

## Research and Development Policy (RDP) - 2021

(Revised Edition of 2017)

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MLR Institute of Technology  
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## Policy Revision History

Date	Edition Number	Summary of Changes	Page Number
24.06.2017	Original	-	-
25.11.2021	First Revision	Purpose and Scope of the policy was amended	MLRIT/R&D/Policy/2016-17/P-01 Page number 3
25.11.2021	First Revision	Policy Statement of R & D was refined	MLRIT/R&D/Policy/2016-17/P-01 Page number 3
25.11.2021	First Revision	R & D Cell and its Activities were included	MLRIT/R&D/Policy/2016-17/P-01 Page number 4
25.11.2021	First Revision	Funded Project Guidelines were included	MLRIT/R&D/Policy/2016-17/P-01 Page number 7
26.11.2021	First Revision	Seed Fund Committee for approval was included	MLRIT/R&D/Policy/2016-17/P-01 Page number 7
26.11.2021	First Revision	Research Fellowships & Advanced Studies were included	MLRIT/R&D/Policy/2016-17/P-01 Page number 10
26.11.2021	First Revision	Code of Ethics for Conducting Research was affirmed	MLRIT/R&D/Policy/2016-17/P-01 Page number 13
26.11.2021	First Revision	Objective of IPFC and Patent forms were included	MLRIT/R&D/Policy/2016-17/P-01 Page number 14 and 15.

  
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## Policy on Research and Development

### CONTENTS:

1. PURPOSE
2. SCOPE
3. POLICY STATEMENT
4. RESPONSIBILITIES AND IMPLEMENTATION METHOD
5. RESEARCH AND DEVELOPMENT
6. CODE OF ETHICS FOR RESEARCH
7. INTELLECTUAL PROPERTY RIGHTS
8. RELATED DOCUMENTS AND POLICIES

#### 1. PURPOSE:

MLR Institute of Technology (MLRIT) ensures to provide conducive environment for Research and Development. It promotes Research through Research Incentive Scheme (RIS), SEED Fund, Guidance to submit Funded Projects, Monetary support for scholarly activities like participating / conducting Seminars, Conferences & Symposiums, subscription to Journals & Articles and Patenting the researcher's work.

#### 2. SCOPE:

The scope of this policy confines to Faculty and Students interested in carrying out Research and Scholarly activities in MLRIT.

#### 3. POLICY STATEMENT

MLRIT provides conducive environment to conduct and promote Research and Scholarly activities with Ethics and Safety, thereby enhances Teaching-Learning to improve quality of Education and People Life in line with Mission and Vision of the Institute.



#### 4. RESPONSIBILITIES & IMPLEMENTATION METHOD

MLR Institute of Technology focuses on establishing a complete eco-system for developing research culture in Faculty and Students. In order to achieve it systematically, MLRIT has Research and Development Cell (R&D Cell). R&D Cell is guided by Research Advisory Committee and implemented by R&D Committee.

Research Advisory Committee (RAC) constitutes of Principal (Chairman - Research), Dean R&D and two External Research Advisors (Eminent Professors). RAC plans and leads the R&D of MLRIT. Dean R&D forms the R&D Committee for execution of R&D activities in the MLRIT campus. R&D Committee constitutes of Dean R&D, HoDs and Research Coordinators (RC). Research Coordinators are representatives from every department. Research Coordinator is nominated by HoD in respective departments who in turn will be a member of R&D Committee.

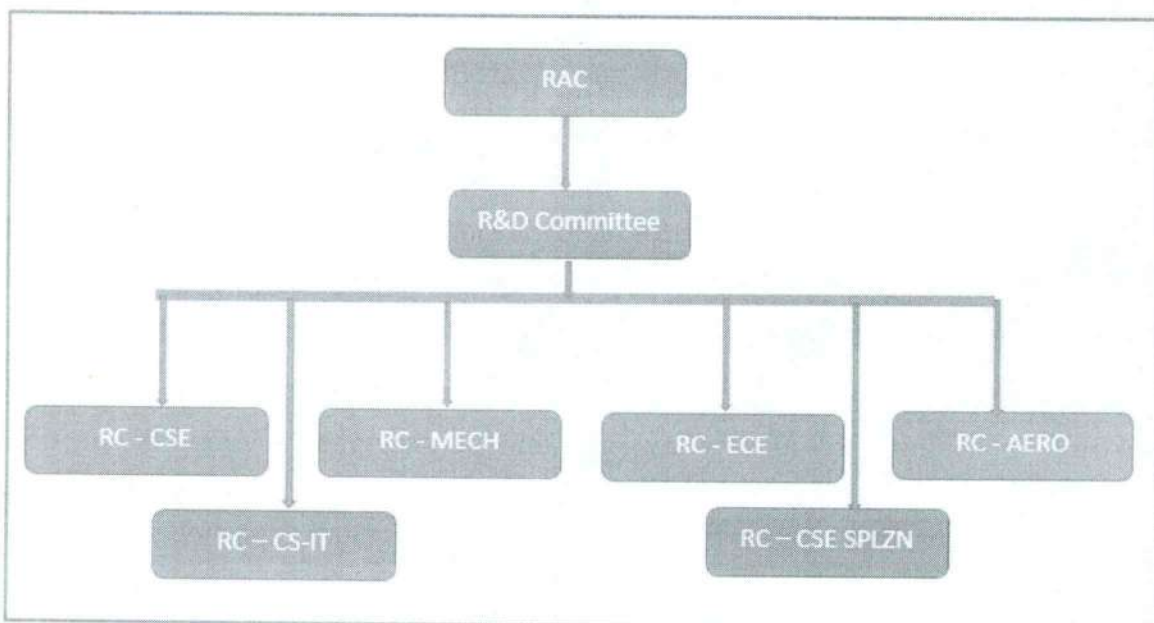


Figure 1. Hierarchy of Committees

### R&D Cell Activities

- a. To provide a common platform for the agglomeration of knowledge and ideas of personnel for learning enrichment
- b. To create opportunities for students and exploit the available resources to the benefit of Industry/Society
- c. To administrate research projects sponsored by various Government and Non-Government research funding agencies such as AICTE, DST, UGC etc.
- d. To foster collaborations for mutual benefits and to maximize industrial connectivity
- e. To promote research from the individual departments of the institute
- f. To focus the research on open community problems

### 5. RESEARCH AND DEVELOPMENT

The R&D Cell under the guidance of RAC plans and manages all the research activities of the MLRIT by monitoring and coordinating the research activities of faculty members and students of the institution. R&D cell promotes interdisciplinary research across the departments and to conduct socially relevant research activities. R&D Cell facilitates interaction with external agencies for funded R&D projects and manages Institute-Industry interaction. The following aspects falls under the purview of R&D cell and are described in subsequent sections.

1. Centre of Excellence (CoE)
2. SEED FUND
3. Funded Research Projects
4. Research Promotion and Research Incentive Scheme (RIS)
5. Research, Fellowships and Advanced Studies
6. Code of Ethics for Research
7. Intellectual Property Rights

#### 5.1. Centre of Excellence (CoE)

Faculty and UG/PG Students can utilize CoE for research / project works. Students are grouped and assigned to a Faculty Research Mentor (FRM).

Students do the projects under the guidance of the allotted FRM. Faculties and students are encouraged to publish research papers in reputed journals and conferences from the outcome of their research / project works. MLRIT has the following TWELVE CoEs:

1. Centre of Excellence by Virtusa Polaris on Informatica
2. Centre of Excellence for Product Life Cycle Management
3. Centre of Excellence for Cadence
4. IBM Centre of Excellence
5. Centre of Excellence for Internet of Things
6. Centre of Excellence for Mobile Application Development
7. Centre of Excellence for BIG DATA and Cloud Computing
8. Centre of Excellence for LabVIEW
9. Centre of Excellence for MATLAB
10. Centre of Excellence for Embedded and Robotics
11. Centre of Excellence for Digital manufacturing
12. Centre of Excellence for Digital Flight Simulation Lab

## 5.2. SEED Funding Scheme

MLRIT supports Faculty and Students to initiate research, develop prototype or proof of concept through SEED Funding. SEED Fund is a minimal fund required to kick start research which in turn can be processed to obtain external Funded Projects. MLRIT sanctions Rs. 20 Lakhs per annum as SEED Fund for prospective researchers.

- Research Proposals for SEED Funding will be called for every year in the month of June. Research Projects under this scheme shall be carry out in one year starting from October to September of following year. In case of unexpected condition, the SEED funded project shall be extended for six months under written permission.
- Faculty / Team of Faculty who have completed three months of probation can apply for SEED Funding Scheme.
- Faculty / Team can indulge UG/PG students in SEED Funded Projects.



- Faculty can submit only one proposal either individually or in a team for the academic year.
- Faculty can apply for SEED Funding according to Standard Operating Procedure of R&D mentioned in Appendix 1.
- After getting approval from the Seed Fund Review committee and the management, the SEED FUND will be disbursed through the principal.

The committee has been reconstituted, and the following members will be approving the proposal for seed money. The committee details are furnished in Table 1.

Table 1: Seed Fund Approving Committee

S No	Role	Responsibility
1.	Principal	Chairperson
2.	HoD-ECE	Member
3.	HoD-CSE	Member
4.	HoD-AERO	Member
5.	HoD-IT	Member
6.	HoD-MECH	Member
7.	Dean-R&D	Member

### 5.3. Funded Research Projects

MLRIT motivates and guides Faculty to apply for Funded projects through R&D Cell. R&D Cell announces calls for Funded Projects from various Government and Non-Government research funding agencies such as AICTE, DST, UGC etc.

- Faculty / Team of Faculty can apply for Funded Projects guided by Standard Operating Procedure of R&D mentioned in Appendix 1.
- Faculty / Team of Faculty can avail On Duty leave if the research proposal has to be presented within or outside Hyderabad.

### 5.4. Research Promotion and Research Incentive Scheme (RIS)

To inculcate research culture among faculty and students, R & D cell actively executes the following activities:



- to motivate faculty members to concentrate on research related activities in addition to the teaching so as to publish articles in reputed refereed international journals with impact factor.
- to pursue efforts to write books, monographs for publication by International and National publishers of repute.
- to evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed Indian/Foreign Universities.
- to encourage the faculty to submit project proposals and secure funded research projects from various funding agencies in India and Abroad.
- to undertake consultancy projects sponsored by both the Government and Private Industrial and other organizations.
- to encourage creativity in the minds of faculty, so that they make original contributions by way of products, concepts etc. and obtain patents.

#### 5.4.1. Support for Publication

Table 2: Publication Type and Incentives

S.No.	Type of Publications	Incentive	Conditions
1	<p>Scopus / Web of Science Indexed</p> <p><u>(A). Paid Journal</u></p> <p>(i) Scopus/WOS indexed journals other than IEEE, Elsevier, Springer.</p> <p>(ii) Scopus/WOS Indexed (IEEE, Springer, Elsevier) Journals.</p> <p><u>(B). Free Journal</u></p> <p>i. Scopus/WOS indexed journals other than IEEE, Elsevier, Springer.</p> <p>ii. SCI / SCI-Expanded Journals (Eg: IEEE, Springer, Elsevier, etc)</p>	<p>Scopus / Web of Science Indexed</p> <p><u>(A). Paid Journal</u></p> <p>i. Maximum of Rs. 10,000/- will be reimbursed.</p> <p>ii. Maximum of Rs. 25,000/- will be reimbursed.</p> <p><u>(B). Free Journal</u></p> <p>i. Rs. 12,000/- will be given as Incentive.</p> <p>ii. Rs. 30,000/- will be given as Incentive.</p>	<p>Condition 1 - One paper per author in the same paid journal only.</p> <p>Condition 2 -</p> <p>2.1 - The amount will be reimbursed for 1<sup>st</sup> and 2<sup>nd</sup> paper with any impact factor.</p> <p>2.2 - The amount will be reimbursed for 3<sup>rd</sup> to n<sup>th</sup> paper if and only if the impact factor is greater than or equal to 0.2 as per scopus database.</p> <p>- There is no limitation of incentive for free journals.</p>



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2	<b>Indian Citation Index</b>	50% Fees Reimbursement limited to a maximum of Rs. 5000/-.
3	<b>Scopus Indexed Conference</b> (only for 1 <sup>st</sup> author - MLR Institute of Technology Faculty)	<ul style="list-style-type: none"> <li>i. 100% fees reimbursement for conferences in India conducted by IITs, IIITs, NITs, IISc, BITS. Further, 2<sup>nd</sup> Class Sleeper fare (to and fro) and Rs. 1000/- DA per day for 3 days (maximum) will also be paid.</li> <li>ii. For other conferences, only 50% of fees reimbursement will be given.</li> <li>iii. Students will be compulsorily associated for conference papers. 50% of the total registration fees could be paid by the students.</li> </ul>
4	<b>Citations</b> In order to increase the citation index of the faculty, it is decided to give incentive to faculty members as per following conditions.	<ul style="list-style-type: none"> <li>i. The incentive for citations is applicable to ONLY Scopus / Web of Science Indexed Journals.</li> <li>ii. If any faculty cites the research work of the faculty member (s) (irrespective of the dept.) of our college in his/ her paper, then an amount of Rs.1000/- per citation will be given.</li> <li>iii. The maximum no. of citations can be 2 per paper (MLRIT faculty only).</li> <li>iv. Also if faculty from other college(s) cites MLRIT faculty paper, an incentive of Rs.1000/- per citation will be given to MLRIT cited faculty member.</li> </ul>
5.	<b>Publication of Text Books</b>	<p>Faculty members who have taken efforts to write and publish books/Monographs are entitled to avail the incentive as follows,</p> <ul style="list-style-type: none"> <li>i. Full Book - International Publisher (McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers) - Rs. 15,000/-.</li> <li>ii. Full Book - National Publisher with ISBN/ISSN number - Rs. 10,000/-.</li> <li>iii. Contribution of chapters (International Publisher) - Rs. 7,500/- Monographs - International Publisher - Rs. 5,000/-.</li> </ul>
6.	<b>Research Collaboration Incentive</b>	<ul style="list-style-type: none"> <li>i. All the faculty members are encouraged to do collaborative research with Govt./Private institutions. Incentives will be given to the faculty members for carrying out collaborative research. The outcome should be a Scopus indexed publication.</li> </ul>

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S No	Type of publication	Institution	Remarks
			ii. The incentives for this scheme are mentioned below,
1	Journal	Government	Reimbursement of Rs.6,000/- will be given to the faculty member *.
		Private	Reimbursement of Rs.4,000/- will be given to the faculty member*.
2	Conference	Government/Private	Reimbursement of Rs.2,000/- will be given to the faculty member*.
<p>i. A faculty member of this institute should be in the authors list (irrespective of author number/position) of the research paper. The faculty member can apply for the above mentioned incentive once the published paper is indexed in Scopus database. This is applicable for all Govt./Private Institutions/Industries. In this scheme, incentive cannot be given for IARE and Vardhaman College faculty publications.</p> <p>ii. * The faculty member of MLR Institute of Technology publishing the research paper can have the co-authors from the same institute, Institute of Aeronautical Engineering and Vardhaman College of Engineering Institutes only. The faculty list of these 2 colleges has been circulated to all faculties. The faculty will not be eligible to apply for reimbursement if there are co-authors from other private engineering institutions of Telangana and Andhra Pradesh.</p>			

- The faculty member can apply for reimbursement only when the paper is published.
- The following below details (Scopus Journal & Scopus Conference, Web of Science and Indian Citation Index) has to be submitted to the college at the time of reimbursement (Paper acceptance mail, Copyright transfer form, Hard copy of the published paper, Plagiarism report, Proof for amount paid (Bank transfer/DD/Cheque Xerox copy)).

## 5.5. Research, Fellowships and Advanced Studies

### 5.5.1 Research Fellowships

MLRIT encourages Faculty to apply for National / International Fellowships in their field of Specialization and supports them with leave facility to complete the Fellowships.

- Faculty aspiring for National / International Fellowships can apply for the same with prior permission from the Principal through respective HoD.



- Faculty who have receives Fellowships shall be permitted for Leave on Loss of Pay based on prevailing condition of department and the nature of Fellowships.
- Faculty if permitted for Fellowship shall submit undertaking form to continue the service in MLRIT after completion of Fellowship.
- Faculty applying for Fellowships shall be guided by Standard Operating Procedures of R&D in Appendix 1.

### 5.5.2 PhD Registration

MLRIT motivates all Non-PhD Faculty and PG Students to register for PhD. It supports Faculty with On-Duty Leaves and Soft Loans to pursue PhD study.

- Faculty are encouraged to register for PhD in reputed UGC approved Universities.
- Faculty registered for Ph.D. programme can avail 6 days on-duty during non-class work period for carrying out their research work. During this period, the faculty can be exempted from vigilance and other duties. Recommendation from the HOD is mandatory for the faculty member who wants to avail OD.
- MLRIT will provide soft loan (maximum of Rs. 50,000/-) to the faculty members to mitigate their financial needs for PhD programme such as fees, research work etc. Once availed, the soft loan will be recovered in 5/10 instalments (faculty may choose any one option) from the next month itself. This is applicable only for faculty members who have completed 1 year of service (from DOJ) at MLR Institute of Technology.

### 5.5.3. PhD Guideship

MLRIT vitalizes eligible PhD holders to enhance themselves as PhD guides in various Universities.

- All the PhD holders whoever meet the eligible criteria of JNTUH or other deemed / other universities are encouraged to apply for guideship.
- Incentive of Rs. 25,000/- will be given to the PhD guides. The incentive will be given only when the PhD guide shows the PhD Guideship letter given by the university and one research paper should have been

published by the scholar and guide name in a Scopus / Web of Science Indexed Journal. The PhD guides should write the MLR Institute of Technology affiliation in the paper.

- On Duty (ODs) will be given to the PhD guides to attend the Research Review Meetings of the scholars.
- The scholars can utilize the facilities in the college.
- The papers published by the PhD guides with the scholars will not be counted for their Variable Pay / any other incentive.
- Doctorate Faculty intending to apply for Guideship shall be guided by Standard Operating Procedures of R&D in Appendix 1.

#### 5.5.4. Research Mentoring Scheme

Incentives will be given to the Mentors / Mentees based on the following points:

Table 3: Research Mentoring Points

Publication	Points	Remarks
SCI Journals	8	- Reimbursement will be given to the faculty. - No student will be involved as authors.
Scopus/Thomson Reuters Indexed Journal Paper (Free)	6	- Reimbursement will be given to the faculty. - No student will be involved as authors.
Scopus/Thomson Reuters Indexed Journal Paper (Paid)	4	- Reimbursement will be given to the faculty. - No student will be involved as authors.
Scopus Indexed Conference Paper	2	- 50% of the conference registration fee will be reimbursed for faculty only. - Faculty and students can be involved as authors. - Students will be compulsorily associated for conference papers. 50% of the total registration fees could be paid by the students.

Table 4: Special Conditions

S No	No of points	Condition
1	Equal to 50	Journal/Conference - the paper can be with any impact factor (paid / free). Further, 50 points will include a minimum of 3 papers published in Free Journals in any order. Out of first 50 points, 8 points can be claimed for conference papers.
2	Greater than 50	- After 50 points, every set of three papers, minimum one paper must be in free journal and other two could be in paid journals.

Doctorate Faculty who intends to serve as Mentor for Mentees are guided by the following points:

- An incentive of Rs 5,000/- will be given for each point.
- Mentors need to specify two to three areas of research in which they need to guide their mentees. Out of first 50 points, 30 points should have papers belonging to those specified areas of research. Another 20 points of papers could be in any area.
- Distribution of RMS incentive amount will be in the ratio of 20:20:60 (Professional membership/activities: Mentor incentive: Mentee incentive).
- The mentor and his team cannot publish more than 5 papers in the same journal.
- If any journal is found to be of substandard quality by the Review Committee, that journal will be withdrawn for any incentive schemes viz. variable pay, reimbursement and RMS.
- The papers will not be ordered according to the date of publication for the purpose of calculation of points.
- This scheme is applicable from every year 1<sup>st</sup> January to 31<sup>st</sup> December. To score your points, your published papers should be indexed in Scopus by the said date.
- The minimum points to be achieved by each mentor should be 50. It



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is mandatory for all the mentors and their team mentees to achieve the minimum target. The incentive will not be given to those who do not achieve the minimum of 50 points target. There is no maximum limit for publishing papers.

- Mentors are allowed to take authorship (first author) in only 20% of the total target specified. The mentors can be the last author in the remaining papers (80%).
- Out of 100%, the percentage ratio for Scopus indexed (free, paid) journal to the Scopus indexed conference / Thomson Reuters Journal Papers is 60:40.
- Inter disciplinary research can be done among the faculty members. Collaborative research can be done with other reputed Collaborators.
- Each Mentor can have a minimum of 5 and maximum of 15 members in a team (Mentee). It is mandatory for all the mentors and mentees to publish papers. The selection of mentees is based on their research areas and /or his interest. Further, the team must be balanced having equal distribution of PhDs/Professors/Asso. Prof./Asst. Prof. if possible.

## 6. CODE OF ETHICS FOR RESEARCH

MLRIT ensures compliance with Code of Ethics for Research. It directs faculty and students to carry out Research with Ethics and Safety.

- Faculty aspiring to submit research proposals under different funding schemes must check for Plagiarism. The similarity must be less than 20% for submission. Proposals having more than 20% similarity shall not be permitted for submission to safeguard the reputation of the Institute.
- Faculty submitting articles for publication in Journals / Conferences / Symposiums must check for Plagiarism. The similarity must be less than 20% for submission. Proposals having more than 20% similarity shall not be permitted for submission to safeguard the reputation of the Institute.

- Faculty submitting patent documents must check for Plagiarism. The similarity must be less than 20% for submission. Proposals having more than 20% similarity shall not be permitted for submission to safeguard the reputation of the Institute.
- In all above cases, Research proposals / Articles / Patent documents / Student Research Projects with similarity higher than 20% are subjected to revision until acceptable similarity %. It will not be approved for submissions.
- The procedure for checking for Plagiarism and getting Ethical clearance are described in Standard Operating Procedures of R&D in Appendix 1.

## 7. INTELLECTUAL PROPERTY RIGHTS (IPR)

MLRIT ensures the Intellectual property rights of Individual and Institute are managed properly through The Intellectual Property Facilitation Centre (IPFC). The Intellectual Property Facilitation Centre (IPFC) has been established at MLRIT in the year 2019 - 2020, supported by Ministry of MSME, Govt. of India. The Centre is dedicated to MSME, startups, academics/research institutes, entrepreneurs and researchers in India. The centre helps to protect their intellectual property by providing best IP services from drafting to grant of IPRs and technical consultation to convert their ideas into secured marketable products. The centre has accessibility to various search paid databases.

### 7.1. Objective of IPFC

- To promote awareness of Intellectual Property Rights (IPRs) amongst MSME, startups, professionals from academics/research institutes, entrepreneurs and researchers, by conducting collaborative webinars on importance of IPRs.
- To provide best IP services from drafting to grant of IPRs and technical consultation to convert their ideas into secured marketable products.
- To provide a platform for prior art searching/mapping for various forms of IPRs.

  
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- To facilitate assistance in patent assignment draft for commercialization and technology transfer.

### 7.2. Major Activities of IPFC

MLRIT-IPFC facilitates the following activities for the beneficiaries guided by IPFC policy referred in Appendix 2.

- Creating awareness about recognition of rights over ideas and products by organizing customized training programmes.
- Promoting R&D and investment in the marketable products by conducting freedom to operate search
- Preventing competitors from mimicking their ideas and products by proper filing of IPRs.
- Creating the identity in the corporate sector by branding strategy and filing trademark.
- Augmenting the creditability and revenue generation through proper IP based contractual agreements.

### 7.3. Patent Forms and Fees

Table 5: Patent Forms and Fees

S.No.	Forms	E-Filing			Physical Filing		
		Natural Person (Rs.)	Small Entity (Rs.)	Others (Institute) (Rs.)	Natural Person (Rs.)	Small Entity (Rs.)	Others (Institute) (Rs.)
1.	Form-1: Application for patent	1,600	4,000	8,000	1,750	4,400	8,800
2.	Form-2: Complete specification after provisional (Not Applicable)	-	-	-	-	-	-
3.	Form-3: Statement and undertaking	-	-	-	-	-	-



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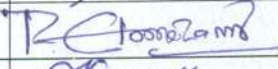
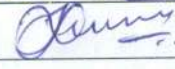
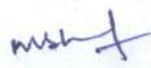



4.	Form-5: Declaration as inventorship	-	-	-	-	-	-
5.	Form-9: Request for publication (if required)	2,500	6,250	12,500	2,750	6,900	13,750
6.	Form-18: Request for examination	4,000	10,000	20,000	4,400	11,000	22,000
7.	Form-26: Authorisation of an individual person (If required)	-	-	-	-	-	-
8.	Form-28: Claiming the status of small entity or start-	-	-	NA	-	-	NA
<b>Total</b>		<b>8,100</b>	<b>20,250</b>	<b>40,500</b>	<b>8,900</b>	<b>22,300</b>	<b>44,550</b>

**8. RELATED DOCUMENTS AND POLICIES**

Appendix I - Standard Operating Procedure of R&D.

Appendix II - IPFC Policy

S. No	Role	Name	Designation	Signature
1	Prepared	Dr. E. Anupriya	Prof. & Head-CSE	
2	By	Dr. P. Chinnasamy	Assoc. Professor	
3	Reviewed	Dr. T. Arun Kumar	Dean R&D	
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Approved By	Dr. K. Srinivas Rao	
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Document No: MLRIT/ R&D /SoP/AY2021-22/Appendix-1/01

**R&D SOP Version-2021**  
(Revised Version of 2017)

**STANDARD OPERATING PROCEDURE-2021**  
**RESEARCH AND DEVELOPMENT**

Draft Prepared by:  
  
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Approved by: IQAC and GB  
  
Issued by: Principal  
  
Date: 27-12-2021

## SOP Revision History

Date	Edition Number	Summary of Changes	Page Number
24.06.2017	Original	-	-
25.11.2021	First Revision	SCOPE and SoPs for research, publication have been added	MLRIT/R&D/SoP/2016-17/P-01  Page number: 2
25.11.2021	First Revision	Code of Ethics has been amended	MLRIT/R&D/SoP/2016-17/P-01  Page number : 4

  
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This Standard Operating Procedure is issued in 2021. It shall come into force with immediate effect/current academic year. The purpose of this SOP is to guide the faculty to carry out research, use Centre of Excellence / Research Centre, apply for Research Incentive Scheme (RIS), apply for SEED Fund, and collaborate with external Institution / Organization to conduct research.

**1. Background:**

MLR Institute of Technology (MLRIT) encourages faculty to actively participate in Research. It ensures provision of conducive environment and facilities for faculty to conduct research. It promotes research through Research Incentive Scheme (RIS), SEED Fund, and Monetary support for scholarly activities like participating / conducting Seminars, Conferences and Symposiums since 2015. The process has been continuously improved and revised every two years. Policies concerning the R&D are also revised and approved every two years for implementation.

**2. Scope:**

This SoP would cover all procedures to carry out various research activities through CoE, SEED Fund and also to avail monetary support for scholarly activities. It also guides faculty to complete research activities, apply for research incentives and to handover research resources to the MLRIT. All faculty irrespective of the departments are entitled to adhere to the procedures given in the subsequent sections.

**3. 3.1. Procedure for Conduct of Research:**

- a. Faculty interested in taking up research are free to do with appropriate permissions from Heads / R&D / Principal to utilize the Institute resources.
- b. Faculty interested in taking up research without using Institute resources are free to do. No permission is required.
- c. Faculty who wants to use Centre of Excellence(s) or Research Centre(s) shall obtain prior permission of respective Heads of CoE, use and handover obtained resources (if any) after the completion of research to the of respective Heads of CoE.
- d. Faculty who wants to explore or experiment proof of concept to apply for external funding can apply for SEED Fund in compliance with SEED Fund Policy included in R&D Policy and procedure stated in section 3.3. SEED Fund is the minimal amount sanctioned by Institute authorities to kick start their research.



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- e. Faculty is free to publish articles in quality journals/conferences in compliance with procedure described in section 3.2 and can apply for research incentive upon successful publication of the articles.

### 3.2 Procedure for submitting articles for publication in peer reviewed Journals / Conferences

- a. Center for Research and Development (CRD) encourages faculty and students to pursue research in their area of interest. The centre also encourages them to participate and present their work in reputed national and international conferences.
- b. Authors would be encouraged to publish their research in peer reviewed journal.
- c. Authors shall take consent from the Dean R & D before submitting the paper. This consent letter is mandatory to claim incentives.
- d. Draft of the paper along with similarity report shall be submitted to Dean R&D.
- e. Dean R & D would thoroughly check the draft including presentation of the work, plagiarism, reference, journal indexing etc. to approve the submission.
- f. Author shall submit the paper after the approval of Dean R & D to the intended journal / conference.
- g. Once the paper is published online and indexed in Scopus, the author is eligible to claim the incentives as per the incentives specified in the R&D Policy.
- h. Journal: Author can claim for incentives, producing consent letter, acceptance letter from publisher, plagiarism report, and receipt of payment of publication charges and indexing in Scopus / Web of Science database.
- i. Conference: Author can claim for incentives, producing conference registration receipt, consent letter, acceptance letter from publisher, plagiarism report, receipt of publication payment charges and indexing in Scopus database.



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### 3.3 Procedure for submitting research proposals for SEED Fund, Approval and Conduct

- a. Faculty aspiring to apply for external Funded Projects can apply for SEED Fund to kick start their research work.
- b. Faculty seeking for SEED Fund has to submit their research proposal clearly stating the budget requirement, ethics clearance along with similarity report to Dean R&D through respective HoDs.
- c. The Dean R&D would constitute a Review Committee with subject experts nominated by respective HoDs based on the specialization and domain of research are and the committee would peruse the proposal on merits like originality, technical competency and others.
- d. The review committee would submit the recommendations to the Dean R&D. Dean R&D in turn submits the recommendations to the management through Principal for approval
- e. After approval of the management, Principal will issue official approval of research proposal to the proposer through Dean R&D
- f. Faculty or Team of Faculty whose proposal is accepted should conduct the research and complete it in a period of one year.
- g. Periodic review (Mid and Final) shall be conducted by review committee nominated by Dean R&D through nominated experts by HoDs.
- h. Research findings including results, observations, as well as deliverables and publications should be in the ownership of MLRIT.
- i. Any publications resulting from research sponsored through SEED Fund must include MLRIT affiliation.
- j. Faculty or Team of Faculty shall submit completion letter and Utilization certificate to Principal through Dean R&D and resources to respective departments.

### 3.4 Procedure for submitting research proposal for External Funded Projects, Approval and Conduct

- a. Faculty or Team of Faculty aspiring to apply for external Funded Projects can apply to Funding Agencies through R&D.
- b. Faculty seeking for Fund have to submit their research proposal clearly stating the budget requirements, ethics clearance along with similarity report to Dean R&D through respective HoDs.

- c. Dean R&D constitutes a review committee with subject experts nominated by respective HoDs according to the specialization and domain of the research proposal to evaluate the technical competency of the research work.
- d. The review committee submits the recommendations to the Principal through Dean R&D.
- e. Upon approval the Faculty or Team can submit the research proposal to Funding Agent.
- f. On approval and receipt of Sanction letter from the Funding Agent, the Faculty or Team shall carryout the research in the stipulated period of approval.
- g. Faculty or Team can obtain quotations and process purchase orders with help of accounts sections. The accounts officer shall open a separate ledger to maintain the obtained funds.
- h. Upon completion, the Faculty or Team can submit the completion letter and utilization certificate to the Funding Agent.

### 3.5 Procedure for applying for Research Incentive Scheme (RIS)

- a. Authors of Journal articles can claim for incentives, producing consent letter, acceptance letter from publisher, plagiarism report, and receipt of payment of publication charges and indexing in Scopus / Web of Science database to Dean R&D through concerned HoDs upon successful publication of the article.
- b. Authors shall be paid incentives according to Research Incentive Scheme mentioned in R&D policy annually in the month of January for the previous calendar year. Ex: For Year 2020, the incentive will be paid in January 2021.

### 3.6 Procedure for complying with CODE of ETHICS for Research

- a. Research Proposal, Articles and Reports must be checked for similarity. It has to be submitted to Research Coordinator of the respective departments.
- b. Research coordinator of each department shall subject the Research Proposal / Articles / Reports to plagiarism tool: Turnit-In available with MLRIT Library for similarity check.
- c. Every article must be properly registered with entry numbers and this will be maintained by the Research coordinator in a register/note book.

- d. Verified documents should not be erased from the Turnit-In database by Research coordinator for further reference.
- e. The similarity report will be generated and the hard copy shall be attested by Research coordinator and given to authors or researcher.
- f. Research Proposal / Articles / Reports with similarity less than 20% alone will be accepted for submissions.
- g. Research Proposal / Articles / Reports with similarity higher than 20 %,the authors have to modify their document so that the plagiarism remains in the acceptable range.

### 3.7 Procedure for Ethics clearance

- a. Research Proposals / Articles should be submitted to Ethics Committee before submitting to R&D for review.
- b. The Ethics committee will check for violation of professional and publication ethics and provide ethical clearance letter.
- c. Upon clearance, the Research Proposals / Articles can be submitted to R&D along with other documents mentioned in the above procedures.

### 3.8 Procedure for applying National and International Fellowships

- a. Dean R&D finds various opportunities from media for National and International Fellowships.
- b. The information regarding opportunities is shared to Faculty through mail / circular.
- c. Interested Faculty members can apply for National and International Fellowships after approval from Principal and respective HoDs in compliance with Research, Fellowships and Advanced studies mentioned in R&D policy.
- d. Upon approval the faculty can process National / International Fellowships and avail the same.
- e. In case, if the faculty has availed any monetary support from MLRIT, then Faculty have to repay as per the agreement.

### 3.9 Procedure for Research Guide registration


- a. JNTUH calls for eligible candidates for Research Guideship through circular every year if the institute is identified as Research Centre.

- b. Principal circulates the JNTUH Research Guideship circular among the faculty and collects the eligible guides [Eligibility criteria is as per JNTUH norms].
- c. Principal forwards the list of eligible guides to JNTUH.
- d. JNTUH issues order to eligible candidates as Research Guides after scrutinization from the University.
- e. Research scholars are allocated to Research Guides after issuance of Guideship order.

### 3.10 Procedure for Research Advisory Committee (RAC)

Research Advisory Committee (RAC) is constituted of Principal, Dean R&D and two External Research Advisors - Eminent Professor. RAC plans and leads the R&D of MLRIT. Dean R&D forms the R&D Committee for execution of R&D activities. R&D Committee constitutes of Dean R&D, HoDs and Research Coordinators. Research Coordinator is nominated by HoDs in every department who in turn will be a member of R&D Committee.

- a. Every two years Principal call for RAC meeting.
- b. RAC members under the chairmanship of Principal shall review previous year research performance and identify the Research Thrust areas of forthcoming year.
- c. After thrust areas are identified, the list of activities and revisions to be made with respect to Policy and Procedures shall be identified and revised.
- d. The reviewed and amended Policy and Procedures shall be approved by Governing Body.
- e. After approval, Dean R&D communicates to R&D committee for further execution.
- f. The planned activities of a year are executed and reported by Dean R&D to the chair of RAC.


  
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Annexure-I (Research Proposal Format - SEED Fund)

S. No	Role	Name	Designation	Signature
1	Prepared By	Dr. E. Anupriya	Prof. & Head - CSE	
2		Dr. P. Chinnasamy	Assoc. Professor	
3	Reviewed By	Dr. T. Arun Kumar	Dean R & D	
4		Dr. M. Satyanarayana Guptha	Head - IQAC	

Approved By	Dr. K. Srinivas Rao	
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