



KASHI INSTITUTE OF TECHNOLOGY

Managed by : JAIN EDUCATION SOCIETY

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ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

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. 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

