



# Sai Ram Engineering College

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi  
Accredited by NBA and NAAC "A+" | An ISO 9001:2015 Certified and MHRD NIRF ranked institution

Sai Leo Nagar, West Tambaram, Chennai - 600 044.



## R&D Policy Document





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Dated: 20.02.2020

## RESEARCH POLICY

(w.e.f. 01.06.2020)

Scientific knowledge is indispensable for the growth and development of the society and its impacts have been well understood and appreciated by all the societies of the world. Basic research in science and technology are mostly initiated in the educational and research institutions which are executed by the innovative young minds, the students and scholars and guided by the learned faculty. Research projects and innovative activities are undertaken regularly at Sri Sai Ram Engineering College, and it is one of the key missions to achieve the vision of the Institute.

The research policy of Sri Sai Ram Engineering College is developed in line with the vision of the college that promotes the research opportunities of high standards among the learners.

The college will constitute a research advisory committee that provides valuable suggestions and guidelines to march towards the vision of the Institution. The research advisory committee comprises of Internal and External advisory members which will meet once in a semester to monitor the R & D activities.

### Academic Research

- Provision for stipend to Full-time research scholars in the research centres.
- Faculty exchange program with sponsorship.
- Provision for 10% of project cost as seed money.
- Provision for Special Study Leave (SSL) for faculties pursuing research

### Research Proposals

- The Principal Investigators of the funded projects shall be provided with incentives.

### Research Publications

- Incentives shall be provided to faculty members for quality publications.

### Patents

- Provision to reimburse the patent filing charges by the Institution.

### Publications in Conferences

- Provision to pay conference registration fees, TA & DA and boarding allowances for faculties and students.

### Books & Chapter Contribution

- Incentives shall be provided to faculty members for books and chapter contributions.

## MoU's

Signing of MoU's for the purpose of

- Student exchange programs
- Faculty exchange programs
- Project Grant
- SEED Money
- Industry Training & Internship
- Utilization of resource person
- Consultancy Activities.



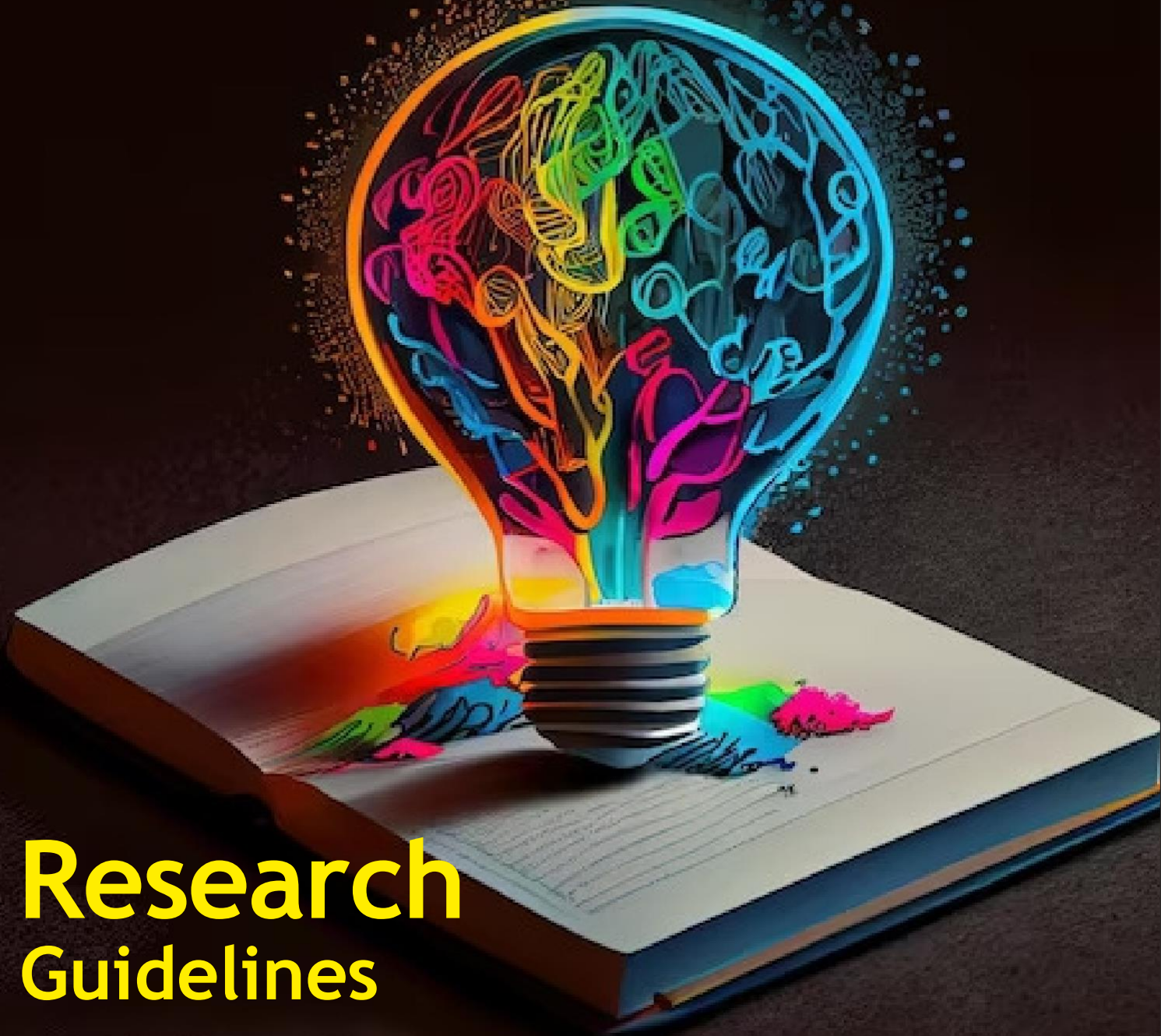


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INSTITUTIONS



# Research Guidelines







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GUIDELINES–ACADEMIC/SPONSOREDRESEARCH,CONSULTANCY&PATENT			
Doc.No:SriSaiRamEngineeringCollege/Ph.DGuidelines 2023		Rev 2.0	July2023
<b>I.GuidelinesforDoctorofPhilosophy</b>			
<b>1</b>	<b>Ph.DProgramme</b>		
	<b>1.1</b>	<b>FulltimePh.D.Programme</b>	
	1.1.1	Eligible Candidates under Full time shall do research work under Anna University Recognised departments of Sri Sai Ram Engineering College and shall be available during the working hours for curricular, co-curricular and related activities.	
	1.1.2	Full time scholar shall necessarily sign in the attendance register and register his/her biometric attendance on all working days at the respective research departments of Sri Sai Ram Engineering College.	
	<b>1.2</b>	<b>Part-timePh.DProgramme</b>	
	1.2.1	Eligible Candidates sponsored by the respective employers shall do research work under Anna University recognised departments of Sri Sai Ram Engineering College in Part-time.	
	1.2.2	Eligible Candidates of Sri Sai Ram Engineering College can carry out research work with any UGC recognised universities in India. They should submit all the relevant necessary documents to the Centre for Research, Sri Sai Ram Engineering College.	
	<b>1.3</b>	<b>ChangeofCategory(FulltimetoparttimeorViceVersa)</b>	
	1.3.1	The change of category (Full-time to Part time or Vice-Versa) shall be approved only once in the tenure, subject to submission of necessary documents to Centre of Research, Sri Sai Ram Engineering College along with the recommendation of the Supervisor, Head of the Department and Dean (Research), Sri Sai Ram Engineering College.	
<b>2</b>	<b>Admission</b>		
	<b>2.1</b>	<b>AdmissionProcedure</b>	
	2.1.1	Ph.D Selection and Eligibility are followed as per Anna University(AU) regulations (Visit <a href="https://annauniv.edu/research">https://annauniv.edu/research</a> ) / UGC recognised universities in India and submit through proper channel to the Centre for Research, Sri Sai Ram Engineering College before the due date as indicated in the notification issued by the University.	
	<b>2.2</b>	<b>DurationofPh.DProgramme</b>	
	2.2.1	The duration of the programme and the time for submission of Thesis are counted from the date of provisional registration issued by Anna University or the respective UGC recognized University.	
	2.2.2	As per the Anna University regulations, the maximum duration of the programme in Engineering, Technology and allied programmes for Full- time/part-time shall be three years. The minimum duration of the programme in Science & Humanities for Full-time/part-time shall be three years. The maximum duration for the programme shall be six years.	



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		2.2.3	The candidates must be stipulated with the minimum and maximum duration of the Ph.D program as per the guidelines of the respective UGC recognized University.
	<b>2.3</b>	<b>Extension of Maximum Duration</b>	
		2.3.1	Scholars who do not submit the thesis within the maximum duration of the programme (six years) shall apply for extension of time three months before the completion of six years recommended by the supervisor through Centre for Research, Sri Sai Ram Engineering College as per University guidelines.
		2.3.2	In such cases, a maximum grace period of one year, beyond the normal maximum period of six years shall be granted by the Director (Research), AU to enable the scholar to submit the Synopsis and Thesis. However, the final six months grace period shall be granted by the Centre for Research, AU only if the scholars submit the synopsis and apply for extension with the recommendation of the Supervisor, at least one month prior to the expiry of the previous extension. Double the semester fees as prescribed from time to time shall be paid beyond the maximum duration.
		2.3.3	If the scholar fails to submit the Thesis within the extended period, the registration shall be cancelled and the name be removed from the rolls by the Anna University as per the University guidelines. In case, if the norms specified in the regulation of Anna University is not met by the scholar, the registration is liable for cancellation administratively by the Anna University.
<b>3</b>	<b>Supervisor</b>		
	<b>3.1</b>	<b>Supervisor Recognition</b>	
		3.1.1	The applicant for Supervisor recognition shall submit the application to the Centre for Research, Sri Sai Ram Engineering College. <ul style="list-style-type: none"> <li>a. Regular Full-time Professor shall have at least five publications to his/her credit. Out of the five journal publications, a minimum of four publications must be from the journals listed in the Centre for Research website and one publication in UGC-CARE listed journal in the relevant field.</li> <li>b. Regular Full-time Associate Professor shall have at least five publications to his/her credit. Out of the five journal publications, a minimum of three publications must be from the journals listed in the Centre for Research website and two publications in UGC-CARE listed journals in the relevant field.</li> <li>c. Regular Full-time Assistant Professor shall have at least three publications to his/her credit. Out of the three journal publications, a minimum of two publications must be from the journals listed in the Centre for Research website and one publication in UGC-CARE listed journal in the relevant field.</li> </ul>
		3.1.2	The application for supervisor recognition shall be processed by Centre for Research, Sri Sai Ram Engineering College and may be considered based on the publication and experience of the applicant under extraordinary conditions which shall be recommended for the approval.
		3.1.3	Supervisors working in the non-recognised research Departments of Sri Sai Ram Engineering College shall function only as Joint Supervisor which shall also be brought to the notice of Centre for Research, Sri Sai Ram Engineering College for approval.



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	3.1.4	The applicant for Supervisor recognition shall abide the rules and regulations of the respective UGC recognised University. Also, the recognized supervisor details and all relevant documents must be submitted to the Centre for Research, Sri Sai Ram Engineering College.
<b>3.2</b>	<b>Registration Under Recognized Supervisor</b>	
	3.2.1	As per the Anna University regulations, a maximum of registrations shall not exceed 8 / 6 / 4 by Professor / Associate Professor / Assistant professor respectively at any time.
	3.2.2	The maximum number of registration must be stipulated as per the respective UGC recognised University regulations at any time.
<b>3.3</b>	<b>Change of Supervisor</b>	
	3.3.1	Change of Supervisor for a research scholar shall be forwarded by Centre for Research, Sri Sai Ram Engineering College and recommended for approval on valid reasons based on the regulations of Anna University along with the request of the Supervisor and / or the recommendation of the Head of the Department of the Supervisor to take care of the administrative and research responsibilities of the scholar.
	3.3.2	Change of Supervisor for a research scholar with other UGC recognised university shall be properly reported to the Centre for Research, Sri Sai Ram Engineering College through appropriate channel.
<b>3.4</b>	<b>Violation of Regulations by the Supervisor / Joint Supervisor</b>	
	3.4.1	Any violation of Anna University Ph.D. regulations by the Supervisor / Joint Supervisor shall lead to the withdrawal of his/her supervisorship either permanently or for a maximum periods of five years and he/she shall be debarred from guiding the scholars for any research programme in the University till such period by Anna University.
	3.4.2	Any violation of Ph.D regulations of the respective UGC recognised university by the Supervisor / Joint Supervisor should abide the concerned guidelines of that University and subsequent actions must be reported to the Centre for Research, Sri Sai Ram Engineering College through appropriate channel.
<b>4</b>	<b>Doctoral Committee</b>	
	4.1	There shall be a Doctoral Committee for every scholar to monitor the progress of research work. For every scholar, the Supervisor shall furnish 2 panels of 3 each with Doctoral qualification in the field of proposed research as per the regulations of Anna University.
	4.2	All the Doctoral Committee meetings shall be conducted at the Centre for Research, Sri Sai Ram Engineering College in the presence of Dean (Research), and Head of the Institution, Sri Sai Ram Engineering College. However, the meetings of Doctoral Committee should be informed to the Head of the Institution with a copy to Dean (Research), Sri Sai Ram Engineering College well in advance.
	4.3	Change of Doctoral Committee member for the scholar based on the request of the supervisor under extraordinary circumstances permitted by Anna University shall be brought to the notice of Centre for Research, Sri Sai Ram Engineering College.





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5		Programme Structure	
	<b>5.1</b>	<b>Course Work</b>	
	5.1.1	The Doctoral Committee of a scholar shall meet within three weeks from the date of communication of his/her provisional registration to prescribe the course works.	
	5.1.2	<p>A minimum of four course works of 12 Credits relevant to the area of research and offered under any approved PG programme of the University shall be recommended by the Doctoral Committee which shall be verified by Centre for Research, Sri Sai Ram Engineering College to ensure that the scholar has not undergone the same in his/her PG programme.</p> <p>The Doctoral Committee may also consider recommending relevant PG-level Online Courses from NPTEL (up to a maximum of 4 courses) as an alternative to the course works prescribed above (Refer to Clause 13.1.2 of Ph.D. Regulations 2020). The courses which are evaluated and certificates with grades/marks issued alone will be considered.</p>	
	5.1.3	The scholar shall attend the classes along with PG students and will be evaluated in the same relative grading scale of the course work. The relevant supporting documents/records shall be submitted after due audit to Centre for Research, Sri Sai Ram Engineering College.	
	5.1.4	No change in the course work prescribed shall be made without the approval of the Doctoral Committee through the Centre for Research, Sri Sai Ram Engineering College.	
	5.1.5	Regularly offered PG Electives shall not be taken as Special Elective and the scholar shall wait to undertake such course work when it is offered to the PG students in the Department.	
	5.1.6	If any course work, specific to the area of research has to be newly designed, the such course work shall be formulated as a Special Elective to be covered in not less than 45 contact periods of instruction and the course work syllabus shall be designed by the Supervisor, recommended by the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College. These course works shall be of PG level. A scholar shall be permitted to undertake only one such Special Elective with due approval from Centre for Research, Sri Sai Ram Engineering College. If any approved Elective is not offered to PG students and attended by less than 5 research scholars, such course work shall be considered only as Special Elective.	
	5.1.7	In the case of Special Elective, details of contact classes shall be maintained in the attendance register. The evaluation pattern for internal assessment will be similar to that of documents/records shall be submitted after due audit to Centre for Research, Sri Sai Ram Engineering College.	
	5.1.8	The scholars shall secure a CGPA of 7.0 in the course works in order to become eligible for the comprehensive examination. The scholar who fails to secure a CGPA of 7.0, with the recommendation of the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College, he/she shall undertake one more course work relevant to the area of research offered under any approved PG programme of the Anna University or rewrite the examination from any one of the course works (other than the Special Elective) undertaken, to improve the CGPA to 7.0 (Best four course works shall be considered, if additional course work is undertaken). A pass in the Comprehensive Examination is required for provisional confirmation of Ph.D. registration.	



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	5.1.9	The prescribed course works shall normally be completed within two years from the date of provisional registration for both Full time and Part-time scholars. If the scholar fails to complete the confirmation of provisional registration beyond three years after his/her registration for the Ph.D programme, the registration of the scholar shall stand cancelled as per Anna University regulations.
	5.1.10	Mark Statement/Provisional confirmation of the course work to be submitted to the Centre for Research, Sri Sai Ram Engineering College immediately after receiving the same from the University. Course work approval copy should be sent to the Principal, Exam cell and Centre for Research.
	<b>5.2</b>	<b>Comprehensive Examination</b>
	5.2.1	On the successful completion of the prescribed course works, as evidence by the grade sheet issued by the Controller of Examinations, Anna University, the Doctoral Committee shall conduct a comprehensive (Written and Oral) Examination for every scholar to test the background knowledge of the scholar in the area of specialization and allied areas. The result of this examination and the results of the course works shall be detailed in the minutes of the Doctoral Committee and forwarded through Centre for Research, Sri Sai Ram Engineering College to Anna University for confirmation of the provisional registration and to proceed further with his/her research work, within two months from the date of the Comprehensive Examination held.
	5.2.2	If the performance of the scholar is not approved by the Doctoral Committee based on the results of Comprehension Examination, a grace period of six months shall be given with due approval through Centre for Research, Sri Sai Ram Engineering College and then at the end of which the scholar shall be re-examined. If found satisfactory, the scholar is provisionally confirmed and is permitted to proceed with his/her research work. Otherwise the provisional registration granted to the scholar shall be cancelled as per the Anna University guidelines.
<b>6</b>	<b>Monitoring the Progress of the Scholar</b>	
	<b>6.1</b>	Commencing from the date of provisional registration till the submission of thesis, all research scholars shall submit the progress report and registration renewal form in the prescribed format duly signed by the Supervisor, Head of the Department of the Supervisor and Centre for Research, Sri Sai Ram Engineering College at least three weeks before the end of every semester.
	<b>6.2</b>	At the Centre for Research, Sri Sai Ram Engineering College, One Seminar presentation shall be given by the scholar before the confirmation of the provisional registration and another presentation prior to the submission of synopsis. Both Seminars shall be open to faculty members and research scholars.
	<b>6.3</b>	After the confirmation of provisional registration, the progress made by the research scholars shall be reviewed by the Doctoral Committee once a year and shall submit the review report to Centre for Research, Sri Sai Ram Engineering College.



<b>7 Submission of Synopsis</b>	
<b>7.1</b>	The scholar shall be permitted to submit the Synopsis only after obtaining the confirmation of provisional registration and completion of the minimum duration of the programme applicable to the scholar. However, a scholar shall be permitted to submit the Synopsis (after obtaining confirmation) three months prior to the completion of his/her minimum duration, provided the scholar has published two research articles (and the journal concerned) in referred impact factor journals in the field of specialization as first author or second author, if the Supervisor is first author, based on his/her research work and specifically recommended by the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College. Publications of the scholars where a PG student is a corresponding author shall not be considered for processing of his/her Synopsis.
<b>7.2</b>	The scholar shall not publish research article with similar contents in part or full in more than one journal, which would result in Self Plagiarism.
<b>7.3</b>	The scholar shall make a presentation to the review committee consist of the Supervisor, Head of the Department, Dean (Research), and Head of Institution, Sri Sai Ram Engineering College for the Synopsis approval.
<b>7.4</b>	The Scholar should provide a plagiarism report from "URKUND" Software/any other relevant plagiarism tool as prescribed by the concerned University for the Synopsis and all Published/accepted Papers listed in Synopsis. The report is mandatorily obtained from the Supervisor login of the software.
<b>8 Submission of Thesis</b>	
<b>8.1</b>	Thesis shall be prepared in accordance with the format and specification prescribed by the Anna University. One copy of thesis in PDF format (to be uploaded) and a hard copy shall be submitted only after the acceptance of Synopsis and within three months from the date of approval of the synopsis by the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College along with one hard copy of the abstract of the Thesis each in English and Tamil (in about 400 words). Under extraordinary circumstances, submission of Thesis shall be permitted up to a maximum period of six months, with prior approval from the Principal through Centre for Research, Sri Sai Ram Engineering College and shall be submitted for the approval of Anna University.
<b>8.2</b>	The Review Committee, Sri Sai Ram Engineering College shall scrutinize the thesis to assess the overall layout, contents and the quality of presentation of the Thesis. Also, ensure the submission of plagiarism report obtained from the Supervisor login of the URKUND software/any other relevant plagiarism tool as prescribed by the concerned University. The deviation, if any, shall be rectified by the scholar in consultation with the Supervisor and the same shall be approved by the Centre for Research, Sri Sai Ram Engineering College
<b>9 Oral Examination</b>	
<b>9.1</b>	On receipt of the Thesis evaluation reports, the Doctoral Committee shall meet at Centre for Research, Sri Sai Ram Engineering College within three months and recommend a panel of three experts (Other than the Parent Institution) from different recognized institutions within India, along with their publication details in the last five years for constitution of an Oral Examination Board. No two experts shall be from the same Institution.





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9.2	The Oral examination shall be only be conducted at Sri Sai Ram Engineering College within three months as "Open Defense Type" Examination. The Oral examination should not be conducted on Saturday, Sunday and public holidays. The circular for the same shall be communicated subjected to the approval through Centre for Research Sri Sai Ram Engineering College to the Anna University faculty members/ research scholars/ other departments/ other Institutions, at least one week prior to the Viva-Voce Examination. A minimum of thirty members excluding Oral Examination Board members shall be present for the Viva-Voce Examination.
9.3	On satisfactory completion of the Viva-Voce Examination, the scholar shall submit the corrected Thesis in A5 size in accordance with the format and specification prescribed by Anna University, duly certified by the supervisor and Joint Supervisor, if applicable, that all the corrections have been incorporated in the Thesis as suggested by the examiners. One Hard copy of the corrected Thesis shall be submitted to the Main Library, Sri Sai Ram Engineering College and Soft copy of the thesis should be uploaded in the University website.
9.4	On receipt of the Thesis evaluation reports by other UGC recognized university; The Oral examination shall only be conducted by their norms, and the reports of satisfactory completion of Viva-voce examination must be submitted to the Centre for Research, Sri Sai Ram Engineering College through proper channel. Subsequently; a copy of the Ph.D. Degree shall also be submitted to the Centre for Research, Sri Sai Ram Engineering College.
<b>10</b>	<b>Award of the Ph.D Degree</b>
10.1	If the report of the Oral Examination Board is SATISFACTORY, the scholar shall be awarded Ph.D. Degree with the approval of the Syndicate, Anna University. A copy of the Ph.D. Degree shall be submitted to the Centre for Research, Sri Sai Ram Engineering College.



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## Annexure – I: Research Scholar – Ph.D. Programme – Submission of documents / Records etc., to Centre for Research, Sri Sai Ram Engineering College

A separate file for individual scholar shall be maintained by the respective supervisor and research scholar and shall be periodically updated by the concerned scholar. The scholar shall submit a copy of the following supporting documents/records/certificates and any other relevant information at the Centre for Research, Sri Sai Ram Engineering College to monitor the progress of the scholar as and when required for annual audit purposes.

A.1.1	<b>Filled in Application Forms</b> submitted to Sri Sai Ram Engineering College along with necessary supporting Documents/ Certificates.
A.1.2	<b>No Objection Certificate</b> issued by Sri Sai Ram Engineering College Management.
A.1.3	<b>Filled in Application Forms</b> submitted to Anna University along with necessary supporting Documents / Certificates.
A.1.4	<b>Provisional Registration</b> issued by Anna University.
A.1.5	<b>Notifications of all Doctoral Committee Meetings.</b>
A.1.6	Recommended <b>Course Works</b> by the Doctoral Committee and <b>Approval</b> issued by Anna University.
A.1.7	<b>Filled in Registration Forms</b> for the prescribed Course Works.
A.1.8	Audited <b>Attendance Information's and log books</b> etc., for the prescribed Course Works.
A.1.9	Audited <b>Internal Assessment Information's and Mark Sheets</b> etc., for the prescribed Course Works.
A.1.10	<b>Grade Sheets</b> for the prescribed Course Works issued by Anna University.
A.1.11	All the <b>Progress Reports.</b>
A.1.12	<b>Notification, Results and Recommendation</b> for the <b>Comprehensive Examination</b> held.
A.1.13	<b>Provisional confirmation</b> issued by Anna University.
A.1.14	<b>Approval for the Change of Category</b> (Full time to Part time or Vice-Versa)/ <b>Change of Supervisor/ Change of Doctoral Committee member/Change of Coursework/Change of Workplace of Scholar or Supervisor or Both/Break of Study/Registration renewal/Extension of Maximum Period</b> if any, issued by Both Sri Sai Ram Engineering College management and Anna University.
A.1.15	<b>Seminar Presentation Report and Recommendation</b> by Doctoral Committee.
A.1.16	<b>Approval for the submission of Synopsis</b> by Sri Sai Ram Engineering College.
A.1.17	<b>Approved Synopsis and Acknowledgement of Submission.</b>
A.1.18	<b>List of Publications and Reprints of all Publications.</b>
A.1.19	<b>Acceptance of Synopsis</b> by Anna University.
A.1.20	<b>Notifications of Viva-Voce Examination.</b>
A.1.21	<b>Provisional Certificate/Ph.D Degree certificate.</b>
A.1.22	<b>Thesis</b> to be submitted to Main Library, Sri Sai Ram Engineering College.
A.1.23	<b>Acknowledgment</b> of Thesis Submission.
A.1.24	<b>Plagiarism Report from "URKUND" Software/Any other relevant Plagiarism tool</b> as prescribed by the concerned University for Synopsis, All published/accepted papers, Thesis, Patent and any other relevant publications.
A.1.25	<b>Any other</b> as notified from time to time.



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## Annexure-II: Recognized Supervisor-Submission of Documents/Record setc., to centre for Research, Sri Sai Ram Engineering College

A separate file for individual Supervisor shall be maintained at the Centre for Research, Sri Sai Ram Engineering College and shall be periodically updated by the Supervisor. The Supervisor shall submit a copy of the following supporting documents /Records /Certificates any other relevant informations at the Centre for Research, Sri Sai Ram Engineering College to monitor the process of Recognized Supervisor.

A.2.1	<b>Filled in application forms</b> for Anna University along with necessary supporting Documents/ Certificates.
A.2.2	<b>List of publications and reprints</b> of at least recent <b>Five publications</b> along with plagiarism Report taken from any plagiarism verification tools.
A.2.3	<b>The copy of application process for supervisor recognition</b> which is approved by the Head of the Institution, Sri Sai Ram Engineering College.
A.2.4	<b>Approval of supervisor recognition</b> issued by Anna University.
A.2.5	<b>Approval of scholar Registration (Twice/Year)</b> issued by Sri Sai Ram Engineering College.
A.2.6	<b>Registered scholar information and status with necessary supporting documents/records/ certificates with university and other universities.</b>
A.2.7	<b>Any other</b> as notified from time to time.

## Head of the Department -Research Department Recognition -Submission of Documents/Records etc., to Centre for Research, Sri Sai Ram Engineering College

A separate file for individual Departments shall be maintained at the Centre for Research, Sri Sai Ram Engineering College and shall be periodically updated by the Research Coordinator of the respective department. The Head of the Department shall submit a copy of the following supporting Documents/ Records/Certificates and any other relevant informations at the Centre for Research, Sri Sai Ram Engineering College to monitor the progress of Research Departments.

A.3.1	<b>Filled in Application Forms</b> for Anna University along with necessary supporting Documents/ Certificates.
A.3.2	<b>List of Publications and Reprint of Publications by Recognized Supervisors.</b>
A.3.3	<b>Approval for Research Department Recognition</b> issued by Sri Sai Ram Engineering College (Application Process).
A.3.4	<b>Approval of Research Department Recognition</b> issued by Anna University.
A.3.5	<b>List of Recognized Supervisors, Ph.D. Holders and Registered Scholars</b> with necessary supporting Documents/Certificates/Publications.
A.3.6	<b>Filled in Application Forms for Renewal of Research Department Recognition.</b>
A.3.7	<b>Approval for Renewal of Research Department Recognition</b> issued by Anna University.
A.3.8	<b>Refereed Research Article Publications</b> of any staff members should be submitted by the Department Heads, which will be appreciated, recognized by the college.
A.3.9	<b>Research Progress through Research Monthly Report</b> with necessary supporting Documents/Certificates/Publications.
A.3.10	<b>Any other</b> as notified from time to time.





## II.GuidelinesforSponsoredResearch/Consultancy/PatentSponsoredResearch Project

1 Sponsoredresearchproject		
1.1	Before submission of Proposaltothefundingagenciesforconducting Research Projectsor Events (such as Conferences, Workshop, Training Programs, Seminars etc.), the Investigators/Faculty in-charges are informed to make the detailed presentation to the review committee at Centre for Research, Sri Sai Ram Engineering College.	
1.2	The Investigators/Facultyin-chargesareinformed toensurethe originalityoftheproposal by verifying the draft with any plagiarism verification software/online tools such as URKUND,IEECCrosscheckportal,iThenticate,Turnitin,Viper,Duplichecker,Copyleaks, Plagiarisma,PlagiarismChecker,PlagScan,Scribbr,Ephorus,etc.,	
1.3	Only after the approval of theReview Committee, they can forward their Proposals throughProperchanneltothefundingagenciesandthe proofofsubmissionsistobe submitted at Centre for Research and their respective departments.	
1.4	Intimationtoinvestigatorsforpresentingproposalsbytheagencies/Intimationof sanction letters are to be submitted to the Centre for Research immediately after receiving the same from the funding agencies.	
1.5	Documentprooffortheconductionof-sponsoredresearchProjects/Eventsareto submitted at Centre for Research in time.	
1.6	Audited utilization certificate is also to be submitted to the Centre for Research and the Accounts Department may maintain separate file for Research Projects/Events.	
2 Consultancy		
2.1	All themembers of the teaching staff may be permitted toundertake consultancy work as per rules and regulations laid down by the management from time to time.Allconsultancyworkwhethercarriedoutbyanindividualoragroupoffacultywillbe considered as college consultancy,andshall be accepted after taking prior permission for undertaking the consultancy work from the Principal and Management.	
2.2	Noconsultancyworkshallbeundertakenunlessetheinitialgrantofconsultancyfee(in part or full) has been received in advance. Depending onthe duration of consultancy works which are likely to continue beyond a financial year, shall be planned in phased manner with advance fee received before the starting of each phase. Faculties have to register the details in Sairam Professional, Academic, Consultancy andExcellence (SPACE).	
2.3	Awrittensignedagreementmustbeobtainedfromtheclientbytheconsultantandbe acceptedandauthorizedbytheconcernedfaculty member,Dean(Research),andthe Principalrespectively.	
2.4	Copy of agreement,finance documents andrelevant technical reports shall be submitted to Centre for Research, Sri Sai Ram Engineering College.	
2.5	Thefaculty memberswhileacceptingaconsultativeorsimilarassignment,keepinmind that the proposed assignment would be in the interest of the college in the long run and will not adversely affect their regular work at the College.	
2.6	Any Consultancy Work / Patent process carried out by anyFaculty / Studentmust sign an appropriateNon-DisclosureAgreement(NDA)withthemutualconcernoftheHeadthe Institutionandthesuitableauthoritiesofpartneringorganization.	



# Sai SAI RAM ENGINEERING COLLEGE

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi  
Accredited by NBA and NAAC "A\*" | An ISO 9001:2015 Certified and MNFD NIRF ranked institution  
Sai Leo Nagar, West Tambaram, Chennai - 600 044. [www.sairam.edu.in](http://www.sairam.edu.in)



3	Patent
3.1	All the departments are informed to submit Innovative Projects to the reviewing committee to finalize the same for patenting process.
3.2	Patenting process fees will be supported by the Institution
3.3	The Institution is the applicant and personals who conceived the idea/projects/prototype/innovations are the inventors.
3.4	Incase the filed patent/granted patent progresses to Technology Transfer/Product Development and subsequent commercial process within the institution/collaboration with other organization, will be supported by the Institution.

**PRINCIPAL**



Sri  
**SAIRAM**  
ENGINEERING COLLEGE

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ISO 21001:2018 Certified and MHRD NIR F ranked institution

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