

# **Sri Aurobindo Institute of Pharmacy**

**Indore (M. P.)**

## **POLICIES/ RULES/ GUIDELINES**

- 1. Policy on Welfare Measures**
- 2. Sports Policy**
- 3. Leave Rules**
- 4. Research Promotion Guidelines**



# Sri Aurobindo Institute of Pharmacy

- Approved by All India Council for Technical Education, New Delhi
- Recognized by Directorate of Technical Education, Bhopal
- Website: [www.aurogroup.ac/saip](http://www.aurogroup.ac/saip)

- Affiliated to Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal
- Approved by Pharmacy Council of India
- Email: [office@saip.ac.in](mailto:office@saip.ac.in)

## Policy on Welfare Measures

### POLICY

1. Sri Aurobindo Institute of Pharmacy (SAIP) aims to develop and implement welfare measures to provide the socio-psychological support to SAIP family members. It creates a culture of belonging among the employees in the organization, ensuring higher commitment to teaching, research and patient care.
2. The employees are made to feel that the Management is concerned and is taking care of their welfare. This results in sincerity, commitment and loyalty of the employees to the institution.

### PURPOSE

1. The Institution has effective welfare measures for Teaching and Non-teaching staff in place to achieve Institutional progress through human capital, which is healthy, motivated and committed.
2. For successful sustainability of an effective human capital, our institution has the best practices of implementing various welfare schemes for the employees as a whole, to build a strong bond of relationship between employees and management.

### SCOPE

1. The Institution has in place 100% of compliance for Teaching and Non-teaching staff related statutory welfare measures.
2. Each welfare measure has specific eligibility criteria. All fulltime employees who are eligible will be benefited as described in this policy.

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## 1. Employee Provident Fund (EPF) – Statutory

Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy (SAIP)
- Provident Fund will be paid as per Employee Provident Fund Act 1952.

## 2. Employees State Insurance Corporation (ESIC) – Statutory

Eligibility & Applicability:

- The policy is applicable for the employees whose salary is less than Rs.15,000/- pm. Sri Aurobindo Institute of Pharmacy (SAIP) implements in full the Employees State Insurance Act 1948.

## 3. Accident Coverage Policy

Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy (SAIP).
- Rs.1,00,000/- will be claimed in case of permanent disablement, Rs.2,00,000/- will be claimed in case of death due to accident for an employee.

## 4. Financial Support for attending / presenting paper at National & International Seminars & Conferences

Eligibility & Applicability:

- The policy is applicable to all Teaching employees of Sri Aurobindo Institute of Pharmacy.
- Faculties are encouraged to attend the National Seminars / Conference/ workshops or FDPs with Registration, and membership fees and DA & TA met by institution as per Sri Aurobindo Institute of Pharmacy norms to enhance their educational skills.

## 5. Financial Support for Research Publications

Eligibility & Applicability:

- The policy is applicable to all Teachers of Sri Aurobindo Institute of Pharmacy.
- Teachers are encouraged to publish research publications in accredited and indexed National / International/ SCOPUS or UGC approved Journals. The processing fee for publication by the Journals will be reimbursed by Sri

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indexed National / International/ SCOPUS or UGC approved Journals. The processing fee for publication by the Journals will be reimbursed by Sri Aurobindo Institute of Pharmacy as per norms.

## 6. Sponsoring for Academic programmes

Eligibility & Applicability:

- The policy is applicable to all staff of Sri Aurobindo Institute of Pharmacy.
- Staff who have completed 1 years of continuous service are eligible to enroll for higher education in our institution with 50% tuition fees waiver and stipend as per Sri Aurobindo Institute of Pharmacy norms.
- Relative of any employee who has worked in the institute for more than a year are also eligible for tuition fees waiver depending upon the eligibility of candidate and the course they have enrolled in Sri Aurobindo Institute of Pharmacy.

## 7. Creche Facilities

Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy.
- The institute has set up an exclusive Creche facility for Sri Aurobindo Institute of Pharmacy employee's children in the age group between 6 months and 6 years.

## 8. Special Leaves for Conference and Seminar

Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy.
- Faculties are encouraged to participate in National and International Conferences/ seminars/ workshops. Special Leave is provided for the faculty members every year for the enhancing the quality of research and personal growth of faculty.
- Two types of special leaves are provided to all faculty members:
  - SL1: For attending workshops, conferences, seminars etc.
  - SL2: For college related work, viva, or valuation of copies.
    - Once SL are exhausted for the year faculty can take OD for the same, without deduction of pay for the day.





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## 9. On Duty Leave

### Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy.
- For other college related work faculties are provided with On Duty leave.
- This was made to promote positive work culture environment within the staff.
- Faculties who opt to go for taking university examination viva in other colleges, or valuation of university copies can avail the OD without deduction of the salary.

## 10. Marriage Gift

### Eligibility & Applicability:

- The policy is applicable to all confirmed employees of Sri Aurobindo Institute of Pharmacy.
- Gift Cheque for Rs.2,000/- for the employee who has served for more than a year of service in college.

## 11. Personal Loan / Salary Advance

### Eligibility & Applicability:

- The policy is applicable to all confirmed employees of Sri Aurobindo Institute of Pharmacy who have completed two years of services.
- Sri Aurobindo Institute of Pharmacy has organized a comprehensive personal loan facility.
- Sri Aurobindo Institute of Pharmacy is giving an opportunity to employees to avail the following interest free loans.

1. Marriage Loan Advance
2. Educational Loan Advance
3. Festival Advance

## 12. Employee Welfare Society Loan

### Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy who have become a member in Sri Aurobindo Institute of Pharmacy Welfare Fund.





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- Savings at 9% per annum, Loan maximum of two months gross salary can be availed as Welfare Fund Loan with repayment in 10 equal installments, with 11% interest rate per annum.

## 13. Transportation

### Eligibility & Applicability:

- The policy is applicable to all employees of Sri Aurobindo Institute of Pharmacy.
- Transportation facility is available for Sri Aurobindo Institute of Pharmacy employees on subsidized rate in the route buses.

## 14. Uniform

### Eligibility & Applicability:

- The policy is applicable to employees of Sri Aurobindo Institute of Pharmacy.
- 1. Employees having salary less than 15000 per month are provided with uniform.  
Example: Peons, Gardeners, Drivers etc.
- 2. Stitching charges will be reimbursed as per institutional policy.
- 3. Eligible employees will receive a sum of Rs.200/- per month towards washing allowance.

## 15. Annual Pay increase

### Eligibility & Applicability:

- The policy is applicable to all teaching and non-teaching staff of Sri Aurobindo Institute of Pharmacy.
- Annual increment will be given to all employees on every year March after the annual appraisal completed.

## 16. Refreshments

### Eligibility & Applicability:

- The policy is applicable to all non-teaching staff of Sri Aurobindo Institute of Pharmacy.
- Refreshments provided at free of cost, twice a day to all non-teaching employees.

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## 17. Other Facilities available on Campus

- Gymnasium for Faculty and Staff
- Staff Recreation Club
- Sports and Cultural activities

All these welfare measurements are aimed at creating a healthy and productive working environment.

*S. C. Chaturvedi*

**Dr. S.C. Chaturvedi**

**Director**

**Sri Aurobindo Institute of Pharmacy**

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*S. C. Chaturvedi*



Dated: 09 August 2021

## SPORTS POLICY

Sport is an integral part of social development that needs to be encouraged. At Sri Aurobindo Institute of Pharmacy, sports or any activity leading to physically active life style are considered important component of overall personality development. We encourage staff to participate in physical activities and sports, as we firmly believe in its benefits. Our aim is to encourage good health and fitness providing facilities to staff to become physically active.

We at Sri Aurobindo Institute of Pharmacy provide facilities to teachers to use Badminton court and cricket turf every Saturday on a pre-permission approval basis.

### THE OBJECTIVES OF THE COLLEGE SPORTS POLICY:

1. To promote over all development and growth of our teaching and non-teaching staff.
2. To encourage spirit of sportsmanship.
3. To spread awareness of health-related issues due to inactive life style.
4. To encourage good health and fitness.







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## THE ROLES AND THE RESPONSIBILITIES OF:

1. The college will give priorities to Sports and shall consider it as an integral part of the college academic program.
2. The college shall make available necessary funds and infrastructure to implement the policy to its fullest.
3. The college will make provision in the college time table so as to involve teachers in recreational sports at least once in a week.

**PRINCIPAL**

**Sri Aurobindo Institute of Pharmacy**



# LEAVE RULES 2022

(Effective from 3<sup>rd</sup> January 2022)

## TEACHING STAFF

### Introduction

This is the summary of leaves policies which will be reviewed and modified periodically. When using this policy, please remember that while we attempted to make it as comprehensive as possible, there might arise situations which are not dwelt upon and hence you might need to seek assistance from your HOD or Human Resource (HR). The institution reserves the right to modify this policy as per organisation requirements.

The leave policy and the distribution of leaves for Teaching Staff in Sri Aurobindo Institute of Technology, Sri Aurobindo Institute of Pharmacy and Sri Aurobindo Institute of Management & Science are as under:

S.NO.	TYPE OF LEAVE	NUMBER
1	Annual Holidays	24
2	Casual Leaves (CL)	12
3	Optional Leaves (OL)	3
4	Earned Leaves (EL)	14
5	Medical Leave (ML)	6
6	Special Leave	6
7	Diwali Vacation	7
8	Summer Vacation	7
9	Weekly Off (Sundays)	52




## Scheduling

- An applicant should apply online and offline for leave according to prescribed format only
- It is necessary that leave should be scheduled in advance or before two days of joining of institute
- All the employees should get approval from their H.O.D prior to scheduling leave.
- The Leave Application should be submitted in H.R. department through proper channel.
- The nature of leaves should be mentioned by the employee.
- Complete and relevant information should be filled neatly.

## Eligibility

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### General Terms & Conditions

- All regular, full-time employees at Institute are eligible for all type of leave except Summer Vacation
- Leave is calculated annually for the calendar year (January-December).
- If an employee has joined during the middle of the year, then the leaves (CL, EL, ML, OL & SL) will be pro-rated from the date of employment through December 31 of that calendar year.
- Only those teaching staff members will be eligible for summer vacation who have completed one year of their service. Summer Vacation can be availed only if the minimum number of working days in a given year is 150 for any employee. (Summer Vacation can be availed in a year after the examination, along with the approval from the Director/Principal)
- The faculties are entitled to half day Casual leave (subject to minimum working of 3.5 hours for the day either in first half or second half). This is applicable only for Casual Leaves. Half day leave will be sanctioned on the basis of thumb impression recorded; else leave will be deducted for the entire day.
- The faculties will be entitled for Full Day Compensatory off only against a day when the total numbers of working hours are more than 5 hours.
- Employees who are on field or are travelling for institute related work will be considered as 'on duty 'after submission of attendance certificate/On duty form.



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## Exceptions

- The Director and Principal cannot avail Summer Vacations.
- These leave rules are not applicable to Admin staff at SAIT, SAIP & SAIM&S.

## Entitlement

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### General Terms & Conditions

- Leave shall be credited to the employees account at the beginning of every month
  - Casual leave (1 per month i.e. 12 per annum)
  - Earned leave (1 per month i.e. 14 per annum)
  - Medical leave (1 per 2 month i.e. 6 per annum)
  - Special Leave (6 per annum)
- Intervening holidays/weekly off will not be included in between Casual leave, Special leave and Optional leave
- Special Leave will be preapproved by the director and Management of the institute.
- Intervening holidays/weekly off will be included in between Medical leave, Earned leave and Summer Vacation.
- If staff member does not report to work on the day before and after a public holidays / declared holiday/ Sunday, then all days (i.e. prefix days, suffix days and public declared holidays / Sunday) will be considered as leave availed.
- It is compulsory to all staff members to be present on last working days and first working day of the term and after any other holidays / season

## Accumulation

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### General Terms & Conditions

- Unused Casual Leaves/Optional Leave/ Medical Leave/ Special Leave/Earned Leave / Compensatory Off are accumulated every month.
- Medical Leaves (ML) and Earned Leave (EL) can be accumulated up to 15 days and 28 days respectively and will be forwarded to the next year. No other leave will be forwarded to the next year.
- Half LWP cannot be availed.



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## Process

### General Terms & Conditions

- An employee can request for Casual Leave/Optional Leave/Earned leave to attend to personal matters. These would be granted at the discretion of the H.O.D/Director/H.R.
- The employee is required to apply for planned leave 7 days prior to the date of leave for Casual Leave/ Optional Leave/ Earned Leave, unless in case of exigencies where he/she shall submit the leave-approval-request to the Supervisor/ HOD / Director with in 2 days of resuming duty, failing which Leave without pay (LWP) will be marked
- Special leave will be granted to those faculty members who are attending conferences, CMEs, (State/National/International) Workshops, Training, Seminar and taking examination in another college.
- Application for Special Leave should be submitted along with the letter of invitation & letter of approval by the Director before going for Conference/s, CME/s, (State/National/International), Workshops, Training, Seminar and taking examination in another college.
- The-faculty-must submitted Certificate-of-attendance-of-Conference/s, Workshop/s, Training, Seminar and taking examination in another college from the competent authority to the H.R. Department after reporting back to the institution.
- Any kind of leave must be submitted in the prescribed format.
- Compensatory off can be availed on any day when it is non-teaching day for students.
- Compensatory off can also be accumulated during the year and can be availed during students vacation.
- Compensatory off should be pre-approved.
- On duty leave will be provided to those faculties who are on Institute sponsored workshops/ trainings/ FDPs.
- Prior approval for On Duty leave is mandatory.

### Bereavement Leave

- Bereavement leave can be granted to employees for the death of an immediate family member.
- Employees are eligible for 7 days leave, if necessary, in the event for the death of an immediate family member (defined as parents, grandparents, siblings, spouse, children and parents in-law).
- These 7 days can be availed by taking CL and OL in advance which will later be adjusted in the total Number of annual leaves.



## Maternity Leave

No woman shall be entitled to maternity benefit unless she has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery. The maximum period for which any woman shall be entitled to maternity benefit shall be twelve weeks, that is to say, six weeks up to and including the day of her delivery and six weeks immediately following that day. This leave will only be eligible up to two children.

## Child Care Leave

Female employees may be granted CCL. Purpose of CCL is taking care of upto 2 minor children to look after their needs like examination, sickness etc. Minimum 15 days of leave will be granted in the Child Care Leave policy. Extending the CCL will be at the sole discretion of the management. Saturdays, Sundays and any Gazetted holidays in between will be a part of the Child Care Leave policy.

## Annual Holidays-2022

The list of proposed Festive holidays for 2022 are as follows

SR. NO.	NAME OF LEAVES	DAYS	DATE
1	REPUBLIC DAY	WEDNESDAY	26-01-2022
2	SANT RAVIDAS JAYANTI	WEDNESDAY	16-02-2022
3	MAHASHIVRATRI	TUESDAY	01-03-2022
4	HOLI (DHULENDI)	FRIDAY	18-03-2022
5	RANG PANCHAMI	TUESDAY	22-03-2022
6	RAM NAVAMI	SUNDAY	10-04-2022
7	DR. AMBEDKAR JAYANTI	THURSDAY	14-04-2022
8	GOOD FRIDAY	FRIDAY	15-04-2022
9	EID-UL-FITR	TUESDAY	03-05-2022
10	PARSHURAM JAYANTI	TUESDAY	03-05-2022
11	BUDDHA POORNIMA	MONDAY	16-05-2022
12	EID-UL-JUHA	SUNDAY	10-07-2022
13	MOHARRAM	TUESDAY	09-08-2022
14	RAKSHABANDHAN	THURSDAY	11-08-2022
15	INDEPENDENCE DAY	MONDAY	15-08-2022
16	JANMASHHTAMI	FRIDAY	19-08-2022



17	NEXT DAY ANANT CHATURDASHI	SATURDAY	10-09-2022
18	GANDHI JAYANTI	SUNDAY	02-10-2022
19	DUSSERRA	WEDNESDAY	05-10-2022
20	BASI DUSSERRA	THURSDAY	06-10-2022
21	MILD-UN-NABI	SATURDAY	08-10-2022
22	GURUNANAK JAYANTI	TUESDAY	08-11-2022
23	BIRSAMUNDA JAYANTI	TUESDAY	15-11-2022
24	CHRISTMAS	SUNDAY	25-12-2022
25	DIWALI VACATION	07 Days	As per Notification



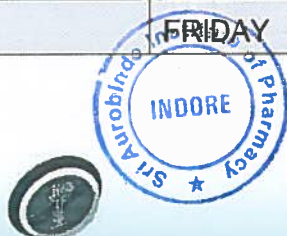
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## Optional Holidays-2022

List of Optional Holidays for 2022 are as follows

S.NO	NAME OF LEAVES	DAY	DATE
1	New Year	SATURDAY	01-01-2022
2	Maharshi Guru Gokuldas Jayanti	THURSDAY	06-01-2022
3	Makar Sankranti/Pongal	FRIDAY	14-01-2022
4	Hemu Kalani Jayanti	FRIDAY	21-01-2022
5	Basant Panchmi	SATURDAY	05-02-2022
6	Dev Narayan Jayanti	MONDAY	07-02-2022
7	Narmada Jayanti	TUESDAY	08-02-2022
8	Hajrat Ali Janmdivas	MONDAY	14-02-2022
9	Swami Ramcharan Ji Maharaj Jayanti	TUESDAY	15-02-2022
10	Chatrapati Shivaji Jayanti	SATURDAY	19-02-2022
11	Shabri Jayanti	THURSDAY	24-02-2022
12	Maharshi Dayanand Saraswati Jayanti	SATURDAY	26-02-2022
13	Eklavya Jayanti	TUESDAY	01-03-2022
14	Holika Dahan	THURSDAY	17-03-2022
15	Shab -E- Baraat	SATURDAY	19-03-2022
16	Bhakt Mata Karma Jayanti	MONDAY	28-03-2022
17	Gudipadwa/Chetichand	SATURDAY	02-04-2022
18	Nishadraj Jayanti	WEDNESDAY	06-04-2022
19	Mahatma Jyotibaphule Jayanti	MONDAY	11-04-2022
20	Vallabhacharya Jayanti	TUESDAY	26-04-2022
21	Sen Jayanti	WEDNESDAY	27-04-2022
22	Id UI Fittar	MONDAY	02-05-2022
23	Shankaracharya Jayanti	FRIDAY	06-05-2022
24	Mahranapratap Jayanti	THURSDAY	02-06-2022
25	Mahesh Jayanti	WEDNESDAY	08-06-2022
26	Birsamunda Shahid Diwas	THURSDAY	09-06-2022
27	Kabeer Jayanti	TUESDAY	14-06-2022
28	Virangana Durgawati Balidan Diwas	FRIDAY	24-06-2022
29	Rath Yatra	FRIDAY	01-07-2022



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30	Eid-UI-Adha	SATURDAY	09-07-2022
31	Guru Purnima	WEDNESDAY	13-07-2022
32	Naagpunchmi	TUESDAY	02-08-2022
33	Goswami Tulsidas Jayanti	THURSDAY	04-08-2022
34	Durgadas Rathore Jayanti	SATURDAY	13-08-2022
35	Balram Jayanti	WEDNESDAY	17-08-2022
36	Ganesh Chaturthi	WEDNESDAY	31-08-2022
37	Nawa Khai	SATURDAY	03-09-2022
38	Dol Gyaras	TUESDAY	06-09-2022
39	Onam	THURSDAY	08-09-2022
40	Anant Chaturdashi	FRIDAY	09-09-2022
41	Vishwakarma Jayanti	SATURDAY	17-09-2022
42	Prarnath Jayanti	SATURDAY	24-09-2022
43	Agrasen Jayanti	MONDAY	26-09-2022
44	Mahaashtmi	MONDAY	03-10-2022
45	Mahanavmi	TUESDAY	04-10-2022
46	Karvachouth	THURSDAY	13-10-2022
47	Next day of Deepawali	TUESDAY	25-10-2022
48	Bhaidooj	THURSDAY	27-10-2022
49	Sahstrabahu Jayanti	MONDAY	31-10-2022
50	Naamdev Jayanti	FRIDAY	04-11-2022
51	Dr. Saiyyadana Sahab Jayanti	MONDAY	14-11-2022
52	Birsamunda Jayanti	TUESDAY	15-11-2022
53	Jhalkari Jayanti	TUESDAY	22-11-2022
54	Guru Tegbahadur Shahidi Diwas	THURSDAY	24-11-2022
55	Sant Shri Jintaran Taran Jayanti	WEDNESDAY	30-11-2022
56	Vishwa Viklang Diwas	SATURDAY	03-12-2022
57	Dattarya Jayanti	WEDNESDAY	07-12-2022
58	Balinath Ji Bairwa Jayanti	SATURDAY	31-12-2022



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Ref. No. SAIP/2023/16

Date: January 12, 2023

## CIRCULAR

### Research Promotion Guidelines

#### 1.0 PREAMBLE

Sri Aurobindo Institute of Pharmacy is always committed to achieve excellence in Research & Development which strive us to excel in the field of pharmaceutical science. The management of the institute supports the research guidelines within its institution with its mission and vision statements i.e., to provide contemporary knowledge and also to become a hub of higher-level teaching & learning for obtaining international recognition through interdisciplinary, inter institutional research program. The head of the institution know how to provide necessary strategic decisions, corrective actions, preparation and update guidelines. The research guidelines are focused to stimulate, nurture and motivate both young and experienced researchers towards nation building. Sri Aurobindo Institute of Pharmacy will become one of the world leaders in Research and Innovation focusing on solving both local and global challenges.

#### 1.1 Applicability

- This policy shall be applicable to all the faculty members of the Sri Aurobindo Institute of Pharmacy, all UG/PG students registered with Sri Aurobindo Institute of Pharmacy .

#### 1.2 OBJECTIVES

The objective of the research policy is focused towards establishing a competitive research culture towards excellence by means of:

- Identification of the required faculties for carrying out scientific research.
- To promote research by publishing research/ review papers/ book chapters with journals of high repute.
- To create innovative ecosystem.

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- To ensure and verify the quality of research outputs through research advisory council.
- Facilitating inter disciplinary research.
- Incentives and awards for research excellence.
- To encourage filing patents based on research findings.
- To allocate the Seed Grants to encourage faculty researchers to set up the basic infrastructure through development of research centres/institutes.

### 1.3 Expected Outcomes:

- Publication of quality research/review papers/ books/ book chapters
- Enhancement in filed, published and granted patents
- Building up state of art research facility
- Increased visibility of the institute as research institute, thus attracting better talent in its staff and students

#### a. Guidelines on Specific Areas

- 2.1 For promotion of Research projects, publications, consultancy and Research related activities.
- 2.2 For pursuing Ph. D.
- 2.3 Financial assistance for attending International and National Conferences and National workshops, refresher courses and Faculty Development programmes and any other.
- 2.4 Financial assistance for online certification course
- 2.5 Financial Assistance for Professional Membership
- 2.6 To create innovative ecosystem
- 2.7 Seed Grant to stimulate research ambience

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## 2.1 For promotion of Research projects, publications, consultancy and research related activities.

2.1.1 The faculty are encouraged for submitting a research project for extramural funding to various institutions such as Madhya Pradesh Council of Science and Technology (MPCST), All India Council for Technical Education (AICTE), Science and Engineering Research Board (SERB), Indian Council of Medical Research (ICMR), 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) or any other national funding bodies. The basic infrastructural facility to execute the research project will be provided by the institute. On sanction such **research projects** from funding agency, the principal investigator shall be awarded monetary rewards of 3% (three percent) and Co-investigator with 2 % (Two percent) of the funding received by faculty members.

2.1.2 Faculty members are encouraged for publishing Books in the reputed publishing house. On publication of **Scopus indexed Book or book from reputed National publisher** the authors will be awarded by prize of Rs. 2000/- for main author and Rs 1000 each to the contributory authors of the book.

2.1.3 Faculty members are encouraged for Publishing scientific/research articles/review article in SCOPUS/ SCI/Web of Science/ UGC CARE indexed journals. On publication of article in UGC Care/Scopus index journals corresponding author will be awarded by prize of maximum of Rs. 2000/- and co-authors will be awarded with Rs. 1000/- each. On publication of article in SCI/Web of Science index journals corresponding author will be awarded by prize of maximum of Rs. 3000/- and co-authors will be awarded with Rs. 1500/-.





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**2.1.4** Faculty member published any book chapter in any reputed edited book published by Elsevier/Springer/Informa or any other reputed publishers corresponding author will be awarded by prize of maximum of Rs. 2000/- and co-authors will be awarded with Rs. 1000/- each.

**2.1.5** Faculty members are encouraged for Indian patent and other patent and copy right filing. On publication of Patent, fees will be reimbursed and equally shared amongst the grantees from the institute, and 75% commercial rights will be awarded to the innovators.

**2.1.6** If faculty members awarded with consultancy from industry or any other organization of minimum Rs. 3 Lac the Investigator shall be awarded monetary rewards of 10% (ten percent) of the funding received by institute.

- The researcher is permitted to use the infrastructural facilities like research equipment's available within the institute, with prior approval through proper channel.
- A letter of appreciation from the Vice-president Sri Aurobindo Institute of Pharmacy would be given to best researcher and Academician per year from the institute for extraordinary research work and academician selected by the principal/director or committee constituted by the management. Awardees of the year will not be permitted to apply for award for next subsequent calendar year.

## 2.2 For pursuing Ph. D

To encourage the faculty member to improve his/her qualifications by pursuing Ph.D. programme. Teacher of the institute can enrol for the Ph.D. programme.

**2.2.1** The teacher/s is permitted to use the infrastructural facilities like research equipment's available within the institute, with prior approval through proper channel.

**2.2.2** It is mandatory for the candidate for enrolment for PhD programme No Objection Certificate (NOC) has to be obtained from institute.

**2.2.3** Extended hours of working are provided for teachers to conduct their research work with prior permission of principal.

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**2.2.4** The teacher will have to submit an undertaking that he/she shall continue to be in the employment of the institute for two year after completing Ph.D. course and institute will provide the increments as per the institute rule.

### **2.3 Financial assistance for attending International and National Conferences and National workshops, refresher courses and Faculty Development programmes and any other:**

To encourage the faculty for attending the International/ national conferences / seminar/ workshops/Refresher course and Faculty Development Programme.

**2.3.1** Teachers presenting the poster or oral presentation in any international conferences/ seminar to be held outside India will be encouraged to submit travel grant applications in various national agencies like MPCST, CSIR, DST, AICTE, and other government undertaking agencies.

**2.3.2** The Teachers presenting poster or oral presentation in any international conferences/ seminar to be held outside India may be provided with financial assistance up to 25% of the travel expenses or Rs 10,000/- (Rs Ten Thousand only) whichever is less once in a two years. However, the detailed plan of such visits should be submitted to the Principal/Director. Financial assistance for only one faculty per department will be given per year. After the conference/seminar teachers have to submit all the bills in original along with the 2 pages report of the visit.

**2.3.3** Financial assistance to teachers for attending the conferences/seminars/ /FDP etc. at national level sponsored by AICTE/ DBT/DST/ MPCST or other Govt. undertaking agencies will be awarded once in a two calendar years. In such cases, the financial assistance will be limited to reimbursement of travel expenditure (actual train fare-AC-3 Tier)/ registration fee or both.

**2.3.4** Application duly forwarding by the Principal with specific recommendation should reach the Office of the Director preferably 7 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 copy of the full text of abstract/papers prepared by the teacher for presentation at the National/International conference/seminars/symposia/ /workshops etc.
- Brief details of the organizers, title of the programme, place and duration of the conference etc. has to be submitted.

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➤ Registration fees receipt, Rail Tickets has to be submitted along with the duly filled claim form.

## 2.4 Financial assistant for certification course

To empower the staff for enrolment of certification courses for getting in profundity information of the subject and improvement educating instructional method and delicate abilities

**2.4.1** Financial assistance to the teachers for certification courses conducted by SWAYAM, NPTEL, UGC, AICTE and PCI or any other equivalent agency will be provided.

Eligibility: Faculty member should have completed one year of service in Sri Aurobindo Institute of Pharmacy .

## 2.5 Financial Assistance for Professional Membership

**2.5.1** Partial Financial assistance to the teachers for professional membership in various professional bodies like APTI, IPGA, IPA, IEEE, ACM, CSI, ISTE or any other equivalent agency will be provided.

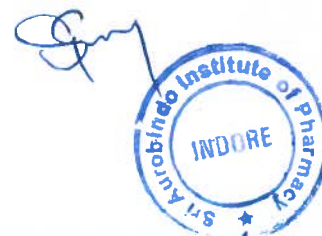
Eligibility: Faculty member should have completed one year of service in Sri Aurobindo Institute of Pharmacy .

## 2.6 To create innovative ecosystem

The institute motivates the faculty to come up with novel ideas to develop business strategies. To facilitate such strategies, the existing incubation centre will work for establishing technology oriented and socioeconomic start-up companies that will cater to the growth of local industrial requirements by providing solutions to any potential issue.

## 2.7 Seed Grant to stimulate research ambience

**2.7.1** A seed grant of Rs. 25000 is awarded to the full-time faculty members of Sri Aurobindo Institute of Pharmacy , who have submitted project proposals for funding to the





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Principal/Director of the institute. The seed grant project will be awarded after the peer review process and presentation of the faculty member.

2.7.2 The Project Period is one year from the date of sanction and expected to be conducted by the faculty member himself/herself and no manpower would be supported in the grant.

2.7.3 Faculty member can avail the seed grant once in two year and one grant per department will be awarded by the management based on peer review process by Principal/ Director of the institute.

2.7.4 The grantee need to published at least one research article in SCI/SCOPUS/ Web of Science/UGC care journal along with the report of the research project should be submitted to the Principal/director.

**Assessment and Reimbursement must be based on evidence produced by the teacher such as per requirement of Claim form. The marks and grades (As per cadre wise appraisal form) obtained by the faculty members will be considered for annual faculty appraisal system.**

**The Incentives will only be awarded for the faculty members who are working full time in Sri Aurobindo Institute of Pharmacy .**

**The Research Promotion Guidelines<sup>3</sup> are discussed in section 1.0 to 2.7 sequentially; in case of any ambiguity the decision of the Management shall be final and binding on all. The Research Promotion Guidelines may be amended from time to time and notified accordingly.**

*S. C. Chaturvedi*

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