

RESEARCH AND DEVELOPMENT POLICY - 2025

(Valid till 2028)



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

(Autonomous Institution Affiliated to Anna University Chennai
Approved by AICTE-Accredited by NAAC with 'A+' Grade)

SATHYAMANGALAM - 638 401, ERODE DISTRICT, TAMIL NADU



IQAC - Research and Development BIT CFR - Centre for Research

TABLE OF CONTENTS

Vision	1
Mission	1
Objectives	1
Research Forum	1
1. Research Council	1
2. Research Advisory Board (RAB)	1
Responsibilities of BIT CFR	2
Research Facilities	2
Research Training	2
Funding Proposals	2
Research Publications	3
Accounting and Financial Benefits for the Faculty Members	3
Entitlements	3
Research Promotion	4
1. Research Centre at BIT	4
2. Research Supervision	4
3. Pursuing Ph.D.	4
4. Review and research audits	4
5. BIT Seed Money for Faculty members	4
6. Quality Improvement Programme (QIP)	5
Newsletter	5
Fellowship for advanced studies/research	5
Code of Ethics	6
Annexure I	7
Annexure II	8

1	Vision
	The Centre for Research at Bannari Amman Institute of Technology (BIT CFR) will serve as a globally renowned centre for research in Science, Engineering and Technology.
2	Mission
	<ul style="list-style-type: none"> ● To engage in extensive core and multi-disciplinary research activities ● To develop core group of faculty members with high research potential ● To create research facilities in the thrust areas of science, engineering and technology
3	Objectives
	<ul style="list-style-type: none"> ● To create an excellent research ambiance and infrastructure. ● To facilitate interdisciplinary collaboration by bringing together researchers from various academic disciplines to work on complex problems and innovative solutions. ● To disseminate research findings through publications, conferences, seminars, and other knowledge-sharing platforms. ● To seek external funding through grants, contracts, and partnerships to support research projects and activities. ● To provide research training to the faculty members and students to enhance their research potential. ● To engage with the local community, industry partners, and other stakeholders to address real-world challenges and promote knowledge transfer.
4	Research Forum
	<p>The planning, implementation and control of the BIT CFR is governed by the research forum. It consists of a Research Council and a Research Advisory Board (RAB).</p> <p>1. Research Council</p> <p>The Research Council's objective is to promote a dynamic and thriving research culture within the institute. The Research Council is established at the institutional level and it comprises the Head of the Institution, Research Experts within the institute, Head-R & D and special invitees.</p> <p>The Council convenes biannually to review the research plans of individual departments. Furthermore, it endeavors to set up supplementary research facilities, fostering multidisciplinary research among departments and thereby enhancing the overall research landscape of the institution.</p> <p>2. Research Advisory Board (RAB)</p> <p>The RAB's primary objective is to formulate strategic initiatives that bring the Research Council's plans to fruition. Members of the RAB convene annually.</p> <p>The Research Advisory Board is composed of the Principal as RAB chairman, external mentors representing government scientific organizations and academic research experts, internal research experts, Head- R & D and special invitees.</p>
5	Responsibilities of BIT CFR

	<p>The Center for Research at BIT holds the mandate to oversee research endeavors conducted by faculty members, scholars, and students within the institution. Its duties encompass the following:</p> <ul style="list-style-type: none"> ● Define and implement research policies for faculty regarding funded research projects and consultancy from time to time as per directives and recommendations of the Research Forum. ● Promote Industry Institute Interactions (III) for meaningful collaborations in terms of research projects, faculty training, guest lectures, etc. ● Research budget – proposal and Implementation on approval. ● Distributing seed money for research projects. ● Planning of research infrastructure and optimum utilization. ● Inculcate research culture in the institute by organizing seminars, workshops, conferences, etc. ● Identification of research thrust areas where faculty need training and implementation
6	Research Facilities
	<p>The institution is continuously updating the research activities through highly equipped research laboratories and advanced software tools exclusively for the faculty members and students to carry out enormous research activities.</p> <p>The external and internal members can use the research facilities after getting prior approval from CFR.</p>
7	Research Training
	<p>BIT CFR will provide regular training sessions designed to equip both faculty and students with access to research facilities, enabling them to adopt optimal research practices. Attendance at these sessions is encouraged and serves as a source of motivation.</p>
8	Funding Proposals
	<p>BIT encourages the faculty members to apply for funding support from the Govt. and Non-Govt. agencies, to do sponsored/collaborative research based on the call for proposals from the agencies. The process of funding proposal submission is shown in Figure 1(Refer Annexure I).</p> <p>The Principal Investigator (PI) of the research proposal should present the proposal to the Financial Committee, Research Advisory Committee (RAC). The Committee shall forward the proposals upon review to the Head -R&D for approval towards the submission of proposals to the funding agencies.</p> <p>The budgeting process for research and development involves meticulous planning and allocation of funds for various stages of projects. It includes assessing project proposals, allocating seed money for consumables and non-consumables, and ensuring financial sustainability throughout the R&D cycle.</p> <p>The Finance Committee plays a crucial role in the budget process by reviewing and approving budget proposals, monitoring expenditure, ensuring compliance with financial regulations, and providing strategic guidance on resource allocation for research activities</p>

	<p>The Principal Investigator shall then submit the application along with supporting documents based on the approval to the funding agencies website.</p> <p>The PI shall attend the progress review meeting conducted by the review committee that comprises Head-R&D and expert members. The PI shall submit the progress report, project completion report, utilization certificate and publications / patent list to the sponsoring agency through the Head-R&D and the Principal.</p>
9	Research Publications
	<p>BIT places strong emphasis on fostering a culture of publication among its faculty and researchers, urging them to showcase their research findings in nationally and internationally renowned peer-reviewed journals. These journals are meticulously indexed in prestigious databases like Scopus, Web of Science (WoS), Science Citation Index (SCI), SCI Expanded (SCIE) and UGC Care. The non-peer reviewed journals will not be counted.</p> <p>BIT requires all research publications to identify relevant Sustainable Development Goals (SDGs), to include an SDG Impact Statement in abstracts, and document these alignments in institutional reports, emphasizing interdisciplinary solutions to sustainability challenges in maintaining rigorous academic standards.</p> <p>All the research articles crafted by faculty members, research scholars and students must undergo pre-peer review and plagiarism checks prior to the submission, it is imperative that the choice of journal aligns with the subject matter of the research.</p> <p>BIT will support publishing research articles through its peer-reviewed journal, "Indian Journal of Engineering, Science and Technology (IJEST) fostering a strong research culture by supporting faculty members in publishing high-quality research.</p> <p>To ensure proper recognition and institutional credibility, all faculty members are required to attribute their research articles to BIT as their official affiliation. This policy enhances the visibility of BIT's research contributions on national and international platforms.</p>
10	Accounting and Financial Benefits for the Faculty Members
	<p>BIT provides financial benefits for the faculty members to motivate them to participate in funding / consultancy.</p> <p><u>Category 1: Funded R&D Projects</u></p> <ul style="list-style-type: none"> • 2.5% of the project value is given as an incentive for the project team after receiving the fund from the sponsored agency. <p><u>Category 2: Consultancy</u></p> <ul style="list-style-type: none"> • For consultancy work utilizing institute resources, the distribution is 40% for the institute and 60% for the faculty members. • For consultancy work without utilizing institute resources, the distribution is 30% for the institute and 70% for the faculty members.
11	Entitlements
	BIT CFR provides financial benefits for the faculty members to motivate them to

	<p>participate in funding / consultancy.</p> <ul style="list-style-type: none"> • For funded R&D projects, 2.5% of the project value is given as an incentive for the project team after receiving the fund from the sponsored agency. • For consultancy work, consultancy policy of the institution will be followed.
12	Research Promotion
	<p>BIT CFR should promote the R&D activities through establishing the research centres, motivating the faculty to pursue research, providing seed money for research, QIP center and research star of the month.</p> <p>1. Research Centre at BIT</p> <p>BIT CFR should facilitate the application for research centre recognition of all the eligible departments through the Centre for Research, Anna University, Chennai.</p> <p>2. Research Supervision</p> <p>The institute promotes the faculty members to obtain research guideship from the affiliated university. The registered supervisors are expected to give the preference to the internal candidates and full time research scholars for guiding Ph.D.</p> <p>3. Pursuing Ph.D.</p> <p>All the faculty members are required to register their Ph.D. degree within two years of joining this institution. In supervisor selection, the preference should be given to institute research supervisor.</p> <p>4. Review and research audits</p> <p>The review of all funded projects will be carried out once in semester and guidelines will be given for future course of action. The review committee members will be Head -R&D and senior professors.</p> <p>5. BIT Seed Money for Faculty members</p> <p>BIT CFR sponsors and promotes research activities among its faculty members through the Research Fund Scheme (RFS). The RFS is dedicated to strengthening research and innovation in areas that address the challenges faced by industries, society, and key domains in science and technology.</p> <p>This scheme provides support to faculty members engaged in various research areas, aiming to enhance their prospects of securing external funding in the future. To qualify, applicants must provide a clear and compelling demonstration that their proposed projects introduce novel research directions in areas with significant potential for attracting external funding.</p> <p>The submission of project proposals for this scheme is scheduled annually, specifically in the month of June. The evaluation of all received proposals will be conducted by an RAC led by the Head-R&D.</p> <p>The Evaluation Committee will carefully consider the importance of the study in relation to technology transfer, commercialization potential, prototype development, journal publication, patents, and other relevant factors.</p> <p>The evaluation committee will assign weightage to the level of innovation and the</p>

	<p>expected outcomes of the proposed study. Further, the evaluation committee will recommend suitable projects to the approval committee. The approval committee includes the Head of the Institution, Management Representatives, M-team members, and the Chair member, who leads the decision-making process. The tenure of the approval committee members is set for three years, to ensure the continuity and expertise in research and development initiatives.</p> <p>The budgeting process for research and development entails careful planning and systematic allocation of funds across different stages of projects. It covers the evaluation of project proposals, provision of seed money for both consumables and non-consumables, and measures to ensure financial sustainability throughout the R&D cycle.</p> <p>The Finance Committee plays a crucial role in the budget process by reviewing and approving budget proposals, monitoring expenditure, ensuring compliance with financial regulations, and providing strategic guidance on resource allocation for research activities.</p> <p>Seed money is allocated to support initial project stages, covering expenses such as equipment, materials, and research-related costs. Consumables include items like chemicals, reagents, and disposable supplies, while non-consumables encompass durable equipment and infrastructure investments.</p> <p>Upon receiving project proposals, the Finance Committee evaluates funding requests based on merit, feasibility, and alignment with research priorities. Seed money grants below one lakh per faculty are not considered, ensuring sufficient resources for meaningful research endeavors.</p> <p>If any patents have been filed as a direct outcome of the RFS project, the PI should ensure that they are filed and published under the name of BIT. Grants in the form of Equipment / software / skill development centres will not be considered. The process of approval of BIT seed money is shown in figure 2 (Refer Annexure II).</p> <p>6. Quality Improvement Programme (QIP)</p> <p>BIT CFR is one among the minor QIP centers of AICTE. BIT encourages the applicants to enroll in the Quality Improvement Programme (QIP) schemes sponsored by AICTE for the registration of their Ph.D (https://qip.aicte.gov.in/assets/manuals/QIP_%20Scheme%20Guidelines_%202024.pdf)</p>
13	Newsletter
	<p>BIT CFR releases the newsletter twice in a year. Newsletter comprises the recent achievements, funding proposals, patents, publications, consultancy activities, events organized, Ph.D. attained and central research facility.</p>
14	Fellowship for advanced studies/research
	<p>The institute has supported the awarding of national and international fellowships to enable advanced studies and research, fostering innovation and expertise in diverse fields. This commitment promotes global collaboration and excellence in scientific and academic endeavors.</p>

15	Code of Ethics for Research
-----------	------------------------------------

BIT CFR established the guidelines that govern the conduct of research to ensure its integrity, honesty, and adherence to moral and professional standards. All the researchers are expected to observe the following key aspects in their research activity

- All individuals conducting research should incorporate appropriate consideration of ethical issues into the design and management of projects.
- Prevent and check plagiarism to ensure academic integrity, originality and innovation.
- Appropriate credit should be provided to all members involved in the research work for their respective research contributions.
- At BIT, we are using plagiarism software to ensure academic integrity, originality and innovation of documents such as thesis, dissertation, term papers, reports, publications or any other such documents at the time of their submission.
- The institute shall publicize the research ethics by circulating the same among the research supervisors, research scholars and faculties of the institution as well as published in the College Website in a prominent manner so as to attract the attention of the interested persons.
- The fundamental principles and guidelines that govern the conduct of R&D activities within an organization. It typically emphasizes integrity, honesty, transparency, respect for intellectual property rights, compliance with legal and regulatory requirements, confidentiality, and the responsible use of resources. Adhering to this code ensures that R&D efforts are conducted ethically, with a focus on generating innovative solutions while upholding moral and professional standards.
- An Ethics Committee plays a pivotal role in upholding these standards by overseeing adherence to the Code of Ethics, evaluating ethical implications of proposed research projects, providing guidance on ethical dilemmas, and promoting a culture of ethical awareness and responsibility throughout the organization. These roles collectively ensure that R&D initiatives align with ethical norms, legal requirements, and societal expectations, fostering trust among stakeholders and enhancing the credibility and impact of the organization's innovation endeavors.

Annexure I:

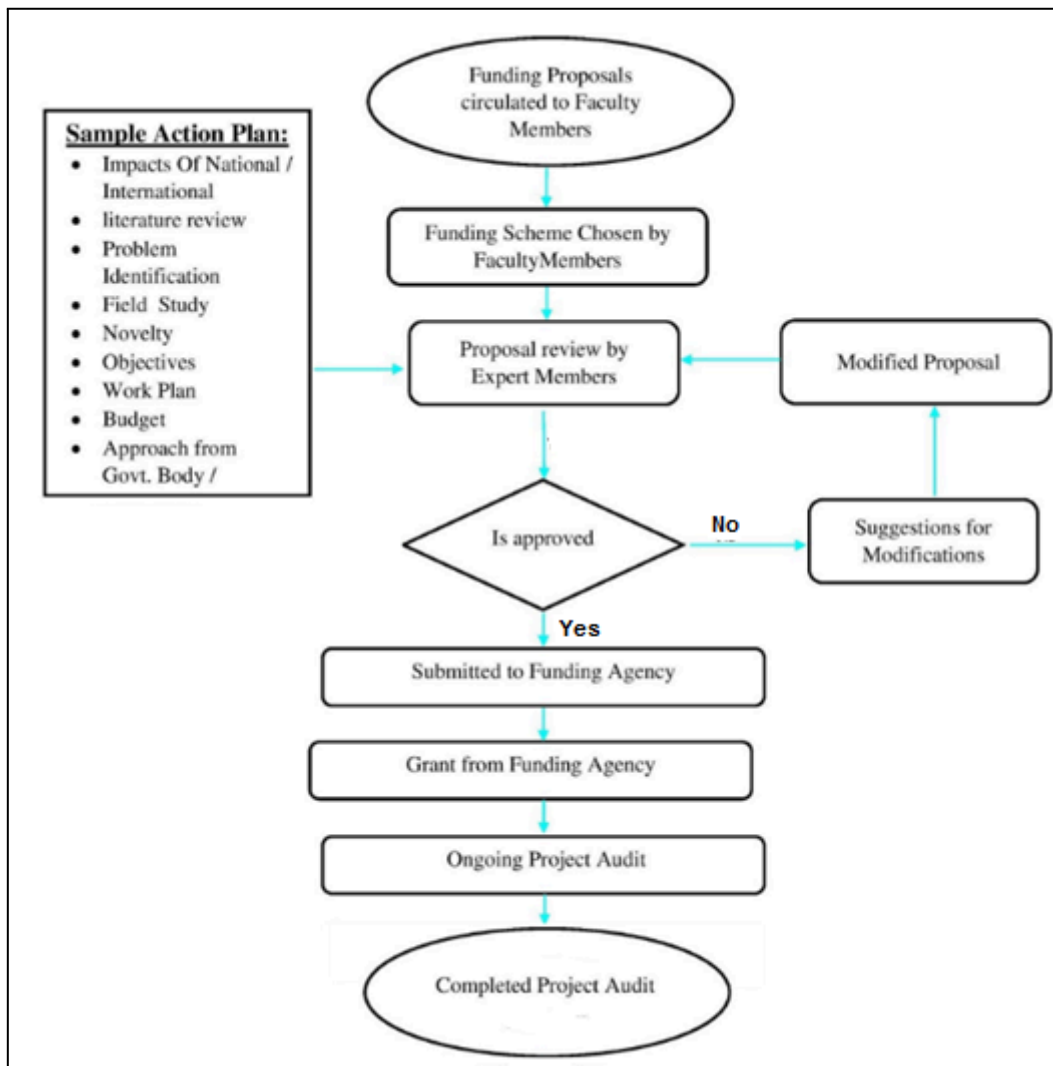


Fig. 1. Process of Funding Proposal Submission

Annexure II:

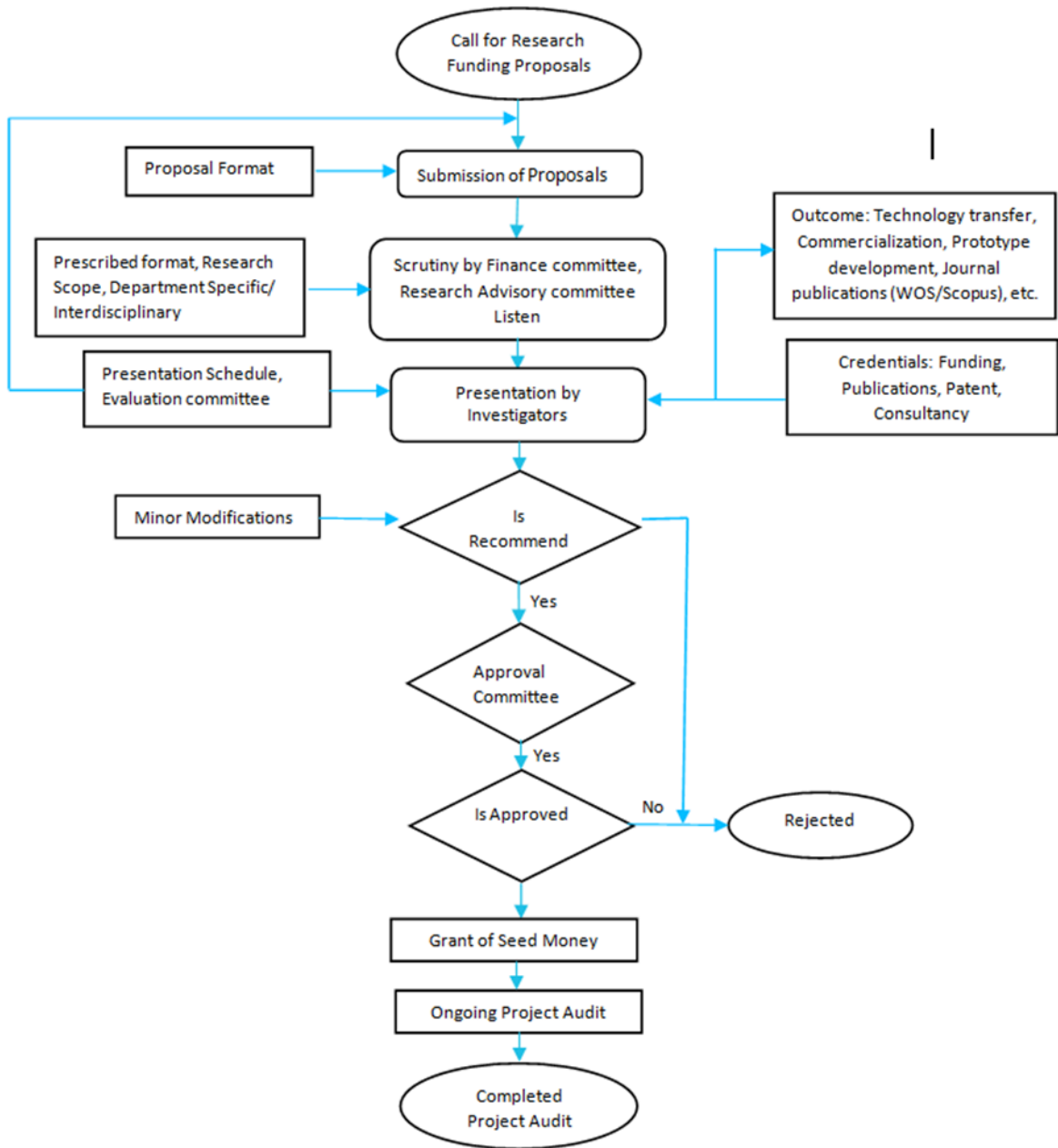


Fig. 2. Seed Money Approval Process