

	<b>Shiksha Mandal's</b> <b>Bajaj Institute of Technology, Wardha</b> (Affiliated to DBATU, Lonere, Raigad, Maharashtra)	Academic Session: 2022-23
		Doc. No.: BIT/R&D Policy Document/22-23
		Date: 15/09/2022

## **RESEARCH AND DEVELOPMENT POLICY**

### **(R & D Policy)**

#### **PREAMBLE:**

The Research and Development (R&D) Policy of Bajaj Institute of Technology is formulated to provide a framework for the development of research culture within the students and faculty members and to promote R&D activities within the institute. It is also to encourage faculty members to participate in research, publish their work and participate in national and international conferences to present the research findings and engender new concepts in the emerging areas.

#### **Introduction:**

BIT believes in a judicious combination of teaching and research for the benefit of teaching & student community at large. The institute envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments, industries and organizations to meet the immediate needs of society and the industry.

<b>Document No</b>	<b>Prepared on</b>	<b>Revised on</b>	<b>Prepared By</b>	<b>Approved By</b>
BIT/R&D Policy Document/22-23	09/04/21	16/04/21	MDP	<b>Dr. N.M. Kanhe</b> Principal

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**Objectives:**

1. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.
2. To motivate faculty for doctoral and post-doctoral assignments at various national and international Institutes/universities and organizations of repute.
3. To encourage faculty to undertake research projects in, thrust areas in engineering & technology funded by various national and international agencies.
4. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
5. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
6. To get BIT recognized as Center of Excellence.
7. To set up the incubation center and innovation hub
8. To adopt collaborative research with IITs, NITs, Research laboratories, industries and renowned organizations.
9. To publish the research works in renowned journals.

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All the faculty members who intend to apply for R&D projects and grants shall follow the work procedure given herewith.

- Every research proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by the Principal.
- All applications related with R&D shall be routed through R&D coordinator along with one hard copy for R&D records.  
A soft copy shall also be emailed to the R&D coordinator and also to the Head of the Department.
- Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
- Purchase of instruments, software, etc. and the audit report made for the same shall be as per the guidelines of accounts department.
- Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/department.
- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the institute, the co-investigator will be in-charge and all the items, instruments, software etc. purchased shall remain as an asset of the institute.
- All Heads of the Department must regularly and diligently update the R&D information with R & D Coordinator.

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### **PATENTS:**

Receiving patent for one's research work is one of the most important factors denoting the quality of research. The patent shall irrevocably be registered in the name of BIT and the researcher's name and it should also be prominently featuring researcher's name as the inventor. The commercial aspects shall be mutually worked out between the institute and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the institute. If patent is filed in the name of the institute only, then 100% expenses are borne by the Institute.

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### FINANCIAL ASSISTANCE SCHEME:

The details of financial assistance scheme are as follows:

S. No.	Particulars	Incentive/ Assistance	Criteria for Incentive/ Assistance
1	Submission of research papers to conferences	Registration fees	Conference organizing institute must be of national repute, NITs, IITs etc.
2	Submission of research papers to Scopus/SCI indexed journals	Publication charges for un-paid journals	Scopus/ SCI Indexed Journals
3	Attending conferences, workshops, seminars etc.	Duty leaves and Registration charges of the event	Host Organization must be of National Repute
4	Membership of professional bodies/Organization	Reimbursement of Registration fees upto Rs. 4000/-	All the faculty of the Institute
5	Purchase of books for central library	Reimbursement of total cost of the Book(s)	Book must be made available in the library for students/ faculty
6	Filing of IPRs	Prior Sanction & Reimbursement of the expenses incurred towards filing, examination, and licensing of IP	IPRs must be filed with Institute affiliation
7	Seed money for research projects	As approved by the Principal & the Management	Project problem must be properly justified in context of community development/ thrust areas.

R & D Coordinator  
Prepared By

  
**Dr. Narendra Kanhe**  
**Approved By**  
 PRINCIPAL,  
 Bajaj Institute of Technology,  
 PIPBL, Wardha.

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