

**SAGAR INSTITUTE OF RESEARCH & TECHNOLOGY,
BHOPAL (MP)**



RESEARCH & DEVELOPMENT POLICY

Rules and Regulations

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Introduction:

Sagar Institute of Research and Technology (SIRT) believes in a judicious combination of teaching and research for the benefit of the student community at large. The Institution envisages innovation and technological development through its R&D cell. It has plans to cultivate academic and research collaborations with national and international universities i.e., government agencies, and industries to meet the immediate and long-term needs of society and the industry. The Institution also remains committed to long-term research as the foundation for future development.

Objectives of Policy:

- To nurture creative thinking.
- To imbibe a culture of scientific integrity and research ethics.
- To assist faculty members with research methodologies and urge/ motivate them to consistently publish their research work.
- To encourage faculty members to initiate research projects/summer projects/internships with students, with an intention to publish their research work, to signify the importance of their project work, in order to stimulate creative thinking, motivate innovation, demonstrate, and assimilate a practical or applied approach to academia.
- To promote interdisciplinary research interests.
- To encourage faculty members who seek higher education, with special guidance to enable them to register and attain a Ph.D. degree from the University of repute.
- To organize/coordinate training programs on advanced and latest topics or subjects to keep faculty members updated and informed on emerging areas.
- To provide national and international exposure to students with conferences as a platform to enhance their skills.
- To inspire unconventional, economical, industry-related, and application-oriented projects for students.



Long-term Goals

We aim to frame regulations and systematize procedures to establish the scope for innovative research, promote the scientific interests of the students and faculty members, and strive to achieve national and international collaborative research grants and toil to achieve distinguished recognition of the university in the field of research and development. We focus to achieve meritorious rank on national and international levels in the field of research and development.

- The science instrumentation centre, CoEs, sponsored centers from industries.
- To synergize a scholarly culture through research and creative endeavors that accelerate the phenomenon of giving back to society.
- To synergize collaborations that strengthen the expertise to build a dynamic intellectual capital.

Short-term Goals

- To initiate/stimulate research culture.
- To ensure good quality publications.
- To motivate and facilitate project submission to various funding agencies.
- To grow consultancy projects.
- To encourage to file useful patents for technology transfer to industries.
- To generate revenue by offering R&D expertise and services to academia and industry.
- To generate revenue from commercialization in the IT field.

Central R&D Cell:

The R & D cell comprises faculty members from various departments in the Institution. This committee oversees the smooth and efficient coordination of research and development activities in the Institution, thus fostering overall growth. The members will contribute to enhancing research and development at the Sagar Institute of Research and Technology.



The R & D Committee will plan, promote, and evaluate R&D activities like funded R&D projects and consultancy projects at the Institution level.

The members meet quarterly to discuss the status of ongoing projects, set targets for every year and devise plans to achieve the targets.

The R&D cell measures the attainment of achievements and recommends the performer for appreciation. A senior faculty heads this cell in the capacity of R & D Coordinator, with the Director of the Institute providing advisory support.

Constitution of R&D Cell:

The Constitution of the cell is as follows.

1. **R & D Coordinator.**
2. **Members:** Single point of contact (SPOC) from every department. Each department has a department R&D Coordinator who will monitor the R&D activities of the department. The faculty of the departments will be grouped into clusters based on their interest and expertise they will be encouraged and supported to prepare the projects.

Funded Projects and Consultancy Work:

The general guidelines for faculty engaging in research, development and consultancy are as follows:

1. Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co-Investigator and then by the concerned Head of the Department/experts in the department. This may be followed by a review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.
2. All applications related to R&D shall be routed through the Director along with one hard copy for R&D records. A soft copy shall also be emailed to the R&D coordinator, the department R&D cell and to the Head of the Department.
3. Separate stock registers shall be maintained for the entire R&D projects, granted from the externally funded projects in every department.
4. Purchase of equipment and software and submission of the audit report thereof shall follow the Finance officer's guidelines.



5. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
6. In case the Principal Investigator leaves the Institution, all the items purchased shall remain as an asset of the Institution.

IPR Policy:

Receiving an IPR for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering for the IPR. The IPR shall irrevocably be registered in the name of the Institution with the researcher's name prominently featured as the inventor. The commercial aspects shall be mutually worked out between the Institution and the researcher. If the patent is filed by the Institution, then 100% of expenses are borne by the Institution.

Academic Research Policy:

1. The faculty of each department shall conduct research in focus areas.
2. Faculty publication in either WEB OF SCIENCE or SCOPUS-indexed journals is appreciated at the institute level.
3. Individual Citation Score needs to be improved by publishing in reputed journals.
4. All publications and research papers of faculty must go through a plagiarism check.
5. B.Tech./M.Tech./MCA/MBA projects shall be research-focused.

Incentive Policy:

1. The faculty members who received sponsored research projects from government funding agencies are eligible for incentives in terms of increment.
2. Faculty members or students presenting a research paper at any conference of repute may claim registration fees. The institute provides the complete amount of registration fees to the concerned person.
3. Faculty members who published SCI papers/books as first authors/corresponding authors with institute affiliation will be awarded incentives in terms of increments.
4. The faculty members are provided with OD for attending conferences/FDP/workshops.
5. For filing a patent or copyright, filing fees will be paid by the institute.



R&D Awareness Programs:

The following activities are conducted for the R&D awareness programs:

- Workshops on research methodology.
- Hands on session for IPR filling.
- Research paper writing training for students.



Director

SIRT, Bhopal

DIRECTOR

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