VELS

INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR, ADYAR - CHENNAI

Research Policy







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RESEARCH POLICY

Policy No.: VISTAS/Research Policy/2026

Effective Date: 26.05.2026

Approved by: Executive Council

Review Period: At least once in three years or as and when required

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1. INTRODUCTION

The VISTAS Research Policy supports its academicians, research staff, and other stakeholders in achieving excellence in "Research, Innovation, translation and Entrepreneurship," thereby contributing to the institution's advancement and benefiting society at large.

The Board of Research Studies (BoRS) formulates research policies. The Heads of Departments facilitate and coordinate research activities. BoRS, headed by the Vice Chancellor includes Deans, Heads of Departments, Senior Professors, Research Scholars from other Universities and Professionals from Industries.The Policies will be reviewed and examined by the expert Committee periodically for updating /revising statutory provisions amended then and there for adoption. The draft will be placed before BoRS and the Executive Committee for approval and implementation.

1.1 Resources to Support Research

Resources are generated, allocated, and earmarked for research under a separate budget head.

Funds for research and Development shall cover:

- VISTAS Seed money project scheme
- Vels Research Fellowships
- Post Doctoral Fellowships
- Incentives for Article publication in journals
- Presentation in conferences
- Books and book chapter publications
- Patents
- Transfer of Technology
- Start-ups

1.2 Research Incentive Schemes

VISTAS motivates faculty to innovate, publish, and produce patentable works regularly.

Incentives and awards include:

- Best Researcher Award for funded projects.
- Best Researcher Award for article and book publications.
- Incentives for publishing and awards of patents.
- Incentives for presenting papers at international conferences in reputed institutions.

1.3 Consultancy Projects

Suitable incentives are granted for consultancy projects from industry/research organizations. A separate consultancy policy regulates the process.

1.4 Membership in Professional Bodies

Faculty members are encouraged to join recognized professional bodies and academic societies, with financial support provided by the Institution.

1.5 Visit of Eminent Researchers

Visits by eminent scientists and professors create awareness about research thrust areas and advanced techniques, providing exposure to international standards.

1.6 Support for Scholar Research Work

VISTAS has established internet-connected laboratories in different departments that can be used by Ph.D. scholars. Students are encouraged to utilize the web-based Information and Library Network Centre (INFLIBNET) for research projects. Field trips are organized for visits to higher learning institutions, industries, and national laboratories.

1.7 Efforts to Improve Research Infrastructure

VISTAS encourages faculty to secure funds from national and international agencies for infrastructure facilities.

1.8 Interdisciplinary and Collaborative Research Projects

VISTAS promotes interdisciplinary and collaborative research projects through MoUs with national and international institutions. Collaborative research at VISTAS shall be promoted through formal Memoranda of Understanding (MoUs) with reputed academic institutions, research organizations, industry, government agencies, and civil society bodies, both in India and abroad, in alignment with the Instituion's vision, mission, and UGC regulations. Such collaborations will focus on joint research projects, joint supervision of scholars, faculty and student mobility, sharing of laboratories and data, and joint publications, innovation, consultancy, and outreach activities that enhance academic quality, societal relevance, and global visibility of VISTAS.

1.9 Information Resource Center

VISTAS provides an information resource center in the library, offering students and faculty access to various academic and research resources.

2. SCOPE AND FUNCTIONS

2.1 Scope/ Applicability of the Policy

This policy, which applies to all VISTAS faculty, staff and students, involved in any form of research activity.

2.2 Policy Statement

VISTAS is committed to be a Research and Innovation Driven Institution that contributes to India becoming a global knowledge superpower through education, research and innovation. To attain this goal, it is imperative to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience for the benefit of mankind at both national and global levels.

2.3 Rationale

This policy provides guidelines for conduct of research at all levels and is applicable to all full-time, part-time and contractual employees of the VISTAS as well as all students, whether full-time or part-time, of the VISTAS who may be involved in any form of research activity.

2.4 Research Objectives

VISTAS aims to foster research excellence by focusing on key thrust areas that align with its mission. This policy aims to maintain and enhance the quality of research, maximize funding support, and create an effective and transparent system for managing research outputs. The objectives are to,

a. Maintain and enhance the quality of research undertaken;
b. Maximize funding support for research through external and internal sources; create transparent, effective and efficient systems for maximizing research outputs;
c. Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of VISTAS in alignment with the national thrust areas;
d. Create, maintain and enhance infrastructure to enable conduct of state-of the art Research;
e. Provide a framework for conduct of research in a transparent, socially responsible and ethical manner;

f. Ensure a facilitating environment for conduct of high-quality original research by all individuals affiliated with this institution and provide continued and effective support for pursuit of research activities;
g. Translate new knowledge, innovations, technologies and tools emerging out of research conducted at VISTAS into products and processes for commercialization or for societal benefits;
h. Protection of intellectual property (IP) generated as a result of research conducted at VISTAS;
i. Create a rational, transparent and efficient system for management of all research processes;
j. Encourage and facilitate research collaborations within different Schools/Departments of VISTAS along with reputed Institutes, Industries, Universities and Research Organizations both in India and abroad;
k. Enhance the research profile of VISTAS by effective dissemination of research activities and achievements at all levels to maximize the impact and recognition of research done at VISTAS at national and international levels

2.5 Research Management:

There will be a two-tier management of all research activities at VISTAS. The following committees will have an advisory role.

a. Research Advisory Committee (RAC)
b. School Research Committee (SRC) / Doctoral Research Committee. (DRC)

2.5.1 Role and functions of the Research Advisory Committee (RAC)

Composition of the Committee

The RAC shall be constituted by the Research Supervisor for each doctoral scholar as follows:

a. Supervisor/ Research Guide - *Chairperson*
b. Co-Supervisor (if applicable) - *Member*
c. Two Subject Experts
    i. From the same department or allied departments
    ii. At least one expert from outside the department/ institution
d. One Ex-Officio member - HoD/Dean

Functions of RAC

a. Approve and refine the research proposal and methodology
b. Review six-monthly progress of the scholar

c. Suggest coursework, publications, and training needs
d. Ensure adherence to research ethics and plagiarism norms
e. Recommend continuation, modification, or termination of registration, if required
f. Guide on pre-submission requirements.

2.5.2 Role and functions of the School Research Committee (SRC) / Doctoral Research Committee (DRC):

The School Research Committee (SRC) in each School of the Institution will function to strengthen and streamline research activities.

Composition of the Committee

a. Dean/Director of the School – *Chairperson*
b. Head of the Department(s) – *Member(s)*
c. Research Coordinator(s) of the School/Department – *Member(s)*
d. Dean (Research) – *Ex-officio Member*
e. Senior Recognized Research Supervisor(s)/Faculty Member(s) with relevant research expertise – *Member(s), wherever required*

The tenure of the Committee shall be two years from the date of constitution.

Functions of SRC

The functions of the Committee shall include, but not be limited to, the following:

a. Scrutinize and approve Ph.D. research proposals
b. Monitor overall progress of doctoral research in the department
c. Ensure compliance with UGC Ph.D. Regulations, 2022 (as amended)
d. Resolve academic or procedural issues related to doctoral research

3. HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

3.1 Competency Mapping and Faculty Development

A comprehensive mapping of the core and ancillary competencies of individual faculty members should be undertaken along with other soft skills to identify strengths and weaknesses. This will enable identification of research potential maximizing the output from each individual. It will also facilitate designing of custom-made faculty development programs to improve their skills and help faculty to overcome their weaknesses in order to maximize either contribution to VISTAS.

To keep pace with the fast pace of technology changes and research advancements at the National and international level is essential for all researchers to be continuously updated themselves and also to enhance their knowledge and skills. While it is expected that the researchers have to find the suitable funding agencies to undertake research activities, whereas, the institution may also support the research activities. The extent of support is to be decided based on the potential of research outcome on peer review. It is further expected from the researcher to ensure potential benefits to VISTAS.

3.2 Chair/Honorary/Adjunct Professors

There are a number of distinguished scientists, researchers, academicians and other persons of eminence who may be associated with VISTAS in different capacities. Based on the relevant research expertise, a corresponding full-time faculty of VISTAS is to be identified who is be made responsible for maintaining regular interaction.

These luminaries may be invited to deliver Guest Lectures/Trainings/Workshops or similar activities on a regular basis. These opportunities may be utilized for cross-fertilization of concepts/ideas and development of national/international research collaborations and such events are categorized as “Collaborative Research”.

3.3 Vels Research Fellowships (VRF)

To attract brilliant, young minds to pursue research, VISTAS is offering fellowships for undertaking projects for doctoral and post-doctoral studies under “Vels Research Fellowship (VRF)”. VISTAS shall institute structured schemes for full-time Research Scholars (Ph.D), Post-Doctoral Fellows and Research Faculty as part of its Research Policy to strengthen advanced scholarship and research capacity across all disciplines. These positions shall be offered to candidates possessing relevant postgraduate or doctoral qualifications and demonstrable research

potential, as evidenced through prior research experience and/or quality publications, with consolidated fellowships of Rs. 20,000 to Rs. 50,000 per month (or as revised by competent authorities from time to time) in line with approved regulations and budgetary provisions.

3.4 Post-Doctoral Fellowship

VISTAS has constituted the post-doctoral fellowship program to promote high-quality research, innovation, and interdisciplinary scholarship in alignment with national research priorities.

The objectives of the Post-Doctoral Fellowship Programme are:

a. To promote advanced research and innovation after the Ph.D.
b. To strengthen interdisciplinary and multidisciplinary research at VISTAS.
c. To enhance the quality and quantity of high-impact research publications, patents, and funded projects.
d. To create a strong pipeline of future faculty and research leaders.

3.4.1 Roles and Responsibilities of the Post-Doctoral Fellow

The Post-Doctoral Fellow shall:

a. Undertake high-quality independent and collaborative research.
b. Publish research outcomes in SCI journals with high impact factor.
c. Assist in funded research projects, proposal writing, and laboratory development.
d. Submit periodic progress reports to the Dean, Academic Research through the Mentor.

3.5 Research Projects Undertaken by PG Students and Ph D Scholars

All VISTAS faculty members are also expected to guide undergraduate, postgraduate and/or doctoral students during their training/ research projects/ dissertation; and categorized as “Student Research Projects”.

Motivate to publish appropriate PG student research works and PhD scholar’s scientific outcome in to research papers publication in Scopus indexed and peer reviewed journals for the dissemination of scientific information for the benefit of researchers and stakeholders for networking and TOT in to product / patent.

3.6 Consultancy Projects

The expertise of the faculty members in their specialized areas are can be shared with various industries/ institutions/organisations with a primary focus to solve the problems is always encouraged and undertaking such projects by them are categorised as “Consultancy Projects” and such projects are regulated by specific guidelines.

4. GENERATION AND UTILIZATION OF FUNDING RESOURCES FOR RESEARCH

All faculty members are expected to seek funds from external sources to support research activities, wherever appropriate. In exceptional cases, VISTAS may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits, as detailed under the policy "Vels Seed Grant" separately . Further, the Permanent teaching faculty of VISTAS can avail 50% concession on the doctoral research fee and the request for the same is to be submitted to the Registrar, through proper channel after receiving the selection letter for admission to Ph.D programme in the respective discipline in VISTAS.

4.1 Collation and Dissemination of Information regarding External Funding Opportunities:

To keep VISTAS researchers updated with information regarding schemes for funding opportunities announced by different national or international government/ semi- government/ private agencies from time-to-time.

4.2 Training Workshops for Writing of Research Projects:

To improve the quality of research proposals the Schools/Departments shall organize training workshops for young researchers on a regular basis to sensitize them on the art of writing research proposals for improving the chances of success. The Dean/ Director/ HoD of the concerned disciplines must gather the information related to call of proposals by various funding agencies and communicate to the eligible faculty members and guide them to submit the proposals. These workshops will be organized on a regular basis at various locations involving experts from both within and outside VISTAS. In addition to this, the respective Schools/Departments may conduct Research Colloquiums to propel the research by throwing light upon the new avenues of research and also to share the research outcomes of the faculty members and research scholars with their fellow colleagues.

4.3 Procedure for submission of Research Proposals:

Prior to submission to the funding agency, all research proposals must be submitted to the Registrar, VISTAS through the respective Dean/Director/HOD at least 2 weeks in advance to the deadline for submission to the concerned funding agency.

4.4 Research Project Management:

It is the responsibility of the Principal Investigator (PI)/ Project Coordinator to ensure smooth management of research project and implementation as per the procedures laid down by the relevant funding agency. It may include, but is not limited to:

a. Hiring of manpower
b. Purchase of equipment and consumables
c. Utilization of Contingency and Overhead Expenses
d. Timely submission of technical and financial reports

4.5 Project Monitoring and Assessment of Project Outcome:

The progress of all research projects, funded by external or internal sources are to be monitored by a School Research Committee. School Research Committee will monitor the progress of the funded projects on a periodic basis. The Committee has to evaluate the progress of the project as per the timelines detailed in the sanctioned project to identify bottlenecks if any, and to offer suggestions for better research outcomes.

4.6 Utilization of Project Funds:

All funds allocated in the research project are to be utilized for the specific purposes for which they have been allocated (for e.g., manpower, equipment, consumables, travel, contingency, etc). The rules and regulations of VISTAS are to be followed in all such activities besides following the guidelines as laid down by the relevant funding agency.

4.7 Research Infrastructure:

It is imperative that state-of-the-art research facilities are to be developed, maintained and continuously upgraded to enable and facilitate cutting-edge research for generation of new knowledge, products, tools and technologies. The Planning and Monitoring committee will periodically meet and strategically facilitates the Research and innovations of this institution.

5. UTILIZATION AND DISSEMINATION OF RESEARCH OUTCOMES

While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels (students, faculty and staff) in various domains (social sciences, biomedical sciences, basic sciences, life sciences, engineering and technology, etc), it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of VISTAS, both at national and global levels. This may include,

5.1 Protection of Intellectual Property (IP)

IP generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use by obtaining Intellectual Property Rights. For more info, refer IPR policy

5.2 Publication of Research Articles

Publication in peer reviewed journals help to gain recognition among peers for the quality of research being undertaken at VISTAS the recent outcomes are to be published in quality peer reviewed journals and books.

The faculty who published their outcomes in peer reviewed journals are entitled to receive incentives based on the number of articles published, the impact factor and the outcome of the research.

Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad, the faculty who published their outcomes in peer reviewed journals are entitled to receive incentives proportionate to the value and outreach, for which number of articles published and the impact factor of the journal(s) may be considered as indicators.

Presentation of Research Findings at Symposia/Conferences and similar forums to share research outcomes and invite comments and suggestions from peers in related fields, and also to forge collaborations with eminent researchers outside VISTAS.Travel Allowance and Incentive to meet out the registration fees are sanctioned to promote participation

Publication of Monographs/Books/Book Chapters for compiling advances in a specific area of research and its dissemination to specific target audiences.

Publication of e-Journals by various departments/schools are encouraged with a prime focus to disseminate the research outcomes of the faculty of VISTAS and also to represent the view of the professionals to the global community. The funds required for the operation of the journals may be included in the respective annual department/school budgets.

Incentives are also entitled for the Research Supervisors of Ph.D upon award of Ph.D degree, recognizing their involvement in building up of quality research in this institution.

All research is required to be conducted in accordance with the rules and regulations of VISTAS in compliance with all the obligations of the respective statutory body.

Publication of two research articles in peer reviewed journal is mandatory in the existing research policy for the PhD scholars at the time of synopsis submission.

However, in order to encourage publication in Scopus/ WoS / UGC CARE/ SCI/SCIE /SCIJ/SSCI/AHCI/ESCI indexed Peer reviewed Journal, with higher Citation Impact Factors' the minimum requirement for publication is mandatory as detailed below.

5.3 Minimum Requirement of Publication

Subjects/Disciplines	Minimum Requirement
Basic Sciences, Life Sciences, Computing Sciences, Agriculture, Engineering, Pharmacy, Physiotherapy, Medical Sciences and Allied Health Sciences	Either (a) two research articles in journals indexed in the Web of Science Core Collection; or (b) one research article in a journal indexed in the Web of Science Core Collection and two research articles in Scopus-indexed journals. In addition, one paper shall be published in the proceedings of an international conference indexed in Scopus.
Management Studies, Commerce, Economics, English, Education, Law, Health Care Management and Mass Communication	Either (a) one research article in a journal indexed in the Web of Science Core Collection; or (b) two research articles in Scopus-indexed journals. In addition, one paper shall be published in the proceedings of an international conference indexed in Scopus or in proceedings bearing a valid ISBN.
Music and Fine Arts, Yoga and Astrology, Tamil and Hindi	Three research articles in peer-reviewed journals. In addition, one paper shall be published in the proceedings of an international conference bearing a valid ISBN.

To encourage more full-time research scholars, a minimal stipend for full time scholars through VRF is introduced and also on project based with Industry tie-ups. Currently, selected scholars receive stipends; extending this support to PhD scholars will enhance and support a larger pool of research talent. Attracting the best talent pools to pursue their career in science model program.

6. UTILIZATION OF CENTRAL RESEARCH FACILITIES

The Centralized facilities of VISTAS such as the Central Instrumentation Lab, Center for Energy and Alternate Fuels, Center for Artificial Intelligence, Center for Materials Research etc., may be used for research work such as testing and characterization of samples, running simulations etc., by faculty and research scholars. Faculty, UG and PG students, research scholars, academicians from other institutions, industrialists can utilize the services provided by the various centers as per the guidelines of the center.

6.1 General Guidelines

a. The requirement by the faculty/ students/ scholars/ industry /organization may be submitted in the prescribed format. After approval and payment of fees, the services will be done by the Laboratory officers and results will be emailed promptly.
b. Sufficient caution also needs to be exercised by faculty members to ensure that these projects do not interfere with the normal duties of Faculty members.
c. The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.
d. Investigators wishing to publish technical/ scientific papers based on the research work done in the laboratory should acknowledge the laboratory.
e. If the results of research are to be legally protected, the results should not be published without taking proper legal protection for such research results.

7. GUIDELINES FOR VISTAS SEED MONEY PROJECT SCHEME

VISTAS provides seed grant for initiation of research activities with an objective to inculcate research culture among young faculty members and creation of knowledge through research. Committed to be a Research & Innovation driven institution, VISTAS aims to contribute to the country becoming a global knowledge superpower through quality education, research and innovation. In order to achieve this goal, VISTAS seeks to strengthen research and innovation activities by motivating young faculty members who may not get external funding in the beginning of their research career by providing seed grant to undertake mini research projects. In addition, the faculty members joining from abroad may also need to generate research data in India before submitting proposals to the external funding agencies. For this, it is desirable to have Seed money scheme. This will enable an early start of research work until sponsored projects from outside agencies are granted to the concerned faculty.

The total budget allocation for this scheme for each year under these guidelines is Rs.1 Crore with a maximum of Rs.2 lacs for each project.

The main objectives of VISTAS Seed Money Project Scheme are

a. to provide support to initiate the research activities which has the potential of scholarly achievement
b. to accelerate the possibilities of receiving extramural funding
c. to promote research attitude among young faculty members and creation of knowledge through research.

The eligibility for the application to this seed grant is restricted to the following:

a. The applicant must be a full-time faculty in VISTAS.
b. The PI must be a Ph.D degree holder and must have published at least two research papers in reputed Journals.
c. Faculty members who have submitted their Ph.D Thesis is also be eligible to apply.
d. The seed money grant is not intended to be used as supplement to extramural grant.
e. Seed money is generally provided for only one project/scheme.
f. The project can be submitted by the individual faculty member or jointly

with another faculty member of VISTAS either from the same department or other schools/ departments of VISTAS.

The procedures to be followed towards the submission of a proposal to obtain seed grant are:

a. The maximum project duration will generally be one year (not more than 2 years in any case).

b. The total budget of the project should not exceed more than Rs.2.00 lakhs. The budget given in the proposal should be well thought of and would be available for
   i. Minor equipment related with proposal
   ii. Consumables
   iii. Travel support with the country for proposed research work.
   iv. Contingencies.

c. The project proposal is to be evaluated by the Expert Committee and on its recommendations to the empowered committee.

d. The candidate has to submit a declaration form once the sanction order is received and a report has to be submitted after the completion of project.

e. The outcome of the project should be in the form of a patent, publication or a product/ Technology.

f. Based on the findings, PI can submit a new project proposal to the outside funding agencies.

8. ACADEMIC INTEGRITY AND PLAGIARISM

VISTAS is committed to promoting academic integrity and ensuring that all work submitted by students, faculty, researchers, and staff reflects originality, ethical scholarship, and intellectual honesty. This policy is designed to prevent and address any form of plagiarism in academic and research work such as,

a. **Academic Submissions:** Theses, dissertations, research papers, essays, assignments, project reports, and any form of coursework.
b. **Research Publications:** Articles, chapters in books, conference papers, and any other published materials.
c. **Creative Work:** Any form of intellectual property, including designs, figures, and data, produced under the institution's name.
d. **Collaborative Work:** Group projects, co-authored publications, and any collective intellectual output.
e. It applies to all individuals associated with the institute, including students, faculty, researchers, and non- teaching staff.

8.1 Definition of Plagiarism

Plagiarism refers to the act of using someone else's work, whether published or unpublished, ideas, language, or expressions, without proper acknowledgment or citation. It includes:

a. **Direct Plagiarism**: Copying text word-for-word from a source without proper citation.
b. **Self-Plagiarism:** Reusing one's previous work or publications without acknowledgment.
c. **Paraphrasing Plagiarism**: Rephrasing someone else's ideas without citing the original source.
d. **Mosaic Plagiarism**: Incorporating ideas or language from various sources into a new work without crediting the sources.
e. **Accidental Plagiarism**: Failing to cite sources correctly, often due to negligence, which is still treated as plagiarism.

8.2 Levels of Plagiarism

To address plagiarism proportionately, it is classified into four levels, as follows:

i. **Level 0 (Minor Similarities)**:
   a. Similarities up to 10%.
   b. No significant action required; the submission is acceptable without penalty.

ii. **Level 1 (Minor Offence)**:
   a. Similarities from 10% to 40%.
   b. The student or author will be asked to correct the content and resubmit. A warning will be issued, and counselling on academic integrity will be provided.

iii. **Level 2 (Moderate Offense)**:
   a. Similarities from 40% to 60%.
   b. The work must be resubmitted after significant revision. A deduction in marks or grade may be imposed. Faculty or researchers may face suspension of privileges.

iv. **Level 3 (Severe Offense)**:
   a. Similarities above 60%.
   b. Immediate and severe consequences, including failure in the subject or project, suspension, or even expulsion from the institute. For faculty, this may involve dismissal or termination.

8.3 Detection and Reporting of Plagiarism

a. The institute will implement the use of plagiarism detection tools such as Turnitin or any other approved software for all academic submissions.
b. All students, faculty, and staff must check their work for plagiarism before submitting it.
c. Each submitted work (thesis, dissertation, research papers, etc.) must be accompanied by an undertaking stating that the work is original and free of plagiarism.
d. Faculty must submit a certificate of originality for the work supervised under their guidance, ensuring that it is free from plagiarism.
e. Plagiarism detected in any document will be reported to the SRC , which will investigate the matter.

8.4 Awareness and Training Programs

To prevent plagiarism, the institute will organize regular training and workshops on:

a. Proper citation techniques and avoiding plagiarism.
b. How to use plagiarism detection software.
c. Academic integrity and responsible research practices.
d. These programs will be mandatory for all new students, faculty, and staff, ensuring a clear understanding of the consequences of plagiarism.

8.5 Submission to National Repositories

a. All theses and dissertations will be submitted to ShodhGanga, the national repository for higher education, within one month of degree award, as per UGC regulations.
b. VISTAS will also maintain an institutional repository on its website, where research papers, publications, and other academic work will be made available.

8.6 Transparency and Record-Keeping

All records related to plagiarism cases will be securely stored by the institute and shared with concerned parties as needed. This ensures transparency in handling cases of academic dishonesty. The plagiarism policy and procedures will be made available on the institute's website.

Vels Institute of Science, Technology, and Advanced Studies is dedicated to fostering a culture of honesty, integrity, and ethical scholarship. This Plagiarism Policy reflects our commitment to uphold the highest standards of academic and research integrity. All members of the institute are encouraged to abide by this policy to contribute to a transparent and ethical academic environment.

9. RESEARCH INCENTIVES

9.1 Purpose

To encourage faculty engagement in high-quality research and scholarly activities and to cultivate a vibrant and dynamic research culture in the institution.

9.2 Eligibility

The faculty member must have published research articles in journals, conferences, or patents, and these publications must be indexed in relevant databases.

9.3 Procedure

To claim an incentive, the following norms must be followed:

a. **Submission of Application:** The faculty member must submit an application for the incentive to the Internal Quality Assurance Cell (IQAC).
b. **Verification of Documents:** The Data Resource Centre will review and verify the submitted documents to ensure accuracy and compliance with the incentive criteria.
c. **Submission of Report:** After verification, the Data Resource Centre will submit a detailed report to the Publication Committee.
d. **Validation by Publication Committee:** The Publication Committee will then validate the report and documents. Once validated, they approve the incentive.

9.4 Incentive for the publications

S. No.	Particulars	Incentive norms (In Rs.) First/ Corresponding / Co-author /Adjunct Author
1	Web of Science (SCIE, SSCI, AHCI, ESCI) Journals with Impact Factor (IF)	
	IF 0 - 1	10,000
	IF 1 - 2	12,500
	IF 2 - 3	15,000
	IF 3 - 4	17,500
	IF 4 – 5	20,000
	IF 5 - 6	22,500
	IF 6 - 7	25,000

	IF 7 - 10	30,000
	IF > 10	50,000
2	Scopus Indexed Journals	10,000
3	Book Published (International)	10,000
4	Book Published (National)	5,000
5	Book Chapter Indexed in Scopus	10,000
6	Conference Proceedings indexed in Scopus	10,000
7	Full paper Conference proceedings with ISBN number	Actuals with ceiling of 3,000

For WoS Impact Factor Journals, the Article Processing Charges (APC) of 50% or Rs. 50,000 whichever is lesser is borne by VISTAS. If claimed, under this head the article is not entitled for incentive.

In case of Scopus Journals, the Article Processing Charges (APC) of 50% or Rs. 10,000 whichever is lesser is borne by VISTAS. If claimed, under this head the article is not entitled for incentive.

The above incentives are subject to revision/modification as and when required.

Open access charges of articles published in Q1 and Q2. Actuals of APC up to 30,000.

9.5 Incentive for patents

S. No.	**Particulars**	**Incentive norms (In Rs.) First/ Corresponding / Co-applicant**
1	Utility Patent – Grant with VISTAS as applicant	Rs 10,000
2	Utility Patent – Grant with VISTAS as applicant (VISTAS sponsored for patent filing/publishing/examining)	Rs 5,000
3	Utility Patent – Grant with VISTAS as affiliation	Rs 10,000

10. AMENDMENT

The Institution has the right to amend this policy from time to time in accordance with thee UGC regulations and statutory requirements.

Prepared by:

Director, Research VISTAS

Recommended by:

Board of Research Studies (BORS)

Approved by:

Executive Council, VISTAS

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