

SETHU INSTITUTE OF TECHNOLOGY

(An Autonomous Institution | Accredited By NAAC with 'A++' Grade)


RESEARCH PROMOTION POLICY



Prepared by

Sethu Research Forum

(Updated - March 2026)


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SETHU INSTITUTE OF TECHNOLOGY
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SETHU INSTITUTE OF TECHNOLOGY

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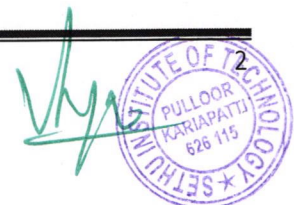
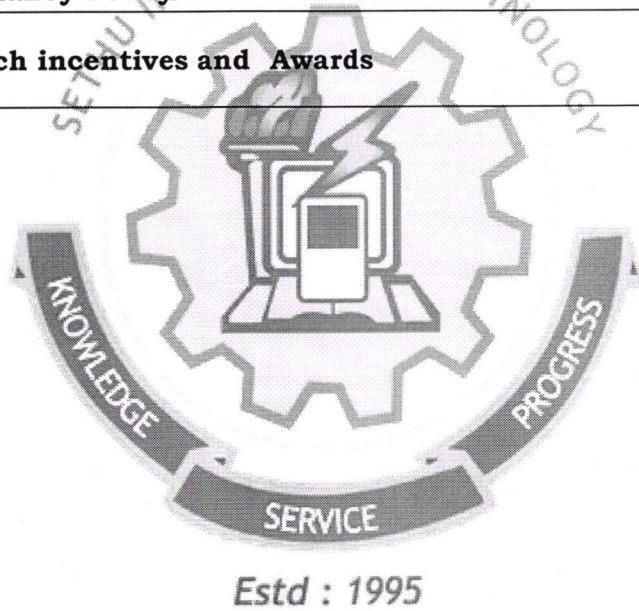


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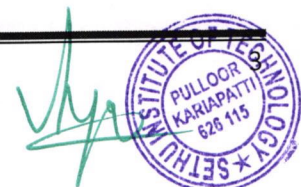
RESEARCH PROMOTION POLICY

1. Preamble

Sethu Institute of Technology 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. The Institute has received research grants from various government/ non-government funding agencies, industries and management. The academic/research community, which includes faculty, staff, research scholars, students and technicians, should exhibit morality, trust, fair-mindedness, respect, accountability, legitimacy and proper dissemination. The following guidelines recommend general standards for conduct of research related practices at Sethu Institute of Technology thereby promoting the quality and integrity of the work.

2. Objectives

- Promotion and maintenance of the standards of research
- Plan, initiate, review and oversee the research activities
- Identifying research and development thrust area within the frame work of the objectives of research promotion.
- Formulation of regulations and procedures for research and development
- Scrutiny of the proposed research topics
- Create and maintain state of the art research infrastructure within the institution to support innovative research activities.
- Ensure quality research and safe guard research ethics & integrity
- Conduct various Faculty Development Programs (FDP) related to research activities
- Monitoring all research programmes including Doctoral Research
- Encourage UG & PG students and research scholars to involve in Research activities
- Facilitate transfer of research knowledge, technology, innovations developed in institution into improved products, processes and services for the benefit of society.



3. Research Advisory Board

The Research Advisory Board has been formulated to promote the innovative and industrially relevant research to be undertaken by the faculty members and students of this institution and to ensure smooth conduct of high-quality research in the institution.

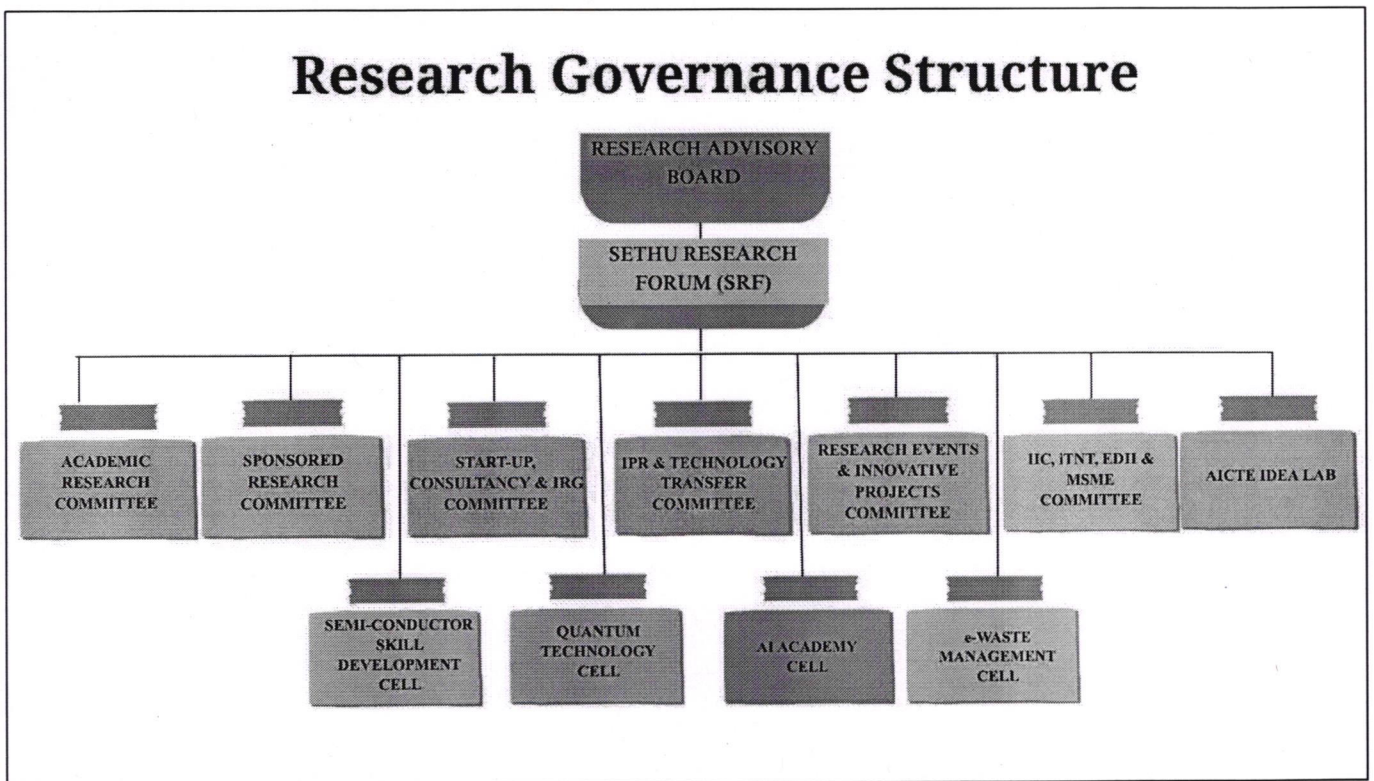


Figure 1: Various Committees of Sethu research Forum

Estd: 1995

The Research Advisory Board shall consist of members nominated as follows:

Sl.No	Members
1	Mr.S.Mohamed Jaleel, Chairman – President
2	Mr.S.M.Seeni Mohaideen, Chief Executive Officer - Advisory member
3	Dr.S.M.Seeni Mohamed Aliar Maraikkayar, Joint Chief Executive Officer – Advisory member
4	Ms.S.M.Nilofer Fathima, Director Administration – Advisory member
5	Dr.S.M.Nazia Fathima, Director R&D – Advisory member
6	Principal - Convener
7	Dean R&D - Co-Convener
8	Expert Member - Academics
9	Expert member - R&D Organization
10	Expert member - Industry
11	Expert member - Entrepreneur Alumni <i>Estd : 1995</i>
12	Internal Expert
13	Internal Expert
14	Internal Expert
15	Internal Expert

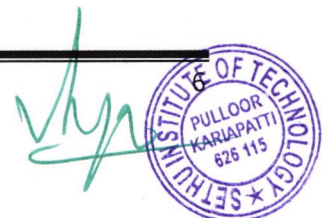
4. Roles and Responsibilities of Research Advisory Board

- To support the Management committee to frame the research policies and device the standard operating procedures.
- To prepare annual research plan, implement and monitor the research activities of the departments.
- To initiate and improve the Research and Development activities
- To provide Guidance to research faculty in order to raise the standard in academic and research activities
- To develop networking and collaborative research of university departments with National and or International Institutes.
- To promote faculty to write effective research proposals for funding agencies.
- To promote faculty members to organize and participate in conferences/STTP/Workshops/Seminars / Trainings / FDPs.
- To guide faculty for publication, research contribution and patents.
- To acquaint the students about the booming of technological research and innovations.
- To unfold and paving way to the talents hidden among the students.
- To promote and motivate students to organize and attend Conferences/Workshops/Seminars/Trainings.
- To coordinate with supporting committees & cells (mentioned in section 5) in execution of research initiatives of University's R&D cell etc.
- To review the research plans, research projects and other related to research and innovative work submitted by the faculty, research scholar and students.

5. Sethu Research Forum (SRF)

The primary responsibilities of the Sethu Research Forum are:

- Planning and Management of programs and administrative dealings of the research and evaluations of SIT.
- Creation of research ambience conducive to interdisciplinary research and collaborations.



- Nurturing faculty to carry ethical research, innovation and patenting
Stimulating students' research ability, aptitude and potential towards innovation.
- Strengthening consultancy and research with Industries.
- Establishing Centers of Excellence by identifying research areas based on the expertise availability.

Table1: Constitution of Sethu Research Forum

S.No.	Title	Member
1	Convener	Principal
2	Co-Convener	Dean R&D
3	Academic Research Committee	Professor-in-Charge
4	Sponsored research Committee	Professor-in-Charge
5	Start-up, Consultancy & IRG Committee	Professor-in-Charge
6	IPR & Technology Transfer Committee	Professor-in-Charge
7	Research Events & Innovative Projects Committee	Professor-in-Charge
8	IIC, iTNT, EDII & MSME Committee	Professor-in-Charge
9	AICTE Idea Lab	Professor-in-Charge
10	Semi-conductor Skill Development Cell	Professor-in-Charge
11	Quantum Technology Cell	Professor-in-Charge
12	AI Academy Cell <i>Estd : 1995</i>	Professor-in-Charge
13	e-Waste Management Cell	Professor-in-Charge

6. Sethu Research Promotion Fund

The institute recognizes the research carried out by its faculty members and Research students by granting Research Incentives for publishing papers, sponsored research, contribution to h-index of the Institution through citations, funded projects, and patents.

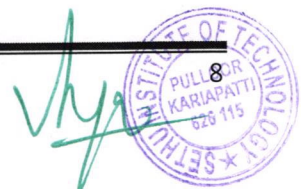


7. Guidelines for Pursuing Ph.D Programme

- A faculty member is permitted to register for a Ph.D programme with prior permission from the head of the institution through the research forum before appearing for the entrance exam. Pursuing Ph.D should not affect their regular academic and institutional responsibilities.
- Faculty member should serve the institution for a minimum period of five years after successful completion of Ph.D Degree.

8. Guidelines for Research Supervisors & Research Scholars

- Faculty should get prior permission from Head of the institution to apply for the research supervisor recognition in the university.
- It is suggested that faculty members who have been awarded a Ph.D. should obtain a guiding position within 3 academic years.
- Any recognised research supervisor can guide a maximum number of research scholars as per the affiliated University guidelines without affecting their regular academic and institutional responsibilities.
- The researchers will 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 scholars are asked to record their attendance with the supervisors to keep track of their research progress.
- Candidates should present his/her progress of research work in the review meeting once in six months before the submission of Progress review report in the prescribed format to the department in which they have registered. The date for the review meeting may be announced by the respective department.
- The candidate shall publish their research paper with the endorsement of supervisor in reputed conferences or journals (Scopus/ WoS).
- The supervisor and research scholar shall submit a copy of Ph.D. thesis to the College library on successful submission of thesis.



9. Mechanisms to be adopted under Research Promotion Policy

- Seed money to inculcate the practice of research among faculty members.
- Incentives and recognition for quality publication and extramural research projects.
- Fostering interdisciplinary/ multi-disciplinary research.
- Support for publication in high impact journals.
- Support visiting faculties from reputed institutions in India and from abroad.
- ICT-high band width network and high-end computing facilities.
- Support for expansion and up gradation of central instrumentation facilities /Departmental central research facilities
- Research incentives will be provided for exceptional research performance, filing patents and technology transfer.
- Support system to nurture Innovation and Entrepreneurship through Sethu Research & Innovation Centre and Sethu Incubation Centre.
- Support for the development of Institute-Industry interaction.

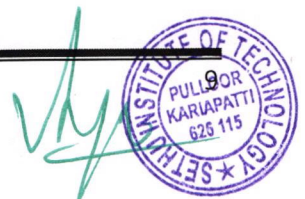
10. Research Categories

Sethu Institute of Technology categorizes research in various sections such as Academic Research, Sponsored Research and Collaborative Research. The policies for each of the categories as described below:

10.1 Academic Research

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

- The faculty members on roll but without Ph.D. degree must register for doctoral programme within one year of service.
- Faculty of each department shall conduct research in their focused areas.
- Inter disciplinary/multi-disciplinary teams shall be formed to conduct research in thrust areas.



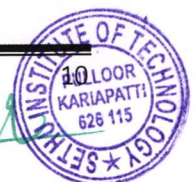
- Faculty members are required to publish a minimum of two research articles per year in reputed journals, preferably indexed in Web of Science (WoS) / SCOPUS, along with contributions to book chapters.
- Faculty researchers are expected to take responsibility for ensuring the quality of their papers and performing a plagiarism check prior to journal publication.
- To strengthen research competency, faculty members shall attend Faculty Development Programmes (FDPs), workshops, or conferences conducted by reputed institutions.

10.2 Sponsored Research

Sethu Institute of Technology facilitates to carry out the sponsored research projects. The institution also motivates the faculty members to prepare and submit research project proposals and offers incentives to the faculty members who have received the grants from the reputed national/international funding organisations.

The following are the norms for sponsored projects:

- The faculty shall apply for funding support from the Government organization/ Industries, to do Sponsored/Collaborative research based on the call for proposals from the agencies.
- The Principal Investigator (PI) or Co-Principal Investigator (Co-PI) must be a faculty member of Sethu Institute of Technology. The eligibility to serve as a PI or Co-PI on externally funded projects is a privilege reserved exclusively for the institution's faculty members.
- The Co-PI can be from other Institution or organization, provided there is no conflict of interests and specific approval should be obtained from the Head of the Institution of Co-PI 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.
- The Principal Investigator and the Account officer are responsible for generating various financial audit reports for the grant.
- At the end of every financial year the PI should submit Utilization certificate to the funding organization as prescribed.

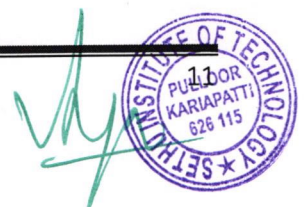


- The PIs shall create a new Head of A/c and prepare a Stock Register with proper entries of purchase of recurring and non-Recurring items upon sanction of the project by the funding agency.
- The PIs shall appoint a Junior Research Fellow/Project fellow/ Project Assistant (if applicable) by means of 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 prepare project completion report on completion of the project duration according to the guidelines of the funding agency.
- The PIs shall submit the Project Completion Report, Utilization Certificate and Publications / patent list to the Sponsoring agency through the SRF and the Principal.
- The Principal Investigator (PI) and the project team are expected to remain with the institution until the successful completion of the project.

10.3 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 Sethu Institute of Technology and at least one external party.

- In any collaborative research project, collaborating researchers must consider and make arrangements to manage the issues such as financial management, Intellectual Property, Authorship and Publication, consultancies, ethics approval and ownership of equipment, research data and primary materials, prior to the commencement of the research project.
- 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 include relevant details regarding financial management, intellectual property, confidentiality and copyright issues, sharing of commercial returns, responsibility for ethics and safety clearances, and reporting to the appropriate agencies.



- Researchers must be aware of, and comply with, all policies and written agreements governing the collaborative research project.
- The norms of the sponsored research are applicable for collaborative Research as well.

11. Expectations from Researchers and Students

- Engage in research that results in high-quality publications, presentations at national and international conferences, and the creation of intellectual property.
- Share/disseminate knowledge with fellow researchers contribute to
- Original research
- Book chapters
- Integration and synthesis of existing knowledge
- Application of knowledge to solve societal problems
- Develop research concepts that provide for extramural funding for research

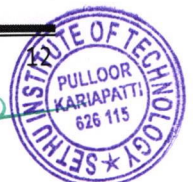
12. Sethu Research Fellowship

SIT awards sethu research fellowships to full-time PhD candidates **up to Rs.18,000 per month** for the first year, **Rs.20,000 per month** for the second year and max of **Rs.30,000 per month** for third year based on their research performance. PhD fellows will receive the monthly fellowship for a maximum of three years. Post-Doctoral fellows receive a consolidated fellowship based on the available project with the supervisor for a minimum duration of two years, extendable for an additional year based on performance.

13. Seed Money

In order to promote research and innovation among faculty members, the institution provides seed money to all potential faculty members for carrying out preliminary research and related activities. Seed funding under this scheme is to be used to initiate/continue the research work of the faculty. The objective of the scheme is to accelerate the possibility to receive the financial support from external agencies in future.

Normally, **seed money up to ₹2.5 lakhs** may be sanctioned, subject to the merit of the proposal and the decision of the Research Advisory Board.



13.1 Eligibility Criteria and Conditions for Seed money

- The Principal Investigator (PI) may submit only one application for seed money. However, the PI can serve as a co-investigator in multiple proposals.
- Additionally, the PI is not eligible to apply for another seed money grant before the completion of the current project.
- Projects that have already secured external funding will be ineligible for seed money consideration.
- Any intellectual property generated during the course of such a project will be owned by Institution.
- Regular faculty members of Sethu Institute of Technology with minimum experience of 6 months are eligible to apply for seed money.
- Faculty is not permitted to use the seed money for their Ph.D. work.
- A faculty is not permitted to use the seed money for organizing or attending conferences, seminars, webinars and other such events.
- The Principal Investigator (PI) must remain with the institution until the completion of the project.
- Maximum 2 years can be taken for completion of the project. Extension may possible to recommend for another six months for suitable cases in a justifiable circumstances with a no-cost escalation.

13.2 Selection process and timeline

- Applications will be submitted in prescribed format to the Research Advisory Board through Head of the Institution after call for.
- The Research Advisory Board will evaluate and approve the proposals based on the parameters established.
- Projects have to be initiated within one month of approval.
- The progress report has to be submitted to the Sethu Research Forum (SRF) through HoD every 6 months.
- The faculty should submit final report in the prescribed format through HoD to the SRF within one month of completion of the project.
- If an extension of duration is sought, the request should be submitted at least two months before end of the project through the HoD to the SRF.
- At least two manuscripts shall be submitted to an indexed (Scopus/ WoS) Journal.

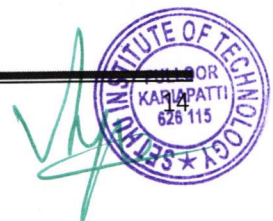
13.3 Project Outcomes

- Recipients of seed money are required to demonstrate research outcomes by publishing their work in a recognized journal (WoS/Scopus indexed) Journals, obtaining a granted patent, or securing a sponsored research grant or start-up grant.
- All the project outcomes must be achieved within 5 years from the seed money sanction
- If a faculty member leaves the institution before the completion of the project, the assigned mentor shall assume full responsibility for completing the project, ensuring the achievement of the outcomes, and submitting the final project report and fund utilization statement.
- If the outcomes are not met within 5 years, or if the Principal Investigator (PI) leaves the college before project completion, the awarded amount must be reimbursed.

14. IPR and Technology Transfer

The purpose of this committee is to facilitate, encourage, promote and safeguard scientific inquiry, research pursuits and the academic freedom of its faculty, researchers and students.

- Create an innovative culture which fosters the creation and development of IP at the Institute.
- Provide a clear understanding of the rights and responsibilities of the faculty, staff and students and protect the interests of the Institute.
- Enable the Institute to make beneficial use of IP so as to confer maximum benefit to the inventors, the Institute and the society at large and benefits of IP generated at the Institute to the community and society.
- To foster commercialization of intellectual property to a third party (interested industry partner or collaborator) by technology transfer leading through appropriate and commercialization and licensing strategies.
- Proactively create an environment for generating new knowledge through research and innovations compatible with the educational mission of the Institution.



15. The Act of Plagiarism

- The faculty concerned should adopt proper methods not only for computations but also for experiments. Recorded data should be saved for future verification and references.
- Naturally, any conflicts that exist must be resolved through the Academic Research Office, which shall oversee all such issues relating to academic integrity Plagiarism.
- As the term connotes, this involves ideas, figures, codes, data and written material without a proper acknowledgment or permission from the source.
- All previous reports, methods, and computer programs must be given appropriate citations. Otherwise, it shall be considered as self-plagiarism.

16. Consultancy Policy

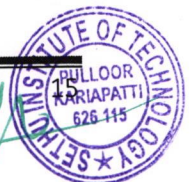
Sethu Institute of Technology promotes the sharing of knowledge and experience among individuals and organizations through consultancy services. Consultancy may be connected with contractual connections, such as research, services, and contracts, with people, non-governmental and governmental agencies in lieu of a fee.

Objectives:

- To increase professional and academic competence and exposure of stakeholders for quality enhancement.
- To create and maintain links between the College and external organisations to increase research opportunities.
- To meet the local and regional needs of the society through knowledge transfer.
- To generate tangible outcome, in terms of capital or assets

16.1 Scope

Consultancy services may be offered to Individuals, Industries, Service sector, Govt. departments and other National and International agencies by the faculty members of the college, in their field of expertise. The college stipulates that all such services must be governed by written



contracts. The responsibility for conduct of the project and the deliverables will lie with the consultant, and Institute consultancy coordinator will provide the necessary administrative support.

16.2 Recruitment Policy

Faculty members and students who are willing to work on consultancy projects may be permitted, as per the norms of the college, provided it does not affect their academic commitments and performances. Such work by students may be compensated by suitable honoraria. Recruitment of temporary staff for Consultancy Projects, if needed, shall follow existing rules for project staff recruitment. Purchases and travel related to the consultancy project shall be met from the project funds allocated for such expenses, with the approval of the Research Advisory Board.

16.3 Consultancy and related services

Consultancy and related services offered will be divided mainly into two categories:

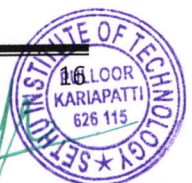
Consultancy projects: Expert advice and development projects: this type of project will be expertise intensive and based on the expertise of the consultant. Testing Projects will be Infrastructure intensive and will be based on extensive usage of the institute infrastructure.

➤ Publications

Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

16.4 Intellectual property rights (IPR)

Consultant should be aware of the potential for the generation of Intellectual Property during the execution of project.



16.5 Costing of consultancy project & revenue sharing in consultancy

The consultancy project costing is based on the scope of work and complexity of the work. The consultant decides the costing of the consultancy project with its schedule of activities and sends the quotation to client.

The charges for consultancy projects and testing projects with the claim by the consultant and contribution to institution are listed below:

Value of single Consultancy	Consultancy Projects (Design/Manufacturing)	
	Faculty	Institution
Up to Rs. 1,00,000	70%	30%
Rs. 1,00,000-Rs. 200000	65%	35%
Above Rs. 200000	60%	40%

17. Research Incentive and Awards

Faculty members who have articles published in peer-reviewed publications will be eligible for research awards and incentives. Only full-length conference publications, review articles, and original research articles published in Clarivate Analytics or Scopus are taken into account. In accordance with the evaluation parameters supplied by the relevant committee each year, the faculty will be awarded incentives for their supported research and academic endeavours.

