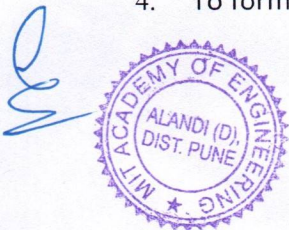|	"Research & Development" Monthly Research Award Scheme			
MIT | Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)				
	ACADEMIC YEAR	2023-24	**DATE**	15/09/2023
Policy No: RND/Award/2023-9-1 Valid from: 01ˢᵗ June 2023 to 31ˢᵗ May 2024				

Preamble:

Research is an integral part of academics at MIT Academy of Engineering. Faculty members are actively involved in individual research work and in students' groups as a mentor for their projects and internships.

This Research & Development award scheme intends to appreciate the outperforming faculty members in research. This document covers the guidelines of incentives and award to be given to faculty members/students for publication of faculty research papers in journals and publications of student research papers in journals. This is a complete document to incentivize the faculty members monthly based on their contributions in paper publications.

Objectives:

The objectives of this scheme are:

1. To motivate faculty members to publish research articles in reputed refereed international and national journals with good impact factors and motivate them with monthly research award immediately at the end of the month of publication.
2. To provide guidelines to the faculty members to streamline their research work in the expected areas of research publications.
3. To provide the reference to HR Department and Accounts Department for the provision of cash incentives to the faculty members.
4. To formulate the evaluation process of Research & Development monthly

Scope:

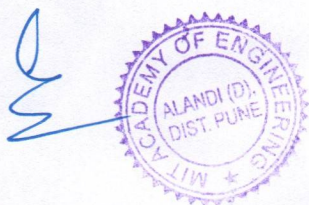The scope of the scheme envisages, in particular:

1. Providing guidelines of incentives to the faculty members/ students at the end of the month of the paper publications.
2. Providing the matrix for incentive distribution.
3. Providing the guidelines of assessment for incentive.

Guidelines of Incentive for Research Publications:

1. Faculty members are encouraged to publish papers only in reputed unpaid SCI/SCIE/Scopus indexed journals.
2. Published paper must have '***MIT Academy of Engineering***' as the affiliation.
3. On-line date is to be considered as the date of publication. Scopus/WoS indexing is mandatory on this date.
4. Authors outside the MIT Academy of Engineering fraternity are not entitled for this scheme.
5. Research Paper publication through the Conference will be treated as a paid publication and does not cover under this scheme.
6. Publication claim under this Scheme must be made within the assessment period.
7. Faculty member must submit the undertaking mentioning that the publication is unpaid.
8. If a research paper is published based on the work of faculty member and/or student group in hard copy or in electronic form in a refereed journal, then the faculty member or faculty member and the students will receive an incentive as indicated below in the form of cash/cheque/online transfer.

Indexing	Incentive(Rs)
SCI/SCIE/AHCI*/SSCI* (Unpaid)	10000
ESCI/Scopus(Unpaid)	5000

- '* ' is applicable only for Arts and Humanities faculties.

If the paper is contributed by more than one author the incentive will be shared as follows:

Case	Author/Indexing	First author	Second author	Third author	Fourth author
Case 1	Authors	MITAOE	---	---	---
	SCIE/Scopus	10000/5000	--	---	---
Case 2	Authors	MITAOE	MITAOE	---	---
	SCIE/Scopus	6000/3000	4000/2000	---	---
Case 3	Authors	MITAOE	MITAOE	MITAOE	
	SCIE/Scopus	5000/2500	3000/1500	2000/1000	
Case 4	Authors	MITAOE	MITAOE	MITAOE	MITAOE
	SCIE/Scopus	5000/2000	2500/1500	1500/1000	1000/500
Case 6	Authors	MITAOE	Other Institute	Other Institute	Other Institute
	SCIE/Scopus	5000/2500	---	---	---
Case 7	Authors	MITAOE	MITAOE	Other Institute	Other Institute
	SCIE/Scopus	5000/2500	3000/1500	---	---
Case 8	Authors	Other	MITAOE	---	---
	SCIE/Scopus	---	5000/2500	---	---
Case 9	Authors	Other	MITAOE	Other Institute	Other Institute
	SCIE/Scopus	--	4000/2000	---	---
Case 10	Authors	Other Institute	Other Institute	MITAOE	Other
	SCIE/Scopus	---	---	3000/1000	---
Case 11	Authors	Other Institute	Other Institute	Other	MITAOE
	SCIE/Scopus	---	---	---	1000/500
Case 13	Authors	Other Institute	Other Institute	MITAOE	MITAOE
	SCIE/Scopus	---	---	1500/1000	1000/500
Case 14	Authors	MITAOE(S)	MITAOE(S)	MITAOE(S)	MITAOE(F)
	SCIE/Scopus	6000/3000 Distribution of amount will be discretion of guides in consultation of students and approval from School Deans.			4000/2000

F-Faculty as author, S- Students as author: For case 14

1. **Application for Research and Development Incentive:**

The period of consideration shall be from 1st of each month to end of that month.
All such faculty eligible for R&D incentives shall submit the application with supporting documents (Copy of online paper, Scopus/ Web of Science (Clarivate) listing, DRC/RRC, Undertaking of non-paid publication etc) to the School Deans, through the Research Coordinator of the School by 25th of that month. The scrutiny committee will assess and ensure that their recommendations reach the R&D cell, latest by 28th of each month.

2.   Mode of Execution:

The R&D Incentive scheme shall follow a transparent, multi-tier process with the following authorities;
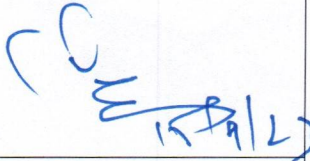
  Evaluating Authority: School Dean

  Reviewing Authority: Dean (R&D), Deputy Director (A&R), External/ Internal

  Expert Members (as required)

  Recommending Authority: Director

  Approving Authority: Executive Director

Prepared by	Verified by	Approved by
Dean R&D	Deputy Director (A&R)	Director

DIRECTOR
MIT Academy of Engineering
Alandi (D.), Pune-412 105.

Application for the Research Award

Date:

To,

The Director,

MIT Academy of Engineering, Alandi, Pune.

Sub: Application for Research Award as per Policy No: RND/Award/2023-9-1

Through: Dean School of _____

Respected Sir,

I the undersigned _____ faculty of School of _____ herewith apply for the research award for the paper published as per the details given below.

Title of the Paper:

Title of the Journal:

Journal Publisher:

Indexed by: SCI/SCIE/ESCI/Scopus

Date of Publication:

First Author & affiliation:

Other Authors with affiliations:

I herewith give undertaking that the journal paper is unpaid publication and is based on my/our original research work. The prior consent is taken through DRC before publication. The affiliation of MIT Academy of Engineering is correct. I herewith give consent that for any violation of MIT AOE guidelines/ R&D policies, the incentive amount will be returned to the Institute.

Yours Sincerely,
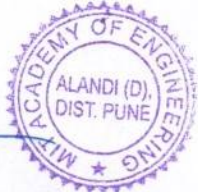

Name of the faculty member

MIT Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)	Guidelines for reimbursement of Conference registration fees Faculty Papers			
	ACADEMIC YEAR	2023-24	**DATE**	15/09/2023

Policy No: RND/Conference/2023-9-3

Validity: Academic Year 2023-24
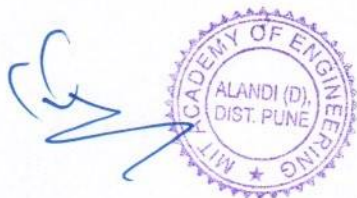
Applicability:

This policy is applicable only for the technical papers presented in International/National conferences by a faculty member/ members. It is NOT applicable to student papers.
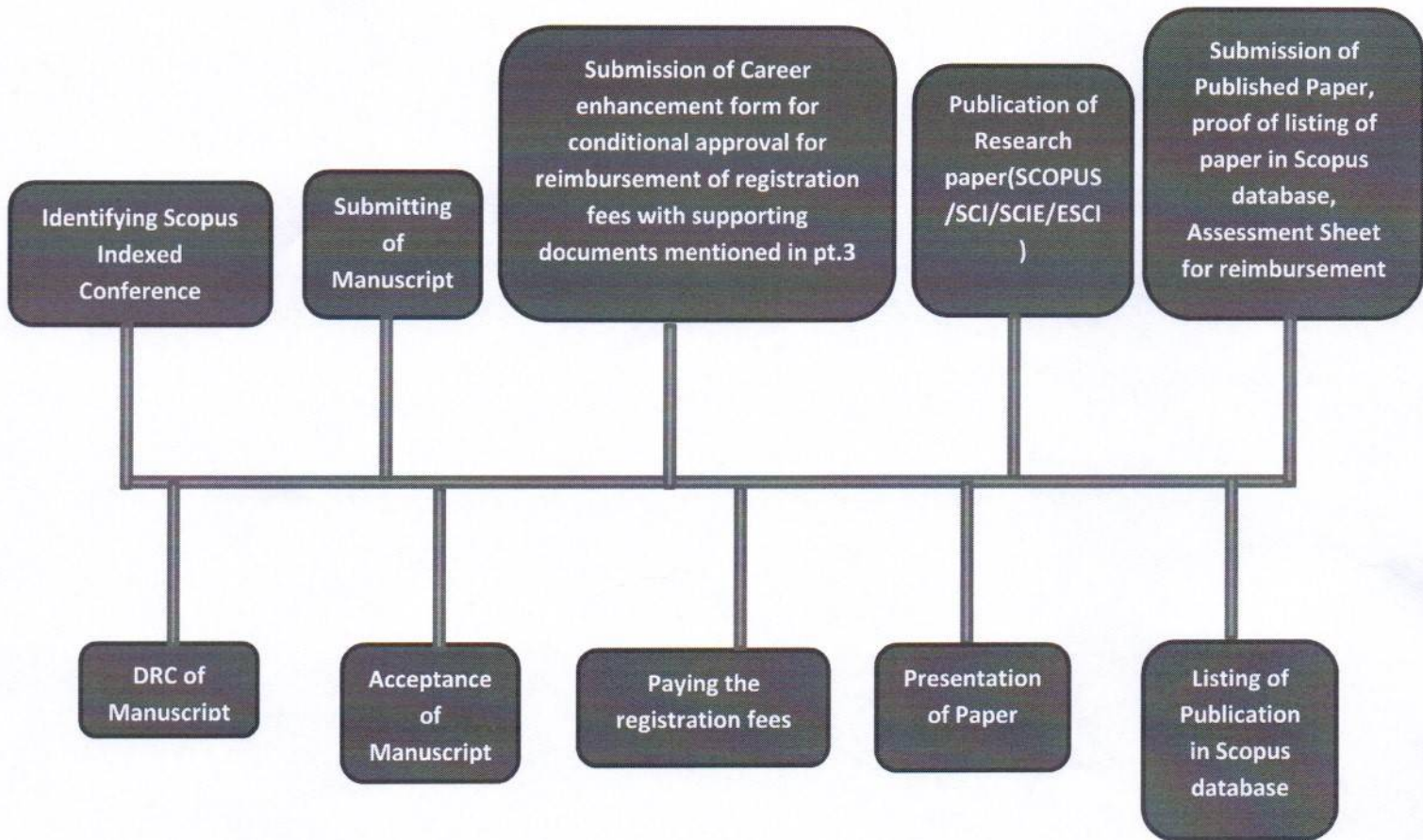
Reimbursement of Conference registration fees:

1. Faculty/staff shall identify Scopus/Web of Science (SCI/SCIE/ESCI) indexed conferences.

2. School R&D Coordinators shall mail the updated list of the previous 5 years MITAOE Journal/Conference/Book chapters publications categorized into Research forefront areas/domains to all the faculties. This will help faculties to cite MITAOE publications relevant to their research work.

3. In case of faculty members doing collaborative work with faculty members/ employees of other Research Centre/Institutes/Industries will have to first inform the School Dean and School R&D coordinator about the same. The DRC of the Manuscript should be conducted at school. The registration fees will be borne equally amongst the collaborating Institutes.

4. Getting the manuscript through DRC and RRC before submission to the Conference.

5. The assessment sheet for reimbursement of registration fees shall be self-evaluated by the authors, which will be further verified by the School R&D Coordinator.

6. The conference publications (Proceeding/ Book Chapter/ Journals) should be indexed by Scopus/Web of Science at the time of paper acceptance. (SCI/SCIE/ESCI).

7. For the academic year 2023-24, the maximum amount decided by the Institute for reimbursement of international conference registration fees is Rs 5000 and for National Conference registration fees is Rs 3000.

8. If the Conference fee is less than the Maximum funding amount for Conference registration fees decided by the Institute for the current academic year, then the actual registration fees reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.

9. For all types of Publications 'MIT Academy of Engineering' affiliation is mandatory.

10. The guidelines for attending/presenting research work in conferences organized outside India are mentioned in the R&D manual.

11. After acceptance of the manuscript, the faculty member shall fill the Career Enhancement form for **conditional approval**, enclosed with the following supporting documents:
    i. Copy of accepted paper
    ii. DRC report
    iii. Acceptance of Manuscript
    iv. Conference details
    v. Registration fee details
    vi. Snapshot of the Conference home page showing Scopus indexed.
    vii. Assessment sheet as per rubrics for conference fee reimbursement.

12. After the publication of the paper, faculty shall apply for reimbursement by submitting a Published paper, Proof of listing of paper in the Scopus database, Registration fees receipt, and Assessment sheet.

13. The maximum reimbursement amount:

    Maximum Reimbursement amount = Points Scored X Maximum funding amount for Conference registration fees decided by the Institute for the current academic year.
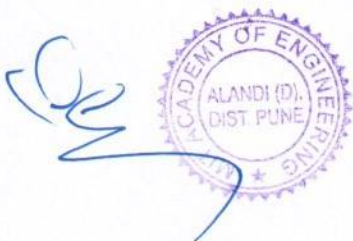
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┌──────────────┐  ┌──────────────┐  ┌────────────────────┐  ┌──────────────┐  ┌──────────────────┐
│ Identifying  │  │ Submitting   │  │ Submission of      │  │ Publication  │  │ Submission of    │
│ Scopus       │  │ of           │  │ Career enhancement │  │ of Research  │  │ Published Paper, │
│ Indexed      │  │ Manuscript   │  │ form for           │  │ paper(SCOPUS │  │ proof of listing │
│ Conference   │  │              │  │ conditional        │  │ /SCI/SCIE/   │  │ of paper in      │
│              │  │              │  │ approval for       │  │ ESCI)        │  │ Scopus database, │
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│              │  │              │  │ with supporting    │  │              │  │                  │
│              │  │              │  │ documents          │  │              │  │                  │
│              │  │              │  │ mentioned in pt.3  │  │              │  │                  │
└──────────────┘  └──────────────┘  └────────────────────┘  └──────────────┘  └──────────────────┘

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│ DRC of       │  │ Acceptance   │  │ Paying the     │  │ Presentation │  │ Listing of   │
│ Manuscript   │  │ of           │  │ registration   │  │ of Paper     │  │ Publication  │
│              │  │ Manuscript   │  │ fees           │  │              │  │ in Scopus    │
│              │  │              │  │                │  │              │  │ database     │
└──────────────┘  └──────────────┘  └────────────────┘  └──────────────┘  └──────────────┘
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1. **Calculation of reimbursement amount of National/International conference registration fees.**

The maximum points that can be scored are 12. The points converted to 0- 1 scale is as follows:

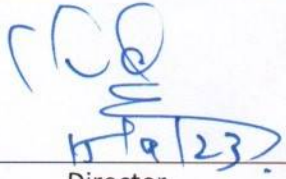| Actual marks scored	0-1 scale	Actual marks scored	0-1 scale
0	0	7	0.583
1	0.083	8	0.666
2	0.167	9	0.75
3	0.25	10	0.833
4	0.33	11	0.916
5	0.416	12	1
6	0.5		

Possibility1:

The conference registration fees are more than the maximum amount decided by the Institute to be refunded:

Reimbursement amount =   Maximum amount decided by Institute x Points scored (0-1 scale)

e.g: For academic year 2023-24, the maximum amount decided by the Institute to reimburse registration fees for international conference is Rs 5000 and the National Conference is Rs 3000.

If the score of the manuscript to be submitted is 0.833 (0-1 scale), then

Amount reimbursed for international conference = 5000 x 0.833= Rs 4165.

Possibility 2:

The conference registration fees are less than the Maximum amount decided by the Institute to be refunded:

Reimbursement amount =   Maximum amount decided by Institute x Points scored (0-1 scale)

If the score of the manuscript to be submitted is 0.833 (0-1 scale), then for international conference Maximum eligible reimbursement amount = 5000 x 0.833= Rs 4165.

If the conference registration fee is Rs 4000, then the conference registration fee reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.

Prepared by	Verified by	Approved by
Dean R&D	Deputy Director (A&R)	Director

DIRECTOR
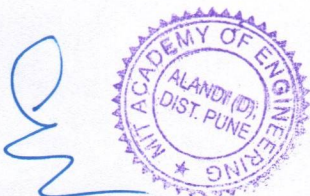MIT Academy of Engineering
Alandi (D.), Pune-412 105.

MIT | Academy of Engineering (An Autonomous Institute Affiliated to Savitribai Phule Pune University)	Guidelines for reimbursement of Conference registration fees for Student Papers			
	ACADEMIC YEAR	2023-24	**DATE**	15/09/2023

Policy No: RND/Conference/2023-9-4

Validity: Academic Year 2023-24

Applicability:

This policy is applicable only for the technical papers presented in International/National conferences by a student/group of students under the guidance of a faculty mentor.
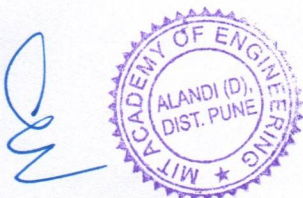
Reimbursement of Conference registration fees:

1. Faculty/staff shall identify Scopus/Web of Science (SCI/SCIE/ESCI) indexed conferences.

2. School R&D Coordinators shall mail the updated list of the previous 5 years MITAOE Journal/Conference/Book chapters publications categorized into Research forefront areas/domains to all the faculties. This will help faculties to cite MITAOE publications relevant to their research work.

3. Getting the manuscript through DRC and RRC before submission to Conference

4. The assessment sheet for reimbursement of registration fees shall be self-evaluated by the authors, which will be further verified by the School R&D Coordinator.

5. For the academic year 2022-23, the maximum amount decided by the Institute for reimbursement of international conference registration fees is Rs 5000, and for National Conference registration fees is Rs 3000.

6. The maximum reimbursement amount:

   Maximum Reimbursement amount = Points Scored X Maximum funding amount for Conference registration fees decided by the Institute for the current academic year.

7. If the Conference fee is less than the Maximum funding amount for Conference registration fees decided by the Institute for the current academic year, then the actual registration fee reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.

8. For all types of Publications 'MIT Academy of Engineering' affiliation is mandatory.

9. The guidelines for attending/presenting research work in conferences organized outside India are mentioned in the R&D manual.

10. The following process has to be followed by the faculty guide for reimbursement of the conference registration fees:

   1. The conference publications (Proceeding/ Book Chapter/ Journals) should be indexed by Scopus/Web of Science at the time of paper acceptance. (SCI/SCIE/ESCI).

   2. The conference shall be supported by a professional society

   3. DRC and RRC should be completed before submitting the manuscript.

   4. After acceptance of the manuscript, the faculty guide/advisor should fill the career advancement for approval with the following supporting documents:

      i. Copy of accepted paper

      ii. DRC report

      iii. Acceptance of Manuscript

      iv. Conference details

      v. Registration fee details

      vi. Snapshot of the Conference home page showing Scopus indexed proceedings/book chapter.

      vii. Assessment sheet as per rubrics for conference fee reimbursement.

14. After the presentation of the paper, the faculty guide/advisor shall apply for reimbursement by submitting the presentation certificate, Registration fee receipt, and Assessment sheet.

15. After the publication of the conference proceedings/book chapter, the faculty guide/advisor must submit the proof of publication and indexing proof to the school R&D coordinator and close the process.

16. In case of disbursal of the conference charges, after the presentation and non-publication in Scopus/Web of Science indexed proceedings/ journal/book chapter, the concerned faculty member will return the same amount to the Institute. The period of one year from the date of paper presentation will be considered for the same to close the entire process.

The maximum points that can be scored are 12. The points converted to 0- 1 scale is as follows:

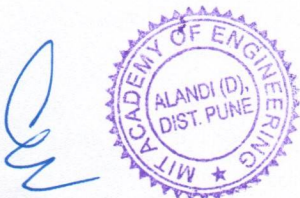| Actual marks scored	0-1 scale	Actual marks scored	0-1 scale
0	0	7	0.583
1	0.083	8	0.666
2	0.167	9	0.75
3	0.25	10	0.833
4	0.33	11	0.916
5	0.416	12	1
6	0.5		

Possibility1:

The conference registration fee is more than the maximum amount decided by Institute to be refunded:

Reimbursement amount =   Maximum amount decided by Institute x Points scored (0-1 scale)

e.g: For academic year 2023-24, the maximum amount decided by the Institute to reimburse registration fees for international conference is Rs 5000 and the National Conference is Rs 3000.

If the score of the manuscript to be submitted is 0.833 (0-1 scale), then

Amount reimbursed for international conference = 5000 x 0.833= Rs 4165.

Possibility 2:

The conference registration fee is less than the Maximum amount decided by the Institute to be refunded:

Reimbursement amount = Maximum amount decided by Institute x Points scored (0-1 scale)

If the score of the manuscript to be submitted is 0.833 (0-1 scale), then for the international conference Maximum eligible reimbursement amount = 5000 x 0.833= Rs 4165.

If the conference registration fee is Rs 4000, then the conference registration fees reimbursement for the faculty will be the least among the actual registration fees paid and the maximum reimbursement amount.

Prepared by	Verified by	Approved by
Dean R&D	Deputy Director (A&R)	Director

DIRECTOR
MIT Academy of Engineering
Alandi (D.), Pune-412 105.