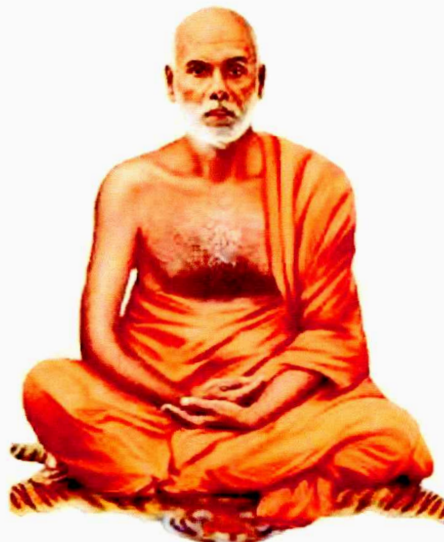


SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Kadayiruppu P O, Kolenchery, Ernakulam - 682311



POLICY DOCUMENTS



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BECOME ENLIGHTENED, THROUGH EDUCATION

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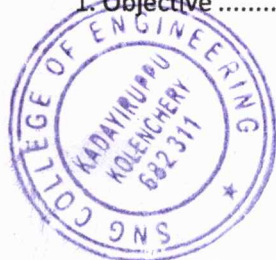
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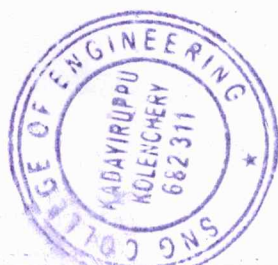
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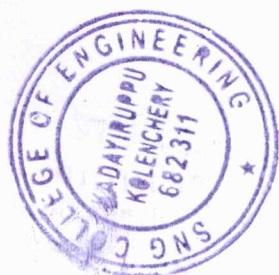
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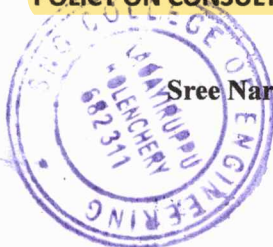
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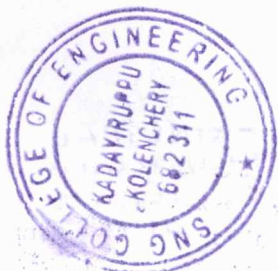


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INNOVATION ENTREPRENEURSHIP AND START UP POLICY

1. Purpose

To define the POLICY regarding the Innovation, Entrepreneurship development and startup. The policy is titled “Gurukulam Innovation and Start up Policy – GISP” at par with National Innovation and Start Up policy – NISP.

2. Scope

Applicable to all Departments of SNGCE, faculty students and alumni and other stake holders.

3. Responsibility

Principal, HODs, Administrative officer, Coordinator Gurukulam Innovation Centre- GIC, Nodal officer IEDC Boot Camp, Coordinator Entrepreneurship Development Cell.

4. Policy

VISION

To develop innovation and entrepreneurial ecosystem in the campus to promote and nurture entrepreneurship and innovation culture among students and staff; to enhance employment generation by extending support to students staff and alumni and the interested public.

MISSION

- To provide a platform to engage in innovation, entrepreneurship and start up activities through trainings, conferences, workshops, interaction with experts, seminars, competitions, industrial visits, exhibitions and brainstorming .
- To provide technical support and infrastructural facility for the aspirants to nurture their ideas to develop products.
- To promote and extend support to students, staff and alumni and interested public to establish startups.

OBJECTIVES

- Inspire staff and students to think innovatively to solve problems related to societal needs.

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- Coordinate awareness programme regularly.
- Impart training to students and staff.
- Provide technical support and infrastructure for startups.

STRATEGIES AND GOVERNANCE

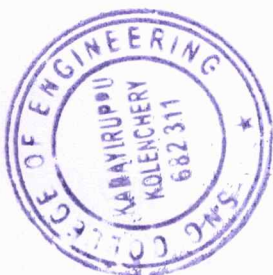
- SNGCE will allocate funds for the projects in the order of priority for the promotion of activities.
- The institutions innovation cell (IIC) / IEDC BOOT CAMP will fosters innovation culture through training, workshops, industrial visits and experience sharing.
- SNGCE will provide the lab facilities of various departments; exclusive lab- MINI FAB lab will extend facility for the innovation and entrepreneurial aspirants.
- SNGCE will extend support for public with innovative ideas to nurture their ideas in to product on demand. However the students, staff and alumni will be given priority.
- Incubation/start up facility will be extended on demand after receiving the application in the prescribed format, which will be duly scrutinized and approved by the IIC.

NURTURING INNOVATION AND STARTUPS

- Students, faculty and entrepreneurs can use institutional infrastructure facilities based on mutually acceptable terms and conditions.
- The institute will provide licensing of IPR from the institute based on mutually agreed conditions.

PRODUCT OWNERSHIPS FOR TECHNOLOGIES DEVELOPMED

- When institute funds and facilities are used for IPR development, the IPR is jointly owned by institute and inventors.
- If there is a dispute in ownership, the committee formed by the institute including representatives of the concerned parties will examine the same to reach a solution, after hearing all concerned objectively.



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STRUCTURE OF IIC



REVIEW

The policy will be revised and updated periodically based on the lessons learnt and the stakeholders' views.

5. Records

Sl. No	Particulars	Format Number	Retention period	Custodian
1		SNGCE/AD/IEDC BOOT CAMP/FL001	1 Year	Head (IEDC)
2		SNGCE/GIC//FL001	1 Semester	Head (GIC)
3		SNGCE/AD/COE/FL0 01	1 Semester	Administrative Officer
3		SNGCE/AD/COE/FL0 01	1 Semester	Administrative Officer
4		SNGCE/AD/COE/F002	1 Year	Administrative Officer



POLICY ON FINANCIAL SUPPORT FOR ATTENDING FDP/CONFERENCE/WORKSHOP

Continuous updating of knowledge and technology is the secret of the success of any employee, in particular, teachers. SNGCE encourages the departments to organize FDP (Faculty Development Program) for the benefit of its faculty and also lends necessary assistance, including financial support when the faculty wants to attend FDP in other reputed institutions. Teachers and researchers are also encouraged to attend conferences / training / workshop / other knowledge- enhancing events. The College will be organizing periodic training to nonteaching staff (NTS) on various work-related matters, HR related issues and skill upgradation among other things. Due weightage is given to the training programs attended in career progression, by including such components in the performance evaluation.

In addition to the above, the Management may decide periodically to provide special financial support to the staff (Teaching as well as non-teaching) for attending training / conferences / seminars / improving their expertise and skills. This may be on receipt of specific requests from the staff or at the initiative of the management. The quantum of benefit will be decided considering relevant factors. For e.g.: On receipt of submission seeking permission and avail support for the FDP Registration outside / inside campus, an amount not exceeding Rs. 10,000/- (Rupees Ten Thousand Only) is sanctioned on the recommendation by concerned HOD. The employee will be given duty leave with full salary and other benefits for attending such programs. If the registration fee is less than Rs. 10,000/- the actual amount or part thereof will be sanctioned as special case, subject to the availability budget and importance of the program. If a faculty member desires to attend a training program / FDP / workshop of his own, in addition to those for which he / she is sponsored by the institution, financial support and duty leave will be granted on case-to-case basis. However, in order to provide financial support to maximum number of faculty member, the individual support per year will be limited to Rs. 10,000/- (Rupees Ten Thousand Only).



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POLICY ON ADD-ON COURSES

1. Introduction

The world is becoming more and more competitive necessitating creativity and initiatives to solve new and challenging problems. Due to rapid changes and advancement in technology, it is often felt that the curriculum offered by higher education institutions and universities become obsolete at a fast rate. Therefore universities and higher education institutions across the world should enhance, enrich and add to their curriculum new courses which are relevant to industry and to the society.

Students of Sree Narayana Gurukulam College of Engineering should have opportunities to acquire knowledge and skills through a variety of add on courses to bridge the gap between the academia and industry. These courses definitely should be to enhance the chances of employment as soon as they complete their UG or PG programs. These courses also should intend to improve the student's social consciousness and make them socially committed, competent professionals.

2. Objectives

- To improve employability skills of students
- To provide opportunities to develop their multi-disciplinary skills and social consciousness.
- To create positive societal commitments in students who will be able to address the challenges and changes in an inclusive society.
- To provide sufficient choice and options to students for capacity building and enhancing creativity.
- To enable and empower students to become outstanding professionals who are willing to work in challenging environments

3. Policy on add-on courses

- The objective of SNGCE is to offer an array of skill development programs in the form of add- on courses.

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- List of such courses along with syllabus will be prepared and updated regularly based on the needs of the stakeholders and job market demand.
- All the departments in SNGCE will conduct need assessment through consultations with stakeholders and observation of the job market trends and then based on the needs various add- on courses will be designed or identified.
- Each department may decide to continue with a specific set of add- on courses or introduce new add- on courses depending on the need assessment every academic year.
- Each department will constitute a committee with HOD as chairman to prepare and finalize the syllabus of add- on courses offered by the department.
- The proposals for add- on courses should be formally placed by each department for approval along with relevant documents before the academic council of the college and IQAC, and finally for the approval of the Principal.
- Add-on courses of the college are aimed at developing values, ethics, employability and/ or life skills of students.
- The add-on courses are different from the formal courses offered under regular curriculum of the affiliating university.
- The add-on courses are offered in the form of short- term training programs, certificates, or diploma courses.
- Each course is of not less than 30 hours duration comprising of class room teaching, practical, field work etc...
- The class schedule of add-on courses shall be approved by the IQAC and the classes may be organized without any disturbance to the regular university classes and examinations preferably during weekends, holidays, evening or online.
- Students for add- on courses can be from the college or from outside the campus.
- The department committee may decide on the methodology for evaluation and award of the course completion certificate.
- The add-on courses offered by each department may be developed within the department utilizing the expertise available or outsourced from suitable competent agencies, higher education institutions or universities within or outside India.
- The fees for each add-on course may be finalized based on the cost involved and affordability of the students without any motive of profit.



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- Each department will have a coordinator for add-on courses preferably one of the faculty members from the department.
- Add-on courses can also be offered jointly by two or more departments in the college with or without participation of external agencies.
- Each department/cell or centre in the college may conduct a maximum of six add-on courses during any academic year.
- Grievances if any from any stakeholder related to add-on courses may be placed before the department coordinator first and if the same is not resolved, it may be taken up to the college level grievance cell.



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POLICY ON SKILL DEVELOPMENT

1. Introduction

The objectives of the national policy on skill development are (i) to create opportunities to the people to acquire skills throughout their life especially for youth, women and disadvantaged sections of the society. And (ii) to promote commitment by all stakeholders to own skill development initiatives. If we have to promote the development of our country, our mission has to be skill development and “Skilled India”. 62% of the India’s population is in the working age group (15- 59 years) and more than 54% of the total population is below 25 years of age. This demographic dividend of India is a great opportunity to transform India as the ‘skill capital’ of the world. Based on the national skill development policy, government of India has initiated several schemes for skill development. The following are some of the initiatives taken by the Government.

1. Pradhan Mantri Kaushal Vikas Yojana for technical institutions (PMKVY – TI)
2. Employability Enhancing Training Program (EETP)
3. National Employability Enhancement Mission (NEEM)
4. AICTE-Start up policy
5. Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY).
6. Leadership Development Programs.


Skills and knowledge are the driving forces of economic growth and social development of a country. Realizing the significance of skill development and the importance given to skill development by government of India, AICTE and other statutory bodies, Sree Narayana Gurukulam Charitable Trust (SNGCT) has established a Skill Development Centre (SDC) to offer several skill development programs to the students of SNGCE and the youth and disadvantaged sections of the society within the proximity of the college. This centre has been entrusted the responsibility to train the students from within and outside by providing training in industry ready, future ready skills.

2. Objectives of SDC

- Provide opportunities to enhance employment/ self-employment.



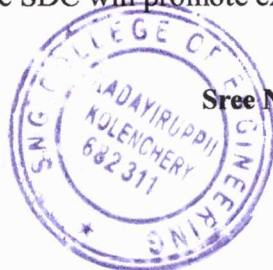
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- Offer skill development programs by every department in the college as per the guidelines given by SDC.
- Train students and others to adjust dynamically to the changing demands of employment and technologies.
- To provide training programs to effectively use the creativity and innovativeness of the students and youth to solve the problems of the society and enable them to adapt to changing technologies and job market demands.
- To strengthen competitiveness of trainees and create opportunities for all students within and outside to acquire relevant and innovative skills to have a quality life in the world of Artificial Intelligence

3. Policies of SDC

- The target group of skill development is all the students of UG and PG programs of SNGCE and interested students from outside.
- SDC will identify skill development needs based on consultations with industries and observation of job market trends.
- SDC will develop curriculum for different skill development programs, leaflets, brochure and catalogue etc...
- SDC will decide the type of skills, range and depth of skills to facilitate students to choose from them.
- SDC will determine skills competency standards and qualification frame work.
- SDC will ensure affiliation and accreditation of various skill development programs of each department.
- SDC will promote partnership and collaborate consciously with government and non-government organizations, skill providers, training providers, professional societies, self-help groups, cooperatives, industries, etc.
- SDC will create a mechanism for regular consultation with stakeholders.
- SDC will provide opportunities to students for skill development through e-learning, web based learning and distance learning.
- The SDC initiatives are based on national policy on inclusivity.
- The SDC will promote excellence and meet the requirement of a knowledge economy.



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- SDC will have provision for the students to accumulate knowledge and skills and convert them through testing and certification into higher diplomas and degrees.
- SDC will promote lifelong learning, continuous up gradation of skills and knowledge.
- SDC will focus on shorter, relevant and effective skill development courses that will be meeting the demands of fast changing and challenging job market trends.
- SDC will collaborate with industries for formal apprenticeship to provide on- the Job Training (OJT) to the trainees.
- SDC will have quality assured learning practices, credible assessment and certification process.
- SDC will provide students nationally and internationally recognized skill development programs to gain access to decent employment.
- SDC will promote commitment by all stake holders to own and contribute towards the skill development initiatives of the Centre.
- SDC will enable establishment of flexible delivery mechanism that respond to the characteristics of a wide range of needs of stakeholders.
- SDC will ensure effective coordination among different departments of the college.
- SDC will provide access to formal and informal apprenticeship and other type of training by enterprises.
- SDC will provide training for self-employment, entrepreneurial development.
- SDC will identify competency to be developed and setup competency standard.
- SDC will ensure proper delivery of skills and will conduct, monitoring and evaluation of the skill development initiatives.
- SDC will design skill development programmes for selected students and women from the neighbourhood of the college.
- SDC will provide skill development programs for the unorganized sector as well as rural and remote areas where the training infrastructure is in sufficient.



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POLICY ON COLLABORATIONS

Whenever appropriate Collaboration will be agreed upon by the Institution and the other parties upon mutual agreement, and both parties will enter into negotiations on the following general form of cooperation and sign an MOU.

1. Joint research activities leading to journal publications
2. Exchange of academic information and data subject to copyright issues.
3. Joint hosting of conferences, seminars and special thematic lectures
4. Mobility of staff for special training and research collaboration
5. Exchange of students for semester abroad programmes
6. Co-operation and participation in lectures, seminars and conferences

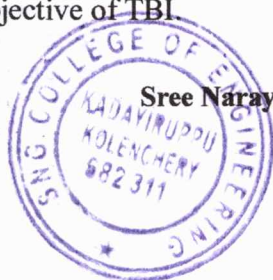
The themes of joint activities, the terms and conditions for utilising the outcome / results achieved, the arrangement of specific visits and other forms of cooperation will be expressed in the agreements for each specific case by the concerned parties.

The implementation of any agreement will commence upon its signing by both parties, and it will be valid for the period mentioned in the agreement. The contents and terms are subject to revision and modifications by mutual consent. The possibility and terms of renewal of the agreement will be discussed by both parties within six months before its termination.

1. Policy on Incubation/ Innovation

Policy in Incubation follows the objectives and policies of Gurukulam Technology Business Incubator (G-TBI) which narrates under Sec. 4 to 16., and however the policies and procedures are viz (sec-4).

- 1) Host institute (HI) make substantial investments of resources in the incubation activity and will be conscientious in the due diligence process before admitting an entrepreneur into the programme. In addition whenever resources are limited only a limited number of spaces are available in the incubator programme.
- 2) The incubator policy is to identify those entrepreneurs who are most likely to assist the broad objective of TBI



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- 3) TBI analyses the entrepreneur's ideas, available resources entrepreneurial experience, and need for incubation services, to determine its probability of success. The expert committee appointed then forwards its recommendations to HI which makes the final admission decision, which may involve a personal interview with the entrepreneur:
- 4) Possible admission decisions include:
 - i) Acceptance for immediate admission to the programme or
 - ii) Conditional acceptance
 - iii) Rejection of the application
 - iv) Companies accepted conditionally are placed on a waiting list for the next available space in the programme. When space opens up, all waiting list companies still interested in the programme are re-evaluated to properly consider changes in their situation since the initial acceptance. The committee then selects the best-qualified company for admission to the membership.



QUALITY POLICY FOR RESEARCH

The quality policy for research under ORI typically outlines the commitment of the organization or institution to conducting research that is reliable, rigorous, and ethical. The policy communicates the organization's overall goal for research quality and provides specific guidelines for achieving that goal.

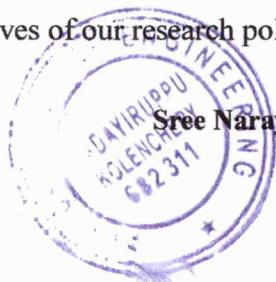
The constituents of some key elements that are included in the quality policy for research are:

1. **Commitment to excellence:** The policy should emphasize the organization's commitment to conducting high-quality research that meets or exceeds accepted standards in the field.
2. **Rigorous methodology:** The policy should require the use of accepted standard research methods that are appropriate to the research question, including appropriate sample sizes, statistical analyses, data collection procedures and methods of implementation.
3. **Ethical conduct:** The policy should require adherence to ethical standards in research, including obtaining informed consent from participants, protecting participant privacy, and avoiding conflicts of interest.
4. **Transparency and reproducibility:** The policy should encourage transparency and reproducibility of research findings, including making data and methods available to other researchers for review and replication.
5. **Continuous improvement:** The policy should emphasize the organization's commitment to ongoing evaluation and improvement of research practices, including monitoring of research quality and implementation of corrective actions when necessary.

Overall, a quality policy for research is clear, comprehensive, and aligned with the organization's overall mission and values. It will be regularly reviewed and updated to reflect changes in the field and best research practices.

1. Research Policy

1. **Purpose and Objectives:** Our college is committed to fostering a research culture that promotes scientific discovery, technological innovation, and societal impact. The objectives of our research policy are to:



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- 1.1. Enhance the quality and quantity of research conducted by faculty, students, and staff.
 - 1.2. Promote interdisciplinary and collaborative research that addresses societal challenges and opportunities.
 - 1.3. Create a supportive environment for researchers that provides access to resources, funding, and professional development opportunities.
 - 1.4. Foster partnerships with industry, government, and other institutions that facilitate the translation of research into practical applications.
2. **Research Ethics and Integrity:** Our college is committed to the highest standards of research ethics and integrity. We expect all researchers to:
- 2.1. Conduct research in a manner that respects the rights and dignity of research participants, and ensures the confidentiality and privacy of their data.
 - 2.2. Disclose and manage conflicts of interest that could compromise the objectivity or credibility of their research.
 - 2.3. Adhere to ethical guidelines and regulations relevant to their research area.
 - 2.4. Ensure the reproducibility and transparency of their research findings.
 - 2.5. Report research misconduct or unethical practices to the appropriate authorities.
3. **Research Support and Resources:** Our college provides support and resources to facilitate research activities, including:
- 3.1. Access to state-of-the-art facilities, equipment, and software.
 - 3.2. Seed funding, grants, and fellowships to support research projects and collaborations.
 - 3.3. Professional development opportunities, including training in research methods, grant writing, and communication.
 - 3.4. Administrative support for research-related tasks, such as grant applications, ethics approvals, and patent filings.



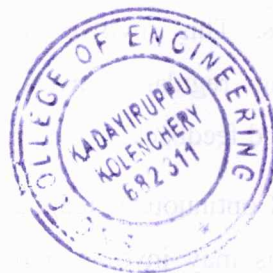
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3.5. Research promotion and dissemination activities, such as conferences, seminars, and publications.

4. **Intellectual Property:** Our College recognizes the importance of intellectual property rights and encourages researchers to protect and promote their inventions and discoveries. We provide support and resources to facilitate the process of patenting, licensing, and spin-off company formation.
5. **Evaluation and Improvement:** Our college is committed to continuous improvement of our research policy and practices. We regularly evaluate our research activities and outcomes to identify strengths, weaknesses, and opportunities for improvement. We welcome feedback from our researchers, stakeholders, and external partners to ensure that our research policy remains relevant, effective, and responsive to the changing needs of society.



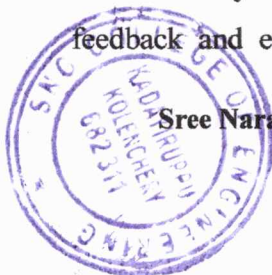
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IMPLEMENTATION OF RESEARCH POLICY

The implementation of research policies involves a multi-step process that requires careful planning, coordination, and communication. Here are the recommended implementation methods for research policies:

- 1. Establish Clear Goals and Objectives:** The first step in implementing research policies is to clearly define the goals and objectives of the policy. This involves identifying the key issues and challenges that the policy is designed to address, as well as the specific outcomes that are expected.
- 2. Develop an Action Plan:** Once the goals and objectives have been established, develop an action plan that outlines the specific steps and activities that are needed to implement the policy. This may involve identifying the resources, personnel, and funding needed to carry out the plan.
- 3. Identify Stakeholders:** Identify the stakeholders who will be affected by the policy and involve them in the planning and implementation process. This may include researchers, funding agencies, policymakers, industry partners, and other stakeholders who have an interest in the research.
- 4. Establish Monitoring and Evaluation Mechanisms:** Set up mechanisms for monitoring and evaluating the implementation of the policy. This may involve developing metrics to measure progress, establishing reporting requirements, and conducting regular evaluations to assess the effectiveness of the policy.
- 5. Provide Training and Support:** Provide training and support to researchers and other stakeholders to help them understand and implement the policy. This may include workshops, training programs, and other capacity-building activities.
- 6. Communicate Effectively:** Effective communication is critical for the successful implementation of research policies. This involves communicating the goals and objectives of the policy, providing regular updates on progress, and engaging stakeholders in ongoing discussions and feedback.
- 7. Continuously Adapt and Improve:** Continuously adapt and improve the policy based on feedback and evaluation results. This may involve making changes to the policy or



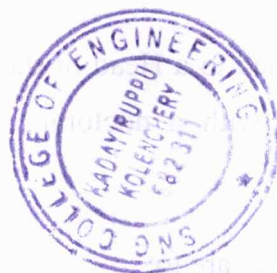
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modifying implementation strategies to ensure that the policy is effective and achieves its intended outcomes.

Overall, the implementation of research policies requires a comprehensive and systematic approach that involves careful planning, stakeholder engagement, effective communication, and ongoing monitoring and evaluation. By following these implementation methods, the ORI and college can ensure that our research policies are effectively implemented and achieve their intended outcomes.



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OFFICE OF RESEARCH INTEGRITY (ORI) STRUCTURE

To cultivate and sustain a culture of research integrity, an Office of Research Integrity (ORI) is to be established. The objectives of ORI are:

- 1) Keep abreast of current good practices for promoting proper management and conduct of research
- 2) Deploy a research management and monitoring system to keep track of grant proposals, research projects, publications, and other research products
- 3) Develop a checklist and training programmes for researchers to familiarize themselves with research integrity and potential pitfalls
- 4) Provide a code of conduct (processes and procedures for dealing with allegations of research misconduct)
- 5) Build checks to minimize conflicts of interest among members/ reviewers.

The ORI will provide guidelines regarding processes and procedures for dealing with allegations of research misconduct. The guidelines will

- a) Provide clarity regarding procedures for addressing allegations of misconduct, Plagiarism, etc.
- b) Keeping facilitate records and documenting (i) the source of the allegation, (ii) how the allegation was addressed, (iii) the outcome of the investigation, and (iv) the penalties meted out, if any.

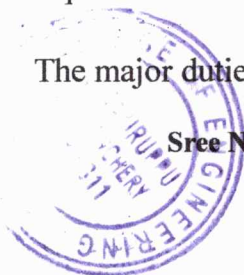
1. Head - ORI: major duties and responsibilities

The ORI comprises the Chairman (the CEO), Vice-Chairman (the principal), Member Secretary and Members which include Heads of Departments, Deans of Research, DIRC Member, Ethics committee, the legal advisor and subject experts as external members.

The role of Head of ORI is assigned to a Head of the Department or staff, not below the rank of Associate Professor with a doctorate and not less than 10 years of experience.

The major duties and responsibilities are to:

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1. Ensure a suitable ecosystem for research and development in the institution
2. Formulate and amend suitable research policies and practices that are to be followed in the Institution
3. Ensure integrity and ethical practices in research activities by facilitating approvals in formal committees
4. Equip faculty, research scholars and students through capacity-building initiatives like **Skill-up Programmes and Training Group [SPATG]**.
5. Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure
6. Encourage faculty and students to be involved in research projects and publish papers in indexed journals through incentives and awards
7. Facilitate access to grants and funding for research projects through governmental and non-governmental organisations at national and international levels.

2. Principal Members - ORI

The principal member together with the Head ORI will:

1. Ensure a suitable ecosystem for research and development in the institution
2. Encourage faculty and students to be involved in research projects and publish papers in indexed journals through incentives and awards
3. Ensure each department is regularly involved in any Innovation, Research and Extension activities.
4. Ensure operational and execution integrity of research and innovation and promote proactive research and innovation culture in the corresponding stream of study.
5. Ensure the coordination between staff and students to encourage effective innovations and instil a research culture within the campus.
6. Encourage learning through research and innovation




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3. ORI Structure

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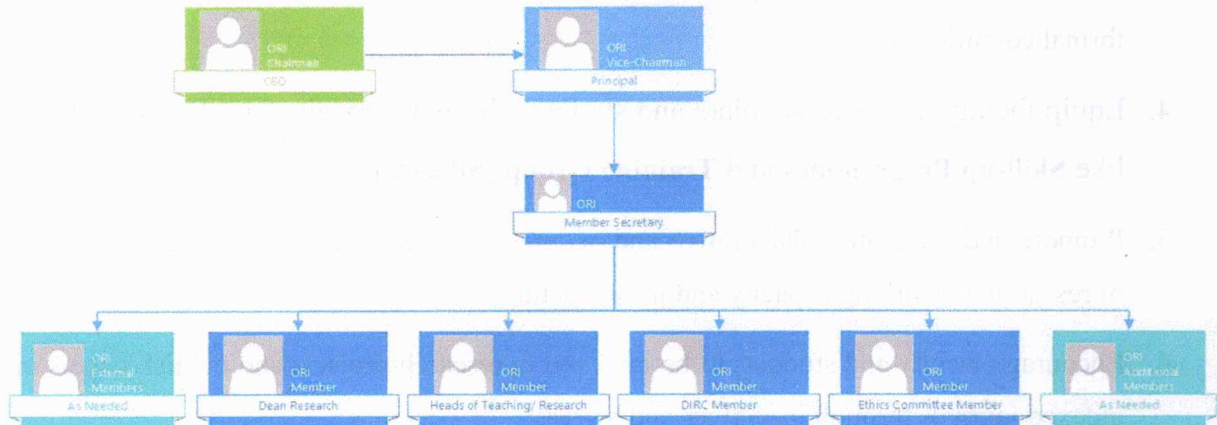


Fig. 1: ORI Structure

4. Associate Members – ORI

1. Associate members are elected based on the urgency and requirement of the project and as and when the additional resource is needed.



POLICY OF FUNDING FOR RESEARCH AND INNOVATION

The funding policy for research and innovation in the colleges can vary depending on the institution and the funding agency. A few general guidelines for strengthening the research funding are

1. **Government/ Non-Government funding:** The Indian government provides funding for research and innovation through various agencies such as the Department of Science and Technology (DST), Department of Biotechnology (DBT), Department of Atomic Energy (DAE), the Council of Scientific and Industrial Research (CSIR), various initiatives of the Ministry of Education (MoE), and the various other funding agencies and NGOs. These agencies provide grants for research projects, fellowships, and infrastructure development.
2. **Industry collaborations:** Many engineering colleges in India collaborate with industries for funding research and innovation projects. The utilisation of these collaborations can provide funding for specific projects and also provide opportunities for students to work on real-world problems and gain practical experience.
3. **International collaborations:** The college can also seek funding for research and innovation through international collaborations. Many international agencies provide funding for research projects, fellowships, and exchange programs.
4. **Private funding:** Private organizations and individuals can also provide funding for research and innovation projects in engineering colleges. These can include philanthropic organizations, venture capitalists, and angel investors.

The implementation of these clear research and innovation policy will help to develop partnerships with funding agencies and industry partners. Additionally, a well-established research infrastructure, including laboratories, equipment, and qualified faculty, will help to attract funding and support high-quality research.



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THE POLICY OF RESEARCH ETHICS

Sree Narayana Gurukulam College of Engineering (SNGCE) is committed to conducting research in an ethical and responsible manner. The college has established a set of policies on research ethics to ensure that all research conducted at SNGCE are in accordance with the highest ethical standards.

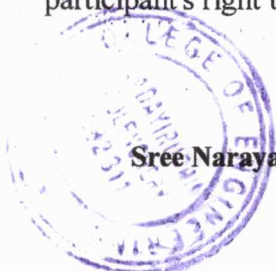
The SNGCE Policies on Research Ethics are based on the following principles:

- **Respect for persons:** All research participants must be treated with respect and dignity.
- **Beneficence:** Research should be conducted in a way that minimizes harm and maximizes potential benefits.
- **Justice:** The benefits and burdens of research should be distributed fairly.
- **Transparency:** All research should be conducted in a transparent manner, and all research data should be made available to the public.
- **Accountability:** All researchers should be accountable for their actions, and should be held responsible for any ethical violations.

The SNGCE Policies on Research Ethics are designed to protect the rights and welfare of research participants, and to ensure that research conducted at SNGCE is conducted in an ethical and responsible manner. These policies are intended to be interpreted in a flexible manner, and should be applied in a way that is consistent with the principles of ethical research.

The following are some of the specific requirements of the SNGCE Policies on Research Ethics:

- **Informed consent:** All research participants must provide informed consent before participating in research. Informed consent means that participants must be given all of the information they need to make an informed decision about whether or not to participate in research. This information should include the purpose of the research, the methods that will be used, the potential risks and benefits of participating, and the participant's right to withdraw from the research at any time.



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- **Confidentiality:** The confidentiality of all research participants must be protected. This means that researchers must not share any personal information about their participants without their consent.
- **Data management:** All research data must be managed in a way that protects the confidentiality of the participants and the integrity of the data.
- **Disclosure of conflicts of interest:** All researchers must disclose any financial or personal ties to the research.
- **Reporting of research misconduct:** Any research misconduct, such as plagiarism or data falsification, must be reported to the SNGCE.

The SNGCE takes research ethics very seriously, and is committed to ensuring that research conducted at SNGCE is conducted in an ethical and responsible manner. For any questions about the SNGCE Policies on Research Ethics, the SNGCE Ethics Committee is to be contacted.

Here are some additional tips for conducting ethical research at SNGCE:

- Be transparent about your research. Participants should be aware of the purpose of their research, the methods that will be used, and the potential risks and benefits of participating.
- Obtain informed consent from all participants. This means that participants must understand the research and agree to participate voluntarily.
- Protect the confidentiality of the participants. This means that are should not share any personal information about the participants without their consent.
- Disclose any conflicts of interest. Details of financial or personal ties to the research, if any you should be disclosed to the participants.
- Report any research misconduct. If you become aware of any research misconduct, such as plagiarism or data falsification is noticed, the same should be the reported to the appropriate authorities.


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THE POLICY OF PUBLICATION ETHICS

Sree Narayana Gurukulam College of Engineering (SNGCE) is committed to the highest standards of publication ethics. The college has adopted the following policies to ensure that all publications by SNGCE faculty, students, and staff are made in an ethical and responsible manner.

1. Plagiarism

Plagiarism is the use of another person's work without proper attribution. It is a serious offense that can have serious consequences, including academic dishonesty charges, expulsion from the college, and the loss of professional opportunities.

SNGCE has a zero-tolerance policy for plagiarism. All publications by SNGCE faculty, students, and staff must be free of plagiarism. All authors are responsible for ensuring that their work is original and that all sources are properly cited.

2. Data falsification and fabrication

Data falsification is the intentional manipulation of data to make it appear to support a particular conclusion. Data fabrication is the creation of false data. Both are serious offenses that can have serious consequences, including academic dishonesty charges, expulsion from the college, and the loss of professional opportunities.

SNGCE has a zero-tolerance policy for data falsification and fabrication. All publications by SNGCE faculty, students, and staff must be based on accurate and reliable data. All authors are responsible for ensuring that their data is accurate and that all methods are properly described.

3. Multiple publication

Multiple publication is the publication of the same or substantially similar work in more than one venue. It is considered unethical because it can mislead readers and waste research resources.



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SNGCE has a policy on multiple publication that requires all authors to obtain permission from the college before submitting a manuscript for publication that has been previously published or is under consideration for publication elsewhere.

4. Authorship

Authorship is a measure of responsibility for a piece of work. All authors of a publication must have made a significant contribution to the work.

SNGCE has a policy on authorship that requires all authors to meet the following criteria:

- They must have made a significant intellectual contribution to the work.
- They must have approved the final version of the manuscript.
- They must be willing to take public responsibility for the work.

5. Confidentiality

Confidential information is information that is not publicly known and that is not intended to be shared with others. It is important to protect confidential information, especially when it is related to research.

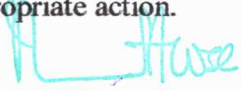
SNGCE has a policy on confidentiality that requires all authors to protect confidential information. This includes information that is shared with them by their research participants, their colleagues, or their employers.

6. Reporting of research misconduct

Research misconduct is any intentional act that seriously compromises the integrity of the research process. It includes plagiarism, data falsification and fabrication, multiple publication, and authorship misconduct.

SNGCE has a policy on research misconduct that requires all faculty, students, and staff to report any suspected research misconduct to the college's ethics committee. The ethics committee will investigate reports of research misconduct and take appropriate action.




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THE POLICY OF RESEARCH PROMOTIONS

The research promotion policy of a college is a set of guidelines and strategies of ORI designed to encourage and support research activities among faculty and students. The following are some key elements of the research promotion policy for our college:

1. **Encouraging a research culture:** The policy should emphasize the importance of research as an integral part of the academic mission of the college. It should encourage a culture of curiosity, innovation, and creativity among faculty and students.
2. **Providing funding and resources:** The college should allocate resources for research activities, including funding for research projects, travel grants, and access to research facilities and equipment.
3. **Supporting interdisciplinary research:** The policy should encourage collaboration across disciplines and departments to promote interdisciplinary research, which can lead to more innovative and impactful research outcomes.
4. **Recognizing and rewarding research excellence:** The college should establish a system to recognize and reward research excellence among faculty and students. This can include awards, fellowships, and other forms of recognition.
5. **Promoting the dissemination of research outcomes:** The policy should emphasize the importance of disseminating research outcomes through publications, presentations, and other channels. The college should provide support for faculty and students to present their research at conferences and publish their work in high-quality journals.
6. **Establishing partnerships with industry and other institutions:** The policy should encourage the establishment of partnerships with industry and other institutions to promote research collaborations and knowledge transfer.
7. **Providing training and mentorship:** The college should provide training and mentorship opportunities to help faculty and students develop their research skills and knowledge.



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The effective research promotion policy will provide a supportive and enabling environment for research activities and encourage a culture of excellence and innovation among faculty and students.



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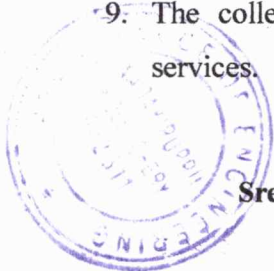
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POLICY ON CONSULTANCY

The SNGCE has the following general policy on consultancy services:

1. Consultancy is a practice of sharing intellectual knowledge, and expertise, as an individual staff or a group of staff members using the resources / facilities / infrastructure of the institution for offering solutions to the problems (received from collaborating industries / corporate / institutions).
2. All faculty members are encouraged to take up a consultancy with relevant institutions and corporates of high repute.
3. The consultancy provided may be of two types:
 - o An individual staff offering consultancy on behalf of the institution
 - o A group / a team of staff members offering consultancy on behalf of the institution.
4. The consultancy services might include - providing subject-specific input / offering technical assistance, data analysis, policy drafting, theoretical framework, advisory in HR / healthcare / business / finance, making of prototype / model / product designing / software designs and technical analysis.
5. Appropriate Memorandum of Understanding (MoU) and Memorandum of Agreement (MoA) need to be executed between the college and industries / corporate / institutions, seeking consultancy services.
6. The ORI and R&D will receive the problem statement(s) from collaborating industries / corporate / institutions. The principal consultant will be identified by the ORI or the team authorized by the ORI.
7. A detailed work plan, including consultancy fee needs to be approved by both the partnering institutions before the commencement of consultancy.
8. The consultancy services should not interfere in the discharge of primary duties of faculty members of the college.
9. The college management will provide the necessary amenities for the consultancy services.

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10. All consultants need to abide by the revenue sharing criteria determined by the college, which would be decided for the individual projects.
11. Any difficulty or challenge faced during the course of consultancy should be brought to the immediate knowledge of the ORI and the partnering institutions / organization.
12. The consultancy fee payment schedule must be mutually agreed upon before beginning the work.
13. Any deviation from the objectives and terms of reference of consultancy services should be approved by both institutions.
14. On the consultancy completion, a report must be submitted to the college and the partnering industries / corporate / institutions.



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POLICY ON INNOVATION AND DEVELOPMENT

The Office of Research Integrity functions as per the following general policy and guidelines to achieve high-quality and world-class research standards

1. To organise workshops, conferences and seminars to provide a conducive climate for research and development.
2. To provide information and news bulletins on research projects and research funding of national and international agencies.
3. To sensitise Departments and faculty on potential research and development spheres areas.
4. To establish an integrated and inter-departmental research environment to nurture research culture.
5. To facilitate collaborative research projects and activities with national and international institutions, industries and other professional bodies.
6. To encourage research at BTech, MBA, MCA, Science, M.Phil., PhD and Post - Doctoral levels through provisions of research awards and rewards.
7. To motivate faculty and students to publish and present research papers/articles at various national and international conferences and seminars by providing appropriate financial grants.
8. To provide infrastructural facilities to Departments and faculty members to facilitate and promote research.
9. To identify financial and infrastructural resources to improve and strengthen research competencies.
10. To offer financial assistance (full/partial) to encourage the staff and research scholars to present research papers in conferences/seminars.
11. To encourage the publication of books, monographs, research papers, book chapters etc., by providing financial assistance and infrastructural research ambience.



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12. To bring out exclusive research journals in the Management, Sciences and Technology disciplines.
13. To encourage the staff by way of leave with a lien on substantive poststo register for and acquire Doctoral Degree.
14. To encourage Departments for the publication of conference proceedings with ISSN.
15. To encourage IPRs and start-ups as an outcome of research and development endeavours.
16. To offer research facilities to students, especially the underprivileged from other institutions of the state and country to nurture their research skills.

1. Anti-plagiarism policy

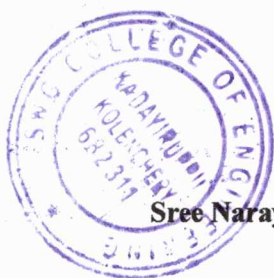
An anti-plagiarism policy for the college typically outlines the guidelines and procedures for identifying and addressing instances of plagiarism among students. Some key elements are included in the anti-plagiarism policy for college as follows:


- i. **Definition of plagiarism:** The policy should provide a clear definition of plagiarism, which may include using someone else's work or ideas without proper attribution, submitting work that has been previously submitted for academic credit, or purchasing and submitting work from a third party.
- ii. **Guidelines for proper citation:** The policy should outline the proper citation guidelines for different types of sources, such as books, journals, websites, and other resources. This may include specifying the citation style to be used.
- iii. **Consequences of plagiarism:** The policy should clearly outline the consequences of plagiarism, which may include receiving a failing grade for the assignment, failing in the course, suspension or expulsion from the college, or other disciplinary action.
- iv. **Detection of plagiarism:** The policy should outline the procedures for detecting plagiarism, which may include using plagiarism detection software or conducting manual checks of the work.



- v. **Procedure for reporting plagiarism:** The policy should outline the procedure for reporting suspected cases of plagiarism, which may include notifying the instructor or academic department, submitting evidence of plagiarism, and initiating an investigation.
- vi. **Appeal process:** The policy should outline the appeal process for students or researchers who have been accused of plagiarism and wish to dispute the findings.
- vii. **Educational resources:** The policy should provide information about educational resources available to help students avoid plagiarism, such as workshops, tutorials, and online resources.

The effective anti-plagiarism policy will be communicated clearly to all students and faculty members, and are regularly reviewed and updated as needed. By implementing a clear and consistent policy, colleges can help promote academic integrity and ensure that all students have a fair and equal opportunity to succeed.




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POLICY ON INSTITUTIONAL REVIEW BOARD

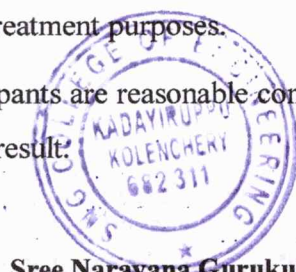
The purpose of the Institutional Review Board (IRB) is to protect the rights and well-being of human subjects involved in research at the SNG College of Engineering (SNGCE). A Human Subject means: "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information" (Code of Ethics of Research and Innovation). All research originating from SNGCE faculty members, staff or students should be reviewed for the protection of human subjects by the IRB. Research originating from outside of SNGCE but involving the study of SNGCE students or employees must also be reviewed by the IRB. All research must be approved by the IRB before starting the research project.

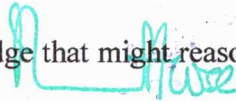
1. IRB

SNGCE's IRB will be, made up of four full-time Principal Members including the Head of ORI, three HoDs or Department Nominees. There will be One external member who will be a leading scientist/ academician. More members may be co-opted for specific projects as and when needed for the role of associate IRB members. The Departments of various streams will provide staff support to the IRB.

The following policies guide all IRB activities and procedures outlined in this document.

1. IRB acknowledges and accepts its responsibility for protecting the rights and welfare of human subjects participating in our research.
2. IRB assures that it and its investigators have satisfied the following requirements before involving human subjects:
 - a. Risks to participants are minimized by using procedures that are consistent with sound research design and do not unnecessarily expose participants to risks or duplicate procedures that are already being performed on participants for prevention, diagnostic, or treatment purposes.
 - b. Risks to participants are reasonable compared to the knowledge that might reasonably be expected to result.





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3. The principal investigator (PI) will acquire informed consent appropriate to the project from each prospective participant or the participant's legally authorized representative unless otherwise exempted by the law of research ethics.
4. When required, the principal investigator will appropriately document informed consent and will retain it in a secure manner such as a locked file cabinet or protected computer server.
5. Each research project will have adequate provisions to protect individual participants' privacy and maintain data confidentiality.

In addition to these, the IRB of the institution has to

- a) engage with staff and students in preparing a research project
- b) make staff and students aware of ethical research practices and help them comply with the formal aspects of ethical and intellectual property regulations
- c) guide staff and students through an institution's rules and regulations that govern the proper conduct of research
- d) provide academic advice, including specific guidance on how to conform to the norms and expectations of the academic field
- e) support staff and students in developing their careers both during candidature and beyond
- f) give constructive and critical assessments of the candidates' work
- g) ensure timely feedback, preferably in writing, regarding the progress
- h) assist staff and students with non-academic issues whenever necessary
- i) engage external expert help, where needed, to supplement the internal expertise within an institution for comprehensive guidance.




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