



## **St. Peter's Institute of Higher Education and Research**

(Deemed to be University U/S 3 of the UGC Act, 1956)

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### **RESEARCH PROMOTION POLICY**

#### **Preamble**

St. Peter's Institute of Higher Education and Research (SPIHER), Avadi, Chennai, recognizes the pivotal role of research and development (R&D) in advancing knowledge, improving teaching practices and fostering innovation. The Institute aims to create a vibrant research ecosystem by promoting high-quality research, fostering interdisciplinary collaborations and providing financial support to researchers. This policy aims to cultivate a culture of research excellence that contributes to the community, industry and academia, enhancing the reputation of the institution.

#### **Objectives**

1. To foster an environment conducive to high-quality research by providing necessary infrastructure, resources and funding.
2. To promote research excellence through encouraging publications in indexed journals, conferences and patents.
3. To develop an interdisciplinary research culture that encourages collaboration between different departments, both nationally and internationally.
4. To support faculty and students in their research endeavors by providing funding, training and recognition.
5. To increase the visibility and impact of the institution's research through high-impact publications and collaborations.

#### **Scope**

This policy applies to all faculty, researchers and students involved in research activities at St. Peter's Institute of Higher Education and Research (SPIHER), Avadi, Chennai. It covers all research outputs, including:

- Research papers in peer-reviewed journals
- Conference presentations
- Book publications
- Patents and other intellectual property
- Collaborative research projects

#### **Policy Statement**

1. **Research Infrastructure:** The Institute will provide adequate infrastructure to support research activities, including access to libraries, labs and databases.
2. **Ethical Research Practices:** All research must adhere to the ethical guidelines prescribed by relevant authorities. Research involving human and animal subjects must comply with ethical approval procedures.
3. **Funding Support:** The Institute will provide intramural funding and facilitate access to extramural grants for faculty and students.

Research grants will be available for publications, patents and project work.

## **Incentives for Research Excellence:**

**Publication Grants:** Faculty members publishing in high-impact journals (Scopus, Web of Science) will receive financial support.

### **1. Guidelines for Journal Publications**

#### **1.1. Streams and Eligibility**

- Journals are categorized into three streams: (i) Engineering and Technology, (ii) Science and (iii) Arts and Humanities.
- Research papers published in journals indexed in the following databases are eligible for funding:
  - (i) Scopus
  - (ii) Web of Science

The Institute will provide financial support in the following areas:

#### **1.2 Journal Publication Support**

- Eligibility: Funding will be provided for research papers published in journals indexed in both Scopus and Web of Science for Science stream and Engineering and Technology and indexed only in Scopus for Arts stream with a reasonable impact factor.
- Faculty members publishing in Scopus and Web of Science indexed journals will receive funding of up to ₹20,000, split as ₹10,000 for each stream (i) Engineering & Technology, (ii) Science and (iii) Humanities.

#### **1.3 Authorship Norms**

- Maximum Number of Authors: A maximum of 4 authors from the institution are permitted for a single publication.
- If the research is conducted in collaboration with other researchers or faculty from the concerned department/ institution, one additional author may be included.

#### **1.4 Fund Distribution**

- Eligibility: Authors from the parent institution are only eligible for funding
- For publications with four authors, all from the institution, the funding will be distributed as follows: the first author will receive 40% of the funding, the corresponding author (second author) will receive 40% and the third and fourth authors will each receive 10%.
- For publications with four authors, three are from the institution and one is from a Memorandum of Understanding (MoU) institution. It is to be noted that the funding can only be provided to the authors belonging to our institution. The funding distribution will be as follows: the first author will receive 50% of the funding, the corresponding author (second author) will receive 40% and the third author, who is from the institution, will receive 10%.

**Patent Grants:** Financial assistance will be provided for patents granted and commercialized for each successful patent.

## **2. Guidelines for Patent Publications**

### **2.1 Eligibility**

A maximum of three investigators can be included in the patent application. In order to be eligible for funding, the patent must be granted and commercialized.

### **2.2 Funding Criteria**

For granted and commercialized patents, funding will be provided to support the efforts of the investigators and the institution involved in the patent's development and commercialization.

### **2.3 Fund Distribution**

The institution will receive 20% of the total grant, acknowledging its role in supporting the patent process. The department will also receive 20% of the total grant, contributing to the infrastructure and resources necessary for the patent's development. The remaining 60% will be equally shared among the investigator(s) involved in the patent from the institution, recognizing their individual contributions to the project.

Awards and Recognition: The Institute will honor the best researchers in various categories, such as best citation, highest impact factor publications and best-funded research projects.

## **3. Annual research awards will be given to faculty members who excel in research, based on categories such as best citation, best impact factor, best-funded project and most significant patent.**

The Best Researcher Awards will be given annually in the following categories, with one award for each stream (Science and Arts & Humanities). The award recipients will be determined based on a thorough review of the research output by a panel of three members, which will scrutinize faculty members' performance across the following criteria:

### **3.1 Best Citation Award**

*Eligibility:*

- (a) Awarded to the researcher with the highest number of citations for their published work.
- (b) Must have a decent number of publications in journals with a reasonable impact factor indexed both in Scopus and Web of Science for Science and Engineering and Technology and indexed in Scopus for Arts & Humanities.
- (c) Publications must be from the current academic year.

### **3.2 Best Impact Factor Award**

*Eligibility:*

- (a) Awarded to the researcher who has published in journals with the highest cumulative impact factor during the current academic year.
- (b) Research articles must have been published in internationally recognized journals indexed in Scopus and Web of Science with a reasonable impact factor.

### **3.3 Best Patent Award**

*Eligibility:*

- (a) Awarded to the faculty member with the most significant and commercially viable patent granted in the past year.
- (b) Patents must have been granted within the current year.

### **3.4 Best Funded Project Award**

*Eligibility:*

- (a) Awarded to the researcher who has secured the highest amount of funding for research during the year.
- (b) Funding must be from external sources (e.g., government grants, industry sponsorship, or international bodies).

### **3.5 Selection Process**

- (a) A panel of three members will review the research output of faculty members in each category.
- (b) The panel will evaluate performance based on measurable outcomes like publications, citations, impact factors, patents and funding.
- (c) Only research conducted during the current academic year will be eligible for evaluation.

## **4. Travel Assistance**

The Institution will provide travel grants for faculty and students attending national and international conferences and seminars to present their research.

## **5. Seed Money for Research Projects**

The institution will allocate seed money to new researchers to establish research laboratories and initiate projects in cutting-edge areas.

## **6. Interdisciplinary Research:** Collaborative research across departments is encouraged, especially in areas with potential societal or industrial impact.

**Research and Development Cell (R&D Cell):** The R&D Cell will oversee the execution of the Research Promotion Policy, ensuring proper implementation and monitoring. It will act as the liaison for all research funding and collaboration efforts.

## **7. Participation in Research activity is mandatory for all faculty members**

- (i) Research output will be considered as one of the criteria for faculty recruitment and promotion along with other academic responsibilities.
- (ii) The faculty member should participate in the National / International Conferences as Key Note Speaker / Invited Speaker / Resource Person.
- (iii) The quality of research output, especially research publications, may be assessed on the established yardsticks, such as cite score of the journal indices and citation. The faculty members should attain the author level metric (H-index of the Individual author) as given below and shall be sustained.

Sl. No	Category	H-index
1	Assistant Professor	8
2	Associate Professor	12
3	Professor	18

## 8. Research Administration

- (i) Research Advisory Board to function under the Vice-Chancellor is established to draft policy papers on research.
- (ii) Research activity of each department is coordinated by the respective head.
- (iii) Overall day-to-day administration of Research activities is coordinated by the Dean of Research and Development.

## 9. Resources for Research support

A separate “Budget Head” for Research is created for the purpose of earmarking, generation and allocation resources for Research. This “Budget Head” for Research is in two parts.

- i. **Intramural Funds:** The Institute provides Intramural funding for projects, Conferences, Intellectual property activities and awards based on the quality and impact of Research.

Modality for the organization of Conferences/ Seminars/ Symposia/Workshops

- The department should organize at least one scientific event either National or International (Conference / Seminar / Work Shop / Symposium) in an academic year.
- The brochure of the scientific events organized by the departments should be uploaded in the Institution Website, well in advance of the event.
- Modality for the organization of National / International Scientific event (Conference / Seminar / Work Shop / Symposium) is as given below.

### Scientific Events and Invited Speakers

Sl. No.	Scientific Event	Particulars of Invited Speakers
1	National (Conference / Seminar / Workshop / Symposium)	<ul style="list-style-type: none"> <li>• 2 speakers from North, East, and West India</li> <li>• 2 speakers from South India (excluding Tamil Nadu)</li> <li>• 4 speakers from Tamil Nadu</li> </ul>
2	International (Conference / Seminar / Workshop / Symposium)	<ul style="list-style-type: none"> <li>• 2 speakers from abroad</li> <li>• 2 speakers from North, East, and West India</li> <li>• 4 speakers from South India including Tamil Nadu</li> </ul>

- Proposal for the Conference / Seminar / Work Shop / Symposium should be submitted along with budget estimation at least six months before the National event and one year before the International event.
- The Scientific event (Conference / Seminar / Work Shop / Symposium) may be conducted through Hybrid mode but the participants should be present in person. The financial constraints, if

any, some of the invited speakers may be requested to join with online mode.

- (ii) **Extramural Funds:** Extramural Funds and consultancy funds from State, National and International funding bodies, Government / private (corporate / NGO / Trust / Individual) will be generated. Faculty members and students are encouraged to apply and work for sponsored projects and fellowship programmes.

Each department should submit at least one major research project and one minor research project per academic year (Research proposals should be focused towards societal applications) and shall be sustained.

## **10 Research Ethics**

All research must adhere to the highest standards of academic integrity and ethics. Key ethical considerations include:

- Plagiarism: Strict adherence to anti-plagiarism policies.
- Human and Animal Research: Research involving human or animal subjects must have proper ethical clearance.
- Academic Integrity: Researchers must ensure transparency in data collection, analysis and reporting.

### **10.1 Academic Dishonesty and Disciplinary Committee**

As per UGC guidelines, Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP) have been formed in order to conduct inquiry when academic/Research Dishonesty is reported against an individual / group. Suitable disciplinary action may be initiated, if found guilty.

### **10.2 St. Peter's Institute of Higher Education and Research will review the policy every 5 years or earlier as per the requirement**

## **11 Innovation Eco System**

Innovation Eco System of St. Peter's Institute of Higher Education and Research acts as the driver of innovation. The main objective of the system is to promote creativity and innovation among students and teachers and facilitate development of innovative systems, processes, products, technologies and services for the benefit of the society. It serves to connect all the stakeholders of innovation including UG and PG students, researchers, teachers, entrepreneurs, business development and other technical service providers, providers of skills training and professional development and IPR support. The Institute has established the following facilities as part of the Innovation Eco System. The ecosystem enables stakeholders to interact effectively to maximise the economic impact and potential of their research and innovation.

### **11.1 Centre for Innovation**

### **11.2 Institution Innovation Council (approved by MHRD IC)**

### **11.3 SPEC – Technology Business Incubator (approved by DST, GoI)**

### **11.4 SPIHER – MSME Business Incubator (approved by Ministry. of MSME, GoI)**

## **12 Research Committee to monitor and address Issues**

The Research Advisory Board (RAB) is a body to regulate the programmes for research degree (Ph.D.) as per the UGC regulations. It is headed by the Vice

Chancellor with Dean (R&D), Dean (PDA), Heads of departments, senior professors and experts from other universities and the industries as its members.

The performance of Research Advisory Board (RAB) is based on all the duties and functions related to research as specified by the provisions of the UGC.

Framing of the regulations for research programmes, admission norms, monitoring the minimum standards and imparting the quality and standards in the research programmes are the prime responsibilities of the RAB.

Some of the recommendations of the RAB are as follows

- Minimum standards and regulations for Ph.D. programme.
- Registration of candidates for Ph.D. programme.
- Speedy evaluation of Ph.D. theses.

The RAB recently insisted that a minimum of two papers should be published in reputed journals prior to submitting the Ph.D. synopsis. The RAB also has made (i) Submission of six month progress report (ii) RAB meetings (iii) Synopsis submission meeting and (iv) Pre-Presentation of Ph.D. thesis meeting mandatory.

### **13 Proactive mechanisms adopted by the institute of facilitate the smooth implementation of research schemes/ projects**

The Institute assists the faculty members and research scholars in the smooth implementation of projects.

- Advance funding for sanctioned project
- Providing seed money
- Simplification of the procedures related to sanction/purchases to be made by the investigators
- Autonomy to the principal investigators/coordinators for utilizing overhead charges
- Timely release of grants
- Timely auditing
- Submission of utilization certificate to the funding authorities

Seed money grants are provided to support research activities which have the potential to generate extramural funding or an equivalent measure of scholarly achievement. Grants to be provided only to full time faculty members of our institution. On completion of the research work, concerned faculty is required to submit utilization certificate including the expenditure statement along with the outcome of the research work.

The finance section helps in timely release of funds. A purchase committee is formed for the purchase of equipment's in the projects sanctioned. The committee finalizes the purchase related to the project as well as the general purchases made by the Institute. The finance office facilitates the faculty in submitting the utilization certificate to the funding agencies within the stipulated time.

### **14. Interdisciplinary research promotion between different departments**

- (i) Joint proposals by the departments are encouraged.
- (ii) Science and Humanities Departments, Circuit branches and non-circuit branches of Engineering departments join to carry out interdisciplinary/collaborate research on related subjects.
- (iii) MoU's with National/ International Institutes facilitate the faculty of the departments concerned to carry out joint research programmes using the advanced facilities in the host labs/ centres to improve the quality of their research and publications.

## **15 Visit of eminent researchers**

The visit of eminent scientists/ professors of various disciplines to the institute and their interactions with faculty, research scholars and students will be helpful in creating awareness on thrust areas of research and advanced research techniques. It also helps the students and Ph.D. scholars to get exposed to international standards. These activities have helped the research scholars publish articles in standard journals in collaboration with faculty.

## **16 Awarding Institute Research Fellowships (IRF)**

Institute Research Fellows are available for meritorious full research scholars pursuing Ph.D.

## **17. Financial provisions made in the Institute budget for supporting scholar's research projects**

From the funds of the Institute, core labs and computer labs have been established in various departments for the use of the Ph.D. scholars. These labs have internet connectivity. INFLIBNET which promotes sharing of Ph.D. thesis can be accessed by the students, through this connectivity. Field trips shall be arranged for students to visit Institutions of Higher Learning, Industries and National Laboratories.

The Institute supports students project funding through grants from funding agencies. Funds are also made available from TBI and MSME incubator schemes. The Institute has also funded student projects for various competitions.

## **18. Efforts to improve infrastructure requirements to facilitate research and strategies evolved to meet the needs of researches in emerging disciplines**

The Institute encourages the faculty to tap funds through National/International agencies for infrastructure facilities. The Institute also mobilizes funds and allocates funds for each department under non-recurring head for the purchase of equipment, furniture and other aspects needed for the strengthening the infrastructure of research laboratories.

Sophisticated Analytical Instrumentation Facility (SAIF) with highly sophisticated spectrophotometers for materials characterization is utilized for research purpose in SPIHER. Through Technology Business Incubator, machines have been purchased from grants sanctioned through DST for Rs. 150 lakhs in the area of advanced manufacturing technology including CATIA software. Infrastructures in many laboratories have been strengthened with new equipments from institute funds to meet the requirements of UG/PG/Research scholars.

## **19. Information Resource center to cater to the needs of researchers**

The Institute has an information resource centre in the Institute UG and PG Library, which helps in guiding the students for getting the resources. The following are the information source facilities available in our library.

- INFLIBNET Consortium Link
- DELNET
- Online Public Access Catalog
- Open source On line database
- Current awareness services
- Research Alert



- NPTEL course materials
- Facility to access other libraries in Chennai

## **20 Provision of residential facilities (with computer and internet facility) for research scholars and Institution Research Fellows (IRF)**

The Institute provides residential facilities with internet facilities in the boys and girls hostels for research scholars.

## **21 Specialized research centers to address the special challenges of research programmes**

The Institute has the following specialized centers on campus for dissemination of knowledge and motivating research in thrust areas.

- (i) Technology Business Incubator
- (ii) Sophisticated Analytical Instrumentation Facility
- (iii) Centre for Advanced Medical Physics
- (iv) Centre for Nanotechnology
- (v) TEXAS Instruments

These centres will motivate students, faculty and research scholars to undertake innovative research in thrust areas. They also enable to identify funding agencies. Technical programmes have been arranged by these centres for exchange of latest knowledge and interaction with experts.

## **22 Establishment of Sir C.V. Raman Chair**

The Institute is set to establish the prestigious Sir C V Raman Chair. The funding for this chair will be generously provided by the Lakshmi Saraswathy Educational Trust to support the activities. This chair is intended to recognize and promote scientific excellence through the Sir C V Raman Scientist Award, which will be presented annually to outstanding researchers across India. The funds allocated for this chair will be utilized to give the cash prize of Rs. 50,000/- along with the citation for the recipient of the Sir C V Raman Scientist Award, which is presented annually during the convocation ceremony. This award will serve as a national recognition for researchers throughout India.

Additionally, the institution commemorates National Science Day each year to commemorate the discovery of Sir CV Raman. To facilitate the programs conducted on this occasion, the Trust board has graciously pledged to provide the necessary funding.

## **23 Institutional Ethics Committee (IEC)**

As per the WHO definition, a clinical trial is any research study that prospectively assigns human participants to one or more health related interventions to evaluate the effects on health outcome. Institutional Ethics Committee (IEC) is the committee formed of a group of people who go through the research protocol / proposal and state whether or not it is ethically acceptable. ICMR Code is the statement of Ethical Guidelines for Biomedical Research on Human Participants. These Statements of General and Specific Principles may be varied, amended, substituted and added from time to time. To safeguard the welfare and the rights of the participants it is mandatory that all proposals on biomedical research involving human participants should be cleared by an appropriately constituted Institutional Ethics Committee (IEC). All the research articles published by faculty are scrutinized by the IEC.

## **23. Incentives**

The Institute places on record the contributions of faculty and students in the form of Commendation, monetary incentive medal and Certificate of honor.

#### **24. Academic Dishonesty and Disciplinary Committee**

As per UGC guidelines, Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP) have been formed in order to conduct inquiry when academic/Research Dishonesty is reported against an individual / group. Suitable disciplinary action may be initiated, if found guilty.

#### ***Implementation and Monitoring***

The Research Promotion Policy will be implemented by the Research and Development Cell (R&D Cell), which will coordinate funding, support and monitoring of all research activities. The R&D Cell will also facilitate the submission of research proposals and ensure compliance with ethical standards. The Institution will conduct periodic reviews of the research policy to adapt to emerging trends and funding opportunities.

#### **Research Ethics**

All research must adhere to the highest standards of academic integrity and ethics. Key ethical considerations include:

- Plagiarism: Strict adherence to anti-plagiarism policies.
- Human and Animal Research: Research involving human or animal subjects must have proper ethical clearance.
- Academic Integrity: Researchers must ensure transparency in data collection, analysis and reporting.

#### **Responsibilities**

##### **1. Faculty and Research Scholars:**

- Undertake research in their respective fields, publish results in reputable journals and contribute to academic knowledge.
- Ensure that their research adheres to ethical guidelines and institutional policies.

##### **2. Research and Development Cell (R&D Cell):**

- Facilitate research grants, financial support and collaboration efforts.
- Monitor and evaluate the effectiveness of the Research Promotion Policy.

##### **3. Research Advisory Board (RAB):**

- Ensure the quality and compliance of research through proper supervision, ethics review and guidelines implementation.

#### **Conclusion**

St. Peter's Institute of Higher Education and Research is committed to promoting high quality research and ensuring that faculty and students have the necessary support and resources to contribute meaningfully to their fields. This policy will help the institution build a strong research culture, encourage collaboration and produce impactful outcomes that benefit both the academic community and society.