



**Vidya Pratishthan's
Kamalnayan Bajaj Institute of
Engineering & Technology, Baramati (Pune)**



LIST OF POLICIES

1. Recruitment Policy

Institute had defined recruitment policy document based on the S.P. Pune University /AICTE /Govt. of Maharashtra rules and regulations. The reservation policy stated by State Government has implemented in all regular interviews.

2. Service Rules Policy

Institute circulates several service rules to individuals through appointment order. Further, as usual, all service rules stated in University Statute, Government of Maharashtra Civil Code, AICTE notifications etc. is having exercised in the institute.

- a) General Rules of employment
- b) Leave Rules
- c) Regarding Salary

3. Staff Welfare Fund Policy

Institute has maintained "Staff Welfare Fund" for possible assistance to needy employees. Institute deducts defined amount from individual's salary every month. We defined policy for the effective utilization of this fund.

4. Research & Development Policy

Research & Development policy had introduced in the institute in view of importance of research domain in development of society. We are trying to promote research activity in the institute for development of society.

5. IQAC Policy

IQAC is playing an important role in overall working and development of the institute. IQAC policy helps institute for smooth functioning towards the acquiring academic excellence.

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6. Student Related Policy

Institute had framed several student related policy based on the S.P. Pune University /AICTE /Govt. of Maharashtra rules and regulations/DTE. The reservation policy stated by State Government has implemented in all regular interviews.

7. Consultancy Policy

Institute is having own consultancy cell and provides various consultancy services to surrounding stakeholder.



Vidya Pratishthan's
Kamalnavan Bajaj Institute of Engineering &
Technology, Vidyanagari Baramati

Administration: Recruitment Policy and General Rules

A) Faculty Regular Recruitment Policy

Establishment Section personnel will workout & maintain the details of required manpower. Generally, all recruitments process is carried out as per norms defined by various governing bodies such as AICTE, DTE, Maharashtra, Pune University & Vidya Pratishthan Baramati. The norms defined by other statutory bodies such as NBA, NAAC etc are also considered for the recruitment process.

Process:

- 1) The required faculty count for the institute is calculated/recalculated on any changes in
 - a) The Faculty: Student Ratio by aforesaid Governing Bodies.
 - b) Starting of any new course/s or Increase in intake of existing course.
 - c) Closure of any existing courses/s or Reduction in intake of existing course.
- 2) The required faculty count will be mapped with academic syllabus/workload to prepare subject wise & cadre wise faculty strength.
The sheet of subject wise & cadre wise (Teaching Workload) faculty requirement will be forwarded to Academic Section of the affiliated University for further approval.
- 3) On the approval to Teaching Workload from respective university, establishment section will prepare a "Roster Verification" proposal to implement Reservation Policy. The Roster verification proposal will be prepared and submitted stepwise to
 - a) Reservation Cell, Pune University, Pune.
 - b) Reservation Cell, Pune Division
 - c) Reservation Cell/General Administration, Mantralay, Mumbai.
- 4) After getting final reservation certificate from Mantralaya, the requisition for advertisement of vacancy in newspaper will be forwarded for Vidya Pratishthan Executive Council's approval.
- 5) After approval from VP Executive Council's, the vacancies will be advertised/published in 2 reputed newspapers along with institute web portal.
- 6) The request letters with a demand of backward category candidates list is sent to various Employment agencies be immediately after advertisement in the newspaper.
- 7) A request letter will be send to S. P. Pune University to appoint Selection Committee for interviews conduction.
- 8) All applications received will be scrutinized by HoD/Committee of respective departments.

- 9) Interviews dates will be fixed in consultation with Chairman of the committee and conveyed to all other selection experts.
- 10) The interviews schedule is then communicated to all eligible candidates through post/email/message. Call letters are dispatched at least 15 days before of date of interviews.
- 11) Interviews are conducted as per the standard procedure defined by S. P. Pune University by the expert panel, constituted by S.P. Pune University.
- 12) Selection Committee Report dually signed by expert committee members (as per selection committee report by S. P. Pune University) is then submitted to Academic Section, S. P. Pune University within 72 Hrs. from conduction of interviews.
- 13) Appointment Orders (Probation of 1 Yrs/2 Yrs) will be issued to shortlisted candidates.
- 14) Joining formalities against said appointments are then completed.
- 15) The faculty profile on S. P. Pune University web portal are then created/transferred from earlier institute, for the newly joined faculty members.
- 16) These faculties have to fill complete profile in view of preparation of submission of online faculty approval proposal to S. P. Pune University.
- 17) Online approval form against each faculty is then submitted as per S. P. Pune University guidelines.
- 18) The hard copy of approval proposal is then sent to university within 30 days from the joining of concerned faculty.
- 19) After getting approval from affiliated university, he/she will be counted as Regular-Approved faculty of the institute.
- 20) If approval proposal is rejected due to any reason, he/she will be discontinued from said appointment and may be appointed on adhoc basis on suitable position.

B) Faculty Adhoc Recruitment Policy

If, institute is unable to complete Regular Recruitment Process aforesaid process before 31st August of the year, the Adhoc Selection process for the academic year will be initiated.

- 1) The exact vacancy will be calculated by Establishment Section on the basis of
 - a) Teaching Workload from respective university,
 - b) Existing faculty strength in the institute.
- 2) After approval from VP Central office, the vacancies will be advertised/published in reputed local newspapers along with the institute web portal.
- 3) Local Selection Committee for interviews will be constituted as per the university guidelines.
- 4) All applications will scrutinized by HoD/Committee.
- 5) Interviews date will be fixed in consultation with Management Committee and conveyed to all



other selection process experts.

6) In case of scheduled interviews, all eligible candidates will be communicate interviews schedule through email/message.

7) Direct Walk-in Interviews may be conducted if required.

The process mentioned above from A-8 to A-20 will carried out.

C) Faculty Temporary Recruitment Policy .

Institute may appoint faculty from the recently received application/approached candidates to fill up the urgent vacancy/newly created vacancy. The approval against requirement is obtained from Management Council. This vacancy filled for the duration of 11 Month or End of academic year whichever earlier.

At the end of academic year, the process of appointing faculty for upcoming new academic year is be initiated. Institute may appoint faculty for new academic year from the earlier enrolled faculty on the basis of performance evaluation without conducting interviews.

D) Non-Teaching Recruitment Policy

Institute may initiate the process of appointing Non-Teaching employee against new position/vacancy with prior approval from Management Council.

Institute may have opted one of following for the same:

- a) Consider the recently received applications.
- b) Advertise vacancy in newspaper and follow the General recruitment process.

The selected candidates are appoint on either of the following:

- a) One Year Temporary appointment
- b) Two-year probation.

E) Confirmation of Employees in the Service:

A) Faculty of Institute:

The faculty of the institute will be confirmed in the institute, if

- a) He/she had selected through Regular Recruitment Process **AND**
- b) Completed 01 / 02-year probation period **AND**
- c) Received University approval **AND**
- d) No issue/enquiry/communications pending with Vidya Pratishthan Office

B) Non-Teaching of Institute

- a) Completed 01 / 02-year probation period **AND**
- b) No any issue/enquiry/communications pending with Vidya Pratishthan Office

F) Promotion of Employees in the Service:

A) Faculty of Institute:

Promotion for faculty is not yet implemented in the institute. However, he/she may have chance to get higher position through Adhoc/Regular recruitment procedure. Institute is highly desirous to appoint eligible faculty on upper positions. Timely guidelines of Government of Maharashtra, University, AICTE & DTE alongwith Vidya Pratishthan is applicable to the institute. The management council has in principle approved the performance based incentives to faculty (as well as non-teaching staff)

B) Non-Teaching of Institute:

Promotion scheme for Non-Teaching employees is conducted in the institute in two different ways.

- a) Direct Promotion: The vacant higher position will may be filled by institute with approval from Management Council or directly by Management Council.
- b) 12 Years Promotion: Every non-teaching employee is eligible to receive promotion benefit after completion of 12 yrs service in same cadre (implemented in year 2019-2020).

The promotion is not given if any issue/enquiry/communications related to concern is pending with Vidya Pratishthan Office.

G) Prohibited:

The following things are strictly prohibited in the campus. Strict actions will be initiated on the concern if

- A) If employee found absent continuously for more than thirty days without permission your services will be terminated automatically.
- B) Involvement in strictly prohibited: Chewing of Gutkha / Tobacco, Smoking, consumption of Alcoholic beverages and drugs are strictly prohibited in college campus.
- C) Involvement in Sexual Harassment and Violence against women.
- D) Involvement in Ragging within or outside the institution.
- E) Involvement in malpractices at examination.

H) Termination of Employee:

The services of employee may be terminated if



- A) If employee found absent continuously for more than thirty days without permission your services will be terminated automatically.
- B) If post/course does not exist.
- C) Anti-institution approach.

D) Resignation of Employee:

The employee desirous to leave the employment from the institute should submit written/typed resignation letter through concerned Head of the Department.

His/her resignation will be processed further on the basis of terms and conditions stated in appointment order.

The employee has to complete the procedure/formality of No Dues. The employee is given his all financial dues in due course of time.



A handwritten signature in black ink, appearing to read "B. S. S. S.", written over a horizontal line.

Principal
Vidya Pratishthan's
Kamalnayan Bajaj Institute of
Engineering & Technology, Baramati
Vidyanagari, Baramati-413133



**Vidya Pratishthan's
KAMALNAYAN BAJAJ INSTITUTE OF
ENGINEERING & TECHNOLOGY, BARAMATI**
विद्या प्रतिष्ठानचे, कमलनयन बजाज इन्स्टिट्यूट ऑफ इंजिनियरिंग अँड टेक्नॉलॉजी, बारामती
(Formerly Vidya Pratishthan's College of Engineering, Baramati)



Approved by AICTE & Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune
University Id.No. /PU/PN/Engg./152/2000 | DTE Code: 6284 | Accredited by NAAC with 'A' Grade

Staff Welfare Fund Policy Rules & Regulations

Institute is maintaining Staff Welfare Fund since last few years. As per current policy, small amount is being deducted from every working employee's monthly salary. Details are as follows

Scale	Scale	Designation	Amount
Teaching Employee	37400-67000	Principal, Professor, Associate Professor etc.	Rs. 125/-
	15600-39100	Assistant Professor etc.	Rs. 100/-
Non-Teaching Employee	9300-34800	Admin & Library Staff, Technical Staff	Rs. 75/-
	5200-20200		
	4440-7440	Support Staff	Rs. 50/-

Institute has framed following Rules & Regulations for the disbursement of amount collected under "Staff Welfare Fund" to needy employees.

1. This scheme is applicable to all employees of VPKBIET.
2. At the time of application for the benefit of this scheme, an employee must be on roll of the VPKBIET and should have completed 3 years service in VPKBIET /VP's institute.
3. Only IRDA (Insurance Regulatory and Development Authority, India) sanctioned Diseases will be covered under college staff welfare fund, as per list attached in annexure 'A'.
4. For medical treatment, the amount will be sanctioned based on the following parameters.

	Amount to be disbursed	Remark
Employee (Self)	50% of actual expenses	Maximum upto Rs. 30,000/-
Dependent (Spouse & children)	25% of actual expenses	Maximum upto Rs. 30,000/-
Dependent (Mother, Father)	25% of actual expenses	Maximum upto Rs. 30,000/- (Rs. 5000/- for cataract operations)

5. The financial assistance will be given to eligible employees once in three years.
6. Amount will be sanctioned by using above chart and only after submission of following documents.
 - a) Employee must apply for "Staff Welfare Fund assistance" by filling requisite form attached herewith. (Performa is also made available in institute office")
 - b) Original Expenditure Bills.
 - c) In case of dependent (see point 4 above), an employee must submit copy of ration card and /or some other proof showing the relation.

Vidyanagari, Bhigwan Road, Baramati, Dist. Pune (Maharashtra) - 413 133, India.

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**Vidya Pratishthan's
KAMALNAYAN BAJAJ INSTITUTE OF
ENGINEERING & TECHNOLOGY, BARAMATI**

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- d) PAN, and Aadhar card of employee & patient.
7. Other basic rules
- a) Treatment must be availed only in Registered Hospitals/Doctors.
- b) Minimum Hospitalization of continuous 24 Hrs.
- c) An employee must apply within 15 days of discharge of patient.
- d) However, assistance through Staff Welfare Fund will be sanctioned only on submission of prescribed form alongwith relevant documents. If an employee fails to complete the process, said amount will be treated as "Salary Advance" and will be deducted from salary.
- e) Employees must submit an Undertaking stating that
- 1) Whether the patient is insured or not.? If yes, then whether the claim is sanctioned or not.? If the claim sanctioned, provide proof of sanctioned amount otherwise submit claim rejection letter from concerned company.
- 2) Whether the applicant has applied elsewhere for financial support. If yes, then provide the following details.

Agency Name	Amount Claimed	Amount Received	Remark

- 3) Assurance regarding "Same expenses will not be claimed elsewhere".
- 4) In case of dependent, statement regarding said person is fully dependent on him/her.
- 5) He/she has not taken benefit under this scheme in last 3 years.

Important Note:

- 1) An employee can apply for financial assistances during any stage of treatment by submitting probable expenses statement/quotation by doctor. However, primary assistance will granted as salary advance.
- 2) "Cataracts" treatment will not be covered under this assistance. However as special consideration of Maximum Rs. 5000/- will be sanctioned for treatment of father/ mother for "Cataracts" treatment.
- 3) On sad demise of any employee due to any reason, Rs. 50,000/- will given in the name spouse to provide immediate relief to family.



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Performa for
Financial Assistance under
(under Staff Welfare Fund Scheme)

Important Instructions:-

- 1) Employee can apply for Financial Assistance against Medical Treatment of family member.
- 2) Only Wife, Two Children's, Parents are covered through this scheme.

(Section A)

Employee Details:-

Employee ID:-.....

Employee Name:-.....

Designation:-.....

Department:-.....

Date of Joining:-/...../.....

Staff Welfare monthly contribution amount :- (as on today)

(Section B)

Name of Patient :-....., Relation with employee:-.....

Date of Hospitalization:-...../...../20

Hospital Name

Hospital Address with Contact Details:-

.....

.....

Name of Doctor:-

Nature of Treatment/About Diseases:-

.....

.....

.....

.....

Date of Discharge :-...../...../20

Date:-/...../.....

Signature of Employee

For Office use only:

Application Received on:.....

Application Received by (Name & sign) :.....

Have he/she taken benefit under this scheme.? (Yes/No).....

If yes,

For treatment of (Name) :.....

Relation of patient with employee:

Month of Treatment :.....

Amount sanctioned under this scheme: :.....

Eligible to receive any financial help under Staff Welfare Fund scheme.(Yes/No):

Eligible for receive maximum amount upto Rs.....

Aditonal Remark :.....

.....

.....

Sign of Accounts Officer

Admin-Officer

.....

.....

.....

.....

.....

.....

.....

Date:

Principal

Certificate from Doctor

This is to certify that Mr./Ms./Mrs. is under my medical treatment at our hospital from To for the treatment of.....

Remark (if any)

.....
.....

Date:-/...../20.....

Sign & Name of Doctor:-.....
Regd. ID:-.....

.....



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- b) Completed 01 / 02-year probation period **AND**
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B) Non-Teaching of Institute

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- A) If employee found absent continuously for more than thirty days without permission your services will be terminated automatically.
- B) Involvement in strictly prohibited: Chewing of Gutkha / Tobacco, Smoking, consumption of Alcoholic beverages and drugs are strictly prohibited in college campus.
- C) Involvement in Sexual Harassment and Violence against women.
- D) Involvement in Ragging within or outside the institution.
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**Vidya Pratishthan's
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Engineering & Technology, Baramati (Pune)**



GENERAL SERVICE RULES

1. Employees services will governed with the help of rules and regulations as laid down by Vidya Pratishthan authority based rules stated in University Statute, Government of Maharashtra Civil Code, AICTE notifications etc. is having exercised in the institute.
2. Chewing of Gutkha / Tobacco, Smoking, consumption of Alcoholic beverages and drugs are strictly prohibited in college/trust campus. If anyone are found indulging in any of the above activities, he/she are liable to be penalized.
3. Ragging within or outside the institution is strictly prohibited and it is employees duty to inform the Principal if you witness or know any such happening within or outside the institute.
4. If anyone found involved in malpractices at examination held in the institute he/she will be penalized as per the University rules.
5. Appointment will subject to the minimum number of students and workload prescribed for the post.
6. Teacher shall not engage yourself in private tuitions or any other paid job / work, part time or otherwise, during the continuance of their service in Vidya Pratishthan.
7. Appointment may be terminated at any time by either party by giving one/three months notice (as mentioned in appointment order) or pay in lieu of un-served notice period.
8. If anyone found absent continuously for more than thirty days without permission his/her services may/will terminated automatically.
9. In-Out entry on Biometric machine is mandatory for Lunch and all leaving / entering the premises for whatever reason.
10. The college working is for six days in a week. Sunday is weekly holiday. First & Third Saturday will be off. However, employee may called for duty if required on these days.
11. Sound knowledge of computer is desirable. Everyone should have computer competency with MS-Office and other.
11. Annual increments will depend directly on performance of duties and the reliability of your contribution to the stature of the college.
13. Staff Quarters facility is available for all and it will provided on employees request. The prescribed rent will deduct from monthly salary. However, electricity charges, water charges etc. will be applicable as per the rules and regulations of the trust. Employee should execute required bond for residing in the staff quarter.
14. During the period of your service you shall not directly or indirectly do such things, which are subversive to the interests of the Society / University / Institute / College / Students.

15. You have to follow the instructions / guidelines received from the Competent Authority of VPKBIET in respect of your duties and responsibilities. Generalized job responsibilities for teacher is given below-

Job Responsibilities of Teachers

Academic	Research & Consultancy	Administration	Extension
Class Room Instruction	Research & Development Activities Industry sponsored projects	Academic and Administrative Management of the Institution	Extension Services
Laboratory Instruction	Providing consultancy and Testing Services	Policy Planning, Monitoring & evaluation and promotional activities both at departmental and institutional level	Interaction with Industry and Society
Curriculum Development	Promotion of Industry institution interaction and R&D	Design and Development of new Programmes	Participation in Community services
Developing Learning Resource Material & Laboratory Development		Preparing project proposal for funding including of R & D work Laboratory Development, Modernization, Expansion, etc.	Providing R & D support and consultancy services to Industry and other User agencies
Students Assessment & Evaluation including examination work of University		Administration both at department & Institutional levels	Providing non formal mode of education for the benefit of the community
Participation in the Co - curricular & extra curricular Activities		Development, Administration and Management of Institutional facilities	Promotion of entrepreneurship and Job creation
Students Guidance and Counselling and helping their personal ethical moral and overall character development		Monitoring and Evaluation of academic and research activities	Dissemination on knowledge
Continuing Education Activities		Participation in policy planning at the Regional / National level for development of Technical Education	Providing technical support in areas of social relevance
Keeping abreast of new knowledge and skills help generate new knowledge and help dissemination of such knowledge through books publication seminars etc.		Helping mobilization or resources for the institutions.	
Self development through upgrading qualification experience & Professional activities		Develop update and maintain MIS Plan and implement Staff Development activities. Maintain accountability Conduct performance appraisal	

Leave Rules

A) Casual Leave:

All full time employees are eligible to avail casual leaves as per their respective cadre. The employees categorize in to two main cadre such as Teaching (Faculty) & Non-Teaching and they have total 15 & 12 days casual leaves respectively for one academic year.

Employees can avail half day to three days leave at one time. The maximum seven casual leaves will allowed in special circumstances.

B) Medical Leave:

All regular university approved faculty & probationary Non-Teaching employees are eligible for Ten days medical leaves. The Ten/appropriate medical leave will credited to employees account on completion of probation year. The balances will carry forwarded.

Employees should submit medical certificate on long medical leaves.

C) Earned Leave:

All regular university approved faculty & permanent Non-Teaching employees are eligible for earned leaves.

Teaching: It will calculated as "1/3 of unused/un-availed vacation days"

Non-Teaching:- 21 days per year.

Employees should apply for more than 3 days.

D) Vacation:

All regular university approved faculty & permanent Non-Teaching employees are eligible for earned leaves.

Teaching: 30 days vacations will permitted in summer and 15 days in winter session and remaining 15 days will be converted into EL as mentioned above.

Non-Teaching:- Not applicable

Employees should apply for more than 3 days.

E) Duty Leave:

The leave availed for college work/attend workshop etc. will treat as Duty Leave. There will be no any higher limit defined.

F) Maternity Leave:

The permanent woman employee is eligible to get Maternity leave upto 180 days and this will be grants upto two child.

G) LWPs:

This will allowed if any employee does not have insufficient leave balance or if he/she desires so.

H) Special Leaves:

This will permitted to employee in special circumstances. This may be LWP's of paid. If paid, it will adjusted with future balance.

Annual Increments Rules

The all eligible regular employees will get 3% rise in salary as Annual Increment. The employees working on 31 Dec will consider for annual increment due in July month. The employees joined between 1st Jan to 30th June will consider for annual increment in next academic year.

Administration may hold/withdraw annual increment of employee by taking service overview in current closing year. He/she should notified through the letter. Employee facing an enquiry will also not eligible for annual increment.



Research Policy Document

Vidya Pratishthan's

Kamalnayan Bajaj Institute of Engineering & Technology

Baramati

Republished on

2 JAN 2023

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Vision and Mission of Institute

VISION

To achieve Academic Excellence through Persistent and Synergic Collaborations
amongst all Stakeholders

MISSION

- To ensure holistic development of students as lifelong learners and problem solvers through value-based quality education.
- To motivate faculty to attain the state-of-the-art knowledge and wisdom in their domain and be a facilitator towards co-creation of knowledge.
- To frame and deploy conducive and empowering policies for multifaceted growth of students, faculty and staff to make them contributors towards excellence.
- To partner with industry for mutually beneficial relations to generate employable and deployable workforce.
- To fulfill the aspirations of alumni, parents, society, region and nation at large by generating technically competent and contributing manpower.

Preamble

For VPKBIET Baramati, it is important to be the fountainhead of new ideas and of innovators in technology and science. The vision of 'achieving excellence in technical education' with which research will flourish and the leaders and innovators of tomorrow will emerge. In fulfilment of these, VPKBIET has adopted the philosophy of 'think global, act local' and taken the initiative to promote and facilitate research, innovations and protection of Intellectual Property (IP) thus generated at VPKBIET. In this document, the rules to support these efforts have been included.

towards the prescribed goal a Research and Development Policy for VPKBIET has been formulated. A formal framework to guide the implementation of these processes is included. This policy aims to promote and support researchers and innovators at VPKBIET for translating their creative works into Intellectual Property (IP). Parties engaged in the creations of original and innovative work at VPKBIET include faculty, staff working in VPKBIET, and registered students of VPKBIET. This policy also aims to set forth guidelines for the distribution of:

1. Funds to promote research
2. Funds generated through Sponsored research projects undertaken at VPKBIET by VPKBIET personnel.
3. Funds generated through consultancy projects undertaken at VPKBIET by VPKBIET personnel.
4. Ownership of the intellectual property developed at VPKBIET, Baramati.

Objectives of R&D Cell

VPKBIET's overarching research objectives are to lead the technical education through interdisciplinary initiatives in emerging technologies. Objectives of R&D Cell are framed for the development of Society, Nationally and Internationally through the fruits of research.

1. To develop the culture of research and Innovation in the institute.
2. To promote applied and product development research in the institution.
3. To establish Centers of Excellence in emerging technologies to conduct cutting edge research
4. To develop core group of faculty with increased potential of research
5. To adopt Collaborative Research with higher learning institutes, Research centers and industries.
6. To motivate and mentor students to participate in various national and International Research contests.
7. To train faculty and researchers in carrying out research activities through various incentive schemes.
8. To motivate the faculty and students to write high quality publications with high impact factor, citations, SCI/Scopus indexed/web of science.
9. To motivate the faculty to write the research projects thereby enhancing the research funding from Govt agencies and industries.
10. To encourage and support faculty members to conduct research in identified fields and disciplines of Engineering and Applied Science.
10. To establish patent cell and file more number of patents
11. To Integrate research and education
12. To undertake consultancy projects for the benefit of the end users
13. To utilize existing facilities effectively and to establish new facilities
14. To provide research trainings and education to student, faculties and other stake holders.
15. To set short term and long term goals for students, faculties, core research groups, and centers

Structure of Research and Development Cell

The Dean R&D under the guidance of Principal will form an R&D committee every year. The change in previous year committee will be made if necessary. The formed committee will have departmental research coordinators along with Institute coordinators wherever possible. The structure of R&D cell is as follows:

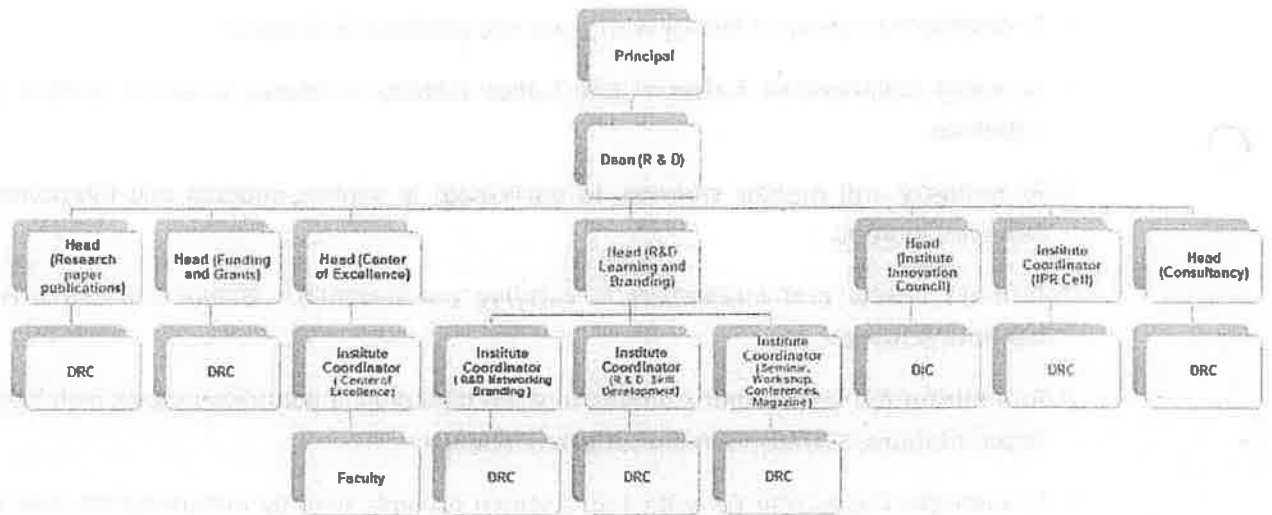


Fig: Structure of R&D Cell

DRC: Departmental Research Coordinator

DIC: Departmental Innovation Coordinator

Custodian of Policy

The existing research policy has been revised for the year 2022-23 with a purpose to promote and uplift the standards of research and innovation activities in the college. All research related activities in VPKBIET are governed through the Office of Dean Research and Development and IQAC.

Responsibility of R&D cell

Following are the responsibilities of R&D cell will takeover to achieve R&D outcomes of institute.

- To envision growth / Outcomes of research and development activities.
- To prepare budget and identify important activities to fulfill objectives.
- To facilitate and prepare schedule to conduct seminars, workshops, conferences and training programmes for inculcating research interest among faculty and coordinate.
- To encourage and motivate faculty for submitting proposals to externally funded research and development projects.
- To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standard.
- To facilitate collaborations with researchers from premier Institutions and to encourage joint research venture in the latest technology.
- To initiate and promote MoU with industries and R & D organizations for consultancy and collaborative research.
- To suggest peer reviewed national and international journals for subscription in central library
- To motivate students to present technical papers in National and International conferences and display projects in various competitions.
- To allow faculty to participate for seminars, workshops, FDPs and conferences in order to upgrade their knowledge.
- To explore funding resources and inform research scholars and faculty members to apply for projects.
- To review on departmental research activities, funded projects and consultancy activities.
- To facilitate students to carry out innovative and socially relevant projects.
- Develop policy for faculty R&D performance (appendix I), incentives and R&D funding(Appendix II),
- To gather and maintain the data of R&D achievements, evaluate and provide incentives.

Outcomes of Research:

The faculty and students are able to publish or implement the following categories:

- Journal articles, Book chapters, Reviews, Editing and translations of major works
- Conference proceedings, Edited volumes of conference proceedings
- Computer software, Audio-visual recording
- Working models, Research reports
- Patent, Proposal of new theories, Databases, Products, Technologies
- Technical reports, Case studies, Technical drawings, Encyclopedia entries

Promotion of Research

The Dean- Research and the Research Committee will ensure that policies and procedures will be adhered to in order to ensure that high standards of scientific integrity are maintained. The Institute provides the following administrative and financial support and accounting facilities for carrying out the research projects. Faculties members those who have completed one year of service at VPKBIET can avail the following benefits.

All incentives will be offered based on yearly performance of faculties.

Incentive Scheme for the Staff

Financial Supports For Attending Conferences:

- The faculty member shall be motivated to attend conference(s) at international/national level organized in/by the institute/society of international/national eminence
- Registration fees and TA/DA will be given for attending one national conference and 50% of the expenses (Registration fees and TA/DA) or 7,500/- whichever minimum for international conference in a year organized in India.
- Amount of Rs. 50,000/- once in three year will be given to a faculty member for presenting paper in the international conference abroad. Further, in this case the applicant must have applied for travel grant(s) for the conference from at least two funding agencies
- Prior approval for expenses is required to be taken from Principal.

Incentives For Quality Publications:

- In order to motivate the faculty members towards research and publishing their research findings in reputed journals with impact factor, financial incentives will be given to faculty members at the end of year.
- The copy of the research papers should be put on to the college website and must be kept in the department library.
- Affiliation of Institute and doi is mandatory to avail the incentives.

Matching Grants (Material/Human Resources/Equipment):

- Provision of matching grants for human resources/equipment/material, on the basis of sponsored research (Up to max 50% of the sponsored grant) can be made depending upon the importance/need of the project.
- Recommendation for the same shall be made by the committee comprising of concerned HOD, Dean R&D and the Principal.

Terms & Conditions For The Sponsored Research Projects And The Industry Consultancy Projects:

- The research/industry consultancy work will be carried out under the Head (Principal) of VPKBIET, Baramati
- Every doctorate shall apply for a minimum of one government/affiliated university

funded project per year.

- The faculty members can also apply for internal project in the college with an aim to apply for external funding. The required seed money for internal projects will be provided by the college as mentioned in the Table below. The project proposals would be invited in the start of academic year with the prescribed submission time.
 - The revenue generated will be deposited in the college account. This is done to avoid misuse of funds. The college will provide the remuneration to the respective faculty as per the below table, based on the revenue generated after the completion of every consultancy work.
-
- All Principal Investigators (PI) and Co-PI who are involved in proposing, expanding, and managing sponsored projects must ensure that the salary and wages charged to the sponsored project are in accordance with all applicable sponsor policies and VPKBIET research policies.
 - On a quarterly basis, the PI and Co-PI submit the status report of the sponsored project to the Principal and Dean R&D.
 - Faculty should motivate the students towards participation in industrial consultancy projects.
 - TA/DA for project presentation is given to every faculty if not given by funding agencies.

SN	Category	Name	Percentage of Share
1	Funded Research Projects from Govt. organizations, R&D Organizations, Industry, University etc. PI	Principal Investigator	2% of the Received Fund only upon submission of Utilization Certificate (UC) % to office bearers
2	Seed money for the internal project/ activities of Technology Centers	Individual/Team	Upto 25000
3	Consultancy and Testing services	Individual/Team	Ratio of 50:50 is shared between Institution and Individual / Team respectively
4	Patent	Individual/Team	Ratio of 40:60 is shared between Institution and Individual / Team respectively after commercialization of Patent.

Incentives for Experts:

- The honorarium of Rs. 2000/- to Rs. 5000/- per hour will be given to the speaker for the expert lecture/training session with prior approval of Principal. In case of offline sessions, the TA will also be given as per rules.
- Faculties conducting trainings/lectures to impart specific topics in research and innovation which are not in syllabus through R&D Cell, Centers of Excellence, IC or any other similar cell will be given the honorarium of Rs. 1000 per hour.

The Incentive Scheme For The Students Of The College

Incentive For Qualifying Entrance Exams For Higher Studies:

Any student who qualifies GATE/GRE/CAT/GMAT during his/her four year graduation period will be given a reward of Rs. 5,000/-.

Financial Supports For Attending Conferences:

For presenting paper in an international conference/ national conference/ technical symposium in India, the registration fees and the part of TA/DA will be given. The financial support upto maximum Rs. 3,000/- per student will be provided. One student can take the support for one event in a years.

Research Publication

For publishing a paper in the refereed journal, a student will get Rs. 1000/-, if only single author. For more than one author, -Rs. 2000/-would be given in sharing.

Seed Money For Student Project

Seed money upto Rs. 25000/- for student projects will be given based on the basis of deliverable outcomes like research paper, copyrights, patents.

Date of Adoption:

Approved By Principal:

R. Saha

Principal

Vidya Pratishthan's
Kamalnayan Bajaj Institute of
Engineering & Technology, Baramati
Vidyanagari, Baramati-413133



Appendix I

Reference for R&D Performance Calculator

S N	Category	Particular	Expectations	Points	Caping for Max Points
1	Publications	Publication in National Conference	1 per year	10	20
2		Publication in International Conference (Scopus)	1 per year	25	50
3		Publication in National Journal (UGC Care)	1 per year	25	50
4		Publication in International journal Scopus/ Web of Science	1 per year	50	NA
5		Publication in International journal SCI, Extended SCI etc.	1 per year	75	NA
6		Publication in International journal other than Scopus, SCI	1 per year	10	10
7		Book Publication Online with ISBN	1 per year	20	20
8		Publication of a Chapter in a Book (with ISBN)	1 per year	25	50
9		Book Publication with Reputed Publisher	1 per 3 year	50	100
10		Publication of Indian Patent	1/faculty/year	50	NA
11		Grant of an Indian Patent		500	NA
		Publication of International Patent		100	
	Grant of an International Patent	500			
12	Copyright	1/faculty/year	7	21	
13	Funding	Total Funding Applied	2/Professor & Associate Prof./year 1/Asst. Prof./year	amount/100000	100
14		Total Funding Received	Parameter for Inhouse Funding	200+amount/10000	NA
15		Institute level Seminar Organized	1/faculty/year	20	40
16		University level Seminar Organized	1/Dept	30	60
17		State level Seminar Organized	1/Dept	40	80
18		National level Seminar Organized	1/Dept	50	100
19		University level Workshop Organized	1/Dept	40	80

20		State level Workshop Organized	1/Dept	50	100
21		National level Workshop Organized	1/Dept	70	140
22		National Conference Organized	1/Dept	200	200
23		International Conference Organized	1/ 2 Dept	500	500
24		Consultancy Project	1/faculty/year	20+amount/ 10000	200
25		National Conference attended	1/faculty/year	5	10
26	Learning	International Conference attended	1/faculty/ 2 year	10	20
27		International Seminar attended	1/faculty/year	5	20
28		University level Workshop attended	1/faculty/year	No. of Days*1	10
29		State level Workshop attended	1/faculty/year	No. of Days*1	10
30		National Level Workshop attended	1/faculty/year	No. of Days*1.5	15
31		International Workshop attended	1/faculty/ 2 year	No. of Days*2	20
32	Outreach	Coordinating R & D Activity	1/Prof. & Asso. Prof./year	50/ portfolio	100
33		R&D Outreach (Projects uploaded on Github / MATLAB etc.)	1/faculty/year	10 per activity+ No. of Days	30
34		R&D Collaborations (National / International)	1/faculty/year	10/50 per collaboration, 20/100 per outcome	100/200
35		R&D Competition (Participation)	1/faculty/year	10 for participation, 50 for Award	50/100
36		Center of Excellence	1/faculty/year	No. of activities*10, Outcomes*20	30/200
37		Development of Research Lab	1/Prof. & Asso. Prof./year	25 per lab (proposal)	50
38	Researcher's Profile	Reviewer (Journal/ Conference / Ph.D. Examiner)	1/faculty/year	2 per review/ exam	10
39		Professional Membership (National / International)	1 each /faculty	Life time memberships*5+ International Yearly(10)	50
40		Total Citations	Parameter for Inhouse Funding	citations*0.1	NA
41		H Index	Parameter for Inhouse Funding	h index	NA

42		110	Parameter for Inhouse Funding	110	NA
43		Research Gate	Parameter for Inhouse Funding	RG Score*0.1	NA
44		No. of Swayam Courses developed	1/faculty	100 per course	200
45		Vidwan Score	Parameter for Inhouse Funding	Vidwan Score	NA
46		R&D Award/Scholarship/Fellowship	1/faculty	100	200
47		Ph.D./ Ph.D. Guide	Parameter for Inhouse Funding	10/20	NA
48		Revenue generated from Intellectual property	Parameter for Inhouse Funding	100+revenue/10000	NA
49		Established Startup	1/faculty	300	600
50		Recommendations to Students for abroad education	as and when issued	5	15
51		Products development and demonstrations	2/faculty	100	500

Points scored in group activities will be distributed among contributors

Appendix II

Reference for R&D Funding Calculator for Faculties

Sample Funding Calculator for Faculty:

SN	Criteria	Sample Faculty R&D Stats	Points allotted for R&D Parameters	Total Funding Offered (INR)
1	Total Citations (Google Scholar)	50	10	500
2	H Index	2	1000	2000
3	I10	1	2000	2000
4	Vidwan Score	5	100	500
5	Qualification Ph.D	1	3000	3000
6	No. of Patents published	1	2000	2000
7	NPTEL Gold	1	500	500
8	NPTEL Silver	1	200	200
9	NPTEL Elite	1	100	100
10	NPTEL/ Coursera certificates	10	50	500
11	Funding received	100000	0.02	2000
12	Funding applied	500000	0.01	5000
13	CoE Activities	1	200	200
14	Faculty Startup	1	1000	1000
15	Products developed	1	1000	1000
16	Eligible for Total Inhouse Funding			20500
17	Institute Scaling factor (Based on Budget)	0.5		10250
18	Faculty Institute RnD Achievement Score (0 to 1) to compensate Institute Scaling factor	0.75		15375

Appendix III

Reference for incentives for publications

SN	Paper accepted /published in SCI/SCI expanded journal with Clarivate Analytics ranking (impact factor)	Financial Incentives (INR)	Remark	Maximum
1	SCI/SCIE and Impact Factor ≥ 4	10000	Only for First Author	NA
2	SCI/SCIE and Impact Factor ≥ 2	7500	Only for First Author	NA
3	Only SCI/SCIE	5000	Only for First Author	NA
4	Scopus	3000	Only for First Author	Maximum of 2 papers
5	Book Chapter in a book published by an international/national publishers	3000	Only for First Author	Maximum of 2 papers
6	UGC Care / National journal	1000	Only for First Author	Maximum of 2 papers
7	Copyright	1000	NA	Maximum of 2/ faculty
8	Patent Filing	5000	NA	Applicable For Scritinized Patents only.
9	Patent Published	2000	NA	To inventor only
10	Patent Granted	10000	NA	Among inventors

Vidya Pratishthan
Kamalnayan Bajaj Institute of Engineering and Technology, Baramati

IQAC POLICY

Objective

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
 - To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Strategies & Functions

Quality Policy

The institution is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to needs of the Institution and the Society.

Key Aspects

- Enhancement in academic and administrative excellence
- Improvement in Students' skills
- Enrichment in professional growth of staff
- Promote the use of ICT
- Promote strengthen relationship among Industry, Staff, Student and parent

The Main Activities of IQAC Cell of the Institute

- Implementation of academic and administrative quality policies.
- Compiling Institutional reports such as Annual Report, AISHE report, Annual Quality Assurance Report (AQAR) etc
- Arranging Seminars, Workshops, Webinars etc in Departments under Quality Improvement Programs



[Handwritten Signature]

Principal

Vidya Pratishthan's
Kamalnayan Bajaj Institute of
Engineering & Technology, Baramati
Vidyenagari, Baramati-413133

Republished on 2 JAN 2023



**Vidya Pratishthan's
Kamalnayan Bajaj Institute of Engineering
& Technology, Baramati (Pune)**



Student Services, Rules, Policies, & Procedures


Rules, regulations, services, policies of the institute are governed by rules and regulations laid down by affiliated university, DTE government of Maharashtra, AICTE new Delhi and Vidya Pratishthan trust.

**Rules, regulations, instructions, manual and records for discharging function at
Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering & Technology, Baramati**

Name of the Act, Rules & Regulations etc..	Brief essence of the content	Applicable for
Time to time rules, regulations & guidelines by AICTE, New Delhi / S. P. Pune University / Govt. of Maharashtra & Vidya Pratishthan Trusts. through Notifications /letters/GR	On services, rules, policies, & procedures regarding conduct of professional courses, norms of standards of education etc. 1. Rules related to all UG, PG engineering admissions. 2. Student code of conduct 3. Syllabi, Examinations, & Results 4. Academic Awards	For UG, PG all students

We operate in accordance with the rules and guidelines of the Competent Authority listed below.

- 1) All India Council for Technical Education (AICTE), New Delhi
<https://www.aicte-india.org/>
- 2) Admission Regulating Authority (ARA), Mumbai
<http://www.maha-ara.org/ara/index.php>
- 3) State Common Entrance Test Cell, Maharashtra State
<https://cetcell.mahacet.org/>
- 4) Director of Technical Education, Govt. of Maharashtra, Mumbai (DTE)
<https://dte.maharashtra.gov.in/>
- 5) Fee Regulating Authority (FRA), Mumbai
<https://www.mahafra.org/?q=home>
- 6) Savitribai Phule Pune University Pune (SPPU)
<http://www.unipune.ac.in/>

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STUDENT SECTION

- **ADMISSION PROCEDURE:**

It's an important activity in any educational institute. The process and criteria can be different for every organization, yet it is important to follow the standard procedures laid down by AICTE, DTE Maharashtra and affiliated university to conduct admission activities smoothly.

- **A) Centralized Admission Process (CAP) for FE, DSE, & ME-I:**

"The institute respects, and shall follow all the rules of admission prescribed by competent authorities of the State Government, AICTE and Affiliating University." "The institute shall volunteer to assist and support the Director of Technical Education office (CET Cell & ARA) in its centralized admission process" "The institute is committed to provide excellent and transparent service to parents and students aspiring for admission in college" "The institute is committed to allow change of branch purely on merit basis".

- **B) Regular Admission Process for SE, TE, BE, & ME-II (College Level):**

All students are informed through email and notice to complete the regular student's admission procedure of their respective class. Then the student shall submit a hard copy of the duly filled admission form to the student section along with admission form fees. (<https://www.vpkbiet.org/admissions.php>)

- **ELIGIBILITY PROCESS FOR NEW ADMITTED STUDENTS:**

At the time of admission of UG & PG, The student shall submit the Eligibility form along with necessary documents mentioned in it by paying eligibility fee. The University issues eligibility number to the eligible students.

- **STUDENT CODE OF CONDUCT:**

Students submit the undertaking regarding discipline, good conduct and attendance as per the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

- **a) Anti – National Activities:**

Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

- **b) ANTI-GUTKHA ACT / PROHIBITION OF SMOKING IN PUBLIC PLACES RULES, 2008:**

It is prohibited to use Tobacco / Gutkha and Smoking in a public place.

- **c) PROHIBITION OF RAGGING ACT:**

As per the law of prohibiting ragging and the directions of the Supreme Court and the Central Government Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the provisions for Action against Ragging and all the amendments to the act made from time to time.

- **d) INFORMATION TECHNOLOGY ACT 2000:**

Students will use the Computing / Internet facility for office use / academic coursework / research purpose only, at the sole description of the institute authorities. The Computing/ internet use will not infringe any legislation nor any other Institute policy or rules and will abide by the legislation includes Information Technology Act 2000 (available on Institute website under download section) and all the acts/rules relevant to internet use in practice.

Students will not use the Computing facility / Internet for unlawful data transfer, unauthorized access and other unlawful online activity etc., which are punishable acts and will be solely responsible for the same.

- **e) VPKBIET REGULATIONS:**

- a. Attendance: A student is supposed to be 100% student in action. As per University norms 75% attendance is must for granting the term.
- b. Payment of Dues: A student is supposed to clear all dues (library, hostels, mess or fees) before the end of the term.
- c. Use of Mobile / cell phones in the college building is strictly prohibited.

d. Students have to visit institute website www.vpkbiet.org and read the notice boards regularly to know rules and responsibilities as well the updates in the college / department.

f) **AGREEMENT/DECLARATION:**

Newly admitted student to Engineering Course in this Engineering College, will abide by all rules and regulations laid down by the Management of the College, Government of Maharashtra, AICTE and SPPU, Pune from time to time. If I fail to do so, I will be liable for any punishment (including expulsion from the College) as imposed by the Principal, VPKBIET, Baramati.

I hereby agree to pay a difference of fees if any, between the present fees and revised fees declared by the Fees Regulating Authority, M.S. and as and when revised.

● **BONAFIED CERTIFICATES:**

Student shall submit an application for bonafied certificate for the purpose of Identification, Bus pass, Passport, Bank Account opening, Bank loan, Scholarship, for appearing different types of examinations (GATE, Indian Army, UPSC, MPSC etc.) (<https://www.vpkbiet.org/download.php>)

The institution has introduced a system for Bonafide Certificates. This makes it easier for our students to apply from anywhere (no need to come to the office in person) get the Bonafide Certificate by request on student.section@vpkbiet.org

● **OTHER CERTIFICATES:**

Student shall submit an application for various certificate for the purpose of Identification, AICTE/SPPU/DTE Approval Certificates, SSB Certificate, SGPA to % Certificate, Sports Certificate, Unaided College Certificate, Attendance Certificate for Swadhar Yojana, No Objection Certificate, Certificate of Grading System, Certificate for UG Fellowship, Certificate for Study and Conduct, Certificate for English Medium, Certificate for Educational Verification, Certificate for Course Completion, Character Certificate, etc.

● **FEE COLLECTION:**

This facility can be used to deposit Institute fees / Examination Fees and other fees Online. It is convenient for the students and their parents who have an account in any bank and have Net Banking facility / Debit Card/ Credit Card. Once the Online Payment of fees is confirmed, an e-receipt will be automatically generated. Take print-outs in two copies and submit the same to the Office of VPKBIET with the respective form in due period. If a student fails to take admission / submit respective form and e-receipt to the office of VPKBIET in due period, the student will be charged Late Fees as per the norms.

(<https://www.pavumoney.com/webfronts/#/index/VPCOE>)

● **FEE STRUCTURE /FEE ESTIMATION:**

Students shall submit an application for fee structure for Bank Loan & Private Scholarship purpose along with photocopy of Fee receipt.

● **BUS PASS / ST / LOCAL / RAILWAY CONCESSION:**

To avail the facility of concession from Government / Government Organization for traveling by Bus, ST, Local Railway, Student shall bring Concession Form for Bus Pass & ST and the Institute shall issue the same with college seal & signature of competent authority.

Long Journey Railway Concession shall be available only during summer & winter vacation for journey to native place only. The concession forms shall be available in the college office.

● **EDUCATIONAL VERIFICATION:**

Various Companies require educational verification of students passed out from VPKBIET for recruitment purposes. The administration office shall verify the details of the concerned students from the office record and give the information to respective companies.

The institution has introduced a system for online application and sending of transcripts. This makes it easier for our students, including ex-students to apply from anywhere (no need to come to the office in person), make online payments and get the email of verification request. (<https://www.vpkbiet.org/transcript.php>)

- **RETURN OF ORIGINAL DOCUMENT:**

Original documents collected at the time admission of UG & PG except Leaving Certificate & Migration Certificate shall be returned to the concerned student after scrutiny by Competent Authority (DTE, ARA),

- **EXAMINATION;**

All students have to fill in an online Examination form on S.P.P.U. website for examination scheduled in October & March of every academic year. Students shall submit a hard copy of duly filled-in online exam form to the student counter along with examination fees. (<https://www.vpkbiet.org/exams.php>)

- **CORRECTION IN MARKSHEET:**

If there is any correction (name correction, mis-print, absent mark etc.) in student's result mark sheet, student shall submit an application for correction to S.P.P.U. through college.

- **DUPLICATE MARKSHEET:**

Students have to fill in an online form on S.P.P.U. website for duplicate mark sheets and submit appropriate fees on SPPU portal. Then SPPU will send a mark sheet to you on your address. (<https://bcud.unipune.ac.in/CERTIFICATE/GeneralPages/Default.aspx>)

- **GRADUATION CEREMONY:**

Passed out students have to apply online for a Degree Certificate on S.P.P.U. website. As per University directions / guidelines, degree certificates shall be distributed in Graduation Ceremony at college campus.

- **TRANSFERENCE CERTIFICATE**

Students shall submit an application for College Leaving Certificate for the purpose of further study & Migration. (<https://www.vpkbiet.org/download.php>)

- **TRANSCRIPT / LOR:**

The institution has introduced a system for online application and sending of transcripts. This makes it easier for our students, including ex-students to apply from anywhere (no need to come to the office in person), make online payments and get the email of transcript request. (<https://www.vpkbiet.org/transcript.php>)

- **LETTER OF RECOMMENDATION:**

The institution has introduced a system for online application for LOR. This makes it easier for our students, including ex-students to apply from anywhere, make online payments and get the email of LOR request to concern faculty. A letter of recommendation provided by a faculty member of your previous institute. (<https://www.vpkbiet.org/transcript.php>)



B. S. Bhat

Principal

Vidya Pratishthan's
Kamalnayan Bajaj Institute of
Engineering & Technology, Baramati
Vidyanagari, Baramati-413133

Consultancy Projects & Testing Rules and Regulations



Vidya Pratishtan's
Kamalnayan Bajaj Institute of Engineering and
Technology, Baramati-Pune

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1. Definitions and Scope:

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industries and other organizations. Following guidelines will be used for engaging in any consultancy job:

2. General Outline of Consultancy Work

2.1. Consultancy Projects:

A request received from the industry for carrying out an investigation / research / design referred to/by the Principal/Vice Principal/Dean (R & D)/ Head of the Department to suitable faculty members for providing a solution to a problem is termed as a Consultancy project.

2.2. Department Consultancy Project

A project may be taken up as a Departmental Consultancy Project by the concerned department. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of the faculty member. Normally, Consultancy Project involving multi-disciplinary/ inter departmental inputs or requiring use of extensive institutional facilities, likewise projects which are expected to run for a long period may be considered by a department to taken up as a *Departmental Consultancy Project*. A Departmental Consultancy Project will have at least two investigators drawn from one or more departments.

2.3. Individual Consultancy Project

All Consultancy Projects taken up by a faculty member on behalf of Department / Institute will be treated as Individual Consultancy Projects.

3. Consultancy Categories

The consultant may undertake the consultancy project under any of the categories below:

3.1. Type-I Consultancy Projects

Expert Advice and R&D Consultancy: This type of consultancy will be Expertise intensive and based on the expertise of the Consultant. This type of Projects which do not require laboratory facilities of the Departments/Institute will be classified as Type-I Consultancy Projects.

3.2. Type-II Consultancy Projects (Involving lab. facility, etc)

Testing Consultancy: This type of Consultancy will involve testing of sample/component/product against a standard. The institute will undertake testing jobs provided testing facilities and expertise are available in the institute. Consultancy Projects involving use of laboratory facilities of the Departments/Institute will be classified as Type-II Consultancy Projects. Such projects will cover testing, measurements, calibration of equipment/ instruments and testing of materials /equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that Consultancy project.

3.3. Type-III Consultancy Projects

Service Consultancy: This type of Consultancy will involve use of institute's Computational facilities / Software / Hardware and other Technical, Physical infrastructure by the client. For example, use of software/hardware by the outside students, researchers, scientists, engineers, etc. OR use of computers / technical manpower and other infrastructure of the institute for conduct of online / offline examinations or tests; and other e-services.

4. Norms for Accepting Consultancy Projects

Consultancy projects will be accepted only after approval through proper channel. All consultancy projects to be taken up by various departments of the institute will be examined from the point of view of its technical content and its likely benefit to the academic and R&D

activities at the Institute, which can in turn, influence the quality and standard of the academic work at VPKBIET.

For this purpose, every project proposal would be examined and approved by an Institute Level Committee, before it is accepted for being conducted as Type-I or Type-II project. The committee will consist of:

- Principal
- Dean (R & D) Convenor
- Consultancy Coordinator
- Concerned HOD Member
- Senior professor/faculty member from Concerned department
- Technical expert(s) in subject area Member(s) (nominated by the Principal)

The Faculty Member(s) proposing to take up the consultancy project will be invitee(s) at the Meeting and they will be required to make a presentation on the proposal. In case of testing work, concerned faculty may present the case.

5. Consultancy Charges

There are no rigid norms for calculating the Consultation Fee. It depends upon several factors such as time spent, importance of the advice and the experience of faculty, etc. While estimating the Consultancy Fee chargeable to the client, the Principal Investigator should keep in mind that only part of the total fee is available for distribution amongst the faculty, staff and students after meeting the expenses and Institute overhead charges. Remuneration will be paid to the faculty/ staff as per norms and on the recommendation of the Principal Investigator. At departmental level, consultancy charges in the form of fixed amount/certain percentage of work may be worked out for definite type of work.

5.1. Institute Overhead Charges

Institute will charge a fixed percentage of the Consultancy Project / Sponsored Project amount as Institute Overhead Charges (IOC). The IOC will in turn be distributed into a number of funds to be maintained by the institute for specific purposes.

5.2. Internal Revenue Generation Fund (IRG)

Part of the IOC will be credited into the already existing Internal Revenue Generation Fund (IRG).

5.3. R & D Fund (RDF)

A part of the IOC will be credited to a new fund called as R & D Fund (RDF). This will be operated by Dean (R &D) with the approval of principal. The RDF will be used only for supporting R&D activities of the institute.

5.4. Department Development Fund (DDF)

A part of the IOC will be credited to the Department Development Fund (DDF) of the concerned academic department(s). The objective of this fund is to provide additional grant to the department for its development activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like

1. TA/DA and Registration fee in part /full for attending a conference in India or abroad and for making exploratory visits for sponsored Research/ Consultancy work.
2. Departmental membership fee of professional societies.
3. Purchase of professional books, journals, stationary, computer stationary, software or data storage medium.
4. Equipment maintenance of laboratories.
5. Providing seed money for holding conferences / workshops and seminars entrepreneurial activities, etc.

A separate DDF Account will be maintained by each department in the name of the Department DDF-A/C IRG for instance "Mechanical Engineering DDF - A/C IRG". The budget for utilizing DDF will be approved by the professorial committee of the department headed by the Head of concerned department. All income /proceeds/receipts from various heads of account/activities of/for the department will be credited to this account and this account will be operated by concerned Head of the Department and

Dean (R&D) or principal of the Institute. There will be only one account with each department as mentioned above.

6. Distribution of Funds

Individual Consultancy projects/ departmental consultancy projects:

6.1. Type-I, Type-II and Type-III Consultancy Projects

After consent and acceptance of the project, the project amount should be received in the name of **Principal, Vidya Pratishthan's Kamalnayan Bajaj Institute of Engineering and Technology, Baramati, Pune**. It will be deposited in the Internal Revenue generation (IRG) account. The distribution of this amount should be done by Account officer as given below:

- Total fee received from client = I
- Amount of Institute Overhead Charges = $0.50 \times I$
(Out of this 50 % share of the institute, 40 % will be deposited in Internal Revenue generation (IRG) fund a/c and 5 % will be deposited in to Department development fund (DDF) & 5 % Research Development fund).

Out of the 50% amount, after meeting all the expenses in connection with the consultancy project, balance amount will be disbursed to the concerned staff and faculty PIs/consultants as decided by the concerned authority.

In special cases, wherever necessary, Principal's approval will be obtained for variation in norms.

The software products developed by a faculty member/s, researcher will be shared between the institute and the individual as per the norms of TYPE- III Consultancy project. If a student is involved in developing a software, he/she will be paid due share.

6.2. Review

Wherever a certain limit is stipulated in terms of an absolute sum (and not in terms /by way of percentages), this will be reviewed/ recommended by the Dean (R&D) every year for the approval of the Principal.

6.3. Testing Assignments

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification, drugs identifications, estimation and evaluation of unknown species.

The Institute will undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job. The procedure for overall operation of the project is similar like that of consultancy project. Such testing assignments will be approved by concerned HOD. The distribution of testing amount will be as per guidelines mentioned below:

- Total fee received from client = I
- Amount of Institute Overhead Charges = $0.50 \times I$

(Out of this 50 % share of the institute, 40 % will be deposited in Internal Revenue generation (IRG) fund a/c and 5 % will be deposited in to Department development fund (DDF) & 5 % Research Development fund).

- Remaining Amount = $0.50 \times I$
- Faculty involved = $0.33 \times I$ (concerned staff and faculty)
- HOD = $0.05 \times I$
- Supporting office staff involved = $0.12 \times I$

In special cases, wherever necessary, Principal's approval will be obtained for variation in norms.

7. Consultancy Project Initiation and Management

Each consultancy project will have a Principal Investigator (PI) who will be a faculty member in the service of the Institute and who will be responsible for-

1. Formulating the project proposal which may include
 - a. Planning of the work to be done.
 - b. Estimating costs according to the guidelines provided.
 - c. ~~If necessary, identifying other Investigators who will also be faculty member/s in~~
the service of the Institute.
 - d. In case of joint work, the other investigators may be from other departments/organizations
2. Coordination and execution of work.
3. Handling all communications with the clients.
4. Writing of intermediate and final reports according to the project proposal.
5. Making recommendations to the Dean (R&D) regarding expenditure from the Project and remuneration to be paid to faculty, staff and students.
6. Payment of appropriate expenses and remuneration.
7. Payment of appropriate taxes and record of receipts.
8. Preparation of the Memorandum of Understanding (MoU) or Agreement and getting it signed by appropriate signatories. Guidelines for MoU / Agreement are given by Dean of Industry Institute Interaction Cell (IIC).

8. Guidelines for Engaging Consultancy Work

1. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities.
2. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.
3. ~~The services of employees of the Institute may be utilized for the execution of the~~ consultancy projects provided it should not affect their primary functions and responsibilities to the Institute.
4. Such work by employees may be compensated by suitable honoraria and must be a part of budget.
5. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it should not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of budget.
6. Traveling out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department/ Principal.
7. Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Head of the Department.

9. Completion / Closure of Consultancy Project

A Consultancy project is normally expected to be closed soon after the date of completion as stipulated in the original Project proposal, unless extension sought and granted by appropriate authorities. For all the projects, which are not closed by the PI as expected, the HOD with approval from Dean (R&D) office will take action for project closure before the stipulated date of completion of project during the financial year. The unspent balance in such cases will be transferred to the DDF after due notice to the PI and approval of Dean (R&D) /Principal.

In case the PI leaves the project unfinished/incomplete, an appropriate action should be initiated by HOD in consultation with Dean (R&D) and Principal. All completed reports pertaining to projects will be submitted to the Departmental Consultancy coordinator/Dean (R&D) office for the record. The test reports will be signed by the Principal, concerned HOD and faculty involved.

10. Disagreements/Disputes

~~Any disagreement within the Institute and concerned party arising at any stage of a~~ consultancy project will be resolved in consultation with Dean (R&D)/Principal/Vice Principal to ensure an expeditious removal of bottlenecks and smooth functioning of the project. In case of any dispute arising at any stage of consultancy project between Investigator and the sponsor, the investigator will be responsible for settlement of the dispute.

11. Publications of Results

PI will have the right to publish the work carried out by him unless the sponsors have an agreement under which their prior permission is required. Such agreement may be done in advance by both the parties concerned.

12. Intellectual Property Rights

1. IPR protection: The work which can result into potential IPR and proceedings thereafter will be the joint right of institute and concerned party. The work can be registered on the individual's name; however, rights would be reserved with the institute.
2. Unless otherwise agreed with the Sponsor in the project agreement, Intellectual property Rights for any discovery or invention originating from the Sponsored Research and Consultancy Project will jointly rest with the Institute, Investigator and the Sponsoring Agency unless the Sponsoring Agency authorizes the Institute in writing to have the exclusive right. Patent / copyright application before the Registrar / Controller of Patents will be filed by the R&D Unit on the basis of the recommendations made by the patent / Copyright Committee.

3. For the effective protection of IPR, it is necessary that the PIs should maintain a register that gives the details of the work done and salient findings on daily/weekly basis. This register should be signed by the PI and by at least one other faculty / project employee as witness to the result.
4. For the copyright protection of software/technology, registration of the software at the Institute level will be made and properly documented. The list will be centrally made available to the R&D Unit.

NOTE: Faculty who involves in consultancy work, needs to refer in detailed documentation of IPR Rules & Regulation which is defined by Institute Patent Coordinator.



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