



**Shirdi Sai Rural Institutes  
ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA**

## **POLICY DOCUMENT**

### **SSRI RESEARCH POLICY**



**Prepared by  
Internal Quality Assurance Cell (IQAC)**

**ASCC,  
Rahata**

## **POLICY DOCUMENT**

### **Purpose**

- As per the requirement of NAAC and to enhance research activities amongst students and staff.

### **Objectives**

- To create vibrant environment within Pravara in order to enhance a research culture.
- To ensure high level of efficient and effective support system to facilitate faculty and students in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor (Thomson Reuter).
- Strengthen interdisciplinary collaborations.
- To ensure integrity, quality and ethics in research.
- Fetch research grants from various funding agencies

<b>Sr. No.</b>	<b>Policy and Guidelines for Staff</b>
<b>1</b>	<b>Policy for Minor/Major Research Projects:</b> <ul style="list-style-type: none"><li>• The Principal Investigator should be allowed to utilize total funds.</li><li>• The responsibility of the audit shall be of the respective Principal Investigator /Principal.</li><li>• The equipment/books purchased out of the project shall be handed over to the college post project submission and a receipt of the same shall be made by the principal of the institution.</li><li>• The project completion report should be uploaded on institutional website.</li></ul>
<b>2</b>	<b>Policy for Seminar/Conference organization:</b> <ul style="list-style-type: none"><li>• The institution shall be allowed to utilize 100 % of the funds for seminar/conference. Detailed breakup of the expenditure should be submitted for approval and sanction of the higher authorities.</li><li>• Any additional expense incurred shall be arranged for by the institution through advertisements/sponsors etc.</li><li>• SSRI shall not provide any financial assistance unless and until recommended by the management.</li><li>• The infrastructural facilities will be provided by the host institute.</li></ul>
<b>3</b>	<b>Policy for attending Seminar/Conference within Pravara:</b> <ul style="list-style-type: none"><li>• In order to enhance research, attendance of two staff of each institution of Pravara has been made mandatory for seminars/conferences/workshops which are held at sister concerns.</li></ul>

	<ul style="list-style-type: none"> <li>• The registration cost of the same would be borne by the respective institutions only after the submission of certificate and report to IQAC Coordinator/Principal.</li> <li>• In the event of non-relevant subjects, a special request can be made to joint secretary who may then permit.</li> <li>• Any staff who has been deputed and if found absent for the event, shall be marked as absent and shall be served with a memo.</li> <li>• Financial support will be provided only once for the individual once in an academic year</li> </ul>
4	<p><b>Policy for attending Seminar/Conference/Workshops out of Pravara:</b></p> <ul style="list-style-type: none"> <li>• The institute should pay the registration fee and travelling allowance</li> <li>• The registration cost of the same would be borne by the respective institutions only after the submission of certificate and report to IQAC Coordinator/Principal.</li> <li>• Financial support will be provided only once for the individual once in an academic year</li> </ul>
5	<p><b>Duty and special leave rules for research:</b></p> <ul style="list-style-type: none"> <li>• As per Government rules and regulations.</li> <li>• Provisional sanction for Duty/special leave for research activity/ national /international seminar/conference/workshop should be taken well in advance with prior permission of principal by providing appropriate documents.</li> <li>• It will be sanction only after the submission of certificate, report and trip book to IQAC Coordinator/Principal.</li> <li>• The permission for attending conference/seminar/workshop etc. without presentation of research paper or chairing the session/resource person may be granted once for International/National/ State level activity in a year by the principal subject to contingencies of service. No TA/DA will be admissible.</li> </ul>
6	<p><b>Research Paper Presentation:</b></p> <ul style="list-style-type: none"> <li>• Teacher presenting a research paper(Oral/Poster)/chairing/co-chairing session of International/National level professional conference/seminar/workshop, he/she shall be eligible to travel as per UGC rules and regulations in India and abroad.</li> <li>• Teacher presenting a research paper(Oral/Poster)/chairing/co-chairing session at state level conference/seminar/workshop, T. A. will be paid once in a year as per SSRI rules subjects to submission of original tickets and attendance certificate.</li> </ul>

	<ul style="list-style-type: none"> <li>• After submission of registration fee receipt and attendance certificate the registration fee for state level up to rupees 1000/- will be borne by the institute.</li> <li>• Teacher presenting a research paper(Oral/Poster)/chairing/co-chairing session at National/International level conference/seminar/workshop will be paid 50% expenditure incurred for T.A. and registration fee once in a year subject to submission of original tickets and attendance certificate. Only if he has not taken any funds for the same from other sources. Prior approval for the estimated expenditure should be obtained from the authority.</li> <li>• Funding for any other research activity not mentioned above depends on the decision of the management.</li> </ul>
7	<p><b>Policy regarding deputation/cultural exchange etc.:</b></p> <ul style="list-style-type: none"> <li>• The teacher who is deputed/sponsored by the College/Institute/University for any special training/teaching/academic staff visit to other places out of country/countries or cultural exchange scheme or collaboration scheme or under similar scheme of the University Grants Commission or of Government of India or of the State Government or of similar other bodies shall be treated on duty for the period of his absence from duty.</li> <li>• In case of sponsorship and special training or staff exchange Programme the respective faculty/staff should execute a service agreement as per SSRI policy in force from time to time.</li> </ul>
8	<p><b>Ph.D. Policy for non-granted staff:</b></p> <ul style="list-style-type: none"> <li>• Every staff appointed in all the non-technical senior colleges should register themselves for the Ph.D. within 5 yrs from the date of appointment and complete it within 7 yrs. from the date of registration.</li> <li>• Staff should register and complete their Ph.D. only from the UGC recognized universities.</li> <li>• Faculty should take proper permission and NOC from the principal to pursue their Ph.D.</li> <li>• Ph.D. awarded without proper permission and NOC from the principal will not be considered for any promotion and financial benefits.</li> <li>• To promote quality research work and skills, faculty may be given financial support of Rs. 2000/-per month for 3 yrs. After completing his/her Ph.D., he or she shall serve for the period of 5 yrs from the date of award of Ph.D. in any institute of Pravara Rural</li> </ul>

Education Society. Failure to serve to the stipulated period of 5 yrs. after Ph.D. will be liable for recovery with 10% interest.

- Financial support will be continued only after considering the six monthly progress report and recommendation of principal and guide.
- It is mandatory to use the institutional affiliation for research paper publication.
- Teacher willing to avail the financial support should apply to the head office through the principal.
- The faculty going for course work will be considered for special paid leave after submitting the necessary documents.
- The faculty who have been sanctioned the scholarship from other sources are not eligible for financial support.

**Ph.D. Policy for granted staff:**

- Every staff appointed in all the non-technical senior colleges should register themselves for the Ph.D. within 3 yrs. from the date of appointment and complete it within 7 yrs from the date of registration.
- If fails to submit his thesis within 7 years, he will not be allowed for re-registration.
- Eligible faculty should apply for Faculty Improvement Program (FIP).
- Staff should register and complete their Ph.D. only from the UGC recognized universities.
- Faculty should take proper permission and NOC from the principal to pursue their Ph.D.
- It is mandatory to use the institutional affiliation for research paper publication.
- The faculty going for course work will be considered for special leaves after submitting the necessary documents.

**9 Policy for student project:**

- A proposal should be submitted well in advance to the research committee of the institute.
- A centralized research screening committee will be formed having a chairman and five members from the different institutes under SSRI.
- The screening committee should select the collaborative/innovative/inter-disciplinary projects for the sanction of seed money.

	<ul style="list-style-type: none"> <li>• Maximum 5 UG and 10 PG student research projects can be considered for sanction of seed money in a year in a institute.</li> <li>• A student will get seed money only once.</li> <li>• To initiate the research culture among the students, the seed money of maximum Rs. 2000/- per student should be provided to the UG/PG students by the institute.</li> <li>• The expenditure incurred and project reports should be submitted to the screening committee through research committee of concerned institute.</li> <li>• It is mandatory for student to publish research papers in UGC care list journals or participate in Avishkar competition.</li> <li>• Further, such projects should be promoted for startups.</li> </ul>
<b>10</b>	<p><b>Incentive for International/National publications for non-grant staff only:</b></p> <ul style="list-style-type: none"> <li>• The amount of Rs. 1000/- per paper shall be borne by the Institution, if a teacher publishes a paper in National/International journal with UGC Care List/Thomson Reuters impact factor. The incentive should be given once in an academic year.</li> <li>• If the same paper is presented/published in State/National/International conference, it will not be considered.</li> </ul> <p><b>Incentive for patents (For all staff):</b></p> <ul style="list-style-type: none"> <li>• Patent fee and expenses of the patent procedure shall be borne by the Institution if affiliated to the institution.</li> </ul>
<b>11</b>	<p><b>Funds / Grants from non-government bodies, individuals, philanthropers</b></p> <ul style="list-style-type: none"> <li>• NGOs, individuals, philanthropers, alumni and industry from the Pravara Hub should take initiatives to make provision of funds for research/extension activities to be carried out for local community.</li> <li>• The institutions will submit a proposal for research/extension activities to be carried out for local community through head office.</li> </ul>

#### **Review of the Policy**

- The policy will be reviewed after a period of three years.