



Annasaheb Dange College of Engineering and Technology, Ashta
(An Empowered Autonomous Institute affiliated to Shivaji University, Kolhapur)
(NAAC A++ Grade Accredited Institute, NBA Accredited Program)
Office of Dean Research, Innovation and Startups



ADCET Institutional Research, Innovation and Startup Governance Policy

**Office of Dean - Research,
Innovation and Startups.**

**Annasaheb Dange College of
Engineering and Technology, Ashta.**



Annasaheb Dange College of Engineering and Technology, Ashta
(An Empowered Autonomous Institute affiliated to Shivaji University, Kolhapur)
(NAAC A++ Grade Accredited Institute, NBA Accredited Program)

Office of Dean Research, Innovation and Startups



Institution: Annasaheb Dange College of Engineering and Technology, Ashta.

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1. Preamble

Annasaheb Dange College of Engineering and Technology (ADCET) is committed to the utmost standards of integrity in fulfilling its mission through research, innovations, and startups. This Research Innovation and Startup Governance Policy establishes a clear frame work to confirm that all research activities undertaken by faculties, staffs, undergraduate and postgraduate students, research assistants, research associates, project scientists, & postdoctoral fellows at ADCET endorse highest standards of academic honesty, transparency, & responsibility and in compliance with nation, state, university, and institute regulations and policies. The Office of Dean - Research, Innovation & Startups (ODRIS), which is spearheaded by Dean, reports to the Director, ADCET for Research, Innovations, Startups, is responsible for providing guidance, support, and training to all stakeholders to conduct and maintain the robust research activities that address the global challenges with society trust and safety at ADCET. The Office of Dean Research, Innovation & Startups includes Institution's Research Advisory Committee (IRAC), Institution's Research Ethics Committee (IREC), Institution's Research and Development Council (IRDC), Institution's Innovation Council (IIC), Institution's Intellectual Property Right Cell (IPRC), Institution's Entrepreneurship Cell (IEC), and Annasaheb Dange Research and Innovation Foundation (ADRIF). By institutionalizing this policy, the ADCET promotes a responsible conduct of research culture and environment, accountability, safeguard the rights and welfare of all research participants, intellectual property (IP), and uphold the ethical values. ADCET encourages all stakeholders to implement wholeheartedly this policy in letter and spirit.

2. Scope

Institutional Research Innovation and Startup Governance Policy applies to all Research, Innovation, Startups, IPR, IIC & IEC activities conducted under the ADCET. The activities include, but are not limited to, faculty-led research, student projects, entrepreneurship programs, collaborative research involving national & international partners. It extends to all departments, society, Centers, research labs, IP filing, Startups, Incubations, and external collaborations undertaken by ADCET Stakeholders.

3. Rationale

ADCET's Institutional Research Innovation & Startups Governance policy ensures that research is carried out with integrity, accountability and ethics. This policy establishes the basis for trustworthy research, encouraging transparency, reproducibility, and adherence to Indian and international regulatory standards.



4. Objective

The ultimate objective of this IRCP is:

- a. To ensure adherence to ethical, legal standards and safety in research in and out ADCET Premises by their stakeholders.
- b. To promote research culture with integrity, accountability, and academic honesty.
- c. To protect human rights and animal subjects.
- d. To support faculties, students, and research scholars with financial and rationally.
- e. To provide training, guidance, and mentor for a responsible research ecosystem.

5. Regulations guidance references

UGC - Academic Integrity, Plagiarism Regulations 2018
AICTE - Research Promotion Scheme, Modrobs
DST/DBT/DRDO - Project Funding Norms
ICMR - Ethical Guidelines for Human Research
CPCSEA - Animal Ethics Guidelines
NAAC - Criterion III: Research, Innovation & Extension
NIRF - Research and Professional Practices Metrics
INSA / SERB - Code of Research Conduct

6. Institutional Committees

- Institution's Research Advisory Committee, (IRAC)
- Institution's Research Ethics Committee, (IREC)
- Institution's Research & Development Council (IRDC)
- Institution's Innovation Council (IIC)
- Institution's Intellectual Property Cell (IIPC)
- Institution's Entrepreneurship Cell (IEC)
- Annasaheb Dange Research and Innovation Foundation (ADRIF).



7. Core Research Compliance Areas

7.1 Responsible Conduct of Research (RCR)

The institution is committed to endorse a culture of responsible conduct in research. All researchers at all levels in this institute must adhere to the highest standards of integrity, objectivity, accountability, and honesty in all aspects of their research work. This RCR consists (but is not limited to), conceptualization, experimental methods, research methodologies, data curation, data analysis, interpretation, and reporting. Researchers are expected to be transparent about their method and findings and to avoid any form of manipulation, fabrication, falsification, or misrepresentation when they are reporting.

7.2 Plagiarism & Publication Ethics

The institution strictly prohibits plagiarism, which includes the unauthorized use of another person's ideas, words, or creative work without proper attribution. All publications, and presentations must be original and accurately credit the contributions of all authors and sources. The institution's policy on publication ethics requires that all authors have made a significant intellectual contribution to the work, such that "gift authorship" is strictly prohibited. Submitting the same research to multiple journals without disclosure is also considered unethical. The institution will not accept publications in predatory journals.

7.3 Conflict of Interest (COI) and Conflicts of Commitment

Researchers must disclose any financial or personal interests that could potentially compromise or appear to compromise their professional judgment in designing, conducting, or reporting research. A conflict of commitment arises when a researcher's external activities interfere with their primary institutional responsibilities. All potential conflicts of interest and commitment must be reported to the appropriate institutional office for review and management.



7.4 Research Involving Human Participants

The welfare, rights, and privacy of all human participants in research are paramount. All research involving human subjects must be reviewed and approved by an Institution's Research Ethics Committee (IREC) before any work begins. Researchers must obtain informed consent from all participants and ensure their confidentiality is protected. The research must be designed to minimize risks and maximize benefits to participants and society.

7.5 Animal Research (If Applicable)

When applicable, all research involving animals must be conducted in a humane and ethical manner, adhering to the principles of the "3Rs": Replacement (using non-animal methods whenever possible), Reduction (using the fewest animals necessary), and Refinement (minimizing animal pain and distress). All animal research protocols must be reviewed and approved by an Institutional Research Ethics Committee (IREC) or an equivalent body.

7.6 Bio-safety & Laboratory Safety

The institution requires all researchers to follow strict safety protocols to protect themselves, their colleagues, the public, and the environment. This includes proper handling and disposal of hazardous materials, use of appropriate personal protective equipment (PPE), and adherence to all institutional, national, and international biosafety guidelines. All accidents, incidents, or near-misses must be reported immediately.

7.7 Export Control & Foreign Collaboration

Researchers are responsible for complying with all national and international export control regulations, which govern the transfer of certain technologies, data, and materials to foreign nationals or foreign countries. Any foreign collaboration or sponsored research project must be reviewed to ensure compliance with these regulations.



7.8 Intellectual Property Rights (IPR)

The Institute shall establish appropriate mechanisms to facilitate technology transfer and commercialization, while encouraging students and faculty to disclose their inventions and file patents. Revenue generated from intellectual property (IP) and product ownership rights shall be shared between the Institute and the inventor(s), with the Institute entitled to 30% - 60% and the inventor(s) (student or faculty) entitled to 40% - 70%. In the case of commercialization, where the Institute provides support in licensing, technology transfer, or startup incubation, it shall be entitled to a share in the revenue or equity, typically ranging from 2% to 9.5% equity in instances where the startup is incubated within the Institute.

7.9 Sponsored Research & Financial Accountability

All research funding including funds from government agencies, industry partners, or other external sources, must be managed with the highest level of financial accountability and transparency. Everything should be adhered to the terms and conditions of the grant or contract, maintaining accurate financial records, and ensuring that funds are used solely for their intended purpose. Institute will help to employ a project manager when a researcher has funds more than 100 million Indian rupees or equal value of foreign currencies.

7.10 Environmental, Health, and Safety (EHS)

The EHS policy ensures a safe and healthy environment for all members of the institutional community. It addresses a wide range of issues, including chemical safety, waste management, emergency preparedness, and general laboratory practices. Researchers are expected to be proactive in identifying and mitigating potential EHS risks in their work. All labs should maintain the EHS as the part of their work. Wasting energy in any forms must be avoided and addressed immediately. X-rays, lasers, and other radiation emitting devices must be handled by the certified person with proper safety precautions and arrangements. All labs should be monitored by the ISB. No compromises will be entrained in terms of EHS.



8. Research Misconduct and Grievances

Research misconduct will be thoroughly investigated by the IREC (Institutional Research Ethics committee). Based on the findings and recommendations of the IREC, strict and appropriate disciplinary actions will be taken against any researcher who found to be involved in misconduct, data fabrication, plagiarism, falsification of results, or other forms of research manipulation. The institute upholds the highest standards of research ethics and integrity, and maintains a zero-tolerance policy toward any unethical practices. Individuals found guilty of such activities will face consequences by their own. Researcher who found guilty must take responsibility of withdrawal of research funding, cancellation of ongoing projects, retraction of publications, loss of authorship rights, reporting to relevant regulatory bodies, and possible termination of employment or academic enrollment. Furthermore, the institute will not provide any form of support, protection, or endorsement to persons engaged in unethical research conduct.

9. Training & Awareness

Mandatory training and awareness sessions related to Responsible Conduct of Research (RCR), ethics, and laboratory safety (especially fire drills) will be conducted frequently. Online modules, workshops, and external expert lectures will be integrated.

10. Data and Record Management

All research data must be stored securely for a minimum of 5 years. Digital backup, version control, and access permissions must be maintained.



11. Student Support Guidelines

To cultivate a thriving culture of innovation and inquiry among students, the institution shall provide structured support mechanisms through funding, mentorship, exposure, and recognition. These initiatives aim to build research capabilities, nurture entrepreneurial thinking, and promote meaningful academic engagement

11.1 Financial Support

- The institution shall offer Seed Research Grants to undergraduate and postgraduate students through the Office of Dean Research, Innovation & Startups to carry out mini-projects, final-year projects, or pilot studies under faculty mentorship.
- Students presenting papers at reputed national or international conferences (e.g., IEEE, Springer, ASME etc.) shall be eligible for partial or full reimbursement of registration fees and travel expenses (Refer table given below for eligibility criteria).
- Funding assistance will be provided for developing hardware prototypes or proof-of-concept models for research-based competitions, Hackathon, or technology expos along with travel allowance for grand finale competitions.
- Students with innovative project ideas may apply for seed funding through the Office of Dean Research, Innovation & Startups, supported by internal incubation or external schemes such as MSME, DST-NIDHI PRAYAS, or AICTE-SPICE.

11.2 Incentives and Recognition Mechanisms

11.2.1 Research Excellence Awards for Students

- Annual awards shall be instituted to recognize outstanding student contributions in research and innovation:
 - ❖ Undergraduate Research Excellence Award
 - ❖ Postgraduate Research Excellence Award
 - ❖ Best B.Tech/M.Tech Thesis Award
 - ❖ Innovation and Prototype Development Award

11.2.2 Publication and Patent Incentives

- To encourage student participation in high-quality research & Innovation dissemination:



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S.N.	Category	Incentive
1	Paper in peer-reviewed international conference within India. (ASME/IEEE/ACM/SAE/Springer/Elsevier/Taylor & Francis /Wiley etc)	50% Registration Fee and Travel Allowance.* (*3 Tier AC Train or Bus fare)
	Paper in peer-reviewed international conference at abroad. (ASME/IEEE/ACM/SAE/Springer/Elsevier/Taylor & Francis /Wiley etc)	100 % of Registration Fee.
2	Indian Utility Patent Published	*Institute Name should be Applicant 50% of Total Fess Approved by Patent Attorney Office. (Processed through Office of Dean-RIS)
3	Indian Utility Patent Granted.	
4	Indian Design Patent Granted.	
5	Innovation selected for Startup India / Smart India Hackathon/ Global Expos / Technical Competitions finale at National Level Premier Institutions.	50% Registration Fee and Travel Allowance* (*3 Tier AC Train or Bus fare)

11.3 Research Mentorship and Guidance

- Students shall be encouraged to engage in faculty-led research projects, internships, and collaborative programs with research organizations or industries.
- Mentorship programs will be initiated to connect students with senior researchers, alumni innovators, and faculty advisors.
- Postgraduate students shall be guided in publishing their dissertation work in reputed journals or conferences.

11.4 Exposure to Research and Innovation Ecosystem

- Office of Dean Research Innovation and Startups (ODRIS) shall facilitate student internships at reputed R&D organizations (e.g., DRDO, ISRO, BARC, IITs, NITs) and industry labs through MOUs and institutional tie-ups.
- Students will be encouraged to contribute to mission-mode programs such as Olympiad programs, Atal Innovation Mission (AIM), Unnat Bharat Abhiyan (UBA), & Smart India Hackathon (SIH).
- Student-led research and innovation clubs in domains like Robotics, AI/ML, Renewable Energy, Aerospace Systems, etc., will be facilitated through departmental and institutional support.

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11.5 Access to Infrastructure and Digital Resources

- Students engaged in research shall be provided extended access to institutional laboratories, high-performance computing facilities, and design/testing tools.
- Access to digital libraries, journal databases (e.g., IEEE Xplore, ScienceDirect, Scopus), and software tools (e.g., MATLAB, ANSYS, Python, SolidWorks) will be facilitated.

11.6 Interdisciplinary and Collaborative Student Research

- Multidisciplinary student teams shall be encouraged to collaborate on grand challenge problems, national design competitions, and technology innovation contests.
- Participation in funded interdisciplinary projects shall be supported.
- Joint student research publications with faculty or peers from other institutions shall be promoted.
- Student involvement in research collaboration with international universities shall be motivated.

12. Faculty support and guidelines

12.1 Financial Support

- The institution shall provide competitive Seed Research Grants through Office of Dean Research Innovation and Startups to initiate research projects among faculty members.
- The institution will assist faculty to apply and acquire travel support funds by establishing a dedicated team through ODRIS
- Faculty members securing external travel grants (from DST, SERB, CSIR, INAE, etc.) shall be eligible for top-up institutional support covering uncovered expenses like visa, insurance, or local transport
- Faculty pursuing consultancy and sponsored projects shall be eligible for a revenue-sharing model prescribed by institute (50%-50%), encouraging reinvestment into departmental research.



12.2 Incentives and Recognition Mechanisms

12.2.1 Annual Institutional Research Excellence Awards for Best Researchers

- Research, Innovation & Startups Ecosystem Excellence Award

12.2.2 Monetary incentives for SCI/ESCI/WoS/Scopus-indexed journal publications

To promote high-quality and peer-reviewed research, Office of Dean Research Innovation and Startups (ODRIS) recommends monetary rewards for publications in reputed journals indexed in SCI, Scopus, ESCI, Web of Science, etc. as follows

S.N.	Category	Incentive
1	Journals appeared in Q1 Quartile.	Rs.10,000/-
2	Journals appeared in Q2 Quartile.	Rs. 8,000/-
3	Journals appeared in Q3 Quartile.	Rs. 6,000/-
4	Journals appeared in Q4 Quartile.	Rs. 4,000/-
5	Journals Indexed in Scopus/WoS but not assigned quartile.	Rs. 3,000/-
6	Indian Utility Patent Published.*	*Institute Name should be Applicant 50% of Total Fess Approved by Patent Attorney Office. (Processed through Office of Dean-RIS)
7	Indian Utility Patent Granted.*	
8	Indian Design Patent Granted.*	
9	Participation and successful completion of one week (not less than 5 days) and two weeks Faculty Development Program (FDP) at Premier National Level Institutes in India. (Top NIRF Ranking)	100% Registration Fees along with Travel allowance* (*3 Tier AC Train or Bus fare or Rs 3,000/- whichever is minimum travel allowance)
10	Participation and successful completion of AICTE QIP PG Certification program.	100% Travel Allowance* (*3 Tier AC Train or Bus fare)



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Guidelines:

1. Faculty members may publish multiple research papers and shall be eligible to receive incentives for each eligible publication.
2. ADCET faculty members serving as the First Author or Second Author shall be eligible for 100% of the approved incentive amount for respective publication.
3. ADCET affiliation is mandatory for claiming publication incentives. The author affiliation must include: "Department of Mechanical Engineering, Annasaheb Dange College of Engineering & Technology, affiliated to Shivaji University, Ashta, Maharashtra - 416301, India."
4. The incentive claim application must be supported by documentary evidence of the journal's current Quartile Ranking (Q1-Q4), SCI Impact Factor, Cite Score and H-index of respective journal.
5. Only research papers published in journals indexed in Scopus or Web of Science during the respective academic year shall be considered for incentives.
6. Publications arising from Seed Funded Projects or ADCET-funded research proposals shall not be eligible for publication incentives.
7. Publications in conferences, conference proceedings, lecture note series, conference book chapters, shall not be eligible for incentives.
8. Applications for publication incentives must be submitted to office of Dean - Research, Innovation & Startups in the prescribed format available on the institute website.



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12.2.3 Monetary incentives for Book authorship and reputed publications
ODRIS will recommend monetary rewards for publishing books or a chapter in book as follows

S.N.	Category	Incentive
1	Book chapter indexed in SCI/ SCIE/ Scopus / Web of Science or published by premiere publishers such as McGraw Hill / Wiley / Taylor & Francis / Springer / Elsevier / Oxford Academic Press / Emerald / SAGE etc..	Rs. 5,000/-
2	Book published with premiere publishers such as McGraw Hill / Wiley / Taylor & Francis / Springer / Elsevier / Oxford Academic Press / Emerald / SAGE etc..	Rs. 5,000/-
3	Book published with nationally recognized publishers with ISBN.	Rs. 3,000/-

Guidelines:

1. Faculty members may publish multiple books or book chapters shall be eligible to receive incentives for each eligible publication.
2. ADCET faculty members serving as the First Author or Second Author only shall be eligible for 100% of the approved incentive amount.
3. ADCET affiliation is mandatory for claiming publication incentives. The author affiliation must include: eg. "Department of Computer Science & Engineering, Annasaheb Dange College of Engineering & Technology, affiliated to Shivaji University, Ashta, Maharashtra - 416301, India."
4. Applications for publication incentives must be submitted to office of Dean Research, Innovation & Startups in the prescribed format available on the institute website.



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12.2.4 Monetary incentives for funding projects

Office of Dean Research Innovation & Startups (ODRIS) will recommend to award to principal investigators and co-investigators for securing competitive research grants from government and recognized funding agencies:

S.N.	Funding Category	Incentive
1	For securing a project, grant of up to INR 1.5 Lakhs.	Rs. 3,000 /-
2	For securing a project, grant of INR 1.5 Lakhs and above.	2 % Amount of Sanctioned and Received Grant.

A maximum **incentive of ₹50,000** shall be disbursed in **cash and shared equally** between the respective Principal Investigator (PI) & Co-Principal Investigator (Co-PI). The **remaining incentive amount**, if any, shall be utilized exclusively for the **academic and research advancement of the concerned faculty members**. Such funds may be used for activities including, but not limited to, international travel grants, seed funding for research, technology development, intellectual property rights (IPR) creation, innovation, and startups-related initiatives.

The utilization of these funds shall be subject to the merits of each proposal and shall require the prior approval of the competent authority.

Guidelines:

1. Incentives for the generation of research grants shall be awarded only after the successful completion of the research project and submission of the utilization certificates and project report to the funding agency.
2. In the case of multiple project investigators, the incentive amount shall be distributed based on the contributions of the Principal Investigator (PI) and Co-Principal Investigator (Co-PI). The responsibility for deciding the distribution of the incentive shall rest with the project execution team. If the project team fails to determine the distribution, the incentive amount shall be equally divided among the investigators.
3. Only external funding received specifically for research projects shall be considered for incentives.
4. Applications for research grant incentives must be submitted to office of Dean Research, Innovation & Startups in the prescribed format available on the institute website.

The evaluation committee shall assess the nature of the project and determine eligibility for the incentive award



12.3 Infrastructure and Laboratory Access

- In cases where a faculty member secures research funding exceeding INR 50 million from external funding agencies, dedicated space will be allocated for the establishment of their own research laboratory
- The institution shall provide institutional licenses for access to reputed journals, research databases, and essential software tools to support high-quality research and academic activities.

12.4 Training, Capacity Building & Knowledge Enrichment

- The institution shall regularly organize workshops and seminars focused on key research and academic skill areas, including but not limited to:
 - ❖ Research Methodology
 - ❖ Scientific and Technical Writing
 - ❖ Grant Proposal Development
 - ❖ Patent Drafting and Filing
 - ❖ IP Awareness and Commercialization
- Workshops will be conducted in collaboration with leading research organizations, patent attorneys, and academicians.

12.5 Interdisciplinary and Collaborative Research

- The institution will actively facilitate participation in multi-institutional, industry-linked, and government-mandated research consortia, aligned with national missions and global priorities.
- Interdisciplinary research groups shall be encouraged to address complex engineering problems through collaborative and integrative approaches, combining expertise from multiple departments and research domains.

13. Research Scholar Support Guidelines

ADCET recognizes their critical role of research scholars in advancing this institute research and knowledge, technological development, and innovation. This institution is committed to provide an encouraging environment to support their academic, professional, and personal growth.

13.1 Financial Assistance and Fellowships

To attract, retain, and nurture research talent, the institution shall provide multiple avenues of financial support:



13.1.1 Institutional Fellowships

Eligible full-time research scholars may receive ADCET Research Fellowships (ADCET-RF) based on merit, performance, and availability of funds.

13.1.2 Support for External Funding

Scholars shall receive administrative and technical guidance to apply for national/international fellowships such as:

- Prime Minister's Research Fellowship (PMRF)
- DST-INSPIRE Fellowship
- CSIR-JRF/SRF
- UGC-JRF
- SERB-NPDF

13.2 Infrastructure and Laboratory Access

- Research scholars shall be provided 24/7 access to institutional laboratories, advanced equipment, computing facilities, and maker spaces.
- Access to high-performance computing (HPC) systems and licensed software (e.g., MATLAB, Ansys, LabVIEW, Python, SPSS) will be extended based on project requirements.
- Scholars involved in funded or collaborative research projects may request dedicated research space.

13.3 Academic and Scholarly Development

13.3.1 Publication Support:

- Pre-submission manuscript review and editing assistance.
- Plagiarism checks tools (e.g., Turnitin, iThenticate) provided for thesis and paper drafts.

13.3.2 Workshops and Training:

- Scientific writing and publishing
- Research methodology and experimental design
- Grant writing and proposal development
- Research ethics and compliance



13.3.3 Research Progress Monitoring:

- Each scholar will undergo biannual Research Progress Seminars (RPS) evaluated by the Department Research Coordinator.
- Clear Key Performance Indicators (KPIs) will be set (e.g., number of publications, conferences, patent filings).

13.4 International Exposure and Research Mobility

13.4.1 Conference Support:

- Partial reimbursement for paper presentations with students at reputed international conferences (e.g., IEEE, AIAA, ASME, ICML).
- Priority will be given to scholars with accepted papers in Q1/Q2 journals or Scopus/SCI-indexed events.

13.4.2 Research Exchange & Visits:

- ADCET will establish MoUs with leading universities and research centres to facilitate short-term research internships and sabbaticals.
- Scholars will be encouraged to apply for international exchange programs (e.g., DAAD, Erasmus+, Fulbright).

13.4.3 Virtual Collaboration:

- Scholars may participate in international collaborative projects, joint publications, or virtual seminars/webinars with global peers.



13.5 Intellectual Property and Commercialization

- Scholars shall receive guidance and mentorship on patent drafting, prior art search, and technology transfer.
- Innovations with commercial potential will be supported through:
 - IP Cell for filing and protecting intellectual property.
 - Pre-incubation support through the Innovation and Incubation Center (ADRIF).
 - Access to startup funding programs such as MSME, NIDHI-PRAYAS, and AICTE-SPICE.

13.6 Interdisciplinary and Industry-linked Research

- Scholars are encouraged to take up interdisciplinary research that addresses real-world challenges (e.g., SDGs, climate change, renewable energy, smart mobility).
- Joint research with other institutions, national labs (ISRO, BARC, DRDO), or industry partners is strongly encouraged.
- Co-guidance models may be allowed, where scholars are mentored by faculty from different disciplines or industry collaborators.

13.7 Soft Skills, Career Development, and Post-PhD Support

- Career preparedness workshops focusing on:
 - Academic careers (postdoc pathways, grant writing)
 - Industry roles (R&D, product development, data science)
 - Entrepreneurship and Startups development
 - Resume writing, LinkedIn profile development, and interview training sessions will be offered periodically.
 - Scholars aspiring for academic jobs may receive support in teaching assistantships and pedagogy development.
 - Alumni network will be leveraged for mentorship and placements.

13.8 Digital Access and Library Resources

- Scholars shall have seamless access to:
 - Digital libraries (IEEE Xplore, SpringerLink, ScienceDirect, JSTOR)
 - E-books and research databases (Scopus, Web of Science, Grammarly, Mendeley)
 - Citation and reference management tools (Zotero, EndNote)



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14. Whistleblower Policy

The institution encourages reporting of ethical misconduct. The identity of whistleblowers shall remain confidential, and they shall be protected from retaliation.

15. Review and Amendment

This policy shall be reviewed every year by a Research Advisory Committee (RAC) & Research Ethics Committee (REC) appointed by the Academic Council and Board of Governors by considering feedbacks, outcomes and changes in national and international research governance.



Research, Innovation & Startups Ecosystem Excellence Award (Annual)

Objective

The **Research, Innovation & Startups Ecosystem Excellence Award** is instituted to recognize and motivate **faculty members who contribute** significantly to the institute's growth through excellence in research, innovation, and entrepreneurship. The award acknowledges outstanding contributions in quality publications, technology development and commercialization, research funding, and strengthening the institute's research and startup ecosystem, as per the prescribed criteria.

Eligibility Criteria:

1. The award is open to all faculty members of ADCET who have completed a minimum of one year of continuous service at the institution as of the last date of the assessment period.
2. The applicant must have published at least one research paper indexed in SCI/SCIE/WoS/ Scopus during the assessment period with institute affiliation.

Marking Scheme

Total Marks: 200

1. Research Publications SCI/SCI-Expanded	(Max: 40 Marks)
Journals having Q1 Quartile	20 each (Max 2)
Journals having Q2 Quartile	15 each (Max 2)
Journals having Q3/Q4 Quartile	10 each (Max 3)
Scopus/WoS Indexed Journal (Not in Quartile)	05 each (Max 4)
2. Research Funding & Proposals	(Max: 30 Marks)
Funded Project as PI	20 Marks (Max 2)
Funded Project as Co-PI	10 Marks (Max 2)
Competitive proposal submitted (not funded)	05 Marks (Max 2)
3. Technology Development & Commercialization	(Max: 25 Marks)
Technology licensed / transferred	25 Marks



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Prototype validated (TRL ≥ 4)	20 Marks
Industry-funded product development	15 Marks
Incubation / Startup / spinoff	15 Marks
4. Consultancy/Revenue Generated	(Max: 20 Marks)
Rs. 5 Lakh & Above	20 Marks
Rs. 3 Lakh & Above	15 Marks
Rs. 1.5 Lakh & Above	10 Marks
Rs. 50,000 & Above	05 Marks
5. AICTE QIP PG Certification Program	(Max: 10 Marks)
6. Innovation / IPR	(Max: 20 Marks)
Patent Published	10 Marks (Max 2)
Patent Granted	20 Marks (Max 1)
7. Hackathon/Codathon Team Mentor	(Max: 10 Marks)
Mentor of Winner Team	10 Marks
Mentor Participation Team	05 Marks
8. Conference & Research Exposure	(Max: 15 Marks)
International Conference (Paper Presented)	05 Marks (Max 3)
FDP / Workshop ≥ 5 days	05 Marks (Max 2)
9. Book & Book Chapter Authorship	(Max: 20 Marks)
Book Published with reputed publication house	10 Marks (Max 2)
Book Chapter Published	05 Marks (Max 4)
10. Research Engagement & Service	(Max: 10 Marks)
Reviewer (SCI/Scopus/Conference) ≥ 3 papers	10 Marks
Editorial Board Member	10 Marks



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Award Components

- Certificate & Memento
- Monetary Award (Rs. 10,000/-)

Award Presentation:

The **Heads of the Department (HoDs)** shall invite applications from the faculties, scrutinize eligible proposals, and recommend a maximum of two (02) meritorious proposals from the department, along with the prescribed application forms and supporting documents, to the **Office of Dean - Research, Innovation and Startups** for further evaluation. Based on the recommendations of the evaluation committee, the proposals shall be submitted to the **Honorable Director** for final approval.

The awards shall be presented during the **Sanstha Sneha Melava** or **Annual Social Gathering**, or the **First-Year Students' Welcome Program**, as decided by the competent authority of institute.

Contact

Office of Dean- Research, Innovations & Startups

Email: dean_ris@adcet.in

Phone: +91-8600600800

Website: www.adcet.in



Approval Flow for Research, Innovation & Startups Monetary Incentive Schemes

1. Submission of Claim

The faculty member/student shall submit the prescribed application with supporting documents to the **Department Research Coordinator (DRC)**.

2. Departmental Verification

The **Department Research Coordinator (DRC)** shall verify the eligibility, completeness, and supporting documents. The **Head of the Department (HoD)** shall review and recommend eligible applications to the **Office of the Dean - Research, Innovation & Startups (DRIS)**.

3. Scrutiny & Recommendation by DRIS

The **Office of the Dean - Research, Innovation & Startups** shall scrutinize the applications, verify policy compliance, and forward eligible claims with the recommendation of the **Dean - Research, Innovation & Startups** to the **Hon'ble Director**.

4. Approval

The **Hon'ble Director** shall accord administrative and financial approval.

5. Release of Incentive

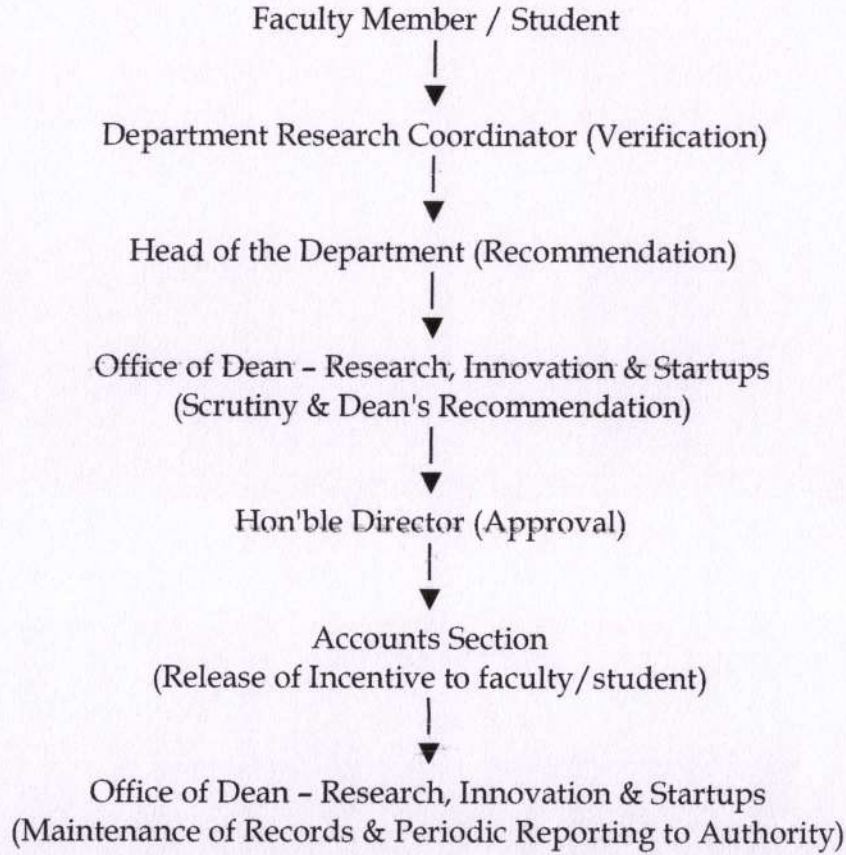
The **Accounts Section** shall release the approved monetary incentive as per the institute's financial procedures and.

6. Record Maintenance

The **Office of the Dean - Research, Innovation & Startups** shall maintain records of all sanctioned incentives and submit periodic reports to the competent authority.



Simplified Approval Flow Diagram for Claims



Dr. Amol S. Dange
Dean - Research, Innovation & Startups



Dr. L. Y. Waghmode
Director

Copy to:

1. All Deans & Heads of the Departments
2. Accounts Section
3. Administrative Office
4. Institute Website
5. Office of Dean - Research, Innovation & Startups