

Approved in CPC meeting on 17th Feb 2024

Govt. of Maharashtra

Government College of Engineering, Nagpur

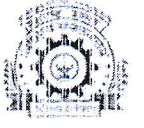
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"To be an Institution of National Repute Creating Globally Competent Technocrats to Serve the Society"

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No. GCOEN/Civil/2024/510

Dt. 15/2/2024

ADMINISTRATIVE AND RESEARCH & DEVELOPMENT POLICY FOR FACULTY

Ref: GCOEN/Est-1/2024/328 dtd. 5/2/2024

Faculty is the most important stakeholder of an institute. Institutes need to ensure continuous value addition of each and every faculty. To encourage this, following schemes / policies are framed for various activities under the broad umbrella of faculty empowerment. This policy shall be applicable to regular faculty only. The faculty who wishes to avail facility will apply to Principal through Head of Department & recommended by Dean (R & QA) with all details and get it approved before proceeding to attend the program.

I. Participation in Conference/Seminar/Workshop/Exhibition/Technical Festivals/FDP/Training programs/STTP etc [Organized by Centrally Funded Institutions, State funded institution and other reputed organizations / institutions (not applicable to foreign Institutes)]

Faculty members are encouraged to participate in the quality conferences arranged by institutions of repute, Center or State Govt. funded institutions.

- The faculty member publishing /presenting paper in the conference/workshop/congress etc. will be reimbursed total expenditure towards travel expenses, dearness allowance, as per Govt. of Maharashtra rules and the registration fees.
- Faculty members (who are not authors) but interested in attending these prestigious conferences, workshops, seminars etc., he/she will be given On Duty leave for attending case to case basis approved by the Principal.
- Every faculty will be supported once in every financial year for such activity.
- The Principal may accord sanction to additional conference/event for a particular faculty as a token of appreciation towards valuable contribution of an individual to the institute and need of the program for academic improvement.
- Every faculty deputed for such external event, shall submit a report and give a brief seminar in the department to the colleagues/students regarding the event/topic/paper.

- For international conference of repute, the faculty will make all possible attempts to fetch external support from various central and state funding agencies such as AICTE, RTMNU, UGC, DST, DoT, BARTI, SARTHI etc. If some external partial support is obtained, institute may reimburse TA & DA within India if required. Every faculty deputed for such external event, shall submit a report and give an open talk in the institute inviting all faculty/students.

2. Assistance for registering patent/copy right/IPR.

The IPR and Patents have become very important in today's context for any higher education institute, in particular the technical education institution. Faculty need to be encouraged to innovate. An attempt is being made to make them more innovative and creative. Projects, capstone project, mini project, give student opportunities to work together, work on new ideas. It may lead to start up / entrepreneurship. To encourage innovative works of the faculty, financial support towards the expenses incurred in registering the new idea, patent will be provided by the institute once in financial year as below. This reimbursement will be applicable only when patent/copy right /IPR filed within India.

The application should be forwarded through the Head of the Department to institute level committee. The institute level committee under the Dean R & QA will evaluate this within a week. The committee will be constituted by the Principal which includes 5 members across the institute covering broadly all domains of learning. Based on the merits of the proposal, the committee will forward the case for approval to Principal to extend the financial support if required.

The patent will be property of the institute. It will be in the name of the institute. The faculty / students may be the authors for the patent. All members of a group must be from the institute only.

- **For Process patent**

- Financial support extended will be 100% of the total expenses as per Government patent office fees.

- **For Design patent**

- Financial support extended will be 50% of the total expenses as per Government patent office fees.

3. Assistance for Industrial Visits/Internship/Tours

Faculty members are encouraged to visit industry, arrange industrial tours, do the industry internship to get real life flavors. Faculty will be financially supported for these activities. Every faculty will be supported once in every year for the duration of tour as per norms of Govt. of Maharashtra. The permissible travelling and dearness allowances and permissible expenses towards stay will be reimbursed as per Govt. of Maharashtra rules and regulations.

4. Organization of STTP/FDP/Seminar/Workshop/Conference

Faculty/Department interested in the organization of such event will make a detailed proposal to the Dean R & QA. The institute level committee will scrutinize the proposal and make its recommendations to the Principal. The interested faculty should fetch external funding from various state and central funding agencies such as DTE, AICTE, RTMNU, UGC, and industries.

5. Research Support to Faculty

The faculty will write a research proposal which will be scrutinized by the departmental committee specially constituted by the Head for this purpose. The proposal will be recommended by the Dean R & QA and approved by the Principal based upon the importance and availability of fund. Every faculty is eligible for this support only once in his career.

6. Attending Meeting of Various Other Organizations

Faculty perform various duties outside the institute for attending meetings of various organizations, expert for examination, or assignment of public service commissions. In order to attend these meeting, a prior written approval must be taken from the Principal on the recommendation of HoD. Following table illustrates the eligibility criteria for ON DUTY.

SN	Organization	Examination / meeting
1	Within RTMNU jurisdiction	<ul style="list-style-type: none"> • UG/PG/PhD viva voce examination • University AC/BoS/BoE/ RRC/Other Committee • BOS/AC of institutions – preference will be given in the order of Govt., Govt. Aided or private institution / university
2	Outside RTMNU jurisdiction	<ul style="list-style-type: none"> • PG dissertation only • PhD (internal / external) Viva voce examination • BOG/AC/ BoS/ BoE of Govt. / Govt. aided intuitions • OD will be given for private institution meeting of BoG/AC/BoS/BoE etc. once in an academic year.
3	IE/IEEE/ICI/ IGC /ISTE etc. professional body meetings	<ul style="list-style-type: none"> • OD will be given for a faculty to attend THREE meetings in year.
4	Expert Lecture / Resource Person	<ul style="list-style-type: none"> • OD will be given for all Govt., Govt. aided, state university etc. • For private college / university approval may be given by Principal case to case
For any other case not covered above, Principal will approve case to case basis.		

7. Enrollment for the NPTEL / SWAYAM courses.


NPTEL / SWAYAM courses open up new area of learning in the latest technology or methodology. These courses will update the knowledge of every faculty which will be finally benefited to students. It is encourage to every faculty that one course per semester may be completed through NPTEL/SWAYAM. However, it is compulsory for every faculty to complete **ONE COURSE PER YEAR** from NPTEL / SWAYAM.

8. Consultancy Work

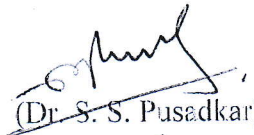
The consultancy work, third party audit or site visit should be preferably done on Saturday / Sunday. In case of working day, it should be planned in such a way that academic activity will not be disturbed. However, the faculty must sought permission from the Principal on the recommendation of Head of Department before leaving the institute for the work.



(Dr. K. G. Asutkar)



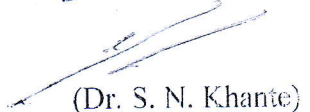
(Dr. S. W. Rajurkar)



(Dr. S. S. Pusadkar)



(Dr. R. D. Raut)



(Dr. S. N. Khante)

To,
The Principal
GCOE Nagpur

Dean P&A
put up before
cdc meeting
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