



# Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: B, Knowledge Park-II, Greater Noida (U.P.)

Ph.: 0120-2320400, 2320401

Institution office: C-116, Sector-39, Noida-201301 (U.P.)

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## Guidelines for Research Promotion Activities

### Prologue

Writing research papers has, of late, become an integral part of academic curriculum for the faculty members of every domain. The skills which are developed from writing a research paper cannot be acquired and upgraded from other academic writings. These skills which are developed from writing a research paper will help in achieving academic success for every faculty member of every stream.

Writing a research paper helps in developing or improving reading skills. It helps in developing reading for critical evaluation not just for the purpose of knowledge but helps in developing reasoning skills as well. It provides opportunities to read articles or books to collect sources for your research paper. It helps you think differently and think out of the box when read something related to your work. Finally, researchers develop the skill of making conclusion from what is read and develop the knack for asking the question from whether you agree with it or not.

Writing is essential to the completion of a research paper and hence it helps researchers to develop good writing skills. Writing a research paper helps in understanding the process of scientific discovery and then how to document that finding.

Writing a research paper gives a sense of achievement. Writing a good research paper will help to get prestige and good credentials amongst the colleagues and fraternity.

Researcher knows about the topic which is selected for research paper and this improves knowledge about that topic. It further explores opportunity to learn how to build up knowledge about any topic by exploring, synthesizing and evaluating it.

Researcher also learns to use electronic and non-electronic sources to do research. There is various software which are used in writing a research paper with the statistical tools back-ups. Researcher learns to use them and to take his/her professional academic career to the next level. Researcher also learns to use journals and books in the research paper writing and data collection methodology along with the process of citation and acknowledgment.

Therefore, writing research paper is sine-quo-none for every teaching faculty member for the benefit of academic and professional growth.

### Prerequisite

Mangalmay Institute of Engineering & Technology – Greater Noida, in the pursuit of its up-gradation to take to the institute to the next level insists strongly its faculty members to initiate research papers writing to further improve their academic skills and competence for the benefits of the students and institute as

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well. The institute has taken several motivational initiatives to encourage faculty members in this regard and the some of which are encapsulated hereunder. The institute believes that the true academic acumen shall be acquired through this process for the overall growth of the faculty members and explore the latent wisdom of the teaching fraternity to achieve the vision of the institute's motive.

These are some of the Incentives Institute declares to all researcher faculty members of the institute as a token of respect and encouragement.

It is mandatory that all the research papers will be under the banner and logo of MIET only to stand eligible for any incentive. In any case, no stand-alone or individual research paper by any researcher faculty member shall be entertained by the Research Committee in any manner.

1. At the outset, institute expects from its all teaching faculty members to write minimum one research paper in each semester to prove their sincerity towards academics and to get the further escalation in their professional career.
2. To ascertain the implementation of the aforementioned task, institute forms a committee of three to four senior most members with the specific responsibilities, which are mentioned in the subsequent Para in this manual.
3. The institute announces the following motivational incentives to researcher faculty members. The researcher faculty members are expected to comply with the following norms in order to stand eligible for the incentives as declared by the institute.
  - A. Researcher Faculty Member will have to obtain approval by the Research committee members of his/her specific domain before starting the work on his/her topic of research.
  - B. Once the Research Committee Members give their consent and approve the topic, then only the respective researcher faculty member may start his/her work as per the norms thus shall be provided to him/her by the Research Committee for the timely appraisal of the work done.
  - C. It shall be the commitment of the researcher faculty member to provide the status report to the Research Committee on fortnightly basis in accordance to the guidelines as annexed herewith.
  - D. The Research Committee shall hold a common joint presentation session of all research faculty members on fortnightly basis to ascertain the authenticity of the completion of the work done by the respective faculty members and veracity of the contents collected by the researcher faculty members in support of their topics.
  - E. It will be mandatory for every researcher faculty member to write their research paper in the pre-approved format only by the Research Committee.

#### 4. Incentives to the researcher faculty members

  
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- A. On timely completion of research paper and after having obtained an endorsement note by the Research Committee, the respective faculty members will be entitled for a monetary incentive of Rs. 2,000/ ( Two Thousand only) along with that particular month salary.
- B. In the event, if the research paper is written by more than one researcher faculty members, then this amount shall be equally distributed in the same manner as mentioned in point no-A. of point no. 4.
- C. In the event, if any outside faculty member is involved in writing the research paper, then 50% amount shall be transferred to the outside faculty member and remaining amount will be equally distributed in the same manner as mentioned in point no. A. of point no.4.
- D. When the research paper is selected for the presentation –
  1. The institute will grant paid leaves to the researcher faculty member.
  2. In the event, more than one researcher faculty member, only one faculty member shall be entitled for paid leave.
  3. The institute will reimburse the presentation fees to the researcher faculty member on production of presentation certificate by the researcher faculty member.
- E. When research paper is published in the approved International or National Journal or gets a place in the compendium. – In the event of any such situation, the institute provides an incentive of Rs. 5,000/- to the researcher faculty member or in the event more than one faculty member, equal amount shall be reimbursed as mentioned above in point no 4 “sub point B. and C” as well. However, this amount will be reimbursed on receipt of the respective journal by the Research Committee on its recommendation only.
- F. Filing a Patent/ Copyrights and Awarding – The Institute perceives the importance of Patents and its contribution in the national development. The institute is committed to award the researchers on the following parameters on the above subject:
- G. Filing a Patent under the supervision of Research Committee – Rs. 2,000.00 as incentive,
- H. On awarding the patent – Rs. 10,000.00 as honorarium to the researcher and his/her team.
- I. Developing Incubation Centre – The Institute undertakes and encourages all researchers to place the proposal for setting up incubation centers in the institute. All the necessary expenses on this account shall be met by the institute on the recommendations of the research committee.
- J. Course Books Writings/ Editing of the Books/ Review of the Books – The institute welcomes all initiatives in this area and committed to the following:
- K. Book Writing and Its Publication – Case Award with citation for Rs. 10,000.00 to the author/ authors,
- L. Books Review/ Editing – Cash reward for Rs. 2,000/- to the reviewer/ reviewers.
- M. The above awards shall be bestowed on the recommendations of the research committee.
- N. Special Incentives to the faculty members for conducting the FDPs on the following areas:
  1. For internal faculty members of the institute - Rs. 2,000/- for two days session for minimum eight hours,

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2. Any faculty member gets invitation to conduct FDP in other institutes (A) Leave with pay will be sanctioned and allowed, (B) Rs. 2,000/- as Cash incentive.

1. Area of FDP –
  - a- SPSS,
  - b- AMOSE
  - c- Application of Statistical Tools on Excel,
  - d- R- Foundation,
  - e- MATLAB,
  - f- Graph Prism

## Necessary Guidelines

### Research Committee Members

1. Director Chairperson,
2. HOD Convener,
3. Professor Member,
4. External Expert.

Standby faculty members –

A. Sr. Faculty of Mathematics and Statistical background.

B. Sr. Common Faculty of the respective Department.

( Only those faculty members are eligible to become the team member of Research Committee who have written, presented, published minimum five research papers during his/her entire academic career.)

### Step by Step Guidelines for the Researcher Faculty Members

#### Submission of Short Synopsis by the Researcher Faculty Members to the Research Committee :-

The researcher faculty member will have to submit a short synopsis to the Research Committee in which the following details have to be incorporated :

- A. Title,
- B. Short Introduction,
- C. Key Words,
- D. Objectives,
- E. Hypothesis,
- F. Research Methodology,
- G. Literature Review,
- H. Analysis of Findings,
- I. References.

The Research Committee shall maintain the proper records, researcher faculty wise, for further evaluation in the subsequent session.



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## Approval by the Research committee

The Research Committee shall extend its approval to proceed with the research to the researcher faculty member and maintain faculty wise records. The Research Committee shall give its endorsement and approval on the synopsis of the researcher faculty only.

## General Norms and Guidelines for the researcher faculty member ( after the approval of Research Committee)

1. The Research Committee will maintain a review calendar under information to the researcher faculty members.
2. The Research Committee will hold fortnightly/ monthly review meetings with researcher faculty members to evaluate the work done.
3. There will be at least four review meetings of each researcher faculty member.
4. The Research Committee members shall maintain the minutes of the each proceedings.
5. The fortnightly review meetings will be followed by joint presentation session in which the researcher faculty members give a brief of his/her work done in the presence of all other researcher faculty members.
6. The Research Committee Members shall provide a proper format to every approved researcher faculty member in which the research work to me written in the format as approved ones.

The above guidelines are the road map for the researcher faculty members and are made with the best intention to up-grade the level of the faculty members of the institute.



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## Research Appraisal Committee

### Prologue

Research Appraisal Committee of Mangalmay Institute of Engineering and Technology – Greater Noida, is established with a forthwith rights and view to appraise and review the authenticity of the research work in the specific domain of the researcher. This committee will critically appraise and review the work of the researcher on the line whether a research study/ article/ research paper/ patent/ copy right/ book review or writing of the books etc. is trustworthy, relevant and impactful.

Basically, the committee will check every work of the researcher on some set and pre-formed determined parameters. The committee will ensure whether or not the research is valuable enough to bring changes for the good in existing practices or consider in future research projects as a valuable reference.

These parameters may be as under:

1. Spirit of the research work with which the researcher is engaged without adopting unethical means,
2. Search for the required references and cross-checking of the same,
3. Evaluation of the evidences under plagiarism and copyrights infringement or violation etc,
4. Integrate the provided evidences with the preferences and values,
5. Evaluate the outcomes.
6. Suggest the honorarium to the researcher as per his/her work according to the approved norms.

Beside above, the committee will undertake the additional tasks before extending its recommendations to the management authorities with their remarks:

1. Why was study done by the researcher?
2. What was the sample size and whether it represented the total population?
3. Did the tools which have been applied valid to derive a conclusive result?
4. Were the statistical tests appropriate to the study which have been designed by the researcher?
5. Are the conclusions drawn backed with the data?
6. Amount spent on the research by the researcher?
7. Who were the main beneficiary from the research,
8. How the research will contribute in society need and development.



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## Evaluation Guidelines

The committee Under its authority will evaluate the work of the researcher on the following parameters:

1. Title of the research work.
2. Abstract of the research work with Key words.
3. Introduction.
4. Research Methodology.
5. Literature Review.
6. References of the study in corroboration with the researchers' work.
7. Findings.
8. Suggestions.
9. References.
10. Bibliography.

The researcher may change the above sequence as per his/her own preferences but predominantly the research work must revolve around the above parameters.

## Evaluation Committee

Following members of the institute shall be under the evaluation committee. The committee shall meet once in a month and determine the progress of the research work of the institute.

1. Dr. Yuvraj Bhatnagar - Chairperson,
2. Dr. Harish Kumar - Member
3. Dr. Sanjay Pachauri - Member.

The committee will prepare a detailed report on its findings on the basis of the appraisal norms for all the research proposals or work done by each and every individual researcher. The committee will discuss the same with the researcher for his/her satisfaction and suggest means to do the necessary rectification in the subsequent days. The committee is expected to submit its final report to the authorities after completing the following tasks:

1. Prepare a detailed Appraisal report after reviewing the researcher's work after every meeting of the committee.
2. Discuss the findings with the researcher so that he/she may make suggested changes in the his/her work,
3. Recommend the honorarium based upon the work of the researcher under satisfaction of the researcher.

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Circular

**Subject :- Revised Research Promotion Honorarium Policy.**


**Reference :- Point No. (4) - Incentives to the researcher faculty members**

All the faculty members of the institute are to note that henceforth the following amendments are being made in the above policy as mentioned under subject and subsequent reference.

1. Rs. 5,000/- On getting the research paper published in a UGC care approved journal. The researcher faculty member shall be entitled to honorarium if he/she is the amongst the first or second author only. Rest other conditions shall remain the same as per the above point No. 4 of the policy document.
2. Rs. 7,000/- On getting the research paper published in any Scopus referred journal. The researcher faculty member shall be entitled to honorarium if he/she is the amongst the first or second author only. Moreover, the details of such research work shall be intimated to the Research Promotion Committee. Rest other conditions shall remain the same as per the above point No. 4 of the policy document.
3. Rs. 10,000/- for publishing research paper in SCI Journal with high acceptance rate with high impact factor. The researcher faculty member shall be entitled to honorarium if he/she is the amongst the first or second author only. The details of such research work shall be intimated to the Research Promotion Committee. Rest other conditions shall remain the same as per the above point No. 4 of the policy document. The disbursement of honorarium shall be made on a shared basis as mentioned in point no 4 of the Research Promotion Policy. Furthermore, if the name of the researcher faculty in the authors list is mentioned at the first or the second place, the full honorarium shall be disbursed to the concerned researcher faculty.
4. Rs. 5,000.00 to 10,000/- On publishing book and submission of the copy of the same to the library only. The honorarium to the researcher faculty member shall be conferred upon in the case of the first and second authors only, depending upon the reputation of the publishing house which shall be decided by the Research Promotion Committee.

However, in the case of book review or chapter review, it shall be the prerogative of the Research Promotion Committee to decide the honorarium amount of the researcher faculty, but in any case the honorarium amount should not be more than 2,000/- ( two thousand only).

5. **Patent/ Copy Rights etc.** – Please note that all the patents/ copyrights shall be filed by the Research Promotion Committee. The necessary fees for the registration etc. shall be borne by the institute. The author shall only be entitled to get Rs. 2,000.00 on the publication of the patent and subject to the submission of the documentary proof in hard copy to the Research Promotion Committee.

  
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**6. Registration Fees for Attending for Attending National/ International Seminars/ Conferences etc. (conducted by IITs and AIEEE Institutions & prestigious Institutions)**

The institute shall bear the registration fees for attending the conferences/ seminars to the faculty members on fulfilling the following conditions:

1. The faculty members shall write the research papers themselves for the respective conference/ seminar while maintaining the level of his/her research paper equal to UGC – Care, Scopus or SCI refereed journals.
2. The research paper acceptance call proof has to be submitted at the time of applying OD to the institute.
3. The Research Journal of the concerned institute has to be duly registered bearing ISSN/ISBN and related referred number and must be a part of the approved journal list of above mentioned bodies.
4. The certificate of attending the seminar/ conference shall be submitted to the institute along with acceptance/ confirmation/ acknowledgement that the research paper written by the faculty shall be published in the institute's journal.
5. In the event, the research paper gets a place in the compendium of the institute, only 50% fees shall be reimbursed to the faculty members. In the event if only Abstract is published in the compendium, no honorarium shall be paid to the researcher faculty member.
6. In the event, the invitation has come to attend the seminar/ conference but not for the research paper presentation, no registration fees shall be reimbursed by the institute.
7. However, for a paper presentation call from the host institute, any one faculty member shall be entitled from the first or second authors for OD leave for attending the conference/ seminar which shall maximum be for two days as per the distance of the location of the institute.
8. The registration fees for attending the seminar/ workshop or research paper presentation shall be borne by the researcher faculty and be reimbursed on producing the above-mentioned proof to the institute.
9. All the research work must be in the name of Mangalmay Institute of Engineering & Technology, Greater Noida only.
10. The Research Promotion Committee has full authority and rights to take appropriate decisions on the matters which are not mentioned in the above policy in the interest of the institute.



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11. Special Incentives to the faculty members for conducting the FDPs on the following areas:

A. For internal faculty members of the institute - In the event the internal faculty member/members are conducting FDPs for the institute, Rs. 1,000/- for each day session shall be permissible to the resource person. The duration of the FDP must be minimum for seven days for eight hours each day.


B. Any faculty member gets invitation to conduct FDP in other institutes (A) Leave with pay will be sanctioned and allowed,

12. **No honorarium or incentive shall be provided to the Researcher Faculty Member for any research work, regardless of its nature, which is three months old and presented before the Research Promotion Committee for consideration.**

The above reimbursement of the honorarium shall be applicable from immediate effect from 01<sup>st</sup> January 2023. All the previous incentives shall be treated as null and void.

Director

CC – Director IQAC/ Research Promotion Committee/ All faculty Members.

  
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