



Jayawant Shikshan Prasarak Mandal

(Regd. No: MAH/632/98/Pune & Trust No. F/14907/98)

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CIRCULAR

The undersigned is pleased to inform the faculty and students of JSPM group of institutes that the policy of R & D has been framed and is available for your ready reference. The purpose behind the policy is to motivate and encourage the faculty and students and bring out their hidden talent. It was noticed that, many times, on account of lack of funds, many innovative ideas could not be converted into reality. Therefore, with a view to provide a strong platform to such innovations, an initiative has been taken in the form of new R & D policy.

As per new policy, full financial and technical support will be provided to the proposals leading to National Patents. In the beginning, the first draft of proposal should be scrutinized by internal Research Cell at institute level. The institute should send the shortlisted proposals to R & D section of ARQAC. The second scrutiny will be carried out at this juncture and then finally recommended proposals will be given to the attorney appointed. After his recommendation, the proposal will enter into proper channel and will be filed to Patent Office. During this stage, the institute has to draw a 'Purchase Order' in the name of Patent Attorney. The patent rights will remain with the institute and if at all, the patent fetches some revenue in future, the inventor/inventors will remain the sole beneficiary of the same.

Furthermore, to promote the 'Testing and Consultancy' activities, it is decided that the revenue generated out of such activities will be completely distributed among concerned members within the institute and the management share will be nil. Let us "*Empower Creativity Through Technical Excellence*".



Founder Secretary
Jayawant Shikshan Prasarak Mandal.



Policy Document for Faculty Progression & Development

Introduction

Jayawant Shikshan Prasarak Mandal, established in the year 1998 and now running a group of institutes ranging from schools to HEI which includes Engineering, Management, Pharmacy, Diploma, B.Ed., MCA, etc is committed to impart quality education through effective implementation of designed curriculum using different teaching methods and Tools blended with co-curricular activities and extracurricular activities for holistic development of the students. It is very much clear and understood by the management that, continuous skill-upgrading of the teaching and technical staff is very much essential to impart quality education to meet the global needs. Therefore this R & D policy and incentive norms is framed and passed in GB for performance based incentives, financial assistance for career development of the faculty as well as to nurture sustainable academics UG candidates and faculty of the institute by participating in conferences, seminars etc. so as to encourage them to take up the research projects.

- Activities to be undertaken by R & D Cell of institute
 1. Allocation, Utilization and review of R & D funds released by management.
 2. Grant of financial assistance to the faculty and students as per the prescribed norms.
 3. Participation in conferences, seminars, workshops, symposiums, conventions, conclaves etc.
 4. Tracking of data of research publications, area of research, citations, h-index in
 5. referred journal
 6. Organizing programs for orientation, Research Methodology, IPR, Mini:-
 7. Modelling, Hackathon, Paper presentation, Guest Lectures etc.
 8. Giving information about funding agencies to the entire faculty through seminars.
 9. Obtaining NABL certification for research and other laboratories.
 10. Application for Intellectual Property Rights such as Patents Copyrights etc.
- Resources to be made available:
 1. Sanctioned Budget for R & D by Management.
 2. Approved Research Centres, Virtual Labs.

3. Online and Offline Journals like Scopus, American Chemical Society, IEEE, SPRINGER/SCIENCE DIRECT, ASCE, ACM, ELSEVIER etc.
 4. Laboratories equipped with research facilities with latest PC configuration
 5. Library, Multimedia, E-Journals, Conference proceedings.
 6. Externally funded research projects.
- General Guidelines:
1. HOD shall maintain up-to-date data regarding completed research projects, on-going research projects, funding agencies and other resources such as AICTE, DST, UGC, CSIR, DRDO etc.
 2. The institute shall enter into MOUs with research institutions, Industries for Collaborative activities.
 3. The proposal for any activity/project work/Training etc. should be routed through HOD, Dean R & D and Head of the institute.
 4. HOD and faculty member must apply to funding agencies to organize indexed Conference every year in which faculty/students wish to publish their research work in SCI journals eg. Elsevier/Springer/ASME/ASCE/IEEE etc.
 5. Faculty should apply for travel grants to the respective authority for Obtaining necessary funds by the management.
 6. Attendance sheet, certificate of participation and summary should be Submitted to the Corporate Office (CO) through Dean R & D and Head of institute.
 7. Normally, advance should be discouraged. However, in some emergent cases, it may be granted not more than 75% of the probable expenses.
 8. Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the next salary.
 9. A copy of conference proceedings, certificate, and details of expenses should be submitted to the Head of Institute.
 10. Faculty should not infringe IPR of any individual or any organization.
 11. If financial assistance is not required, application for OD should be routed through HOD, R & D Gland Head of the institute.
 12. Facility of reimbursement is normally extended to the first and second author only.
 13. Claim of reimbursement should be submitted within 8 days after the event or activity.
 14. For permission to participate in conferences / seminars I workshops, faculty and students should submit applications complete in all respect forwarded by R & D coordinator and HOD to R & D cell and then finally to HOI.

15. The proposal for incentives to the students should be finalized at institute level provided the attendance of the student in class is 75% and above.
 16. If journey is more than 500km, full day duty leave will be granted on both sides
 17. in addition to duration of event otherwise duty leave will be for the day of event.
 18. R & D cell will hold monthly meeting for discussion on all aspects.
- Application for permission to attend conference/ Seminar before event:
 1. Application along with necessary details and finance required should be submitted through proper channel;
 - Application for Reimbursement Claim after event is over:
 1. Prior approval letter
 2. Item wise actual expenses.
 3. Copy of certification of participation.
 4. Acknowledgement from library for having received a copy of proceeding/any book.
 5. Advance if taken should be deducted. Entry should be countersigned by account Section.
 6. Bank Details: Account holders name, Account no., Bank and Branch, IFSC.
 - Financial Assistance to Faculty

The details regarding financial assistance to the faculty members/students are mentioned below:

PUBLICATION IN JOURNALS			
Sr. No	Category	Incentives	Remarks
1	Category A: Web of Science, Scopus, , SCI, Springer, IEEE, Thomson Reuters and UGC Approved etc	• 100% Registration Fee	• TA/ DA not applicable.
2	Category B: Any other journal other than those specified in category A	• 70% Registration Fee	• TA/ DA not applicable.
ATTENDING CONFERENCE/SEMINAR/WORKSHOP BY FACULTY			
3	Category A: Event at National Institutes such as IITs, IIMs, IISC, NITs, NIPE&R, SPA, NLS etc	• 100% Registration Fee • OD as per guideline herein	• 100% to and fro train fare by AC II-Tier or 100% bus fare • TA/DA as per norms

4	Category B: Deemed to be Universities, NBA/NAAC accredited institutes and has minimum 10 years of standing, professional societies, IIT or State government institutions	<ul style="list-style-type: none"> • 70% Registration Fee • OD as per guidelines herein 	<ul style="list-style-type: none"> • 100% to and fro train fare by AG II-Tier 01 100% bus fare • T AIDA as per norms
5	Category C: Private institutions other than category B	<ul style="list-style-type: none"> • 50% Registration Fee • OD as per guidelines herein 	<ul style="list-style-type: none"> • 100% to and fro train fare by AC II-Tier or 100% bus fare • TA/DA as per norms
6	At Tending International Conference held abroad by faculty	<ul style="list-style-type: none"> • Only first author will be deputed if there is NC exigency • OD as per guideline E herein 	<ul style="list-style-type: none"> • Minimum 2 'years of service in JSPM is necessary. • Prior approval of management mandatory for sanction of expenses • Deputation at abroad can be once in 2 years.
7	Membership of Professional Society, Professional Organization	<ul style="list-style-type: none"> • 50% Membership fee • Proof for prescribed membership fee necessary 	<ul style="list-style-type: none"> • Society organization Membership should be related to the domain of discipline.
SPECIAL REWARDS FOR FACULTY			
8	After copyright being awarded on a successful registration with the Copyright Registrar	<ul style="list-style-type: none"> • 100% Amount Will be reimbursed after award. 	<ul style="list-style-type: none"> • Approval of Management is necessary. • Maximum 2 in a year
9	Filing and Award of patent for original, useful and genuine inventions with Patent office	<ul style="list-style-type: none"> • As per Management decision 	<ul style="list-style-type: none"> • As per Management decision
10	Financial assistance for organizing conference/seminar/workshops/FDP/STTP	<ul style="list-style-type: none"> • As per budget approved by management 	<ul style="list-style-type: none"> • Reimbursement will be done as per approved budget.
INCENTIVES FOR FACULTY PROGRESSION			
11	Award of NPTEL / SWAYAM CERTIFICATE After successful completion of the course	<ul style="list-style-type: none"> • 50% of exam fee reimbursement only after successful 	<ul style="list-style-type: none"> • Reimbursement will be made in faculty account

		completion.	after successful completion
INCENTIVE FOR EXTERNAL FUNDING RECEIVED			
Sr No.	Category	To whom	How much
12	Financial grant received from external funding agency such as AICTE/DST/UGC/DRDO/GOI etc for some projects	As per guidelines for funding agency	As per guidelines for funding agency
Financial Assistance For UG Students For Attending Different Events			
13	Category A : Event at national Institutes such as IITs, IIMs, IISC, NIT etc.	100% registration fee	<ul style="list-style-type: none"> • 100% to and fro train fair by sleeper class or 100% bus fair • TA/ DA as per norms
14	Category B : Deemed to be universities, NBA/NAAC Accredited Institutes and has minimum 10 years of standing professional societies, IIIT or State Gov. Institutions	100% registration fee	<ul style="list-style-type: none"> • 100% to and fro train fair by sleeper class or 100% bus fair • TA/ DA as per norms
15	Category C : Private Institutions other than Category B	50% registration fee	<ul style="list-style-type: none"> • 100% to and fro train fair by sleeper class or 100% bus fair • TA/ DA as per norms



(Handwritten Signature)

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