



**A T M E**  
College of Engineering

# Research Policy

<b>Document Title</b>	Research Policy			
<b>Description</b>	The objective of the policy is to establish an ecosystem in the Institution to promote research & innovation with contemporary relevance and usefulness for society.			
<b>Created By</b>	ATME College of Engineering			
<b>Date Created</b>	10 <sup>th</sup> February 2021			
<b>Approving Authority</b>	Governing Council			
<b>Approval Date</b>	30th March 2021			
<b>Implementation Responsibility</b>	Dean Research			
<b>Version Number</b>	<b>Modified By</b>	<b>Description of Modifications</b>	<b>Status</b>	<b>Date Modified</b>

# RESEARCH POLICY

## Introduction

Research and Innovation are of high importance in today's fast-changing world. Academia and Industry work at different paces. ATMECE Research policy aims at filling the gap between academy and Industry and thus providing an environment that has high-quality teaching, research, and community engagement.

## Objectives

- To establish an ecosystem in the Institution to promote research and innovation with contemporary relevance and usefulness for society.
- Develop collaborations and research partnerships with academic institutions, research Institutes, and Industries in India and abroad through MOUs.
- Translate new knowledge, innovations, technologies, and tools emerging out of research conducted at the Institution into publications, patents, products, and processes for commercialization and also for societal benefit.
- Encouraging the Faculty by providing incentives in recognition of their contribution towards building the research ecosystem in the Institution.

## Scope

- The policy shall be applicable to all the students, research scholars, and staff of ATMECE

## Policy

The policy comprises details pertaining to the functioning of Research centers, Seed money, collaborative research, and initiatives taken to promote the research ecosystem in the institution.

## Functioning of Research centres

- i. The Institution should establish an RSC (Research Supporting Committee) and shall conduct meetings as per university guidelines. It will provide support to Research Students (Ph.D. students, and Project fellows) regarding facilities, submission of reports, publication, Plagiarism, and any issue related to accounts and finance.
- ii. Research Scholar:
  - The staff/ Research scholar has to submit the bi-annual report to the Principal through the research supervisor, Research centre Head, and Dean Research during February and August.
  - The research scholar has to abide by the rules and regulations of the Institute.
  - The research scholar has to collect NOC from all the concerned before submitting the thesis to the University.
- iii. The RSC has to be constituted as per the guidelines of the University and the Institution.

### RSC of ATMECE

1. Principal
2. Dean Research
3. Program Head
4. Research Centre Head
5. Research supervisor
6. Member convener
7. RPC Member – Department coordinator

  

- iv. The RSC has to
  - Review the research proposal and finalize the topic of research.
  - Guide the research scholar to develop the study plan and methodology of research.
  - Review periodically and assist in the progress of the research work of the research scholar.
  - The research scholar must publish a minimum of two Scopus-indexed journal

publications with a minimum 0.5 SNIP value, with a ranking Q3 and above as part of the research.

- The research scholar shall appear before the RSC once in three months to present the progress of his/her work for valuation and further guidance.
- The recommendations in the six-monthly progress reports shall be submitted by the research scholar to the university portal.
- In case the progress of the research scholar is unsatisfactory, the RSC shall record the reason/s for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RSC may report the same to the Head of the Institution.

## 2. Seed money for research

To promote the research ecosystem in the Institution, financial assistance will be provided in the form of Seed Money. This will facilitate faculty and students to start working with a research-oriented mind.

### I. Eligibility

- i. The regular faculty members of the Institution are eligible to submit the proposal under this scheme either alone or in collaboration (Interdepartmental).
- ii. The faculty members should have at least ONE year of in-house research/ teaching experience in a relevant field.

### II. Duration - The duration of the project shall be ONE year.

### III. Nature of Financial Assistance

- The maximum grant to be sanctioned under the scheme per project shall be Rs. 20,000.
- The hiring of analytical services for the completion of a specific task of the project shall be allowed and the cost is included in the main project grant amount. No special grant shall be provided.
- The proposal for the new project may be sanctioned only after the completion of the previous project.

- If there are more applicants, then based on criteria like the novelty of the work, feasibility, and number of times the faculty have availed the funding, etc., the funding may be sanctioned.
- Purchase of equipment, consumables, etc. should be made as per the Government rules.
- Expenditure should be to fulfill the requirements needed for conducting that particular project.

#### **IV. Procedure for Application and Selection of Project Proposals**

- The Institution shall invite proposals under the scheme by sending a circular to all the stakeholders.
- Faculty members need to indicate objectives, current national and international status, the methodology employed, plan of the research work with tangible measurable milestones for every three months, expected results, and outcome of the project along with the budget estimate for one year in the prescribed format.
- The project proposal/idea having an element of innovativeness, a part of applied research, or where proof of concept has been partly or fully established shall be given preference.
- In the case of joint/collaborative projects, the objective, responsibilities, and budget of each department shall be clearly demarcated and given separately.
- The applicant shall be required to submit THREE hard copies of the detailed proposal along with a soft copy to the Dean Research office through the Head of the Department.
- The proposal shall be peer-reviewed, and shortlisted researchers shall be invited for a presentation before the Research Committee constituted for this purpose, the Head of the Institution, and the Management.
- Transfer of project shall not be allowed.
- The Project awardee shall submit Six monthly progress reports regularly with a clear status of milestones achieved to the Research Expert Committee.

#### **V. Procedure for Release and Utilization of Grants**

- The sanctioned amount shall be transferred to the account operated by the Principal Investigator. The PI shall have the rights and responsibility for auditing the accounts.

- The first instalment of the research grant shall be 50 percent of the total received grant to the PI.
- The release of funds for the second instalment shall depend on the quality as well as the performance of work done and milestones achieved at the first stage and the recommendation of the review committee.
- The statement of accounts and utilization certificate shall be submitted at the end of the financial year for the release of the subsequent grant.
- The participation of the Principal Investigator in various research-related activities by college or programs organized at the national/international level shall be mandatory and a prerequisite for the release of subsequent grants

## **VI. Project Completion Report**

- A bound copy of the final report of work done on the project in thesis form along with CD shall be submitted to Research Committee on completion of the research project.
- The final report of the research project should include the following.
- Technical Report along with conclusion and research outcome
- Audited Statement of Accounts
- Audited Utilization Certificate
- Plagiarism Report

### **3. Collaborative Research**

To promote collaborative research, to encourage the development of real-time applications, and nurture students in the Industry ecosystem, the Institution has an MOU with Industry and academia. The MOU will be renewed annually or as mentioned in the agreement. The faculty and students make use of the available resources of the Institution, organizations, and Industries with which MOUs are done. The sharing of resources and intellectual property shall be mentioned in the MOU.

### **4. Promotion of the research ecosystem**

To promote the research ecosystem in the Institution, the Institution has taken a few initiatives.

- The faculty members and research scholars of the Institution who have pursued research shall be felicitated during the Teachers & Engineers Day celebration.
- To encourage faculty members in research-related activities the **RESEARCH INCENTIVE POLICY** has been initiated. The research committee shoulders the responsibility for cultivating the research policy of the college to inspire the faculty.
- To facilitate the faculty to conduct collaborative research, MOUs are signed with various organizations and industries.
- To provide awareness to faculty about publications, and funding, IPR events are conducted on a regular basis.
- Based on the research competency gaps of the faculty, RPC organizes workshops/ training programs/sensitization programs to have need-based training.
- The research committee shall have a one-to-one meeting with the research scholar and provide need-based training.
- Faculty applying for Patents are provided with 100% financial assistance. The details are mentioned in the **IPR POLICY** of the Institution.
- The Institution encourages meritorious students to participate in National Level Hackathons, Conferences, project exhibitions, etc. Students are provided with financial assistance for participating in such events.
- Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
- Inspire young teachers to opt for research fellowships/ grants through several funding agencies Nationally and Internationally. Provide procedural support to faculty applying for funding.
- Faculty are encouraged to pursue research by collaborating with other disciplines.