



Chairman

Mr. Rahul V. Vaidya

M. Tech., AMPI, MBA, PGDFS

Director

Dr. P. M. Kulkarni

Ph.D.

Ref. No. : DMI /

Date :

Research Policy in DMI

▪ Objective of the policy

Any educational institute grows leaps and bounds if the real research and innovation takes place in it. It is being observed that our institution is necessitating the policy framework for the same. Being the inception stage we need to look at the policy as a frame work and should provide enough flexibility to it so it can serve its purpose of expediting the research culture at DMI.

Two basic realms the policy should serve independently and at times interdependently looking at the nature of the work undertaken.

1) **Students:**

- a. Regular PG and UG Students,
- b. Research scholars

2) **Faculties:**

- a. permanent approved faculties
- b. associated faculties
- c. visiting and contractual faculties
- d. in-house research guide
- e. associate guide within CHMES and outside CHMES

Dr. Moonje Institute (DMI) is persistent to promote research work by the faculty and the students. The institute is keen to establish the research culture fostering academic as well as applied research. Management has demonstrated this intent by establishing a Ph.D. Research Centre affiliated to S.P. Pune University. And we are interested in the research collaboration with various institutions and

The DMI Research Centre wants to encourage its students to explore intercollegiate research opportunities and publish original work in leading journals or present such work at state level- national level- international level conferences.

The DMI Research Centre will organize Academic Writing workshops for faculty as well as students to enable them augment their writing and analytical skills and also encourage for attending online courses for the same.

DMI plans to regularly depute its faculty as well as its bright students to attend various Workshops/Conferences and also provides necessary financial assistance to encourage them to actively participate in the institute's initiative of "Establishing Research Culture".

Research work jointly undertaken by students and Faculty will also be encouraged and used for the assessment of students as well as the faculty.

As an enabler for research, DMI will be providing required infrastructure and facilities/resources to faculty as well as Students.



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Following guidelines will be followed to financially support the faculty and students for the purpose elaborated below: -

Sr. No	Particulars	Notes	Approval Process
1	Attending district/ state/ national/ International conferences and seminars	If presenting the paper, as a panel member, key note speaker & guest.	CDC, Chairman and Director are jointly required to evaluate the authenticity of publications and participation in the various events and approve the reimbursement proposal covering the registration fees and the Appreciation amount or any other financial aid or support. Authentic documentation to this effect is made while approving the payment. It is mandatory for the beneficiary to take the prior approval for participation and must submit the evidence of participation.
2	Participating in workshops	Participant, expert	
3	Sponsored research projects	Internal, outside	
4	Publications	Research papers, articles, books chapter, book author syllabus, reference book	
5	IPR / copy rights and patents	Individual, group, institution	
6	MOOC/ New course or online course on various platforms	Individual or any national or international platform	
7	Awards	Local, university, state, national, international	
8	Voluntary activities	Local , university, state, national, international	

There will be separate policy norms for students and teachers.

A) To Attend National / International / Conferences / Workshops / Seminars in India as a participant

- Payment of registration fees to attend national / international workshop/seminar
- Expenses for travel and stay will be paid on actual basis
- "Special Learning Leave" will be provided to attend the conference / workshop and it will be consider as regular attendance for students / faculties /staff
- Prior approval from competent authority is mandatory for participation in the national /international /local conference/ workshop / seminar
- After returned from the conference / workshop / seminar and as a part of knowledge sharing initiative, the faculty as well as the student have to submit detail study report along with travel expense statement and give the presentation to competent authority within 15 days.
- Reward of Rs. 5000/- will be paid to the team/participant as a token of appreciation if paper is selected as best paper award in the conference.



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B) To Attend National / International / Conferences / Workshops / Seminars Abroad as a participant

- Registration fees will be paid on actual basis
- Expenses for travel and stay will be paid on actual basis for attending the conference / workshop / seminar.
- Special Learning Leave” will be provided to attend the conference / workshop and it will be consider as regular attendance for students / faculties /staff
- Prior approval from competent authority is mandatory for participation in the national /international /local conference/ workshop / seminar
- After returned from the conference / workshop / seminar and as a part of knowledge sharing initiative, the faculty as well as the student have to submit detail study report along with travel expense statement and give the presentation to competent authority within 15 days
- Reward of Rs. 10000/- will be paid to the team/participant as a token of appreciation if paper is selected as best paper award in the conference.

C) To Publish Research Paper / Article / Case Study etc. in Reputed Journals (Online / Offline) like SCOPUS Indexed, UGC CARE Listed & Other Reputed Journals

- Registration fee will be paid on actual basis to the first author
- Appreciation amount of 10000,- will be paid annually to the first author if he publish minimum 3 papers in the calendar year
- Faculty / Student will have to submit 3 copies in original of the relevant journal / magazine to DMI for claiming the reimbursement.
- Joint authoring of research paper / article / case study between faculty - faculty, faculty - student as well as between student - student is encouraged. However, such co-authoring will be considered as a single entity for appreciation by DMI.

D) Publication of Book written by Faculty as their original work or a co-authored work

For each Book authored/ co-authored and published by local, state International or National Publishers of repute, the books can be divideç in two categories

- 1) Syllabus related books
- 2) Reference books

With ISBN (International Standard Book Number), or Apex bodies/Societies in the field of education with ISBN (International Standard Book Number)

The Authors and Co-Author together will be given one-time incentive of Rs. 15000/-only if all the authors/co-authors on the payroll of DMI / Bhonsla family.

For claiming the incentive amount the author / co-author will have to jointly put up an application prior to publish the book and sought approval from competent authority along with necessary documentation.

Randy



Bhonsala Military College Campus, Rambhona, Gangapur Road, Nashik - 422 005.

Ph. No. : (0253) 2309617,2342840 | Mob. No. 9087019128 | Fax : (0253) 2342840

Website : www.moonjeinstitute.com | www.dmi.bhonsala.in | Email : moonje_institute@rediffmail.com

Contact : 9175917050, 9175927050 | Placement : 9175937050 | Office : 91759475050

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(Estd. 2002)

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E) Research work leading to Patent registration

- 1) Patent registration process will be on the name of DMI.
- 2) All the Attorney cost/patent application cost will be borne by DMI
- 3) On successful registration of the patent DMI will issue a Certificate of Appreciation to the inventor/s and paid one time incentive of Rs 20000 after grant of patent.

F) Budding Researcher Award

DMI will give annual researcher award to one student for his/her outstanding performance in research. It will consist of an Appreciation certificate along with cash award of Rs.10000/- .This is given to the student after successful selection of research at national/international level. The criteria for selection of this award will be decided by competent authority.

G) Funded Research Projects

Faculties will be encouraged to write and forward research proposals for financial support to different funding agencies & once the project is sanctioned by the funding agency the suitable incentive with respect to travel grant capital expenses and reward will be given to project on case to case basis after approval of competent authority.

Above policy guidelines are applicable to all the teaching / non-teaching staff and students of all courses of DMI. These guidelines will come in to force from 1st April 2022.

This policy is valid only if prior written approval of competent obtained by the researcher. The decision of competent authority will be final and binding on all.

These being DMI internal policy guidelines they must be treated as "CONFIDENTIAL" and must not be shared in any form with any external to DMI person/ agency. These guidelines are for private circulation only. DMI reserves their right to amend / modify / delete in part or in full any portion of these policy guidelines.

Prepared By	Proposed by	Approved by		
Dr. Nitin Chaudhari (Academic Research coordinator)	Dr. Preeti Kulkarni (Director)	Mr. Rahul Vaidya (Chairman - DMI)	Dr. Ajit Bhandakkar (Guardian - DMI)	Mr. Hemant Deshpande (Secretary - CHMES Nsk. Div.)