

MAEER's

MIT | **Arts, Commerce
& Science College**

(Affiliated to Savitribai Phule Pune University)



Policy & Procedure

**Research and Development
Committee**

(To be implemented from (2018-19))

Research and Development Committee

1. Policy for Publications

- Research and in-depth review papers shall be submitted to University Grant Commission (UGC) Care list /Scopus/Web of Science journals for possible publication.
- One can apply to funding agencies for publication charges of his/ her research papers.
- Funded projects can cover a part of the publication charges of research papers.
- "MAEER's MIT Arts, Commerce and Science College, Alandi" name should appear in the published paper.

2. Conferences/ Workshops/Symposium

Research & Development Cell (R & D Cell) encourages research aspirants to participate in research activities and to publish genuine research work in reputed conferences and journals. They are promoted to attend conferences, workshops, and symposium and financial support is provided for the registration fee as per the requirement.

3. Funded Projects

The depth of research culture in any college is judged by the number of grants approved and funds generated via various projects. A large number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. R&D Cell keeps the research aspirants, abreast of research project announcements and encourages them to submit proposals to the same. (Refer Appendix C for research schemes links)

a. Guidelines

All research aspirants who intend to apply for research projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

- Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator (PI) / Co-Investigator, then by the concerned Head of the department, followed by other eminent researchers in the field.
- All applications related to research shall be routed through the Chairman (R&D Cell). One hard and soft copy of the same should be forwarded to R & D Cell and Head of the respective department.
- Dead stock registers shall be maintained for all research related projects.
- Purchase of instruments, software, etc. and the audit report made for the same shall follow the guidelines & rules of funding agency
- Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.
- The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.
- In case the Principal Investigator leaves the college, all the items, instruments, software, etc. purchased shall remain as an asset of the college.

b. Policy for Procurement and Maintenance

Following policy for procurement and maintenance shall be followed:

- The purchase committee for any research project shall comprise of The Principal, Registrar, concerned HOD and Principal Investigator (PI) / Co-Investigator. The role of the committee is to streamline the purchase requests and gauge its utility; in completion of the project. The said committee shall also look into the recruitment of JRF/ SRF, if any.



- The accounts department shall submit a photocopy of the sanctioned letter and cheque/ DD to the concerned Principal Investigator (PI) of the research project.
- The PI shall plan and apply to Chairman of R & D Cell- Principal to release the funds sanctioned under the budgetary heads as per the research project requirement e.g. travelling, contingency expenses, consumables, books, technical assistance, hiring charges, etc. i.e. excluding the equipment cost and salary, if any. After the approval by Chairman of R & D Cell- Principal, the Accounts Department should immediately release the fund. PI should settle the account as and when required.
- PI should plan to purchase equipment as per the existing purchase procedure of the college.
- It is advisable though not mandatory to procure high end equipment from reputed manufacturers with a proven track record.
- All the sanctioned funds shall be spent as per the guidelines of the concerned funding agency.
- All the equipment purchased, shall first be registered in the Stores.
- In case PI leaves the college, the Co-Investigator shall be fully responsible to complete the project as per the guidelines of the concerned apex bodies.
- If PI is not in a position to continue the project, PI should utilize all the funds received as on date and submit the utilization certificate and progress report to the R&D Cell. He/she shall only then be relieved from his/her duties.
- The PI/ Co- Investigator shall complete the project by all means within the stipulated period and submit the audited statement of expenditure, utilization certificate and progress report to the concerned funding agency. A copy of all such documents should be submitted to the R & D Cell Chairman- Principal for records.

4. Seed Money Policy

To strengthen quality research, Seed Money Policy has been initiated by the college. Research aspirants can receive up to Rs.100, 000/- financial assistance under this policy for the period of two years subject to the recommendation of the expert committee.

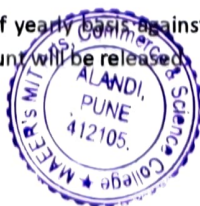
Selection Process

Following stages are followed to grant financial assistance under Seed Money Policy

- Stage-I: A call for the research proposals under Seed Money Scheme will be announced by R & D Cell coordinator and details regarding this will be communicated to all the staff members.
- Stage-II: The research proposals will be scrutinized and short listed as per the guidelines by the experts of respective subjects
- Stage-III: Expert Committee will evaluate the presentation and will raise queries if any. After satisfactory presentation and clarification by Principal Investigator and CO-Investigator, the committee will declare the result.

Eligibility Criteria

- Research aspirant should have completed at least three years of continuous service in MAEER's MIT Arts, Commerce and Science College, Alandi, Pune.
- Research aspirant should not have any ongoing research project sanctioned and funded by other funding agency.
- Duration of project can be minimum 12 months to maximum 18 months. Proposals can be individual/interdisciplinary / collaborative with industry.
- Research outcomes should be in terms of publications in reputed referred journals (Scopus, Web of Science, and UGC Care list), product design, patents, Industrial consultancy and/or Continuing Education Programs and need to be clearly specified.
- Principal Investigator will be responsible for the completion of the research project and submission of the expenditure details.
- Advance will be given on half yearly basis against the sanctioned amount. After the settlement of first advancement, next amount will be released.



Student Research

a. Student Research Projects

Students will be encouraged to initiate research in the area of their interest.

Guidelines for the students:

- Students from different or same stream are allowed to perform collaborative research work.
- Student needs to find an area of interest, frame a valid research question, and develop a suitable methodology to investigate answer.
- Student needs to inform HOD and R & D Cell member of the Department about their research projects.

b. Guidance and Mentoring

Student research project requires thoughtful and sustained collaboration between the student and a faculty. The college has made the provision of faculty mentors for the students to guide and support in their research project.

Guidelines for the students:

- Generally, it is advisable to choose a faculty mentor whose expert area suits to the proposed research problem.
- A student can approach to his/her head of the department to get mentor for research work.
- Students should be aware that the role of faculty mentor is entirely voluntary so student should always be prompt and respectful to his/her faculty mentor.

c. Research Activities

Research & Development Cell consistently works through various student centric research activities for the promotion of research culture. Some of these activities are listed below:

- Organizing research project competitions, expert talks.
- Organizing college level research project competitions for the students.
- Motivating students to participate in various research competitions such as AVISHKAR, HACKATHON etc.

The objective of these activities is to provide expert views to the students, so that they can sharpen their skills and fill gaps. This boosts participants with confidence and energy to face competitors throughout the state. Financial support will be provided to the students for the participation in research competitions and presentation and publication of research papers in conferences and Journals.

d. Presentations and Publications

- Students will be motivated and supported to present their research work in seminars and conferences.
- They will be encouraged and guided to publish their research papers in UGC Care Listed Journals.

Pallavi

Mrs. Pallavi Mahagaonkar
R & D Coordinator



B.B. Waphare
Dr. B.B. Waphare
Principal