

# RESEARCH POLICY



<https://mgmits.ac.in>

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## **1. Preamble**

Muthoot Institute of Technology and Science (MITS) is committed to the pursuit of excellence in research and aiming to lead the national agenda across the spectrum of science, technology, engineering, mathematics, humanities, languages and social responsibilities. The research in broad terms referred henceforth includes all intellectual contributions, namely, publication of research articles in scholarly journals, in conference proceedings, book chapters, publication of books, monographs, research reports, patents, copyrights, organizing conferences and workshops, undertaking sponsored research, collaborative works with other institutions, undertaking consultancy works, participating in conferences and other meetings for intellectual growth etc...pursued by students, scholars and faculty members. The purpose of this research policy is to create a vibrant and conducive atmosphere of research for faculty and students in order to have an overall framework within which the relevant research activities are undertaken with expected outcomes.

## **2. Vision**

To be a centre of excellence for learning and research in engineering and technology, producing intellectually well-equipped and socially committed citizens possessing an ethical value system.

## **3. Mission**

- 3.1 Offer well-balanced programme of instruction, practical exercise and opportunities in technology.
- 3.2 Foster innovation and ideation of technological solutions on sustainable basis.
- 3.3 Nurture a value system in students and engender in them a spirit of inquiry.

## **4. Scope**

The policy applies to all the faculty/staff members, research scholars and students of MITS who are engaged in any form of research activity which includes:

- 4.1 Creation of conducive atmosphere to foster a research culture for promotion of quality research.
- 4.2 Providing required support through research framework and guidelines for research and facilitation of faculty and students for research promotion.
- 4.3 Development of infrastructural facility and human resource to establish a strong research and development culture.
- 4.4 Protection of generated IPR by facilitating the faculty to file patents, copyrights, etc...
- 4.5 Incentivizing faculty/staff members, scholars and students for publications of patents, research papers, book chapters, books, product development, attending conferences, membership of professional societies etc...

## **5. Objectives**

- 5.1 To create promote and sustain capacity building of human resources with a view to establish a resurgent research eco-system well supported with infrastructure and financial support.
- 5.2 To enable interdisciplinary, transdisciplinary and multidisciplinary research having social impact through constant sharing of knowledge and collaborative works that would maximise the research diversity and efficiency among

- faculty members, research scholars, post graduate students and undergraduate students.
- 5.3 Strengthen the institutional capacity for strategic, technical and operational planning and budgeting of all research activities of MITS.
  - 5.4 Develop rules, procedures and guidelines for granting research support, instituting awards, granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities.
  - 5.5 Provide a modality for proper coordination of all research activities of the institute and aligning these to the vision and missions of the institute and national development goals.
  - 5.6 Identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
  - 5.7 Guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities.
  - 5.8 Promote interdisciplinary research and establishing modalities for preparing and undertaking joint research projects covering more than one knowledge.
  - 5.9 Guide faculty members to get research projects from National Funding agencies like SERB, DBT, DST, ICSSR, UGC etc...
  - 5.10 Develop and promote linkages with the Research Council of the affiliating university and enable all the researchers of MITS to benefit from the activities and programmes of the council.
  - 5.11 Identify and establish linkages including MOUs for long term relationships with national and international research organizations/Universities/Industry for widening the scope of research opportunities and funding options available to the teachers and students of the institute.
  - 5.12 Organise various workshops/seminars/conferences for developing appropriate research skills among the scholars and faculty members.
  - 5.13 Depute faculty members to various workshops, symposia, seminars and conferences in their respective fields as well as in areas of contemporary importance.
  - 5.14 Establish suitable infrastructure in the college that will help to undertake different research projects.
  - 5.15 Enrich information and data resources suitable for undertaking quality research projects and enquires.
  - 5.16 Instituting research awards.
  - 5.17 Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
  - 5.18 Encourage and partially fund publication of research articles by the faculty in reputed/ refereed journals and conferences.

- 5.19 Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
- 5.20 Publicize the research expertise and consultancy capabilities available in the Institute.
- 5.21 Facilitate the provision of consultancy services to industries / Government / Non- Government organizations / community/ public.

## **6. Research Council**

To monitor the research activities of MITS Research council has been constituted:

### 6.1 Functions of the Research Council:

- 6.1.1 Review research and development activities of MITS.
- 6.1.2 Suggest networking with other institutions for research collaborations.
- 6.1.3 Execute research promotion schemes.

### 6.2 Members of the Research Council:

- Dean-Research
- Faculty Convener
- Core Committee Members
- Members

## **7. Principles concerning research**

- 7.1 Research is not only encouraged for the purpose of creating knowledge but also for elevating teaching standards through then incorporation of new ideas and inventions in the process of transfer of knowledge and inspiring to the future generations.
- 7.2 MITS insists that the standards of research pursued should promote academic excellence at the international level. MITS strongly encourages research collaborations within the institute and also with other institutions and organizations within India and abroad. MITS expects that the research pursued by its academic community should contribute to the growth of knowledge across the globe in a professional way through various means of research outputs.
- 7.3 MITS promotes research integrate to serve communities, industries and government.
- 7.4 Strict adherence to the ethical codes and codes of honour in research.
- 7.5 Research has to be carried out with strong adherence to the guidelines and regulations in the best interest to protect the valuable resources of the nature.

## **8. Openness and confidentiality in Research**

Openness in research is essential to disseminate research to increase knowledge and understanding. Whereas the confidentiality of data is necessary in cases where the data is not meant for public dissemination.

- 8.1 Whilst recognizing the need for researchers to protect their own academic and wherever appropriate intellectual property rights, MITS encourage researchers to be as open as possible in discussing their work with fellow researchers.

8.2 MITS also reserves the right to conduct research that requires research data and outcome to remain confidential. Confidentiality may be maintained while making provision to protect

- (i) The rights of privacy of individuals in research projects involving human subjects.
- (ii) The secrecy of input data where the research programme has to depend on information that is otherwise classified as sensitive by the government or the agency which gives the data.

### **9. Responsibilities and obligations of a faculty member as a researcher**

9.1 The primary responsibility of a faculty member of MITS is both teaching and research. These two activities should go hand in hand and should complement each other. Excellence in teaching and research is extremely demanding in terms of time and commitment. In order to pursue and achieve excellence, a faculty member, is often engaged in several additional and supplementary activities and responsibilities. Some of the additional activities could be, but not limited to:

- (i) Sponsored research and collaboration, both for individual and for MITS.
- (ii) Consultancy and technical service to industries and research organisations.
- (iii) Leadership and guidance to professional bodies.
- (iv) Initiating and signing of memorandum of understanding (MoU) with industries, institutions and organisations for research collaboration and related activities.
- (v) Collaborative research both in national and international level.

9.2 As a researcher, faculty members have obligations to MITS

- (i) Any outside research and consultancy activities of a faculty member are subject to MITS approval.
- (ii) Faculty members should ensure that their advising of research students is free from personal commercial interests.
- (iii) No researcher shall use any confidential information of MITS for any other purpose.

### **10. Research promotion schemes**

MITS is also committed to create special incentives, recognitions and awards to promote and sustain a very conducive research climate.

10.1 Reimbursement of registration fee for Conferences/Seminars.

No	Type of organizing Institution	Remuneration Policy
1	IITS, IISc.	Full amount subject to a Max. Rs. 5000/-
2	NITS, BITS	75% of the registration fee or Rs. 4000/-whichever is less.

3	State universities/Deemed to be universities/Private universities/Govt.colleges	50% of the fee or Rs. 3000/- whichever is less.
4	Self-Financing institutes	Max. Rs. 2000/-
5	Conferences organized directly by associations like IEEE, ACM, ASME etc.	Max. 10,000/-
6	For attending conferences.	Duty Leave may be granted.
7	Competitions and prize winning events that brings laurels to MITS.	1% of remuneration or Max. Rs. 10,000/-

10.1.1 Conference proceedings should include MITS affiliation while applying for reimbursement.

10.1.2 Permission for duty leave should be availed prior to the presentation.

10.1.3 Reimbursement will be made only after the submission of the duty certificate and the front page of the research paper. This is applicable for single registration.

10.2 Reimbursement of registration fee for attending STTPS/Workshops/FDPs.

No.	Type of organizing Institution	Remuneration Policy
1	IITS, IISc	50% of registration fee subject to a maximum of Rs 4000/-
2	NITS, BITS	50% of registration fee subject to a maximum of Rs 3000/-
3	State universities/Deemed to be universities/Private universities/Govt.colleges	50% of registration fee subject to a maximum of Rs 2000/-
4	Self-Financing institutes	50% of registration fee subject to a maximum of Rs 1000/-

10.2.1 Documents proving the registration fee (Brochure) should be attached with the application.

10.3 Incentives for performance linked to Research & Consultancy  
A faculty member can apply for Incentives under 4 major heads

- (i) Publications
- (ii) Certifications
- (iii) Funded projects
- (iv) Patents

(i) Publications:

(a) Post Ph.D. /Others

(1) Assistant Professors

Category 1: SCI/SCIE/SSCI

- First paper publication in SCI/SCIE/SSCI indexed journals
  - Rs. 30,000 per paper if the publication is with MITS affiliation as first author.
  - Rs. 20,000 per paper if the publication is with MITS affiliation as second author.
  - Rs. 15,000 per paper if the publication is with MITS affiliation as Third author or more.

If all the authors are from MITS then Rs. 30,000 will be shared in the order of authorship 60:40 (2 authors) or shared equally by other authors.

- From second paper publication onwards in SCI/SCIE/SSCI indexed journals
  - Rs. 35,000 per paper if the publication is with MITS affiliation as first author.
  - Rs. 25,000 per paper if the publication is with MITS affiliation as second author
  - Rs. 20,000 per paper after acquiring PhD if the publication is with MITS affiliation as Third author or more.

If all the authors are from MITS then Rs. 35,000 will be shared in the order of authorship 60:40 (2 authors) or shared equally by other authors.

Category 2: Books

- Rs. 30,000 per book with reputed publishers like CRC, Pearson, PHI, Cengage, Tata McGraw Hill etc. and with MITS affiliation.

Category 3: Book Chapters/Editing

- Rs. 10,000 per chapter or per book editing with reputed international SCI/SCIE/SCOPUS publisher with MITS affiliation.

Category 4: Scopus indexed Journals/Flagship Conferences (Recommended by R&C Cell)

- Rs. 6,000 per paper after acquiring PhD if the publication is with MITS affiliation.

(For joint faculty authors the total amount will be apportioned 60% to the corresponding author and 40% for the other author or shared equally by other authors.)

2) Professors/Associate Professors

Category 1: SCI/SCIE/SSCI

First Paper publication in SCI/SCIE/SSCI indexed journals

- Rs. 25,000 per paper if the publication is with MITS affiliation as first author.
- Rs. 15,000 per paper if the publication is with MITS affiliation as second author.
- Rs. 10,000 per paper if the publication is with MITS affiliation as Third author onwards.

If all the authors are from MITS then Rs 20,000 will be shared in the order of authorship 60:40 (2 authors) or shared equally by other authors.

- From second paper publication onwards in SCI/SCIE/SSCI indexed journals
  - Rs. 30,000 per paper if the publication is with MITS affiliation as first author.
  - Rs. 18,000 per paper if the publication is with MITS affiliation as second author.
  - Rs. 12,000 per paper if the publication is with MITS affiliation for third author onwards.

If all the authors are from MITS then Rs 25,000 will be shared in the order of authorship 60:40 (2 authors) or shared equally by other authors.

- Category 2: Scopus Journals/Flagship Conferences (Decided by R&C Cell)
- Rs. 4,000 per paper if the publication is with MITS affiliation.

Category 3: Books

- Rs. 30,000 per book with reputed publishers like CRC, Pearson, PHI, Cengage, Tata McGraw etc. and with MITS affiliation.

Category 4: Book Chapters/Editing

- Rs. 10,000 per chapter or per book editing with reputed international SCI/SCIE/SCOPUS indexed publisher with MITS affiliation.

(For joint faculty authors the total amount will be apportioned 60% to the corresponding author and 40% for the other author or shared equally by other authors.)

(b) While doing PhD

(1) Assistant Professors

Category 1: Publication in SCI/SCIE/SSCI Indexed journals

- Rs. 10,000 per paper while doing PhD if the publication is with MITS affiliation.

Category 2: Books

- Rs 30,000 per book with reputed publishers like CRC, Pearson, PHI, Cengage, Tata McGraw etc. and with MITS affiliation.

Category 3: Book Chapters/Editing

- Rs. 10,000 per chapter with reputed international



SCI/SCIE/SCOPUS publisher with MITS affiliation.

Category 4: Scopus Indexed Journals/Flagship Conferences (Recommended by R&C Cell)

- Rs. 3,000 per paper while doing PhD if the publication is with MITS affiliation (For joint faculty authors the total amount will be apportioned 60% to the corresponding author and 40% for the other author or shared equally by other authors.)

(ii) NPTEL Courses.

Category 1: 8 weeks and above

- NPTEL Toppers 2% - Rs.5000/- per course
- NPTEL Elite Gold Certification – Rs.3000/- per course
- NPTEL Elite Silver Certification – Rs.2500/- per course
- NPTEL Elite Certification – Rs.2000/- per course

Category 2: 4 weeks

- NPTEL Toppers 2% - Rs.3000/- per course
- NPTEL Elite Gold Certification – Rs.2000/- per course
- NPTEL Elite Silver Certification – Rs.1500/- per course
- NPTEL Elite Certification – Rs.1000/- per course

(iii) Funded Projects

(ANRF/Govt./Universities/Private/DST/SERB/AICTE/etc.)

Category 1: Assistant Professors

- $\geq$  Rs. 50,000 and  $\leq$  2 Lakhs – 5%
- $\geq$  2 Lakhs less than 4 Lakhs – 6%
- $\geq$  4 Lakhs less than 10 Lakhs – 7%
- $\geq$  10 Lakhs – 8%

(Incentive will be shared between PI & CO-PI as the case maybe)

Note: For 1 & 2 above the request with supporting documents has to be submitted to the Research and Consultancy cell for perusal and recommendation.

Category 2: Professors/Associate Professors

- $\geq$  Rs. 50,000 and  $\leq$  2 Lakhs – 2%
- $\geq$  2 Lakhs less than 4 Lakhs – 3%
- $\geq$  4 Lakhs less than 10 Lakhs – 4%
- $\geq$  10 Lakhs – 5%

(Incentive will be shared between PI&CO PI as the case maybe)

(iv) Patent / IPR/ Copyright (Indian or International)

Category 1: Product Patent Granted

- Rs. 20,000 per patent granted with MITS as applicant.

Category 2: Product Patent Published

- Rs. 10,000 per patent published with MITS as applicant.

Category 3: Design patent / Copyright

- Rs. 5,000 per patent granted with MITS as applicant.

For Professors/Associate Professors: Minimum one quality Indexed paper publication/ Product Patent/ producing a PhD/ one funded project greater than Rs. 2 Lakhs is expected once in 3 years of assessment for regular increments.

### **11. Ph.D. regulations**

MITS follows Ph.D. regulations of the affiliating university, APJ Abdul Kalam Technological University (APJAKTU), Kerala.

### **12. Conflict of interest**

A conflict of interest may rise when an individual's professional commitment and obligations clash with the overall interest and policy of MITS. Any action may amount to this kind of a conflict if an independent or external observer might reasonably question whether the individual's professional actions or decisions are determined or influenced by considerations of personal gain, financial or otherwise, that might amount to violation of, or be at variance with, the interest of MITS. Faculty members should conduct their affairs so as to avoid or minimize such conflicts of interest, and must respond appropriately should any conflict of interest arises or tend to arise.

### **13. Research misconduct**

Research misconduct means and includes fabrication, distortion, plagiarism in proposing, performing, or reviewing research or in reporting research outputs, breach of confidentiality, and interference with other researcher's work.

14.1 Fabrication: Willfully making up fake data or results and recording or reporting them.

14.2 Distortion: Purposefully manipulating research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record.

14.3 Plagiarism: The appropriation of another person's ideas, processes, results or expressions without giving appropriate credit to him/her.

14.4 Breach of confidentiality: Making public data of confidential nature

14.5 Interference: Unnecessarily creating hurdles for another researcher's work by willfully damaging or concealing materials, processes, hardware, data, text or similar research projects.

### **14. Arbitration Procedure**

In the event of claim arising out of the matters related to plagiarism, authorship, including but not limited to sequence of name, omission, deletion, lack of acknowledgement, unethical practices such as falsehood, claim without evidence, willful misinterpretation, failure to discharge expected normal responsibilities by any researcher and maintaining appropriate level of ethics, standard, integrity and commitment, a committee comprising will be formed which shall arbitrate the dispute and recommend the course of action. The enquiry shall be performed in full knowledge of, and with prior notification to the involved persons alleged of misconduct, so as to provide them adequate opportunity to defend. The principal of MITS may appoint a committee to recommend the action to be taken by MITS in such a case.

**15. Dispute resolution body**

Unless otherwise specified, the resolution of disputes on issues mentioned in (14) and (15) will be carried out by a committee appointed by the Principal.

**16. Amendability**

The policy as a whole or any part or provision thereof may be amended by the Governing body of MITS.

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