Hindusthan Educational Institutions Coimbatore

Hindusthan College of Arts and Science
Hindusthan College of Engineering and Technology
Hindusthan Institute of Technology
Hindusthan Polytechnic College
Hindusthan College of Education
Hindusthan School of Architecture

POLICY FOR PROMOTION OF RESEARCH

[Rules & Regulations for Constitution and Procedures of Proceedings]

HECT/PPR/P01

Authorized by	**: Chief Executive Officer**
Version 1 (Original)	**: September 2020**

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Establishment of Policy for Promotion of Research

Hindusthan Educational Institutions (Arts & Science, Engineering & Technology and Education) is committed to promote research culture in the campus by establishing Committee on Research and implementing specific and goal oriented research activities / schemes to facilitate research activities to be undertaken by the faculty members independently or collaboratively involving industry and students. There shall be the following research facilities established with required budgetary allocation

I. Research Regulations

The research regulations for M.Phil. and Ph.D. is prepared and implemented as shown in **Annexure 1.**

II. Constitution of Research Committee

A Research Committee is hereby constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The research committee constitutes of 5 members nominated as below:

1.   Principal, the Chairperson
2.   Three senior faculty members as nominated by the Vice Chairperson
3.   And one Member Secretary

A policy in this respect is prepared and implemented as shown in **Annexure 2.**

III. Policy on Promotion of Academic Research

A policy on academic research faculty to promote faculty involvement in research and developmental activities shall be prepared and implemented. This policy shall deal with the higher education of faculty members and faculty publication.

A well-defined policy shall be prepared and implemented to encourage the enrolment of faculty in Ph.D programmes and to declare suitable incentives for Ph.D holders and to those publish research articles in journals and reputed journals.

A policy in this respect is prepared and implemented as shown in **Annexure 3.**

IV. Policy on Seed Money for Internal Research

a) Every faculty is eligible to apply for internal project which shall lead to collaborative / externally funded research projects.

b) The college shall provide the basic infrastructure required to conduct research projects.

c) Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.

d) All innovative projects of faculty completed using the seed money are earmarked for filing patents. Further, suitable recognition and remuneration will be given to those faculties with patents.

e) Faculty members shall take appropriate actions to get their innovations covered by IPR and copyright protected.

A policy in this respect is prepared and implemented as shown in **Annexure 4.**

V. Policy on Centre of Excellence

The college shall develop and nurture Centre for Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research. It is the commitment of the college with an aspiration to attract funding from governmental / international agencies and industry from relevant sectors. We strive to establish Centre of Excellence funded by AICTE / UGC / shall be.

A policy in this respect is prepared and implemented as shown in **Annexure 5.**

VI. Policy on Consultancy Projects

The colleges recognize that Consultancy is an effective way to disseminate knowledge and committed to make it accessible the available faculty expertise through service to industry and society.

The colleges, as a socially responsible institution wants to make an early and direct impact on society through consultancy, whereas maintaining balance between consultancy and the traditional roles as a teacher. All Research and Non-research consultancies are governed by the established norms as described in the Policy on Consultancy Projects.

A policy in this respect is prepared and implemented as shown in **Annexure 6.**

VII. Policy on Innovations, Incubations and Entrepreneur Development

The colleges shall promote Innovations, Incubation, and Entrepreneurial Development among the teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights.

A policy in this respect is prepared and implemented as shown in **Annexure 7.**

VIII. Policy on Ethical Research

A policy in this respect is prepared and implemented as shown in **Annexure 8.**

IX. Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

A policy in this respect is prepared and implemented as shown in **Annexure 9.**

X. Incentives

A policy in this respect is prepared and implemented as shown in **Annexure10.**

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Annexure 1a

Research Regulations
(Arts & Science)

The Hindusthan College of Arts and Science offers Research Programmes (Full Time and Part Time) in the following disciplines:

Computer Science	M.Phil & Ph.D	Commerce	M.Phil & Ph.D
Microbiology	M.Phil & Ph.D	Visual Communication	M.Phil & Ph.D
Electronics	M.Phil & Ph.D	Management Studies	M.Phil & Ph.D
Social Work	M.Phil & Ph.D	Mathematics	M.Phil & Ph.D
Biotechnology	M.Phil & Ph.D	English	M.Phil & Ph.D

Eligibilty for M.Phil, Research Programme (Full time/ Part time)

Candidates who belong to the following categories are eligible to register for **M.Phil.** (Full-Time /Part Time) programme.

1. Candidates with Master's Degree of Bharathiar University in the concerned or related discipline or any other qualification recognized as equivalent thereto by the Syndicate of Bharathiar University.

2. All candidates should have passed a two-year PG programme after 3year Bachelor's degree programme and Higher Secondary course of 2year duration after 10-year SSLC (10+2+3+2) for the admission of the programme.

3. A candidate with 55% (5% relaxation for SC/ST candidates in the minimum eligibility marks)of marks and above in the Master's degree and working as Fulltime Research Fellows / Technical Assistants / Research Assistants in time- bound Research schemes of one year duration or more in University Departments/Research Departments of Affiliated Colleges/Recognized Research Institutions.

Candidates belonging to the following categories are eligible to register for **M.Phil. (Part- Time)** Programme.

i) Any person employed in any concern/organization/institution/ R & D Centers / Laboratories situated within Tamil Nadu or Research Institutions recognized by Bharathiar University with a minimum of 55% of marks in the Master's degree. Such candidates shall produce a No Objection Certificate and Service Certificate from the Employer or Head of the Institution (in case of Educational Institutions).

ii) All teachers working in colleges affiliated to Bharathiar University are eligible. Candidates working as guest lecturers on consolidated pay are also eligible to pursue M.Phil. (Part-time) Programme provided they produce an NOC and Service Certificate from their respective colleges.

iii) Candidates working in colleges affiliated to Universities other than Bharathiar University have to produce a No Objection Certificate and Service Certificate from the Head of the Institution/ University

iv) T.C. need not be insisted for admission to part-time M.Phil./Ph.D. programme.

v) Medium of Language is Tamil for the candidates doing their research in Yoga for Human Excellence for those who have studied UG/PG degree courses in Tamil medium and for the rest of the candidates, the medium is English.

Duration of M.Phil Programme (Full-Time)

The duration of M.Phil Full-time Programme is one year (12months), commencing from 1stNovember.

Duration of M.Phil Programme (Part-Time)

The duration of M.Phil Part-time programme is two years (24 months)

Maximum Period of Completion

The Maximum period for the completion (including extension period) of M.PhilProgramme is two years in the case of Full-time candidates and three years in the case of Part-time candidates.

Candidate shall be permitted to appear for Part I examination only after completing the minimum period of six months in the case of full time registration and twelve months, in the case of part time registration.

Eligibility for Ph.D. Research Programme (Full time/ Part time)

The candidates should have passed a PG degree course (i.e., SSLC+HSC+UG+PG) or (SSLC+Pre-degree+1+UG+PG) or 10-year SSLC plus 3-year Diploma plus two year UG degree and two year PG (10+3+2+2) . A candidate possessing a PG degree with 17 years of total duration of study alone is eligible for admission to Ph.D. Programme.

Candidates belonging to the following categories are eligible to register for Ph.D.(Full Time / Part Time) Programme:

1. A candidate having a minimum of 55% (5% relaxation for SC/ST candidates in the minimum eligibility) marks in the qualifying examinations.

2. The part-time candidates belonging to any one of the following categories are eligible:

   a. Working as a teacher in Department of the University or an affiliated College of this University /Higher Secondary School / High School / Middle School/Polytechnics with in Tamil Nadu, recognized/approved by the Government.

   b. Scientists / Research fellows / Research assistants / Technical assistants / Project assistants / Project Fellows / Research associates / appointed in the research projects funded by recognized agencies / Government / Industries are also eligible to register for Ph.D. at University Departments, Affiliated Colleges, Research Institutions, or R & D Centre / Laboratories

   c. Chartered Accountant/ Cost Accountant/ Company Secretary and other professionals with a minimum period of two years of experience after obtaining their professional qualification are eligible for Part-time Ph.D. registration.

   d. For candidates other than a teacher, any permanent staff in a Government Office/ Private or Public Ltd., Company/a recognized factory/institution/research institution / Educational Institution / business / with a minimum period of two years of experience after obtaining their Master's degree with a minimum of 55% of marks (staff includes Board of Directors, Proprietor and Partner) are eligible for part time for Ph.D. registration in the relevant discipline.

      Note:

      i. Recognized factory means an industrial establishment and regulated by the Factories Act.

      ii. Recognized institution means any institution registered with the Registrar of Societies and has been duly audited by a recognized auditor for the last three years from the date of application and duly supported by an audit certificate.

iii. Recognized business means a business organization duly registered with Commercial Tax Department and three years standing in their business.

iv. Private/Public Ltd., Company registered under the Companies Act.

e. Candidate working as a Guest Lecturer in a Govt. College or a Govt. Aided College in Tamil Nadu is allowed for registration, subject to the production of NOC and Service Certificate from his/her employer.

f. A candidate already holding a Ph.D. degree in a discipline / subject specialization is eligible to register for a second Ph.D. degree in another discipline / subject specialization.

3. Transfer Certificate need not be insisted for admission to part-time M.Phil / Ph.D Programme.

4. The medium of language for M.Phil /Ph.D. is Tamil for those doing their research in "Yoga for Human Excellence", provided if they have studied UG/PG degree courses in Tamil Medium and for the rest of the candidates, the medium is English.

5. Those who are going to register Ph.D. without fellowship must have appeared the Common Eligibility Test (CET) conducted by the Bharathiar University.

Candidates Registered for Ph.D. (Part time) outside Tamil Nadu

Candidates from outside Tamilnadu (like NIT, CSIR Lab. etc.,) are allowed to register for Part-time Ph.D subject to submission of NOC from HOD/Head of the Employer where the candidate is employed. An additional amount of Rs.5,000/- will be collected as special fee from such candidates other than Tamil Nadu. As per the UGC guidelines, the candidates are permitted to do their research under the faculty members who are recognized guides of Bharathiar University working within the jurisdiction.

Duration of Ph. D Programme

Period	PG Degree Holders		M.Phil. Degree Holders	
	Minimum Period	Maximum Period	Minimum Period	Maximum Period
Full Time	3 Years	5 Years	2 Years	4 Years
Part Time	4 Years	6 Years	3 Years	5 Years

Course of study

A candidate applying for registration shall do so, specifying the broad field of research, which shall normally be one related to the field of specialization chosen in his/her PG degree.

The course of study M.Phil / Ph.D Degree Programme shall consist of three written papers under Part-I and a Dissertation under Part-II of the programme.

Written Papers (under Part-I)

Course I: Research Methodology (Research Methods of the concerned discipline).

Course II: Research Trends in the concerned discipline / Advances in the concerned discipline.

Course III: Special Paper (Pertaining to the area of specialization chosen by the Candidate, under a guide).

Dissertation (under Part II)

Candidates shall be required to choose a research problem in his/her chosen area of research and submit a dissertation incorporating the results of his/her investigation, carried out under the supervision of a recognized Supervisor.

Procedure For Admission

The University publishes the notification in the University Website or advertise in the leading newspapers for M.Phil / Ph.D. admissions. Admissions shall be made through a Common Entrance Test (CET) followed by an interview.

The qualifying examinations marks converted to	-50 Marks
Common Entrance Test	-35 Marks
Interview	-15 Marks
Total	-100 marks

UGC/CSIR-JRF NET/SLET/GATE/ Teacher fellowship holders / Scientist working in DRDO /faculty of Air Force Administrative College/foreign candidates need not appear for Common Entrance Test.

The qualifying examinations marks converted to	-50 Marks
UGC/CSIR-JRF NET/SLET/GATE	-35 Marks
Interview	-15 Marks
Total	-100 marks

M.Phil degree holders need not appear for Common Entrance Test, but they have to attend interview for 15 marks and his/her PG marks converted to 50 marks. This total mark of 65 should be converted to 100 marks.

UGC/CSIR-NET/CSIR-JRF/SLET/GATE/Teacher fellowship holders / Scientist working in DRDO/ faculty of Air Force Administrative College/foreign candidates need not appear for entrance test. Such candidates shall be directly admitted to the doctoral programme through interview. However, for the Scientist working in DRDO / faculty of Air Force Administrative College/ foreign candidates the department should conduct entrance test and interview to assess the knowledge of the concerned discipline.

The interview committee should be formed with the following members.

1) Principal/Dean of the concern discipline
2) Head of the Department / Head of the Division
3) Recognized guides of the Department / Division

Selection of Supervisor

The Research Supervisor for the selected candidates for M.Phil. / Ph.D. Programme shall be decided by the Interview Committee where the research interest of the candidate, available specializations in the Department and vacancy position under each Research Supervisor shall be taken into consideration.

Rules for Change of Supervisor

The change of Supervisor is not entertained during the normal course of research programme. If any of the supervisor has resigned or in case of demise during the course of research, new supervisor will be allotted from the qualified Research Supervisors of the same Department with the consent of the Principal. This change of Supervisor will be effective only by the approval of the Registrar of Bharathiar University. The research scholar shall continue and complete the remaining research with the direct supervision of the newly allotted Supervisor.

Fees

The prescribed fees for the programme shall be displayed in the college notice board and it is to be paid by all candidates every year before the last date.

Fees will be collected until submission of Thesis, even during the extension period.

Rules for Attendance

Full Time research scholars should to be present every day and attendance to be signed in a separate register maintained by the College office. The Part Time scholars are expected to be present twice in a month to the department and consult their Supervisor for the regular review of their research.

Research Colloquium

The Research Colloquium will be conducted once in two months. Full-Time and Part-Time Scholars should attend and present before Research Board and present their research progress. They are also expected to fix the further task to be accomplished. Besides that, every research scholar is required to take active participation in International /National conference/seminar organized by our college or other institutions.

Teaching Assistance

Every Full-Time Scholar should be engaged with the minimum of 8 Hours per Week in Teaching (Theory/ Practical) as per the direction of Head of the Department. Each Scholar is required to maintain a separate Diary for the classes handled by him with the initials of the HOD.

Rules for Doctoral Committee

As per the norms of Bharathiar University, every scholar should undergo at least two Doctoral Committee Meetings during the period of his/her study. The committee shall consists of three members including the Supervisor, the Head of the department and an External Member nominated by Bharathiar University. The first doctoral committee meeting shall be arranged within 9 months from the date of registration in case of Full Time scholar and within 18 months in case of Part Time scholar, in which the scholar is expected to present his/her research proposal with the aid of the Power Point Presentation. The proposal should contain the Review of Literature, Research Problem, Objectives, Scope, Methodology, Hypothesis framed and limitations of the study. At the time of first DC meeting the scholar should possess in depth knowledge in the field of his/her research subject and should have published one paper in refereed journal. The second DC meeting shall be arranged before the submission of synopsis by the researcher in which the committee assesses the quantum of work completed by the researcher,

publication in the refereed journal and the pre Ph.D. presentation by the researcher. For the constitution of doctoral committee the research scholar should pay an one- time payment of ₹.8000/- to the institution in which he/she has registered.

Research Ethics Committee

The Ethics Committee is constituted for the benefit of the scholar and research supervisor to settle their grievances related to their research. The committee consists of five members including the Principal as the President and other four members nominated by the president.

Other Facilities

The college has equipped with well-established library functions from 9.30 a.m. to 5.30 p.m. The e-learning facilities with number of online journals, magazines and e-book facilities are inbuilt within the library. The library offers facility to students to take photo copies of their needed documents.

The college has sophisticated internet center with 50 Mbps connectivity to enable the researchers to involve in their research work. It has sufficient laboratory facilities in all discipline of research departments to carry out the research work in their respective field of research.

Regulations

The candidates will be governed by the M.Phil / Ph.D regulations of Bharathiar University, amended from time to time.

Research Schedule

M.Phil. Programme

Task to be attained	Period of Completion (Full Time)	Period of Completion (Part Time)
Part I Programme	6 months (31st March)	One year
Research Problem Identification and Topic finalization	During 3rd month (31st December)	6 months from the date admission
Literature Review, methodology and submission of research proposal with the approval of the Supervisor	During 6th month (15th March)	One year and 3 months from the date of admission

Attending Review meeting I	6 months (31st March)	One year and 4 months from the date of admission
Data collection/field survey and completion of data analysis with the approval of the Supervisor	Within 10 months (15th August)	One year and 9 months from the date of admission
Publication of an Article in a referred Journal and submission of Rough Draft	Before II Review meeting	Before II Review meeting
Attending Review meeting II	During 11th month (31st August)	One year and 10 months from the date of admission
Submission of Dissertation	Within one year (20th September)	One year and 11 months from the date of admission

Ph.D.Programme

Task to be attained	Period of completion (Full Time)		Period of completion (Part Time)	
	With M.Phil	Direct Ph.D	With M. Phil	Direct Ph.D
	2 Years	3 Years	3 Years	4 Years
Research Problem Identification and Topic finalization	Two months from the date of commencement of the course.	Within four months from the commencement of programme	Within four months from the commencement of programme	Within one year from the date of commencement of the programme
Attending I Review meeting	Within 6 months from the commencement of programme	Before 9 months from the commencement of programme	Before 9 months from the commencement of programme	Within one year
Literature Review, methodology and submission of research proposal with the approval of the Supervisor	Within 9 months from the date of admission of the course	Within 12 months from the commencement of programme	Within 12 months from the commencement of programme	Within 18 months
Publication of first Article in a referred Journal	Within three months from the date of admission of programme	Within five months from the commencement of programme	Within five months from the commencement of programme	Within one year

Attending II Review meeting	Within 12 months from the date of admission of the course	Within 16 months from the date commencement of the programme	Within 16 months from the date commencement of the programme	Within 2 Years (with two publications)
Data collection/field survey	Within 15 months from the date of admission of the course	Within 20 months from the date of commencement of the programme	Within 20 months from the date of commencement of the programme	Within 3 Years
Completion of Data Analysis	Before 15 months	Before 24 Months	Before 24 Months	Before 40 months
Publication of second Article in a referred Journal	Within 16 months from commencement of the programme	Within 22 months from commencement of the programme	Within 22 months from commencement of the programme	-
Publication of third Article in a referred Journal	-	-	-	before 42 Months
Attending III Review meeting	Immediately after publication of 2nd article	During the 22nd month from commencement of the programme	During the 22nd month from commencement of the programme	Within 43 Months
Preparation of synopsis	Within 19th months of the course	Within 27 months	Within 27 months	Within 44 Months
Attending IV Review meeting and Submission of Synopsis	During the 20th month of the course	During the 30th month	During the 30th month	Within 45 Months
Preparation of necessary rough drafts and thesis correction work	Within 23 months of the programme	Within 33 months of the programme	Within 33 months of the programme	Between 45 – 48 Months
Thesis Submission	At the end of the study period			

Annexure 1b

<u>Research Regulations</u>

(Engineering & Technology)

The Hindusthan College of Engineering & Technology, Hindusthan Institute of Technology offers Research Programmes (Full Time and Part Time) in the following disciplines:

Civil Engineering	Ph.D	Information and Communication Engineering	Ph.D
Mechanical Engineering	Ph.D	Science and Humanities	Ph.D
Electrical Engineering	Ph.D	Technology	Ph.D

Eligibility for Ph.D. Research Programme (Full time/ Part time)

Master's Degree of the University or any other qualification recognized as equivalent thereto in the fields of study notified from time to time by the University.

The candidates should have passed a PG degree course (i.e., SSLC+HSC+UG+PG).

	Programme	Qualification for Admission
I	Ph.D. Degree in Engineering/ Technology	M.E. / M.Tech. / M.S. (By Research) in the relevant branch of Engineering or Technology
II	Ph.D. Degree in Science and Humanities	M.Sc. / M.S. (By Research) in the relevant branch of Science and Humanities / M.C.A/ M.A. (English/ Communication/ Mass Communication/ Journalism/ Media Arts)

Candidates belonging to the following categories are eligible to register for Ph.D (Full Time / Part Time) Programme:

6. A minimum of 55% marks or CGPA of 5.5 on a 10 point scale in the qualifying examination. In case of SC/ST/ differently abled candidates, 50% marks or CGPA of 5.0 on a 10 point scale.

7. The part-time candidates belonging to any one of the following categories are eligible:

a. Full-time teaching faculty of University Departments / University Colleges and regular teaching faculty of Government Engineering Colleges / Government aided Engineering Colleges / Government Polytechnic Colleges / Government aided Polytechnic Colleges / Self financing Engineering colleges affiliated to the University / Self-financing Polytechnic Colleges within Tamil Nadu. The nomenclature shall continue for the above scholars till they are in service in the above Institutions

b. Candidates working in Industrial Units / R&D Departments / National Laboratories / Units of Government / Quasi Government or any other research laboratories within Tamil Nadu, which are recognized by the University to do research with the University and sponsored by the respective employer. The nomenclature shall continue for the above scholars till they are in service in the above Institutions.

8. Transfer Certificate need not be insisted for admission to part-time Ph.D Programme.

Duration of Ph. D Programme

PG Degree Holders			
Period	Minimum Period		Maximum Period
	Full Time	Part Time	Full Time /Part Time
Engineering / Technology	2 Years	3 Years	6 Years
Science & Humanities	3 Years	4 Years	6 Years

Course Work

a. The Doctoral Committee of a scholar shall meet within three weeks from the date of communication of his/her provisional registration to prescribe the course works relevant to the research.

b. A minimum of four course works of 12 Credits relevant to the area of research and offered under any approved PG programme of the University shall be recommended by the Doctoral Committee. But the scholars shall not have undergone such course works in their PG programme /M.S. (By Research).

c. Only course works registered after the first Doctoral Committee meeting shall be counted towards this requirement. Any course work already passed by the scholar prior to provisional registration shall not be counted for this purpose.

d. The scholar shall attend classes along with PG students and will be evaluated in the same relative grading scale of the course work.

e. No change in the course works prescribed shall be made without the approval of the Doctoral Committee and if any change, the same should be informed to the Centre in advance.

f. The prescribed course works shall normally be completed within two years from the date of provisional registration for both Full-time and Part-time scholars. Maximum two attempts are permitted for the scholar to pass the subject for both the part time and full time scholars and the courses should be completed within three years from the date of Provisional Registration. If the scholar fails to complete the confirmation of provisional registration within three years after his/her registration for the Ph.D. programme, the registration of the scholar shall stand cancelled.

g. Regularly offered PG electives shall not be taken as Special Elective and the scholar shall wait to undertake such course work when it is offered to the PG students in the Department.

h. The scholars shall secure a CGPA of 7.0 in the course works in order to become eligible for comprehension examination. The scholar who fails to secure a CGPA of 7.0, he/she shall undertake one more course work relevant to the area of research offered under any approved PG programme of the University with the recommendation of the Doctoral Committee or write the arrear examination (only once) from any one/two of the course works undertaken, to improve the CGPA to 7.0 (Best four course works shall be considered, if additional course work is undertaken). A pass in the Comprehensive Examination is required for provisional confirmation of Ph.D. registration.

Comprehensive Examination

a. On the successful completion of the prescribed course works, as evidenced by the grade sheet issued by the Controller of Examinations, the Doctoral Committee shall conduct a Comprehensive (written and oral) Examination for every scholar to test the background knowledge of the scholar in the area of specialization within 6 months from the date on which the results of all the prescribed course work are declared. The Comprehensive Examination shall cover the topics in the specialization and allied areas. The result of the Comprehensive examination and the results of the course works shall be detailed in the minutes of the Doctoral Committee and forwarded to the Director (Research), for confirmation of the provisional registration and to proceed further with his/her research work, within two months from the date of the Comprehensive Examination held.

b. If the performance of the scholar is not approved by the Doctoral Committee based on the results of Comprehension Examination, a grace period of three months (within the maximum period of three years) shall be given and then at the end of which the scholar shall be re-examined. If found fit, the scholar is provisionally confirmed and is permitted to proceed further with his/her research work. Otherwise the provisional registration granted to the scholar shall be cancelled.

Procedure for Admission

The University publishes the notification in the University Website or advertise in the leading newspapers for Ph.D. admissions. Admissions shall be made through a Centre for Entrance Examinations followed by an interview.

The qualifying examinations marks converted to	- 50 Marks
Centre for Entrance Examinations	- 35 Marks
Interview	- 15 Marks
Total	- 100 marks

The interview committee should be formed with the following members.

1) Principal/Dean of the concerned discipline
2) Head of the Department / Head of the Division
3) Recognized guides of the Department / Division

Selection of Supervisor

The Research Supervisor for the selected candidates for Ph.D. Programme shall be decided by the Interview Committee where the research interest of the candidate, available specializations in the Department and vacancy position under each Research Supervisor shall be taken into consideration.

Rules for Change of Supervisor

The change of Supervisor is not entertained during the normal course of research programme. If any of the supervisor has resigned or in case of demise during the course of research, new supervisor will be allotted from the qualified Research Supervisors of the same Department with the consent of the Principal. This change of Supervisor will be effective only by the approval of the Registrar of Anna University.

The research scholar shall continue and complete the remaining research with the direct supervision of the newly allotted Supervisor.

Fees

The prescribed fees for the programme shall be displayed in the college notice board and it is to be paid by all candidates every year before the last date.

Fees will be collected until submission of Thesis, even during the extension period.

Rules for Attendance

Full Time research scholars should to be present every day and attendance to be signed in a separate register maintained by the College office. The Part Time scholars are expected to be present twice in a month to the department and consult their Supervisor for the regular review of their research.

Research Colloquium

The Research Colloquium will be conducted once in two months and all Full-Time and Part-Time Scholars should attend and present before Research Board, their research progress carried out by them and obtain their consent for the continuance of the their research. They are also expected to fix the further task to be accomplished. Besides that, every research scholar is required to take active participation in International /National conference/seminar organized by our college or other institutions.

Teaching Assistance

Every Full-Time Scholar should be engaged with the minimum of 8 Hours per Week in Teaching (Theory/ Practical) as per the direction of Head of the Department. Each Scholar is required to maintain a separate Diary for the classes handled by him with the initials of the HOD.

Rules for Doctoral Committee

As per the norms of Anna University, every scholar should undergo at least two Doctoral Committee Meetings during the period of his/her study. The committee shall consists of three members including the Supervisor, the Head of the department and an External Member nominated by Anna University. The first doctoral committee meeting shall be arranged within 9 months from the date of registration in case of Full Time scholar and within 18 months in case of Part Time scholar, in which the scholar is expected to present his/her research proposal with the aid of the Power Point Presentation. The proposal should contain the Review of Literature, Research Problem, Objectives, Scope, Methodology, Hypothesis framed and limitations of the study. At the time of first DC meeting the scholar should possess in depth knowledge in the field of his/her research subject and should have published one paper in refereed journal. The second DC meeting shall be arranged before the submission of synopsis by the researcher in which the committee assesses the quantum of work completed by the researcher, publication in the refereed journal and the pre Ph.D. presentation by the researcher.

Research Ethics Committee

The Ethics Committee is constituted for the benefit of the scholar and research supervisor to settle their grievances related to their research. The committee consists of five members including the Principal as the President and other four members nominated by the president.

Other Facilities

The college has equipped with well-established library functions from 9.30 a.m. to 5.30 p.m. The e-learning facilities with number of online journals, magazines and e-book facilities are inbuilt within the library. The library offers facility to students to take photo copies of their needed documents.

The college has sophisticated internet center with 50 Mbps connectivity to enable the researchers to involve in their research work. It has sufficient laboratory facilities in all discipline of research departments to carry out the research work in their respective field of research.

Regulations

The candidates will be governed by the Ph.D regulations of Anna University, amended from time to time.

Research Schedule

Ph.D.Programme

Task to be attained	Period of completion	
	Full Time	Part Time
	2 Years	3 Years
Research Problem Identification and Topic finalization	Within four months from the commencement of programme	Within four months from the commencement of programme
Attending I Review meeting	Before 6 months from the commencement of programme	Before 9 months from the commencement of programme
Literature Review, methodology and submission of research proposal with the approval of the Supervisor	Within 9 months from the commencement of programme	Within 12 months from the commencement of programme
Publication of first Article in a referred Journal	Within five months from the commencement of programme	Within five months from the commencement of programme
Attending II Review meeting	Within 12 months from the date commencement of programme	Within 16 months from the date commencement of programme
Data collection/field survey	Within 15 months from the date of commencement of programme	Within 20 months from the date of commencement of programme
Completion of Data Analysis	Before 15 Months	Before 24 Months

Publication of second Article in a referred Journal	Within 16 months from commencement of programme	Within 22 months from commencement of programme
Publication of third Article in a referred Journal	-	-
Attending III Review meeting	Immediately after publication of 2nd article	During the 22nd month from commencement of programme
Preparation of synopsis	Within 19th months of the course	Within 27 months
Attending IV Review meeting and Submission of Synopsis	During the 20th month	During the 30th month
Preparation of necessary rough drafts and thesis correction work	Within 23 months of the programme	Within 33 months of the programme
Thesis Submission	At the end of the study period	

Annexure 2

Constitution of Research Advisory Committee

A Research Advisory Committee has been constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The members of the Research Advisory Committee are:

1. Principal, the Chairperson
2. Dean/Director, the Member Secretary
3. Five senior faculty members as nominated by the Chairperson

Research Advisory Committee Regulations

i. The committee shall meet at least once in a semester.

ii. Adhoc and emergency meetings shall be convened by the Chairperson whenever required.

iii. Any changes in existing research oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of the committee is mandated.

iv. The Chairperson of the research committee is empowered to monitor the activities and progress of the research activities.

v. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, AICTE, and Bharathiar University as well as policies framed by our own college from time to time and approved by Governing Council of the College.

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Annexure 3

Policy on Promotion of Academic Research

1. The faculty members on roll but without Ph.D. degree must register for doctoral program.

2. Faculty of each department shall conduct research in focused areas. It is mandatory to publish research articles / project results in UGC indexed / Anna University Listed Journals / WEB of Science / SCOPUS indexed journals.

3. It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.

4. The student projects (PG / M.Phil /Ph.D) must be research focused.

5. The faculty members guiding Ph.D shall be given supervisor incentive.

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Annexure 4

Policy on Scheme for Research Seed Money

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Introduction

Hindusthan Educational Charitable Trust is an ardent promoter of Education in this part of the country which runs about 11 educational institutions to promote quality education and research. The Trust always strives to boost the application of technological advancement for the benefit of the Society. The trust always encourages the inspired brains to innovate through research for which it extends support in the form of Research Seed Money. The foremost objective of this scheme is to provide financial assistance to initiate research in Arts / Commerce / Computing / Management / Engineering / Technology / Architecture / Science and Humanities / Education streams.

Eligibility

Any faculty member, who is willing to be a Principal Investigator (PI), shall be currently working in HiCAS / HiCET / HiTECH / HPC / HCE / HSA and shall make application for seed money along with one or two more inspired faculty members / students who have the fire to innovate and achieve the goals in a given time frame.

Proposal Format & Methodology

1. A willing faculty researcher shall submit application for seed money in the prescribed format in duplicate to the Convener, Research Committee of HiCAS / HiCET / HiTECH / HPC / HCE / HSA.
2. The proposals (not more than 1,500 words / 5 pages) must be in the prescribed format with following broad based information:
   a. Statement of the Problem / Introduction
   b. Literature Review
   c. Research methodology
      i. Title of the study
      ii. Objectives
      iii. Physical Areas
      iv. Sampling Procedure
      v. Data Collection / Sample Collection

    vi. Lab Analysis / Statistical Analysis

    vii. Expected Outcomes

  d. Time Frame

  e. Budget with justifications

Important Dates

The schedule for selection process will be as follows:

- Call for Applications   :1st October (every year)

- Application submission Last Date   :15th October (every year)

- Award of Seed Money after scrutinizing   :30th October (every year)

Rules for grant of Seed Money

1. These rules shall be known as 'Rules of Scheme for Research Seed Money'.

2. The teachers / faculty members working in HiCAS / HiCET / HiTECH / HPC / HCE / HAS are eligible to make application seeking Seed Money.

3. Financial assistance is limited to specific items of expenditure or to cover a part of the expenditure on the specific budgetary items.

4. The scheme is implemented with a view to provide seed money in the form of grants to promote research work in Arts / Commerce / Management / Engineering / Technology / Science and Humanities with particular relevance to the Socio-economic development of the Coimbatore region with social relevance, industrial development and technology adoption.

5. The maximum eligible funding for a project is limited to ₹.50,000/-.

6. Subject to availability of funds, proposals will be scrutinized by a Research Committee as nominated by the Principal.

7. The recommendations of the Research Committee shall be forward to the Principal of HECT for approval and subsequent sanctioning of grants in favour of recommended proposals submitted by the faculty members.

8. Financial assistance will be released directly to the Principal Investigator.

9. The date of start of the project shall begin from the date of approval as mentioned in sanction order irrespective of the actual date of release of grants.

10. The project duration is limited to a maximum of 12 months (1 year).

11. The progress report and utilization of funds shall be reported on completion of six (6) months.

12. The whole or part of the grant that remains unutilized within the prescribed time limit should be refunded.

13. The recipient / awardee shall comply, with such other conditions as may be suggested in the 'guidelines' issued in this regard from time to time.

14. The investigators shall make a presentation of the outcome of the research before a committee constituted for the purpose.

15. On completion of the project, 2 copies of the final project report shall be submitted to the Principal through head of the department after getting the scrutinized and approved by the Convener of the Research Committee.

16. The Utilization Certificate (UC) and Statement of Expenditure (SE) must be submitted along with final report of the project countersigned by the Head of the Department and Convener of the Research Committee.

17. When the Principal Investigator (PI) wishes to leave the Institution, then it is the responsibility of the PI to inform the same to the Principal through Research Committee. And in turn the Principal, in consultation with Research Committee and the Head of the Department, shall evolve steps to ensure successful completion of the project, before relieving the PI.

18. After the completion of the projects the Awardees / Investigators must publish the reports / findings in the form of scientific papers in UGC Approved Journals and/or other popularly and internationally recognized journals.

19. In the case of sharing of commercial values generated, the following shall be the norms to be adopted:

   a. The ownership of the knowledge generated from the project will be jointly owned by the College and the Awardee, as detailed below:

      i. The college holds the right to benefits to the extent of the financial assistance provided by the college and

      ii. 10% of the market value of such knowledge generated.

   b. While publishing reports / research articles in the journals, the Awardees / Investigators must acknowledge:

      (i) the Institutional Affiliation of the Investigators and

      (ii) That the grant is received under the Scheme of Research Seed Money extended by HiCAS / HiCET / HiTECH / HPC / HCE / HSA.

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Annexure 5

Policy on Centre of Excellence

The college shall develop and nurture Centre of Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research.

Annexure 6

Policy on Consultancy Projects

Hindusthan Educational Institutions has prepared and launched this Policy on Consultancy Projects to be undertaken by the faculty members, with effect from July 2020. The details are as follows:

Consultancy

HiCAS / HiCET / HiTECH / HPC / HCE / HSA recognizes that Consultancy is an effective way to disseminate knowledge. We are committed to make our expertise available through service to industry and society. We want to make an early and direct impact on society through consultancy, still able to balance between consultancy and the traditional roles as a teacher. It is the consultancy policy that ensures that there is a consistency between the colleges' strategic research policy and priority and the consultancies undertaken and also ensuring that the costs are sustainable.

Consultancy Policy

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

a) There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.

b) The Consultancy must not be in conflict with HiCAS / HiCET / HiTECH / HPC / HCE / HSA Research and Extension.

c) The staff who undertake shall ensure that there won't be any contradictions between policies such as employment, Code of Conduct, etc.

d) The Consultancy must not be in conflict with the functions, objectives or interests of the college or damage the college's reputation.

e) At a minimum, the salary and on-cost charges set by the College Management must be applied to all project budgets. All Consultancies are required to include overheads.

f) Staff members shall not undertake external research activities where no formal agreement has been authorized by the College.

Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. The provision of professional services such as designing, legal and medical advice is undertaken by members of faculty and staff.

Norms to undertake Consultancy

a) The members undertaking consultancies are permitted to engage in Research and/or Non-research provided these consultancies do not interfere with the discharge of their duties as a teacher.

b) Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through Chairman of Research Committee.

c) No limit is placed on earnings. However there is a limit on the time spent on Consultancy.

d) Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year.

e) Variations to this time commitment require the approval from Principal / Secretary.

f) A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

g) Faculty members must obtain written permission from the Principal to undertake Consultancies.

Benefits of Consultancy

The college provides the following benefits to staff undertaking Research or Non-research Consultancies:

a) The revenue generated from consultancy project will be shared 60:40 between the College and the faculty concerned.

b) The revenue generated mentioned above strictly meant the amount unspent after settling all the bills / expenses pertaining to the consultancy project.

c) Access to the College resources such as technical and administration staff equipment and telecommunications, subject to approval by the HoD or Office.

d) Entitlements to use the College's name and reputation, providing it are not brought into disrepute.

e) Ability to make reference to their College position and title in connection with the work.

f) If more than one member take up the consultancy project then 40% amount shall be shared equally or as agreed by them.

g) In case of any private Consultancy offered by a faculty in her/his personal capacity but that staff member accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

Approval for undertaking consultancy projects

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancy are required to be approved through.

Exemptions and Variations

Exemptions to the above terms and conditions / norms and variations if any to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding / Consultancy Application coversheet, and approved by the Principal.

Transfers in from Other Institutions

In cases where a Research or Non-research Consultancy or grant is transferred to the College from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases where a grant is being transferred to HECT from another research organization and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

Conflict of Interest

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Principal through Chairperson of Research Committee for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

Intellectual Property in Consultancies

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.

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Annexure 7

Policy on Innovations, Incubations and Entrepreneurial Development

Hindusthan Educational Institutions (HiCAS / HiCET / HiTECH / HPC / HCE / HSA) strives to promote Innovations, Incubations, Entrepreneur Development among teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights. The Policy adopted by the college in this respect is as follows:

a) HiCAS / HiCET / HiTECH / HPC / HCE / HSA shall establish a Centre for Innovation & Incubation to inculcate the culture of innovation in the young and budding researchers in the institution.

b) The innovation center may be instrumental by organizing various kinds of programmes such as ideation programs, collection of innovations from research undertaken in respect of academic research, funded research, consultancy projects and innovations / incubations.

c) Necessary steps shall be taken to ensure that every major invention achieved out of conducting research shall be incubated in the incubation centre which will be augmented from time to time.

d) Potential Student Innovators may be identified and allowed to select an incubated product and use the same to be developed in large scale through separately established start-up.

e) The Entrepreneur cell of the College shall take steps to plan for providing training to the Incubates. The training imparted shall be designed in such a way that it may prepare the students to become successful entrepreneurs.

f) The student start-up companies shall be promoted in the campus by way of extending financial support to the every innovation shall lead to filing a Patent.

g) The college shall provide support required for filing the patents and also for completing the ground work required to get the patents registered and licensed.

h) The college shall also encourage the teachers and researchers to apply and acquire Copyrights for their publications / Books / Monographs.

i) Rewards shall be instituted and given to the faculty and student achievers in appropriate monetary and non-monetary format.

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Annexure 8

Code of Ethics and Policy on Ethical Research

Introduction

The College (HiCAS / HiCET / HiTECH / HPC / HCE / HSA) is at the forefront of higher education in India by balancing its commitment to academic excellence with emphasis on all-round development of students. The curriculum promotes national development, fosters global competencies and facilitates skills training to meet the challenges of a competitive workplace.

The HiCAS also offers the following M.Phil /Ph.D. (Full-time and Part-time) Research Programmes:

- Electronics
- Computer Science
- Commerce
- Biotechnology
- Management Sciences
- Mathematics
- English
- Tamil
- Social Work

The HiCET / HiTECH also offers the following Ph.D. (Full-time and Part-time) Research Programmes:

- Mechanical Engineering
- Electrical Engineering
- Information and Communication Engineering

Scope and coverage

The Research Ethics Committee shall regulate the matter pertaining to:

a. Ethical Research Practices
b. Plagiarism prevention

Need for Code of Ethics and Policy on Ethical Research

HiCAS / HiCET / HiTECH / HPC / HCE / HAS sees many a reasons to adhere to ethical norms in research. The foremost among them is promoting quality research in search of knowledge and truth. It is equally important that prohibitions against artificially constructing, falsifying, or misrepresenting research data and curbing the practice of plagiarism will ensure quality research that contribute to find lasting solutions.

Principles of Ethical Research

HiCAS / HiCET / HiTECH / HPC / HCE / HAS adopt the following principles in ethical research:

* **Objectivity:** Consciously upholding the values of being independent and true and avoiding individual subjectivity.

* **Integrity:** Adopting a high level of academic moral character, and intellectual honesty as well as assuming personal responsibility for the actions committed and omitted by the researcher.

* **Confidentiality:** The researchers must respect the privacy, autonomy, diversity, values and dignity of research subjects and must be very sensitive while disclosing the information and data of public interest by ensuring the privacy and confidentiality of the source of information.

* **Transparency:** The researchers must be as open as possible with respect to the decisions made and provide justifications for their actions.

* **Honesty:** The researchers must possess unbiased and honest attitude in knowing and stating the truth.

Research Ethics Committee

The following are the guidelines to put in place an ethical committee in HiCAS / HiCET / HiTECH / HPC / HCE / HSA with effect from 1st January 2020:

a. Name of the Committee: Research Ethics Committee

b. Constitution / Members of the Committee:

The Research Ethics Committee shall consist of a President and three other members as detailed below:

President	-	Principal of the College (1)
Members	-	Three senior faculty members as nominated by the president (3)
Member Secretary	-	Member Secretary of Research Committee (1)

c. Responsibilities:

1. To review the ethical safeguards of the proposed research.
2. To ensure the rights, safety and well-being of the trial subjects / respondents / participants.
3. To enquire the complaints against research supervisors / guides / candidates and make suitable recommendations to the President

d. Meetings:

Regular meetings: There shall be regular ethics committee meetings once in every semester.

Emergency Meetings: A meeting shall be called for by the member secretary on receiving the advices from the President, whenever there arises emergency situations

Note: A request letter may be submitted to the member secretary, by any interested person who seeks an emergency meeting to absolve any issue related to her / his research

Publication of the Code of Ethics and Policy on Ethical Research

The college shall publicize the **Code of Ethics and Policy on Ethical Research** by circulating the same among the research guides / supervisors, registered research candidates, teaching staff of the college as well as published in the College Website in a prominent manner so as to attract the attention of the interested persons.

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Annexure 9

Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

a) The college shall constitute a cell called 'Intellectual Property Rights Cell' with immediate effect.

b) Appropriate actions / steps be taken to get financial support and approval from Central Government Agencies like DST / DBT / AICTE, etc and State Government Agencies like TNSCST for the IPR Cell.

c) Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self-supported awareness programmes.

d) Capacity Building programmes shall be organized with suitable expertise available within and outside the institution.

e) Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / SWAYAM / Coursera, etc.

f) The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.

g) The faculty / students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.

h) The College shall provide appropriate monetary and non-monetary incentives to those faculty and students who get patents for their products / successful prototypes.

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Annexure 10

Incentives & Other Benefits for Faculty Members

The Management of HiCAS / HiCET / HiTECH / HPC / HCE / HAS is introducing the following policy for awarding incentives and other benefits for the Faculty Members to motivate to involve in R&D / Funding / Consultancy / Knowledge update.

Category 1: Funded R&D Projects from the Government / Industry
1. 10% of the project value for a single member team.
2. 15% of the project value for a team of two or more members
   (variable %, as per the involvement)

Category 2: Consultancy / Testing Projects from the Government / Industry / NGO
        (Non- Governmental Organisation)
1. 40% of the surplus revenue after deducting all the expenses.
2. It will be shared by the team members, as per their contribution.

Category 3: Organizing funded Seminars / Conferences / Workshops / STTP /other
1. 5% of the receipt value for a single member team.
2. 8% of the receipt value for a team of two or more members
   (variable %, as per the involvement)

Category 4: Research Publications, Book Publications and Patents
1. Research Papers in IEEE, Elsevier, Taylor & Francis, Inderscience, Springer – 5000
2. Research Papers in Quality Journal with High Impact Factor – 2500
3. Research Papers in UGC Refereed Journal – 1000
4. Academic Book (Editing/Authoring) with Quality Publisher – 5000
5. Academic Book (as Chapter author/Joint Author) with Quality Publisher – 2500
6. Patent – All expenses

Category 5: PhD Guidance
1. PhD guidance – 4000 (FT) / 3000 (PT) from the fees paid to college, if any
2. MPhil guidance – 3000 from the fees paid to college, if any

Category 6: Attending Seminars / Conferences / Workshops
1. Registration fee will be paid by the college.
2. On-duty will be extended including a day prior and a day after the progarmme, if it outside Tamilnadu / India.
3. Once in a year it can be availed.

Category 7: Study Online Course in Advanced Domain Area
1. Examination fee will be paid fully, when elite grade (70% and above) is obtained.
2. 50% of Examination fee will be paid, if the exam is cleared.
3. Once in a year it can be availed.

* All the contributions need to have Hindusthan Institution affiliation.

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