

MIT ART, DESIGN AND TECHNOLOGY  
UNIVERSITY, PUNE



MIT-ADT  
UNIVERSITY  
PUNE, INDIA  
A leap towards World Class Education

# POLICY FOR

RESEARCH AND CONSULTANCY

OCTOBER  
2020

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# POLICY FOR RESEARCH AND CONSULTANCY

**Prof. Dr. Mangesh T. Karad,**  
*Executive President & Vice Chancellor*

**Prof. Dr. Kishore Ravande,**  
*Dean, Research & Consultancy*

**Prof. Dr. Virendra Bhojwani,**  
*Asso. Dean, Research & Consultancy.*

**MIT Art, Design & Technology University**  
Rajbaug, Loni Kalbhor, Pune - 412 201.

Website : [www.mituniversity.edu.in](http://www.mituniversity.edu.in)

*Monday, 26<sup>th</sup> October 2020*

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**MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE**  
**NOTIFICATION**  
**MIT-ADTU/Reg./2020-21/**

पुणे, सोमवार, ऑक्टोबर, 26/2020 अश्विन, शु. 10 1942 (शके)  
PUNE, MONDAY, OCTOBER 26, 2020/AASHWIN Sh.10, 1942 (SHAKE)

In pursuance of Sec. 34 of MIT Art, Design and Technology University Act 2015,  
**Policy for Research And Consultancy** in the form of regulations is being made as under.

### **Policy for Research and Consultancy**

WHEREAS the Executive President of MIT Art, Design and Technology University, Pune constituted a committee with Prof. Dr. Mangesh T. Karad, Vice Chancellor as the Chairperson and consisting of Prof. Dr. Kishore Ravande, Dean-Research & Consultancy; Prof. Dr. Ramakant Kaplay, Director-Quality Assurance; Prof. Dr. Virendra Bhojwani, Asso. Dean-Research & Consultancy; Dr. Rahul More, Director-Strategy, Innovation and Operations; Prof. Dr. Ramchandra Pujeri, Director-Strategic Planning; Prof. Suraj Bhojar, IP Cell Co-ordinator and Shri. Shivsharan Mali, Registrar as members to prepare the **Policy for Research And Consultancy**.

AND WHEREAS after considering the recommendations of the said committee, the University (through its 'Academic Council' and Board of Management) considers it necessary to make a 'policy' to promote the 'Research and Consultancy' and develop vibrant Research and Consultancy ecosystem at the university. It is hereby declared as follows:

- a) This policy may be called Research and Consultancy Policy (**R&C Policy, 2020**).
- b) This policy shall come into force from the date of its publication\*.

**In this policy 'Headings'** are inserted for direction only and will not affect the interpretation of the policy

**Registrar**

\*Published on 26th Oct., 2020 by the Registrar, MIT ADT University, Pune 412201



**Vishwadharmi**

**Prof. Dr. Vishwanath D. Karad**

Founder, MIT Group of Institutions, Pune  
President, MIT-ADT University, Pune

## MESSAGE

I am pleased to learn that MIT-ADT University, an important constituent University of MAEER's MIT Group of Institutions Pune is releasing the Policy for Research and Consultancy. I feel proud to see the progress in leap and bounds of this young University achieved in so short period of time since establishment few years ago. MIT-ADT University had launched first of its kind education system with Problem Based Learning in domain areas together with Personality development curriculum designed by School for Holistic development & School for Corporate Innovation and Leadership. This initiative of MIT-ADT University is inline with vision of MIT Group of Institutions of incorporating value based education and developing all round personalities. Research being integral and complimentary part of teaching, the policy for promotion of Research culture together with Consultancy at MIT-ADT University is another big leap forward to take University to greater heights.

There has always been a need for academia to work on futuristic technologies and come up with ideas/products/processes which are innovative and add value to Industry and Society. It is the responsibility of Universities and its stakeholders to work relentlessly for improving the quality of life of our countrymen and thus evolve Research Policy to encourage faculty members to take up research and consultancy assignments along with their regular academics. Right policies, Incentives to Faculties and Research Scholars, Research awards, and Policies to promote Consultancy would encourage Faculties within the University to perform and contribute to the intellectual capital to propel the Nation's development.

I congratulate the leadership of MIT-ADT University and all its stakeholders for releasing this POLICY FOR RESEARCH AND CONSULTANCY on the auspicious occasion of Vijaya Dashmi. I am sure this great initiative will bring new dawn for MIT-ADT University and widen the horizon for Research and Innovation.

I convey my Best Wishes to Dr. Mangesh Karad and his team on this Occasion of Policy Document Release Function.



Prof. Dr. Vishwanath D. Karad



**Prof. Dr. Mangesh T. Karad**

Executive President, MIT-ADT University, Pune

## MESSAGE

**“Universities are a reflection of society’s collective knowledge & wisdom.”**

Friends, MIT Art, Design & Technology University has successfully positioned itself as a New Generation University which is having an aspiration to produce Innovators, Business Leaders, Scientists, Social Transformers and the nation builders, coming from all walks of life. They all would be driven by the noble cause of accomplishing the Socio-Economic change in our country and society at large.

Globalization & disruption due to technological advances has made this planet VUCA in the 21st century. By generating new knowledge, creativity, and study, we will succeed in this demanding situation. We can survive in this challenging situation by producing new knowledge, innovation, and research. So, we are promoting the spirit of inquiry and inquisitiveness. And we firmly believe that Universities can bring that necessary change through research, innovation & application of new technologies. Our University is aiming to produce great social impact at the national level in the beginning and at the global level after a decade or so; subsequently, a great emphasis is given on research activities.

Friends, our emphasis on the Academic-Industry Interface has been culminating into the development of indigenous technologies which are in alignment with the current need for Industries. Our efforts and endeavors are creating a conducive atmosphere in our University leading to a higher level of research orientation amongst our Faculties and Post Graduate Students.

I am extremely delighted to present Policy for Research and Consultancy. I am hopeful that the policy would surely create a pulsating atmosphere in providing the solutions to real-life problems.

As an optimist, I personally feel confident that MIT ADT University, Pune would undoubtedly carve a niche in the research fraternity. I take this opportunity to compliment all the members for drafting the policy for Research & Consultancy.

A handwritten signature in black ink, appearing to read 'Mangesh T. Karad', enclosed within a circular scribble.

**Prof. Dr. Mangesh T. Karad**



**Prof. Dr. Kishore Ravande**

Dean (Research & Consultancy)

## PREFACE

MIT ADT University is committed to be a Research and Innovation Driven University, propelled by Sponsored Research together with Industrial Consultancy. The University desires to widen its network with industry to address real time problems and provide solution through its Applied and Development Research. Further, the University is conscious about its social obligation and is therefore committed to take up research activity that would result in enriching the quality of life of our country men. The management of MIT ADT University has made it clear to all its stake holder that it is absolutely important to pursue cutting edge basic, targeted and applied research in all domains / disciplines offered at University campus in a transparent, responsible and ethical manner for advancement of knowledge and development of innovative processes, technologies and products.

Thus, several informal discussions were initiated by Hon. Executive President with Deans, Directors, Principals, Faculty members, Research Scholars and Students to impress upon the importance of Research and Consultancy together with need to evolve the Research policy. A formal meeting with all the Deans, Directors, Principals, and Senior functionary was held on 28th July 2020 under the chairmanship of Hon. Executive President to review the Research and Consultancy activities followed by action plan to revamp it in a structured manner with defined policy. This was followed by another meeting on 01st October 2020 under the chairmanship of Hon. Executive President to specifically discuss the salient points of University Research Policy covering various aspects from Developing Research Culture to its promotion and encouragement through various perks and incentives. Another meeting was held on 06th October 2020 with all Deans of the University under the Chairmanship Dean- Research and Consultancy to discuss clause by clause provisions of Draft Policy & Operating Document of Research and Consultancy. After completing consultations with all the stakeholders through formal & informal meeting stated above, the final document titled **Policy for Research & Consultancy** was presented to Hon. Executive President for his consent and approval.

Prof. Dr. Mangesh Karad, Hon. Executive President & Vice Chancellor gave his consent and approval for its launch on 26th October 2020 in anticipation of approval by Board of Management and the statutory bodies of MIT-ADT University.

I profusely thank our Visionary leader and Founding Father Prof. Dr. Vishwanath D. Karad and our Source of Inspiration Prof. Dr. Mangesh T. Karad for their constant support, encouragement and guidance in preparing the Policy Document. I also acknowledge the valuable inputs from all the functionaries and stakeholders of MIT-ADT University and thank them for helping my team complete the task of bringing out the Policy Document.

A handwritten signature in black ink, appearing to read 'Ravande', with a horizontal line underneath.

**Prof. Dr. Kishore Ravande**





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॥ अथतोः ज्ञान जिज्ञासा ॥



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# MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE

## Research & Consultancy Cell

### Policy for Research and Consultancy

#### PREAMBLE

The Research philosophy has progressed from Inter-Departmental Collaboration, to international partnership at national and international levels. The scope and scale of research has substantially evolved from the era of student thesis to funded projects to interdisciplinary research programmes at national and international levels. Thus there is a need to establish exclusive Office to coordinate the Research and Consultancy related activities within the University.

MIT-ADT University has established Research and Consultancy Cell to provide exclusive administrative and logical support for the access and operation of a) Fundamental & Formal Research, b) Industry Sponsored Research, c) Industrial Consultancy and other related R & C activities. Apart from regulating the Formal Research as per UGC norms, the Cell would facilitate liaison and interaction with external agencies for sponsored Research projects both from industries and government funding agencies. The key role of the office of the R & C Cell would be to develop strong linkages between University and the Industry together with state-of-the-art infrastructure for promotion of creativity and innovation in the research activity. The R & C Cell will also facilitate and encourage filing of patents through University's IPR Cell. Further, the Cell would act as catalysing agency to secure consultancy assignments thus generating revenue both for the University and the faculty/staff associated with it. It may be noted that like research projects, consultancy assignment also provides

ample opportunity for learning and updating the skills of stakeholders involved in the assignments.

MIT ADT University is perhaps the first of its kind New Generation University which provides the opportunity to blend the principles and concepts of Arts, Design and Technology to develop solution to every complex real life problem involving interdisciplinary expertise. The University has the required Intellectual capital available on campus to help industry with solutions through its Scientific Research. Hence as a matter of policy, the University encourages its Faculty members to undertake sponsored research and industrial consultancy work as a measure of scientific/technical collaboration with outside agencies. The University considers such research and consultancy projects as an important means for extending the benefit of scientific research work carried out at the University to the sponsoring agencies, thus broadening the experience base of the University faculty and as a tool for contributing to the country's economic growth. Further, such collaborative activity provides the faculty members with an opportunity to enrich themselves with professional experience and knowledge thus enabling them to be better educators. Research and consultancy projects is considered to be core activity of the University which enable faculty to acquire first-hand knowledge of the current problems of industry and the emerging areas which in turn help in tuning the curriculum of various programmes offered at the University.

# VISION

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## VISION

To be a vibrant Research and Consultancy Cell on par with the leading Academic and research Institutions in providing opportunities for multidisciplinary cutting-edge Fundamental and Applied Research responsive to the emerging needs of the country at Regional, National and at Global level.

# MISSION

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## MISSION

- To provide an enabling researching environment for nurturing critical and creative minds, and to propel them to greater heights of excellence in their pursuits.
- To create a vibrant atmosphere that breeds front-runner academician, engineers, scientists, and innovators of tomorrow.
- To maximize the benefits of the University's scholarly research by disseminating the cutting-edge research outputs to all potential end users, thereby, help improve quality of life and welfare of mankind.
- To provide enabling ambience for University Intellectuals to extend their expertise in providing solutions to real life problems of Industry and Society.

## OBJECTIVES

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- To nurture research culture in the University and its constituent Schools/Institutions by promoting research in newly emerging and challenging areas of Engineering, Technology, Science, Design, Management, Humanities & Social Sciences and Arts & Performing arts.
- To encourage collaboration and partnership with National and International Research Institutions, Private and Public sector organisations in order to convey the broad research interests of the University.
- To foster and promote multi-disciplinary research and innovation across the University.
- To provide a platform for cooperation and sharing available resources in order to maximize the opportunities within and Outside the University in terms of education, research, innovation, and knowledge exchange.
- To coordinate all research activities of the University, including those that are sponsored by other agencies.
- To ensure efficient dissemination of quality research works and other activities in the University Research Journal and other local or foreign publications and presentations.
- To provide the academic and administrative services and facilities needed to promote research excellence and knowledge transfer.
- To support critical research initiatives in the University together with recommendation on promotion of new policies on research.
- To identify research priority areas on the micro level in consonance with Regional/ National/ International Research areas, including the research needs of the University.
- To provide a supportive research environment in which faculty and scholars, can flourish and develop throughout their career.
- To assist the academic community in the protection of scholarly output such as licensing, patenting, and/or copyrighting.
- To oversee ethical standard, administrative, and regulatory compliance of scholarly activities in the University.
- To monitor the progress of the research activities, programs and projects of the University and to make appropriate recommendations.
- To recommend appropriate incentives for outstanding research outcomes in terms of publications/patents/copyrights etc.
- To help establish Centres of Excellence in the emerging and frontier areas of Engineering, Technology, Science, Design, Management, Humanities & Social Sciences and Arts & Performing arts.
- To facilitate the liaison between University and Industries in private and public sector, and Government/Semi Government agencies and provide solution to their real life problems as expert consultants.

## CORE VALUES

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- The best practice in any discipline is based upon sound research and professional judgment. R&C Cell commits to basing our instruction, scholarship, and policy recommendations on well-established principles that wherever possible, emerge from research and reflection on its implications for professional practice.
- Collaboration is an important human activity that involves shared responsibility in promoting healthy, productive lives, and educational success. R&C Cell commits to work toward these goals in genuine partnership with individuals, government and non-government organizations, foundations, Universities, and other groups at the local, regional, National, and International levels.
- Wherever the University represents in a given profession, leadership is an essential component denoting ability and willingness to help lead professional practice to higher levels. R&C Cell commits to practice ethical leadership through deliberate and systematic attention to the ethical principles and standards in research.
- Fairness embodies essential principles of equity and access to all opportunities in the development of research, in accordance with the principles and respect for all persons and points of view. R&C Cell commits to promoting equity, fairness, objectivity, and opportunity through its operations and the University's missions related to instruction, research, and extension services.
- Impartial decisions informed by credible research and thorough deliberations, including due consideration of the views of constituents and the work of other trend setters.



## ABOUT THE DOCUMENT

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- With above described Vision, Mission, Objectives and Core Values as the base, a comprehensive document on policy and promotional aspects is presented to project the philosophy and implementation strategy on promotion of Academic Research, Sponsored Research and Industrial Consultancy by various Schools/Institutions of MITADT University.
- The document projects in detail various initiatives to encourage the Research Activities to enrich the Research Portfolios of individual in particular and University in general. Further, the document also provides the detailed guidelines on undertaking assignments pertaining to sponsored Research Projects and Industrial Consultancy.

### Part A

- Part A of this document is dedicated to outline the Research Policy and initiatives by the University.

### Part B

- Part B of this document outlines the Consultancy Policy and University Norms for undertaking Industry Sponsored Research and Consultancy Assignments including Routine Testing Jobs.

# PART A

## University Research Policy

### 1.0 INTRODUCTION

The mission of MIT ADT University is to provide not only quality education through research, innovation, creativity but also impact the quality of life of the people. This mission is pursued by its intellectual assets in terms of Faculty Members, Students and Research Scholars supported by State of the Art Facilities available on campus across disciplines such as Engineering, Technology, Design, Science & Applied Science, Humanities & Social Sciences, Arts & Performing Arts including Creative Arts, and Management. The University is committed to building on a dynamic research culture that enriches the academic experience for our students, creates new knowledge across a broad array of disciplines, and helps improve the economic, social, and cultural vitality of our country, region and beyond. Further, the University desires to collaborate with researchers from within and outside the country, partner with industry and local community along with policy makers at government level. MIT ADT University Research Policy desires that the research and innovations on its campus happens through multi-

level, multi-disciplinary approaches that support the exploration of new ways of using disciplinary perspectives and methodologies. The Policy puts emphasis on provision of research opportunities, quality and ethics in research and innovation, intellectual property rights, efficiency and effectiveness in coordination and management of research and innovation at the University. The Policy aims at ensuring that the entire research process is pursued with high integrity. In achieving the objectives of Research Policy, the University is committed to working closely with National and International Organizations that support and monitor research and innovation activities. This Research Policy is being envisaged keeping in view the framework of the university vision, mission, Objectives and core values. The overall goal of the Research and Innovations Policy is to strengthen research capacity and output, and increase the contribution of MIT ADT University to the world of knowledge and innovation.

### 2.0 RESEARCH AT MIT ADT UNIVERSITY

- 2.1 All the Faculty Members are expected to remain actively engaged in Research besides their regular Teaching Assignments.
- 2.2 Research and lecturing responsibilities complement each other. All Faculty members knowledge and skill in his/her domain area is promoted and expanded by means of research. This research is determined by needs which will lead to enhanced quality of teaching thus benefitting students learning the subject effectively.
- 2.3 The University does not prescribe the nature of the research, although attention should particularly be given to relevant applied, problem-solving and development aspects of research.
- 2.4 The Schools on campus to identify specific thrust areas of Research which are relevant to the advancement of specific subject, requirements of industry and betterment of society/community at large.

- 2.5 Multidisciplinary/cross disciplinary frontier area of Research to be focused for broad based involvement of academic staff from various disciplines together with optimizing the use of infrastructural facilities.
- 2.6 Research projects may be undertaken by individuals or groups of individuals. Well co-ordinated projects by specialised researchers in multi-disciplinary teams, must generate optimal results in selected areas of research.
- 2.7 Faculty members are expected to strive towards meeting approved National and International standards as determined by publication of accredited outputs, patents, and peer evaluation.
- 2.8 Academic Departments should encourage students to further their studies and get involved in the existing Research Projects.
- 2.9 National and International network to be created and widened especially with experts conducting research in the same field. Collaborative and cross- national research with international experts within a field is to be encouraged.
- 2.10 The necessary sources of information supporting research (data bases, books and magazines) and the relevant library/learning resources and information services are to be provided.

### 3.0 TYPES OF RESEARCH

The University envisages broadly the following category of Research activity to be undertaken:

#### 3.1 Basic Research

Basic Research, also called Pure Research or Fundamental Research is to be carried out with the aim of improving theoretical concepts for better understanding and prediction of natural or other phenomena. Basic research often fuels the technological/social innovations to be converted into its practical application for the benefit of human kind.

#### 3.2 Applied Research

Applied research is to be carried out wherein theoretical concepts or techniques are used to develop products/processes which are useful to society at large. It is essentially an approach towards problem solving. The Applied research shall aim at developing/improving the products/processes which are cost effective with improved efficiency.

#### 3.3 Developmental Research

Developmental Research is required to be

carried out where the fundamental research and applied research is blended to design and develop product /processes for a given purpose. Development is directed towards bringing about new applications of knowledge and adapting it for the cause of betterment of society.

#### 3.4 Research as Social Obligation

To meet the social obligation, the University further envisages the following:

- a) Research leading to development of advanced skills and knowledge of human capital that contributes to general economic development,
- b) Research leading to development of technology that benefits the community,
- c) Research leading to Improvement of the environment, and
- d) Research related to projects aimed at uplifting the under privileged communities.

#### 4.0 RESEARCH PROMOTION

Although Basic, Applied and Developmental Research are not always seen in isolation, the MIT ADT University's vision is to actively promote Applied and Developmental Research by,

- a) Creating a relevant Research Culture and Ambience
- b) Providing State of the Art Laboratories
- c) Allocating Research grants (seed money) for promoting Research culture
- d) Promoting Research outcomes in terms of Innovations, Publications and Patents
- e) Recognition of Research performance and rewarding it suitably
- f) Review of Research policy to enhance quality of Research Outcomes.

#### 5.0 MANAGEMENT OF RESEARCH

The active management of Research essentially happens at Faculty level that is associated with a) Teaching undergraduate and post graduate students, b) Industrial consultancy assignments, and c) Domain expertise.

The role of the University Management is that of motivational and supportive nature to promote intense Research by:

- a) Creating an environment that contributes towards genuine Research aimed at developing research skills and competence amongst Faculty members, Research scholars and PG students leading to positive effect on the quality of education besides contributing to intellectual wealth of the country.
- b) Providing grants and incentives to help finance research costs of deserving Research Projects through the University Research Committee (URC), and
- c) Motivating involvement and participation of Faculty Members, Staff, Students and Departments in the research related activities.

#### 6.0 RESEARCH OUTPUT

For measuring the Research output of the individual Faculty Members & Research Scholar, all faculties and Research Scholars should mandatory have Orchid ID/Publons ID/Google scholar ID/mendley ID. This would be considered during the annual appraisal of individual faculty members.

**For registration, following weblinks are available:**

<https://orcid.org/register>

<https://publons.com/account/register/>

<https://www.mendeley.com/guides/ios/01-login-sync>

Research output could be in various forms as mentioned in the following text

##### 6.1 Original Research Articles and Review Articles to be published in the reputed Journals with the specifications as described below:

###### 6.1.1 Journal Impact Factor

A way to identify the impact of an article is to see **how often the article has been cited**. In general, the greater the amount of citations that an article attracts, the more significant this article is to the respective discipline.

To find out how often an article has been cited, you can use a database that provides "Time Cited" information which shows the number of times an article has been cited by other articles indexed in the same database

###### Impact Factor - What is it? Why use it?

The impact factor (IF) is a measure of the frequency with which the average article in a journal has been cited in a particular year. It is used to measure the importance or rank of a journal by calculating the times it's articles are cited.

## How Impact Factor is Calculated?

The calculation is based on a two-year period and involves dividing the number of times articles were cited by the number of articles that are citable.

### Calculation of 2019 IF of a Journal:

A = the number of times articles published in 2017 and 2018 were cited by indexed journals during 2019.

B = the total number of "citable items" published in 2017 and 2018.

$A/B$  = 2019 impact factor

### Different tools to Measure Journal Impact (Impact Factor)

- Journal Citation Reports
- SCImago Journal Rank (SJR)
- SNIP (Source Normalized Impact per Paper)

### 6.1.2 h Index:

A scientist has index  $h$  if  $h$  of his or her  $N_p$  papers have at least  $h$  citations each and the other  $(N_p - h)$  papers have  $\leq h$  citations each

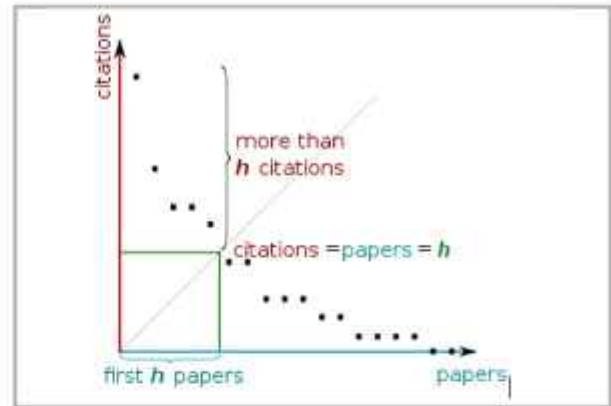
As an example, an  $h$  index of 10 means that among all publications by one author, 10 of these publications have received at least 10 citations each.

**h Index:** For an individual to calculate  $h$  index, first arrange all papers in decreasing order of citations as shown in below table.

Publication	Times Cited
1	87
2	70
3	46
4	32
5	19
6	15
7	10
8	9
9	8
10	6
11	4
12	1

Cut-off

**h index for citations mentioned in the table is  $h$ -index = 8**



**i10 Index:** i10 Index is created by Google Scholar and used in Google's My Citations feature.

**i10-Index** = the number of publications with at least 10 citations. This very simple measure is only used by Google Scholar, and is another way to help gauge the productivity of a scholar.

Suppose a faculty has 3 papers with each citation 21, 16 and 9 respectively, i10 index of this faculty would be 2.

### 6.1.3 Guidelines for Publishing in Peer reviewed Journals

Research impact is the extent to which a publication, a researcher's work or a research group's work have been built upon by other researchers. It can also be an effect on or benefit to society beyond the academic world. Identifying research impact can help researchers and institutions to assess the quality of research and to provide accountability for future planning.

Research impact can be measured in various ways, including **qualitative methods** such as peer review and expert survey; and **quantitative methods** such as publication analysis and citation tracking.

This guide will focus on the use of **publication and citation data**, which are easily accessible, to measure the impact of research. It should be noted, however, that all calculation methods have limitations and the results generated by these methods should be interpreted with cautions.

**Journal ranking is the use of indicators to reflect the place of a journal within a subject discipline.** You can then identify the relative importance of a journal especially when compared with other journals in the same field.

Journal ranking information can help researchers to decide where to publish an article.

#### **Find Right Journals in your field.**

- Journal Citation Reports (JCR) list journals by category and you can examine their impact factor within that field
- Scopus provides cite score metrics for indexed journals. You can look at journal lists by category and examine their citesscore within that field. (Once in Scopus, click on sources at the top of the database screen).
- SCIMago Journal and Country Rank lists journals by category and you can examine their rank within that field

**Criteria to help select reputable scholarly journals or further evaluate journals for the purpose of publishing your work:**

- Examine the Journal Impact Factor.
- Journal Citation Reports, SciMago
- Be cautious of solicitations through email
- Evaluate the Journal Quality and Reputation through the Journal Website
- What ethical commitments has the journal made?

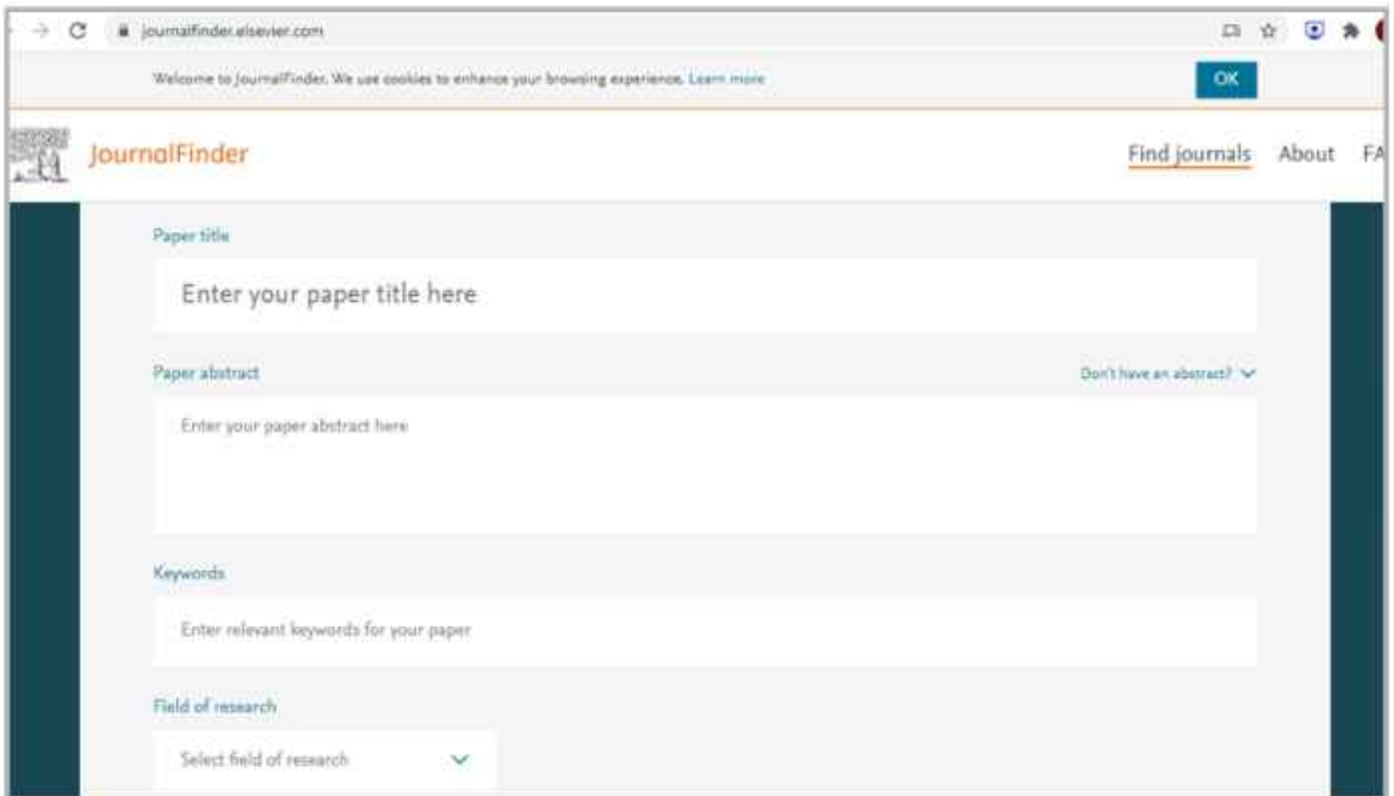
- Are they committed to ethics in publishing as outlined by the COPE (Committee on Publication Ethics)? Is it a member of COPE?
- If it is an open access journal, is the journal a member of the Open Access Scholarly Publishers Association OR adhere to its Code of Conduct?
- Check DOAJ.org for journal (open access journals only) - DOAJ is an online directory that indexes open access, peer-reviewed journals.
- Talk to your colleagues - ask if the feedback provided by the journal and its reviewers is valuable and appropriately critical to help improve the paper Seek out the acceptance rate of the journal.

#### **6.1.4 How do I know whether a Journal is Scopus/Sci/WoS listed?**

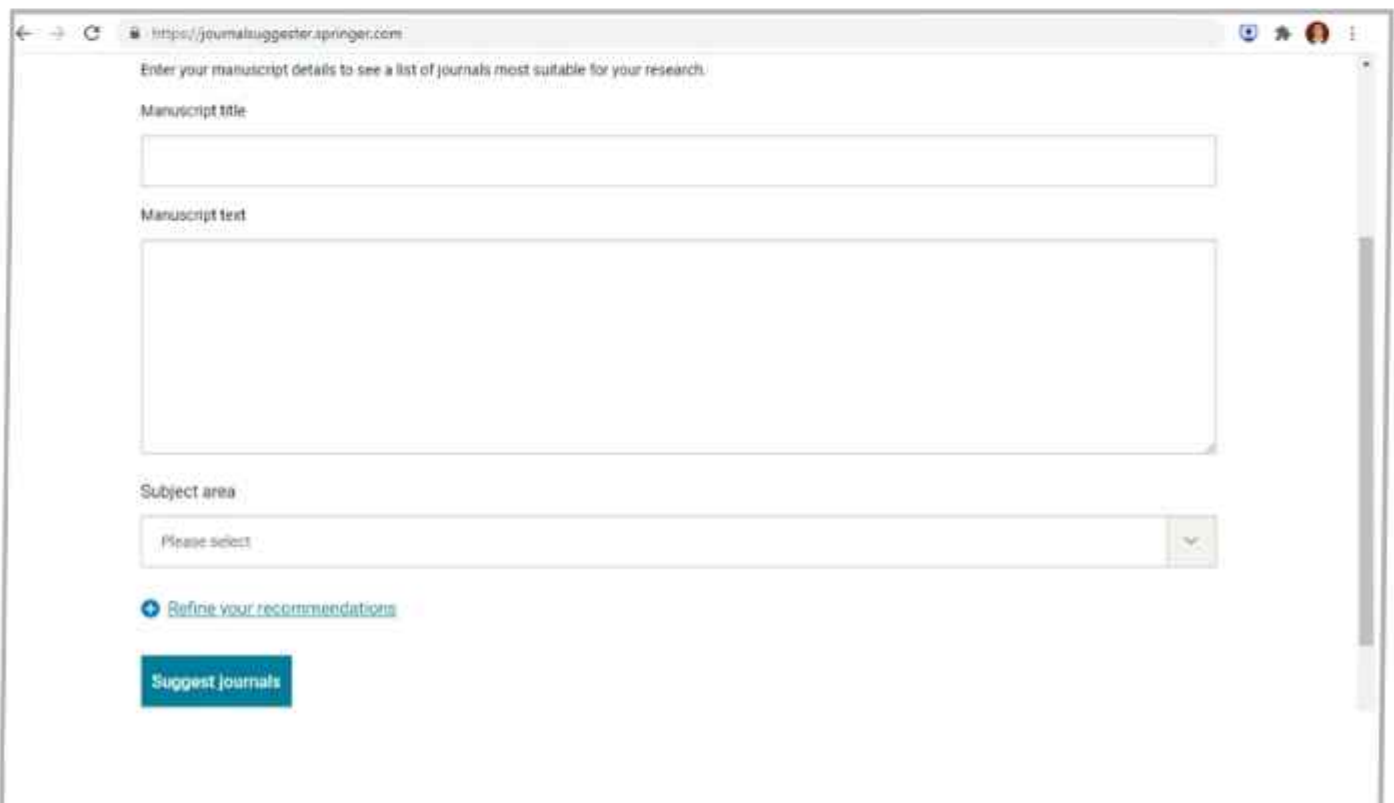
- If the name of the journal is searched and found using [www.Scimagojr.com](http://www.Scimagojr.com), such journals appearing in the list are Scopus listed journals.
- If the name of the journal is searched and found using <https://mjl.clarivate.com/home>, such journals appearing in the list are Web of Science listed journals.

#### **6.1.5 How do I find a suitable Scopus or WoS listed Journal for publishing my article?**

- Find a suitable journal in Elsevier by using <https://journalfinder.elsevier.com/> where you enter title of your paper, copy and paste abstract your paper, enter your keywords and click find journals to find suitable journals in Elsevier.



- Find a suitable journal in Springer by using <https://journalsuggester.springer.com/> where you enter title of your paper, copy and paste abstract your paper, enter your keywords and click find journals to find suitable journals in springer.
- Find a suitable journal listed by WoS by using <https://mjl.clarivate.com/home>, where you enter title of your paper, copy and paste abstract your paper, enter your keywords and click find journals to find suitable journals listed in Web of Science.



**6.2 Original Research Article / Review Articles to be presented and published in the reputed National/International conferences with the specifications as described below.**

**6.2.1 How to select suitable conference for publishing work?**

All the research papers of faculties / Research Scholars/PG and UG students should be published only in Scopus/SCI/WoS listed journals only.

- a) The conference's leading to publication in Scopus/SCI/WOS listed journals will only be acceptable for Ph.D. submission and appraisal or
- b) The conference should be of high repute organized by IITs/ IIMS /NITs/Institutes of Eminence.

**6.3 Publishing books / Chapters in Books**

**Books and Chapters in Books are to be of following standards:**

Textbooks, edited books or book chapters published by reputed publishers (like Springer, Wiley, Elsevier, Tailor and Francis, Tata McGraw but not limited to) with ISBN number only to be preferred.

**6.4 Patents and Copy Rights are to satisfy the following requirement**

**6.4.1 Policy for seeking reimbursement for filing patents/copyrights/Design patents**

- a) For filing patents/design patents/copyrights the MITADT University must be the applicant.
- b) All costs for such applications where MITADT University is the applicant would be borne by the University.
- c) University would issue its own digital signature for filing the patents.
- d) Prior consent of the Hon. Executive President would be required for filing patents where the

department/school wants funding support for filing the patent.

- e) Applications to be made by the concerned student/guide faculty through HOD/HOI to the Hon. Executive President for approval.
- f) All the forms, patent document should be submitted to the IP Cell of MITADT University.
- g) The University IP cell will file such patents within two weeks of its receipt of all forms and relevant documents.

**6.5 Policy for Plagiarism**

The research ethics requires novel work which can be confirmed by the uniqueness of the thesis/ project reports. All the UG/PG/Ph.D. final reports to be checked for plagiarism and the same must be attached in the annexure as a proof. The following percentage of plagiarism is acceptable,

- At B. Tech level – Plagiarism - Content Similarity not more than 25 %
- At M. Tech level – Plagiarism - Content Similarity not more than 20 %
- At Ph.D. level – Plagiarism - Content Similarity not more than 10 %

The MIT ADT University has access to Turnitin software for checking the plagiarism. All UG/PG/Ph.D. students/ University. For access to Turnitin software, the Institutes/Departments /Schools can seek the same from office of Dean (R&C).

**7.0 RESEARCH CULTURE**

Research culture is promoted by improving its quality and extent. A research culture will have full impact when the frontier/emerging areas are identified and Faculty members are encouraged by the necessary recognition, motivation and promotional attitude of management.



The following initiatives and resources would result in the promotion of research:

- a) Funding to promote the Research culture.
- b) Courses in Research methodology, Information retrieval, Compilation of Reports, Compilation of Articles, IPR etc., in order to improve the quality of research outputs.
- c) Promotion and advocacy related to Research e.g. Recognition and Rewarding of Research outputs, encouragement to attend Conferences/Symposia, as well as visits to Research Organizations
- d) Wherever possible the Faculty member may be given limited relaxation in teaching, invigilation duties and administration obligations for the duration of a Research Project.
- e) Involvement of Faculty members and students with expertise in the same domain area of research.
- f) Faculty development programmes for providing faculty with opportunities for the acquisition of new research skills.
- g) Expanding the library's resources in terms of subscription to online journals, research reports, relevant books & literature on research.
- h) Training of Faculty members/staff, Project Mentors/Promoters/Supervisors to ensure quality output of research carried out by students.
- i) Sabbatical leave for Research purposes.
- j) Joint/Collaborative Research projects with other Institutions and Industries.
- k) Maintaining research related databases.

## 8.0 RESEARCH FUNDING BY UNIVERSITY FOR PROMOTING RESEARCH

The University to promote research culture amongst faculties by providing,

- a) Travel grant and registration fees for attending reputed conferences.
- b) Incentives for publishing papers in peer reviewed reputed journals.
- c) Research funding for minor projects.

- d) Seed money for major research projects.
- e) Research awards for outstanding research outcomes.
- f) Best Outgoing Research Scholar award.
- g) Best Ph.D. / M. Tech Thesis award.
- h) Incentives for grant of patent.
- i) Re-imbursement of patent filing fees.
- j) Other funding.

The detail policy for funding of the above items is given below.

### 8.1 Travel Grant and Registration Fees for attending reputed Conferences

**Eligibility for Travel grant and Registration Fees:** Research Papers satisfying the requirements given in clause 6.2 are eligible. Other terms are as given below,

- a) The Travel grant and Registration Fee is reimbursable after the Conference/Seminar is over and the claimant submits all the required documents along with attendance certificate.
- b) All the documents along with conference Brochure, proof of Journal indexing in Scopus to be submitted along with prescribed application form to Dean (R&C) duly endorsed by HoD/Hol. The application must enclose the recommendation of DRC/IRC.
- c) If the student authors and faculty author are affiliated to MITADTU, the first author only is eligible for registration fee and travel expenses and the second author is eligible for registration fees only.
- d) The faculty member is eligible for actual registration fee. And the student is eligible for a maximum of Rs. 5000 as registration fee for attending conference.
- e) Travel expenses for conference within India will be reimbursed as per MITADTU norms for the first author.
- f) The student authors would be eligible for return railway fare by second A/C to the destination of conference/seminars and incidental expenses of Rs 1,000 per day subject to maximum of Rs 10,000 all inclusive.

- g) For international conference outside India, the authors (Research scholar and faculty) can apply to the Executive Presidents for travel grant and registration fees for his consideration and approval.
- h) Research scholars can apply for such conference grants as per above guidelines after completion of three semesters of satisfactory research progress.
- i) Faculty can apply for travel grant and registration fees once in a year for conferences held within India. For international conference abroad, faculty can avail the facility of travel grant and registration fees once in 2/3 years.
- j) Wherever the faculty have an opportunity to seek funding from the Governmental agencies, the same may be explored before seeking funding from University.

## 8.2 Incentive for Publishing Papers in Peer Reviewed Reputed Journals

Eligibility for incentives: Research papers qualifying the standards as per clause 6.1 are eligible,

- a) The Incentive is to motivate faculty/research scholars to encourage publication in a good journal.
- b) In a paper, if the first author is the corresponding author, incentive can be claimed either for being the first author or the corresponding author, but not for both/ all authors.
- c) All the authors are eligible for incentive if all of them are affiliated to MIT ADT University and for the collaborative research publications with coauthor from outside University, the incentive for University

faculty will be 60% in respective category.

- d) The incentive is not applicable for journals which are predatory in nature and for paid Journals.
- e) Only published articles with doi/volume/ issue/page numbers are to be considered. If the paper is accepted and published online but not yet assigned with volume/issue/page numbers is not eligible for incentive.
- f) Faculty/research scholars are eligible to receive the incentive only for 2 publications per year.
- g) Financial support for the open access fee is open to all the faculty members of MIT-ADTU guiding full-time scholars. Only quality open access journals with impact factor will be considered.
- h) The University shall pay a maximum of 50% of open access fee or up to a maximum of Rs.10,000/- per publication, whichever is less.
- i) The decision to support open access journal fee will be decided by a University Research Committee.
- j) Once the paper is accepted, the faculty shall submit the application for the journal fee with the following documents to the Dean (R &C) through proper channel:
- i) Copy of acceptance letter.
  - ii) Reviewers' comments
  - iii) Copy of the Invoice
- k) All applications for incentives are to be submitted to dean (R&C) through proper channel. The application must enclose reprint of the paper and other related documents.

### Impact factor to be considered for incentives is as given below

Impact Factor (SCI/WoS)	Incentives for first author	Incentives for second author
≥6.0	Rs.10,000	Rs.5,000
≥5.0 & <6.0	Rs. 8,000	Rs. 4,000
≥3.0 & <5	Rs. 6,000	Rs. 3,000
≥1.0 & <3	Rs. 4,000	Rs. 2,000
Scopus and ≤1.0 (Q4 journals are not eligible)	Rs. 3,000	Rs. 1,500

### 8.3 Research Funding for Minor Projects

To encourage and support ideas leading to major Projects/execute mini Projects, the University would provide funding for minor Projects. The proposal shall contain the following,

- a) Introduction & Relevance of the Project
- b) Objectives & Research Methodology.
- c) Expected outcomes of the Project.
- d) Significance to society/Industry.
- e) Number of students to be skilled / trained on the said project.
- f) Timeline of the Project.
- g) Budget estimate covering the material cost, equipment and human resources.
- h) A maximum of Rs. 50,000 will be made available depending upon the significance and expected outcomes.

The detailed proposal may be submitted by the Faculty Member to Dean (R&C) through proper channel with recommendation of DRC/IRC.

Post approval as per the directions from Committee, the funds would be released to the PI for timely completion of the said project.

The PI through the IRC/DRC would keep the office of Dean(R&C) in loop regarding the progress and research outcomes.

A detailed report on the project is to be submitted to the office of Dean (R&C) along with settlement of account as per the University norms.

### 8.4 Seed Money For Major Research Projects

To promote work on prospective ideas of major Research Projects University would provide funding as seed money to faculty members,

- a) A grant of seed money upto Rs 1.0 Lakh would be given to the full-time Faculty Members of MITADTU, where project proposal has potential to get the major grant from any of the government funding agencies or from Industries as sponsored project.
- b) The call for Research Proposals would be made by

Dean R&C once a year.

- c) All proposals received through proper channel would be evaluated for their quality by University Research Committee (URC).
- d) The grantee shall submit the final Report on the Research Project along with settlement of account as per University norms.
- e) It is mandatory to disseminate the outcome of Research in terms of paper publications (minimum 1 Journal publication)/ one patent/one copy right.

### 8.5 Research Awards

#### 8.5.1 APJ Abdul Kalam Research Award to Faculties/Research Scholars/Students

The University has instituted "APJ Abdul Kalam Research Award" to University Faculties/ Research Scholars / Students for their outstanding research contribution to the University research culture.

The dates for call for applications would be announced by the office of Dean(R&C) one month before the actual award ceremony on the foundation day of MITADT University.

- a) All desirable applicants can send the applications in the prescribed format which would be circulated along with call for applications.
- b) One application per School/Department should be recommended by the Head of the Department / Head of the Institution (HoI).
- c) Further all the applications would be reviewed/sorted and recommended by the duly constituted Committee by Vice Chancellor /Executive President.
- d) The scrutinized applications would be then put up to the **University Research Committee (URC)** for final decision.
- e) The University Research Committee would decide on all the applications received and finalize the name of one faculty, one research Scholar and one UG/M.Tech Student for these three categories for the prestigious APJ Abdul Kalam Research Award.

f) This award would be announced during the function on the foundation day of MITADT University.

g) If the applications are not found suitable under any of the category/s the University Research Committee may decide not to give award to anyone under that category/s.

### 8.5.2 Best outgoing Research Scholar award

The University will give award to Best Outgoing Research Scholar based on,

- i) Quality of Ph.D. of thesis.
- ii) Quality of Research publications & Patent.
- iii) Adjudicators Report on the Thesis.
- iv) Relevance of the Research Outcomes to the Industry/Society.

### 8.5.3 Best Ph. D. / M. Tech Thesis award

The University will give award to Best Outgoing Research Scholar based on,

- i) Quality of Ph.D./ M.Tech of Thesis.
- ii) Quality of Research publications & Patents.
- iii) Examiners evaluation report.
- iv) Relevance of Thesis Outcomes and recommendations to Industry /Society.

### 8.6 Incentive for grant of Patent/Copy rights

Faculty members of the University granted with Patents are eligible for incentives as detailed below. The incentives are however granted only if the process of filing of patent as described in clause 6.4 is followed.

Description	Incentive (Rs)
On Grant of Patents	10,000 per patent granted
Copy Right approved	5000

Faculties are eligible to receive the incentive only for two copy rights per and any number of patents granted per year.

### 8.7 Contingency funds for Research Scholars

a) Each Research Scholar can avail a maximum amount of 15 % of the annual fee as contingency grant towards expenditure incurred on project activities (Fabrication/testing/material/hardware procurement/documentation of paper publication and thesis).

b) Contingency grant is subjected to satisfactory progress and performance of the Research Scholar as reflected in APS and no fee dues.

c) Such expenses to be borne by student first and bills can be submitted for reimbursement to Dean(R&C) office.

d) These bills and the material procured would be verified by Dean(R&C) office before putting for final approval to office of Vice Chancellor /Executive Presidents.

e) The said material would be a part of University dead stock register which the Research Scholar can use for his/her Ph.D. work.

f) No dues certificate to the students should ensure remark from HOD/HOI that procured equipment / Instruments are handed over to the Department concerned in working condition.

### 8.8 Honorarium for Supervisors and Co-Supervisors

Each Research Supervisor is eligible to get Honorarium of 15 % of the annual fee for research scholar per year subject to,

a) Satisfactory progress of research work by the respective Research Scholar.

b) To be paid after successful presentation of Pre-synopsis seminar.

c) No fee dues of the Research Scholar.

d) Two papers published from the work in peer reviewed Journals.

Each Co-Supervisor is eligible for Rs 15000 per research scholar once in 3 years subject to satisfactory progress of research work by the respective Research scholar and subject to other conditions as stated about

### 8.9 Re-imbursement of Patent filing Fees

All Patents filed as per the norms stated in clause 6.4 would be eligible for reimbursement of 100 % expenditure,

- All patents where MITADT University is not the applicant but has been exclusively mentioned in the affiliation would get funding upto 50 % of the cost borne for filing of patent but not more than Rs 10,000 per application (whichever is less).

### 8.10 Incentive for Books/Chapter Publication by University Faculty members

The University would grant Incentives for publication of Books/Chapters in a book satisfying the criteria mentioned in clause 6.3. The Incentives are as given below,

Books/Chapter	Incentive (Rs)
Book Authorship (First/Second/Collaborative)	10,000
Edited Book	6000
Chapter	3000

- Quality of publishers will be verified & Certified by DRC/IRC. (Local Publications are not eligible).
- Faculty member are eligible to receive incentive for one publication per year.
- One who claims for an edited book cannot claim for his/her contribution to a chapter in the same book.
- Thesis as a book and manuals are not eligible for incentive
- Conference Proceedings published as Lecture notes are not considered as Book chapter.

### 8.11 Incentives to PI for grants received from Government/Semi Government Funding

#### agencies /PSUs

Faculties receiving funding from Government / Semi Government Funding agencies & Industries would be eligible for incentives for the funded research project,

Amount of funding	Incentive (Rs)
≥25.0 lakh	25,000
≥15.0 lakh <25.0 lakh	15,000
≥5.00 lakh <15.0 lakh	10,000

- Both PI and Co-PI are eligible for the Incentive in the ratio of 60:40.
- PI/Co-PI who are faculty members of the MITADT University are only eligible for Incentive.
- The Incentives is only for one time during the tenure of the funded project.

## 9. RESEARCH CODE OF ETHICS

The Research Code of Ethics of MIT ADT University gives expression to the standards and values that apply in University to which all Researchers commit themselves while doing their research.

The University undertakes and promotes Research in order to find workable solutions to problems and thus to help establish a just and healthy working society. In the execution of this task the strives for the fair distribution and responsible utilisation of the resources and benefits of its research and its other research-based services in the interests of state of Maharashtra and India. The University thus endeavors to conduct research not only with scientific integrity and excellence, but also with a sense of social sensitivity and responsibility, and at all times with due regard for the dignity and individual basic human rights.

In the pursuit of this ideal, MIT ADT University subscribes to the principles of scientific responsibility integrity, honesty, human dignity and academic freedom. These principles should always be understood in terms of their interrelationship and mutual coherence.

In the research context these principles find expression in the relationship between the researcher and a) the Research community, b) the Society, c) the Participants in the Research, and d) the Sponsor of Research.

## 10. THE RESEARCHER AND THE RESEARCH COMMUNITY

In general, the University requires all its Researchers to maintain the highest ethical and safety standards particularly when human and animal subjects are involved.

a) Research is carried out in a scientifically responsible manner at all times. The researcher (research team) accepts responsibility for the design, methodology and execution of the research; plans the study in such a way as to optimize the validity of the findings; reports the limitations of the findings and indicates its applicability along with possible alternative interpretations.

b) In the communication of their findings, researchers subscribe to the principles of honesty, comprehensiveness and exposure to public scrutiny.

c) The authority of the professional codes of specific disciplines is recognised and honoured.

d) Researchers not to misuse their positions as researcher by stealing ideas from students for personal gains.

e) The Researcher/Research team acknowledges (financial or resource support) received from the University in any of its reports, publications or visual presentations.

## 11. MIT ADT UNIVERSITY AND SOCIETY

The MIT ADT University through its Researchers is committed to conduct research that will contribute to the welfare and quality of life of its country men in particular and mankind in general.

a) The University through its Researchers is sensitive to all forms of inequality and injustice in society and,

through its research and other forms of service; attempts to contribute to the improvement of the less advantaged and deprived countrymen.

b) The University recognizes the rights and freedom to have access to Research findings and information and always acknowledge the individual.

## 12. PROFESSIONAL, ETHICAL AND MORAL RESPONSIBILITIES

a) Individual Researchers must at all times accept ethical, social and scientific responsibility for the research they conduct or manage. All researchers should evaluate the potential impact of their research on the environment, and declare that possible impact, however unlikely.

b) Institutional/Departmental Research Committees are responsible for ensuring that where necessary ethics clearance is obtained for a research project.

c) The University Research Committee is responsible to constitute the Ethics Committee with the powers to co-opt specialists according to the research project.

## 13 UNIVERSITY RESEARCH COMMITTEE (URC)

The main function of the University Research Committee (URC) is to initiate, co-ordinate and evaluate research, assist with infrastructure as well as to encourage the publication of Research outcomes in accredited sources. It will also monitor the quality of research work together with upholding the professional ethics in all the research related actions.

**The composition of URC will be as given below,**

- Chairman of URC – Executive President.
- Co-Chair of URC – Vice Chancellor.
- Member Secretary – Asso. Dean (R&C).
- Members of URC- Dean Engineering & Sciences, Dean Faculty of Technology, Dean
- Faculty of Research and Innovation, Dean Humanities & Social Sciences, Dean

- Faculty of Design, Dean of Management, Dean Skills & Work Integrated Education,
- Director School of BioEngineering, Sciences & Research.
- External expert: Domain expert from Industry/academia.

### 13.1 Roles and responsibilities of University Research Committee

The functions and responsibility of URC is as given below,

- To approve all major and minor research proposals for University funding.
- To approve Travel Grants for University faculties and Research Scholars.
- To approve Funding for patents/various incentives for publications/patents/copyrights/research grants received.
- To decide on Annual APJ Abdul Kalam Research Award in different categories as discussed in section 8.8 and other awards documented there.
- Any other relevant matter appropriate for considerations.

## 14 INSTITUTIONAL/DEPARTMENTAL RESEARCH COMMITTEE

Research within Institutions/Departments is managed by a **Institutional/Department Research Committee IRC/DRC**. Wherever the Departments do not exist in an Institution, the only IRC will monitor the research activities. The objective of IRC/DRC is to support and monitor the research work at Institute/Departmental level.

The composition of IRC/DRC is as given below

- Chairperson - Head of the Institution (HOI) / Head of the Department (HOD).
- Members - Three full Professors / Associate Professors (as per seniority) who are qualified and

recognized Research Supervisors are to be included as members of IRC/DRC (if required number of full Professors/Associate Professors are not available, Assistant Professors (as per seniority) who are recognized Research Supervisors are to be included as members IRC/DRC.

c) One Senior Faculty from outside the parent Department/ Institute from Institutions within the University as recommended by Dean (R&C).

Head of the institutions (HOI) / Head of the department (HOD) are required to send the nominations to Dean(R&C) for his/her approval and its constitution.

The team of IRC/DRC is appointed for a period of 3 years.

# PART B

## Policy & Guidelines on Sponsored Research & Industrial Consultancy

### 1.0 ORGANISATION STRUCTURE

#### 1.1 Research Advisory Board

A Research Advisory Board (RAB) consisting of following member is constituted to formulate the policy, identify the thrust areas and guide the officials of Research and Consultancy Cell and faculty.

Proposed constitution of RAB is as follows:

- a) Executive President-Chairperson
- b) Vice-Chancellor- Vice Chairman
- c) Person of Eminence from industry-Member
- d) Person of Eminence from Academic Institute-Member
- e) Person of Eminence from Research Organization-Member
- f) Representatives of UGC, AICTE, DST/CSIR, TIFR, TERC, ICSSR
- g) Dean (R&C) -Member Secretary

#### 1.2 University R & C Committee (URCC)

A University R & C committee is constituted essentially to assist in monitoring the progress and implementation of various Sponsored research and Industrial consultancy projects undertaken by the faculty members/Departments of the University.

Proposed constitution of RAB is as follows:

- a) Dean (R&C)-Chairperson
- b) Senior Professor nominated by EP/VC-Member
- c) Senior Dean of the University (by rotation) - Member
- d) Two Senior Hols of the Institutes on campus (by rotation)-Member
- e) Director, Innovation cell of the University-Member
- f) Director, IPR cell of the University-Member
- g) President, IIC of the University-Member
- h) Associate Dean - Member Secretary

## 2. TERMINOLOGY & ABBREVIATIONS

- **University** means MIT Art, Design and Technology University(MITADTU)
- **Department** means all the Academic Departments(AD), Academic Centers(AC), and Centers of Excellence(CEX) on the University Campus
- **Executive President (EP)** means Executive President of MITADTU
- **Vice Chancellor(VC)** means Vice Chancellor of MITADTU
- **Dean(R&C)** means Dean-Research & Consultancy of MITADTU
- **Project** implies Sponsored Research or Institute Projects or Industrial consultancy projects or routine Testing Projects or Sponsored through Institute/University resources.
- **Sponsored Research Projects** means Research

Projects sponsored by Government, public, private, National/International agencies and autonomous bodies. Generally, the project cost including expenditure towards manpower, equipment, consumables and supporting services including University Overhead Charges (UOC) of the University is borne by the sponsor.

- **Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the Institute for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department/Institution or a functionary of the University {i.e. Vice Chancellor or Dean(R&C) or Registrar} which may be taken up as a Consultancy Project by faculty. The leader of the consultancy project is identified as **Principal Consultant (PC)**



- **Routine Testing project** implies those testing works for which duly approved schedule of Testing rates are available. The concerned Head of the Department will be the Consultant.
- **Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.
- **Principal Investigator (PI)/ Principal Consultant (PC)** is a member of the faculty/scientist of the Institute/University with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrument in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.
- **Co-Investigator (CI)** means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project.
- **External Consultant (EC)** External Consultant is an individual or government/ public Sector undertaking/ government company or private company engaged for a specific period to carry out specific job/project.
- **Project Staff** means a person appointed in conformity with the guidelines to work on a project covering (a) project staff and (b) project research staff.
- **University Overhead Charges (UOC)** means overhead charges at the rate of 10% of the total value of sponsored research project/industrial consultancy project/Routine Testing assignments.
- **University Development Fund (UDF)** means share of the total value of sponsored research project/industrial consultancy project credited to a separate fund.
- **Departmental Development Fund (DDF)** means share of the total value of sponsored research project/industrial consultancy project available for the Department development.
- **Professional Development Fund (PDF)** means share of the total value of sponsored research project/industrial consultancy project available for Academic staff for professional development.
- **Project Monitoring Committee:** Project Monitoring committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 100 lakh.

### 3.0 PROCEDURE & TERMS

3.1 Individuals or /Institutions/Departments shall take up projects after obtaining the approval of the following authorities through the Head of the Institute concerned.

- a) For Projects upto 2.0 lakhs - Hol
- b) For Projects up to Rs 10.0 lakh- Dean(R&C)
- c) For Projects more than Rs 10.0 lakh and up to Rs 50.0lakh-V.C.of the University
- d) For Projects more than Rs 50.0 lakh - Executive President of the University

All funds in connection with Projects should be received in the name of the MIT ADT University, Pune. The account of the Projects/UDF/DDF/PDF will be maintained by Dean (R&C) Office and controlled by CAFO / Executive President. Norms for project initiation and management are given in Annexure 1.

3.2 The time spent by a faculty/scientist on Consultancy Project will be limited to two days a week including one non-working day of the week, totaling to a maximum of 100 man days during the calendar year.

3.3 Consultancy project from any sponsor can be taken up for a reasonable minimum amount. For consultation work involving only site visit or personal discussion, a minimum amount of

- staff and Rs. 500/-per man-day for technical and other non-academic staff may be charged. Conveyance charges at actual may be charged or the client may arrange conveyance at his/her cost.
- 3.4 Report(s) and data collected/ originated out of project are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Principal Investigator.
  - 3.5 The IPR policy of the Institute shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para.
  - 3.6 The report of the Sponsored Research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report. Subsequently, the same is to be transferred to Institute/University Records room.
  - 3.7 All purchases under projects/PDF/DDF shall be made as per institute norms. In case of equipment which is to be carried outside, permission from the HoD/Hol is necessary and the same should be insured before they are taken out.
  - 3.8 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean(R&C).

#### **4.HUMAN RESOURCES-OPERATION & MANAGEMENT**

##### **4.1 Project staff**

- 4.1.1 The project staff shall be appointed for assisting/working on the project as per

prescribed selection procedure, designations, qualifications and experience requirements on consolidated fellowship/emoluments as given at Annexure2 and3.

- 4.1.2 Open selections will be held for all project positions.
- 4.1.3 Appointments on all project positions drawing emolument shall be on contract only.
- 4.1.4 The Project staff shall work for fulfilling the objectives of the project.
- 4.1.5 Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (R&C) on the recommendation of respective PIs.
- 4.1.6 The tenure of appointment of a project staff will be for the duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.
- 4.1.7 On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments in the range of 10% to 20% of a project staff may be considered by the Dean(R&C).
- 4.1.8 A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice.
- 4.1.9 Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (R&C) on the recommendation of the PI for a period not exceeding 89days.
- 4.1.10 Foreign nationals having relevant visa may also be appointed for fellowship for a period of 6 months on adhoc basis which may be extended upto One year on the recommendations of PI

## 4.2 Student Assistantship

The PI may engage University Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The Fellowship / Assistantship value may be decided depending upon the provisions made in the project proposal. In any case the payment for such engagement shall be Rs. 7,500/- p.m. for UG and PG students, Rs.20,000/- p.m. for Ph.D. students and Rs. 40,000/- p.m. for Post Doctoral Fellows,

## 4.3 External Consultants

The PI may, with the prior approval of Dean (R&C) may avail the services of individuals not in the Institute service or government organization or private company as External Consultants. However, the amount payable to such consultant(s) shall be limited to 30% of the total contracted amount in consultancy project.

## 5. TRAVEL & CONVEYANCE NORMS

5.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt, as per University norms. Expenses on local travel by taxi will be reimbursed against receipt as per University norms.

5.2 Approval and advance for domestic travel shall be accorded by PI including for self subject to leave approved by the competent authority.

5.3 Payment of charges to travel agents for Visa assistance, Insurance etc. shall be admissible from project funds. However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

5.4 Any deviation for the travel in India, shall require the approval from VC/Executive President. International travel for faculty and institute staff, shall require approval by VC/Executive President through PI and Dean (R&C). However, the funding from the project/PDF shall be approved by the Dean (R&C). International travel of project staff, consultants and students shall be approved by VC/Executive President on the recommendation of Dean (R&C).

5.5 Out of pocket expenses will be payable for the actual period of field work at the work place at the following rates and will not be admissible for the journey period.

Category of Staff	Rate
Professors	Rs.1000/- per day or part of a day
Associate Professors	Rs.750/- per day or part of a day
Assistant Professor & Project Staff	Rs 500/- per day or part of a day

## 6.0.FINANCE AND ACCOUNTS

### 6.1 Research Project

6.1.1 At the time of submission of a sponsored research project proposal, the PI shall make a provision for University Overhead Charges (UOC) at rate of 10% of the total project cost.

Unspent amount towards project staff may be transferred to University Development Fund.

6.1.2 Further, if any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them.

### 6.2 Consultancy Project

6.2.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 30% of the total contracted project cost. However, such share shall be 50% for routine testing fees.

6.2.2 Details of typical distribution of consultancy project fund shall be as given in Table below:

Particulars	Consultancy Project	Routine Testing
Project Value/Testing Fee (PV)	Rs 100	Rs 100
GST	As applicable	As applicable
Total amount received (T)	Rs(100+GST)	Rs(100+GST)
University share (US)	Rs 30	Rs 50
Balance amount (BA) (PV-US)	Rs 70	Rs 50
Obligatory expenditure (OE)	Rs 10/-	Rs 8/-
Balance Amount for Disbursement amongst stakeholder (BA-OE)	Rs 60	RS 42

6.2.3 For consultancy project with an outlay of Rs. 10 lakh or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the balance amount and that the amount of distribution is commensurate with the work completed.

6.3 A separate account head shall be maintained for each project by Dean (R&C) office. Asstt. Registrar (R&C Accounts) shall be responsible for maintaining the accounts and getting it audited at appropriate time. The audited

statement of accounts may be made available to sponsors of the project as and when required by them.

6.4 For all Non-Teaching staff, the upper limit for remuneration from Projects and other sources is 50% of the gross salary received in a financial year and for all Technical Staff it is 100%.

6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund, the same will be permissible.

## 7.0 DEVELOPMENT FUNDS (UDF,PDF &DDF)

### 7.1 Share of UDF,PDF &DDF:

#### Distribution of University Share into UDF, DDF & PDF

Project Particulars	Distribution (%)				
	UDF	DDF	PDF	Infra fund	Office Staff & Staff Welfare Fund
(a) Sponsored Research project	50	25	20	0	5
(b) Consultancy Project	50	20	20	5	5
(c) Routine Testing Project	70	20	0	5	5

### 7.2 Utilization of Professional Development Fund:

7.2.1 The PDF can be utilized by the concerned individual for the following purposes:

- i) Travel (domestic and abroad) and related expenditure for faculty members, student or project staff / outside expert / consultant /intern.
- ii) Exploratory visits
- ii) Engagement of project staff
- iv) Fee and related expenditure for acquiring training/qualification(s)
- v) Membership fee of professional societies
- vi) Books, Journals, printing charges for high quality Journal and publications, stationary, computer consumables, any storage media, chemicals and any type of consumables required for academic and research work.
- vii) Office peripherals, furniture for lab and offices,

7.2.2 Approval for self, students, project and institute staff, outside expert and intern for domestic travel by PI.

7.2.3 International travel for faculty and institute staff, shall require approval by VC through PI and Dean (R&C). However, the funding from the project shall be approved by Dean (R&C).

7.2.4 International travel of project staff and consultants shall be approved by VC/EP on the recommendation of Dean (R&C).

7.2.5 International travel of students shall be approved by VC/EP on the recommendation of Head and Dean (R&C).

Engagement of persons and expenditure for more than the limit of expenditure with single offer under PDF shall require the approval from Dean (R&C).

7.2.6 The items procured out of PDF shall be properly accounted for by the concerned department /centre and shall remain as the property of the Institute. However, items purchased under 7.2.1 (vi) can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the Institute.

### 7.3 Utilization of Department Development Fund (DDF)

DF fund can be utilized for the following purposes:

- i) Development of Departmental Infrastructure facilities like equipment laboratories, class rooms, committee/ conference rooms.
- ii) Repair, maintenance and AMC of equipment.
- iii) Repair and maintenance of office and laboratory infrastructure.
- iv) Seed money for holding conferences/ workshops and seminars etc.
- v) Instruments, fabrication of equipment, new facilities, repairs, maintenance of equipment, calibration of the instruments, NABL accreditation expenditure etc

The budget for utilizing DDF may be recommended by the Department Faculty Committee (DFP) and approved by the Dean (R&C) For any special requirements not covered above a proposal may be sent by the DFC of the Department for consideration of the Executive President through Dean(R&C).

### 7.4 Utilization of University Development Fund (UDF)

This fund may be utilized for the following purposes with the prior approval by Executive President.

- i) Supporting Dean(R&C) office for Admin and Establishment expenses.
- ii) Providing Research Initiation Support to young faculty below 35 years of age, for the projects submitted to outside agency including travel cost.
- iii) Providing support for extending ongoing sponsored projects  
for presenting IPR patent  
filing/sending/presenting to outside agency.
- iv) Funding expenditure on incubation and dissemination of idea as a product.

### 8. Admission of Project Staff to Academic Programmes

- i) A project staff is eligible to register for Ph.D. or Master's Programme of the Institute as per Institute norms subject to his/her satisfying the admission requirements of the Institute.
- ii) The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of Institute fellowship and shall finance himself / herself beyond the tenure of the appointment if Institute fellowship is not awarded.
- iii) The project staff admitted to Ph.D./ Master's programme will be governed by the relevant ordinances and fulfil his/her obligations towards the PI & the project in which he/she is appointed.

### 9. SPONSORS SPECIFIC CONDITIONS

Specific conditions of sponsor (e.g. DST, DAE, CSIR) for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

### 10. EXCEPTION CLAUSE

These guidelines shall normally be applicable to all Projects. However, any deviation required which does not constitute to policy change may be approved by Director on the recommendations of Dean (SRIC).

### 11. REVIEW

These rules may be reviewed normally in three years or as per needs.

# ANNEXURE 1

## 1. PROJECT INITIATION AND MANAGEMENT

1.1 Each project will have a Principal Investigator (PI) who may be a faculty member /Scientist in the service of the Institute who will be responsible for:

(i) Formulating the project proposal which may include

(a) Planning of the work to be done,

(b) Estimating costs according to the guidelines provided.

(c) If necessary, identifying other Investigators, who may be faculty member(s)/Scientist(s) in the service of the Institute,

(ii) Co-ordination and execution of work.

(iii) Handling all communications with the sponsor

(iv) Writing of intermediate and final reports according to the project proposal

(v) Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project.

(vi) Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given in Annexure 4.

1.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other faculty members permitted by the Dean(R&C) can be co-opted as Investigator.

1.3 The PI will prepare research project proposal in conformity with:

(i) Permitted designation and emolument/ fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the institute

(ii) Provision for University overhead charges as per the rules of the Institute, other guidelines for Sponsored Research Projects, and Rules, Regulations & Statutes of the University.

1.4 All research project proposals shall be submitted

to the sponsors through the

concerned HoI/HoD and Dean (R&C).

1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.

1.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.

1.7 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean (R&C) for placing the same before the Govt. Audit, for verification or as and when required for any other purpose.

1.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean(R&C).

1.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (R&C) for follow up, if necessary.

1.10 For Research Project: The sponsor which assigns the research project usually are approached by an individual or a functionary of the Institute (i.e. HOD/HOI/Dean (R&C)/Director).

1.11 For Consultancy project: The sponsor which assigns the consultancy project usually approaches the Institute for Consultancy work through an individual or a functionary of the Institute (i.e. HoD/HoI/Dean (R&C)/VC).

1.12 When an individual is approached for the work, he/she may normally be assigned the responsibility of Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the HoD/HoI to whom Dean (R&C) refers the project.

1.11 Faculty member submitting a proposal for Research Project or seeking it should have at least double the period of duration of project on hand before superannuation. For consultancy projects also, the same condition applies for faculty members close to their superannuation age.

1.12 The Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can be appointed/ nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.

1.13 The retired faculty/scientist working under Emeritus Fellowship be allowed to continue as Principal Investigators in the ongoing consultancy projects, if the sponsors do not have any objection.

1.14 Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can only be investigator(s) for the new consultancy projects.

1.15 If the PI leave the institute, retires or proceeds on leave or not available for some reason, Dean (R&C), on the recommendation of the PI may appoint a new PI, who will assume the powers and responsibilities of the PI. The new PI will give an undertaking to complete the project in the remaining funds and time period, to the Dean (R&C) through HoD/Hol. In exceptional circumstances, a retired faculty member may continue to work as PI with the approval of the VC, if he/she continues to serve the institute in some other capacity.

1.16 Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.

1.17 Project file will be closed with the submission of final project report and final settlement of accounts etc.

## 2. BUDGETARY NORMS

### A. FOR RESEARCH PROJECTS

The total agreed charges of a Research project consist of the University share, and actual expenses of the project covering the following.

- (i) Equipment to be procured/Fabrication of Equipment or Models
- (ii) Computational devices and licensed software's.
- (iii) Consumable materials/Travel expenses in connection with the project work (Local & Outstation)
- (iv) Computational or other charges payable to any other outside agency.
- (v) All contingency expenses for Literature (books, journals), Report preparation and any other item budgeted under the proposal.
- (vi) Expenses towards Human resources i.e. assistantship/ internship to student assistants and labor force.
- (vii) Insurance expenses on equipment and manpower during travel.

### B. FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The GST will be applicable as per government rules.

- (i) Equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges to be paid to the Institute / University or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the Departments or central facilities.



(vi) Contingency expenses to cover cost of stationary, preparation of report, word processing, drawing, drafting, photocopying, literature (books, journals,), postage, courier, FAX and telephone

(vii) Expenses for manpower, work to be carried out on payment basis, remuneration to student assistants.

(viii) Cost of insurance of personnel and equipment being used for the project and medical reimbursement for on duty staff

(Injuries/accidents)etc.

(ix) Any other costs considered appropriate.

The Consultant is permitted to incur expenditure only on the items included in the proposal of consultancy project. Any deviation in expenses for unforeseen reason requires the approval of the Dean(R&C).

### **C. COLLABORATION WITH OUTSIDE ORGANIZATIONS**

If collaboration with other Govt./Public/Private Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal to the sponsor for approval. However, amount for collaboration with private organization(s) for consultancy project(s) may not exceed to 40% of total budget for project.

### **3 LIABILITY**

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project – the expenditure/ liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The

expenditure / liabilities as determined by the Institute will be calculated as the expenditure / liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for on going projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRDF

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

### **4. DISAGREEMENTS /DISPUTES**

4.1 Any disagreement within the Institute arising at any stage of a Consultancy project will be resolved in consultation with Dean (R&C) / VC to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

4.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s)/Consultant(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.

4.3 All legal action will be subject to jurisdiction at Civil Courts at Pune /High Court at Mumbai.

### **5.ARBITRATION**

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored be resolved by

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mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act,1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

## **6. PUBLICATION OF RESULTS**

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which there prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

## **7. PROJECT MONITORING COMMITTEE**

For large projects the Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least twice a year) for timely completion of the projects. The committee may also advise Dean (R&C) in any other matter on

the project.

- a) Dean (R&C) or his nominee-Chairperson
- b) HoD concerned/HoI or his nominee-Member
- c) Senior Professor of the University-Member
- d) A senior faculty Member from relevant field-Member
- e) Principal Investigator-Member
- f) Expert from relevant field (outside the University) -Member
- g) Sponsors Representative -Member
- h) Assistant Registrar (R&C)- Convener

## **8. FORMS**

To ensure smooth administration & management of Projects, only the forms supplied by Dean (R&C) will be used by the PIs and others concerned.

## ANNEXURE 2

### SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF

(Including for Walk in Interview)

#### 1. PREPARATION OF DRAFT

##### ADVERTISEMENT

- (i) Principal Investigator will send the draft advertisement to Dean (R&C) for approval
- (ii) Dean (R&C) will approve the draft advertisement and return it to the Principal Investigator for notification/advertisement.

#### 2. ADVERTISEMENT OF THE POSITIONS

The Principal Investigator will advertise the positions through institute website and through other means and receive the applications.

#### 3. SCREENING OF APPLICATIONS

- (i) The PI will fix the meeting of Screening Committee and send the report of the screening committee to Dean (R&C) for approval.
- (ii) The PI will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (R&C)
- (iii) For walk in interview, screening is not required.

#### 4. SCREENING COMMITTEE CONSTITUTION

- (i) Senior Professor nominated by VC Member
- (ii) Concerned Principal Investigator Member
- (iii) Senior faculty member from the Department Chairman

#### 5. INTERVIEW

- (i) The PI will fix the date of the interview and get the interview conducted. The PI will send the

recommendations of the Selection Committee to Dean (R&C) for approval.

- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

#### 6. SELECTION COMMITTEE CONSTITUTION

##### Project Staff

- (i) Senior Professor nominated by VC Chairman
- (ii) Head of the Concerned Department or his nominee Member
- (iii) Concerned Principal Investigator member Member
- (iv) One external expert from outside the University.

##### For Ph.D. Admission

For Ph.D. Admission of Project staff, the eligibility and selection process etc shall be as per Ph.D. regulations in vogue.

#### 7. FINAL SELECTION / APPOINTMENT

Selection Committee report will be approved by Dean (R&C) and appointment letter will be issued by Asstt. Registrar (R&C).

## ANNEXURE 3

### Project Positions, Qualifications And Fellowships/Emoluments, Terms And Conditions For Projects Staffs

#### 1. Project Positions, Qualifications and Fellowships/Emoluments

A.	<b>Fellowships</b>	<b>Minimum Qualifications</b>	<b>Amount (per month)</b>
1	Project Associate	B. Tech/B. Arch/M. Sc./M.A.	25,000/- to 60,000/- + HRA
2	Research Associate	M. Tech/M. Arch/M. B.A. (2 year duration)/Ph. D. in Science/Ph. D, in Arts	30,000/ to 75,000/- + URA
3	Project Fellow	Ph.D. in Engg/Ph. D. in Science with 2 year experience(After Ph.D)/ Ph. D. in Arts with 2 year experience (After Ph.D) or M.Tech. /MBA + 3 year or B.Tech. + 6 year experience	40,000/- to 1,00,000/- + HRA
B.	<b>Other Positions</b>	<b>Minimum Qualifications</b>	<b>Emoluments (per month)</b>
4	Project Consultant	Ph.D. + 4 year experience Or M.Tech/M. Arch + 6 years experience or B.Tech/B. Arch +10 years experience	75,000/- to 2,50,000/- + HRA
5	Chief Executive Officer of lab/ centre	Ph.D. + 5 year experience or M. Tech. + 10 years' experience or B.Tech. + 12years experience of interaction and advisory support with manufacturers and user Companies	2,00,000/- to 3,00,000/- + HRA
6	Chief of lab	Ph.D. + 5 year experience or M. Tech. + 10 years experience or Bachelor in engineering with 20 years' experience and out of which minimum 8 years in leading position of laboratory	2,00,000/- to 3,00,000/- + HRA

7	Project Assistant (Technical)	Diploma (3 years ) duration or ITI with 4 years experience or 10th pass with 10 years experience	15,000/- to 45,000/- + HRA
8	Project Officer (Admin/Account)	MA/MSc/MCom with four year administrative/accounting experience or MBA/CA.	25,000/- to 75,000/- + HRA

**Note :-** (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean (R&C) on the recommendation by PI.

(ii) However, if sponsor (e.g. DST, UGC,DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.

1. HRA: The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the Institute rules, if accommodation in the campus is not provided.

2. Conduct Rules: The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the P.I any official document or information to any person or agency. They shall also follow general code of conduct of the University.

3 Disciplinary Proceedings: Dean (R&C) may, at his own discretion or on the recommendation of the PI,

constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary. On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean (R&C).

4. Leave: All project staff working on project shall be entitled for following types of leave:

- Casual leave: 8 days per year on pro-rata basis
- Earned
- EL/ML as per University norms
- The record of the leave shall be allowed and maintained by PI.

## ANNEXURE 4

### **GUIDELINES FOR MoU/AGREEMENT**

PI and Dean (R&C) shall sign all type of contracts / agreements pertaining to Sponsored Research Projects after obtaining prior approval from VC/Executive President depending upon the value of the project as stated in clause 5.1

If a MoU/Agreement is required to be signed with the sponsor of a Sponsored Research Project/ Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

#### **1. General**

This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

#### **2. Scope**

This section should spell out briefly the nature of work, its limitations and the expected end results.

#### **3. Time Frame**

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

#### **4. Consultancy Charges and payment terms**

The document must clearly indicate the charges to be paid including applicable GST along with payment terms.

#### **5. Responsibilities**

This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

#### **6. Patents/Publications**

The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed project.

#### **7. Force Majeure**

This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events

#### **8. Arbitration**

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier.

#### **9. Liability**

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier

#### **10. Amendment to the MoU**

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.



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