KIET GROUP OF INSTITUTIONS, GHAZIABAD
(An ISO – 9001: 2008 Certified & 'A' Grade accredited Institution by NAAC)
Office of the Dean R&D

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Office of the Dean R&D

KIET Research Policy (Edition 2021)

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Dr Sanjay Sharma

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Dr A Garg

Director

About KIET Group of Institutions

KIET was established in 1998 by the Krishna Charitable Society in Ghaziabad, U.P. It is located on the Ghaziabad–Meerut Road. The KIET Group of Institutions now has over 6000 students on its rolls, a significant increase in 23 years, to meet the need for quality technical education in Uttar Pradesh.

With a rich alumni base of more than 16000 students spread in all the nooks and corners of the world, the KIET Group of Institutions is moving efficiently towards its vision of shaping young minds with skill-oriented and value-based education as these alumni serve the dual purpose of mentoring the present students, as well as opening new doors for them.

Due to its inclination towards innovative and skill-based education, the institute has gained a distinct image as an outstanding educational colossal among the technical institutions of

Uttar Pradesh. Its consistent belief in **"achieving high"** is aptly reflected in its academics, extracurricular activities, and placements. The success of its belief is clearly brought out in the plethora of education excellence awards bagged by the institute. The institute has been accredited

by **NAAC with Grade "A"** and its programmes (CSE, ECE, EEE, IT, ME, CIVIL, MCA, MBA and B.PHARMA) are **NBA accredited**. We are also a **Scientific and Industrial Research Organization (SIRO) approved by DSIR, Delhi**.

KIET has earned a vital position in the overall rank of 176 for engineering discipline and in the rank band of 76-100 for pharmacy discipline in the **National Institutional Ranking Framework (NIRF)**-India Ranking 2021 by MHRD, Govt. of India on the basis of excellence in teaching, learning, research, and innovation. KIET has pioneered technical, pharmaceutical, and management courses. The industry-academia connection enriches the hands-on experience of the students while studying. The unique attribute of KIET is that it instils in its students an "attitude to excel" in whatever they do, and that stimulates them to take steps of eminence and go beyond the curriculum to develop the overall skills of their students. It organises a number of inter-and intra-institute fests and runs value-based courses. It's been the Center of Excellence in various aspects due to its contemporary high-tech labs and the development of effectively operating hobby clubs in various departments. The focus of the institute is to evolve as an innovative and exclusive autonomous university with unique global standards of teaching-learning experience, R&D, quality placements, and entrepreneurship.

The institute encourages these faculty members by providing them with internal budgetary and administrative support and balancing their academic and administrative responsibilities. We have a well-organized Research and Development Committee, a Collaborative Research and Development Committee, and a Departmental Research

Committee (DRC) to take care of the research policies and IPR Policy for Patents are effectively implemented.

The institute has well defined conference guidelines and provides the CV Raman Award and Incentives for Publication in SCI Journals to promote research and innovation culture among faculty and students and enhance the quality of academic research projects. We also have funded projects from DST, the Govt. of India, AICTE, New Delhi, etc.

In our endeavour to continuously improve the quality of the teaching-learning process, we give immense weight age to research activities. Research and developmental activities create and disseminate new knowledge in different fields, promote innovation and motivate better learning and teaching among faculty members and students of our institute as these are often incorporated into the courses.

Krishna Charitable Society

All progressive organisations 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 programme of philanthropy. They established the Krishna Charitable Society, a non-profit-making organization, and undertook the bold venture of performing service to society through a 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.

CONTENTS

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 on their 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.

1. 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.

2. The Mission of the Institute for Research

- To motivate faculty members to concentrate on research-related activities in addition to teaching, so as to publish research articles in reputed journals.
- To pursue efforts to write books and monographs for publication by international and national publishers of repute.

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

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

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

- 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.

- To reach out to national and international professional societies.

3. 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

4. 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 emphasised 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 programme 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.

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4.1 Incorporating Research into Classroom-Based Teaching

- Every faculty member should think that teaching in the classroom is not sufficient by using 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 for both student and teacher, and, finally, c) striving for optimal societal outcomes.

4.2 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.

4.3 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 organised 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.

4.4 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.

4.5 Improve Faculty Research Development Support (Across All Disciplines)

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

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- 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

4.6 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.

4.7 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

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5. 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 well as 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 programmes 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 centre 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.

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- 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 least one 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.

5.1 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)

- 13 departments in KIET
- 355 faculty members in total
- 140 Ph.D. faculty members
- 134 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 in all 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 utilisation 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.

5.2 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 programmes 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.

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- It could be planned to reduce the teaching load by three hours per week for faculty members 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.

5.3 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 programme 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 analysing related activity on professional and technical social media platforms.
- Some expert talks should be organised department by department to share knowledge on how to write and submit a project proposal to a funding agency.

5.4 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 and international 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.

6. 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 practises in research, publication, managing workflow, finding funding, human and resource management, as well as teaching.

A well-structured training programme 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

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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 exploitation decisions
- High-level integrated planning and control: a common reference/framework

7. Policy of Research Incentives Scheme

7.1 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.

7.2 Research Publications (Journals)

7.2.1 Incentives for Research Publications in Science Citation Index (SCI) / Science Citation Index Expanded (SCI-E)/ Social Sciences Citation Index (SSCI)/ Arts & Humanities Citation Index (AHCI)

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- The faculty will be paid the following incentives based upon the impact factor of the journals in which the research paper has been published: a maximum of two research papers in an academic year shall be considered.

S.No.	Impact Factor	Incentive (In Rs.)
1.	0.750 & above	11,000/-
2.	0.500 to 0.749	8,000/-
3.	0.250 to 0.499	5,000/-

7.2.2 Incentives for Research Publications in SCOPUS

- In addition to the incentives for SCI, SCI-E, SSCI, and AHCI, the faculty will be paid the following incentives based upon the CiteScore of the journal: a maximum of two SCOPUS-indexed research papers in an academic year shall be considered.

S.No.	CiteScore	Incentive (In Rs.)
1.	3.000 & above	5,000/-
2.	2.000 to 2.999	4,000/-
3.	1.000 to 1.999	3,000/-

7.2.3 Incentives for Research Publications in Emerging Sources Citation Index (ESCI) and Current Chemical Reactions (CCR-Expanded)

- An incentive amount of Rs. 2000/-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.

Requirements to be fulfilled by faculty for claiming the Incentives

- 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.

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- 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.

- 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 by KIET 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 a month 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)**).

<u>Students</u>

- An incentive amount of rupees two thousand (Rs. 2000/-) is applicable to student authors for publications in any Scopus-indexed, non-paid journals besides the ones quoted above.

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7.3 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. 10,000/- 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 academic year with financial assistance (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.

- Authors must also be aware of the KIET Ethics Policy for Students and Faculty Members on academic 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 by KIET 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)).

- In the case of student T.A (as per Institute policy), registration fees or Rs. 1000/-whichever is less.

7.4 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.

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- 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 international conferences 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 for a 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 by KIET 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)**).

7.5 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 year with 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 attend FDPs outside the university must disseminate knowledge and information by organising faculty development programmes (FDP) and student development programmes (SDP)/student workshops/summer/winter schools, among other things, for the benefit of faculty and students 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)**).

7.6 Publications 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:

Details	Published By	Amount
Full Book	**Renowned International Publisher**	**Rs. 10000/-**
Full Book	**Renowned National Publisher**	**Rs. 5000/-**
Edited volume of book with articles or chapters (*with ISSN/ISBN number wherever necessary*)	**Renowned International / National Publisher**	**Rs. 2000/-**
Monographs	**National Level / International Level**	**Rs. 2000/-**

- 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**)**.**

7.7 Generation of Research Grants or Grants for Up gradation 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**).

7.8 Membership of Professional Societies

- All KIET faculty members with more than 05 SCI/SCI-E/SSCI/Pubmed/SCOPUS/Index Medicus research papers 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**).

7.9 PhD- Fee Reimbursement, OD & Incentives

For more details, kindly refer to the Policy for Research Guidance/ Ph.D Guidance for Improving Research Culture issued by the Director 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/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	• 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

		(on prorate basis with salary) for three years after fulfilling conditions as mentioned.	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-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.	• Submission of Ph.D registration document (admission letter, fee receipts and copy of NOC) to HR Department.

		• 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.	

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| 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. |

7.10 Intellectual Property Rights (IPR)

KIET owned IP

- In the case of a provisional patent application, the initial processing fees of Rs. 25000/-or actual, whichever is less, will be paid by KIET as per KIET IPR Policy issued by the Director Office on 22nd June'18.

- Also in the case when patent is commercialized, its patent shall be shared among the inventors and KIET in the ratio 80:20.

- The share of the inventors shall be decided by the inventors among themselves.

- Incentive claim under Research Incentive Schemes (RIS) of KIET for commercialization of patent must be made within a month of filing with the patent in the prescribed form. (**Annexure VIII**).

Joint IP

Any revenue or proceeds from the commercialization of joint IP would be shared between KIET and KIT in the ratio of 60:40. In that event, provisional and complete patent filling expenses shall be shared 50:50 by both parties, and ownership will be jointly in the name of KIET and the inventor.

7.11 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.

8. 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 bias and influence that could affect their objectivity as per the KIET Ethics Policy for Students and Faculty Members issued by the Director 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.

8.1 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. Sanjay Sharma, to assist and advise on matters related to research within the KIET Group of Institutions.

8.2 Reckoning Period

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

8.3 Incentive Payment

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.

9. 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 programme 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.

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- 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 or improve research activity.

Annexure I

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

1. <u>Preamble:</u>

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 responsible for their work and actions. Sensitization of researchers / faculty / staff with regard to the KIET Ethics Policy for Students and Faculty Members on Academic Dishonesty and Plagiarism 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 Office on 19th Dec'19.

2. <u>Prevention:</u>

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, authorship issues 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.

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.

Office of the Dean R&D

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

<mark>Annexure II (b)</mark>

<mark>Details of Knowledge Sharing Session in the Department</mark>

- **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

Annexure III (a)

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 Attendees

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

Annexure IV (b)

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:

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Head of Institution

Enclosure: Attendance Sheet of Attendees

Annexure V

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 incentive

Head of Institution

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

Annexure VI

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&D**

For the use of the Head of Institution, only:

Approved / Not approved for incentive

Head 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

Claim Form for Provisional Patent Filing

- **Name of the Faculty:**
- **Department:**
- **Title:**
- **Amount for Filing :**
  (Enclose letter)
- 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