

# **Research & Development Policy**

**OF**

**MET's INSTITUTE OF ENGINEERING,**

**Bhujbal Knowledge City, Adgaon, Nashik - 422 003**

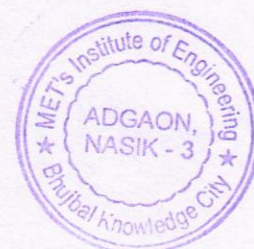
**Maharashtra, India**

**Date: 13/10/2017**

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## Research and Development Policy

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# MET Bhujbal Knowledge City

## Institute of Engineering

project centric learning, student conferences, technical activities, semester long internships to industry/research organizations.

### Vision:

To develop Institute as Center of Excellence for Research in Engineering Education with primary focus on application / industry oriented research to meet the need of society.

### Mission:

- To provide conducive atmosphere for research and development, so that staff and students are inculcated towards R&D as a career path;
- To ensure administrative, technical and developmental associates are provided with necessary resources to an individual to excel in research;

### Objectives:

- Provide requisite ambience through infrastructure, supported by adequate facilities and resources;
- Explore new horizon for application of knowledge towards industrial needs;
- Enhance research awareness among staff and students by giving exposure of national / international conferences, seminars, faculty development programmes;
- Encourage faculty to go for research projects in thrust / emerging areas;
- To ensure the quality and ethics in research;

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### 1. Establishment of Research and Development Cell:

To meet the objectives, R&D Cell is constituted at IoE as follows:

Sr No	Name	Department	Designation
1	Dr. V P Wani	Principal	Chairman
2	Prof. N R Kale	Information Technology	Coordinator
3	Dr. M U Kharat	Computer Engineering	Member
4	Dr. S V Gumaste	Information Technology	Member
5	Dr. M P Ray	Mechanical Engineering	Member
6	Dr. D P Kadam	Electrical Engineering	Member
7	Prof. P M Yawalkar	Computer Engineering	Member
8	Prof. S R Surywanshi	Mechanical Engineering	Member
9	Prof. H A Chavan	Mechanical Engineering	Member

### 2. Functions and Responsibilities:

- To provide specialized administrative and managerial support.
- To create and maintain an environment for promotion of research and innovation in the Institute.
- To encourage faculty members to apply for Minor, Major Research Projects.
- To promote collaborative research.
- To strengthen industry – institute interaction by promoting consultancy and need based research & innovation activities in the institute.

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### **3. Norms and Standards for the Research Grant Policy:**

The Institute encourages for research by providing financial assistance to the faculty pursuing/involved research in various areas. The aim of the scheme is to strengthen the research activity especially among the young faculty members which will act as a catalyst for them to apply to the various funding agencies for major grants.

The norms and guidelines of the scheme are given below to help the faculty in the preparation of the proposals.

#### **3.1 Faculty Deputation and Sponsorship Policy:**

##### **3.1.1 Deputation Training/ STTP/ Workshops/ Seminar:**

Faculty financial assistance. This cost includes registration, travel, and other expenses (if any).

##### **3.1.2 Research Paper Presentation:**

1. For events within India faculty will be considered for providing financial assistance to the Rs 10000/- (Rupees Ten Thousand only) along with the On-Duty leave for the days required.

2. For the events outside India, faculty will be granted On-Duty leave. However, registration charges, VISA/ passport fees, TA/ DA, insurance charges will be borne by the respective staff. Faculty can apply for the international travel grants to take care of these expenses. On-Duty leave will be sanctioned after submission of certificate for presentation of paper in conference.

##### **3.1.3 Research Paper Publication:**

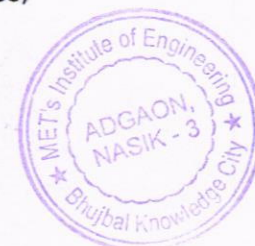
For publishing a research paper in a journal Publication, charges at actual or up to Rs. 10,000/- (Rupees Ten Thousand only) per financial year, whichever is less, will be considered for sponsorship by the Institute with following clause:

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i) Faculty must be a first author, with MET's Institute of Engineering affiliation.

OR

ii) If the faculty is not the first author; then the first author must be a registered student of MET's Institute of Engineering affiliation and the paper must be published with MET's Institute of Engineering affiliation.

**3.1.4 Patent:** For filing a patent financial assistance of Rs 6000/- (Rupees Six Thousand only) will be sponsored by institute.

#### **4. Purchase Procedure for funded projects and consultancy grants:**

- Requirement should be forwarded to Head of Institution (HOI) through Research Coordinator and Head of Department (HOD).
- The requirement of all such items should be as per the approval of the Funding Agency (Attach Funding Agency approval letter)

#### **4.1. Policy for Expenditure of Research Funded Projects:**

Procurement of all these items / services shall be carried out as follows:

##### **1. Equipment(s):**

- (a) Principle Investigator (PI) should call minimum three quotations based on the required specifications.
- (b) One quotation will suffice in case the item is of proprietary nature only. Due justification for the item being proprietary should be attached.
- (c) PI should prepare comparative statement covering technical basic price, taxes, freight charges, installation, training charges, payment & delivery terms, inspection terms, etc.
- (d) This comparative statement should be forwarded to HOI through Head of Department.
- (e) Comparative statement approved by HOI shall be forwarded to the Trust Office.

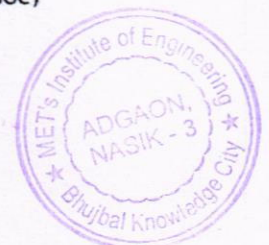
(f) PI should arrange a meeting of vendors with Institute and Trust Authorities for negotiations

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and finalization of other purchase terms and conditions.

- (g) After approval of the vendor from Trust Authorities the PI should prepare Purchase Order in triplicate with due terms and conditions.
- (h) The Purchase Order should be forwarded to HOI through Head of Department.
- (i) The copy of Purchase Order duly signed by the HOI be issued to the vendor and Office copies of the same should be retained with PI and Department.
- (j) PI should do necessary follow up for procurement of the equipment's and ensure that entire transaction is done as per terms and conditions of Purchase Order.
- (k) PI should further carry out bill settlement process as per the Institute procedure.

### **5. Review and Research Audits:**

Review of Ph.D. scholar's work will be done on continuous basis i.e. once in semester. Review Committee is headed by HOI with members as HOD, Research Coordinator, Research Supervisor and two external experts. Similarly review of all funded projects will be carried out once in semester and guidelines will be given for future course of action.

### **6. Responsibilities of Research Investigator:**

- An investigator who leads a research group has leadership and supervisory responsibilities with respect to the research performed by members of the group.
- A Principal Investigator (PI) must not only put together the research group but also arrange for assembly of an adequate financial and administrative structure to support the research.
- A supervisor not only provides guidance and advice to individual members of the group in the responsible conduct of the research but also has ultimate responsibility for the scientific integrity of the whole research project.

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- A supervisor should thus take all reasonable steps to check the details of experimental procedures and the validity of the data or observations reported by members of the group, including periodic reviews of primary data in addition to summary tables, graphs, and analysis drawn on the bases of results so obtained by scholars.

### 7. Policy of the College to check malpractices and misconduct in research:

Institute has research advisory committee to monitor the progress of research work. The candidates are counseled for the consequences of malpractices and misconduct in research. The final submission of Ph.D thesis is approved and forwarded to university only after the satisfactory presentation before institute level committee (with one external subject expert) and publications based on the study carried out as per norms of Savitribai Phule Pune University (SPPU). Publications in peer reviewed journals are mandatory and thereby check any possible malpractice and misconduct in research. As well as all research supervisors have access to Urkund software for plagiarism verification of thesis & research papers. Even the dissertation works of PG students are monitored and evaluated by a departmental committee.

The purpose of this policy is to set the guidelines to provide a positively oriented set of practical suggestions for maintaining integrity in research. Not only does the ethical conduct of science satisfy a scientific moral code; it also leads to better scientific results because the adherence to ethical research practices leads to more attention to the details of scientific research, including qualitative analysis, quantitative analysis using statistical techniques, and to more thoughtful collaboration among investigators.

The credibility of science with the general public depends on the maintenance of the highest ethical standards in research.

#### **Plagiarism:**

Researcher should cite the work of others even if he or she had been a co-author or editor of the work to be cited or had been an adviser or student of the author of such work. The work

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of others should be cited or credited, whether published or unpublished and whether it had been written work, an oral presentation, or material on a website.

### Criteria for Authorship:

Publication must give appropriate credit to all authors for their roles in the research. If more than one person contributes significantly, the decision of which names are to be listed as co-authors should reflect the relative contributions of various participants in the research. One common standard appearing in many of these statements is that each author should have participated in formulating the research problem, interpreting the results, and writing the research paper, and should be prepared to defend the publication against criticisms.

  
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