

2024

RESEARCH PROMOTION POLICY



ALAGAPPA CHETTIAR GOVERNMENT COLLEGE OF
ENGINEERING AND TECHNOLOGY (AUTONOMOUS)
K A R A I K U D I - 6 3 0 0 0 3



Department of Technical Education
**Alagappa Chettiar Government college
of Engineering and Technology,**
Karaikudi – 630 003.
(An autonomous institution permanently affiliated to
Anna University)



Research Promotion Policy

Alagappa Chettiar Government college of Engineering and Technology (ACGCET) promotes research and development among its faculty and students to fulfill the vision of the institution. Teaching, learning and research are interdependent and they contribute to each other for knowledge sharing. The College has an inherent obligation to render public service to the society through research and extension activities. Institute research programs receive support through grants from various organizations, industries and the Government. This policy emphasizes to maintain academic integrity, the academic/research community, which include faculty, staff, research scholars and technicians should exhibit morality, trust, fair-mindedness, respect, accountability, legitimacy and proper dissemination. The following guidelines recommend general standards for conduct of academic research and consultancy practices at ACGCET thereby promoting the quality and integrity of the work.

2. RESEARCH COMMITTEE

A high level research committee constituted by the head of the institution maintains research integrity and preventing academic misconduct. The functionalities of the research committee are as follows

- To promote overall research activities in the college
- To identify various research activities of all the departments
- To formulate norms for faculty members to pursue Ph.D.
- To recommend faculty members to register for Ph.D. Degree
- To enlighten the faculty on the availability of research grants of different funding agencies.
- To invite eminent scientists across the country for interaction through research forum
- To prepare a brochure covering the college features and research expertise available in all the departments.

3. RESEARCH CATEGORY

Alagappa Chettiar Government college of Engineering and Technology categorizes research in various sections such as Academic Research, Sponsored Research, Collaborative Research and Industrial Research. The policies for each of the categories as described below:

3.1 ACADEMIC RESEARCH

Alagappa Chettiar Government college of Engineering and Technology the academic research among the faculty members by encouraging them to pursue Ph.D Programme in part time / full time mode. The institution awards the faculty for their contribution towards their research through filing patents and publishing papers in reputed international / national journals.

Faculty members who pursue PhD in the institution can request for the procurement of equipment and consumables through their respective Heads of Departments with a



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Research Promotion Policy

recommendation from his/her research supervisor. Such procurements may be within the purchase limit of the Principal from time to time.

3.1.1 NORMS FOR PURSUING PHD PROGRAMME

Internal faculty member is permitted to register for PhD Programme only if he/she passes the selection norms as prescribed by the Anna University and gets the permission of the Director of Technical Education. The institutional facilities for the research purpose can be fully availed by such faculty members with the prior consent of the respective Heads of Departments.

External faculty member who wish to pursue his/her research work in the institution on full-time or part-time mode must satisfy the admission norms as prescribed by the Anna University from time to time.

External faculty members who wish to undergo full-time research programme under the AICTE's QIP scheme must apply through the AICTE website and follow the selection norms as prescribed by the AICTE and Anna University in this regard.

3.1.2 NORMS FOR RESEARCH SUPERVISORS

Faculty members should get prior permission from head of the institution to apply for the research supervisor recognition in Anna University, Chennai or in other Universities.

Maximum number of scholars who can register under these recognized supervisors can be as prescribed by the Anna University from time to time.

The researchers who undergo research under the guidance of faculty members on full-time or part-time mode will have to adhere to the research policy of the Institute in agreement with the two main values explicitly, Quality and Ethics. They are also responsible for ensuring that the research practices are carried out in conformance with the Anna University research policy.

The research scholar shall submit a copy of Ph.D. thesis to the College Library on successful completion of the Viva-Voce.

4. CODE OF ETHICS

4.1 INTEGRITY AND HONESTY

- Competence in the conduct of research
- Conduct all research activities in accordance with the accepted standards of our discipline.
- Refrain from accepting or undertaking research assignments requiring competencies that we do not have, unless collaborating with or being supervised by a more knowledgeable scholar.
- Avoid claiming or implying a degree of research competency that we do not possess in proposals, job applications, resumes, or in the ordinary conduct of affairs.



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Research Promotion Policy

4.2 ACCURACY OF RESEARCH DATA AND REPORTS

- Ensure the accuracy of all data that we and our collaborators have gathered and/or used in our research.
- Ensure that only the correct data, information, and research results shall be reported in journals, conferences and reports to clients in case of commissioned research.
- Take reasonable steps to rectify significant errors that we or others have found in our published data, via the issuance of erratum, retraction, or correction of the data.
- Avoid misleading statements or declarations and vague assertions that could be subject to misinterpretation. If such misinterpretation is brought to our attention, It is our obligation to immediately issue a clarification or rectification.
- Avoid making exaggerated claims that are not warranted by the results of our research inquiry.

4.3 ACKNOWLEDGMENT OF SOURCES OF DATA/INFORMATION OR OTHER CONTRIBUTION TO THE RESEARCH

- Not to plagiarize; that is, to present portions of another's report or data as our own, even if the other work or data source is cited occasionally.
- Cite clearly all sources of information and data that we use which are not the results of our own research.
- Give proper acknowledgment and credit to resource/funding sources of our research
- Grant and limit authorship to those who made a significant contribution to the research endeavour.
- Plagiarism Check
- All research supervisors recognized by Anna University login ID for online access to Turnitin Plagiarism checking software by Centre for Research, Anna University, Chennai.
- Research Scholar should submit the copy of Turnitin plagiarism check report to the concern supervisor for a paper before submitting to the journal/Conference.
- The research scholar Synopsis/ Thesis should accompany Turnitin plagiarism report while submitting same to Center for Research, Anna University.
- All Post Graduate Students thesis should include the copy of Plagiarism check report.
- Maximum of 20% of similarity is allowed for Ph.D Thesis, Synopsis and Post Graduate Thesis.

4.4 THE ACT OF PLAGIARISM

- In the case of scholars who have committed the act of plagiarism in the Thesis/journal publication, his/her Thesis/degree shall be forfeited and his/her research registration shall be cancelled and also he/she shall be debarred to register for any other programme in the University.



Research Promotion Policy

- For the abetment of above such action, the recognition of his/her Supervisorship shall be withdrawn for a period of five years and he/she shall be debarred from guiding the scholars for any research programme in the University till such period.
- If any scholar has committed an act of self-plagiarism in the publications and ascertained by the Committee constituted by the Principal, such work shall not be allowed in his/her thesis and the scholar shall be fined up to Rs.50000/- while the Supervisor shall also face action as narrated below.
- If plagiarism is detected in the Publications / Thesis of any other scholar under the same supervisor, the institution will recommend to the Anna University to withdraw his/her Supervisorship for a period of five years and he/she shall be debarred from guiding the scholars, besides other disciplinary action.

4.5 OPENNESS AND RESPONSIBILITY IN THE CONDUCT AND PRESENTATION OF RESEARCH

Both the researcher and the supervisor have to:

- Keep detailed and complete records of the research undertaking.
- Be transparent in the use and disbursement of resources for our research.
- Declare promptly any conflict of interest in our engagement in research and presentation of research results.
- Ensure that our research results are accessible to the public once the research is concluded or as soon as is reasonable.
- Respect the confidentiality of sources by not using or releasing data and information revealed to us in confidence

4.6 EXTENSION OF DUE REGARD AND COLLEGIALLY TOWARDS FELLOW RESEARCHERS

Both the researcher and the supervisor must:

- Render unto our peers, colleagues, students, and research participants the respect that they deserve.
- Provide assistance to other researchers, especially if we are uniquely qualified to do so by our expertise.
- Respect the confidentiality and proprietary rights of our peers, colleagues, and students whose material we review for publication, presentation, or funding by a grant.
- Take diligent care of equipment, material resources, and results.

4.7 CREDIT OF OTHERS' CONTRIBUTION, RESOURCES, AND MATERIALS UTILIZED IN RESEARCH

Both the researcher and the supervisor have to:



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Research Promotion Policy

- Grant authorship in accordance with the significance of collaborators' contribution in the research.
- Appropriately attribute and credit to others their accomplishments and research results which we may have utilized in our own research.
- Acknowledge the material contribution of others in our research undertaking
- Utilize, distribute, or share material resources and equipment in accordance with the conditions set by their source or benefactor.

5. SPONSORED RESEARCH

Alagappa Chettiar Government college of Engineering and Technology facilitates to carry out the sponsored research projects. The college also motivates the faculty members to prepare and submit research project proposals.

The following are the norms for sponsored projects:

- Principal Investigator (PI) or Co – Principal Investigator (Co-PI) should belong to Alagappa Chettiar Government college of Engineering and Technology. Eligibility to act as a principal investigator (PI) or co- principal investigator (Co-PI) on externally funded projects is a privilege limited to the faculty members of the college. This policy limitation is in place because PIs are responsible for determining the intellectual direction of the research and scholarship, and for the training of graduate students. As an exceptional case, where it is absolutely necessary, the “Co-PI” can be from other Institution or organization for collaborative research proposals, provided there is no conflict of interests and specific approval should be obtained from the Head of the Institution by the PI.
- The Principal Investigator is responsible for the management and administration of the sponsored program within the administrative constraints imposed by the sponsor and in accordance with College policy. All costs charged to a sponsored Project/Program must comply with the College's policies and procedures, the sponsor's terms and conditions, and Govt. regulations.
- The Principal Investigator and the Accounts Section are responsible for generating various financial reports for sponsors of the grant. All financial reporting to sponsors is based upon expenditures charged to the project according to the sponsor's terms and conditions and the policy and procedures of the College.
- The reporting requirements of each grant by the sponsor will dictate the specifics for financial reporting. The basis for the financial reporting is the comparison of the budgeted amount under various heads in the grant and the expenditure incurred under various heads.
- Changes to project budgets which require institutional or sponsor prior approval must be reviewed and approved by the College.
- Institution provides seed money to the deserving projects which are scrutinized the Head of the Institution and approved by the Board of Governors.



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Research Promotion Policy

- College provides advance funds for the sanctioned projects as and when required by the PI on the recommendation of the Head of the Institution.
- PI can utilize overhead charges for the sanctioned projects with the approval of the Principal.
- At the end of every financial year the PI should submit Internal audit report to the funding organization duly signed by the Bursar and the Head of the Institution
- The faculty shall apply for funding support from the Govt / Industries, to do Sponsored/ Collaborative research based on the call for proposals from the agencies.
- A Department Level Proposal Review Committee / Project Review Committee (PRC) shall be constituted that comprises of Principal Investigator, Subject Expert, and HOD for proposal assessment.
- The PRC shall forward the proposals upon review to the Principal for approval towards the submission of proposals to the funding agencies.
- The Principal Investigator shall then submit the application along with supporting documents based on the approval to the Funding Agencies Website.
- The PIs shall create a new Head of A/c 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 appoint a Project fellow (if applicable) by means of advertising and then selection shall be done by conducting the interview based on the budget approval of the funding agency. The interview panel should be constituted with one external expert member along with PI and HOD.
- The PIs shall attend the Progress Review Meeting (Once in six months) conducted by the Progress Review Committee that comprises of Principal and Research promotion committee members of the college. The PIs shall submit the Half yearly Progress Review Report to the Dean concerned.
- The PIs shall prepare Project Completion Report on completion of the project duration according to the guidelines of the funding agency.
- The PIs shall prepare the Utilization Certificate (UC) duly signed by the Bursar and the Principal.
- The PIs shall submit the Project Completion Report, Utilization Certificate and Publications / patent list to the Sponsoring agency through the Principal.

6. COLLABORATIVE RESEARCH

The objective of the Collaborative Research Policy is to establish a framework to support the conduct of collaborative research projects involving a member from Alagappa Chettiar Government college of Engineering and Technology and at least one external party. In any collaborative research project, collaborating researchers must consider and make arrangements to manage the following issues prior to the commencement of the research project:



Research Promotion Policy

- Financial Management
- Intellectual Property Rights
- Authorship and Publication
- Consultancies
- Ethics Approval and
- Ownership of Equipment, Research Data and Primary Materials

A collaborative research agreement in the form of a formalized legal contract is required where the collaborative research project involves the transfer of funds, the transfer or use of Intellectual Property (IP) and/or is in accordance with funding body requirements. The collaborative research agreement (MoU) must be made in writing and provide relevant details relating to financial management, IP, confidentiality and copyright issues, sharing commercial returns, responsibility for ethics and safety clearances, and reporting to appropriate agencies. Researchers must be aware of, and comply with, all policies and written agreements governing the collaborative research project.

7. FINANCIAL POLICY

The budget distribution for Projects, Consultancy, Testing and Training are given below:

Project cost – 85% and Overheads cost – 15% would be maintained by the administration section in a separate account that is operated by the Principal of the college.

Norms to utilize the overhead costs shall be as per the guidance of the Government of Tamilnadu from time to time.

7.1 CONSULTANCY

From the total amount collected as consultancy charges, 33 % (i.e., one third of the amount collected) should be remitted to the Government account and the remaining two third portions (67 %) should be distributed in the following manner.

(i)	Principal	-	5 %
(ii)	Office	-	5 %
(iii)	Professor (or) HOD	-	6 % **
(iv)	Staff involved in the work (Teaching & Non-teaching)	-	82 %
(v)	Clerical and report preparation	-	2 %

7.2 TESTING

From the total amount collected as testing charges, 60 % should be remitted to the Government account and the remaining 40 % should be distributed in the following manner.

(i)	Principal	-	5 %
(ii)	Office	-	5 %
(iii)	Professor (or) HOD	-	6 % **



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Research Promotion Policy

(iv)	Staff involved in the work (Teaching & Non-teaching)	-	82 %
(v)	Clerical and report preparation	-	2 %

** - Not applicable if he / she himself / herself is involved.

Professors and Heads of Departments while taking up Consultancy / Testing works must involve all faculty members on rotation basis. However, the specific consultancy works which can be done only by the subject expert in the relevant field, the said rotation basis need not be considered.

Coordinator

(Dr.A.Sivanantha Raja)

PRINCIPAL

(Dr.K.Baskaran)



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