



KASHI INSTITUTE OF TECHNOLOGY

(NAAC- A grade accredited institution), ISO 9001: 2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

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



Ref. No.: Kashi IT/Office Order/2023-24/27

Date: - 26th August, 2023

OFFICE ORDER

RESEARCH & DEVELOPMENT COMMITTEE

The following Committee has been constituted for the smooth functioning of Research and Development Activities in Kashi Institute of Technology for the session 2023- 24.

Sr. NO.	Name	Department	Responsibility
1	Dr. Kumar Sonu	ME	Chairman
2	Dr. Puja Gope	MBA	Member
3	Dr. Raviranjana Kumar Singh	EN	Member
4	Dr. Rupesh Kumar Singh	ASH	Member
5	Dr. Sudhir Kumar Mishra	ME	Member



Copy to:-

1. Vice Chairman
2. Deputy Director
3. Dean Academic
4. All HODs
5. Registrar
6. Training & Placement Cell
7. Administrative Office

KIT Varanasi

Individual Committee Meeting List

Research & Development

Sr. No.	Meeting Date	Institute Name	Meeing Created by	Meeting Name	Present Attendees
1	30th Aug,2023	Kashi Institute of Technology, Varanasi	Kumar Sonu	R &D	4
2	30th Sep,2023	Kashi Institute of Technology, Varanasi	Kumar Sonu	R &D	4
3	26th Oct,2023	Kashi Institute of Technology, Varanasi	Kumar Sonu	R&D	5
4	31st Jan,2024	Kashi Institute of Technology, Varanasi	Kumar Sonu	R&D	5
5	21st Feb,2024	Kashi Institute of Technology, Varanasi	Kumar Sonu	R&D	5
6	13th Mar,2024	Kashi Institute of Technology, Varanasi	Kumar Sonu	R&D	5

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Meeting Date	21st Feb, 2024
Meeting Name	R&D
Meeting Description	<ol style="list-style-type: none">1. Students of Bio tech Miss Neha under the guidance of department faculties presented her work in a conference2. Faculty of ASH department , Dr. Aadesh Kumar has presented his work in a conference3. Faculty of Bio tech department , Mr. Aharnish Maurya has published paper out of his M tech Work but currently it is not under the affiliation of Kashi Institute of Technology, I have requested him to contact the journal to change the affiliation4. We have signed MoU with REC Sonebhadra to accelerate our academic and research activities. Under this MoU currently I am writing a proposal for organising a conference where the funding will be done by REC- Sonebhadra and AKTU5. My own paper has been accepted for publication6. I have presented poster at BHU in front of IIC-Government of India <p>To accelerate the R & D activities we as constantly motivating the Faculty members verbally in the meeting as well as on the KIT faculty whatsapp group</p>



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Meeting Date	31st Jan, 2024
Meeting Name	R&D
Meeting Description	With the consent of Dean Academic Dr. D.M. Srivastava and R&D cell, drafted the Research policy 2023-24 was executed.



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Meeting Date	26th Oct, 2023
Meeting Name	R&D
Meeting Description	Recent trend in teaching & Research" , highlighting the departmental target and guidelines for the activities



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Meeting Date	30th Sep, 2023
Meeting Name	R & D
Meeting Description	<p>Faculty Members were motivated to use seed money for the research and student project support, Consultancy, Publications and Patents. Departments were informed to submit the seed grant proposal to R & D Cell.</p> <p>The Kashi IT has Published 7 patents during 2023</p> <p>The Institute has published 12 Scopus and 5 WoS Publications during 2023. The Scopus h Index has increased to 10.</p>



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Meeting Date	30th Aug, 2023
Meeting Name	R & D
Meeting Description	Faculty Members were informed the importance to publish in Scopus / WoS Journals and Conferences. The Publication Metrics, Citations and Respective Agencies/Companies Responsible for Calculation were discussed





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Research & Development Policy-(2023-24)

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

Official Duties (Paid leave):

1. Faculties are provided paid leaves for attending Workshops/Seminars/Conference, etc. with prior approval of the Director.
2. Faculty may attend FDP for one week during non academic period with prior approval from Director.
3. For attending convocation to receive Ph. D Degree paid leave can be availed with prior approval from Director.
4. Paid leave for delivering expert lecture/Key note Speaker may be permitted which should not be more than 5 days in a year.
5. 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. 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.
- B. 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.
- C. In case of 6 months of regular course-work, employee may be permitted as LWP with prior approval from Director.
- D. All above benefits application only for initial 3 years of Ph. D. Program from the date of enrolment/ registration.

Financial Support

1. Faculties with at least 1 year service could claim at least one registration amount (₹1100) in a year for attending FDP (NPTEL).
2. Faculties with at least 1 year service could claim at least 50% of registration amount twice in a year for attending conference anywhere across India.
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. 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.
5. Reimbursement for technical membership in any National/International Professional Society shall be 25% of membership fees up to a maximum of ₹1500/- provided the faculty member, has completed at least one years of service.

6. 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.
7. 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 but the applicant should be "Kashi Institute of Technology". The Kashi Institute of Technology will hold the 20% of the royalty.
 - 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 ₹1000/- then 50% financials should be borne by outsiders.

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.
5. An annual increment of 2.5% will be paid to the first author/first co-author under the name of Kashi Institute of Technology for publishing 2 SCOPUS/Web of Science/Indian Citation

Policy for Honorarium & TA/DA to be paid to the Experts

Outside Expert invited for various activities like Expert Lecture, Lecture in FDPs, Conferences, Seminars, Selection Committee member etc are to be paid honorarium/remuneration and TA as per following policy.

1. Honorarium ₹2000/- per day for offline/physical programs.
2. Honorarium ₹1500/- per day programs.
3. Lunch to be arranged in case of offline mode.
4. T.A.
 - a. Person coming from Varanasi, T.A. applicable @ ₹10 per km upto ₹ 500/- OR as per actual fare by Public conveyance.
 - b. ₹10 per km. By own vehicle (from outside Varanasi region) upto ₹2000/-
 - c. In any other cases, need to take prior approval of higher authority.

Kumar Soma
Asst. Dean (R & D)

[Signature]
Dean Academic

