



Bharatiya Vidya Bhavan's  
**SARDAR PATEL COLLEGE OF ENGINEERING**

(Government Aided Autonomous Institute)  
Munshi Nagar, Andheri (W) Mumbai – 400058



w. r. f. 01/04/2026

**Research Promotion Policy 2026**

**Research** is an important parameter for any Institution. To promote Research and publications by the faculty members and students of the Sardar Patel College of Engineering, the guidelines for research promotion are categorized as follows:-

*1) Policy for promotion of Externally Sponsored Research Projects, Publications, Consultancy and Research related activities.*

*2) Policy for pursuing Ph. D.*

*3) Financial assistance for attending National and International Conferences and Faculty Development programmes.*

*4) Institute Sponsored Seed Money Scheme for Research Projects*

*1) Policy for promotion of Externally Sponsored Research Projects, Publications, Consultancy and Research related activities.*

i) Faculty members are encouraged for publishing authored books in the reputed publishing house. On publication of **Scopus indexed Book** the authors will be awarded by incentive of Rs. 10000/- (Rs Ten Thousand only). The incentive will be equally shared in case of multiple authors of Book from the institute.

ii) Faculty members are encouraged for publishing scientific/research articles in **SCOPUS/ SCI/Web of Science indexed journals**. On publication of article in **Scopus/ SCI/ web of science indexed journal** authors will be awarded by incentive of Rs. 10000/- (Rs Ten thousand only) for Q1/Q2 Journal and Rs. 5000/- (Rs Five thousand only) for Q3/Q4 listed Journal. The incentive will be equally shared in case of multiple authors (including students) of scientific/research article from institute.

iii) On publication of paper in **Scopus/ SCI/ web of science indexed conference/Book Chapter** authors will be awarded by incentive of Rs. 1000/- (Rs One thousand only). The incentive will be equally shared in case of multiple authors (including students) of scientific/research paper from

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institute. Incentive will be processed **only after Scopus/SCI/ web of science indexing** of the conference article/Book chapter.

iv) Faculty members are encouraged for Indian patent. On **Grant** of Indian patent, investigator will be awarded by incentive of Rs. 10000/- (Rs Ten thousand only). The incentive will be equally shared in case of multiple investigators (including students) of patents from institute. Incentive will be given to investigators only if patent consists of at least 50% rights to institute. The fees of the government authorities as per the receipts will be supported by the institute for filing, publishing and defending the patent. **Design registrations, trademarks and copyrights are not considered under the incentive scheme.**

v) The faculty (Principal Investigator) are encouraged for submitting a research project proposal for funding to various institutions such as Anusandhan National Research Foundation (ANRF), All India Council for Technical Education (AICTE), Science and Engineering Research Board (SERB), Department of Science and Technology (DST), Department of Bio Technology (DBT), Defence Research Development Organisation (DRDO), Board of Research in Nuclear Sciences (BRNS), University Grant Commission (UGC), International Societies etc. The basic infrastructural facility to execute the research project will be provided by the institute. On sanctioned of such research projects from funding agency, the Investigator shall be awarded incentive of 1% (one percent) of the funding received by institute. The incentive will be equally shared in case of multiple investigators of the project from the institute. Seed money research project under TEQIP/MERITE/SPCE Research Promotion Schemes will not be considered for incentive. Infrastructure and mentoring projects will not be considered for the award.

Maximum 3 investigators (recommended only in case of mandatory requirement by evaluation committee of scheme or call of proposal) of a proposed research proposal selected for final round of evaluation for external funding will be provided air travel expenses for the shortest route in economical class. Further investigator presenting proposal in final round of evaluation also can avail local travel, accommodation and other incidental expenses at actuals not exceeding Rs 7000 (Rs Seven Thousand only) for a day per person. It is expected that the investigators shall plan the itinerary and expenses for optimized usage of source of fund.

vi) Faculty members will be appreciated on receiving state/national/International award/fellowship from Head of the Institute.

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- vii) The researcher is permitted to use the infrastructural facilities like research equipment's available within the institute, with prior approval of Head of the Institute through proper channel.
- viii) A letter of appreciation from the Chairman BoG would be given to two researchers in each of the category per year from the institute for extraordinary research work. (Refer Annexure I and II for the methodology for assessment of research activities conducted by faculty in calendar year). Awardees of the year will not be permitted to apply for award for next subsequent calendar year.
- ix) The Plagiarism check done by software purchased by institute for scientific papers of students/faculty from SPCE shall not be charged. Each department shall constitute the Departmental Academic Integrity Panel (DAIP) as per the guidelines given by UGC and shall ensure to prevent plagiarism in the publications of the department.
- x) This scheme components mentioned in this section is applicable to all the faculty (including adhoc) and students.
- xi) Award shall be processed only if the applicant has clearly stated the institutional affiliation (affiliation to be used as **“Bharatiya Vidya Bhavan’s Sardar Patel College of Engineering, Andheri, Mumbai, Maharashtra, India- 400058”**) in the published research paper, Book, Book Chapter, project, programme etc.
- xii) Department and Institute shall give best thesis award in each of the UG and PG programs. HoD shall formulate policy for the departments best thesis award and shall forward three projects for institutes best thesis award. The policy for the Institutes best thesis award is as provided in Annexure III.

## **2) Policy for pursuing Ph. D**

The objective of this guideline is to encourage the faculty member to improve their qualifications by pursuing Ph.D. programme. Any teacher of the institute can enroll for the Ph.D. programme as per the procedure laid down by Directorate of Technical Education (DTE) and Government of Maharashtra.

- i) A teacher of institute shall be provided Rs. 2,000/- (Rs Two Thousand Only) per annum as contingency fund for stationery, purchase of book etc. However, the books purchased shall be deposited with the departmental library after completion of the Ph.D. Contingency fund permissible for the stationery shall be up to Rs 1500/- (Rs One thousand five hundred only) per year for three years of PhD programme. This

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contingency fund will be given to only those teachers who are pursuing Ph. D. programme in scheme other than QIP.

- ii) PhD Development and Contingency fees is waived for internal faculty member pursuing PhD program in institute research centre only up to 4 years from the admissions. This clause is applicable only for PhD students admitted from academics starting from 2023-24 batch and onwards.
- iii) On time support of Rs 20000/- (Rs Twenty Thousand only) and Rs 75000/- (Rs Seventy Five Thousand only) will be given to any M. Tech. and PhD student of the institute respectively for establishing the research project facility for executing their project through reimbursement. The project guide shall submit the application indicating proposed budget, objectives and research methodology of the project

Following is the research outcomes based criteria for reimbursement of fees prescribed for PhD students of SPCE under any category.

- a) Partial reimbursement in fees of Rs 6000 (Rs Six Thousand only) in First year of PhD program under following achievements:

CPI in course work above 7.5 and at least one publication in Scopus/Web of science indexed conference or above.

- b) Partial reimbursement in tuition fees (Rs 6000/- (Rs Six thousand only)) in second and third year of PhD program under following achievements:

- At least one publication in Scopus/Web of science indexed **journal** in academic year.
- Scheme is applicable only for first three years of admissions of student enrolled for PhD program.

iv) Internal faculty seeking admission to in house PhD program shall perform and execute the regular teaching and administrative work assigned by the institute. The faculty pursuing PhD in in house program will be available for the PhD related work on weekends and during vacation slots as per instructions of the research supervisor.

**3) Financial assistance for attending National and International Conferences and Faculty Development programmes.**

**A. Objective:**

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To encourage the faculty for attending the National / International conferences / seminar/ symposia/ workshops and short duration training programmes.

**B. Guidelines for Financial Assistance to Teachers to attend and present paper at Conferences/Seminars/Symposia etc. at Abroad.**

- i. Financial assistance will be given to teacher generating revenue from consultancy work for international conference at abroad.
- ii. The permissible financial assistance for international conference for above case will be as follows

Sr. No.	Revenue Generated From Consultancy and Testing (Institute Share only)* (Rs)	Maximum Financial Assistance (Rs)
1	30,000 to 3,00,000	15,000
2	3,00,001 to 8,00,000	35,000
3	8,00,001 and above	50,000

- iii. Financial assistance also will be given to teacher (Principal Investigator (PI)/CO-PI) executing sponsored project for international conference abroad as per the followings.

Sr. No.	Grant Amount of Sponsored Project Disbursed to Institute (SPCE)* (Rs)	Maximum Financial Assistance (Rs)
1	1,00,000 to 15,00,000	25,000
2	15,00,001 to 25,00,000	50,000
3	25,00,001 and above	100000

\*The amount will be weighted equally in case of multiple project consultants and investigators.

Faculty shall provide the necessary documents (grant/consultancy amount received) for availing the financial assistance for the conference at abroad. The assistance will be valid for the period of three years from the year of grant/consultancy received.

- iv. Inventor of Patent granted in a calendar year can avail grant of Rs 50000 (Rs Fifty Thousand only) for international conference abroad. Grant will be given to inventors from SPCE only if patent consists of at least 50% rights to institute.
- v. Also financial assistance upto Rs 60000/- (Rs Sixty Thousand only) on actual bills for attending conference abroad will be provided to faculty and students on one of the following outcomes:
  - a. Faculty/student of the institute availing partial funding from external funding institutions/agencies for attending conference abroad.
  - b. Faculty/student published papers in calendar year as corresponding author or first author with affiliation of institute in at least two either Q1 or Q2 journals papers indexed in

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Scopus or SCI category of Web of Science core collection. The validity of the claim will be for next three calendar years from year of online publishing of the journal paper.

- vi. Financial assistance to teachers for attending the international conferences/seminars/symposia etc. abroad will be available once in two financial years. In such cases, the financial assistance will be provided for total of travel, registration fee and other expenses to a maximum limit as mentioned in sections of point B. Five faculties of the institute in a financial year will be provided a financial assistance for international conference at abroad. Financial assistance from multiple faculties applying for the same international conference at abroad will not be considered. Deputation to attend conference in India will not be counted for the purpose of availing such assistance.
- vii. 50% of the permissible expenses will be reimbursed after submitting the report of the conference attended along with certificate, bills and registration receipts. Remaining 50% of the expenses will be reimbursed after indexing of the paper on Scopus or WoS platform
- viii. Teachers going under any international collaboration exchange programme with CSIR, DST, AICTE, MEiTY, Indian Council of Social Science Research (ICSSR) and other government and government undertaking agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs 20,000/- (Rs Twenty Thousand only) whichever is less once in a two year. However, the works and detailed plan of such visits should be submitted to the Dean (R&D) and Principal. Financial assistance for only three faculties will be given per year for this particular activity.

**C. Guidelines for Financial Assistance to teachers and students to attend the Conferences/Seminars/Symposia etc. in India.**

- i. Financial assistance will be provided to the students for attending conference in India only once in the entire program. The financial assistance will be limited to actual travel expenditure however maximum upto Rs 4000 (Rs Four Thousand only). Further assistance in registration fees at actuals but to a maximum of Rs. 5,000/- (Rs. Five Thousand only) will be provided for participation in activities in India.
- ii. Financial assistance to teachers for attending the conferences/seminars/symposia etc. in India will be available once in a financial year. In such cases, the financial

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assistance will be limited to actual travel expenditure however maximum upto Rs 15000 (Rs Fifteen Thousand only). Further assistance in registration fees at actuals but to a maximum of Rs. 10,000/- (Rs. Ten Thousand only) will be provided for participation in activities in India. Only three faculties per department/section shall be permitted in a financial year for attending conferences/seminars/symposia in India. In case of a situation wherein the number of applications is more than three, the Head of the Institute, can use his discretionary power to take the final decision. For activities other than conference the certificate of completion of program shall be provided for reimbursement of the expenses.

- iii. Permission to be taken from Chairman BoG through proper channel in special cases to attend research conferences/program invitations received from Central or State Government ministries, boards, councils, directorates, UGC, Affiliated University, DTE, AICTE etc. A report of meeting/program attended will be required for reimbursement of expenses.
- iv. 50% of the permissible expenses will be reimbursed after submitting the report of the conference attended along with certificate, bills and registration receipts. Remaining 50% of the expenses will be reimbursed after indexing of the paper on Scopus or WoS platform.

#### **D. Other Eligibility for Financial Assistance**

a. The teachers who are invited to attend/present paper in national/international academic conference/seminars etc. should verify that the level of programme and the institution organizing the events is truly the national/international, professional and capable of enhancing the knowledge/skills/network of the participant. It is recommended that the students shall attend the conferences organized by IIT, NIT, institute in top 200 overall category NIRF ranking, ASME, ASCE, IEEE, MATADOR etc. which has **track of publishing Scopus/Web of Science indexed conference paper.**

**b. The financial assistance may be provided in the following order of preferences:**

1. Teachers delivering keynote address/plenary lectures in ASME, ASCE and IEEE sponsored conference
2. Teachers contributing a paper

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3. Teachers invited to chair a session in ASME, ASCE and IEEE sponsored conference
  4. Teachers invited under international collaboration exchange programme
  5. Teacher invited to give talks/lectures in ASME, ASCE and IEEE sponsored conference
- c. The acceptance of papers from organizers should have been received.
- d. Subject to all other conditions being equal, preference may be given to applications that have already raised part financial support from other sources. Preference may also be given to those who have never been deputed to attend such conferences.
6. Younger teacher will be given preference over the other senior teacher to promote or update his / her knowledge and enable him/her to perform better.

**D. Procedure for Applying for Financial Assistance for Attending Conferences/ Seminars/ Symposia etc. in India or Abroad**

- i. The prescribed application form for conference/symposia/seminar etc. in India and abroad is to be used.
- ii. Application duly forwarding by the Head of the Department with specific recommendation (regarding eligibility and amount to be given), should reach the office of the Dean (Research and Development) preferably 45 days before the date of the programme (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:
  - a. A soft copy of the full text of documents/papers prepared by the teacher for presentation at the National/International conference/seminars/symposia/ congress/workshops.
  - b. Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.
  - c. A copy of the letter of invitation from the organizers of the conference/ seminar/ symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section and mentioning details of the financial support offered etc. should also be enclosed.
  - d. In case of conference / seminars / symposia / congress / of short duration, the invitation or other relevant documents should be attached.

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#### 4) Institute Sponsored Seed Money Scheme for Research Projects

Following are the seed funding schemes for promoting research in the institute

**A. "Ankur" Seed Funding for research concepts:**

Maximum upto 1 Lakhs for project duration of 1 year.

Maximum six projects per year will be supported upon review by Research Advisor and Committee.

From proposed seed money projects PI shall prepare a quality research project proposal for funding from external agency and also submit a scientific manuscript for submission to SCI/Scopus Q1 journal.

**B. "Vatvriksh" Funding for Research Projects:**

Funding maximum upto 2.5 lakhs per project for total span of two years on successful completion of Ankur Projects on mandatory outcomes of at least 1 SCI or Scopus Q1 Journal paper on the same project.

Vatvriksh funding support also applies for continuing research of other external sponsored project, however the PI shall defend the proposal through procedure laid by the institute.

**C. "Kalpvriksh" Funding for Research and Product Development:**

Funding maximum upto 5 lakhs per project for total span of two years on successful completion of Vatvriksh Projects with mandatory outcomes as 2 SCI or Scopus Q1 Journals and/or 1 patent grant on the same project.

All seed money projects shall also create at least one experimental facility for courses in the curriculum.

1. **Udyog Jigyasa Incentive** of Rs 25000 to Inventor from institute on commercialization of patent (institute shall be the patentee)
2. Reimbursement of membership of Professional Bodies of national or International repute to faculty on arranging two days technical activity for students through professional body. Institute shall sponsor Rs 40000 for two days activity. Membership shall be given to two faculty per department per year under membership scheme.



3. The format of the proposals under Anuk, Vatvriksh and Kalvriksh and the process plan will be release by the office of the Dean (R&D and PGP). The project is expected to attain the set technical outcomes. The mid-term review will be arranged to monitor the progress of the Projects. It is expected that the project shall also be showcased in terms of high quality publications and/or patent grant.

**E. Follow-up Actions for Beneficiaries of Schemes**

- i. The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Dean (Research & Development) within a week through the concerned HoD to enable others to utilize the amount so released.
- ii. Deputed teachers after attending conferences should provide a report and participation certificate and submit the bills within one month of return from the conference.
- iii) All the benefits in terms of incentives for Research projects, publications and research related activities shall be given on recommendation of HoD, Deans and approval of Head of the Institute. Applications for incentives shall be submitted in prescribed format only.
- iv) PG fund shall be utilised for schemes under Category 1, 2 and 4 prescribed in Research Promotion Policy.
- v) Fund from the consultancy account shall be utilised for all schemes mentioned under Category 3 prescribed in Research promotional policy.



**Dean (Research & PG Programs)**  
Bharatiya Vidya Bhavan's  
Sardar Patel College of Engineering  
Andheri (W) Mumbai 400 058.



**I/c. Principal**  
Bharatiya Vidya Bhavan's  
Sardar Patel College of Engineering  
(Government Aided Autonomous Institute)  
Munshi Nagar, Andheri (W), Mumbai - 58.



## Annexure I (General)

### Methodology for Calculating Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the organizing institutions and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sr. No.	Research Activity	Points	Maximum limiting points/ Remarks
1	Research Papers in Peer-Reviewed Scopus/SCI/Web of science indexed Journals	6 per paper (3 points if first author or main supervisor, remaining score shall be equally distributed among all other authors)	14
2	Papers in Peer-Reviewed Scopus/SCI/Web of science indexed conference	2 per paper (1 points if first author or main supervisor, remaining score shall be equally distributed among all other authors)	06
3	Book chapter in Peer-Reviewed Scopus/SCI/Web of science	2 per chapter (1 points if first author or main supervisor, remaining score shall be equally distributed among all other authors)	04
4	Peer-Reviewed Scopus/SCI/Web of science Book Authored	05 per Book	05
5	Translation works in Indian regional Languages	2 per book	04
6	Research Guidance		
	PhD	6 per degree awarded	12
	M. Phil./ M. Tech.	02 per degree awarded (Maximum 4 score)	
7	Research Projects/Grants (Research projects under TEQIP/MERITE will not be considered for evaluation)		
	Research Projects Completed		
	More than 10 lakhs	20 per project	20
	Less than 10 lakhs	10 per project	
	Research Project Ongoing		
	More than 10 lakhs	05 per project	10
	Less than 10 lakhs	03 per project	
8	Consultancy and Testing	3 per project	09

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9	Establishment of Centre of Excellence or Laboratory in collaboration with Industry or external funding agency		06
10	Patents (only if Granted with rights of institute equal to or more than 50%)	3 per patent	07
11	Keynote Lecture/Invited Talks/ Editorial board member on Scopus or web of science SCI/ESCI indexed journals/Session Chair in reputed Conference/ Coordinator/Co-coordinator of Seminars, Conference, Faculty Development Programs, Workshops/Editor Board of International Repute	1 per activity	03

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## Annexure II (Assistant Professor)

### Methodology for Calculating Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the organizing institutions and acknowledgements for patent filing and approval letters, etc.,)

Sr. No.	Research Activity	Points	Maximum limiting points/ Remarks
1	Research Papers in Peer-Reviewed Scopus/SCI/Web of science indexed Journals	6 per paper (3 points if first author or main supervisor, remaining score shall be equally distributed among all other authors)	18
2	Papers in Peer-Reviewed Scopus/SCI/Web of science indexed conference	2 per paper (1 points if first author or main supervisor, remaining score shall be equally distributed among all other authors)	09
3	Book chapter in Peer-Reviewed Scopus/SCI/Web of science	2 per chapter (1 points if first author or main supervisor, remaining score shall be equally distributed among all other authors)	05
4	Peer-Reviewed Scopus/SCI/Web of science Book Authored	05 per Book	05
5	Translation works in Indian regional Languages	2 per Book	04
6	Research Projects/Grants (Research projects under TEQIP/MERITE will not be considered for evaluation)		
	Research Projects Completed		
	More than 10 lakhs	20 per project	20
	Less than 10 lakhs	10 per project	
	Research Project Ongoing		
	More than 10 lakhs	05 per project	10
	Less than 10 lakhs	03 per project	
7	Consultancy and Testing	3 per project	09
8	Establishment of Centre of Excellence or Laboratory in collaboration with Industry or external funding agency		06
9	Patents (only if Granted with rights of institute equal to or more than 50%)	5 per patent	10
10	Keynote Lecture/Invited Talks/Editorial	1 per activity	04

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	board member on Scopus or web of science/SCI/ESCI indexed journals/ Session Chair in reputed Conference/ Coordinator/Co-coordinator of Seminars, Conference, Faculty Development Programs, Workshops		
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(Government Aided Autonomous Institute affiliated to University of Mumbai)



[www.spce.ac.in](http://www.spce.ac.in)

**Annexure III**

**Evaluation Scheme for Best Thesis Award**

**Evaluation Scheme:**

The evaluation and marks will be awarded based on the following parameters.

1. Successful demonstration of the project objectives using developed hardware/prototype or demonstration of application of modern digital technologies in engineering.  
(Maximum 10 marks)

Technology readiness level 1 to 3 --- 3 marks

Technology readiness level 4 to 6 --- 6 marks

Technology readiness level more than 6 --- 10 marks

2. Assessment on Quality and Quantity of Research Publications (Maximum Marks under criteria= 10 marks)

Patent published or Journal publication (Scopus or Web of Science indexed journal) –10 marks (10 marks per publication).

Conference Publication (Scopus or Web of Science indexed) – Maximum 4 marks (2 per publication).

Participation in poster competition in research symposium/conclave – Maximum 2 marks (2 per participation in the event).

3. Contributions the Thesis makes to the Research Area/ Discipline (05 marks)  
Novelty or Creativity in Research Findings of the Thesis and breakthrough ideas--- 5 marks.

Incremental research – Maximum upto 3 marks

4. Contributions the Thesis makes to solve real life problems/ industry/ society, alignment with national mission if any, (05 marks)

Successful implementation of project in real life problem solving/industry/society etc. – 5 marks.

Conceptualization of idea/ Framework and its pilot model –Maximum 3 marks

5. Assessment on the thesis work report writing (Maximum 10 marks)

The assessment on the thesis work includes following aspects:

(i) Literature Review (01 mark)

(ii) Research gap and Problem identification (01 mark)

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- (iii) Thesis organization & clarity, (01 mark)
- (iv) Project Objective and Methodology (02 mark)
- (v) Results obtained (01 mark)
- (vi) Inferences drawn from the results and discussion (01 mark)
- (vii) Conclusion (01 mark)
- (viii) Future scope (01 mark)
- (ix) Ethics (01 marks)

**Committee for evaluation of Best Thesis Award:**

Head of the Institute shall constitute an evaluation committee for the best thesis award.

1. Head of the Institute (Chairman).
2. Three external faculty members as experts (Expert each from Civil, Mechanical and Electrical Engg.).
3. Dean's
4. HoD's.

Head of the Institute will Chair of the committee.

The composition of external members shall have expertise covering Civil, Mechanical, Electrical Engineering and recent thrust/emerging areas of technology and technology integration.

Committee Chairman shall submit the evaluation report and recommendation of Best Thesis award to Head of the Institute.

In case of any dispute the decision of the Head of the Institute will be the final.

**Selection Criteria:**

The guide shall recommend the student's project to HoD's with specific remarks aligned with evaluation scheme for the best thesis award and shall provide the hard copy and soft copy of the thesis to the evaluation committee. HoD shall recommend maximum three project work for the Institutes Best Thesis Award.

The project work that are scored 15 marks or above will be ranked based on the total score and the top score / rank-1 will be recommended for best thesis award. In case of tie in the score, the project who has the highest score in point 4 (contributions the thesis makes to solve real life problems/ industry/society, alignment with national mission if any) will be ranked higher. While tie-breaking the score, if there is a tie in score for point 4 then the score in point 2 will be considered and thesis which has higher score will be ranked higher.

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 Andheri (W) Mumbai – 400058



To,  
 Principal,  
 SPCE, Mumbai

Date:

**Sub:** - Permission for presenting paper in the National/ International Conference organized at (Organization Name) ..... and approval for reimbursement of expenses (Rs.....) as per Research Promotion Policy (RPP)

Dear Sir,

(Organization Name) ..... is arranging an International / National conference on ..... during (Date)..... The conference will help me to improve ..... Permission may please be given to attend the conference and provide financial assistance as per the prevailing RPP of SPCE. As per RPP I wish to apply for approval of projected expenses maximum upto Rs \_\_\_\_\_ /- (Rs in words ) which will be reimbursed **only after the paper is indexed in Scopus or Web of Science database with our institutes name in affiliation.** Followings are the details of the projected expenses for attending the conference:

1	Registration Fees	
2	Travel and other expenses	
3	Total	

Thanking You,  
 Regards,

Name of the faculty with signature

Note – Mandatory Self Endorsed Attachments as applicable: 1. Copy of the Conference brochure, 2. Proof of acceptance of paper, 3. Page of scheme component mentioned in RPP 4. Front page of the paper, 5. Conference certificate, 6. Original Conference registration fees payment receipt, 7. Travel Tickets 8. Boarding passes, 9. Receipts of Accommodation/stay fees payment

**APPROVAL SHEET**

Sr. No	Expenditure Permitted/ Not Permitted	Remarks	Authority	Signature
1		Number of Faculty Supported earlier before above application in current calendar year:	Member Research Committee	
2			HoD/Incharge of Section	
3			Dean (R&D and PGP)	
4			Dean Finance	
5			Principal	

Application Ref. No.	Scheme	Amount Passed	Reimbursement Details

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To,  
 Principal,  
 SPCE, Mumbai

Date:

**Sub:** - Application for availing incentive on publication of paper as per Research Promotion Policy (RPP) .....

Dear Sir,

My research paper titled “.....” is published in .....journal/conference proceedings and is indexed as Q1/Q2/Q3/Q4 in scopus/SCI platform. [Provide short details of conference paper/journal paper]. Journal paper, authors name, publisher, vol, month and year of publication and page numbers, DOI, ISSN, ISBN etc.

The conference has helped me in following ways .....

As per section....of RPP.... I wish to apply availing incentive of Rs \_\_\_\_\_ /- (Rs in words \_\_\_\_\_).

Followings are the authors of the paper having affiliation of “Bharatiya Vidya Bhavan’s Sardar Patel College of Engineering, Andheri, Mumbai, Maharashtra, India-400058”.

1. Prof/ Mr..... Role: First Author
2. Prof./ Mr..... Role: Corresponding Author

Thanking You,  
 Regards,

Name of the faculty with signature

Note: – Mandatory Self Endorsed Attachments: 1. First page of the paper, 2. Page of scheme component mentioned in RPP 3. Scopus/wos page supporting claim.

**APPROVAL SHEET**

Sr. No	Expenditure Permitted/Not Permitted	Remarks	Authority	Signature
1			Member Research Committee	
2			HoD/Incharge of Section	
3			Dean (R&D and PGP)	
4			Dean Finance	
5			Principal	

Application Ref. No.	Scheme	Amount Passed	Reimbursement Details	

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**RESEARCH PROPOSALS FOR SEED MONEY GRANT UNDER RPP**

**Category of Seed Money Scheme: Ankur/Vatvriksh/Kalpavriksh**

**Title of Project:** .....

- 1. Area of Research:** .....
- 2. Abstract of Project Proposal:** .....
- 3. Introduction:** .....
- 4. Development in the Area of Project: National and International**

**National:**

.....  
.....

**International:**

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**5. Project details:**

*5.1 Objective of Project*

- a) .....
- b) .....
- c) .....

*5.2 Methodology:* .....

*5.3 Project Summary*

.....  
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*5.4 Expected Outcomes from Project*

- a. ....
- b. ....
- c. ....

*5.5 Justification of the Project*

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*5.6 Significance of the Project*

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**References**

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**6. Does the Project have any Commercial Application or Patentability?**

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 .....

**7. Proposed Duration of Project:** .....

Sr. No.	Activities Block	Time required (in months)
1.	.....	
2.	.....	
3.	.....	
4.	.....	

**8. BUDGET ESTIMATION**

(A) Non- Recurring Expenditure (Equipment)

Sr. No.	Name of Items	Justification for Procurement	Whether the Proposed Equipment Already Exists in the Department (Yes/No)	Cost (Rs)

(B) Recurring Expenditure

Sr. No	Items	Cost (Rs)
	Consumables	
	Contingencies	
	Other Costs (Workmanship, labour Charges, Fabrication Cost etc)	

Maximum limit for Recurring should not be more than 30% of the Non-recurring expenses

Total of (A and B) = Rs .....

Total in words: **Rupees** .....

Date:

Name and Signature of Investigator

*oh*



ANNEXURE:

PROFILE OF THE PRINCIPAL INVESTIGATOR (PI) /CO-PI

1. Name:

2. Department:

3. Email:

4. Mobile Number:

5. Date of Birth:

6. Gender:

7. Academic Qualification

Sr. No.	Degree	Year	Subject	University/Institution	CPI / % of Marks

8. Work Experience:

Sr. No.	Positions held	Name of the Institute	From	To

9. Professional Recognition/ Award/ Prize/ Certificate, Fellowship received by the applicant.

Sr. No.	Name of the Award	Awarding Agency	Year

10. Publications

Conference:

Journal:

11. Detail of patents:

eh



**12. Books/Reports/Chapters/General articles etc.**

Sr. No.	Title	Authors Name	Publisher	Year of Publication

**13. Any other Information (maximum 500 words)**

Date:

Name and Signature of PI/CO-PI

**Review Sheet**

Department Research Committee Member	Project under which Clause/Provision in RPP Eligibility of PI as per RPP	Signature with Date
Head of the Department	Brief Comments on Technical Aspects of the Project and usefulness to the Department	
Dean (R&D)	Brief Comments on Technical Aspects of the Project and Endorsement on Provision in RPP	
Dean (Finance)	Brief Comments on Financial Aspects of the Project as per approved RPP	
Research Advisor	Qualitative and Quantitative Assessment on 1-10 scale  1. Merit and Impact of Proposed Research (scientific and technical merit, innovation and the impact)  2. Expertise of the Researcher  a. Past track record and ability to execute new ideas.  c. To what extent does the PI (s) provide evidence of creative thinking?	

*DS*



	<p>e. Capability to deliver based on expertise</p> <p>g. Would PI develop new capacity with the project</p> <p>3. Resources and budget</p> <p>4. General comments about the project proposal as a whole</p> <p>5. Overall rating with clear decision</p>	
Principal	Final Remarks	
Office: Project Number and Date		

wh

