TKR COLLEGE OF ENGINEERING AND TECHNOLOGY
AUTONOMOUS INSTITUTION
Accredited by NBA and NAAC with 'A' Grade.
(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)
Medbowli, Meerpet, Balapur, Hyderabad, Telangana – 500 097
Phone: 9100377790, email: info@tkrcet.ac.in, web site: www.tkrcet.ac.in

RESEARCH & DEVELOPMENT POLICY

Ref: TKRC/POLICY/September-2026/5

Sub: with reference to the Governing Body minutes of meetings held on 17.09.2026

Policies, Procedures, Incentives and Formats for Research, Innovation, Publications, Patents and Consultancy

Academic Year 2026–2027



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Affiliated to JNTUH, Accredited by NBA (Tier-1) and NAAC with 'A+' grade

Medbowli, Meerpet, Balapur, Hyderabad – 500 097, Telangana

CERTIFICATE OF APPROVAL

This is to certify that the Research & Development Policy Manual (Version 1.0) of TKR College of Engineering and Technology has been prepared by the Research & Development Cell, reviewed by the Research & Development Committee, recommended by the Academic Council, and approved by the Governing Body for implementation with effect from the Academic Year 2026–2027.

This manual supersedes all earlier circulars and office orders relating to the subjects covered herein and shall remain in force until it is formally revised by the competent authority.

S. No.	Authority	Recommendation / Approval	Date & Signature
1	Dean / Associate Dean (R&D)	Prepared and Submitted to the R&D Committee	
2	R&D Committee	Reviewed and Recommended	
3	Academic Council	Recommended for Approval	
4	Principal	Approved for Implementation by the Principal	
5	Governing Body	Ratified by the Governing Body	

FOREWORD

Research and innovation are central to the mission of TKR College of Engineering and Technology. As an autonomous institution aspiring to the highest standards of accreditation and national rankings, we recognize that the quality of our research outputs including publications, patents, consultancy, sponsored projects, and student innovations, defines our standing in the academic community and our value to industry and society.

This R&D Policy Manual consolidates, for the first time in a single document, the complete research ecosystem of the institution: the governance structure, promotion and incentive schemes, publication and IPR policies, consultancy and sponsored research norms, seed grants, student research support, the research ethics framework, awards, and the administrative formats required for their implementation. It has been framed in alignment with the National Education Policy (NEP) 2020, UGC and AICTE guidelines, and the expectations of NAAC, NBA, and NIRF assessment frameworks.

I urge every faculty member and student to make full use of the opportunities and support systems described in this manual and to uphold the highest standards of research ethics and academic integrity in all scholarly work.

Principal

TKR College of Engineering and Technology

TABLE OF CONTENTS

Chapter 1: Introduction 5
Chapter 2: Research Vision, Mission and Objectives 6
Chapter 3: Research Governance Structure 7
Chapter 4: Roles and Responsibilities 8
Chapter 5: Research Promotion Policy 9
Chapter 6: Faculty Incentive Policy 10
Chapter 7: Research Publications Policy 13
Chapter 8: Patent and Intellectual Property Rights (IPR) Policy 14
Chapter 9: Books and Book Chapters Policy 15
Chapter 10: Consultancy Policy 16
Chapter 11: Sponsored Research Projects Policy 17
Chapter 12: Seed Grant Policy (Institutional Research Fund) 18
Chapter 13: Conference, Workshop and FDP Support Policy 19
Chapter 14: Student Research Policy 20
Chapter 15: Innovation, Incubation and Entrepreneurship Policy 21
Chapter 16: Centres of Excellence (CoE) Policy 22
Chapter 17: Research Ethics, Plagiarism and Academic Integrity Policy 23
Chapter 18: Research Awards and Recognition 24
Chapter 19: R&D Budget and Financial Assistance 25
Chapter 20: Monitoring, Audit and Review 26
Annexure A1: Publication Incentive Application Form ..... **Error! Bookmark not defined.**
Annexure A2: Patent Incentive Claim Form ..... **Error! Bookmark not defined.**
Annexure A3: Book / Book Chapter Incentive Claim Form ..... **Error! Bookmark not defined.**
Annexure A4: NPTEL / MOOC Certification Incentive Claim Form .. **Error! Bookmark not defined.**
Annexure A5: Seed Grant Proposal Format ..... **Error! Bookmark not defined.**
Annexure A6: Research Ethics and Plagiarism Declaration ..... **Error! Bookmark not defined.**
Annexure A7: Invention / Patent Disclosure Form ..... **Error! Bookmark not defined.**
Annexure A8: Consultancy Proposal / Approval Form ..... **Error! Bookmark not defined.**
Annexure A9: Sponsored Project Proposal Routing / Approval Form . **Error! Bookmark not defined.**
Annexure A10: Annual Faculty Research Report cum Award Nomination ..... **Error! Bookmark not defined.**
Annexure A11: Publication Verification Checklist (R&D Cell Use) ..... **Error! Bookmark not defined.**

Chapter 1: Introduction

TKR College of Engineering and Technology (TKRCET), established under the aegis of the T.K.R. Educational Society, is an autonomous institution affiliated to JNTU Hyderabad and approved by AICTE. The institution offers undergraduate and postgraduate programmes in engineering, technology, and management, and is committed to excellence in teaching, research, and service.

Research is a strategic priority of the institution. A strong research culture improves the quality of teaching and learning, attracts research funding and industry collaboration, generates intellectual property, supports doctoral education, and enhances performance in accreditation and ranking frameworks such as NAAC, NBA, NIRF, and ARIIA.

1.1 Purpose of the Manual

- To define the institutional vision, governance, and operating framework for research and development.
- To specify the policies governing publications, patents, book publications, consultancy, sponsored projects, seed grants, and student research.
- To provide transparent incentive structures and standard operating procedures for all R&D activities.
- To ensure compliance with UGC, AICTE, NEP 2020 guidelines, and research ethics regulations.

1.2 Applicability

This manual applies to all regular faculty members, staff, research scholars, and students of TKRCET, as well as to all research activities carried out in the name of, or using the resources of, the institution.

Chapter 2: Research Vision, Mission and Objectives

2.1 Research Vision

To evolve into a nationally recognized centre of research and innovation in engineering and technology by 2030, producing high-impact publications, patents, technologies, and entrepreneurs who serve industry and society.

2.2 Research Mission

- To build research capability in every department through mentoring, infrastructure, and funding support.
- To promote high-quality publications in SCI/SCIE and Scopus indexed journals and reputed conferences.
- To create, protect, and commercialize intellectual property.
- To foster industry-institution collaboration through consultancy, sponsored research, and MoUs.
- To nurture innovation and entrepreneurship among students and faculty.

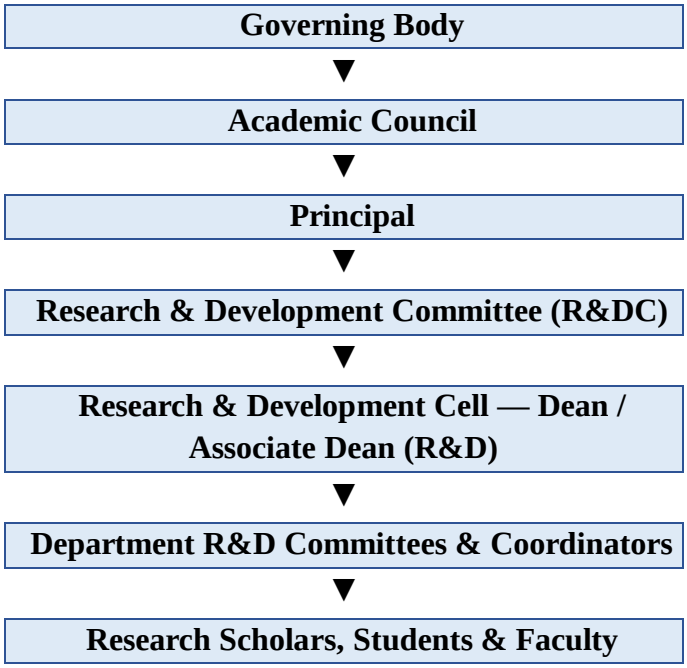
2.3 Strategic Objectives (Roadmap to 2030)

S. No.	Key Performance Indicator	Annual Target (by 2030)
1	SCI/SCIE indexed journal publications	60+
2	Scopus indexed publications (journals/conferences)	150+
3	Patents filed / published / granted	30 / 25 / 10
4	Externally funded projects (ANRF, DST, AICTE, MeitY, etc.)	₹3 crore cumulative sanctioned
5	Consultancy revenue	₹50 lakh per annum
6	Faculty with Ph.D. qualifications	60% of faculty strength
7	Student publications / innovations / startups	100+ / 50+ / 5+

Chapter 3: Research Governance Structure

Research governance at TKRCET follows a three-tier structure that connects institutional leadership with departmental execution.

3.1 Organizational Structure



3.2 Research & Development Committee (R&DC)

The R&DC is the apex body responsible for formulating, implementing and reviewing the institutions research policies. The Composition is as follows:

S. No.	Member	Role
1	Principal	Chairperson
2	Dean / Associate Dean (R&D)	Member Secretary & Convener
3	All Heads of Departments	Members
4	Two senior research-active professors	Members
5	One external academic expert (nominated)	Member
6	One industry expert (nominated)	Member
7	Finance Officer / Accounts Officer	Member (finance matters)

The R&DC shall meet at least once every semester. Its functions include approving research policies and budgets, sanctioning incentives and seed grants, reviewing departmental research performance, and recommending awards.

3.3 Department R&D Committees

Each department shall constitute a Department R&D Committee chaired by the Head of the Department(HoD) with the Department R&D Coordinator serving as convener and two to three research-active faculty as committee members. The committee sets annual departmental research

targets, conducts the preliminary scrutiny of incentive and grant applications, organizes research clusters and mentoring programmes, and submit an annual departmental R&D report.

Chapter 4: Roles and Responsibilities

4.1 Principal

- Provides overall leadership and administrative approval for all R&D activities, incentives, and expenditures.
- Chairs the R&D Committee and represents the institutions research interests before the Management and Governing Body.

4.2 Dean / Associate Dean (R&D)

- Heads the R&D Cell; frames, implements, and reviews research policies.
- Verifies and recommends incentive claims, seed grants, and project proposals.
- Maintains the institutional research database covering publications, patents, projects, consultancy activities and publishes the Annual Research Report.
- Coordinates with funding agencies (ANRF, DST, AICTE, MeitY, UGC, CSIR, DRDO, DBT), industry partners, and incubation bodies.
- Organizes research capacity-building programmes: Faculty Development Programmes (FDPs), workshops on proposal writing, Intellectual Property Rights (IPR), ethics, and scholarly publishing.

4.3 Heads of Departments

- Own & Monitor departmental research targets and integrate research into faculty workload planning.
- Endorse and forward incentive applications and project proposals with due diligence.

4.4 Department R&D Coordinators

- Act as the single point of contact between the department and the R&D Cell.
- Conduct first-level verification of claims, maintain departmental research records, and track publication and patent status of every faculty member.

4.5 Faculty Members

- Pursue quality research aligned with departmental thrust areas; publish in reputed indexed journals and conferences with correct institutional affiliation.
- Mentor student research, supervise Ph.D. scholars where eligible, and comply with the institutionals research ethics and plagiarism policies in all scholarly work.

4.6 Innovation & Incubation Cell / IIC

- Promotes innovation, pre-incubation and startup support, and coordinates ARIIA/IIC activities in coordination with the R&D Cell.

Chapter 5: Research Promotion Policy

The institution promotes research through a combination of enabling mechanisms, resource support, and recognition:

Research clusters: Faculty members are organized into thematic research clusters within and across departments, each led by a senior researcher, to enable mentoring, co-authorship, and joint project proposals.

Workload provision: Research-active faculty members may be granted workload concessions in accordance with institutional norms to pursue funded projects and supervise doctoral scholars.

Infrastructure: Central research facilities, licensed simulation/EDA tools, laboratories, and library resources (e-journals, plagiarism-checking software) shall be provided and maintained.

Financial support: Incentives (Chapter 6), seed grants (Chapter 12), conference/FDP support (Chapter 13), and Article Processing Charges (APC) support (Chapter 7) shall be provided in accordance with this manual.

Capacity building: At least four research-oriented FDPs/workshops shall be organized every year, covering research methodology, tools, proposal writing, IPR, and publication ethics.

Doctoral progression: Faculty members with out a Ph.D. are encouraged and supported to register for Doctoral programmes; and their progress shall be reviewed annually.

Annual targets: Each department shall establish annual research targets (publications, patents, project proposals) at the beginning of the academic year; progress against these targets shall be reviewed by the R&D cell at the end of each semester.

Chapter 6: Faculty Incentive Policy

The institution provides financial incentives to recognize and reward high-quality research output. The following incentive structure has been approved by the Management:

6.1 Incentive Structure

S.No	**Research Activity**	**First Author (or) Corresponding Author**
1	SCI Journals	20,000/-
2	SCOPUS/Web of Science	15000/-
3	Text Book Publication (with ISBN)	15,000/-
4	Book Chapter Publication	7,500/-
5	National Patent Granted)	7,500/-
6	National Patent Published	3,000/-
7	International Patent Granted)	10,000/-
8	International Patent Published	5,000/-
9	Awards	5,000/-
10	Conference Papers Published in the Proceedings of IEEE/ASME/ASCE/SPRINGER/ELSEVIER/SCOPUS Indexed Conference organized by reputed institutions/organizations (IISc./IIT/NIT, etc.)	7,500/-
11	International level conferences/Seminars/Workshops organized by reputed institutions/organizations (IISc./IIT/IIIT/NIT, etc.)	Up-to a maximum of Rs.3000/- towards registration fee and upto Rs.2,500 towards TA/DA.
12	International level conference/workshop organized outside India	i. No financial support shall be provided for the mere participation. ii. For presenting a paper, the financial support will be paid to cover TA, DA.

One-Incentive Rule:

Only one financial incentive shall be granted per research output, irrespective of the number of TKRCET faculty members listed as co-authors. The incentive shall be awarded only to the highest-eligible authorship position held by a TKRCET faculty member based on the authorship order and the approved incentive percentage applicable to that position.

Accordingly:

- If the First Author or Corresponding Author is a TKRCET faculty member, he/she shall receive 100% of the approved incentive amount.
- If the First Author is not a TKRCET faculty member, the incentive shall be paid to the Second Author, provided that the Second Author is a TKRCET faculty member, at 70% of the approved incentive amount.

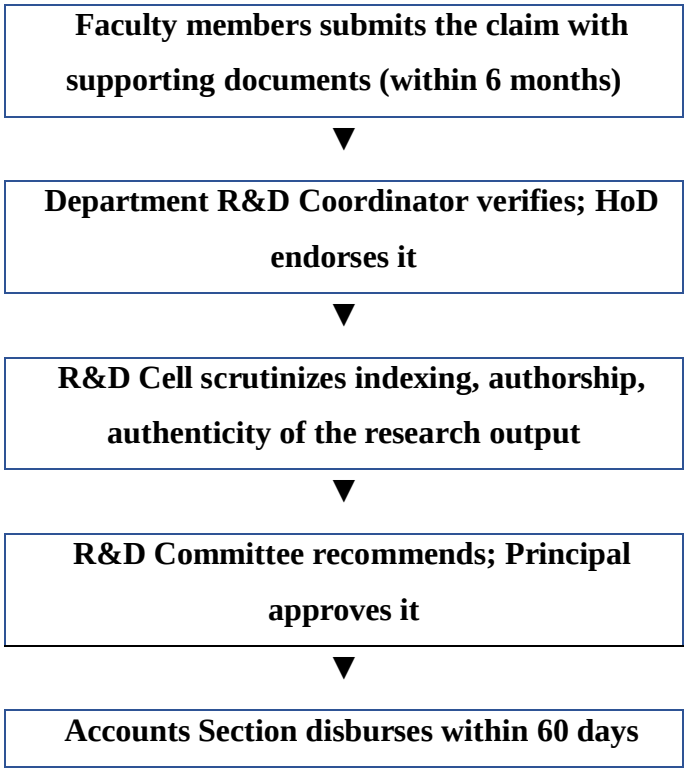
- If neither the First nor the Second Author is from TKRCET, the incentive shall be paid to the Third Author (if affiliated with TKRCET) at 60% of the approved incentive amount.
- If the first three authors are not from TKRCET, the incentive shall be paid to the Fourth Author (if affiliated with TKRCET) at 50% of the approved incentive amount.
- If the first four authors are not from TKRCET, the incentive shall be paid to the Fifth Author (if affiliated with TKRCET) at 40% of the approved incentive amount.
- If none of the first five authors are from TKRCET, the incentive shall be paid to the Sixth Author or the next highest-ranked eligible TKRCET faculty member at 30% of the approved incentive amount.

In all cases, only one TKRCET faculty member shall be eligible to receive the financial incentive for a particular research output. Any other TKRCET co-authors of the same publication, patent, book, book chapter, or conference paper shall not be eligible for an additional financial incentive but may receive a Certificate of Appreciation in recognition of their contribution. The decision of the R&D Committee and the Principal regarding the eligibility and disbursement of incentives shall be final and binding

6.2 Conditions

- The publication, patent, book shall carry the affiliation "TKR College of Engineering and Technology, Hyderabad".
- Where a journal is indexed in both SCI/SCIE and Scopus, only the higher incentive slab (SCI) shall apply.
- If the first author is a research scholar or student and a TKRCET faculty member is the corresponding/supervising author, the faculty member may be treated as first author for incentive purposes, subject to verification by R&D Cell.
- Conference papers published in proceedings, even if Scopus indexed, shall not be covered under journal slabs unless specifically approved by the R&D Cell.
- A maximum of two NPTEL certification incentives per faculty member per academic year shall be admissible.
- Claims must be submitted within six months of publication/grant/certification in the prescribed format (Annexure A1–A4) along with complete documentary evidence.
- Publications in predatory, cloned, hijacked, delisted, or discontinued journals are not eligible for incentives (see Chapter 7).

6.3 Approval and Disbursement Workflow



Chapter 7: Research Publications Policy

7.1 Journal Quality Guidelines

Faculty shall target journals in the following order of preference:

1. SCI / SCIE indexed journals (Web of Science Core Collection) with impact factor.
2. Scopus indexed journals with active quartile ranking (Q1/Q2 preferred).
3. ESCI / UGC-CARE listed journals and reputed society journals (IEEE, Springer, Elsevier, Wiley, Taylor & Francis, IET, ECS, IOP, ACM, etc.).
4. Reputed peer-reviewed international conferences (IEEE/Springer/Scopus-indexed proceedings).

7.2 Affiliation and Authorship Norms

- The standard affiliation is: "Department of _____, TKR College of Engineering and Technology, Hyderabad, Telangana, India". No variant spellings are permitted.
- Authorship must reflect genuine intellectual contribution in accordance with the COPE (Committee on Publication Ethics) guidelines; gift, guest, or ghost authorship is prohibited.
- The corresponding author is responsible for the integrity of the submission, consent of all co-authors, and correctness of affiliations.

7.3 Predatory Journal Policy

- Publication in predatory, cloned, hijacked, or pay-and-publish outlets without genuine peer review is prohibited and shall not be counted for incentives, appraisal, or promotion.
- Before submission, faculty members shall verify the journal in the Web of Science Master Journal List, Scopus Source List, or UGC-CARE list, and check against known predatory/removal lists.
- In case of doubt, the R&D Cell shall be consulted before submission; its determination is final.

7.4 Article Processing Charges (APC)

- The institution does not ordinarily reimburse APCs for regular open-access publication.
- In exceptional cases (Q1 journals of high relevance, or where mandated by a funded project), APC support may be sanctioned by the Principal on the recommendation of the R&DC, subject to budget availability.
- APCs charged by predatory outlets shall never be reimbursed.

7.5 Institutional Repository

All publications shall be reported to the R&D Cell within one month of publication and archived (metadata and, where copyright permits, full text) in the institutional repository. Faculty shall maintain updated ORCID, Scopus, and Google Scholar profiles linked to the institution.

Chapter 8: Patent and Intellectual Property Rights (IPR) Policy

8.1 Scope of IP Covered

This policy covers patents, industrial designs, copyrights, trademarks, semiconductor integrated circuit layout designs, and know-how generated by faculty members, staff, research scholars, and students using institutional resources.

8.2 Ownership

- IP generated through the significant use of institutional resources, funds, or facilities shall be jointly owned by the inventor(s) and the institution (TKRCET / T.K.R. Educational Society), unless otherwise agreed in writing.
- IP generated under sponsored/consultancy projects shall be governed by the terms of the agreement with the sponsor.
- IP generated by students as part of curricular work with faculty guidance shall recognize the students as co-inventors.

8.3 Filing Process

1. Inventor submits a Patent Disclosure Form (Annexure A7) to the R&D Cell.
2. The R&D Cell conduct a preliminary novelty/prior-art search, if required, in consultation with an empanelled patent attorney.
3. The R&DC approves filing; the institution may bear filing costs for institution-owned IP, subject to budget.
4. Provisional/complete specification is filed with the Indian Patent Office; the R&D Cell tracks First Information Report (FER) responses, publication, and grant.

8.4 Incentives and Costs

- Patent incentives shall be payable as specified in Chapter 6 (₹5,000 first author / ₹2,500 second author, one incentive per patent) at the publication stage; consideration at the grant stage requires specific Management approval.
- Filing, prosecution, and maintenance costs of institution-owned patents shall be budgeted annually by the R&D Cell.

8.5 Commercialization and Technology Transfer

- The R&D Cell, with the Innovation & Incubation Cell, shall actively pursue licensing and technology transfer of granted patents.
- The Net revenue generated from the commercialization of institution-owned IP shall be shared as follows: Inventor(s) 60% & Institution 40%, after recovery of direct costs, unless otherwise specified in a written agreement.
- Any conflict of interest relating to commercialization must be disclosed to the R&DC in advance.

Chapter 9: Books and Book Chapters Policy

- Faculty members are encouraged to author textbooks, reference books, monographs, and book chapters with reputed national/international publishers (e.g., Springer, Elsevier, CRC Press, Wiley, IGI Global, McGraw-Hill, PHI, Oxford, Cambridge).
- Only works bearing a valid ISBN and published through a genuine editorial/peer-review process shall be recognized. Self-published works, compiled course notes, laboratory manuals, and pay-to-publish compilations without proper editorial scrutiny shall not be eligible for incentives.
- Incentives shall be provided as per Chapter 6: ₹8,000 (first author) / ₹4,000 (second author) per book or book chapter, subject to the One-Incentive Rule.
- A maximum of two book-chapter incentives per faculty member per academic year shall be admissible; however there is no cap on full books.
- The Institutional affiliation must appear in the author biography/affiliation line. A copy of the book/book chapter shall be deposited in the central library and reported to the R&D Cell.

Chapter 10: Consultancy Policy

10.1 Definition and Scope

Consultancy is professional service rendered by faculty member/departments to industry, government, or other organizations for remuneration, utilizing institutional expertise and/or facilities. It includes technical consultancy, testing and calibration, design and development, training programmes for industry, software development, and expert advisory services.

10.2 Approval and Execution

1. The faculty member (Consultant-in-Charge) shall submit a consultancy proposal (Annexure A8) to the R&D Cell through the HoD, indicating scope, deliverables, duration, charges, and facility requirements.
2. Upon approved by the Principal, an agreement/work order is executed between the client and the institution.
3. All payments are received in the institution's account; no consultancy shall be undertaken in an individual capacity using institutional identity or facilities.
4. On completion, the deliverables shall be certified and the account shall be settled by the Accounts Section.

10.3 Revenue Sharing

Component	Share
Consultant(s) / project team (honorarium)	70% of net revenue
Institution (overheads, facility usage, development)	30% of net revenue

Net revenue refers to the gross receipts after deducting direct expenses (materials, travel, outsourced testing & applicable, taxes). Where institutional equipment usage is substantial, the R&DC may prescribe a different revenue sharing ratio. Testing services utilizing central facilities shall follow the approved rate card, with revenue shared in 50:50 ratio.

Chapter 11: Sponsored Research Projects Policy

11.1 Proposal Submission

- Faculty members are encouraged to submit research proposals to national funding agencies (ANRF/SERB, DST, AICTE, MeitY, UGC, CSIR, DRDO, DBT, ICSSR, state govt agencies) as well as to industry.
- All proposals must be routed through the R&D Cell for endorsement by the Principal; a copy of every submitted proposal shall be submitted with the R&D Cell (Annexure A9).
- The R&D Cell shall circulate calls for proposals, maintain an agency-wise calendar, and provide proposal-writing support and conduct internal review.

11.2 Project Execution and Fund Management

- Sanctioned project funds shall be operated through a dedicated institutional account with separate books of account per project, in accordance with the funding agency's guidelines and General Financial Rules(GFR).
- Recruitment of project staff (JRF/SRF/Project Assistants) shall be carried out in accordance with the funding agency’s norms through a transparent selection process.
- Equipment procured under sponsored projects shall remain the institutional property, & shall be entered in stock registers; after project closure it augments the central/departmental research facilities.
- Utilization Certificates, Statements of Expenditure, and progress reports shall be submitted on time by the Principal Investigator (PI) through the Accounts Section and R&D Cell, with the stipulated timelines.

11.3 Recognition

- Principal Investigators PIs of externally funded projects shall be given due weightage in performance appraisal, appropriate workload concessions during the project period, and priority in institutional research support.
- Institutional overheads received from funding agencies shall be ploughed back into the institutions R&D corpus.

Chapter 12: Seed Grant Policy (Institutional Research Fund)

To enable faculty members, particularly early-career researchers to initiate research and generate preliminary results for external funding proposals, the institution operates an annual Seed Grant scheme.

12.1 Key Features

Parameter	Provision
Grant ceiling	Up to ₹1,00,000 per project
Duration	12 months (extendable by 6 months without additional funds)
Eligibility	Regular faculty; priority to those without prior external funding
Permissible heads	Consumables, minor equipment, fabrication, software, contingency, fieldwork
Non-permissible	Salaries/honoraria to PI, foreign travel, Article Processing Charges (APCs) for non-approved journals
Expected outcome	At least one indexed publication or patent filing, and one external proposal

12.2 Process

1. Call for Seed Grant proposals shall be announced annually by the R&D Cell (format: Annexure A5).
2. Proposals shall be evaluated by the R&DC (with external experts where needed) on novelty, feasibility, outcomes, and budget justification.
3. Sanctioned projects shall be monitored; funds are released in two instalments linked to progress.
4. A completion report with utilization certificate and every six months evidence of project outcomes shall be submitted within two months of completion. Non-submission renders the PI ineligible for future institutional funding.

Chapter 13: Conference, Workshop and FDP Support Policy

Registration support: Faculty members presenting a paper at a reputed indexed conference (IEEE/Springer/Elsevier/Scopus proceedings) may be reimbursed registration charges up to ₹4000 per academic year, upon submission the letter of acceptance, registration receipt, and presentation certificate.

Duty leave: On-duty permission shall be granted for paper presentations, invited talks, FDPs, and agency review meetings, with prior approval of the HoD and the Principal.

Hosting events: Departments are encouraged to host national/international conferences, FDPs, and workshops; budgets and sponsorships (AICTE ATAL, ISTE, agency grants) are routed through the R&D Cell.

NPTEL/MOOC: Successful NPTEL certification attracts an incentive of ₹1,000 per course (maximum two per year), as per Chapter 6.

Priority: Priority shall b given to papers accepted in Scopus/WoS-indexed venues and for faculty pursuing Ph.D. or funded-project commitments.

Chapter 14: Student Research Policy

14.1 Promotion of Student Research

- Every UG/PG project batch is encouraged to acheve at least one publication, patent disclosure, or prototype demonstration as a project outcome.
- Student research clubs, hackathons, project expos, and idea competitions shall be organized each semester in coordination with the Innovation & Incubation Cell.
- Meritorious students may be attached to faculty research clusters and externally funded research projects as interns.

14.2 Student Incentives and Support

Item	Support
Student first-author paper published in an indexed journal paper (with a faculty co-author)	Certificate of merit + ₹2,000 award
Student co-inventor on filed patent	Certificate of merit + ₹1,000 award
Paper presentation at a reputed external conference	Registration support up to ₹3,000
Prototype/innovation selected for national competitions (SIH, etc.)	Materials support through department budget

Student awards shall be sanctioned by the Principal upon the recommendation of the R&D Cell and shall be in addition to (not in lieu of) any faculty incentive; the One-Incentive Rule described in Chapter 6 applies only to faculty incentives.

14.3 Ph.D. Scholars

- Faculty members recognized as research supervisors shall submit an annual progress report on their research scholars to the R&D cell.
- Scholars working in institutional laboratories shall be provided with library, laboratory, and computational access on par with faculty members for their research.

Chapter 15: Innovation, Incubation and Entrepreneurship Policy

15.1 Institutional Mechanism

- The Innovation & Incubation Cell (including the MHRD Institution's Innovation Council – IIC) shall operate in coordination with the R&D Cell to nurture innovative ideas from classroom to enterprise.
- Pre-incubation support shall include ideation workshops, design-thinking bootcamps, mentoring, prototyping facilities (Maker spaces/Fab Lab as available), and linkage to funding schemes (NIDHI-PRAYAS, Startup India, MSME, state innovation schemes).

15.2 Startup Support

- Faculty and student startups may be extended incubation space, facility access, and mentoring under agreements approved by the Principal.
- Faculty members may take up advisory/promoter roles in startups consistent with AICTE/UGC norms and with prior written disclosure to the institution; institutional intellectual property (IP) used by a startup requires a licensing agreement (Chapter 8).
- Student entrepreneurs may be granted flexibility in attendance/evaluation flexibility as per academic regulations for incubated ventures.

15.3 Outcomes Tracking

The Innovation & Incubation Cell shall maintain records of ideas, prototypes, startups, and their progression, and shall submit on annual report for ARIIA/IIC and NIRF innovation metrics.

Chapter 16: Centres of Excellence (CoE) Policy

- The institution shall establish Centres of Excellence in identified thrust areas (e.g., VLSI & Semiconductor Design, AI/ML & Data Science, Embedded Systems & IoT, Renewable Energy, Advanced Communications) in partnership with industry and government programmes (e.g., MeitY Chips-to-Startup).
- Each CoE shall have a faculty coordinator, an advisory board with industry/academic experts, defined objectives, and annual deliverables (trained students, publications, prototypes, projects, revenue).
- CoE proposals shall be approved by the R&DC and reviewed annually; underperforming centres may be restructured. Based on the annual review.
- CoE facilities shall be available to all departments through the central facility usage procedure (bookable slots, log registers, and rate card for external users).

Chapter 17: Research Ethics, Plagiarism and Academic Integrity Policy

17.1 Ethical Standards

- All research shall be conducted honestly, with accurate reporting of data and methods; fabrication, falsification, and misrepresentation constitute serious misconduct.
- Authorship shall follow Committee on Publication Ethics (COPE) norms (Chapter 7). All authors shall approve the final manuscript and disclose conflicts of interest and funding sources.
- Research involving human participants, animals, or biological materials shall obtain prior approval from the appropriate ethics committee before commencement of the research.

17.2 Plagiarism Policy (UGC Regulations, 2018)

The institution adopts the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 & Shall comply with all manuscripts, theses, and provisions there in reports shall be screened using licensed plagiarism detection software before submission. Similarity levels (excluding quoted material, references, and generic phrases) shall be dealt with as follows:

Level	Similarity	Consequence (for Manuscripts/theses)
Level 0	Up to 10%	Excluded — no action
Level 1	>10% to 40%	Revise and resubmit within stipulated time
Level 2	>40% to 60%	Debarred from submission for one year
Level 3	>60%	Debarred for two years; disciplinary action

For journal publications, faculty members shall additionally comply with the similarity norms prescribed by the respective journal/publisher. Incentives shall be withheld or recovered for research outputs found to involve plagiarism or retraction, and disciplinary action shall be taken in accordance with institutional norms.

17.3 Use of AI Tools

- Generative AI tools may be used as assistive aids (language polishing, literature organization) consistent with the target journal's policy, with appropriate disclosure where required. AI tools shall not be listed as authors, and authors shall remain fully responsible for the accuracy and originality of content.

17.4 Misconduct Handling

Alleged research misconduct shall be examined by an Inquiry Committee constituted by the Principal (including one external expert). Principles of natural justice shall be followed, and the R&DC shall be apprised of the outcome. Proven misconduct entails recovery of incentives, ineligibility for institutional research support for a specified period, and appropriate disciplinary action.

Chapter 18: Research Awards and Recognition

To recognize celebrate research excellence, the following annual awards shall be conferred on the Annual Day / Research Day, based on the verified research output of the preceding calendar years:

Award	Eligibility / Criteria	Recognition
Best Researcher Award	Highest weighted research score (publications, patents, projects, citations)	Memento + Certificate + ₹4,000
Best Young Researcher Award	Faculty members below the age of 35 years with outstanding research output	Memento + Certificate + ₹2,000
Best Patent Award	Most significant granted/commercialized patent	Memento + Certificate + ₹2,000
Best Department Research Award	Department with highest per-capita research score	Rolling Trophy + Certificate
Best Student Researcher Award	Student with best publication/innovation record	Memento + Certificate + ₹3,000

Nominations shall be invited annually (Annexure A10) and evaluated by the R&DC using a published KPI-based scoring sheet. The decision of the R&DC as approved by the Principal, shall be final.

Chapter 19: R&D Budget and Financial Assistance

- The Management shall allocate an annual R&D budget to cover: faculty incentives, seed grants, conference/FDP support, patent filing costs, awards, research infrastructure, software/tools, and R&D Cell operations.
- The Dean/Associate Dean (R&D) shall present the annual R&D budget proposal to the Principal and Management before the start of each financial year, along with utilization of the previous financial year.
- Institutional overheads from sponsored projects and the institution's share of consultancy revenue shall augment the R&D corpus.
- All payments follow the institution's financial procedures; incentives and awards shall be disbursed through the Accounts Section after obtaining due approval.
- An annual statement of R&D income and expenditure shall be presented before the R&DC and included in the Annual Research Report.

Chapter 20: Monitoring, Audit and Review

20.1 Research KPIs and Annual Audit

- Departmental and institutional research performance shall be measured against annual targets using Key Performance Indicators (KPIs): indexed publications (SCI/Scopus), citations and h-index, patents (filed/published/granted), external funding sanctioned and utilized, consultancy revenue, Ph.D. progression, student research outputs, and events organized.
- An annual internal research audit shall verify records, claims, repository completeness, and compliance with this manual; findings shall be reported to the R&DC.

20.2 Reporting Calendar

Activity	Frequency / Timeline
Departmental research targets submission	Beginning of academic year (July)
Department R&D reports to R&D Cell	Half-yearly (December, June)
R&D Committee meetings	At least once per semester
Annual Research Report publication	August (for the preceding academic year)
Research Day / Awards	Annually (as per the institutional calendar)
Policy review by R&DC	Annually, or as required

20.3 Review and Amendment

This manual shall be reviewed annually by the R&D Committee and amended with the approval of the Academic Council and the Governing Body, to remain aligned with NEP 2020, UGC/AICTE regulations, ANRF priorities, and accreditation/ranking frameworks. In matters of interpretation, the decision of the Principal and the Management shall be final and binding.