



C.H. MOHAMMED KOYA

KMEA ENGINEERING COLLEGE

APPROVED BY AICTE

AFFILIATED TO KTU

KMEA Engineering College Edathala

Research and Consultancy Policy

Preamble

KMEA Engineering College is dedicated to creating a lively research environment and fostering high-caliber research, development, and consulting activities across all departments, involving both faculty and students. The college aims to transfer its technological advancements to industries and disseminate them throughout society for the greater good. Their research and consulting policies envision KMEA becoming a knowledge hub, sharing its expertise with relevant industries, organizations, institutions, and the community.

This policy statement mainly deals with

Research Policy

- Research Promotion Measures
- Research Collaboration, Grants and Funding
- Research Facilities
- Promotion of Research culture among Faculty and Students
- Maintenance of Research Records, Data Storage and Retention.
- Research Publication, Authorship and IPR
- Conflicts of Interest

Policy Review

- Need based review of policy matters

In order to advise/support the KMEA Engineering College Governing Council, a Committee is constituted with the following:

1. Director/Principal – Chairman
2. Vice Principal- Co Chairman
3. All Deans & HoDs - Members
4. One faculty member nominated by the HoDs- Members
5. Dean (Research) - Convener.

The Committee shall be called KMEA Research and Consultancy Council (KRCC).

A. Research Policy

1. Definitions

For purposes of this Research policy, unless otherwise stated, the following definitions and abbreviations shall apply:

KEC	KMEA Engineering College
KRCC	KMEA Research and Consultancy Council
Director	Custodian of the College
Principal	Academic Head
Vice Principal	Assistant Academic Head
HoD	Head of the Department
Academic Council	Academic steering Body of the College
Governing Council	Consists of the Management Representatives, Director, Principal, and the members of the Governing Body.
Research data	The underlying evidence (data, records, files, etc.) that supports a research project's main inferences, observations, results, and conclusions, regardless of its format (printed, digital, physical, multimedia, etc.).
Researcher	Any staff member, student, or person associated with the College, who conducts research in the course of their Employment/ Study /Association.
Research Guide	Faculty of the college who are authorized to guide research /PhD /student projects.
Research Misconduct	Research misconduct as defined by COPE (Committee on Publication Ethics).

2. Research Policy - General

1. KEC promotes ethical, safe, and high-quality research. Researchers, with department heads and the Dean of Research, are responsible for creating a safe and ethical research environment. All research must comply with KEC's vision, mission, university guidelines, and relevant laws.
2. A committee (KRCC) meets regularly to oversee research and report to management.
3. Researchers are responsible for following this policy, their research guides' directions, and regulations from universities and funding agencies.
4. Proposals requiring college resources or external funding should be submitted to KRCC. Researchers must keep KRCC informed about research funding and comply with funding conditions.
5. Research with external parties requires a signed agreement (MoU/MoA).
6. Commercialization of research findings needs to follow KEC's intellectual property policy.
7. Faculty can publish research freely, considering confidentiality and commercial sensitivity.
8. Research should not compromise teaching responsibilities. Part-time researchers must meet minimum workload requirements.
9. Researchers can use the various testing and computational facilities available across different departments. They should consult with the department heads (HoDs) or faculty in charge of the labs to access them.
10. The college's research committee (KRCC) helps researchers set up research LAB's. These LAB's promote, streamline, and carry out research activities that align with national policies and faculty expertise.

3. Research Promotion Measures

The KRCC Constitution establishes a committee to provide guidance to the college leadership on research matters and oversee ongoing research activities. Following this, the document outlines specific activities that may fall under the purview of research promotion:

1. To encourage, organize, and carry out research within each department, a dedicated research unit will be established. The department's research coordinator will act as the primary liaison between KRCC and the department.
2. KRCC coordinator, in discussion with committee members, will review collaboration agreements (Memorandums of Understanding or Agreements). Management will handle signing agreements regarding infrastructure development, while the Principal will handle research or project-related MoAs.
3. Host research workshops at the college, covering both research methods and key research areas. These workshops will be open to students, faculty, and the broader community.
4. Match faculty expertise with research opportunities. This involves identifying research and development projects announced by funding agencies that align with faculty strengths, and then providing guidance on crafting successful proposals.

Documentation

1. To monitor the technical, administrative, and financial progress of research projects, a unique numbering system will be assigned to each project. A complete set of project

documents will be maintained by the Dean of Research.

Steps to nurture early stage research

1. The college encourages student and faculty research by recognizing outstanding student projects and providing seed funding to get them started.
2. The college encourages PhD-holding faculty to actively participate in developing proposals for research projects and Faculty Development Programs (FDPs) that can secure funding from relevant agencies.
3. The college offers faculty the opportunity to attend professional development programs (1-2 weeks) to stay current in their fields. Faculty can attend up to two programs per year, with the goal of not disrupting academic schedules. Following program completion, faculty are expected to submit a report to their department and share their acquired knowledge through lectures for interested colleagues and postgraduate students.

4. Research Collaborations, Grants and Funding

1. Collaboration is Key: The college strongly encourages partnerships with other institutions to advance research and achieve mutual benefits. We support collaborations that involve sharing resources, including personnel and facilities, as long as these partnerships contribute to the college's own research goals.
2. Priority will be given to collaborations with prestigious universities abroad and leading Indian institutions. However, all collaborations must comply with relevant national policies and college regulations.
3. Departments and faculty members planning collaborations with external parties are required to inform KRCC beforehand and seek their guidance.
4. Copies of grant applications submitted to external funding agencies should be provided to KRCC upon submission.
5. All internal grant applications must be submitted through KRCC. KRCC will evaluate each proposal based on established criteria and recommend projects with the strongest merit for funding. Additionally, KRCC can offer support by:
 - Providing advice on preparing grant applications
 - Reviewing applications submitted within internal deadlines

5. Research Facilities

To ensure a smooth research environment, Research Faculty or Heads of Departments (HoDs) are responsible for assessing and identifying any necessary facilities. These recommendations for new or improved equipment or resources should be submitted to KRCC by the end of the academic year, whenever possible.

6. Conduct of Research by Students and Faculty

Student Researcher Guidelines:

- Policy Compliance: Students involved in research must follow the College and University research policies.
- Supervisor Guidance: Research supervisors are responsible for advising students on research practices and informing them of relevant university policies. This includes data management (use, storage, confidentiality), publication guidelines, and commercialization agreements.
- Supervisor Access: Supervisors have the right to access research data and other relevant information to ensure proper research conduct and compliance with policies.
- Student Responsibilities: Students are required to:
 - Maintain regular contact with their research supervisor and complete progress reviews as outlined in research policies.
 - Obtain approval from the supervisor and KRCC before entering any commercial research agreements.
 - Maintain confidentiality regarding research data, methodology, and findings.
- Supervisor Responsibilities: Supervisors should advise students on:
 - Ensuring the validity of research data and methodology.
 - Record-keeping requirements, data storage, and data retention.
 - Providing regular verbal and written feedback.
- Addressing Research Concerns: If a supervisor has concerns about a student's data, record-keeping, data storage, or research practices, they should follow these steps:
 - Provide written documentation of the concerns to the student and any corrective actions taken.
 - If not resolved quickly, inform the Head of Department (HoD) and notify the student.
 - If the HoD cannot resolve the issue, escalate the matter to the KRCC Chair, who will recommend further action to the Principal based on university research policies.
 - Research Report Submission: All student research reports must be uploaded to the college website.
- Physical Copy Submission: Each department will collect one hard copy of the project report, with a PDF version submitted to the college library. Students will not receive a library clearance certificate until the PDF version is submitted. A reminder notice will be circulated annually in January.

7. Maintenance of Research records, Data Storage and Retention

Researcher Responsibilities:

- Researchers will be required to submit progress reports on their research activities, projects, and publications every six months, following guidelines issued by KRCC.
- Researchers are encouraged to publish their research findings in collaboration with others in relevant national and international journals or conferences.
- The College administration (Management, Manager, Principal, Head of KRCC) and other authorized personnel may access research records and data to ensure compliance with research policies.

Data Use and Agreements:

- Researchers using data obtained through college agreements with external agencies must comply with the terms and conditions of those agreements.

Data Confidentiality:

- Access to research data between research groups may be restricted due to confidentiality concerns. This typically applies to:
 - Protecting research participants (e.g., biomedical research)
 - Intellectual property with potential for commercialization
 - Sensitive materials or findings
- Research supervisors are responsible for implementing safeguards to protect confidential research data, including data stored electronically.

8. Handling of research misconduct and fraud

Preventing Research Misconduct:

- Research misconduct includes, but is not limited to, fabrication of data, falsification of data, plagiarism, misleading authorship claims, and violations of college research policies. It excludes honest errors or differences in interpretation.
- Anyone (supervisor, researcher, faculty) can submit a written complaint regarding research misconduct to KRCC. KRCC may appoint senior researchers as contact points for such complaints. The Principal will review the complaint and may:
 - Dismiss the complaint if deemed unfounded.
 - Refer the matter to the appropriate college process for further consideration.
 - Initiate a formal investigation if misconduct is suspected.
- **Investigation Process:** If an investigation is necessary (approved by the Principal), KRCC will follow established disciplinary procedures for faculty or students involved.

9. Research Publications and Authorship

- Researchers can publish findings in any journal listed by Thomson Reuters/UGC CARE. Predatory journals are strongly discouraged.
- the lead researcher is responsible for authorizing publication. This ensures data integrity, intellectual property protection, and proper authorship for those contributing to the research and publication process. All KEC researchers/faculty must include their KEC affiliation in publications.
- all co-authors are responsible for the content of the publication and should be able to explain their specific contributions. Granting honorary authorship is considered misconduct. Other contributions, such as granting permission to publish or providing financial support, should be acknowledged appropriately.
- Researchers must notify KRCC of any publications outside the Thomson Reuters/UGC CARE list or conference proceedings.

Conflict of Interest

Researchers are required to disclose to KRCC any potential conflicts of interest. This includes financial or non-financial affiliations with organizations or entities connected to their research topic.

Research Fund with sub heads

- The college may establish a dedicated fund to support research activities. This fund will be comprised of several sources, including:
 - College budget allocation for research
 - Overhead recovered from funded research projects
 - College's share of consultancy fees
 - Other research or consultancy-related income
- The Head of the Institution will manage this research fund, guided by recommendations from KRCC.
- The college budget will designate a significant annual sum for research. Allowable research expenses under this budget head may include:
 - Equipment procurement
 - Library upgrades
 - Journals and e-learning tools
- **Sub-heads:** Additional sub-heads under the research budget can be established for specific expenses, such as consumables, conference/seminar attendance, travel, internal grants, patenting costs, and contingencies.

