



**Vidya Vikas Pratishthan  
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**Research and Development Policy**

Framed and approved by BOG

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## Research & Development Policy

### 1.1 Research & Development Cell and its Objectives :

VVPIET Institute of Engineering believes in a judicious combination of teaching and research for the benefit of 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 and industries to meet the immediate needs of society and the industry. The institute also remains committed to long term research as the foundation for future development.

#### Objectives:

- i. 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.
- ii. To motivate faculty for doctoral and post doctoral assignments at various national and international universities and organizations of repute.
- iii. To encourage faculty to undertake research projects in, thrust areas in science and engineering funded by various national and international agencies.
- iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.
- v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.
- vi. To convert College of Engineering into Center of Excellence.

- vii. To set up the incubation centers in the engineering discipline.
- viii. To adopt collaborative research with IIT, NIT, Research laboratory and industries.
- ix. To mentor the research projects to academics and industries.
- x. To publish the research work in renowned journals.

## **1.2 Constitution of R & D Cell:**

The R & D cell comprises of faculty members from various departments in the institute. This committee oversees the smooth and efficient co-ordination of research and development activities in the institute, thus fostering overall growth. A senior faculty heads this cell in the capacity of Dean - R & D, with the Principal providing advisory support. Research Committee has been formed.

This Committee will contribute towards enhancing the inputs to research and developments at VVP Institute of engineering and Technology. The R & D Committee will plan, promote & evaluate R& D activity like R&D projects, UG projects, etc. at the institute level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by Principal's office.

The Committee is formulated as:

Chairman : Principal

Co-Chairman : Dean of R & D.

Members: Member from every department

## **1.3 Responsibility of the members towards R & D:**

- i To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.
- ii. To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various thrust areas of national and international importance.

- iii. To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- iv. To arrange talks and interactions by eminent personalities from industry for the better understanding of research methodology and practices currently followed.
- v. To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- vi. To visit R&D organizations and disseminate information regarding the effective implementation of research projects.
- vii. To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- viii. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, Department of Atomic Energy(DAE), Defense Research & Development Organization (DRDO), Indian Space Research Organization (ISRO), Council of Scientific and Industrial Research (CSIR), All India Council for Technical Education(AICTE) , University Grants Commission (UGC), University of Pune(UoP) etc.
- ix. To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions. B.E. projects can be considered as a mini research project.
- x. To encourage and organize R&D Interdepartmental / collaborative work positively.

**1.4 Facilities available on Campus: The research facilities available on campus are:**

- i. A well-equipped library and DELNET-journals, Science and e- Library access with printed national and international journals.
- ii. Softwares like MATLAB, ANSYS ,AutoCAD, MultiSim, RationalRose, Oracle, DB2, etc are available.
- iii. Various ARM and Micro controller kits are available for experimentation.
- iv. Research laboratories are available all the day for potential researchers to do their research work.

**1.5 Policy of encouragement to employees:**

Teaching and Research are the main functions assigned to any institute. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the institute to stand at the global level.

#### **1.6 Norms for organizing seminar, conference etc. in the Institute:**

For In-house R&D events,

The following guidelines may be used with the approval of Dean - R&D.

- i. sponsorship may be given in registration fee for faculty of host department.
- ii. sponsorship may be given in registration fee for faculty of other departments, to a maximum two faculty, on recommendation of the concerned Head of the Department.
- iii. The sponsorship granted shall be reimbursed on submitting the certificate of participation. All the participants shall initially pay the full registration fee and claim for reimbursement only after fruitful completion of the program.

#### **1.7 Funded Projects and Consultancy Work:**

- a. **Funded Projects:** The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.
- b. **Consultancy Assignments:** 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 ratio happens to be 70% to consultants and 30% to Institute. Proof of expenditure must be maintained as per the concerned funding agency.

c. Permission for accepting research or consultancy project:

All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

- i. Every research proposal shall pass through a multi-tier review, where the 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 eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.
- ii. All applications related with R&D shall be routed through the Dean - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Dean - R&D, department representative in R&D cell and also to the Head of the Department.
- iii. Separate dead stock registers shall be maintained for the entire R&D for the externally funded projects in every department.
- iv. Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.
- v. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
- vi. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- vii. In case the Principal Investigator leaves the institute all the items, instruments, software etc. purchased shall remain as an asset of the institute .
- viii. All Head of the Department must regularly and diligently update the R&D information on the institute website for department and give reports to Dean- R&D.



- d. Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department by 1st of June every year. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell, latest by 10th of June every year.

### **1.8 Patents:**

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent.

The patent shall irrevocably be registered in the name of VVP Institute of engineering and Technology with the researcher's name prominently featuring 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 by Institute, then 100% expenses are borne by Institute. If filed jointly then 100 % expenses are borne by Institute and Individual.

### **1.9 R & D Budget:**

The Head of the Department shall formulate the yearly R&D budget, in close co-operation with the senior faculty members in the department. The same is forwarded to, the Principal through Dean - R&D.