

**MIET**

**Mangalmay Institute of Engineering & Technology**

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

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# Research Policy

  
Director

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(College Code-786)

### 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.

  
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### 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 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.

  
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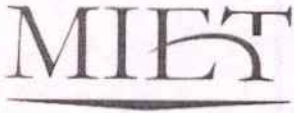


#### 4. Incentives to the researcher faculty members

- 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:

  
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1. For internal faculty members of the institute - Rs. 2,000/- for two days session for minimum eight hours,
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

  
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**STATEMENT OF FACTS**

(TO BE FILLED BY THE RESEARCH FACULTY MEMBER)

NAME OF THE RESEARCHER FACULTY	
DEPARTMENT	
DATE OF SUBMISSION OF THE RESEARCH WORK	
TYPE OF RESEARCH WORK (PLEASE MARK TICK)	RESEARCH PAPER/ PATENT/BOOK/CHAPTER REVIEW/BOOK REVIEW
TITLE OF THE RESEARCH WORK	
DATE OF PUBLICATION	
TYPE OF THE JOURNAL (PLEASE MARK TICK)	UGC -CARE / SCOPUS INDEX/ SCI INDEX OR EQUIVALENT JOURNAL/
COMPLETE NAME OF THE JOURNAL	
NAME OF THE 1 <sup>ST</sup> AUTHOR	
NAME OF THE 2 <sup>ND</sup> AUTHOR	
NAME OF THE 3 <sup>RD</sup> AUTHOR	
NAME OF THE 4 <sup>TH</sup> AUTHOR	
NAME OF THE ADDITIONAL AUTHORS	
IN CASE RESEARCH PAPER PRESENTED IN THE CONFERENCE/NAME OF THE CONFERENCE & ISBN NO.	
NAME OF HOST INSTITUTE/ ORGANIZATION	
DATE OF THE CONFERENCE	
NAME OF THE JOURNAL OF THE HOST INSTITUTE AND ITS RANKING. (ISSN NO.)	
IN CASE OF BOOK WRITING TITLE OF THE BOOK	
NAME OF THE PUBLISHER	
NAME OF 1 <sup>ST</sup> AUTHOR	
NAME OF 2 <sup>ND</sup> AUTHOR	
NAMES OF ADDITIONAL AUTHORS	

  
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IN CASE OF PATENT	THE COMPLETE DOCUMENTS SHALL BE SUBMITTED TO RESEARCH PROMOTION COMMITTEE FOR OUR DOING THE NEEDFUL
IN CASE OF BOOK REVIEW/CHAPTER REVIEW (SUBMIT THE RELEVANT DOCUMENTS)	
ADDITIONAL INFORMATION WHICH RESEARCHER WANTS TO PROVIDE.	

**FOR THE USE OF THE RESEARCH PROMOTION COMMITTEE MEMBERS**

THE RESEARCH PROMOTION COMMITTEE HEREBY RECOMMENDS AS INCENTIVE HONORARIUM AS PER THE FOLLOWINGS:

1<sup>ST</sup> AUTHOR RS..... NAME.....

2<sup>ND</sup> AUTHOR RS..... NAME.....

3<sup>RD</sup> AUTHOR RS..... NAME.....

4<sup>TH</sup> AUTHOR RS..... NAME.....

( 1<sup>ST</sup> COMMITTEE MEMBER)

( 2<sup>ND</sup> COMMITTEE MEMBER)

( 3<sup>RD</sup> COMMITTEE MEMBER)

APPROVED AND SANCTIONED BY CHAIRMAN .....

  
Director

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