



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD
Autonomous institute, affiliated to JNTUH

VARDHAMAN RESEARCH PROMOTION SCHEME (VRPS)

For internal circulation only

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VARDHAMAN RESEARCH PROMOTION SCHEME (VRPS)

THE MANAGEMENT IS FOSTERING SUPPORT FOR PROMOTING RESEARCH AMONG IN-HOUSE FACULTY UNDER THE TITLE OF “**VARDHAMAN RESEARCH PROMOTION SCHEME**” (VRPS).

Guidelines:

Vardhaman Research Promotion Scheme (VRPS) provides grant to support research in all frontier areas of Science, Engineering & Technology by its faculty members. The scheme provides research support to the active faculty researchers. It encourages individual centric competitive mode of research for funding.

Objective: The scheme provides research grant to interested faculty researchers to take-up research and development in frontier areas of Science, Engineering and Technology.

Eligibility: Applicants shall be a faculty from any department, including humanities, and has completed probation at VCE with and exception to the faculty who have registered for PhD degree.

Nature & Duration of Support:

- The scheme provides research support to an individual faculty researcher
- The funding is provided normally for a period of one year and may extend for a further period of six months, based on its progress
- The research grant is provided for equipment and consumables not exceeding two lakh rupees

Selection Criterion:

- An applicant is eligible to apply only one proposal during a call
- Any proposal technically rejected should not be resubmitted without any substantial revision
- Not more than one project is allowed at any given time for an individual faculty
- If a faculty has already availed and running a current grant shall not apply till the final report is submitted with a correct and verified utilization certificate
- Faculty registered for PhD and working in any thrust area of national significance are encouraged to apply
- The Call for applications will be notified through a circular or college web site

Plagiarism

Proposals must be original in thought and content. Plagiarism in any form is not acceptable. All submitted proposals would be subjected to similarity check and proposals are liable to be rejected if found plagiarized (Ethics). Any text taken verbatim from other source needs to be identified using quotation marks and proper reference. Applicants are requested to pre-check

their proposals for plagiarism (should be $\leq 20\%$) level. Proposals found containing plagiarized content will be rejected without any further intimation.

Scientific Social Responsibility

Scientific Social Responsibility (SSR) Policy to imbibe a culture of social student-based commitment. SSR activities need to be chosen carefully. The policy intends to effectively utilize scientific infrastructure and expertise of grantees to benefit other stakeholders especially the students, researchers and the society.

Terms and Conditions

1. The department shall maintain the details and progress of the project from time to time
2. The host department/PI shall ensure that the fund released towards the project is used exclusively and appropriately in support of the research project for which it has been sanctioned.
3. Any expenditure incurred prior to the issue of the financial sanction/approval order and after the expiry of the sanctioned duration of the project will not be admissible.
4. The Department/ PI is expected to settle the accounts within 6 (six) months from the date of completion of the project.
5. Any un-spent balance out of the amount sanctioned must be surrendered to the College.
6. All the assets acquired from the grants are considered as the department Inventory (to be entered in the R&D stock ledger of the respective department).
7. VRPS reserves the right to terminate the project at any stage if it is convinced that appropriate progress is not being made or the grant has not been properly utilized.
8. If the PI to whom a grant for a project has been sanctioned, wishes to leave the Institution, PI shall obtain NOC and submit the same to the Institution.
9. IPR generated through VRPS is owned jointly by the investigators and VCEH.
10. The Project shall be subjected periodic audit by the institution.



FORMAT FOR PROPOSAL

(to be filled by the PI)

1. **Title of the Proposal**
2. **Name of the Proposer/Principal Investigator**
(brief profile of the proposer- refer to proforma)
3. **Origin of the Proposal**
 4. *(Scientific rationale for doing this work should be elaborated)*
5. **Review of status of Research and Development in the subject**
(Researchers working in the area worldwide and their contributions must be properly highlighted with recent references and reviews national & international)
6. **Methodology:**
(It should contain all the details of how each of the objectives will be addressed. This section must be detailed and have clear plans, not vague and generalized statements. It should have several schemes, tables, figures, equations etc. in addition to text, explanation and justification of why the project research plan will work)
7. Time Schedule of activities giving milestones through BAR diagram.
8. Suggested Plan of action for utilization of research outcome expected from the project. and environmental impact assessment and risk analysis, if any.
9. Expertise available with the investigator in executing the project: *(Professional expertise existing with each of the investigator in terms of publications, Patents and preliminary results, to execute every component of the proposal should be highlighted)*
10. Any prior work related to the proposed research work carried out including any publications
11. List of in-house facilities available/required, if any

Note: Formats for Certificate from the Department, Proforma for Bio-Data of PI, Progress Report and Utilization Certificate are enclosed.

Name and signature of Principal Investigator:

Date:

Place:



FORMAT FOR CERTIFICATE FROM THE DEPARTMENT

This is to certify that the proposal submitted by _____

from the department of _____

titled _____

is in line with the mandated research directions and mission of the Lab/Institution. The necessary support/resources available in the department shall be provided to the proposer/investigator.

Seal & Signature of HOD

RECOMMENDATION FROM THE PRINCIPAL

Comments, if any:

Seal & Signature of PRINCIPAL



FORMAT FOR BIO-DATA PROFORMA OF PI

1. Name and full correspondence address
2. Email(s) and contact number(s)
3. Institution
4. Date of Birth
5. Gender(M/F/T)
6. Category Gen/SC/ST/OBC
7. Whether differently abled (Yes/No)

8. Academic Qualification (Undergraduate Onwards)

SNo.	Degree	Year	Subject	University/Institution	% of marks

9. PhD thesis title, Guide's Name, Work experience (in chronological order)

10. Work experience (in chronological order)

SNo.	Positions held	Name of the Institute	From	To	Pay Scale

11. Professional Recognition / Award/ Prize/ Certificate, Fellowship received by the applicant.

SNo.	Name of Award	Awarding Agency	Year

12. Publications (List of papers published in SCI Journals, in year wise descending order).

SNo.	Author(s)	Title	Name of Journal	Volume	Page	Year

13. Detail of patents.

SNo.	Patent Title	Name of Applicant(s)	Patent No.	Award Date	Agency/Country	Status

14. Books/Reports/Chapters/General articles etc.

SNo.	Title	Author's Name	Publisher	Year of Publication

15. Any other Information (maximum 500words)



FORMAT FOR PROGRESS REPORT

(to be submitted half-yearly or whenever sought by the institution)

1.	Project Title	
2.	VRPS No.	
3.	Investigator Name	
4.	Approved Objectives of the Proposal	
5.	Date of commencement	
6.	Work done Report	
7.	Salient Research Outcome (including Publications/Patent)	
8.	Scope for further work, if any	
9.	Equipment Procured	
10.	Any other information	



UTILIZATION CERTIFICATE

Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favour of _____ vide VRPS order No. _____ dated _____ and Rs. _____ on account of unspent balance of the previous year, a sum of Rs _____ has been utilised for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ Remaining unutilised at the end of the year has been refunded/returned to VRPS (vide DD / Cheque No. _____ dated _____) / will be adjusted towards the grants-in-aid payable during the next year i.e. _____.

Signature of HOD

RECOMMENDATION OF THE HOD
Comments, if any:
Seal & Signature of HOD



VARDHAMAN COLLEGE OF ENGINEERING

(AUTONOMOUS)

Shamshabad- 501 218, Hyderabad

20-05-2015,

Respected Sir,


Sub: Recommendation of R&D Team

Ref: R&D Policy and Team MOM-06 and 07

In view of approved R&D policy (02.04.2015) and deliberations of R&D team it is requested that following be considered and approved by VCE, Management.

1. Incentives for publication of papers in conferences.
 - a. Publications shall be subsidized for grant of conference fees to a maximum of USD 1000 or Rs. 60,000/- in three categories depending on the conference standing.
 - b. Budget of Rs.5.40 Lakhs
2. Allocation of budget and identification of attorney and designee for registering and retaining patents, Annexure-2.
 - a. Patent applications shall be filed on behalf of VCE by appointed attorney and full charges being borne by VCE.
 - b. Budget of Rs.4.52 Lakhs
3. Modification of VCE website to include a link to notify research activities (in faculty log-in) and dissemination of same in appropriate location.

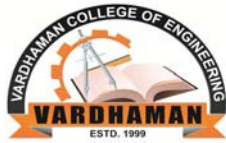
Proposal submitted for kind consideration and approval of the Management.


PRINCIPAL

Encl:

1. Minutes of Meeting - 06 and 07 - R&D Team
2. Budget requirement for patents and publications, Annexure -2

Approved 17/6.
Veday



**VARDHAMAN COLLEGE OF ENGINEERING
HYDERABAD**

**RESEARCH PROMOTION POLICY
GUIDELINES FOR RESEARCH
2015**

PREAMBLE

Vardhaman college of Engineering, a premier educational institution, is playing a noteworthy role in encouraging basic and applied research in various disciplines. The research at Vardhaman college of Engineering is coordinated through a dedicated Centre for Research. The **Centre for Research** is nodal and provides single window link to the researchers at Vardhaman College of Engineering facilitating day to day activities associated with Grants, IPRs, publication and presentations etc. The center also supports commercialization activities related to industrial consultation, research MOUs and utilisation of IPRs with an end objective to transform Vardhaman college of Engineering as an International research organization in the field of science, technology and management.

The key objectives for **Vardhaman Centre for Research (VCR)** are:

- To encourage and assist quality research among faculty and students at Vardhaman College of Engineering.
- Single window assistance to researchers for expert guidance and practical/ industrial support.
- To carry out autonomous investigations on significant topics of academic and industrial interest.
- To make public, the innovations in conferences, journals and similar other mediums.
- To provide financial support to the teaching members to undertake investigation studies.
- To establish and uphold consultancy projects for the benefit of the end users.
- To assist and co-ordinate with researchers and funding agencies on project status and submission of reports.
- Establishing guidelines for research at Vardhaman College of Engineering.
- Support and control of internal grants for research for individuals and infrastructure.
- Compilation and issue of annual report/compendium on research at Vardhaman college of Engineering.

ORGANISATION

The center and its operations are headed by an individual having a doctoral qualification with strong research background. The senior faculty at Vardhaman shall, by rotation, hold this post for tenure of 24 months, to be extended on discretion of Principal/Management. Selected individual shall have held the position of dean and shall have several funded R&D projects to his credit. The head shall constitute discipline oriented or a combined sub-committee for regular review, control and communication of research status at the institute. The organization chart for the center is shown in block diagram.

Head VCR shall be treated on par with head of departments and shall report to Principal. He shall be entitled for an independent air conditioned office, a mini conference room, office furniture and infrastructure like; internet, computers/ printers a full time secretary and a support staff.

Principal and head VCR together shall have powers for approving all project and research related procurements, travels and IPR expenditures.

Detailed Functions of VCR

1. Awareness: to encourage and assist quality research among faculty and students at Vardhaman College of Engineering.
2. Nodal Center for Research: Single window assistance to researchers in agency identification, project drafting, expert guidance, VCE approvals, online submission and tracking of approval status. Arranging practical/ industrial support during execution. Procurement of plant, machinery and consumables. Support in management and recording of project specific expenditures.
3. Literature search: Supporting researchers with relevant papers and publication copies and autonomous investigations on significant topics of academic and industrial interest (IPR search).
4. Filing IPRs: to make public, the innovations as intellectual property prior to publication in conferences, journals and similar other mediums. This activity is through an independent paper review committee functioning under head VCR.
5. Internal funding: to provide financial support to the researchers to undertake meritorious disruptive investigation/ studies not supported by known funding agencies or industries.
6. Consultancy: to establish and uphold consultancy for projects (MOUs) benefitting of the end users (VCE/ industries, defense etc.).
7. Project Cell: to assist and co-ordinate funded research and to maintain reporting timelines of funding agencies.
8. Rule book and updating: to establishing guidelines for research at Vardhaman College of Engineering and its periodic review.
9. Research infrastructure: initiation, facilitation and control of internal infrastructure grants for research, individuals and departments.
10. Awards and Incentives: VCR shall constitute committee and confer awards and incentives, annually, as found fit for the researchers.
11. Annual research budget: VCR shall prepare and submit an annual budget together with its observations and justifications on additional fund requirement, if any.
12. Compilation and issue of annual report/compendium on research at Vardhaman college of Engineering.

GUIDE LINES FOR RESEARCH PROJECTS

- 1. Project Duration:** Duration of a research project is limited to maximum 3 years (36 months) from date of approval. The project completion, in exceptional cases, is extendable by a maximum of 3 months with prior written permission of the Centre.
- 2. Funding Support:** includes, innovation expenses to meet the recurring and non-recurring costs of conducting the investigation including expenses on source materials & equipments, data collection, printing & stationery and travel etc.
- 3. Fellowship:** Faculty engaged in research are given an incentive of Rs.10000/- pm for the duration of projects, paid directly to salary account with Central Bank of India. Remunerations for research fellows (JRF and SRF) shall be provided in the project. IPR rights shall be with VCE and project team.
- 4. Intellectual Property Rights:** IPR rights shall be with VCE and project team. In case of a joint project with industry both VCE and the industry are joint owners of IPR.
- 5. Submission of reports/ requirements:** PIs shall submit project proposal / reports and any other requirement by grant agency on specified / approved formats. PI/ Co-PI shall present project proposal /reports no group presentations are allowed. Principal investigator shall ensure compliance to all contractual requirements of the projects.
- 6. Evaluation and Selection Criteria:** Innovative project proposal /reports will be considered on the following criterion:
 - Broader Scope to conduct the work and contribute to the existing knowledge.
 - Connotation to the discipline/inter-discipline or multi-discipline.
 - Significance to the present or future scenario.
 - Intangible and hypothetical soundness.
 - Methodology of Research.
 - Application of research result(s) and its extent.
 - Viability of innovative project proposal /reports in terms of time, cost, resources etc.
 - Collaborations and Tie-ups.
- 7. Eligibility of Principal Investigator:**
 - PhD degree / registration for PhD.
 - Full time employment with Vardhaman College of Engineering.
 - Undertaking to complete the project at VCE.
 - Eligibility is relaxed on recommendation of respective HOD/ Principal.
- 8. Role of Principal Investigator:**
 - Appointment of research team and achievement of project milestones.
 - Maintaining log of research activity, expenditure, publications.

- Regular and timely reporting of project status, to VCR.
- Organizing seminar & conferences related to innovative project proposal/reports in consultation with HOD.
- Endeavor to apply related new projects during & after the innovative project proposal/reports.
- Capitalization of consultancy works in line with innovative project proposal/reports.
- Publication of research papers in reputed, high impact factor, journals.
- Edifice relationships with Industries / Departments.
- Initiatives to accomplish the relevant industry, Government offices/NGO, funding agencies / extended funding requirement of project
- Management and maintenance of Research infrastructure created.
- Must build up the audio/video content.
- Should visit other universities/institute to present the work carried out.

9. Requirement & selection of Co investigators:

- Truly at the judgment of PI suggest consultation with HOD and head VCR.

10. Role of Co-Investigator:

- Work along with the Principal Investigator.
- Discussion with Principal Investigator, Research Assistant and outside agencies.
- Be part of assessment meetings.
- Partake in field visits.
- Partake in the development of innovative project proposal for outside agencies.

11. Role of Research Assistant / Research Associate:

- Maintain daily log and reporting to Principal Investigator.
- Preservation of financial records related to project.
- Preparation of Quarterly / Half yearly draft report for PI
- Extra tasks related to research project as assigned by Principal Investigator.
- Full availability during Working hours