STUDENT RESEARCH & DEVELOPMENT POLICY

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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

Ashokrao Mane Group of Institutions (AMGOI) is committed to fostering a research-driven environment among students. This policy provides academic, financial and recognition-based support to encourage student research, innovation, quality publications, conference participation, patent filing, minor research projects and relevant MOOC learning.

2. Objectives

The objectives of this Policy are to:

1. Promote a research culture among undergraduate and postgraduate students.
2. Encourage publication of student research in reputed journals and conferences.
3. Provide financial and academic support for research and innovation activities.
4. Recognize outstanding student contributions to research and innovation.
5. Encourage self-learning, upskilling and certification through MOOC platforms such as NPTEL and SWAYAM.

3. Scope

This policy is applicable to all full-time UG and PG students of AMGOI across all departments who participate in:

1. Research paper writing and publication.
2. Participation in national and international conferences.
3. Minor research projects and innovation competitions.
4. Patent filing and technical article contributions.
5. MOOC-based learning and certification relevant to academics, research and professional skills.

4. Policy Guidelines

4.1 Incentive and Support Structure

Activity	Publication / Participation Level	Incentive / Support	Conditions
Research Paper Publication	Scopus-indexed	₹2,000	AMGOI affiliation is mandatory and

			publication must be guided by a faculty member. Incentive is payable to the First Author, once per year per paper.
Conference Presentation	National / International Conference	50% of registration fee: National – up to ₹1,000; International – up to ₹3,000	Support is provided only to the First Author. Only full-paper conference proceedings of IEEE, ACM, Springer, Elsevier, AIP, etc., indexed in Scopus / Web of Science, are considered. A student may avail this benefit once in an academic year.
Patent Filing	Filed, with student as inventor	Design Patent – ₹3,000; Utility Patent – ₹5,000	Incentive is payable per patent. AMGOI must be acknowledged.
Minor Research Project	Funded internally or externally	Support based on proposal merit, up to ₹5,000	Subject to approval by the R&D Committee.
Technical Magazine / Article	Published in reputed technical / IEEE magazines	₹500	Payable to the First Author; work must be guided by a faculty member.
MOOC Courses	SWAYAM / NPTEL	50% of examination fee, up to ₹1,000	Examination score must be greater than 60%.

The above incentives and support limits are reproduced from the existing Student R&D Policy. Claims shall be processed subject to verification, availability of funds and approval under this policy.

4.2 General Guidelines

- Every student research activity shall be carried out under the supervision of an approved faculty mentor.
- Departments shall nominate a Departmental Research Coordinator to monitor student research and MOOC activities.
- All research papers must mention "AMGOI, Vathar" in the institutional affiliation.
- Only verified publications in indexed journals or peer-reviewed conferences shall be eligible for publication incentives.
- Publications in predatory or non-indexed journals or conferences shall not be eligible for incentives.
- Plagiarism shall be within permissible limits prescribed by applicable UGC, IEEE, Scopus or other relevant guidelines.
- For group publications, the incentive shall be equally distributed among contributors, subject to the specific eligibility conditions stated for each activity.

- All claims shall be submitted to the R&D Cell in the prescribed format through the Departmental Research Coordinator, with the HOD's signature.

5. Roles and Responsibilities

Student / Project Team	:	Undertake research under faculty guidance; ensure originality and ethical conduct; acknowledge AMGOI; submit complete evidence and claims.
Faculty Mentor	:	Guide student research; review technical quality, authorship, affiliation and publication / patent documentation.
Departmental R&D Coordinator/Comitee Member	:	Coordinate and monitor student research and MOOC activities; verify and forward claims to the R&D Cell.
Head of Department (HOD)	:	Review departmental claims and certify them before forwarding to the R&D Cell.
Dean R&D	:	Verify eligibility and supporting documents, assess research merit where required, and recommend incentives or support.
Director and Campus Director	:	Approve eligible claims and recommendations as per institutional authority.
Management / Finance Section	:	Arrange disbursement of approved incentives and maintain financial records as per institutional norms.

6. Review and Revision of Policy

The R&D Cell shall periodically review this policy, implementation records and applicable institutional requirements. The Dean, R&D shall periodically review the implementation and effectiveness of this policy in consultation with the R&D Committee. Amendments, including changes to eligibility, incentive amounts or procedures, shall be placed before the competent authority for approval. Approved revisions shall be communicated to all departments.

Changes to incentive amounts, eligibility, ownership procedures or approval authority shall be effective only after formal approval by the competent authority.

Management's decision shall be final under the Revised R&D Policy and applicable institutional norms.

7. Annexures/Supporting Documents

1. Annexure A: Activity details in the prescribed format and relevant documentary proof, such as certificates, published papers/proceedings,IPR publication/grant documents, as applicable to the activity.
2. Annexure B: IStudent bank account details (account holder name, bank, branch, account number and IFSC, and Reimbursement amount claimed.
3. Annexure C:Cancelled cheque or passbook copy for account verification.
4. Annexure D: Supporting bills, receipts and payment proofs.
5. Annexure E: Claim form duly signed by the student(to be maintained at Department) and forwarded/recommended by the concerned HOD..

8. Standard Operating Procedure (SOP)

1. Submission: Student submits the prescribed claim form along with activity details, reimbursement amount, bank account details and supporting documents to the Departmental Research Coordinator..

2. Departmental scrutiny: HOD verifies the completeness and authenticity of the submitted documents and provides a recommendation.

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

4. Recommendation: Dean, R&D reviews the claim, records the recommendation and seeks clarification, if required

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

6. Disbursement: Finance/Administration processes the approved reimbursement amount directly to the student's bank account as per institutional procedures.

7. Record closure: R&D Cell records the approval decision and payment reference and retains the claim form and supporting documents for institutional records..

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
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