RESEARCH POLICY

(Version: 3.0, Dt: 19.12.2025)

KGiSL INSTITUTE OF TECHNOLOGY

co-Kreate your Genius

KGISL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Recognized by UGC, Accredited by NBA (IT), NAAC with "A" Grade
365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore – 641035.

19/12/2025

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KGISL INSTITUTE OF TECHNOLOGY * COIMBATORE 641 035 * SARAVANAMPATTI

INTERNAL QUALITY ASSURANCE CELL * KGISL INSTITUTE OF TECHNOLOGY * IQAC * KITE

INSTITUTIONAL RESEARCH POLICY

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INSTITUTIONAL RESEARCH POLICY

- KGISL Edu is strongly committed to promote an ambience for knowledge co-creation alongside knowledge dissemination. A unique model for skilling and learning-by-doing is in practice at KITE, where in all stakeholders are exposed to an experiential learning platform to upskill themselves for life long career progression. To stay ahead in the technological advancements, faculty and students are strongly encouraged to pursue cutting edge research in relevant areas, which are of benefit to society and profession.
- Research is a process of deep introspection using advanced knowledge and tools to create newer and better knowledge/ product / service towards finding solutions for concerns/betterment of industry or society. Having a creative and collaborative learning capabilities in advanced technologies is pertinent to support a rigorous research culture. KITE houses good infrastructure and resources to support advanced research in niche areas of science and technology.
- The below mentioned research policy serves as a motivation and recognition to deserving faculty members making noteworthy contributions in research and development.

1. Incentives for Research Outcomes

- Research includes both sponsored research projects as well as institute-supported research activities. KITE strongly urges all faculty members to have atleast one on-going research project. Involving under-graduate as well as post-graduate students in research activities is highly encouraged. The below mentioned policy will be adhered to while publishing the research articles in Journals / Books/Conferences/ Patents or any other equivalent

1. Faculty will endeavor to publish only in scopus indexed or web of science indexed journals.
2. All publications must carry the affiliation as per the prescribed format given below. Any deviations must have prior approval of HoD and Principal.

   Name of faculty

   Name of Department, KGiSL Institute of Technology

   Saravanampatti, Coimbatore 641 035

   Tamilnadu, India

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3. All publications may include at least two references of papers published by other faculty (excluding self-citation) with KGISL affiliation. This is to facilitate a better appreciation of research done within the institution and to create a platform for healthy intra-institution collaboration.
4. All faculty members must mentor at least one UG/PG students innovative/ research project each semester. The projects should be carefully designed to ensure that the outcome results in filing of patent and or Scopus indexed journal publication by end of academic year. In addition, all Associate Professors and above should have at least one more publication based on their own independent research. It is desirable to have a minimum effective publication rate of 1.5 per faculty per year, as a desirable metric to create a research based learning platform in tune with Institution Vision (weightage for each publication to be reciprocal of number of faculty authors from KGISL. Paper with 2 faculty authors will have effective weightage of 0.5).
5. Faculty should identify innovative outcomes from the projects and facilitate the filing of patents of such projects first. Once the patent has been filed and application number received, the faculty can translate the work into a journal publication.
6. All research outcomes must be immediately entered in the IQAC research portal on a continuous basis. Only those updated in the portal will henceforth be accounted for end of the year appraisal and research performance linked incentives to be awarded to faculty at the end of each academic year.
7. After acceptance of any manuscript for publication in peer reviewed journal, faculty must submit the details of publication and plagiarism report to IQAC through HoD, research coordinator and Principal.
8. All publications with KITE affiliation will have atleast one faculty as co-author. Publications with student members, should have only faculty as the corresponding author of the manuscript.
9. Faculty must submit the publication undertaking form attached in Annexure 1, through respective HoDs for approval from Principal and Director (A&A), before submission of manuscript to publisher.

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10. Plagiarism check of the documents shall be made before submission to Journals, conferences, funding agencies, etc. The Standard Operating Procedure shall be followed for checking Plagiarism as per Annexure 2.
11. A research outcome performance linked incentive scheme will be in force from 2023-24

a) Journal Publications

S.No	Publication Metrics (Scopus/SCJ/WOS IF or eq.)	Incentive per paper
1	IF > 2.0 or Cite factor >90%	Rs.10,000
2	IF 1.5 – 1.99, CF – 80-89.99	Rs.7500
3	IF 1-1.49, CF : 70-79.99	Rs.5000
4	IF 0.5-0.99, CF: 50-69.99	Rs.2500
5	IF < 0.5, CF: <50	Rs.1500
6	UGC Refereed Journal/ scj	Rs.1000
7	#Publication of full manuscript in Scopus indexed conference proceedings	Rs.1500

* Any publication with overseas co-author will receive additional Rs.1000 per paper

#Those who have already received TA/DA and/or registration fee support for the conference are not eligible for the incentive for conference publication.

b) Book Publications

S.No	Detail	Incentive (In Rupees)
1	Authoring a book with ISBN	(Annexure 3 – Most reputed publisher): Rs.5000 Other Publishers: Rs.2500
2	Authoring a book chapter in book with ISBN	Rs.1500
3	Book published by International Publisher	Additional Rs.1000

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c) Conference Participation

1. Faculty can obtain OD for attending a maximum of 2 conferences per year. Registration fee will be paid by the College, if manuscript is accepted for publication in Scopus/WoS indexed journal.
2. Assistant Professors with more than 3 years of experience at KITE, will be eligible for TA/DA to attend one National Conference, once in 2 years. This will be in addition to the registration fees provided if manuscript is accepted for publication.
3. Associate Professors after completing atleast two years at KITE can attend one National Conference per year . Registration fee and TA/DA will be supported for invited talks subject to manuscript being accepted for publication in Scopus/WoS indexed conference proceedings/journal.
4. Professors/HoDs after completing one year at KITE can avail TA/DA + registration fee for invited lecture and manuscript getting published in Scopus/WoS Journal – either one National Conference per year or 1 International conference once in 2 years (Funding for National conference not taken in previous academic year).
5. On-duty will be extended including a day prior and a day after the Progarmme, on discretion of Principal.

d) Patent / copyright Publication

The complete fee for patent/ copyright application process will be borne by the Institution subject to the following condition:

1) All patent/ copyright applications should be done only with Institution as Applicant and faculty investigators as Inventors. All patent submissions should have prior approval of Principal and concerned authorities before initiating the patent filing process.
2) Granted patents will receive additional incentive of Rs.10,000.

e) Sponsored Research Grants

All proposals to be submitted for research grants must have prior approval of the Head of the Institution. The grant amount should be payable only to the Institution (Account details

to be provided by Administration). Once the grant is received, the PI must make the purchase request citing the project reference number and budget head. The purchase process for the institution will be adhered to strictly for all expenditure from the research grant, except that only the PI or co-PI are eligible to raise the purchase request.

Faculty receiving research grants from recognised agencies will be given an incentive of 5% of total research grant value. The incentive can only be used for all career progression activities including conference participation, online certifications, skill enhancement registration, ongoing research activities, Professional society membership fees for individual or travel expenses towards research activities. This incentive will be in addition to the eligibility for attending conferences as detailed earlier.

Any international grant must have prior approval of the Head of Institution and Management prior to application.

f) Non-tuition fee Revenue through Technical Events

50 % of surplus after completion of the event (All expenses inclusive) will be exclusively available for department infrastructure development on recommendation of HoD. In addition the Convener of the event, will be eligible for an incentive of 5 % of the excess from the event.

g) Industry Grants and Consultancy

- Faculty are encouraged to collaborate with industry and engage in collaborative efforts. Grants from industry can include support for establishing joint labs/facilities at KITE, sponsorship for a specific Institution approved project or for carrying out consultancy work at the institution. All such engagements will be preceded by a MoU with approval of Head of Institution.

i) Faculty collaborator will be eligible for receiving 5 % of total industry grant received (if received by institution as grant only. Partial support for supplying

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equipments will not be eligible). In addition, additional 5 % of total grant received will be available for Department infrastructure expenses on approval of HoD.

ii) Sponsorships received for individual projects will be eligible for 5% of the total amount received from Industry. All such support should be payable directly only to the Institution (Details to be obtained from Administration).

iii) If the consultancy involves only non-experimental work, the faculty investigator (or group) will be eligible for 50 % of excess (all expenses inclusive), subject to the entire consultancy amount being received by institution.

iv) If the consultancy involves experimental work, the faculty investigator (or group) will be eligible for 25 % of excess (all expenses inclusive), subject to the entire consultancy amount being received by institution.

2. Policy on Research Ethics

All stakeholders are advised to strictly abide by International codes of research and professional ethics. This will include but is not limited to the following:

i) All collaborations, grant proposals as well as outcomes from academic/research/consultancy/innovation/other equivalent professional activities will be reported to the Head of the Institution as per existing guidelines.

ii) Highest level of honesty and ethics will be adhered to in finalising the authors and sequence of authorship listed. All faculty who have effectively contributed must be listed as authors. No faculty who has not contributed will be included as author. No faculty/collaborator who has contributed to the outcome will be omitted from authorship. The sequence and list of authors as well as the entire manuscript for publication/outcome has the consent of all authors listed (both members of KGISL as well as from outside). Only the KITE Faculty authors will be held responsible for any complaints received in this regard.

iii) All members/agencies/Institutions who have supported the research/activity should be acknowledged suitably. Grants or sponsorship received for the work should be explicitly acknowledged in the manuscript.

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iv) It is completely the responsibility of authors to ensure that the publication is plagiarism free and as per the guidelines of the publishing agency. Institution will not be responsible for any deviation from ethically permissible plagiarism codes.

v) Authors should submit a declaration stating that there is no conflict of interest

vi) All collaborations both National and International must have prior approval of the Institutions. MoU should include the clause on IPR sharing and the same should be strictly adhered to while publishing any works from the outcomes based on collaborative work.

Any deviation from acceptable professional and research ethics will be viewed seriously and will be subject to appropriate administrative actions as per Institutional guideline. The Head of Institution will constitute a high level inquiry committee if any complaint/observation is received regarding unethical or unacceptable practices involving faculty members.

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Standard Operating Procedure (SOP) for Turnitin Software

1. Purpose

This SOP is intended to establish a systematic process for using Turnitin software to check plagiarism in research papers, theses, dissertations, and other academic documents.

2. Scope

This SOP applies to:

- Faculty members submitting research papers to journals.
- Faculty members submitting research papers to conferences.
- Faculty members submitting research proposals.
- Students publishing research jointly with faculty members.
- Students submitting theses, dissertations, or project reports.

3. Responsibilities

Role	Responsibility
Faculty/Students	Prepare documents as per institute guidelines and submit them for plagiarism check.
Turnitin Coordinator (IQAC)	Upload documents to Turnitin, generate similarity reports, flags and AI detection report.
IQAC	Maintain records of reports for NAAC/NIRF documentation.

4. Procedure

Step 1: Document Preparation-Ensure the document is in .docx. Ensure that the name and affiliation of all authors proper citations and references are included.

Step 2: Submission-Faculty should submit the Turnitin Undertaking Form(Annexure-I) to IQAC after principal Approval.

Step 3: Faculty submit their document to the Turnitin Coordinator via email (**iqacoffice@kgkite.ac.in**) only.

Step 4: Plagiarism Check-Coordinator logs in to Turnitin, uploads the document, and runs the plagiarism check.

Step 5: Report Generation-Report sent to faculty through email after 8 hour of submitting all document to IQAC

6. Record Keeping

Final Turnitin reports are submitted monthly to the higher officials by IQAC.

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Annexure I

Research Publication Undertaking Form
(To be submitted before submitting manuscript to publisher)

1. *Authors Details*

Authors	Designation

2. *Manuscript Title*

3. *Conference/Journal*

Conference/Journal	Proposed Publisher/ journal to be communicated (list at least 3 in same order of preference)	Tentative Date to be Submitted	Is it Scopus/ SCI/ WOS/SCIE Journal	Date Published (to be updated later)

4. *Self-Certified that (documentary evidence may be requested):*

The conference proceedings/journal being submitted to, is indexed in Scopus/SCI / WOS/SCIE	Yes/No
The paper has been checked to be free from plagiarism (Attach report) The authors are fully responsible for any complaints in future and that the Institution will not be held responsible regarding plagiarism and research ethics followed	Yes/No
College Affiliation has been given correctly	Yes/No
References contain 2 to 4 citations to prior papers published by KGiSL Institute of Technology authors	Yes/No
There is no conflict of interest. All authors have accepted to this publication. No co-worker deserving authorship has been left out.	Yes/No

Date & Place:

Signature of First Author

Signature of HoD

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Signature of Principal

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Addendum to the Research Publication Policy

Effective from the Academic Year 2025-26 onwards

1. Faculty will endeavor to publish only in Scopus / WOS/ SCI/SCIE indexed journals.
2. All publications must carry the affiliation as per the prescribed format given below. Any deviations must have prior approval of HoD and Principal.

   Name of faculty

   Name of Department, KGiSL Institute of Technology

   Saravanampatti, Coimbatore 641 035

   Tamilnadu, India
3. All publications must include at least two references of papers published by other faculty (excluding self-citation) with KGISL affiliation. This is to facilitate a better appreciation of research done within the institution and to create a platform for healthy intra-institution collaboration.
4. All faculty members must mentor at least one UG/PG students innovative/ research project each semester. The projects should be carefully designed to ensure that the outcome results in filing of patent and or Scopus/WOS/SCI/SCIE indexed journal publication by end of academic year. In addition, all associate Professors and above should have at least one more publication based on their own independent research. It is desirable to have a minimum effective publication rate of 1.5 per faculty per year, as a desirable metric to create a research based learning platform in tune with Institution Vision (weightage for each publication to be reciprocal of number of faculty authors from KGISL. Paper with 2 faculty authors will have effective weightage of 0.5).
5. Faculty should identify innovative outcomes from the projects and facilitate the filing of patents of such projects first. Patent must be filed only with KITE as applicant. Once the patent has been filed and application number received, the faculty can translate the work into a journal publication, wherever possible.
6. All research outcomes must be immediately entered in the IQAC research portal on a continuous basis. Only those updated in the portal will henceforth be accounted for end of the year appraisal and research performance linked incentives to be awarded to faculty at the end of each academic year.

7. After acceptance of any manuscript for publication in peer reviewed journal, faculty must submit the details of publication and plagiarism report to research coordinator through HoD and Principal to IQAC.
8. All publications by students with KITE affiliation will have at least one faculty as co-author. Publications with student members, should have only faculty as the corresponding author of the manuscript.
9. Faculty must submit the publication undertaking form attached as Annexure - 1, through respective HoDs for approval from Principal and Director (A&A), before submission of manuscript to publisher.
10. Any financial support for publications shall be subject to prior discussion and approval by the management authorities.

Principal

Dr. S.SURESH KUMAR, M.E.,Ph.D.,C.Engg.
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