ACE
Engineering College
(Autonomous Institution)

Approved by AICTE | NAAC A | NBA Accredited | Affiliated to JNTUH

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RESEARCH & DEVELOPMENT POLICY

Research & Development Cell • Handbook 2026–27

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1. Introduction

Research and Development (R&D) plays a crucial role in driving innovation. It involves investing time and resources to develop new technologies and capabilities that are then transformed into innovative products, processes, and services. ACE Engineering College has made research a strategic priority, consistently encouraging faculty and students to think creatively and generate ideas that drive meaningful societal change.

The R&D Cell integrates all departments to facilitate academic and sponsored research, projects and consultancy services. It provides full support to students, staff, alumni, and other stakeholders through research laboratories, Centres of Excellence, and innovation and incubation facilities, enabling them to present and publish work in national and international conferences and journals. The Cell sponsors innovative activities such as workshops, symposiums, seminars, conferences, publications, prototypes, patents and IPR across diverse fields, and supports skill and technology upgradation, start-ups, entrepreneurship and participation in national and international technical competitions.

The Cell strives for high-quality scientific research that contributes to publications, patents, prototypes, and IPR filings, builds a strong research culture, taps global potential, and promotes new R&D applications in multidisciplinary areas. To achieve a high-quality research environment, this policy sets out the rules and regulations that every individual involved in R&D activities must follow.

Vision

To facilitate innovative and multidisciplinary research in collaboration with industry to meet global needs by involving all stakeholders.

Mission

To develop an R&D ecosystem through the effective contributions of staff and students by executing industry-relevant innovative projects, preparing research proposals, applying to funding agencies, and publishing papers and patents that lead to entrepreneurship and start-ups.

2. Objectives of the Research Policy

1. Identify and encourage faculty members regarding funded research opportunities from academic, research, industry and government organizations.
2. Encourage faculty and students to publish research papers in reputable national and international journals and conferences, and to file and publish patents.
3. Establish collaborations with universities, research centres and industries on projects that advance knowledge, address societal needs and enhance applied teaching.
4. Strengthen the R&D centre and obtain recognition from DSIR/SIRO, DST, JNTUH and DRDO.
5. Foster scientific temper and ensure research quality and ethical efficacy.
6. Create Centres of Excellence in niche, thrust and emerging areas of research.
7. Recommend financial assistance and seed capital for various R&D activities.
8. Create awareness and guide faculty and students on the importance of IPRs while assisting innovators in protecting their innovations.
9. Provide scope for staff and students to work on the latest technologies with industry, and take up testing and consultancy services in coordination with alumni and stakeholders.

3. Functions of the R&D Cell

1. Prepare the annual R&D action plan along with the R&D incentive policy, and obtain budget approval from the Finance & Planning Committee and the Governing Body.
2. Prepare a comprehensive list of funding agencies and schemes and encourage staff and students to submit R&D/AQIS/project proposals to ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME and similar agencies within the stipulated time.

3. Motivate staff and students to publish in conferences and journals of national/international repute and to file and publish patents; insist that faculty publish in WoS/Scopus-indexed journals.
4. Foster research collaborations in interdisciplinary areas with industry, government, IITs, TBIs and professional chapters to address societal needs.
5. Monitor R&D project progress across departments through visits to identify bottlenecks and propose remedial action, and maintain close liaison with industry for sponsored projects.
6. Organize national/international conferences, workshops, seminars and training programmes in thrust areas, and promote self-employability through the Innovation & Incubation Cell.
7. Maintain and update data on research, consultancy and extension activities, and upload progress to the web portals of affiliating, accrediting and ranking agencies.
8. Constitute a review committee to adjudicate the originality and quality of publications/projects/ consultancies/patents and recommend incentives and improvements.
9. Allocate funds and seed capital to departments and staff, monitor utilization strictly as per the sanctioned budget, and report revenue generation to the Principal, with all records maintained for audit by CA/IQAC.
10. Perform any other duties assigned by the Principal from time to time.

4. Promotion of Research

Staff and students have free access to the R&D Cell to choose topics of their interest and to seek guidance for funding from government organizations and industry. The institute provides incentives for peer-reviewed publications, consultancy, book writing, and patent filing, and manages the complete patent-filing process per national and international IPR guidelines to commercialise a product, prototype, design, or service. The Cell provides a conducive ecosystem with infrastructure and expert support. While staff apply to R&D agencies through individual/institutional logins, the institute is always ready to provide seed capital and support for potential research projects that can generate revenue after commercialisation.

5. Student Research Experience

For students, an education at ACE is more than a classroom experience. Students work with faculty on research projects, gaining lab or field experience, giving presentations, and authoring publications, which strengthen resumes and improve job and postgraduate programme acceptance. Mentorship and internships help students pursue research that leads to tangible outcomes such as publications, processes, prototypes, and design improvements. A research component is embedded in the curriculum across all years through clubs, cells and professional chapters, with suitable expert guidance from faculty.

5.1 Summer Research Internship (SRI)

The SRI programme infuses real-world experience into engineering education. From the fifth semester onward, students work in interdisciplinary teams on creative projects that emphasise the design process and the creation of a thoughtfully engineered, tested, and validated outcome or prototype. Key characteristics include a clear research focus aligned with academic interests, hands-on contribution (literature reviews, data collection and analysis, experimentation and simulation), close mentorship, defined learning objectives, professional-development sessions, and a structure with regular progress meetings and presentations culminating in a final report, poster or publication.

5.2 Global Research & Internship Programme (GRIP) and Semester Abroad

Outstanding students may intern or conduct research with organisations and universities abroad for 8–12 weeks over the summer or spring, collaborating across disciplines and gaining global exposure. A full-semester research internship abroad during the final year further prepares students to practise engineering across national boundaries. These programmes span business, engineering, sustainable development, healthcare, and community development; offer hands-on research under leading international researchers; and provide funding to offset travel and internship-related expenses.

5.3 Minor and Major Student Projects

Student projects are supported on the recommendation of the guide/supervisor to an extent of up to Rs. 10,000/- per project for one semester/year, on approval of the R&D Cell. The guide is responsible for disbursement and completion, pays vendors directly after negotiation, and submits bills through proper channels; the amount shall not be used for remuneration or honorarium. Periodic progress reports should be submitted to the R&D Cell. The projects may also be carried out as modules within larger funded research projects, with students remunerated where possible.

6. Research Centres and Laboratories

The institute maintains research centres and Centres of Excellence to strengthen R&D, the teaching–learning process, learning outcomes and employability for students and staff, and to improve industry–institute interaction. Students and research scholars can use the facilities extensively for their projects and research work under faculty guidance. Representative centres include:

- **Centre for Artificial Intelligence, Machine Learning & Data Science** — Image processing, text/speech/vision understanding and real-time applications, with Python and R environments for implementing machine-learning algorithms across datasets.
- **Centre for IoT, Sensors & Instrumentation** — Wireless networks (sensor, ad-hoc, cellular), signal processing, virtual instrumentation and IoT, with facilities for PCB routing and etching to support prototype development.
- **Centre for Cloud & Big Data Computing** — Cloud infrastructure, distributed computing, virtualisation and edge computing; predictive analytics, data visualisation and NLP for solving real-world challenges.
- **Centre for VLSI & Embedded Systems Design** — VLSI design and CAD algorithms for energy-efficient, high-performance CMOS circuits, low-power embedded systems, and design for multimedia and wireless applications.
- **Centre for Advanced Power & Alternative Energy** — Smart grids, renewable-energy integration and energy storage; solar, wind, bioenergy and hydrogen systems for grid stability, efficiency and sustainability.
- **Centre for Materials Testing & Characterisation** — Strength, fatigue and tribological testing of metals, polymers and composites to meet safety and performance standards in aerospace, automotive and allied industries.
- **Centre for Analysis & Design of Structures** — Structural analysis, earthquake-resistant design, structural health monitoring and high-performance concrete/composites for safer, more sustainable infrastructure (CAD/STAAD.Pro, simulation and LabVIEW facilities).

7. Faculty Seed Money Grant

The purpose of research seed money is to create a vibrant atmosphere of research among faculty and researchers. Depending on the quality of proposals, up to fifteen (15) faculty members per academic year may be approved to receive seed money of up to Rs. 3,00,000/-. This ceiling does not constrain high-potential, cross-disciplinary research partnerships. Seed money provides early-stage funding for ideas and concepts not yet published, encouraging inventions and innovations toward patents, commercialisation, new ventures, or additions to existing enterprises.

Objectives of the Seed Money Grant

- Create opportunities for faculty to engage in real-life research projects and secure sponsorships, while testing novel ideas and generating preliminary results before submitting proposals to external agencies.
- Promote inter-faculty collaboration in emerging areas to generate intellectual property, develop products and processes, and attract and retain talent.
- Create an enabling environment to foster socially useful research with commercialisation potential, while developing strong external proposals for targeted funding.

Eligibility

- The applicant shall be a regular faculty member.
- Faculty holding a PhD or pursuing a PhD are eligible to apply as Principal Investigator (PI).
- The faculty should not hold any externally funded research project at the time of application.
- The PI may associate a team of students and is responsible for the conduct of the research in accordance with this policy.

Process

- An announcement is made inviting pre-proposals.
- Pre-proposals submitted by the PI are evaluated by the Dean (R&D) and the concerned Head of Department.
- Short-listed applicants submit a full proposal in the prescribed format (Annexure B).
- Full proposals are reviewed by the Research Advisory Committee (RAC); the PI is invited to present before the RAC. The RAC functions as the Evaluation Committee referred to in Annexure C.
- The final list approved by the RAC is communicated to the selected PIs, followed by a sanction order (Annexure D).

Conditions

- A PI may submit only one application at a time but may be a co-investigator on more than one proposal.
- Seed money shall not be used for the faculty's own PhD work, nor for organising or attending conferences, seminars or webinars.
- The grant is for a maximum period of two years; delays require an extension approved by the R&D Cell.
- If the PI leaves the institute, all items procured (books, equipment, stationery, furniture, etc.) become the property of the institute.
- Any intellectual property generated during the project shall be owned by ACE as per the IP Policy.

8. Externally Funded / Sponsored Research Projects

ACE collaborates with national and international funding agencies that support research across disciplines. Staff research proposals are submitted to the R&D Cell for scrutiny before onward submission to agencies such as AICTE, UGC, DST, SERB, CSIR, DRDO and MeitY. The institute supports project execution in all respects: funds are credited to the college bank account, a separate account is maintained per project, and no deviation from the sanctioned budget heads is permitted. Cost escalation beyond control is brought to the notice of the Principal for approval. UG/PG students are involved in sponsored projects and may be remunerated where feasible.

Institute Support

- The R&D Centre identifies funding agencies and schemes and encourages faculty to submit major project proposals.
- Training sessions are organised to help faculty develop strong grant proposals, and faculty are kept informed of opportunities and deadlines.
- Proposals are scrutinised by an expert review committee comprising the Dean (R&D), two senior faculty and two experts from eminent research organisations before submission.
- The institute provides all infrastructure required to carry out major and minor projects, monitors progress, maintains accounts and submits utilisation certificates to the funding agency on time.
- Faculty who successfully secure extramural funding are recognised and rewarded to motivate others.

Guidelines for Submission of a Project Proposal

- The PI/Co-PIs submit the following to the Dean (R&D) to obtain an endorsement letter: the project detail form duly forwarded by the HOD; the complete proposal with budget; and the endorsement certificate on institute letterhead signed by the PI/Co-PI.

- If collaboration with government or public-sector organisations is anticipated, the nature and financial budget of the arrangement are specified at the time of submission.
- If the PI leaves, goes on leave or becomes unavailable, the Dean (R&D) — on the recommendation of the PI, if available — appoints a new PI, subject to approval by the funding agency.

8.1 Research Project Targets by Faculty Category

8.1.1 Annual Targets (NAAC-Aligned)

Faculty Category	Project Proposals per Year	Funded Projects (Cycle)	Target Funding Value	NAAC Weightage
PhD Faculty	**1–2 proposals per year**	**1 funded in 2–3 years**	₹5–25 Lakhs	High (3.1.1, 3.1.2)
Pursuing PhD	**1 joint proposal per year**	1 funded in 3–4 years	₹2–10 Lakhs	Medium
Non-PhD Faculty	Participation as Co-PI	Not mandatory	₹0–3 Lakhs (internal / seed funding)	Low

8.1.2 Types of Projects Recognized under NAAC

8.1.2.1 Externally Funded Projects (Highest Value)

- Government agencies (DST, AICTE, SERB, DRDO, ISRO).
- Industry-sponsored projects.

Such projects carry full marks under NAAC Criterion 3.1.2.

8.1.2.2 Consultancy Projects

- Industry problem-solving assignments (testing, design and audits).

These are counted under:

- **NAAC Criterion 3.1.3 (Consultancy).**
- Also enhances **NIRF perception.**

8.1.2.3 Internal Seed Funding

- College-funded small projects (up to ₹3L).

Important for:

- Building research culture.
- Supporting non-PhD faculty (as Co-PIs).

8.1.3 Department-Level Target Formula

The following formula shall be used for the IQAC dashboard:

Departmental Project Target (₹ Lakhs) = (PhD × 10) + (Pursuing × 5) + (non-PhD × 1)

Example:

- 8 PhD faculty: 8 × 10 = 80 Lakhs
- 4 faculty pursuing PhD: 4 × 5 = 20 Lakhs
- 12 Non-PhD faculty: 12 × 1 = 12 Lakhs

Total Target = approximately ₹112 Lakhs of proposals to be submitted per year.

8.1.4 Success Rate Planning

- The proposal success rate is **only 10–20%.**

Accordingly:

- If the target is ₹1 Cr of funding,
- Proposals worth **₹5–10 Cr** must be submitted.

8.1.5 NAAC Documentation Requirements

Metric	Documentary Proof Required
3.1.1	List of grants received (year-wise)
3.1.2	Sanction letters stating the sanctioned amount
3.1.3	Consultancy invoices and MoUs
3.2.1	Seed money policy

8.1.6 Implementation Plan (IQAC)

Step 1: Proposal Target

- Each PhD faculty member shall submit 1-**2 proposals per year.**

Step 2: R&D Cell Support

- The R&D Cell shall provide:
  - Proposal templates.
  - Budget formats.
  - Samples of previously sanctioned proposals.

Step 3: Thematic Groups

- Thematic clusters shall be created in:
  - AI/ML, Electric Vehicles (EV), Renewable Energy and Smart Infrastructure.

This increases the likelihood of securing funding.

8.2 Practices to Be Avoided

- Waiting only for large projects.
- Absence of industry collaboration.
- Absence of a seed funding system.
- Failure to track proposals submitted.

8.3 Recommended Funding Strategy

- Start with:
  - **AICTE MODROB / ATAL / DST Seed.**
- Progress to:
  - **SERB / DRDO / ISRO.**
- In parallel:
  - Industry consultancy (faster revenue and easier approval).

8.4 Summary of Targets

- **PhD Faculty**: 1–2 proposals per year.
- **Department**: proposals worth the amount given by the Department-Level Target Formula (₹112 Lakhs in the worked example) per year.
- **College**: at least **₹50L–₹1Cr sanctioned per year.**

Guiding Principle

"A greater number of proposals increases the chances of funding, which in turn improves the NAAC score."

9. Collaborative Research

ACE proactively collaborates with international and Indian universities, national research laboratories and industry to foster research and academic partnerships, including faculty and student exchange programmes. The primary objectives are to promote collaborative publications with premier institutes such as IISc, IITs, and IIITs, and to strengthen the research culture by hosting discussions, meetings, and workshops with renowned researchers.

Industry-Sponsored Research

A public or private sponsor may engage institute experts to conduct research. If a patent results, the institute, the researcher, and the industry share the income. This gives the researcher exposure to the application area, gives the industry a solution to its problem, and ultimately benefits society with a new product or service.

Multi/Inter-disciplinary and Inter-institutional Research

Recognising that no single department or researcher can address every problem, the institute motivates staff to work across disciplines, identify interdisciplinary areas and experts, study infrastructure requirements, and explore shared resources. Staff are encouraged to prepare proposals in collaboration with universities, NITs, IIITs, and IITs, serving as Principal Investigator or Co-Investigator, depending on their contribution.

10. Intellectual Property Rights (IPR)

The Office of Intellectual Property Management and Commercialisation (IPMC) creates awareness and guides faculty and students on the importance of IPRs; ensures that inventions, literary works, designs and other creations are protected through patents, copyrights, trademarks and relevant IP laws; promotes IP commercialisation and technology transfer; and enables IP-policy adoption at the institute. For any innovation, the institute encourages the researcher to file a patent and, through a third-party agency, processes the application and bears the filing costs. If a patent is commercialised, the institute and the inventor share revenue according to the incentive table below.

Ownership

- **In-house research** — Intellectual property arising from research conducted at ACE is owned by ACE. Inventors are entitled to a share of commercialisation revenue as set out in Section 11. For research conducted with another institution or sponsor, ownership will be agreed in writing by the parties.
- **Sponsored research** — IPR is jointly held by the institute and the sponsor where the sponsor covers filing and maintenance costs, or as mutually agreed; if the sponsor does not support filing, the institute may file solely and bear the associated costs.
- **Collaborative research** — IP is jointly owned, with collaborating institutions requested to cover filing and maintenance costs; if they decline, the institute may share costs equitably or proceed independently with full ownership.
- **Copyright** — ACE owns work, including software, created by ACE personnel with significant use of ACE resources, and owns copyright on all teaching material developed as part of any academic programme.

Disclosure, Processing and Technology Transfer

- Faculty or student contributors submit an IP-based invention disclosure form to the IPMC (by email or in person), with valid proof of work, documentation of the invention and its applications, and a signed statement of original creatorship.
- On receipt, the Intellectual Property Management and Commercialisation (IPMC) initiates processing within three working days, assesses the IP for novelty and market potential, and initiates protection under institutional ownership within thirty days with the relevant authority in India or abroad.
- ACE bears 100% of the IPR filing fee, including consultant charges; where the IP emerges with a sponsor, filing cost is borne by the sponsor as per the Sponsored research terms above and Annexure F, or shared as mutually agreed in writing.
- IP held by ACE, alone or jointly, is marketed for commercial exploitation under technology-transfer, licensing and revenue-sharing agreements; if ACE does not commercialise within a reasonable time, inventor(s) may request assignment of rights.
- In case of infringement, an administrative body investigates and recommends resolution to the Principal, including legal action where necessary.

11. Policy for Research and Consultancy Projects

The institute follows an incentive scheme to reward faculty for R&D and consultancy work carried out during the year, so as to build a research culture and motivate new innovation. The sharing structure is as follows:

S.No	Category	Beneficiary	Sharing
1	Funded research projects (Govt., R&D orgs, industry, university)	Principal Investigator	5% of grant as incentive (2% + 2% + 1% on 1st/2nd/3rd UC) + 5% on completion
		Co-Investigator(s)	As allocated by the PI on submission of UC
2	Government-funded schemes (other than research projects covered in S. No. 1)	Faculty	3% of total grant on submission of UC + scheme completion report
3	Consultancy / testing services	Individual / Team	60:40 (Institution: Individual/Team)
4	Patent commercialization	Inventor(s)/ ACE, Inventor & Industry	50:50 (Institution: inventor(s))/ 40:30:30 (Institution: Inventor(s): Industry)

12. Incentives for Publications

As part of the continual quality-improvement policy, the institute encourages publication in reputed conferences and journals. Faculty presenting papers at regional, national or international events are granted on-duty leave and reimbursed the registration fee and travel expenses as per the rules in force. Publications are reimbursed, awarded and rewarded as set out below.

12.1 Reimbursement of Publication Charges

Category	Description	Reimbursement (Rs.)
A	Transactions of IEEE/ASME/ASCE/ACM/SCI journals; journals with SJR/SNIP > 0.5 or of similar standard	25,000/-
B	WoS/ESCI/Scopus-indexed journals in existence for more than 2 years prior to the date of publication	20,000/-
C	ABCD indexed or any other journal in existence for more than 5 years with an ISSN	5,000/-
D	International/National conference publication with ISBN proceedings (Scopus/WoS-indexed conferences, covered under Section 12.5)	10,000/-

Notes: *1. Publication charges must be paid to the journal or publisher, and the receipt must be in the name of the claimant author. For multi-author papers, only [the first or corresponding author] may claim, and a paper may be claimed only once. 2. Reimbursement equals the actual fee paid, up to the maximum for the applicable category. Foreign-currency fees are converted at the rate on the payment date. 3. If a paper qualifies for more than one category, the highest applicable category applies. 4. No reimbursement or reward is given for papers published in journals that are discontinued by Scopus or Web of Science, cloned (fraudulent copies of genuine journals).5. Indexing status is checked as of the date of claim. 6. For a paper presented at a conference and later published in a journal, the author may claim either the journal category (A, B or C) or the conference category (D), but not both. 7. Whether a journal is of "similar standard" under Category A is decided by the Research & Development Committee.*

12.2 Journal Quartile Rankings (Q1, Q2, Q3 and Q4)

Journal quartiles rank journals by **impact and quality within a subject area**.

Journals are ranked using metrics such as:

- Impact Factor (WoS).
- CiteScore (Scopus).

They are then divided into **four equal groups (quartiles)**:

Scopus Quartile Classification

Quartile	Position in Field	Quality Level	Description	Value in NAAC and NBA
Q1	Top 25%	Excellent	Best journals in the field	Highest weightage (top research quality)
Q2	25% – 50%	Very Good	Strong journals	Very good weightage
Q3	50% – 75%	Average	Moderate quality	Moderate weightage
Q4	Bottom 25%	Low	Basic / lower impact	Low weightage (limited value)

Source of the Rankings

- **Scopus quartiles** are based on **CiteScore (via Scopus) or SJR (via SCImago).**
- **WoS quartiles** are based on **Impact Factor (via Journal Citation Reports).**

Recommended Publication Strategy for Faculty

- **PhD Faculty**: target **Q1/Q2 journals.**
- **Early-stage faculty**: start with **Q2 / Q3.**
- Faculty should avoid publishing only in **Q4 (low impact).**

Summary

Q1 journals are the top-ranked journals in a field, while Q4 journals are the lowest-ranked.

12.3 Category-1 Journals (WoS Indexed)

12.3.1 Web of Science (WoS)

- WoS is a **premium global indexing database** maintained by Clarivate.
- It covers **high-quality, peer-reviewed journals.**
- It is used by **NAAC, NBA and NIRF** for research evaluation.

If a paper is **WoS-indexed, it is considered high-credibility research.**

12.3.2 Types of WoS Indexing

SCI – Science Citation Index

- One of the **oldest and most prestigious indexes.**
- It covers **top-tier science journals.**
- Very limited and highly selective.

SCIE – Science Citation Index Expanded

- An extension of SCI with a larger database.
- It covers **high-quality international journals.**
- The most commonly recognised **WoS category.**

ESCI – Emerging Sources Citation Index

- Entry-level WoS journals.
- **New or emerging journals under evaluation.**
- Good quality but **slightly lower than SCIE.**

12.3.3 Ranking Hierarchy (NAAC/NBA)

Level	Index Type	Quality Level	NAAC Weightage
Top	SCI / SCIE (Q1, Q2)	Very High	Full weightage (1.0)
Medium	SCIE (Q3, Q4)	Good	Weightage of 0.75
Entry	ESCI	Moderate	0.5–0.75
Below	Non-indexed (neither WoS nor Scopus)	Low	Minimal / not counted

12.3.4 Publications Considered Category-1 by NAAC/NBA

- WoS-indexed journals (SCI, SCIE, ESCI).
- Scopus-indexed journals (secondary but accepted).
- Indexed conference papers (IEEE/Springer, with limited weightage).

12.3.5 Key Rules for IQAC

- Only **indexed journals are counted** (to be verified on the WoS/Scopus website).
- **Publications in predatory journals carry no value.**
- **Q1/Q2 journals are preferred** (for NIRF ranking).
- Self-citations shall not exceed **20%.**
- The DOI and proof of indexing must be uploaded for NAAC.

12.3.6 Summary

- **SCI/SCIE journals are of high quality.**
- **ESCI journals are growing journals.**
- **WoS is the premium index (top priority for accreditation).**

12.3.7 IQAC Guidelines

12.3.7.1 Verification of Quartile Before Submission

The following sources shall be used:

- **Scopus (CiteScore, or SCImago Journal Rank, SJR).**
- **WoS (Journal Citation Reports).**

The quartile of the same journal may change:

- From Q2 to Q3 (or vice versa) every year.

12.3.7.2 Journals to Be Avoided

- Fake "International Journal of …" titles with no indexing.
- Paid fast-publication journals.
- Cloned ISSN journals.

Publications in such journals carry **zero NAAC value.**

12.3.7.3 Recommended Strategy for the College

PhD Faculty:

- Target: **Q1 / Q2 (minimum 50% in Q1).**

Pursuing PhD:

- Target: **Q2 journals.**

Non-PhD:

- Start with: **Scopus Q3 journals, then move to Q2.**

12.3.7.4 IQAC Policy

- The IQAC shall maintain an **Approved Journal List (updated every six months).**
- Papers outside the list are **counted only after the IQAC verifies indexing and quartile on Scopus/WoS.**

12.4 Quartile-based Incentive Grant for Journal Articles

- For refereed Scopus and Web of Science (WoS) indexed journal articles or proceedings in the engineering subject categories (Engineering / Computer Science / Materials Science / Energy / Structural), an incentive grant of up to Rs. 25,000/- is provided, computed as a percentage of the maximum based on quartile, indexing and author position:

Cat.	% of Maximum	Quartile	Indexing	Author Position
1	100%	Q1	Scopus & WoS	First / Second
2	80%	Q1	Scopus or WoS	First / Second
3	70%	Q1	Scopus & WoS	Third / Fourth
4	50%	Q1	Scopus or WoS	Third / Fourth
5	50%	Q1	Scopus & WoS	Fifth
6	30%	Q1	Scopus or WoS	Fifth
7	50%	Q2	Scopus & WoS	First / Second
8	40%	Q2	Scopus or WoS	First / Second
9	30%	Q2	Scopus & WoS	Third / Fourth
10	25%	Q2	Scopus or WoS	Third / Fourth
11	15%	Q3	Scopus & WoS	First / Second
12	15%	Q3	Scopus or WoS	First / Second
13	15%	Q4	Scopus & WoS	First / Second
14	15%	Q4	Scopus or WoS	First / Second

- *WoS includes SCI, SCIE, SSCI and AHCI. The R&D Committee will decide award categorisation; in any case, the maximum reward shall not exceed Rs. 25,000/-. Where students are co-authors, the faculty is entitled to the reward only.*

12.5 Conference Papers, Citations, Patents and Books

- Conference papers: a registration fee up to Rs. 10,000/-.
- **Patents:** Rs. 5,000/- each shall be awarded to faculty and students on publication and on grant of a patent, and Rs. 10,000/- on commercialization. These incentives are payable only to inventors who file the patent in the name of ACE Engineering College.
- **Books/Book Chapters:** Rs. 1,500/- for one or more book chapters and Rs. 5,000/- for a complete book indexed in Scopus or published by an international publisher, provided the affiliation is ACE (authors only, not editors).
- **General conditions:** *All papers are submitted after a proper plagiarism and language check through the HOD/Dean (R&D)/Principal. Once published, a soft copy is deposited in the department/central library before applying for reimbursement (Annexure A). The ACE affiliation must be correctly mentioned and acknowledged; where an author has more than one affiliation, the ACE affiliation must compulsorily be stated. Rewards are issued only after the article reflects in the Scopus/WoS database.*

12.6 Scopus Citation Targets by Faculty Category

12.6.1 Recommended Annual Citation Targets

Faculty Category	Experience Level	Realistic Citations per Year	3-Year Rolling Target	NAAC Relevance
PhD Faculty	Active researcher	**10 – 20 per year**	30 – 60	High (Criteria 3.3.2, 3.4.5)
PhD Faculty (High Performer)	Q1/Q2 publications	**20 – 40 per year**	60 – 120	Very High (NIRF benefit)
Pursuing PhD	Early research stage	**3 – 10 per year**	9 – 30	Medium
Non-PhD Faculty	Teaching-focused	**0 – 5 per year**	0 – 15	Low

12.6.2 IQAC Formula for Tracking

Use the following **baseline estimation model**:

Citations per year ≈ Number of publications × Average citations per paper

Recommended values:

- Q1 paper: **5–10 citations per year.**
- Q2 paper: **3–5 citations per year.**
- Q3/Q4: **1–3 citations per year.**

Example Calculation

PhD Faculty:

- 2 Scopus papers per year (Q2 level).
- Each paper receives approximately 4 citations per year.

Estimated citations = 2 × 4 = 8 per year. With previous papers, the figure is easily **10–15 per year.**

12.6.3 Department-Level Citation Target

The following formula shall be used for the IQAC dashboard:

Departmental Citation Target = (PhD × 15) + (Pursuing × 5) + (Non-PhD × 2)

Example:

- 8 PhD faculty: 8 × 15 = 120
- 4 faculty pursuing PhD: 4 × 5 = 20
- 12 Non-PhD faculty: 12 × 2 = 24

Total = approximately 164 citations per year.

12.6.4 Quality Rules for NAAC

- Only **Scopus/WoS citations are counted.**
- **Self-citations shall not exceed 20%.**
- Google Scholar citations alone are not valid for NAAC.
- Citations must be linked to **affiliated publications.**

12.6.5 Strategy to Increase Citations

For PhD Faculty

- Publish in **Q1/Q2 journals.**
- Write **review papers** (high citation rate).
- Collaborate internationally.

For Pursuing PhD.

- Publish **thesis-based papers.**
- Present papers in indexed conferences.

For Non-PhD

- Co-author papers with PhD faculty.
- Focus on **one quality paper instead of many low-quality papers.**

12.6.6 IQAC Monitoring Format (Recommended)

Faculty	Papers (Scopus)	Citations (Scopus)	Target	% Achievement
Dr. A	3	18	15	120%
Mr. B	1	4	5	80%

12.6.7 Time Lag between Publication and Citation

Citations lag publications by 1–2 years.
Accordingly:

- New faculty shall not be penalized immediately.
- A **3-year rolling average** shall be used for fair evaluation.

Summary of Citation Targets

- **PhD Faculty: 10–20 citations per year.**
- **Pursuing PhD: 3–10 citations per year.**
- **Non-PhD: 0–5 citations per year.**

12.7 Incentive Structure

Achievement	Amount	Non-Monetary
SCI Q1	Up to ₹25,000	Certificate and API credit
SCI Q2	Up to15,000	On-duty leave
Scopus	₹4,500 and above (as per Section 12.4)	Priority for FDP
Patent Granted	₹10000	Fee reimbursement
Patent Published	₹5000	Recognition
More than 50 citations	-	Award
Project above ₹10 Lakhs	As per Section 11 (PI share of grant)	PI credit
Book / Book chapter (Section 12.5 conditions)	₹5,000 (book); ₹1,500 (chapter)	Launch event

12.8 Important Rules

- The name of the applicant shall be "ACE Engineering College" in all patent publications and grants, along with the accurate institutional address.
- Journal rankings Q1, Q2, Q3 and Q4 are applicable to Engineering and Sciences.
- Journal rankings A*, A, B and C are applicable to Management Studies.
- Publications resulting from consultancy work are not eligible for incentives.
- The team shall receive its share of consultancy charges as per the 60 : 40 sharing structure in Section 11.
- The eligibility of a faculty member for the annual increment shall depend on meeting the research publication targets specified in Section 15 (Faculty Research Profile and Eligibility).

12.9 Key Rules

- First author: 100% of the incentive.
- Corresponding author: 75%; co-author: 50%. These percentages apply to incentives not covered by the author-position table in Section 12.4, which governs the quartile-based journal incentive.
- Maximum incentive of ₹50,000 per faculty per year for journal-article incentives under Section 12.4 (patents, books, citations and project incentives follow their own provisions).
- Publications in predatory journals are not permitted.

13. Code of Ethics for Research

Research at ACE is conducted with honesty, transparency and respect for ethical standards, adhering to guidelines for research involving human and animal subjects, maintaining accurate data reporting, avoiding plagiarism and ensuring proper acknowledgement. Faculty and students are advised that Generative AI may produce work that is biased or misaligned with the goals of higher education, and must use it responsibly. The following principles apply:

- **Honesty & Objectivity** — Report data, results, methods and publication status honestly; avoid bias in design, analysis, review and testimony; and disclose interests that may affect the research. Do not fabricate, falsify or misrepresent data.
- **Integrity & Carefulness** — Keep promises and agreements; act with consistency; avoid careless errors; and keep good records of data collection, design and correspondence.
- **Openness & Transparency** — Share data, methods and resources; be open to criticism; and disclose the assumptions and analyses needed to evaluate the work.
- **Respect for Intellectual Property** — Honour patents, copyrights and citations; do not use unpublished data or results without permission; give proper acknowledgement; and never plagiarise.
- **Confidentiality** — Protect confidential communications such as papers or grants under review, personnel records, trade secrets and patient records.
- **Responsible Publication & Mentoring** — Publish to advance research, avoiding wasteful or duplicative publication; educate and mentor students and promote their welfare.
- **Social Responsibility & Non-Discrimination** — Promote social good and mitigate harm; avoid discrimination on grounds unrelated to scientific competence and integrity.
- **Competence & Legality** — Maintain professional competence through lifelong learning; and know and obey relevant laws and institutional policies, including IPR.
- **Human & Animal Subjects Protection** — Minimise harm and risk, respect dignity, privacy and autonomy, take special precautions with vulnerable groups, and treat non-human living beings with care.
- **Plagiarism Check** — All theses, dissertations, project/seminar reports and research papers are checked with a licensed plagiarism-detection tool (e.g. iThenticate/Turnitin); students submit an undertaking of originality duly certified by the supervisor.

14. Research Relationships

With the Community

R&D outputs — data, graphs, reports and documents — are disseminated to stakeholders through all appropriate channels without loss of confidentiality. Researchers exercise due diligence so their activities do not harm society or the environment, and remain accountable to the community while exercising their freedom of scientific research.

With Sponsors

Methods, results, reports and designs are fully disclosed to the funding agency on final settlement. Researchers are honest about their contribution, qualifications and expertise; follow the code of ethics in disclosing content; maintain confidentiality; and use sponsor funds only for the intended purpose.

With Participants and Research Objects

Researchers respect the freedom, dignity, privacy, and integrity of team members; treat non-human living beings with care; avoid harming the environment and follow global waste-management norms; and obtain prior consent when research uses human personal data or observations.

Withdrawal from an R&D Project

A researcher may withdraw from an approved project in writing through proper channels and with the consent of the sponsoring agency. Approved funds are used only for that project, per the sanctioned budget heads, and any money or money's worth is returned to the institute where the associated professional development did not take place.

15. Faculty Research Profile and Eligibility

All faculty are required to create and maintain research profiles on ORCID, IRINS, Scopus, Web of Science and Google Scholar, and to update their service register accordingly. IRINS (developed by the INFLIBNET Centre) is a Research Information Management service that integrates with ORCID and Scopus IDs to curate and showcase scholarly activity; ORCID is a name-independent identifier that resolves name ambiguity and links researchers to their contributions.

15.1 Eligibility as a Research Supervisor (as per JNTUH norms)

- A PhD degree from a UGC-recognized university.
- A ratified faculty member with a minimum of five years of teaching experience.
- A minimum of two years of teaching or research experience after acquiring the PhD
- A minimum of five research publications after the award of the PhD (not an outcome of the PhD work) in refereed Scopus/WoS journals of the relevant discipline.

15.2 Departmental Eligibility for a JNTUH-Recognized Research Centre

- At least one MTech programme running in the department.
- At least two eligible supervisors available in the department.
- The proposed supervisor has five years of prior service, of which a minimum of three years is as a ratified faculty member in the same institution.
- Preference is given to institutions with NAAC/NBA accreditation or sponsored projects from UGC/DST/AICTE and other agencies; in-house R&D centres recognised by DSIR are also preferred.

15.3 Faculty Research Activities Expected per Year

The benchmarks are based on NAAC, NBA, AICTE, UGC and NIRF norms.

Faculty Category	Publications per Year	Citations per Year	Patents	Other Deliverables	Weightage
PhD Faculty	2 SCI/Scopus papers + 1 conference paper	15 citations	1 per 2 years	1 project per 3 years + 1 FDP	High
Pursuing PhD	1 Scopus paper + 1 conference paper	5 citations	1 per 3 years	Thesis paper + coursework	Medium
Non-PhD	1 UGC-CARE paper or 2 conference papers	2 citations	Optional	NPTEL + FDP + VAC	Low

15.4 Departmental Target Formulae

Departmental Publications Target = (PhD × 2) + (Pursuing × 1) + (Non-PhD × 1)

Departmental Patent Target (per year) = (PhD Faculty × 0.5) + (Pursuing PhD × 0.3) + (Non-PhD × 0.2)

Departmental Citation Target (per year) = (PhD Faculty × 15) + (Pursuing PhD × 5) + (Non-PhD × 2)

Departmental Project Target (per year) = (PhD Faculty × 0.3) + (Pursuing PhD × 0.2) + (Non-PhD × 0.1) ≈ 4.4 for a department with 8 PhD, 4 pursuing and 12 non-PhD faculty

Departmental FDP Target (per year) = Total Faculty × 1.5

Thesis Papers Target (per year) = Number of Faculty Pursuing PhD × 1

Departmental NPTEL/VAC Target (per year) = (Total Faculty × 1) + (Non-PhD Faculty × 0.5)

15.5 Promotion Criteria (API Based)

Designation	Minimum Service	PhD	Publications	Patents/ Projects	API
Assistant Professor (Stage 1 to Stage 2)	4 years	Pursuing	1 Scopus paper + 2 conference papers	N/A	100
Assistant Professor (Stage 2 to Stage 3)	5 years	Submitted	3 Scopus papers	1 patent	120
Associate Professor	3 years	Mandatory	5 Scopus papers	1 grant/patent	150
Professor	3 years	PhD	8 Scopus papers + 100 citations	Major project	200

16. Institutional Publications Policy

ACE publishes on its own and/or through third-party agents. This policy applies to the institute and all its departments, units, and cells, and ensures official information is accurate, consistent, legally compliant, timely, and accessible through print or electronic media. Each publication has a designated content owner responsible for compliance; the R&D Cell / Publications Committee administers the policy overall. All publications, in any language or medium, must be of a high standard representing fairness and accuracy.

Publication Types

- **Primary** — official and contractual information: academics, mandatory disclosures, prospectus, brochures, placement material, posters, and media communications across print and electronic vehicles.
- **Secondary** — scholarly and academic material: journals, articles, magazines, newsletters, periodicals, books, book chapters, monographs, case-study books, conference proceedings, study material and faculty research theses, in both online and hard-copy form.

Roles, Copyright and Permissions

- A Policy Owner (Convener) executes the policy; Content Owners (ACE, through conveners) ensure accuracy and approval; Content Managers maintain the list of publications and web content; Editors handle multi-owner publications; and Authors create content in the prescribed format and submit it for approval before publication.
- Authorized central repositories hold official information; the Head of Institution amends repository content and defines templates. The IT Manager is accountable for hardware, network integrity and security, backup and maintenance.
- All primary and secondary publications comply with ACE branding and design standards.
- Copyright: material is published in original, has not been published before in the same or substantially similar form, and is not under consideration elsewhere; authors warrant and indemnify the publisher against infringement.
- Permissions: before submission, authors obtain and submit clear permission to use any content they did not create.
- Publisher rights: non-exclusive rights to reproduce; print and electronic rights; worldwide English-language rights; and the right to use the material for the life of the work.

17. Policy, Review, Amendment and Management Discretion

- This policy is issued in its preliminary form and shall serve as a guiding framework for the planning, implementation, monitoring, and administration of Research and Development (R&D) activities within the institution. The Management reserves the right to review, amend, revise, modify, add, relax, replace, or withdraw any provision or clause of this policy, either partially or entirely, as and when deemed necessary, based on the evolving requirements of R&D activities, institutional priorities, research objectives, operational feasibility, regulatory requirements, and recommendations from relevant stakeholders.
- The Management may also introduce additional guidelines, procedures, or provisions wherever necessary to address specific research initiatives, emerging opportunities, funding requirements, collaborations, and other developments in the R&D ecosystem. Any such changes shall be communicated to the concerned stakeholders and shall come into effect from the date specified by the Management.
- The interpretation and implementation of this policy shall rest with the Management, whose decision shall be final in matters relating to its administration and applicability, subject to applicable statutory and regulatory provisions.

R&D CELL	PRINCIPAL	DIRECTOR	GENERAL SECRETARY

10/11/2026

ACE Engineering College Ghatkesar Hyderabad Ankushapur (V)

ANNEXURES

Standard Formats and Application Forms

A. Faculty Publication Reimbursement / Award / Reward Form

A1. Faculty Publication Reimbursement / Award / Reward Form (Patent | Conference | Book | Book Chapter)

B. Application for Research Seed Money

C. Evaluation & Recommendation of Seed Money

D. Sanction Order of Seed Money

E. Memorandum of Understanding (with a Firm / Company)

F. Joint R&D Agreement (with an R&D Project Sponsor)

G. R&D / Consultancy Agreement (with a Faculty Member)

ANNEXURE – A

ACE ENGINEERING COLLEGE

(UGC – Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana

FACULTY PUBLICATION REIMBURSEMENT (RE) / AWARD (AW) / REWARD (RW) FORM

Employee ID		**Date**	
Name of the Author			
Designation		**Department**	
Author Position (First / Corresponding / Co-author)		**Total No. of Authors**	
Title of the Publication (enclose full text)			
Is the paper Scopus / WoS indexed?	Yes / No	If yes, enclose the indexed listing copy	
Name of the Journal:		**ISSN**	
Journal Category (Q1 / Q2 / Q3 / Q4)		**Publication Type (Journal / Conference / Patent / Book / Book Chapter)**	
Impact Factor / Metric (mention source and year)		**SCI (JCR Quartile: Q1 / Q2 / Q3 / Q4 / Not Applicable)**	
SCImago Quartile (SJR: Q1 / Q2 / Q3 / Q4 / Not Applicable)		SJR / Metric (if available)	
Publication Details	Volume:	Page Nos.:	Publication Date (DD/MM/YYYY):
Publication Fee Paid	Yes / No	If yes, amount paid (enclose original receipt)	Rs.
DOI / Article URL			

LIST OF AUTHORS AND AFFILIATION

S.No	Name of Author(s)	Designation	Affiliation	Main/Co	Amount (₹)				Signature
					RE	AW	RW	Total	
1									
2									
3									
4									
				Total					

Hard & soft copies of the publication submitted to the Central Library	Yes / No	**Librarian Signature**

DECLARATION

I hereby declare that the above information is correct and that I have not claimed any reimbursement or incentive for the above publication earlier, anywhere.

Date		**Signature of the Author**	
HOD REMARKS (forwarded to the R&D Cell after online check)			
Date		**Signature of the HOD**	

FOR OFFICE USE ONLY — DEAN (R&D) REMARKS			
The following amount is recommended to be reimbursed/awarded/rewarded as per norms:			
Reimbursement Rs.	**Award Rs.**	**Reward Rs.**	**Total Amount Rs.**
Date		**Signature of the Dean (R&D)**	

PRINCIPAL REMARKS	DIRECTOR REMARKS
Approved / Not Approved	Approved / Not Approved
Signature with Date	**Signature with Date**

SECRETARY & CORRESPONDENT REMARKS	
Approved / Not Approved	
Signature with Date	

Accounts Officer Remarks	The above amount calculation is found correct as per norms		
Amount Paid Rs.		**Cheque / Ref No.**	Date:
Bank Details			**Signature**

ANNEXURE – B

ACE ENGINEERING COLLEGE

(UGC – Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana

FACULTY PUBLICATION REIMBURSEMENT / AWARD / REWARD FORM

PATENT | CONFERENCE | BOOK | BOOK CHAPTER

Employee ID		**Date**	
Name of Applicant		**Designation**	
Department		**Request type**	☐ Reimbursement ☐ Award ☐ Reward
Publication type	☐ Patent ☐ Conference ☐ Book ☐ Book Chapter	**Author position**	☐ First ☐ Second ☐ Third ☐ Fourth ☐ Fifth ☐ Corresponding ☐ Co-author

PUBLICATION AND CLAIM DETAILS

Title of work / patent	
All authors / inventors	
Publication / event / publisher / patent office	
DOI / URL / ISBN / patent application or grant number	

PATENT DETAILS (complete for patent claims)

Patent status	☐ Filed ☐ Published ☐ Granted ☐ Commercialized	**Patent type**	☐ Indian ☐ International
Application / grant date		**Inventor category**	☐ Faculty ☐ Student
Filed in the name of ACE Engineering College?	☐ Yes ☐ No	**Applicant named on the patent**	

CONFERENCE DETAILS (complete for conference claims)

Conference name		**Organiser / society**	
Venue and country		**Dates / presentation type**	
Scopus / WoS indexed conference?	☐ Yes ☐ No	**Proof of indexing enclosed?**	☐ Yes ☐ No

BOOK AND BOOK CHAPTER DETAILS (complete as applicable)

Book / chapter title		**Book title**	
Publisher / place		**Edition / year**	
ISBN		**Chapter pages / total pages**	
Scopus-indexed / international publisher?	☐ Yes ☐ No	**Author / editor**	☐ Author ☐ Editor

FEE AND REIMBURSEMENT

Fee paid?	☐ Yes ☐ No	**Amount claimed (Rs.)**		Receipt attached? ☐ Yes ☐ No
Funding / support received		**Claimed previously?**	☐ Yes ☐ No	If yes, details:

AUTHORS / INVENTORS AND AFFILIATION

S.No.	Name	Designation	Affiliation	Role	Signature
1					
2					
3					
4					
5					

DECLARATION AND APPROVAL

APPLICANT DECLARATION

I declare that the information and documents submitted with this claim are true and complete, and that the ACE Engineering College affiliation (for patents, the applicant name) is stated correctly. This claim has not been submitted previously for reimbursement, award, or reward except as disclosed above.

Date		**Signature of Applicant**	

DEPARTMENT REVIEW

HOD remarks		**Date**	
Recommendation	☐ Recommended ☐ Not recommended	**Signature of HOD**	
Supporting documents checked	☐ Yes ☐ No	**Comments**	
Plagiarism / language check done	☐ Yes ☐ No	**Soft copy deposited in library**	☐ Yes ☐ No

FOR OFFICE USE ONLY - RESEARCH AND DEVELOPMENT CELL

Eligibility / policy check		**Recommended amount (Rs.)**	
Reimbursement (Rs.)		**Award (Rs.)**	
Reward (Rs.)		**Total approved (Rs.)**	
Remarks		**Date / Signature of Dean (R&D)**	

PRINCIPAL REMARKS	DIRECTOR REMARKS
Approved / Not Approved	Approved / Not Approved
Signature with Date	**Signature with Date**

SECRETARY & CORRESPONDENT REMARKS	
Approved / Not Approved	
Signature with Date	

Accounts Officer Remarks	The above amount calculation is found correct as per norms		
Amount Paid Rs.		**Cheque / Ref No.**	Date:
Bank Details			**Signature**

ANNEXURE – C

ACE ENGINEERING COLLEGE

(UGC - Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal-Malkajgiri District, Hyderabad - 501 301, Telangana

APPLICATION FOR RESEARCH SEED MONEY

PART – A: FACULTY DETAILS

1. Principal Investigator Details

Name			
Date of Birth		**Gender / Mobile**	M / F / T Mob:
Educational Qualifications			
Designation		**Department**	
Teaching / Research Experience (yrs)	UG: PG:	Research:	Total:
Papers / Books Published	Papers:	Citations:	Books:
ORCID / Scopus ID			

2. Co-Principal Investigator Details

Name			
Date of Birth		**Gender**	M / F / T
Educational Qualifications			
Designation		**Department**	

PART – B: PROPOSED RESEARCH PROJECT DETAILS

1. Title of the Project	
2. Area of Specialisation	
3. Project Type	Basic / Applied / Developmental / Demonstration / Others
4. Tentative Time Period	From: To: (Max. 2 years)
5. Brief Introduction (attach a separate sheet if required)	
6. Significance of the Study (its potential contribution to knowledge and social relevance)	
7. Research Objectives (2–3 objectives, bullet form only)	
a. b. c.	
8. Proposed Methodology (attach a separate sheet if required)	

9. BUDGET ESTIMATE FOR THE PROJECT		
S.No	**Items**	**Amount (Rs.)**
a	Minor Equipment / Software / Research Literature	
b	Consumables (not to exceed 20% of the total)	
c	Travel support (not to exceed 10% of the total)	
d	Contingency / Others (not to exceed 10% of the total)	
	Total	

10. Seed money expected from R&D Cell, ACE	Rs.
Particulars of any existing / new facilities required	

DECLARATION

Certified that the contents of the above Research Project Proposal are correct and the details provided are genuine to the best of my knowledge. I undertake to abide by the rules and conditions prescribed by the grantee.

Date		**Name & Signature of the Investigator**	
Recommendation of HOD		**Name & Signature of the HOD**	

ANNEXURE – D

ACE ENGINEERING COLLEGE

(UGC – Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana

EVALUATION & RECOMMENDATION OF SEED MONEY FOR RESEARCH PROJECT PROPOSAL

PART – A: INVESTIGATORS AND PROPOSAL DETAILS	
1. Name of the Principal Investigator	
2. Name of the Co-Principal Investigator	
3. Name of the Department	
4. Title of Project	

BUDGET ESTIMATE FOR THE PROJECT		
S.No	**Particulars**	**Amount (Rs.)**
a	Minor Equipment / Software / Research Literature	
b	Consumables (not to exceed 20% of the total)	
c	Travel support (not to exceed 10% of the total)	
d	Contingency / Others (not to exceed 10% of the total)	
	Total	
Seed money expected from R&D Cell, ACE (Figures & Words)	Rs.	
Particulars of any existing / new facilities required		

RECOMMENDATIONS OF THE EVALUATION COMMITTEE

The following is recommended after thorough verification of the project and the requirement of seed funds:

Recommended / Revision suggested / Not Recommended / Others (specify)

Remarks	
Name of the Expert Member – I	**Signature with Date**
Name of the Expert Member – II	**Signature with Date**

SANCTIONING AUTHORITY		
Dean, R&D	**Signature with Date**	
Principal	**Signature with Date**	
Director	**Signature with Date**	
Secretary & Correspondent	**Signature with Date**	

ACCOUNTS DEPARTMENT		
Paid through Cheque / Ref No.	**Date**	
Accounts Officer	**Signature with Date**	

Note: To be submitted in triplicate.

ANNEXURE – E

ACE ENGINEERING COLLEGE

(UGC – Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana

SANCTION ORDER OF SEED MONEY

1. File No.	
2. Name of the Principal Investigator	
3. Name of the Co-Principal Investigator	
4. Name of the Department	
5. Title of Project	
6. Application Dated	
7. Evaluation Committee Recommendation Date	
8. Sanctioned Amount for the Project	Rs.
9. Cheque / Ref No. & Date	
10. Name of the Bank and Branch	

TERMS AND CONDITIONS

1. The above amount is provided to implement the said research proposal during the sanctioned period (maximum two years) 20___–___ and shall be used only for procurement/purchase of components and other productive items; it shall not be used for conferences, seminars, webinars or other unproductive expenses; research-related travel is permitted only within the travel head (not exceeding 10% of the total) of the approved budget.
2. The R&D Cell reserves the right to review the research work at any time at its convenience.
3. Poor performance/progress may lead to termination of the research proposal and recovery of funds released, at any time.
4. Although seed money is released to the Principal Investigator, all staff involved in the research proposal are jointly responsible for its accounting.
5. If the project is found fruitful and is subsequently sponsored by any government/private agency, the investigator shall execute an MoU with ACE regarding the terms of reference, execution and revenue sharing.
6. On completion, a project completion report and a utilisation certificate shall be submitted to the R&D Cell. Any intellectual property generated shall be owned by ACE as per the IP Policy.

Name of the Sanctioning Authority	Y. V. Gopala Krishna Murthy
Designation	General Secretary
Signature	
Date	

Copy to:

1. Principal
2. Director
3. HODs
4. IQAC
5. R&D Cell
6. Accounts Officer
7. Investigator(s) / Project Officer

ANNEXURE – F

MEMORANDUM OF UNDERSTANDING

Between ACE Engineering College and a Partner Organisation

This Memorandum of Understanding ("MoU") is made at ACE Engineering College, Hyderabad, on this _____ day of _____, **20**.

BETWEEN

M/s. _____, having its registered office at _____, represented by Mr./Ms. _____, son/daughter of _____, aged _____ years (hereinafter referred to as the **"First Party,"** which expression shall, unless the context otherwise requires, include its successors, administrators, executors and assigns);

AND

ACE Engineering College (ACE), a UGC-autonomous institution accredited with NAAC 'A', with NBA-accredited courses and affiliation to JNTUH, having its registered office at Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana, represented by its Principal (hereinafter referred to as the **"Second Party,"** which expression shall, unless the context otherwise requires, include its successors and assigns).

The First Party and the Second Party are each a **"Party"** and together the **"Parties."**

WHEREAS

1. The First Party is an R&D, consultancy, academic, industry, public-sector, education or training partner with professional associations with corporate houses, PSUs, R&D organisations and reputed academic institutions in India and internationally, and is willing to provide professional, technical, R&D, academic, social, industrial training and related services.
2. ACE Engineering College offers undergraduate and postgraduate programmes in engineering and technology and provides professional technical education focused on innovation, research and societal empowerment.
3. The Parties wish to enter into this MoU to strengthen R&D, incubation, innovation, entrepreneurship, centres of excellence and consultancy services for the benefit of students, staff and other stakeholders.

NOW, THEREFORE, the Parties agree as follows:

1. Purpose and Scope: This MoU is intended to enable ACE's students, staff, stakeholders, R&D Cell, Innovation and Incubation Cell, and Centres of Excellence to enhance professional, academic and technical services; increase sponsored R&D and consultancy activities, publications, patents and other intellectual property rights (IPRs); foster innovation and start-ups; and improve career-development opportunities.

In principle, the Parties will provide services under this MoU at no cost and will share only knowledge and infrastructure. Any activity involving financial commitments will be invoiced and paid on a basis mutually agreed by the Parties.

2. Payments and Fees: For each activity undertaken under this MoU, the applicable fees, payment schedule, duration and deliverables—whether tangible or intangible—will be agreed by the Parties on a case-by-case basis.

3. Term of the MoU: This MoU will take effect on _____ and remain in force until _____, for a period of _____ years, unless terminated earlier in accordance with this MoU. Any amendment must be made in writing and agreed by both Parties as an addendum. If not renewed, this MoU will expire at the end of its term.

4. Roles and Responsibilities of ACE:

ACE will:

a. nominate a single point of contact and coordinate activities under this MoU
b. share details of participants who are willing to take part in those activities
c. provide necessary infrastructure support;
d. ensure any mandatory disclosures; and
e. facilitate assessments by agencies identified by both Parties.

5. Roles and Responsibilities of the First Party: The First Party will provide access to employability, innovation, consultancy, R&D, incubation and start-up initiatives, and arrange its own or third-party assessments to support evaluation of outcomes.

6. Certification: Participants who successfully complete the training and post-training assessment or evaluation will be awarded e-certificates.

7. Intellectual Property Rights: Intellectual or proprietary property supplied or developed by either Party will remain the sole property of the Party that supplied or developed it. Intellectual property created jointly by the Parties will be owned and shared as they agree in writing, consistent with the ACE IP Policy.

8. Confidentiality: Each Party will keep confidential all written or oral information concerning the other Party's business and affairs that it obtains while performing activities under this MoU, except information that is inconsequential or obvious.

During the term of this MoU and for two years after its termination, neither Party will deal directly with the other Party's partners, associates or customers.

9. Force Majeure: Neither Party will be liable for a failure or delay in performance caused by a force majeure event, including acts of God or government action, provided that the affected Party uses its best efforts to resume performance and gives the other Party immediate notice of the event.

10. Termination: Either Party may terminate this MoU by giving the other Party thirty (30) days' prior written notice in the event of default. Termination will not prejudice the completion of academic, R&D or consultancy activities already in progress, which the Parties will continue to progress to completion.

11. Dispute Resolution, Arbitration and Jurisdiction: The Parties will first seek to resolve any dispute through mutual consultation. If the dispute is not resolved within fifteen (15) days, the Parties will refer it to a sole arbitrator appointed by the Principal of ACE, with the consent of the other Party, in accordance with the Arbitration and Conciliation Act, 1996.

The seat and venue of arbitration, and the exclusive jurisdiction, will be Hyderabad, Telangana, India.

12. Language: This MoU is prepared in English. If it is executed in duplicate with a translated version, the English version will prevail in the event of any discrepancy.

IN WITNESS WHEREOF, the Parties have caused this MoU to be duly executed on the day, month and year first written above.

For the First Party	For ACE Engineering College
(Authorised Signatory) Name: _____ Designation: _____ Place: Hyderabad Date: _____ Seal:	(Authorised Signatory) Name: _____ Designation: Principal, ACE Place: Hyderabad Date: _____ Seal:

Witnesses

1. Signature: _____
   Name: _____
   Address: _____

2. Signature: _____
   Name: _____
   Address: _____

ANNEXURE – G

JOINT RESEARCH & DEVELOPMENT AGREEMENT

ACE ENGINEERING COLLEGE
(UGC – Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana

Between ACE Engineering College and an R&D Project Sponsor

THIS AGREEMENT is effective this _____ day of _____, 20____, by and between _____ (hereinafter the **"R&D Project Sponsor"**), and ACE Engineering College, Hyderabad (hereinafter the **"Institution"**). WHEREAS the research programme contemplated by this agreement is intended to provide strong professional, training and academic insight into explorations, inventions, innovations and experimentation in association with affiliating bodies, statutory bodies and premier R&D organizations, using local and contemporary industry practices for the benefit of society.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. **Definitions.** For the purpose of this agreement: (1.1) "Contract Period" is from _____ to _____. (1.2) "Institution Intellectual Property" means all inventions, improvements and discoveries created by one or more employees of ACE prior to the Contract Period. (1.3) "Joint Intellectual Property" means all inventions, improvements and discoveries made jointly by employees of the R&D Project Sponsor and ACE during the Contract Period; unless proven otherwise, all IP created during the Contract Period shall be deemed Joint Intellectual Property. (1.4) "Project" means the research project described in the attached schedule.
2. **Research Work.** ACE and the R&D Project Sponsor shall use their reasonable endeavours to perform the Project in accordance with the terms and conditions of this agreement.
3. **Reports.** ACE shall provide the final published report to the R&D Project Sponsor within two (2) months from the end of the Contract Period, after approval of the draft by both parties. Both parties shall use their best endeavours to resolve any difference that may arise.
4. **Tax Invoice / Bills.** The R&D Project Sponsor shall pay all interim and final invoices per the statement of expenses submitted by ACE within fifteen (15) days after verification. ACE shall be deemed the owner of any equipment/goods/software acquired with funds provided by the Sponsor. On early termination, the Sponsor shall pay all expenses incurred by ACE up to the date of termination.
5. **Publicity.** Neither party shall make any public announcement or statement (formal/social media) relating to the Project outcomes, inventions or discoveries without the prior written approval of the other party.
6. **IPR Arising out of the R&D Project.** All rights to Institutional Intellectual Property remain with ACE. IP created during the Contract Period shall be jointly owned as Joint Intellectual Property. The R&D Project Sponsor shall bear all expenses of preparation, filing, prosecution and maintenance of patent applications covering Joint IP; ACE shall be responsible to each employee-inventor regarding inventor rewards and shall indemnify the Sponsor against such claims.
7. **Grant of Rights.** ACE grants the R&D Project Sponsor a royalty-free, perpetual, non-exclusive licence to use Institution Intellectual Property to commercially exploit the Project. For any patent on Joint IP, ACE shall seek the Sponsor's written consent before granting a licence; the parties may jointly determine the royalty proportion to be shared between them.
8. **Duration & Termination.** This agreement is effective on its date and continues until _____ unless earlier terminated. Either party may terminate upon thirty (30) days' prior written notice. On material breach not remedied within fifteen (15) days of written notice, the non-defaulting party may terminate. Termination does not discharge rights and obligations accrued prior to termination.
9. **Independent Contractor.** ACE shall be an independent contractor and shall not be entitled to benefits applicable to employees of the Sponsor. Neither party is empowered to act as agent for the other or to bind the other into any contract or obligation.
10. **Governing Law & Dispute Settlement.** This agreement shall be governed by the laws of India. Any dispute not settled amicably shall be referred to arbitration under the Arbitration and Conciliation Act, 1996. The language of arbitration shall be English and the seat and venue shall be Hyderabad, India.
11. **Assignment.** No party may assign this agreement without the prior written consent of the other party.

12. **Confidentiality.** ACE agrees to use the proprietary information acquired from the Sponsor only to perform its services and not to disclose it to any third party during and for a period of five (5) years from disclosure, except where the information is already in ACE's possession, independently developed, publicly available, received from an authorised third party, released with the Sponsor's written consent, or required to be released by law or court order.
13. **Notices.** Notices shall be deemed made if sent by registered/certified post, postage prepaid, addressed to the recipient at the address provided in this agreement, or to such other address as may be designated in writing.
14. **Language.** This agreement is prepared in English. If executed in duplicate with a translated version, the English version shall prevail in case of any discrepancy.

IN WITNESS WHEREOF, the parties have executed this instrument in two originals, both of which shall be considered originals.

AGREED (R&D Project Sponsor)	AGREED (ACE Engineering College)
By: _____ Name: _____ Title: _____	By: _____ Name: _____ Title: Principal, ACE

Witnesses (Signature, Name, Father's Name and Address):

1.	
2.	

ANNEXURE – H

ACE ENGINEERING COLLEGE

(UGC – Autonomous) | NAAC A | NBA Accredited | Affiliated to JNTUH
Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana

R&D / CONSULTANCY AGREEMENT WITH FACULTY

MoU-cum-Agreement between a Faculty Member and ACE Engineering College

Dated: _____ day of _____ of the year 20____.

FIRST PART (Faculty Member)	SECOND PART (Institution)
Dr./Mr./Ms. _____, Aged ____ yrs Designation: _____ Department of ACE Engineering College, Hyderabad R/o: _____ PAN: _____ Cell: _____ Email: _____	The Principal ACE Engineering College Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri Dist., Hyderabad – 501 301 Telangana, India Cell: _____ Email: _____

This MoU-cum-Agreement is between Dr./Mr./Ms. _____, S/o / D/o _____, faculty member representing the Department of _____ of ACE, and ACE Engineering College represented by its Principal, with regard to the following activity to be taken up by the faculty member in association with ACE and its infrastructure and resources:

> *Innovation / Incubation / R&D Project Proposals / Publication Training / Seed Funding / Consultancy / Entrepreneurship & Start-up / Value-added & Certification Courses / Applying for AICTE-AQIS, SERB, DST and similar schemes / Guest & Expert Lectures / Workshops / Conferences / FDPs / Seminars / Webinars / Symposiums / Contests / Prototype, Design & Process Development / IPR Filing / Patent Development & Commercialization / DPR Preparation / Technical Studies / Field Surveys / Faculty Mentoring / MDPs / Student Projects / Student Paper Publications / Industrial Visits / Infrastructure Exchange Programmes / _____.*

Now this agreement hereby witnesses:

Part One is a faculty member, i.e. Dr./Mr./Ms. _____, having sufficient proficiency to undertake the above activity in association with the department and institute resources. (Brief profile, objectives, purpose and outcome of the proposed activity — not more than 50 words.)

Part Two is M/s. ACE Engineering College, a UGC-Autonomous institution, NAAC A accredited, NBA accredited and permanently affiliated to JNTUH, having its registered office at Ankushapur (V), Ghatkesar (M), Medchal–Malkajgiri District, Hyderabad – 501 301, Telangana, represented by its Principal.

Terms and conditions:

1. **Purpose and Scope.** This agreement enables the faculty member to enhance ACE's professional, academic, and technical services, including sponsored R&D and consultancy, publications, patents and IPRs, innovation, incubation, and start-ups. Each service is, in principle, at no cost and is for knowledge sharing only; where financial commitments arise, they shall be invoiced on a mutually agreed basis. Where the faculty engages third-party resources or renders third-party services, this shall be intimated in advance and undertaken only after approval of the Principal, ACE, with all applicable GST/TDS/TCS complied with.
2. **Revenue & Accounts.** Any revenue generated under this agreement shall first be received into the accounts of ACE and, against a declaration to the satisfaction of the Accounts Department, the faculty's share (as per the sharing ratio in Section 11 of the R&D Policy) shall be released within thirty (30) days of realisation. The faculty-consultant is responsible for maintaining the income & expenditure account, receipts & payments account and balance sheet, certified by a recognised auditor, and for providing utilisation certificates from time to time. Any amount or money's worth left in transit beyond fifteen (15) days may attract simple interest at 12% per annum, deductible from the faculty's share.

3. **Payments & Fees.** The enrolment fee, payment schedule, duration and deliverables shall be decided from time to time by both the faculty-consultant and the Principal, ACE, on a cost-to-cost basis for the benefit of stakeholders.
4. **Period.** This agreement shall come into effect from _____ and remain in effect up to _____, for a period of _____ years, unless terminated earlier. Amendments shall be mutually agreed in writing as an addendum.
5. **Roles & Responsibilities of ACE.** Nominate/allocate cells, staff, students and infrastructure and coordinate the activity through a single point of contact; share details of willing participants; ensure mandatory disclosures; provide infrastructure support; and monitor activities without disturbing individual privacy. The faculty is not authorized to appoint sub-contractors or let out facilities without the prior approval of the Principal, ACE.
6. **Roles & Responsibilities of the Faculty-Consultant.** Provide access to employability, innovation, consultancy, R&D, incubation and start-up initiatives, and allow assessment of own/third-party outcomes for better appreciation of deliverables.
7. **Certification.** E-Certificates shall be awarded jointly by the faculty-consultant (and any third-party agency) along with ACE to participants who successfully complete the training/assessment.
8. **Intellectual Property Rights.** All intellectual or proprietary property supplied or developed by either party shall remain the sole property of the party that supplied or developed it, consistent with the ACE IP Policy.
9. **Confidentiality.** Both parties shall keep confidential all written or oral information concerning the business and affairs of the other obtained during performance, save that which is inconsequential or obvious, and shall not deal directly with the partners, associates or customers of the other during the term and for two years after termination.
10. **Force Majeure.** Neither party shall be liable for failure or delay arising out of Force Majeure conditions, provided the party claiming Force Majeure uses its best efforts to resume performance and gives immediate notice to the other.
11. **Termination.** Either party may terminate with thirty (30) days' prior written notice on default. Notwithstanding termination, ongoing activities shall be progressed to completion without prejudice.
12. **Jurisdiction & Arbitration.** Any dispute shall first be settled by mutual consultation; if not settled within fifteen (15) days, it shall be referred to a sole arbitrator appointed by the Principal, ACE, with the counterparty's consent, under the Arbitration and Conciliation Act, 1996. The seat and venue shall be Hyderabad, Telangana, India.
13. **Language.** This agreement is prepared in English. If executed in duplicate with a translated version, the English version shall prevail in case of any discrepancy.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the day, month and year first written above.

Faculty-Consultant	For ACE Engineering College
(Signature) Name: _____ Designation: _____ Place: Hyderabad Date: _____	(Authorised Signatory) Name: _____ Designation: Principal, ACE Place: Hyderabad Date: _____

10/11/26 — R&D CELL

Mamatha. P Rao — PRINCIPAL

ACE Engineering College Ghatkesar Hyderabad Ankushapur (V)

DIRECTOR

10/11/2026 — GENERAL SECRETARY