

# **Research & Development Policy**

**(2025)**



**Research and Development Cell**

**P. R. Pote Patil College of Engineering & Management,  
Amravati**

**P R Pote Group of Educational Institutes**

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# **PART-I**

## **INTRODUCTION**

### **1.1 PREAMBLE**

P. R. Pote Patil College of Engineering and Management, Amravati (hereafter referred to as 'PRPCEM') was established in 2009 as an academic Institute dedicated to excellence in teaching, research and dissemination of knowledge to the rural population. PRPCEM is an autonomous college which drafts own curricula that educates students to develop the perceptions they need to move in a rapidly changing world. PRPCEM is committed to achieving vision of flourishing as a centre of excellence for producing skilled technocrats and committed human beings. The Institute has won the confidence of both parent community and the students in a very short time.

The Research & Development (R & D) not only contributes to the professional development of an individual involved, but also nurtures a culture of research excellence, empowering both faculty and students to contribute meaningfully to technological advancements and societal betterment. Recognizing crucial role of R & D in industrial advancements, PRPCEM aims to foster an environment that promotes innovation, knowledge and technological solutions for real-world challenges. To meet the goals envisaged, PRPCEM is committed to providing an environment where innovation can flourish and those participating in these endeavors can be suitably rewarded for their efforts. The policy shall govern the R & D activities of faculty members, research scholars and students of PRPCEM. The policy mentioned here is applicable to all the faculty (including adhoc). The primary aim of this policy is to Promote, Coordinate, and Implement Research and Development programs within the institute. The R & D cell has been established that will prepare and implement the policies for development of R & D activities within the Institute.

### **1.2 RESEARCH AND DEVELOPMENT CELL**

The Research and Development (R&D) Cell is established in PRPCEM. The R&D Cell comprises of the following members.

- (i) Principal - Chairman
- (ii) Vice Principal (ex officio member)
- (iii) Dean R&D (ex officio member) - would be the Secretary of the Cell.
- (iv) Dean (Academic)
- (v) Heads of all Academic Departments (ex officio member)-
- (vi) Nominee from the Industry

### **1.3 R & D POLICY STATEMENT**

P. R. Pote Patil College of Engineering and Management, Amravati aims to establish a vibrant R&D ecosystem that:

- Encourages faculty members to enhance their research expertise and contribute to knowledge creation.
- Elevates the quality of student projects by integrating research methodologies and innovative problem-solving approaches.

- Fosters a culture of project-based learning where students actively engage in research, experiment with emerging technologies, and develop practical solutions to real life problems. This will also help bringing teaching learning process from classrooms to the practical field and laboratories.

#### **1.4 ROLE & RESPONSIBILITY OF R & D CELL**

- a. Implementing of Research initiatives and reform policies decided by Academic Council and Governing Board of the institute and reporting to the authorities from time to time.
- b. Encouraging research across different departments and collaboration between engineering, sciences, and humanities and conducting necessary training sessions/ expert talks.
- c. Assisting faculty and students in publishing research in indexed journals (SCI, Scopus, etc.) and ensuring ethical research practices.
- d. Encourage PG and PhD education & Research
- e. Establishing awards, grants, or incentives for high-impact publications, patents, and funded projects.
- f. Facilitating the filing of national and international patents by faculty, students, and staff.
- g. Facilitating discipline specific and interdisciplinary national and international conferences, seminars, and workshops to promote research.
- h. Inviting proposals for funding under Internal, external funding agencies, industries, under state/ central government departments.
- i. Research collaborations with National and International organizations
- j. Recommending establishment of research facility (establishment and upgradation of research laboratories) and inviting proposals for establishment of Centre of Excellence
- k. Identifying and disseminating information about funding opportunities from external agencies, industries, and government bodies.
- l. Facilitating faculty in preparing and submitting research proposals.
- m. Scrutinizing and recommending proposals for financial assistance and grants.
- n. Organization of discipline specific and interdisciplinary national and international conferences, seminars, and workshops to promote research.
- o. Encouraging faculty and students to present their research findings on reputed forums.
- p. Creating awareness about IPR policies and assisting in commercialization and technology transfer.
- q. Maintaining statistical information about research output, publications, patents, and funded projects.

### **Dean Research & Development**

- a. Dean (R&D) shall work as member secretary of R & D Cell. He/ she will work in close coordination with R & D cell to implement R&D cell decisions effectively.
- b. Regularly reporting research progress and achievements to the R & D Cell committee.
- c. He/ She will submit recommendations of R & D cell to Academic Council and Governing Board for making policy decisions.
- d. Maintaining statistical record of research output, publications, patents and funded project.
- e. Disseminating information about funding opportunities from different sources.
- f. Facilitating faculty for submitting the research proposals.

## PART-II

### RESEARCH AND DEVELOPMENT POLICY

#### 2.1 RESEARCH INTEGRITY GUIDELINES

- a. **Institutional Affiliation:** All research publications, conference proceedings, funded projects, and patents of faculty shall have explicit mention of institutional affiliation as “P. R. Pote Patil College of Engineering & Management, Amravati.” The publications/proposals with any deviation from this requirement shall not be acceptable.
- b. **Collaboration and Memorandum of Understanding:** The Institute and its departments shall actively establish Memorandum of Understanding (MOU) with reputed National and International Institutes, research organizations, and industries to facilitate research collaborations, knowledge exchange, and industry-academia partnerships.
- c. **Indexed Conference Organization:** Each department shall organize indexed conferences every year or collaborate with other departments to ensure high-quality dissemination of research findings. These conferences should be aligned with reputed indexing agencies (SCI, SCOPUS, IEEE, ASME, ASCE, CSI, Springer etc.) to maintain academic credibility.
- d. **Collaborative Research:** Faculty members are encouraged to participate in collaborative research projects as Principal Investigator (PI) or Co-Principal Investigator (Co-PI) with National and International research institutions. Faculty involved in such projects shall submit a detailed report outlining the scope, funding distribution, and contributions of Co-PIs to the R&D cell for institutional records and transparency.
- e. **Plagiarism Check:** It is **mandatory** to conduct a plagiarism check for:
  - ✓ All conference and journal publications by students and faculty.
  - ✓ UG projects, PG Dissertations and Ph.D. theses.
  - ✓ Patent and copyright submissions.
  - ✓ Research funding proposals.
  - ✓ Mini-project reports and other research-related documents.
- f. **Ethical Research & Compliance:** Faculty members and students must adhere to ethical research practices and intellectual property rights (IPR) regulations while conducting and publishing research. Any research misconduct, including data fabrication, plagiarism, or duplicate submissions, will be subject to strict institutional action.
- g. **Industry & Government Research Funding:** Faculty members are encouraged to actively seek industry-sponsored and government-funded projects.
- h. **Faculty Development & Research Incentives:** The Institute will support faculty in attending national and international conferences, workshops, and symposia organized by reputed indexed professional associations, provided they contribute quality research papers

or represent the institution in a professional capacity. Faculty engaged in high-impact research, securing patents, or obtaining research grants will be rewarded with institutional incentives as per R&D Policy.

- i. Annual Research Review & Reporting:** Each department shall submit an annual research report summarizing publications, funded projects, patents, and collaborative initiatives to the R&D cell on or before 31<sup>st</sup> January of next year. Faculty members shall register on google scholar, web of science, national repository, institutional repository and other platforms for research and also update their research profiles periodically, ensuring visibility in institutional and global research databases.
- j. Relationships with Sponsors:** The methods, contents and results of research projects that has been funded (fully or partially) by external sources, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the research. Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing that is contrary with internationally acknowledged standards for ethical search. Researchers shall only utilize a sponsor's funds for purposes explicitly approved by the sponsor.

## **2.2 SCHEMES FOR FUNDING UNDER RESEARCH & DEVELOPMENT**

### **A. External Research Funding**

1. Faculty and researchers are encouraged to apply for external Research grants (financial support) from national and international funding bodies, such as research councils, non-profit organizations, and other institutions.
2. The R&D office will assist in identifying suitable funding sources and guiding the application process.
3. Priorities may be given to collaborative projects in collaboration with national and international research institutions.

### **B. Industry-Sponsored Research**

1. Industry-Sponsored Research is expected to promote industry-academia partnerships through funding for projects. Industry-sponsored research ensures real-world application of academic research, fostering innovation and commercialization.
2. Faculty members and researchers shall approach industry for funding individually or respond to industry calls for academic collaborations.
3. This will help students to realize the relevance of their education and create a linkage benefitting students to improve their employability.

### **C. Government Research Grants**

1. Research grants provided by various government departments at state and central level, such as AICTE, DST, DBT, SERB, DRDO, BRNS, UGC, CSR, ICSSR, Parent University etc. are normally aligned with national priorities for research.
2. Faculty and researchers will be informed by R & D cell as soon as the schemes are announced by the respective authorities.
3. Faculty and researchers will also receive guidance, administrative assistance, and access to institutional resources through R & D cell for completing such proposals.
4. Faculty members are also encouraged to apply for contingency (operational, incentives etc.) research grants from government (state/ central) and the funds shall be available within the control of concerned researcher.

## **2.3 INCENTIVES FOR OBTAINING RESEARCH GRANTS & PUBLICATIONS**

### **A. Sponsored Research Grants**

- 1 Faculty members who successfully secure external research funding will be incentivized for their efforts in certain percentage indicated below.
- 2 In case of multiple faculty members involved in the project, the incentives will be distributed as per the claims made in the proposal.
- 3 The faculty members are advised to claim such amount in the proposal itself, so that the expenditure on incentive can be met out from the external grants.
- 4 In case of making such incentive amount non permissible by the sponsoring agency, the college shall pay the same through R & D funds created by the college for the purpose.

### **B. Publication in journals**

1. The institute provides incentives to encourage faculty members and researchers for publishing high-quality research papers in reputed journals. This incentive is granted only for publications that meet stringent quality standards and contribute to academic excellence.
2. The research paper must be published in a recognized journal indexed in Scopus, Web of Science, SCI, or UGC-CARE. Publications in predatory, pay-to-publish, low-impact journals, non-indexed journal or found to be plagiarised will not be considered for funding.
3. To ensure quality, the research paper will undergo a validation process. The journal must have a strong impact factor and be included in reputed indexing databases. A plagiarism check will be conducted, and the similarity index must be within the permissible limit as per UGC/AICTE norms. The journal must follow a rigorous peer-

review process. The applicant should be either the first or corresponding author, and the institute's affiliation must be clearly mentioned in the paper.

4. Faculty members are advised to check the validity of the journal before submitting their paper for publication. This can be done by verifying if the journal is indexed in reputable databases such as Scopus, Web of Science, SCI, or UGC-CARE. Additionally, they should check the journal's impact factor, review the peer-review process, and ensure that the journal follows ethical publishing standards.
5. This incentive is applicable only for journals meeting the required indexing criteria. Indexing of journals may be verified as per the given links
  - i. SCI, SSCI, SCIE Indexed Journals – <https://mjl.clarivate.com/search-results>
  - ii. SCOPUS – <https://Scopus.com/sources.uri>
  - iii. UGC Care – <https://ugccareunipune.ac.in/app1/home/index>
6. Citation: It is mandatory for each such publication to cite at least two research papers of any of the faculty members of institution. The cases with less or no citation of faculty publication shall be decided on case-to-case basis by Chairman of R&D cell.

### **C. Attending Conferences, Seminars, and Symposia**

1. The financial assistance & incentive may be provided in the following order of preferences:
  - i. Teachers delivering keynote address/ plenary lectures in such conference
  - ii. Teachers contributing a paper in such conference
  - iii. Teachers invited to chair a session in such conference
  - iv. Teachers invited under international collaboration exchange programme
  - v. Teacher invited to give talks/ lectures in such conference
2. The teachers who are invited to attend national/ international academic conference/seminars etc. should verify that the level of programme and the institution organizing the events is truly the national/ international, professional and capable of enhancing the skills of the participants.
3. For availing financial assistance, the conference shall be of reputed organization such as ASME, ASCE, IEEE, MATADOR etc. which has track of publishing Scopus indexed conference paper.
4. Citation: It is mandatory for each publication in conference seeking incentive/ financial assistance to cite at least two research papers of any of the faculty member of institution. The cases with less or no citation of faculty publication shall be decided on case-to-case basis by Chairman of R&D cell.

The summary of incentives and funding for different purposes is as follows:

<b>Category</b>	<b>Incentive</b>	<b>Funding</b>
<b>External Research Funding</b>	5 % of awarded amount for faculty members but limited to 50000/- per project. It is shared in case of PI & other COPI from institute.	Secured from national/ international funding bodies & research organizations.
<b>Government Research Grants</b>	2 % of awarded amount for faculty members but limited to Rs. 50000/- per project. It is shared in case of PI & other CO-PI from institute.	Provided by DST, DBT, SERB, AICTE, UGC, SGBAU, BRNS, CSR, ICSSR etc.
<b>Industry-Sponsored Research</b>	5 % of awarded amount for faculty members but limited to Rs. 50000/- per project.	Secured from industry. Incentive amount is shared in case of PI & other CO-PI from institute.
<b>Journal Papers: Peer reviewed free journals</b>	Q1 Journals: Rs. 10000/- Q2 Journals: Rs. 6000/- Q3 Journals: Rs. 4000/- Q4 journals: Rs. 3000/- WoS/SCI: Rs. 8000/-	If faculty publishes as the first or corresponding author; the incentive is paid after successful publication. In case of both authors from institute, incentive amount is shared.
<b>Journal Papers: Peer reviewed paid journals</b>	50% of total publishing fees or as per category of free journal, whichever is less	Reimbursed after successful publication in SCI (Q1–Q2) and Scopus (Q3–Q4)
<b>Conference Publication (India) for first or corresponding author</b>	If faculty publishes as the first or corresponding author in SCI/WoS/ Scopus indexed Rs 3000/- per conference and max 2 conferences per year.	Registration fees: 50% but limited to Rs. 7000. 100% Travel (AC III Tier train/bus)
<b>Conference Publication (Abroad)</b>	In case of both authors from institute, incentive amount is shared.	Registration fees: 50% limited to Rs.10000, Travel 50% (Economy class airfare)
<b>Book Chapters</b>	Rs 2000/-	Scopus indexed book chapters
<b>Books</b>	Rs. 3000/-	Reputed publisher like McGraw Hill, PHI etc. and Scopus indexed
<b>Students winning competition</b>	National Level	1 <sup>st</sup> Prize 3000/- 2 <sup>nd</sup> Prize 2000/- 3 <sup>rd</sup> Prize 1000/-
	State Level	1 <sup>st</sup> Prize 2500/- 2 <sup>nd</sup> Prize 1750/- 3 <sup>rd</sup> Prize 1000/-
	Hackathon/ Project	1 <sup>st</sup> Prize 2000/- 2 <sup>nd</sup> Prize 1500/- 3 <sup>rd</sup> Prize 1000/-
<b>Patents</b>	As per IPR policy	
<b>Copyright</b>		

5. Faculty members will be appreciated on receiving state/national/International award/fellowship from Head of the Institute through certificate of excellence.
6. The researchers (faculty & students) are permitted to use the infrastructural facilities like research equipment's available within the institute during working hours as well as holidays and beyond working hours, with prior approval through proper channel.
7. A letter of appreciation from the Chairman Governing Board would be given to three researchers per year from the institute for extraordinary research work. The methodology for assessment of research activities conducted by faculty in a calendar year shall be issued separately by R&D cell. Awardees of the year will not be permitted to apply for award for next subsequent calendar year.

#### **2.4 INCENTIVE CLAIM PROCEDURE**

1. The format for such claims shall be made available by R & D cell of the institute.
2. The claimant shall submit such application through HoD to the R&D cell in the format specified, along with journal details, the acceptance letter, and a plagiarism report, link of the paper. The R&D cell will verify the journal's credibility and indexing.
3. In case of participation in conference, all bills, tickets, boarding passes etc. should be submitted for reimbursement purpose within a week. The financial assistance will be strictly on reimbursement basis after successful publication/ participation. The applicant must submit original receipts, proof of publication, and the approval document to R & D cell. The institute will not provide financial support for papers published in conference proceedings that do not meet the quality criteria, or publications found to be plagiarized.
4. In case of sponsored projects, the R&D office verifies whether the submitted project meets the eligibility criteria for incentives, such as the amount of external funding secured, the relevance of the project, and compliance with institutional policies. The application must be accompanied by the necessary documentary evidence, including the grant approval letter(s), project reports, fund receipt letters, and any other relevant supporting documents. A thorough review of the grant approval letters, funding agency, and project scope is conducted.
5. The R & D cell shall submit recommendations of each reimbursement proposals in a time bound timeframe to be submitted to the approving authority. The approving authority reviews the recommendations and makes the final decision regarding the disbursement of incentives.

6. Once approved, the applicant is notified about the decision and the incentive amount. The finance department processes the disbursement as per the institutional payment procedures.

## 2.5 PROCEDURE FOR PERMISSION TO ATTEND CONFERENCES, SEMINARS, AND SYMPOSIA

- An application should be addressed in the required format to principal for the approval through HoD to R&D cell at least seven days in advance for national and 45 days in advance for international level programmes.
- The faculty should ensure that the teaching responsibilities are not affected during his/her absence.
- Within a week of returning from the respective event, the teacher should submit a report of the activities, attendance certificate, Geo tagged photographs and copy of certificates and or any award received to R&D cell through HoD.

## 2.6 MINIMUM ANNUAL RESEARCH CONTRIBUTION BY FACULTY

Sr. No.	Parameter	Professor	Associate Professor	Assistant Professor
1	External Research Funding	<b>Proposals submitted:</b> 3 per year	<b>Proposals submitted:</b> 2 per year	<b>Proposals submitted:</b> 2 per year
2	Government Research Funding	<b>Grants obtained:</b> Rs. 1,50,000 per year	<b>Grants obtained:</b> Rs. 1,25,000 per year	<b>Grants obtained:</b> Rs. 1,00,000 per year
3	Industry Sponsored Research	1 publication	1 publication	1 publication
4	Conference Publication	1 publication/ year in Q1	1publication/ year (Q1, Q2, Q3, Q4)	1publication/ year (SCOPUS/ WOC/SCI)
5	Journal Publication	3 per year	3 per year	3 per year
6	Citations (own)	4 per year	4 per year	4 per year
7	Citation of other faculty	1 / year	1 / year	1 / year
8	Patent	1 /year	1/year	1/year
9	Copyright			