(An Autonomous Institute of Government of Maharashtra)

Research & Development Policy

Institute Vision and Mission

VISION

"Education Of Human Power for Technological Excellence"

MISSION

- Dissemination of knowledge by offering world-class education
- Right to information for all stakeholders
- Promotion of sustainable industrialization to development of appropriate technologies
- Continuing education programs for reengineering of regional socio-economic system in the light of dynamic, global technological changes
- Contribution to national wealth through innovation

September 2024

Preface

Shri Guru Gobind Singhji Institute of Engineering & Technology, Nanded (SGGSIE&T, Nanded), is a highly regarded engineering institute for research and development (R&D) and academics. This document provides a road map for this Institution to implement a dedicated and impactful research environment.

In this era of technological advancements and global challenges, the role of Research in influencing the future is crucial. As an Engineering Institute, we recognize the critical role research can play in acquiring knowledge, driving innovation, and addressing the complex problems faced by society. This Research Policy outlines our Institution's principle and strategy to promote and support high-quality Research across diverse engineering disciplines. It reflects our dedication to creating an ecosystem that encourages curiosity, involvement, and an effort to achieve excellence in Research.

This Institute strongly supports early-career researchers and creates an atmosphere where they can flourish. Initiatives such as mentorship programs, seed funding, and research development opportunities aim to empower the next generation of engineering researchers. To maximize the impact of Research, the Institute actively seeks collaborations with industry partners and promotes entrepreneurship among students. The Institute is committed to facilitating the transfer of technology and knowledge from the labs to the industries, driving innovation, and contributing to the advancement of society.

The Institute encourages interdisciplinary collaboration by recognizing the interconnected nature of modern challenges. Integrity is at the core of our research efforts. The Institute upholds the highest ethical standards in all research activities, ensuring transparency, accountability, and the responsible conduct of Research. This Research Policy is a document reflects our dedication to maintaining a vibrant research community that continuously pushes the boundaries of knowledge and contributes to the betterment of society and achieving the National goals of "Unnat" and "Atmanirbhar" Bharat, i.e., "Developed" and "Self-Reliant" Bharat.

We invite all members of the SGGSIE&T Nanded community to be involved in this research culture, engage actively in cutting-edge Research, and join us on this journey of exploration and discovery.

Dr. M. B. Kokare,

Director,

SGGSIE&T, Nanded.

Contents:

Preamble:

In efforts to achieve excellence, innovation, and the advancement of knowledge, SGGSIE&T is committed to adopting a vibrant research culture that brings the Institution to the forefront of technological evolution. Recognizing the crucial role of Research in shaping the future, this Research Policy formulates the Institute's firm commitment to promoting cutting-edge study, exploration, and the dissemination of knowledge.

At SGGSIE&T, we acknowledge that Research is the foundation of progress, driving transformative breakthroughs that address challenges and contribute to the sea of knowledge. As an institution dedicated to engineering education, we strive to create an environment that nurtures intellectual curiosity, encourages interdisciplinary collaboration, and provides the necessary infrastructure to facilitate Research and promote entrepreneurship among students.

This research strategy is based on the belief that Research is not only an essential component of academic scholarship but also a catalyst for technological innovation, impact, and achieve the national goals of "Unnat" and "Atmanirbhar" Bharat, i.e. "Developed" and "Self-Reliant" Bharat. This Institute aims to empower our faculty, researchers, and students to push the boundaries beyond the horizon by encouraging a dynamic ecosystem that values creativity, critical thinking, and ethical conduct.

Guided by the principles of academic freedom, intellectual integrity, and responsible conduct of Research, SGGSIE&T is committed to providing resources, support, and opportunities that enable the pursuit of excellence in Research. The Institute recognizes the importance of collaboration with industry, government agencies, and other academic institutions to enhance the relevance and applicability of our research outcomes.

To implement this Research Policy, we emphasize the promotion of inclusivity, diversity, and equity, ensuring that all members of our academic community have equal access to research opportunities and support. As we embark on this collective journey of discovery, innovation, and impact, we pledge to uphold the highest standards of academic integrity, ethical conduct, and a relentless pursuit of knowledge in the service of humanity.

With this commitment, SGGSIE&T endeavors to contribute significantly to the global pool of engineering knowledge and plays a leading role in shaping the technological landscape of the future.

Purpose of Research Policy

At SGGSIE&T, Nanded, we recognize the critical role that Research plays in advancing knowledge, encouraging innovation, and contributing to societal development. As an institution committed to excellence in Engineering education, we believe that a robust research environment is essential for nurturing intellectual curiosity, pushing the boundaries of knowledge, and producing graduates who are well-equipped to address the evolving challenges of the engineering landscape. The Research Policy aims to outline our Institution's commitment to promoting a vibrant research culture and provide a framework to guide and support research activities within the Institute.

Objectives:

1. Promote Excellence in Research:

- Encourage faculty members, researchers, PG and UG students to pursue Research that advances engineering knowledge.
- Give stress to the 4C skills, i.e., Critical Thinking and Analysis, Creativity, Communication, Collaboration, and Teamwork.
- Recognize and reward outstanding research achievements to promote a culture of excellence and continuous improvement.

2. Infrastructure and Resources:

- Provide state-of-the-art infrastructure, laboratories, and research facilities to support various engineering research activities.
- Ensure access to relevant resources, funding opportunities, and grants to empower researchers in pursuing ambitious and impactful projects.

3. Integration of Research with Academics:

- Integrate research activities seamlessly with the academic curriculum to provide students with hands-on experience and exposure to real-world engineering problems.
- Promote interdisciplinary research initiatives that bridge the gap between theory and application.

4. Industry Collaboration:

- Facilitate and promote collaboration between faculty, researchers, and industry partners to ensure that research outcomes are aligned with industry needs and contribute to technological advancements.
- Establish mechanisms for knowledge transfer, technology commercialization, and collaborative projects that enhance the practical relevance of our research efforts.

5. Monitoring and Evaluation:

- Focus on quality research and innovations while ensuring effective deployment and management of related resources.
- Establish a system for regularly monitoring and evaluating research activities, outcomes, and the impact of Research on the engineering community and society. Periodic reviews will ensure the alignment of research efforts with institutional goals and identify areas for improvement and growth.
- By adhering to the principles outlined in this document for Research Policy, SGGSIE&T aims to cultivate a dynamic and impactful research ecosystem that enriches the academic experience and positions the Institution as a leader in engineering research and innovation.

6. Dissemination of Knowledge:

- Encourage the dissemination of research findings through publications, conferences, and other knowledge-sharing platforms.
- Identify commercially valuable research outcomes by engaging with researchers, reviewing publications, and collaborating with technology transfer offices or IP experts.

- Establish or enhance a dedicated Technology Transfer Office (TTO) with experienced professionals to manage IP protection, licensing, and technology transfer activities. The TTO can guide researchers and facilitate the identification of monetization opportunities.
- Support researchers in patenting and licensing innovations to contribute to the global knowledge base and facilitate technology transfer.

7. Inclusivity and Diversity:

- Promote an inclusive, i.e., a comprehensive research environment with diversity of thought, background, and perspective.
- Promote equal opportunities for all researchers, irrespective of gender, culture, etc., to participate in research activities.

8. Ethical Conduct and Integrity:

- Uphold the highest standards of research ethics, integrity, and transparency. Adopt a culture of responsible conduct in Research and train researchers on ethical considerations and responsible research practices.

9. Atma Nirbhar Bharat:

- This is a visionary initiative introduced by the Indian government to strengthen the country's economic resilience and reduce dependence on imports. Research in this Institute shall emphasize empowering local businesses, promoting sustainable development, and exploiting diverse local talent pools.
- Explore funding mechanisms by establishing partnerships with local industry funding agencies or connecting with investors to support research projects or emerging startups developing indigenous technology.

10. Entrepreneurship:

- Entrepreneurship is the self-motivated and innovative mission of creating, managing, and scaling a business venture. Research in this Institute shall promote the culture of entrepreneurship among students and research scholars by providing a suitable environment and support.
- Provide infrastructure, mentorship, and business development support to startups, leveraging the Institution's resources to enhance their chances of success.

Research Policy:

The Institute's R&D implementation structure to encourage faculty members and research scholars to carry out quality research is as follows:

1. **Institute Research & Development Committee (IRDC):**
   - Director – Chairman
   - Members:
     - Head of the Departments (HODs)
     - Nominees from different Industries
     - Departmental Research coordinators
   - Dean R & D – Secretary
     The Institute Director appoints industry nominees, and Departmental coordinators are appointed by HODs.
     Roles and Responsibilities of IRDC: The committee shall work for, generally, two years. The IRDC shall function to promote and monitor the implementation of the Institute's research policy.

2. **Department Research and Development Committee (DRDC):**
   - Head of Dept. – Chairman
   - Three faculty members nominated by HoD
   - Departmental PhD Coordinator – Secretary

   Roles and Responsibilities of DRDC: The DRDC shall look after implementing the Institute Research Policy in departmental Research, publication, patent filing, and commercialization, as well as maintain high standards of ethics. The committee shall work for a normal period of two years.

3. **Doctoral Scrutiny Committee (DSC):**

   - Head of Dept. – Chairman
   - Members: Two departmental subject experts
   - Departmental PhD Coordinator
   - Supervisor(s) – Secretary

   Roles and Responsibilities of DSC: DRDC shall constitute a Doctoral Scrutiny Committee (DSC) in consultation with the supervisor(s) to evaluate and monitor each registered research scholar in the department. Information about the same must be communicated by the Head of the department to the Dean R&D office. The DSC of a Research Scholar shall evaluate and monitor Research at every stage, i.e., registration, progress, and synopsis seminars and regular research symposiums conducted at the end of each semester.

4. **Annual Budget:** Each department shall submit the annual research budget to Dean R&D annually in Jan/Feb. Dean R&D shall prepare the Annual budget for Research at the Institute level, considering departmental and Institute level requirements, and submit it to Dean Finance(in Feb).

5. **Centre of Excellence:** Each department shall develop at least one Centre of Excellence (CoE) to achieve excellence in Research as a long-term goal. The CoE shall identify the areas of Research that need to be promoted and make efforts to develop the Institute's national/international reputation.

6. **Multi-disciplinary Research:** Considering the current demand, the Institute will emphasize multi-disciplinary Research.

7. **Promote Research Funding Proposals:** The Institute shall promote and support the faculty in submitting proposals to different national and international funding agencies. The Institute should encourage national and international collaborations.

8. **Faculty Promotion Scheme:** The Institute shall financially assist faculty through specialized schemes, especially for newly appointed teachers, to carry out their research projects (Appendix A).

9. **Scholarships to PG students and PhD scholars:** The Institute shall financially assist PG, PhD students through specialized schemes, especially for Research and Teaching Assistantships (Appendix B).

10. **Financial Assistance to UG students:** The Institute shall financially assist needy UG students through specialized schemes such as Earn and Learn (Appendix B).

11. **Seed Money to Faculty:** The Institute shall provide seed money for potential research proposals. The proposal shall be submitted to IRDC after getting a recommendation from DRDC. The details are in (Appendix A).

12. **Consultancy Work:** The departmental research facility may be extended to consultancy work, with researchers from other colleges/researchers from outside at a reasonable charge decided by the Institute occasionally. Incentives to faculty and staff for this are described in (Appendix A)

13. **White Paper on Departmental Facilities:** The department should prepare and publish, from time to time, a white paper on equipment, lab facilities, and expertise available in the department, which will help attract Consultancy and R&D work from Industries and other agencies.

14. **Infrastructural Development:** The Institute shall provide grants to procure required Test and measuring equipment, hardware, etc., as proposed in the Annual Budget of departments.

15. **Encourage Research for Atma Nirbhar Bharat:** "Atma Nirbhar Bharat," i.e., "Self-Reliant India," is a visionary initiative introduced by the Indian government to bolster the country's economic resilience and reduce dependence on imports. Atma Nirbhar Bharat encourages various sectors, including manufacturing, agriculture, technology, and healthcare, to foster indigenous capabilities, generate employment, and contribute to economic growth. Research in this Institute shall emphasize empowering local businesses, promoting sustainable development, and exploiting diverse local talent pools. (Appendix C)

16. **Support and Promote Entrepreneurship Startups:** "Entrepreneurship" is the dynamic and innovative pursuit of creating, managing, and scaling a business venture. Entrepreneurs face uncertainty and take calculated risks to transform ideas into viable enterprises.

    In today's rapidly evolving business landscape, entrepreneurship is more than a career choice; it is a dynamic force that propels innovation and shapes the future of industries and societies. Research in this Institute shall promote the culture of entrepreneurship among students and research scholars by providing a suitable environment. (Appendix D)

17. **Contingency to UG, PG Students, and PhD Scholars:** The Institute shall reimburse the expenses limited to a certain amount to UG, PG, and PhD research work to meet the contingency expenses to the students on the production of original receipts for expenditure incurred on component procurement and consumables and paper publication fee in reputed peer-reviewed journals approved by DRDC.

18. **Intellectual Property and Publication in Journals:** Faculty members shall publish their Research in peer-reviewed journals only. Faculty, Students, and Staff shall follow the Institute's Intellectual Property (IP) Policy. (Appendix G)

19. **Paper Publication and Presentation in Conferences:** Faculty members shall be eligible for TA/DA to present their research work/deliver keynote addresses at reputed National and International conferences as detailed in (Appendix A). Faculty, students, and staff must follow the Code of Ethics (Appendix H) for Research and its publication.

20. **Organization of Workshops, STTPs, Expert Talks, and Conferences:** Faculty members are encouraged to organize Workshops, STTPs, Expert Talks, and Conferences in the Institute. The details of the activities supported are described in (Appendix E, F).

20. **Annual Progress Report:** The departmental research coordinator shall present an annual progress report regarding research activities to IRDC.

21. **Any other issue:** For any problem related to R&D other than those above, the decision of the Director (Chairman, IRDC) will be final.

Dr. A. V. Nandedkar

Dean R&D

SGGSIE&T, Nanded

Dr. M. B. Kokare

Director

SGGSIE&T, Nanded

Appendix A:
Professional and Industrial Development Allowance (PIDA):
Research Incentives for Faculty Members

Objectives:

The objectives of this scheme are as follows:

1. **Promote Excellence in Research:**
- Encourage faculty members and Ph.D. researcher scholars to pursue research that advances engineering knowledge.
- Recognize and reward outstanding research achievements to promote a culture of excellence and continuous improvement.

2. Infrastructure and Resources:
- To provide faculty members with a good research environment, funding, and other support to explore their full potential as researchers in their expert fields.
- Ensure access to relevant resources, funding opportunities, and grants to empower researchers in pursuing ambitious and impactful projects.

3. Industry Collaboration:
- Facilitate collaboration amongst faculty members, research scholars, and industry partners to ensure that research outcomes are aligned with industry needs and contribute to technological advancements.

4. Dissemination of Knowledge:
- Financial support and encourage the dissemination of research findings through publications, conferences, and other knowledge-sharing platforms.
- Support researchers in patenting and licensing innovations to contribute to the global knowledge base and facilitate technology transfer.

The following scheme is proposed to achieve these objectives. Expenditure will be incurred through Institute Research funds.

Part A: Faculty Development Programme (FDP):

Each regular faculty member is entitled to a block grant up to Rs.3,00,000/- for three financial years (FY) under FDP.

- **List of Activities under FDP**
  a) **Publish and present paper at National/International Conference:** For oral presentation, Full Registration fees and TA/DA as per Govt. of India /Govt. of Maharashtra /Institute Norms are applicable.
  b) **Publish and present papers at National/International Conference:** For poster presentations at National/International Conference, attending workshops, STTP, Fifty percent (50%) Registration fees, and TA/DA as per Govt. of India /Govt. of Maharashtra /Institute Norms is applicable.
  c) **Patents:** Expenditure for Application/Process Fees to acquiring Patents is applicable.
  d) **Foreign Visits:** Visiting Indian / Foreign Universities / Institutions / Organizations, visiting/industrial research centers for research interaction, technical discussions, technical exhibitions, and carrying out experimental work / procuring services at other institutions.
  e) **Membership to Professional Bodies:** Seventy-five percent (75%) of Membership fees for Professional Societies for both National and International (a maximum limit of Rs. 10,000/- annually)
  f) **Purchase of Books (Hard copy):** The purchase or reimbursement procedure shall be done through the Central Library.
  g) **Purchase of e-books and subscriptions to Research Journals:** The purchase procedure shall be done through Central Library Only; No Reimbursement is permitted.
  h) **Expenses related to course material preparation, teaching aids, book writing, and consumables:** Procurement shall follow Institute Norms.
  i) Any other item must have prior approval from competent authorities.

1. **Guidelines:**
   These Activities will be permitted by the institute norms as applicable. In addition, the following guidelines are also specified:
   1. Attending national/international conferences, workshops, and symposiums requires prior approval.
   2. The visit period outside the institution should not exceed ten working days in an academic year. This does not apply to visits during vacation. However, the Director can extend permission on a case-to-case basis.
   3. Faculty members must submit a report of activities carried out and deliver a seminar in the Department (wherever applicable) before claiming reimbursement for expenditures incurred.
   4. Govt. of India /Govt. of Maharashtra /Institute Norms will be applicable for TA/DA. Expenditure towards TA/DA, registration fee, visa fee, etc., for National / International Conferences/workshops/ Symposia and visits for research interaction will be up to a maximum of 75% of the FDP fund (i.e., up to Rs. 2.25 Lakhs).
   5. The purchase of books shall not exceed Rs. 10,000/- per financial year. Purchasing books costing more than Rs. 10,000/- requires prior approval from the Director.
   6. The purchase of stationery and computer peripherals shall not exceed Rs. 7,500/- per financial year or Rs. 22,500/- **over the three FYs. (Block period).**
   7. The reimbursement in this regard shall be subject to audit observation if excess or not permissible and will be recovered as a lump sum from the individual concerned.
   8. If any faculty member leaves (not applicable for retirement/VRS) the Institute, no reimbursement shall be claimed for the activities during their notice period of resignation. Any faculty member leaving the Institute without proper procedure, the entire amount reimbursed during the current block period shall be recovered before issuing a relieving certificate from the Institute.
   9. The faculty members on deputation / QIP / sabbatical are NOT entitled to claim reimbursement

under the FDP funds during their absence from SGGSIE&T, Nanded. However, presenting a paper (oral presentation only) at highly reputed International Conferences (Full Registration fees and TA/DA as per Govt. of India /Govt. of Maharashtra /Institute Norms) may be permitted with prior permission and screening of the proposal.

2 Operating Procedure (for a block period of THREE FYs):

The following procedure shall be adopted to recommend the faculty claims under this scheme:

Sr. No.	Particulars / Purposes	Procedure
1.	**To attend National conferences**: Preferably one/year. (Preferably conferences organized by premier Institute like IITs/ IISc/ ISCER/ NITs etc. and research organizations) Industrial Research organization	• To attend a national conference, the interested faculty member should apply on prescribed proforma (Annexure-I) through the Head of the concerned Department/center to Dean R&D at least **one month** in advance along with a copy of the letter of invitation/acceptance, conference brochure and estimated expenses on account of travel including local travel, registration fee, Boarding and lodging charges, • The Head of the concerned Department / Centre shall maintain such record concerning each faculty member in the appropriate register. The faculty member must also fill out a proforma giving details of their participation in such events. • The application shall be submitted to DRDC, and IRDC will give its final approval upon recommendation. • A faculty member will claim reimbursement using prescribed proforma (Annexure-II) **within one month** after their return from such participation, failing which their claim might lapse.
2	**To attend International conferences:** Preferably one per year. (Approved list of the conference by the respective Department) It is the responsibility of the concerned Departments to prepare the list and make it available on the institute website; otherwise, the proposal received from the faculty member of that Department will not be processed further.	• To attend the International Conference, the interested faculty member should apply on prescribed proforma (Annexure-III) (through the Head of the concerned Department/Centre to Dean Research and Development at least one month in advance along with a copy of the letter of invitation / Acceptance, conference brochure and estimated expenses on account of travel including local travel registration fee, Visa fee, Medical Insurance, Boarding and Lodging charges. • The Head of the Concerned Department / Centre shall maintain such record because each faculty member must also fill in a proforma giving details of his / her participation in such events. • The application shall be submitted to DRDC, and upon recommendation of DRDC, IRDC will give its final approval. • A faculty member will be required to claim reimbursement using prescribed proforma (Annexure-IV) within one month after his / her return from such participation, failing which his / her claim might lapse.
3.	To take memberships of professional societies.	• The interested faculty member can apply on prescribed proforma (Annexure-V) to Dean R&D with payment details/transaction receipt and claim reimbursement within the allocated budget limit under this Head. The Head of the concerned department/center shall maintain such records concerning each faculty member in the appropriate register. • Dean R&D will decide and recommend the case. • Seventy-five percent (75%) of Membership fees for Professional Societies for both National and International and up to **a maximum annual limit of Rs. 10,000/-**

4.	Contingency expenses include purchasing subject-related books (only technical books), stationery and computer peripherals, and repairing laptops, desktops, and Printers.	• Entry of Books purchased should be made in the Central Library. The faculty member can apply on prescribed proforma **(Annexure-V)** to Dean R&D with payment details/transaction receipts and claim reimbursement within the allocated budget limit under this Head. • The Head of the concerned department/Centre shall maintain such record concerning each faculty member in the appropriate register. • Dean R&D will decide and recommend the case. • Purchase of Books (Hard copy): The purchase or reimbursement procedure shall be done through the central Library Only. • Purchase of e-books and subscriptions to Research Journals: The purchase procedure shall be done through the central Library Only; No Reimbursement is permitted.

3. Procurement of Laptop under FDP funds:

The purchase of Laptop is permitted under FDP funds subject to the following guidelines:

1. Up to a maximum amount of Rs. 75,000/- shall be procured through the Institute per the standard procurement procedure. Repairs, maintenance, and up gradation costs will be permitted after the warranty/guarantee period expiry, subject to a maximum of Rs. 10,000/- (Rs. Ten Thousand only).
2. A three-year warranty period may be included in the laptop purchase package.
3. Purchase under GeM is encouraged.
4. Between two consecutive purchases of Laptops under this scheme by a Faculty Member, a minimum of six years duration is necessary.
5. If a faculty member leaves the Institute (Resignation, retirement, etc.), the Laptop shall be surrendered to the Institute.

    Application processing: The scheme applies to regular Faculty members who have completed at least three years of service in SGGSIE&T, Nanded. Application from such faculty members under FDP shall be processed by the Departmental Research & Development Cell (DRDC). The decision of the Chairman IRDC after recommendation by the Secretary IRDC shall be final.

4. Seed Money Grant (SMG) for faculty members:

A seed money grant for a faculty member/a group of two faculty members up to Rs. 3.0 Lakhs for a project for 03 Years duration (up to 6.0 Lakhs in case of a joint project):

Faculty need to submit a research proposal for the seed money grant. DRDC will evaluate and recommend the proposal for further approval. Grant and seed money should be exclusively utilized for industry-oriented/ industrial projects.

The following procedure shall disburse the seed money to initiate the R&D project:

a) Application for seed money shall be submitted to the respective HOD.
b) DRDC shall conduct scrutiny, and if it finds it suitable, the proposal shall be forwarded to IRDC.
c) On approval from IRDC, a certain percentage of the sanctioned project cost shall be allotted as seed money to the departmental R&D budget, as decided from time to time.
d) DRDC shall monitor the progress of each project after every six months.
e) The scheme applies to regular Faculty members of SGGSIE&T, Nanded. Faculty members shall not leave/resign from the Institute without completing the project. For any financial loss due to such an act, the concerned faculty member shall pay the penalty to SGGSIE&T, Nanded, and the concerned Industry.

5. Foreign Travel Grant (FTG) for Research:

The Institute encourages faculty members (only one faculty member at a time from a department who has **completed 05Years** after joining SGGSIE&T, Nanded as full-time regular faculty) to spend a semester at a highly reputed **research-focused** international university/department (listed in the top 100 QS ranking) or a highly reputed core industry. This would help them improve their research capabilities, build research networks, and sometimes pursue ongoing research and industrial projects. In such cases, the Institute would pay 70% of the cost based on actual traveling expenses and DA as per MHRD norms for foreign travels and stays. The faculty member can use their FDP for the purpose.

Note:

1) All Procurements under the FDP will be governed by prevailing Institute Procurement Norms.
2) Funds under FDP are not a faculty member's right, but the Director is fully empowered to grant/deny the fund allocation at any stage.
3) A faculty member availing of a seed money grant decides to leave the Institute without project completion and must repay all the expenditures under the Seed Money scheme.
4) A retiring faculty member in between a block period, he/she shall be entitled to this scheme on a pro-rata basis.
5) The scheme applies to regular Faculty members who have completed at **least FIVE years of service in SGGSIE&T, Nanded**.

Part B: Research Incentives Scheme:

1. **Research Incentive Plan:**
   Publications in journals as the first author are incentivized monetarily with up to Rs.7 500/- (during a block period) for a full-length paper in journals recognized as top in their field published in Journals (list shall be decided by a departmental committee annually).

- **List of Approved Journals for Publication:** Each DRDC, in consultation with a Faculty member from IIT/NIT, shall prepare a list of top ten journals based on their rankings. The concerned DRDC's responsibility is to prepare and notify the Institute of such a list and make it available on the institute website within three months after publishing this policy. The list shall be revised annually for the benefit of the faculty.

- **Guidelines to identify journals:** All journals should typically have high submissions and low acceptance rates, and research papers should be rigorously reviewed. Selected Journals shall have high citation impact rates within the field.

- **Note:** All the departments should regularly update the list of TOP Conferences and Journals separately on the institute website, based on recommendations of DRDC. The same shall be submitted to the Dean R&D office for reference.

2. **Incentives for Funds raised for the Institute through other than Government/ Government allied Agencies:**

   To encourage faculty members to raise funds from non-government private agencies to conduct research and development, infrastructural development faculty members are incentivized monetarily per the following slabs. Incentives will be paid at approved rates on the amount of funds raised. Incentives will be calculated according to the following slabs. *The total cumulative incentive will be paid to respective faculty members*.

   Principally, it is proposed to calculate the incentive percentages to be distributed among the Institute, Project Investigator (PI), and others based on total incentive at the rate of (5%) in slab 0 to 10 lakhs, (3%) in slab 10 to 100 lakhs, (1%) in slab more than 100 lakhs.

   The research incentives will be awarded on successful completion and evaluationon utilization of the received amount. All monetary incentives in the scheme will be taxable as per the prevailing Government rules.

und raised in (Rs.)	Slabs to compute Incentives. (Rs.)	Total Incentive (TI)	Incentive toPI (A)	Incentives to Administration and staff (B)
0 to 10 Lakh	0 to 10 Lakh	7.14 %	70 % of (TI)	30 % of (TI) (Distribution is given below)
0 to 1 Crore	0 to 10 Lakh	7.14 %		
	Above 10 Lakh to one crore	4.28%		
More than oneCrore	0 to 10 Lakh	7.14 %		
	Above 10 Lakh to one crore	4.28%		
	Above one crore	1.42 %		

Details of the Distribution of 30 % incentives to the Administration and staff will be as follows:

Sr. No.	Particulars	Amount in %
1	Director	2
2	Dean R&D	3
3	Concerned Department HoD	5
4	Supporting staff of the Concerned Department	7
5	Account Section	5
6	R& D office staff	4
7	General Administration (Concern staff of EST)	4
	Total	30

3. **Distribution of Revenue through Consultancy Projects:**

Consultancy is expert advice on a particular subject for which a faculty member or group of faculty members is paid to provide to a company or organization. To encourage faculty members to do consultancy work in their field of expertise, the following distribution shall be applicable:

Type 1 Project: Involving Lab and/or other facilities:

1. Total consultancy fees (CF) received: CF
2. Project Execution Cost: EC
3. Institute Overhead Charges (IOC) = 50% of (CF-EC)
4. GST will be charged to the client from extra per prevailing government norms on the CF charged.
5. EC is to be certified by the Head of the Department and Account section.

Distribution of IOC: = 50% of (CF-EC)

Sr. No.	Particulars	Amount in %
1	Director	1
2	Dean R&D	1
3	General Administration (Concern staff of EST and R&D section)	2
4	Accounts – Concern staff	2
5	R&D Fund	10
6	Department Development Fund	10
7	Staff Development Fund	2
8	Student welfare Fund	2
9	Savings in the revenue	20
	Total	**50**

Distribution to Project Team = 50% of (CF-EC)

Sr. No.	Particulars	Amount in %
1	Head of the Department	2
2	Distribution to PI and his team staff as per suggestion of PI	48
	Total	**50**

Type 2 Project: Involving NO Lab and/or other facilities:

1. Total consultancy fees (CF) received: CF
2. No Project Execution Cost: NEC
3. Institute Overhead Charges (IOC) = 30% of (CF)
4. GST will be charged to the client firm extra per prevailing government norms on the CF charged.
5. NEC is to be certified by the Head of the Department and Account section.

a) Distribution of IOC: = 30% of (CF)

Sr. No.	Particulars	Amount in (%)
1	Director	1
2	Dean R&D	1
3	General Administration (Concern staff of EST and R&D section)	2
4	Accounts – Concern staff	2
5	R&D Fund	10
6	Department Development Fund	10
7	Staff Development Fund	2
8	Student welfare Fund	2
	Total	**30**

b) Distribution to Project Team = 70% of (CF)

Sr. No.	Particulars	Amount in (%)
1	Head of the Department	2
2	Distribution to PI and his team staff as per suggestion of PI	68
	Total	**70**

Appendix B: Teaching Assistantship for UG, PG, Ph.D.

1. **Earn and Learn Scheme for UG Students:**

    UG Students needing financial support can apply for Library reading hall duty (after regular working hours) to the Librarian @ Rs100/hour. The maximum monthly student remuneration shall not be more than Rs.4000/-. The maximum budget for this scheme, including all students, shall not exceed Rs. 40,000/- per month.

2. **Promotion of Higher Education: Post Graduate Scholarship Scheme:**

    To ensure the development of technical education in rural areas like Marathwada, SGGSIE&T awards a Graduate Scholarship of Rs. 6,000/- per month for GATE appeared students through its Post Graduate Scholarship Scheme (PGS) to full-time students admitted to M.Tech. programme in SGGSIE&T, Nanded.

Guidelines:

1. PGS is only for students admitted to the course without a valid GATE score at the time of admission.
2. The grant of PGS is subject to the condition that the student does not receive any financial assistance in the shape of scholarship/any emoluments, salary, stipend, etc., from any other source during their course of study in the Institute.
3. Sponsored candidates are not eligible for the Scholarship.
4. It will be necessary for every postgraduate student to undertake 8 hours (per Week) of work related to teaching and research activities as assigned to them by the Institute. This could include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of Computers and other central facilities, assistance in the Library, etc.
5. The Scholarship will be granted to the student monthly subject to satisfactory academic performance and adherence to Institute norms/rules and regulations as applicable from time to time, certified by the Director of the Institute, and mandatory work as per item (4) above.
6. The Scholarship is tenable for 24 months or the course duration, whichever is earlier, and is not extendable under any circumstances.
7. The student shall be required to give an undertaking so they will not leave the course midway. If any student leaves the course midway, they will be required to refund the total PG Scholarship drawn when leaving the course.
8. The Scholarship may be discontinued at any time for misconduct by the student, such as involvement in the act of ragging, misbehavior, etc.
9. Students are eligible for the following leave:
    Casual leave: 08 days in an academic year.
    0.28
    The mode and procedure of payment of Scholarships to the students shall be online account payee only.
10. Any late claim the completion of the program shall not be entertained.
11. SGGSIE&T may impose any other conditions as deemed necessary from time to time, and the decision of the Director shall be final and binding upon the recipients.

3. **Institute Ph.D. Research Scholar Scheme**

    There is a need to support students financially to inculcate research culture in this Marathwada region. It is noted that during the execution of TEQIP schemes, many students joined and completed their Ph.D. Programme as there was financial assistance. To maintain the momentum and consider the shortage of qualified faculty members, SGGSIE&T awards Ph.D. Scholarship of Rs. 35,000/- per month for the first two years and Rs. 38,000/- during the Third Year for a **regular** Ph.D. Research scholar. The research scholar must undertake a 16 Hrs. of undergraduate teaching load as

a visiting Faculty in SGGSIE&T, Nanded.

Guidelines:

1. Research Scholarship is only available to students admitted as regular research scholars in the Institute.
2. The grant of Ph.D. The Scholarship is subject to the condition that the research scholar does not receive any financial assistance in the form of scholarship/any emoluments, salary, stipend, etc., from any other source during their course of study in the Institute.
3. Sponsored candidates are not eligible for the Scholarship.
4. It will be necessary for every Ph.D. scholar under this scheme to undertake 16 hours (per Week) of work related to teaching (as Visiting Faculty) and research activities as assigned to them by the Institute. This could include tutorials, laboratory classes, development and maintenance of laboratories, assistance in research and development activities undertaken by faculty members, maintenance and operation of Computers and other central facilities, assistance in the Library, etc.
5. The Scholarship will be granted to the student monthly subject to satisfactory academic performance and adherence to Institute norms/rules and regulations as applicable, certified by the Director of the Institute, and mandatory work as per item (4) above.
6. The Scholarship is tenable for 36 months or the course's duration, whichever is earlier, and is extendable up to 01year subject to approval from DRDC and IRDC.
7. The research scholar shall be required to give an undertaking to the effect that he/she will not leave the course midway, and in no circumstances can the Research Scholar treat the Scholarship as a regular salary/appointment. If any research scholar leaves the course midway through, they may have to refund the total Scholarship drawn during that semester at the time of leaving the course.
8. The Scholarship may be discontinued for misconduct by the research scholar, such as involvement in the act of ragging, misbehavior, etc.
9. Research Scholars are eligible for the following leave:
   Casual leave: 08 days in an academic year.
10. The mode and procedure of payment of Scholarships to the students shall be online account payee only.
11. Any late claim after the completion of the program shall not be entertained.
12. SGGSIE&T may impose or revise conditions as deemed necessary from time to time, and the decision of the Director shall be final and binding upon the recipients.

Appendix C: Research Grant for Aatmanirbhar Bharat:

"Aatmanirbhar Bharat," i.e., "Self-Reliant India," encourages various sectors, including manufacturing, agriculture, technology, and healthcare, to foster indigenous capabilities, generate employment, and contribute to overall economic growth. To emphasize empowering local businesses, promoting sustainable development, and exploiting diverse local talent pools.

This grant for regular faculty members has the following objectives**:**

- Financial support for the research emphasizes local needs, promoting sustainable development, and exploiting diverse local talent pools.
- Financial support is provided to the research work for industries incubated in this Institute, and the culture of entrepreneurship in the faculty, students, and research scholars is promoted by providing a suitable environment and support.

A Research grant for a faculty member up to Rs. 5.00 Lakhs for a joint project with Industry (Industry shall fund the project by at least Rs 5.00Lakhs) and the project is in line with the goal of Self-reliant India (for 03 Years duration):

A faculty member needs to submit a research proposal for the grant in association with the Industry. The appropriate committee (Concerned HoD, Dean R&D, Dean Academics, and two subject experts) will evaluate and recommend further approval. Grants should be exclusively

utilized for industry-oriented/ industrial projects.

The following procedure shall disburse the Grant for R&D project under Aatmanirbhar Bharat:

a) Application for the grant shall be submitted to IRDC through the respective HOD.

b) DRDC shall conduct scrutiny before submitting the proposal to IRDC.

c) As decided from time to time, A certain percentage of the sanctioned project cost shall be allotted as seed money from the departmental R&D budget.

d) DRDC shall monitor the progress of each project after every six months.

The scheme applies to regular Faculty members who have completed at least **FIVE years** of service in SGGSIE&T, Nanded.

Appendix D: Incubation Centre to Promote Startups

SGGSIE&T has established an independent company under Section 8 of the Companies Act, 2013 to promote the culture of entrepreneurship and startups among students and research scholars. This center shall provide a suitable environment and basic amenities like space, electricity, internet, etc., subject to the terms and conditions of the established Section 8 company. Faculty, staff members, UG, PG students, and Research Scholars are permitted to participate in the Section 8 company with prior permission from IRDC and the Section 8 company board.

Appendix E: Grant for Organizing Workshops, Short-Term Training Programmes

Faculty members can submit such a proposal to IRDC through DRDC. The maximum budget for different activities is as follows:

Sr. No.	Type of Programme	Duration	Activities Supported	Budget Limit in Rs.	Overall Budget for the Event
1.	Workshop/ Expert Talk	1-3 Days	1. Honourarium to Experts (as detailed in Table 1 below)	Total Budget Rs. 15,000/- Per Day	For 1 Day Programme: Rs. 30,000/-
			2. TA/DA to Experts as per Maharashtra Govt. Norms. (Airfare and Taxi require prior permission)	A max limit of Rs. 20,000/-per expert	For 2 Days Programme: Rs. 50,000/-
			3. Staying arrangements, preferably in the Institute Guest House. Staying arrangement in Nanded requires prior permission.	Rs. 4000/- per day	For 3 Days Programme: Rs. 75,000/-
			4. Local arrangements (Food, Transport, etc. for experts)		
			5. Programme Coordinator	Rs. 5,000/- per day	
				Rs. 1000/- per day	

| 2. | Short-Term Training Programme

(Five Events per Year) | 5 Days (One Week) | 1. Honourarium to Experts (as detailed in Table 1 below)

2. TA/DA to Experts as per Maharashtra Govt. Norms. (Airfare and Taxi require prior permission)
3. Staying arrangements, preferably in the Institute Guest House. Staying arrangement in Nanded requires prior permission.
4. Local arrangements (Food, Transport, etc. for experts)

5. Programme Coordinator

6. Registration Kit (for all participants) | Total Budget Rs. 15,000/- Per Day

A max limit of Rs. 20,000/-per expert

Rs. 4000/- per day

Rs. 5,000/- per day

Rs. 1000/- per day

Rs. 20,000/- | For 5 Days: 1,50,000/- |

Table 1: Honorarium to Subject Experts

Sr. No.	Parent Institute of the Experts	Honorarium in (Rs.) per Hour
1.	International/IITs/NITs/ equivalent institutes	3000/-
2.	University Faculty/Govt./Govt. Aided Engg. Institutes/ Industry with 15 Yrs. Experience/ Equivalent Institutes	2500/-
3.	Others	2000/-

A maximum upper ceiling would be Rs 15000/- per Day. Faculty may seek additional funding from Sponsoring Agencies.

Guidelines for the Workshop/STTP funding:

1. A Maximum budget for this activity shall be Rs. 15,00,000/- annually.
2. The proposal must be submitted to IRDC after the recommendation of DRDC well in advance.
3. Any programme shall require prior approval from the Dean's R&D office.
4. The decision on approval of the IRDC chairman shall be final.
5. SGGSIE&T Norms for procurement and remuneration shall be strictly followed.

Appendix F: Grant for Organizing National and International Conference

Faculty members can submit such a proposal to IRDC through DRDC. The maximum budget for different activities is as follows:

Sr. No.	Type of Programme	Duration	Activities Supported	Max. Budget Limit in Rs.	Max. Budget
1.	National Conference	1-2 Days	1. Honourarium to Experts (as detailed in Table 1, Appendix E) 2. TA/DA to Experts as per Maharashtra Govt. Norms. (Airfare and Taxi require prior permission) 3. Staying arrangements, preferably in the Institute Guest House. Staying arrangement in Nanded requires prior permission. 4. Local arrangements (Food, Transport, etc. for experts) 5. Programme Coordinator 6. Registration Kit (for all participants) 7. Publication Charges	Total Budget Rs. 15,000/- Per Day A max limit of Rs. 20,000/-per expert Rs. 4000/- per day Rs. 5,000/- per day Rs. 1000/- per day Rs. 20,000/- Rs. 75,000/-	Rs. 2,00,000/-
2.	International Conference	2 Days	1. Honourarium to Experts (as detailed in Table 1, Appendix E) 2. TA/DA to Experts as per Maharashtra Govt. Norms. (Airfare and Taxi require prior permission) 3. Staying arrangements, preferably in the Institute Guest House. Staying arrangement in Nanded requires prior permission. 4. Local arrangements (Food, Transport, etc. for experts) 5. Programme Coordinator 6. Registration Kit (for all participants) 7. Publication Charges	Total Budget Rs. 30,000/- Per Day A max limit of Rs. 20,000/-per expert Rs. 4000/- per day Rs. 5,000/- per day Rs. 1000/- per day Rs. 20,000/- Rs. 1,00,000/-	For 5 Days: 5,00,000/-

Faculty may seek additional funding from Sponsoring Agencies.

Guidelines:

1. Proposals for Conferences must be submitted by the interested Department at least one year before the event.

2. International Conferences shall be permitted once every Three years at the Institute level.
3. National Conference shall be permitted once in Two Years at the Institute level.
4. SGGSIE&T Norms for procurement and remuneration shall be strictly followed.

Appendix G: Intellectual Property (IP) Policy
1. The Inventions related to IP Policy:
Applicability & Requirements:
This policy applies to all SGGSI&T, Nanded personnel as defined in the IP policy and their range of activities such as teaching, research, distance education modules, workshops, short-term training programme, consultancy, sponsored work, collaborative research and patentable invention work, trademark/service mark, geographical indicators, design registrations, etc.

The applicability of the IP policy will be covered through appropriate forms filled out by the Institute personnel.

Relevant Inventions and Ownership:
Under this policy, title to such inventions, including software where applicable, designs and integrated circuit layouts, and patentable subject matter that is created in SGGSIE&T with the use of significant SGGSIE&T resources, are assigned to and owned by SGGSIE&T, regardless of the source of funding, if any.

All inventors/creators are required to ensure that an "inventors' agreement" is filled at the time of submission of an invention disclosure to SGGSIE&T. This agreement would, among other aspects, include the ratio of sharing any revenue received from commercialization of the said technology amongst the SGGSIE&T inventors/creators. Such an agreement's absence will be considered equal sharing amongst the SGGSIE&T inventors/creators.

Ownership exemption:
The possibility of exemption to ownership is given in the following cases, and SGGSIE&T reserves the right to revise these exemptions on a case-to-case basis.
1. If the inventor/creator is not related to SGGSIE&T.
2. If the inventor/creator has not used significant resources of SGGSIE&T.
3. If SGGSIE&T is not interested in taking forward the disclosed invention/creation towards IP protection or through a prior specific agreement.

External Funded or Collaborative Development:
For the relevant invention(s), including software, designs, and integrated circuit layouts, produced during a sponsored and/or collaborative activity, specific provisions related to IP made in contracts governing the collaborative activities are to be referred along with this policy. In cases where the Institute uses confidential data and results for its academic and research work, exclusive access to the relevant project members must be provided. Relevant faculty, students, and researchers who would contribute to such projects are to be duly notified of potential delays in approval for publication, academic, and research-related activities before accepting such project proposals.
Based on such agreements as signed by SGGSIE&T, the following scenarios are envisaged:
1. SGGSIE&T is the sole owner of the IP generated from the funding provided.
2. The generated IP is owned jointly with the collaborative partner, having the first refusal rights towards commercialization.
3. In the case of a collaborative/multiple group-based IP generation, the IP terms of such an agreement are to be considered along with their policy. In the absence of any specific IP agreement in such cases, SGGSIE&T follows its IP policy.
4. SGGSIE&T can assign the IP generated to the funding agency based on the nature of the technology, funding, and specific applications.
   In any circumstances, SGGSIE&T reserves the right to use the IP generated for academic and research purposes.

Design Rights:

The design right for a created component (physical or graphic, any dimension) follows the IP inventions policy indicated in this section.

Trademark/ Service Mark

The logo of SGGSIE&T would be the trademark of the Institute. It is to be noted that the logo of SGGSIE&T cannot be used on any of the private communication of any of the SGGSIE&T personnel. Official activities that are part of the officially recognized bodies of SGGSIE&T, web pages hosted on the SGGSIE&T domain, project websites, and reports in which SGGSIE&T is a project member, and student thesis are allowed by default to have the SGGSIE&T logo.

The SGGSIE&T logo SGGSIE&T name, in whole or partial form, for all other activities must get the due approval from competent authorities of SGGSIE&T.

2. The Expressions-Related IP Policy

Applicability & Requirements:

This policy is applicable to all SGGSIE&T personnel as defined in the overall IP policy and their range of activities during their engagement with SGGSIE&T, such as, but not limited to, teaching, research, distance education, workshop, short-term training programme, consultancy, sponsored work, collaborative activity, Institute-designated or sponsored work (academic, cultural) and the range of creations includes copyrightable works and related necessary confidential information.

This sub-policy is limited to the "literal" component of any deliverable and patentable / "inventions"- related content will be under the purview of the IP inventions policy. For example, the thesis under the copyright policy of SGGSIE&T refers only to the literary work of the thesis. Evaluation of academic work associated with IP creation will occasionally be subject to institute norms as applicable. Any agreement with an external agency that requires a delay in public disclosure for IP protection should usually not have effect for longer than three months from the time of notification by SGGSIE&T to the said agency.

Relevant creations and ownership:

Title to such creations, including literary works, software, music, cinematography, sound, and other rights covered under the Copyright Act of India, 1956, and amendments thereof, where applicable, that are created in SGGSIE&T with the use of significant SGGSIE&T resources under this policy are assigned to and owned by SGGSIE&T.

SGGSIE&T owns the administrative and other documents created as part of designated work. Examples include course outline documents, question papers, answer sheets, and grade ranking sheets.

All the creations are required to ensure that the "inventors" agreement" is filled at the time of submission to SGGSIE&T. This agreement would, among other aspects, include a ratio of sharing of any revenue received from commercialization of the said creation. Such an agreement's absence will be considered equal sharing amongst the creators.

Ownership exemptions:

Exemption to ownership is given in the following cases, and SGGSIE&T reserves the right to revise these exemptions on a case-to-case basis. Copyright is present by default on any material being created, and the policy provides the following ownership exemptions to the various creations that occur as part of SGGSIE&T personnel's activities. Copyright ownership is treated separately for the various creations identified.

Teaching / Course material

1. SGGSIE&T acknowledges that the author owns teaching materials created for teaching purposes during the author's engagement with / stay at SGGSIE&T.
2. As most of the course content is created cumulatively and to enable a wider usage and

distribution of the teaching materials created, SGGSIE&T, by default, gets a license to the copyright and all other rights of the content produced by the creator for fair dealing under academic and research context.

3. SGGSIE&T is not liable for any copyright violations by its personnel for the content created. The author is expected to carry out a careful and persevering during content creation.

Workshops and Short-Term Training Programme (STTP)
1. Course materials and academic course materials have different copyright clearances.
2. The course creator will own the content and the materials created. Note that the course creator, instructor, and coordinator could be the same individual or independent.
3. The course creator is expected to get the relevant copyright clearances for the course materials used.
4. SGGSIE&T owns the course structure, course outline, and promotional materials created for any of the courses for application or use.
5. SGGSIE&T is not liable for copyright violations by its personnel for the content created. The author is expected to carry out due diligence during content creation.
6. The rules of the respective scheme will govern copyright to materials conducted under a scheme. Without any specific guidelines, the SGGSIE&T policy will be applicable.

Ph.D. Thesis/ MTech Dissertation:
1. The student is the original creator of the thesis, fine-tuned with the relevant contribution of the supervisor(s), and the copyright authorship rests with the student creator.
2. The ownership is jointly held by the student creator and the supervisor(s) concerned. The supervisor(s) can waive off their joint ownership if desired. Relevant forms will be made available for such waivers.
3. The supervisor(s) must sign off at the time of the thesis submission, indicating the commercial/potential commercial / no commercial value of the work concerned.
4. SGGSIE&T reserves the right to identify potential IP generated through the submitted thesis and protect such identified IP before displaying the thesis in the public domain. SGGSIE&T gets a nonexclusive, non-commercial license for the display and use of the thesis for academic and research purposes.
5. In the case of a thesis resulting from external funding, the joint ownership of the thesis extends to the external supervisor(s). Pending any specific agreement, the IP and Copyright policy of SGGSIE&T will be applicable by default in such cases.
6. Where applicable, the student and the faculty supervisor(s) have the right first to refuse any further adaptations and other derivative work that is intended to be done by either of the parties. They are given three months from the day the official request is submitted to exercise their right to refusal. The official request should include, at the minimum, the adaptations identified.
7. Failure to respond within three months will be deemed an acceptance of the proposal presented. Either party can approach SGGSIE&T towards the resolution. The Director of SGGSIE&T authorizes the formation of a panel under the Dean R&D for a resolution process.
8. Irrespective of any agreement, SGGSIE&T reserves the right to use the thesis for educational and research requirements.
9. SGGSIE&T gets an automatic right to display the thesis in soft and hard forms.

Books, articles, and related literary works:
SGGSIE&T encourages its personnel to spread knowledge, and books, technical articles, etc., are ways to achieve this vision. In this respect, SGGSIE&T does not claim ownership of copyright on

books authored by SGGSIE&T personnel. In cases where the books are related to the multiple research groups/faculty teaching the course in the Institute, the interested author is expected to get the relevant no-objection certificate from co-authors / other contributors.

Using the SGGSIE&T logo on any personal publications by the faculty/staff/students is prohibited. Regarding institute-designated works and other works like the content development programme, the ownership rests with SGGSIE&T.

Students who wish to publish their thesis, before submission for an academic degree, as a book or any other type of publication, must seek written approval from SGGSIE&T.

Appendix H: Code of Ethics

SGGSIE&T aims to achieve academic excellence by providing the highest quality education and contributing original and impactful research to solve industrial and societal problems. Therefore, the highest academic integrity and research ethics are expected from every member of the SGGSIE&T community, including students, faculty, and staff. Academic integrity implies adherence to specific values and moral conduct in academics.

Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research projects and accountability of people as responsible members of the academic community to serve society well. This policy shall apply to all students, faculty, and other staff of the SGGSIE&T engaged in research-related activities. This policy covers the following:

1. Research Ethics
2. Anti-Plagiarism policy

1. Research Ethics: Guidelines

a) All faculty members shall adhere to core values like honesty, integrity, and sincerity and conduct their research in such a manner that the reliability and trust of the Institute will not be affected.

b) Researchers should keep and preserve raw data of research activity/project for a minimum period of THREE years with the SGGSIE&T unless the SGGSIE&T or any concerned body stipulates a more extended period for specific work.

c) Any study's research aims should benefit society and Industry and cause no social harm.

d) Researchers should select an appropriate research method based on professional expertise.

e) Researchers should ensure factual accuracy and no falsification, fabrication, distortion, suppression, or misinterpretation of data.

f) Researchers should ensure that reporting and dissemination are carried out responsibly.

g) Researchers should ensure that methodology and findings are open for discussion and peer review.

h) Researchers should ensure that any appreciation of previous research as a source of knowledge, data, concepts, and methodology should be fully acknowledged in all outputs.

i) Due credit should be given to all the authors depending upon their contribution to the research work. Suppose a student or a faculty/staff has worked in a project, and any publication of that project is published. In that case, their name should be mentioned in the authorship in the acknowledgment section of the manuscript, depending on the quantum of their contribution.

j) Authorship orders should be decided at the early stage of the work. All authors must read the completed papers and be willing to take complete responsibility for the data, interpretations, and conclusions presented in the paper.

k) The most significant contributor will be the first author of the manuscript. For all papers from a Masters degree or a Ph.D. thesis, the first author should preferably be a Masters or Ph.D. student, and the corresponding author may be the supervisor.

l) No honorary authorship is permitted.

m) The guidelines of the concerned journal should be followed for including the names of all contributors in the paper.

n) Students should publish their approved thesis or dissertation work with the supervisor's consent unless otherwise stipulated by the SGGSIE&T.

o) All potentially patentable inventions shall be disclosed to the SGGSIE&T.

p) All faculty/staff members shall specify affiliation/association with the SGGSIE&T in all their research activities.

q) All faculty/staff members shall update their affiliation or association with SGGSIE&T,

Nanded, on various research platforms like Research Gate, Google Scholar, etc.

r) Department Research and Development Committee (DRDC) and Institute Research and Development Committee (IRDC) shall ensure academic integrity and research ethics.

s) **Creating awareness on academic integrity and research ethics:** SGGSIE&T, from time to time, shall conduct training programs to create awareness amongst students, faculty members, and staff.

2. Anti-plagiarism Policy

a) The SGGSIE&T has a zero-tolerance policy on plagiarism. Plagiarism is one of the most severe violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the SGGSIE&T and undermines their credibility in the community of research scholars. Plagiarism in any form is not permissible in the SGGSIE&T and is a severe misconduct subject to strict disciplinary action against the person found guilty.

b) Plagiarism is using, presenting, or publishing another person's work as your own without proper citation or acknowledgment. Using words or ideas of others without proper reference or citation is plagiarism. It is essential to give credit, where it is due, to the other person by acknowledging the source of that information.

c) All published and unpublished material, materials downloaded from the internet, copied from lecture handouts, or any other source, whether in manuscript, printed, or this definition. 'Collusion' is another form of plagiarism involving the unauthorized electronic form covered by a collaboration of students or other individuals in any work.

Following and such other acts as prescribed by the SGGSIE&T from time to time shall be considered as acts of plagiarism:

1. Writing someone else's work as your own.
2. Paraphrasing or copying ideas from someone else's work without giving due credit.
3. Stealing unpublished raw data and publishing it without giving due credit.
4. Giving incorrect information about the source of the quoted material.
5. Changing words but copying the sentence structure of a source without giving credit.
6. Copying many ideas or words from a source that makes up most of your work, irrespective of whether you have given credit or not.
7. Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same will clearly fall under the ambit of research misconduct, which comes under plagiarism.
8. If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a person, a journal, or a publisher), and it needs to be cited clearly. Some images come under the "creative commons" category and can be used free of charge but with proper attribution.
9. In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should consent to report images and other personal information. The individual/guardian should be informed that names and initials will not be published, and due efforts will be made to conceal individuals' identity, but anonymity cannot be guaranteed.
10. The practice of presenting the same research findings in more than one conference (encore abstracts) except (i) the congress permits it, (ii) copyright requirements are respected, (iii) prior presentations are disclosed, and (iv) repeated presentation is to reach a different audience.

2.1 Scope

This policy applies to all the written/unwritten and published/unpublished works produced at and for SGGSIE&T. The written works include academic and research publications / IPR (papers, books, articles, assignments, project reports, thesis (Masters, M.Tech. and Ph.D.), research reports, patents, copyright, design registration, etc. The unpublished works also include experimental data. The plagiarism policy applies to the entire SGGSIE&T community, including students, faculty, and staff. The Dean of R&D, HODs, and Research Coordinators shall also be responsible for disseminating information about plagiarism.

2.2 Reporting of cases of plagiarism

It shall be the responsibility of the supervisor/corresponding author to check the paper/thesis, etc., for plagiarism. The document should be subjected to appropriate plagiarism software prescribed by the SGGSIE&T (e.g., Drillbit), and the supervisor should check the content manually.

   If plagiarism is detected, the DRDC will send a report based on software results and a thorough investigation to IRDC for further action.

2.3 Dealing with Cases of Plagiarism

IRDC will investigate and deal with cases of plagiarism.

DRDC shall also monitor the quality of published and unpublished work, including the thesis. The IRDC will dispose of the case of plagiarism reported to it within 30 Days of the reporting of the case and after affording reasonable opportunity to the concerned student or faculty or staff and shall submit its findings and recommend such disciplinary action to the Director, SGGSIE&T, Nanded. The final decision shall be communicated to the concerned within 30 days.

For Penalties, IRDC can Refer to the AICTE/UGC Gazette.

Level	Similarities	Penalties in case of plagiarism in submission of thesis and dissertations	Penalties in case of plagiarism in academic and research publications / IPR
Level 0	Upto 10%	Minor Similarities, no penalty.	Minor Similarities, no penalty.
Level 1	10% to 40%	Submit a revised thesis and dissertations within a stipulated period not exceeding 6 months.	Leave points, bonus points, and incentives will be withdrawn if plagiarism is reported.
Level 2	40% to 60%	debarred from submittinga revised thesis and dissertations for one year.	Withdraw manuscript shall be denied a right to one annual increment and shall not be allowed to be a supervisor to any new M.Tech., Ph.D. student/scholar for two years.
Level 3	Above 60%	registration for that program shall be canceled.	Withdraw manuscript shall be denied a right to two annual increments and shall not be allowed to be a supervisor to any new Student/scholar for three years.

 In case of repeated plagiarism, IRDC shall take disciplinary action against faculty/staff/students, including suspension or termination/withdrawal of degree.

2.4 Guidelines Related to Similarity Index for the award of degree

Ten percent (10%) is the maximum allowed value for the similarity index for research publications using plagiarism detection software (e.g., Drillbit). The publications with a similarity index less than or equal to 10% are eligible for degree awards as per SGGSIE&T Research policy. Publications with a similarity index above 10% do not qualify for grant

benefits.

 While performing the plagiarism check for similarity index, all quoted work should be reproduced with all necessary permission and/or attribution, all references, bibliography, table of content, preface, and acknowledgments, all generic terms, laws, standard symbols, and standards equations should be followed as per UGC/AICTE guidelines.

 A plagiarism check will be performed for fourteen consecutive words; less than fourteen matching words will not be considered plagiarism.

2.5 Appeal

In case of grievance, the accused shall appeal to the IRDC Panel. Upon receipt of such a complaint or allegation, the IRDC shall investigatethe matter and submit its recommendations to the Director for finaldecision.