

DRONACHARYA

College of Engineering

(Approved by AICTE, Affiliated to Gurugram University and Accredited by NAAC)

Village Khentawas, Farrukh Nagar, Gurgaon (Haryana)-122506

Research & Development Appraisal Policy

Objective

Research and Innovation are an integral part of institute's vision and mission, upgradation and promulgation of knowledge remain at the core of the Institute's working. All Faculty members are required to explore its institutional ancestry, resources, talents and capacities of current staff, and its realistic as well as practical opportunities. Research talent is an asset, so the recognition, retention, and recruitment of well-trained, exuberant, and innovative researchers should be practised. DCE expectations of research performance should be in tune with teaching .

The research policy has been introduced to gauge the performance of the researchers along with a strict monitoring and assessment. This document is intended to encourage faculty to contribute and work in the area of research publications, projects and consultancy work.

Research Challenges at DCE, Gurgaon

1. Increase the Volume and Impact of research Across Every Discipline
2. Improve Use and Support of Core Research Facilities.
3. Collaboration with Foreign Universities/International Collaboration.
4. Consultancy and Extension Activities.

Research Publications (Journals)- Students & faculty

1. Incentive will only provided to the publications in indexed journal like SCI/SCI-E/SSCI/ Scopus/ABDC for papers in Technology, Science and Management.
2. The impact factor of the journals in which the paper has been published will be taken into consideration while giving the incentives. The incentives can be availed by the faculty and students based on the following:

Incentive for publication in SCI/SCIE/SSCI/AHCI (Students & Faculty)

Table-1

S. No	Category	Conditions	Incentive (in Rs)
1	Premier Research Publication Incentive	Paper must be published in SCI/SCIE/SSCI a. American Mathematical Society. b. American Society for Mechanical Engineers (ASME) c. Association for Computing Machinery (ACM) Transaction. d. IEEE Transactions/Journals/Letters/ Reviews. e. IET Transaction/Journals/Letters/ Reviews	10000/-
2	Commendable Research Publication Incentive	Paper must be published in journal with an impact factor between 5 to 6.99 and indexed in SCI/SCIE/SSCI	8000/-
3	Admirable Research Publication Incentive	Paper must be published in journal with an impact factor between 0.750 to 4.99 and indexed in	6000/-

S. No	Category	Conditions	Incentive (in Rs)
	for SCI	SCI/SCIE/SSCI	
4	Valuable Research Publication Incentive for SCI	Paper must be published in journal with an impact factor between 0.500 to 0.749 and indexed in SCI/SCIE/SSCI	5000/-
5	Valuable Research Publication Incentive for SCOPUS	Quality Research published in SCOPUS having Cite Score 2 to 2.999	4000/-
6	eSCI indexed Journal	Quality Research published in eSCI Journal is applicable for publication in any ESCI/CCR-Expanded journal, and a maximum of one ESCI/CCR-Expanded indexed research paper in an academic year shall be considered.	3000/-

3. **Incentive benefits will be claimed as per the table given below:**

Table-2

<u>Research Paper Category</u>	<u>Claim Distribution as per Position</u>			
Single Author Paper	100%			
Two Author Paper	1 st (60%)	2 nd (40%)		
Three Author Paper	1 st (50%)	2 nd (25%)	3 rd (25%)	
Four Author Paper	1 st (40%)	2 nd (20%)	3 rd (20%)	4 th (20%)
Five or more Author Papers	Claim will be settled up to first four author only			

4. The Institute shall not be responsible for any copy right/plagiarism issue against research publication by the Author. All responsibilities lying with the respective author (s).
5. The date mentioned online should be considered as the date of publication. A proof of journal paper and its indexing must be submitted while making the claim along with recommended letter from HOD & Research Head.

Presentation of Research Papers in Conference in India (Students & Faculty)

1. The International /National conference must be of repute (viz.IEEE, Springer/Wiley/IPC etc.) and the hosting institutions must be of repute as well (IITs/ Iisc/ NITs/ IITs/ Universities/ Deemed Universities etc.)
2. The Faculty would be allowed OD+Registration+T.A. on an actual basis or Rs. 15000/- whichever in less.
3. Only one faculty member may use the facility in the case of joint authorship.
4. Each faculty member can present research paper at conference of repute twice in an academic year with financial assistance (limited to Rs. 15000/-).
5. The maximum number of ODs is limited to one week during the lean period. Only one one-day OD is allowed in the academic period.
6. Author must also be aware of the DCE Ethics Policy for students and Faculty Members on academic dishonesty and plagiarism.
7. Publish paper must have "Dronacharya College of Engineering, Gurgaon, as the affiliation.
8. Only oral presentation of research paper is acceptable.

9. A publication claim under Research Incentive Schemes (RIS) of DCE must be made within a month of the publication of a research paper in conference Proceeding Citation index-Science, Conference Proceeding Citation Index-Social Science & Humanities and Scopus.
10. For the research paper Publication by students (of 3rd & 4th Year Project outcome as notified by Research Head) in Scopus Indexed Conference, the institute will reimburse 50% of the registration fee.
11. For the Research paper Publication by students (other than Final Project outcome) in Conference by student of I, II, & III years, the institute will reimburse Rs. 1000/- or T.A. (as per Institute policy), registration fees whichever is less.

Financial Support to Winning projects by by students:

1. Project that wins the First Position National/International will be awarded Rs. 50000/- for whole team including all & recommended letter from HOD & Research Head.
2. Project that wins the Second Position National/International will be awarded Rs. 25000/- for whole team including all & recommended letter from HOD & Research Head.
3. Project Guide/Mentor will be awarded Rs. 5000/- Depends on the Level of Project & recommendation from HOD.

For attending workshop/seminar /FDPs

1. If the faculty attend a Seminar/Workshop/FDP, the Institute would reimbursed the Registration Fee to him/her or Rs.2000/- whichever is less. Minimum one year service is required as eligibility for claim.
2. The institutions hosting the Workshop/Seminar/FDPs must be renowned like the IITs, IISc, NITs, Universities and Deemed Universities.
3. A faculty member can attend Workshop/Seminars/FDPs from the above mentioned institute only once in an academic year. The Maximum number of Three Days duty leaves would be granted during the lean period and one-day duty leave would be granted in the academic period.

Publication of Book

Faculties are regularly motivated to publish books or Monographs. Incentives are also provided to them for the same as per the cap given below:

Table-3

S. No	Details	Published by	Amount (Rs)
1	Full Book (with ISSN/ISBN No. whenever necessary)	Renowned International Publisher*	10000/-
2	Full Book (with ISSN/ISBN No. whenever necessary)	Renowned National Publisher*	5000/-
3	Edited volume of book with articles or chapters (with ISSN/ISBN No. whenever necessary)	Renowned International/ National Publisher*	2000/-

*As per AICTE/UGC directives

Undertaking Consultancy Projects

Share of 50% amount will be with DCE for infrastructure and other support for research and consultancy development Remaining 50% will be spent on salary of technical staff/ consultancy, fee/travel and lodging expenses on consultancy project according to the recommendation of Project.

Patent DCE owed IP

1. If the Patent's applicant is DCE, then 100% funding would be from the Institute.
2. In case, the patent is commercialized, the value shall be shared among the inventors and DCE in the ratio of 50:50.

Patent: Joint IP between DCE and inventor

1. In case of joint IP, provisional and complete patent filling expenses shall be shared 50:50 by both the parties and ownership will be jointly in the name of DCE & the inventor.
2. Any revenue proceeds from the commercialization of joint IP would be shared 50:50 between both the parties.

Ethics in Research

The basic responsibility of the Research and Development Cell is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity. Academic integrity, in the broadest sense, refers to the set of professional ideals and ethical responsibilities that guide our research, writing, teaching, and collegial relation at the institution and in the community. Unfair means, plagiarism, fabricating or falsifying data, collaborating without authorization or misrepresenting one's contribution in group work, submitting false information in any form, or purposefully altering, impeding, or destroying another person's work are all examples of academic integrity infractions include intentionally and knowingly abetting academic dishonesty or research misconduct, as well as failing to report an occurrence. To maintain the academic Integrity by student and faculty the institute has constituted ethics committee.

Ethics for Faculty and Student

Every Faculty and Student (Undergraduate/Postgraduate) of Dronacharya College of Engineering needs to follow ethical practices as laid down by the Institute code of professional ethics. Faculties and students have to follow these ethics while writing any report/thesis/paper and should use the available resources of the institute.

Plagiarism

The Institute is strictly against Plagiarism and respect original and authentic finding Plagiarism is commonly defined as taking someone else's idea with or without their permission and claiming it as your own either intentionally or unintentionally or sometimes may be carelessly. This includes all published or unpublished material in any form i.e. printed or handwritten. This applies to the material in electronic form too. Copying data from a source without proper acknowledgement to the source also ia a form of plagiarism. Every faculty

and student must avoid Plagiarism, Hence, first the knowledge of what Plagiarism actually means and how it can be avoided should be clearly known by them. For this they are guided and may take the help of University of Oxford's is available. The avoidance of plagiarism is one of the most important responsibilities of faculty members and students. They have a collective responsibilities to understand precisely what plagiarism is, and how they can avoid it.

Turnitin

The Institute uses Turnitin to detect plagiarism of the works submitted by the faculty members and students. The resource if copied would be easily detected by the Turnitin service which can even find closely related or similar content copied from various books, journals, magazines, newspapers, available on internet and those which are copyrighted.

Unethical Practices

The Institute is against any unethical practices by the faculty and students. The include dishonesty, wrong intentions and any malpractices during examination, assessment and other unethical participation in different activities and event. The unfair means during the examinations is dealt by guidelines/rules provided by the affiliating University. Institute has right to take action against the reported cases of plagiarism. The college encourages and praises original works and also helps those facing difficulties in submission of their works.

Composition of Ethics Committee

1	Director	Chairperson
2	AQAC Coordinator/Head	Convener
3	All Academics Head of the Department	Member
4	One Senior Professor (Special Invitee)	Member

The Role and Responsibility of Committee:

- a. The Committee takes reported case of unethical practices against any students/ faculty.
- b. Every case is reviewed by the committee as per procedure/guidelines/rule prescribed by the competent authority in this regard (Affiliating University/ AICTE/ UGC)
- c. Depending upon the severity of case the committee suggest the suitable action as deem fit as per the guidelines. The general action against such cases are as.

Punitive Action

(For Students)

- a. Supervisor Warning.
- b. Re-submission of work.
- c. Any submission /assignment Internship reported under this category may be graded with lower grades.
- d. Suspension of Society membership/participant.
- e. Denial of Thesis/Project/Report Submission.

(For Faculty)

- a. Research ethics course.
- b. Denial of member of any committee or representation.
- c. Prohibition from Project/grant submission /Supervisory of Project/Thesis.
- d. Stopping of Annual Increment.
- e. Dismissal from current position.

Custodian of Policy

The implementation and updating of the Research Policy shall be carried out by the Research and Development Cell.

Period of Reckoning

The calculation period would be at the end of every academic year.

Payment of Incentive

Duly filled (All evidence verification by respective HOD and Recommendation by Research and Development Cell) claim form will be submitted by claimant to Account Section.

PRINCIPAL
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