



Estd. 2001

Thakur Educational Trust's (Regd.)

THAKUR INSTITUTE OF MANAGEMENT STUDIES, CAREER DEVELOPMENT & RESEARCH

Autonomous Institute Affiliated to University of Mumbai, Approved by AICTE, DTE & Govt. of Maharashtra
ISO 21001 : 2018 Certified • MCA Program Accredited by National Board of Accreditation (NBA)
Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)

Master of Computer Applications (MCA) • MCA (Working Professionals) • MCA (Integrated) • Ph.D. in Computer Application

Tel: 6730 8301, 02, 28840484/91 • Website : www.timscdrmumbai.in, www.thakureducation.org

SPONSORSHIP, RECOGNITION AND AWARD SCHEMES

Scheme	Particulars
Scheme-A	Sponsorship for Higher Studies (Ph.D. & Post-Doctorate)
Scheme-B	Sponsorship for Seminar/Conference/ Workshop/ Training Program /Faculty Development Program(FDP)
Scheme-C	Sponsorship for Case Study/ Research Paper Publication
Scheme-D	Sponsorship for International Programs
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 to 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.



For
[Signature]

SPONSORSHIP, RECOGNITION AND AWARD SCHEMES

I. 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 all the faculty member(s) of the Institute desirous of undergoing the program.
2. The fresh entrants as faculty member, who are already pursuing Ph.D./Post Doctorate Program prior to joining the Institute will also be covered under the scheme to complete the program, 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 Program
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 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 PhD 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:



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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 Program (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 programs 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 two programs organized out of the institute in an Academic year.
3. Faculty member will be treated on duty for attending the programs.

V. FUNDS:

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

LOAD ADJUSTMENT



A handwritten signature in blue ink, appearing to be "S. S. S.", written over a horizontal line.

The faculty members sponsored for the program 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:**

- I. All faculty members are eligible for the sponsorship.
- II. The faculty can write paper jointly with colleague / faculty of another institutions / representative of industry.
- III. Following are some additional aspects need to be taken care:
 - i. Every faculty member working at Assistant Professor level is required to publish minimum two research papers and those who are working as Associate Professor or Professor required to publish minimum three in an Academic year in journals recognized by accrediting and ranking authorities. This will be in addition to papers published in in-house organised conferences.
 - ii. In case Research paper is authored and published jointly by two members of our institute, then 0.75 weightage will be given to each author.
 - iii. However, if the paper is authored by three or more members of an Institute, the weightage will be divided in proportion to each author.
 - iv. E.g.: -For three authors the weightage will be 0.33 each and in case of four authors 0.25 to each
 - v. In case of Research and publication jointly with external expert, full weightage will be given to the TIMSCDR faculty member.
- IV. The Sponsorship Committee meeting should be convened by the concerned Deputy Director/Vice Principal of the host institute.
- V. The Institute's name should invariably appear on the paper along with author's name for reimbursement.

IV. **FACILITIES & FUNDS:**

1. The institute will provide a research grant up to Rs. 20,000/- per faculty per Academic year for conducting research and to meet minimum target of publishing papers – 2 papers for Assistant



Professor, 3 papers for Associate Professor / Professor.

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 program 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 program 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 the financial matters.

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

VI. **Terms and 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 further 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 programs.

II. **NEED:**

1. Get membership of the professional bodies to organize programs in association with them.
2. Enhance networking with professional bodies in the relevant field for interaction with professionals from academic/research/industry.
3. Attend the programs conducted by professional bodies in or outside the institute.
4. Encourage students to take up membership of professional bodies & participate in the program.
5. Requirement for Accreditation, Statutory bodies, and Ranking purposes.

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 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 up to 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



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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 Amount of Awards:

1. Number of Awards: - One per department/functional area
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:

1. 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.



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UNDERTAKING FOR SPONSORSHIP OF HIGHER STUDIES

I, _____, resident of _____
(Name) (Address)

am working as full time _____ since _____
(Designation) (Date of joining)

I have been sponsored by the Institute for the following:

I shall abide by all the terms and conditions laid down by the Institute under the Sponsorship Scheme for Higher studies.

I undertake to serve the institute at least for two years from the date of acquiring Ph.D./Post Doctorate with full dedication, commitment, and code of conduct in compliance with professional practice at the Institute.

In case I fail to serve the Institute for the above-mentioned period, the Institute has the right to recover the amount which the Institute had given me as paid leave during my sponsorship period. In case I fail to do so, the said amount may be recovered from the amount due to me at the time of release.

Further, I understand that I will not be eligible for relieving order and experience certificate till the account is finally settled.

Thumb impression

Signature: _____

(Right thumb)

(Left thumb)

Name of Employee: _____

Address (Residential): (Native):

Witness: 1.

2.

Departmental HOD's Signature

Signature: _____

(Director)

Name & Address of the Institute:

Date:

Place:



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