



KASHI INSTITUTE OF TECHNOLOGY

Managed by : JAIN EDUCATION SOCIETY

E-mail : info@kashiit.ac.in • Website : www.kashiit.ac.in 1800-123-321-123

ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

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Research & Development Policy

Kashi Institute of Technology, Varanasi has a well defined Research and Development policy to promote research activities.

Official Duties (Paid leave):

1. Any faculty with continuous service of minimum 6 month is eligible to avail Paid leave with prior approval from the Director.
2. Faculties are provided paid leaves for attending Workshops/Seminars/Conference, etc. With prior approval of the Director.
3. Faculty may attend STC/FDP for one week during lean period with prior approval from Director.
4. For attending convocation to receive Ph. D Degree paid leave can be availed with prior approval from Director.
5. Paid leave for delivering expert lecture/Key note Speaker/NAAC/NBA visit may be permitted which should not be more than 5 days in a year.
6. Paid leave will be approved only after presentation in the respective department I order to share knowledge and expertise after reporting in the institution.
7. Paid leave will be approved to visit reputed research labs with prior approval from Director.

Ph.D. Pursuing Faculties:

The faculties who have completed at least one year in the organization and registered for their Ph. D. Program under any Government/ Reputed Universities are only eligible to avail leaves for Ph.D. with prior approval from competent authorities.

- A. Both Friday and Saturdays can be availed during academic days for Ph. D. Work in non-academic days it may be stretched to 15 days.
- B. The candidate should serve the institution for a minimum period of 3 years after completion of Ph.D. They have to complete the formalities by executing a bond.
- C. Breaching the above condition the candidate will be liable to pay 6 month's salary (last drawn).
- D. For attending the exam of course- work, paid leaves may be availed with prior approval from Director. One day additional paid leave can be availed for far distance.
- E. For attending RDC/DSC/Annual progress report, paid leaves may be availed with prior approval from Director. One day additional paid leave can be availed for far distance.
- F. In case of 6 months of regular course-work, employee may be permitted as LWP with prior approval from Director.
- G. All above benefits application only for initial 3 years of Ph. D. Program from the date of enrolment/ registration.

Quality Improvement Program (QIP):

Faculties are allowed to participate in QIP up to maximum. Duration of 30 days including summer break in a year, organized by IIT/NIIT/ Central Universities after obtaining proper approval from the Director.

1. For availing Paid for QIP continuous service of 1 year is required.
2. In case of availing leaves for QIP prior approval of Director is required, Director may ask for 2 years Service Bond.

Financial Support

1. Faculties with at least 1 years service could claim at least registration amount/expenses for attending FDP, Seminars Conference, workshop, in reputed academic institution, duly sponsored by government/recognized body like IEEE, ISTE, IEI etc.
2. Exposure to Faculty: Paid leave (Maximum 5 days) per year, if required, to visit reputed Research labs, without affecting academics, for any Collaboration, Project Work, Copyright or Patent, NBA/NAAC work etc. With prior approval from Director.
3. Seed Money: On the recommendation of research committee which comprises Head (R&D), Dean, HOD, Experts and Director, college may recommend for seed money up to 2 Lac to faculty members to start their research project.
4. Consideration of incentive of INR cash incentive for paper publication in refereed listed journals with impact factor 3 and above or SCI/ SCOPUS. For publication of 2nd paper in same academic calendar Scopus/SCI INR 5000/- = will be awarded.
5. Consideration of cash incentive of INR 5000/- for book publication in a year with a recognized publisher.
6. Start-up Project: 25% of the profit amount of start up venture will be shared with faculty (PI) members as incentive. For project work. Paid leave may be availed with prior approval of Director.
7. Reimbursement for technical membership in any National/International Professional Society shall be 25% of membership fees up to a maximum of INR 1500/- provided the faculty member, has completed at least one years of service.
8. Any consultancy work carried out by faculty member with consultancy fees, 50% fee share will be credited to his /her account after deducting all the expenses.
9. The policy for filling Patents and Copyright is as follows:
 - i. For filling any Patent/Copyright college will support 100% financial part of the total fee applicable for that Patent/Copyright.
 - ii. If any outsider is also a part of the Patent/Copyright, financial obligations will be divided accordingly. Example; if one particular patent/Copyright is being filled by 2 outsiders faculty members, and let total financials are INR 1000/- then 50% financials should be borne by outsiders. Out of the remaining 50% financial.

So total financials will be as follows:

Total Fee applicable (KIT)	INR 1000/-
Fee payable by outsiders	INR 500/= (50% of the total fee)

Other support

1. Appreciation Letter for guiding research Scholars/Ph. D. Students.
2. For Research activities, various well-equipped labs, along with software are provided for desirable ambience.
3. Also will be honoured with the faculty for Writing/ Publishing technical books in the calendar year.
4. Will also honoured for any academic Research / Awards/ Honour to bring glory to Kashi Institute of Technology.

