



## VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

(Sponsored by Saraswathi Vidya Peetam)

Approved by AICTE New Delhi, Affiliated by JNTUK, Kakinada)  
Certified by ISO 9001:2015 :: Accredited by NAAC with 'B+' Grade.  
NUNNA – 521212, Vijayawada Rural, NTR dt., A. P. India

### RESEARCH POLICY

#### Preamble

Research is a fundamental pillar of Vikas College of Engineering and Technology, driving our mission to advance knowledge, foster innovation, and address critical societal challenges. Our Research Policy is designed to uphold and promote the highest standards of academic excellence, integrity, and ethical conduct in all research activities conducted under our auspices.

At Vikas College of Engineering and Technology, we recognize that the pursuit of research excellence is inextricably linked to the principles of ethical behaviour, transparency, and social responsibility. This policy is a testament to our unwavering commitment to these principles and serves as a comprehensive guide for our researchers, students, and staff.

#### Vision

The vision for research at Vikas College of Engineering and Technology, is to cultivate a vibrant research environment where curiosity is encouraged, diversity is embraced, and knowledge is leveraged to effect positive change. The commitment is to foster a community where researchers are empowered to explore new frontiers, challenge conventional wisdom, and contribute to the greater good.

#### Objectives

- To cultivate a research environment that values and promotes curiosity, creativity, and critical thinking.
- To provide a clear and consistent framework for conducting research that adheres to the highest standards of ethical conduct and scientific integrity.
- To ensure that all research activities are conducted in a manner that respects the rights, dignity, and welfare of all participants.
- To promote a culture of accountability and responsibility among researchers, fostering an environment of trust and respect.
- To support the dissemination of research findings in a manner that maximizes their positive impact on society.
- To facilitate interdisciplinary and international collaborations that enhance the quality and scope of our research efforts.

#### 1. Principles and Values

1. **Excellence:** Striving for the highest standards in all research endeavour's, ensuring methodologies, analyses, and conclusions are rigorous and reliable.
2. **Integrity:** Upholding honesty, accuracy, and transparency in research, ensuring accountability and the avoidance of misconduct.



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3. **Commitment to Ethical Excellence:** Establishing and maintaining the highest standards of ethical conduct in all research endeavours. This includes a steadfast dedication to protecting the rights, dignity, and welfare of all research participants and ensuring the integrity of the research process.
4. **Inclusivity and Diversity:** Actively promoting diversity in research teams, methodologies, and subjects. Embracing a wide range of perspectives and experiences enhances the richness of research outcomes and ensures that findings are relevant and beneficial to a broad spectrum of society.
5. **Advancement of Sustainable Practices:** Embedding principles of sustainability into the research agenda. This includes minimizing the environmental impact of research activities and promoting practices that contribute to long-term ecological balance and societal well-being.
6. **Collaboration and Innovation:** Encouraging interdisciplinary and cross-institutional collaborations to enhance the impact and relevance of research.
7. **Social Impact:** Conducting research that addresses societal challenges and contributes to sustainable development.
8. **Continuous Improvement and Adaptation:** Embracing a philosophy of continuous improvement and adaptation. The research environment is dynamic, and the institution is committed to evolving its practices and policies to stay at the forefront of scientific and ethical advancements.

## 2. Research Ethics and Conduct

Research ethics and conduct are crucial for maintaining the integrity and respectability of research. Key principles include integrity and honesty, ensuring data and results are reported truthfully and credit is given appropriately, with transparency in sharing methods and data.

- **Confidentiality:** Confidentiality of research data and the privacy of participants must be protected. Data should be securely stored and only accessible to authorized personnel.
- **Conflict of Interest:** Disclosure of any potential conflicts of interest that could affect the integrity of the research is required. Such conflicts must be managed according to institutional guidelines.

## 3. Research Integrity

- **Honesty and Accuracy:** Researchers are expected to report research findings truthfully and accurately. Fabrication, falsification, and plagiarism are strictly prohibited.
- **Plagiarism Prevention:** Plagiarism, including the use of others' work without proper attribution, is strictly prohibited. All research outputs must be checked for plagiarism using approved plagiarism checking software before submission for publication or presentation. Proper attribution must be given to the original sources of ideas, data, and text. It is suggested to use the following open-source plagiarism detection software.

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- ❖ <https://smallseotools.com/plagiarism-checker/>
- ❖ <https://www.duplichecker.com/>
- ❖ <https://www.quetext.com/>
- ❖ <https://www.grammarly.com/plagiarism-checker>
- ❖ <https://edubirdie.com/plagiarism-checker>
- ❖ <https://www.bibme.org/grammar-and-plagiarism/>



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- ❖ <https://www.plagscan.com/plagiarism-check/>
- ❖ <https://www.plagramme.com/>

- **Misconduct Reporting:** Instances of suspected research misconduct, including plagiarism, data falsification, and fabrication, must be reported to the Principal/Dean/Research Coordinator. An investigation will be conducted in accordance with institutional procedures, and appropriate actions will be taken based on findings.
- **Data Management:** Researchers are responsible for the accurate collection, recording, and storage of data. Data falsification, fabrication, or manipulation is strictly forbidden.
- **Authorship:** Authorship credit should be based on substantial contributions to the research. All who meet the criteria for authorship should be included, and those who do not should not be listed as authors.

### 4. Research Collaboration

- **Interdisciplinary Research:** The institution encourages collaboration across multi-disciplinary research areas to address complex research problems and promote innovation.
- **Partnerships:** Collaborations with external institutions, industry, and community organizations are supported to enhance research impact and foster knowledge exchange.
- **Intellectual Property:** Intellectual property arising from collaborative research should be managed according to institutional policies, ensuring fair recognition and benefit-sharing.

### 5. Intellectual Property and Commercialization

- **Patents and Copyrights:** Researchers must disclose inventions and creative works to the research and development cell for claiming any intellectual property protection.
- **Ownership:** Intellectual Property (IP) created by researchers, including inventions, discoveries, and creative works, will be owned by the institution if it is developed using significant institutional resources or within the scope of employment or study at the institution. Revenue from commercialization will be shared with inventors, with specific distribution outlined in the institution's Intellectual Property Policy/as per the agreement at the time of commercialization of the product.
- **Commercialization Strategy:** The primary route for commercialization will be through licensing agreements with external partners, including industry and start-ups. The committee formed by the head of the institute consisting of senior faculty members in association with the R&D cell of the institute will develop and implement strategies to commercialize research findings, including licensing agreements, start-up formation, and tie-ups with industry.
- **Incubation and Start-ups:** Researchers are encouraged to form start-up companies to commercialize their IP, with support from the institution. Access to incubator and accelerator programs will be provided to support the development of start-ups, offering resources such as mentorship, office space, guidance on business planning, funding, legal considerations and networking opportunities.



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- **Revenue Sharing:** Net revenue from commercialization will be distributed as follows: 40% to the inventor(s), 30% to the researcher's department, and 30% to the institution's research fund and it may vary depending on the type of products.
- **Reinvestment:** A portion of the revenue generated from IP commercialization will be reinvested into the institution's research infrastructure and innovation ecosystem to support further research and development activities.

### 6. Research Funding

Researchers are encouraged to seek internal seed funding or external funding from various government and non-government funding agencies to support their research. Grant applications must be reviewed and approved by the R&D cell of the institute to ensure compliance with institutional policies.

- **Financial Management:** Funds must be managed responsibly and in accordance with the terms and conditions of the grant. Financial utilization/expenditure reports should be submitted as per the format required by the funding agency.

### 7. Professional Development

- **Training:** All researchers must complete mandatory training on research ethics, responsible conduct of research, and regulatory compliance. Continuous professional development is encouraged to maintain high standards.
- **Mentoring junior researchers:** Senior researchers are expected to mentor junior researchers, providing guidance and support in their professional development and research activities.

### 8. Monitoring and Evaluation

- The Research and Development cell of the institute is responsible for monitoring compliance with this policy. Regular audits and reviews will be conducted to ensure adherence to ethical and integrity standards.
- The impact of research activities will be evaluated based on their contribution to knowledge, societal benefits, and alignment with institutional goals.

### 9. Research Environment

- **Infrastructure and Resources:** Institute provides state-of-the-art facilities and resources that are essential to support high-quality research. This includes laboratories, libraries, and access to digital databases and tools.
- **Safety and Well-being:** All safety standards need to be strictly followed in the laboratories and at the places where research activities are carried-out to ensure the well-being of the researchers.
- **Sustainability Practices:** Research activities should align with sustainable practices, aiming to minimize environmental impact and promote the responsible use of resources.

### 10. Research Data Management



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- **Standards and Protocols:** Researchers must adhere to institutional standards and protocols for data collection and storage to ensure accuracy and reliability.
- **Secure Storage:** All research data must be stored securely, with appropriate measures in place to protect against data breaches and unauthorized access. Use of recognized data repositories is recommended for long-term data preservation and access.
- **Retention Periods:** Research data should be retained for a specified period as defined by institutional policy and regulatory requirements.
- **Secure Disposal:** Proper procedures must be followed for the secure disposal of research data that is no longer needed.

### 11. Research Metrics and Evaluation

- **Quantitative Metrics:** Quantitative metrics such as publication counts, citation indices, grant received will be used to evaluate research performance of a particular researcher.
- **Qualitative Metrics:** Qualitative metrics such as societal impact, contribution to policy, novelty and innovation in the developed product will be used as the metrics for providing a more comprehensive assessment.
- **Feedback Mechanisms:** Establish mechanisms for obtaining feedback from researchers and stakeholders to continually improve research practices and policies.
- **Benchmarking:** Regular benchmarking against peer institutions to ensure that research standards and performance are competitive and aligned with best practices.

### 12. Research Incentives

The purpose of research incentives is to recognize and reward outstanding research performance, encourage innovative and impactful research, and motivate researchers to pursue excellence. Incentives aim to enhance the institution's research culture and contribute to the overall mission of advancing knowledge and societal well-being.

#### 1. Financial Incentives

- **Research Grants:** Competitive internal research grants to support innovative projects and exploratory research.
- **Performance Bonuses:** Monetary bonuses for achieving significant research milestones, such as high-impact publications, securing major external grants, or significant patent filings.
- **Revenue Sharing:** A portion of the income generated from commercialization activities, such as licensing fees and royalties, shared with the inventors and their departments.
- **Financial Incentives for Book/Research Publication:** Financial incentives are provided to the researchers whose work is published in high-impact journals/receives significant citations or presenting their research work in an international conference.

**Following financial incentives are provided by the institute for publishing books, journals and for attending conferences:**

- ❖ Sponsorship of registration fee for attending seminars, workshops & FDPs and presenting papers in national/international conferences.



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- ❖ Cash award of 5% -10% of the total grant sanctioned by the funding agencies for research projects depending upon the amount sanctioned by the funding agency.
- ❖ Cash award of 5% of the total grant sanctioned by the funding agencies for organizing seminars, workshops, FDPs and national/international conferences.
- ❖ An incentive of Rs. 2000/- will be provided for publishing a book by a national level publisher and Rs. 5000/- for a book published by an international publisher.
- ❖ An amount of Rs. 10000/- will be awarded for every patent granted (will be divided equally if there more than one inventor).
- ❖ Publications in journals with impact factor (SCI) are eligible for incentives. For every impact factor, the payable incentive is Rs 3000/-. The maximum incentive will be limited to Rs. 10000/-.
- ❖ The incentive for publishing research articles in ESCI and SCOPUS indexed journals is Rs. 1000/- for every impact factor subjected to a maximum of Rs. 5000/-.

The distribution of the incentives for journal publications are as follows. 1) Single authored paper – 100% 2) Corresponding author or first author – 50% 3) Multiple authors of the institute – Incentive is distributed equally to all researchers.

### 2. Recognition and Awards

- **Annual Research Awards:** Prestigious awards given annually to recognize exceptional research contributions in various categories such as young researcher, interdisciplinary research, societal impact etc.,
- **Innovation Awards:** Awards for breakthrough innovations or technological advancements that demonstrate significant potential for commercialization or societal benefit.

### 3. Career Advancement

- **Promotion and Tenure:** Recognizing outstanding research achievements in the promotion and tenure process, providing clear criteria for how research excellence contributes to career progression.
- **Leadership Opportunities:** Opportunities for exceptional researchers to take on leadership roles within the institution, such as heading research centres or serving on key committees.

### 4. Research Support

- **Research Sabbaticals:** Offering sabbaticals for researchers to focus on their research projects, collaborate with other institutions, or gain new skills and perspectives.
- **Conference Funding:** Financial support for attending and presenting at national and international conferences to disseminate research findings and network with peers.
- **Research Assistants:** Provision of funding for hiring research assistants or postdoctoral fellows to support ongoing projects and mentor early-career researchers.

### 5. Infrastructure and Resources

- **Lab and Office Space:** Priority access to state-of-the-art lab facilities and office space for high-performing researchers.
- **Equipment Grants:** Funding for purchasing advanced research equipment and tools necessary for cutting-edge research.

## 13. Policy Review and Updates





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- **Regular Review:** This policy will be reviewed periodically to ensure it remains current and effective. The review process will consider feedback from the research community and advancements in research practices and ethical standards.
- **Amendments:** Amendments to this policy may be proposed by the R&D Cell of the institute and will be subject to approval by the institutional governing body. Any changes will be communicated promptly to all researchers.
- **Feedback Mechanism:** A mechanism for providing feedback on the policy will be established, allowing researchers to suggest improvements and report issues related to research conduct and policy implementation.



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### VIKAS - Employee Referral Program

The purpose of the Employee Referral Program is to provide current employees with a financial incentive for recommending qualified candidates for teaching or administrative positions at Vikas College of Engineering and Technology. We are looking for candidates who are innovative, reflective, hard-working and committed to student-focused results and personal/professional development. As always, we place a particular emphasis on teacher/coaches, advisors and candidates from diverse backgrounds.

#### Objectives

- To attract talented and qualified individuals who align with the college's academic standards, values, and strategic goals.
- To expand the college's recruitment, reach beyond traditional methods (e.g., job postings) by tapping into the professional networks of faculty members.
- To increase faculty engagement in the recruitment process and foster a sense of ownership and commitment to building a strong academic community.
- To recruit candidates who embody and promote the college's mission, values, and culture of excellence in teaching, research, and service.
- To streamline the recruitment process by identifying candidates who have already been vetted to some extent by faculty members.
- To increase diversity and inclusivity among faculty members by actively seeking referrals from faculty who have diverse professional and personal networks.
- To foster collaboration and networking among faculty members by encouraging them to share opportunities and resources within their professional circles.
- To monitor the effectiveness of the referral program through regular feedback and evaluation.

#### How to Refer a Candidate

- Before referring a candidate, ensure they meet the basic eligibility criteria for the position. This typically includes academic qualifications, teaching experience, research accomplishments, and alignment with the college's mission and values.
- Collect relevant information about the candidate to provide a comprehensive referral. This may include: curriculum Vitae, covering letter and professional knowledge about the candidate.
- **Maintain confidentiality and professionalism throughout the referral process.**

#### Eligibility

- **Academic Qualifications:** The candidate should hold the minimum educational qualifications required for the faculty position, which may include a relevant Masters/doctoral degree or equivalent terminal degree in their field. Their academic specialization should match or closely align with the department or program they are applying to join.
- **Teaching Experience:** The candidate should demonstrate a record of effective teaching, preferably at the college or university level, supported by evaluations, teaching philosophy statements, and student feedback.
- **Pedagogical Skills:** They should possess skills in the preparation of innovative teaching methods relevant to their discipline, department level documents and in conducting technical events at the department/institute level depending upon their designation for which they are referred.





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- **Professional Experience:** Assess any relevant professional experience outside of academia that enhances their qualifications for the faculty position.
- **Research Record:** Evaluate the candidate's research productivity, including publications, presentations at conferences, grants received, and any other scholarly activities.
- **Diversity and Inclusion:** Evaluate their commitment to promoting diversity, equity, and inclusion in their teaching, research, and service activities.
- Ensure that your referral is based on objective assessments of the candidate's qualifications and potential contributions, avoiding any personal biases or conflicts of interest.
- Administrative/HR Staffs in the hiring process are not eligible for a referral Incentives. However, they are eligible to refer candidates to other divisions/departments.
- Referred candidates cannot be current or previous employees of Vikas College of Engineering and Technology.
- If a faculty/staff refer a candidate that Vikas College of Engineering and Technology has already made contact with, the referral does not qualify for an incentive.
- If more than one employee refers the same candidate, the incentive will be awarded to the person who referred the candidate first to the concerned authority.

Cash Incentives for each referral made by the faculty depends on the designation for which he/she has referred. Incentives for various referrals are given below:

S. No.	Designation/Work Type	Cash Incentive
1.	Leadership, Dean & HoD (with Ph. D)/Teaching, Research and Administration	Rs. 10,000
2.	Professor (with Ph. D)/Teaching and Research	Rs. 8000 (for CSE Branches)
3.	Associate Professor (with Ph. D)/Teaching and Research	Rs. 6000 (for CSE Branches)
4.	Assistant Professor/ Teaching and Research	Rs. 4000 (for CSE Branches)
5.	Professor (with Ph. D)/Teaching and Research	Rs. 4000 (for Other Branches)
6.	Associate Professor (with Ph. D)/Teaching and Research	Rs. 3000 (for Other Branches)
7.	Assistant Professor/ Teaching and Research	Rs. 2000 (for Other Branches)
8.	Placement Trainers/Assisting placement officer	Rs. 2500
9.	Lab assistants/helping faculty in laboratory	Rs. 1500
10.	Office assistants/assisting administrative officer	Rs. 1500
11.	Dept./Lab attenders/assisting HoD and faculty	Rs. 1500
12.	Institute level labour workers/carry out various works at institute level.	Rs. 1000

**Revision of the referral Program:** Incentives provided for faculty referral to various positions available at the institution is subjected to be revised based on the feedback received from the stakeholders and management decision. However, the changes made in the incentives for faculty referral will be communicated to all stakeholder immediately after any changes in the policy.