



BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING
(Approved by AICTE, New Delhi & Affiliated to Guru Gobind Singh Indraprastha
University, Delhi)

(An ISO 9001:2015 Certified Institution)

A-4, Paschim Vihar, Main Rohtak Road, New Delhi – 110 063

1. Introduction

Research and innovation are foundational to academic excellence. This policy document integrates guidelines on research productivity, consultancy, faculty development, incentives, seed funding, publication support, ethics, and quality assurance. This policy is applicable to all faculty members, research scholars, and students engaged in research, consultancy, innovation and conferences and all other research-oriented activities.

2. Governance Structure

The R&D Cell shall function under the guidance of the Principal and College Management.

Composition: - Dean (R&D), Departmental R&D Coordinators



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RESEARCH POLICY and GUIDELINES

1. VISION

To create a robust, sustainable mechanism for developing and strengthening a research ecosystem aligned with NEP-2020 and institutional goals.

2. OBJECTIVES

- **Development** of an ecosystem that fosters and encourages faculty and students for both thrust areas and multidisciplinary research.
- **Promote** research through research and consultancy projects, intellectual capital, Innovation and translational research.
- **Build** links with industry and Industries and with research organizations to broaden the spectrum of research alternatives.
- **Encourage** and incentivize faculty members and students for publication of their high-quality research findings and patent filing.
- **Administer** research framework ensuring the research quality and ethics.

3. PRINCIPLES OF RESEARCH POLICY

- Faculty and Students are free to select the subject matter of their research. The research findings should be shared with other researchers and the research committee with an objective of having transparency and openness in research.
- Research activities should not violate professional ethics pertaining to the health, safety, privacy and other personal rights of human beings.
- The research policy is applicable to all faculty, research scholars and students at the university.

- Faculty are encouraged to undertake research leading to publications in Scopus/Web of Science/UGC-CARE/PubMed indexed journals, conferences, books and book chapters.
- Targets for Publications: Professor / Associate Professor: Minimum 2 papers/year, Assistant Professor: Minimum 1 paper/year.
- If 2 or more faculties jointly write one research paper it will be considered as proportionate target achieved and the authors need to publish more research paper jointly or individually to complete the target of papers per calendar year.
- Research output shall be considered in faculty appraisal, increments, promotion, and recognition.
- Research journal assistance e.g. IEEE, Elsevier Science Direct Database, and research resources are provided to faculty and students.
- Augmenting laboratory infrastructure/Research software, in a timely manner, ensuring adequate resources and an enabling environment for effective research activities.

4. RESEARCH FUNDING

- The faculty members shall apply for extramural research project funding from respective agencies (e.g. AYUSH, DBT, DST, AICTE, UGC, ICMR, ICSSR, European Commission, etc).
- Intramural Seed Money shall be provided as per institute norms to develop proof-of-concept and pilot studies under Institute Seed Money Policy.
- Students are encouraged to develop their research into comprehensive projects, supported by an established Student Project Fund Disbursement Policy.

5. INCENTIVES AND MONETARY SUPPORT

- Professional Recognition in the form of certificate /research excellence award/ reward.
- Incentives for publications, patents/ funded projects, shall be provided as per University/Institute norms under Incentive Policy. Monetary Support for Faculty Research Endeavors, Research Outcome based activities and publications for faculty and students.
- Academic Promotion in the form of increments/ promotions as per BVDU- Research Promotion Policy.

6. CAPACITY BUILDING

- All departments are encouraged to organize FDPs, STTPs, Workshops, Research Methodology Programs, and various mentorships and Industry oriented trainings to enhance research culture and quality research output.
- Faculty are encouraged to pursue Ph.D., Post-Doctoral research, and advanced certifications from Coursera, NPTEL, AICTE QIP etc.
- Faculty are encouraged to take up academia outreach associations with other institutes of repute.

7. IMPLEMENTATION AND REVIEW OF RESEARCH POLICY

- Conduct R&D meeting quarterly to evaluate the research activities and schedule/calendar for the subsequent year.
- Policy shall be reviewed and updated periodically to align with University, AICTE, UGC, and NEP-2020 guidelines.

8. RESEARCH ETHICS & ACADEMIC INTEGRITY

- All researchers shall adhere to UGC Guidance Document on Good Academic Research Practices (GARP-2020).
- Plagiarism, data fabrication, and falsification are strictly prohibited.
- Turnitin/approved plagiarism tools shall be used for theses, dissertations, and publications.
- Ethical clearance shall be obtained wherever applicable.

9. INTELLECTUAL PROPERTY, START-UP AND COMMERCIALIZATION

Researchers, faculty, students, research fellows individually or in association with researchers of other departments or with external agencies should follow recommendations made in the institute IPR policy.



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POLICY FOR SEED MONEY FOR RESEARCH

Bharati Vidyapeeth's College of Engineering (BVCOE) is committed to cultivating a vibrant culture of research and innovation. This scheme offers early-stage financial support for promising research ideas, feasibility studies, proof-of-concept development, generation of preliminary results, and preparation of competitive proposals for submission to external funding agencies such as ANRF, DST, DBT, CSIR, DRDO, MeitY, ICMR, and others.

1. Objectives

- To provide initial financial support to faculty for undertaking novel and original research.
- To encourage feasibility studies and proof-of-concept development that can attract larger external funding.
- To promote interdisciplinary research collaboration among faculty members across departments.
- To strengthen the institution's research output in terms of publications, patents, technology transfer, and funded projects.
- To build a sustainable research culture at BVCOE consistent with the institutional vision and NEP 2020.

2. Eligibility Criteria

- Full-time permanent faculty with a minimum of two years of continuous service at BVCOE are eligible to apply as Principal Investigator (PI).
- A PI with an active seed money project may simultaneously participate as Co-Principal Investigator (Co-PI) in an interdisciplinary project under this scheme.
- Faculty with ongoing externally funded projects may apply, provided there is no duplication of scope or budget. A written declaration to this effect must accompany the proposal.
- Applicants with pending dues, unsubmitted reports, or unresolved financial

obligations from a prior seed money project are not eligible.

3. Application Process

- Proposals must be submitted to the Office of the Principal starting every academic year.
- Each proposal must include project title; names and designations of PI and Co-PI(s); background and methodology; research objectives; expected outcomes and deliverables; project timeline with milestones; itemized budget with justification; and a declaration of no conflict of interest and no duplication with any ongoing funded project.
- A faculty member may submit only one proposal per call as PI once in two years, however, faculty can be CO-PI for interdisciplinary projects simultaneously.

4. Review and Selection

- The Principal shall constitute an Internal Review Committee (IRC) to evaluate the proposals.
- Members with a conflict of interest in any proposal shall recuse themselves from its evaluation.
- Proposals shall be evaluated on: Scientific Value (70%), Faculty contribution towards research and publication (20%) and alignment with institutional priorities (10%).
- Shortlisted applicants will be invited for a presentation before the internal review committee.

5. Funding Details

- The maximum seed money per project is Rs. 2,00,000 and for interdisciplinary projects involving two or more disciplines it will be up to Rs. 5,00,000, subject to approval by the Head Office, Pune.
- Funding may cover: Equipment, Hardware and Materials, Consumables, Software, contingency etc.

6. Duration

- The duration of seed money project will be 12 months from release of funds.

7. Responsibilities of Recipients

- To Carry out the project as per the approved proposal.
- To Submit progress reports (6 month) and a final report with outcomes.
- To Acknowledge seed funding support in all publications and presentations.
- Ensure that all equipment purchased is tagged, recorded in the departmental

asset/stock register, and handed over as institutional property.

- Failure to submit reports by the stipulated deadlines shall render the PI ineligible for seed money in the subsequent cycle.
- Utilization certificate of allocated funds should be submitted at the end of 12 month duration of project.
- Intellectual property arising from seed money-funded research shall be jointly owned by the PI and BVCOE. Any invention or commercially significant output must be disclosed to IRC in writing within 30 days of its creation. Commercialization shall be governed by the institution's IPR Policy.

8. Evaluation and Impact

- Completed projects shall contribute to the institute's research profile and will be evaluated as:

Excellent: Scopus/SCIE journal publication, filed patent, external funded proposal submitted, working prototype, or startup concept.

Good: Publication in a Scopus/SCIE-indexed.

The evaluation shall serve as a credential in the evaluation of the PI's subsequent application. Misrepresentation of facts shall result in immediate termination, full recovery of funds, and disciplinary action per institutional service rules.



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STUDENT PROJECT FUNDS DISBURSEMENT POLICY

1. Objectives

- To encourage and support students in pursuing innovative projects in their MINI/MINOR/MAJOR projects that expand knowledge boundaries, encourage critical thinking, and promote interdisciplinary collaborations.
- To empower students by providing financial support and mentorship necessary for the successful execution of their projects, fostering leadership and entrepreneurial skills.
- To create avenues for experiential learning, skill development, and hands-on experiences that complement classroom education and contribute to personal and professional growth.
- To support broad spectrum of projects, including but not limited to research endeavors, community service initiatives, technological innovations, and entrepreneurial ventures and enrichment of our academic community.
- To enable students to benchmark their technical excellence in various national innovation repositories e.g. YUKTI etc.

2. Selection Criteria

- The student applicant presents the project idea comprising of project objectives, methodology, expected outcomes, budget breakdown, timeline etc.
- Further a Fund Grant Committee comprising of Principal, HODs, Deans along with the faculty mentor reviews the presented ideas.
- The committee then evaluates the idea presented based on specific criteria as enlisted

but not limited to:

- ✓ Innovation
- ✓ Feasibility
- ✓ Potential impact on the society/academia
- ✓ Achievable within the timeframe
- ✓ Alignment with the institute grant's objectives

3. Application Process

- Student applicant along with the mentor submits “Project Fund Request Form” in prescribed format to HOD via the mentor.
- For shortlisted applicants, the funds are disbursed in a PHASED way as per the rededided time line.
- Continuous Evaluation and Guidance of Project is carried out by the mentor involved.
- On completion of Project, the student applicant submits the “Project Completion Report” in the prescribed format.
- On completion of Project, the student applicant will submit the “Utilization Certificate” as in prescribed format which shall consider alignment of budget with the deliverables.
- The student applicant finally presents the outcomes of the project to the committee
- The final product is submitted and maintained by the respective departments.

4. Expected Deliverables

- Minimum of one research article published in reputed indexed journals/conferences.
- The Institute owns any IP emerging out of the project.
- The student applicant(s) host session(s) for junior students as a part of Teaching Learning Process or as Innovation Ambassadors.

5. Risk Assessment

- The mentor analyzes dependencies within the time frame of the project which if not managed properly might lead to delays in project execution.
- Timeline extension can be requested by the student applicant assuring the project completion.
- The final phase of funding is considered only after the final completion of the project.
- NOTE: An upper ceiling of funds of Rs. 5000 is decided by the college. The funds may be further increased in special cases as decided and approved by Principal.



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Projects: Research and Consultancy Policy

Professional development of faculty through research and consultancy projects is promoted by the institute. BVCOE encourages the faculty to undertake projects which will promote the transfer and application of knowledge for solutions to industry, corporate and societal projects.

1. Objective

Promote professional development of faculty through research and consultancy projects that apply knowledge to industry, government, and societal needs. This policy governs all externally funded research projects undertaken by faculty through agencies such as ANRF, DST, DBT, CSIR, DRDO, MeitY, ICMR, and industry sponsors.

2. Research Projects

- All full-time permanent faculty are eligible to apply as PI for sponsored research projects. Prior written intimation to and endorsement by the Principal/Director is mandatory before submitting any proposal to an external funding agency.
- Any faculty can apply as Co-PI in non-parent organization as long as he/she reflects the name of the college and there is no financial commitment involved.
- On subsequent grant of project, sanction letters should be submitted to Head Of Institution / R&D Office.
- A faculty member may hold more than one active funded project as PI, subject to workload capacity and prior approval of the Principal/Director. There is no restriction on participation as Co-PI.

3. Financial Management

- All project funds shall be received in the name of Bharati Vidyapeeth's College of Engineering, New Delhi, and credited to a dedicated project account maintained by the Accounts Department.
- All project expenditure, equipment, consumables, travel, manpower, and contingency shall be incurred as per the sanctioned budget, institutional procurement norms, and agency guidelines, supported by original bills. Equipment purchased from project funds becomes institutional property on project closure.
- The PI shall manage the project account and ensure timely submission of Utilisation Certificates (UC) and statements of expenditure as required by the funding agency and the institution. Advance funds for approved purchases may be obtained from the Accounts Department against proper requisition.

4. Project Execution

- The PI is responsible for scientific execution, timely delivery of milestones, and compliance with all agency reporting requirements. The institution provides administrative, procurement, and accounts support.
- Recruitment of project staff : JRF, SRF, RA, project associates shall follow agency norms and institutional procedures. All appointments shall be made through the institution, personnel shall be on the project payroll, not on the institutional payroll.
- Faculty with active funded research projects shall be eligible for a workload adjustment of two hours per week, or as decided by Principal.
- Project-related travel shall comply with agency and institutional travel rules.
- Publications of Results: Consultants/ PI wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from sponsoring agency in the publications.
- IP arising from sponsored research shall be governed by the funding agency's IP policy and the BVCOE IPR Policy.

5. Consultancy Projects

3.1 Scope

- Consultancy may be offered to industries, service sector organisations, government departments, public sector undertakings, and national or international agencies, in niche areas of faculty expertise.
- It covers feasibility studies, technology assessments, design review,

material/energy/environmental audits, process development, software development, testing, calibration, and general technical advisory.

3.2 Approval and Eligibility

- All full-time permanent faculty are eligible to apply as Principal Investigator (PI). Prior written approval from the Principal/Director is mandatory before accepting any assignment.
- The PI shall submit a proposal through the Head of Institute containing: title and scope; client details; duration and deliverables; total consultancy charges; facilities required; Co-PI details; draft MoU/Agreement/NDA; and a conflict-of-interest declaration.
- Consultancy shall not interfere with primary teaching and institutional duties. Faculty may devote a maximum of 16 hours (two working days) per week to all consultancy assignments combined.
- A faculty member shall not be PI on more than two active consultancy projects simultaneously without explicit approval from the Principal/Director.

3.3 MoU, IPR, and Confidentiality

- All assignments shall be formalised through a written MoU or Agreement signed by the PI, the Principal/Director on behalf of BVCOE, and the client, before commencement of work. A copy shall be retained by the PI, the client, and the Principal's Office.
- IPR terms shall be agreed and recorded in the MoU before signing. Unless otherwise specified, IP shall be jointly owned by BVCOE and the client. Commercialisation of IP shall be governed by the BVCOE IPR Policy.
- Where confidentiality is required, a Non-Disclosure Agreement (NDA) shall be executed. All personnel involved are bound by its terms.
- Publications arising from consultancy shall comply with MoU terms and acknowledge the client organisation.

3.4 Financial Management and Revenue Distribution

- All consultancy payments shall be received exclusively in the name of Bharati Vidyapeeth's College of Engineering, New Delhi. No direct payments to faculty are

permitted.

- For single-phase projects: 50% advance before commencement; balance on delivery.
For multi-phase projects: advance payment before each phase.

Revenue Distribution

- Consultancy revenue shall be distributed as follows after deducting direct project expenses (consumables, equipment, travel):

Category	Nature	Institute Share	Consultant Share
A	Uses institutional facilities, labs, or equipment	60%	30% (PI/Co-PI) + 10% (operators/support staff)
B	Advisory only, no institutional infrastructure used	25%	75% (PI/Co-PI)
AICTE/Govt-funded*	Projects funded by AICTE or government agencies	Minimum 30% (AICTE-mandated overhead)	Balance as per project budget

- All expenses, consumables, travel, equipment, staff, shall be met from the project budget and must comply with institutional procurement norms, supported by original bills.
- For projects exceeding ₹10 lakhs, the statement of expenditure and utilisation certificate must be verified by the Principal/Director .
- Unused overhead may be utilised by the PI or Head of Department for strengthening departmental research facilities, as per BVCOE financial norms.

3.5 Execution, Reporting, and General Provisions

- The PI is responsible for project execution, deliverables, and fund management. Permanent staff and students may assist under PI supervision with prior HOD approval; student honoraria must be documented. External consultants may be engaged up to 30% of total consultancy fee.
- Travel for consultancy requires intimation to the Principal/Director. Charges finalised in the MoU are not negotiable; scope changes require fresh estimates and approval.
- BVCOE shall not be responsible for any mishap or damage arising from application of consultancy results. This clause shall be included in every consultancy contract.
- The PI shall submit a final technical and financial report with utilisation certificate within 30 days of completion, to the Principal's Office.
- Technology transfer, royalty, and start-up arrangements shall be governed by the BVCOE IPR Policy.



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Faculty Incentives Policy

Following the guidelines of Incentive policy approved by steering committee of Bharati Vidyapeeth Central Office, Pune, the following policy is framed and is effective from 01/02/2025.

1.Objectives

- Motivate faculty towards high-quality publications.
- Promote innovation, startups, and commercialization outcomes.

2.Incentive Category and Guidelines

- The faculty member(s)/Author(s) must have affiliation of “Bharati Vidyapeeth’s College of Engineering, New Delhi” in all the publications.
- Research articles must be published in journals indexed in Scopus, Web of Science and PubMed.
- Conference papers published in indexed proceedings such as IEEE, Springer, Elsevier and those listed in Scopus, Web of Science, PubMed databases. (One Conference Paper /faculty/year).
- Books and book chapters published by reputed academic publishers (e.g. Springer, Wiley, Elsevier, Oxford University Press) and those listed in Scopus, Web of Science, PubMed Databases (One book/book chapter/faculty/year).
- The published article should fall within the faculty's domain, be interdisciplinary, or require the services of the department to complete the paper.
- The final publication date of the paper with volume and issue number will be considered for verifying the year of publication of the research paper under consideration.
- If there is more than one faculty member as a co-author, the incentive amount will be shared equally among them.
- In the event of co-authors from other than Bharati Vidyapeeth, the award will be shared only between Bharati Vidyapeeth faculty.

- Faculty members can claim the incentive under any one criteria as per the policy, once in the academic year.
- The Head of the Department (HOD) will verify the authorship in all the published papers and forward to the R&D Cell. In case of publication by a Dean/HOD, the Principal will verify the same.
- The claimed publication(s) or its proof should be available on publication repository of Bharati Vidyapeeth's College of Engineering, New Delhi.
- Claims under this policy will not be considerable on or after the date of resignation even in case research paper is published/ patent is granted/ project completed, before the date of resignation.
- If any claim made by the faculty before his/her resignation and he/she wants to leave the college then his/her claim/s will be settled at the time of clearance of final settlement/dues.

3.Incentive Amount

- The incentive amount is as per incentive circular released by Bharati Vidyapeeth Central Office, Pune from time to time .



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Faculty Research Endeavors Support Policy

1. 1. OBJECTIVES

- To motivate faculty and research students to attend capacity building activities, research meetings, conferences organized by other universities, national and international organizations.
- To promote skill development amongst the faculty, UG, PG and PhD students through industrial training, field visits, and working with NGO and related organizations.
- To nurture professional networking, MOU, linkages
- To enhance perception of the university in outside world.

2. FACULTY DEVELOPMENT PROGRAMMES (FDP)

- Assistance is applicable for permanent faculty members.
- Faculty should complete one FDP/STC and other technology programs per year.
- Faculty must ensure that they attend Orientation / Refresher / Research methodology course / workshops on syllabus up-gradation/ teaching learning evaluation / technology programs, / FDPs organized under the UGC supported HRDC / NPTEL / ATAL, / STTP etc. of minimum one week's duration.

3. CONFERENCES/WORKSHOPS/ PUBLICATION SUPPORT

- Assistance is applicable for permanent faculty members.
- The assistance to faculty members will be granted to the presenting author who presents oral/poster/invited talk in conference.
- Support for presenting research papers in national/international conference, publication fees, total of up to Rs. 10,000/AY, subject to original payment receipts.

4. Professional Membership Support

- Support provided to permanent faculty for professional body memberships.
- Assistance shall be provided for annual/ long term or life membership of discipline related at national/ international level of reputed professional organization.
- Funding limits and conditions apply.

5. Professional Membership

- Support provided to permanent faculty for professional body memberships.
- Assistance shall be provided for annual/ long term or life membership of discipline related at national/ international level of reputed professional organization.
- Funding limits and conditions apply.

6. Travel Expenses

- Maximum travel entitlement (to and fro IIIrd AC fare) for travel is permissible subjected to submission of the original tickets, bills and receipts. Faculty members have to bear the extra expenses above and above the maximum.
- Faculty is eligible to get TA when on OD to visit industry/academia for MoUs/Linkages etc.