

Research and Development (R & D) Policy
Shah and Anchor Kutchhi Engineering College
(An Autonomous Institute Affiliated to University of Mumbai)



R & D Cell,
Shah and Anchor Kutchhi Engineering College
An Autonomous Institute Affiliated to University of Mumbai
Chembur, Mumbai
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PREAMBLE

Improving high quality objective scientific research is a necessary requirement for creating successful applications. The objective of Research & Development (R & D) cell initiatives undertaken by Shah and Anchor Kutchhi Engineering College (SAKEC) is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. All education, research and innovation of this Institute aim to be of a high standard. The goal of creating technological and social innovation has emerged alongside R & D based activities. To achieve the high quality research ambience the following policies have been undertaken. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the institute

ESTABLISHMENT OF R & D CELL

2.1 R & D Cell

Research and development (R & D) cell was established as per decisions taken by the Board of Governors, which Comprises of the following members

- Principal-Chairman
- Dean (R & D)-Secretary / Convener
- Associate Dean (R & D) Co-convener
- Research coordinators of each Department- Members
- Nominee from Network Institution- Member
- Student Research coordinators of each Department- Members

2.2 Objective

- To provide an opportunity and platform for faculties and students to perform Research work in emerging trends.
- To create research awareness amongst our faculty members and students.
- To promote researchers for interdisciplinary research
- To arrange Conferences, workshops and Seminars including eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- To perform collaboration and interaction with researchers working on disciplinary and interdisciplinary research.
- To encourage every faculty member for research proposal writing and to participate in R & D activities leading to Doctoral degree.
- To establish links with different Industries, R & D organizations to facilitate research activities.
- To seek grants from various governments, semi govt. and private agencies for promoting and supporting the research work.
- To conduct research activities for benefit of society

R & D POLICY AND INCENTIVE NORMS

3.1 Introduction

The policy for performance based incentives, financial assistance for career development of the faculty as well as research and development, SAKEC aim to nurture sustainable academic and research culture in emerging areas and to develop research capability of students and faculty of the institute by participating in conferences, seminars, etc. so as to encourage them to take up the research projects.

3.2 Activities to be undertaken by R & D Cell

- Allocation, Utilization and review of R & D funds sanctioned by the Management.
- Grant of financial assistance to the faculty and students as per the prescribed norms.
- Participation in Conferences, Seminar, Workshops, Symposiums, Conventions, Conclaves etc.
- Tracking of data of research publications, area of research, citations, H-index in refereed journal.
- Submission of research proposals to the external funding agencies.
- Preparation and implementation of R & D Calendar.
- Organizing program for Orientation, Research methodology, IPR, Mini- modeling, Healthcare Hackathon, Paper presentation, Guest lecture etc
- Dissemination of information about funding agencies to the entire faculty every year.
- Grant of seed money for research Project, Patent filing, Copyright, Prototype Project of UG, Innovation, Competitions etc.

3.3 Available R & D Resources

- Sanctioned Budget for R & D by the Management.
- Online and offline journals like IEEE, Elsevier etc.

- Laboratories equipped with research facilities.
- Library, Multimedia-Journals.
- Externally funded research Project

3.4 General Guidelines

- R & D shall maintain up to date data regarding completed research projects, ongoing research project, funding agencies and other resources such as AICTE, DST, UGC, CSIR, DRDO etc.
- The proposals shall be routed through Dean R & D, and Principal.
- Whether financial assistance is sought or not, author must submit plagiarism report to head of the institute duly authenticated before submitting the research paper.
- Faculty should apply for travel grants to the respective authority for obtaining subsidy under different clauses of eligibility before applying to the management.
- The faculty must deliver a presentation to the faculty and final year student of the department
- Attendance sheet, certificate of participation and summary should be submitted to Dean R & D and Principal
- Normally, advance should be discouraged. However, in some emergent cases, It may be granted not more than 75% of the probable expenses.
- Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the next salary.
- A copy of conference proceeding or any book presented by organizer should be submitted to the department library.
- Faculty shall avoid simultaneous submission of manuscripts or abstracts at multiple platforms without the approval of the editor.
- The facility of reimbursement is extended normally to the first author.
- If claim is submitted by author other than first, NOC from other author is necessary.

3.5 APPLICATION FOR PERMISSION TO ATTEND CONFERENCE BEFORE EVENT

- Claim of reimbursement should be submitted within seven days after the event / activity.
- For permission to participate in conferences / seminars, faculty and student should submit application complete in all respect forwarded by the department R & D co-ordinator and HOD to R & D cell.
- The proposals for incentives to the students, should be finalized at institute level provided the attendance of students in classes is 75% and above.
- R & D cell will hold minimum one meeting in a month for discussion all aspects.

3.5 Application for permission to attend conference before event

- Typed application duly signed in with justification.
- Recommendation of R & D cell, Concerned HOD and Principal.
- Leaflet / brochure of conference /seminar.
- Invitation / Acceptance letter.
- Approximate breakup of probable expenditure.
- Breakup should cover amount registration fee, travelling expenses by shortest route by AC three tire, lodging boarding and local travel.
- Research paper in PDF format.
- Plagiarism report less than 10 % similarly index.

3.6 Application for Reimbursement claim after event is over

- Prior approval letter.
- Item wise actual expenses.
- Copy of certificate of participation.
- Attendance report for the entire program.
- Acknowledgement from library for having received a copy of proceeding / any book.

3.7 FINANCIAL ASSISTANCE/INCENTIVES TO FACULTY

- Advance if taken should be deducted. Entry should be countersigned by account section.
- Bank details Account holder name, Account number, Bank and Branch, IFSC.
- Note reimbursement will be made exclusively online and not by cash.

3.7 Financial Assistance/Incentives to Faculty

3.7.1 Publications In Journal

Publications In Journal		
Category	Incentive	Remarks
Category A : Web of Science, Scopus, SCI, Springer, IEEE, Thomson, Router, and UGC approved.	<ul style="list-style-type: none"> ■ Q4 = 2,000/- ■ Q3 = 3,000/-, ■ Q2 = 5,000/-, and ■ Q1 = 7,000/- (Quartile 1 to 4 journal as per scopus)	TA / DA Not Applicable
Category B : Any other journal other than those specified in category "A"	50 % Registration fee maximum up to Rs. 3,000/-	TA / DA Not Applicable

3.7.2 Faculty Recognition Incentives

Faculty Recognition Incentives		
Category	Points and Incentives	Remarks
Citation Index (Scopus)	<ul style="list-style-type: none"> ■ Less than 50 = 1000/- ■ 50- 100 = 2,000/- ■ 101 - 200 = 3,000/- ■ 201 - 400 = 4,000/- ■ more than 400 = 5,000/- 	

3.7 FINANCIAL ASSISTANCE/INCENTIVES TO FACULTY

h-index (Scopus)	<ul style="list-style-type: none"> ■ 1 to 5 = 2,000/- ■ 6 to 10 = 3,000/- ■ 11 to 20 = 5,000/- 	
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3.7.3 Conference/STTP/Workshop etc. by Faculty

Conference/STTP/Workshop etc. by Faculty		
Category	Incentives	Remarks
Category A : Paper publications at national institutes such as IITs, IIMs, IISC Bangalore, NITs, etc.	<ul style="list-style-type: none"> ■ 100 % Registration fee maximum upto Rs. 10,000/- ■ Duty leave as per guidelines. 	TA / DA as per norms
Category B : Paper publications at Deemed to be Universities, NBA / NAAC Accredited Institutions having secured Grade A and above and has a minimum 10 years of standing Professional Societies, IIIT or State Government Institutions	<ul style="list-style-type: none"> ■ 50 % Registration fee maximum upto Rs. 3,000/- ■ Duty leave as per guidelines. 	TA / DA as per norms
Travelling and accommodation expenses for International Conference in India	TA/DA as approved by the institute in prior approval	Prior approval for probable expenditure of the Institute is mandatory
Membership of Professional Society, Professional organization	<ul style="list-style-type: none"> ■ 20 % membership fee. ■ Proof for prescribed membership fee necessary. 	Society /organization Membership should be related to the domain of discipline.

3.7 FINANCIAL ASSISTANCE/INCENTIVES TO FACULTY

Purchase of Books for R & D work	<ul style="list-style-type: none"> ■ Rs. 1000/- every year for each faculty. ■ Books shall be taken on Accession register of library. 	Recommendation by HOD, R & D cell, Principal necessary.
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3.7.4 Special Rewards for Faculty

Special Rewards for Faculty		
Category	Incentives	Remarks
Award of Copyright	100 % of the Registration fee will be reimbursed after award.	
Award of Patent and Patent filling	100 % Registration fee will be reimbursed .	
Author of standard text book on the subject from own discipline	Rs. 7,000/-	<ul style="list-style-type: none"> ■ If published by reputed publisher. ■ Reimbursement will be done after complimentary copy is submitted to library.

3.7 FINANCIAL ASSISTANCE/INCENTIVES TO FACULTY

<p>Chairperson at Technical Session of international conference Or Invited as keynote speaker in International Conference in India (Max. two times per A.Y.)</p>	<p>40 % of probable expenses</p>	<ul style="list-style-type: none"> ■ Prior approval from the management is necessary. ■ Attendance certificate from organizers required.
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3.7.5 Incentives for Higher study/Certifications courses etc. for faculty

Incentives for Higher study/Certifications courses etc. for faculty		
Category	Incentives	Remarks
<p>Award of NPTEL / SWAYAM Certificate after successful completion of the course</p>	<ul style="list-style-type: none"> ■ Gold certification = 75 % of the Examination fee ■ For Silver certification = 50 % of the Examination fee ■ For Elite Certification = 25 % of the Examination fee ■ All India level topper with Gold certification = Rs. 5,000/- ■ All India level topper with silver certification = Rs. 3,000/- 	
<p>Ph. D from institutes of national importance such as NIT/IIT/IIM/IISC and Other universities.</p>	<p>One day study leave per week</p>	

3.7.6 Incentives for External Funding

3.8 FINANCIAL ASSISTANCE/INCENTIVES TO UG/PG/PH.D. STUDENTS

Incentives for External Funding		
Category	Incentives	Remarks
Financial Grants received from External funding agency such as AICTE, DST, DRDD, GOI etc for research project	<ul style="list-style-type: none"> ■ Principal Investigator = 3 % on grants ■ Co-Principal Investigator = 2 % on grants ■ Head of Institute = 2 % on grants ■ HOD = 1 % on grants ■ Administration staff = 1 % on grants ■ R & D Cell = 1 % on grants 	
Ph. D from institutes of national importance such as NIT/IIT/IIM/IISC and Other universities.	One day study leave per week	

3.8 Financial Assistance/Incentives to UG/PG/Ph.D. Students

3.8.1 Publications In Journal and Conference

Publications In Journal		
Category	Incentive	Remarks
Category A : Web of Science, Scopus, SCI, Springer, IEEE, Thomson, Router, and UGC approved.	<ul style="list-style-type: none"> ■ Q4 = 3,000/- ■ Q3 = 5,000/- ■ Q2 = 7,000/- ■ Q1 = 10,000/- (Quartile 1 to 4 journal as per scopus)	TA / DA Not Applicable

3.8 FINANCIAL ASSISTANCE/INCENTIVES TO UG/PG/PH.D. STUDENTS

Category B : Any other journal other than those specified in category "A"	75 % Registration fee maximum upto Rs. 7,500/-	TA / DA Not Applicable
Conference organized by National Institute such as IITs, IIMs, IISC Bangalore, NITs etc.	100 % Registration fee maximum upto Rs. 7,500/-	TA / DA as per guidelines
Conference organized by Deemed Universities, NBA / NAAC Accredited Institutions with Grade A and above with 10 Years of standing, Professional Societies, IIIT or Other Government Institutions	75 % Registration fee maximum upto Rs. 5,000/-	TA / DA as per guidelines

SOME IMPORTANT NOTES

- No Financial Assistance /Incentives for any open access Journal.
- All the R and D Policies are applicable with effective from A. Y. 2024-25