



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 2025-26

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1. Policy Statement & Description:

“Provide an organizational structure, guidance, periodic review, and financial assistance to promote research among faculty and students.”

This policy aims to promote a strong R&D culture among the faculty and students of the institution. It is expected that the implementation of this policy will enhance R&D activities and help achieve the targets set by the institution.

2. Institute R & D Activities

The following are the R & D activities:

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

3. General R & D Guidelines

For Institute's R & D Cell

- The R&D Cell shall seek funds from the management of SVP CET to support exclusive research and development activities.
- A college-level newsletter highlighting R&D activities shall be published annually.
- The webpage hosted on the institute's website shall be regularly updated to include all current updates and achievements related to research activities.
- The R&D Cell shall regularly send emails to all faculty members regarding funding opportunities available across the country.
- Organize talks by external experts at regular intervals to enhance the knowledge and research perspectives of all faculty members of SVP CET.
- The activities of the R&D Cell shall be displayed on a dedicated notice board.

- Conduct quarterly meetings with the R&D Steering Committee to review progress and discuss future prospects.

For Departments

- Departments shall undertake research activities such as publishing papers, organizing conferences, writing and submitting funding proposals, and filing patents and copyrights, in accordance with the assigned targets specified in the Annual Research Target Plan (ART).
- The Head of Department (HoD) shall ensure the proper distribution of R&D targets within the department in alignment with the Annual Research Target Plan (ART).
- The following are the minimum targets that each department must achieve:
 - Minimum 1 WoS/SCOPUS paper per faculty member per year.
 - Minimum three patent applications must be filed from each department annually.
 - At least one national or international conference shall be organized each year, on a departmental rotation basis, in collaboration with the R&D Cell.
 - Minimum five copyrights must be filed from each department every year.
 - Every department must apply for external funding.
- Departmental R&D Coordinators shall be responsible for ensuring that the departmental R&D data is updated on a monthly basis. They must ensure that the data sheet shared with the R&D Cell strictly follows the prescribed format. It is also the coordinator's responsibility to verify the indexing status of each published paper.
- The Heads of Department (HoDs) shall ensure that the departmental R&D Coordinator has an active research background.

For Individual Faculty Member

- Faculty members shall accept research targets based on the Annual Research Target (ART) Plan and shall submit a duly filled and signed assigned target form to the Head of the Department/In-Charge at the beginning of each session.
- Faculty members are expected to devote a minimum of five (05) hours per week to research-related activities.
- Each faculty member shall be responsible for achieving all assigned targets.

- Faculty members holding a Ph.D. degree shall apply for external research funding. A list of various external funding agencies shall be provided to each departmental R&D Coordinator.
- Faculty members shall identify suitable industries and seek possible funding in mutual agreement on a defined problem statement.
- It is mandatory for all faculty members who have not yet registered for a Ph.D. to complete their registration in the academic year 2025–26 at a UGC-recognized university/institute, preferably one ranked within the top 150 in NIRF, and submit the Ph.D. registration or admission letter to the R&D Cell.
- Faculty members pursuing Ph.D. must complete it within 5 years from date of registration.
- Faculty members pursuing Ph.D. must publish one paper in Scopus/SCI/Web of Science per year with affiliation of “St. Vincent Pallotti College of Engineering & Technology, Nagpur”
- Each faculty member shall complete at least one subject course per year (preferably on Emerging Technologies) through NPTEL, with a total duration of 8 -12 weeks, and obtain the corresponding certification.
- Facilities such as reimbursement of publication charges and funding support for paper presentations at conferences, workshops, or seminars may be availed by faculty members only after completing **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 SVP CET 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) up to 3.00 lakh 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 departments 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 web of Science. Faculty member shall not be entitled for 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
- Web of Science- ESCI

Faculty members are encourage for collaborative publication with other institute of repute/ Industry.

4.4.2. Conference Publications (National and International)

Faculty members are encouraged to submit and present their research work at reputed national and international conferences organized by institutions ranked within the top 150 of the NIRF or conferences indexed by SCOPUS or Web of Science (WoS).

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/Hard Copy of the published Paper/Book/Book Chapter to the Library.

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. Faculty members are encouraged to do utility patents, also they must initiate the commercialization of their patent.

4.6. Ph.D. Guidance/Supervision

Faculty members are encouraged to be an internal supervisor to the SVP CET faculty and can also be an external supervisor for external candidates registering at National or International Universities. Faculty members 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 faculty members. 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.

Similarity Score other than references should be less than 15%.

5. Incentives

Incentives shall be provided to faculty members who consistently contribute to the research activities of the institute through external funding, publications in journals, conferences, books, or book chapters, and by securing patents.

All faculty members shall apply for R&D incentives or reimbursements effective from 1st July 2025 through the following link: <http://randd.svp cet.in/>. A valid Vidwan ID is mandatory for submitting the incentives application.

5.1. Journal Publications (National and International)

Incentives shall be provided to faculty members who publish in journals indexed as per Section 4.4.1. The incentives shall be classified based on the type of indexing of the journal, as detailed 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/-
Web of Science- ESCI	Rs. 3,000/-

Evaluation Process: For authentication of Journal

Journal status:-Web of science



Journal status: - Scopus



*Note:

- ✧ Before submitting a paper to any journal, faculty members should contact the R&D Cell in case of any queries regarding the indexing status of the journal (SCI, SCIE, SSCI, Scopus).
- ✧ The paper must be reflected in the college's Scopus profile to be eligible for claiming incentives.

Authorship to the level of **FOUR** is permitted to be considered for incentives with varying proportions as given below:

- If only one author is affiliated to SVP CET and all other authors are from other organizations, then the faculty from SVP CET shall be 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 shall be counted in the name of the institute.
- Incentive of publication shall be shared proportionally in case of joint publication from SVP CET faculty members.
- If a journal paper is co-authored by students and faculty members, and the student is the first author, the incentive shall be provided in accordance with the Students' R&D Policy. Faculty members shall not be eligible for any incentive under this provision.

5.2. Conference Publications (National and International)

A faculty member who submits and presents a paper at a conference shall be entitled to the incentive amounts specified below, upon successful submission of the conference certificate/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 or conferences indexed by Scopus/WoS

For presenting a research paper in e-Conferences, faculty members shall be reimbursed either the full registration fee or the amount specified in Table 2, whichever is lower, subject to Early Bird registration only.

- A faculty member shall be entitled to a maximum of Six days of On Duty Leave per semester to attend national and international conferences, subject to prior approval and 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.
- Each faculty member shall be eligible to claim the registration fee reimbursement for attending a conference once per academic year, and shall be eligible to claim travel allowance for attending conferences outside India once every three years.
- If more than one faculty member from SVP CET is authoring and presenting a paper at a conference, travel allowance (TA) shall be provided to only one faculty member who is registered for the conference.
- If a Conference paper is co-authored by students and faculty members, then the registration fee and travel allowance (TA) shall be provided as per the Students' R&D Policy, and the faculty members shall not be eligible for any reimbursement under this provision.

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 SVP CET then the incentive amount will be shared proportionately.

Table 3: Incentives for Book/Book Chapter

Book/Book Chapter	Incentive Amount
Book- Reputed International Publisher (like Pearson, RELX, Thomson Reuters, Penguin Random House, Macmillan Publishers, McGraw-Hill Education, PHI, IEEE)	Rs. 15,000/-
Book-National Publisher	Rs. 3000/- Maximum 6000/- per year
Book Chapters (Indexed by Scopus/WoS)	Rs. 2000/- per chapter to Maximum Rs. 6,000/- per year

Note: A faculty member who availed the incentive amount for attending and presenting a paper at a conference shall not be eligible to claim an additional incentive for publishing the same paper as 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 on award of/grant of patent (to be shared equally if more than one members involved).
- 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.
- Revenue generated through the commercialization of a granted patent shall be shared in the ratio of 80% to the inventor(s) and 20% to the institute, after deduction of any direct expenses incurred for filing, maintenance, or legal protection of the patent.

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 SVP CET, 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 SVP CET, 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.

Note: Faculty members who have secured research grants in previous years and have applied for incentives (partial or full) in the current year shall be eligible to receive incentives as per the provisions of the current year's R&D Policy.

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 and Designs

Faculty members shall be eligible to receive financial assistance for copyright registration fees (as per actual expenses), applicable only for copyrights filed within India.

Design registration shall be treated under the same provisions as copyrights, and an incentive of Rs 1,000/- shall be provided for each approved design.

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 25 or higher and at least one Scopus/WoS journal paper shall be eligible to apply for this award.

Criteria for research score is as follows:

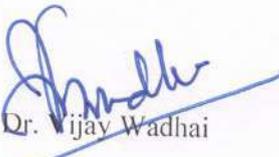
Sr. No.	Category	Type	Criterion (Marks)	Marks Obtained	Total Score
1	Journal Publication	National / International	(Web of Science- ESCI) 03 per paper		
			(Scopus) 05 per paper		
			(SCI) 10 per paper		
2	Conference Publication (Indexed in Scopus/WoS)	National	01 per Conference (Max. 02 marks)		
		International	03 per Conference (Max. 06 marks)		
3	Patent	Published	03 per publication		
		Granted	10 per grant		
4	Book	National	02 per book (Max 02 Books)		
		International	10 per book		
5	Grant Received	Technical Event (STTP/FDP/Conference)	2 to 5 Lakhs: 02 > 5 Lakhs : 05		
		Research Funding	2 to 5 Lakhs: 05 > 5 Lakhs : 10		
6	Copyright/Designs	Granted	01 per Copyright/Design (Max 02)		
7	Book Chapter (Indexed in Scopus/WoS)	Published	02 per Book Chapter (Max. 06 marks)		

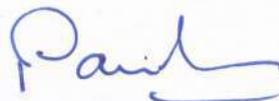
8	Ph.D. Supervisor	Recognized in assessment year	02		
9	Thesis Submitted/Awarded by Students of Ph.D. Supervisor	In assessment year	05 per candidate		
10	Session Chair	International Conference	03 per session (Max. 06 marks)		
11	Keynote Speaker	International Conference	05 per session (Max.10 marks)		
12	Reviewer of Journal /Conference	SCI Journals	03 per review (Max. 09 marks)		
		Scopus Journals	02 per review (Max. 06 marks)		
		International Conference	01 per conference (Max. 03 marks)		
13	Editor of Journal	International Journal (SCI/Scopus)	15 per journal		
14	Conference Organizer	Convener	02 per conference		
		Committee Member	01 per conference		
15	Citation in Current Year (Google scholar citation) (Jan to Dec)	More than -25	02		
		More than 50	04		
		More than 100	08		
16	h-index/i10-index (Last 5 years) (Google scholar)	10 or more	06		
		7 - 9	04		
		4 - 6	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.


Dr. Prashant Maheshwary
Director QM&ID


Dr. Vijay Wadhai
Principal


Dr. Fr. Paul Chandrankunnel
Director



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

