

R & D POLICY

The goals of the research policy are to promote a research culture and improve the research environment for staff and students in the science and technology sectors, as well as establish rules for academic research, innovation, and other R&D activities.

All regular and contract faculty members and students of ACET who are engaged in any kind of research activity are subject to the Research Policy Guidelines.

Policy statement

- To provide an environment for the development of a research culture in order to enhance research productivity and achieve top-notch technological results.
- To contribute to the organization's aspiration of becoming an elite educational institution.

Vision:

To stimulate innovative and multidisciplinary research in cooperation with industry to satisfy global demands through the involvement of all stakeholders.

Mission:

Develop a system for R&D activities through effective contributions of the staff and students to actuate industry relevant innovative projects, prepare the research proposals, apply for funding agencies, publish papers, patents that leads to entrepreneurship and startups.

Objectives

- i. It aims to develop an industrial ethos which generates activities that promote innovative techniques.
- ii. It aims to establish an integrated and co-ordinated approach towards research and development.
- iii. It aims to provide a research management structure which will support and facilitate research activities.
- iv. It aims to manage the development of research as a coordinating centre of existing and emerging research strengths.
- v. It aims to foster collaborative research with other research bodies of the industries and institutions.
- vi. It aims to nurture R&D initiatives through growth and provision of awards/rewards and better infrastructural support.
- vii. It uphold integrity, quality and ethics in research.
- viii. It promote and monitor doctoral research.
- ix. It will create zeal in staff/students to take-up multidisciplinary innovative research and publish papers in conferences/journals of national/international repute.
- x. It will link MOUs with industries, collaborate with institutions of higher learning and R&D organizations.

- xi. It may recommend for financial assistance for various R&D activities.
- xii. It will identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
- xiii. It will encourage students to undertake innovative projects and publish the same in reputed journals.
- xiv. It will provide scope for staff/students to work on latest technologies with industry.
- xv. take-up testing/consultancy services in co-ordination with alumni, industry and stakeholders.

Research Laboratories

Research laboratories should be equipped with the necessary infrastructure, equipment, and personnel to conduct scientific experiments, investigations and studies across various disciplines. These laboratories are integral components of research institution. Research laboratories play a critical role in advancing scientific knowledge, driving innovation, training the next generation of researchers, and addressing pressing societal challenges across a wide range of disciplines.

The research laboratories should be established in the every department to train the students in advanced technologies to carry out the research work such as those established in some of the department. e. g

- a) IoT Center of excellence: A research lab which helps the students in developing the projects in the area of IOT and implementation of big data analytics. This lab may conduct research on advanced IoT systems to analyze the performance of the IoT devices remotely.
- b) CAD Lab (STAAD pro): Conduct research analysis and design of structures.

Conduct of Orientation Programmers/training/workshops in thrust areas of research:

Training is an important part for ensuring that the faculty, students and other researchers are equipped with research skills on identifying research problems, write research proposals for funding, adopt best practices to conduct research, etc. Therefore, the University shall organize rigorous orientation and training programs for researchers in the identified areas. The departments of the Constituent Colleges also are encouraged to initiate research orientation programs and R&D cell shall support to organize them. Some of the indicative courses that the University shall plan periodically are:

- a. Orientation Programs in identified Thrust Areas of Research
- b. Research design methodology
- c. Regulatory ethics, approvals and consents
- d. Lab/Equipment/materials use
- e. Record keeping
- f. Data protection
- g. Management of intellectual property, including confidential information

- h. How to write a report/paper for publication
- i. Understanding and avoiding Plagiarism

Minor Research Projects

The institute encourages & support staff & students to take-up minor research projects as detailed below:

- a. Student projects are partially supported on recommendation of respective guide/supervisor/investigator based on potentiality of the project to an extent of Rs.1000/- under this category for duration of one semester/year on approval of R&D cell.
- b. The disbursement of sanctioned amount and completion of the project is the sole responsibility of guide/supervisor/investigator and may utilize the facilities, infrastructure and human resources of the institution.
- c. The amount should be paid by respective guide/supervisor/investigator directly to the vendor after proper negotiations and submit the bill to the accounts department through proper channel to R&D cell.
- d. The guide/supervisor/investigator has to submit the periodical progress report of the approved research project to the R&D cell.
- e. The amount should not be used either for remuneration or honorarium purpose.

Major Research Projects

ACET may supports all major projects as detailed below on approval from the Director.

- a. The major projects are sanctioned to the staff based on the recommendations of the R&D cell
- b. Regular progress reports are to be submitted through HOD to R&D cell for review/guidance.
- c. All the equipment purchased, fabricated-prototypes shall be the property of the institute only.
- d. UG/PG student projects may be carried out from major research projects.

Sponsored Research Projects

The staff-research-proposals are to be submitted to R&D cell for scrutiny and further submission to the funding agencies such as AICTE, UGC, DST, etc. The institute supports the execution of a R&D project in all manners. The funds must be credited into the college bank account from the sanctioned R&D organization and covers all the heads of budget proposal without any deficiency. No deviations of any nature are allowed and shortage of funds met through honorarium and remuneration. However, escalations of cost of executing a project beyond control shall be brought to the notice of the Director for further action and approval. Any staff member can collaborate in any major research project for publications/patents. UG/PG students must be involved in the sponsored research projects and can be remunerated if possible.

- **Collaborative Research Projects**

- (i) Industry Sponsored Research Project: A public/private sponsored projects can utilize experts of the institution concerned to conduct research. If any patent is registered, then there shall be a sharing of income generated from patent among the industry, researcher and institute. This will lead to following benefits:
 - a. The researcher will get an exposure to the concerned area of research.
 - b. The industry will get solutions to their problem.
 - c. The researcher, institute and industry can get the end-benefits.
 - d. The society is ultimate beneficiary with new R&D product or service.
- (ii) Multi/Inter disciplinary Research: Interdisciplinary/multidisciplinary research is the need of the hour. No department, institution, researcher or scholar can alone address any problem. The end results of R&D can only be derived with proper interaction between and amongst various other discipline faculties. The institute motivates all the staff members to involve in multi/inter disciplinary R&D activities. The following actions are in vogue:
 - a. Identify the multi/inter disciplinary R&D areas.
 - b. Identify the experts from various disciplines to work together on projects.
 - c. Study the infrastructure requirement of various disciplines.
 - d. Explore possibilities to find other resources for such multi/inter disciplinary research.
- (iii) Inter-institutional Research: The staff members are encouraged to prepare the proposals in collaboration with well-established research institutes such as Universities, NITs, IITs, IITs, and other organizations having similar interest. The staff may act as Principal investigator/Co-investigator depends on their contribution towards the research.

- **Intellectual Property**

In case of any innovation/invention, the institute will encourage the researcher to file a patent. The institute has collaboration with the third party agency, which will process the patent application. The institute shall bear all the expenditure in filing of patent application. If the patent is commercialized, then the revenue sharing would be as per IP Policy of the Institute.

- **Policy for Research and Consultancy Projects**

The Institute allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not affect the regular duties. Consultancies shall be undertaken only with the approval of the designated R&D Cell/ Principal. No limit is placed on earnings. However there is a limit on the time spent on Consultancy. The sharing of fee for Consultancy and related services offered are as per the following categories.

Category I : Complete use of infrastructure for Projects Completion – This type of projects use major infrastructure available in the college and based on use, the fund is shared equally by the institute

and the human resource.

Category II : Partial use of infrastructure for Project Completion – this type of projects use few college resources and accordingly the incentive is paid to college by the consultant.

Category III : No resources of college are used- this type of projects do not require college resources. The consultant needs to pay the minimal amount as incentive for permitting the consultant to avail the benefit of flexibility in rendering the services to college.

Category	Activity	Remuneration sharing
I	Complete Use of Institution's resources	50% to Consulting Faculty 50% to Institute
II	Partial use of Institution's infrastructure	70% to Consulting Faculty 30% to Institute
III	Without use of Institutional infrastructure	90% to Consulting Faculty 10% to Institute

• **Incentives for Publishing Papers**

As a part of the continual quality improvement policy, the institute encourages publication of papers (**un-paid publications** only) in various conferences and journals by the staff members and can claim incentives. Staff members presenting their research papers in regional/national/international-seminars/conferences/ workshops will be provided by OD leave and reimbursed by the registration fee & travel expenses as per the rules in force and may vary time to time. Faculty research publications in reputed national/ international journals/conferences will be reimbursed / awarded / rewarded **as per decision taken by the R & D committee with due approval of management** which may follow below pattern.

- i. International Journal (Scopus Indexed) : Rs. 10,000/- (for all authors)
- ii. International Journals(WOS Indexed but not in Scopus) : Rs. 5,000/-
- iii. International Conference Registration (Scopus Indexed) : Only Registration amount

Note:

1. The publication charges should be paid in the name of Journal/Publisher and receipt to be generated in the name of Author, who is applying.
2. All payments will be the original Fee paid, with a limitation of amount as mentioned in the table.
3. Neither Reimbursement, nor Reward will be given to paper published in list of discontinued Journals of Scopus/Cloned Journals list of UGC.
4. Papers published in list of Journals banned or not recommended by ACET R & D Team are also not

eligible for Reimbursement and Reward.

5. The original registration fee will be paid to the author publishing in Scopus Indexed & above journals through ACET Conferences. However, no reward is permissible.

- **Patents and Book Chapters**

1. **The institute outsourced attorney for filing patents who will help students and staff during filing process and will handle institute patents.**
2. The fee for patent filling will be borne by institute; provided “Institute” is, the applicant and Inventors (with institute address) belong to the institute.
3. For the Patents filed & published filed & published individually (wherein institute does not bear any filling charges) and applicant not being Institute, reward of Rs.5000/- will be given to the first Inventor with institute address.
4. Authors of Books/Book Chapters indexed in Scopus or Published by International Publisher will be rewarded Rs. 1500/- for one or more Book Chapter and Rs. 5000/- for Complete book, provided the affiliation should be institute name. This reward is only for Authors, not Editors.
5. Permission to attend Conference will be given based on exigencies of work and only once in a Semester.
6. Once the paper is published, before applying for reimbursement, the faculty has to submit soft copy of publication in the Department/Central Library.
7. All Papers (to Journals or Conferences) are to be submitted after proper plagiarism check and language check through proper channel, HOD/Dean (R&D)/Principal or Director
8. Affiliation of College name should be properly mentioned and even the institute to be acknowledged wherever possible.
9. In a scenario where the author has more than one affiliation, the author should compulsorily mention affiliation of respective institute of ACET.

NOTE:

- All monetary transaction will be sanctioned and approved by R & D cell subject to the approval of management.
- Students will be facilitated for making high cost projects and Scopus / SCI journal papers by the R & D Cell in which 50% amount will be paid by college in both the cases.
- For student project competition / hackathon, Registration fee will be granted from college.
- Certain amount of fund will be allocated per year to R & D Cell as per requirement and need. The amount will be allotted by budget committee of college before start of each session

- **Withdrawal of membership from R&D project**

Researchers can withdraw from the approved research in writing through proper channel and on the consent of sponsoring agency. Researchers should use the approved funds for that project only as per sanctioned heads of budget. Researchers should return the received money/money's worth to the institute if they didn't attend any professional development activities which are contributory to the R&D project.

- **Anti-Plagiarism Policy:**

The research work carried out by the faculty, research scholars and post graduate students shall be verified through the anti-plagiarism software tools such as those referred by UGC or INFLIBINET. Currently, URKUND is being used. The plagiarism check for postgraduate and doctoral scholars work will be verified as per the stipulated Academic regulations i.e., in line with the University Grants Commission Academic Integrity and Prevention of Plagiarism in higher Educational Institutions Regulations 2018. It is the responsibility of all research students and the research guides to read and understand the UGC regulations on research misconduct and avoiding plagiarism.

Orientation and awareness on the importance of anti- plagiarism and operational aspect of the software would be given. Each department head shall be given the access to conduct anti-plagiarism check for UG and PG students apart from the library officials.