SONA COLLEGE OF TECHNOLOGY
Learning is a Celebration!

POLICY FOR PROMOTION OF RESEARCH & INNOVATION

(ORIGINAL VERSION – 2018 ONWARDS)

SONA COLLEGE OF TECHNOLOGY (AUTONOMOUS)

JUNCTION MAIN ROAD, TPT ROAD, SALEM -636005.
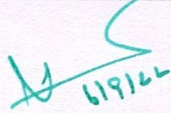
Phone : +91 - 427 – 4099999 Email : info@sonatech.ac.in

POLICY FOR PROMOTION OF RESEARCH & INNOVATION

SONA COLLEGE OF TECHNOLOGY (AUTONOMOUS), SALEM – 636005.

Document Number : SCT/IQAC/PS/2018-2019/12

History of Sona Research Promotion Policy

S.No.	Newly Added Title / Subsection	SRPP 2018	SRPP 2019	SRPP 2020	SRPP 2021	SRPP 2022
1.	Incentive for research paper publications (subsection 1.6)	Newly included (section 1.6)	--	--	--	--
2.	Faculty SEED money scheme (subsection 3.2)	Not available	Newly included (section 3.2)	--	--	--
3.	Student SEED money scheme (subsection 3.3)	Not available	Newly included (section 3.3)	--	--	--
4.	Sona doctoral fellowship scheme (subsection 2.0)	Not available	Not available	Not available	Newly included (section 2.0)	--
5.	Patent incentive (subsection 4.5)	Not available	Not available	Not available	Not available	Newly included (section 4.5)

Prepared by	Approved by
Dr. S. Chandrasekar Dean (R&D) / SCT	**Dr. S. R. R. Senthil Kumar** Principal / SCT
Date : 06/09/2022	**Date :** 6/9/22

INDEX

SONA POLICY FOR PROMOTION OF RESEARCH & INNOVATION

Background

Sona College of Technology (SCT) has achieved global identity through its involvement in research in recent technology and successful completion of projects and products. Sona is a world class research institution that constantly encourages new ideas & solutions through research and innovation. This Policy for promotion of research and innovation serves as the guidance for Sona College of Technology varied practices that are aligned towards its main objective of becoming a research institute.

Objectives

- To promote research & innovation amongst faculty & students to substantially enhance the research outcome of Sona College of Technology on an annual basis.
- To create facilities that can nurture faculty & students to incubate their ideas for scalability
- To create a mechanism that encourages both faculty & students to pursue research & innovation at all levels
- To mentor & monitor research progress of Sona College of Technology through internal & external committees
- To promote IP awareness amongst faculty & students to substantially enhance the research outcome of Sona College of Technology on an annual basis.
- To create facilities that can encourage faculty & students to file patents of their ideas for scalability
- To prevent plagiarism in research publications and research works.
- To direct researchers to adhere to best practices relating to the ethical development, implementation and dissemination of research, creating awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing amount student, faculty and researchers.

1.1 Research Promotion Schemes for Faculty and Students

- The Dean R&D office shall periodically sensitize all faculty with the research proposal announcements issued by various agencies. By sharing of various research funding schemes available at national and international levels.

- Seed money for research to encourage faculty and students to try new ideas leading to publication, patent, commercialization or funding for a larger research project

- Patent filing support system for faculty and students with encouragement for both national & international patents – Dean R&D

office shall coordinate the patent filing process with an external patent agent and the entire patent filing charges will be sponsored by the institution

- Paper publication incentive scheme for faculty – Web of Science and Scopus indexed papers published by faculty will be given incentive every year.

- Faculty will be encouraged to participate in reputed conferences at global and national levels that promote research and innovation and monetary support will be provided towards registration fee, DA, travel and accommodation. As per the designation.

1.2 Periodic Research Review

- Research Advisory Board meeting consisting of external expert members reviews the research progress of each department annually and also provides key inputs to enhance the research in proper directions.

- Every month, Publication monitoring committee meeting shall be conducted and the achievements in research publications will be reviewed department wise in the meeting.

- Research proposal monitoring committee of the institute shall meet periodically in order to review the status of the research projects submitted by faculty to various govt agencies and to discuss the various new schemes announced by the govt funding agencies.

- Periodic review of the SEED Money scheme projects shall be conducted for both faculty and students.

- Quarterly Review meetings will be conducted to evaluate the performance of Sona Doctoral Fellowship Scheme scholars.

1.3 Publication Monitoring Committee :

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr. J Senthilkumar, Professor / IT	Coordinator
Dr. A. Dominic, Assistant Professor / MECH	Member
Mr. P. Mohankumar, Assistant Professor / MCT	Member
Ms. T. Ilakkia, Assistant Professor / EEE	Member

Dr. M. Logeshkumar, Assistant Professor / Civil	Member
Mrs.D. Sharmila Devi, Assistant Professor / ECE	Member
Ms M Brindha, Assistant Professor / Bio-M	Member
Dr.J.Jayathi, Professor / CSE	Member
Dr. Udayakrithika S M, Assistant Professor / FT	Member
Dr.N.Nithya, Associate Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Mrs..Mekala R, Associate Professor / Science	Member
Dr. Kanchanamala, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

1.4   Research Proposal Monitoring Committee :

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr.M.N.A. GulshanTaj, Associate Professor,/ Civil)	Coordinator
Mr. U. Gobikrishnan, Assistant Professor / MECH	Member
Mr. P.Mohankumar, Assistant Professor / MCT	Member
Dr. K.S. Yamuna, Assistant Professor / EEE	Member
Dr.M.Logeshkumar, Assistant Professor / Civil	Member
Dr.P.M.Dinesh, Assistant Professor / ECE	Member
Ms R Asha, Assistant Professor / Bio-M	Member
Dr.R.Sivakami, Associate Professor / CSE	Member
Mr.S. Rajkumar, Professor / IT	Member
Dr.M.Rameshkumar, Assistant Professor / FT	Member
Dr.N.Nithya, Associate Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Dr. C. Saravanan, Associate Professor / Chemstry	Member
Dr. Muthulekha, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

1.5 Research Incentives

The Institute follows a unique Incentive scheme to reward the faculty for the Research and Consultancy Project works carried out in the respective year. This scheme is introduced by the Management to impart research culture and to motivate faculty towards identifying new innovations. The incentive scheme is as per the table below.

S.No.	Category	Name	Percentage of Share
1.	Sponsored Research Projects	Principal Investigator	2% of the Received Fund only upon submission of Utilization Certificate (UC)
2.	Sponsored Research Projects	All Co-investigators	Total of 1% on Received Fund (only upon submission of Utilization Certificate (UC))
3.	Consultancy and Testing services	Individual / Team	Ratio of 60:40 is shared between Institution and Individual / Team.
4.	Patent	Author(s)	Rs.20,000/- per patent once the patent is granted

1.6 Norms for Research Paper Publications:

In order to improve the number of publications from our faculty, which is the most important criteria for NAAC,NIRF and NBA ranking, faculty members are expected to publish the journal papers as per the following norms without fail.

S.No.	Designation	Norms
1.	Professors	Two Web of Science publications per academic year - Most Recommended option (or) One Web of Science and Two Scopus publications per academic year (or) Four Scopus publications per academic year
2.	Associate Professors	One Web of Science and One Scopus paper per academic year (or) Three Scopus publications per academic year
3.	Assistant Professors	One Web of Science paper per academic year (or) Two Scopus publications per academic year

- Paper published in Scopus Indexed Conference Proceedings & which is also indexed in Scopus Data Base, will be also considered under Scopus Publications.
- The above norms are the minimum requirement to be fulfilled by each faculty for appraisal.
- Faculty affiliation must be Sona College of Technology.
- Faculties are encouraged to publish joint research papers with experts from Tier-1 Institutions / Industries.
- Journal paper publications should be made only in those journals which are relevant to the title and area of research work.
- It is the responsibility of the authors to take care of "Fake Journal Websites" and "Fake Journals".

1.7 Incentives for Research Paper Publications

- Journal paper published and indexed in Web of Science database (Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SSCI), Arts and Humanities Citation Index (AHCI), Emerging Sources Citation Index (ESCI)) is eligible for Rs.15,000/- (Rupees Fifteen Thousand only) incentive upon approval from Dean R&D Office.
- Journal paper published and indexed in Scopus database is eligible for Rs. 3,000/-(Rupees Three Thousand only) incentive upon approval from Dean R&D Office.

1.8 Terms and Conditions:

- Journal Papers published by Sona Faculty with Sona College of Technology affiliation will be only considered for incentives.
- Journal papers published above Sona Appraisal Norms (as recommended by HR department YoY) will be only considered for incentives.
- In the case of Web of Science Journal papers, if the faculty (who claims the paper for incentive) is listed as 1st to 4th author in the authorship order as mentioned in the journal paper, then the eligible reward money for the paper will be Rs.15,000 (Rupees Fifteen Thousand only).
- In the case of Web of Science Journal papers, If the faculty (who claims the paper for incentive) is listed after 4th author in the authorship order as mentioned in the journal paper, then the eligible reward money for the paper will be Rs. 10,000   (Rupees Ten Thousand Only) .
- If more than one author from Sona College is involved in a paper, then the Sona faculty who is listed first in the authorship order (as mentioned in the journal paper) will be responsible to give the sharing details of total reward money to Dean R&D Office.

1.9 Research Ethics & Data Handling

Sona College of Technology shall periodically conduct exclusive awareness programs/ seminars/workshops on research ethics and IPR. Sona College of Technology has "Zero Tolerance" on any kind of misconduct in carrying out research as well in disseminating in various platforms and this shall be conveyed

to all stakeholders. Sona College of Technology shall subscribe to plagiarism detection software to check all the documents to be uploaded prior to publication.

All faculty members shall ensure that there is no conflict of interest in executing or disseminating the findings while undertaking research / consultancy projects. All research publications shall acknowledge the source of funding and research infrastructure.

2.0 Sona Doctoral Fellowship Scheme

The Policy for Sona Doctoral Fellowship Scheme (SDF) serves as the guidance for Sona College of Technology varied practices that are aligned towards its main objective of becoming a world class research university.This policy provides a comprehensive direction to the faculty and students of SCT across various disciplines towards various assistance provided by SCT for their research works. This policy also provides a comprehensive direction to the students across various disciplines for getting Sona Doctoral Fellowship (SDF) for their higher studies. The policy framework covers the entire guidelines for the award of SDF including the eligibility criteria for selection of students, selection procedure, terms and conditions of SDF, roles & responsibilities of SDF candidates and SDF administration.

2.1 Guidelines for The Award of Sona Doctoral Fellowship [SDF]

Sona Doctoral Fellowship (SDF) at the rate of Rs.12,000/- to Rs.20,000/- per month is instituted to the full-time Ph.D. scholars of Sona College of Technology, Salem (Autonomous) as stated below.

2.2 Eligibility Criteria for Selection of Students for The Award of Sona Doctoral Fellowship:

1. Candidates already working as a JRF/SRF in any ongoing Sponsored Research Project are **not eligible** to apply for this scheme.
2. Minimum qualification is First Class in UG and relevant PG degrees
3. Age must be between 21 and 35 years
4. Full time Ph.D Scholars already registered with Sona Supervisors are also eligible to apply to this scheme.
5. Preference will be given to the candidates having any of the following qualifications:
   a. Having Research or Industrial Experience for one or more years
   b. Qualified in NET/SET or Valid GATE Score [OR] Rank holder in UG/PG
   c. Published WoS/Scopus research articles during/after PG
   d. Filed/Published any patent
   e. Received sponsored research projects from any Govt./Private funding agencies

2.3 Selection Procedure

1. Applications will be invited by open advertisement in Sona Website / Newspapers/ Social media
2. Selected candidates will be called for a written test and personal interview conducted at the campus
3. SDF will be given purely on merit basis. Sona Doctoral Fellowship will be offered based on the overall merit index of the candidate which will be arrived based on the eligibility criteria, recommendation letter from the supervisor and research attitude of the candidate ranked by the assessment committee based on the performance in written test and interview.

2.4 Terms and Conditions of Sona Doctoral Fellowship

1. If the candidate has not yet registered Ph.D under the guidance of Supervisors from Sona College, SDF awardee is expected to apply for full time Ph.D and register with allotted Sona Supervisor during the next call for applications from Anna University Chennai
2. The fellowship is for a maximum period of 3 years.
3. The performance of SDF candidate will be reviewed every semester by the committee constituted by the HoD, Dean R&D office and Principal.
4. The fellowship will be sanctioned initially for a period of one year, effective from the date of joining of the fellowship and the extension of fellowship for subsequent semesters is subject to the satisfactory progress of the research work carried out.
5. Semester wise progress report is to be submitted to the Dean R&D office by the SDF scholar and duly forwarded by the guide and HoD.
6. The Anna University PhD regulations have to be abided by the scholar.
7. The scholar should not be receiving any scholarships/fellowships from any Governmental agencies, if so, they should withdraw the Sona Doctoral Fellowship.
8. During the course of fellowship, SDF Scholar is expected to publish four Scopus/WoS/SCI Journal Publications per year and submit a copy of the same to the Dean R&D office.
9. If the SDF scholar fails to publish the minimum number of papers per year, then based on the recommendation of the review committee, decision will be taken for the continuance of fellowship.
10. If the SDF candidate fails to publish the minimum number of papers per year and in such a case if the review committee provides extension of fellowship to the candidate based on the merits, then the SDF candidate is expected to publish the missed out papers cumulatively in the next academic year.
11. SDF scholar should acknowledge the Sona College SDF scheme while writing research journal articles and conference papers.
12. SDF Scholar should sign the agreement terms.
13. The SDF scholar must join the fellowship within two weeks of the date of the award letter by submitting the prescribed documents. This may,

however, be extended up to a maximum period of one month in exceptional circumstances with the prior approval of the Sona College.

14. If a SDF fellow wants to leave the fellowship before its full-term, he/she has to inform the Guide, HoD and Dean R&D office well in advance. Based on the recommendations of the Review committee, decision will be taken.

15. If a SDF fellow leaves the fellowship without prior intimation and approval from Guide and HoD, in such cases, the scholar can leave the fellowship by refunding the entire amount already released by the Sona College.

16. The awardee shall devote full time to research during the tenure of fellowship and will not be permitted to take any part time/full time assignment. He/She will not accept any other salary or fellowship, if offered during the tenure of fellowship through any other source.

17. The SDF awardee shall give a declaration that if the results of research are such that can be exploited commercially by taking a patent or otherwise commercial exploitation and patent rights should be with the Sona College, candidate and supervisor.

18. The SDF scholar should not have been subjected to any disciplinary / legal action / proceedings/ financial penalties in his/her research career.

19. The SDF scholar is eligible to take 12 days of casual leave in a year. SDF scholar is not eligible for vacation holidays.

2.5 Roles and Responsibilities of SDF Candidates:

1) Should stay and work as full time research scholar at Sona Campus.
2) Should publish a minimum of four SCI/WoS/Scopus journal papers per year
3) Submit project proposals to external Govt/Private funding agencies and get funding support for the research work
4) Should file patents from the outcomes of the research work and applicant will be Sona College of Technology. Complete funding support for filing patents will be provided by Sona College of Technology.
5) Apart from this, SDF scholars are encouraged to apply for JRF/SRF or any other fellowships/scholarships during the period with prior intimation and approval from Guide and HoD.
6) SDF fellow may go on-field work with prior approval of the Supervisor and HoD

2.6 SDF Administration

Principal is the overall responsible for the smooth organization of the SDF scheme at Sona College of Technology. Dean – R&D is responsible for all the activities related to SDF Scheme of Sona College of Technology. The SDF-Coordinator shall be responsible for the smooth functioning of SDF scheme and for the follow-up of the progress made by SDF scholars by extending all possible support. The HoD& Supervisors of Sona College of Technology shall be responsible for facilitating the SDF candidates with necessary research facilities and for the smooth conduct of the research works. SDF monitoring committee of

the institute periodically meets to discuss the progress made by the SDF scholars and to ensure the smooth functioning of the SDF scheme.

2.7 Sona Doctoral Fellowship Committee

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr.S. Sakthivel, Professor / CSE	Coordinator
A. Mahendran, Assistant Professor / MECH	Member
Dr. J. Thiyagarajan, Assistant Professor / MCT	Member
Dr. K. Krishnamoorthi, Associate Professor / EEE	Member
Dr.M.N.A. GulshanTaj, Associate Professor / Civil	Member
Dr.P.M.Dinesh, Assistant Professor / ECE	Member
Mr. S. Mukesh, Assistant Professor / Bio- M	Member
Mr. S. Rajkumar, Assistant Professor/ IT	Member
Mr. K. Mani, Assistant Professor / FT	Member
Dr.V.P.Rameshkumar, Associate Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Dr. B. Shanmugavelu, Associate Professor / Physics	Member
Dr. Muthulekha, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

3.0 Faculty and Student Seed Money Scheme

This Policy for Faculty and Student SEED Money Scheme serves as the guidance for Sona College of Technology varied practices that are aligned towards its main objective of becoming a research institute.This policy provides a comprehensive direction to the faculty and students of SCT across various disciplines for getting SEED money assistance for their research works. The policy framework covers the entire guidelines for the award of SEED money including funding norms of SEED money scheme, eligibility, terms and conditions, procedure for submission of proposals, deliverables, duration of project, monitoring committee, terms and conditions after release of grant and SEED money scheme administration.

3.1 Funding Norms of SEED Money Scheme

Sona College of Technology offers SEED money scheme to reward the faculty and students of SCT for the Research Project works every year. This scheme is introduced by the Management to impart research culture and to motivate faculty and students towards identifying new innovations. The details of the SEED money scheme are as per the table below.

3.2 Funding Norms for Faculty SEED Money Scheme

S.No	Category	Total budget Allotted per year	No. of projects to be sanctioned/year	Duration of the project
1.	Minor R&D Projects	Rs. 3 lakhs/Department	Based on the merit, 1 or 2 projects per department will be selected and Rs. 3 lakhs will be divided among them	1 year
2.	Major R&D Projects	Rs. 10 lakhs/institute	Only one project from the institute per year will be selected	2 years

3.3 Funding Norms for Student SEED Money Scheme

S.No	Category	Total budget Allotted per year	No. of projects to be sanctioned/year	Duration of the project
1.	Minor R&D Projects	Rs. 50,000/-/Department	Based on the merit, 1 project per department will be selected	6 months
2.	Major R&D Projects	Rs. 2 lakhs/institute	one project from the institute will be selected	6 months

3.4 Eligibility

The Project Proposal could be submitted for financial support by Faculty and Students of Sona College of Technology. Faculty and Students should strictly avoid submitting the similar proposal which is already submitted to any other funding agency (or) proposal for which already funding is received from any other agencies.

3.5 Terms & Conditions of SEED Money Scheme

- For minor projects, a maximum of 2 proposal can be submitted from each department / year to Dean R&D Office.
- For Major R&D projects, one proposal per department should be only submitted to Dean R&D office.
- Final selection of projects will be carried out by Expert Review committee and it will be coordinated by Dean R&D Office.

- At the end of project, PI has to submit project report, Utilization certificate and other relevant documents as per DST norms to Dean R&D Office.
- Project guide and HOD is responsible for smooth conduct and successful completion of the project work.
- Financial support is provided only for minor equipment, consumables, domestic travel and other miscellaneous items. No support is provided towards basic infrastructure, buildings, journal paper publication fees and International travel.
- The investigators/ R&D Group should have adequate experience and expertise in the relevant area of proposal.

3.6 Procedure for Submission of Project Proposals

Two hard copies of the project proposal should be submitted in the prescribed format to Dean R&D Office. Please ensure that following documents have been completed and attached in original with one copy of theproposal.

i. Certificate from the investigator;
ii. Endorsement from Head of the Department on Letter Head.

Application received without above documents/with incomplete information will not be entertained.

3.7 Deliverables of the projects

PI is expected to publish SCI/Scopus indexedjournalpapers and expected to file patents out of the results of the project. It is highly appreciated if the deliverables of the project is an end product which is useful for Society/Industries.

3.8 Project Duration

The project should be time-bound normally for a duration of 1or 2 years depending upon the type of project. For Minor R&D projects a max. of 1 year is allowed and for major R&D projects a max. of 2 years is allowed.

3.9 Monitoring Committee of the Project

Implementation of the project shall be monitored by forming a Project Monitoring Committee consisting of Head of the department as Chairman of committee and two subject expert members (within or outside the department in the Professor or above Ranking). PI has to submit the proof for the formation of project monitoring committee and the minutes of the meeting of project monitoring committee to Dean (R&D) office along with the progress report.

3.10 General Terms and Conditions after The Release of Grant

1) The Department where project will be implemented will assume administrative responsibilities of theproject.
2) In case of multi-departmental project, the Principal Investigator has to obtain formal agreement from the collaboratingDepartment /Scientists.
3) International travel is normally not permissible under theproject.
4) It is the policy of Sona College of Technology to maximize the use of equipment. In this light, investigator shall permit the use of spare or idle capacities of equipment procured under the project by bonafide users.
5) All the assets including equipment acquired and prototypes fabricated from the grant will be the property of Sona College of Technology and should not be disposed of, or utilized for purposes other than those for which the grant has been sanctioned, without the prior sanction of the Sona College of Technology.
6) The Principal Investigator/ Department will be required to furnish progress reports every six months on the progress made on all aspect of the project including expenditure incurred on various approved items during theperiod.
7) The Dean R&D Office and Head of the Institution will have the right to access to the books and accounts of the project for Grants received from the Sona College of Technology.
8) The department would maintain separate account for the project.
9) Grant can be terminated by Sona College of Technology at any stage if it is convinced that the Grant has not been properly utilized or appropriate progress is not beingmade.
10) If the Principal Investigator wishes to leave the organization where the project is based, the Department HoD/investigator will inform the same to Dean (R&D) office and Principal of Sona College of Technology and with its consultation evolve steps to ensure successful completion of the project, before relieving the Principal Investigator. The Investigator should submit three copies of complete and detailed report of the work done by them on the project before leaving theorganization.
11) Sale proceeds, if any, of the components, prototypes, pilot plants etc. fabricated as a result of the development of the project arising directly from project funds shall be remitted to the Sona College of Technology.
12) The journal publications / patents filed / know-how generated from the project would be the property of the Sona College of Technology and any receipts by way of sale of know-how, utilization of know-how for production, royalties etc. shall belong to the Sona College of Technology. The Sona College of Technology, may, at its discretion, allow a portion of such receipts to be retained by the organization.
13) In the case of Journal/ Conference publications made out of the results of the project, authors should compulsorily acknowledge the funding received from Sona College of Technology through SEED Money Scheme.

3.11 SEED Money Scheme Administration

Principal is the overall responsible for the smooth organization of the SEED Money scheme at Sona College of Technology. Dean – R&D is responsible for all the activities related to SEED Money Scheme of Sona College of Technology. The SEED Money Scheme-Coordinator shall be responsible for the smooth functioning of SEED Money Scheme and for the follow-up of the progress made by investigators by extending all possible support. The HoDs should assist the faculty and students by providing necessary research facilities in their department. The Principal Investigators of Sona College of Technology shall be responsible for smooth completion of the entire project work with necessary research facilities. SEED Money Project Monitoring committee is formed in the institute and this committee meets periodically in order to ensure smooth functioning of the SEED money projects.

3.12 SEED Money Committee

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr. S. Aruna, Associate Professor / MCA	Coordinator
Dr. A. Ranjith Kumar, Assistant Professor / MECH	Member
Mr. P.Mohankumar, Assistant Professor / MCT	Member
Dr. C. Santhana Lakshmi, Assistant Professor (SG) / EEE	Member
Dr.K. Manju, Assistant Professor / ECE	Member
Mr K Manikandan, Assistant Professor / BiO-M	Member
Dr.K.C.Rajeswari, Assistant Professor (SG) / CSE	Member
Dr. M. Kasiviswanatan, Assistant Professor / Civil	Member
Dr. J. Dhayanithi, Assistant Professor / CSE	Member
Mr. S. Rajkumar, Assistant Professor/ IT	Member
Mr.K.Mani, Assistant Professor / FT	Member
Dr.D.Immanuel, Associate Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Dr. RajasriSenJaiswal, Professor / Physics	Member
Dr. Muthulekha, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

4.0 IPR and Patent Filing

4.1 Background

Intellectual property (IP) refers to creations of the mind: inventions; literary and artistic works; and symbols, names and images used in commerce. IP is protected in law by, for example, patents, copyright and trademarks, also called as Intellectual Property Rights (IPRs), which enable people to earn recognition or financial benefit from what they invent or create. As a part of Policy for Promotion of Research & Innovation, Sona College of Technology facilities research and innovation activities through IPR filing. The research & innovation ecosystem at Sona College of Technology enables the faculty / student inventors to make an informed decision on whether to disseminate the findings through publications or protect the intellectual property (IP).

4.2 Terms and conditions while preparing the application for Patent Filing:

The inventors shall ensure the following while preparing the application for IP protection:

- The inventor should ensure that the invention is not published earlier or publicly displayed, as such publication or public display leads to lack of novelty.
- The inventor should ensure that the matter of IPR application contains elements of novelty and invention
- Thorough review of prior art should be carried out
- No conflict of interest with any party(ies)
- No violation of agreement with any party(ies) involved in the invention either directly or indirectly
- All inventors have been included
- The funding agency(ies) have been acknowledged
- The invention is outcome of the work carried out at Sona College of Technology or in a collaborator's organization

4.3 Submission of Patent Application

IPR document prepared by the inventor (faculty and students) in conformance with the above mentioned guidelines shall be submitted to the IPR consultant through the Office of Dean R&D only. Sona College of Technology files the IPR applications through an authorised IP consultant. The patent applications shall be in the name of 'Sona College of Technology' and collaborating organization / Institute, as per terms in Non-Disclosure Agreement (NDA). The entire expenditure for patent filling, proceedings, grant & annuity, etc., shall be borne by the Institute itself.

4.4 Ownership of IP

> Patent filed with "Applicant Name as Sona College of Technology" will be only eligible for faculty appraisal upon approval from Dean R&D Office.
>
> All inventions whether made by student/ researcher/ faculty of SCT, developed by utilising the resources of the SCT, or with the mix of funds, resources and/or facilities of the SCT, shall ordinarily be vested with the SCT.
>
> If the SCT determines that an invention was made by an individual(s) on his/her own time and unrelated to his/her responsibilities towards the SCT and was conceived or reduced to practice without the use of resources of the SCT, then the invention shall vest with the individual(s)/ inventor(s).
>
> With regard to research conducted in collaboration with external partners, ownership of IP shall be determined as per the terms and conditions in the agreement signed between the concerned parties. However, unless agreed upon explicitly, the SCT shall normally retain perpetual, royalty free license to use the IP for research and educational purposes.

4.5 Commercialization and Benefit Sharing

> The monetary benefits of the IPs shall be shared with the inventors on mutually agreeable terms.

If the patent is granted, then Rs.20,000/- will be given as an incentive to the faculty team per patent.

5.0 RESEARCH ETHICS

5.1 Background

Ethics and plagiarism are the significant components in the research and publication. Sometimes it is observed that researchers claim others work as their own, which will degrade the reputation of the individual institution. A strong ethical framework to guide all research stakeholders is an imperative for all organizations and more so for institutions that are springboards for research and development. Sona College of Technology can be no exception to this requirement. This Research Ethics Policy serves as the guidance for Sona College of Technology varied practices that are aligned towards its main objective of becoming a research institute.

This policy provides a comprehensive direction to the faculty and students of SCT across various disciplines regarding the broad guidelines and norms to be followed to ensure research ethical practices in the SCT.

5.2 Code of Ethics to check Malpractices and Plagiarism in Research

➤ Ethics committee and Plagiarism committee has been formed comprising of faculty across disciplines of the institute to assess the faculty researcher / PhD student / PG student who produce their work in the form of Research Publication / Research Proposal .

➤ Especially the research work of the faculty / PG student in the form of journal paper / projects must go through the process of plagiarism and has to maintain high academic and production standards.

➤ Apart from this the committee takes extra measures to ensure that the work is at par with the national/international standards.

➤ The Project Guide and Scholars are asked to use the best possible software provided by Anna University chennnai for detecting the plagiarism, All Faculty researchers seeking for journal paper submission as requested to submit the plagiarism report (maximum 20%) along with the paper to the committee for review . All PhD, PG students are made compulsory to submit plagiarism report (Maximum 20%), no objection from guide and co-authors to get their project work approved for publication / thesis presentation.

➤ Any violation of the rule and other issue, complaints regarding plagiarism attracts disciplinary action to be imposed by committee within one month from the day of complaint. Depending on the severity of plagiarism, the committee will submit the report and recommendation on disciplinary action to be imposed.

➤ Types of Plagiarism
(Source:
http://hub.wiley.com/community/exchanges/discover/blog/2016/02/10-types-ofplagiarism-in-research)
1. Invalid Source
2. Secondary Source
3. Duplication
4. Paraphrasing
5. Respective Research
6. Replication
7. Misleading Attribution
8. Unethical Collaboration
9. Verbatim plagiarism
10. Complete plagiarism

5.3 Plagiarism check Facilities in Institute

iThenticate Plagiarism Checking Software from Turnitin has been purchased by SCT and this software has been used by our faculty and students for checking plagiarism. This software can be used to check about 1400 articles per year. All R&D faculty, staff, and students who have research papers ready for publication may use the Software for plagiarism Checks. They may contact the librarian, who will assist in using the software.

In addition, all recognized supervisors of SCT under anna university have access to Urkund software for checking plagiarism of research papers.

5.4 Ethics Committee

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr. V. Balasubramanian , Professor / Physics	Coordinator
Mr. A Sivaprakasam, Assistant Professor / MECH	Member
Dr. M. N. Vimal Kumar, Associate Professor / MCT	Member
Dr. G. Karthikeyan, Associate Professor / EEE	Member
Dr.M.Logeshkumar, Assistant Professor / Civil	Member
Dr.K.R.Kavitha, Professor / ECE	Member
Dr. S. Prabakar, Professor / Bio-M	Member
Dr.A.C.Kaladevi, Professor / CSE	Member
Ms. J Deepika, Assistant Professor/ IT	Member
Mrs.Aishwarya Mohan, Assistant Professor/ FT	Member
Dr.V.JothiFrancina, Assistant Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Dr. Kanchanamala, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

5.5 Plagiarism committee

Name, Designation & Department	Role
Dr. S. R. R. Senthil Kumar, Principal / SCT	Patron
Dr. S. Chandrasekar, Dean(R&D) / SCT	Chairperson
Dr. G. Karthikeyan, Associate Professor / EEE	Coordinator
Mr. G. Sivaraman, Assistant Professor / MECH	Member
Dr. J. Thiyagarajan, Assistant Professor / MCT	Member
Dr.M.Logeshkumar, Assistant Professor / Civil	Member
Mrs. Sharmiladevi, Assistant Professor / ECE	Member

Ms. M Brindha, Assistant Professor / Bio-M	Member
Dr.TSathya, Sr.G. Assistant Professor / CSE	Member
Mrs. Reena Devi, Assistant Professor / CSE	Member
Ms. J Deepika, Assistant Professor/ IT	Member
Mrs.Aishwarya Mohan, Assistant Professor/ FT	Member
Dr.V.JothiFrancina, Assistant Professor / MBA	Member
Dr. N Balakrishnan, Associate Professor / MCA	Member
Dr. S. Radjarejesri, Professor / Chemistry	Member
Mr. M. Muthukrishnan, Assistant Professor/ Physics	Member
Dr. Kanchanamala, Assistant Professor / English	Member
Mr. Manickam.K, Assistant Professor / Maths	Member

The ethics and plagiarism committee has been formulated by SCT and committee shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty and researcher. The committee shall have the power to assess the level of plagiarism and recommend penalty accordingly. The committee shall submit its report to Dean R&D with the recommendation on penalties within a period of 45 days from the date of receipt of complaint.

Sona College of Technology
Dean R&D Office
SONA DOCTORAL FELLOWSHIP (SDF) ADMISSION FORM

Department :

Personal Details:

1. Name :
2. Date of Birth :
3. Gender :
4. Marital Status :
5. Community :
6. E mail :
7. Mobile :
8 Nationality :
9. Residential Address :
10. Academic Background (Starting from the latest degree obtained) :

Sl. No.	Qualification	Branch	Mode	College & University	Year of Passing	% of Marks /CGPA	Certificate No.
1.	M.E.						
2	B.E.						
3	HSC						
4	10th						

11. Professional Experience (Starting from the Present Employment)

Sl. No.	Designation	College / Organisation	Work Period	Regular/ Temporary/ Contract	Total Years
1.					
2.					
3.					
4.					
5.					
				Total	

12. Details of current employment :

Achievements:

13. Details of Publications   (Attach list of publication/Patent as annexure)

No. of Journal paper Published   :

No. of Conference paper Published   :

No. of patent field   :

GATE/ NET score (if any)   :

14. Any Fellowship received already   :

15. Areas of research interest   :

16. Tentative Title of the proposed
Research topic   :

17. Abstract of research topic   :
Maximum (100 words)

18. Any other relevant information   :

Date   :
Place :   **Signature of applicant**

Annexure-B

SONA COLLEGE OF TECHNOLOGY
DEAN R&D OFFICE
FACULTY SEED MONEY SCHEME
APPLICATION FORM

PART-A

Type of Project   :   Major/Minor

Department   :

Project Title   :

PI Details with Mobile and Email ID :

Co- PI Details with Mobile and Email ID:

Total Cost   :

Duration   :

Equipment proposed   :

Industry Partner (if any)   :

Summary (100 words)   :

Objectives (50 words)   :

Deliverables   :

Budget Details   :

Sr. No.	Items	Budget(in Lakhs)		
		1st Year	2nd Year	Total
1.	Equipments			
2.	Consumables			
3.	Travel			
4.	Contingencies			
	Total			

PART – B

1. INTRODUCTION OF THE PROJECT
2. OBJECTIVES OF THE PROJECT
3. APPLICATIONS OF THE PROJECT OUTPUT
4. ESTIMATED USERS / USER AGENCIES
5. REVIEW OF STATUS AND TECHNOLOGY TRENDS
   a) International status of development.
   b) Current status in our country.
   c) Review of expertise available with proposed investigating group in the subject of the project.
   d) Gaps to be covered through proposed work with special reference to the proposal.
6. TECHNICAL DETAILS
   (Technical details should consist of
   a) Comparison of the system taken up for development with similar products/process/technology if available in national/international market indicating similarities and differences.
   b) Description of the proposed technique and reasons for choosing the particular technique.)
7. WORK PLAN
   a) Methodology:
   Please describe how the work (various steps/activities involved) will be carried out (if possible including linkages with any industry).
   b) Time schedule of activities
   Please give bar chart indicating important activities and time duration from start to end:
8. FACILITIES AVAILABLE AT YOUR DEPARTMENT WHICH ARE RELEVANT / USEFUL IN IMPLEMENTING THE PROJECT AND WILL BE AVAILABLE TO YOU DURING THE IMPLEMENTATION OF THE PROJECT

9. CONSOLIDATED BUDGET ESTIMATES:

S. NO.	Items	Budget		
		1st Year	2nd Year	Total
1.	Equipment			
2.	Consumables			
3.	Travel			
4.	Contingencies			
	Total			

9.1 BUDGET FOR EQUIPMENT:

S. No.	Equipment / Accessories	Make & Model	Imported / Indigenous	Estimated Cost	Justification
TOTAL					

9.2 BUDGET FOR CONSUMABLES:

S. No.	Items	Quantity	Budget			Justification
			1st Yr	2nd Yr	TOTAL	

9.3 BUDGET FOR TRAVEL:

Please provide estimated number of visits related to the project work and cost per visit along with justification.

10. BIODATA OF INVESTIGATORS: -

a) Name

b) Department

c) Designation

d) Academic qualifications

e) Areas of expertise

f) Experience

S. No.	Position held (Designation)	Place of work	Duration	Areas of work

g) Awards received in last five years, if any

h) Publications in SCI/SCOPUS Journals in last five years (Nos.)

i) Patents filed

j) List of projects ongoing/completed indicating briefly title, sponsoring agency, duration.

k) Industrial R&D Project experience/ Industrial Collaborations details if any.

CERTIFICATE FROM THE INVESTIGATOR

Project Title :

1. I/We agree to abide by the terms and conditions of the SEED Money Scheme of Sona College of Technology.
2. I/We did not submit the project proposal elsewhere for financial support.
3. I/We have not submitted the similar project proposal for which we have already received funding from any other agencies.
4. I/We have explored and ensured that equipment and basic facilities (enumerated in the proposal) will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project, for procurement of these items.
5. I/We undertake that space time on permanent equipment (listed in the proposal) will be made available to other users.
6. I/We have enclosed the following materials:

Items	**Number of copies**
a) Endorsement from the Head of Institution. One	
b) Certificate from Investigator(s)	One
c) Copies of the proposal as per SCT format	**2**

Name and signature of
Investigators

Date ……………….
Place ……………….

ENDORSEMENT FROM THE HEAD OF THE DEPARTMENT

(To be given on Letter Head)

Project Title:

1. Certified that the Department of ……………………….. welcomes the participation of Shri/Smt……………………. as the Principal Investigator and Shri/Smt………………………..as the other investigator (s) for the project and that in the unforeseen event of discontinuance by the Principal Investigator, the other investigator (s) will assume the responsibility of the fruitful completion of the project.

2. Certified that the equipment and other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator (s) throughout the duration of the project.

<div align="right">

Name and signature of the
Head of the Department

</div>

Date:
Place:

Annexure-C

SONA COLLEGE OF TECHNOLOGY
DEAN R&D OFFICE
STUDENT SEED MONEY SCHEME
APPLICATION FORM

PART-A

Type of Project : Major/Minor

Department :

Project Title :

Students Details with Mobile
and Email ID : 1)
2)
3)
4)

Project guide Details with Mobile
and Email ID :

Total Cost :

Duration :

Summary (100 words) :

Objectives (50 words) :

Deliverables :

Budget Details :

Sr. No.	Item	Budget(in Rupees)
1	Consumables	
2	Any other	
	Total	

APPLICATION PART – B

1. INTRODUCTION OF THE PROJECT

2. OBJECTIVES OF THE PROJECT

3. APPLICATIONS OF THE PROJECT OUTPUT

4. ESTIMATED USERS / USER AGENCIES

5. REVIEW OF STATUS AND TECHNOLOGY TRENDS
    a. International status of development.
    b. Current status in our country.
    c. Gaps to be covered through proposed work with special reference to the proposal.

6. TECHNICAL DETAILS
    a. Comparison of the system taken up for development with similar products/process/technology. if available in national/international market indicating similarities and differences.
    b. Description of the proposed technique and reasons for choosing the particular technique

7. WORK PLAN
    a. Methodology:
        Please describe how the work (various steps/activities involved) will be carried out (if possible including linkages with any industry).
    b. Time schedule of activities
        Please give bar chart indicating important activities and time duration from start to end:

8. FACILITIES AVAILABLE AT YOUR DEPARTMENT WHICH ARE RELEVANT / USEFUL IN IMPLEMENTING THE PROJECT AND WILL BE AVAILABLE TO YOU DURING THE IMPLEMENTATION OF THE PROJECT

CERTIFICATE FROM THE PROJECT GUIDE AND STUDENTS

CERTIFICATE FROM THE PROJECT GUIDE AND STUDENTS

Project Title:

1. I/We agree to abide by the terms and conditions of the SEED Money Scheme of Sona College of Technology.
2. I/We did not submit the project proposal elsewhere for financial support.
3. I/We have not submitted the similar project proposal for which we have already received funding from any other agencies.
4. I/We have explored and ensured that equipment and basic facilities (enumerated in the proposal) will actually be available as and when required for the purpose of the projects. I/We shall not request financial support under this project, for procurement of these items.
5. I/We undertake that space time on permanent equipment (listed in the proposal) will be made available to other users.
6. I/We have enclosed the following materials:

Items	Number of copies
d) Endorsement from the Head of Department	One
e) Certificate from Project guide and Students	One
f) Copies of the proposal as per SCT format	**2**

Name and signature of Project Guide

Name and signature of Students

Date ………………..
Place ………………..

ENDORSEMENT FROM THE HEAD OF THE DEPARTMENT

(To be given on Letter Head)

Project Title:

Certified that the Department of ………………………….. welcomes the participation of students …………………….. and Shri/Smt…………………………..as the Project guide for the project.

Certified that the equipment and other basic facilities and such other administrative facilities as per terms and conditions of the grant, will be extended to the investigator (s) throughout the duration of the project.

<div align="right">

Name and signature of the
Head of the Department

</div>

Date
Place