



RESEARCH POLICY

1. Composition of research advisory committee (RAC):

There shall be a research committee headed by Principal. Dean R&D shall work as member secretary of this committee. The following shall be the members of this committee

- a. All Professors
- b. One Associate Professor/ Assistant Professor from each department
- c. Assistant Professors guiding research scholars

2. Review of research activities:

The committee shall take a review of research activities carried out in a semester, research outcome and fulfillment of objectives at the end of every semester.

3. Responsibilities of RAC:

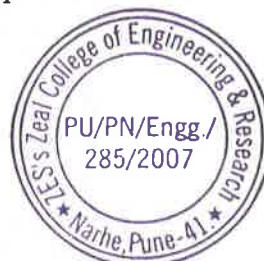
The following responsibilities shall be distributed among the members.

- a. Creation of awareness about research among the teachers
- b. Identification of research area
- c. Formation of research groups
- d. Identification of infrastructure, equipment, software, test facilities required for research
- e. Preparation of annual budget
- f. Updating the teachers with the research funding agencies, their research funding schemes
Motivating teachers to draft funding research proposals and assistance in ongoing projects
- g. Motivating teachers and research groups for getting consultancy
- h. Making and executing MoUs with research institutes, laboratories and R&D departments of industries
- i. Developing paper writing skills among the teachers and motivating teachers to write papers for possible publication in reputed journals and conferences
- j. Quality of PG projects and PhD thesis
- k. Formation of IPR cell

The activities with respect to above mentioned responsibilities shall be carried out as follows.

Creation of awareness about research among the teachers:

- a. The RAC shall visit the departments and conduct meetings with the teachers to make them aware about the need and importance of research.
- b. The RAC shall explore the research methodology, possible research avenues, various research institutes and laboratories and way of possible collaboration with them.
- c. The RAC shall arrange expert talks for specific research area to explore the current trends of research in that subject area.





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Identification of research area, formation of research groups and identification of infrastructure, equipment, software, test facilities required for research:

- a. HoDs shall identify the possible research area in the departments after thorough discussion with faculty members.
- b. HoDs shall forward the list of proposed research areas to RAC.
- c. HoDs shall form the research groups of teachers and students working under their guidance/supervision.
- d. The department representative of RAC shall become the bridge between department and RAC for smooth functioning of research groups.
- e. One of the senior teachers in the group shall be the leader of this group.
- f. The group shall formulate the requirements for their activities and forward the same to RAC with tentative costing.
- g. The group shall arrange weekly presentation. The group leader shall maintain records of the same. The presentation topic can be progress of research work, newly published research work of the group member, recently published research in reputed journals.

Preparation of annual budget:

- a. RAC shall collect the list of institute funded research proposals and requirements raised by the research groups.
- b. RAC shall check feasibility of research proposals.
- c. RAC shall prepare annual budget by considering the following factors
 - Requirements raised by research groups
 - Contingency fund and seed money
 - IPR cell requirements

Updating the teachers with the research funding agencies, their research funding schemes:

RAC member shall inform the faculty members about the research funding agencies, their way of functioning, their requirements and deadlines, funding schemes, ways of applying for funding schemes. To do this, RAC members shall arrange department wise presentations in the first month of academic year.

Motivating teachers to draft funding research proposals and assistance in ongoing projects:

- a. RAC members, leaders of research groups shall motivate the faculty members to draft a research proposal and apply the same to funding agencies.
- b. The department representative of RAC shall guide the faculty members in drafting the research proposals and assist them in submitting the proposals.
- c. RAC shall provide all necessary assistance in completing the procedures of sanctioned funded projects.
- d. RAC shall forward recommendations to sanction seed money required if any to start the funded projects.

Motivating teachers and research groups for getting consultancy:





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- a. RAC shall be in touch with R&D cells of industries to identify the needs of industries to be outsourced in the form of consultancy.
- b. RAC shall regularly interact with research groups to motivate, guide the faculty members to generate revenue through consultancy.

Making and executing MoUs with research institutes, laboratories and R&D departments of industries:

- a. RAC shall visit different research institutes, laboratories and R&D departments of industries to initiate the MoUs with them.
- b. RAC shall monitor the execution of these MoUs.

Developing paper writing skills among the teachers and motivating teachers to write papers for possible publication in reputed journals and conferences:

- a. RAC members shall conduct weekly/monthly classes to develop paper writing skills among the teachers.
- b. RAC shall assist the teachers in submitting manuscripts to reputed journal.
- c. RAC shall notify the conference calendar of different reputed societies like IEEE, ASME, ACE.
- d. RAC shall notify the upcoming conferences in India.

Quality of PG projects and PhD thesis:

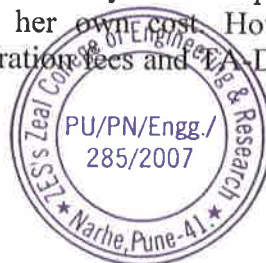
- a. To improve the quality of PG projects and PhD thesis of students the RAC shall monitor the progress of their work.
- b. RAC shall form the conditions to be fulfilled before submission of M. E. dissertation and PhD thesis.
- c. The departments shall prepare the calendar for progress presentation of PG students and PhD research scholar such that every student has to present his/her progress once in a month. These presentations shall be arranged once in a week in presence of RAC members.
- d. The PG dissertations and PhD thesis shall be allowed for submission only after satisfying all pre-defined conditions and clearance from RAC.

Formation of IPR cell:

As a long term goal, RAC shall form IPR cell to motivate teachers to file patents, assist them in completing all formalities to file patents.

4. Policies of deputation for conferences, workshops, FDPs:

- a. Teachers those will come forward with a proposal, shall be deputed with on duty leave for summer and winter workshops (of minimum one week only) at IITs, IIITs, NITs, State and Central Government institutes and private institutes/Universities listed by HoD
- b. The teachers shall be deputed with on duty leave to all related and useful FDPs conducted by SPPU and recommended by head of the department. For such deputation, all expenses shall be borne by the institute.
- c. The teachers shall be deputed with on duty leave to present papers in all national and international conferences at his / her own cost. However, for reputed international conferences in India, 50% of registration fees and DA as per institute norms shall be





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sanctioned. For reputed international conferences outside India, RAC shall assist the faculty member to apply for travel grant to funding agencies. The institute shall bare 50 % of remaining expenses if the travel grant is sanctioned and 20% of total approved expenses if travel grant is not sanctioned. Recommendation regarding the repute of conference could be judged by the RAC / expert teacher outside the institute. RAC shall make a list of reputed conferences in consultation with HoDs.

- d. Upon completion of workshop, conference, seminar, FDP the teacher has to submit a copy of certificate to institute office through department office and give presentation to RAC. Interested teachers in the institute can attend the same.

5. Revenue generation through consultancy and proportionate distribution:

Revenue generation through consultancy shall be appreciated and the amount left back after expenses shall be distributed in the following proportion.

Sr. No.	Beneficiary	Percentage
1	Institute	30
2	Principal	1
3	Head of the department	3
4	Account section	1
5	Teacher doing consultancy	65

The person doing consultancy shall give break-up of 65% among the team involved in the project.



Airdate..
04/10/2017
Principal
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