

**S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT  
& RESEARCH, NAGPUR.**

(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)



**Emerge as a leading institute for developing competent and creative professionals**

*Research  
and  
Development  
Policy*

*w. e. f. 01<sup>st</sup> April, 2023*

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## 1. Preamble

Contributing in scientific research is an essential responsibility for creating applications that can benefit mankind at various fronts. Activities undertaken in Research and development can be fruitful for developing new technologies, exploring untouched corridors in fields of sciences and disseminating its knowledge. Research and Development also stimulates innovations which will motivate better learning and teaching among faculties and students of the S. B. Jain Institute of Technology, Management and Research (SBJITMR). By committing towards science and frontier technologies, research and applied research can provide a long lasting significant impact on society. Institute also ensures that all the core and inter-disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking. The purpose of research policy is to create a vibrant atmosphere among faculties and students for carrying out research and innovation. The policy will act as a framework within which research and related activities can be carried out in a proficient manner.

## 2. Objectives

To achieve excellent quality of research work and environment, following are the key objectives.

- Provide a facilitating environment that can foster research culture and provide required support, framework and guidelines to faculties and researchers.
- Motivate inter-disciplinary collaborations and provide a platform for knowledge exchange.
- Ensure publications in quality and reputed journals/publishers, indexed in Scopus/Web of Science, SCI and/or with Thomas Reuters impact factor.
- Getting patents granted/ register copyrights and handover technologies to relevant industries.
- Promote industrial collaborations for active and mutually benefited R&D projects/products.
- Raise funds for research and development from external agencies.

## 3. Short Term Goals

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- Submitting quality research proposals to various government semi-government funding agencies.
- Increase the number of publications in reputed journals/conferences.
- Conducting faculty and students development programs on cutting edge trends and technologies.
- Establish a Center of Excellence in every department.
- Establish IPR Cell at institute.

#### **4. Long Term Goals**

- Receiving grants from national and international funding agencies for research and development.
- Collaborating with industries/agencies at national/ international levels for IPR and consultancy.

#### **5. Activities to be undertaken by R&D Cell**

- Allocation, Utilization and Review of R & D funds sanctioned by the Management.
- Participation in Conferences, Seminars, Workshops, Symposiums, Conventions, Conclaves etc.
- Grant of financial assistance to the faculty and students as per the prescribed norms.
- Activities of Centre of Excellence.
- Checking plagiarism of Research papers, thesis with authentic software.
- Submission of research proposals to the external funding agencies.
- Preparation and implementation of R&D Calendar.
- Tracking of data of research publications, area of research, citations, H-index, I-index in referred journals.
- Preparation and implementation of R&D Calendar.
- Organising programs for Orientation, Research Methodology, IPR, Mini-modelling, Healthcare, Hackathon, Paper presentation, Guest lecturers etc.
- Dissemination of information about funding agencies to the entire faculty every year.
- Grant of seed money for Research Project, Patent Filing, Copyright, Prototype Projects of Diploma, UG, PG, Incubation, Innovation, Competitions etc.
- Applications for intellectual Property Rights such as Patents, Copyright etc.

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## 6. General Guidelines

- HoDs shall maintain up-to-date data regarding completed research projects, ongoing research projects, funding agencies and other resources such as AICTE, DST, UGC, CSIR, DRDO etc.
- The Institute shall enter into MoUs with research institutions such as ICAR, CBRI, CSRI, NEERI, IITs, NITs, VJTI, UICT, CoEP and so on.
- The proposals shall be routed through HOD, Dean R&D and Head of the institute.
- Each HoD must apply to UGC / DST / AICTE etc. for permission to organise indexed conference every year in which faculty / students wish to publish their research work in Scopus Indexed Proceedings e.g. Elsevier / Springer / ASME / ASCE / IEEE, etc.
- Whether financial assistance is sought or not, author must submit plagiarism report duly authenticated by Head of the Institute before submitting the research paper.
- Faculty should apply for travel grants to the respective authority for obtaining subsidy under different clauses of eligibility before applying to the management.
- The faculty must deliver a presentation to the faculty and final year students of the department once the research paper is presented / published.
- Attendance sheet, certificate of participation and summary should be submitted to Dean R&D/Ph.D. cell, otherwise leave account will not be settled.
- Normally, advance should be discouraged. However, in some emergent cases, it may be granted not more than 75% of the probable expenses.
- Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the next salary.
- A copy of Conference proceedings or any book presented by organizer should be submitted to the departmental library and submission slip should be attached to the bills for claim.
- Faculty should not infringe IPR of any individual or of any organisation.
- Faculty shall avoid simultaneous submission of manuscripts of abstracts at multiple platforms without the approval of the editor.
- Even if financial assistance is not required, the applications for OD should be routed through R&D/ Ph.D. cell.
- The facility of reimbursement is extended normally to the first author.

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- If claim is submitted by author other than first, NOC from other author is necessary
- Claim of reimbursement should be submitted within 7 days after the event/activity
- For permission to participate in conference / seminars, faculty and students should submit application complete in all respect forwarded by the R&D co-ordinator & HoD to R&D/ Ph.D. cell.
- The proposals for incentive to the students, should be finalised at Institute level provided the attendance of student in classes is 75% and above.
- If journey is more than 900 kms, duty leave will be granted for half day on both sides in addition to duration of the event, otherwise duty leave shall be only for the day of the event.
- R&D cell will hold minimum two meetings in a month for discussions on all aspects.

## **7. Application for permission to attend Conference / Seminar before event :**

- Typed application duly signed by applicant.
- Recommendation of R&D/Ph.D. cell, concerned HoD and Principal.
- Leaflet / brochure of conference / seminar.
- Invitation / acceptance letter
- Approximate break-up of probable expenditure.
- Breakup should cover amount of registration fee, travelling expenses by shortest route by AC 3 tier and lodging, boarding and local travel.
- Research paper in pdf format.
- Plagiarism report generated by R&D/ Ph.D. cell having less than 20% similarity index.

## **8. Application for Reimbursement claim after event is over :**

- Prior approval letter.
- Item wise actual expenses.
- Copy of certificate of participation.
- Attendance report for the entire program.
- Acknowledgement from library for having received a copy of proceedings / any book.
- Advance if taken, should be deducted. Entry should be countersigned by Accounts section.
- Bank details: Account holder name, Account No., Bank and branch, IFSC code.

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**Note:** Reimbursement will be made exclusively online and not by cash.

## 9. Financial Assistance to Faculty

9.1 PUBLICATION IN JOURNALS			
No	Category	Incentive	Remarks
01	<b>Category A:</b> <ul style="list-style-type: none"> <li>Papers published in journals indexed by SCI / SCIE/ ESCI/Web of Science.</li> <li>Papers published in journals indexed by Scopus.</li> <li>Papers published in journals indexed by ICI.</li> <li>Papers published in journals indexed by UCG Care.</li> </ul>	<p>10000/-</p> <p>5000/-</p> <p>2000/-</p> <p>1000/-</p>	TA/DA not applicable <ul style="list-style-type: none"> <li>Prior permission Mandatory</li> <li>First author is eligible only</li> <li>In case of NOC from first author distributed among other authors</li> <li>DOI and ISSN no. is required</li> <li>Affiliation should be S B Jain Institute of Technology, Management and Research, Nagpur</li> <li>Maximum Twice a Year</li> </ul>
02	<b>Category B:</b> Any other journal other than those specified in category "A"	500/-	TA/DA not applicable
9.2 ATTENDING CONFERENCE/STTP/WORKSHOP/SEMINAR BY FACULTY			
01	<b>Category A:</b> Event at National Institutes such as IITs, IIMs, IISC Bangalore, NITs( Outside Town)	<ul style="list-style-type: none"> <li>100% Registration fee maximum up to Rs. 10000/-</li> <li>Duty leaves as per guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Once a year</li> </ul>
02	<b>Category B:</b> Deemed to be Universities, IIITs, IISRs or State Government institutions. NIRF <sub>≤</sub> 150	<ul style="list-style-type: none"> <li>50% Registration fee maximum up to Rs. 5000/-</li> <li>Duty leaves as per guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Once a year</li> </ul>
03	<b>Category C:</b> Private institutions other than category B	<ul style="list-style-type: none"> <li>No reimbursement permissible.</li> </ul>	<ul style="list-style-type: none"> <li>No TA/DA applicable</li> </ul>

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		<ul style="list-style-type: none"> <li>• Duty leaves as per guidelines</li> </ul>	
04	Attending international conference held abroad	<ul style="list-style-type: none"> <li>• Only first author will be deputed if there is no exigency.</li> <li>• Duty leaves as per guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 years of service in JES institute is necessary.</li> <li>• Prior approval of the management is mandatory for sanction of probable expenses.</li> <li>• Deputation abroad can be only once in three years.</li> </ul>
05	Travelling and accommodation expenses for international conference abroad (Scopus/WoS indexed)	<ul style="list-style-type: none"> <li>• TA/DA as approved by the Management.</li> <li>• Max 10,000 for Asian Conference</li> <li>• Max 20,000 for other Countries</li> </ul>	<ul style="list-style-type: none"> <li>• Prior approval for probable expenditure of the Management is mandatory</li> <li>• If candidate did not receive grant from any funding agency.</li> <li>• Candidate should apply to organizer for accommodation.</li> </ul>
06	Travelling and accommodation expenses for International conference in India	<ul style="list-style-type: none"> <li>• TA/DA as approved by the Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• Prior approval for probable expenditure of the Institute is mandatory</li> </ul>
07	Membership of Professional Society, Professional organisation	<ul style="list-style-type: none"> <li>• 50% membership fee if he/she is a member of ISTE</li> <li>• Proof for prescribed membership fee necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Society / organisation membership should be related to the domain of discipline</li> </ul>
<b>9.3 SPECIAL REWARDS FOR FACULTY</b>			
No.	Category	Incentive	Remarks
01	After copyright is awarded on a successful registration with the Copyright Registrar	<ul style="list-style-type: none"> <li>• 50% of the Registration fee will be reimbursed after award.</li> <li>• Remaining 50% after Commercialisation (Technology Transfer)</li> </ul>	<ul style="list-style-type: none"> <li>• Approval from Management necessary</li> <li>• Once in a semester</li> <li>• First Applicant</li> </ul>
02	Publication of Patent for original, useful and genuine invention with Patent office	<ul style="list-style-type: none"> <li>• Rs. 5000/-</li> </ul>	<ul style="list-style-type: none"> <li>• Reimbursement after successful Patent Publication wherein it is on the name of Institution.</li> </ul>
03	Award of Patent	<ul style="list-style-type: none"> <li>• Rs. 10000/-</li> </ul>	<ul style="list-style-type: none"> <li>• Reimbursement after award of Patent</li> </ul>

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	Awarded Patent if commercialised	• Rs.2000/-	<ul style="list-style-type: none"> <li>• Prior permission required</li> <li>• Institution affiliation required</li> </ul>
	Design Patent Award in respective domain	• Rs. 1000/-	<ul style="list-style-type: none"> <li>• Prior permission required</li> <li>• Institution affiliation required</li> </ul>
04	Indian Patent grant Institution as Inventor	• Reimbursement of 100% application fee / exam fee	<ul style="list-style-type: none"> <li>• Such applications will not be considered in 9.3.2 and 9.3.3</li> <li>• After successful Indian Patent grant</li> </ul>
05	Convener of International Conference organized in the Institute( Scopus / UGC)	• Rs. 10000/-	<ul style="list-style-type: none"> <li>• Only for International Conference.</li> <li>• No reimbursement for national conference</li> </ul>
06	Author of standard text book on the subject from own discipline	• Rs. 2000/-	<ul style="list-style-type: none"> <li>• Preapproval is necessary</li> <li>• If published by reputed publisher</li> <li>• Reimbursement will be done after complimentary copy is submitted to library.</li> </ul>
	First Author of book chapter in Scopus/ IEEE/ AIP or other Indexed books.	• Rs.1000/-	<ul style="list-style-type: none"> <li>• Book details and article link is mandatory</li> <li>• ISBN no. is required</li> </ul>
07	Faculty Coordinator of minimum 6 days STTP/ QIP/ FDP organised in the Institute ( National Level)	• Rs. 5000/-	<ul style="list-style-type: none"> <li>• STTP should be for minimum 6 days duration</li> <li>• Reward will be given once in a semester.</li> <li>• Minimum 20 external participants</li> <li>• Not applicable for training programs.</li> </ul>
08	Chairing technical session of international conference at any place. OR Invited as keynote speaker in International Conferences in India.	• Duty leave will be given	<ul style="list-style-type: none"> <li>• Prior approval is necessary.</li> <li>• Attendance certificate from organizers required.</li> </ul>
09	In-house Resource person for STTP / FDP / Seminar / Workshop etc.	• Rs. 500/- per hour	<ul style="list-style-type: none"> <li>• Not applicable for training programs</li> </ul>



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10	Developed MOOC Courses ( AICTE/ SWAYAM)	• 10,000 per course	<ul style="list-style-type: none"> <li>• Studio Facilities not given by Institution</li> <li>• Institution affiliation required</li> </ul>
11	Teacher receiving National awards as mentor in Smart India Hackathon/ Toyathon/ AICTE Chhatrasena Award / Entrepreneurship awards/ start-up awards/ innovation Awards/ incubation Awards / other National awards.	• 5,000/-	<ul style="list-style-type: none"> <li>• If more than one teacher is involved prize money is distributed as per work done.</li> <li>• Certificate and other details are required.</li> <li>• Institution affiliation required</li> </ul>

#### 9.4 INCENTIVES FOR HIGHER STUDIES FOR FACULTY

No.	Category	Incentive	Remarks
01	Post-Doctoral Study in India	--	• Pre-approval required
02	Ph.D. from institutes of national importance such as NITs / IITs / IIMs / IISC	--	• Pre-approval required
03	Ph.D. from institutes having rank with in top 200 in NIRF (other than NIT, IIT, IIM, IISC etc.)	--	• Pre-approval required
04	Progress Seminar of Ph.D.	• Duty leave for a day of the seminar anywhere	• No TA/DA is allowed
05	Seed money for UG/PG for innovative projects	• Depends on scope of Research work	<ul style="list-style-type: none"> <li>• For one year</li> <li>• Recommendation by HoD, R&amp;D and Principal</li> </ul>

#### 9.5 INCENTIVE FOR EXTERNAL FUNDING RECEIVED

No.	Category	To Whom	How Much
01	Financial grants received from external Government and Non-government funding agency (AICTE, DST, DRDO, Gol etc. )	• Principal investigator	• 03 percent on grants
		• Co-Principal Investigator	• 02 percent on grants
		• Head of the Institute office	• 02 percent on grants
		• HoD office	• 01 percent on grants
		• Administrative staff	• 01 percent on grants
		• R&D Cell office	• 01 percent of grants

#### 9.6 INCENTIVES FOR PERFORMANCE

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01	Ph.D. degree awarded during service in SBJITMR	<ul style="list-style-type: none"> <li>• Will be entitled for additional 3 increments immediately</li> <li>• Appreciation letter by the Institute</li> <li>• Felicitation at institute level.</li> </ul>
02	Post Doctorate degree study completed and degree awarded in SBJITMR	<ul style="list-style-type: none"> <li>• Additional increase in gross salary by Rs. 10000/- w.e.f. the next month after the notification is issued or Will be entitled for additional 3 increments immediately</li> <li>• Appreciation letter by the Institute</li> <li>• Felicitation at institute level.</li> </ul>

## 9.7 EXCLUSIVELY FOR UG, PG STUDENTS

S N	Category	• Incentive	• Remarks
01	<b>Category A:</b> <ul style="list-style-type: none"> <li>• Papers published in journals indexed by SCI / SCIE.</li> <li>• Papers published in journals indexed by Scopus.</li> <li>• Papers published in journals indexed by ICI.</li> <li>• Papers published in journals indexed by UCG Care/IEEE</li> </ul>	<p>5000/-</p> <p>3000/-</p> <p>1500/-</p> <p>500/-</p>	TA/DA not applicable <ul style="list-style-type: none"> <li>• Prior permission Mandatory</li> <li>• First author is eligible only</li> <li>• In case of NOC from first author distributed among other authors</li> <li>• DOI and ISSN no. is required</li> <li>• Affiliation should be S B Jain Institute of Technology, Management and Research, Nagpur</li> </ul>

## 9.8 PRESENTING PAPER IN SEMINAR/ CONFERENCES BY STUDENTS

S N	Category	Incentive	Remarks
01	<b>Category A:</b> Event at National Institutes such as IITs, IISC Bangalore, NITs etc.	<ul style="list-style-type: none"> <li>• 100% Registration fee maximum up to Rs. 5000/-</li> </ul>	<ul style="list-style-type: none"> <li>• Prior permission is mandatory</li> <li>• Once a year</li> <li>• Institution affiliation required on certificates and other documents</li> </ul>
02	<b>Category B:</b> Deemed Universities, IITs, IISRs or other Government institutions NIRF ≤ 150	<ul style="list-style-type: none"> <li>• 100% max. up to Rs. 2000/-</li> </ul>	<ul style="list-style-type: none"> <li>• Prior permission is mandatory</li> <li>• Once a year</li> <li>• Institution affiliation required on certificates and other documents</li> </ul>

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## 10. Consultancy Work

- Institute always motivates faculty members and students for new research projects from industries, government and semi-government institutions. The R&D cell keeps the faculties abreast of all such information and encourages them to submit proposals for consultancy work.
- Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the institute; both intellectually as well as financially.
- The pre-proposal should be submitted to the Head of Institution with prior approval from the Head of Department and R&D Office.
- After approval, the faculty member will prepare MoU and get duly signed by both parties in person.
- Progress Report duly signed by both the parties should be submitted to R&D Office after every six months from inception through the Head of Department.
- The ratio of consultancy fees will be 70% to Consultants and 30% to Institute after deducting all the expenses. Proof of expenditure must be maintained as per the concerned funding agency.

10. INCENTIVE FOR CONSULTANCY RECEIVED			
No.	Category	To Whom	How Much
01	Financial grants received from external Government and Non-government funding agency as consultancy.	• Respective teacher	• 85 percent of 70%
		• Head of Institution Office	• 05 percent of 70%
		• Respective HOD office	• 04 percent of 70%
		• Coordinator	• 04 percent of 70%
		• Non-Teaching staff included	• 01 percent of 70%
		• R&D Cell office	• 01 percent of 70%

### • International Level Award

- An incentive of INR. 5,000 for an International Level Award for first prize, 3000 for second and 1000 for Third will be awarded by the Institute.
- Applicable to Students and Teachers.

### • National Level Award

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- An incentive of INR. 2,000 Award for first prize, 1000 for second and 500 for Third for a National Level Award will be awarded by the Institute.
- Applicable to Students and Teachers.

## • State Level Award

- An incentive of INR. 1000 for first prize at State Level Award will be awarded by the Institute.

## 15. Code of Ethics

It is expected from an individual to carry out research without violating code of ethics. Violation of the code of ethics while research is the most serious academic offence. Sufficient checks and measures in an Institution are needed to be adopted. Following are considered as major misconducts while researching.

- Use of false data and results.
- Manipulation of data and results.
- Claiming others content, diagrams, figures, tables, results, etc.
- Copying from Internet without citation or approval
- Copying from published or unpublished work in any form.
- Use of confidential data without consent.
- Violation of copyright and patents

## Penalties for maintaining Reputation of Institute

Institute holds every right to take necessary actions after concluding violation of code of ethics.

Dr. Khushi Sindhi

Dean Research and Development

Dean  
Research and Development  
S.B.Jain Institute of Technology,  
Management and Research, Nagpur

Dr. Sanjay L. Badjate

Principal  
S. B. Jain Institute of Technology,  
Management & Research,  
Nagpur.

