

RESEARCH POLICY

(2023-2024)



VISAKHA INSTITUTE OF ENGINEERING & TECHNOLOGY,

Affiliated to Jawaharlal Nehru Technological University Vizianagaram,

Approved by AICTE, New Delhi, Accredited by NAAC with A grade,

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VISAKHA INSTITUTE OF ENGINEERING & TECHNOLOGY

RESEARCH POLICY

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by
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Chapter 1

Visakha Institute of Engineering & Technology Research and Development Initiatives

1.1 Introduction

The Competent Authority has approved a new Research policy for the institute, superseding the previous policy. This updated policy will be in effect until further notice. For the most recent and accurate details on the Institute Research policy, contact the R&D cell directly. As policies can change over time, it is essential to have the latest information.

Visakha Institute of Engineering & Technology (VIET) has launched various schemes to foster academic and research endeavours. The objective of these initiatives is to offer tangible rewards for attaining specific, measurable, and quality-driven outcomes. The schemes include:

1. Research Appreciation Awards
2. Grants: Conference grant, Seed grant and Membership fees.
3. Incentives and Benefits: Cash Incentives, Leave Benefits

1.2 Research Awards

Every year, research awards will be conferred upon individuals who have demonstrated exceptional achievements. These awards will be determined based on bonus points acquired by faculty and staff members through a range of activities outlined in Annexure 1.1. However, eligibility for these awards is subject to adhering to all terms and conditions specified in this policy. The awards are classified into three categories:

Category	condition	Award
Teaching Faculty	Revenue Generation of 2 Lakhs / At least 2 papers indexed in SCI/SCIE/ Scopus.	Research Excellence Award
Teaching Faculty	Citations on overall Publications and Cutoff 50 citations. Publication with VIET affiliation will only be considered, Self-citations will not be considered. Data should be fetched from Scopus database.	Research impact Award
Student	At least one paper indexed in SCI/SCIE/ Scopus/UGC care: UGC-CARE List Group I/UGC-CARE List Group II	Student Research Excellence Award

Student	Most deserving and exemplary students who have demonstrated excellence in their Project work.	Best Student Dissertation Award
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Note:


1. For teaching faculty, one direct journal publication is mandatory, other can be through conference proceedings of indexed in SCI/SCIE/Scopus.
2. If first, second, third authors are B.Tech., M.Tech., MBA., Ph.D. students and the faculty appearing thereafter as a guide then 100% points
3. Joint Authorship with outside institutions will carry 100% points for 2nd and 3rd Authors (Proof for collaborative research activity with outside authors (mail correspondences, other activities) has to be verified by HOD & forwarded to Dean R&D.
4. Revenue generation can be done through consultancy, external funded project from govt. or non govt. sources, training and certification, IPR commercialization.
5. Faculty members should submit their achievements through Head to the department to the R&D Cell. It will be duly verified by Dean R&D.
6. The compiled list of faculty members and students eligible to receive the awards will be forwarded by HOD.
7. The compiled list of students eligible to receive the Best Student Dissertation Award will be recommended by respective HOD by taking Feedback from supervisors, examiners, and/or peer reviewers on the quality and merit of the dissertation.

1.3 Seed Money for Research Projects

Seed money is made available to teachers to support their initial research endeavours or to establish research facilities. Individual faculty members or groups of faculty members can submit proposals for seed money based on their research areas. The committee responsible for reviewing and approving these proposals will comprise the following members: (i) a nominee from the Research and Development cell (ii) an expert in the relevant research area, and (iii) the Head of department (HOD).

The provided seed money can be utilized by the faculty member or group for various purposes, including acquiring equipment, purchasing consumables, covering travel expenses related to surveys, obtaining software and research databases, procuring stationary, and conducting testing and analysis, among others. However, it's important to note that the seed money cannot be used for hiring manpower.


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Provision of Research Seed Funding at VIET for Faculty Members

Full-time faculty members at VIET who have submitted project proposals seeking funding and are awaiting grant approval are eligible for a research seed fund up to Rs. 3 Lakhs.

Key Points:

- Annually, in the month of June, the Dean R&D cell will issue a call for research proposals.
- A committee led by the Dean R&D cell will evaluate all received proposals based on their quality. Successful applicants will be recommended to receive the seed grant.
- The project duration is one year from the date of grant approval and is expected to be carried out by the respective faculty member. Therefore, no additional manpower support will be provided through the grant.
- It is anticipated that the grant recipient will submit a research report to the Dean of R&D cell Research upon completion of the research project.
- For detailed guidelines and the application format for seed money, please refer to Annexure 1.2.


1.4. Leave Benefits:

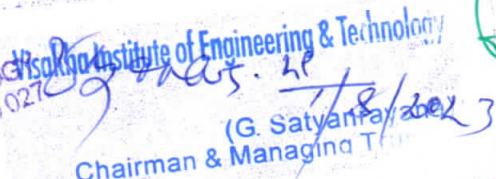
As per Annexure 1.1, faculty and staff members will be eligible for Research and Academic Extension Leave(s) based on their participation in various research recognitions/awards and related activities. These leaves will be granted as a result of their exemplary contributions to research and academic endeavours.


Process: Faculty members are required to submit their achievements to the R&D cell for evaluation. The submitted information will be duly verified by the Research and Development Cell. Upon verification, the bonus points and benefits earned as per Annexure 1.1 will be forwarded to division of Human Resources (HR).

Terms and Conditions:

- Faculty members can earn leave points without any limit. It allows flexibility and acknowledges their contributions to research and academics.
- Faculty members can utilize their leaves for various purposes, including attending conferences, workshops, seminars, symposia and faculty development programs. They can also use their


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leaves for evaluation or to appear in PhD examinations, visiting funding agencies, laboratories, libraries, and other universities for research-related activities like data collection, data analysis, and grant proposal writing (discussions or collaborations). Additionally, leaves can be taken for delivering guest lectures, engaging in research paper writing, and attending PhD coursework classes.

1.4.1 Career Enhancement Leaves (CEL) for faculty and administrative staff members.

As a positive gesture to promote research and academic endeavours among teaching and administrative staff, the Institute offers Career Enhancement Leaves, as detailed in Annexure 1.3.


1. The staff member can avail leave for examination under the following circumstances:
 - (a) Pursuing higher studies at a recognized university as approved by R&D Cell.
 - (b) Prior approval (NOC) from R&D Cell is required before joining the program. The NOC and date sheet should be submitted as supporting documents while applying for leave.
2. To attend training programmes as per approved by respective HOD and R&D cell.
3. Faculty members can be designated as Resource Persons or subject experts to contribute to the development of educational e-learning materials, such as audio-video lectures, for institutions recognized by UGC or equivalent regulatory bodies. To avail leave for this purpose, faculty members need to provide a relevant document from the hosting institution, specifying the visit schedule and engagement details.
4. Leave can be granted for research-related activities, such as attending conferences, seminars, symposia, and similar events, conducting data collection, laboratory experiments, field surveys and library studies. Faculty members must provide a relevant document from the hosting institution, specifying the visit schedule and details of the engagement to be eligible for this leave.

Note: Leave should be applied at least one week in advance

1.5. Financial Support

1.5.1 Conference/Seminars/Workshops Grant

VIET is dedicated to enhancing the exposure of its teachers, students, and staff by promoting their participation in national and international conferences. VIET encourages them to present papers, attend seminars, and workshops to foster professional growth, academic interaction, and research excellence. The institute offers financial support, including registration fees and


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travel grants, as outlined in Annexure 1.1, to assist attendees in participating in these events. Additionally, Heads of departments (HOD's), have the authority to nominate teachers for financial support to attend conferences, seminars, and workshops and R&D cell sanctions the amount required and finally the amount will be released by accounts department. This further encourages the academic community's active involvement in knowledge-sharing and networking opportunities.

1.5.2 Membership of Professional Bodies


VIET encourages faculty members to become members of recognized professional bodies and academic societies. To facilitate this, the VIET offers partial financial support for their membership fees. This enables faculty members to stay connected with their respective professional communities and benefit from the resources and networking opportunities provided by these organizations.

Partial financial support will be given on recommendation of respective department HOD, Dean R&D, Head of the Institute.

1.6. Earned Monetary Benefits

Monetary benefits earned through research achievements can be utilized for various purposes, including attending and presenting papers at national and international conferences, engaging in collaborative research work, visiting laboratories, funding agency visits, participating in workshops, seminars, and faculty development programs. Additionally, faculty members can use these benefits for obtaining membership in professional bodies, purchasing consumables, software, books, paying fees for open-access journals, and covering MOOCs certification fees. This support enables faculty members to enhance their research endeavours and professional development effectively.


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Annexure 1.1

Incentives and Benefits: Cash Incentives, Leave Benefits

S.No	Description	Amount to be Paid (Rs)
		Prof./Assoc.Prof/Asst.Prof/Lecturer
1	Registration Fee to participate in any Seminar/Conference/workshop/FDP (Amount beyond this limit shall be borne by the faculty. The receipt of registration to be submitted for reimbursement of the registration fees)	5000.00 Conference 5000.00 Seminar/workshop/FDP
2	Publication in the journals indexed by SCI & SCIE	For 1 st Author – 10,000.00 For 2 nd Author – 6000.00
3	Publication in the journal indexed by Scopus(Categorgy-Q1,Q2,Q3)	For 1 st Author – 6000.00 For 2 nd Author – 4000.00
4	Publication in the journal indexed by Scopus(Categorgy-Q4)	For 1 st Author – 4000.00 For 2 nd Author – 2000.00
5	UGC-CARE	For 1 st Author – 2000.00 For 2 nd Author – 1000.00
6	Indian Patent (After Grant)	8000.00
7	Foreign Patent (After Grant)	10,000.00
8	Book(indexed in Scopus/ WoS)	10,000.00
9	Book chapter (indexed in Scopus/ WoS)	8000.00
10	Book (Not indexed but having ISBN number and DOI)	3000.00
11	Book chapter (Not indexed but having ISBN number and DOI)	2000.00

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Earned Monetary Benefits will be Divided as Follows:

Journal Publication	Role	Incentive share
SCI/SCIE (VIET affiliation only)	First Author	10,000.00
	Second Author	6,000
	First and second Author (VIET affiliation only)	50% each (5000 each)
Scopus (Category-Q1,Q2,Q3) (VIET affiliation only)	First Author	6000.00
	Second Author	4000.00
	First and second Author (VIET affiliation only)	50% each (3000 each)
Scopus (Category-Q4) (VIET affiliation only)	First Author	4000.00
	Second Author	2000.00
	First and second Author (VIET affiliation only)	50% each (2000 each)
UGC-CARE (VIET affiliation only)	First Author	2000.00
	Second Author	1000.00
	First and second Author (VIET affiliation only)	50% each (1000 each)

Note:
If more than one first or corresponding authors (internal) are there in a publication, the bonus points, leave points and incentives amount will be divided for the defined category.

Earned Leave Benefits will be Divided as Follows:

Journal Publication	Role	Leave Points
SCI/SCIE (VIET affiliation only)	First Author	3
	Second Author	1.5
	First and second Author (VIET affiliation only)	50% each (1.5 each)
Scopus (VIET affiliation only)	First Author	2
	Second Author	1
	First and second Author (VIET affiliation only)	50% each (1each)
UGC-CARE (VIET affiliation only)	First Author	1
	Second Author	0.5
	First and second Author (VIET affiliation only)	50% each (0.5 each)

Note:
If more than one first or corresponding authors (internal) are there in a publication, the bonus points, leave points and incentives amount will be divided for the defined category.


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Books and Book Chapters

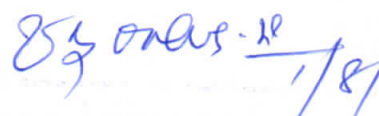
Achievement	Leave Points	Remarks
Book indexed in Scopus/ WoS	5	<ul style="list-style-type: none"> Benefits and leave points can be claimed only once irrespective of the number of chapters contributed in a book. In case of multiple authors in a chapter, the benefit amount, bonus points and leave points will be divided among all internal authors. Book chapters published through conferences will not be considered for benefits.
Edited book in Scopus/WoS	3	
Edited book not indexed	2	
Books not indexed	2	
Book chapter indexed in Scopus/ WoS	1	

Editorial Work

Achievement	Leave Points	Remarks
Chief Editor in Scopus/WoS indexed journal	3	Per academic year
Chief Editor in other Journals with ISSN/ISBN number	2	
Chief Editor in Scopus/WoS indexed Journal for more than 10 Years.	5	
Special issue editor/guest editor in Scopus/WoS of journal indexed journal	2	
Reviewer in Scopus/WoS indexed Journal	2	Per academic year maximum two points for one Journal
Reviewer in other Journals with ISSN/ISBN number	1	Per academic year maximum one point for one Journal


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Grant Proposal

Achievement/Activity		Benefit	Leave	Remarks
Grant proposal (Amount Rs 1 Lakh to Rs.5 lakhs)	Submission	-	1	<ul style="list-style-type: none"> In case of external PI or Co-PI, for the purpose of calculation of benefits and leave points, external persons will not be taken into account. In the event of PI leaving the organization, Co-Pi shall take the responsibility of carrying on the project. The benefits given to the PI will be given to the Co-PI taking responsibility.
	Approved	3hours load relaxation for PI	5	
Grant proposal (Amount more than Rs.5 lakhs to 30 lakhs)	Submission	-	1	
	Approved	5 hours load relaxation for PI 3 hours load relaxation for Co-PI	10	
Grant proposal (Amount more than Rs.30 lakhs to 50 lakhs)	Submission	-	2	
	Approved	8 hours load relaxation for PI 4 hours load relaxation for Co-PI	15	
Grant proposal (Amount more than Rs.50 lakhs to 1crore)	Submission	-	2	
	Approved	10 hours load relaxation for PI 5 hours load relaxation for Co-PI	20	
Grant proposal (Amount more than Rs.1crore to 2crore)	Submission	-	3	
	Approved	12 hours load relaxation for PI 6 hours load relaxation for Co-PI	20	

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Miscellaneous

Achievement/Activity	Benefit	Leave Points	Remarks
Invited speaker/ performance in TV/Radio		1	Committee will be formed and leave points and incentives will be decided upon committee recommendations
Industry collaboration for setting up of lab		2	
Mentor for national level competition organized by prestigious industry or other research organizations Or National recognition/award received by the faculty from reputed professional bodies and agencies.	Rs. 5,000 Cash incentive	2	
Mentor for International level competition organized by prestigious industry or other research organization Or International recognition/award received by the faculty from reputed professional bodies and agencies.	Rs. 10,000 Cash incentive	6	
Evaluation of Ph.D. thesis of other universities	India	2	
	Abroad	5	
Conduction of Ph.D. Viva- Voce of candidates in other universities		3	
As member of Board of Studies in other institutions		2	

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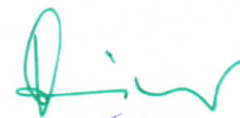
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International co-authorship (Current affiliation of co- author should be from foreign university)		1	
MOU's with National Research Organizations/Institutes/ Industries (R&D) Departments Prior approval should be taken		2	On Successful completion and Prior approval should be taken
MOU's with International Research Organizations/ Institutes / Industries (R&D) Departments	Cash Incentive of Rs 10,000/- per MOU	3	On Successful completion and Prior approval should be taken
Presentation for shortlisted grant proposal – call from external funding agency	TA/DA as per VIET policy		
To meet scientists in funding agency after submission of grant proposal or during the execution of the approved project	TA/DA as per VIET policy		



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Financial Assistance for Research Paper Presentation at National/International Events

(i) Conferences, Seminars, and Workshops

- Faculty members have the opportunity to receive financial support of up to Rs. 10,000/- per annum for participating in conferences, Seminars, and Workshops held within India.
- Faculty members are eligible for financial aid of up to Rs. 50,000/- per annum when attending conferences abroad. This financial support claim can be made once every two years by a faculty member.
- Reimbursement requests are applicable to faculty members who serve as presenters, first authors, invited speakers, or orators. It is important to note that reimbursement cannot be claimed if another organization has already provided financial assistance for the same event. Merely attending or chairing a session at the conference does not qualify for reimbursement.

(ii) Workshops and Training:


Expense reimbursements are available for workshops and training sessions that are organized by national associations, national institutes, industries, or universities, and are endorsed by the Head of the Department or Course Chairperson.


Travel Allowance Entitlement for attending Conferences, Seminars, and Workshops

Designation	Tavel by Air	Travel by Train	Travel by Road	Food bill Per day	Hotel charges per day
Professor	Economy class	2AC	AC/ordinary taxi, Auto / AC Bus	Rs.300/-	Rs.3000/-
Maximum Rs 10,000/-					
Associate Professor		3AC	AC/ordinary taxi, Auto / AC Bus	Rs.300/-	Rs.2000/-
Maximum Rs 8,000/-					
Assistant Professor		3AC	ordinary taxi, Auto / Bus	Rs.300/-	Rs.1000/-
Maximum Rs 5,000/-					

Note: Maximum financial aid of up to Rs. 50,000/- will be provided to faculty for attending conferences abroad.


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Annexure 1.2
Seed Money Application Form

Name:

Email:

Faculty ID:

Mobile No:

Department:

Financial Information

I apply for a total of Rs _____ as seed money, which I will use for:

Equipment Consumables Analysis & Testing Software License

Field survey

For equipment provide details with cost:

Any other usage:

This seed money will lead to one or more than one of the following outcomes:

Publication in Scopus/WOS indexed Journal Patent Copy Rights

Any Other Outcome:

HOD Signature

Dean R & D Signature



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Annexure 1.3


Career Enhancement Leaves (CEL) for faculty and administrative staff members.

	(CEL) in an academic year
Attending PhD examination	7 days
Training programmes	Up to 02 weeks
Attending conferences	Up to 02 weeks
Seminars	01 week
Conducting data collection, laboratory experiments, field surveys and library studies.	Up to 10 days
Meeting PhD Guide	Up to 12 days
Any other leave as recommended by the HOD, Dean R&D	

Note:

To request leave, faculty members are required to submit all necessary documentation to the Head of Department (HOD) and the Dean Research and Development (R&D).


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Annexure 1.4

Suggestive List of Funding Agencies (for Travel Grant)

ACM India IARCS travel grant

Microsoft Research India travel grants

Council of Scientific and Industrial Research

Department of Biotechnology, Govt. of India

Department of Science and Technology, Govt. of India

Indian Council of Medical Research

Centre for International cooperation in sciences CICS

Andhra Pradesh State Council of Science & Technology

Indian Council of Agricultural Research



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Chapter 2

Code of Ethics

At Visakha Institute of Engineering & Technology, our primary goal is to achieve academic excellence through the provision of top-quality education and impactful research aimed at solving real-world industrial and societal problems. To uphold these principles, we expect every member of the VIET community, including students, faculty, and staff, to uphold the highest levels of academic integrity and research ethics.

Academic integrity entails adhering to a set of values and moral conduct in all academic pursuits. On the other hand, research ethics involve the adoption of best practices to raise awareness among researchers about the principles that ensure the scrutiny of research projects and the accountability of individuals as responsible members of the academic community, serving society diligently.

This policy applies to all students, faculty, and staff at VIET who are engaged in research-related activities. The policy encompasses two key areas:

Research Ethics: This section outlines the principles and guidelines for conducting research in an ethical manner, ensuring the integrity of the research process and the responsible handling of data and results.

Anti-Plagiarism Policy: This section emphasizes the institute commitment to combating plagiarism and ensuring that all research work is original and properly attributed to the respective authors.

By adhering to these policies, we can collectively uphold the values of academic integrity and research ethics, fostering an environment of knowledge-driven excellence and contributing to the betterment of society.

2.1 Guidelines:

- All faculty members are required to uphold fundamental values such as honesty, integrity, and sincerity in their conduct. It is imperative that their research is conducted in a manner that preserves the institute reliability and trust, without compromising its reputation.
- Raw Data Preservation: Researchers must keep and maintain the raw data of their research activity or project for a minimum of five years with the VIET, unless specific work requires a longer period, as stipulated by the VIET or any relevant body.



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- **Beneficial Research Aims:** The research aims of any study should be oriented towards benefiting both society and industry while avoiding any potential social harm.
- **Informed Research Methods:** Researchers should carefully select appropriate research methods based on informed professional expertise.
- **Factual Accuracy:** Researchers must strive for factual accuracy and refrain from falsification, fabrication, distortion, suppression, or misinterpretation of data.
- **Participant Welfare:** Researchers should consider the consequences of their research engagement for all participants and take measures to alleviate potential disadvantages for individuals or specific groups.
- **Responsible Reporting:** Researchers are responsible for the responsible reporting and dissemination of their findings.
- **Openness to Discussion and Peer Review:** Methodology and findings should be open for discussion and peer review to encourage transparency and improvement in the research process.
- **Acknowledgment of Sources:** Researchers should fully acknowledge any indebtedness to previous research, using it as a source of knowledge, data, concepts, and methodology in all research outputs.
- **All authors must receive appropriate credit based on their contributions to the research work.** When a student, faculty member, or staff has participated in a project and any publication arising from that project is released, their name should be included in the authorship. The specific section for acknowledging contributions in the manuscript should appropriately recognize their involvement, taking into account the extent of their contributions.
- **The order of authorship should be determined at the initial stages of a research project.** All authors involved in the study must thoroughly read and review the completed papers and be willing to assume full responsibility for the data, interpretations, and conclusions presented in the paper.
- **The first author of the manuscript should be the most significant contributor to the research.** In the case of papers originating from Master's degree or Ph.D. theses, it is preferable for the first author to be a Master's or Ph.D. student, with the corresponding author being their supervisor.
- **Honorary authorship is strictly prohibited.** Only those individuals who have made substantial and meaningful contributions to the research should be listed as authors.

- For the inclusion of names of all contributors in the paper, the guidelines of the relevant journal should be followed. Each journal may have its specific requirements and criteria for authorship, which must be adhered to when preparing the manuscript.
- Student Publications: Students are encouraged to publish their approved thesis or dissertation work, but they must seek consent from their supervisor before doing so.
- Patentable Inventions: Any potentially patentable inventions resulting from research conducted at the VIET must be disclosed to the VIET for appropriate handling and protection of intellectual property.
- Faculty/Staff Affiliation: All faculty and staff members engaged in research activities must specify their affiliation or association with the VIET in all relevant research materials and publications.
- Research Platforms Update: Faculty and staff members are responsible for updating their affiliation or association with the institute on various research platforms, including but not limited to ResearchGate, Google Scholar, Publons, etc. This ensures accurate representation of their institutional association in the academic community.

By following these guidelines, faculty members contribute to a culture of ethical research, furthering the institute mission and commitment to the advancement of knowledge and societal betterment.

2.2 Anti-plagiarism Policy

Plagiarism stands as a severe breach of academic integrity and ethics, casting doubt upon the values upheld by the institute and compromising the credibility of any researcher involved. The institute maintains a staunch stance against plagiarism, enforcing strict disciplinary actions against those found guilty. Plagiarism encompasses the use, presentation, or publication of another person's work without proper acknowledgment or citation. It is crucial to give credit where it is due and acknowledge the sources of information.

Various forms of plagiarism are unacceptable and subject to disciplinary action, including:

1. Presenting someone else's work as your own.
2. Paraphrasing or borrowing ideas from others without giving due credit.
3. Stealing unpublished data and publishing it without proper attribution.



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4. Failing to use quotation marks for quoted material or providing incorrect information about the source.
5. Copying the sentence structure of a source without crediting the original author.
6. Over-relying on a single source to the extent that it dominates your work, regardless of whether you have given credit or not.
7. Engaging in self-plagiarism by reusing one's own previous work without proper citation.
8. Manipulating scientific images related to research without proper disclosure and permission.
9. Using images, particularly of individuals, without obtaining appropriate consent and clear attribution.
10. Presenting the same research findings at multiple conferences (encore abstracts) without permission, proper attribution, and disclosure of prior presentations.

To ensure academic integrity, researchers must always follow the guidelines set by the VIET and adhere to ethical practices in all aspects of their work. Properly citing sources, seeking permission for image usage, and respecting copyright requirements are essential steps in maintaining the integrity of academic and research endeavours.


Scope


This policy on plagiarism encompasses all forms of written and unwritten works produced within and for VIET (Visakha Institute of Engineering and Technology). It applies to a wide range of written materials, including academic and research publications, intellectual property rights (such as research papers, books, articles, assignments, project reports, thesis for B.Tech, M.Tech programs), research reports, patents, copyrights, and design registrations. Additionally, this policy also extends to cover unpublished works, including experimental data.

The plagiarism policy holds all members of the VIET community accountable, including students, faculty, and staff. It is the responsibility of the Heads of Institute, Course Coordinators, Heads of Department and Research Coordinators to ensure the dissemination of information about plagiarism within their respective domains.

By spreading awareness and understanding of the plagiarism policy, VIET aims to uphold academic integrity, ethical research practices, and a culture of honesty and originality in all scholarly endeavours conducted within the institute.


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1/8/2023


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Reporting of cases of plagiarism

Under this policy, the responsibility of checking papers, thesis, and similar documents for plagiarism lies with the supervisor or corresponding author. The process involves two steps: utilizing an appropriate plagiarism detection software, such as Turnitin, and conducting a manual examination of the content by the supervisor.

If any instance of plagiarism is identified during this review process, the Head of the department will compile a detailed report. This report will be based on both the results from the plagiarism detection software and a comprehensive manual analysis of the document. The format for this report is specified in the policy as Annexure 2.1.

Upon completion of the report, it will be forwarded to the R&D Panel for further assessment and necessary actions. The R&D Panel will review the findings, and if plagiarism is confirmed, appropriate disciplinary measures will be taken as per the VIET policies and guidelines on academic integrity.


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Annexure 2.1

Format for Reporting Plagiarism Cases to R&D Cell, along with the Supporting Documents

Department Name:

Name of the accused:

Registration Number

Designation:

Paper/Thesis title:

Course Title (NA in case of research publication):

Course code (NA in case of research publication):

Similarity % using software:

(Mention the name of the software used)

Details of the case:

Detected by:

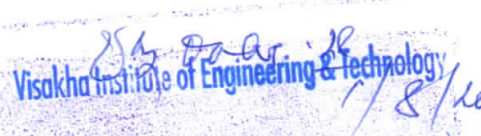
Remarks of the detector with signature:

Remarks of the accused with signature:

Remarks of the HOD with signature:

Remarks from R&D panel:


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Chapter 3

Teaching Faculty responsibilities and expected performance

Proposed benefits, exemption and relaxation to identified research faculty:

1. Teaching Load relaxation – 50% (maximum teaching load of two courses 6-8 credit hours)
2. Examination duty exemption. But question paper setting and evaluation duty of two courses will be part of the responsibility.
3. Lab space and independent office cabins will be provided.
4. Flexible office timing will be offered but faculty is expected to work for at least 7 hours per day in the institute.


Expectations:


1. Faculty is expected to publish high quality research papers as first/Corresponding author.
2. Faculty are expected to write at least one grant proposals a year each with an average budget amount of about Rs 5 to 10 lakhs.
3. Guide M. Tech and PhD students
4. Expected service for professional societies such as editorial boards.
5. Networking with industry/overseas universities for developing joint research projects.
6. Faculty is expected to present at least one paper in the National / International Conference indexed in Scopus/WoS.

Terms and Conditions

- Any grant/incentive/award/leaves cannot be claimed as a right and acceptance or rejection of any such request shall be solely at the discretion of the Institute.
- All the achievements claimed for awards/leave points/Conference grant or any other benefit mentioned in this document, should have affiliation of “Visakha Institute of Engineering & Technology”
- VIET reserves the right to exclude any journal indexed in WoS or Scopus for Benefits/grants/awards
- VIET reserves the right to exclude any publisher for publication of Books/Book Chapters for Benefits/grants/awards
- VIET reserves the right to modify or amend this Policy in whole or in part, at any time, and with/without notice.


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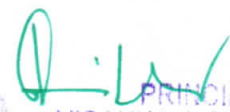
- Where any doubt arises as to the interpretation of this policy, it shall be referred by the Division of Research and Development to higher authorities for a final decision.
- One leave point is equal to one leave.
- All benefits will lapse if the faculty/staff leave the organization.
- All the benefits cannot be encashed.
- This policy supersedes all existing research awards, facilitation, incentives and all such research promotion policies.
- For papers being published through conferences in SCI/SCIE/Scopus/WOS indexed journal, conference grant can be applied.
- Wherever students are involved in the research work, authorship shall be given to the students also.
- In case any candidate is found guilty at any stage of any malpractice or academic dishonesty or misconduct or plagiarism including self-plagiarism, copyright infringement also including but not limited to misuse of his / her authority or position, misrepresentation, suppression of facts etc. or contravention of the Institute policy, then any or all of the awards, benefits, entitlements etc already awarded to such candidate may be withdrawn.



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