MIT | Arts, Commerce & Science College

An Autonomous College Affiliated to Savitribai Phule Pune University

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Research & Development Manual

2025-26

MIT Arts, Commerce & Science College
Alandi, Pune 412105.

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1. Objective of Research Policy

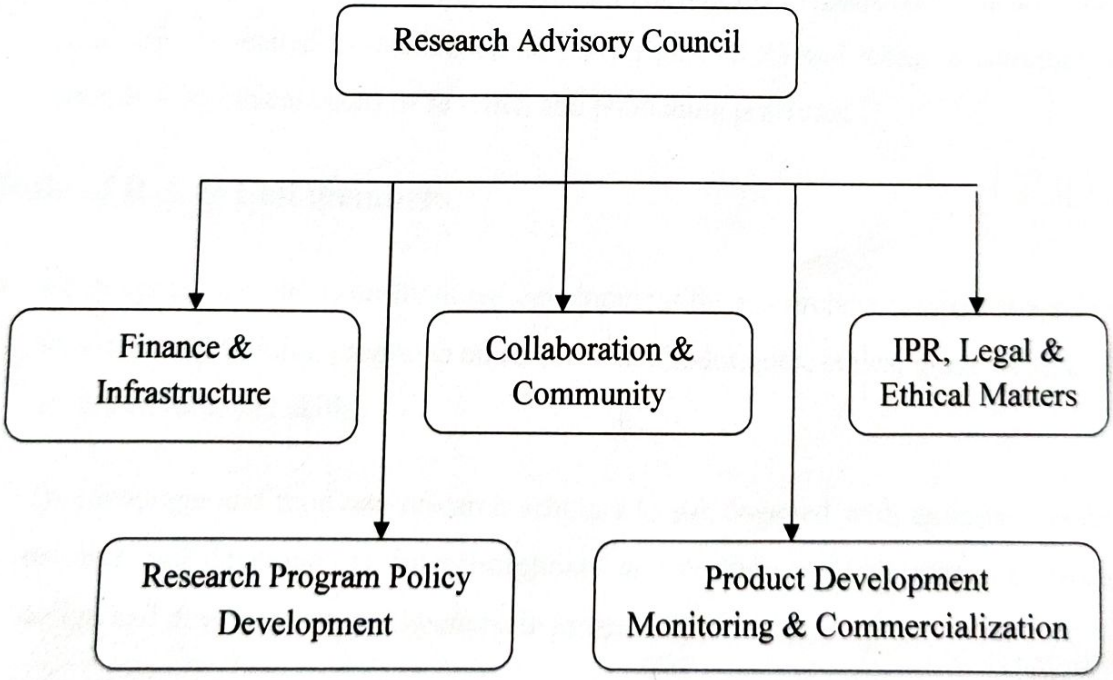
The primary objective of the MAEER's MIT Arts, Commerce and Science College research policy is to foster an environment of excellence and innovation. The emphasis is on producing high-quality research that contributes to both academic advancement and societal development. By providing financial support, fostering international collaborations, and ensuring that ethical guidelines are followed.

The policy focuses on:

- To encourage faculty and students to engage in high-quality, impactful research that advances knowledge in their respective fields.
- To promote interdisciplinary research and international collaboration.
- To support faculty, researchers, and students with the resources and incentives to perform cutting-edge research.

2. Organizational Structure

The organizational structure of R&D Cell



Organizational Structure of R&D Cell

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- The main objective of the Research Advisory Council is to promote and monitor the research activities among Staff and students.
- The Finance & Infrastructure Committee has the responsibility of managing the annual budget for research activities.
- Research Program Policy Development committee has the following responsibility of developing rules, regulations, and policy frameworks for resource utilization. And contribute to the long-term strategic planning of the R&D Cell, aligning research programs with emerging trends.
- The main goal of The Collaboration and Community Committee is to foster collaboration with industry, government, community-based organizations, and research institutes.
- The objective of the Product Development, Monitoring and Commercialization Committee is monitoring the product development and facilitating the commercialization of research outcomes.
- The IPR, Legal & Ethical Matters Committee has the responsibility of addressing legal aspects related to intellectual property rights (IPR) and research activities and comply with ethical codes of research and publishing practices.

3. Role of R & D Cell members

- To promote continuous professional development for researchers through workshops, seminars, and training programs on research methodologies, ethics, grant writing, and advanced technical skills.
- To encourage and motivate research scholars to get engaged with externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.

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- To facilitate discussions and collaborations with researchers from other colleges, with the possibility of joint work in various thrust areas of national and international importance.
- To initiate and promote MoU with industries and research and development organizations for consultancy, collaborative research, sponsored projects and industry college interactions.
- To support research scholars to deliver talks at different events and to conduct workshops, training programs, seminars, conferences, symposiums, faculty development programs.
- To recommend peer reviewed national and international journals for the subscription.
- To formulate the research and development budget of the department in close co-operation with the research scholar and the head of department.
- To keep everyone abreast of announcements by various funding agencies namely DST, DAE, DRDO, ISRO, CSIR, UGC, SPPU, BCUD etc.
- To motivate students to present research papers in National and International conferences and to participate in research projects competitions and exhibitions.
- To attend and discuss the progress of research and development in the periodic meeting.
- To collect research data from the departments and then prepare a final sheet of research data at the college level.
- The research coordinator must regularly and diligently update the research and development information on the college website.



4. Research Funding and Grants

MIT ACSC has dedicated funds to support various aspects of research. These include:

Rules:

- Faculty members, researchers who publish research work in Peer reviewed /SCOPUS/WoS journals will be eligible for reimbursement. For reimbursement "MAEER's MIT Arts, Commerce and Science College, Alandi(D), Pune, Maharashtra" name should appear in the published paper.
- Faculty members shall submit a soft copy of conference attendance /publication/presentation certificate to the R&D cell within 8 days.

4.1 Reimbursement Policy Process

R & D Cell encourages research aspirants to promote continuous professional development for researchers through workshops, seminars, and training programs on research methodologies, ethics, grant writing, patent publication etc. They are promoted to participate in conferences, workshops, and symposiums and financial support is provided for the registration fee as shown in Table 1.

Types of Publications Covered: Reimbursement will cover the publication fees for journals, book chapters, conference proceedings and patents provided that the research is aligned with the institution's goals and objectives.

Approval Process: For journal publication faculty members have to take prior permission after acceptance of paper. Faculty members must submit an application with proof of acceptance and associated fees for approval before reimbursement. He/She must submit receipts and publication details, including the DOI or conference proceedings, for validation. The application will be reviewed by a designated committee, and the reimbursement will be processed accordingly.

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4.2 Financial Assistance to Faculty: (Amendment in existing Policy)

These are based on the type of publication as shown in Table 1. Each faculty member is eligible to claim financial assistance for a maximum of two (2) publications or intellectual property filings (journal articles, book chapters, patents, or copyrights) per academic year.

Table 1 Financial Assistance to Faculty

Sr. No.	Particulars	Condition	Reimbursement
1	Scopus & Web of Science Journal	APC Up to Rs. 5000	85% of APC of Journal
		APC Rs. 5000 to Rs. 10,000	80% of APC of Journal
		APC Rs. 10,000 to Rs. 20,000	70% of APC of Journal
		APC Rs. 20,000 to 40,000	60% of APC of Journal
2	Peer Reviewed Journal	As per New UGC Guidelines	50% of APC of Journal
3	Patent & Copyright	Must be filed in the name of the Institute as the applicant or copyright holder.	100% of Govt. Fee & Professional Charges
4	Book Chapter	Publication by Springer, Elsevier, IGI Global, Taylor & Francis, Wiley, SAGE, Nature	50 % of Fees
5	Conference Registration Fees for Paper Presentation	International Conferences	50% of Registration Fees

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4.3 Travel grants for Research Work:

R & D Cell encourages research aspirants to participate in International conferences and present their research work. They are promoted to attend conferences and travel grants are provided for the same as per needed.

4.4 Research Grants for Seed Money:

To strengthen quality research, Seed Money Policy has been initiated by the college. Research aspirants can receive up to Rs.100,000/- financial assistance under this policy for the period of two years subject to the recommendation of the expert committee.

Selection Process

Following stages are followed to grant financial assistance under Seed Money Policy

- A call for the research proposals under Seed Money Scheme will be announced by the R & D Cell coordinator and details regarding this will be communicated to all the staff members.
- The research proposals will be scrutinized and short listed as per the guidelines by the experts of respective subjects
- The Expert Committee will evaluate the presentation and will raise queries if any. After satisfactory presentation and clarification by PI and CO-PI, the committee will declare the result.

Eligibility Criteria

- Research aspirants should have completed at least three years of continuous service in MAEER's MIT Arts, Commerce and Science College, Alandi, Pune.
- Research aspirants should not have any ongoing research project sanctioned and funded by another funding agency.



- Duration of project can be minimum 12 months to maximum18 months. Proposals can be individual/interdisciplinary / collaborative with industry.
- Research outcomes should be in terms of publications in reputed refereed journals (Scopus, Web of Science), product design, patents, Industrial consultancy and/or Continuing Education Programs and need to be clearly specified.
- Principal Investigator will be responsible for the completion of the research project and submission of the expenditure details.
- Advance will be given on a half yearly basis against the sanctioned amount. After the settlement of first advancement, the next amount will be released.
- Refer Annexure A

4.5 External Research Grants

R&D Cell of MIT ACSC encourages their faculty to apply for grants from external funding agencies such as

- Department of Science & Technology (DST)
- Council of Scientific and Industrial Research (CSIR)
- Ministry of Electronics and Information Technology (MeitY)
- Indian Council of Medical Research (ICMR)
- Indian Council of Social Science Research (ICSSR)
- ASPIRE SPPU, PUNE
- International Funding bodies, etc.

Refer Annexure C

5. Research Collaboration

R&D cell of MIT ACSC engaged in collaboration with industry which includes joint research & R&D cell always



- Initiate collaborative research platforms and networks to link with other academic institutions, industry partners, and government agencies.
- Encourage interdisciplinary research and facilitate collaborative work across departments and with other institutions.
- Emphasize international research partnerships, involving faculty, researchers, and students in global research networks and joint research projects.

6. Intellectual Property Rights & Innovation

R&D cell of MITACSC supports faculty and researchers in filing patents for their inventions and provides financial and legal assistance for securing patents.

College Ownership: IP created using significant college resources, within official duties, or under sponsored projects, will be owned by the college.

Student-Faculty Ownership Ratio for Intellectual Property Rights (IPR) developed in a college is defined as:- Faculty: 50%, Students: 50%

7. Code of Ethics in Research

R&D cell of MITACSC maintains ethical guidelines for conducting research, which includes:

- Researchers must conduct and report research honestly, accurately, and transparently, avoiding fabrication, falsification, or plagiarism.
- Researchers must respect the rights, dignity, and confidentiality of research participants.
- Personal and sensitive data collected during research must be securely stored and used only for the stated research purpose, protecting participants' privacy at all times.
- Research should be designed to minimize physical, psychological, social, and environmental harm to participants, researchers, and communities.
- Researchers should treat all participants fairly and avoid discrimination based on age, gender, ethnicity, religion, or other personal characteristics.

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- Researchers are accountable for their work and should maintain professional standards. Misconduct must be reported and addressed promptly.
- Proper credit should be given to collaborators and other researchers. Intellectual property rights must be respected.
- Research should contribute positively to society and avoid adverse effects on the environment and any creature on earth.

8. Research Output

Faculty members and students are encouraged to publish their work in high-quality SCOPUS, WoS, peer-reviewed journals, conferences, and proceedings. MIT ACSC measures research output using the number of publications, number of research proposals submitted and sanctioned, number of IPR's.



Appendix A

MAEER's MIT Arts Commerce & Science College, Alandi(D)

Seed Money Policy Application Form

1. **Title of the project:**

2. **Principal Investigator Details:**
   a. Name
   b. Designation
   c. Email-id
   d. Date of Birth
   e. Mobile Number
   f. Date of Joining
   g. Name of the department
3. **Co-Principal Investigator-1 Details:**
   a. Name
   b. Designation
   c. Email-id
   d. Date of Birth
   e. Mobile Number
   f. Date of Joining
   g. Name of the department
4. **Co-Principal Investigator-2 Details:**
   a. Name
   b. Designation
   c. Email-id
   d. Date of Birth
   e. Mobile Number
   f. Date of Joining
   g. Name of the department



5. **Technical Details**

Duration:

Total Cost (INR):

6. **Do you have any ongoing funded research project?(YES/NO) :**

If, Yes then write name of its funding agency:

Research Project Duration

Project Title:

Broad Subject:

Area of Specialization:

Amount Sanctioned:

Declaration

I certify that the above information is accurate and the publication costs were incurred in relation to official research activities.

Name of Principal Investigator:_____

Signature: _____

Date: _____

Remark by HoD:

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Appendix B

Research Proposal Format for Seed Money Funding:

1. Title of research proposal
2. Introduction of research proposal
3. Origin of research problem
4. Interdisciplinary relevance
5. Review of research and development in the subject

   (a) International status

   (b) National status

6. Significance of the study in the context of current status
7. Objectives
8. Methodology
9. Quarterly plan of work and targets to be achieved (expected time schedules for the Various activities of a proposed investigation)
   - Expenditure Budget with proper justification.
10. Ethical clearance (if human/animal subjects are involved)
11. Future Scope
12. References

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Appendix C

External Research Funding Scheme Link

Name of the Agency	Link
DST - Science and Engineering Research Board (SERB)	https://www.serb.gov.in/
DST - Fund for Improvement of S&T Infrastructure (FIST)	https://dst.gov.in/
DST - Women Scientists Scheme (WOS)	https://dst.gov.in/
DST - INSPIRE Fellowship	https://online-inspire.gov.in/
DST - Swarnajayanti Fellowships	https://dst.gov.in/
DST - JC Bose Fellowship	https://dst.gov.in/
DST - Ramanujan Fellowship	https://dst.gov.in/
DST - National Post-Doctoral Fellowship (N-PDF)	https://www.serbonline.in/
DST - PURSE Programme	https://dst.gov.in/
ICMR - Extramural Research Programme	https://main.icmr.nic.in/content/research-funding
ICMR - Junior Research Fellowship (JRF)	https://main.icmr.nic.in/content/jrf
ICMR - Senior Research Fellowship (SRF)	https://main.icmr.nic.in/
DBT - Ramalingaswami Re-entry Fellowship	https://dbtindia.gov.in/
DBT - BioCARe for Women Scientists	https://dbtindia.gov.in/
DBT - DBT Research Associateship	https://dbtindia.gov.in/
DBT - DBT-JRF Fellowship	https://dbtindia.gov.in/
DBT - DBT-RA Programme	https://dbtindia.gov.in/
UGC - Research Award	https://www.ugc.gov.in/page/Research.aspx
UGC - Junior Research Fellowship (JRF)	https://www.ugc.gov.in/
UGC - Major Research Project	https://www.ugc.gov.in/
UGC - Minor Research Project	https://www.ugc.gov.in/
AICTE - Research Promotion Scheme (RPS)	https://www.aicte-india.org/schemes/research-innovations/research-promotion-scheme
AICTE - MODROBS	https://www.aicte-india.org/
AICTE - SPICES	https://www.aicte-india.org/
AICTE - National Doctoral Fellowship (NDF)	https://www.aicte-india.org/
CSIR - Research Grants	https://www.csir.res.in/grants
CSIR - JRF Fellowship	https://csirhrdg.res.in/
CSIR - SRF Fellowship	https://csirhrdg.res.in/
CSIR - Emeritus Scientist Scheme	https://www.csir.res.in/
ICSSR - Research Projects (Major/Minor)	https://icssr.org/funding
ICSSR - Post Doctoral Fellowship	https://icssr.org/

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ICSSR - Doctoral Fellowship	https://icssr.org/
ICSSR - Senior Fellowship	https://icssr.org/
DRDO - Extramural Research Funding	https://www.drdo.gov.in/
ISRO - RESPOND Programme	https://www.isro.gov.in/
ICAR - Extramural Research Projects	https://icar.org.in/
ICAR - JRF Fellowship	https://icar.org.in/
ICAR - SRF Fellowship	https://icar.org.in/
MeitY - Visvesvaraya PhD Scheme	https://www.meity.gov.in/
MeitY - R&D in Emerging Areas	https://www.meity.gov.in/



Appendix D

Research Data Submission Formats

Research work done by research aspirants should be submitted to R&D cell through departmental R&D member on regular basis.

1. Research Paper published in National/International Journal

Sr. No	Title of paper	Name of the author/s	Department of the teacher	Name of journal	Year of publication	ISSN number	Volume /Issue	Link to the Paper	Link of Journal

2. Research Paper published in National/International Conference Proceeding

Sr. No	Name of the author/s	Title of paper	Department of the teacher	Name of Conference	National/International	Status(Presented /Published)	Date	Publication In	Link

3. Conference/Seminars/Workshops/STTP/FDP Attended (related to Research Topic)

Sr. No.	Faculty Name	Department of Faculty	Name of the FDP/Workshop/Seminar/Conference/STTP	Topic	Organized by	Month-Year	Proof

4. Book/Book Chapter Publication

Sr. No	Title of Book Chapter	Name of the author/s	Department of the teacher	Name of Book	Year of publication	ISSN number	Publisher	Link to the Paper	Link of Book

5. Research Grants

Sr No.	Name	Department	Agency	Topic	Submission date	Approved Date	Amount	Proposal Id/No.	Proof

6. Research Awards

Sr. NO.	Name of Faculty	Department	Award Name	Date	Award given by	National/International	Proof

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7. Patent Details

Sl. No.	Department Name	Status of Patent (Published / Granted)	Inventor/s Name	Title of the Patent	Patent Filed Date (DD/MM/YYYY)	Patent Published /Granted Date (DD/MM/YYYY)	Patent Publication Number / Patent Granted Number	Academic Year	Here, attach Source Proof Screenshots/URL/ Website Links, etc.

8. Reviewer Work Details

Sr. No.	Faculty Name	Department Name	Reviewed Journal Name/Conference Name	Month-Year	Remark

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