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RESEARCH AND DEVELOPMENT CELL

INFORMATION BROCHURE

on

BMSIT&M Research Grants and Incentive Policy



ಬಿ.ಎಂ.ಎಸ್. ತಂತ್ರಿಕೆ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ
(ವಿ.ಟಿ.ಯು. ಅಡಿಯಲ್ಲಿನ ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ)

BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Autonomous Under VTU)

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Research and Development Cell (RDC)

1. Overview

BMSIT&M established Research and Development Cell (RDC) to promote quality research by faculty, staff and students. RDC aims to nurture research culture in the college by promoting research in newly emerging and frontier areas of Engineering, Technology, Science and Humanities.

This enhances the general research capability by publishing papers in quality journals, participating in conferences, seminars, workshops, acquiring grants from Government and Non-Government funding agencies.

2. Objectives

- To create awareness and opportunities in Research and Development among the faculty, staff and students.
- To foster the human elements (faculty, staff, research scholars, and students), logistics (land, buildings, and facilities), knowledge resources (research equipment, project utilities, and consumables), fund flow, etc. through a steady, proficient, effective governance (Rules, Norms, and Policies) and financial (Grants, Funds, Sponsorship) management.
- To assist faculty, staff members, research scholars and students in writing research proposals to receive research grants from funding agencies like DRDO, DST, AICTE, UGC, Industries etc.
- To encourage faculty, staff members, research scholars and students to publish papers in National and reputed International Conferences/ Journals/Magazines.
- To ensure functional autonomy, transparency, accountability and adaptability by strengthening interlinkages to create a conducive research environment.
- To facilitate the growth of research activity among the academic community.

3. Research Governance at BMSIT&M

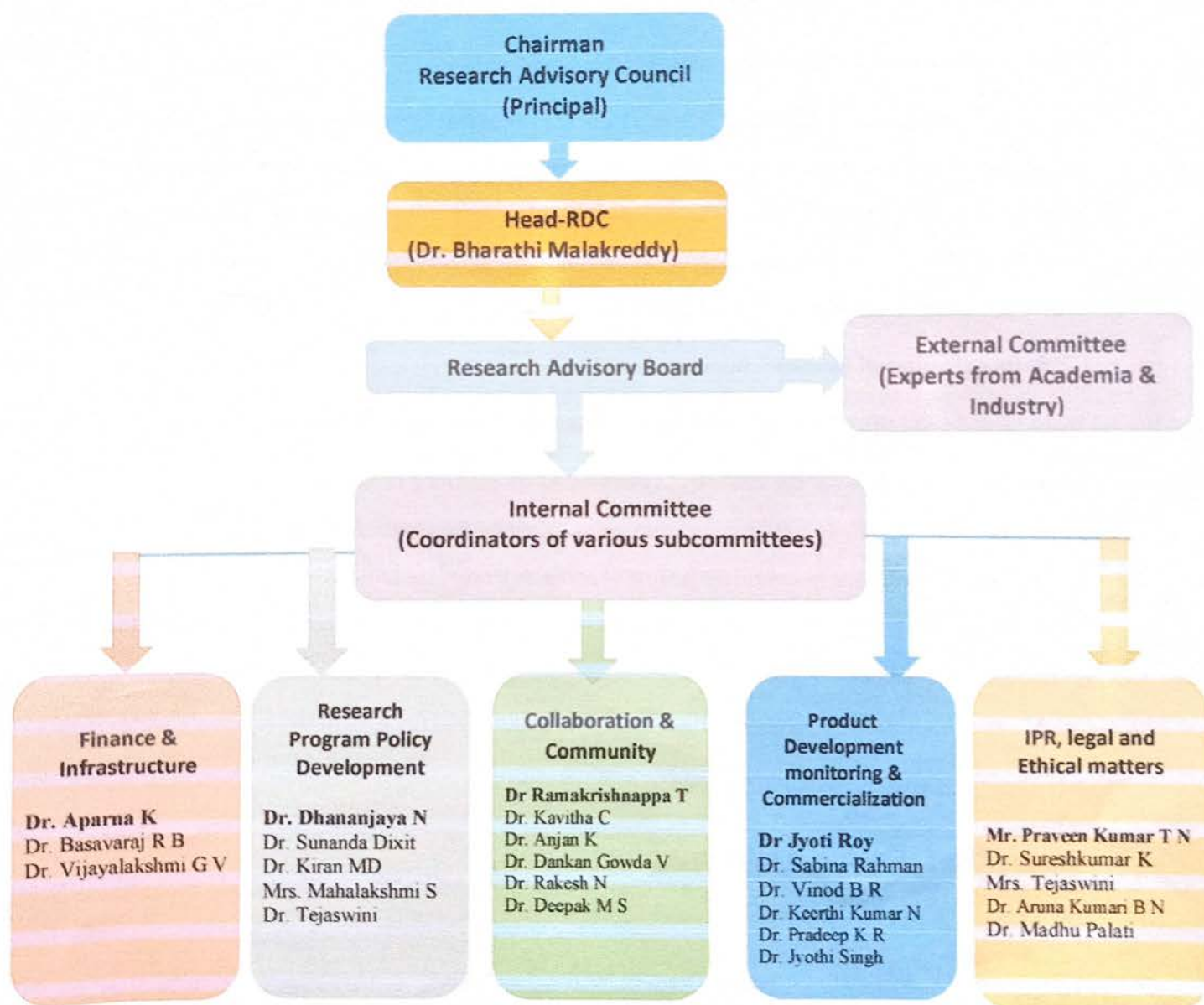


Fig 3.1 Research Governance

4. Guidelines for Research Advisory Board & Committees

4.1 Selection Criteria for Research Advisory Board Members

Research Advisory Board Members are selected with the goal of creating a balanced working group based on experience, industry sector, geographic location, and area of expertise. Considerations for selection include Long-term or widely recognized excellence in academia or practice. Professional experience and knowledge of privacy and data protection laws, regulations, policies, procedures, best practices & theory.

4.2 Responsibilities of Research Advisory Board

Head RC will chair the board with External and Internal Committee members to:

- Establish policies and guidelines as deemed fit for pursuing research.
- Participate in meetings/teleconferences as called by the Director/Head-RDC.
- Undertake a timely, extensive review of projects from time to time.
- Scrutinize project proposals and provide feedback for Internal /External grants submitted by faculty, staff and students.
- Scrutinize research publications and research grants to avail incentives.

Internal Committee members:

Committee-1: Finance & Infrastructure

Members

1. Dr. Aparna K, Associate Professor, Dept. of MCA (Coordinator)
2. Dr. Basavaraj R B, Assistant Professor, Dept. of Physics
3. Dr. Vijayalakshmi G V, Associate Professor, Dept. of ECE

Responsibilities

- To provide the budget for in-house R&D projects/seed money/publication incentives, facilitating timely auditing.
- Modernizing the existing laboratories with additional experimental setups/ instruments and technology for utilizing the labs for research activity.
- To provide adequate infrastructure and support in terms of technology and information needs.
- Required to complete a biannual report detailing progress against the approved objectives, deliverables, milestones, and any proposed changes.

Committee-2: Research Program, Policy Development

Members

1. Dr. Dhananjaya N, Professor, Dept. of Physics (Coordinator)
2. Dr. Sunanda Dixit, Associate Professor, Dept. of CSE
3. Dr. Kiran M D, Assistant Professor, Dept. of ME
4. Mrs. S. Mahalakshmi, Assistant Professor, Dept. of ISE

Responsibilities

To provide policy guidelines for:

- The growth and development of research activities.
- Autonomy to the principal investigators (PI) as per the guidelines provided by the funding authorities.
- Monitor all teams of research operations and must keep records in accordance with the policy, on matters such as research, learning and teaching, engagement, administrative operations and commercial activities.
- To faculty and students to present and publish papers at National / International conferences.
- The facility to the faculty in the form of incentives, sabbatical leave, academic leave for improving their qualification and quality of research.
- Required to complete a biannual report detailing progress against the approved objectives, deliverables, milestones, and any proposed changes.

Committee-3: Collaboration and Community

Members

1. Dr. Rama Krishnappa T, Professor, Dept. of Chemistry (Coordinator)
2. Dr. Kavitha C, Associate Professor, Dept. of Physics
3. Dr. Rakesh N, Associate Professor, Dept. of ISE
4. Dr. Anjan Krishnamurthy, Professor, Dept. of ISE
5. Dr. Dankan Gowda V, Assistant Professor, Dept. of ECE
6. Dr. Deepak M S, Assistant Professor, Dept. of Civil

Responsibilities:

- To create research awareness among the students and faculty.
- To identify and coordinate, funding opportunities, grant proposals and manage organized research units by establishing partnerships with entities in /off campus.
- To encourage /motivate faculty to take research initiatives in the department.
- To conduct/participate in workshops, training programs and sensitization programs on capacity building in terms of research and consultancy. To offer a suite of offline/online programs to help researchers, consultants and innovators. The series provides the campus research community with a platform offering regular interactions around themes of common interest (including emerging research areas), access to research development resources and guidance on best practices.
- To identify and coordinate funding opportunities, grant proposals and manage organized research units by establishing partnerships with entities in /off campus.
- Arranging expert talks under Institute-Industry-Interaction programs to promote research on industry needs.
- To depute senior faculty to various research organizations for getting collaborative projects and adopting best practices.
- To advise on thrust areas and disciplines for introducing research programs and related activities for future development in research.

- Required to complete a biannual/annual report detailing progress against the approved objectives, deliverables, milestones and any proposed changes.

Committee-4: Product development, Monitoring and Commercialization:

Members

1. Dr. Jyoti Roy Choudhuri, Associate Professor, Dept. of Chemistry (Coordinator)
2. Dr. Sabina Rahaman, Assistant Professor, Dept. of ECE
3. Dr. Vinod B R, Assistant Professor, Dept. of Civil
4. Dr. Keerthi Kumar N, Assistant Professor, Dept. Of ME
5. Dr. Pradeep K R, Assistant Professor, Dept. of AI&ML
6. Dr. Jyothi Singh, Associate Professor, Department of MBA

Responsibilities:

- Monitor and collect the information regarding research supervisors, Ph.D. / M.Sc. (Engg.) research scholars, paper publications, research projects from external funding agencies and involvement in collaborative research activity.
- Conduct strategic, proactive and catalytic activities in order to increase the competitiveness of faculty, staff and students and teams of researchers.
- To provide facilities to convert projects to product development and commercialization.
- Required to complete a biannual report detailing progress against the approved objectives, deliverables, milestones, and any proposed changes.

Committee-5: IPR, legal and ethical matters

Members

1. Mr. Praveen Kumar T N, Associate Professor, Dept. of ME (Coordinator)
2. Dr. Suresh Kumar K, Assistant Professor, Dept. of Chemistry
3. Mrs. Tejaswini, Assistant Professor & Head, HSS.
4. Dr. Arunakumari B N, Assistant Professor, Dept. of CSE

Responsibilities:

- Arrange IPR legal advisors to formulate/file a patent.
- Monitor published patents and encourage commercialization.
- Assist to preserve the code of ethics in publishing papers/thesis/articles under BMSIT&M.
- Arrange workshops to enhance knowledge of IPR and patents and motivate faculty/staff/research scholars/ students in filing patents.
- Monitor and report on research misconduct (means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or reporting research results).
- Required to complete an annual report detailing progress against the approved objectives, deliverables, milestones, and any proposed changes.

Part A – Financial Assistance to Full-time Ph.D. Scholars

1. Introduction

BMSIT&M Research Assistantship is open to candidates who have completed their UG and PG degree with first class. PG degree obtained in Science or Engineering should be from reputed and premier institutions approved by UGC and AICTE.

2. Objective

The objective of the BMSIT&M Research Assistance scheme is to provide opportunities to candidates of Science, Humanities & Engineering to undertake advanced studies and research leading to cutting-edge technologies and innovations in Science and Engineering division.

3. Eligibility to apply

The candidate shall have qualified in any one of the following tests:

- a) ETR of Visvesvaraya Technological University (shall have valid score)
- b) UGC-NET (including JRF).
- c) UGC-CSIR NET (including JRF)/SLET/GATE/CAT.
- d) Other similar national tests and having qualifying percentile/percentage scores in their respective validity periods.

Note: The candidates who are on deputation or already availing themselves of other fellowships are not eligible to apply.

4. Process for Selection of Research Scholars

- Advertisements will be given in newspapers and will be posted on the institute's website inviting applications.
- A committee will be formed to scrutinize the application forms and eligible candidates will be called for the interview process.

- The candidates selected in the interview will be issued an offer letter for Research Assistantship on terms and conditions based on the Committee's decision.

Note:

- Candidates shall have registered for the Ph.D. program (Full time) of VTU in the research centers of BMSIT&M.
- The stipend amount will be **Rs. 26,000/-** (Rupees twenty-six thousand only) per month to the candidates having valid VTU-ETR score from the date of issue of offer letter.
- The stipend amount will be **Rs. 30,000/-** (Thirty thousand only) per month to the candidates having UGC- NET/SLET/GATE/CAT from the date of issue of offer letter.
- The maximum duration for the research assistantship shall be three years from the date of the offer letter issued or submission of thesis (whichever is earlier).
- Research scholars who are receiving BMSIT&M research assistantship must submit a progress report to the internal committee every 6 months and the research assistantship will be continued based on satisfactory completion of the work.
- The Research scholars shall assist in teaching and laboratory work of 10 hrs/week assigned by the Supervisor/ Head RC.
- Research scholars are eligible for 30 days of vacation leave per year.
- The following documents shall be submitted along with the application.
 - a) Biodata of the Applicant.
 - b) A copy of the UG and PG Degree certificates.
 - c) A copy of the qualified test score card.

Note: The number of Research Assistantships offered by BMSIT & M would be decided by the **committee** based on the situation of applicants for high quality research.

Part B- Research Assistantship Scheme

BMSIT&M, with an objective of promoting research on a top priority and inculcating research culture among faculty members, is proposing to provide research assistance to faculty members carry out their sanctioned research projects.

Eligibility for faculty to apply:

- A Faculty member who has been sanctioned a research grant/fund with a minimum of Rs 20.00 Lakhs- and has no option for RF/JRF are eligible to request for RA/JRF.
- A committee constituted by the principal shall seek presentations from the faculty members(PI /CO-PI) and then recommend those deemed fit for approval.
- Faculty having external research grant/fund with a sanction of RA/JRF, the eligibility criteria would be as per the granting agency, and he/she is not eligible to seek support under this scheme.

Eligibility for RA/JRF to apply:

1. The candidate should have obtained First Class at both UG and PG degree with at least one publication and exposure to research work.

Selection Process of Research Assistants:

- A committee constituted by the principal shall conduct an interview and select the potential candidates.
- The term of assistantship continues, subject to the progress achieved by the RA/JRF or completion of project.

Responsibilities:

- The RA/JRF shall report to the PI / Head RC.
- All publications and leave shall be monitored by the coordinator/ Head - R&D Centre.
- The investigator shall submit a six-month progress review report and make a presentation before the committee chaired by the Head - RC.
- The RA/JRF is eligible for 30 days of vacation leave per year.

Note :

- If the candidate qualifies the stipend amount of Rs. 12,000/- (Rupees twelve thousand only) per month will be given.

Expected Outcome /Deliverables:

1. Publish quality papers in reputed journals (Q1,Q2,Q3,Q4).
2. Submit research proposal based on the outcomes of the project.
3. RA/JRF shall acquire required eligibility to register as full time Ph. D scholar.

Part C- Seed Grant Scheme

1. BMSIT&M Seed Grant

- The Seed Grant Scheme of BMSIT&M stimulates competitive research in emerging areas of national and international importance to promote innovative product and technology development.
- A maximum amount of ₹ 2 lakhs/per faculty member will be granted to initiate research work.

2. Objectives

- To support the faculty to initiate their research activities.
- To promote faculty collaborations in emerging areas.
- To promote the generation of IPR and product/process development.
- To validate innovative ideas/concepts to generate preliminary results before submitting proposals to external funding agencies.

3. Duration

The maximum duration for utilize the seed grant provided and attain is **two years** from the date of release of seed money.

4. Eligibility Criteria for Multidisciplinary Research

- All faculty irrespective of designation can apply.
- Faculty who have ongoing seed-funded projects will not be considered.
- Faculty who have submitted research proposals to the funding agencies and awaiting results are eligible.

5. Project Review and Monitoring

- First release after approval of the proposal by the committee.
- A progress report should be submitted every six months which will be reviewed by an expert committee.
- Release of the subsequent fund will be approved based on the progress of work and the recommendations from the expert committee.
- On completion of the project, the expert committee will recommend the Principal Investigator to take necessary action based on the outcome of the project.

6. Expected Outcomes/Deliverables

The outcome needs to be as the below:

- A minimum of two research paper shall be published in journals with good impact factor (Q1/Q2/Q3/Q4).
- All the publications arising out of the seed grant should acknowledge BMSIT &M as follows:
 - ❖ The author(s) should acknowledge BMSIT&M for providing SEED GRANT for carrying out research work.
- A high-quality research proposal to be submitted for external funding agency.
- Intellectual Property Right (IPR) for the process/product development with BMSIT&M as the applicant and investigators as an inventor(s).

7. Guidelines

- Travel, Contingencies, and Manpower heads are not applicable under the seed grant. However, based on the nature of the project the committee can permit travel expenses for the field visits (survey, data, collection, etc.).
- Procurement of any equipment/consumables is to be done through the approval of

the finance & infrastructure committee only.

- Any change in the procurement of equipment against the approved item(s) would require prior approval from the Head- RC.
- The progress review meeting will be scheduled and intimated in advance and the Principal Investigator should take responsibility for the progress of the project.
- If the Principal Investigator leaves the institute during the project duration the CO-PI is responsible for completing the project.

8. Submission and Evaluation Process:

The deliverable/expected outcome would be evaluated by an expert committee and considered for approval for an extension of project.

Part-D Incentives for Publications & Research Grants

1. Research Publications:

In the research incentives policy, a research publication, to be eligible for the award of incentive, shall be a journal article indexed by Science Citation Index-Expanded (SCIE) and should satisfy the following criteria:

1. The Author(s) of the research paper shall be from BMSIT&M. The authors of the publication can be either an individual or a combination of faculty member(s), staff-member(s), research scholar(s), student(s).
2. Research paper has been published in Science Citation Index-Expanded (SCIE) journals. Papers published in the conference (regardless of international or national) proceedings Book/ Book Chapters, Lecture Notes/ Review articles, etc., are not considered.
3. The research paper must have been published with the affiliation of the institute as '**BMS Institute of Technology and Management**'.
4. Author(s) of a research publication shall be awarded the incentive as detailed in SI No. 10 and 11 below.
5. No disputes arising out of 'equally contributing authors'/'corresponding authors'/any such issues will be entertained.
6. Whenever a paper is published in collaboration with authors from other institutes, the incentive shall be awarded only to authors from BMSIT&M.
7. Author(s) may publish any number of research papers in an academic year.
8. A research paper that satisfies all the criteria shall be eligible for an ***incentive of Rs. 24000/- (Twenty-four thousand only)** subject to the terms of incentive distribution detailed later.

* The earlier policy of granting Rs. 10000/- per qualifying publication will be withdrawn from 1 Sept 2023. Till that time authors can benefit from any of the two policies.

9. The research committee shall meet twice in a year, once during January and next in July, to scrutinize papers submitted by author(s) claiming incentives and recommended only those that meet all the criteria specified in this policy for the award of incentives.
10. When all the author(s) are from BMSIT&M. if the paper is:
 - a. Sole authored: The author shall be awarded 100 percent of the incentive.
 - b. Authored by two or three persons: The incentive will be shared equally among all the authors.
 - c. Authored by more than three persons
 - d. Only the first three authors shall get one-third of the incentive each.
11. When some of the authors are external to BMSIT&M. If the paper is:
 - a. Authored by two persons: The author from BMSIT&M shall get 50% of the incentive.
 - b. Authored by three or more persons: At least one of the BMSIT&M authors shall be in the first/second author position. Then, authors from BMSIT&M figuring in the first/second/third author positions shall get one-third of the incentive.

Note: The following documents shall be submitted along with the application for incentive:

- a) A copy of the full-length paper published indicating the author(s) and affiliation(s).
- b) A copy of the proof showing the journal is a SCIE journal.
- c) A copy of the comments by the peer group/reviewers.
- d) Bank account details of the author(s).
- e) A copy of the updated display in the IRINS web-portal (<https://bmsit.irins.org>)

2. Research Grants

Faculty and staff members are encouraged to prepare quality research proposals and apply to research funding agencies seeking research grants.

- Any staff member whose proposal secures a research grant shall be incentivized with an amount equal to 3% of the grants received by the institution as soon as the research project

is completed.

- The amount shall be shared between those who were involved in the project as recommended by PI.

Important Note: The publications considered under Part A, Part B, and Part C do not qualify for incentives under Part D.

In continuation with the discussion with
Principal, BMSIT, the following is suggested:

- Part A: Maximum scholars to be
restricted to 20. Can be used
for teaching in case of need.
- Part C: Capping to an extent of a
total of 20 faculty per year.
- Part D: May provide incentive based on
quality of the journal with a maximum
of Rs. 21,000/- and further 2-3 slabs
below this.

[Signature]
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Arinam Sharma

Closure Report

The Research and Development Cell, BMSIT&M was initiated in March 2023. Subsequently, the need arose for framing Guidelines and Policies to ensure consistent research to be carried out via the Cell. A proposal for the Research Grant & Incentive Policy brief was prepared under the guidance of Dr Mohan Babu G N, Principal, BMSIT&M.

A framework for the following was since created:

- Research Governance at BMSIT&M
- Guidelines and Policies for Fulltime Ph.D. scholars.
- Assistantship for RA/JRF.
- Seed Grant Scheme.
- Incentives for Publications.

The scope of Research and Development Cell is being defined in this Information Brochure on BMSIT&M Research Grants and Incentives Policy.

For any Queries

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