

**Shri Ramdeobaba College, of Engineering & Management,
Nagpur
Research & Development Policy**

In order to promote Research and Development (R&D) Culture in the institution, various guidelines in the form of comprehensive R&D policy is formulated and will be implemented from Academic Session 2013-14 onwards

1. Proposal for External Funding:

It is **mandatory** for each department to submit at least ONE proposal per year for RPS / MODROBS/ seminar/ STTP/ conference/ SDP etc. for external funding.

1.1 Incentive for External Funding

The coordinator(s) is entitled to an incentive of 1% of the value of proposal or Rs. 10,000/- (to be shared in case there are more than one coordinator) whichever is less, once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB, etc.

2. Norms for Higher Studies:

The Ph.D., M.E., M.Tech. Programme contributes to R&D activities of SRKNEC. The following norms are proposed:-

2.1 Subject of Ph.D

2.1.1 The subject and area of Ph.D Research should be in line with the Post Graduate Degree of the Research Scholar

2.1.2 Management at its discretion may suggest some areas as per its requirement also

2.2 Administrative Norms:

2.2.1 The Ph.D. fee and M.E. (by Research) fee: Rs.10,000/- semester (To be revised from time to time).

2.2.2 The Ph.D. Fees will be reimbursed by college for internal regular teachers for maximum of 4 years for pursuing Ph.D. at RCOEM. The RCOEM Regular Teachers pursuing part-time

Ph.D at institutes of National Repute like IITs & NITs shall also be eligible for reimbursement of annual Ph.D.Fee.

2.2.3 The regular RCOEM faculty members may get up to 3 months full salary leave for Ph.D at above mentioned Institutes.

2.2.4 Those staff members availing the above facilities will have to give an undertaking that he/she will work in the institution for minimum three years after award of degree in case of Ph.D. and two years for M.Tech. Failing to do so, the staff members have to refund all the expenditure incurred (paid leave, registration, registration fees, retention fees, examination fees, etc) on them during the period of study.

2.3 Academic norms:

2.3.1 Pre-Registration Norms for ME (by research) and Ph.D.

2.3.1.1 Teachers have to appear for University Entrance Test and only eligible candidates will be registering for M.E. / Ph.D
For External Research Scholars: Internal Co-guide from RCOEM is necessary.

2.3.1.2 Candidate will have to deliver Pre-Registration Seminar before Research Review Committee (RRC) members along with concerned HoD and Ph.D Supervisor.

On the recommendation of RRC Members, Ph.D. Supervisor and Head of Department, candidate can take admission by following the prescribed procedure and paying the requisite admission fees.

2.3.1.3 A complete file of every research scholar admitted for Ph.D / M.E. by research will be maintained by the concerned Head of the Department. The File should contain the following documents:

- Admission Form
- Synopsis
- Receipts of Fees Paid
- Six Monthly Progress Reports

- Contact Details of the Research Scholar & Guide

Every Six months, a progress report summary sheet shall be submitted to Dean R&D. Format of the same shall be collected from the Office of the Dean R&D

2.3.2 Progress Seminars

Every Scholar has to deliver six monthly progresses in seminar. Concerned department shall submit the progress summary sheet preferably between 10th Dec to 10th Jan and 10th June to 10th July every year.

2.3.3 Pre-Submission Seminar:

2.3.3.1 A Semester long course work of Research Methodology should be carried out by Ph.D / M.E. by research scholars. They have to attend classes and appear for exam before submission of thesis to RTMNU.

2.3.3.2 For Ph.D Scholars, at least two publications in International / National journal having a Cumulative Impact Index of 0.5 or more is necessary.

2.3.3.3 For ME by Research one publication in International / National Journal is required.

2.3.3.4 Before delivery of pre-submission seminar every candidate must fulfill all the requirements as per the R&D policy

2.3.3.5 The decision on delivering pre submission seminar shall be taken in the progress seminars in consultation with Ph.D supervisor and the RRC members.

2.3.3.6 The constituent committee for the pre-submission seminar shall have the following members:

- Ph.D Supervisor of that candidate
- Concerned Head of the Department
- RRC Members
- External Expert (Optional)
- Dean / Associate Dean R&D

2.3.3.7 Any modifications suggested during the pre-submission seminar shall have to be incorporated by the candidate in his / her thesis. After that the thesis shall be forwarded to RTMNU for further action.

3. Department R &D fund:

The annual departmental R&D fund allocated to every department every year may be utilized for departmental R&D activities e.g. U.G projects, P.G. Projects Ph.D Projects, deputation to STTPs / Workshops / FDPs / MDPs / Guest Lectures to reputed institutes / industries etc. The HoDs are empowered to recommend the applications to the Principal, with a copy to Dean R&D. Once the applications are approved, duty leave may also be granted for attending the STTPs / Workshops / FDPs / MDPs / Guest lectures, etc.

4. Research Incentives for

4.1 Patents / Copyrights

4.1.1 Patent / Copyright Application: All patent and copyright applications have to be processed through the Dean R&D Office. The application shall be a joint application in which one of the applicant shall be RCOEM.

4.1.2 Award / Sealing of Patent: Once the patent has been sealed / awarded, the faculty members(s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one faculty members as applicants)

4.2 Publications:

Incentive of Rs. 5,000 /- for paper publication in unpaid national journals and Rs. 10,000/- for paper publication in unpaid International Journal may be paid to the author(s), who is / are regular faculty members of RCOEM. In case of Multiple authors in the same paper from RCOEM, the incentive shall be shared by the no. of authors

4.3 Conferences in India

For presentation of research papers in conferences, regular RCOEM faculty members may be allowed to attend two conferences per year (national / international) within the country.

4.3.1 Incentive: The regular faculty members of RCOEM shall be eligible for sponsorship in the form of full registration fees, travel allowance (To & Fro Rail fare by AC II tier to the nearest rail head and Bus fare upto the venue of the conference) and duty leave.

4.4 Foreign Conferences

For presentation of research papers in foreign International conferences, regular faculty members of RCOEM shall be eligible to attend once in every two years along with the duty leave.

4.4.1 Incentive: The regular faculty members of RCOEM shall be eligible for sponsorship in the form of full International conference registration fee, one way airfare and train fare by AC II tier (To & Fro) from Nagpur to the city of embarkment (from where the International flight is scheduled)

4.4.2 Norms:

4.4.2.1 The faculty member availing of this incentive has to submit the proposal to the Principal atleast two months in advance from the last date of registration of the conference

4.4.2.2 A committee member consisting of the following members will be constituted for evaluation the Foreign Conference travel proposal in terms of its area of expertise relevance to the applicant faculty member and its benefits to the institute.

- Principal
- Dean R&D
- Subject Expert
- Expert from outside (if required)

4.4.2.3 It is mandatory for the faculty member availing the sponsorship for foreign international conference, to submit Travel grant application to at least one external funding agency i.e. AICTE, DST, SERB, etc, before applying to the institute for the same.

5. The Management reserves the right to take a decision over and above the R&D policy in special cases, in the interest of the institute.

Deshpande
Dr. V. S. Deshpande
Principal

Submitted to:

- The General Secretary, RCOEM – for kind perusal and Approval

Seen OK
Sunny
27/4/13.