



KARNATAK LAW SOCIETY, TILAKWADI, BELAGAVI

R &D Policy for KLS Institutions

2025

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PREAMBLE

The Karnataka 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 to encourage and nurture the research culture among the teaching fraternity and students across the institutions under Karnatak Law Society.

Introduction

To support academic, sponsored research projects and consulting services, the Research & Development cell unifies all departments in the respective institutions. With its resources, including research labs and centers, Center of Excellence (COE), innovation and incubation centers, the cell offers students, staff, alumni, and other stakeholders its complete support in presenting and publishing papers in prestigious national and international conferences and journals, thereby fostering academic transformation and professional and career advancement. The cell collaborates with and funds a range of creative R&D initiatives, including conferences, workshops, symposiums, seminars, publications, and projects in a variety of industries. In addition, startups, entrepreneurship, skill and technology upgradation programs, and participation in national and international technical contests are all included in the R&D operations. In collaboration with the Innovation Incubation Cell (IIC) and Industry Institution Partnership Cell (IIPC) aids to newly established businesses.

A **Research & Development (R&D) policy** is crucial for any **Higher Education Institution (HEI)** because it provides a structured framework to promote, regulate, and enhance research activities. An effective R&D policy transforms an HEI into a hub of innovation and knowledge creation, strengthening its role in national and global development.

Objectives of Research and Development Policy Objectives

The Research & Development Policy integrates all the departments to facilitate the academic, sponsored-research, projects and consultancy services. The policy through its respective institute R & D cell extends its full support to students/ staff/alumni/other-stakeholders through its facilities i.e., research labs/centers, COE innovation and incubation centers to present/publish papers in the conferences/journals of national/international repute which contributes towards academic transformation, professional and career advancement. The cell associates & sponsors various innovative research & development activities such as workshops, symposiums, seminars, conferences, research publications, projects, innovations, patents and IPR in diverse fields. The R&D activities also include skill cum technology up-gradation programs, startups, entrepreneurship and participation in various national/international technical competitions. The cell extends its support to start-up of new ventures in association with innovation incubation cell (IIC).

Vision: To facilitate innovative and research driving knowledge creation, sustainable solutions,

and societal transformation through cutting-edge interdisciplinary research and collaboration.

Mission: Develop an eco-system for R&D activities through effective contributions of stakeholders which lead to entrepreneurships and startups.

Objectives

1. To Create zeal in staff/students to take-up multidisciplinary innovative research and publish papers in conferences/journals of national/international repute.
2. To Strengthen the R&D center and get recognition from various state, national and international bodies.
3. To MOUs with industries and collaborate with institutions of higher learning and R&D organizations.

4. To Foster scientific temper, assure R&D quality and ethical efficacy.
5. To Create centers of excellence in niche/thrust/emerging areas of research.
6. To Recommend for financial assistance for various R&D activities.
7. To Identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
8. To Encourage students to undertake innovative projects and publish the same in reputed journals.
9. To Provide scope for staff/students to work on latest technologies with industry.
10. To Take-up testing/consultancy/value added courses/ training assignments services in co-ordination with alumni, industry and stakeholders.

Composition of R&D Cell

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One representative from GB	Invitee
3	All HODs and Deans	Member
4	One professor from each department	Member
5	One representative from industry	Member
6	R&D coordinator nominated by GB (Dean IRDC)	Member Secretary
7	One student from each department nominated by respective HOD	Member
8	One entrepreneur alumni (Optional)	Member

Frequency of Meeting: The committee shall meet **at least two times** a year or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: 50% of the members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be **TWO** years.

Composition of Research Review Committee (RRC)

S. No.	Category	Status
1	Head of the Institution	Chairman
2	R&D coordinator nominated by GB (Dean IRDC)	Member Secretary
3	Dean Academics Statutory	Member
4	Senior researchers from Engg. and Basic Sciences (2)	Members

*The RRC is subjective to the institute's discretion purely an optional component.

Role and Responsibilities of R & D Cell/RRC *

1. To Prepare the annual R&D action plan along with R&D incentive policy for various R&D activities/programs.
2. To Obtain the budget approval for various activities from finance & planning committee and GB.
3. To Prepare a comprehensive list of funding agencies that allocate funds for R & D projects.
4. To Motivate staff and students to publish papers/articles/manuscripts in conferences/journals of national/ international repute and to file/publish patents.
5. To Encourage staff & students to prepare and submit R&D/project proposals for funding by ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME, etc., within the stipulated time.
6. To Monitor R&D project progress of various departments through visits to identify bottlenecks and propose remedial actions.
7. To Organize national/international conferences/workshops/seminars/training programs in thrust areas to enhance the professional and research skills among the staff and students.
8. To Promote self-employability skills through innovation, incubation and cell (IIC).

9. To Insist faculty members to publish their research work in WoS/Scopus indexed journals with high impact factor.
10. To Maintain & update data of research, consultancy and extension activities of staff/students
11. To review the originality & quality of the publications/projects/consultancies/patents of staff/students and to recommend for incentives/appreciation and suggestions for improvement.
12. To Consolidate the progress of R&D activities of all departments and submit report to the HoI.
13. To Distribute funds/seed-capital to various departments and staff members to take up R&D activities to established researchers both individually and in groups/ team.
14. To Monitor the utilization of research funds appropriately as per sanctioned budget without any deviation.
15. To Perform any other duties as assigned by the HoI.

Promotion of Research

The staff/students have free access to R&D cell and choose the topic of their interest and also can provide free guidance to seek funds from various government organizations/industries. The policy encourages the faculty, by providing incentives for publications, consultancy works, writing books and patents(granted).

The R&D cell provides necessary eco-system/conducive environment with infrastructure/expert support to staff/students to take-up R&D, consultancy, innovation and intellectual capital. Staff is responsible to apply for various R&D agencies through individual/institutional login and pursue their R&D projects with the prior permission from the respective Governing Council. However, the institute is always ready to provide seed-capital and ample support for all potential research projects which can generate revenue after commercialization of product/services.

Research at UG and PG Level

To enhance quality research outcome, mentorship/internship shall be facilitated to encourage UG/PG students to pursue research activities leading to tangible outcomes, such as publication, process, novel, prototype, design and functionality changes. Research component is already embedded in the curriculum at all levels/years of their academic/professional stay/association at the institute being a society member in various clubs/committees/cells/chapters/associations and also as a student member. The staff members of the institute shall provide suitable professional/ expert guidance in all spheres of student R&D activities.

The UG/PG students are encouraged to take up a module/content in the ongoing research projects funded by government agencies/industries with the support of investigators. Those students who are the part of funded projects should transfer know-how to other UG/PG students for further research.

Research Centers

The institute has several research centers to strengthen the R&D activities, learning outcomes for UG/PG students/staff. Establish new curriculum/additional labs to strengthen the research-culture in staff/students in different domains to improve industry- institute-interaction.

Seed-Capital to Student/Staff

KLS Institutes provides seed capital/fund under the roof of R&D cell, it is a capstone activity that provides early stage funding to ideas or concepts which are yet to publish and organize a forum to discuss on latest development relevant to the field of research/design/process. The aim of seed capital/fund is to encourage inventions/innovations to publish-patents/commercialization/new-venture/addition to exiting enterprise by both students (UG/PG) and faculties of institute.

Minor / Major Research Projects

The institute encourages & support staff & students to take-up minor research projects as detailed below:

- a. Student projects are partially supported on recommendation of respective guide/supervisor/ investigator based on potentiality of the project to an extent of Rs.10000/- under this category for duration of one semester/year on approval of R&D office and HoI. Finally approved by the respective Governing Council (GC) of the institute.
- b. The disbursement of sanctioned amount and completion of the project is the sole responsibility of guide/supervisor/investigator and may utilize the facilities, infrastructure and human resources of the institution. Submission of the

utilization certificate and outcome to the RRC during the annual meet.

- c. The amount should be paid by respective guide/supervisor/investigator directly to the vendor after proper negotiations and submit the bill to the accounts department through proper channel to R&D cell.
- d. The guide/supervisor/investigator has to submit the periodical progress report of the approved research project to the R&D office.
- e. The amount should not be used either for remuneration or honorarium purpose.
- f. The outcome for the institute funded projects should result in Publication mandatorily.

Sponsored Research Projects

The staff-research-proposals are to be submitted to R&D office for scrutiny by RRC and further submission to the funding agencies such as AICTE, UGC, DST, etc. The institute supports the execution of a R&D project in all manners. The funds must be credited into the college bank account from the sanctioned R&D organization and covers all the heads of budget proposal without any deficiency. No deviations of any nature are allowed and shortage of funds met through honorarium and remuneration. However, escalations of cost of executing a project beyond control shall be brought to the notice of the HoI and GC for further action and approval.

Any staff member can collaborate in any major research project for publications/patents. UG/PG students must be involved in the sponsored research projects and can be remunerated if possible based on the grant regulations of the granting agency and GC approval.

Collaborative Research Projects

- (i) **Industry Sponsored Research Project:** A public/private sponsored projects can utilize experts of the institution concerned to conduct research. If any patent is registered, then there shall be a sharing of income generated from patent among the industry, researcher and institute. This will lead to following benefits:
- The researcher will get an exposure to the concerned area of research.
 - The industry will get solutions to their problem.
 - The researcher, institute and industry can get the end-benefits.
 - The society is ultimate beneficiary with new R&D product or service.
- (ii) **Multi/Inter disciplinary Research:** Interdisciplinary/multidisciplinary research is the need of the hour. No department, institution, researcher or scholar can alone address any problem. The end results of R&D can only be derived with proper interaction between and amongst various other discipline faculties. The institute motivates all the staff members to involve in multi/inter disciplinary R&D activities. The following actions are in vogue:
- Identify the multi/inter disciplinary R&D areas.
 - Identify the experts from various disciplines to work together on projects.
 - Study the infrastructure requirement of various disciplines.
 - Explore possibilities to find other resources for such multi/inter disciplinary research.
- (iii) **Inter-institutional Research:** The staff members are encouraged to prepare the proposals in collaboration with well-established research institutes such as Universities, NITs, IITs, IITs, and other organizations having similar interest. The staff may act as Principal investigator/Co-investigator depends on their contribution towards the research.

Intellectual Property

In case of any innovation/invention, the institute will encourage the researcher to file a patent. The institute has collaboration with the third party agency, which will process the patent application. The institute shall bear all the expenditure in filing of patent application. If the patent is commercialized, then the revenue sharing would be as per IP Policy of the Institute.

Policy for Funded Research and Consultancy Projects

The institute follows a unique incentive scheme to reward the faculty for the R&D and consultancy project works carried out in the respective financial year. This scheme is introduced by the management to impart research culture and to motivate faculty to identify new innovations. The incentive scheme is as per the table below.

S. No	Category	Name	Percentage of Sharing
1	Funded Research Projects from Govt. organizations, R&D Organizations, Industry, University etc. (excluding KSCST etc which are student project grant)	Principal Investigator	5% of the received fund only upon submission of UC
		All Co-investigators	2.5 % of the received fund shared only upon submission of UC More than one Co-PI the amount needs to be equally distributed among all the Co-PI's
2	Consultancy/Testing Services	Individual/Team	60:40 (institution: individual/team)
3	Patent Commercialization	Author(s)	50:50 (institution: author(s)) subject to GC of the respective institute and BoM KLS Approval.

Incentives for Publishing Papers

As a part of the continual quality improvement policy, the institute encourages publication of papers in various conferences and journals by the staff members and can claim incentives. Staff members presenting their research papers in regional/national/international-seminars/conferences/ workshops will be provided by Duty leave and reimbursed by the registration fee & travel expenses as per the rules in force and may vary time to time. Faculty research publications in reputed national/international journals/conferences will be reimbursed, awarded and rewarded as per the table given below.

Please Tick	Publication Criteria	Amount
	If Faculty is 1 st Author or Corresponding Author in Q1 Journal and the impact factor is above > or equal to 2	Rs 25,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q1 Journal -	Rs 20,000 /-
	If Faculty author position is 2 nd Author in Q1 Journal -	Rs.18,000 /-
	If Faculty is at the position of 3 rd Author in Q1 Journal -	Rs 16,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q2 Journal -	Rs 15,000 /-
	If Faculty author position is 2 nd Author in Q2 Journal -	Rs.14,000/-
	If Faculty is at the position of 3 rd Author in Q2 Journal -	Rs 12,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q3 Journal -	Rs 10,000 /-
	If Faculty author position is 2 nd Author in Q3 Journal -	Rs.8,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q4 Journal -	Rs 6,000 /-
	If Faculty author position is 2 nd Author in Q4 Journal -	Rs.4,000 /-
	If the faculty publishes in any of the non-quartile but in SCOPUS 1 st Author only	Rs 2000/-
	If the faculty publishes in Q1 and the authorship is beyond 3 and within 6	Rs 9000/-
	If the faculty publishes in Q2 and the authorship is beyond 3 and within 6	Rs 7000/-
	If the paper of Management studies is Indexed in ABDC and the authors positions are 1 st or corresponding,	Rs 4000/-
	If the author position is 2 nd	Rs 3000/-
	Conference publication in reputed conferences from professional society (IEEE,ASME, IEI ,etc)	Rs.1500/-

NOTE	More than one author from the same institute than based on the position the amount needs to be distributed in 50:30:20 ratio of the amount. The highest one is considered for the distribution.
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Note: Incentive categorization will be at the discretion of the Dean IRDC office and HOI. Finally approved by the GC.

Article processing Charges (APC) for the first author or corresponding author of the SCI/SCIE Q1 journal would be paid to the author. The amount paid towards the APC charges would be the twice of the incentive charges mentioned in the incentive table for publication.

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.

Sl.No	Scope	Registration (INR)		TA/DA (INR) (Minimum)
		Faculty	Student	
01	Within Karnataka	10000	5000	10,000
02	Within India (Beyond Karnataka)	10000	5000	20,000
03	Abroad	10000	5000	50,000

Sponsorship for Attending FDP/STTP/Workshop

Sl.No	FDP/Workshop/Seminar	Registration	TA/DA (INR)*
01	1 days	1500	500
02	3 days	3000	200
03	1 week	Actuals	100%
04	2 weeks	Actuals	100%

*The travel would follow the KLS norms has per the cadre and place

Note:

- 1) The reimbursement is subjective to the original bill in the name of the author/participant.

- 2) Only one Author/participant is eligible for the reimbursement.
- 3) Documents like Registration proof, payment bill & Acknowledgement certificate of attendance and completion whichever applicable for the scheme need to be submitted.
- 4) The claim to the limit mentioned is once in Financial Year
- 5) The amount mentioned for registration is maximum per FY towards registration. It is up to the faculties to use it at once or multiple registrations

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	Incentive (INR)*
1	International Publisher (Wiley/Springer/Elsevier etc)	15,000/-
2	National level publisher	7,000/-
3	State level publisher	3,000/-
4	Book Chapters	2,000/-

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

Code of Ethics for Research

1. **Academic Honesty:** The institute holds high respect for honesty in all scientific communications in reporting data, results, methods, procedures, and publication status. The institute does not entertain fabrication, falsification, misrepresentation of data. Deceit of colleagues/funding-agencies or public is considered misconduct on the part of the researcher.
2. **Integrity:** The institute gives high regard for keep-up promises & agreements and sincerity & consistency of ideas and implementation.
3. **Carefulness:** One must carefully & critically examine one's own work, associates/team work and keep a record of research activities such as data collection, research design, and correspondence with agencies of journals.
4. **Respect for Intellectual Property:** Honor patents, copyrights, citations, and other forms of intellectual property. One must not use unpublished data, methods, or results without permission. Authors should give proper acknowledgements/citations and avoid plagiarism.
5. **Confidentiality:** The author should protect confidential communications such as documents, works, blue-prints, papers, publications, observations, trade secrets and patent records.
6. **Social Responsibility:** Mitigate social harm through research and public education/advocacy
7. **Competence:** Improve professional competence and expertise throughout life in education & learning and promote research competence in all aspects of research.

8. **Legality:** A researcher must know and obey government policies, relevant laws and institutional rules and regulations with regards to IPR issues.
9. **Protection of Human Subjects:** Minimize harms & risks to human subjects, use special precautions with vulnerable situations and respect human dignity/privacy/autonomy. Equitable distribution of benefits and burdens of R&D.
10. **Rules for Plagiarism:** All project/seminar reports, dissertations/thesis, research papers, case studies, and any such documents need to be checked with the standard plagiarism software tool. In case of project/seminar reports, dissertations/thesis, the concerned student needs to submit a plagiarism report generated by a licensed software tool.

Withdrawal of membership from R&D project

Researchers can withdraw from the approved research in writing through proper channel and on the consent of sponsoring agency. Researchers should use the approved funds for that project only as per sanctioned heads of budget. Researchers should return the received money/money's worth to the institute if they didn't attend any professional development activities which are contributory to the R&D project. The process mentioned in the fund granting authority needs to be followed.

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 recognized 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 recognized 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 recognized research Centre of recognized 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, defense viva – voce etc. Such leaves can be carried forward for 2 years' maximum or 10 at any given point of time. The leaves would lapse once submission of thesis is done.

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 recognized by university, upon completion of the PhD within the stipulated time 100 % reimbursement of the fee would be done. If the Faculty fails to show the progress as desired or dose not complete the PhD within the prescribed time frame, then the scheme is not applicable.
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 must pay back full amount.

	Any university below 100 NIRF rank is preferred.	The application needs to be submitted to the GC as the decision by the respective GC of KLS Institute of the applicant is final decision.
3	Incentive for Faculty as PhD Guide at the institute's research Centre recognized 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. 20,000/- 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 institutes. If the supervisor is superannuated or not working at KLS Institute during the time of the graduation of the candidate they cannot claim the incentive.
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. 600/- per sitting. For the comprehensive viva the charges would be as per VTU norms 2023 PhD guidelines. The TA will be paid as per actuals, there would be no DA

Grants received from various funding agencies:

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 utilized. Based on the recommendation of RRC, all the procurement/expenditure may be made.

Duties and responsibilities of the Principal Investigator/Co-PI (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 and respective GC of the HEI 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 Dean Admin and HoI.

Disclaimer

The decision of the Governing Council (GC) of the respective KLS Institute is final

ANNEXURE

KLS Gogte Institute of Technology Belagavi
Format To Be Filled By Faculty For Claiming Incentive – Research Journal Paper

Academic year:

SN.	Parameter	Details
1.	Name of the Faculty	
2.	Designation	
3.	Department	
4.	Journal / Conference / Book Chapter / Book	
5.	Title of the Paper	
6.	Journal / Conference / Book Chapter / Book Details (Name, ISSN / ISBN, Year, Volume, Issue, Page No, Publisher) – Attach Paper Copy	
7.	Publication Indexed in Scopus (Author Scopus Preview Attachment Mandatory)	
8.	If article is SCI / ESCI, Mention Impact Factor	
9.	Whether Journal is Q1, Q2, Q3, Q4 (Scopus / SCIMAGO Preview Attachment Mandatory)	
10.	Author position in above publication (Please Tick)	First / Corresponding / Second / Third/others

Please Tick	Publication Criteria	Amount
	If Faculty is 1 st Author or Corresponding Author in Q1 Journal and the impact factor is above > or equal to 2	Rs 25,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q1 Journal -	Rs 20,000 /-
	If Faculty author position is 2 nd Author in Q1 Journal -	Rs.18,000 /-
	If Faculty is at the position of 3 rd Author in Q1 Journal -	Rs 16,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q2 Journal -	Rs 15,000 /-
	If Faculty author position is 2 nd Author in Q2 Journal -	Rs.14,000/-
	If Faculty is at the position of 3 rd Author in Q2 Journal -	Rs 12,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q3 Journal -	Rs 10,000 /-
	If Faculty author position is 2 nd Author in Q3 Journal -	Rs.8,000 /-
	If Faculty is 1 st Author or Corresponding Author in Q4 Journal -	Rs 6,000 /-
	If Faculty author position is 2 nd Author in Q4 Journal -	Rs.4,000 /-
	If the faculty publishes in any of the non-quartile but in SCOPUS 1 st Author only	Rs 2000/-
	If the faculty publishes in Q1 and the authorship is beyond 3 and within 6	Rs 9000/-
	If the faculty publishes in Q2 and the authorship is beyond 3 and within 6	Rs 7000/-
	If the paper of Management studies is Indexed in ABDC and the authors positions are 1 st or corresponding,	Rs 4000/-
	If the author position is 2 nd	Rs 3000/-

	Conference publication in reputed conferences from professional society (IEEE,ASME, IEI ,etc)	Rs.1500/-
NOTE	More than one author from the same institute than based on the position the amount needs to be distributed in 50:30:20 ratio of the amount. The highest one is considered for the distribution.	

Signature with Date:

Author

HoD

Dean R &D

Principal

KLS's Gogte Institute of Technology

Format To Be Filled By Faculty For Claiming Incentive -Funded Proposal from external Agency

- Academic Year : _____

Title of R&D Activity: Funded Proposal from external Agency						
Name of Principal Investigator(PI) with Department						
Name of Co-PI with Department(If any)						
Type of Funding Agency	Government/Private/Any other					
Funding Agency Details						
Type of Work	Research /Survey/Product Development/Establishment of new lab/Modernization Lab/Any other					
Title of Proposal						
Proposal Amount	Non-Recurring		Recurring Amount		Total Amount	
Sanctioned Amount	Non-Recurring		Recurring Amount		Total Amount	
Sanctioned amount received from Agency (Confirm & Attested by Account section)			Signature by Account Section:			
Date of Sanction		Duration of Project				
Status of the Project						
Specify the amount claiming as incentive						

- Name of Principal Investigator and Signature:

- Name of Co-PI and Signature:

- HoD Recommendation after verifying Data and Signature:

- Dean R&D Recommendation:
- Recommended Incentive of Rs _____

- Principal Recommendation

Date: _____

Enclose Approval letter from Funding Agency attested by HoD of the respective Department

KLS's Gogte Institute of Technology
Format To Be Filled By Faculty(Guide) For Claiming Incentive -Award of PhD.

- Name of Guide :
- Designation :
- Department :
- Teaching Experience :

- Field of research interest : 1.
2.

- Mention the Co-Guide Details with GIT Affiliation (if applicable) :
- No of Research scholars Awarded Ph.D. :

- Guide Name and Signature:

Title of R&D Activity: Award of PhD	
Name of Research Scholar	
Department	
Research Center Details	
Name of University Is this University Recognized by UGC	Yes /No
Date of Registration	
Registration Details of Research Scholar(USN)	
Title of Thesis	
Date of Award of PhD./PDC(whichever is earlier)	

- Co-guide Name and Signature (If any):

- HoD Recommendation and signature after verifying the details:

- Dean R&D Recommendation:

- Recommended Incentive of Rs. _____

- Principal Recommendation

Date :

Enclose: PDC/ Degree Award certificate of Ph.D. attested by HoD of the respective

KLS's Gogte Institute of Technology
Format To Be Filled By Faculty For Claiming Incentive -Book/Book -Chapter

- Academic Year : _____

Title of R&D Activity: Research Publication in Book/Book-Chapter	
Claiming for Authorship of:	Book/Book chapter
Title of Book Name/ Book - Chapter	
Name of the Publisher	
Type of Book	Technical/Any other mention:
DOI (if any)	
ISBN/ISSN No	
Year of Publication	
Mention the Incentive Option 1 / 2	

Sl.No	Authors Name with Designation and Department	Mention the PhD Status: Completed/Registered/Not Registered	Signature

The Incentive to be paid to Individual author (YES/NO):

If Yes Specify the Author Name and Department:

If No Sanctioned amount will be equally distributed.

- Specify the amount to be claiming as incentive :
- HoD Recommendation after verifying Data and Signature:
- Dean R&D Recommendation:
- Recommended Incentive of Rs _____
- Principal Recommendation

Date:

Cover page of Book/ Book Chapter attested by HoD of the respective Department.

KLS's Gogte Institute of Technology Belagavi
Format To Be Filled By Faculty attending – Conference/Workshop/Seminar/STTP

- Name :
- Designation :
- Department :
- Teaching Experience :
- Status of PhD : Completed / registered / not registered

- Field of research interest : 1.
2.
- Academic Year :
- Have you published research paper in Journal (in CAY or CAYm1) Yes/No If Yes
Mention Details(Journal-name, Title of Paper, Year of Publication, Volume, Pages, Index):

Tick the appropriate Scopus /SCI /SCI-E/Others

Have you submitted funding Proposals (VGST/ DST/SERB/AICTE/UGC/Any other in CAY or CAYm1) ? Yes /No

IF Yes Mention Amount and Funding Agency

Have you claimed the incentive for the conference in CAY, CAYm1, Yes /No, If Yes, give details?

Title of R&D Activity: Research Publication in conference	
Conference/Workshop Name	
Type of Conference/Workshop	National/International
Organizer of the Conference/ Workshop	
Title of conference paper /Workshop	
Presenting Author Name	
Mode of Conference/Workshop	Online/Offline
Venue and Date of	
Publisher Details if Proceedings are published.	
Registration Details (fees, TA/DA)	

- Faculty Name and Signature:
- HoD Recommendation after verifying Data and Signature:
- Dean R&D Recommendation:
Recommended Incentive of Rs. _____
- Principal Recommendation

Enclose the Acceptance Letter from conference, attested by **HoD of the respective Department.**

MOU Format



LOGO of the Partnering Entity

MEMORANDUM OF UNDERSTANDING

BETWEEN

GIT

AND

****, BELAGAVI

FOR

Setting up an “R&D Center” for application development for Microwave Heating Technology

This **Memorandum of Understanding** (MoU) is intended to develop and promote regional technological cooperation between the *Name of the Department*, Gogte Institute of Technology, Belagavi and ****, Belagavi.

Gogte Institute of Technology, the flagship Institute of Karnatak Law Society, Belagavi was incepted in the year 1979 in the Indian State of Karnataka and the institute is recognized by All India Council for Technical Education and Autonomous under Visvesvaraya Technological University, Belagavi for rendering excellent educational, technological and knowledge services to society.

1. PURPOSE:

This MoU establishes a cooperative relationship between Gogte Institute of Technology, Belagavi and **** Pvt. Ltd., Belagavi. Under this MOU, both institution and industry will recognize their strengths in research and education and their mutual interest in engaging themselves in academic cooperation.

Therefore, Department of Electronics and Communication Engineering, Gogte Institute of Technology, Belagavi and ****, Pvt. Ltd, Belagavi, agree to establish a “**Research & Development Center**” in areas of mutual interest, and in accordance with the terms and conditions mentioned in this MoU..

2. AREAS OF COOPERATION

The goal of this cooperation is to foster collaboration, provide opportunity for global experience and to facilitate advancement of knowledge on the basis of reciprocity, appropriate efforts, mutual benefit and frequent interactions. Gogte Institute of Technology and ****, Belagavi or their authorized representatives, agree to explore the possibility of engaging in the following collaborative activities in academic and technological areas of mutual interest:

a)

- b)
- c)
- d)
- e) .

3. IMPLEMENTATION

- a)
- b)

4. FINANCIAL IMPLICATION

This MoU is a non-financial MoU and does not involve funding as an obligation on both the parties.

5. DURATION AND RENEWAL OF AGREEMENT

This MoU will become effective immediately after signature by the representatives of Gogte Institute of Technology, Belagavi and representatives of *** Systems Pvt. Ltd., Belagavi for a period of ----- *years* and is subject to revision or modification by mutual agreement.

6. AMENDMENTS

- a) This Memorandum of Understanding may be amended by a written agreement signed by the representatives of both institutions.
- b) In the event of any unforeseen incident during collaborative activities in either institution, both institutions agree to negotiate a mutually acceptable solution.
- c) Should any disagreement arise out of the application, interpretation or implementation of this Agreement, both the parties shall endeavor to exercise best efforts to negotiate their differences.

7. TERMINATION OF AGREEMENT

At any time during its period of validity, this agreement may be terminated by either party upon prior notice to the other in writing not later than three months before termination date, provided that such termination shall not affect the completion of any program or activity underway at the time the notice of termination is given.

8. APPROVAL

In agreement with the above terms of participation, the authorized representatives of Gogte Institute of Technology, Belagavi and the Managing Director- *** Systems Belagavi, hereby affix signatures on,

for Gogte Institute of Technology, Belagavi

SIGNATURE

Prof. Dr.

Principal, Gogte Institute of Technology, Belagavi

SEAL WITH DATE

*for *** Systems Pvt. Ltd., Belagavi*

SIGNATURE

Chairman & Managing Director, *** Systems Pvt. Ltd., Belagavi

SEAL WITH DATE

Witness1:

Witness2: