

IT SERVICE DESK ACCEPTABLE USE POLICY

POLICY



Madanapalle Institute of Technology & Science

(UGC- AUTONOMOUS)

Mr.G.R. Hemanth Kumar
(Sr. Administrative Officer)

PRINCIPAL

IT SERVICE DESK ACCEPTABLE USE POLICY

(Doc No: ITSM-PO-ITSM)

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1. Policy Statement

To bring standards in IT SERVICE DESK. This standardization is essential to IT Department in analyzing call for corrective actions and improving quality of service by stopping reoccurrence of problem, enhancing Uptime, Availability and business continuity.

2. Scope

This guideline applies to all employees, contractors, Vendors, Employees of Third Parties and Consultants having business relationships with MITS.

3. Definition

The IT Service Desk serves as the primary point of contact for MITS staff to get assistance for Infrastructure & Support related questions or problems. The following policy definition will standardize support process, brings in transparency, and enhances high availability, timely support and continuous service improvement.

4. Guidelines for Users (DO's)

- IT Service Desk has been setup to act as one point contact for IT Infra Support & Service.
- IT Service Desk has been setup through service desk tool Spice works
- Service Request can be initiated in 3 ways :-

WEB REQUEST	http://helpdesk:333/portal will take you to the online request form. You can use your credentials to login to raise and view tickets. The most preferred mode.
WALK IN	During Service Desk operating hours 9:30AM to 11.00 PM IST
PHONE CALL	Calls to Service Desk @ 167 during operating hours 9:30AM to 11.00 PM IST
E-Mail	To the support email ID nssg@MITStech.com

- **Users shall cooperate and mandatorily practice online request form <http://helpdesk:333/portal> before reaching out IT for any kind of support.**
- User shall follow Walk IN / Phone Call/ Instant Messing mode only during emergency.
- Call will be attended in the priority order of **SEVERITY1** to **SEVERITY4**. Please refer [Annexure-1](#) for details.
- User shall escalate the call to 133, if calls are not attended within stipulated resolution time. Appendix-II attached for Escalation matrix details.
- Service Desk Tool is programmed for Auto email replies such that users receive an email when the ticket is raised and closed.
- User shall be clear in explaining the problem and error screen shots where ever possible to help IT support to quickly debug and resolve the problem.

5. Guidelines for Users (DONT's)

- Don't use office communicator or other Instant Messenger to raise a Service Request.
- Follow process of raising Service Request first. Don't walk in or phone Call unless there is an Emergency or show stopper.

- Don't send support emails directly to IT support staff. Instead, mark an email to the reporting authority looping the IT support team (nssg@MITStech.com).
- Use IP messenger only for support related communication and not for any general communication.
- Use only online request form <http://helpdesk:333/portal> for raising fresh Service Request. Don't duplicate or resend the support mail if ticket is already raised.

6. Guidelines for IT Department (DO's)

- IT Department Shall be focused to achieve 100% call loggings & timely Resolutions.
- IT department shall review the Call & Resolution database for taking corrective action towards stopping reoccurrence of the issue; enhance Uptime Availability & Business Continuity.
- IT department shall not attend any support call without the service ticket being raised.
- IT Engineer shall attend the call based on order of default SEVERITY set for the call.
- IT engineer shall take due care in rightly updating the Service Desk for call classification, prioritization.
- IT Manager shall analyze calls on weekly/Monthly basis for corrective actions

7. ANNEXURE – I

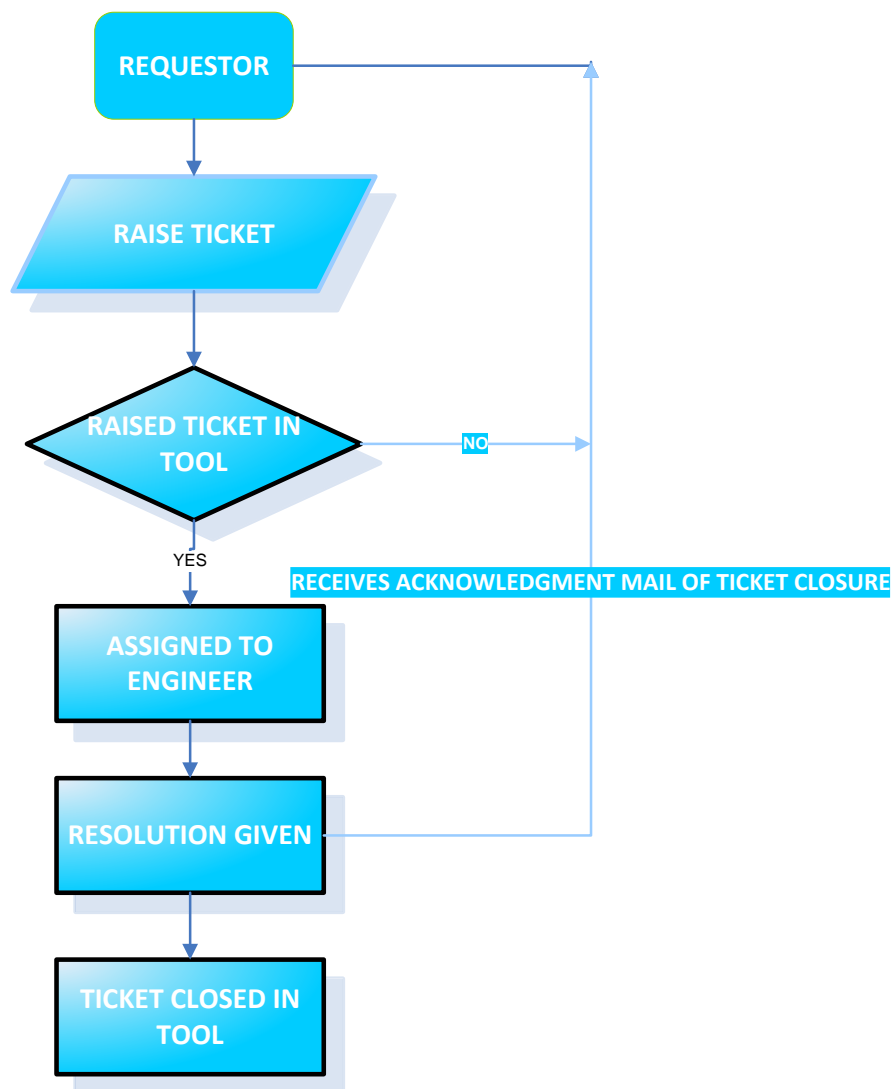
PRIORITY MATRIX				
PRIORITY	CRITERIA	RESPONSE TIME	RESOLUTION TIME	EXAMPLES
SEVERITY1	Mission Critical, Emergency, Widespread Impact, Power user issues	<=15 minutes	<= 1 Hours (if no external dependency)	<ul style="list-style-type: none"> • Network Down • Server Down • Virus Attack • Power Issue • Equipment Failure during Critical Meeting
SEVERITY2	System Down, Cannot carry on work responsibilities	<=30 Minutes	<=4 Hours If no external dependency)	<ul style="list-style-type: none"> • Network Issues • Email Issues • System Crash
SEVERITY3	System or component is down or degraded, but requestor can carry out normal work responsibilities and/or a temporary alternative is available	<=2 Hour	<= 1 Business Days	<ul style="list-style-type: none"> • Application errors • Computer slow • Minor equipment failure (sound card, local printer, etc.) • Permission changes • Network printer down
SEVERITY4	Enhancement, planned change, general application questions	<=1 Business Days	<=2 Business Days	<ul style="list-style-type: none"> • New software installation • Office move • Provide new phone/network connection • Routine purchase of new software/equipment

8. ANNEXURE – II

SUPPORT ESCALATION MATRIX

Role	Contact Person	Time Lines	Remarks
System Administrator	Mohammed Maqdoom Basha/ mohammed.basha@MITStech.co m	>=2hr	
Manager	Rajat Goel/ rajat.goel@MITStech.com	>=4hr	

9. SERVICE REQUEST PROCESS FLOW CHART



CENTRAL LIBRARY POLICY



Madanapalle Institute of Technology & Science (UGC- AUTONOMOUS)

Dr. P. Rama Murthy
(Librarian MITS, Madanapalle)

PRINCIPAL

CENTRAL LIBRARY POLICY & PROCEDURE

1. About Central Library:

The Central Library of MITS is a part of academic system whose primary function is not only to serve students, researchers, faculty, and staff but also to create a conducive environment for education, research, and innovation.

The Central Library started functional since 1998, at present, the library holds around 61,086 collection of books and more than 85 number periodicals and, we are subscribing a good collection of e-journals (5250). The Library Operations are fully automated i.e., Circulation Section, Cataloguing Section using, with SOUL 2.0 ILMS developed by INFLIBINET, Ahmedabad. The reading materials are being classified Dewey Decimal Classification Scheme (23rd edition) The Faculty, Non-Teaching Staff, and Students of MITS College are issued a single barcode membership cum Library Identity card. The user of the library can use the same identity card for borrowing books.

The Central Library is regarded as the heart of our institute to fulfill the informational needs of the users mainly towards the completion of their academic programmes and the research activities. At present, the library is catering to the need so f more than ten thousand students of undergraduates, postgraduates, research scholars, seven hundred faculty members and more than one thousand staff members of the Institute.

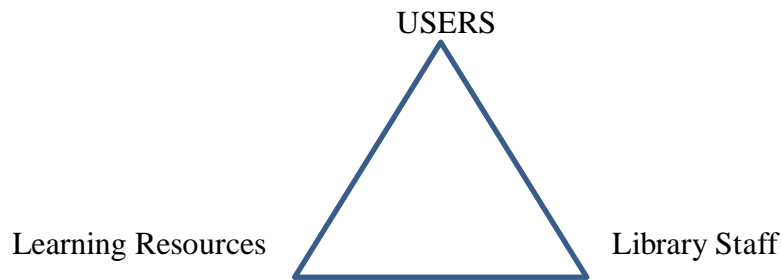
The library has developed a state-of-the-art digital Library with Wi-Fi Connectivity and Automated all Services through web-based library Information Management Software SOUL 2.0.0.11. Software SOUL 2.0.0.11.

2. Role of Library

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages, and disseminates the information to its users

according to their need. The library is situated in the heart of the campus incorporating the modern technologies to provide the readers right information at the right time. DR.S.R. Ranganathan, father of library Science development in India has famously said that the library is the trinity of Learning Resources, Faculty/Students, and the Library Staff

triangle



3. Our Motto

The motto of Central Library is to achieve the objectives of Dr. Ranganathan's Five Laws of Library Science by fulfilling the needs of the users. These laws are:

- Books are for use
- Every reader his/ her Book
- Every Book its reader
- Save the time of the reader
- Library is a growing organism



Dr. S.R. Ranganathan
Former Madras University Librarian
&
Father of Library Science

4.VISION OF THE LIBRARY

The vision of the central library is to serve as one of the best premier private in engineering colleges in India.

5.MISSION OF THE LIBRARY

The library mission is to provide the MITS users community with axis to rich and relevant information resource to support with teaching-learning and research activities.

6. Working hours:

Working Hours (on working days) : 8 A.M to 8 P.M
: 8 A.M to 9 P.M (During Examinations)
Sundays & Public Holidays : 9 A.M to 5 P.M

❖ It may be altered or changed with change in academic timings of the institute.

7. Loan Period:

S.NO	PARTICULARS	UG/PG	LOAN PERIOD
1	Students	4 Books	14 Days + 1 Renewal
2	Teaching Staff	6 Books	One Semester (6 Months)
3	Teaching Assistants	3 Books	One Month
4	Non-Teaching Staff	3 Books	One Month

8. LIBRARY COMMITTEE:

- The library committee has been constituted by the principal and the chairmanship of Dr. D. Prasanna Kumar Professor in mechanical department, faculty members (library coordinators), students of the members. Dr. P. Rama Murthy, Librarian is the convenor.

- The library committee meets quarterly in year and discuss about the plans and activities of the library developments. The library committee proceedings will be circulated to all the HOD's and committee members.

S. No	Name	Department	Designation
1.	Dr. C. Yuvaraj	Principal	President
2.	Dr. D. Prasanna Kumar	Mechanical	Chairman
3.	Mr. P. Rama Murthy	Librarian	Convener
4.	Dr. M. Vijay	EEE	Member
5.	Dr. Sankata Bhajan Prusty	ECE	Member
6.	Dr. T. Arun Nelliappan	ME	Member
7.	Dr. Akhil Kumar Jha	ENGLISH	Member
8.	Dr. G. Soma Sekhar	MBA	Member
9.	Dr. Debabrata Saha	PHYSICS	Member
10.	Dr. Venkata Ramana	HUMANITIES	Member
11.	Dr. Aneesh Mathew	CHEMISTRY	Member
12.	Dr. K.V. Narasimha Murthy	MATHEMATICS	Member
13.	Mrs. V. Nirupa	CSE	Member
14.	S. Farhanaz	Student Representative	Member
15.	K. Venkatesh	Student Representative	Member
16.	D. Bhanu Prakash	Student Representative	Member

The committee is responsible for procuring books, journals, magazines, relevant equipment's to the college / departmental libraries and shall make budgetary recommendations to the administrations. Also records the minutes of the meeting and action taken report.

THE DUTIES RESPONSIBILITIES OF THE LIBRARY COMMITTEE:

1. Prepare library budget and monitor its utilization.
2. Collect recommendations from the departments in terms of titles and number of copies to be procured and process for optimal utility of grants for central and department libraries.
3. Collect all the requirements of textbooks, reference books and ensure adequate number of copies is available in the library.

4. Decisions regarding subscriptions of international and national journals, both new and old.
5. Automation of library, procedures, usage and implementation.
6. Developments of digital library and usage.
7. Library space organization and requirements recommendation to the principal.
8. Conduct stock verification, audit and follow up.
9. Maintenance of entry and exit registers for the faculty and students.
10. Evolve policies for number of to be issued to faculty and students.
11. Maintain vendor lists and enter the contacts for purchase of books, journals and other materials and equipment's required.
12. Seek feedback on library functions and facilities from users.
13. Any other responsibilities assigned by the principal time to time.

9.. Central Library Services

Following library services are being to users

- Circulation Service
- Reprographic Service
- Reference Service
- Inter-Library Loan Service – (ILL – DELNET)
- Online Public Access Catalogue –OPAC
- E-Resources access, Internet Service

9.1 Circulation Desk: Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficient functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily Books).
- b) Attending the Users' query for effective interpretation of library rules and regulations.
- c) Registration of new Members (Students Faculty and Staff)

- d) Inter Library Loan Service.
- e) Operation of “Circulation Module” of Library Management Software SOUL 2.0 Maintenance and updation of all data related to users at Circulation desk in SOUL 2.0 software.
- f) Sending Reminders to overdue documents users.
- g) Maintenance of Compendiums.
- h) Correspondence & No Due issuing.
- i) Assisting the users for accessing OPAC and Reference.

9.2. Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper flowchart/sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quickly glance the book for any damage.
- Enter details into Issue Database (using Barcode Scanner).
- Issue books using SOUL 2.0 software.
- Print issue slip.
- Handover the books/Passbook to the user.

9.3 While Returning the Books

Quickly glance the book for any damage.

- Check Due dates for necessary action.
- Cancel the entries from user Account in SOUL 2.0
- Return books.
- Send them to Stack for Shelving.

9.4 Other Rules Related to Borrowing Facilities:

- i. Users must check the Accession Number(s) of the book(s) issued by them with the printed borrower’s slip(s) before leaving the Circulation counters to avoid confusion in future. Any discrepancy will not be considered afterwards.

- ii. Library borrowed books are not transferable and hence should not be lent to others;
- iii. Users are liable for the damage and Loss of books, if any.
- iv. Users should check the physical condition of a book while borrowing the same.
- v. During power/system failures, the circulation counter services will be suspended.
- vi. Immediately after the issue of a book, the user is required to take out the same from the library.
- vii. No book shall be returned on the day of issue.
- viii. While going out of the library, users should ensure that they do not carry book(s) that are duly not issued on their name(s), failing which disciplinary action will be taken against them.
- ix. Every user is requested to check the status of book(s) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.

10. Overdue Charges & Fines for Lost /Books:

A borrowed book should be returned within the due date; otherwise, one rupee per day per book will be collected from the user as overdue charge, All the overdue charges must be paid in circulation counter to concerned authority. Otherwise issue facility may be withdrawn.

If a user **loses a library book**, then he/she must make an application immediately addressed to the Librarian / Asst. Librarian (circulation) and submit the same to the Circulation Section for replacement of the lost book(s). Replace the lost book by a new book as per the library regulation.

10.1 Renewal of Books:

To avail the facilities of renewal of books, users must bring the issued books to the circulation counter. If the borrowed books are not in demand, then a user may renew the book for consecutively two times only.

11. Details of Library Collection:

S. No	Type of Collection	No. of Volumes
1	No. of Volumes/Books	61,086
2	No. of Titles	9,882
3	National Journals Print)	85

	International (On-line)	5250
4	Online Data Bases	3
5	E – Books	1,38,821
6	CD Rom's	3382
7	Special Collection	850
8	Back Volumes	587
9	Daily News Papers	14

11.1 Breakup of Books and Journals Branch wise

S. No.	Branch	No. of Titles	No. of Volumes	National Journals & Magazines	Online Journals
1	EEE	1400	6676	8	IEEE – 169
2	ECE	1225	8170	12	Springer – 776
3	CSE	1600	12790	14	ASME – 29
4	Bio - Tech	596	2602		J – Gate – 4285
5	CIVIL	220	998	6	E – Books –
6	MECH	850	6524	2	138821
7	BS & H	1150	9372	9	NPTEL – 390 Videos DELNET – 929 N – List – 6328
8	M.Tech	568	1600		
9	MBA	703	6950	12	

10	MCA	620	3126		
11	General Collection	950	2428	13	
Total		9882	61086	85	

12. E-Resources Access:

IEEE : All Society Periodicals Package - 169

NPTEL : National Programme on Technology Enhanced Learning (Open-source online video lectures) 390 Videos

E-Books : 1,38,821 (GDLC, N-LIST, DELNET)

SPRINGER : 776

J- GATE : 4285

12.1 NPTEL Online Lectures

NPTEL is an acronym for National Programme on Technology Enhanced Learning which is an initiative by seven Indian Institutes of Technology (IIT Bombay, Delhi, Guwahati, Kanpur, Kharagpur, Madras and Roorkee) and Indian Institute of Science (IISc) for creating course contents in engineering and science.

These lectures have been purchased from NPTEL and made available by MITS Central library. The access is available via link <http://nptel.mits.ac.in>

12.2 Web OPAC

An **online public access catalog** (often abbreviated as **OPAC** or simply **library catalog**) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

MITS Central Library is computerized with the help of Library Management software called SOUL 2.0. Library catalogue created by SOUL 2.0 software is available at <network >172.16.0.250> Students can search the required books in the library as well as status of any library material.

12.3 Access details for e-Resources:

<i>Access details for e-Resources</i>					
S. No.	Publisher Name	Login Details	Subject	User Name	Password
1	Digital Library	http://172.16.0.250/gdlc	CSE, ECE, EEE, ME, HU, BT	Nil	Nil
2	IEEE (ASPP)	http://www.ieee.org/ieeexplore	CSE, MEC, EEE, EC E	Nil	Nil
3	SPRINGER	www.springerlink.com	ECE , ME & Others	librarian@mits.ac.in	ganga81
4	N-list	http://nlist.inflibnet.ac.in/	All Subjects	apmits	Mits637
5	Delnet	http://164.100.247.17/	E-Journals & E-books		
6	J-Gate	http://www.jgateplus.com	Management	madanauser	madanauser1344088587
7	SOUL WEB OPAC	http://soulsr/webopac/main.aspx	OPAC	Nil	Nil
				Nil	Nil

13. PROCURMENT OF BOOKS

- ❖ Faculty can recommend the books to be procured for their courses and research
- ❖ All the faculty indents will be routed through Heads of the departments for the approval of the principal for making financial arrangements.
- ❖ Purchas order will be issued by the principal to concerned vendors after budget approval.

13.1 Procurement Process

I. Initiation of Acquisition:

- Receiving Recommendations by requisition forms
- Find out the Exact details of the Title recommended.

- Duplicate Checking.
- Put up for Approval (Heads of Department & Principal).
- Prepare and Issue Purchase Orders.

II. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register.
- Assign Accession Numbers to Titles in Computer Purchase Bills.
- Enter in Library Management Software (SOUL 2.0).
- Pass entries in Bill Register and forward bills.

III. Classifying

- Classify Books as per the Dewey decimal classification (DDC) Schedule
- Write the Class No and Collation on the back of Title page.

IV. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards.
- Assigning Keywords
- Data validation: Regular editing of various access points in the database like Author, Title, and Class No, etc.
- Making Analytical Entries, wherever needed.

14. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- Stack Area (CSE, ECE, Mechanical, Civil, EEE, Journal Display Racks, News Paper and Magazines in Ground floor)
- Reference Section (Departmental Books, Competitive Exams Books, Project Reports, SC\ST Book Bank Books in 2nd floor).

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day.
- Each unit of Stack is supervised by Library Attendant.
- Shelf Reading must be done continuously to look for misplaced books.
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved.

- The stacks should be properly labeled with subject guides and Class Number Guides

15. Library Staff

S.No	Name	Designation	Qualification	Experience
1	Dr. P. Rama Murthy	Librarian	Ph.D	19 Years
2	Mr. L. Husman	Asst Librarian	B.L.I.Sc	14 Years
Supporting Staff				
S.No	Name	Designation		
1	Mrs. S. Jaffar Valli	Attender		
2	K. Hassena	Attender		
3	K. Charitha	Attender		
4	K. Kiranmai	Attender		
5	E. Chalapathi	Attender		

S.No	Name of the Staff	Nature of the work	
1.	Librarian	1.	Budgeting
		2.	Planning in new services for the library
		3.	Framing rules for the library
		4.	Book selection and acquisition
		5.	Maintenance of the library software
		6.	Arrangement of the library committee, drafting, minutes etc.,
		7.	Correspondence with suppliers, publishers and institutions.
		8.	Library administration
		9.	Preparation for various reports to be submitted to concern authorities, UGC, AICTE, NAAC, NBA & JNTUA.
		10.	Library orientation
		11.	Training to library staff
		12.	Subscription of journal, periodicals & their renewals.
		13.	Reference service

2.	Asst. Librarian	1.	General supervision of routing library works
		2.	Maintaining journal section
		3.	Maintaining library users
		4.	Maintenance of loose issues and sending reminders to suppliers.
		5.	Maintaining back issues.
		6.	Any other work assigned by librarian time to time.
		7.	To help the students to find the books and the project reports.
		8.	Issues and returns.
		9.	Cateloging and data entry
		10.	Renewal of library
3.	Lib attendant	1.	Keep watch on students at the entrance while leaving library
		2.	Maintaining cleanliness in library
		3.	Physical checking new library books and stamping
		4.	Label pasting
		5.	Shorting of daily returned books rack wise and shelving them.
		6.	Shelving the books in reading room and lending section
		7.	Repairing of damaging books
		8.	Safeguard property counter in the library
		9.	Shelving of periodicals and journals
		10.	Any other work assigned by librarian time to time
		11.	Keeping records of students using internet section.

16. LIBRARY RULES

1. All the issued books must be returned on or before the due date so as to avoid overdue charges and make them available for use by other members as well.
2. The Librarian is free to recall any issued book at any time.
3. The “Check Out” slip should be handed over to the circulation counter before taking out the issued book/s.
4. Students are advised not to issue books to others on their names.
5. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
6. No Visitor or guest is permitted to use the Library without the prior permission of the Librarian. He / She is required to produce a proper introduction letter from the concerned Institution / Organization.
7. No Photograph of the Library shall be taken without the prior permission of the Librarian.
8. All Students are advised to come to the Library in Decent Dress as they are in the class rooms.
9. If the user loses/damages a book, he/she has to return the exact/latest edition of the book to the MITS Central Library.
10. A Xerox or Photocopy of a book shall not be acceptable in lieu of a printed book.
11. All Members are supposed to deposit their personal belongings such as Personal books, bags etc., at the property counter while entering the Library. MITS Central Library will not hold any responsibility for any loss or damage to belongings.
12. use of Mobile Phones, smoking, refreshment or food items of any kind inside the library will not allowed and strictly prohibited.
13. Library is place to build knowledge through resources available in the library, eeping the same in view, pin drop silence and peace is supposed to be observed in the central Library.
14. Books borrowed should be protected from RAIN, DUST, INSECT, etc and must be returned in the same condition as it was issued.
15. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.

17. Library Photos





TEACHING – LEARNING METHODOLOGIES POLICY



Madanapalle Institute of Technology & Science

(UGC- AUTONOMOUS)

Dr. P. Ramanathan
(Vice Principal- Academics, MITS, Madanapalle)

PRINCIPAL

POLICY DOCUMENT OF TEACHING – LEARNING METHODOLOGIES

Teaching is a process of imparting knowledge to the student. Learning is a process of acquiring knowledge through interaction, practice and experience. Teaching-Learning process encompasses an educator assessing the learning needs, establishing specific learning outcomes, developing teaching-learning strategies, implementing the plan of work and evaluating the outcome of instruction delivery. Teaching-Learning process becomes effective when the educator possesses good command of subject knowledge and presents the subject matter using dynamic and progressive methods. Further teaching-learning process will be more effective when the teacher understands the interests, abilities, aptitude and limitations of student learners.

The Major objectives are:

1. To encourage the faculty members to utilize ICT tools to enhance the participation of the learners and to cater to the varying learning levels of individual learners. This policy promotes a learning-centered approach where students are co-creators of knowledge and learning environment.
2. The educators are instructed to utilize power point presentations, animations and models to increase the learner focus and provide visual impact.
3. All resources that support the student learning such as library, laboratories and e-learning resources form an integral part of all courses in all programmes. Modular Object Oriented Dynamic Learning Environment (MOODLE) is a platform employed for dissemination of course materials and posting assignments.
4. The learners and educators are encouraged to take Massive Open Online Courses (MOOC's) under Swayam NPTEL, Coursera etc., to enhance self-learning amongst students and faculty members. The MOOC's platforms provide online pre-recorded video lectures and assignments to facilitate learning by providing self-assessment at regular intervals.
5. The educators are instructed to employ various pedagogical methods such as participative learning, experiential learning and collaborative learning to enhance learning levels of students. Participatory learning methods make the learner active. These methods include assignments, group discussions, field visits and case studies Experiential learning provides the learners an opportunity to acquire hands on training. These methods include conduction of experiments in laboratories and carrying out projects which enable the students to grasp the concepts in a better way. Collaborative learning provides the learners to work in small groups by interacting with their peer team members to solve problem / task. This help the learners to develop leadership qualities and team work.
6. The learners provide feedback on faculty member involved in teaching twice in a semester. This valuable feedback helps the educator to improve quality of teaching in near future.

7. The institute has initiated the conduct of Online classes for students during the COVID-19 pandemic using Microsoft Teams. The faculty member enrolls the appropriate students in his / her channel. Microsoft Teams provides a platform for conduction online classes, dissemination of course materials, conduct of class tests and periodic quizzes.

PRINCIPAL

INTERNATIONAL RELATIONS POLICY



Madanapalle Institute of Technology & Science

(UGC- AUTONOMOUS)

Dr. Sremmant Basu
(Dean Administration & International Relations, Madanapalle)

PRINCIPAL

To identify potential partner countries, as many as possible partner institutions in each of these countries are to be identified and contacted. These must be both academic institutions and industries. The initial contacts with potential partner institutions can be made through two means – personal connections and sending a general introductory letter.

The Major objectives are:

8. To establish close contacts with the most promising/high-potential institutions by visiting those institutions in person or through correspondence/video conferencing.

9. Whenever possible, to sign MOU's or other partnership agreements with those institutions, which agree to be part of our programme. This is needed in order to have a documented proof of the seriousness of intentions.

10. Quite a number of funded positions for Master programmes, Ph. D. studies, and postdoctoral research are constantly advertised on European job portals. It is necessary to guide the MITS students how to apply for these positions directly.

11. Host Partner Institutions' President/ Dean/ Professor/ IR Officials at MITS periodically to develop strong relationship.

12. While completing the tasks listed above, it is necessary to prepare the MITS students for going global. To achieve this goal, some changes in the current curriculum is to be implemented. In addition to introducing courses in the German/Japanese/French languages, some new tracks can be added to the existing schedule (e.g., System Design). Not only this will lead to an increase in the MITS being recognized internationally, but serve to increasing the student intake at MITS.

13. Recruiting international faculty members on the MITS campus. These can be both long-term and visiting faculty members. Having international faculty members on the MITS campus may serve towards increasing the students' exposure to global ways and culture, even before they go overseas.

A tentative schedule for achieving the listed goals is shown below:

- Identify potential partner countries
- Initial contacts with potential partner institutions
- Establishing close working contacts with selected highly promising/ potential institutions
- Signing MOU's or other partnership agreements with selected institutions
- Guiding the MITS students towards applying for available funded positions
- Recruiting international faculty members (permanent & visiting)
- Implementing some changes in the current curriculum & adding some extracurricular activities

Research & Development (R&D) POLICY



Madanapalle Institute of Technology & Science (UGC- AUTONOMOUS)

Dr. Remashan Kariyadan
(Dean-R&D, MITS, Madanapalle)

PRINCIPAL

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1. Introduction

Madanapalle Institute of Technology & Science is established in 1998 in the picturesque and pleasant environs of Madanapalle and is ideally located on a sprawling 30-acre campus on Madanapalle - Anantapur Highway (NH-205) near Angallu, about 10km away from Madanapalle. MITS, originated under the auspices of Ratakonda Ranga Reddy Educational Academy under the proactive leadership of Sri. N. Krishna Kumar M.S. (U.S.A), President and Dr. N. Vijaya Bhaskar Choudary, Ph.D., Secretary & Correspondent of the Academy.

MITS is governed by a progressive management that never rests on laurels and has been striving conscientiously to develop it as one of the best centers of Academic Excellence in India. The Institution's profile is firmly based on strategies and action plans that match changing demands of the nation and the student's fraternity. MITS enjoys constant support and patronage of NRI's with distinguished academic traditions and vast experience in Engineering & Technology. With

innovations in both its curriculum and research, the Institute intends to rapidly gain reputation globally.

1.1 Vision and Mission Statement

Vision

Become a globally recognized research and academic institution and thereby contribute to technological and socio-economic development of the nation.

Mission

To foster a culture of excellence in research, innovation, entrepreneurship, rational thinking and civility by providing necessary resources for generation, dissemination and utilization of knowledge and in the process create an ambience for practice-based learning to the youth for success in their careers.

Quality Policy

Madanapalle Institute of Technology & Science is committed to bring out and nurture the talents and skills of youth in the fields of Engineering and Management to cater to the challenging needs of society and industry by

- Contributing to the academic standards and overall knowledge development of the students
- Providing excellent infrastructure and conducive learning environment.
- Enhancing the competence of faculty and promoting R&D Programs
- Collaborating with institutions and industries.
- Ensuring continual improvement of Quality Management System.

1.2 Research & Development (R&D)

As Research is a key component in the Institute's Mission, Research & Development (R&D) is continually striving to strengthen its research capacity to effectively address the following key areas:

- a) **Relevance.** Identification and prioritizing the research needs in line with national and international development objectives and importance.
- b) **Necessity.** Research is necessary to bridge knowledge gaps that hinder technological advancement and to advance the utility of an existing technology. Necessary research builds on past research findings.
- c) **Efficiency.** In research, efficiency refers to the utilization of resources (time, human and materials) in the widest possible sense, without duplication of effort. It ensures that research objectives are realistic for the available resources; objectives are achievable at the lowest possible cost, and resource allocation is based on relative importance of reaching the selected objectives.
- d) **Effectiveness.** Research effectiveness is evaluated in terms of its potential to achieve desired results in satisfying the national objectives as well as the adoption and application of research findings in solving societal problems.

1.3 Research & Development (R&D) Activities

The proposals submitted by the institute involve the following activities, namely termed as R&D activities:

1. Sponsored Research Projects involving Internal/External Funding Sources.
2. International Research Collaborations involving International Funding.
3. Industry Sponsored Projects and Industrial Consultancy involving funding from Industry.
4. Organizing Continuing Education Programmes/Conferences/Seminars/Symposia /Workshops for dissemination of knowledge as part of the Research Projects.
5. Institute sponsored Research Projects.

6. Encouraging Researches to Publish Papers in Journals and Conferences and to apply Patents.

2. Research Policy

1. Preamble

For MITS, it is important 'to be the fountainhead of new ideas and of innovators in technology and science' and with its general goal of 'to create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge'. In fulfilment of these points of importance, R&D established at MITS has taken an initiative to promote research, innovations, consultancy activities and also facilitates the protection of Intellectual Property (IP) thus generated at MITS. Faculty Research Projects Committee (FRPC) has formulated to monitor the progress of Research Projects and activities related to Research.

In this document, the processes to support these efforts have been included. A formal Framework to guide and implement these processes is included in this document. Towards this goal a Research & Development Policy for MITS has been formulated.

2. Definitions

2.1. **Institute** means Madanapalle Institute of Technology & Science, Madanapalle.

2.2. **Department** means all the academic departments at the Institute.

2.3. **Dean of Research & Development (Dean (R&D))** means Dean of Research & Development, Madanapalle Institute of Technology & Science, Madanapalle.

2.4. **Dean of Industry-Institute Interaction Cell (Dean (IIC))** means Dean of Industry-Institute Interaction, Madanapalle Institute of Technology & Science, Madanapalle.

2.5. **Associate Dean of Research & Development (Associate Dean (R&D))** means Associate Dean of Research & Development, Madanapalle Institute of Technology & Science, Madanapalle.

2.6. **Project** implies sponsored research projects or industrial consultancy projects or routine testing projects.

2.7. **Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.

2.8. **Principal Investigator (PI)** is a member of the faculty/scientist of the Institute 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 instrumental 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.

2.9. **Co - Principal Investigator (Co-PI)** 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 or any other Group 'A' staff so permitted by the Head of the Institute.

2.10. **Consultant:** Consultant is an individual or government/public sector undertaking /government company engaged for a specific period to carry out specific job.

2.11. **Project Staff** means a person appointed in conformity with the guidelines to work on a project.

2.12. **Research Fund (RF)** means a part of the Corpus/share received for Sponsored Research and Industrial Consultancy project.

2.13. **Intellectual Property** means an intangible property that is a result of a project, such as patents, copyrights, etc.

2.14. **Proper Channel** means process from PI to HoD to Associate Dean (R&D) to Dean (R&D) to Principal.

2.15. **Faculty Research Projects Committee (FRPC)** means committee monitoring the progress of Research Projects.

2.16. **Departmental Research Committee (DRC)** means committee monitors all activities related to Research in departmental level.

3. Project Management

3.1 Seed Grant:

The Institute gives a seed grant to new faculty for initiating research. The faculty member will write a research proposal. The proposal should include a description of research that he/she wishes to conduct over the next 2-3 years. It is a platform meant to help new faculty to prepare for subsequent proposal submissions. In other words the seed grant is seed for seeding bigger projects.

Guiding notes:

- Proposal will be submitted to the Dean, R&D. Dean, R&D will arrange to get review comments from the subject experts. Review comments will be appropriately incorporated / addressed by the Faculty before final submission.
- Proposal will be presented by the faculty before an Institute level committee, consisting of Dean, R&D; Associate Dean, R&D; HoD and 2 Subject Experts nominated by Dean, R&D.
- The initiation grant is normally for an amount of Rs xxxxxx to support the research as proposed by the faculty member and approved by the Institute Level Committee. A higher amount can be approved by the Institute Level Committee.
- To encourage collaborative research, if two or more faculty members submit a joint proposal, the budget limit will be Rs.xxxxxx.
- The Faculty member is encouraged to prepare follow-up proposal(s) to external sponsors. Follow-up proposals are expected if the Faculty member requests a higher than normal seed grant.

3.2 Sponsored Research Projects:

Sponsored Project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency. For projects from industry and other agencies, any balance funds at the end of the project may remain with the Institute. In such cases, the balance funds will be distributed to Faculty and staff involved in the project, following R&D guidelines.

Projects involving MITS Faculty only:

The Institute encourages investigation of basic and applied areas of science and technology, and high end technology development in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

Collaborative Projects:

Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, even though there may be an overall project, there must be a separate budget and scope of work statement to be done by the faculty and staff of the Institute. The summary statement provided to the Institute should be based primarily on the portion to be done by the Institute. The Institute will treat this like any other sponsored project.

Institutional Projects:

In case, the Institute is awarded a sponsored project directly, or a proposal is submitted at the Institute level, the Principal Investigator would be identified by the Dean, R&D/ Principal based on the relevance of the proposal.

Guiding notes:

1. Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.
2. While making an estimate of the funds required for a project, the following budget heads may be taken into account:
 - Salary of Project Staff including PhD scholars
 - Equipment
 - Consumables
 - Travel (domestic, international)
 - Contingency
 - Institute Overheads
3. All project proposals are to be sent to Dean, R&D for endorsement. The 'Project proposal form' duly completed must be submitted along with the proposal.
4. Office will assign a unique internal number to the project proposal.
5. IPR issue: All IPR related issues will be governed as per the agreement between the Institute and the funding agency.
6. MoU/Agreement preparation: The Institute has guidelines for drafting MoU/Agreement.
7. The project normally will be started after the receipt of funds.
8. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI as well as by the concern department.
9. The statement of expenditure and utilization certificate will be prepared at every financial year end by the designated Financial Officer and sent to the sponsoring agency through the Dean, R&D.
10. Submission of Progress Reports and other Deliverables: It is the responsibility of the PI to send timely reports and other deliverables to the sponsoring agency through the Dean, R&D. Statement of Account to be submitted will be made available to the PI on request to the designated Financial Officer.
11. After completion of the project, final report should be submitted to the funding agency through the Dean, R&D with a soft copy for the record of the Dean, R&D and for RTI purposes.
12. A completion certificate should be obtained by the PI from the funding agency for successful completion of the project based on which project account will be closed with intimation to the R&D office.
13. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables to the Central stock register.
14. Collaborative projects between two or more institutes/organisations can be submitted only after the approval of respective competent authorities. The funds will be received by the host institute/organisation of the PI and the host institute/organisation will have the responsibility to transfer the funds to the collaborative institutes/organisations as specified in the project proposals. If the sponsor agrees, funds can be released by the sponsor, separately, to the participating institutes.

3.3 Collaborative Research Projects

The Institute-Industry Interaction is the demand of the day. If we want to contribute to the society at large, the Institute has to closely work with industries and different organisations. Industries and business organisations are facing different kind of problems and many of them would like to have the help from the Institute with an aim to find the solutions to their problems. For that, the Institute has planned to have the following activities:

(i) Industry Sponsored Research Project: An organisation can sponsor a project and the experts of the institution concerned can conduct research on this project for which the financial support will come from the organisation. As a result, if any patent is registered, then there shall be a sharing of income coming out of the patent among the industry, researcher and Institute. This will lead to three kinds of benefit: a) the researcher will get exposures to the concerned area of research; b) the industry will get solutions to its problem; and, c) the researcher, Institute and Industry can earn money and at the end, the society ultimately will benefit.

(ii) Interdisciplinary Research: The interdisciplinary research is a must nowadays. No department, institution, researcher or a scholar can address a research problem in which more than one discipline is involved and unless they get together and conduct interdisciplinary research no fruitful findings can be arrived at. Therefore, the Institute has decided to have exercise in interdisciplinary research activities for which the following steps will be taken:

- a) Identify the interdisciplinary area.
- b) Identify the different experts from concerned disciplines who can work together.
- c) Study the requirement of the infrastructure to conduct the concerned interdisciplinary research.
- d) Explore possibilities to find resources for such interdisciplinary research.

Collaborative International Research

We live in a Global Village. Knowledge is being produced in the different parts of the world. Collaborative international research is essential to facilitate mutual learning and expertise sharing. The Institute plans to have the MoUs with prominent research institutions abroad, for conducting research jointly in the areas of common interest. For this purpose, a Task Force shall be constituted that will constantly explore the possibilities of having such collaborative or joint research in terms of thrust areas, decide the modus operandi of conducting such research and attend to other relevant aspects.

3.4 Consultancy Projects

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important tool in industrial growth of the Country.

Guiding notes:

1. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This is effectively a contract work in which all outputs belong to the client.
2. All payments for consultancy work must come in the name of the Principal of the Institute. The Institute will then do the needful for complying with statutory laws and then give the honorarium to the faculty/staff as the case may be.
3. The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.
4. Proposal is then prepared by the PI. It should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by R&D board from time to time) as the primary component. It may also have budget for supporting manpower, equipment, travel contingency, institute overheads and expenses for IPR (if need be).
5. All consultancy proposals must be sent to Dean, R&D for endorsement and approval received from head of the institute.
6. Office will assign a unique internal number to the project proposal.
7. The Institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Institute may, in exceptional cases, permit commencement of work

with payment to be made as per agreed upon milestones. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

8. In international consultancy projects:
 - a) Funds are received in foreign currency;
 - b) Service Tax is not applicable;
 - c) The research collaboration of MITS with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.
9. IPR issue: All IPR related issues are agreed between the Institute and the funding agency. Preferably, IPR will be jointly shared by MITS and the funding agency.
10. MoU/ agreement preparation: Institute has guidelines for drafting MoU/Agreement.
11. When MoU is clear from all angles and acceptable to both the parties, it is sent to the Principal, MITS through Dean, IIC for approval along with the Note File (summary of MoU). A copy of the duly signed MoU will be sent to the other party and a copy retained in the office of Dean, IIC.
12. Project responsibility: These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (Co-PIs) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.
13. The Statement of Expenditure and Utilization Certificate will be prepared at the end of each Financial Year and get the approval from the competent designated authority.
14. After completion of the project, final report should be submitted to the concern party.
15. The project file will be closed with the submission of the Final Technical and Financial Project Report and transfer of the non-consumables and consumables to the Departmental Stock Register.

3.5 Testing:

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification of unknown species. The Institute will undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job.

Guiding notes:

1. The procedure for overall operation of the project is similar like that of consultancy project.
2. **Certification:** The Institute (through its faculty) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the following results.

3.6 Special Grants

Sometimes, there are special grants given to the Institute for purposes like grants for infrastructure improvement, lab improvement, conference (from DST/CSIR etc.), donations (e.g. alumni), etc., where no direct deliverables are envisaged.

Guiding note:

1. Such grants may be treated as a project for operational reasons. For such projects, the Institute overheads may be reduced or waived. The decision will be taken on a case-by-case basis by the Dean, R&D / Principal.

3.7 Fund for Improvement of S&T Infrastructure (FIST)

The Department of Science and Technology (DST) has a FIST scheme to build infrastructure facilities in universities and higher educational institutions. The grant under this scheme is provided for strengthening infrastructure of the identified department in teaching and research and is to be spent exclusively for the said purpose.

Guiding note:

1. Savings Account is maintained for FIST exclusively.

3.8 Courses/ Seminars/Symposia/Conferences/Workshops

In order to encourage awareness as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the faculty and academic staff of the Institute offers Courses/ Seminars/ Symposia/ Conferences/Workshops for faculty members of various NITs, government engineering colleges, private colleges, researchers from National R&D Laboratories as well as professionals from private industries. The Institute aims to encourage such programs at the high end to contribute to skill development in the working professionals as well as to generate revenue for the Institute.

The Institute provides partial support for organizing Courses/Seminars/Symposia/ Conferences/Workshops which help in building the brand image of the Institute.

Guiding notes:

1. To organize these programs, a request has to be routed through HoD to Dean, R&D who may obtain necessary approval of the Principal.

3.9 Publications of Papers in Journals and Conferences

Publication of papers is critical for the effectiveness of the Institute. Faculty must publish continuously in quality journals. Therefore, the Institute plans to encourage the publication of papers by the faculty with a targeted aim. A faculty member shall be expected to publish a certain number of research papers in refereed journals at national and international levels. These journals shall be identified by respective institutes.

Research papers to be published in identified journals and to be presented at National and International Conferences shall be scrutinised and guided by a Departmental Research Committee (DRC). Committee should encourage faculty to publish a quality journal and organise research conference, from time to time to boost research activities in the Institute and to contribute to the existing body of knowledge.

The authors should use "**Madanapalle Institute of Technology & Science**", **Madanapalle** as institute affiliation while publishing journal articles. Any other form of referencing the institute will not be accepted and/or counted as contribution towards faculty publications. Such publications will also not qualify for institute's incentive scheme that is in existence.

3.10 Patent and IPR

The Institute would like to strengthen the research, leading to filing of patents for which the guideline is already available. If any innovation is done, the Institute shall encourage the researchers and scholars to patent it. However, when a scholar files for a patent, a thorough scrutiny will be carried out at different levels namely: Departmental, Institute level which has experts.

The Institute is bearing all expenditure for filing application for patent and the name of the applicant (Ownership) should be "**Madanapalle Institute of Technology & Science**", **Madanapalle**. If the patent is commercialised the sharing of earning is to be done between researcher and the Institute as per the guideline developed from time to time.

The Institute shall create awareness about intellectual property rights among faculty, researchers and scholars from time to time as per the IPR Policy of the Institute.

3.11 Institute Incentive Scheme

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE, MADANAPALLE

Guideline for Incentive Scheme for Research Publications, Patents, Consultancy & Funded Projects:

Preamble: As an Institute, we have already extended flexi hours towards creating a research environment where teaching staff will have more flexibility to work at their own pace on their research as well as publications as per their convenience. To further encourage Faculty members to publish quality Research papers, obtain Patents and extended Consultancy services, an incentive scheme has been developed.

Title and application:

a) This Policy document shall be called “The Madanapalle Institute of Technology & Science (MITS) Incentive Scheme for Research Publications, Patent, Consultancy Services & Funded Projects”.

b) These guideline shall apply to all Teaching staff, Research Scholars working in the Institute and M.Tech Students. Teaching Staff who are assigned administrative responsibility shall also be covered under this guideline. Any other employee may also be covered at the sole discretion of Management. All other Employees not specifically mentioned shall not be covered under this Policy.

Definitions:

a) ‘MITS’ means Madanapalle Institute of Technology & Science, Madanapalle.

b) ‘MITS Employee’ means any person who holds a post in the MITS including the teachers of the MITS and all the supporting staff appointed by MITS

Period: This Incentive Scheme shall be valid from 1st July 2017 to 30th June 2018.

Review Committee and Coverage of Publications:

A review committee comprising of the following shall review all the papers received for consideration of the Incentive under this guideline:

1. Principal
2. Vice Principal-Academics
3. Dean-Administration
4. Dean-R&D-Convenor
5. Associate Dean-R&D

Research Publications in SCI, SCI Expansion, Web of Science and Scopus journal shall be considered with a good impact factor. R&D cell will review technical aspect of the publication and will put forward its recommendations on every publication received in the month to the above Committee for final approval for Incentive payment. The committee shall meet in the last week of the month to review the publications so that the Incentive payment can be paid along with salary of the subsequent month. The decision of this committee shall be final and binding.

Eligibility Criteria:

The Research Publication must be published in hard copy or in electronic form in a refereed journal and must have MITS affiliation. The 1st author of the publication has to be from MITS. However, 2nd and subsequent authors may be from other Institutions but they will not be entitled to any cash award. If there are more than 4 authors than such publication shall not be considered under this

Scheme. Conference paper and its subsequent publication shall also not be covered under this Scheme. The Research publications shall be considered only if they are indexed in **Science Citation Index (SCI) Science Citation Index Expanded (SCIE), Web of Science or in Scopus, ABDC listed journals as well as IIM listed A & B Category journals**. However, weightage for Scopus journal, ABDC listed with A & B rated and IIM B listed journal shall be less than SCI, SCIE or Web of Science. If the paper is contributed by more than one author, the Incentive amount will be shared in the ratio of 60:40. The first author shall be entitled to 60 % and 40 % shall be distributed amongst the balance authors.

Maximum number of Incentive:

A Researcher may get maximum Incentive amount for 3 of such publications as detailed below in a period from July 2017 to June 2018.

Incentive Amount for Science Citation Index (SCI) Science Citation Index Expanded, Web of Science, ABDC listed journal having A* and IIM listed A journals:

The Incentive amount shall be Rs 25000/- per publication which will be distributed in the ratio of 60:40. The 1st author shall be eligible for 60% amount of Rs 25000 and balance 40% shall be distributed amongst the remaining authors.

The 2nd publication from the same author shall be rewarded with Rs 40000/- and the first author shall be paid 60% amount and the balance to be distributed amongst the remaining authors.

The 3rd publication from the same author shall be rewarded with Rs 50000/- and the first author shall be paid 60% amount and the balance to be distributed amongst the remaining authors.

Incentive Amount for Scopus indexed Journals, ABDC listed journals having A & B ratings and IIM listed B journals:

The Incentive amount shall be Rs 15000/- per publication which will be distributed in the ratio of 60:40. The 1st author shall be eligible for 60% amount and balance 40% shall be distributed amongst the remaining authors.

The 2nd publication from the same author shall be rewarded with Rs 25000/- and the first author shall be paid 60% amount and the balance to be distributed amongst the remaining authors.

The 3rd publication from the same author shall be rewarded with Rs 40000/- and the first author shall be paid 60% amount and the balance to be distributed amongst the remaining authors.

Patents Obtained:

Faculty members may obtain patents for their original contribution in the form of product or innovation from International and/or National Agencies. These faculty members shall be reimbursed actual expenses incurred for filing the Patent only after obtaining the Patent with MITS affiliation apart from the incentive amount. If more than one faculty members are involved then, they will share the amount in a mutually agreed way.

- International Agencies : Rs 1 Lacs
- National Agencies : Rs 50000

Consultancy:

To encourage MITS Staff to get consultancy assignment from Industries, Government and private organisations, Colleges etc. incentive amount will be paid on completion of the assignment and after receiving the full amount. The incentive amount will be shared amongst the team members. For determining the Incentive, the Consultancy amount, should be the net revenue (not the amount of the consultancy). In other words, expenses associated with the execution of the consulting project shall be deducted before disbursement of the Incentive.

- If there is a substantial contribution by the faculty member and the staff in the consultancy project and no resources of the College (like laboratory, computer, software etc.) utilised, the members involved in the consultancy project will take 70% of the total value of the consultancy amount received and 30% will go to the College.
- If the resource of the College such as laboratory facilities, computing facilities, drafting and other facilities are utilised in the consultancy project, the share of the College will be 50% of the total consultancy amount received and 50% will go to the faculty and other staff involved in the consultancy work.

Funded Project Proposals:

Incentive will be paid to the team of investigators of research projects with external funding, an amount equal to 10% of the total project funding. This incentive will be paid in two parts – 5% at the start of the project and the other 5% on completion of the project. The incentive amount to be shared shall be decided by the investigators.

Restrictions:

1. The published article in the journal shall be submitted to the College.
2. This rule shall be subject to any other terms and conditions in force from time to time.
3. Those who do not publish any Research Publications shall not be entitled to any Increment in the 1st year. In the 2nd year also if they do not publish any Research publications then their performance will stand for close scrutiny.
4. In case of any clarification with respect to implementation of this Guideline, the decision given by the Management shall be binding on all employees of MITS.

***** Note: The same scheme will be applicable till its next update.**

4. Finance and Accounts

4.1 Research Project

- i. At the time of submission of a sponsored research project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 10% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.
- ii. Transfer of Staff Costs out of Sponsored Research Project to Research Development Fund: In the Sponsored Research Project amount charges under the budget head of faculty time, staff costs will be transferred to the Research Development Fund. 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.

4.2 Consultancy Project and Routine Testing

- a) 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.
- b) However, such share shall be 50% for routine testing.
- c) In case of a large consultancy project funded by a Government Organisation, Institute share may be negotiated with the approval of the Head of the Institute.

4.3 Utilization of Research Fund (RF)

4.3.1 The RF can be utilized by the concerned individual for the following purposes:

- a. Travel (domestic and abroad) and related expenditure for individual, student or outside expert
- b. Exploratory visits
- c. Attending Conferences/ Short term course/ workshop/ training programs
- d. Publishing of conferences and journal manuscripts
- e. Engagement of project staff
- f. Fee and related expenditure for acquiring training/qualification(s)
- g. Membership fee of professional societies
- h. Books, journals related, stationary and computer consumables and any storage media
- i. Mobile phone (once a year), data card for internet, telephone call (prepaid or postpaid), connectivity charges
- j. Office peripherals, furniture for labs and offices, camera (all types), instrument, computer (all types) and peripherals

4.3.2. All travels (domestic and international), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under RF shall require the approval through proper channel.

4.3.3. The items procured out of RF shall be properly accounted for by the concerned department/centre and shall remain as the property of the Institute. However, items purchased under 4.3.1 f & 4.3.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the Institute. Any items purchased under clauses 4.3.1 h and any major assets procured may be retained by the concerned person on payment as per clause 4.3.4.

4.3.4 For clause 4.3.1 h the depreciated value (for which the rate of depreciation will be a flat 25% per year) or 5% of the purchase value, whichever is higher, will be payable.

Note: The following conditions will also apply for retaining items under this clause: -

- i. He/she has served the Institute for a minimum period of 10 years.
- ii. He/she has purchased these items from PDF.
- iii. Only one Desktop PC and one Laptop, peripherals and other electronic items (one of each type, like only one printer, one scanner etc.) can be retained by the concerned person.

4.3.5 After leaving the Institute the RF will not be available to the concerned person.

Note: Leaving the Institute means not serving the Institute in any capacity like faculty/re-employed faculty/Emeritus Fellow/Chair faculty/visiting faculty etc. Serving as consultant will not be counted as serving the Institute.

5. Research Misconduct

The Institute believes that the occurrence of misconduct is a threat to the basic principles of research. The Institute defines research misconduct, as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting of research results. Research misconduct does not include an honest error or differences of opinion, authorship disputes that do not involve plagiarism, and violations of other Institute/University policies (e.g., sexual harassment policy). Misconduct in research damages the integrity of the profession and undermines the credibility of scholars. It is also antithetical to the values the Institute strives to maintain and promote.

The Institute shall take seriously all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved.

6. Code of Ethics for Research (CER)

1. **Academic Honesty:** Be honest in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.
2. **Integrity:** Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.
3. **Carefulness:** Avoid careless errors and negligence; carefully and critically examine your work and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.
4. **Respect for Intellectual Property:** Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.
5. **Confidentiality:** Protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.
6. **Social Responsibility:** Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
7. **Competence:** Maintain and improve professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.
8. **Legality:** Know and obey governmental policies, relevant laws and institutional rules and regulations.
9. **Human Subjects Protection:** When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

References:

1. Indian Institute of Technology Mandi – Sponsored Research & Industrial Consultancy Rules and Regulations.
2. National Institute of Technology, Uttarakhand - Research & Consultancy Rules and Regulations.

CONSULTANCY POLICY



Madanapalle Institute of Technology & Science (UGC- AUTONOMOUS)

Dr. R. Thulasiram Naidu
(Associate Dean-R&D, Madanapalle)

PRINCIPAL

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1. Introduction

Madanapalle Institute of Technology & Science is established in 1998 in the picturesque and pleasant environs of Madanapalle and is ideally located on a sprawling 30-acre campus on Madanapalle - Anantapur Highway (NH-205) near Angallu, about 10km away from Madanapalle. MITS, originated under the auspices of Ratakonda Ranga Reddy Educational Academy under the proactive leadership of Sri. N. Krishna Kumar M.S. (U.S.A), President and Dr. N. Vijaya Bhaskar Choudary, Ph.D., Secretary & Correspondent of the Academy.

MITS is governed by a progressive management that never rests on laurels and has been striving conscientiously to develop it as one of the best centers of Academic Excellence in India. The Institution's profile is firmly based on strategies and action plans that match changing demands of the nation and the student's fraternity. MITS enjoys constant support and patronage of NRI's with distinguished academic traditions and vast experience in Engineering & Technology. With innovations in both its curriculum and research, the Institute intends to rapidly gain reputation globally.

1.1 Vision and Mission Statement

Vision

Become a globally recognized research and academic institution and thereby contribute to technological and socio-economic development of the nation.

Mission

To foster a culture of excellence in research, innovation, entrepreneurship, rational thinking and civility by providing necessary resources for generation, dissemination and utilization of knowledge and in the process create an ambience for practice-based learning to the youth for success in their careers.

Quality Policy

Madanapalle Institute of Technology & Science is committed to bring out and nurture the talents and skills of youth in the fields of Engineering and Management to cater to the challenging needs of society and industry by

- Contributing to the academic standards and overall knowledge development of the students
- Providing excellent infrastructure and conducive learning environment.
- Enhancing the competence of faculty and promoting R&D Programs
- Collaborating with institutions and industries.
- Ensuring continual improvement of Quality Management System.

1.2 Research & Development (R&D)

As Research is a key component in the Institute's Mission, Research & Development (R&D) is continually striving to strengthen its research capacity to effectively address the following key areas:

- e) **Relevance.** Identification and prioritizing the research needs in line with national and international development objectives and importance.
- f) **Necessity.** Research is necessary to bridge knowledge gaps that hinder technological advancement and to advance the utility of an existing technology. Necessary research builds on past research findings.
- g) **Efficiency.** In research, efficiency refers to the utilization of resources (time, human and materials) in the widest possible sense, without duplication of effort. It ensures that research objectives are realistic for the available resources; objectives are achievable at the lowest possible cost, and resource allocation is based on relative importance of reaching the selected objectives.
- h) **Effectiveness.** Research effectiveness is evaluated in terms of its potential to achieve desired results in satisfying the national objectives as well as the adoption and application of research findings in solving societal problems.

1.3 Research & Development (R&D) Activities

The proposals submitted by the institute involve the following activities, namely termed as R&D activities:

7. Sponsored Research Projects involving Internal/External Funding Sources.
8. International Research Collaborations involving International Funding.
9. Industry Sponsored Projects and Industrial Consultancy involving funding from Industry.
10. Organizing Continuing Education Programmes/Conferences/Seminars/Symposia /Workshops for dissemination of knowledge as part of the Research Projects.
11. Institute sponsored Research Projects.
12. Encouraging Researches to Publish Papers in Journals and Conferences and to apply Patents.

2. Consultancy Policy

1. Preamble

Consultancy is well recognised as an effective way for Institute to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the Institute must be protected. Research & Development (R&D) established at MITS has taken an initiative to promote research, innovations, consultancy activities and also facilitates the protection of Intellectual Property (IP) thus generated at MITS. Consultancy is a part of MITS, Research & Development. To enhance consultancy activities more effectively Consultancy Policy has formulated.

This policy, provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institute's strategic and operational objectives and the costs are sustainable. MITS is committed in making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organisations.

2. The Policy

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- (a) There should be demonstrable benefit to the Institute from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (b) The Consultancy must not be in conflict with Institute policies including those governing employment; such as the Code of Conduct Policy.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of the Institute or damage the Institute's reputation.
- (d) At a minimum, the salary and on-cost charges set by the Institute must be applied to all project budgets. All Consultancies are required to include overheads.
- (e) Staff members shall not undertake external research activities where no formal agreement has been authorised by the Institute unless they are on leave without pay, approved by the Dean concerned. Such faculty may not use their MITS affiliation or academic title when providing research services that are not approved by the Institute.

2.1. Scope of Consultancy Services offered

2.1.1 Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other National and International agencies in niche areas of expertise available in the Institute.

2.1.2 The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions (2.5).

2.1.3 Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Designs and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.

2.1.4 Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of certain Governmental and related agencies, and special clients (with long term association with the Institute) routine testing services may be offered, but to a limited extent.

2.1.5 Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.

2.1.6 Jobs which are too complex to handle, by virtue of certain constraints inherent in any academic and research environment - such as execution of certain types of works, should not normally be taken up irrespective of the availability of expertise and perceived needs of the clients.

2.1.7 All Consultancy and related Jobs need to be structured and executed in the spirit of promoting MITS Consultancy, as a vehicle for augmenting (current) levels of excellence in teaching and research, for proper placement of MITS Students and in the process, generating funds.

2.2. Institute Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

2.3. Institute Non-Research Consultancy

Non-Research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc., The provision of professional services such as designing, legal and medical advice undertaken by members of faculty and staff.

2.4. Private Consultancy

In Principle, a faculty or staff member is not supposed to undertake a Private Consultancy unless it is approved by Dean (R&D) and the Principal. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the university. None of the benefits set out for Institute Consultancy are available to faculty and staff undertaking a Private Consultancy. It is the responsibility of the staff member undertaking a Private Consultancy to make clear to the person or body for which the Private Consultancy is undertaken that it is the staff member and not the Institute who is carrying out the work, and that the Institute has no responsibility or liability what so ever in the matter. A staff member conducting a Private Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Private Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The use of Institute trademarks such as letterheads, brands etc. or Institute intellectual property is strictly prohibited in Private Consultancies;
- (c) No Institute facility (including library resources, power, space, equipment, consumables and telephone facilities) will be used to fulfil the requirements of the Private Consultancy
- (d) The Private Consultancy is not within an area in which the Institute might be contracting to provide a service on a commercial basis, possibly utilising the skills of the staff member involved;
- (e) MITS is not bound by any agreement (written or otherwise) relating to the Private Consultancy;
- (f) The staff member agrees to indemnify MITS and its representatives from and against all actions, claims, loss, damage, costs, charges, liabilities and demands arising directly or indirectly from or in respect of the Private Consultancy activity; and
- (g) The staff member declares any real or potential conflict of interest to their manager.

2.5. Standard Terms and Conditions

The following terms and conditions will apply to all projects taken up by MITS under Consultancy, unless otherwise mutually agreed to in a separate document.

1. **DECLARATION:** All work undertaken by MITS as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.
2. **CONFIDENTIALITY:** Due care will be taken by MITS to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.
3. **REPORTS:** Any test or other consultancy report given by MITS will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from MITS. The institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.
4. **WORK PERFORMANCE:** Every effort will be made to complete the specified work according to the planned time schedule. However, Institute will not be held responsible for delays caused beyond its reasonable control.
5. **CONFLICT OF INTEREST:** MITS may take up work for other clients also in the same area, provided, to the best of the institute's knowledge, there is no conflict of interest in undertaking such projects.
6. **PAYMENT:** The payment of consultation charges to MITS are to be made in advance and in full before the start of the project, through a demand draft / crossed valid cheque, drawn in favour of The Principal, MITS and sent to the Consultant or the address overleaf. The charges will also include any applicable tax as prescribed by the Government of India from time to time.
7. **TERMINATION:** The project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
8. **LIABILITY:** MITS shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure). The liability of MITS shall be limited to the funds received for the project.
9. **INTELLECTUAL PROPERTY RIGHTS:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the joint property of MITS and the Client. Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and agreed to document if required.
10. **RESOLUTION OF DISPUTES:** Any disputes arising out of the project shall be amicably settled by both the organizations. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act 1996.

3. Staff Entitlements

The Institute allows staff to engage in Research, Non-research and/or Private Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken

only with the approval of the Dean R&D. No limit is placed on earnings. However, there is a limit on the time spent on Consultancy.

3.1. Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year. Variations to this time commitment, it requires an approval through Proper Channel. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.

3.2. Dean R&D must obtain written permission from the Principal to undertake Consultancies.

3.3. Benefits of MITS Consultancy

The Institute provides the following benefits to staff undertaking Institute Research or Non-research Consultancies:

- (a) Protection under the Institute's professional protection and public liability insurances, subject to the terms, conditions and exclusions within those policies.
- (b) The faculty or staff member will be protected under the terms of the current Insurance Policy held by the Institute in the event of a claim against the faculty or staff member undertaking the Consultancy or Grant (provided that the claim is not as a result of fraudulent, dishonest, criminal, wilful or malicious acts by the staff member).
- (c) Access to the Institute's financial management processes to support and enable invoices to external organisations for funding and expenditure of project costs.
- (d) Access to the Institute's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- (e) Entitlements to use the Institute's name and reputation, providing it is not brought into disrepute.
- (f) Ability to make reference to their Institute position and title in connection with the work.

The Institute does not extend these benefits to Private Consultancies. Any Consultancy conducted by a faculty or staff member that accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-Research Consultancy and subject to the conditions of this Policy.

3.4. All Consultancies are required to include overheads.

3.5 If there is a substantial contribution by the faculty member and the staff in the consultancy project and no resources of the College (like laboratory, computer, software etc. utilized), the members involved in the consultancy project will take 70% of the total net amount so received by the Institution and 30% will go to the College. If OD has been utilized to execute the Consultancy work than the Incentive will be limited to 50% net of all expenses. If there are more than 1 person involved in the consultancy project, the amount will be equally distributed.

3.6 If the resource of the College such as laboratory facilities, computing facilities, drafting and other facilities like OD etc. have been utilized in the consultancy project, the share of the College will be 50% of the net amount so received from the consultancy work and 50% will go to the faculty and other staff involved in the consultancy work.

4. Approval

All Consultancy activities are required to be approved and managed in accordance with this Policy. Applications to conduct Consultancy are required to be approved through proper channel. Intellectual Property outcomes obtained from Consultancy service should meet the requirements of MITS IPR Policy.

5. Conflict of Interest

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any conflict of interest, actual or perceived must be reported to the Dean, R&D/Principal for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the Institute's interests or the interests of other employees or students.

An example of a potential conflict of interest includes, but is not limited to:

- financial or non-financial interests;
- teaching or course work for another institution;

- work performed for a supplier of goods or services to the Institute; or
- work undertaken with an organisation to which the Institute supplies goods or services.

5.1. Consultancies with Other Tertiary Institutions

Full-time members of the Institute staff should not accept regular Consultancies with other institutions without first obtaining the permission of the Dean, R&D / Principal.

References:

1. IIT Indore - Industrial Research and Consultancy Rules
2. Koneru Lakshmaiah Education Foundation – Consultancy Policy.