

# RESEARCH POLICY

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**Thiagarajar College of Engineering, Madurai – 625 015**

## **RESEARCH POLICY**

Thiagarajar College of Engineering (TCE) is committed to serving society by conducting state-of-the-art research on par with the national and international standards. TCE creates an open platform to foster academic excellence and to pursue scholarly research activities. The researchers shall abide by the research policy of the institute in accordance with the two key principles namely, Quality and Ethics. They are also responsible for ensuring that the research practices are carried out in conformance with the Anna University research policies.

### **1. ACADEMIC RESEARCH (AR) POLICY**

#### **1.1 Research Council**

Our institution's Research Council (RC) comprises two external experts from higher learning institutions/research organizations/industry, along with the Principal, Director, Deans, Heads of Departments, and the Dean/Associate Dean – R&D. The tenure for external members is three years. The Research Council convenes once a year with the following objectives:

- To provide guidelines for strategic planning and promotion of research
- To facilitate interaction with external agencies (industries, funding bodies etc.) and streamline the research proposal submission process
- To facilitate collaborative research with industry and provide guidance on technology commercialization
- To provide guidelines for effective management of research funding and resources
- To support and enhance research efforts of PhD scholars and students
- To provide guidance on improving quality and quantity of research publications
- To outline instructions for collaboration with national and international institutions
- To give directions for having better benchmarking research against leading national and global engineering institutions.
- To establish a framework for recognizing faculty achievements in research

#### **1.2 Norms for Doctor of Philosophy (Ph.D.) and Master of Science (M.S. by Research)**

Candidates should apply for Ph.D./M.S ( By Research) after getting approval from the head of the institution with AR-1 form. Candidates should enroll and register at TCE on getting provisional registration letter from Anna University and renew their registration during the 1<sup>st</sup> week of February/August every semester. The AR-2 form should be used for enrollment. Full-time research scholars must use AR-3 form to obtain college ID card, library access and attendance monitoring

system registration respectively. Scholars shall get permission to register their course work (AR-4). Full-time scholars' attendance is monitored using a Biometric system and every day attendance is mandatory.

Candidate should present his/her progress of research in the review meeting once in six months and submit the Ph.D. /M.S. (Research) Renewal and Half Yearly Progress Review Report (HYPRR) in the prescribed format (AR-5) to the department in which they have registered. The schedule for the review meeting would be prepared and announced by the Research and Development Team. Candidates should get prior permission to conduct DC meetings, synopsis meetings and Viva Voce exams after fulfilling the university norms. While submitting the thesis, candidates should submit the no dues form (AR-6) to the respective Department Level Coordinator. The research scholar shall submit a copy of Ph.D./M.S. thesis to the College Library on successful completion of the Viva-Voce.

The candidates are instructed to publish their research work in reputed (Scopus/ SCI/SCI-E/ESCI/Indian Citation Index) indexed conferences / journals / workshops only after obtaining formal permission and endorsement from the respective supervisor. Only after checking for plagiarism, the research supervisor should permit the candidate to submit the paper to the journal.

The faculty after the award of Ph.D., shall get the supervisorship within 3 years. Number of scholars a supervisor can guide, shall be based on the regulations of the UGC/Anna University norms. However, the number of full-time scholars to the supervisors can be limited by the institution from time to time based on the infrastructure availability.

### **1.3 AR Norms for Faculty**

To increase research outcomes, faculty members are permitted to take advantage of support provided by the institution. They need to proceed with the same with after the approval of the respective department Heads. The following are the support extended by the institution.

#### **1.3.1 Financial Assistance**

- Faculty members can avail financial assistance for attending Scopus indexed conferences/ conferences and seminars organized by the reputed institutions in India as well as by leading industries.
- A faculty member can seek reimbursement of registration and TA/DA\_\_\_\_\_ (to be specified) only if he/she is a presenter, provided no other agency has given financial assistance for the same.

#### **1.3.2 Collaborative Research**

Faculty members are encouraged to pursue collaborative research with reputed institutions in India and abroad as well as with leading industries, following the guidelines and focus areas provided.

- Inter-disciplinary research shall be carried out at research nodal centers of our college.

- Faculty shall also visit research laboratories in reputed institutions in India or abroad as well as leading industries for interaction and discussion with their research group leading to collaborative research such as joint research papers, joint research proposals, research partnership / MoUs or similar other research activities.
- Faculty shall also spend one full semester in a reputed institution in India or abroad as well as leading R&D organizations/industries provided the preliminary research works required for such visits are completed to the satisfaction of our college and the visiting institution/industry. Amount for TA/DA and fellowship shall be decided by the management.
- Faculty members shall visit reputed institutions in India or abroad and leading R&D organizations/industries to do collaborative research to guide the students during their internship in industry to solve specific industrial problems.
- The proposal shall address a topic of thrust area of their research field and address a challenging issue of theoretical, experimental and/or translational values.
- The faculty members submitting proposals for research collaboration shall be a doctorate or a pursuing PhD.
  - The proposal shall state clear and measurable deliverables with timeline.
  - A set of tangible earmarked deliverables of the collaborative efforts on the proposed topic consisting of joint research outcomes including but not limited to two or more of the following:
    - Top Journal Publications
    - Text Books
    - Research Monographs
    - Patents
    - Products
    - Scaled Pilots/demonstrations
    - Course materials

At the time of commencement of such a collaborative research, faculty has to submit a proposal outlining the objective and significance of their collaborative research initiative. After the completion, faculty has to submit a report outlining the outcome of the collaborative research work and the value addition it has provided to the faculty.

#### **1.4 Plagiarism Check**

Research scholar should submit the copy of plagiarism check report of the research paper to the concerned supervisor, before submitting it to the journal/conference. The research scholar's synopsis/thesis should accompany the plagiarism report while submitting the same to Center for Research, Anna University.

All the postgraduate students' theses should include the copy of the plagiarism check report. A maximum similarity threshold of 10% is allowed for Ph.D. theses, synopsis and postgraduate thesis.

### **1.5 The Act of Plagiarism**

The scholar/faculty shall not publish research articles with similar contents in part or full in more than one journal, which would result in self-plagiarism.

In case of scholars who have committed the act of plagiarism in the thesis/journal publication, UGC/Anna University regulations will be followed for actions against him/her and his/her supervisor.

### **1.6 Code of Ethics Committee**

Research ethics committee assesses the sponsored and academic research initiatives in order to determine whether or not the work is ethical. This implies that the study must adhere to the established ethical norms, such as protecting participants' rights, safety, and well-being of participants. It is also necessary to obtain ethical permission from the research ethics committee as it ensures that the research is conducted responsibly that benefits both the society and participants of the study.

The research ethics committee comprises an external expert, Principal, Dean (R&D), Associate Dean (R&D), Librarian and College Level Coordinator. The external expert will serve a two-year term as a member. The committee meets once in a Semester. In case of an urgent requirement, the Code of Ethics Committee meeting will be conducted by the internal members.

#### **The objectives of the committee are:**

- To assess research proposals in order to decide whether the project is ethical.
- To ensure that researchers submit a plagiarism report for a research article before submitting it to a publication or conference.
- To ensure that all researchers receive appropriate training in the use of equipment, keeping confidentiality, managing data, maintaining records, protecting and publishing data, responsibly using authorized research resources, and respecting others' intellectual property rights.
- To ensure that supervisors adhere to the principles outlined in the Doctoral Supervision Code of Practice, which describe the supervisory relationship, how research progress is evaluated, and how difficulties in the relationship are managed.
- To advise and assist scholars and students with their ethical concerns regarding research.
- To act as a body that investigates and provides advice on any disputed issue concerning research ethics and conduct.

- To investigate the morality maintained when employing human participants in research
- To sensitize the importance of ethics in research among students, scholars, and faculty frequently so that their research is legitimate and error-free.
- To provide researchers a forum to express their concerns regarding the research they are conducting.

### **1.7 AR Norms for Students for Course on Research Practice**

A student who is having a minimum of 7.0 CGPA (up to the third semester) and without having any standing arrears can register for the course on 'Research Practice' at the beginning of their Fourth Semester. The outcome of the course will be a publication in SCI / SCI-expanded / SCOPUS indexed Journal / Conference in Science and Technology. The number of credits for this course is 3. A group of a maximum of two (2) students can register for this course and they should be the first two authors. The student shall work under any TCE faculty advisor who has published at least 3 papers in SCI/ SCI expanded/SCOPUS-indexed journals. The faculty advisor is a third and the corresponding author. The student can earn the credits in the subsequent semesters (Fifth to Seventh). When the student provides the evidence of the research article publication (before starting the Fifth/ Sixth /Seventh-semester course enrolment), the grades and credits will be awarded in the subsequent semester. The grades will be awarded as per the details in the following Table.

S.No	Category of Journal	Grade
1	One Research Paper in SCI/SCI-Expanded Journal	O
2	Two Research Papers in SCOPUS-indexed Journals	O
3	One Research paper in SCOPUS indexed Journal	A+
4	One Research Paper in SCOPUS indexed Conference	A

If the student is not able to publish within the sixth semester, the registration will be automatically canceled and he/she has to meet the credit requirements for the elective category by registering for necessary elective courses in the seventh semester, if required. Further, if a student has not registered for this research course in the fourth semester but meets all the requirements, then the student will be allowed to replace his/her grade and credits which are earned from this research course. The grade and credits for this course will be transferred under programme elective for expanded scope category.

## **2. SPONSORED RESEARCH (SR) POLICY**

### **2.1 Sponsored Research for Students**

- The UG/ PG students shall apply for funding support from the Government / Industries such as CPRI, NITI Aayog, MHRD, AICTE (Pragathi), ISRO to work in advanced areas of domain after getting recommendation from the college.



- The student should not avail any financial assistance in the form of scholarship/any emoluments, salary, stipend etc. from more than one source during his/her course of study in the Institute.
- He/she should submit all the relevant documents to the institute for verification before submitting the application. It should include an internal guide from our institute.
- The selected student should maintain attendance as prescribed by the funding agency.
- If any student leaves the programme mid-way, the institute has to ensure recovery of the scholarship drawn till date by the student.
- The students shall apply for project associate of the sponsored/consultancy project being done by our faculty.

## **2.2 Sponsored Research for Scholars**

### **2.2.1 Thiagarajar Research Fellowship (TRF)**

#### **2.2.1.1. Eligibility & Duration**

- The TRF will be granted to the full-time research scholars of TCE admitted under Anna University, Chennai
- Applicants must possess First Class in either bachelor's or master's degrees
- Applicants must not receive any other Research Fellowship
- Duration of the scheme is Maximum of 3 years

#### **2.2.1.2. Amount of Fellowship**

- The fellowship amount will be Rs.15,000/- per month for the first year
- The fellowship amount will be Rs.20,000/- per month for the second year
- The fellowship amount will be Rs.25,000/- per month for the third year

#### **2.2.1.3. Standard Operating Procedure**

- The research scholar shall apply for TRF during the call for proposals from the college.
- The supervisor and the HoD will forward the application for the interview.
- The applicant should attend the interview with proper evidence.

- The progress of TRF scholars is periodically reviewed by the TRF Review committee formulated including an external expert and members from TCE once in six months.

#### **2.2.1.4. Expected Outcome**

- At the end of six months, the scholar should have,
  - ❖ a paper submitted to the conference (Scopus Indexed) at least one month prior to the review meeting.
- At the end of one year, the scholar should have,
  - ❖ at least one publication in reputed conference (Scopus Indexed)
  - ❖ a paper communicated to refereed national/international Journal (SCImago Journal Rank Quartiles - Q1/Q2/Q3) at least one-month prior to the review meeting
- At the end of one year and six months, the scholar should have totally,
  - ❖ at least one publication in reputed conference (Scopus Indexed).
  - ❖ at least one paper accepted for publication in a peer-reviewed national or international journal (SCImago Journal Rank Quartiles - Q1/Q2/Q3).
  - ❖ a paper submitted to the conference (Scopus Indexed) at least one month prior to the review meeting.
- At the end of two years, the scholar should have totally,
  - ❖ at least two publications in reputed conferences (Scopus Indexed)
  - ❖ at least one publication in refereed national/international Journal (SCImago Journal Rank Quartiles - Q1/Q2/Q3)
  - ❖ a paper submitted to the conference (Scopus Indexed) at least one month prior to the review meeting
  - ❖ a paper communicated to refereed national/international journal (SCImago Journal Rank Quartiles - Q1/Q2/Q3) at least one month prior to the review meeting
- At the end of two years and six months, the scholar should have totally,
  - ❖ at least three publications in reputed conferences (Scopus Indexed)
  - ❖ at least two publications in refereed national/international journal (SCImago Journal Rank Quartiles - Q1/Q2/Q3)
  - ❖ a paper communicated to refereed national/international journal (SCImago Journal Rank Quartiles - Q1/Q2/Q3) at least one month prior to the review meeting
- At the end of third year, the scholar should have totally,
  - ❖ at least three publications in reputed conferences (Scopus Indexed)
  - ❖ at least three publications in refereed national/international journals (SCImago Journal Rank Quartiles - Q1/Q2/Q3)

All the above publications, only four authors are allowed (inclusive of scholar and supervisor), either scholar or supervisor must be a corresponding author.

#### **2.2.1.5. Withholding of Fellowship**

- Scholars who do not meet the TRF scheme requirements will have their fellowships suspended till they fulfill the necessary criteria.
- The minimum period of withholding fellowship is one month

#### **2.2.1.6. Cancellation of Fellowship**

- Unsatisfactory progress in research work or failure in a course work.
- Any false information furnished by the scholar or any fraudulent activity by the scholar shall lead to penal action against him/her
- The fellowship may be terminated at any time during the tenure and the decision of the TCE will be final and binding
- Violation of TRF Guidelines

#### **2.2.1.7 Guidelines**

- The scholar must devote full time to research during the fellowship tenure and will not be permitted to take any part-time or full-time assignments. The scholar will not be permitted to accept any salary, fellowship or any type of financial assistance offered during the tenure of fellowship through any other source. Otherwise, the entire amount of fellowship received till date will have to be refunded. However, if the candidate is interested in applying for a fellowship to other agencies, they need to get prior permission from the Dean (R&D) and the head of the institution.
- The scholar 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 Institute, candidate and supervisor. The rules of TCE, if any, in this regard will be applicable.
- If the progress of a research scholar is reported as unsatisfactory by the supervisor/ Head of the Department/ Head of the Institution, the fellowship of the scholar will be terminated with immediate effect. This will not be revoked under any circumstances.
- The Ph.D. rules and regulations of the TCE and Anna University, Chennai will be applicable to all the scholars.
- No separate medical assistance will be provided. However, the scholar may avail the medical facilities available in TCE.

- Accommodation, contingencies and other expenses will not be given separately.
- Leave details are as per TCE norms.
- Teaching assistantship of not more than 8 hours/week will be given to the scholars under TRF scheme and may include assistance in lab classes, tutorial support etc.
- If the scholar leaves the institute/program before completion, he/she will be liable to refund the entire fellowship amount received by him/her till the date of his/her leaving the scheme.
- Progress of the research work should be monitored by the review committee. Based on the expected outcomes attainment, fellowship of the next year will be granted.
- The review committee will evaluate the progress of the research work every six months. The fellowship for the subsequent six months will be granted based on the attainment of the expected outcomes.
- If the scholar submits their thesis during the fellowship period, they will not be eligible to claim the stipend beyond the date of thesis submission.
- Scholars are instructed to acknowledge the scheme in the research publications and Ph.D. thesis report as per the following format. “This research work is financially supported by Thiagarajar Research Fellowship (TRF) scheme - (File.no: TCE/RD/TRF/\_\_\_\_\_ dated \_\_\_\_\_)”

## **2.2.2 Thiagarajar Post Doctoral Fellowship (TPDF)**

### **2.2.2.1 TPDF - Eligibility and Duration**

- Applicant must possess a Ph.D. degree or have completed a Viva-Voce in the thrust area/frontier technologies
- Applicants are required to have at least three peer-reviewed publications in a reputed journal with a ranking of SCImago - Q1 in the thrust area/frontier technologies.
- Applicant’s upper age limit is 40 years.
- The duration is maximum of 2 years

### **2.2.2.2 Eligibility for acting as a Supervisor**

- Supervisor should have completed at least 5 PhD scholars under his/her supervision.
- Supervisor must have at least ten publications in the Scopus indexed

journals, three of which should be listed in Scimago -Q1.

- The age of the supervisor should not exceed 55 years.
- There shall be only one PDF scholar to a department at a given time.

#### **2.2.2.3. Amount of Fellowship**

- The fellowship amount will be Rs.45,000/- per month.

#### **2.2.2.4. Standard Operating Procedure**

- The research scholar shall apply for TPDF during the call for proposals from the college.
- The Supervisor and the HoD will forward the application for the interview.
- The applicant should attend the interview with proper evidence.
- The progress of TPDF scholars is periodically reviewed by the committee once in six months.

#### **2.2.2.5. Expected Outcome**

- At least two publications in thrust area/frontier technologies should be published each year in journals ranked Scimago- Q1.
- A minimum of one Indian patent should be filed in the thrust area/frontier technologies every year. Patent filings should be made in the name of TCE only.
- At least one project proposal relevant to the thrust area/frontier technologies should be submitted along with the supervisor, to any funding agency every year.
- TPDF scholar should conduct a workshop (duration 1-3 days) every year for the faculty and scholars of TCE to share their knowledge in the in thrust area/frontier technologies.

In publications, only four authors are allowed (inclusive of PDF scholar and supervisor), either the scholar or the supervisor must be a corresponding author. The TPDF funding must be acknowledged in the publications as per the guidelines provided.

#### **2.2.2.6 Terms and Conditions**

- As per the regulations of TCE, casual leave will be provided.
- During the tenure of this fellowship, the fellow is not permitted to accept any salary or fellowship offered by any other source, failing which the fellowship should be refunded in full.
- Fellows will not be permitted to leave the institution during their fellowship period. He/she must return the entire fellowship amount if he/she wishes to leave the institution during this time.
- Every six months, there will be a review.
- Teaching assistantship of not more than 8 hours/week will be given to the

scholars under TPDF scheme and may include assistance in lab classes, tutorial support etc.

- In the event that the results of the research are commercially exploitable, the fellow shall make a declaration that the commercial exploitation and patent rights will be in accordance with TCE's intellectual property rights policy. Research papers may be submitted to journals after a patent application has been filed.
- There will not be any separate medical assistance provided. However, the fellow may take advantage of the medical facilities available at TCE. There will be no separate allowance for accommodation, contingencies, or other expenses.
- In the event that any false information is provided by the fellow or any fraudulent activity is perpetrated by the fellow, criminal charges will be brought against him.
- At any time during the fellowship term, the TCE may terminate the fellowship at its discretion. The TCE's decision is final and binding.
- Scholars are instructed to acknowledge the scheme in the research publications as per the following format. "This research work is financially supported by Thiagarajar Post Doctoral Fellowship (TPDF) scheme - (File.no: TCE/RD/TPDF/ \_\_\_\_\_ dated \_\_\_\_\_)"

### **2.2.3 Guidelines for other schemes**

- As per the procedure of the scheme, the research scholar must report their progress to the funding agencies on time without fail.
- The scholars who procured non-recurring items under any scheme, should communicate and get approval from the college through supervisor and HoD in advance. For procurement, settlement, UC submission etc, he/she must follow the standard operating procedures of the college.

## **2.3 Sponsored Research for Faculty**

### **2.3.1 Guidelines for Seed Money Scheme (SMS) from TCE Management**

#### **2.3.1.1 Eligibility**

The criteria for eligibility will be as follows.

- The applicant should be a teaching faculty (Professor/ Associate Professor/ Assistant Professor) who has been appointed against a permanent vacancy.
- The applicant should submit the proposal after a period of two years(minimum) from the date of joining the college
- The applicant should be a Ph.D. degree holder/pursuing Ph.D. with a minimum of 2 journal publications/conference publications.
- The applicant should not have any other on-going project funded by the Seed Money Grant scheme of TCE at the time of the proposal submission.

### **2.3.1.2 Selection Procedure**

- The application for financial assistance in the prescribed format (detailed proposals, item wise financial estimates) should be submitted to the Dean of Research and Development of the college through the concerned Head of the Department within 30 days of notification.
- There shall not be any salary/honorarium component in the project
- The proposal shall be scrutinized and recommended for funding by the committee constituted by the Head of department concerned, followed by the Principal.
- Subject to availability of the funds, proposals for financial assistance will be screened and approved by duly constituted committee, which will subsequently be sanctioned by the Principal
- The progress report of the research and its utilization of funds should be submitted.
- The sanctioned project is to be completed before the ending of the mentioned duration.
- The decision of the Principal shall be final in all respects

### **2.3.2 Research Supporting Resources**

#### **Grant from External Agencies**

- The external funding/grant may be obtained from various government/non-government organizations and industries. All applications for any external research funding are to be submitted through Dean (R&D) and Principal.
- All research projects contracted by an external party are administered by Dean (R&D) and Principal.

### **2.3.3 Guidelines for the Project Proposal Submission**

- The faculty shall apply for funding support from the Government/ Industries, to do sponsored/collaborative research based on the call for proposals from the agencies. The formats of project proposals are generally available on the websites of the agencies.
- PI/Co-PI should submit the SR Form-2 to the Principal for approval at least 10 days prior to the final submission deadline.
- The PI/Co-PIs shall then submit the application along with supporting documents based on the Principal's approval to the Funding Agencies Website.
- Once selected for an interview by the funding agency, the Principal

Investigator shall be asked to present the proposal before the Progress Review Committee (PRC) to improve their interview performance.

- The PIs shall maintain a new Head of account and prepare a stock register with proper entries of purchase of recurring and non-recurring items upon sanction of the project by the funding agency.
- The PIs shall attend the Status Update Meeting (Once in six months) conducted by the department level Progress Review Committee. The committee assesses the progress of the project for its timely completion.
- The principal is the Competent Authority to constitute or approve the Progress Review Committee.
- The PIs shall submit the Half Yearly Progress Review Report (SR Form-5) to the Research office.
- The PIs shall prepare Project Completion Report (SR Form-6) on completion of the project duration according to the guidelines of the funding agency and submit it to Research office.
- The PIs shall submit the Project Completion Report, Utilization Certificate (prepared as guidelines in section 2.3.4) and Publications / patent list to the Sponsoring agency through the proper channel.
- PIs have to submit the Sponsored Research (SR) forms such as SR Forms-1, 3, 4 and 7 to the Research office at the appropriate time.

### **2.3.4 Standard Operating Procedures (SOP) for UC Submission in Projects**

#### **2.3.4.1 Objective**

To establish a structured process for preparing, verifying, and submitting utilization certificates for funded projects, ensuring compliance with funding agency guidelines and timely submissions.

#### **2.3.4.2 Scope**

This SOP applies to all funded research and development projects within the institution that require submission of a UC as part of the reporting requirements.

#### **2.3.4.3 Procedure**

- 1. Initiate Documentation and Expenditure Tracking**
  - All project expenditures must be documented systematically. Each expense should have corresponding receipts, invoices, or vouchers.
- 2. Reconciliation and Review**
  - Conduct a review of expenses against the approved budget to ensure accuracy and compliance. This minimizes discrepancies at the end of



the project and facilitates accurate UC preparation.

### 3. **Drafting the Utilization Certificate**

- Based on the reconciled expenditure data, draft the UC using the agency-provided or institution-approved format. Include all necessary details such as project title, funding reference number, and expense breakdown.

### 4. **Verification and Approval**

- Submit the draft UC for verification to the institution's finance department. The department should check all expenses, validate the totals, and ensure compliance with funding Agency's guidelines.
- Obtain signatures from the Principal Investigator, Finance Officer, Registrar, and any other required officials.

### 5. **Certification by Chartered Accountant**

- If required by the funding agency, have the UC reviewed and certified by a Chartered Accountant for authenticity and accuracy.

### 6. **Submission to Funding Agency**

- Ensure that all the required documents, including progress reports and financial statements, are attached.
- Submit the UC before the deadline as specified by the funding agency. Retain proof of submission, such as a receipt or acknowledgment.

### 7. **Record-Keeping and Follow-Up**

- Retain copies of all submitted documents for institutional records.
- Monitor for feedback or requests from the funding agency to address any potential issues in the UC.

#### **2.3.4.4 Responsibilities**

- **Principal Investigator:** Responsible for ensuring compliance with project guidelines, approving the UC, and coordinating with the finance department.
- **Finance Department:** Responsible for verifying the financial details of the UC and ensuring compliance with institutional policies.
- **Chartered Accountant:** Certifies the UC for agencies requiring external validation.

#### **2.3.4.5 Timeline**

- The UC should ideally be prepared and submitted within the deadline provided by the funding agency, with regular checks to avoid last-minute discrepancies.

#### **2.3.5 Guidelines for selection of JRFs and other research personnel (Technical Assistants and Research Associates) for Research Projects**

- Selection of JRF/Research Associate/Project Fellow shall normally be made as per the guidelines provided by the sponsoring agency if the project is from the funding Agency.

### **2.3.5.1 Eligibility**

- Educational Qualifications:
  - If the guidelines are not provided by the sponsoring agency, a candidate seeking selection as JRF/Project Fellow must possess an M.E/M.Tech/M.Sc./MPhil or any other postgraduate degree in the concerned discipline from a recognized University with a minimum of 55% marks in aggregate.
  - Project employees may be allowed to register for the Ph.D. programme of the Anna University if they fulfill all the requirements prescribed by the Anna University
- Age:
  - If the guidelines are not provided by the sponsoring agency, the candidate shall not be more than 28 years of age for the award of Fellowship on the stipulated last date of receiving applications in response to advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

### **2.3.5.2 Selection Procedure**

- Positions will be advertised in any of the national / regional newspapers and through other social media / channels (such as by means of circulation of notices to various Universities and display in the TCE Website Homepage) at least two weeks prior to the dates on which the candidates are to appear for the personal interview if shortlisted and called for.
- Applicants who have already cleared the National Eligibility Test (NET) for JRFs conducted by UGC/CSIR/ICAR/DBT/ICMR or GATE and/or have experience in research appropriate for the project will be given due weightage.
- The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the Principal Investigator (PI) and/or the Coinvestigator of the project.
- The PI will suggest a selection committee to the Dean (R&D) comprising of: (i) Dean (R&D) or His/Her nominee: Chairperson (ii) Head of the Department: Member (iii) Subject Expert: External Member (iv) Principal Investigator: Member Secretary / Convenor (If the HoD is the PI, one senior Faculty Member of the concerned or related department to be nominated by Dean (R&D)). (External Member can be also from other departments within the institution unless specified by the funding agency).
- The Selection Committee has to be approved by the Dean (R&D) and the Principal.

- Subsequently, the PI shall inform the Dean (R&D) and Selection Committee Members about the date and time of the interview.
- During the interview, the committee shall test the candidates' knowledge of the subject, aptitude for research, creative thinking and sincerity.
- Following the interview, a report on the selected and waitlisted candidates will be submitted for the consideration and approval of the Dean (R&D).
- After the approval of the Dean (R&D), the office of the Registrar/Principal will issue appointment letter(s) to the selected candidate(s).
- In general, the travel and accommodation expenses to the candidates called for interview shall not be paid and this information would be provided in the advertisement.
- The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean (R&D) may grant extension provided the letter requesting extension is routed through the PI.

### **2.3.5.3 Fellowship and Tenure of JRF/Project Fellow**

- The tenure and fellowship amount for the project staff per month shall be determined as per the rules and regulations of the funding agency.
- If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be taken from the Selection Committee, Registrar/Principal and management.

## **3. PROMOTION OF RESEARCH (PR) POLICY**

The objectives of promotion of research policy are:

- To encourage the faculty members to publish in more number of SCI/ SCOPUS/WoS journals and conferences
- To promote collaborative research publications along with Higher Education institutions (IITs, NITs, IISc, IIITs, Foreign Universities etc.) and industries.
- To improve the quality of research publications, citations and h-index
- To increase the funding from sponsored research projects

### **3.1 Research Promotion Policies through Faculty Award Incentive for Research Publications**

Incentive is provided to encourage our faculty, Ph.D. scholars and UG & PG students to publish their research work in high quality journals and renowned conferences. Incentive for Research Publications (IRP) will be applicable to the authors whose publications containing TCE affiliation.

This scoring framework categorizes journal publications and other scholarly contributions based on their impact and indexing quality, which is divided into multiple levels to determine the respective points awarded.

#### 1. **Journal Publications:**

- *Category A:* Includes publications indexed in SCI (Science Citation Index), SCI-E (Science Citation Index Expanded), SSCI (Social Sciences Citation Index), or Scopus, with a Clarivate Analytics Impact Factor (IF) or Scopus' Source Normalized Impact per Paper (SNIP) score of 0.5 or higher. Publications in this category are awarded **20 points**.
- *Category B:* Similar to Category A in indexing requirements (SCI/SCI-E/SSCI/Scopus), but with an IF or SNIP score below 0.5. Publications in this category receive **10 points**.
- *Category C:* Includes publications in journals indexed by other indexing services, which are considered less prestigious than SCI, SSCI, or Scopus. These publications are awarded **4 points**.

#### 2. **Conference Publications:**

- Publications presented at national or international conferences can receive **5 points** if they meet one or more of the following criteria:
  - They are associated with professional bodies such as ACM (Association for Computing Machinery), IEEE (Institute of Electrical and Electronics Engineers), CSI (Computer Society of India), or Springer.
  - They are organized by institutes of national importance, such as IITs (Indian Institutes of Technology) or NITs (National Institutes of Technology).
  - They are held outside India, indicating a broader international audience.

#### 3. **Books and Book Chapters:**

- Publishing a book with a reputed publisher earns **20 points**.
- Contributing chapters or serving as an editor for a book (published by a reputed publisher with an ISBN) earns **8 points**.

#### 4. **Editorial Roles:**

- Serving as an editor or associate editor for reputed journals is valued at **6 points**.

This scoring system emphasizes the importance of publishing in high-impact journals and reputed conferences, as well as contributions to books and editorial roles, to enhance the credibility and impact of research work.

### **3.2 Norms for Individual Faculty Award**

Individual Faculty Awards are based on the points earned for the corresponding achievements. Points awarded for each metric are as follows:

<b>S.No</b>	<b>Achievement of Faculty</b>	<b>Points</b>
1	TCE Online Courses Development: 4 weeks Course 8 weeks Course 12 Weeks Course	10 15 20
2	New Course Development and organization with the support from Industry Subject Matter Expert One Credit Two Credits	4 8
3	Collaborative Teaching along with Professors from Higher Education Institutions India Abroad	4 8
4	Student Feedback in Teaching Learning Process (Averaged over all the courses conducted in the odd and even semesters) >90 % 80% to 90%	10 5
5	Outcomes achieved by supporting fast learners and slow learners	8
6	Patents Granted (Utility Patents only) International National	15 10
7	Patents Published: (Utility Patents Only) International National	10 5
8	SCI / SCI-E / SSCI / Scopus Journal Publications Q1 Journals Paper Q2 Journals Paper Q3 Journals Paper Q4 Journals Paper	15 10 5 3
9	Scopus Indexed Publications in National/International Conferences · Associated with professional bodies like ACM/IEEE/CSI/ Springer · Organized by institutes of national importance such as IIT/NIT · Held outside India	5
10	Publication of Book (ISBN with reputed publishers)	15
11	Contributed Chapters/Book Editor (ISBN with reputed publishers)	8
12	Editor/Associate Editor in reputed Journals	6

13	Funding received for R&D Projects with Project Amount: < 5 Lakhs >= 5 and < 10 Lakhs >= 10 and < 20 Lakhs >= 20 and < 50 Lakhs >= 50 Lakhs	5 10 15 20 25
14	Ph.D. Awarded to Faculty	16
15	Ph.D. Guided by the Faculty	12
16	<b>International Level</b> Conferences/Seminars/Symposia Organized <i>(To be shared among the faculty members of the Organizing Team)</i>	20
17	<b>National Level</b> Conferences/Seminars/Symposia Organized <i>(To be shared among the faculty members of the Organizing Team)</i>	12
18	FDPs/ Workshops / Training Programmes conducted <i>(To be shared among the coordinators who not receive coordination charges)</i> <= 5 Days and number of outside participants is >20 >5 Days and number of outside participants is >20	8 12
19	Any Outstanding Achievements (Awards won by faculty)	Appreciation

*K.Raj*  
CLC

*Chalazhi*  
Associate Dean (R&D)



*Ashok Kumar*  
Principal

**Dr.L.ASHOK KUMAR**  
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