



Bansilal Ramnath Agarwal Charitable Trust's

Vishwakarma Institute Of Information Technology

(An Autonomous Institute affiliated to Savitribai Phule Pune University)

An ISO 9001-2015 Certified Institute Accredited with 'A' Grade By NAAC

Vishwakarma Research Promotion Scheme (VRPS) 2022

The management of BRAC promotes research and budgeted funds for research projects to be undertaken by the faculty pursuing research in various areas. The aim of the VRPS is to strengthen the research activity especially among the young faculty members which will act as a catalyst for them to apply to the various funding agencies for major grants develop labs and upgrade equipment and setup towards state-of-art, in order to use it for research and consultancy works.

The VRPS is broadly categorized in three areas. **Available grant for each project under these categories is up-to THREE lakhs.** Number of research proposals to be sanctioned per department in a year would be as per faculty strength of the department as a guidelines, however number of projects to be selected are based on the strength. In the academic year 2020-21, no. of projects to be shortlisted for funding are as follows:

- | | | |
|--------------------|------------------|---------------------|
| 1) E & TC Engg : 2 | 2) Comp Engg.: 2 | 3) Civil Engg.: 2 |
| 4) Mech Engg. : 2 | 5) Info. Tech: 2 | 6) Engg Sciences: 2 |
| | | 7) AIDS: 2 |

The VRPS is basically aiming at providing seed money for research, which shall be of a types like **A. Proof of Concept (POC)**, which after POC can be extended with external funding, where PI is expected to write a proposal for funding research / contract research or collaboration with research institute. Preferred duration of project is anytime less than **ONE year**. Senior faculty with doctoral qualifications are encouraged to apply under this category.

B. Young Researchers: Faculty members below age of 40 are encouraged to apply. Collaboration with faculty from within and other departments (intra and inter department) involving interdisciplinary research areas are preferred. Preferred duration of project is up-to **TWO years**.

C. Development for Consultancy / Modernization of Laboratory: Faculties or group of faculties, wish to actively involve into providing consultancies based on available resources by adding value to it and modernize / upgrade the existing resources for matching it with industry standards, so that VIIT can offer consultancies to industry for development and test purpose or usage of equipment and setups. Proposals from inter-departmental group of faculties is preferred with a time-frame of the project is not more than **ONE year**.

Guidelines for preparation of proposal:

1. The proposal should clearly state the objectives; indicate current national and international status, methodology to be employed, plan of the research work, expected results and outcome of the project along with the budget estimate for two years or one year as the case may be.

2. The budget estimate should provide the details under different heads such as equipment, consumables/ chemicals/ reagents/ supplies, contingency, books etc.

Important Dates:

Sr. No.	Activity	Deadline
1	Submission of online proposal from faculties to research wing	15 th Oct., 2022
2	Shortlisting of proposals for online presentation	19 th Oct., 2022
3	Presentation schedule	First Week of Nov. 22
4	Award of grant	Nov 10, 2022
5	Project duration	Nov. 2022 to June 2023 (for category B) Sep. 2022 to June 2023 (for category A and C)

WHO SHALL APPLY ?

For Category A & C

1. All approved faculties (Assistant Professors / Associate Professors / Professors with minimum **THREE** years' experience at VIIT are eligible to apply under this category.

For Category B:

1. All approved / faculties working at VIIT and **pursuing doctoral studies or wish to enroll for doctoral studies, below age of 40** shall apply under this category

Conditions of Grant and utilization

Award of Grant:

1. The selection of the projects will be based on peer review and presentation of short-listed proposals in front of Expert Committee.
2. The **maximum grant available for each project is Rs THREE lakhs** and the duration of the project is for **two years** for category A, whereas, it is one year for category B & C.
3. Research proposals from young faculty and in collaboration with faculty from within and other departments (intra and interdepartmental) involving interdisciplinary research areas are given preference.

Monitoring of Grant Utilisation:

1. The Principal Investigator should submit six monthly progress report. Annual report shall be submitted along with the statement of accounts and utilization certificate at the end of

- financial year for the release of the subsequent grant.
- All assets generated out of the fund for the project will become the property of the institution and an entry in the dead stock/consumable stock/library is mandatory for sanctioning the bills
- For category A & C: The budget estimate shall provide the details of equipment only. Consumables/chemicals/raw materials for test, travel, books etc. are not supported under these grant. However, PI is advised to get it through administrative channel

Expected outcomes:

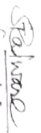
- A bound copy of the final report of work done on the project along with softcopy to be submitted with research wing on completion of the research project. A copy of the final report shall be kept in the library of the respective department(s) and to central library as a reference material.
- A publication of a research paper in an intl. peer reviewed, indexed journal is mandatory.
- For category A:** Submission of a research proposal to external funding agencies, on the basis of preliminary results obtained within six months from award of grant is mandatory. (All proposals shall be submitted after proper scrutiny and approval by research wing)
- For Category C:** Proposal for consultancy based on available resources and modernization / upgradation through VRPS grants shall be forwarded to Research Wing and Industry Interaction Cells, Trust office for publicity of the offerings, with duly approved services and charges for the same. In case of lab development activity, it must take care of requirements of future syllabus, PG and doctoral students on campus.

POLICY FOR EXECUTION

Researchers received grants under VRPS shall adhere to following rules and procedures during execution and final submission of the project.

- For purchase of equipment, follow the procedure as per QMS (institute purchase procedure).
- Every bill must be signed by Head of the concerned dept and the Director before submission of Research project **for audit**.
- Expenditure towards the purchase of air-conditioners, or renovation of laboratories or the purchase of Mother Board, DVD writer, Hard Disk, RAM, Antivirus, Pen drive, Computer, Laptop, Mobile, DVD, Steam Oven, Home Theatre, Mixer, Handy cam, Printer, Scanner, Fridge, Cupboard, Books rack, Furniture, stationary items any such items which are not exclusively required for the final product will be not allowed to purchase.

4. Dead stock/consumable stock entry of items purchased, is mandatory.
5. Library's accession is important on purchased books.
6. Air ticket & other expenditure will not be sanctioned for attending National & Intl conference.
7. Traveling expenditure, excluding field visit, if any will not be sanctioned.
8. The PI shall present their project work annually in front of the project evaluation committee
9. The release of funds for second Installment will depend on the performance of work done at first stage.
10. Minimum two students from UG or one student from PG are must be associated with the project.
11. In category A scheme, every PI has to submit six monthly report of project (one copy) to the research wing, every PI should submit final report of project (one copy) to the research wing at the end of the project duration (six months or one year).
12. On publication in International Journal, one copy of the paper to be submitted to the research wing. The affiliation of the institute is MUST in the research paper.
13. The final report of research project should include
 - (i) Technical Report along with conclusions (two hard bound copies) / and published, presented, accepted paper(s) (A soft copy)
 - (ii) Statement of accounts
 - (iii) Utilization certificate
14. The central audit will be organized at the end of financial year for financial assessments of research projects for category A and C.
15. In addition to terms and conditions in the document, governing rules of the institute and trust will govern the execution of the projects and these will be binding to all investigators.
16. The Professors are discouraged from writing proposals albeit they can be Co-PI/adviser with an Assistant / Associate professor as PI.



Dean (R&D)



Director



Vishwakarma Student Research Promotion Scheme (VSRPS) 2022

The management of BRACT has allocated budget to fund research/development projects to be undertaken by the students pursuing UG and PG course in VIIT. Aim of the research promotion scheme is to encourage students to participate in research activities and to prepare them to respond to the current and future needs of the industry. This is also to inculcate research culture, so that more number of students shall opt for higher education and research career.

Grant available for each project is Rs **TEN thousand for UG students and FIFTEEN thousand for PG students** along with other support from department like usage of specialized equipment and tools, research material or arranging support from industry through collaborations.

Guidelines for preparation of the proposal

1. The proposal shall clearly state the scope of the project, objectives; indicate current national and international status, methodology to be employed, and expected results and outcome of the project in the prescribed format.
2. The budget estimate shall provide the details under different heads such as equipment, consumables/raw materials and contingency, etc. as per the prescribed format.
3. Proposals to be submitted to departmental R&D coordinator, with prior approval from faculty, who is guiding the project and head of department.
4. Student(s) applying for the project grant, has to identify Principal Investigator (PI) while submitting the proposal.
5. PI shall act as Single Point of Contact (SPOC) for the execution of the project and responsible for documentation and communication related to project work.

Important Dates:

Sr. No.	Activity	Deadline
1	Submission of online proposal from students' group to departmental R&D Coordinator	15 th Oct., 2022
2	Shortlisting of proposals for online presentation	19 th Oct., 2022
3	Presentation schedule (Communication to Selected groups)	First Week of Nov. 22
4	Award of grant	Nov 10, 2022
5	Project duration	Nov. 2022 to June 2023

WHO SHALL APPLY ?

For Category A

1. All **Final Year B. Tech students** from all the departments, either for individual research or for group project.
2. **Second and Third Year B. Tech Students** can apply on strong recommendation from Professor from the Department / Any of Heads / Deans. This can be considered with project work / research work credentials of the student(s) and mentoring from faculty.

For Category B:

1. All **Post Graduate students including doctoral students**, those are working under **FULL time student** category. Sponsored candidates are not allowed to apply for the grant.

Selection Process and Award of Grant:

1. The grant **available for each project is Rs TEN thousand for UG and FIFTEEN thousand for PG** and the duration of the project is for **one year**.
2. Short listed project proposals will be called for presentation to evaluation committee. Decision of committee shall be final and binding to all participants.
3. The selection of the projects will be based on and presentation of short-listed proposals in front of Expert Committee and recommendation from Head of the concern department.
4. Faculty mentor of the project will hold the responsibility of all purchase process and students expense, without prior approval of the guide.
Execution and Monitoring

Monitoring of Grant Utilisation:

1. The Principal Investigator and faculty mentor should submit six monthly progress report through departmental R&D coordinator. Final report shall be submitted along with the statement of accounts and utilization certificate at the end of academic year, prior to examination.
2. All assets generated out of the fund for the project will become the property of the institution and an entry in the dead stock/consumable stock/library is mandatory for sanctioning the bills
3. The budget estimate shall provide the details of equipment only. Consumables/chemicals/raw materials for test and book, travel etc. are not supported under these grant.

Expected outcomes:

1. A product prototype / experimental setup / test setup / sub-system for existing setup in laboratory or workshop.
2. A bound copy of the final report of work done on the project along with softcopy to be submitted with research wing on completion of the research project. A copy of the final report shall be kept in the library of the respective department(s)
3. A publication of a research paper in a national / international journal is desirable.
4. **For category B:** A product prototype / experimental setup / algorithmic work which can be extended towards product or application to funding agencies for further research.
5. **For category B:** A publication of a research paper in an international peer reviewed, indexed journal is mandatory

POLICY FOR EXECUTION

Researchers received grants under VSRRPs shall adhere to following rules and procedures during execution and final submission of the project.

1. Every bill must be signed by project guide and head of the concerned department.
2. Traveling expenditure, excluding field visit, if any will not be sanctioned.
3. The group shall present their project work quarterly in front of the departmental project evaluation committee
4. The release of funds for next Installment will depend on the performance of work done at previous stage.
5. The affiliation of the institute is MUST in the research paper / poster published.
6. The final report of research project should include
 - (i) Technical Report along with conclusions and published, presented, accepted paper(s) in soft copy.
 - (ii) Statement of accounts with details of expenses and material specifications
7. In addition to terms and conditions in the document, governing rules of the institute and trust will govern the execution of the projects and these will be binding to all investigators.



Dean (R&D)



Director

BRACT's

Vishwakarma Institute of Information Technology, Pune

Policy for distribution of funds generated through Funded Projects

Definitions:

Research Project: A research project/task/work is one in which faculty of academic institute (research staff / research team) contribute their knowledge and intellectual inputs towards external agency (industry or other organizations, within India or abroad), to give solutions to real time problems by research work for which the concern faculty (on behalf of that academic institute) receives fund/grants for completing the said research work.

Research work / project given by outside agency to a faculty of the institute for work within mutually agreed scope. It will also include the job/ work referred to the head of the department or a functionary of the institute; Director, which may be taken up as a research project by faculty.

Generally, faculty or group of faculties write research proposals as per their domain expertise and submit it towards appropriate Govt. or Non -Govt funding agencies to execute the innovative research activities. Many times, different scientific and technical organizations announce various funding schemes under which academicians can apply with their research proposals to solve real time problems which will be helpful to society as a whole. Whenever any research proposal of any faculty get sanctions from abovementioned agencies, it is termed as "funded research project" in which faculty is allowed to use his/her research innovations to complete the given task/ work within stipulated time and to achieve the decided target, an amount (research fund/grant) is sanction towards that faculty member (on behalf of that academic institute).

Principal-investigator (PI): A faculty member of the institute who is responsible for handling the Research project. He / she is faculty of the institute with necessary expertise and competence to conduct the said research work. Many times, he/ she is the instrumental person in getting the research project -funds towards the institute / to individual faculty member.

Co-investigator (Co-PI): Any other faculty member associated with the research project along with PI.

Execution of research work: PI and his team capitalize their technical competency to accomplish the task through research and innovative activities. As it is the additional task other than the academic load of any faculty, a well-considered support should be provided to the faculty (whomsoever involved in the said consultancy work; teaching /non-teaching) and a facility to avail "on duty leave" should be provided whenever necessary.

PI and Co-PI will be fully responsible to complete the task as well as to complete his /her academic load in the institute. Any type of concession/ wave off will not be considered in individual's teaching load.

In case of heavy load of research work, faculty can apply for reliving him/her from the other non-teaching responsibilities for a stipulated time of consultancy, to the functioning authority; Director through Dean R and D and these authorities will give the appropriate decision.

All official documents related to consultancy work (work order, certificates, bills etc.) has to be submitted by PI to the VIIT office. Sanction of grants to the institute gives branding to it hence it is the whole and sole responsibility of the PI and Co-PI(s) to complete the project activity within stipulated time period and follow the rules and regulations given by the funding agency.

During the the purchase procedure stated by the funding agency will be followed by PI and not the institute's purchase policy but however the purchase rights will be with the PI and Co-PI(s).

PI should follow the purchase procedure stated (mentioned) by the funding agency for all kind of purchase related to project (purchase of the equipment(s), machinery and consumables or whatever items required for execution of the funded project) and not the institute's purchase policy. PI will be considered as single complete authority to do any sort of necessary expense related to the project and it is mandatory for PI to

ok
Salunke

give details of expenditure towards the funding agency. Also, PI should present the total expenditures towards institute whenever required.

Total revenue generated will be computed as follows: Basic Amount of Invoice (Excluding Tax) Less Amount spent by the institute for various activities in order to execute the task (service account which includes purchases, travel expenses, hiring services, registrations for conferences/ journals/patents, and other overheads for the cause. However this does not include salary or such parts paid to Faculty and staff.)

Research project output:

PI should submit all research deliverables to the funding agency as per the project norms. It is must for PI / CO-PI that he /she should include institute's affiliation in every research output (research paper/ copy right/ patent / model/ experimental set-up) . To increase research output and establish Branding of VIIT in the society is the first and foremost responsibility of PI and his team and they should take every effort for the same.

Rewards for those who receives the funds from external agencies for research proposal/work

Points to be noted,

1. Concern PI /Co-PI never gets any monetary gain from research funded projects.
2. Generally institute receives some funds from the "institutional overheads" quota from the funded agency (as per the norms of funding agency)
3. They can do expenses only for the project related things not for their personal benefit.
4. While working on such research projects, they can not avail concession in their academic load (teaching load). Many times they need to spend time after regular working hours also.
5. They contribute with their fullest of intellectual capacity for the said research work and find out the solutions real time problems which are beneficial to science and technology directly and to the society indirectly.
6. Research papers/ copy rights / patents/ models/ experimental set -ups developed by the faculty is always an admirable addition into the institute's R and D which helps to improvise institutes reputation, branding not only in the academic fields but also helps to increase the institute's Ranking at National and International levels (NIRF, TIMES RANKING etc)
7. Research outputs are not only important but are from the mandatory requirements for accreditation process. (NBA, NAAC, ABET, etc)

Considering above all points, it is necessary to inculcate a good, healthy research culture in the institute. And with the same intensity, to boost up the research activities in VIIT, following "Reward" policy will be implemented.

Reward for the funded research projects:

Faculty / faculties who will receive funds for his/ her research proposal from external agency, he will receive an appreciation amount: 5 % of the total funds received towards institute for the execution of research project: as a "Reward" for receiving the grants for his /her research proposal. This amount shall be limited to Rs. 50000 (INR Fifty thousand only) as it is not to be paid from the project. This reward will be given to concern faculty after successful completion of the project and disbursement of funds from the funding agency.

ofc
Salwan

This reward amount will not bear any connection with the funds received for execution of the project from the external funding agency. Institute will separately bear (contribute) this amount towards that faculty to support research activities.

Submitted

Director

Vishwakarma Institute of Information Technology

Approved

Managing Trustee

ok
Sahane

BRACT's

Vishwakarma Institute of Information Technology, Pune

Policy for Consultancy work

At the verge of new era of National Institutional Ranking Framework governed by Ministry of Human Resource Development, Government of India, Every academic institute, government and non-government organization considers research and consultancy projects as an important means of extending benefit of scientific research work towards society and as a tool for contributing to the country's and economic growth. On the same order of context, Vishwakarma Institute of Information Technology, Pune, an autonomous Institute has decided to extend its expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry as well as government and non - government organizations.

Therefore, as a matter of policy, VIIT encourages its faculty members to undertake research and consultancy work as a measure of scientific / technical collaborations with outside agencies. R and D, consultancy projects and training programs provide first-hand knowledge from the current problems of industry and the emerging area which is very helpful in developing the curriculum as per the industry needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas.

Appropriate Research and consultancy projects will provide much needed service to the government and industry and beneficial to the institute as a whole as well as to the concerned faculty members in several ways. This will enrich the professional experience and knowledge of faculty members and will be advantageous in execution of all academic processes in the institute.

Furthermore, consultancy work not only generates the revenue but establish the institute's branding in the industry, allied research fields and society. Following guidelines will be used for consultancy work.

Definitions:

Consultancy Project / Work: A consultancy project/task/work is one where faculty of academic institute (research staff / research team) provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), to give solutions to real time problems.

Consultancy assignment / job given by outside agency to a faculty of the institute for work within mutually agreed scope. It will also include the job/ work referred to the head of the department or a functionary of the institute; Director, which may be taken up as a consultancy project by faculty.

Principal Consultant/Investigator (PI): A faculty member of the institute who is responsible for handling the consultancy project. He / she is faculty of the institute with necessary expertise and competence to conduct research and consultancy work. Many a times he/ she is the instrumental person in getting the consultancy work towards the institute / to individual faculty member.

Co-consultant / Co-investigator/Co-PI: Any other faculty member associated with the consultancy project along with PI.

Revenue Generation: Every consultancy work should generate the invoice through the institute's account section by following the standard process and the entire revenue must be submitted to VIIT's authorized account (functionary account) with the prior notice and permission of Dean R and D, higher functionary authority of the institute, i.e Director of VIIT. The total revenue generated will be distributed into two sections: Institute share and Faculty share. Based upon the consultancy type (detailed below), this share will be distributed. Both these shares institute as well as faculty share are further including different categories or sub-categories.

Total revenue generated will be computed as follows: Basic Amount of Invoice (Excluding Tax) Less Amount spent by the institute for various activities in order to execute the task (service account which includes purchases, travel expenses, hiring services and other overheads for the cause. However this does not include salary or such parts paid to Faculty and staff.)

ofc Shalwa

Execution of Consultancy work: Consultancy work is the pathway to establish good bonding between the institute and industry/ other private and Govt. organizations. PI and his team capitalize their technical competency to accomplish the task and develops this bond between industry and academia. As it is the additional task other than the academic load of any faculty, a well-considered support should be provided to the faculty (whomsoever involved in the said training Programme; teaching /non-teaching) as well as for availing "duty leave" whenever necessary.

Faculty will be fully responsible to complete the task as well as to complete his /her academic load in the institute. Any type of concession/ wave off will not be considered in individual's teaching load.

In case of heavy load of consultancy work, faculty can apply for relieving him/her from the other non-teaching responsibilities for a stipulated time of consultancy, to the functioning authority; Director through Dean R and D and these authorities will give the appropriate decision

All official documents related to consultancy work (work order, certificates, bills etc.) has to be submitted by PI to the VIIT office.

Any consultancy will be considered / categorized separately based upon the scope of the consultancy work to be carried out.

TYPE I: PI and Co-PI execute the consultancy work in the institute completely using the infrastructural facilities, laboratory - machinery facility then the revenue generated from the consultancy work will be distributed in 70:30 proportion ; i.e 70 % amount from the total revenue will be submitted to institute share and 30 % will be to faculty share (including PI, Co-PI, any supporting staff involved in the task on the basis of their contribution)

TYPE II: PI and Co-PI execute the consultancy work outside the institute using the laboratory - machinery facility or any other technology which belongs to the VIIT , then the revenue generated from the consultancy work will be distributed in 50:50 proportion ; i.e 50 % amount from the total revenue will be submitted to institute share and 50 % will be to faculty share (including PI, Co-PI, any supporting staff involved in the task on the basis of their contribution)

TYPE III: PI and Co-PI execute the consultancy work outside the institute completely then the revenue generated from the consultancy work will be distributed in 30:70 proportion ; i.e 30 % amount from the total revenue will be submitted to institute share and 70 % will be to faculty share (including PI, Co-PI, any supporting staff involved in the task on the basis of their contribution)

TYPE IV: PI and Co-PI execute the consultancy work outside the institute completely on nonfunctional days (weekly off / vacations) without availing "On Duty leave facility" , then the distribution will be 20:80 , i.e 20 % amount from the total revenue will be submitted to institute share and 80 % will be to faculty share (including PI, Co-PI, any supporting staff involved in the task on the basis of their contribution)

Policy shall be in force from AY 20-21 till further orders.

Submitted
Director

Vishwakarma Institute of Information Technology

Approved
Managing Trustee

o/c
Rakhee

Submitted to Hon. Director for Approval

Date: 09.06.2021

Subject: Regarding grant of concessions in Ph.D. course fees for internal candidates

Happy to share that affiliating university has issued a circular no.156/2021 dated 07th June 2021. As per this, SPPU, Pune has conferred Autonomy to Ph.D. program to our institute and all such similar autonomous institutes. We are looking for admissions in four courses of Engineering where we do run Post Graduate programs. The total number of anticipated admissions is around 70 and the proposed fees for the same are around Rs. 70,000/- per academic year. As well, fees to apply for entrance examination and registration is Rs. 1500/- for general category candidate and Rs. 1000 for candidate claiming exemption for entrance test. These are half for reservation category candidates.

I would like to pay your attention to the fact that there are around 35 faculty members who have not yet registered for Ph.D. program anywhere as on date. It is most likely that these faculty members may seek admission at our institute through the admission process and register for the Ph. D course.

In light of starting a new course in autonomy we propose to provide fee concessions to our **faculty/staff members from Vishwakarma group institutes and their immediate family members**, as we provide in case of Under Graduate and Post graduate courses in the institute.

1. 50 % entrance fee refund in case faculty member enroll for entrance test and clears it.
2. 30 % fee concession in Total fees (excluding university share and one time fees) for faculty members and their immediate family members.



Dr. R.S.Talware

Dean R&D



Director

Vishwakarma Institute of Information Technology, Pune

OK

Biringale.

OK



To, Circulate @
Vishwakarma staff.

**Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma Institute of Information Technology, Pune – 48**

Circular

Ref. No. : VI-K/Ph.D./2020-21/0427

Date : 22-06-2021

Subject: Regarding grant of concessions in Ph.D. course fees for Vishwakarma Group employees.

Happy to share that affiliating University has issued a circular No. 156/2021 dated 07th June 2021. As per this, SPPU, Pune, has conferred Autonomy to Ph.D. program to VIIT, alongwith other autonomous institutes.

VIIT is offering Doctoral program in following disciplines:-

- | | |
|-----------------------|---------------------------|
| 1. Civil Engineering | 2. Mechanical Engineering |
| 3. E & TC Engineering | 4. Computer Engineering |

Schedule of activities and fees is available on website for current academic year.

In light of starting a new course in autonomy, VIIT provides scholarship / fee concessions to **our VI group faculty / staff members from Vishwakarma group institutes and their immediate family members / staff.**

1. 50% entrance fee refund in case faculty / staff member enrolls for entrance test and clears it.
2. 30% fee concession in Total fees (excluding university share and one-time fees) for faculty / staff members and their immediate family members.


Dr. Vivek Deshpande
Director



BRACT's

Vishwakarma Institute of Information Technology, Pune
Policy for distribution of funds generated through training programs**Definitions:**

Training Program: A training program conducted by faculty member/ members of VIIT for students/employees of other organization / institution / company / industry.

Lead Trainer: Teaching and non-teaching (technical) staff of VIIT who will conduct training program.

Co-trainer: Teaching and non-teaching (technical) staff of VIIT who will assist to the lead trainer to conduct training program.

Revenue Generation: Every training Programme conducted by VIIT Team should generate the invoice through the institute's account section by following the standard process and the entire revenue must be submitted to VIIT's authorized account (functionary account) with the prior notice and permission of Dean R and D and higher functionary authority, i.e Director of VIIT. The total revenue generated will be distributed towards the faculty and institute based upon the training Programme type (detailed below). Both the shares institute as well as faculty share are further including different categories or sub-funds.

Execution of Consultancy work: Training programs are the gateways to establish good bonding between the institute and industry/ other private and Govt. organizations. Lead Trainer and his team capitalize their technical competency to accomplish the training and develops a bond between industry and academia. As it is the additional task other than the academic load of any faculty, a well-considered support should be provided to the faculty (whomsoever involved in the said training Programme; teaching /non-teaching) as well as for availing "duty leave" whenever necessary.

Faculty will be wholly responsible to complete the task as well as to complete his /her academic load in the institute during the training Programme period. Any type of concession/ wave off will not be considered in individual's teaching load.

In case of long duration training Programme (more than two weeks), faculty can apply for reliving him/her from the other non-teaching responsibilities for a stipulated time to the functioning authority; Director through Dean R and D and these authorities will give the appropriate decision. In case of training is scheduled at VIIT, trainee and trainer(s) have to take care of their food and travel expenses of their own or lead trainer will take the responsibility along with his team to provide the necessary things:

Revenue sharing among lead trainer and co-trainer(s) i.e (in between the lead trainer and his team) has to be decided based on role and time devoted by each trainer in the training program. This sharing among themselves has to be decided by lead trainer and co-trainer(s) by mutual understanding. Institute will not interfere in this. All official documents related to training program (original and/or photocopy of MOU, NDA, certificates, bills etc.) have to be submitted by lead trainer to the VIIT office.

Total revenue generated will be computed as follows: Basic Amount of Invoice (Excluding Tax) Less Amount spent by the institute for various activities in order to execute the task (service account which includes purchases, travel expenses, hiring services and other overheads for the cause. However this does not include salary or such parts paid to Faculty and staff.)

All training consultancies listed below are the programs, which are not organized by the institute. For all programs viz. FDP / Trainings/ STTP / Workshops, faculty member must render his /her services at no extra cost, as this is part of the duty.

Any Training Programme will be considered / categorized separately based upon the following types.

TYPE I: If lead trainer and his team has conducted training program at host organization on holidays or during vacation, without using any resources from parent organization (VIIT) including the same course material, then the revenue generated from the training should be completely given to the lead trainer and his team (100 %share), and there will not be any institute share in this case. This is particularly applicable for

the cases, where faculty is working as resource person in any workshop / FDP / Seminar / Conference / review of papers / guest lecture etc. and receives remuneration from the assignment.

In case usage of course material or conduction on working days, then the revenue generated from the training should be distributed in 90:10 proportion ; i.e. 90 % amount from the total revenue will be shared with the faculty (and team if any) involved and 10 % will be submitted towards institute share.

TYPE II: If lead trainer and his team has conducted training program at host organization using some resources (viz. instrument, machine, system, hardware, software etc.), then the revenue generated from the training should be distributed in 80:20 proportion ; i.e 80 % amount from the total revenue will be shared with faculty involved and 20 % will be submitted towards institute share. Faculty share will be then distributed in between lead trainer and other members of his team depending upon individual contribution. Lead trainer will decide the proportion of distribution among his team. Lead trainer is solely responsible for any loss or damage of the resources of VIIT.

TYPE III: If training is conducted at VIIT without disturbing any ongoing academic load scheduled in any class/lab/hall of any Dept at VIIT and trainer(s) have used infrastructure and resources (viz. instrument, machine, system, hardware, software, seminar hall or classroom etc.) of VIIT, then entire revenue generated by training program shall be distributed in 50:50 proportion ; i.e 50 % amount from the total revenue will be shared with faculty involved and 50 % will be submitted towards institute share. Faculty share will be then distributed in between lead trainer and other members of his team depending upon individual contribution. Lead trainer will decide the proportion of distribution among his team. Lead trainer is solely responsible for any loss or damage of the resources of VIIT.

Submitted.

Director

Vishwakarma Institute of Information Technology

Approved

Managing Trustee

o/c
Rahane

**BRAC****Bansilal Ramnath Agarwal Charitable Trust**

"SHREE MANGAL", 251, Budhwar Peth, City Post Chowk, Pune - 411 002

Phone: +91- 20 -24499111 Fax - +91 -20 - 24498111

R&D/ 23- 4/Policy/ 01

12/04/2023

Administrative and Financial Approval – Reward and Sponsorship Policy for Publications**Ref: KPI and NIRF Targets: Policy and execution plan**

This is in reference to research promotion at VI, in order to inculcate the culture for long-term sustainability. Research is the backbone for almost all the rankings and accreditations, quantified in the form of quality publications in the form of papers, book chapters, etc. However, to stand out in the pool of institutes existing currently, research should be taken seriously in any institute, and high motivation is required for the same.

For this, different initiatives are taken, viz., paper-writing workshops, the organization of conferences linked to journals and books, and a plagiarism check facility. This is helping towards achieving goals up-to certain extent, which is not sufficient in the current context and completion.

With the dynamics of research and publication, competition from HEIs using different measures is changing the scenario at a faster pace. Scopus and Web of Science are curtailing the lists every month. Cloning of journals and a sudden surge in submissions have been attributed to some unavoidable practices.

Thus, considering the research requirements and conditions, certain measures for motivating the faculty members and students need to be implemented. This will help with higher publication numbers with the required indexing in SCI, SCI-E, Scopus, and WoS. These indexing demands different content quality and presentation, article processing charges, submission charges and contribution to make it open access.

In order to encourage the faculty and other members of the team, including students and collaborators, to make efforts to get their work published in these indexed journals, we propose the following financial incentives for the faculty and students: Higher weightage is given for collaborative work with industry and VI Institute members.

**BRAC**

Bansilal Ramnath Agarwal Charitable Trust

"SHREE MANGAL", 251, Budhwar Peth, City Post Chowk, Pune - 411 002

Phone: +91- 20 -24499111 Fax - +91 -20 - 24498111

Table: Journal Indexing and Reward policy for VI faculty

Sr. No.	Journal Indexing	Category of Publication	Award/Sponsorship	Possible Publication / Target	Total amount
1	SCI, SCI-Extended and Journals with JCR impact factor [Q1 Journals]	Journal Article	20000	25	5,00,000
2	Scopus, Web of Science, ESCI [Q2, Q3 and Q4 Journals]	Journal Article	7500	100	7,50,000
3	Scopus / Web of Science indexed conference	Conf. proc. published with Scopus or WoS Indexed	Registration Charges maximum up to Rs.6,000 or actual whichever is lesser	250	15,00,000
4	Book and Book Chapter (Scopus / Web of Science Indexed)	Book chapter published through conference or call for chapters with Scopus or WoS Indexed	Registration Charges maximum up to Rs.5,000 or actual whichever is lesser	25	1,25,000
				400	28,75,000

Methodology and Terms of Award

1. This is applicable for journal or conference-**published articles with author indexing** in Scopus and Web of Science. The published article should have a volume number, issue number, and page numbers, which are listed in Scopus and Web of Science indexing.
2. It is suggested to have VI faculty as **first authors** for all publications.
3. The affiliation of the author(s) must be VI group members of respective institute(s). For research supervisors, affiliation with VI as a research supervisor is a must. Students must have VI affiliations with VI email IDs.
4. This amount is to be given as a motivational or reward amount after the article, proceedings, or book chapter is published and available in the Scopus or Web of Science indexing of the author.

B. Min. file



BRAC

Bansilal Ramnath Agarwal Charitable Trust

"SHREE MANGAL", 251, Budhwar Peth, City Post Chowk, Pune - 411 002

Phone: +91- 20 -24499111 Fax - +91 -20 - 24498111

5. There is no upper limit on the number of articles or book chapters per faculty per academic year.
6. One article, paper, or book chapter will be rewarded only once, irrespective of the number of authors from the Vishwakarma Group of Institutes.
7. One article, paper, or book chapter will be rewarded only once, irrespective of the multiple indexing.
8. As an author, collaboration with faculty from the other VI group institutes is encouraged.
9. The amount of the reward has no relation to article processing charges, publication charges, or any other such amount or its currency. All indexed journals are at par for reward, whether it is free publication or without charge.
10. If a PhD student from VI is the first author, his or her guide (who is an adjunct guide) is an author, and VI group faculty is one of the authors, the amount shall be equally distributed among all authors, including the adjunct guide and the Ph.D. student(s). For this, affiliation with VI is the prime requirement for all authors, whatever their capacity may be.
11. The scheme will be effective for all articles, papers, and books published after the publishing date of the policy and will be effective until the academic year 2023–24 (up to July 30, 2024). It will be reviewed in August 2024 and may be amended, modified, or discarded depending on the review and needs of the time.
12. The Publication Assessment Committee (PAC) will meet **every three months** and recommend the article, paper, or book chapter for reward after checking the indexing of the publication. Hon. The director will go through the recommendations and approve rewards after due process.
13. All authors (preferably corresponding) shall submit the soft copy of the published work along with proof of indexing at a designated drive-by PAC. No other correspondence is required.

The research wing recommends and requests approval for administrative policy and financial provisions, including disbursement of funds as and when due.

Administrative:

Permissions for Implementation, limiting the scope, identification of faculty / students/ collaborators and modus of operandi among VI group.

Bringing

**BRAC**

Bansilal Ramnath Agarwal Charitable Trust
"SHREE MANGAL", 251, Budhwar Peth, City Post Chowk, Pune - 411 002
Phone: +91- 20 -24499111 Fax - +91 -20 - 24498111

Financial:

Approval for funds: **28,75,000 (Rs. Twenty-Eight Lakhs Seventy-Five Thousand Only)** for each academic year up-to 2023-24. Funds shall be debited to R&D account for research promotion / faculty development/student development / Innovation and incubation as per the budget head.

Binin Gule

Agarwal
Managing Trustee

Gangre

Prof. Dr. Ganesh Dongre, Dean R&D (VIT)

BS

Director, VIT, Pune

Parikshit

Prof. Dr. Parikshit N. Mahalle, Dean R&D (VIIT)

Parikshit

Director, VIIT, Pune

R&D/ 22- 11/Policy/ 02

Submitted to BRAC by research wing, through Director, VIITFor Administrative and Financial Approval – Reward Policy for Publications**Ref: KPI and NIRF Targets: Policy and execution plan**

This is in reference to research promotion at VIIT, in order to inculcate the culture for long term sustainability. Research is a back bone for almost all the rankings and accreditations, quantified in the form of quality publications in form of papers, book chapters etc. However to stand out in the pool of Institutes existing currently, research should be taken up in any Institute seriously and high motivation is required for the same.

With 130+ on-campus faculties and 100+ PG& PhD students, still struggling to get the required no. of publication with the quality matrix required. This is out of various reasons like lack of experimental work, shortfall in integrating the results and makes the matter publishable.

For this different initiative are taken viz. paper writing workshops, organization of conferences linked to journals / books, plagiarism check facility. This is helping towards achieving goals up-to certain extent, which is not sufficient in the current context and completion.

Dynamics in research and publication, competition from HEIs using different measure is changing the scenario at faster pace. Scopus and UGC-CARE is curtailing the lists every month. Cloning of journals and sudden surge in submission has attributed to some un-avoidable practices.

Thus, considering the research requirements and conditions, certain measures for motivating the faculties and students need to implemented which are beyond the current schemes which are active. This will help in higher publication with the required matrix. Another hinderance is that the major Indexing include SCI SCI-MAGO, SCI-E, ESCI, Thomson-Router, Scopus, WoS, UGC-CARE etc. demand different content quality and presentation, article processing charges, submission charges and contribution to make it open access.

In order to promote the faculty and other members of the team including students and collaborators for taking efforts to get the work published in these indexed journals, we propose following financial motivations for the faculty and students. Higher weightage is given for collaborative work with Industry, VI institute members. Highest weightage is given for paper with students of VIIT, being directly quantifiable outcome and student development.

Table 1: Journal Indexing and Reward policy for VIIT faculty and Scholars

Sr. No.	Journal Indexing	Category of Publication	Reward Amount				Possible Publication	Total Amount
			A (VIIT Faculty only)	B (VIIT faculty with Ind / other than VI Inst)	C (VIIT faculty + VI group faculty)	D (VIIT faculty + students)		
1	SCI, SCI-Extended, SCI-MAGO, Q1 and Q2 Journals	Journal Article	17000	19000	21000	22000	(7+5+5+8) = 25	495000
2	Scopus, Q3 and Q4 Journals, ESCI	Journal Article	8000	9000	10000	11000	(15+18+12+20) = 65	621000
3	Scopus indexed conference	Conf. proc. published with Scopus or WoS Indexed	5000	5000	6000	6000	(20+25+20+40) = 105	585000
4	Book Chapter / Lecture notes series / Book Series	Book chapter published through conference or call for chapters	2500	2500	3000	3000	(30+25+20+20) = 95	257500
5	UGC-CARE	Articles in UGC-CARE journals	2500	2500	3000	3500	(40+30+25+40) = 135	390000
							425	2348500
Total: Rs. Twenty Three Lakhs Forty Eight Thousand Five Hundred Only								

Methodology and Terms of Award

1. Only Journal articles published in Print / Online mode for the Volume and issue which is listed in category 1 to 5 (current coverage only). The Volume and issue in which paper is published shall be covered under scopus or respective indexing mentioned in the policy.
2. Affiliation of author(s) must be Vishwakarma Institute of Information Technology and for VI group members it shall be respective institute(s), for research supervisors, affiliation of VIIT as research supervisor is must. Students must have VIIT affiliations and possibly VI email IDs.
3. This is not a re-imburement scheme. This amount is to be given as motivation / reward amount after the article/proceedings /book chapter is published and it is indexed in one of the indexing (category 1 to 5). Highest indexing is considered for reward.
4. There is no upper cap on number of articles / book chapter per faculty per academic year.

5. One article/ paper/ book chapter will be rewarded once only, irrespective of number of authors from Vishwakarma Group of Institutes.
6. Collaboration with faculties from VI group (VIT / VU / VCACS) is encouraged as author.
7. Amount of reward is not having co-relation with Article Processing Charges, Publication Charges any such amount and its currency. All indexed journals are at par for reward, whether it is free publication or with charge.
8. If a PhD student from VIIT is first author, his/her guide (who is adjunct guide) is an author and VIIT faculty is one of the authors; amount shall be equally distributed among all authors including adjunct guide and Ph. D student(s). For this affiliation of VIIT is the prime requirement for all authors in whatever capacity it is.
9. Scheme will be effective for all articles / papers/ books published after the publish date of policy only and will be effective up-to academic year 2023-24 (up-to 30th July 2024). It will be reviewed in June 2024 and may be amended / modified / discarded depends on the review and need of the time.
10. Publication Assessment Committee (PAC) will meet every month and recommend the article / paper/ book chapter for reward after checking the indexing of the publication. Hon. Director will go through recommendations and approve for reward after due process.
11. All authors (preferably corresponding) shall submit the soft copy of the published work along with proof of indexing at designated drive by PAC. No other correspondence is required.

Research wing recommends and request for approval for administrative policy and financial provisions, disbursement of funds as and when due.

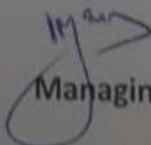
Administrative:

1. Permissions for Implementation, limiting the scope, identification of faculty / students/ collaborators and modus of operandi among VI group.

Financial:

1. Approval for funds: 2348500 (Rs. Twenty Three Lakhs Forty Eight Thousand Five Hundred Only) for each academic year up-to 2023-24. Funds shall be debited to R&D account for research promotion / faculty development/student development / Innovation and incubation as per the budget head.

Prepared by research wing, submitted for kind approval through Dean (R&D), Dean(Finance), Dean(Admin) and Director, VIIT.


Managing Trustee