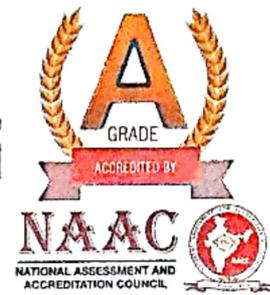# Shalaka Foundation's
KEYSTONE SCHOOL OF ENGINEERING
Accredited with "A" Grade by NAAC
Approved by AICTE, New Delhi, Government of Maharashtra
& Affiliated to Savitribai Phule Pune University

Ref. No.:KSE/OFFICE/R&D/25-26/3180   Date: 26/06/2025

Research and Development Policy

Research paper publication policies are typically set to encourage students and faculty to engage in academic publishing while maintaining ethical standards and ensuring quality in research. Following policies are set for all faculties and students belongs to Keystone School of Engineering.

❖ Journal and Conference Paper Publications:

- Conference Selection: Research papers can be authored by faculty, students, or in collaboration. Authors are encouraged to submit papers to reputed conferences from IEEE, Springer, SCOPUS, SCI, WoS platform in the respective field. The conference must be aligning with the scope of the research using above platform. Conference charges from students of TE & BE can be contributed by them as and when it is mandatory.

- Conference registration charges can be reimbursing in case of best paper award.

- Journal Selection: Research papers can be authored by faculty, students, or in collaboration. Authors are encouraged to submit papers to reputed Journals from IEEE, Springer, SCOPUS, SCI, WoS platform in the respective field. The journal must be aligning with the scope of the research using above platform. In case of Paid indexed journals for processing charges take prior permission from R & D Committee and Principal.

- Publication in unpaid or subscription based journals is always welcome.

- The author must clearly mention the institute affiliation in the publication.

- Those articles which are eligible for book chapters or books can be published with ISBN number with prior permission from R & D Committee and Principal. If any faculty wants to publish book chapters or books with institute level ISBN number, it can be made available as per prior application to Principal.

- The reimbursement of open-access or article processing charges (APCs) in high-impact journals (SCI/Scopus indexed) and Conferences is applicable. The amount percentage is

mentioned in Institutional Rules and Regulations. Only one author per paper will normally be eligible for full reimbursement (co-authors may share or apply partially).

1. Journal paper in Q2, Q1 Scopus Journal – Rs. 15000
2. Publication in SCI Journal – Rs. 15000
3. Conference/ Q3, Q4 Journal – Rs. 4000

- Publications in predatory or non-recognized journals will not be eligible for reimbursement.

Faculty Targets for Paper Publications and Conference and Citations			
Paper Publications (Scopus/SCI/WoS)	Assistant Professor	Associate Professor	Professor
	2	3	4
Conference	2	4	4
Citations	20	25	30

❖ Patent Publications:

- All individuals intending to file a patent must submit a formal disclosure to the R&D Committee and Principal prior to applying. The disclosure should include details of the invention, authorship, novelty, and potential commercialization value.
- Patents filed with significant use of institute resources (labs, funding, guidance, etc.) will have joint ownership between the inventor(s) and the institute.
- Upon approval, the institute will reimburse 100% of government fees (as per institute rules and regulations norms budget and recommendation of the R&D Committee). Reimbursement is applicable only after successful filing and submission of proof of application with the Intellectual Property Office.

1. Utility Patent Publication – Rs. 5000
2. Utility Patent Grant – Rs. 50000

Faculty Targets for Patent Publication and Patent Grant			
	Assistant Professor	Associate Professor	Professor
Patent Publication	2	2	3
Patent Grant	NA	1	1

❖ Copyright Publication:

- Faculty and students must submit a Copyright Work Disclosure Form to the R&D Committee and Principal prior to filing for copyright. The disclosure should include a brief description of the work, authorship details, and a statement on the use of institute resources.

- Works created using significant institutional support (funds, facilities, equipment, or official time) shall be co-owned by the institute and the author(s).

- In the case of independently created works, full copyright ownership may remain with the author(s), subject to proper disclosure and clearance. Co-authorship must be clearly acknowledged in cases of collaborative efforts.

- The institute will reimburse 100% of government official copyright registration fees (for Indian Copyright Office or equivalent) upon approval by the R&D Committee. Reimbursement will be made after submission of the application receipt and proof of filing.

Faculty Targets for Copyright			
Copyright	Assistant Professor	Associate Professor	Professor
	2	3	4

❖ Book and Book Chapter Publications:

To encourage high-quality academic contributions, the institute supports the publication of book chapters in reputed, indexed platforms such as Scopus, Web of Science (WoS), Springer, Elsevier, CRC Press, Wiley, and other recognized publishers with ISBN number.

- Faculty, researchers, and students must obtain prior approval from the R&D Committee before submitting book chapters to any publisher. The book or edited volume must be from a recognized international/national publisher and indexed in Scopus/WoS or listed under UGC-CARE approved sources or it may have ISBN number. A copy of the call for chapters, publisher details, and editorial guidelines must be submitted along with the approval request.

- Authors must submit a soft copy of the published chapter and complete bibliographic details to the Central Library and R&D Cell for institutional repository and recordkeeping.

- Those articles which are eligible for book chapters or books can be published with ISBN number with prior permission from R & D Committee and Principal. If any faculty wants to publish book chapters or books with institute level ISBN number, it can be made available as per prior application to Principal.

Faculty Targets for Book and Book Chapters Publications			
	Assistant Professor	Associate Professor	Professor
Book Publication	1	1	1
Book Chapters	1	2	3

❖ Faculty Consultancy Policy:

- To promote and support research, innovation, and consultancy among faculty members, and to establish clear guidelines for undertaking and managing consultancy and sponsored projects.

- Faculty can do consultancy work collaboration related with Sponsored Research Projects, Industrial Consultancy, Government/NGO Consultancy, Technical Services, Testing and Analysis Laboratory from which revenue is generated.

- For Faculty 100% Consultancy reimbursement will be provided as per Institutes Rules and Regulations norms.

Faculty Targets for Consultancy			
	Assistant Professor	Associate Professor	Professor
Consultancy	1	1	1
Amount (in Lakh)	0.5	2	2

❖ Research Grant/Proposals Policy

To define the rules and procedures for faculty members receiving and managing research grants/proposals from external agencies, fostering a culture of academic research and innovation.

- Faculty must obtain prior approval routed through Head of Department, Dean (R&D) and Principal. The Principal Investigator (PI) and Co-Investigator (Co-PI) Must be a regular faculty member and submit Proposal, Budget planning, Project execution and reporting routed through Head of Department, Dean (R&D) and Principal.

- Reports of all department for each semester must be submitted to Dean R & D.
- Sectioning and Completion of Research project through research grant will get Rs. 25000 per grant of Rs. 500000.

Faculty Targets for Research Grant/Proposals			
Research Grant/Proposals	Assistant Professor	Associate Professor	Professor
	At least 1	1	1

❖ Industry Sponsored/Funded Projects:

- Research projects funding or support for research through grants or scholarships can be made available as and when required by prior permission of Faculty and student must obtain prior approval routed through Head of Department, Dean (R&D) and Principal.
- If external funding (e.g., from government bodies or private industry) used for the research work, this must be acknowledged in the research work, and it must be informed to Head of Department, R & D Committee and Principal. The college may have guidelines for how such funding must be reported and managed in norms.
- The reimbursement of Rs. 5000 per project is mentioned in institutional rules and regulation norms.

Faculty Targets for Industry Sponsored/Funded Projects			
Industry Sponsored/ Funded Projects	Assistant Professor	Associate Professor	Professor
	1	1	1
Amount (in lakh)	1 <	2 <	4 <

❖ FDP/STTP/Workshops (Participation/Organization/Resource Person):

For Faculty Development Programs (FDPs), Short-Term Training Programs (STTPs), Workshops, and participation as a resource person is a key step in fostering a strong academic and research culture. The basic Objectives behind it to Encourage faculty to enhance their domain knowledge and teaching/research capabilities, promote a culture of continuous learning and knowledge dissemination, Support interdisciplinary collaboration and engagement with industry and academia. This activity encourage participation in AICTE-ATAL, MOOCs, and International Training programs.

- To organizing any FDP/STTP/Workshop of College/ National/ International Level in institute is always appreciated. For conducting it submit a proposal/nomination form to Head of Department and Principal at least 1- 2 weeks in advance.
- If any budget is required take prior permission of Principal through Head of Department.
- For attending any FDP/STTP/Workshop outside the institute; take prior permission of Head of Department and Principal.
- As a resource person faculty can contribute and engage session in college as well as expert as in industry, and research bodies. (If in college itself then topic from your expertise other than curriculum is needed).
- You will get leave benefits as per institute rules and regulations norms for attending FDP or as an external expert resource person.

Faculty Targets for FDP/STTP/Workshop			
	Assistant Professor	Associate Professor	Professor
Participation	1	1	1
Organization	2	2	2
Resource Person	2	4	4

❖ Centre of Excellence:

To promote cutting-edge research, innovation, and skill development in specialized domains. Encourage faculty to engage in CoE -led projects, training, consultancy, and interdisciplinary collaboration. Support national initiatives (e.g., Digital India, Make in India, Industry 4.0).

- Faculty can conduct different activities as Training and Skill Development Programs, Research and Consultancy Projects, Product Development / Prototyping, Mentoring Student Innovation Teams, Collaborations with Industry / R&D Labs with the help of CoE with prior permission of Head of Department and Principal.
- The activity must be helpful to student to enhance their skill and domain knowledge.
- For Faculty who conduct any activity under CoE and getting any external funds are always appreciated. Faculty conducting training or workshops through CoEs may receive an honorarium based on institute budget and program scale.
- Honorarium must be approved by the Head of Department, CoE head and Principal.

The institute shall assist authors in understanding copyright laws, patent publications, journal and conference publications processes preparing documentation, and filing copyright applications. Periodic workshops and training sessions will be conducted to raise awareness and promote good practices related to copyright protection and digital content creation.
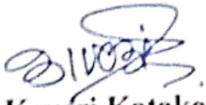
Dr. Kaveri Katake

Dean R & D
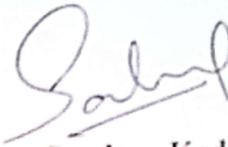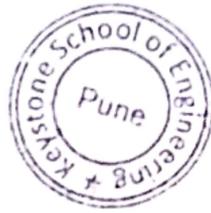
Dr. Sandeep Kadam

Principal

Keystone School of Engg.