



KARNATAK LAW SOCIETY, TILAKWADI, BELAGAVI

R&D Policy for KLS Institutions

INDEX

Preamble	-----	Page 2
Academic Research Policy	-----	Page 3
The Incentive Schemes	-----	Page 4
Consultancy	-----	Page 8
Intellectual Property Rights Policy	-----	Page 10

Drafted by:

Dr. Jayant K. Kittur, I/c Principal, KLS GIT
Dr. Vadiraj A. Kulkarni, Principal, KLS VDIT

PREAMBLE:

The Karnatak Law Society, established in the year 1939, has been running various educational institutions in the field of Law, Commerce, Science, Engineering, Diploma and Management. Apart from these colleges, the society also runs schools in Belagavi.

The Faculty and students of KLS institutions undertake various research and development related activities such as: carrying out sponsored research; present/publish research papers in various national/international conferences as well as reputed national/international journals; write books/reference books/chapters in a book; file patents; pursue higher qualification like post-graduation and doctorate; carry out post-doctoral research work; carry out consultancy and testing; apply for grants/funding under various government schemes/agencies etc.

This document proposes to provide the policy framework for all such research and development related activities in order to encourage and nurture the research culture among the teaching fraternity and students across the institutions under Karnatak Law Society.

ACADEMIC RESEARCH POLICY

- All eligible Faculty will be encouraged to register for the post-graduation/doctoral program to upgrade their qualification.
- Faculty will be encouraged to pursue research work leading to PhD degree in reputed institutions of national importance like IIT/IIT/IIM/NIT/IISER under Quality Improvement Programme (QIP).
- Faculty will be encouraged to conduct research in focused areas of research identified by central/state government/industry sector in addition to research areas preferred by the Faculty.
- Faculty will be encouraged to write funding proposals; apply for various state/central government funded projects/schemes / grants.
- Every Faculty shall apply for internal project with an aim to apply for external funding. The required seed money for internal projects will be provided by the competent authority based on the merit and recommendations of the committee set up for the purpose.
- The institute shall provide the basic infrastructure required to conduct either internal funded or external funded research/project under grant schemes.
- All innovative projects of Faculty will be earmarked for filing patents on successful completion. Suitable recognition shall be given to the Faculty with patents. The institutions shall provide support required for filing the patents and also for completing the ground work required to get the patents registered and licensed. The institutions shall provide required support to the Faculty for filing IPRs and copyrights when it has been proved by the Faculty that such a filing is necessary to protect the value of the research done.
- Faculty publication in Web of Science/UGC Care Group/SCI/SSCI/Scopus indexed journals will be appreciated with appropriate incentives.
- All institutions shall strive for establishing research centre(s) recognised by the university.
- Faculty shall be encouraged to identify inter-disciplinary research in their chosen field of research and shall tie-up with industries and corporate bodies to undertake funded research in emerging areas and industry relevant areas.

THE INCENTIVE SCHEMES

Various incentive schemes for promoting academic research are as follows:

Research Publications in Journals***: Science and Engineering Disciplines

Sl. No.	Journal Credentials	Clarivate Analytics Impact Factor	Option-1 Incentive (Rs)	Option-2 Accumulate and capitalize it for attending conferences (Rs)
1	SCI* Q1**	> 2	7000	10000
2	SCI	>=1 < 2	6000	8000
3	SCI	<1	5000	7000
4	SCIE	>=1	4000	5000
5	SCIE	<1	3000	4000
6	SCOPUS		2000	2000

Note: For more than one author, the amount will be equally distributed among all who have the affiliation to KLS institutions.

Research Publications in Journals***: Social Science / Commerce / MBA /Law/ Languages

Sl. No	Journal credentials	Clarivate Analytics Impact Factor	Option-1 Incentive (Rs)	Option-2 Accumulate and capitalize it for attending conferences (Rs)
1	SSCI*# Q1**	> 2	7000	10000
2	UGC CARE Group II	>=1 < 2	6000	8000
3	UGC CARE Group II	<1	5000	7000
4	UGC CARE Group II	>=1	4000	5000
5	UGC CARE Group II	<1	3000	4000
6	UGC CARE Group I		2000	2000

Note: For more than one author, the amount will be equally distributed among all who have the affiliation to KLS institutions.

*SCI: Science citation index.

SSCI*#: Social Science citation index.

**Q1: First quartile journals which are helpful in NIRF, NAAC and NBA applications (Publishing in Q1 journals is very difficult).

***First author will receive an incentive and institute affiliation is a must. In case of publication by a student, student and Faculty will receive in the proportion of 60:40.

Book Publications *:

Science/Engineering/SocialScience/Commerce/Management/Law/Languages

It is recommended to have ISBN for all the books authored/published by Faculty.

Sl. No.	Type of publication	Option-1 Incentive (Rs)	Option-2 Accumulate and capitalize it for attending conferences (Rs)
1	International Publisher (Wiley/Springer/Elsevier etc)	15,000/-	20,000/-
2	National level publisher	7,000/-	10,000/-
3	State level publisher	3,000/-	5,000/-
4	Book Chapters	2,000/-	4,000/-

*For more than one author, the amount will be equally distributed among all who have the affiliation to KLS institutions.

Funding proposals submitted through proper channel to State/National agencies such as University, VGST, KCTU, DST, UGC, AICTE, CSIR, SERB or any such Government or Private agency through schemes/funding

Faculty will be encouraged to write grant/funding proposal for carrying out various activities such as research, survey, product development, establishment of new lab, augment or upgrade the existing lab facility, procurement of software/equipment, organising workshops/FDP/MDP or any such courses/trainings to various Government or private funding agencies.

All funding proposals are to be forwarded through proper channel for funding to various funding schemes floated by various Government/private funding agencies time to time throughout the year.

Every such proposal submitted by Faculty through proper channel will be recognised and will be considered for a grant of maximum amount for registration fees and TA/DA for research paper presentation and publications in conferences.

Research Paper Presentation and Publications in Conferences

Duty leave will be provided not exceeding five days or the duration of the conference whichever is lesser for attending and presenting research paper at conferences. The Faculty can avail such leave only once in a calendar year.

Registration fees + TA/DA	<ul style="list-style-type: none">• Max Rs. 5,000/- per year (for the Faculty not registered for PhD and no research papers published in recognised journals during CAY or CAYm1 or no funding proposal submitted during CAY or CAYm1).• Max Rs. 7,500/- per year (for Faculty having registered or completed PhD with no research papers published in recognized journals during CAY or CAYm1 or no funding proposal submitted during CAY or CAYm1).• Max Rs. 50,000/- per year (for Faculty with research papers published in recognised journals during CAY or CAYm1 or funding proposal submitted during CAY or CAYm1, the accumulated incentive from research publications/funding proposal during CAY & CAYm1) <p>CAY- Current Academic Year , CAYm1- Current Academic Year minus one year</p>
----------------------------------	--

Registration for PhD research by the Faculty and for guiding the PhD research candidates

The institute shall pay a one-time PhD guide registration fees (in case the university has charged) for the eligible Faculty (PhD guide) at the institute's research centre recognised by the university.

All confirmed Faculty of the institute shall be encouraged to register for PhD at the institutes of national importance or at research centre of recognised university.

Research leave of five days per year will be granted on request for Faculty who have registered for PhD research work with prior permission through proper channel under recognised research centre of recognised university. The five days leave per year will be sanctioned for a maximum of five years from the year of registration or the award of PhD degree, whichever is earlier. The leaves may be availed to meet the guide on progress work, course work examinations, comprehensive viva exam, annual progress review, final report submissions to university, defence viva – voce etc. Such leaves can not be carried forward.

Sl No.	Particular	Incentive
1	Incentive for Faculty registering for part time PhD	If the confirmed Faculty registers for the part time PhD research at the research centre of the sister institute recognised by university, then a fee waiver of 50% will be offered. If the Faculty fails to show the progress as desired or does not complete the PhD within the prescribed time frame, then the fee waiver offered will be recovered from such Faculty within six months.
2	Incentive for Faculty pursuing a full time PhD at institutions of national importance like IIT/IIT/NIT/IIM/IISER etc. (QIP or non QIP)	It is proposed to pay 50% salary and another 50% as interest free loan for a period of 3 years. The loan is to be repaid in 36 instalments by faculty after joining back the duty. The faculty needs to sign a bond to serve the institute for a minimum period of 5 years after joining back, else has to pay back full amount.
3	Incentive for Faculty as PhD Guide at the institute's research centre recognised by the university	On the Provisional Degree Certificate award for PhD by the university to the research candidate, the Faculty guide who has supervised such candidate will receive a one-time incentive of Rs. 10,000/- per candidate in recognition of his/her contribution for the successful completion of the PhD degree by the candidate. In case of two Faculty guiding the candidate, the amount will be distributed in the proportion of 60:40 for guide and co-guide respectively, provided both of them are the employees of the KLS institute.
4	For being the Doctoral Committee member to conduct six-month research progress	At each research centre of the institute, the external subject expert will be paid Rs. 1500/- (as per the university norms) for attending the doctoral committee meeting conducted every six months. Further, the head of the research centre, internal subject expert and the guide and co-guide (if any) will receive Rs. 500/- per sitting.

Grants received from various funding agencies:

Faculty receiving grant or funding from Government or private agencies for carrying out various research/project/survey/product development/establishment of new lab/modernisation of lab/procurement of software/equipment, organising training program/workshops/FDP/MDP etc, the Principal Investigator (PI) will be given one time incentive of 5% of the amount sanctioned/received by the institution from funding agency. The 50% of the incentive amount will be credited after the grant or funding amount is received by the institute and remaining 50% will be paid on completion of the event or submission of closure report. If the proposal has Co-Investigator (CI), then the amount will be shared in the ratio of 60:40 among the PI and CI.

For every research/project grant received by the Department/Institute, a research review committee (RRC) is to be framed consisting of the PI, CI (if any), subject expert, HoD and Dean R&D. The RRC will review the progress of the research/project on half yearly basis and recommend as when, how and how much of the grant amount to be utilised. Based on the recommendation of RRC, all the procurement/expenditure may be made.

Duties and responsibilities of the principal investigator (PI/CI):

- Sponsored research and consultancy projects shall be undertaken only with the prior approval of the HoI.
- All research project proposals should be submitted to the Dean R&D or HoI for endorsement/ approval before onward transmission to the funding agency.
- In case of on-line submission, the PI needs to submit copy of the proposal to the Dean R&D or HoI for endorsement / approval before on-line submission.
- PI should ensure that if any financial or otherwise commitment/undertaking is to be given by HoI or Management then it should be brought to the notice of competent authority well in advance to complete the formalities of getting the approval/ sanction from the Management.
- It shall be the responsibility of the PI to get the project work completed satisfactorily within the sanctioned grant and duration.
- The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation. For effective control, periodic (or as and when required) expenditure details shall be made available to PIs by Dean R&D or HoI.
- The PI shall maintain the details of equipment purchase out of project funds separately for each project. He/she shall send a copy of it to Dean R&D or HoI for placing the same before the Audit for verification.
- The PIs shall be responsible for submission of periodical and/or final technical report(s) of the project work as may be required by the sponsoring agency. He/she shall also send a copy of the final technical report to Dean R&D or HoI.

- The PI shall write to the granting agency for timely release of fund with a copy to the Dean R&D or HoI for follow up. Dean R&D or HoI will provide the un-audited/audited statement of accounts to PIs for forwarding the same to the granting agency.
- The PIs shall recommend the leaves due to the contractual employees, if any, working in their projects for the sanction by HoI.

Seed money for field work or lab set up to carry out Research

Seed money up to Rs. 10 (ten) lakhs depending on the merit of the case to carry out minor research projects concerning local industries/social issues in and around Belagavi/ Haliyal or to set up/ fabricate/ procure lab equipment or instrument to help carryout research work leading to publication of journal publications will be earmarked in the institutional budget. The disbursement will be done by the competent authority after due recommendations from a committee consisting of GC members, Dean R&D/ HoI and subject expert Faculty.

CONSULTANCY

Consultancy is well recognised as an effective way for institute to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the institute must be protected.

All research and non-research consultancies, as described in this policy, are governed by the following guiding principles:

- (a) The benefit by the consultancy to the institute must be demonstrable either as an income, enhanced reputation to the institute, and/or enhancing the expertise of the staff member.
- (b) The consultancy must not be in conflict with institute policies.
- (c) The consultancy must not be in conflict with the functions, objectives or interests of the institute or damage the institute's reputation.
- (d) Staff members shall not undertake external research activities where no formal agreement has been authorised by the institute unless they are on leave without pay. Such Faculty may not use their affiliation or academic title when providing research services that are not approved by the institute.

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; also, services such as designing, technical and legal advice undertaken by members of faculty

and staff.

All revenue generated out of research and non-research consultancy/testing or by the way of service charges for sparing the resources such as computing facility for conduction of online exams will be shared as per the KLS BoM resolutions amended time to time.

For the estimate of testing service charges, the following formulae may be considered.

- a. Cost of the equipment = A (Rs.)
- b. Life of the equipment = L years (5 years for Computers and 10 years for others)
- c. Hourly cost of equipment = $A/2000 \times L$ (Rs.)
- d. Testing time = T hrs
- e. Cost of facilities = $F = A \times T / 2000 \times L$ (Rs.)
- f. Cost of consumables = C
- g. Honorarium to technical/supporting staff = D
- h. Honorarium to Faculty-in-charge = E
- i. Cost of testing service = $P = 2 \times (F+C+D+E)$

In addition, overheads and service tax etc. will be applicable.

Private Consultancy: In principle, a Faculty or staff member is not supposed to undertake a private consultancy unless it is approved by the competent authority. However, the Faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the institute. None of the benefits set out for institute consultancy are available to Faculty and staff undertaking a private consultancy. It is the responsibility of the staff member undertaking a private consultancy to make clear to the person or body for which the private consultancy is undertaken that it is the staff member and not the institute who is carrying out the work, and that the institute has no responsibility or liability whatsoever in the matter. A staff member conducting a private consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the private consultancy will be accomplished without affecting the duties of one's job/responsibilities at the institute.
- (b) The use of institute trademarks such as letterheads, brands etc. or institute intellectual property is strictly prohibited in private consultancies.
- (c) No institute facility (including software, hardware, library resources, power, space, tools, instruments and equipment, consumables, vehicle and telephone facilities) will be used to fulfil the requirements of the private consultancy.

(d) The private consultancy is not within an area in which the institute might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved.

(e) Institute is not bound by any agreement (written or otherwise) relating to the private consultancy.

(f) The staff member agrees to indemnify institute and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from the private consultancy activity.

(g) The staff member declares any real or potential conflict of interest to the institute.

INTELLECTUAL PROPERTY RIGHTS POLICY

The IPR policy framed and approved by KLS BoM will be followed by all KLS institutions.
