



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



RESEARCH & DEVELOPMENT POLICY



About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The Institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The Institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

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RESEARCH & DEVELOPMENT POLICY

1. Research & Development (R&D) Cell

The Research and Development Cell of the Institute is dedicated to nurturing a state-of-the-art research culture by encouraging and supporting research and development activities across all departments. Faculty members are actively involved in a wide range of research areas, and the Institute strongly advocates interdisciplinary collaboration to effectively address evolving technological and societal challenges. The cell encourages all staff members and students of the Institute to undertake research and innovative projects, present/publish papers in the conferences/journals of national/international repute which contributes towards academic transformation, professional and career advancement. The cell extends its full support to students and staff through its various shared facilities available to all departments.

R&D cell organizes various activities and events along with IIC and IQAC such as workshops, symposiums, seminars, conferences, research publications, projects, innovations, patents and IPR in diverse fields. The R&D activities also include technology up-gradation programs, startups, entrepreneurship and participation in various national/international technical competitions. The Institute provides a supportive research ecosystem with modern facilities, infrastructural support, and academic resources to enable faculty members to actively engage in quality research. It also encourages students to undertake innovative projects leading to publishable contributions and research-oriented learning.

The cell also facilitates networking opportunities with reputed institutions, industries, and research bodies, enabling knowledge exchange and collaborative ventures. The R&D cell aims to strengthen the overall research ecosystem of the Institute and enhance its contribution to technological advancement and societal development.

1.1 Vision and Mission

Vision:

To foster innovative, multidisciplinary research through collaboration between industry and academia, addressing societal needs with a strong emphasis on sustainability.

Mission:

- To build a collaborative and sustainable R&D ecosystem that empowers faculty and students to actively engage with industry and academia, enabling the development of innovative, multidisciplinary solutions to societal challenges.
- Fostering high-quality research proposals, securing research funding, publishing impactful work, generating patents, and nurturing entrepreneurship and startup initiatives.

1.2 Objectives

- Create zeal among faculty members, staff and students to take-up multidisciplinary innovative research and publish papers in conferences/journals of national/international repute.
- Support and guide in securing funding for research project proposals.
- Collaborate with government Institutes and research bodies like ANRF/DST//ISRO/DRDO/IISERs, etc.
- Foster scientific culture, assure R&D quality and ethical efficacy.
- Nurture research excellence in niche/thrust/emerging areas of research.
- Create opportunities for staff and students to work on latest technologies with industry and academia.
- Take-up consultancy services in co-ordination with alumni, industry and other stakeholders.

1.3 Composition of R&D Cell

Category	Role
Head of the Institution	Chairperson
Emeritus Professor	Adviser
One senior faculty member from Engineering Department	Coordinator
One senior professor from Engineering Department	Dean, R&D
Senior professors from all Departments	Member
One faculty member with Ph.D., Dept of Computer Science & Engg.	Member
One faculty member with Ph.D., Dept of Electronics & Comm. Engg.	Member
One faculty member with Ph.D., Dept of Electrical Engineering	Member
One faculty member with Ph.D., Dept of Information Technology	Member
One faculty member with Ph.D., Dept of Applied Sc. & Humanities	Member
One faculty member with Ph.D., Dept of Computer Applications	Member

1.4 Terms and Conditions

Frequency of Meeting: The committee shall meet once in a semester i.e. twice in an academic year. The coordinator, R&D cell in consultation with the Dean, R&D prepares and circulates the agenda of the meeting in advance. The coordinator secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third of the members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be one year to be renewed/updated for each academic year before the end of tenure. The R&D cell can co-opt members.

1.5 Functions

- Motivate staff and students to publish papers/articles/manuscripts in conferences/journals of national/ international repute and to file/publish patents.
- To consolidate and maintain data of research, consultancy, extension activities of all departments at the Institute for each academic year and communicate to IIC and BOG through the Principal.
- Analyze the research data for qualitative and quantitative assessment.
- Constitute a review committee to adjudicate the originality & quality of the publications/projects/ consultancies/patents of staff/students and to recommend for incentives/appreciation and suggestions for improvement.
- Collaborate with industry, academia and R&D organizations through MOUs.
- Organize events to motivate and encourage faculty members and students to engage in research and developmental activities.
- To convene periodic meetings once in a semester.
- To promote and encourage inter-disciplinary research activities in the Institute.
- To formulate guidelines for submission of research proposals from the departments and submit recommendations to the Principal for consideration of funding by the Institute.
- Organize events in association with external members/bodies and internal committees like IIC, IQAC, IIC, etc. for promoting research & development.
- Encourage staff & students to prepare and submit R&D/AQIS/project proposals for funding by CSIR, DST, AICTE, UGC, MSME, HUBs etc., within the stipulated time.
- Disseminate information regarding Call for papers, book chapters and project proposals among faculty members.
- Organize national/international conferences/workshops/seminars/training programs.

2. Promotion of Research

The Institute is committed to the active promotion of research among faculty members and students by fostering a supportive and motivating environment. It encourages individuals to undertake innovative and impactful research projects, effectively utilize the research facilities available at the Institute, and publish their findings in reputed national and international journals and conferences. The Institute also promotes and supports organization of conferences, workshops, faculty development programs, student training sessions, and seminars in collaboration with industry and academia. These initiatives provide a platform for exchange of ideas, create awareness about state-of-the-art research across various domains, help identify open research problems, and encourage meaningful deliberations that lead to deeper engagement in research activities.

The R&D cell in association with IQAC and IIC regularly organizes seminars, expert lectures, workshops, and awareness sessions to promote research culture and innovation among faculty and students. These events focus on important aspects such as patent awareness, research proposal writing, publication quality enhancement, emerging technologies, and research tools. The initiatives aim to strengthen research capabilities, encourage scholarly contributions, and foster continuous academic and professional development.

The Institute provides access to a wide range of research-enabling facilities, including high-end laboratories such as Mac Lab, collaborative initiatives like e-Yantra with IIT Bombay, IoT labs supported by Texas Instruments, GPU computing resources, and digital library access. Additionally, incentives such as the Research Publication Reward (RPR) scheme and knowledge-sharing platforms like “Prosaron” seminars further strengthen the research ecosystem, making these resources accessible to all staff and students and fostering a culture of continuous research and innovation.

2.1 Research at UG and PG Level

The Institute encourages UG/PG students to pursue research activities leading to tangible outcomes, such as publication, process, novel, prototype, design and functionality changes. To enhance research awareness among students at UG and PG level read research papers under the guidance of faculty members, follow research methodology to meticulously perform literature survey for identifying open research problems to lead to their project objectives. Students are encouraged and supported to participate in Hackathons that trigger higher order thinking, develop deep analytical insights and promote teamwork to successfully convert ideas into implementable prototypes. Student projects that successfully get published receive rewards and opportunity to showcase their work. These efforts aim to build an ecosystem that nurtures curiosity, encourage experimentation and support interdisciplinary collaboration.

2.2 Support

The Institute supports research and innovation by providing advanced facilities such as GPU Computing and Robotics laboratories to promote research-driven learning and project development. It also encourages quality publications through the Research Publication Rewards Scheme aligned with NIRF guidelines. Further, deputation leave and partial financial assistance are provided for participation in conferences, workshops, training programs and hackathons to enhance research exposure among faculty and students.

2.2.1 Deputation Leave

As per the Institute's Deputation Leave and Support norms, financial assistance may be provided in the following cases:

- Partial support of registration fees for conferences and workshops attended by staff and students.
- Partial financial support for students' participating in competitions, hackathon, technical meets or model exhibitions encouraging innovation and research.
- Partial support for travel expenses of faculty, staff, and students for attending conferences, workshops, seminars, special training/tutorials, or meetings with funding agencies related to projects.

Deputation leave policy and form for Deputation leave application are given in Appendix.

2.2.2 Incentives for Publishing Papers

As a part of the continual quality improvement policy, the institute encourages publication of papers in various conferences and journals by the staff members and can claim incentives. Staff members presenting their research papers in regional/national/international seminars/conferences/ workshops will be provided by on duty leave and reimbursed by the registration fee & travel expenses as per the Deputation leave norms. Faculty research publications in reputed national/ international journals/conferences will be reimbursed, awarded and rewarded as per the scheme of Research Publication Reward.

2.2.3 Research Publication Reward

The Institute promotes high-quality research through the Research Publication Rewards (RPR) Scheme, introduced in the academic year 2021–22, in alignment with the R&D focus of the NIRF framework. The scheme motivates faculty members and students to contribute to quality scholarly publications by offering cash rewards for research papers published in reputed indexed journals such as SCI, SCIE, and Scopus, as well as conferences and journals recognized under Google Scholar, UGC-CARE, and other recognized platforms considered under NIRF guidelines.

Application form for RPR is given in Appendix.

- The above reward is applicable for the papers published in Scopus/WoS/ESCI/SCI Indexed & above Journals, UGC-Care listed journals and publications indexed in google scholar.
- The reward is given to ALL the authors of BPPIMT faculty, staff and students (irrespective of author position in list of authors). The affiliation of the authors (staff/students) must mandatorily include BPPIMT.
- The Reward will be issued only after successful publication and availability of DOI.
- The reward amount is governed by different categories as laid down in the research publication reward policy (attached in Appendix).
- Application for RPR is to be made jointly by all authors. Only one application per publication is required.
- Hard copy of the publication, proof of publication date and proof of quality (SCI/WOS/Scopus/Google Scholar, etc.) must also be submitted along with the application.
- Applications forwarded by HoD of respective departments and R&D representative must be submitted for review by a sub group of R&D committee comprising of senior professors and forwarded to Principal for final approval and disbursement.

2.2.4 Advanced Lab Facilities

The Institute provides modern research and advanced laboratory facilities to encourage interdisciplinary, innovative project-based learning and research. Specialized facilities such as E-Yantra Robotics Lab, Texas Instruments Innovation Lab, Mac Lab and GPUs along with access to comprehensive E-Journal resources enable students and faculty to engage in cutting-edge research, industry-relevant project development and technology-driven learning. These facilities collectively strengthen practical skills, analytical capabilities, and academic excellence, preparing learners to meet emerging technological and research challenges.

GPU Computing Facility: The GPU Computing facility available at the Dept. of CSE and IT provides high-performance parallel computing infrastructure to support advanced research in artificial intelligence, machine learning, deep learning, big data analytics, and scientific simulations. The facility is available to all students and faculty members across the Institute to undertake research-driven projects, develop computational problem-solving skills, and gain exposure to emerging technologies relevant to industry and academia. The configuration of the GPUs is:

- High-Performance GPU Workstation – 2 Units
- Processor: Intel Core i7
- Motherboard: Gigabyte GA-Z690
- Memory: 16 GB RAM, Storage: 1 TB HDD
- Graphics Processing Unit: Gigabyte GV3070TI OC 8GB

These workstations are dedicated to compute-intensive tasks such as deep learning, artificial intelligence, computer vision, image and video analytics, big data processing, and GPU-accelerated simulations.

E-Yantra Robotics Laboratory: The E-Yantra Laboratory within Dept. of CSE, established under the IIT Bombay initiative, facilitates experiential learning in robotics, embedded systems, and automation technologies. The laboratory encourages all students across departments to engage in project-based learning, innovation, and participation in national-level technical competitions, thereby enhancing design, analytical, and teamwork competencies.

Texas Instruments Innovation Laboratory: The Texas Instruments Laboratory developed by Dept. of ECE supports outcome-oriented learning and research in embedded systems, microcontroller-based system design, Analog & digital electronics and signal processing. The laboratory promotes industry interaction and application-driven project development, enabling all students across the Institute to bridge the gap between theoretical concepts and practical implementation.

Mac Laboratory: The Mac Laboratory is equipped with advanced Apple computing platforms to support research and skill development in mobile application development, human-computer interaction, UI/UX design, multimedia processing, and software engineering practices.

Details of these facilities are provided in Annexure.

2.2.5 E-Journal and Digital Knowledge Resources

The Central Library provides access to reputed national and international e-journals, research databases, and digital repositories. These resources support research, innovation, scholarly publication, and continuous learning across disciplines. The availability of authenticated digital academic resources strengthens literature survey capabilities and promotes evidence-based research practices. The resource of the library is accessible from anywhere/anytime through web-based access authenticated through institute mail system.

The following e-resources are available to support academic and research activities:

- **e-Journals: Springer** – <https://link.springer.com/>
- **e-Journal Gateway: J-Gate** – <https://jgatenext.com/>
- **e-Books: Springer** – <https://link.springer.com/>
- **Digital Library Network: DELNET** – <https://delnet.in/>

These resources can be accessed from the Institute Digital Library or from any computer within the Institute campus network.

2.3 Seminar Series - Prosharon

Prosharon is a flagship signature academic initiative of B. P. Poddar Institute of Management and Technology, instituted in 2008 under the leadership of the then Principal, Prof. S. C. Chakravarty, with the objective of nurturing a robust and sustainable research culture within the institution. The program serves as a structured and periodic faculty seminar platform that encourages systematic dissemination and critical appraisal of scholarly work produced by faculty members.

Under the Prosharon framework, faculty members present their research contributions published in peer-reviewed journals, reputed conference proceedings, and edited book chapters. These presentations provide an opportunity for in-depth scholarly interaction, enabling participants to discuss research methodologies, analytical approaches, results, and implications. The forum facilitates constructive peer feedback, helping presenters refine their work and align it with emerging research trends and quality benchmarks.

Prosharon also promotes interdisciplinary knowledge exchange by bringing together faculty from different departments, thereby broadening research perspectives and encouraging collaborative initiatives. The collective deliberations foster academic rigor, critical reflection, and innovation, contributing to the continuous enhancement of research quality and output.

Through regular conduct and active participation, Prosharon has emerged as an effective mechanism for faculty capacity building, strengthening research competencies, improving publication quality, and reinforcing the institution's commitment to excellence in research, innovation, and professional development.

3. External Funding/Collaborative Research

The Institute always encourages, promotes and supports externally funded research projects and consultancy activities undertaken by faculty members and students of the Institute. It aims to encourage innovation, strengthen industry–academia collaboration, generate revenue, and contribute to societal and technological advancement.

3.1 Sponsored Research Projects

The research-proposals are to be submitted to R&D cell for scrutiny and further submission to the funding agencies such as AICTE, UGC, DST, etc. The Institute supports the execution of an R&D project in all respect. The funds must be credited into the college bank account from the sanctioned R&D organization and cover all the heads of budget proposal without any deficiency. Any staff member can collaborate in any major research project for publications/patents. UG/PG students may be involved in the sponsored research projects and can be remunerated if possible.

3.2 Collaborative Research Projects

Industry Sponsored Research Project: A public/private sponsored projects can utilize experts of the institution concerned to conduct research. If any patent is registered, then there shall be a sharing of income generated from patent among the industry, researcher and institute. This will lead to following benefits:

- The researcher will get an exposure to the concerned area of research.
- The industry will get solutions to their problem.
- The researcher, institute and industry can get the end-benefits.
- The society is ultimate beneficiary with new R&D product or service.

Multi/Inter-disciplinary Research: Inter/multi-disciplinary research is the need of the hour. No department, institution, researcher or scholar can alone address any problem. The end results of R&D can only be derived with proper interaction between and amongst various other discipline faculties. The institute motivates all the staff members to involve in multi/inter disciplinary R&D activities through engagement in research groups as follows:

- Identify the multi/inter-disciplinary R&D areas.
- Identify the researchers from various disciplines to work together in research groups.
- Research group work outcomes to be published in national/international forums.
- Conduct events from such research groups to promote discussions and awareness.
- Explore possibilities to apply for research funding on interdisciplinary research problems.

Inter-institutional Research: The staff members are encouraged to prepare the proposals in collaboration with well-established research institutes such as Universities, NITs, IITs, IITs, and other organizations having similar interest. The staff may act as Principal investigator/Co-investigator depending on their projected contribution towards the research. This promotes collaboration of the Institution with other premier Institutes and help in overall development of R&D in the Institute.

3.3 Policy for Research Collaboration and Consultancy Projects

The Institute promotes, supports, and regulates research and consultancy activities undertaken by faculty members and students of the Institute. It aims to encourage innovation, strengthen industry–academia collaboration, generate revenue, and contribute to societal and technological advancement. This policy applies to all faculty members, research staff, and students involved in (a) Sponsored research projects, (b) Consultancy assignments, (c) Collaborative research with industry/academia, (d) Funded projects from government and private agencies.

3.3.1 Intellectual Property

In case of any innovation/invention, the institute will encourage the researcher to file a patent. The Institute encourages this through recognition of patent application as well as grant as per norms of the Research Publication Reward scheme.

3.3.2 Application and Monitoring

1. All research and consultancy proposals must be routed through the R&D Cell.
2. Proposals should be approved by the Head of Department and the competent authority before submission.
3. Consultancy projects must be undertaken only with prior institutional approval.
4. Projects must include a detailed budget with institutional overhead charges as per norms.
5. Overhead charges will be utilized for infrastructure development, administrative support, and research promotion.
6. Consultancy revenue must be shared between faculty and the Institute as per approved norms of the Institute.
7. Funds must be utilized strictly for the purpose specified in the sanctioned project.
8. Proper financial records and utilization certificates must be maintained and submitted.
9. All IPR generated as project outcome must be governed by Institute policy as per IIC.
10. All research activities must adhere to ethical standards and regulatory guidelines.
11. Affiliation of College name should be properly mentioned and even the institute to be acknowledged wherever possible.
12. In a scenario where the author has more than one affiliation, the author should compulsorily mention affiliation of respective institute of BPPIMT.

3.3.3 Roles and Responsibilities

1. The PI is responsible for project execution, financial management, reporting, and deliverables.
2. The Institute shall provide necessary administrative and infrastructural support.
3. The R&D Cell will facilitate proposal submission, monitoring, and documentation.

3.3.4 Code of Ethics

- **Academic Honesty:** The Institute holds high respect for honesty in all scientific communications in reporting data, results, methods, procedures, and publication status. The Institute does not entertain fabrication, falsification, misrepresentation of data. Deceit of colleagues/funding-agencies or public is considered misconduct on the part of the researcher.
- **Integrity:** The Institute gives high regard for upkeep of promises & agreements and sincerity & consistency of ideas and implementation.
- **Carefulness:** One must carefully & critically examine one's own work, associates/team work and keep a record of research activities such as data collection, research design, and correspondence with agencies of journals.
- **Respect for Intellectual Property:** Patents, copyrights, citations, and other forms of intellectual property must be honored. One must not use unpublished data, methods, or results without permission. Authors should give proper acknowledgements/citations and avoid plagiarism.
- **Confidentiality:** The author should protect confidential communications such as documents, works, blue-prints, papers, publications, observations, trade secrets and patent records.
- **Social Responsibility:** Mitigate social harm through research and public education/advocacy
- **Competence:** Improve professional competence and expertise throughout life in education & learning and promote research competence in all aspects of research.
- **Legality:** A researcher must know and obey government policies, relevant laws and Institutional rules and regulations with regards to IPR issues.
- **Protection of Human Subjects:** Minimize harms & risks to human subjects, use special precautions with vulnerable situations and respect human dignity/privacy/autonomy.
- **Rules for Plagiarism:** All manuscripts communicated to conferences/journals, ideas in the form of project proposals and IPR must be free from plagiarism.

3.3.5 Relationships with Community

- R&D outputs such as data, information, graphs, reports and documents are disseminated to the stakeholders in all possible ways including social media without any loss of confidentiality.
- Researchers of the Institute exercise due diligence and involve judiciously into research activities which are not detrimental to the interests of society/community/environment/stakeholders.
- Researchers will exercise their rights to freedom of academic and scientific research and are accountable to the community.

3.3.6 Relationships with Sponsors

- The methods, contents, results, reports, documents, designs, publications, etc. of research shall be fully disclosed to the funded agencies on final settlement.
- Researchers shall be honest with sponsors about their research contribution & involvement along with qualifications, research expertise and skills.
- Researchers should follow standard code of ethics in disclose of content of research and maintain confidentiality with sponsors.
- Researchers shall utilize sponsor's funds only for the purpose for which it is meant for.
- A MOU with the sponsoring agency will be done by the institute.

3.3.7 Relationships with Research Participants and Research Objects

- Researchers should respect their team members with freedom, dignity, privacy and integrity.
- Researchers shall treat non-human living beings with care, respect, awareness and sensitivity towards their vulnerabilities.
- No researcher should mean harm to the environment and maintain ecological balance.
- Researchers should follow standards and norms of global waste management system.
- In case and if research demands the use of human personal data & observations, the researchers have to obtain a prior consent from the person and/or their family members.

3.3.8 Withdrawal of Membership from R&D Project

Researchers can withdraw from the approved research in writing through proper channel and on the consent of sponsoring agency. Researchers should use the approved funds for that project only as per sanctioned heads of budget.

Appendix



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

APPLICATION FORM FOR RESEARCH PUBLICATION REWARD

Category: Faculty/Student

AY: _____

Applicant Details

Applicant 1:

Name: _____

Department: _____

Unique ID: _____ *(Employee ID for Faculty, Univ. Roll No. for Students)*

Applicant 2:

Name: _____

Department: _____

Unique ID: _____ *(Employee ID for Faculty, Univ. Roll No. for Students)*

Applicant 3:

Name: _____

Department: _____

Unique ID: _____ *(Employee ID for Faculty, Univ. Roll No. for Students)*

Applicant 4:

Name: _____

Department: _____

Unique ID: _____ *(Employee ID for Faculty, Univ. Roll No. for Students)*

NB: Application form must accompany documentary evidence of the publication in journal/proceedings or patent details, evidence of indexing (SCI/E/Scopus, etc.) and xerox copy of the published paper/patent

Publication Details

Title of the paper/patent:

Author(s): _____

Quality of Publication:

- SCI/SCIE Scopus Journal Scopus conference
- Others (Book chapter/Web of Science/Google scholar/Indian Citation Index)
- Patent published Patent granted

Journal/Conference/Patent Details:

Name: _____

URL: _____

Publisher: _____ Vol.: _____ Issue: _____

Date of publication: _____

DOI: _____

Submitted by: _____
[Signature of applicant(s)]

Forwarded by: _____
[Signature of R&D member(s)] *[Signature of HOD(s)]*

Recommended by: _____
[Signature of Dean, R&D] Approved by: _____
[Signature of Principal]



B.P.PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY
PODDAR VIHAR : 137, VIP Road, Kolkata – 700 052

APPLICATION FOR DEPUTATION LEAVE AND FINANCIAL INCENTIVE

General Information:

1. Name :
2. Department :
3. Designation :
4. Mobile No. :
5. email ID :
6. Highest Qualification & University :
7. Date of joining to the present post :
8. Date of the first affiliation to the Institute :

Program Information :

9. Title of the Program the candidate desires to participate in :
10. Duration :
11. Venue :
12. Nature of participation :
(Presenting papers/chairing session/attending meeting of organizing/editorial committee)

Travel Plan :

13. Leave required(Date) :
14. Mode of Travel :

Already availed incentives at BPPIMT :

15. When did you avail yourself of this incentive the last time :
16. Nature of participation :
17. Amount granted at BPPIMT :

Present financial requirement :

18. Participation fee :
(Registration fee etc)
19. Travelling expenses :
(as per your eligibility)
20. Others :
21. Total assistance required :

Signature with date



B.P.PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY
PODDAR VIHAR : 137, VIP Road, Kolkata – 700 052

For Office Use Only :

No. of working days (last academic session) :

No. of days present (last academic session) :

Recommendation of HOD :

Signature with date

Remarks of Deputation committee :

Signature with date

Decision of Principal :

Signature with date



B.P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY
PODDAR VIHAR : 137, VIP Road, Kolkata – 700 052

RULES & GUIDELINES FOR ACCORD OF DEPUTATION LEAVE AND FINANCIAL INCENTIVES TO STAFF MEMBERS AND STUDENTS

An employee of the BPPIMT may be considered for accord of DEPUTATION LEAVE and possible financial support in the following cases:

(A) Faculty:

1. If he/she is officially permitted by the Board of Management –
 - (a). For participation in Conference / Seminar / Symposium / Workshop
 - i). to present one or more paper(s) in its meeting(s)
 - ii). to Chair one (or more) session(s) of its proceeding(s)
 - iii) to attend a meeting in the capacity of a member of its Organising Committee / Editorial board
 - (b). is chosen as a Representative of the Department / Institution to visit manufacturer(s) / supplier of specialized equipment for receiving training or for finalization of deal after spot inspection
 - (c). is required to visit the Office of the AICTE / Prospective Funding Agency / Industry House in connection with grant of Project with possible financial assistance
 - (d). is deputed for participation in any meet in the interest of the Institution / Summer or Winter School for quality enhancement

(B). Technical Staff:

If he/she is officially permitted by the Board of Management –

- (a). for participation in Conference / Seminar / Symposium Workshop of specialized nature
- (b). to receive specialized training / experience in Summer / Winter School / Industry for quality up-gradation in the interest of the Institution

(C). Administrative Staff:

If he/she is officially permitted by the Board of Management –

- (a). to receive training in any Organization for Dedicated Software / Office Management / Office related special activities / Library Management

(D). Student:

- (a). participation and presentation of papers in Students' Technical Meets
- (b). participation and display of Models
- (c). participation in students' cultural meets
- (d). participation in any other activity resulting in enhancement of glory & exposure of the Institution

The guiding factor in all such activities shall be enhancement of exposure of the Institution to the Academic world and through inculcation / augmentation of 'Healthy Practices' in BPPIMT.

As far as possible, selection of the deputed candidate by his personal standing in contemporary field. Barring some exceptions, a junior person, with relatively less exposure may be accorded preference for Institutional financial support (since persons with higher exposure and better academic standing should be capable of mustering external support if granted Deputation Leave only) and his envisaged association with the Institution, for a relatively longer duration, should help adoption of 'Better Practices' in BPPIMT.

As far as possible, only one person from a single Department / Unit may be deputed in a given meet - preferably the author – in a given financial year for national / international meets and one person from a Unit in every three years for international event held outside the Country. Accordingly, a person who was accorded financial support in a given academic year for participation in a meet within the Country shall not be eligible for consideration for financial support again for any other activity in the same academic year. For participation abroad, the time of debarment shall be three years excluding the academic year of the latest accord. Subject to availability of funds, as far as possible, the Institution may try to extend financial support to the extent of –

1. Travelling Expense –
 - a) to the extent of 2 Tier A.C railway fare by the shortest route in case of all categories of faculty and administrative Officers above the rank of Section Officers.
 - b) to the extent of 3 Tier A.C railway fare by shortest route in case of all categories of Technical and Administrative staff up to the designation of Section Officer.
 - c) to the extent of Sleeper Class railway fare(with Railway Concession for students) for all other supporting staff serving with lower scales of pay and students.
2. Registration Fees for participation in Conferences etc./ Participation Fee for Training, students' participation fees for technical meet / Models exhibition.
3. Daily allowances to the extent of Rs. 100/- per diem or its equivalent in foreign currency for the duration of the meet plus one day each before and after the meet subject to a maximum of 5 days.
4. Registration Fee for one Tutorial meet for such tutorial as allowed by the Board of Management.

In case of paucity of funds, the Deputation Committee shall make efforts to recommend for a token sanction to the extent of Rs. 3000/- for meets with the Country and Rs. 10,000/- for meets outside the / country along with sanction of Deputation Leave for the duration of the meet plus one day each preceding and succeeding the meet, to enable the candidate to seek external financial support.

A Deputation Committee shall be constituted every year by the Principal under the guidance of the Director and the Chairman, Board of Management. Such a Committee shall have representation from two Departments by rotation, one member each from Lecturer and Assistant Professor by rotation, the Registrar, Dean. The Principal or his nominee shall chair meetings of the Committee and shall forward the recommendations to the Board of Management for ratification.

Registrar shall be empowered to convey the final decisions, and no appeal shall stand against the final decisions.

Notwithstanding the board guidelines laid down earlier, the Committee shall normally hold 4 meetings in an academic year. It is recommended that the total budgeted allocation should be split into –

- 40% of total allocation for cases between July 01 and October 31.
- 30% of total allocation for cases between November 01 and December 31.
- 20% of total allocation for cases between January 01 and March 30
- 10% of total allocation for cases between April 01 and June 30

With provision for marginal alteration depending on special circumstances.

Applications from prospective candidates in prescribed format shall be invited at least one month before the beginning of each prescribed time slot, by the office of the Registrar.

Each candidate shall submit completed application to his Head of Department / Unit and shall compulsorily include copy of the Acceptance / Invitation letter.

Head shall forward applications with his comments highlighting the authenticity / desirability / standard of the meet, and project the need for the said participation from the viewpoint of the Department.

The Registrar shall function as the Convener for the Committee and shall fix meeting in consultation with the Principal.

Records of all deliberations of the Committee shall be maintained by the Registrar.



Following addendum as amendment over the whole text under 'Rules & Guidelines for Accord of Deputation Leave and Financial Incentives to Staff Members and Students' was approved by BOG in its meeting dated 13th December, 2014

1. Deputation leave more than one occasion during a semester will not be encouraged by the Institute.
2. A maximum of 15 days on account of Deputation leave may be granted to a Faculty member during an **academic year** (excluding vacation and before the semester classes begin).
3. Deputation leave may be availed only when duly recommended by HOD/ Section In-Charge without hampering the classes, examination and invigilation duties and others Institutional official duties. In principle the Institute does not allow faculty members to attend Conference /Seminar/Workshop/FTP/Refresher Course/Summer & Winter School etc during the University examinations /Class tests and during evaluations of Answer Scripts.
4. Faculty & Staff members/Students must obtain Principal's approval before registering for any Conference / Seminar / Workshop / FTP / Refresher Course/Summer & Winter School etc.
5. As far as practicable deputation leave may be granted to **two** applicants from CSE, ECE, Basic Science & Humanities departments and **one** each from EE, IT & MCA departments at a time.
6. Composition of the Deputation Committee
 - i) Principal or his / her nominee – Chairman
 - ii) Dean – Member
 - iii) Registrar – Convenor
 - iv) Two faculty members from two Departments by rotation



B. P. PODDAR INSTITUTE OF MANAGEMENT AND TECHNOLOGY

ADVANCED LAB FACILITIES: MAC LAB

Mac Lab, Department of Information Technology

This is a specialized computing facility established to support advanced teaching, learning, and research activities in contemporary and emerging areas of Information Technology. The laboratory is designed to facilitate hands-on experimentation, project-based learning, and research-oriented work aligned with industry and academic requirements.

The laboratory provides a heterogeneous computing environment integrating Apple macOS, Windows-based systems, mobile platforms, and high-performance GPU-based computation. This infrastructure enables students and faculty to engage in multidisciplinary research, software development, data analytics, artificial intelligence (AI), machine learning (ML), deep learning (DL), image and video processing, mobile application development, and high-performance computing (HPC).

The Laboratory is equipped with the following computing resources:

Apple 21.5” iMac with Retina 4K Display – 7 Units

Processor: Intel Core i5 @ 3.0 GHz

Memory: 8 GB RAM,

Storage: 1 TB HDD

Peripherals: Apple Keyboard and Mouse

Operating System: macOS

These systems support development in iOS/macOS environments, multimedia processing, UI/UX design, programming, and software engineering projects. They provide a platform for students to work on application development, visualization, and simulation-based tasks.

HP Desktop Systems – 2 Units

Processor: Intel Core i7

Memory: 16 GB RAM,

Storage: 1 TB HDD

Peripherals: Keyboard and Mouse

Operating System: Windows

These high-performance systems support advanced programming, computational tasks, database management, simulation, and data analytics-based research.

Samsung Galaxy J6 Android Smartphone – 1 Unit

Platform: Android OS

This device is utilized for mobile application development, testing, and research in Android-based computing, mobile networks, and IoT applications.

The laboratory plays a crucial role in enhancing practical learning outcomes, fostering innovation, and promoting research culture. It aligns with NBA requirements by providing adequate, modern, and discipline-specific computing infrastructure to support Outcome-Based Education (OBE) and continuous academic improvement.



B. P. PODDAR INSTITUTE OF MANAGEMENT AND TECHNOLOGY **ADVANCED LAB FACILITIES: ROBOTICS LAB**

Embedded Systems and Robotics Lab, Department of Computer Science & Engineering

This laboratory, established under the guidance of the e-Yantra initiative of IIT Bombay in 2019, serves as a dedicated facility for promoting hands-on learning and innovation in robotics and embedded systems.

Dr. Kavi Arya, Professor, Dept. of CSE, IIT Bombay and Principal Investigator of e-Yantra, during his visit to BPPIMT to inaugurate this lab, the 1st in eastern India.



The lab provides students with exposure to industry-relevant hardware platforms, embedded systems programming environments, and real-

world problem-solving opportunities. The laboratory has been strengthened through participation in training programs, workshops, and certification initiatives conducted by IIT Bombay and other reputed institutions.



Dr. Kavi Arya, IIT Bombay at Principal's meet of colleges with Dept of CSE, BPPIMT

The laboratory is equipped with FireBird V 2560 robotic platforms and supports training in robotics programming, sensor integration, and embedded system design. Faculty members

and students have actively participated in task-based training programs and workshops, enhancing their technical expertise and research capabilities. The lab has facilitated several innovative student projects that have received recognition at national and international levels.



Notable projects include IoT-based smart healthcare solutions, amphibian robots, drone controller and simulator development, and robotic applications involving image processing, signal processing, and Robot Operating System (ROS) integration.



Students associated with the laboratory have participated in prestigious competitions and innovation programs such as e-Yantra Robotics Competition, AICTE Canada India Acceleration Program, IIT Kharagpur technical competitions, and All India Research Competitions at IIT Bombay.

Several teams have achieved finalist positions and project recognitions, demonstrating the effectiveness of the laboratory in nurturing research aptitude and technical creativity. The laboratory also regularly organizes workshops, training programs, and expert sessions to enhance the skill development of students and faculty members.



Workshop Hands-on session in progress: Participants building line and obstacle follower robots



Workshop Theoretical session in progress



Workshop Organizers & Participants

Faculty development has been an integral component of the laboratory's growth. Faculty members have attended Quality Improvement Programs (QIP), Continuing Education Programs (CEP), and specialized robotics and IoT training sessions at premier institutions such as IIT Bombay and IIT Kharagpur. These initiatives have strengthened the laboratory's academic and research ecosystem and ensured continuous technological upgradation.

The laboratory aims to further expand its capabilities by incorporating advanced computing resources such as GPU-enabled systems for deep learning and AI-based robotics applications.



B. P. PODDAR INSTITUTE OF MANAGEMENT AND TECHNOLOGY **ADVANCED LAB FACILITIES: EMBEDDED SYSTEM AND IOT LAB**

Embedded System and IoT Laboratory, Department of Electronics & Communication Engineering

This Lab is developed to create a bridge between academia and industry. Embedded and IoT Lab is set up by Digital Shark Technology Pvt Ltd Bangalore, Program Partner Texas Instruments University Program (India).

This laboratory provides practical exposures in Embedded Systems. Students learn to use IDEs and tools such as Energia and Code Composer Studio for developing and debugging embedded applications.

This lab is utilized for implementing innovative experiments and projects.

List of important equipment:

1. MSP430 LaunchPad
2. TIVA LaunchPad
3. Wi-Fi Booster Pack
4. Grove Starter Kit

