

**THAKUR INSTITUTE OF  
MANAGEMENT STUDIES & RESEARCH**

Approved by AICTE, Govt. of Maharashtra &amp; Affiliated to University of Mumbai)

- ISO 9001 : 2015 Certified
- Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
- MMS Program Accredited by National Board of Accreditation (NBA)



Date: 13.09.2023

**SPONSORSHIP, RECOGNITION AND AWARD SCHEMES**

<b>Scheme</b>	<b>Particulars</b>
Scheme-A	Sponsorship for Higher Studies (Ph.D.& Post Doctorate)
Scheme-B	Sponsorship for Seminar/Conference/ Workshop/ Training Programme /Faculty Development Programme (FDP)
Scheme-C	Sponsorship for Case Study/ Research Paper Publication
Scheme-D	Sponsorship for International Programmes
Scheme-E	Membership of Professional Bodies
Scheme-F	Recognition and Awards
Scheme-G	Patent/Copyright

The above Schemes have been modified considering the Schemes already in operation in the Institutions.

The amount of expenditure shown under each Scheme is estimated based on past and present trends. In case of variations the HOI may seek approval from authorities giving reasons.

## SPONSORSHIP, RECOGNITION AND AWARD SCHEMES

### 1. SCHEME -A: SPONSORSHIP FOR HIGHER STUDIES (Ph.D./Post Doctorate)

#### I. SCOPE:-

Opportunity is provided to the faculty members to upgrade their qualification by acquiring Ph.D./Post Doctorate in recognized Universities

#### II. NEED:-

1. Faculty members to improve their qualifications.
2. Make the faculty members eligible for higher cadre.
3. Improve institute cadre ratio.
4. Moreover, higher education-
  - ✓ Improves the knowledge.
  - ✓ Brings academic maturity.
  - ✓ Improves the quality of teaching learning process.
  - ✓ Promotes research culture.
5. Requirement for Accreditation, Statutory bodies, and Ranking purposes.

#### III. ELIGIBILITY:-

1. Sponsorship will be given to full time faculty member(s) of the Institute desirous of undergoing the programme.
2. The fresh entrant, who is already pursuing Ph.D./Post Doctorate Programme prior to joining the Institute, will also, be covered to get facilities under the scheme to complete the programme subject to the scrutiny of each case by the Sponsorship Committee and approval of authorities.

#### IV. TERMS AND CONDITIONS:-

1. The incumbent should follow the guidelines of Regulatory authorities for Ph.D. /Post Doctorate Programme .
2. Incumbent should give an undertaking in the prescribed format (Annexure 1).

#### V. FACILITIES AND INCREMENTS:-

1. Special Leave of maximum 12 days will be permitted to the incumbent in an academic year, for pursuing the course subject to exigencies of work for a maximum period of 3 years.
2. Sponsorship Committee may consider the adjustment of time spent for Research within the total working hours.
3. Additional increments on acquiring Ph.D. may be granted as per the guidelines of Regulatory Authorities.

#### VI. SELECTON CRITERIA:-

1. Record of Publication of research papers and/or case studies, etc.
2. Incumbent will be sponsored in the field of Studies relevant to the Institute's courses of studies.

#### VII. APPLICATION:-

1. Faculty member interested in availing the benefit of the scheme is required to submit a written application to the HOD and in turn the request will be presented to the Sponsorship Committee with the remark of HOI.

#### VIII. COMMITMENT: -

1. Faculty should get involved in research activities including publication of research papers in recognized journals with impact factor.

2. **SCHEME-B: SPONSORSHIP FOR PARTICIPATING IN SEMINAR/CONFERENCE/ WORKSHOP/ TRAINING PROGRAMME / FACULTY DEVELOPMENT PROGRAMME (FDP)**

I. **SCOPE:-**

This is the part of Continuing Education Programme (CEP)

II. **NEED:-**

1. To update their knowledge and experience.
2. To enhance networking with other institutions/organizations/industries.
3. To fulfill the requirement for Accreditation, Statutory bodies, and Ranking purposes.

III. **ELIGIBILITY:-**

All faculty members are eligible to avail the benefit of sponsorship for participating in the above programmes in and outside the Institute.

IV. **FACILITIES:-**

1. The selection criteria of the event for sponsorship in which the members of the faculty are going to take part organized by other Institutions will be decided by the Sponsorship Committee as per institutional guidelines.
2. This facility will be available for each faculty member to attend maximum two programmes organized out of the institute in an Academic year.
3. Faculty member will be treated on duty for attending the programme.

V. **FUNDS:-**

1. Faculty member will be paid registration fee including publication charges if any up to Rs.6000/- per faculty per Academic year. Authorities may consider proposals having higher registration fee on case-to-case basis by considering relevance and importance etc. and recommend to authorities for approval.
2. Faculty member will be paid travel expenses as per the Policy.

VI. **LOAD ADJUSTMENT:-**

The faculty members sponsored for the programme during the semester should ensure proper workload adjustment so that there is no disruption in the academic activity.

3. **SCHEME-C: CASE STUDY / RESEARCH PAPER PUBLICATION**

I. **SCOPE:-**

This is required for developing research culture in the organization.

II. **NEED:-**

1. To adopt the research-based teaching – learning practices in the institute
2. To motivate the colleagues and students to be the part of research
3. To fulfill the requirement for Accreditation, Statutory bodies, and Ranking purposes.

III. **ELIGIBILITY:-**

1. All faculty members are eligible to be sponsored.
2. Every faculty member working at Assistant Professor's level is required to publish minimum two research papers and those who are working as Associate Professor or Professor's level is required to publish minimum three research papers in an Academic year in journals recognized by accrediting and ranking authorities. This will be in addition to papers published in in-house organized conferences.
  - In case Research paper is written and published jointly by two members of our institute, then 0.75 weightage will be given to each author. However, if the paper is written by three or more members of our Institute, the weightage will be divided in proportion to each author. E.g.: -For three authors the weightage will be 0.33 each and in case of four authors 0.25 to each.

- In case of Research and publication is done jointly with external expert, full weightage will be given to our faculty member.
3. The institute's name should invariably appear on the paper along with author's name for reimbursement.
  4. The faculty member can write paper jointly with colleague/faculty of another institutions/representative of industry.

**The Institute should formulate the process for each faculty member to ensure desired output.**

**IV. FACILITIES & FUNDS:-**

1. The institute will provide a research grant upto Rs.20,000/- per faculty per Academic year for conducting research and to meet the minimum target of publishing 2 papers for Assistant Professor and 3 for Associate Professor. The grant will be given on Pro rata basis.
2. In cases where the faculty member is required to incur additional expenditure for conducting research, he/she can approach Sponsorship committee with a proposal with justification for consideration (Applicable to TCET, TSAP and TIMSCDR only).
3. Sponsorship Committee may consider the adjustment of time spent for Research within the total working hours.

**4. SCHEME-D: SPONSORSHIP FOR INTERNATIONAL PROGRAMMES**

**I. SCOPE:-**

This is to collaborate with foreign universities/institutions.

**II. NEED:-**

1. To enhance networking with universities/institutions abroad.
2. Requirement for Accreditation, Statutory bodies, and Ranking purposes.

**III. ELIGIBILITY AND SELECTION CRITERIA:-**

1. The number of faculty members to be deputed abroad per year may be recommended by the Sponsorship Committee keeping in view the need and advantages of visit.

**IV. SELECTION OF UNIVERSITY/INSTITUTION PROGRAMME CRITERIA:-**

1. The institute/university abroad should be recommended by concerned head of the department/functional area and HOI.
2. The programme abroad should be beneficial to raise the brand value of the institute

**V. FACILITIES & FUNDS:-**

1. In case the faculty member is deputed by the institute on duty, the expenses shall be borne by the institute for travel, boarding, lodging and incidental expenses, etc. or as per the MOU with Partner University.

In case any senior faculty member (by status or service) desires to go abroad to attend any programme beneficial to the Institute, a portion of the travel expenses may be reimbursed on the recommendation of the Sponsorship committee and with prior approval of the authorities as per hierarchy on financial matters.

2. The faculty member will be treated on duty during the said duration.

**VI. TERMS & CONDITIONS:-**

1. On return the faculty member will submit a report and take further action required to generate outcomes to meet the objectives.
2. The faculty member shall establish linkages with institute or industry abroad for future interaction.

## 5. SCHEME-E: MEMBERSHIP OF PROFESSIONAL BODIES

### I. SCOPE:-

This is a part of professional development for the faculty members to enhance interactions and to attend value added programmes.

### II. NEED:-

1. To get membership of the professional bodies to organize programs in association with them.
2. To enhance networking with professional bodies in the relevant field for interaction with professionals from academic/research/industry.
3. To attend the programmes conducted by professional bodies in and outside of the institute.
4. To encourage students to take up membership of professional bodies & participate in the programmes.
5. To meet the requirements for Accreditation, Statutory and Ranking bodies.

### III. ELIGIBILITY AND SELECTION CRITERIA:-

1. All the faculty members are eligible and required to take up membership of at least two professional bodies.
2. The proposal will be recommended by the Sponsorship Committee for faculty member to take membership of the relevant body.

### IV. SELECTION OF PROFESSIONAL BODIES:-

The Head of the concerned department / functional area with the approval of HOI compile list of professional bodies in the various domains and make available the same to the faculty members.

### V. FACILITIES & FUNDS:-

The annual membership fee will be paid upto Rs. 3,000/- per Academic year per faculty.

### VI. TERMS AND CONDITIONS:-

1. The faculty member is expected to establish linkages with the industry members for future interaction.
2. The faculty member prepare document for record with relevant certificate
3. The faculty member contributes to improvements in industry -institute interaction, resource generation, R & D etc.

## 6. SCHEME-F: RECOGNITION AND AWARD SCHEME

### I. SCOPE:-

This scheme is to recognize the efforts of the faculty members for their contribution to Key Processes of the institute in the Academic year.

### II. NEED:-

1. To encourage faculty members for quality contributions
2. To recognize their efforts.

### III. ELIGIBILITY AND SELECTION CRITERIA:-

1. All the faculty members are eligible
2. The selection Committee constituted for the purpose will select the awardees based on their performance.

### IV. NUMBER AND NUMBER OF AWARDS:-

1. Number of Awards: - One per department/functional area
2. Amount of Award: - 10,000/-

7. **SCHEME-G: PATENTS AND COPY RIGHTS**

I. **SCOPE:-**

This scheme is to encourage faculty members to register IPR

II. **NEED:-**

1. To protect the IPR
2. Requirement for Accreditation, Statutory bodies, and Ranking purposes.

III. **ELIGIBILITY AND SELECTION CRITERIA:-**

All the faculty members are eligible.

IV. **FACILITIES & FUNDS:-**

1. The Sponsorship Committee will recommend the payment of patent/copyright filing charges
2. The Sponsorship committee will also recommend payment of the patent/copyright maintenance charges if any
3. Sponsorship Committee may consider the adjustment of time spent for Research within the total working hours.

V. **TERMS AND CONDITIONS:-**

1. The Patent/ Copyright will be registered in the name of institute.
2. The faculty can apply for reimbursement on grant of Patent/ Copyright.



DR. PANKAJ N. PATIL  
DIRECTOR





### Sponsorship Committee

#### The composition of the sponsorship committee is as below:

Deputy Director/Vice Principal of all five institutions as members

Research Heads / Deans of all five institutions as members

The quorum for the meeting must be ½ of the total number of members from each category.

HOD of concerned departments as submission officer of proposals through HOI with his/her remarks.

#### Scope and Process:

The Sponsorship Committee will consider proposals and recommend eligible cases to the HOI of the concerned institution for taking approval from the authorities. This will include the funds and facilities to be given to the concerned member of faculty as per Sponsorship Policy.

The points to be kept in view will include the process of selection of faculty members, the selection of programs/events and institutions/ organizations for deputation, justification for expenditure, relevance to the program objectives, equitable distribution of facilities among all faculty members and any other requirement under the relevant sponsorship scheme.

The Sponsorship committee will meet in each member institute by rotation every fortnight to review the proposals and Head of Research of the member institute where meeting is scheduled will prepare the minutes of the meeting. The Sponsorship Committee meeting should be convened by the concerned Deputy Director/Vice Principal of the host institute.

In rare cases where the recommendations are required before the scheduled date of Sponsorship Committee meeting, a standing committee comprising of any two Deputy Directors/ Vice- Principals and assisted by the concerned HOD will meet and submit the recommendations to HOI for-approval process. All such recommendations are to be reported in the scheduled meeting of the sponsorship committee for ratification.

Record of all proceedings and deputations to be maintained by the concerned institute.

### Reimbursement Policy for Travel Expenses

The Institute reimburse travel and other expenses Payment to employees for attending the local or outside the city the meetings / visits / programmes for official purpose.

In supersession of all previous rules/orders, the Institute should adopt the following rules for reimbursement of Travel and Daily Expenses to the employees.

#### Faculty and Staff members of the institute:

Sr. No.	Classification of Staff	Travel Entitlement	For Travel outside Mumbai per day		Local Conveyance
			Food Rs.	Lodging Rs.	
1.	Director/Principal & Professor	Air Fare - Economy class By Train - II nd. A.C., By Bus - A.C. Luxury By Car (Max. 200KM Each side- Rs. 18 per km	1200	4000	Taxi
2.	Associate Professor	Air Fare - *Economy class By Train - III rd. A.C., By Bus - A.C. Luxury By Car (Max. 200KM Each side- Rs. 18 per km	1000	3000	Taxi
3.	Assistant Professor	By Train- III rd. A.C., By Bus - A.C. Luxury	900	2500	Taxi
4.	Registrar/A.O.	By Train - III rd. A.C., By Bus - A.C. Luxury	900	1500	Taxi
5.	Office Superintendent	By Train -II nd. class, By Bus - A.C.	800	1500	Taxi/Auto
6.	Clerical/ Lab Assistant Cadre	By Train - II nd. class., By Bus - S.T.	700	1000	City Bus/Local Train (Auto/Taxi in case of non-availability of any other means)

#### Note:

1. Air/ Train/ Bus travel tickets will be arranged by the office through a central facility. Advance intimation of travel is must. In case of exigencies if employee book travel ticket, the concerned HOI can approve/recommend for approval by authorities for reimbursement.
2. In case of exigencies cancellation/visit rescheduling charges will be considered for reimbursement
3. The reimbursement for travel by car on duty will be based on documentary evidence of journey
4. Toll taxes will be reimbursed on submission of receipts. No night halting or driver allowance.
5. Taxi/Auto fare will be reimbursed at actuals from point-to-point basis. Taxi/Auto fare for full day will be allowed for reimbursement only for extensive whole day travel in a group.
6. In case a team of faculty member, A.O. and clerical staff are travelling together to work as a team, then they should stay together in the same accommodation with permission from HOI. HOI will decide on the spot about the travel and stay of the team for exigencies of work