St. Vincent Pallotti College of Engineering & Technology

A Christian Minority Autonomous Institution affiliated to RTM Nagpur University
Managed by *The Nagpur Pallottine Society*

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R & D Policy 2024-25

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1. Policy Statement & Description:

"Providing Organizational Structure, Guidance, Review and Financial Assistance for promotion of research among faculty & students"

The policy aims at promoting R& D culture amongst the faculty and students of the Institution. It is implied that the outcome of the policy shall result in enhancement of R & D related activities and achievements of targets set by Institution.

2. Institute R & D Activities

The following are the R & D activities:

- o Sponsored research projects from External funding agencies (State and Central)
- o Internal sponsored research projects
- o Applied research in collaboration with industries
- o Research collaboration of faculty with National and International organizations
- o Organizing Conferences/Seminars/Symposia/Short Term Training Programs/Faculty development Programs/Workshops for dissemination of knowledge in collaboration with departments
- o Publishing quality papers in National and International Journals and Conferences
- o Applying for National and International Patents / Copyrights

3. General R & D Guidelines

For Institute's R & D Cell

- o The R & D cell will seek funds from the management of SVPCET for exclusive R & D activities.
- o College level newsletter will be published on R & D activities on annual basis.
- o Develop webpage hosted on institute website indicating all updates and achievements related to research activities
- o Regular emails will be sent by R & D Cell regarding the openings of funding opportunities across the country to all the faculty members.
- o Organize talks by external experts at regular intervals to strengthen the existing ideologies of all the faculty members of SVPCET.
- o The activities of the R & D cell will be displayed on a separate notice board.

o Conduct a quarterly meeting with the R & D steering committee to discuss the progress & future prospects.

For Department

- Departments will undertake research activities like paper publication, organize conferences, writing funding proposals, filing patents and copyrights as per the assigned targets in Annual Research Target Plan (ART)
- HoD must ensure proper distribution of R&D targets in the department in line with ART
- Following are the minimum targets that department must achieve
    o Department with single intake must publish minimum two SCI indexed paper and three Scopus indexed paper per year and department with double intake must publish minimum four SCI indexed paper and six Scopus indexed paper per year.
    o HoDs must ensure that at least 20% of the department faculty members must publish SCI indexed papers, 50% must publish Scopus and 30 % must publish UGC care indexed paper.
    o Minimum two patents applications must be published from each department annually.
    o At least one International/National conference must be organized each year, by department wise rotation in collaboration with R & D Cell.
    o Minimum three copyrights must be filed from each department every year.
    o Every department must apply for external funding. It is mandatory for NBA accredited department to submit minimum 05 funding proposals.
- Departmental R&D coordinators are responsible to provide updated R&D data monthly. They must ensure updation of departmental data sheet shared with R&D Cell.
- HoDs must ensure that the departmental R&D coordinator should have active Research background

For Individual Faculty Member

- Faculty members must take research targets based on Annual Research Target (ART) plan and submit duly filled and signed assigned target form to head of the department/In-charge in the beginning of session.
- It is the responsibility of the individual faculty member to achieve all the assigned targets.
- Faculty member with Ph.D. degree must apply for external funding (various external funding agencies list will be shared with each of the department R & D coordinators).

- Faculty member should identify suitable industries and try for a possible funding from them with a mutual understanding of the problem statement.

- It is mandatory for Faculty members who have not yet registered for PhD must register in 2024-25 and submit the registration/admission letter to R&D cell. They must publish minimum one paper in Scopus/SCI/Web of Science.

- Faculty members who have registered for their Ph.D. should present the up-to-date status of their work twice a year.

- Faculty members pursuing Ph.D. must complete it within 5 years from date of registration.

- Faculty member pursuing Ph.D. must publish one paper in Scopus/SCI/Web of Science per year.

- Ph.D. completed faculty members must publish two papers in Scopus/SCI/Web of Science per year.

- Faculty member supervising Ph.D. candidates must have one paper per candidate in Scopus/SCI/Web of Science.

- Faculty member should attend one ATAL Faculty Development Programme per year, and should submit certificate to the respective department.

- Faculty member should attend per year one subject course (preferably on Emerging Technologies) total of 12 weeks of NPTEL along with certification.

- The facilities (regarding reimbursement of publication charge, proposal of fund for paper presentation in conference/workshop/seminar) can be availed by any faculty member only after the completion of one year of service at the college.

- Faculty member must use, "St. Vincent Pallotti College of Engineering & Technology, Nagpur", as an affiliation while submitting a paper. It is mandatory for claiming incentives

4. Research Policies

4.1 Sponsored Research Projects

Faculty members are encouraged to submit a research proposal to external funding agencies as per the two categories given below:

4.1.1. Projects involving SVPCET Faculty as Principal Investigator

Faculty member with Ph.D. are encouraged to apply for a suitable funding from external funding agencies (government and industry) based on the topic of their choice. In general, the duration of these projects would range from a minimum of 1 year to a maximum of 5 years. The funding does not involve industrial consultancy. Based on the interest and requirement of a funding agency an individual faculty can choose a Co-Principal Investigator within the Institute or from other National and International organizations.

4.1.2. Collaborative Projects as Co-Principal Investigator (CO-PI)

Faculty member can also involve in a collaborative project as a Co-PI with researchers from other National and International organizations. Faculty should submit detailed information on the budget allocated to CO-PI if any and the contributions of CO-PI to the project on a timely basis.

4.2. Institutional funding: The Institute is also initiating an internal funding to faculty under the following categories:

4.2.1. Research Initiation Grant (RIG)

Research Initiation Grant (RIG) of Rs.25,000/- to Rs. 50,000/- is introduced to support faculty for initiating a research in the institute. This grant may be utilized for procurement of equipment, software or chemicals required for the research in the institute. PhD completed faculty members of each department is encouraged to submit a research proposal to R & D Cell which will be evaluated by a team of external experts. The minimum duration of the project should be 6 months and should not exceed 18 months. Faculty members who are awarded with this grant should maintain a separate record of all the purchases. The sanctioned amount will be given in 2 to 3 installments depending on the progress and quality of the research. The review committee would assess progress of the project once in 3 months, based on the satisfactory performance and quality of the research work. Interdisciplinary collaborations or collaborations from within the department are highly encouraged for the award of the grant. It is mandatory for all faculty members who are sanctioned with projects to publish at least one paper in peer reviewed journals indexed in Scopus or SCI. Faculty member will not be entitled to any incentives for publishing a paper under this funding.

4.3. Research Schemes for STTP/FDP/Symposia/ Conference/Workshop / Seminar

To promote state-of-art research and to disseminate knowledge on diverse topics in the field of Science and Technology, faculty members of the institute are encouraged to submit

proposals to State and Central government schemes on a timely basis depending on the eligibility of the Department. In addition to external funding, the Institute will also partially/fully support some of the programs to individual Departments. In this regard faculty members are also encouraged to invite experts from IITs, NITs, Organizations from Institute of Eminence, Central and State Universities and Industry. For internal funding, an individual faculty should route the proposal through HOD to Principal and then to R & D Cell.

4.4. Research Publications in National and International Journals / Conferences / Books / Book Chapters

4.4.1. Journal Publications (National and International)

As the publication of papers in Journals is of utmost importance, faculty members are encouraged to publish papers indexed in the following indexing tools.

- Science Citation Index (SCI), Web of Science (Q1, Q2, Q3, Q4 Journals)
- Science Citation Index Expanded (SCIE)
- Social Science Citation Index (SSCI)
- Arts & Humanities Citation Index (AHCI)
- Scopus
- UGC Care

4.4.2. Conference Publications (National and International)

Faculty members are encouraged to submit and present their research work to reputed National and International Conferences organized by Institutes within NIRF 150 rank.

4.4.3. Books and Book Chapters

Contributing to a book or a book chapter is indeed a great achievement to an individual faculty and Institute as well. Hence all faculty members are encouraged to initiate this process to contribute to a book or a book chapter of reputed publishers.

All the faculty members should submit one soft copy of the accepted Paper/Book/Book Chapter to their respective HODs and R & D Cell.

4.5. Patents/IPR

Faculty members can apply and obtain patents for their contribution in the form of a product, innovation, technology, etc. from National and International agencies. Faculties are encourage to do utility patents, also they must initiate the commercialization of their patent

4.6. Ph.D. Guidance/Supervision

Faculty members are also encouraged to be an internal supervisor to the SVPCET faculty and can also be an external supervisor for external candidates registering at National or International Universities. Faculty should use "St. Vincent Pallotti College of Engineering & Technology, Nagpur", as an affiliation for communicating papers and acknowledge any grant.

4.7. Plagiarism Checking

Plagiarism software 'OURIGINAL' is available in the Institute library. Turnitin plagiarism software is available for faculties. It is mandatory to check plagiarism for every Conference & Journal publications of students (UG/PG/Research Scholar) and Faculty Members, UG / PG / Ph.D thesis, Patent & Copyright Contents, Funding Proposals, Mini Project Report etc.

 Plagiarism content other than references should not be more than 20%.

5. Incentives

Incentives will be given to those faculty members who continuously contribute to research activities of the Institute through external funding, journal/conference/book/book chapter publications, patents.

All faculty members are need to apply for R&D incentives / reimbursement with effect from 1st July 2024 through the following link. Link: http://randd.svpcet.in/. A hard copy of application is to be submitted to HR Department. Vidwan ID is mandatory to submit the incentives application

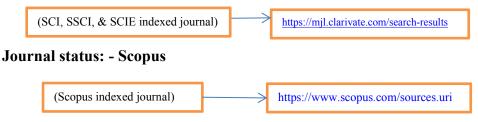### 5.1. Journal Publications (National and International)

Incentives will be given to faculty member who publish in the journals indexed as per section 4.4.1. The incentives are classified based on the nature of indexing of the journal as given below.

Table 1: Incentives for Journal Publications

Journal Indexing	Incentive Amount
SCI, SCIE, SSCI in Q1 Category as First Author	Rs. 15000/- + 5000/- =Rs 20000/-
SCI Q1 Category	Rs. 15000/-
SCI, SCIE, SSCI as First Author	Rs.10,000/- + 5000/- = Rs 15000/-
SCI, SCIE, SSCI	Rs.10,000/-
Scopus	Rs. 5,000/-
UGC Care	Rs. 3,000/-

Evaluation Process: For authentication of Journal

Journal status:-Web of science

(SCI, SSCI, & SCIE indexed journal) → https://mjl.clarivate.com/search-results

Journal status: - Scopus

(Scopus indexed journal) → https://www.scopus.com/sources.uri

UGC Care List: https://ugccare.unipune.ac.in/apps1/home/index

*Note:

✧ **Before submitting paper to Journal, in case of any queries regarding the status of Journal (SCI, SCIE, SSCI, Scopus, UGC-Care), please contact R&D cell.**

✧ **Paper must be reflected in Scopus profile for claiming Incentives.**

Authorship to the level of <u>FOUR</u> is permitted to be considered for incentives with varying proportions as given below:

- If only one author is affiliated to SVPCET and all other authors are from other organizations then the faculty from SVPCET is entitled to 100% incentive amount as per Table 1.
- If the authorship level is beyond four then the faculty member will not be entitled to any incentive amount but the publication is counted in the name of the institute.
- If all the authors are affiliated to SVPCET then the first author will be entitled to 50% of the incentive amount as per Table 1 and all other authors are entitled to remaining 50% with equal distribution.

- If SVPCET faculty member is an external supervisor for a student registered at National or International Organization, he/she can avail 100% of the incentive amount as per Table 1.
- In case of joint publication, incentive will be shared equally among authors (faculty member & students) from SVPCET.

5.2. Conference Publications (National and International)

A faculty member submitting and presenting a paper at a conference will be entitled to following incentive amounts as given below on the successful submission of the proceedings, registration fee receipt, publication proof, and travel details.

Table 2: Incentives for publication in Conferences

Conference	Reimbursement Amount
National	Registration fee not exceeding Rs. 5,000/- + Travel Allowance- A.C. III Tier
International (Inside India)	Registration fee not exceeding Rs. 5,000/- + Travel Allowance- A.C. III Tier
International (Outside India)	Registration fee not exceeding Rs. 10,000/- + Travel Allowance- Rs.20,000/- for Asian countries & Rs.40,000/- for Non-Asian countries

For attending the reputed conferences in Top 150 NIRF Ranked Engineering/Science Institutes, National Research centers, Industry of high repute within country & reputed International Professional Bodies like IEEE, IET, SPRINGER, ELSEVIER, ASME, Taylor & Francis,ACM, ASCE, ISC.

For presenting research paper in e- Conferences, full registration fees (Early bird registration only) as mentioned above.

- Faculty member will be entitled to a maximum of 6 days of On Duty Leave per semester to attend National and International conference with prior & proper adjustment of workload.
- Faculty member is entitled to incentive amount only for single National conference for a given academic year after attending and presenting a paper/poster.
- Faculty member can avail incentive amount for an International Conference once in 3 years after attending and presenting a paper/poster.

- If more than one faculty from SVPCET is authoring and presenting a paper at a conference then the incentive amount given in Table 2 will be shared equally among the faculty.
- If the authors of the paper are students, then the students will be given 50% of the incentive amount given in Table 2 after attending and presenting a paper/poster.

5.3. Books / Book Chapters

Faculty member contributing as a single author to a book or book chapter will be entitled to following incentive amount. If there is more than 1 author (from the same or other Institute) then the incentive amount will be shared proportionately.

Table 3: Incentives for Book/Book Chapter

Book/Book Chapter	Incentive Amount
Book-International Publisher (like Pearson, RELX, Thomson Reuters, Penguin Random House, Macmillan Publishers, McGraw-Hill Education, PHI, IEEE)	Rs. 15,000/-
Book-International Publisher	Rs. 10,000/-
Book-National Publisher	Rs. 5000/-
Book Chapters International Publisher Single Author	Rs. 2000/- per chapter to Rs. 6,000/- maximum
Book Chapters- National Publisher Single Author	Rs. 1000/- per chapter to Rs. 3,000/- maximum

Note: Faculty member who avail the incentive amount for attending and presenting a paper at a conference cannot claim for incentive amount for publishing a paper in a book chapter through the same conference.

5.4. Patents/ IPR

- MoU with BLI consultancy is signed by institute for IPR related activities. All Applications for patent to be routed through R&D cell and forward to Attorney for further processing.
- All the patent applications have to be processed through R & D Cell.
- The applicant should be, "St. Vincent Pallotti College of Engineering & Technology, Nagpur" (Do not use short forms).

- An incentive of Rs.10,000/- will be paid to faculty member [in case of utility patent] (College affiliation must be visible) on award of/grant of patent (to be shared equally if more than one members involved). In case of design patent, incentive of 5000/- will be paid. (Incentives shall be paid only to patent routed through R&D Cell and processed by Institute appointed Attorney)

- Annual maintenance fee for 10 years from the grant of patent will be paid by the Institute. If patent is converted into product development leading to funding /consultancy for the Institute, complete annual maintenance fee for 20 years will be paid by the Institute.

5.5. Incentive for core research Grant

- The Coordinator/ Principal Investigator (Applicant of the research proposal) is entitled to an incentive of 5% on sanctioned amount of grant. The Coordinator / Principal Investigator of the research proposal are responsible for execution also.

- 5% incentive will be shared proportionally among Coordinator/ Principal Investigator and subordinates from SVPCET, Nagpur (3% to P.I & 2% to subordinates)

- 50% Incentive on sanctioned fund will be given after receiving minimum 50% of the sanctioned amount as first installment and remaining 50% incentive will be given after submission of all mandatory documents to the funding agency.

5.6. Incentive for other funding proposals (MODROBS/STTP/FDP/Conference/ Skill Development Programs):

- The Coordinator/Principal Investigator (Applicant of the proposal) is entitled to an incentive of 5% on sanctioned amount of grant. The Coordinator/ Principal Investigator /applicant of the proposal are responsible for execution also.

- 5% Incentive will be shared proportionally among Coordinator/ Principal Investigator and subordinates from SVPCET, Nagpur (3% to P.I &2% to subordinates).

- 50% of incentive on sanctioned fund will be given after receiving minimum 50% of the sanctioned amount as first installment and remaining 50% incentive will be given after submission of all mandatory documents to the funding agency.

5.7 Reimbursement for STTP/FDP/Workshop

The Institute will provide duty leaves to faculty members for attending Workshop / STTP/ FDP maximum up to two weeks & required travelling days per year. A faculty member will

be eligible to get financial assistance of maximum Rs.10,000/- for attending FDP / STTP per year. Workshop / STTP/ FDP organized by top 150 NIRF ranked Engineering/Science Institutes of that year/National Research / Training Centers/Industry of high repute within country.

The assistance will be granted for the following:
Full registration fees, TA at actual subject to limit of 3-tier AC fare from Nagpur to place of STTP / FDP and return, Duty leaves (for number of STTP/FDP days & required travelling days).

5.8. Copyrights

Faculty member will be eligible to get financial assistance (registration fees as actual) for copyright.

5.9. Research Awards and Appreciation

In order to recognize the research contributions of the faculty members following award have been initiated.

Best Researcher Award: Best Researcher Award of Rs. 20,000/- will be given to the faculty member who will score high in research activities. In case of tie the amount will be shared equally. After receiving an award, a faculty member will not be eligible for the same for the next two years.

Faculty members whose overall research score is 30 or higher will be eligible to apply for this award.

Criteria for research score is as follows:

Sr. No.	Category	Type	Criterion (Marks)	Marks Obtained	Total Score
1	Journal Publication	National / International	(UGC Care) 03 per paper		
			(Scopus) 05 per paper		
			(SCI) 10 per paper		
2	Conference Publication	National	01 per Conference		
		International	03 per Conference		
3	Utility Patent	Published	03 per publication		
		Granted	10 per grant		
	Design Patent	Published	01 per publication		
		Granted	03 per grant		

4	Book	National	05 per book		
		International	10 per book		
5	Grant Received	Technical Event (STTP/FDP/Conference)	> 2 Lakhs : 02 > 5 Lakhs : 05		
		Research Funding	> 2 Lakhs : 05 > 5 Lakhs : 10		
6	Copyright	Granted	01 per Copyright		
7	Book Chapter	Published	01 per Book Chapter		
8	Applied Research	Industrial / Agency	> 2 Lakhs : 03 > 5 Lakhs : 07 > 7 Lakhs : 10		
9	Ph.D. Supervisor		02		
10	Thesis Submitted/Awarded by Students of Ph.D. Supervisor		05 per candidate		
11	Session Chair	International Conference	03 per session		
12	Reviewer of Journal /Conference	SCI	03 per review (Max. 09)		
		Scopus	02 per review (Max. 06)		
		International Conference	01 per conference (Max. 05)		
13	Editor of Journal	International Journal (SCI/Scopus)	15 per journal		
14	Conference Organizer	Convener	02		
		Committee Member	01		
15	Citation in Current Year	More than -25	02		
		More than 50	04		
16	h-index (Last 5 years)	10 or more	04		
		4 - 9	02		
17	i10-index (Last 5 years)	10 or more	04		
		4 - 9	02		
			Total Score		

6. Applied Research Project

Faculty members are encouraged to work on applied research projects and a ratio of 60:40 is shared between Institution and Individual / Team respectively. All the payments for consultancy work should come in the name of Principal of the Institute. Faculty accepting a consultancy project should initially give the estimated budget along with a time required to complete the task.

Director

Principal

Route to be followed by the applicant for submitting application for claiming R & D Incentives

Application
- Online (through R&D portal) and offline (through HoD) application to be submitted to HR department

H. R. Department
- File of all collected applications to be submitted to R&D Cell for Scrutiny

R&D Cell
- After scrutiny R&D cell shall submit file to Finance Department

Finance Department
- Disbursement of Claim for Remuneration / Reimbursement at the end of the semester (1st Jan to 30th June or 1st July to 31st December)