



**RAJALAKSHMI
ENGINEERING COLLEGE**
An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai



**RAJALAKSHMI ENGINEERING COLLEGE
THANDALAM, CHENNAI 602 105
INSTITUTIONAL RESEARCH POLICY**

PREAMBLE

Research and Development activities in emerging areas have come to play an important role in any educational institution apart from adopting the best Teaching – Learning processes. So, an Institutional Research Policy has been framed to be made applicable to all the faculty members, students and staff, involved in any form of research activity carried out in the institution. These policy statements apply to full-time and part-time scholars as well as employees appointed on contract basis. All research activities should be undertaken in compliance with this Institutional Research policy.

The college is recognized as a Scientific and Industrial Research Organization by (DSIR), Govt. of India. The institution has well equipped Physics, Chemistry and other engineering laboratories. There are State of the Art Computer laboratories with adequate computing facilities in all the departments and centers.

I GENERAL FEATURES

The research policy is framed with the objective of motivating all the researchers to gain expertise through continuous learning in the field of specialization, in tune with the Industry 4.0 and aiding the process of teaching and research pursued together, by the faculty members to ensure continuous development of the institution and taking it forward towards attaining its vision of producing highly competent professionals. It also aims at motivating the students to make an in depth study and carry out their project work which is a part of the curriculum or for taking part in national and international competitions, ending up with innovative research outcomes and enabling the planning and all the other processes involved in the research activities which could lead to Patents and publications.

II RESEARCH POLICY STATEMENTS

1 Policies concerning the researchers

- i. The researchers should maintain high standards of honesty and ethical attitude in all the research activities.
- ii. Those carrying out research should get necessary approval from the concerned Head of the Department for utilizing the laboratory, equipment or other facilities. These facilities should be handled with all the care and necessary precautions.
- iii. Attempt should be made to publish the outcomes of the research as papers





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- in reputed journals and conferences. Before submitting for publication, the authors should check the permitted plagiarism limit and once a paper is accepted by the journal or conference, it should be informed to the Publication forum of the college.
- iv. Principal Investigators and Co-Investigators carrying out sponsored projects should obtain necessary approvals for the purchase of equipment and maintain an inventory with proper tagging for their utilization.
 - v. In case of collaborative research consisting one or more teams, the Principal Investigator should ensure that the members of the Research group are aware of and comply with the research policy.
 - vi. Research collaborators, at the commencement of their collaboration, shall make all reasonable efforts to frame agreement, preferably in writing, that is consistent with the Institutional Policy relating to intellectual property rights and future use of Data. In the event of any dispute between Research collaborators concerning rights to and future use of the Data, the Institute shall assist in facilitating the resolution of dispute.
 - vii. The progress report as required by the sponsoring agencies should be sent in time. The audited statement of accounts should also be prepared and submitted as soon as the project is completed.
 - viii. Internal Researchers shall include his or her affiliation with our Institute in all publications resulting from Research undertaken. External researchers should acknowledge the institute in case facilities at the premises are utilized.
 - ix. The Researchers shall collect Data concerning human and animal subjects in accordance with the ethical guidelines governing the use of such subjects and shall respect the laws governing to personal information and privacy in collection and use of such data. Approval from ethical committee constituted by the college may be obtained wherever necessary.
 - x. If the research outcome, resulting in a product or process having a scope for patenting, the researchers should abide by the guidelines of the internal IPR cell. Any possible publications concerning such outcomes should be made only after the filed patent reaches a stage as per IPR rules.
 - xi. The Researchers shall not enter into any private agreement with any other organization without the approval of the institution
 - xii. The Researchers dealing with hazardous materials should take appropriate precautions to prevent any injury to the persons or damage to equipment or institutional property around. They have to take appropriate measures to address such situations in accordance with emergency policies
 - xiii. The Researchers (internal & external) ending up with a granted patent and wanting to go for commercialization should comply with the Institutional policy governing Intellectual Property Rights. There should be no conflict of interest with the Institutional Policy.





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2. Research Management

The CSRC will have an advisory role, and all Research advisory members will monitor, review and execute the activities of CSRC.

3 The Composition of CSRC Team

The CSRC will be headed by a senior academician as the chairman and will include 5 eminent researchers from institute and industries. This team will guide and provide suggestions to improve the research activities of the Institution.

4 Disputes Resolution

The Institute shall facilitate the resolution of disputes between Research collaborators (“the disputants”), In case of a conflict or dispute arises, Principal of the Institution will appoint committee to resolve the issues and will enable the smooth execution of the research.

5 Research Funds

Principal Investigator and Co-Principal Investigators of the project in coordination with the purchase committee and CSRC procure the equipment approved by the funding agency under the respective projects as per the norms of the project and the funding agency and create facilities.

The Researchers shall comply with the policy of our institution and applicable Agency policies and guidelines relating to the management and disbursement of funds and reimbursement for expenses.

The Researchers shall acknowledge in all published works, all the Agencies and other public and private funding sources which supported his or her Research.

a. Research Involving Human and animal Subjects

A Researcher conducting Research involving human subjects:

- shall obtain the prior approval of the Institutional Ethics Board before engaging in human subject participants and respect the legal and moral rights of the persons who are the subjects of the Research and.



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S. S. Sengupta

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- shall not accept any personal benefit (including a bonus or milestone payment) for enrolling a particular number of patients or for meeting a deadline in recruiting human subjects;
- A Researcher conducting Research involving animals shall conduct such Research in accordance with the highest ethical standards and comply with the policies and guidelines of Animal ethical care.

b. Incentives

Encouragement and support is provided by the institution to improve research, publications, and patents and travel support within the country and also for going abroad if required.

Incentives are based on the quality of publication and the amount procured from the funding agencies. Revision in incentives will be made as and when needed.

6 Review of Research Policy

CSRC meeting will be held once in every three months on the research activities of the institution. The Institutional policy will be reviewed once in three years or whenever required under exceptional circumstances identified.



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S. L. Muthu

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RAJALAKSHMI ENGINEERING COLLEGE, THANDALAM

PUBLICATION POLICY

PREAMBLE

The College is committed to adhere to the publication ethics. While encouraging academic freedom and innovative thinking, it is essential to produce original research of highest quality, devoid of plagiarism of any sort, Plagiarized works are unprofessional and they do not bring any credit to the authors and result in improper utilization of resources. The publications produced out of such work will also be viewed as very inappropriate by the editors and reviewers.

I GENERAL FEATURES

The college expects the highest level of honesty in all the academic pursuits of teachers and students and supports the research activities, in order to comply with the following code:

1. Plagiarism such as claiming another's paper as one's own, copying or paraphrasing substantial parts of another's work without due acknowledgement and claiming credit are to be totally avoided.
2. Faculty and students shall refrain from taking any activity that could lead to a conflict of interest. Any instance of fabrication or misrepresentation will be considered as unethical and will lead to legal consequences.
3. All thesis/dissertation manuscripts submitted by Post Graduate students are subjected to a plagiarism check. The thesis/dissertation will be accepted, only the percentage of plagiarism is less than 35%; otherwise, it will be rejected.
4. Faculty/students who desire to publish a research paper in any conference or journal must check for plagiarism, confirm that it is within the permitted percentage, get the approval from the HOD, and then only submit the paper.
5. Since March 2017, REC has started providing incentives to faculty who publish technical papers in quality journals. The quality metric is derived directly from Scopus/SCI/SCIE/Web of Science.



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S. G. Natarajan

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II PUBLICATION POLICY STATEMENTS

1. The incentives are proportional to the ranking of the specific publication detailed as follows:

Table 1: Publication incentives for papers published in National and International Journals

Sl. No.	Range of Impact Factor/ Cite Score	Indexed with Scopus	Indexed with SCI or SCIE or Web of Science or PUBMED
		Amount in Rs.	Amount in Rs.
1	with no impact factor	6,000	10,000
2	0.01 to 1	9,000	15,000
3	1.01 to 3	12,000	20,000
4	3.01 to 5	17,000	25,000
5	5.01 to 10	22,000	30,000
6	More than 10	27,000	35,000

Note: The impact factor value will be obtained from Clarivite Analytics (Web of Science) and Citescore will be taken from Scopus database and higher of the two will be taken for fixing the incentive.

2. **Distribution of incentives to the author position in the research article:**

Table 2: Distribution of incentives to authors

S. No	Authors from REC	% of incentives
1	Single author from REC	100%
2	First author and one co-author from REC	First author:60% Co-author: 40%
3	First author and two co-authors from REC	First author:50% 1 st Co-author: 25% 2 nd Co-author:25%
4	First author and three co-authors from REC	First author:40% 1 st Co-author: 20% 2 nd Co-author:20% 3 rd Co-Author:20%
5	First author from outside REC, other co-authors from REC	50% equally shared among the co-authors from REC

3. We are also providing incentives for the h-index and citations received as per the following table.





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Table 3: Based on citation Index

Sl. No.	h-index range	h-index value in Google scholar (since last five years)*	h-index value in Scopus**	h-index value in Web of Science**
		Amount in Rs.	Amount in Rs.	Amount in Rs.
1	3 to 5 (with min. 20 citation per CY)	10,000	15,000	20,000
2	6 to 10 (with min.40 citation per CY)	15,000	20,000	25,000
3	11 to 15 (with min. 60 citation per CY)	20,000	25,000*	30,000*
4	16 to 20 (with min.100 citation per CY)	25,000*	30,000*	35,000*
5	More than 20 (with min.120 citation CY)	30,000	35,000*	40,000*

*-Implies that those faculty members who secure more than 11 h-index range, for their publications (except those whose secure this range as a h-index value in Google scholar) will be eligible for the incentives as indicated in the table. Teaching load for such faculty members will be reduced to the extent possible based on the overall work load of the department, in order to enable them to spend more time on research, leading to quality publications.

** In every one of the five rows mentioned in Table 3, the highest applicable incentive will be granted.



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