For Promotion from AP-3 Level to Associate Professor, faculty members are required to have the Ph.D. Degree in the relevant field and one ongoing Ph. D Guidance is desirable. For direct recruitment for the post of Associate Professor, candidates are required to have the Ph.D. Degree in the relevant field and one ongoing Ph. D Guidance is desirable.
- The maximum total number of ODs for completing a Ph.D. is 12 per academic year/leave year for a maximum 4 years. Maximum of 3 ODs at a stretch can be given to a faculty member in a month at the discretion of HoD (provided there is no academic loss of students) just after the Ph. D registration. Faculty may avail the facility of OD for pursuing Ph.D. immediately post joining KIET. If the course work of the Ph.D. program falls during summer break, then faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/ leave year. For completing the course work 3-4 months Leave without pay (LWP) can be given to faculty members at the discretion of HoD, provided there is no academic loss of students and the department will be able to manage without any substitute. ODs are subject to Submission of Ph. D registration documents (admission letter, fee receipts and copy of NOC) to the HR Department.
- On acquisition of the Ph.D. from Institutes/Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute), a faculty may avail Ph.D. tuition fee reimbursement on an actual basis but not exceeding Rs. 30,000/- per year (on prorate basis with salary) for three years after fulfilling conditions as mentioned. One needs to claim the Ph.D. tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips.
- Ph.D. is in the relevant branch/discipline and has been awarded by a University (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute) and two Research Publications in SCI Journals with affiliation as "KIET Group of Institutions, Delhi-NCR, Ghaziabad", five increments shall be admissible at the entry-level of recruitment to faculty members possessing the degree of Ph.D (full time), awarded in the relevant discipline from Institute/ University of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute). Faculty members who complete their Ph.D. degree (part time) while in service shall be entitled to three increments.
- One needs to claim the Ph. D incentives within a month after the award of the degree by submitting a copy of degree certificate/provisional degree certificate. The Ph.D. incentives in terms of increments will be applicable from the date of submission of the application copy along with the copy of the degree certificate/provisional degree certificate. During recruitment, if faculty intimates that the Ph. D thesis has been submitted, then faculty will have to complete the Ph. D within one year for entitlement of five increments else three increments would be awarded.

- Faculty members need to submit the progress report (as per Annexure 2) twice in a year to the department. One report on or before 1st June of every year and second on or before 1st Dec. The Associate/Assistant Head of the department need to compile the report and submit it to the Dean R&D office duly signed by respective HoD twice in a year. One report on or before 30th June of every year and second on or before 31st Dec.

Policy for Ph.D. Non-Registered Faculty Members-

- Non- Ph.D. faculty members are Required to choose one of the KIET faculty as one of the Co-supervisors along with Supervisor for pursuing Ph. D from reputed University/ Institute like IITs/NIT/Central Technical University/ State Technical University etc.
- Required to submit the 6 monthly progress of efforts put in by the faculty members to different Universities/ Institutions. To fill the Annexure 3 and to submit it in HR Department.
- Non-Ph.D. faculty members should associate with the existing CoE in-charge to work closely with the existing Research facilities available in CoE and find out the Research topics/gaps for pursuing the Ph.D.
- All Non-Ph.D. faculty members are required to register themselves in association with Ph.D. Faculty Members of KIET Group of Institutions, as a Supervisor/Co-supervisor in Ph.D. Program from the following University as soon as possible:

  - Dr. APJ Abdul Kalam Technical University, Lucknow
  - DTU, Delhi
  - JMI, New Delhi
  - IIT, Delhi
  - IIIT, Delhi
  - NSTU, New Delhi
  - JNU, New Delhi
  - NIT, Delhi
  - IP University, New Delhi
  - Jamia Hamdard University, New Delhi
  - IGTUW, New Delhi
  - University of Delhi

- Since the weightage of the Ph.D. faculty members is very high as compared to non-Ph.D. faculty members from the point of view of any of the Ranking like NIRF etc., so Dean R&D office recommends that the completed Ph.D. / Submitted Ph.D. thesis may be considered for the recruitment/shortlisting for the interview. Also, the Dean R&D office to share regularly the notification for Ph. D Admissions of nearby Institutes & University.

- Ph.D. (Registration) is mandatory for Promotion of Assistant Professor from AP-1 Level to AP-2 Level and also AP-2 Level to AP-3 Level. Newly joining faculty members at AP-2 and AP-3 Level are required to register in the Ph. D Program at the earliest for confirmation of their appointment subject to fulfilling other terms of probation.
- Faculty members entering service without a Ph.D. shall be encouraged to enroll themselves/acquire Ph.D. in the relevant branch/discipline from Institutes/ Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute).
- Faculty members need to submit the progress report (as per Annexure 3) twice in a year to the department. One report on or before 1st June of every year and second on or before 1st Dec. The Associate/Assistant Head of the department need to compile the report and submit it to the Dean R&D office duly signed by respective HoD twice in a year. One report on or before 30th June of every year and second on or before 31st Dec.

Annexure 1

Progress Report of Ph. D Completed Faculty Members

Name of the Research Student	
Name of the Supervisor	
Name of the Co Supervisor	
Place of Research	Department/School of:
Date of Registration	
Title of the Ph.D. Research	
Report for the Period	From To

Please mention precisely, the progress of your research work:

Sl. No.	Topics as per yourresearch work	Progress of your research work (in your own words)
1	Publications, if any	a. Title of the paper b. Name of the Journal c. Status (% completed) d. Date of paper submission e. Expected date of publication
2	Participation/ Presentation in Seminar/ Conferences	
3	PhD submission:	
	i. Initial draft	Status (% completed)
		Expected date of submission
	ii. Final Draft	Status (% completed) Expected date of submission of thesis

Signature of Faculty Member

Signature of Supervisor/Research Guide

Remarks		Signature
By Associate/Assistant Head DRC Members		
By HoD		
By Dean R&D		

Annexure 2

Progress Report of Ph. D Pursuing Faculty Members

Name of the Faculty Member	
Name of the Supervisor	
Name of the Co-Supervisor	
Place of Research	Department/School of
Date of Registration	
Title of the Ph.D. ResearchTopic	
Report for the Period	From To

Please mention precisely, the progress of your research work:

Sl. No.	Topics as per your research work	Progress of your research work (in your own words)
1	Scope of the study	
2	Identification of the statement of the problem(whether frozen)	
3	Identification of Objectives (whether frozen)	
4	Methodology adopted sofar (name)	
5	Status of Course Work	Details of Subjects
6	Proposed Hypothesis(whether frozen)	
7	Proposed research questions (whether frozen)	
8	No. of literature reviewsdone so far (submit in tabular format/ use extra sheets if required)	
9	Field survey (if applicable)	No. of samples collected: Target no. Expected date of completion
10	Analysis	Type of analysis done Statistical tool used Status (% completed) Expected date of completion

11	Publications, if any	Title of the paper Name of the Journal Status (% completed) Date of paper submission Expected date of publication
12	Participation/Presentationin Seminar/Conferences	
13	PhD submission:	
	i. Initial draft	Status (% completed) Expected date of submission
	ii. Final Draft	Status (% completed) Expected date of submission of thesis

Signature of Faculty Member

Remarks of the Research Guide	
1	
2	
3	Interaction with related persons/guide/supervisor
4	Overall Satisfaction with the Quality of Work: Below Expectations Meets Expectations Exceeds Expectations
5	Overall Pace of Work: Average Good Excellent

Signature of Supervisor/Research Guide

Remarks		**Signature**
By Associate/Assistant Head DRC Members		
By HoD		
By Dean R&D		

Annexure 3

Progress Report of Ph. D Non-Registered Faculty Members

Name of the Faculty Member	
Name of the Proposed Co Supervisor from KIET	
Proposed Place of Research	Department/School of:
Proposed Ph.D. ResearchArea	
Report for the Period	From To

Please mention precisely, the progress of your research work:

Sl. No.	Name of University	Progress of Efforts done so far for Ph. D Admission along with dates (in your own words)
1		
2		
3		

Signature of Faculty Members

Remarks		Signature
By Associate/Assistant Head DRC Members		
By HoD		
By Dean R&D		

POLICY FOR RESEARCH PROPOSALS/ GRANTS

Purpose

The objective of research Grants at KIET is to inculcate a vibrant atmosphere of research in campus amongst its faculty, students and staff.

Objectives

- To develop and sustain research culture.
- To ensure effective and efficient support to facilitate faculty and researchers in carrying out their research activities.
- To increase the visibility of Institute at National and International Level in Latest Research areas
- To file the National and International Patents as an outcome of Research Grants and also to commercialize the patents in terms of product development.
- High Quality publication in High-Impact Factor Journals, indexed in Scopus/Web of Science.
- Encouraging interdisciplinary and multi-disciplinary collaborations nationally and globally.
- To attract the Ph.D. Research Scholars
- Creation of Centers of Excellence on Specific Research themes.

Custodian of Policy

All research related activities and policy in KIET are governed through the Office of the Dean Research & Development (R&D). Office of the Dean R&D functions under the Director General, KIET.

Guidelines for Writing Research Proposals

1. In a Research proposal, the Abstract and Objectives of the Research Proposal should not be same.
2. In a Research proposal, the Objective should be of one line and of vital importance.
3. In a Research proposal, the Title should be novel and very particular. It should meet the objective unambiguously.
4. In a Research proposal, Methodology should be described with utter importance according to project planning and it should be different from objective.
5. In a Research proposal, the literature should include at least last three years' work in terms of research papers, small projects undertake, patents, if any. In other words, for research proposals, there is a need of continuous involvement of faculty and students.
6. In a Research proposal, the Budget should be as per genuine requirements and not to the maximum limit i.e. Budget justification should be very appropriate as per required Equipment and software etc.

7. One should always ask for the comments for the Research Proposal if it is not accepted by DST or some other agency so as to improve it in future, by visiting DST website.

8. Need of writing the Research proposals throughout the year by faculty, not just before ten days before the date of submission.

9. Need of associating and making use of strong KIET student community with faculty members of the Institute to identify the new research ideas for proposals/projects writing to be submitted to various agencies, later on.

10. With the above guidelines, PI/ CO-PI are required to prepare the Research proposal and also required to be present it in front of Research Proposal Screening Committee.

11. Research Proposal Screening Committee comprising of following members-
    ➢ Chairman- Dean R&D
    ➢ Eminent Expert from outside- DST/DRDO/ISRO/IIT's/NIT's/Central Funded Universities, etc
    ➢ Eminent Expert from KIET-Professor Research
    ➢ Members-
        • Associate Dean, Collaborative Research & Development
        • Associate Dean, Implementation of Research & Development
        • Associate Dean, Patents & Consultancy
        • Assistant Dean, Research Planning & Execution
        • Assistant Dean, Research Data Management
    ➢ Overall In-charge- Assistant Dean, Research Projects & Grants

12. The meeting of the Screening Committee shall be organized Quarterly and report will be submitted to Director General Office by Assistant Dean, Research Projects & Grants.

13. Eminent Expert from outside and KIET-Professor (Research) will be on rotation basis.

14. PI/ CO-PI are required to submit the final proposal after incorporating the suggestions given by the Project Screening Committee to the Office of Dean R&D one week before the date of final submission.

15. Dean R&D will submit the recommendations to the Director General Office for Final approval by Honorable Director General.

16. Assistant Dean, Research Projects & Grants will ensure the timely submission of proposal to various funding agencies with the help of PI and CO-PI and will provide all the supporting documents to PI/CO-PI during the submission.

Incentives

- Appreciation letter will be awarded to Principal Investigator/ Co-Investigators.
- Research incentive will be 5% of the allocable amount if the Institutional overheads are less than 10% of the project and 10% if the overheads are 10% or more of the project cost. Research grants with no overheads are eligible up to 5% incentive. However, researchers are encouraged to include institutional overheads while proposing the grant budgets. Applicable on DST/DRDO/ISRO/DAE/ICMR/DEIT/DST.
- Principal Investigator will be entitled for 60% of the incentive while remaining 40% shall be equally distributed among the Co-Investigators.

17. The maximum limit for any faculty shall be Rupees One Lakh (Rs.1.00 Lakh) per year with taxes as applicable. The amount will be payable over the period of the grant.

Details of Various Schemes and Funding Agencies

Sr. No.	Funding Agency	Scheme	Maximum Limit of Fund in Rs. (Tenure)	Age Limit (yrs)	Month of Scheme Opening	Website link	Remark
1	Department of Science and Technology (DST)	Swarna Jayanti Fellowships	The award consists of a Fellowship of Rs 25000/- per Month in addition to the salary drawn from the Parent Institute. (5years)	30-40	Nov – Dec every year	https://dst.gov.in/ scientific programmes/ scientific-engineering-research	
		Women Scientist Scheme – A (WOS-A)	30 Lac	27-57	Open throughout the year	https://dst.gov.in/scientific-programmes/scientific-engineering-research/wome n-scientists-programs	

2	Science and Engineering Research Board (SERB)	Core Research Grant (CRG)	80 Lac (3 Yrs)	--	Nov– Dec every year	http://serb.gov.i n/emr.php	
		SERB Science and Technology Award for Research (SERB-STAR)	10 Lac (+1Lac overhead per annum) (3 Yrs)	--	Nov– Dec every year	http://serb.gov.i n/star.php	
		Teachers Associate ship for Research Excellence (TARE)	Fellowship of Rs. 60,000/- per year (in addition to the researcher's own salary) will be provided subject to completion of minimum 90 days' research work per year in the host institution. Research grant of Rs. 5 lakhs per annum (50% each to host and parent institution) and overheads (as per SERB norms) will be provided.	45	Nov– Dec every year	http://serb.gov.i n/tare.php	
		Early Career Research Award (ECRA)/Start-up Research Grant (SRG)	50 Lac (excluding overheads) (3 Yrs)	37	Nov– Dec every year	http://serb.gov.i n/ecr.php	

		Scheme	Amount	Age	Time	Link
		SERB Power (Exclusive scheme only for Women)			Nov– Dec every year	http://serb.gov.in/serb_power.p hp
		Fellowship	10 Lac + 15,000 per month other than Regular Income (3 Yrs)	35-55		
		Research Grant	Level I: 60 Lac Level II: 30 Lac	--		
		MATRICS	Rs. 2 lakh p.a. (+overheads) (3 Yrs)	--	Dec- Jan every year	http://serb.gov.i n/matrix.php
		International Travel Support (ITS)	Rs. 50,000	..<35	Throughout the year	http://serb.gov.in/its.php
		Scientific and Useful Profound Research Advancement (SERBSUPRA)	Rs 50-60 Lac (3Yrs +2 Yrs)	--	Feb – March every year	https://www.se rbonline.in/SER B/Supra
		Empowerment and Equity Opportunities for Excellence in science (EMEQ), Specially for SC/ST	Rs 50 Lac	--	April- May every year	https://www.se rbonline.in/SER B/ Weaker section ?HomePage= New
		SERB-TETRA (Technology Translation Award)	Rs 15 Lac (2 Yrs)	--	Aug- Sept every year	https://www.se rbonline.in/SER B/Tetra

3	Council of Scientific & Industrial Research (CSIR)	Funding Opportunity in various areas of Science, Engineering, Biotechnology etc	May differ from scheme	--	Throughout the year	https://techind i acsir.anusand han.net/online /Contol.do?	Collab o ration with CSIR lab may
						~~Fndngschmwr pr~~ Funding scheme	lead the possibility of fund
4	All India Council for Technical Education (AICTE)	Research Promotion Scheme (RPS)	25 Lac	--	Oct- Nov every year	https://www.ai c teindia.org/	Filled through College login
		Modernization & Removal of Obsolescence Scheme (MODROBS),	20 Lac	--			
		Faculty Development Programme (FDP),	5-7 Lac	--			
		Short Term Training Programme (STTP)	5 Lac	--			
		Grant for Organizing Conference (GOC)	• Lac for National Conference • 5 Lac for International Conference	--	• 6 months prior the date of Conference • 8 months prior the date of Conference		
		Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES)	1 Lac	--	September		For Student Club

#	Agency	Areas			Schedule	Website	
5	Ministry of Electronics and Information Technology (MeitY)	R&D in Electronics, Information Technology, Emerging Areas in Technology, Cyber Security, Broadband Technology	--	--	Nov-Dec every year	https://www.meity.gov.in/research-development	
6	Department of Bio-Technology (DBT)	Medical Bio Technology, Bio Resources, Environment, Nanotechnology, Genome	--	--	No Scheduled time, keep visiting DBT website	http://dbtindia.gov.in/whats-new/call-for-proposals	Extramural Research
7	Indian Space Research Organization (ISRO)	RESPOND BASKET	--	--	Feb-March every year	https://www.isro.gov.in/capacity-building/sponsored-research	Can be applied to the various ISRO Lab in their area of expertise
8	Ministry of New and Renewable Energy (MNRE)	Solar, Wind, Small Hydro, Bio-Energy, Waste to Energy	--	--	Visit Website for the area of interests.	https://mnre.gov.in/research-and-development/wind	
9	Indian Council of Medical Research (ICMR)	Extra Mural Ad-hoc in Biotechnology, Health Research and Clinical Biology	--	--	No Scheduled time, keep visiting ICMR website	https://icmr.org.in/grants/extra mural-ad-hoc/information	

Conclusion

The policy shall be helpful to all faculty members for writing Research Proposals for various funding agencies and shall also inculcate a vibrant atmosphere of research in campus amongst its faculty, students and staff.

POLICY FOR RESEARCH GUIDANCE/ PH.D. GUIDANCE FOR IMPROVING RESEARCH CULTURE

The main purpose of research is to inform action, to prove a theory, and contribute to developing knowledge in a field or study. In academia, research is the source of new discoveries, whether they are funded by government grants or by business. Also, teaching in the university sector is informed by research (known as the scholarship of teaching). Without such research, it would be almost impossible to improve teaching. Research means to carefully analyze the problems or to do the detailed study of the specific problems, by making use of special scientific methods. Thus, the study should seek to contextualize its findings within the larger body of research. Research must always be of high quality in order to produce knowledge that is applicable outside of the research setting. Furthermore, the results of any study may have implications for policy and future project implementation.

Requirements for Faculty Career Advancement in KIET based upon Research Guidance Policy w.e.f. 01ˢᵗ Sept, 2022

S. No	Category of Promotion	Existing Faculty Members	Direct Recruitment (Newly Joining faculty Members)
1	AP-1 Level to AP-2 Level and AP-2 Level to AP-3 Level	Ph.D. (Registration) is mandatory for Promotion of Assistant Professor from AP-1 Level to AP-2 Level and also AP-2 Level to AP-3 Level.	Newly joining faculty members at AP-2 and AP-3 Level are required to register in the Ph.D. Program at the earliest for confirmation of their appointment subject to fulfilling other terms of probation.
2	AP-3 Level to Associate Professor	For Promotion from AP-3 Level to Associate Professor, faculty members are required to have the following- • Ph.D. Degree in the relevant field • One ongoing Ph.D. Guidance is desirable	For direct recruitment for the post of Associate Professor, candidates are required to have the following- • Ph.D. Degree in the relevant field • One ongoing Ph.D. Guidance is desirable
3	Associate Professor to Professor	Ph.D. Degree in the relevant field and at least two ongoing Ph.D. guidance as supervisor/Co-supervisor are required for Promotion from Associate Professor to Professor.	Newly joining faculty members at the post of Professor (if not having two ongoing Ph.D. Scholar at the time of joining) are required to get at least two Ph.D. Research Scholar registered with reputed University within one year of joining the Institute for the confirmation of appointment subject to fulfilling other terms of probation.

Details of Ph.D. Benefits

S. No	Category	Ph.D. Benefits	Requirements/ Conditions
1	Ph.D. (Part Time) Fee Reimbursement	On acquisition of the Ph.D. from Institutes/Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute), a faculty may avail Ph.D. tuition fee reimbursement on an actual basis but not exceeding Rs. 30,000/- per year (on prorate basis with salary) for three years after fulfilling conditions as mentioned.	• Faculty members entering service without a Ph.D. shall be encouraged to enroll themselves/acquire Ph.D. in the relevant branch/discipline from Institutes/ Universities of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute). • One needs to claim the Ph.D. tuition fee reimbursement within a month after award of degree by submitting a copy of degree certificate and tuition fee paid slips. • Two Research Publications in SCI Journals with the affiliation as "KIET Group of Institutions, Delhi-NCR, Ghaziabad" (Annexure B). • Faculty should submit the undertaking for serving the Institute for at least one year. In case of non-fulfilment of serving for one year, faculty member should refund the reimbursed Ph.D. tuition fee.
2	ODs	• The maximum total number of ODs for completing a Ph.D. is 12 per academic year/leave year for a maximum 4 years. • Maximum of 3 ODs at a stretch can be given to a faculty member in a month at the discretion of HOD (provided there is no academic loss of students) just after the Ph.D. registration. • Faculty may avail the facility of OD for pursuing Ph.D. immediately post joining KIET. • If the course work of Ph.D. program falls during summer break, then	• Submission of Ph.D. registration document (admission letter, fee receipts and copy of NOC) to HR Department.

|		faculty must consume their summer vacation first (two weeks) and rest will be treated as OD provided the count remains 12 ODs per academic/ leave year. • For completing the course work 3-4 months Leave without pay (LWP) can be given to faculty members at the discretion of HoD provided there is no academic loss of students and department will be able to manage without any substitute.	
3	Incentives on Award of Ph.D. Degree	• Five increments shall be admissible at the entry-level of recruitment to faculty members possessing the degree of Ph.D. (full time), awarded in the relevant discipline from Institute/ University of repute (IISc Bangalore, IITs, JNU, NITs, IIITs and Central Universities of repute). • Faculty members who complete their Ph.D. degree (part time) while in service shall be entitled to three increments.	• Ph.D. is in the relevant branch/discipline and has been awarded by a university and two Research Publications in SCI Journals with affiliation as "KIET Group of Institutions, Delhi-NCR, Ghaziabad". · One needs to claim the Ph.D. incentives within a month after the award of the degree by submitting a copy of degree • certificate/ provisional degree certificate. • The Ph.D. incentives in terms of increments will be applicable from the date of submission of the application copy along with the copy of the degree certificate/provisional degree certificate. • During recruitment, if faculty intimates that the Ph.D. thesis has been submitted, then faculty will have to complete the Ph.D. within one year for entitlement of five increments else three increments would be awarded.

For Improving the Quality of Research by Faculty and Creation of New Knowledge and Strategies for improving Research Culture, proposed Research Guidance Policy has been divided into three categories:

Guidelines for Research Supervision by Senior Faculty Member to Junior Faculty Member within the Department

- Senior Faculty Members (Professors and Associate Professors) of Department should work as Mentor for 4-5 junior faculty members (Assistant Professor) for research guidance to meet research targets of the Department.
- All non-Ph.D. faculty members are required to register themselves in association with Ph.D. Faculty Members of KIET Group of Institutions, as a Supervisor/Co-supervisor in Ph.D. Program from the following University as soon as possible:

  - ❖ Dr. APJ Abdul Kalam Technical University, Lucknow
  - ❖ DTU, Delhi
  - ❖ JMI, New Delhi
  - ❖ IIT, Delhi
  - ❖ IIIT, Delhi
  - ❖ NSTU, New Delhi
  - ❖ JNU, New Delhi
  - ❖ NIT, Delhi
  - ❖ IP University, New Delhi
  - ❖ Jamia Hamdard University, New Delhi
 - ❖ IGTUW, New Delhi
  - ❖ University of Delhi

- All the Ph.D. faculty members should approach to the University or Institute from where he or she has completed Ph.D. for Collaborative Research, Ph.D. Guidance as Co-Supervisor and for providing assistance for Ph.D. admission for non-Ph.D. faculty members of the department.
- Professors/ Associate Professors should work as mentors for Assistant Professors for guiding them for Research grant proposals, writing research articles for SCI Journals and filing Patents etc.
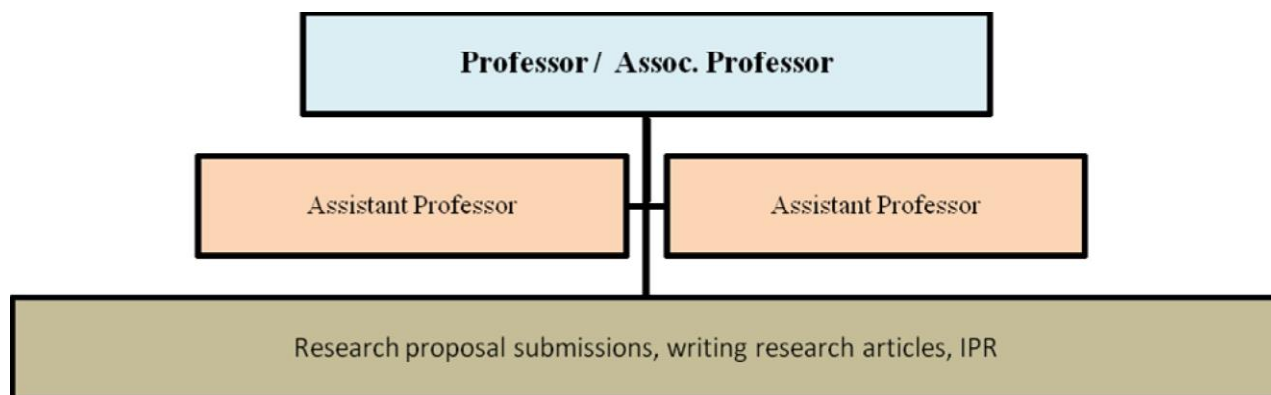
Guidelines for Research Group Formation Under Centre of Excellence in Various Departments for Supervision of UG and PG Students

- The objective of formation of Research Group in the respective departments as per the given hierarchy is to promote Research culture among the students by publications of Research papers in SCOPUS indexed Conferences, Journals and Patents.

- All the departments should form 4 to 5 Research groups based on the availability of resources/ Centres of Excellence and specialization of Ph.D. faculty members. The Associate/ Assistant Head Departmental Research Cell (DRC) will be the overall in charge of the all-Research Groups of the Department.

- All the faculty members (Associate/Assistant Professors) of the Department should be the member of one of the Research Group based upon the specialization or Research Area. Each In charge of the various Research Group/ Centre of Excellence of the Department will submit the future Road Map (Outcome Based like Number of Research Publications in SCI/SCOPUS Journals, SCOPUS Indexed Conferences, Patents etc.) after formation of Research Group as per the below given Hierarchy Structure and are also required to submit the progress report on monthly basis to the Associate/ Assistant Head Departmental Research Cell (DRC) of respective departments.

- The Associate/ Assistant Head Departmental Research Cell (DRC) should issue the notice to the students for registration based upon his or her interest in the various Research Groups before the start of each semester and submit the Structure of Research Groups of respective departments as per the given Hierarchy Model to the Office of the Dean R&D in every semester.

- The Associate/ Assistant Head Departmental Research Cell (DRC) should also submit the Research Targets of each faculty member of the department for each session to the Office of the Dean R&D before the start of each semester.

Hierarchy for Research Groups Formation in Departments

Hierarchy for Research Groups Formation inDepartments
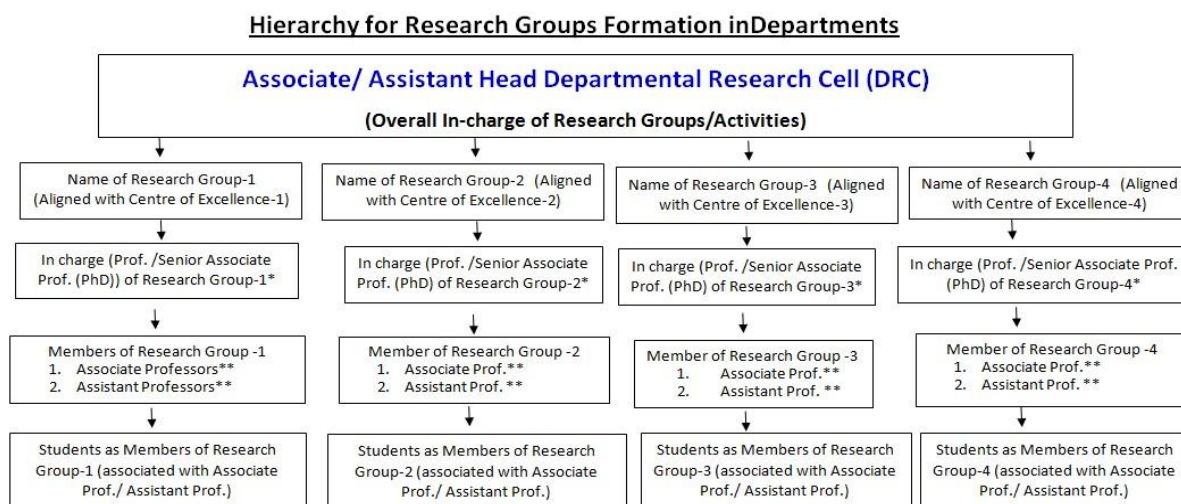
- All faculty members of respective departments should also work as a Mentor for 10 students from First Year

onwards to enhance research culture among students. The outcome of research guidance of students may be in terms of publications of research papers and Patents. The Mentor is expected to provide a framework within which the Research work can take place by:

- Setting up regular meetings with students for interaction and information flow;
- Ensuring that students are given timely advice about writing Research papers, filing patents etc.
- Ensuring compliance with any legal, professional, ethical guidelines as per KIET Ethics Policy.
- Identifying and helping students for acquiring any missing skills required for their research work.

Guidelines for Ph.D. Research Supervision (Supervisor/ Co-Supervisor)

- All Ph.D. faculty Members can also provide research guidance to Ph.D. Scholars as Supervisors or Co-supervisors (as per Annexure-A) reputed Universities recognized by UGC like:

  - ❖ Dr. APJ Abdul Kalam Technical University, Lucknow
  - ❖ Delhi Technical University, Delhi
  - ❖ Jamia Millia Islamia, New Delhi
  - ❖ NSTU, New Delhi
  - ❖ IP University, New Delhi
  - ❖ Jamia Hamdard University, New Delhi
  - ❖ Indira Gandhi Technical University for Women, New Delhi
  - ❖ SRM University, Modinagar
  - ❖ Amity University, Noida
  - ❖ Jaypee University, Noida ❖ Bennett University, Noida ❖ DIT University, Dehradun
  - ❖ Uttarakhand Technical University, Dehradun

Research in any discipline of thought is an ongoing process of enhancing the existing fund of knowledge by exploring new frontiers that challenge the human quest for understanding reality. The question of the quality of research underscores whether the research in any branch of knowledge enriches knowledge ecosystem in a significant manner. The question of the quality of research has become the centre of academic, professional, and higher education policy, debates all over the world. A doctoral thesis is expected to be a significant original and independent contribution to knowledge in a chosen field of study and be of such lasting value as to merit publication. It should demonstrate an ability to select an important problem and deal with it completely including an ability to effectively communicate what has been achieved through the research activity. A guide or a supervisor plays a very important role in the entire process viz., identification of the topic of research, formulation of the problem in a manner that is appropriate for the degree, guidance about the nature of research and the standard expected, planning research so as to complete it in accordance of the time table specified by the university, writing the thesis and getting it examined.

A Research Supervisor/Co-supervisor who is a professor, can guide up to 8 Ph.D. scholars; an Associate Professor up to 6 Ph.D. scholars & Assistant Professor 4 Ph.D. scholars; inclusive of all, at any given point of time. However, he/she shall not have more than three Ph.D. scholars at a time if another Supervisor in the same field is available with less than three Ph.D. scholars under him. All this is subject to the fulfillment of all duties assigned from time to time to him/her. At any given point of time, no supervisor can have more than the following number of Ph.D. scholars under his/her supervision:

- Professors – 8 Ph.D. Scholars
- Associate Professors – 6 Ph.D. Scholars
- Assistant Professors – 4 Ph.D. Scholars

Once Guide and the broad topic have been decided, further details of the problem are formulated in a manner that it enables research embodying new knowledge appropriate for the degree to be completed within the specified time. Experience of the Guide is an essential element in formulating the problem and it is Guide's responsibility to ensure that the details are appropriately worked out. The Guide has to ensure that appropriate literature survey is done by the Ph.D. scholars and the Ph.D. scholars are able to defend the proposal before the doctoral committee. The Guide is expected to provide a framework within which the academic work can take place by:

- Setting up regular schedule of meetings with Ph.D. scholars to allow for regular interaction and information flow;
- Reaching agreement with Ph.D. scholars on indicators of progress being made and dates for submission of progress reports; and
- Providing regular and prompt feedback on progress to Ph.D. scholars (including written feedback on written work within two weeks unless the written work is extensive).

The Guide is expected to provide academic guidance by:

- Providing scholarly direction; encouraging Ph.D. scholars in his/her academic work;
- Ensuring that appropriate time table for the completion of each phase of the work is established;
- Ensuring that Ph.D. scholars is given timely advice about style requirements and about the mechanics of presenting a thesis;
- Ensuring compliance with any legal, professional, ethical or safety guidelines associated with the project; and identifying and helping Ph.D. scholars, to acquire any missing skills for his/her research.

The Guide is also expected to encourage the Ph.D. scholars into wider contacts as appropriate to the discipline by:

- Encouraging seminar and conference presentations;
- Helping Ph.D. scholars to make contacts with other scholars in the field; and
- Helping Ph.D. scholars to publish his/her work as appropriate.

Responsibilities of Supervisor/ Co- Supervisor

The supervisor is responsible for the physical and intellectual climate in which the PhD researcher develops and carries out his/her research project. He/she plays a stimulating, coordinating and evaluating role for the entire duration of the doctoral process. In addition, the supervisor ensures that during his/her training the Ph.D. researcher can also acquire other essential skills that will enable him/her to move on to another job, within or outside academia, after the completion of the Doctoral Programme. A good supervisor has the qualities necessary to ensure the correct context and support for each of his/her PhD researchers:

- The supervisor is an active researcher and has built up a solid reputation. Depending on the length of the academic career and the research area, this can be deduced from scientific publications, citations, invitations to contribute at conferences and successful bids for research funding, amongst other things.
- The supervisor has built up his/her reputation in a research area that is sufficiently related to the area in which the PhD researcher is carrying out his/her research, so as to be able to give the necessary supervision.
- The supervisor is responsible for the quality of the research plan of the PhD researcher.
- The supervisor ensures close supervision. The supervision includes ample opportunity for the PhD researcher to discuss planning, implementation and results of the research with qualified researchers.

Research units and supervisors examine how the PhD researcher can be offered efficient and high-quality supervision. Regular formal and informal contact moments between the PhD researcher, the supervisor and/or the supervisory team are at the heart of good supervision. The contact moments between the PhD researcher and the supervisor are laid down in the work agreements made during the annual performance reviews. The concrete tasks of the supervisor and/or the supervisory team are:

- ❖ To help the PhD researcher plan, implement and if necessary adjust the research.
- ❖ To help the PhD researcher place the research in a broader context. ❖ To help the PhD researcher interpret and analyze the research results obtained.
- ❖ To encourage the PhD researcher to present his/her work, to be present on these occasions on a regular basis and to give the PhD researcher feedback on his/her performance.
- ❖ To challenge the PhD researcher to think critically about his/her own research work.
- ❖ To introduce the PhD researcher to the world of research by (1) involving him/her in research that is being carried out in the research group and (2) by bringing him/her into contact with other researchers within the research area and international network, by for example encouraging him/her to take an active part in conferences and to work at
- ❖ Another research institution.
- ❖ To encourage the PhD researcher to publish his/her work, to point out publication opportunities and to help him/her prepare for publications.

The supervisor and the supervisory team bear a considerable part of the responsibility for the doctoral process and for the publications that arise from the doctoral research. They give the PhD researcher as many opportunities as possible to be first (co)author on publications that valorize the work he or she has carried out.

- ❖ As a team leader the supervisor ensures that the PhD researcher is monitored and coached as a member of the team. This includes, amongst other things, regular performance and career reviews.
- ❖ The supervisor creates a research environment in which fair and honest scientific conduct (e.g. responsible authorship, avoiding conflict of interest) are the norm (KIET Ethics Policy). In addition, the supervisor provides clarity concerning the nature of dishonest conduct within the context of the scientific domain. In the event of any problems the supervisor takes suitable action, in consultation with the PhD researcher. ❖ The supervisor is jointly responsible for the efficient progress of the doctoral process. The supervisor encourages the PhD researcher to complete his/her thesis within a reasonable timeline.
- ❖ The supervisor gives the PhD researcher ample notice about any career opportunities after the doctoral degree has been obtained, or refers him/her to the relevant services in this respect.
- ❖ The supervisor is jointly responsible for creating a pleasant professional work environment and for the integration of the PhD researcher into the research group. This includes taking into account any personal matters that may have an impact on the research.

GUIDELINES FOR ORGANIZING INTERNATIONAL CONFERENCES IN KIET GROUP OF INSTITUTIONS, GHAZIABAD

For an international conference to be organized in KIET, following criteria should be met:

1. International Conferences should be proposed after detailed interaction with the concerned functionaries in KIET, industry and academia as also with the concerned International Professional Bodies, if any.

2. Offer adequate scope for wide international participation.

3. Be supported/sponsored/co-sponsored by other professional societies of standing, Universities/Academic Institutions and R & D organizations outside the country also. **The Keynote speakers must be from a foreign organization/ Academic Institute etc.**

4. The proposals for International Conferences should be routed through the concerned committees of the Institution like Research Council, KIET Group of Institutions, Ghaziabad.

5. The programme should be conceived well in time, at least 12-18 months' prior to the event, depending on the size of the event, and time for preparation. **The duration of International Conference must be of minimum two days.**

6. Immediately after approval, an Organizing Committee should be constituted for acting as nucleus for all planning and implementation. The Organizing Committee should be headed by a senior person from the Department/Institution. It may include heads of departments, who as individuals, can take interest and can spare time.

7. To assure success for the event, the organizations connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia from India as well as abroad, selected to act as resource persons, and provide technical inputs.

8. Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism / cross check / similarity index software, at any later stage. Open source software, for antiplagiarism checking, are not recommended, as their database is very limited and the reports may not be authentic. **The organizing committee must ensure at least 200 quality research papers from International and National scholars/students.**

9. A National Advisory Committee should be constituted with representatives from various related organizations at senior level. An eminent personality should be requested to act as the Chairman of the Advisory Committee.

10. An International Advisory Committee may be constituted with participation from foreign collaborating organizations and their consent obtained before publishing their names.

11. A Technical Committee should be set up with an acknowledged and respected technical professional as its leader to set in motion the technical programme.

12. Likewise, a Finance Committee should be set up in the early stages to take stock of the financial position, generate funds, regulate and guide the expenses with best practice of financial management. **A sincere effort must be made to receive funding from outside agencies.**

13. The Organizing Committee should work out a detailed budget and orchestrate the activities in consonance with revenue inflows.

14. A separate website should be launched as early as possible. In addition, a bank account for the conference should be opened at the earliest.

15. All payments to be received should normally be in the form of Bank Draft/Pay Order/Cheque drawn in favour of "KIET Group of Institutions - A/c. _____ International Conference" and payable at the place where the bank account is maintained.

16. Power to incur expenditure shall be exercised by Chairman, Organizing Committee and his prior approval for all expenditures is essential.

17. **There should be strong efforts to sign some MoUs with relevant leading industries/organizations during the inaugural session of International Conference.**

18. For conference paper publications, collaborations should be made with some reputed journal to publish conference papers. **Alternatively, all conference papers should be published in KIET International Journal of Research & Technology (To be released shortly).**

19. The conference is an opportunity to build networks with other academics and experts in the same or similar field of studies all around the world and to share thoughts on recent advances and technological breakthroughs. It is an opportunity to expand the knowledge that one has and upgrade performance in accomplishing institutional objectives. Conferences bring together people who share a common discipline from different parts of the world, bringing different forms of ideas which build into something greater. Keeping this in mind **the conference organized shall be outcome based** which in turn leads -

- To joint publication of KIET faculty and students with the members of other reputed Institutes invited in conference
- Virtual Classes for students by renowned experts from Indian/ Foreign Universities/ Institutions

- Collaborative Research

- Product Development

- Patents

- MoUs

Conference Timeline for Planning and Execution of International Conference

For an International conference to be organized in KIET, following criteria should be met:

20. **Planning**
    a) International Conferences should be proposed after detailed interaction with the concerned functionaries in KIET, industry and academia as also with the concerned International Professional Bodies, if any.
    b) The proposals for International Conferences should be routed through Research Council, KIET Group of Institutions, Ghaziabad.
    c) Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism / cross check / similarity index softwares, at any later stage.
    d) The organizing committee must ensure at least 200 quality research papers from International and National scholars/students**.**

21. **Start**
    a) Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU).
    b) Offer adequate scope for wide international participation.

22. **24 Months**
    a) Obtain Sponsorship
    b) The duration of International Conference must be of minimum two days.

23. **24-18 Months**
    a) Appoint Convener and Conference Committee. (The Organizing Committee should be headed by a senior person from the Department/Institution. It may include heads of departments, who as individuals, can take interest and can spare time)
    b) If IEEE Conference, then Contact the local IEEE Section.
    c) If IEEE Conference registers your conference, submit Conference Information Schedule & Committee List.
    d) Submit Memorandum of Understanding (MOU), if applicable.

24. **18-15 Months**
    a) Develop communications plan, marketing materials and conference website
    b) To assure success for the event, the organizations connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia from India as well as abroad, selected to act as resource persons, and provide technical inputs.

c) The Keynote speakers must be from a foreign organization/ Academic Institute etc.

d) The duration of International Conference must be of minimum two days.

25. **15-12 Months**

   a) Develop process/ identity system for paper management

   b) Develop technical program, establish paper submission process and deadline

   c) Update conference website with page/link about CFP information

   d) Establish a Visa process for international attendees and post on the conference website

   e) Submit conference budget to Director General Office

   f) Submit updated committee list as National Advisory Committee. International Advisory Committee, Technical Committee, Finance Committee

   g) A National Advisory Committee should be constituted with representatives from various related organizations at senior level. An eminent personality should be requested to act as the Chairman of the Advisory Committee

   h) An International Advisory Committee may be constituted with participation from foreign collaborating organizations and their consent obtained before publishing their names

   i) Establish conference bank account(s)

26. **12-9 Months**

   Create website for paper submissions. Work with paper Management Company, if applicable

27. **9-6 Months**

   a) Create registration form

   b) Plan social activities and tour program, if applicable

28. **6-4 Months**

   a) Launch registration site

   b) Complete paper review process. Finalize technical program. Notify speakers.

   c) Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism

29. **4-3 Months**

   a) The Convener of the Conference shall give a presentation regarding possible outcomes of the conference to the Director General and Dean R & D.

   b) Solicit bids from printers and/or CD manufacturers based on accepted papers

   c) Organize and prepare for production of conference publications per Registration

   d) All conference papers should be published in KIET International Journal of Research & Technology (To be released shortly).

   e) Order attendee giveaways, speaker gifts, and/or conference shirts

30. **2 Months**

Complete and print final program, advertising/publicity and registration reminder

31. **6-4 Weeks**
    a) Deadline for early registration
    b) Ship final program to conference site
    c) Submit Pre-Conference forecast

32. **2 Days**
    a) Confirm onsite logistics with venue
    b) Set-up registration area, exhibit space, information booth, office area

33. **Hold Conference**
    a) Onsite Registration
    b) Inaugural session
    c) Monitor Daily Activities
    d) Hold Post-Conference Wrap Up Meeting
    e) Strong efforts to sign some MoUs with relevant leading industries/organizations during the inaugural session of International Conference

34. **1 Week (Post Conference)**
    a) Send Conference Proceedings/Content (Xplore CD and other media types) per Registration
    b) Committee members submit final statistics to Director General Office

35. **20 Days (post)**
    a) Send Conference Proceedings/Content (Xplore CD and other media types) per Registration
    b) Registration clean up (process refunds, receipts and balances due)

36. **1 Month (post)**
    a) Send Conference Proceedings/Content (Xplore CD and other media types) per Registration
    b) Process outstanding bills

37. **3 Month (post)**
    a) Close conference bank account & submit proof of account closure4-5
    b) Submit final financial report with Certification of Accuracy and utilization certificate in case of sponsored conference

38. **4-5 Months (post)**
    a) Prepare and submit all audit material to independent auditor

b) Submit final financial report with Certification of Accuracy and utilization certificate in case of sponsored conference

39. **5-6 Months (post)**

Submit final financial report with Certification of Accuracy and utilization certificate in case of sponsored conference.

		Conference Timeline		

Phase	Timeline	Task
Pre-Conference	Planning	Proposed after detailed interaction with senior functionaries in KIET, key representatives for industry and academia, as well as international professionals and relevant organizations
Pre-Conference	Start	Determine and apply for sponsorship from all applicable IEEE and/ or non-IEEE organizational units
Pre-Conference	24 Months	Obtain Sponsorship
Pre-Conference	24-18 Months	Appoint Convenor and conference committee, (The organizing committee should be headed by a senior person from the Department/ Institution. It may include heads of the departments, who as individuals can take interest and can spare time)
Pre-Conference	18-15 Months	Develop Communication Plan, marketing materials and conference website
Pre-Conference	15-12 Months	Develop process/ identity systems for paper management company, if applicable
Pre-Conference	12-9 Months	Create website for paper submissions. Work with paper management company, if applicable
Pre-Conference	9-4 Months	Create Registration Form
Pre-Conference	6-4 Months	Launch Registrations Dates
Pre-Conference	4-3 Months	The convener of the conference shall give a presentation regarding possible outcomes of the conference to the Director General and Dean R&D.
Pre-Conference	2 Months	Complete and print final program, advertising/ publicity and registration reminder
Pre-Conference	6-4 Weeks	Deadline for early registration
Pre-Conference	2 Days	Confirm onsite logistics with venue
Hold Conference (Conference Start & End Dates)		On site registration
Post Conference	1 Week	Send conference proceeding/ Content (xplore CD and other media types) per registration
Post Conference	20 Days	
Post Conference	1 Month	
Post Conference	3 Month	Close Conference bank account and submit proof of account closure
Post Conference	4-5 Month	Prepare and submit all audit material to independent auditor
Post Conference	5-6 Months	Complete the task and go for SCOPUS indexing