RESEARCH & DEVELOPMENT POLICY

Document Number	:	IQAC-R&D/120/71
Document Name		Research & Development Policy
Policy Category	:	R&D Policy
Version Number	:	2.0
Effective Date	:	1st July 2026
Applicable to	:	All internal staff (teaching and non-teaching) of AMGOI
Prepared By	:	Dean, R&D
Reviewed By	:	Dean, R&D
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

Research and development are essential to academic excellence, innovation, professional growth and societal progress. Ashokrao Mane Group of Institutions (AMGOI) aims to create a vibrant research ecosystem that promotes quality research, interdisciplinary collaboration, innovation, industry interaction, knowledge dissemination and solutions to real-world problems. This policy establishes the overarching institutional framework for planning, promoting, supporting, monitoring and reviewing R&D activities undertaken by faculty members, students and research teams.

2. Objectives

The objectives of this Policy are to:

1. Develop a strong, ethical and sustainable research culture among faculty members and students across all departments.
2. Promote high-quality research and publications in reputed indexed journals, recognized conference proceedings, books and book chapters.
3. Encourage innovation, invention, patenting, design registration, copyright protection, technology transfer and commercialization.
4. Facilitate research proposal submission and mobilization of grants from government, industry, private and international funding agencies.
5. Promote sponsored research, consultancy, testing, technical services and collaboration with industry, government and research organizations.
6. Provide institutional support and incentives for eligible research activities, conferences, seminars, workshops, FDPs and professional development.
7. Facilitate research qualifications, coursework and research assistance opportunities at reputed institutions, subject to approval.
8. Promote student research, capstone projects, minor research projects, innovation competitions, start-ups and incubation activities.
9. Provide seed funding and support for prototypes, proof-of-concept models, products and socially relevant solutions.
10. Strengthen research infrastructure, laboratories, specialized facilities and Centres of Excellence.

11. Ensure responsible research through plagiarism prevention, ethics, data integrity, appropriate authorship, confidentiality and respect for intellectual property.
12. Recognize research achievements and promote dissemination of outcomes at institutional, national and international levels.
13. Maintain transparent processes for proposal submission, scrutiny, approval, monitoring, financial utilization, reporting and record keeping.

3. Scope

This policy applies to all full-time teaching faculty members, students, research scholars, project staff and approved research collaborators engaged in R&D activities under the name, resources, funding or institutional responsibility of AMGOI. It covers funded and unfunded research, publications, conferences, books, IPR, consultancy, sponsored projects, research assistance, faculty development, student research, innovation, start-ups, incubation, internships, capstone projects and research infrastructure development.

4. Policy Guidelines

A. Institutional R&D Framework

AMGOI shall promote and coordinate research and development through the Research & Development Cell under the guidance of the competent institutional authorities. The Dean, R&D shall coordinate institutional research activities, communicate applicable policies, facilitate proposal development, maintain consolidated records and monitor the progress and outcomes of R&D initiatives.

Research activities shall be undertaken with due consideration to quality, originality, ethical conduct, institutional affiliation, transparency, appropriate use of funds, statutory compliance and timely submission of reports and evidence.

B. Separate R&D Policy Documents and Record

The following documents constitute the AMGOI R&D policy framework. Each document is maintained separately and contains its own detailed provisions, eligibility criteria, procedures, forms and approval requirements. This umbrella Policy establishes the common institutional framework and does not supersede those documents.

Sr. No.	Separate Policy Document	Record Number	Research Parameter	Financial Support	Leave Benefits
1	Start-up and Incubation Policy	IQAC-R&D/120/62	Start-up development, incubation, entrepreneurship and commercialization	As per approved scheme, institutional support and availability of funds	As per approved activities; no fixed entitlement specified
2	Innovation Policy	IQAC-R&D/120/63	Innovative ideas, prototypes, proof-of-concept and	As per approved innovation support	As per institutional approval

			technology solutions	scheme and fund availability	
3	Consultancy Policy	IQAC-R&D/120/64	Consultancy, testing, technical services and industry assignments	60% to faculty; 40% retained by AMGOI, subject to approval and policy conditions	As per project requirements and prior approval
4	Internship Policy	IQAC-R&D/120/65	Student internships and industry / research exposure	As per approved arrangement; no common financial support amount specified	As per academic calendar, attendance rules and approved internship schedule
5	Capstone Project Policy	IQAC-R&D/120/66	UG / PG capstone projects, major projects and applied problem-solving	As per approved project scheme; eligible support may be considered under Seed Funding Policy	As per academic calendar and departmental approval
6	Research Publication Incentive Policy	IQAC-R&D/120/67	Journal papers, conference papers, books and book chapters	₹2,000–₹10,000 for journal publications, based on journal quality / indexing; other research outputs as per approved incentive criteria	Conference duty leave: up to 5 days for national and up to 8 days for international conferences, subject to approval; otherwise NA
7	Research Ethics, Code of Conduct and Plagiarism Prevention Policy	IQAC-R&D/120/68	Research integrity, plagiarism prevention, authorship, data management and ethical conduct	NA – no direct financial incentive	NA
8	Centre of Excellence Policy	IQAC-R&D/120/69	Specialized research facilities, laboratories, training and collaborative R&D	As per approved establishment / operational budget and external support	As approved for assigned duties and activities
9	Student Research and Development (R&D) Policy	IQAC-R&D/120/70	Student research, projects, publications, patents, competitions and innovation	As per approved student R&D scheme, project funding or award criteria	As per academic rules and prior approval for approved academic / research activities

10	Faculty Development Policy	IQAC-R&D/120/71	FDPs, seminars, workshops, research training and professional development	Up to 50% of registration fee, subject to a maximum of ₹1,500, as per eligibility and approval	Duty leave for approved FDP / seminar / workshop days, subject to institutional approval
11	Intellectual Property Rights (IPR) Policy	IQAC-R&D/120/72	Patents, designs, copyright and other protectable intellectual property	As per IPR category and approved incentive / filing support criteria	NA; duty leave only when specifically approved
12	Seed Funding Policy	IQAC-R&D/120/73	Faculty / student projects, prototypes and proof-of-concept development	Normally up to ₹25,000 for an individual B.Tech project; higher support subject to special approval and fund availability	As per project requirements and prior approval

5. Roles and Responsibilities

Faculty claimant: Identify relevant programmes/courses, obtain prior permission, participate/complete the course and submit certificates and claims.

Concerned HOD: Verify relevance, recommend participation and make necessary academic/workload arrangements

R&D Cell Committee : Verify eligibility and documents

Dean, R&D : Verify eligibility and documents, recommend support and maintain participation and incentive records.

Director& Campus Director : Review recommendations and forward eligible claims for competent-authority approval.

Finance: Process sanctioned payments and maintain financial records.

Management: Approve, reject or seek clarification on claims; decision is final under institutional norms.

6. Review and Revision of Policy

The R&D Cell shall periodically review implementation and recommend amendments based on institutional needs and the experience of processing claims.

Any amendment, clarification of ambiguous financial provisions or change in incentive amounts shall take effect only after approval by the competent authority.

Management's decision shall be final.

7. Annexures/Supporting Documents

1. Annexure A – Application for permission/ HOD Remark on application to attend a seminar, research workshop or FDP .
2. Annexure B – Programme brochure/invitation showing title, dates, organizer and registration fee.
3. Annexure C – Registration receipt and payment proof, wherever financial support is claimed.
4. Annexure D – Participation/completion certificate showing AMGOI Vathar affiliation, wherever applicable.
5. Annexure E – NPTEL course details, completion certificate and examination scorecard, wherever applicable.
6. Annexure F – Financial support claim form and approval record.

8. Standard Operating Procedure (SOP)

1. Submission: Faculty member submits the prescribed form and supporting documents to the R&D Cell.

2. Departmental scrutiny: HOD checks completeness and provides recommendation.

3. Technical verification: R&D Cell committee Member verifies the journal/conference/book category, indexing, affiliation, author list and duplicate-claim status.

4. Recommendation: Dean, R&D records the recommendation and any clarification required.

5. Approval: Director and Campus Director review the claim and approve or reject it.

6. Disbursement: Finance/Administration processes the approved amount in accordance with institutional procedures.

7. Record closure: R&D Cell records the decision and payment reference and retains supporting evidence.

Dr. Mrs. V. K. Thombare
Dean, R&D
DEAN
RESEARCH & DEVELOPMENT
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS

Dr. Mrs. S. R. Chougule
Director
Dr. Mrs. S. R. Chougule
DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur, Maharashtra - 416112

Dr. P. B. Ghewari
Campus Director
CAMPUS DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112

RESEARCH & DEVELOPMENT COMITEE

Sr.	Names of the Members	Organization	Designation
1	Dr. (Mrs.) Sangeeta R. Chougule	Director, AMGOI, Vathar	Chairman
2	Dr. Pravin B. Ghewari	Campus Director, AMGOI, Vathar	Member
3	Dr. Jaydeep M. Shinde	Dean- Student Affairs &HOD (CE), AMGOI, Vathar	Member
4	Mr. Amol A. Rabade	Associate Dean-IQAC, AMGOI, Vathar	Member
5	Mr. Maheshkumar A. Sutar	Dean- PG, AMGOI, Vathar	Member
6	Mr. Dr. S. S. Sutar	I/C Direcor, MBA, AMGOI, Vathar	Member
7	Dr. Amol A. Suryawanshi	HOD (ASH), AMGOI, Vathar	Member
8	Dr. Shrenik S. Sarade	HOD (AM & AD), AMGOI, Vathar	Member
9	Mr. Suraj S. Redekar	HOD (CS), AMGOI, Vathar	Member
10	Dr. Pravin A Thorat	HOD (EE), AMGOI, Vathar	Member
11	Dr. Digvijay J. Pawar	HOD (ET), AMGOI, Vathar	Member
12	Dr. Chetan R. Dongarsane	HOD (EC), AMGOI, Vathar	Member
13	Dr. Sourabh S. Kulkarni	HOD (ME), AMGOI, Vathar	Member
14	Dr. Kalpesh S. Kambale	Head Incubation Cell, AMGOI, Vathar	Member
15	Dr. Omkar R Ghatage	IIC Convenor, AMGOI, Vathar	Member
16	Dr. Vinaya K. Thombare	Dean-R & D, AMGOI, Vathar	Member

Dr. Mrs. V. K. Thombare
Dean, R&D

Dr. Mrs. S. R. Chougule
Director

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DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur, Maharashtra - 416112

Dr. P. B. Ghewari
Campus Director

CAMPUS DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112