Sri Krishna College of Technology

An Autonomous Institution
Kovaipudur, Coimbatore 641 042.

SRI KRISHNA
INSTITUTIONS
COIMBATORE

Research Advisory Council (RAC) Guidelines

Academic Year 2023 – 2024

CONTENTS

Vision & Mission

Vision

Sri Krishna College of Technology aspires to be recognized as one of the pioneers in imparting world class technical education through technology enabled innovative teaching learning processes with a focus on research activities to cater, to the societal needs.

Mission

To be recognized as centre of excellence in science, engineering and technology through effective teaching and learning processes by providing a conducive learning environment.

To foster research and development with creative and entrepreneurial skills by means of innovative applications of technology.

Accomplish expectations of the society and industry by nurturing the students to be competent professionals with integrity.

RAC Members

The President

Dr. Sumithra M G
Principal,
Sri Krishna College of Technology, Coimbatore.

Member Secretary - RAC

Dr. S. Sundararaj
Professor (Mechanical Engineering), Sri Krishna College of Technology, Coimbatore.

Finance and Infrastructure

Dr. M. Varatharajulu
Associate Professor (Mechanical Engineering), Sri Krishna College of Technology, Coimbatore.

Research Program, Policy Development

Dr. V. Karthickeyan
Associate Professor (Mechanical Engineering), Sri Krishna College of Technology, Coimbatore.

Collaboration and Community

Mr. K. Saravanakumar
Assistant Professor (Instrumentation and Control Engineering), Sri Krishna College of Technology, Coimbatore.

Product Development, Monitoring and Commercialization

Dr. P. Sakthivel
Professor (Mechanical Engineering), Sri Krishna College of Technology, Coimbatore.

RAC Members

IPR, Legal and Ethical Matters

Dr. R. Ganesh
Assistant Professor (Science & Humanities), Sri Krishna College of Technology, Coimbatore.

Central Librarian, Sri Krishna College of Technology, Coimbatore.

Research Ethics Policy

Sri Krishna College of Technology, Coimbatore, gives utmost importance to encouraging the scholars and faculty members to conduct research by adopting specific codes, rules, and policies relating to research ethics which are as follows:

Honesty

There should be honesty and fairness in proposing, performing, and reporting the research work. One is required to honestly report data, results, methods and procedures, and publication status. Fabrication, falsification, and misrepresentation of data won't be considered ethical.

Objectivity

Objectivity conveys the idea of distancing oneself from whatever has been studied, and so findings depend on the nature of what was investigated rather than on the personality, beliefs, and values of the researcher. Moreover, one should try to avoid biases in designing the experiments, analyzing and interpreting the data, peer review, making decisions related to personnel, writing grants, preparing expert testimony, and dealing with other aspects of research.

Integrity

It characterizes both the institution and individual researchers belonging to that institution. As far as the individual is concerned, it is a feature of moral character and experience, and the institution is required to create an environment that endorses responsible conduct by implementing standards of assured quality, reliability, and legitimacy.

Research Ethics Policy

Carefulness

It indicates taking care while carrying out research to avoid careless mistakes. One should keep reviewing the research work carefully and ensure that the outcomes are reliable and credible. While playing the peer reviewer role, one is also expected to do the job effectively. Altogether, there shouldn't be any avoidance or negligence while eliminating the errors.

Openness

One should always be prepared to share data and results, along with any new tools developed while publishing one's findings, as it will help to enhance the knowledge. One should always be open to criticism and innovative ideas.

Respect for Intellectual Property

One should avoid copying others' work. There can be negative repercussions for this act of plagiarism; hence, one should ask for permission before using others' tools or methods, unpublished data, or results. One should learn to respect the provisions of copyright and patents and develop an understanding of intellectual property rights.

Confidentiality

One should give absolute importance to the information provided in confidence. Following set guidelines to protect sensitive data is very much mandatory. One is expected to protect confidential communications such as documents submitted for publication and grants, trade and military secrets, etc.

Research Ethics Policy

Responsible Publication

One should publish to enrich the research quality and knowledge, not only to strengthen the career. This indicates that one's contribution to the research field has to be beneficial for society.

Responsible Mentoring

It helps to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions. The mentors should act responsibly and execute research proficiently, which can assist in imparting valuable lessons to aspiring researchers. The mentor is also responsible for asserting the expected results and creating an environment where smooth communication is encouraged. Mentors are expected to develop a proper schedule for completing specific objectives with their scholars or trainees.

Legality

Know and obey relevant laws and institutional and governmental policies.

Plagiarism Check

Plagiarism check is another important focus that the Institute insists for **all the UG/ PG/ Ph.D. levels. Before all report's submission, must be checked for plagiarism as per UGC guidelines.** Plagiarism software **<u>Turnitin</u>** has been made available in The Central Library (SKCT) for checking their research articles, research proposals, IPR applications, and research project reports.

The plagiarism score sheet and similarity index must be included in all reports at the end with authentication from The Central Library, and the Plagiarism score must be less than 10% for all reports.

Institute **encourages various departments to conduct workshops on research methodology**, where ethics in research is an integral part of the workshops. Awareness is also created for faculty members by **inviting talks on ethics in research**. Ethics in research is also taught to Ph.D. research scholars as part of their course work, where ethics is an essential part of course work. In addition, Sri Krishna College of Technology has an IPR policy in place.

Constitution of Research Ethics Committee

The Research Ethics Committee shall consist of the following members, namely:

President – The Principal, SKCT

Member Secretary - Head, Center for Research & Development and The Central Librarian

All Research Advisory Council (RAC) Member (s) nominated by the President

Research Publication Steering Team

- Institutional Academic Integrity Panel (IAIP) comprises <u>a. President - The Principal, Sri Krishna College of Technology, Member Secretary- Head, Center for Research and Development and All RAC Member (s) nominated by the President.</u> The committee framed by President will be in power for **TWO years** to take care of all progress of the R&D publication activity.

- It is directed to all faculty members of the Institution that those who submit their research work for publication in Journal or book chapter or book need prior permission from the RAC before submitting to journal through the <u>proper channel to use Sri Krishna College of Technology as an affiliation banner</u>. If proper permission is not obtained, those articles will not be considered for the official target count and need to give a proper explanation to the RAC.

- To assess the quality and originality of the research manuscript developed, a <u>Turnitin-based plagiarism check</u> should be done with the help of resources available at the Central Library, and <u>less than 10% of plagiarism manuscripts need to be submitted to the RAC</u>. After review by the RAC members and if any comments/suggestions are reported, then it needs to be addressed by the concerned authors with utmost care. <u>During submission to RAC, authors need to fill the concern form, mentioning all the details, plagiarism rate, and planned journal platform submission information</u>.

- After incorporating the comments/suggestions by the RAC members, authors need to resubmit the required documents to the RAC with a plagiarism rate. <u>After getting the clearance from the RAC, authors are encouraged to submit the manuscript to the concerned journal platform and report the progress of the manuscript periodically to the RAC. If the authors receive the comments from the Editor or Reviewer, they need to forward the information to the RAC, and the same procedure needs to be done for resubmission</u>.

- It is essential to mention that, during this process, if any of the RAC Members suggest including their name unnecessarily means, the problem needs to be forwarded to The President to take further necessary actions.

- The research manuscript developed by the author should have only a maximum of 3 authors with equal contributions and the RAC encourages the submission of a single author manuscript. For final year project conversion into a manuscript, it is permitted to have minimum of 5 members (for, e.g., One Supervisor and Three/Four UG Project Members as per Regulations). **Inclusion of extra authors or doing a favor to colleagues are strictly prohibited, and such activities will be viewed seriously, and severe action will be taken by RAC.**

- **It is strictly recommended not to pay any Article Processing Charges (APC) to the Journal for publishing the research material without the knowledge of the RAC, and joining hands with colleagues or other college staff members with monetary benefit to publish research articles are considered to be unethical, and necessary actions will be taken.**

- Only 2022 NIRF Top 100 ranking Institution based conference research work submissions are encouraged, and another upgrade version of journal publication is accepted only for ONE Scopus target. Authors need to submit the required information to the RAC and get prior approval before submitting it to the conference portal.

- For a Ph.D. research scholar's works, the first author must be the scholar, and the second author needs to be the supervisor. Based on mutual understanding, the corresponding author shall be nominated. It is not encouraged to give the first author to the supervisor, and such unethical issues will be viewed seriously.

- For all research submissions, proper permission must be obtained from the RAC before submitting to the Journal; if any foreign collaborative research-based publication is

initiated means that the RAC appreciates the faculty effort and will consider the case and recommend submitting the PDF generated by the manuscript submission portal.

- **Authors Published Article Research Database** will be developed and updated periodically, and RAC encourages the faculty members to cite relevant research work in their work to improve the citation level of faculty members. Also, during manuscript submission to RAC, authors are encouraged to show the cited articles with highlight/bold to check quickly and recommend **citing a minimum of six research articles** in a manuscript.

- While submitting the manuscript to RAC, authors were encouraged to map their research work with the United Nations Sustainable Development Goals (SDG) 2030 as a mandatory one (Refer: https://sdgs.un.org/goals).

- Authors are encouraged to use EDRAW MAX and ORIGIN to illustrate the figures and graphs more innovative with ongoing research trend presentation rather than the traditional presentation style. The complete software version shall be obtained for RAC based on prior requests (if required).

- If any information is required from SciVal (https://www.scival.com/), authors shall approach the RAC, and required information will be shared.

- All faculty members are requested to maintain a proper **Google Scholar Profile** (https://scholar.google.com/) with a public option and Sri Krishna College of Technology affiliation. Similarly, **Scopus Profile** (https://www.scopus.com/freelookup/form/author.uri) must be checked concerning affiliation and published research material information. Also, all faculty members are encouraged to open an account in **ResearchGate** (https://www.researchgate.net/) and be active by following the related research works/researchers around the globe.

Research Publication Steering Team

- To inculcate quality publication forum in Sri Krishna College of Technology, **Research Articles published with more than a 3.0 Impact factor will be rewarded**, and the SKCT faculty must be the First or Second Author.

- Published research articles (First page) for every Academic Year will be organized as per department and will be published as Digest Research Forum Special Issues.

- It is proposed to conduct Publication Seminar Series to present and share the ideas/ views of quality research articles published by faculty members with an impact factor of > 2 every month.

Preferred Publication Journal Platforms (Research Articles/ Book Chapters)

2023 – 2024 Publication Targets

S. No.	Designation	SCI / ESCI	Scopus
1.	Professor	**ONE (with impact factor > 3** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author	**TWO (with or without impact factor** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author
2.	Associate Professor	**ONE (with impact factor > 2** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author	**TWO (with or without impact factor** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author
3.	Assistant Professor (> 3 years of experience)	**Preferably ONE (with or without impact factor** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author	**TWO (with or without impact factor** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author
4.	Assistant Professor (1-3 years of experience)	**Preferably ONE (with or without impact factor** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author	**ONE (with or without impact factor** only in Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME) First or Second Author

2023 – 2024 Publication Targets

National and International Collaboration

S.No.	Designation	Collaborator	SCI/ ESCI/ Scopus
1.	Professor	Recommend collaborating only with 2022 NIRF Top 100 Ranking Institution. International collaborations are encouraged.	**ONE research article with Impact Factor per year is mandatory.**
2.	Associate Professor	Recommend collaborating only with 2022 NIRF Top 100 Ranking Institution. International collaborations are encouraged.	**ONE research article with Impact Factor per year is mandatory.**
3.	Assistant Professor (> 3 years of experience and Doctorates)	Recommend collaborating only with 2022 NIRF Top 100 Ranking Institution. International collaborations are encouraged.	**ONE research article with or without Impact Factor per year is mandatory.**
4.	Assistant Professor (1-3 years of experience)	Recommend collaborating only with 2022 NIRF Top 100 Ranking Institution. International collaborations are encouraged.	**ONE research article with or without Impact Factor per year is preferable.**

Publisher: Elsevier, Springer, ACS, RSC, Taylor & Francis, Wiley, Sage, ASME (anyone)

2023 – 2024
Review Schedule

Review Schedule by The Principal

First Review	**First week of December 2023** (Target: Minimum one target (40%) needs to be completed)
Second Review	**Second week of March 2024** (Target: 70% of publication task need to be completed)
Final Review	**First week of July 2024** (Target: 100% of publication task need to be completed)

IPR
Steering Team

- Institutional Academic Integrity Panel (IAIP) comprises a. President - The Principal, Sri Krishna College of Technology, Member Secretary- Head, Center for Research and Development and All RAC Member (s) nominated by the President. The committee framed by President will be in power for TWO years to take care of all progress of the IPR activity.

- IPR Categories
  1. Patent application
  2. Copyright application
  3. Industrial design application
  4. Trademark application
  5. Trade secret application

- RAC- IPR Team is responsible for sponsoring the application fee for innovative and novel applications to the Patent Office after precise searching in the required IPR web search thoroughly. If any similar IPR filed earlier is found, need to communicate to the concerned applicant to modify the application.

- After clearing the web search, IPR Team-RAC needs to circulate the application to other team members and request them to submit their observations or comments about the application, and if required, the team shall request the applicant to present their application information to the RAC Team members on a fine day.

- If the RAC team recommends with no objection, then the application shall be further forward for the possible submission to the IPR house either online or offline mode with necessary submission fees sponsored by The Management. Also, it is necessary to apply for the examination report while applying itself.

- If the comments are received from the Patent Office, a copy of the same has to be submitted to the RAC and discuss with IPR Team members to respond to the comments to obtain possible sanction.

- It is essential to mention that **'Sri Krishna College of Technology, Coimbatore' must be nominated as the 'Applicant and the members as 'Inventors.'**

- Faculty collaboration-based IPR filling is encouraged and limited only to 3 to 6 applicants with equal contributions and encourages the submission of a single inventor IPR application. For final year project conversion into IPR application, need to have only 3 to 6 members (for, e.g., One Supervisor and Four UG Project Members). **Inclusion of extra inventors or doing a favor to colleagues are strictly prohibited, and such activities will be viewed seriously, and severe action will be taken from RAC.**

- It is strictly recommended not to file any IPR application without the knowledge of the RAC. **Joining hands with colleagues or other college staff members with monetary benefit to publish IPR applications is considered unethical, and necessary actions will be taken.**

- Only 2022 NIRF Top 100 ranking institution-based collaborative IPR applications are encouraged. Before applying for the Patent Office, inventors need to get prior permission to represent 'Sri Krishna College of Technology', and if permission is not obtained, the submitted application will not be considered for Faculty R&D Target attainments.

- During the IPR application submitted to the RAC, inventors are encouraged to map their innovative/ novel work with the United Nations Sustainable Development Goals (SDG) 2030 as a mandatory one (Refer: https://sdgs.un.org/goals).

2023 – 2024
IPR Targets

- <u>If any foreign collaborative research-based IPR application is initiated, the RAC appreciates the faculty effort and will be considered as a particular case and recommends submitting the PDF generated by the IPR submission portal.</u>

S.No.	Designation	National IPR	International IPR
1.	Professor	**ONE IPR application need to be submitted with request to evaluation.** **ONE Copyright and Industrial Design need to be sanction.** If possible one Trademark and Trade secrets are encouraged to submit Only as First inventor	**ONE application needs to be submitted in abroad either by self or collaboration.**
2.	Associate Professor	**ONE IPR application need to be submitted with request to evaluation.** **ONE Copyright and Industrial Design need to be sanction.** If possible one Trademark and Trade secrets are encouraged to submit Only as First inventor	**ONE application needs to be submitted in abroad either by self or collaboration.**

3.	Assistant Professor (> 3 years of experience and Doctorates)	**ONE IPR application need to be submitted with request to evaluation.** Only as First inventor	Preferably ONE application needs to be submitted in abroad either by self or collaboration.
4.	Assistant Professor (1-3 years of experience)	**ONE IPR application need to be submitted with request to evaluation.** Only as First inventor	Preferably ONE application needs to be submitted in abroad either by self or collaboration.

Patent Search
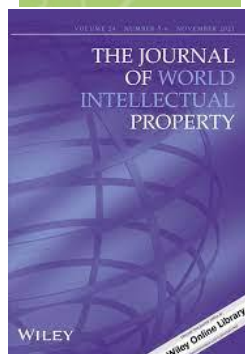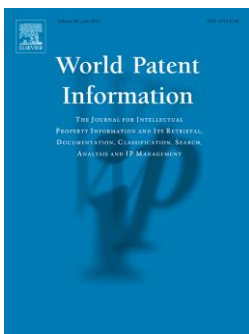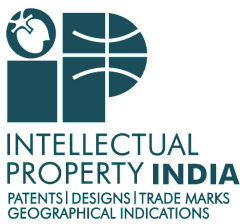
2023 – 2024 IPR Targets

Review Schedule by The Principal

First Review	**First week of December 2023** (Target: Minimum one target (40%) needs to be completed)
Second Review	**Second week of March 2024** (Target: 70% of publication task need to be completed)
Final Review	**First week of July 2024** (Target: 100% of publication task need to be completed)

- Institutional Academic Integrity Panel (IAIP) comprises a. President - The Principal, Sri Krishna College of Technology, Member Secretary- Head, Center for Research and Development and All RAC Member (s) nominated by the President. The committee framed by President will be in power for **TWO years** to take care of all progress of the RAC Funding Proposal activity.

- The funding proposal developed by the faculty members must be novel, and the objectives must focus on the benefit to society, the environment, and technology upgradation. Single domine or specialization-based funding proposals are not encouraged, and **faculty members are motivated to combine with two or three different domains or specializations to make the proposal more exciting and informative for possible funding.**

- The RAC will float the Call for Funding Proposal information, and the **Heads of the Department must allocate the faculty members for each scheme** if any information related to funding shared by faculty members is highly appreciated.

- The allocated faculty members shall collaborate with different department faculty to enrich the project proposal, and allocating a junior faculty to develop the proposal is requested to avoid (If Budget: > 10 Lakhs).

- The proposal must be plagiarism free, and the completed copy needs to be submitted to the RAC. If the RAC members provide any comments/suggestions, the faculty member must modify and get approval for further processing. Also, **without clearance from the RAC, faculty members are requested not to get any approval or submit to the higher officials for further processing.**

- If a faculty is planning to submit a project proposal to a funding agency, **a camera-ready application hard copy must be submitted to the RAC minimum of three weeks**

before the deadline, and the RAC will refer and provide comments/suggestions within three working days. After revision, once again, the application's hardcopy must be submitted to the RAC for clearance.

- **Faculty members granted SEED money need to submit at least two different funding proposals with a value > 10 Lakhs for possible funding.** Also, a part of the work may be submitted as an idea/concept to the renowned national and international hackathon events.

- Faculty members are requested to present their final project application to The Principal, and RAC members before submission. <u>This presentation will happen last week before the deadline</u>, and if any comments/suggestions are provided, the faculty members must include them with utmost care before submission.

- For programs like <u>International/National Conferences, Seminar, Faculty Development Programs, AICTE Schemes, Incubation Center Applications, Funded Symposia, etc., organizers need to submit proposals to different funding agencies are essential</u>. All applications need to be processed through the RAC team, and after obtaining clearance, faculty members shall get approval from higher officials and submit the application.

- Organizing the National conference needs to start six months before the proposed date, and International Conference preliminary procedures must kick off a minimum of nine months before the event date. The Chief Guest, Panel members, and Chairs must be well profiled from Reputed International/National Universities, Laboratories, and Industries (RAC approval is mandatory). Other events must be planned a minimum of 2 months before the event date and must get RAC approval.

2023 – 2024 Funding Proposal Target

S.No.	Designation	Target	
1.	Professor	Two major project proposal with a budget of > 10 Lakhs is mandatory	One minor project proposal with a budget of <10 Lakhs is mandatory
2.	Associate Professor	One major project proposal with a budget of > 10 Lakhs is mandatory	One minor project proposal with a budget of <10 Lakhs is mandatory
3.	Assistant Professor (> 3 years of experience and Doctorates)	One major project proposal with a budget of > 10 Lakhs is mandatory	
4.	Assistant Professor (1-3 years of experience)	One minor project proposal with a budget of < 10 Lakhs is preferable	

2023 – 2024
Review Schedule

Review Schedule by The Principal

First Review	**First week of December 2023** (Target: Minimum one target (40%) needs to be completed)
Second Review	**Second week of March 2024** (Target: 70% of publication task need to be completed)
Final Review	**First week of July 2024** (Target: 100% of publication task need to be completed)

SEED Funding Steering Team

- Institutional Academic Integrity Panel (IAIP) comprises a. President- The Principal, Sri Krishna College of Technology, Member Secretary- Head, Center for Research and Development and All RAC Member (s) nominated by the President. The committee framed by President will be in power for **TWO years** to take care of all progress of the RAC SEED funding activity.

- Applicants are requested to come forward to submit their research projects or concepts for SEED funding sponsored by The Management for up to INR 1 Lakh. The submission needs to be novel and with a high possibility of developing into a prototype model without any flaws. The duration of the project is six months.

- A dedicated application form must be submitted to the RAC with all information about the research project or concept under different titles. It is essential to perform the literature review in detail with national and international information with only information on the past 2-3 years and older than these years are not recommended to include in the application. Also, the application needs to present the search information from IPR Office Search, Copyright search results, and similar products in the market.

- The main objective of the SEED funding is to inculcate the research motivation for novel ideas and concepts, leading the project to the next level of funding from the government or private sector (First preference must be Government funding). The prototype developed from this SEED must be high in quality to fill the funding agency requirements.

- If applicants receive any other funding for the same idea or concept, they are not encouraged to apply. Also, high societal impact projects are given more importance for possible funding. Mapping prototypes with specified schemes in different funding agencies (e.g., DST, CSIR, SERB, etc.) will be more important.

SEED Funding Steering Team

- Faculty mentors will be considered as the single point of contact for the SEED project, and student volunteers may be included in the project based on necessity. Also, the same SEED project idea or concept conversion into a final year project is strictly prohibited.

- The project outcome is highly recommended to apply for IPR filling and Prototype Design Patent, and the idea/concept must be copyrighted. Also, a part of the work may be converted into a research article and recommended for publishing only in Impact Factor (>1) journal platforms with reputed publishers (Elsevier, Springer, ACS, RSC, T&F, Wiley).

- The RAC members are responsible for periodically evaluating the project's progress. The applicants are requested to cooperate fully on implementing RAC members' comments/suggestions for completing the project.

- During the course or closure of the SEED project, if the RAC members recommend any call for application from a funding agency is available, then the concerned applicant must be ready to apply with utmost effort without any hindrance for possible funding and also if the applicant brings the information about the call for funding to the knowledge of RAC members are highly appreciated.

- It is essential to mention that the RAC members are not recommended to submit their idea/concept for the SEED funding during their tenure as committee members.

- The final report submission needs to be more explicit in addressing the topics like Abstract, Keywords, Introduction, Objective and Novelty, Literature Review (Research Articles, Patents, Copyrights, and Available similar products in the market), Project Methodology, Prototype Development (Model development in software as well as a final component), Results and Discussion (Focus to satisfy the objective and novelty), Conclusion and Further Recommendation, and References.

- The project report must be not less than 60 pages with all information and not limited to above said titles. <u>Applicants are responsible for submitting Plagiarism free final report to the RAC within the stipulated time</u>. Also, starting from day 1 to the end of the project, materials developed/ collected, including presentation materials,<u> must be submitted in a dedicated USB to the RAC</u>. <u>The budget utilization report needs to submit to the RAC with the approval of The Principal, SKCT.</u>

- **SEED project timeline**

S.No.	Particulars	Months				
		0	1-2	3-4	5	6
1.	SEED Project Presentation, Selection, Funding Allocation, and Project Kick off	▓				
2.	First Review. PF at 1st Month: Literature Comparison, software-based model development		▓			
3.	Second Review. PF at 3rd Month: Part of the Hardware model needs to complete, comparison with hardware and software model and model issues (if any)			▓		
4.	Third Review. PF at 5th Month: Pre-final presentation, prototype submission, issues (if any)				▓	
5.	Fourth Review. PF at 6th Month: Technical Report submission and presentation.					▓
6.	Fifth Review. PF at 6th Month: Final Presentation and submission of all materials to RAC.					▓

PF: Presentation Focus

SEED Funding Steering Team

Note: Applicants are requested to stick to the schedule, and apart from this, all applicants need to submit two page write-up about the progress of their sanctioned project (every month end between the dates 25 to 28 without any delay). If any discrepancy is found by the RAC means, the applicant is the sole responsible for clearing it without any delay. After clearance from the RAC, applicants need approval from The Principal SKCT, and the same need to be submitted to the RAC within the end of the month without further delay.

All SEED Project Reviews will be headed by The Principal, SKCT.

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