



RESEARCH PROMOTION POLICY

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INTRODUCTION

The top priority of VISTAS is to promote a "robust entrepreneurial mindset, resilient innovation ecosystem, and vibrant research culture."

The VISTAS Research Promotion Policy supports its academicians, research staff, and other stakeholders in achieving excellence in "Research, Innovation, and Entrepreneurship," thereby contributing to the institution's advancement and benefiting society at large.

1. Research Administration

The Board of Research Studies (BoRS) formulates research policies. The heads of departments facilitate and coordinate research activities. BoRS, headed by the vice chancellor, includes deans, heads of departments, senior professors, research scholars from other universities, and professionals from industries.

2. Resources to Support Research

Resources are generated, allocated, and earmarked for research under a separate budget head.

Funds for research promotion cover:

- Seed money
- Article publication in journals
- Publications in conferences
- Books and book chapter publications
- Patents

3. Research Incentive Schemes

VISTAS motivates faculty to innovate, publish, and produce patentable works regularly.

Incentives and awards include:

- Best Researcher Award for funded projects.
- Best Researcher Award for article and book publications.
- Incentives for publishing and awards for patents.
- Incentives for presenting papers at international conferences in reputed institutions.

4. Consultancy Projects

Suitable incentives are granted for consultancy projects from industry/research organizations.

A separate consultancy policy regulates the process.

5. Membership in Professional Bodies

Faculty members are encouraged to join recognized professional bodies and academic societies, with financial support provided by the university.

6. Visit of Eminent Researchers

Visits by eminent scientists and professors create awareness about research thrust areas and advanced techniques, providing exposure to international standards.

7. Support for Student Research Projects

VISTAS has established internet-connected laboratories in different departments for Ph.D. scholars' use. Students are encouraged to utilize the web-based Information and Library Network Centre (INFLIBNET) for research projects. Field trips are organized for visits to higher learning institutions, industries, and national laboratories.

8. Efforts to Improve Research Infrastructure

VISTAS encourages faculty to secure funds from national and international agencies for infrastructure facilities.

8.1.1 Central Instrumentation Lab

VISTAS has established a Central Instrumentation Lab (CIL) equipped with highly sophisticated equipment such as;

- Confocal Raman Microscope Imaging/Spectrometer,
- Field Emission Scanning Electron Microscope with Energy Dispersive X-Ray Spectrometer,
- Atomic Force Microscope, BET Surface Area Analysis,
- Dynamic Light Scattering Simultaneous Thermogravimeter/Differential Scanning Calorimeter,
- Differential Scanning Calorimeter,
- UV-VIS Spectrophotometer,
- Powder X-Ray Diffractometer,
- Attenuated Total Reflectance Fourier Transform Infrared Spectrometer,
- Real Time Polymerase Chain Reaction,
- Electrochemical workstation, High Performance Thin Layer Chromatography,
- Contact Angle Meter.

9. Interdisciplinary Research Projects

VISTAS promotes interdisciplinary and collaborative research projects through MoUs with national and international institutions.

10. Information Resource Center

VISTAS provides an information resource center in the library, offering students and faculty access to resources.

Thrust Areas of Research of VISTAS

Energy & Environmental:

Renewable Energy

Design, Materials and Manufacturing

Bio, Micro and Nano Systems

Healthcare:

Drug discovery

Stem cell research

Neuropharmacology

Material Engineering:

Industrial Robotics

Communication

Power Electronics

Big Data

Artificial Intelligence

Virtual Reality

Data Analytics

Resource Management and Livelihood

E – Commerce

Taxation

Rural Sociology

Policy for Promotion of Research

1. Scope/ Applicability of the Policy

This policy, which applies to all VISTAS faculty, staff and students, involved in any form of research activity.

2. Policy Statement

VISTAS is committed to be a Research and Innovation Driven institution and contribute to India becoming a global knowledge superpower through education, research and innovation. To attain this goal, it is imperative to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience for the benefit of mankind at both national and global levels.

3. Rationale

This policy provides guidelines for conduct of research at all levels and is applicable to all full-time, part-time and contractual employees of the VISTAS as well as all students, whether full-time or part-time, of the VISTAS who may be involved in any form of research activity.

4. Research Objectives

4.1.1 Affirm research as an integral activity at the institution;

VISTAS aims to foster research excellence by focusing on key thrust areas that align with its mission. These include:

Energy & Environment: Renewable energy, bioremediation, biofuels, and sustainability engineering.

Healthcare & Livelihood: Drug discovery, nanomedicine, neuropharmacology, and personalized genomics.

Material Engineering: Nanomaterials, 3D printing, mechatronics, and industrial automation.

Big Data (AI): Artificial intelligence, data analytics, computational mechanics, and geographic information systems.

Resource Management & Sociology: Climate change, sustainable farming, digital marketing, and entrepreneurial economics.

The policy aims to maintain and enhance the quality of research, maximize funding support, and create an effective and transparent system for managing research outputs.

4.1.2 Maintain and enhance the quality of research undertaken;

4.1.3 Maximize funding support for research through external and internal sources; create transparent, effective and efficient systems for maximizing research outputs;

4.1.4 Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of VISTAS in alignment with the national thrust areas;

4.1.5 Create, maintain and enhance infrastructure to enable conduct of state-of-the art Research;

4.1.6 Provide a framework for conduct of research in a transparent, socially responsible and ethical manner;

4.1.7 Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with this institution and provide continued and effective support for pursuit of research activities;

4.1.8 Translate new knowledge, innovations, technologies and tools emerging out of research conducted at VISTAS into products and processes for commercialization or for societal benefits;

4.1.9 Protection of intellectual property (IP) generated as a result of research conducted at VISTAS;

4.1.10 Create a rational, transparent and efficient system for management of all research processes;

4.1.11 Encourage and facilitate research collaborations within different Schools/Departments of VISTAS along with reputed Institutes, Industries, Universities and Research Organizations both in India and abroad;

4.1.12 Enhance the research profile of VISTAS by effective dissemination of research activities and achievements at all levels to maximize the impact and recognition of research done at VISTAS at national and international levels

Policy Elaboration

All faculty members of VISTAS are expected to undertake research activities in addition to their teaching and administrative responsibilities, and should seek funding resources for the same, wherever appropriate. All research activities should be undertaken in compliance of the VISTAS, obligations under legislation, and in accordance with regulatory and ethical considerations. To achieve the objectives defined in **Section 4**, the procedures to be adopted are as follows:

4.1.15 Research Management:

There will be a two-tier management of all research activities at VISTAS. There will be

- 1) Research Advisory Committee that will have an advisory role, and
- 2) Executive Research Committee to monitor regularly all research activities.

A) Composition of the RAC:

The members of the Research Advisory Committee (RAC) would be nominated by the Vice-Chancellor which includes leading and eminent experts from outside the institution. It will must meet periodically to review research progress, offer critical comments and suggest corrective measures to enhance the research activities of the institution. The term of the RAC would be for a period of 3 years after which the same members may be opted for another term of 3 years. The members may be replaced in case of non-availability of existing member(s) for any reason.

B) Role and functions of the RAC:

To make recommendations to the Academic Council on matters related to research promotion and infrastructure.

There will be Domain Specific Research Committees which would be constituted by the Vice-Chancellor at each school/department levels with the following composition:

The responsibilities of the Domain Specific Research Committees are as follows:

Dean of Faculty/ Domain Head	- Chairperson
2-3 HoDs by Rotation	- Members
2-3 Sr. Professors	- Members
2-3 Senior Faculty on External Experts	- Member Secretary

a) Short- and long-term research Planning

b) Monitoring and Reviewing of Research

4.2 Human Resource Development & Management:

4.2.1 Competency Mapping and Faculty Development: A comprehensive mapping of the core and ancillary competencies of individual faculty members should be undertaken along with other soft skills to identify strengths and weaknesses. This will enable identification of research potential maximizing the output from each individual. It will also facilitate designing of custom-made faculty development programs to improve their skills and help faculty to overcome their weaknesses in order to maximize their contribution to VISTAS.

To keep pace with the fast pace of technology changes and research advancements at the National and international level is essential for all researchers to be continuously updated themselves and also to enhance their knowledge and skills. While it is expected that the researchers have to find the suitable funding agencies to undertake research activities, whereas, the institution may also support the research activities. The extent of support is to be

decided based on the potential of research outcome on peer review. It is further expected from the researcher to ensure potential benefits to VISTAS.

4.2.2 Chair/Honorary/Adjunct Professors: There are a number of distinguished scientists, researchers, academicians and other persons of eminence who may be associated with VISTAS in different capacities. Based on the relevant research expertise, a corresponding full-time faculty of VISTAS is to be identified who is to be made responsible for maintaining regular interaction.

These luminaries may be invited to deliver Guest Lectures/Trainings/Workshops or similar activities on a regular basis. These opportunities may be utilized for cross-fertilization of concepts/ideas and development of national/international research collaborations and such events are categorised as “**Collaborative Research**”.

4.2.3 Vels Research Fellowships (VRF): To attract brilliant, young minds to pursue research, VISTAS is offering fellowships for undertaking projects for doctoral and post-doctoral studies under “**Vels Research Fellowship (VRF)**”.

4.2.4. Research Projects Undertaken by PG Students and Ph D Scholars:

All VISTAS faculty members are also expected to guide undergraduate, postgraduate and/or doctoral students during their training/ research projects/ dissertation; and categorised as “**Student Research Projects**”.

Motivate to publish appropriate PG student research works and PhD scholar’s scientific outcome in to research papers publication in Scopus indexed and peer reviewed journals for the dissemination of scientific information for the benefit of researchers and stakeholders for networking and TOT in to product / patent.

4.2.5 Consultancy Projects: The expertise of the faculty members in their specialized areas are can be shared with various industries/ institutions/organisations with a primary focus to solve the problems is always encouraged and undertaking such projects by them are categorised as “**Consultancy Projects**” and such projects are regulated by specific guidelines (refer section 5).

4.3 Generation and Utilization of Funding Resources for Research

All faculty members are expected to seek funds from external sources to support research activities, wherever appropriate. In exceptional cases, VISTAS may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits, as detailed under the **policy “Vels Seed Grant”** separately (refer Section 6). Further, the Permanent teaching faculty of VISTAS can avail 50% concession on the doctoral research fee and the request for the same is to be submitted to the Registrar, through proper channel after receiving the selection letter for admission to Ph.D programme in the respective discipline in VISTAS.

4.3.1 Collation and Dissemination of Information regarding External Funding Opportunities: To keep VISTAS researchers updated with information regarding schemes for funding opportunities announced by different national or international government/ semi-government/ private agencies from time-to-time.

4.3.2 Training Workshops for Writing of Research Projects: To improve the quality of research proposals the Schools/Departments shall organize training workshops for young researchers on a regular basis to sensitize them on the art of writing research proposals for improving the chances of success. The Dean/ Director/ HoD of the concerned disciplines must gather the information related to call of proposals by various funding agencies and communicate to the eligible faculty members and guide them to submit the proposals. These workshops will be organized on a regular basis at various locations involving experts from both within and outside VISTAS. In addition to this, the respective Schools/Departments may conduct Research Colloquiums to propel the research by throwing light upon the new avenues of research and also to share the research outcomes of the faculty members and research scholars with their fellow colleagues.

4.3.3 Procedure for submission of Research Proposals: Prior to submission to the funding agency, all research proposals must be submitted to the Registrar, VISTAS through the respective Dean/Director/HOD at least 2 weeks in advance to the deadline for submission to the concerned funding agency.

**RESEARCH
PROJECT
MANAGEMENT**

4.3.4 Research Project Management: It is the responsibility of the Principal Investigator (PI)/ Project Coordinator to ensure smooth management of research project and implementation as per the procedures laid down by the relevant funding agency. It may include, but is not limited to:

- (a) Hiring of manpower
- (b) Purchase of equipment and consumables
- (c) Utilization of Contingency and Overhead Expenses
- (d) Timely submission of technical and financial reports

4.3.5 Project Monitoring and Assessment of Project Outcome: The progress of all research projects, funded by external or internal sources are to be monitored by a committee comprising of 3-5 experts from either within or outside the institution duly constituted by the Dean/Director. The Dean/Director/HOD will monitor the progress of the funded projects on a periodic basis. The Committee has to evaluate the progress of the project as per the timelines detailed in the sanctioned project to identify bottlenecks if any, and to offer suggestions for better research outcomes.

4.3.6 Utilization of Project Funds: All funds allocated in the research project are to be utilized for the specific purposes for which they have been allocated (for e.g., manpower, equipment, consumables, travel, contingency, etc). The rules and regulations of VISTAS are to be followed in all such activities besides following the guidelines as laid down by the relevant funding agency.

4.3.7 Research Infrastructure:

It is imperative that state-of-the-art research facilities are to be developed, maintained and continuously upgraded to enable and facilitate cutting-edge research for generation of new knowledge, products, tools and technologies. The Planning and Monitoring committee will periodically meet and strategically facilitates the Research and innovations of this institution.

4.3.8 Utilization and Dissemination of Research Outcomes:

While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels (students, faculty and staff) in various domains (social sciences, biomedical sciences, basic sciences, life sciences, engineering and technology, etc), it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of VISTAS, both at national and global levels. This may include

- (a) **Protection of Intellectual Property (IP)** generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use by obtaining **Intellectual Property Rights**. For more info, refer IPR policy.

The academic institution is free to enter into revenue sharing agreement(s) with the researcher(s), in cases of commercialization of innovation(s), creation(s), etc., as per the advice of the IP cell.

The details of revenue sharing may be decided, based on the type of IP and the nature of commercialization.

The academic institution may adopt various models for royalty sharing amongst creator(s)/ inventor(s) and institution/ organization; a suggestive arrangement is given below:

- a) 60:40 ratio of revenue sharing: 60% of the royalty/ technology transfer amount with the researcher and 40% with academic institution.
- b) Deciding the division of royalty based on fixed slabs:

Inventor- Institute Revenue Sharing for Transfer of Technology

S.No	NET EARNINGS	INVENTOR(S) SHARE	INSTITUTION'S SHARE
1	For the Revenue generated from an IP (INR)	60%	40%

Industry- Institute Revenue Sharing for Transfer of Technology

S.No	NET EARNINGS	INDUSTRY SHARE	INSTITUTION'S SHARE
1	For the Revenue generated from an IP - Product (INR)	60%	40%

(b) Publications in peer-reviewed Articles:

To gain recognition among peers for the quality of research being undertaken at VISTAS the recent outcomes are to be published in quality peer reviewed journals and books.

The faculty who published their outcomes in peer reviewed journals are entitled to receive incentives based on the number of articles published, the impact factor and the outcome of the research.

(c) Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad, the faculty who published their outcomes in peer reviewed journals are entitled to receive incentives proportionate to the value and outreach, for which number of articles published and the impact factor of the journal(s) may be considered as indicators.

(d) Presentation of Research Findings at Symposia/Conferences and similar forums to share research outcomes and invite comments and suggestions from peers in related fields, and also to forge collaborations with eminent researchers outside VISTAS.

(e) Publication of Monographs/Books/Book Chapters for compiling advances in a specific area of research and its dissemination to specific target audiences.

(f) Publication of e-Journals by various departments/schools are encouraged with a prime focus to disseminate the research outcomes of the faculty of VISTAS and also to represent the view of the professionals to the global community. The funds required for the operation of the journals may be included in the respective annual department/school budgets.

(g) **Incentives** are also entitled for the Research Supervisors of Ph.D upon award of Ph.D degree, recognizing their involvement in building up of quality research in this institution.

All research is required to be conducted in accordance with the rules and regulations of VISTAS in compliance with all the obligations of the respective statutory body.

1. Gradually increase the scholar publication count and making SCOPUS / WOS / SCI / SCIE with a high citation impact factor, a mandate with pre planning and awareness. We can plan to implement for all research scholars by amalgamation of VISTAS Research for Innovation and Excellence.
2. Publication of two research articles in peer reviewed journal is mandatory in the existing research policy for the PhD scholars at the time of synopsis submission.
3. However, in order to encourage publication in Scopus/ WoS / UGC CARE/ SCI/SCIE /SCIJ/SSCI/AHCI/ESCI indexed Peer reviewed Journal, with higher Citation Impact Factors' the minimum requirement for publication is mandatory as detailed below.

Subjects	Minimum requirement
Science, Engineering and Pharmacy	2 Scopus indexed / WoS Journal Publications (SCIE, ESCI) + 1 International Conference Publication with ISBN
Medical, allied Health Sciences, Social Sciences, Languages and School of Education	1 Scopus Indexed / WoS journal Publication (SCIE, SSCI, AHCI, ESCI) +1 Peer Reviewed journal publication +1 International conference Publication with ISBN
Law, Music & Fine Arts, Yoga and Astrology	2 Peer Reviewed Journal publications +1 International conference Publication with ISBN

CONSULTANCY PROJECTS

5.0 Consultancy Projects

VISTAS have expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organisations. The faculty are advised to adhere to the following guidelines while engaging in any consultancy job:

5.1 A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organisations (within India and abroad), primarily for their purposes.

5.1 A. Faculty members should not use the name of VISTAS or its logo for consulting work, consulting reports, etc. except to identify the association of the consultant with VISTAS.

5.2 The requirement originates from the industry/other organisations concerned or faculty can approach industry/other organisations. The faculty is expected to estimate the time and cost required to accomplish the task.

5.3 Proposal is then prepared by the PI.

5.4 The budget for the proposal should be in one part. It should reflect project consultancy fee for PI, co-PI and other investigators, 50% overheads to VISTAS, and service tax on total amount, if applicable. Service tax is subject to periodic revision by the Government of India. Service tax is not applicable on projects, if the funds are received in foreign currency. Expenses on equipment, supporting manpower, travel, contingency must also be included in the budget, if necessary. (The faculty is advised that if the expense on equipment, supplies, manpower, travel, etc. is large, then these must be proposed as a separate R & D project.).

These are summarized in the table given below:

Budget for Consulting Projects		
Consulting fee to be paid to PI	C1	
Consulting fee to be paid to Co-PI	C2	
Consulting fee to be paid to other investigators	C3	
Total consulting fee	C	$C = C1+C2+C3$
Equipment	E1	
Supplies and any contingent expenses	E2	
Manpower (students, external experts)	E3	
Travel etc,	E4	
Total other expenses	E	$E = E1+E2+E3+E4$
Total expenses	T	$T = C + E$
Overheads to VISTAS (50% of Total consulting fee)	O	$O = 0.5*T$
Sub-total including overheads	S	$S = T+O$
Service tax	N	$N = 0.1236*S$
Total consulting charges	Z	$Z = S + N$

5.5 All consultancy proposals must be sent under signature of the PI to The Registrar for endorsement and approval by the Dean/Director/HOD of the concerned School(s).

5.6 Office of the Registrar will assign a unique internal number to the project proposal.

5.7 The faculty or PI has to handle the project account and spend funds as required. Share of the Institute as agreed must be credited to VISTAS wherever applicable.

5.8 All payments for consultancy work must come in the name of The Registrar, Vels Institute of Science, Technology & Advanced Studies (VISTAS), Chennai. The Institution will then do the needful for complying with statutory laws.

5.9 Payment to be made to VISTAS as per agreed upon milestones. 100% advance payment should be made if project is in one phase. If project is divided into phases, then 100% advance payment should be made before beginning of each phase. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

5.10 In international consultancy projects: a. Funds are received in foreign currency; b. service tax is not applicable; c. The consultancy assignment with the other party/funding agency of foreign origin should be in conformity with the laws of all the Countries involved and/or international laws as the case may be.

5.11 IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared by IIPC before signing MoU/agreement. Preferably, IPR will be jointly shared by VISTAS and the industry/ organization unless specified in agreement.

5.12 When MoU/agreement is cleared from all angles and acceptable to both the parties, it will be signed by the PI and the Registrar and industry/organization. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of the Registrar and a copy given to Finance section of the campus.

5.13 Project responsibility: These projects are headed by a Principal Investigator (PI), and may have Co Principal Investigators (Co-PIs) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.

5.14 The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority, if required.

5.15 After completion of the project, final report should be submitted to the funding agency with a copy to the office of the Registrar.

5.16 The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to VISTAS including the equipment if any with proper entries in the stock registers.

5.17 The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.

5.18 Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

5.19 The services of employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute. Such work by employees may be compensated by suitable honoraria and must be a part of the budget.

5.20 Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of budget.

5.21. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Dean/Director/Head of the Department.

5.22 Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Dean/Director/Head of the Department and The Registrar. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

The consultancy revenue sharing shall be distributed as follows

Categories	Type	Principal Consultant and team Members	Concerned Department	VISTAS
Category 1	Individual Consultancy	80%	10%	10%
Category 2	Institutional Consultancy	60%	20%	20%
Category 3	Departmental Consultancy	60%	20%	20%
Category 4	Testing and Evaluation /Calibration and Standardization Services Analysis and Characterization of Samples	30%	40%	30%

5.23. Create Research Philosophy

- 1. Organize Regular Orientation Program:** Orientation sessions for new full-time PhD research scholars and faculty members, inviting external experts to provide insights into advanced research techniques and industry expectations to motivate and gain confidence on Grantsmanship, research methodologies, publishing in high-impact peer reviewed journals, value of Patents, technology commercialization, intellectual property rights etc., networking with appropriate industries.
- 2. Grantsmanship and Funding:** Regular monitoring and guidance to apply appropriate national and international research grants.
- 3. Collaboration:** Establish partnerships with leading research institutions and industries for Centre for Excellence.
- 4.** Establishing a network of Technology Business Incubators (TBI) and Science & Technology Entrepreneur's Parks (STEP) on collaborative mode.
- 5. Boosting technology development** in Emerging Research Domains like AI, Robotics, IOT through Research and Technology Innovation Hubs.
- 6. Full Time Researchers:** Increase the count of full-time scholars by introducing a minimal stipend covering @ National and International level.

7. To encourage more full-time research scholars, introducing a minimal stipend for full time scholars through **VRF and also on project based with Industry tie-ups**. Currently, **selected scholars receive stipends**; extending this support to PhD scholars will enhance and support a larger pool of research talent. Attracting the best talent pools to pursue their career in science model program.

6.0 Testing Projects

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification, drugs identifications, estimation and evaluation of unknown species. The Institute can undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job. The procedure for overall operation of the project is similar like that of consultancy project.

General Guidelines

6.1 The testing jobs do not require a formal MoU. However, the requirement by the industry /organisation may be submitted in the prescribed format. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.

6.2 Involving Foreign Collaborators: The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

6.3 Publications of Results: Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications. If the results of research are to be legally protected, the results should not be published without taking proper legal protection for such research results.

6.4 Retainership: With the permission of the Registrar, the faculty members of the Institution can accept retainership of the reputed organizations. The fees thus earned shall be shared as per rules laid down above. Formula to share the retainership is to be worked out in due course

of time. An undertaking is required from the concerned Faculty member indicating any conflict of interests between VISTAS and other organisations.

6.5 External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to receive honorarium/ fees. The honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

6.6 Conflict of Interest: Consultants shall disclose to the Registrar in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. The Registrar will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

Consultants should not use the Institute name or the fact that they are affiliated with the Institute, in a manner that (i) suggests that the Institute approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or (iii) may be interpreted to communicate the official position of the Institute on any issue of public interest.

6.7 Exceptions: Items like royalty from books and honorarium for Expert Committee meetings, invited lectures, PhD viva/evaluation, invited for training programmes, organization of conferences/workshops are not covered under consultancy.

7.0 Guidelines for Vels Seed Grant

7.1 VISTAS provides seed grant for initiation of research activities with an objective to inculcate research culture among young faculty members and creation of knowledge through research. Committed to be a Research & Innovation driven institution, VISTAS aims to contribute to the country becoming a global knowledge superpower through quality

education, research and innovation. In order to achieve this goal, VISTAS seeks to strengthen research and innovation activities by motivating young faculty members who may not get external funding in the beginning of their research career by providing seed grant to undertake mini research projects. In addition, the faculty members joining from abroad may also need to generate research data in India before submitting proposals to the external funding agencies. For this, it is desirable to have Seed money scheme. This will enable an early start of research work until sponsored projects from outside agencies are granted to the concerned faculty.

The total budget allocation for this scheme for each year under these guidelines is Rs.1 Crore with a maximum of Rs.2 lacs for each project.

7.2 The main objectives of the Vels seed grant are

- to provide support to initiate the research activities which has the potential of scholarly achievement
- to accelerate the possibilities of receiving extramural funding
- to promote research attitude among young faculty members and creation of knowledge through research.

7.3 The eligibility for the application to this seed grant is restricted to the following:

- i. The applicant must be a full-time faculty in VISTAS.
- ii. The PI must be a Ph.D degree holder and must have published at least two research papers in reputed Journals.
- iii. Faculty members who have submitted their Ph.D Thesis is also be eligible to apply.
- iv. The seed money grant is not intended to be used as supplement to extramural grant.
- v. Seed money is gener provided for only one project/scheme.
- vi. The project can be submitted by the individual faculty member or jointly with another faculty member of VISTAS either from the same department or other schools/ departments of VISTAS.

7.4. The procedures to be followed towards the submission of a proposal to obtain seed grant are:

7.4.1 The project proposal should be submitted as per format attached in **Appendix-I**.

- 7.4.2** The maximum project duration will generally be one year (not more than 2 years in any case).
- 7.4.3** The total budget of the project should not exceed more than Rs.2.00 lakhs. The budget given in the proposal should be well thought of and would be available for
- i. Minor equipment related with proposal
 - ii. Consumables
 - iii. Travel support with the country for proposed research work.
 - iv. Contingencies.
- 7.4.4** The project proposal is to be evaluated by the Expert Committee and on its recommendations to the empowered committee. The evaluation format to be used by the EC is given in **Appendix-II**
- 7.4.5** The candidate has to submit a declaration form (**given in Appendix – III**) once the sanction order is received and a report has to be submitted after the completion of project.
- 7.4.6** The outcome of the project should be in the form of a patent, publication or a product/Technology.
- 7.4.7** Based on the findings, PI can submit a new project proposal to the outside funding agencies.

PLAGIARISM

8. Plagiarism Policy

8.1. Introduction

Vels Institute of Science, Technology, and Advanced Studies is committed to promoting academic integrity and ensuring that all work submitted by students, faculty, researchers, and staff reflects originality, ethical scholarship, and intellectual honesty. This policy is designed to prevent and address any form of plagiarism in academic and research work. It applies to all individuals associated with the institute, including students, faculty, researchers, and non-teaching staff.

8.2. Scope

The Plagiarism Policy covers:

- **Academic Submissions:** Theses, dissertations, research papers, essays, assignments, project reports, and any form of coursework.
- **Research Publications:** Articles, chapters in books, conference papers, and any other published materials.
- **Creative Work:** Any form of intellectual property, including designs, figures, and data, produced under the institution's name.
- **Collaborative Work:** Group projects, co-authored publications, and any collective intellectual output.

8.3. Definition of Plagiarism

Plagiarism refers to the act of using someone else's work, whether published or unpublished, ideas, language, or expressions, without proper acknowledgment or citation. It includes:

- **Direct Plagiarism:** Copying text word-for-word from a source without proper citation.
- **Self-Plagiarism:** Reusing one's previous work or publications without acknowledgment.
- **Paraphrasing Plagiarism:** Rephrasing someone else's ideas without citing the original source.
- **Mosaic Plagiarism:** Incorporating ideas or language from various sources into a new work without crediting the sources.

- **Accidental Plagiarism:** Failing to cite sources correctly, often due to negligence, which is still treated as plagiarism.

8.4. Levels of Plagiarism

To address plagiarism proportionately, it is classified into four levels, as follows:

- **Level 0 (Minor Similarities):**
 - Similarities up to 10%.
 - No significant action required; the submission is acceptable without penalty.
- **Level 1 (Minor Offense):**
 - Similarities from 10% to 40%.
 - The student or author will be asked to correct the content and resubmit. A warning will be issued, and counselling on academic integrity will be provided.
- **Level 2 (Moderate Offense):**
 - Similarities from 40% to 60%.
 - The work must be resubmitted after significant revision. A deduction in marks or grade may be imposed. Faculty or researchers may face suspension of privileges.
- **Level 3 (Severe Offense):**
 - Similarities above 60%.
 - Immediate and severe consequences, including failure in the subject or project, suspension, or even expulsion from the institute. For faculty, this may involve dismissal or termination.

8.5. Detection and Reporting of Plagiarism

- The institute will implement the use of plagiarism detection tools such as Turnitin or any other approved software for all academic submissions.
- All students, faculty, and staff must check their work for plagiarism before submitting it.
- Each submitted work (thesis, dissertation, research papers, etc.) must be accompanied by an **undertaking** stating that the work is original and free of plagiarism.

- Faculty must submit a **certificate of originality** for the work supervised under their guidance, ensuring that it is free from plagiarism.
- Plagiarism detected in any document will be reported to the Departmental Academic Integrity Panel (DAIP), which will investigate the matter.

8.6. Awareness and Training Programs

To prevent plagiarism, the institute will organize regular training and workshops on:

- Proper citation techniques and avoiding plagiarism.
- How to use plagiarism detection software.
- Academic integrity and responsible research practices.
- These programs will be mandatory for all new students, faculty, and staff, ensuring a clear understanding of the consequences of plagiarism.

8.7. Submission to National Repositories

- All theses and dissertations will be submitted to **ShodhGanga**, the national repository for higher education, within one month of degree award, as per UGC regulations.
- Vels Institute will also maintain an institutional repository on its website, where research papers, publications, and other academic work will be made available.

8.8. Transparency and Record-Keeping

All records related to plagiarism cases will be securely stored by the institute and shared with concerned parties as needed. This ensures transparency in handling cases of academic dishonesty. The plagiarism policy and procedures will be made available on the institute's website.

Vels Institute of Science, Technology, and Advanced Studies is dedicated to fostering a culture of honesty, integrity, and ethical scholarship. This Plagiarism Policy reflects our commitment to uphold the highest standards of academic and research integrity. All members of the institute are encouraged to abide by this policy to contribute to a transparent and ethical academic environment.

FORMAT FOR PROPOSAL SUBMISSION

1. Project Title

2. Project Cost (Amount in Lakhs)

3. Duration (in months)

4. a) PI Name

b) Designation

c) Date of Birth

d) Date of Joining

e) Details of Doctoral degree: Title & Year of Award

f) Post-doctoral experience, if any

5. a) Co-PI Name

b) Designation

c) Date of Birth

d) Date of Joining

e) Details of Doctoral degree: Title & Year of Award

f) Post-doctoral experience, if any

6. Introduction: (should contain the scientific rationale which should include the origin of the problem, brief review of R&D in the field, National & International status& significance of study)

7. Objectives (Precise & quantitative)

8. a) Work Plan:

b) Methodology: (It should contain all the details including clear plans as to how each of the objectives will be addressed)

c) Time Schedule of activities giving milestones through BAR diagram.

d) Expected outcome within the duration of project

9. Suggested Plan of action stating the name of funding agency where the project will be communicated for financial support within the time period of project.

10. Bibliography:

11. List of publications published by the Investigators, if any:

12. Fund requirement

Sl. No.	Head	Amount
1	Minor Equipment	
2	Consumables	
3	Travel support for the purpose of research work	
4	Contingency	
5	Others	
	Total	

Appendix II

EVALUATION REPORT OF THE PROJECT PROPOSAL

1) Significance and Innovation (Mark on a scale of 1-10)

- Is the Project Scientifically/Academically significant?
- Is there any innovation in the approach?
- Can the project generate: New Knowledge, New Methods, New technology (Please tick one)
- Does the proposal have inherent strength to lead to another proposal to external agency

2) Approach and Work Plan

- Is there a clear hypothesis that drives this work
- Is the research plan clearly presented and realistic
- Is Proposed Schedule clearly indicated
- Are Research Objectives clearly defined
- Are Proposed Methods appropriate for the project
- Is the proposed budget appropriate? (If No) Please Elaborate

3) Please provide a one-paragraph summary of your evaluation and a clear recommendation with justification.

4) What are the main strengths of this proposal?

5) What are the weaknesses, if any of this proposal?

6) Final Recommendation

Appendix – III

Declaration:

1. The above project proposal is not submitted to or funded by any other agency.
2. General facilities such as furniture, laboratory space, access to internet, etc. are available in the Department. Other facilities such as library, experimental field and CIF and workshop facilities, etc. available within the University shall be accessible and shared.
3. I/we shall abide by the rules and regulations governing the seed grant/minor research project.
4. The project shall be completed within stipulated period. If unable to do so, and if the University is not satisfied with the progress of the research work, the project may be terminated and the grant money should be paid back to the University.

Signature

**IMPLEMENTATION
AND
MONITORING**

**GUIDELINES FOR VELS
SEED GRANT**

**SUBMISSION OF PROJECT
PROPOSAL**

**EVALUATION OF THE
PROJECT PROPOSAL**

**INTIMATION OF SELECTED
PROJECTS TO PRINCIPAL
INVESTIGATORS**

**SUBMISSION OF
DECLARATION FORM**

IMPLEMENTATION

**REVIEW ONCE
IN 6 MONTHS**

OUTCOME

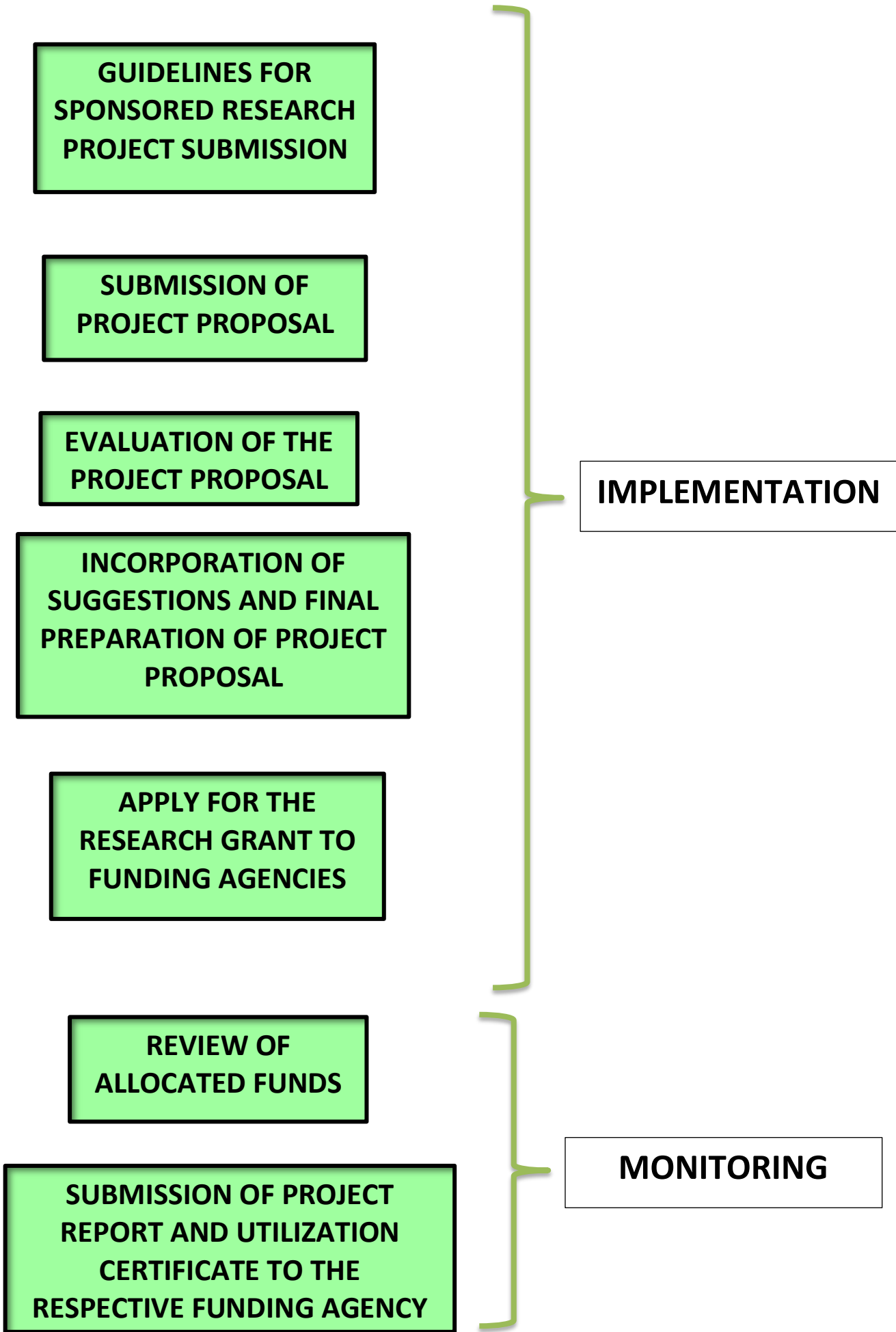
PUBLICATIONS

PATENTS

TOT

MONITORING

**PROJECT
COMPLETION
CERTIFICATE**



INCENTIVES

VISTAS – Publication and Patent Incentive Policy

Purpose:

To encourage faculty engagement in high-quality research and scholarly activities and to cultivate a vibrant and dynamic research culture in the institution.

Eligibility:

The faculty member must have published research articles in journals, conferences, or patents, and these publications must be indexed in relevant databases.

To claim an incentive, the following norms must be followed:

- **Submission of Application:**
 - The faculty member must submit an application for the incentive to the Internal Quality Assurance Cell (IQAC).
- **Verification of Documents:**
 - The Data Resource Centre will review and verify the submitted documents to ensure accuracy and compliance with the incentive criteria.
- **Submission of Report:**
 - After verification, the Data Resource Centre will submit a detailed report to the Publication Committee.
- **Validation by Publication Committee:**
 - The Publication Committee will then validate the report and documents. Once validated, they approve the incentive.

Incentive for the publications

S.No.	Particulars	Incentive norms (In Rs.)
		First/ Corresponding / Co-author / Adjunct Author
1	Web of Science (SCIE, SSCI, AHCI, ESCI) Journals with Impact Factor (IF)	
	IF 0 - 1	10,000
	IF 1 - 2	12,500
	IF 2 - 3	15,000
	IF 3 - 4	17,500
	IF 4 - 5	20,000
	IF 5 - 6	22,500
	IF 6 - 7	25,000
	IF 7 - 10	30,000
	IF > 10	50,000
2	Scopus Indexed Journals	10,000
3	Book Published (International)	10,000
4	Book Published (National)	5,000
5	Book Chapter Indexed in Scopus	10,000
6	UGC Journals	3,000
7	Conference Proceedings indexed in Scopus	10,000
8	Full paper Conference proceedings with ISBN number	Actuals with ceiling of 3,000

- For WoS Impact Factor Journals, the Article Processing Charges (APC) of 50% or Rs. 50,000 whichever is lesser is borne by VISTAS. If claimed, under this head the article is not entitled for incentive.
- In case of Scopus Journals, the Article Processing Charges (APC) of 50% or Rs. 10,000 whichever is lesser is borne by VISTAS. If claimed, under this head the article is not entitled for incentive.

- Open access charges of articles published in Q1 and Q2. Actuals of APC up to 30,000.

Incentive for patents

S.No.	Particulars	Incentive norms (In Rs.)	
		First/	Corresponding / Co-applicant
1	Utility Patent – Grant with VISTAS as applicant	Rs 10,000	
2	Utility Patent – Grant with VISTAS as applicant (VISTAS sponsored for patent filing/publishing/examining)	Rs 5,000	
3	Utility Patent – Grant with VISTAS as affiliation	Rs 10,000	