



Nutan Maharashtra Vidya Prasarak Mandal's
**NUTAN MAHARASHTRA INSTITUTE OF
ENGINEERING & TECHNOLOGY**



Approved by AICTE

Accredited by NAAC

Affiliated to SPPU

"Samarth Vidya Sankul", Vishnupuri, Telegaon Dabhade, Pune - 410507

Tel. No. 02114 – 231666

E-mail: nmiettalegaon@gmail.com

Web : www.nmiet.edu.in

1. RESEARCH AND DEVELOPMENT (R&D) POLICY

The objective of **Research & development (R&D)** initiatives undertaken by **Nutan Maharashtra Institute of Engineering and Technology** is to build research careers, internationalization of human potential, support to strengthen the knowledge foundation and promote the creation of new applications, as well as societal impact of education, research and innovation. The goal of creating technological and social innovations has emerged alongside R&D-based activities. To achieve the quality research ambience the following policies has been undertaken. A research development cell has been established that will prepare and implement the documents for development of research and development activities within the Institute.

1. ESTABLISHMENT OF RESEARCH AND DEVELOPMENT (R&D) CELL:


1.1 The Research and Development (R&D) Cell was established in July 2016 as per the decisions taken by the Academic Council.

1.2 The R&D Cell comprises of the following members:

- (i) Principal -Chairman
- (ii) Dean Research – Coordinator
- (iii) Dean Academic
- (iv) Head of all Academic Departments
- (v) Members* Senior Faculties, nominated by the Principal
- (vi) Nominee from the Industry
- (vii) Nominee form the University
- (viii) Nominee from Network Institution.

*Head / Members should have Doctoral degree (Ph.D.)

*Head/Members should have Research publications in refereed journals to their credit.


Principal
Nutan Maharashtra Institute
of Engg. & Technology
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2. RESPONSIBILITIES:

- 2.1 The R&D Cell is responsible for assisting the Academic Council in the performance of the Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and academic and research training activities. This includes the development, review and monitoring of achievements under the Research & Development, and those aspects of other university/Institute Plans.
- 2.2 The development and enhancement of the Institute's research capacities.
- 2.3 Motivate all faculties and students to pursue research in their respective areas of expertise and publish minimum one research article in UGC /Scopus / SCI journal for every year.
- 2.4 The protection and commercialization of the Institute's intellectual property.
- 2.5 Consultancy activities related to R&D.
- 2.6 The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
- 2.7 The development of infrastructure conducive to promoting the quality and quantity of research and development.
- 2.8 Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.
- 2.9 Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for.
- 2.10 Promote emerging areas of research and development.


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- 2.11 Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
- 2.12 To monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars.
- 2.13 To be responsible for progression of research scholars.
- 2.14 To foster the development of multi-disciplinary research endeavors across faculties and departments.
- 2.15 Monitor the research and development performance of individuals, groups, and faculties to encourage excellence and productivity through maintaining a database of research and development activities.
- 2.16 Oversee the application of the Code of Research Ethics for the responsible practice of research.
- 2.17 To formulate incentive schemes for promoting research activities with teachers and students/scholars.
- 2.18 To promote building strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.
- 2.19 Legislation on higher education is amended to support the export of education.

3. TERMS OF OFFICE:

- 3.1 Members of the R&D cell serve for terms of up to five years.
- 3.2 An appointed member may be appointed to serve for additional terms as per the approval of the Academic Council of the Institute.

4. QUORUM:

The quorum for meetings of the R&D cell shall be the nearest whole number above 50% of the membership of the R&D cell for the time being.


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5. MEETING SCHEDULE:

The R&D cell will meet at least two times each semester. The Chairman / Coordinator are responsible for determining if more meetings are required.

6. REPORTING:


The R&D cell will report to the Academic Council by way of its minutes.

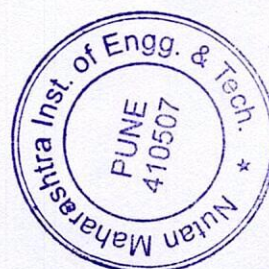
7. POLICY FOR RESEARCH AND INNOVATION FUNDING: DEVELOPMENT PRINCIPLES:

- (i) Funding will be long-term and predictable, and allocated under transparent criteria.
- (ii) Long-term skills development requires a stable funding base: the diverse and strong technological and science base of this Institute will be safeguarded.
- (iii) New and current resources to be directed towards the most important targets: strengths and selected priority fields; infrastructures; the research career system; internationalization.
- (iv) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.
- (v) The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.
- (vi) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.
- (vii) Expanding the funding base of research institutes will be necessary in the future.

8. APPROVAL OF RESEARCH PROPOSALS:

- 8.1 The design and methodology of research undertaken by a member of staff or student, that makes use of research and subjects like people, human remains, other living beings and the environment, must be submitted to R&D Cell for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.


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8.2 When students hand in research essays, mini-dissertations, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the Institute.

9. CODE OF RESEARCH ETHICS:

This code expresses the ethical values of all staff engaged in academic and / or research activities at the Nutan Maharashtra Institute of Engineering and Technology , who have committed themselves to:

- 9.1 Uphold the values of freedom, democracy, equality, human dignity and respect for diversity.
- 9.2 Strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge.
- 9.3 Accomplish the above individually, through collective efforts and partnerships with communities.
- 9.4 The purpose of the Code of Research Ethics is to guide staff and students engaged in academic and research activities to:
 - Respect the human dignity and rights of all stakeholders.
 - Promote shared ethical values and fulfill all academic/research activities according to such values.
 - Uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles as Professors, Guides, Researchers, Mentors and Advisors.
 - Create trust in the institution and the practice of science and engineering.
 - This code can be amended from time to time to deal with other aspects of research duties.
 - The pursuit of truth through free inquiry and open dialogue.
 - Just and fair treatment of human beings, other living beings, the environment, and human remains.
 - Complying with the highest standards of scientific and engineering research


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- Making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.
- Designating authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.
- Committing no form of plagiarism.
- Practicing or promoting no form of unfair discrimination in research.

10. RELATIONSHIPS WITH THE COMMUNITY:

- (i) Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.
- (ii) Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.
- (iii) Researchers will exercise their rights to academic freedom and freedom of scientific research; researchers are accountable to the community for the way in which they exercise those rights.

11. RELATIONSHIPS WITH SPONSORS

- (i) The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the research.
- (ii) Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary with internationally acknowledged standards for ethical research.


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(iii) Researchers shall only utilize a sponsor's funds for purposes explicitly approved by the sponsor and authority with the following:

- 60% to the researcher
- 30% to the institute
- 10% to the Department as corpus fund

12. RELATIONSHIPS WITH RESEARCH PARTICIPANTS AND RESEARCH OBJECTS:

- Researchers shall, at all times, respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity.
- Researchers shall treat non-human living beings with care, respect and awareness of their vulnerability and defenselessness.
- Researchers shall undertake research in a manner that does the environment no harm and that creates no additional environmental stress.
- Researchers shall undertake to carry out biohazard waste disposal as per established norms and practices.
- Researchers may use people as participants of research only if they have given their proven informed consent for their participation in the research, or, in the case of persons younger than eighteen years, if their guardians have given such informed consent and also observe confidentiality.


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CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

1. ELIGIBLE EMPLOYEES

Nutan Maharashtra Institute of Engineering and Technology employees (excluding employees on leave without pay) with a regular full-time appointment and with one year of accumulated service are eligible employees

2. CRITERIA FOR PROFESSIONAL DEVELOPMENT

- (i) Courses, seminars, workshops and conferences intended to assist employees in maintaining and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the Institute can be considered for funding.
- (ii) All professional development activities must be provided by an association that is in the business of career related training or upgrading, or a service provider that is in the business of educating.
- (iii) Employees approved for Professional Development Leave are entitled to up to 14 paid working days.
- (iv) The following will not be considered for funding –
 - Professional fees or dues
 - Training to meet minimum job requirements in the employee's current job (e.g. basic level training for newly installed or upgraded computer hardware or software will not normally be approved whereas intermediate and/or advanced computer training may be considered for funding).
 - Courses or programs an employee is expected to take at the sole request of a supervisor
- (v) General interest courses. An exception might be a course that could be an asset to the employee and the college.


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3. CRITERIA FOR FUNDING

Eligible employees can access funds for approved professional development to a maximum of Rs..... per financial year (April 1 to March 31). Maximum funding levels are set by Board of Governors and reviewed periodically.

Approved funding for individual professional development activities will not be carried forward into the next financial year.

Allowable expenses must be submitted within two (2) weeks of the staff development activity.

Funds allocated to professional development activities will be in the following priority order:

- (i) Registration fees
- (ii) Materials and supplies
- (iii) Travel for activities off campus
- (iv) Accommodations and meals

4. APPLICATION PROCEDURES

- (i) The College pre-approves requests for financial support for development activities only, does not normally approve funding requests retroactively.
- (ii) Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.
- (iii) Completed applications are to be submitted to the Principal's office at least one week prior to the event.
- (iv) Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

5. CANCELLATION

- (i) Employees can request to withdraw their application and/or approved funding by writing to the Principal after obtaining approval from Head of the Department.
- (ii) Employees cannot use previously approved funding for a different purpose.


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(iii) Employees who do not attend the professional development event for which they have received approved funding must repay the money.

(iv) STUDENT PUBLICATIONS

STANDARD OPERATING PROCEDURE

Facilities associated with all publications are owned by Nutan Maharashtra Institute of Engineering and Technology. As owner and publisher, the college determines the purposes and policies of these publications by actions of the Board of Regents and the College general administrative officers, particularly the chairman of the Nutan Maharashtra Institute of Engineering and Technology..


COMMUNICATIONS MEDIA COMMITTEE

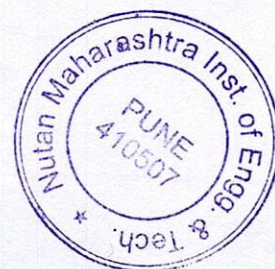
The Communications Media Committee usually meets when necessary to consider publication proposals. Anyone wishing to propose a new publication should secure from the chair of the Communications Media Committee information regarding the data needed in any proposal and the deadlines for submitting proposals.

Guidelines for student-printed materials are provided so that students, in preparing material for distribution and publication, may plan the contents of those materials to be consistent with the basic aims and endeavors of Nutan Maharashtra Institute of Engineering and Technology.. Students or student organizations preparing newspapers, magazines, newsletters, handbills, mail out information, and any other type of written or printed material for public distribution should be aware of and must conform to the following guidelines that also apply to all statements, pictures, and illustrations in such material.

First and foremost: Nutan Maharashtra Institute of Engineering and Technology.is committed to academic excellence in an atmosphere of freedom. Any issue may be responsibly discussed so long as no student publication denigrates or defames the basic principles of the human values.

Second: Statements may responsibly discuss College policies, stating both supporting and contrary views, provided that criticism shall not maliciously attack any individual nor attempt to incite defiance of or disobedience to any University policy or regulation. Attention may be called


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to proper procedures established by the College (or the absence thereof) for suggesting policy changes.

Third: Statements shall not be directed toward inciting disobedience or defiance of federal, state, or local laws or the promotion of civil disorder.

Fourth: Statements shall not be profane, indecent, or pornographic.

Fifth: The intellectual and/or aesthetic content of College student publications shall be consistent with the standards that one would expect in a serious intellectual or academic environment.

Sixth: No statements shall advertise the sale or use of alcohol or unlawful drugs.

Seventh: The publication or distribution of material about or containing language, pictures, or subject matter prohibited in the regulation concerning campus speakers will be grounds for College disciplinary action.


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