

# **Indira College of Engineering & Management, Pune**

**Approved By AICTE New Delhi, DTE (MS), Affiliated to Savitribai Phule Pune University and  
Accredited by NAAC (Id-No. PU/PN/Engg/282/2007 )**



## **Research & Development Policy**

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**This Research and Development policy is updated by the following members:**

S.No	Name of the Faculty	Designation
1.	Dr. Poorna Shankar	Professor and Dean R&D
2.	Dr. Soumitra Das	HOD Computer
3.	Dr. Kiran Devade	HOD FE
4.	Dr. Mahesh Bhong	Assistant Professor

**This Research and Development policy is reviewed by the following members**

S.No	Name of the Faculty	Designation
1.	Dr. Pravin Ghanegaonkar	Principal, ICEM
2.	Dr. Sunil B. Ingole	Director, ICEM

**The updated Policy is recommended by the College Development Committee and Governing Council meeting held on 29<sup>th</sup> March 2023 and approved by Dr. Tarita Shankar, Chairperson , Indira Group of Institutes and implemented with effect from 1<sup>st</sup> April 2023.**

## **Research and Development Policy**

### **Preamble:**

Overall, a research policy is essential for creating a research culture in a college that fosters innovation, collaboration, and excellence. It helps to ensure that research activities are conducted with the highest standards of integrity and compliance, and that the outcomes of research are disseminated and utilized for the benefit of society. This policy defines the applicable rules and regulations to be adhered while carrying out various research activities and norms related to safe and ethical conduct of research. This policy helps to ensure accountability and transparency in research activities

This policy aims to establish a framework for promoting and supporting research activities among faculty, students, and staff. The research policy provides a broad framework to the research related tasks with the following objectives:

### **Objectives:**

- 1) To identify and inform all researchers about the research opportunities available in academic, industry, government and research organizations.
- 2) To provide a conducive environment and motivation for undertaking interdisciplinary projects and research.
- 3) To facilitate the presentation of the research work in academic events such as national / international conferences and enhance the standard of research publications.
- 4) To establish center of excellence in association with industries and create modalities for preparing and undertaking joint research projects.
- 5) To establish a long term relationship with research organizations for widening the scope of research opportunities and funding options available to the academic fraternity.
- 6) To encourage participative research in all academic programs and promote internal funded research and consultancy services.
- 7) To acquire membership of renowned professional bodies and promote linkage with Industry and other institutions of global repute.
- 8) To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in the conduct of their research

### **Policy Guidelines:**

The following guidelines shall apply to all research activities in the college:

1. **Research Integrity:** All research activities must be conducted with the highest level of integrity and adherence to ethical principles. Researchers must comply with all relevant laws and regulations governing research, including the Institutional Review Board (IRB) guidelines for research involving human subjects.

2. **Funding:** The college shall provide adequate funding for research activities through internal and external sources. Researchers must apply for grants and other sources of funding through the research and development cell, which will provide guidance and support in preparing grant proposals.
3. **Intellectual Property:** The college recognizes the importance of protecting intellectual property rights arising from research activities. Researchers must comply with the college's policy on intellectual property and sign agreements that assign ownership rights to the college or other parties, as appropriate.
4. **Research Collaboration:** The college encourages interdisciplinary research collaboration among faculty, students, and staff. The research office will facilitate such collaboration by creating opportunities for joint research projects and hosting research seminars and conferences.
5. **Research Dissemination:** The college recognizes the importance of disseminating research outcomes to the academic community and the public. Researchers must publish their research outcomes in reputable academic journals and present their work at national and international conferences. The college will provide support for the publication of research outcomes and the organization of research seminars and conferences.
6. **Research Facilities and Resources:** The college shall provide adequate research facilities and resources, including laboratories, equipment, and software, to support research activities. The research office will coordinate the allocation of research resources and ensure that they are used efficiently and effectively.
7. **Reporting and Evaluation:** The college shall require researchers to report on their research activities and outcomes regularly. The research office shall monitor and evaluate research activities and outcomes to ensure compliance with college policies and to identify opportunities for improvement.

#### **Policy**

1. Research interest group has to be formed based on similar research interest, domain and skill set. This group will be interdisciplinary in nature.
2. All faculty members are expected to publish quality research papers in any of IEEE, SCI, Web of Science, Springer, Scopus indexed, ABDC, ASME, ASCE, ACM, MIT, SCEI journals having high impact factor.
3. For all Assistant Professors, it is expected to publish **at least one paper** in the refereed international journal mentioned in Policy No. 2 **and one** research paper in national / international journal /conference with high impact factor / UGC CARE journal **every year**.
4. For all Associate Professors and Professors, it is expected to publish **at least two papers** in the refereed international journal mentioned in Policy No. 2 **and one** research paper in national / international journal / conference with high impact factor or UGC CARE journal.
5. Final year projects should have research focus with interdisciplinary in nature and lead to at least one publication in the refereed journal.

6. ICEM shall establish centre of excellence in the thrust areas of research in collaboration with Industry. This facility can be extended to researchers and faculty from other organization and Industry.
7. Faculty will be motivated to pursue collaborative / inter disciplinary research activities and acquire funding from agencies / industry.
8. More Workshops/Seminars/Conferences are to be organized in association with professional bodies/industries/funding agencies regarding opportunities in R&D.
9. ICEM will encourage the research projects with innovative ideas by providing seed funding to kick off.

10. Consultancy:

- Every department is expected to prepare a brochure to exhibit their expertise in providing training and consultancy services to industries and other institutions.
- The Consultancy activities are to be promoted through alumni, recruiters, social media and corporate network.
- The department shall enter into MOU to utilize the resources and infrastructure such as equipment, testing and laboratory facilities with the funding agencies.
- The progress of the consultancy projects and budget utilization statements are to be submitted periodically to the R&D department.

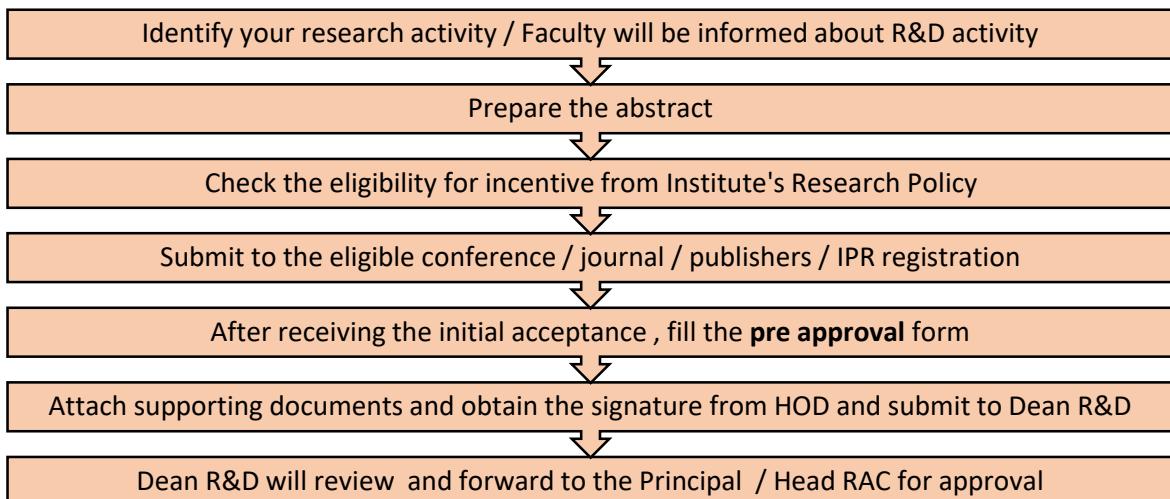
## **Research Incentive schemes to faculty for the R&D activities**

S.No	Category	Incentive
1.	Publications in Scopus / Web of Science / Pubmed /IEEE/ SCI/ABDC/SCEI Impact factor Journals	Rs.10,000/- all inclusive per publication
2.	UGC CARE Listed journals	Rs. 5,000/- all inclusive per publication
3.	Presentation and publication in IEEE/ASME/CSI conferences where papers are published in Scopus indexed or UGC CARE journals and FOUND ONLINE	Registration fee and Travel cost (III AC train or equivalent) will be reimbursed  On duty of conference dates and travel days at actual <b>(The reimbursement claim of Point no 1, 2 and 3 should not exceed 5 in a Financial Year).</b>
4.	International Conferences	Prior Permission from the Management – Minimum 2 years of continuous service at the Institute is expected to apply for the scheme. 70% of (Registration amount + TA) or Rs. 75,000/- whichever is lesser will be reimbursed.  A faculty can apply once in two years only for this scheme.
5.	Citation	For number of citations above 10 in a calendar year an incentive of Rs. 5000/- will be given.
6.	Indian Patent with college as one of the applicant for faculty / student for patent filing and publication	If all members are from ICEM with college as one of the applicant, then entire expenses will be reimbursed . If other college faculty are involved then amount will be proportionally divided. .( upper limit will be up to Rs. 20,000/-)
7.	Indian Patent with college as one of the applicant for faculty and student for patent grant	Rs. 10000/- per application will be paid by college in total and remaining amount will be paid by applicant. If all members are from ICEM with college as one of the applicant, then entire expenses (up to Rs. 25k) will be reimbursed.
8.	International Patent filing with college as one of the applicant for faculty and student, publishing and grant	Rs. 10000/- per application will be paid in total by all members. Remaining will be paid by the Institute max Rs. 25000/-. If all members are from ICEM with college as one of the applicant, then entire expenses (up to Rs. 25k) will be reimbursed.
9.	Design / Document - Copyright Filing	Entire Processing charges will be reimbursed. College affiliation is mandatory for all documents.
10.	For all projects and any research activity of interdisciplinary in nature	Complete reimbursement on actuals will be paid. But Pre sanction is mandatory for all activities subject to recommendation of RDC.
11.	Incubation / Start up / Innovative Research Project	Application case to case basis as seed money Rs. 50,000/- max per project. One project per A.Y per faculty. RAC will recommend for over and above compensation

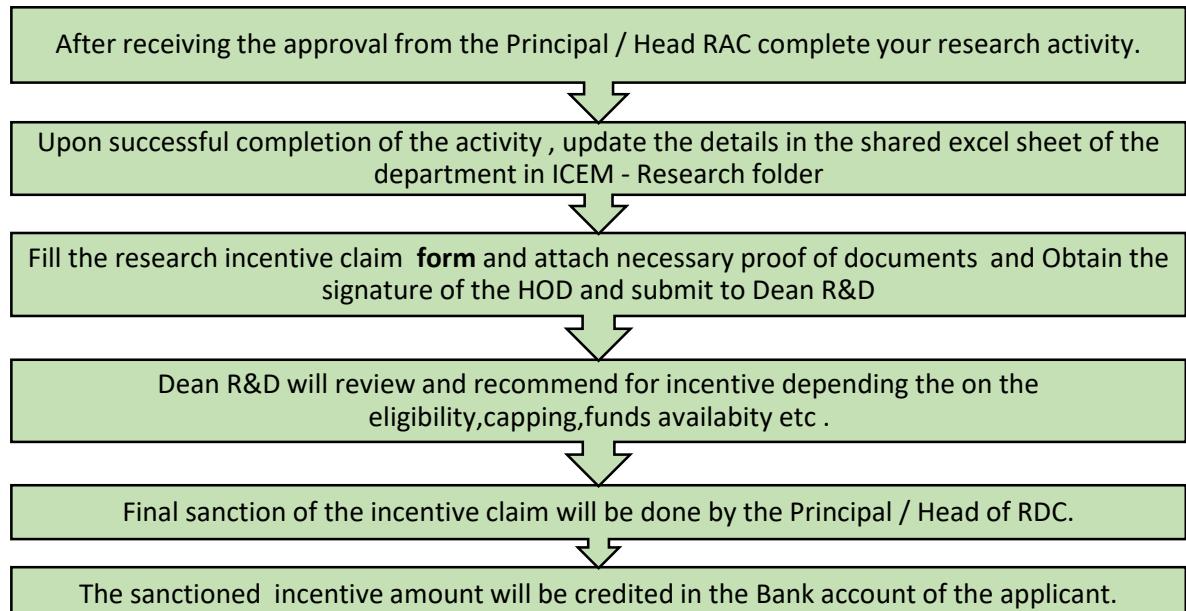
12.	Book Publication	For single author – Rs. 10000/- per book once For two authors –Rs. 5000/- per book once For more than two authors – Rs.3000/- once for a book For a chapter – Rs. 2000/- per chapter (Max 2 per A.Y) ISBN number is mandatory for all Book publication. For Scopus indexed book / book chapter Rs. 5000/- will be paid additional.
13.	Research Project	1% of amount of total sanction will be divided among PI and all Co-PIs.
<b>Pre-approval is mandatory for all the above claims / reimbursements / incentives. The decision of the institute head will be final.</b>		

#### **Research incentive for Faculty Process Flow:**

##### **Pre Approval:**



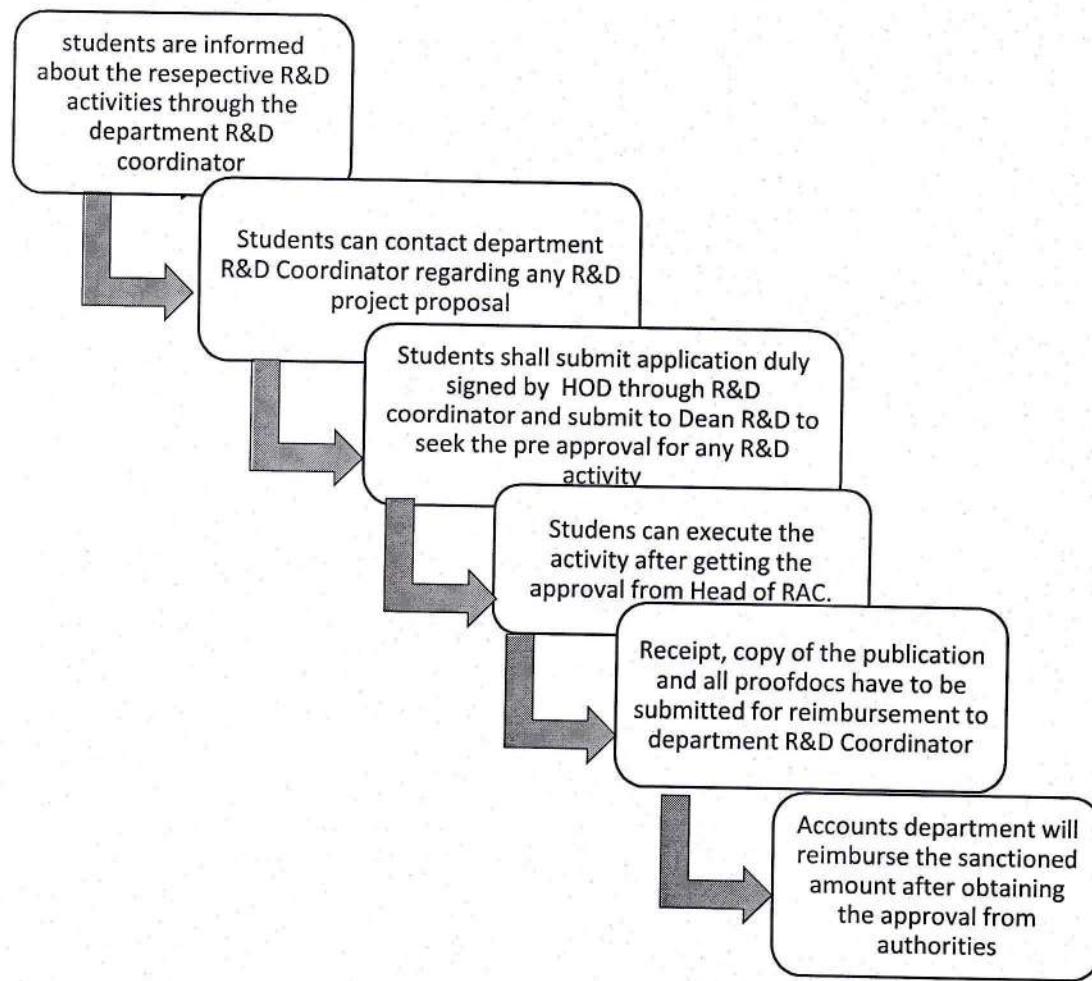
##### **Process for reimbursement – post activity**



### **Research Incentive schemes to students for the R&D activities**

- 1) Students will get reimbursement towards paying registration fees for presenting the paper in the national / international conference.
- 2) Research incentive amount of Rs. 2000/- will be paid per paper for publishing in national / international journals and Rs. 5000/- will be paid per paper for publishing in UGC CARE journals and Rs. 10,000/- will be paid for publishing in SCOPUS/IEEE/WOS indexed journals.
- 3) Students will also get incentives for filing/publishing/grant of patent and copyright as per the incentive scheme mentioned in the above table (S. No 6, 7 and 8).

#### **Research incentive for students Process Flow:**



Approved by

**Dr. Tarita Shankar**  
Chairperson, Indira Group of Institutes, Pune

Date : 30<sup>th</sup> March 2023