MALNAD COLLEGE OF ENGINEERING, HASSAN

(An Autonomous Institution affiliated to VTU, Belagavi)

Subject: Implementation of MCE Research Policy 2025 – Approved by the Board of Governors

This is to inform all faculty members that the **Research Policy 2025 of Malnad College of Engineering, Hassan,** has been **formally approved by the Board of Governors (BOG)** and is now **effective for implementation across the institution.**

The policy outlines the framework, strategies, responsibilities, targets, incentives, and ethical practices for all research activities undertaken by faculty and scholars. It also includes:

- Faculty-wise and department-wise research deliverables
- Guidelines for publications, patents, consultancy, and external funding
- Research incentives and seed funding provisions
- Monitoring and accountability mechanisms
- Fellowship norms and deputation support for research scholars and faculty

All faculty members are hereby instructed to carefully review the approved Research Policy 2025 and ensure strict compliance with the roles, responsibilities, and targets prescribed therein. Department Heads and IRAC Coordinators will facilitate monitoring and provide support for implementation.

Adherence to the policy will be considered favorably during evaluation for research incentives, promotions, and annual performance appraisals, as outlined in the policy.

Let us collectively contribute to strengthening the research ecosystem at MCE and work towards achieving academic excellence and national recognition.

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1. Introduction

Malnad College of Engineering (MCE) emphasizes the critical role that research plays in influencing our institution's future, promoting innovation, and advancing societal progress in the unwavering pursuit of academic achievement. The basic structure, guiding principles, objectives, and processes that control research operations within MCE are outlined in this research policy. We support a strong research culture where innovative solutions are generated through scholarly investigation, multidisciplinary teamwork, and dedication to real-world problems. This policy emphasizes ethical norms, scientific integrity, and responsible conduct, enabling academics, researchers, and students to participate in significant scholarly endeavors. MCE is committed to advancing inclusion, equity, and diversity in research endeavors, cultivating an atmosphere that stimulates the full engagement of community members. The policy supports the conversion of research discoveries into useful applications for the improvement of local communities and the wider environment, which is consistent with our goal to serve society. By adhering to these values, MCE hopes to become recognized as a center of excellence in research, where innovation, inquisitiveness, and teamwork come together to tackle current issues and mold a better future.

2. Institutional Research Advisory Committee

The Institutional Research Advisory Committee (IRAC) comprises of the following members:

Sl. No.	MCE Designation	Committee Designation
1.	Principal	Chairpersons
2.	Director, MCE	
3.	Dean (Research)	Member Secretary
4.	Associate Dean (Research)	Member
5.	Two Internal Faculty Members (from different departments)	Members
6.	Two External Members – one from Academia & one from Industry	Advisors

In addition to the above committee members, the research committee will include two external research advisory members-one from academia (a reputed research institution) and one from industry (with expertise in R&D and innovation). These members will provide guidance and strategic direction to enhance research initiatives and collaborations.

The roles and responsibilities of the Research Committee are as follows:

1. Strategize the plans for effectively implementing research activities in individual departments including budget planning.

2. Monitor and evaluate research activities at the departmental level, ensuring alignment with established objectives.

3. Systematically document monthly research activities, compiling a comprehensive report for tracking progress.

4. Coordinate with departmental staff and students to ensure the smooth execution of research initiatives.

5. Establish research groups, fostering interdisciplinary collaboration among staff and students.

6. Ensure strict adherence to research policies, promoting ethical conduct and research integrity.

7. Attending and actively contributing to review meetings and collaborating to optimize the impact of research endeavors at the institution.

3. R&D Activities

The following activities are planned to be conducted under R&D

Sl. No.	Activities
1.	**Faculty Development Programs on Research Methodology & IPR** Designed to enhance the professional growth and teaching effectiveness of faculty members, these programs provide opportunities for skill development, knowledge sharing, and networking, ultimately fostering a vibrant academic community.
2.	**Project Expo** • The Project Expo will be conducted annually as a flagship event, providing final-year students with a platform to showcase their innovative projects. This ensures adequate time for students to develop high-quality interdisciplinary projects while allowing industry professionals and academia to engage meaningfully. • The event's schedule and guidelines will be formally included in the academic calendar to ensure consistency, participation across departments, and industry-academia collaboration.
3.	**Conferences** • Faculty members are eligible for a maximum grant of Rs. 15,000 once in twoyears to attend conferences. • Only reputed institutions such as IISc, IITs, NITs, IIMs, IIIT, and Institutions with NIRF ranking within 100.

	• Only faculty members who are the beneficiaries, with registration done in their name and certificates issued in their name, will be eligible for the grant.
	• This initiative aims to facilitate faculty development, foster international collaboration, and encourage knowledge exchange at premier academic institutions.
4.	**Patent publications** • MCE will bear the fee for patent filing as per MCE IPR policy (Policy from the IPR coordinator). • MCE should be the applicant.
5.	**Research fellowship** • Full-time research scholars are eligible for fellowship funding. • Fellowship of Rs. 15,000/- per month for 3 years. • Norms as per MCE guidelines.
6.	**Internal research seed funding** • MCE faculty members with more than five years of experience in MCE and under the age of 45 are eligible for the research grant of Rs. 3 Lakhs. • Norms as per MCE guidelines.

4. Incentives

The following incentives are provided to faculty members who engage in the activities listed below in addition to their regular workload to motivate them to actively participate in R&D.

1. Research publications (articles, books, book chapters, technical papers) with the college name in the affiliation.
2. Patent filing, publication, and grant.
3. Writing research proposals and obtaining grants with funding from various organizations.
4. Consultancy activities.
5. Awards and recognitions from national and international bodies.
6. Product development and commercialization.
7. Licensing of technology or patents.

4.1 Proposed incentives for faculty members

Type of work	Proposed incentives		
Research publications	Paper publications	Q1 - Rs. 15,000/-	• Faculty members with valid Scopus
		Q2 - Rs. 10,000/-	

(SCIE/ Scopus only)	Q3 - Rs. 7,500	IDs are eligible to claim incentives.
		• Faculty claiming the incentive must mention the affiliations as "**Malnad College of Engineering, Hassan**" compulsorily.
		• If the publication has only MCE faculty members as authors, the incentive amount will be divided equally among all authors. The first author will obtain an additional 10% of the total incentive amount.
	Q4/ WOS - Rs. 5,000	• MCE faculty is not the first author and publishes a paper with other institution authors, then, the Incentive amount/ total amount of authors.
		• MCE faculty within the first four author positions are only eligible to claim incentives when publishing with other institutes.
		• Faculty who has guided the UG/ PG student project will be eligible for only 50% of incentive amount for the publication.
		• If a faculty (research scholar of another university/ institute) mentions two affiliations i.e., MCE and others, he or she can claim only 30% of the incentive amount.

For Book Publication

- Rs. 10000/- (for the authored book) and Rs. 7500/- (for the edited book) for the author/ editor on publication of books by reputed publishers like Elsevier, Springer, Wiley, Sage, CRC Press, and similar with valid

	ISBN/ ISSN. • The incentive amount will be divided equally among all authors.
	For a Book chapter Publication • Rs. 5000/- for the author and his team on publication of books by reputed publishers like Elsevier, Springer, Wiley, Sage, CRC Press, and similar publishers. • The incentive amount will be divided equally among all authors.
Patents	• For granted patent (Indian Utility Patent) - Chief inventor gets Rs. 15000/-, given that the filing is done through MCE IPR cell and MCE is the applicant. Sharing the amount among the co-inventors is based on mutual agreements among the inventors. • For Indian Design/ Copyright/ Trademark – Chief inventor gets Rs. 2000/-.Sharing the amount among the co-inventors is based on mutual agreements among the inventors.
Grants	• For any project grants obtained from external agencies, the investigators get 5% of the funds they received, with 3% allocated to the Principal Investigator (PI) and 2% allocated to the Co-Principal Investigator (Co-PI). • A ceiling limit of Rs. 50,000 is fixed for the amount that can be received by the investigators
NPTEL/ Swayam courses	For completing the certifications, Rs. 1500/- will be sanctioned.
KSCST/ Student projects/ Conference presentation	For Successfully Selected Projects • Certificates and recognition • TA/DA for Seminar/ Exhibition/ Conference Participation

	Sl. No.	Description	With laboratory facility (%)	Without laboratory facility (%)
Consultancy	1	Investigators	40	60
	2	Support Staff	10	0
	3	Principal	5	5
	4	HOD/Coordinator	5	5
	5	College	40	30
	Total		100	100

Product development and commercialization	• Total Revenue = A
	• Expenses towards patent/ patent licensing/ product development/ commercialization = B
Licensing of technology or patents	• Total earning (C) = A – B
	• Distribution of incentives – 70 % of C to the team, 30 % of C to MCE

Guidelines:

1. Research contributions for incentives shall be considered from 1st January to 31st December on a calendar year basis.

2. Submission of hard copies of research publications, progress reports, and utilization certificates for research grants and consultancy services is mandatory.

3. All the hard copies must be duly signed and approved by the Department HODs before submitting them to IRAC.

5. Guideline for the Faculty of MCE for carrying out research activities

The following initiatives and standards are proposed to accelerate research and affiliated programs at MCE. Based on the research findings, a systematic review of these actions and target monitoring will be carried out. The research planning phase is scheduled to begin in January, and the subsequent monitoring will last a year, concluding in December. Annual reviews of research activities and goals will be conducted to assess performance at both the institutional and departmental levels. The upcoming important institutional activities and programs are intended to be undertaken by each department, ensuring the achievement of set targets.

Sl. No.	Activity	Targets	
1.	Publications (Peer-reviewed, indexed by SCI, Scopus, WOS), Ranking of Q1 to Q4	Assistant Professor without Ph.D.	1 Paper
		Assistant Professor with Ph.D.	2 Papers
		Associate Professor/ Professor	3 Papers
		• Papers per faculty in a calendar year are mandatory as per the above table.	
		• At least 1 paper as first author is mandatory.	
2.	Research Proposals	• 2 Proposals per Professor/ Associate Professor/ Assistant Professor with Ph.D.	
		• Each department should apply proposals for a minimum cumulative amount of Rs.	

		25,00,000/- in a calendar year. • Every proposal should get approval from the Dean (Research) office before submission.
3.	Patents	• Filing 2 to 3 Indian Utility Patents per department in a calendar year.
4.	Workshops/ Expert guest lectures (Research, IPR, Emerging technologies, and related) (Online/ Offline)	Each Engineering department is to organize 1 workshop,and the Basic Science Department is to organize 1 workshop every year (invite industrial experts, academicians, and accomplished Alumni of their respective departments).
5.	International Conference (Online/ Offline)	• 1 per year (Interdisciplinary conference with all the departments involved). • MCE scholars to mandatorily present their research works.
6.	Ph.D. Review Meetings (Online/ Offline)	• Every six months (centralized review meetings of all research scholars). • HODs, along with IRAC, will be in charge.
7.	MOOC Courses (Swayam, NPTEL, etc)	• 5 faculty members per department in a calendar year
8.	KSCST/ Student Research Projects	• Each department must apply for a minimumof 5 KSCST/ similar student projects.

Implementation and Accountability

1. Monitoring and Documentation

- HODs are responsible for ensuring the smooth execution of all research-related activities and must maintain detailed records of each activity with supporting documents.
- Both hard and soft copies of all documents must be submitted to the Dean (Research) office twice a year.
- IRAC Faculty Coordinators will assist HODs in tracking and managing research activities.

2. Non-compliance and consequences

- Faculty members who do not meet their targets (publications, research proposals, patents, MOOC courses, etc.) without valid reasons may be:

1. Required to justify their shortfall in a written explanation to the HOD and the Dean (Research).

2. Assigned additional research activities in the following academic year.

3. Ineligible for promotions, increments, or research incentives if research contributions are consistently below expectations.

4. Mandated to attend research development workshops to improve output.

- Repeated non-compliance over two consecutive years may result in increased teaching workload or reassessment of research responsibilities.

6. Support for the research work

- **For in-house research scholars**
  - Faculty members of MCE pursuing Ph.D. in MCE research center will be waived 30% of the tuition fee payable to the college.
  - The existing faculty members if wish to pursue a Ph.D. from another university/ institute shall opt for MCE faculty as Co-Guide.

- **MCE Research Fellowship**
  - Fellowships for full-time Ph.D. scholars at the MCE research center will be provided at Rs. 15000/-per month for three years. Full-time Ph.D. scholars should publish a minimum of3 research publications (SCI/ Scopus/ WOS indexed only).
  - If any Full-Time Ph.D. Scholars leave the course in between, they need to reimburse the fellowship amount with interest as per MCE Norms.

- **Deputation for PhD and Post-Doctoral Fellowship**
  - Eligible faculty members will be deputed to pursue a full-time Ph.D./ Post Doctoral Fellowship (PDF) in reputed institutions like IISc, IITs, NITs, and reputed foreign institutes for 3 years with a minimum pay as per MCE norms. The deputed faculty should make publications with MCE affiliation. After the completion of their Ph.D. and PDF, the faculty members must serve MCE for at least 8 years. In this regard, they must execute a bond.

7. Other initiatives

In addition to the above-mentioned activities, some of the other initiatives to be carried out are as follows.

1. **Policy for Sponsored Research:**

- **Before submission of research proposal**
  - Areas of research and funding agencies/ call for proposal details will be circulated.

- o Research proposals will be reviewed by the Dean (Research) office.

- o Reviewed research proposals are submitted to respective funding agencies.

- o Recommendations by the review committee are recorded.

- **After the award of the research grant**

  - o The sanction letter will be forwarded to the PI from the principal's office.

  - o A research meeting is conducted, and the grant details are to be briefed by PI/ Co-PI.

  - o PI is given the complete responsibility to carry out project work with possible checklists and guidelines.

  - o The Dean (Research) office reviews the progress of project work every six months.

  - o Annual progress report with financial statement is reviewed and recommended for auditing.

- **After completion of research work**

  - o Utilization certificate and financial statement are sent for audit.

  - o Detailed project reports, closure reports, and utilization certificates are submitted to the funding agency.

  - o Detailed closure report is submitted by PI to the Dean (Research) officefor review.

  - o Papers published/ patent filed/ major outcomes are documented.

  - o Acknowledgment letter and recommendations from the funding agency are awaited.

  - o Research grant completion status is updated on the website.

2. **Role of research supervisors**

   - VTU Recognized research supervisors are supposed to publish papers in peer-reviewed journals (a minimum of two of them) every year.

   - Register as supervisors in other universities (national and international).

   - Take responsibility as a co-supervisor in any university and guide PhD scholars.

3. **Research scholar review meetings**

   - A research monitoring committee will be formed by the Dean (Research) office. The research monitoring committee will examine research scholars' progress every six months and submit a report with feedback to expedite progress.

   - Review meetings, DC committee meetings, open seminars, colloquium, comprehensive viva voce, and final viva voce will be conducted by the research center/ supervisor and the report will be submitted to the research monitoring committee as per VTU norms.

   - The dates for review meetings will be announced every semester.

4. **Interdisciplinary projects**

    - To encourage innovative research among undergraduate student batches, MCE promotes interdisciplinary projects involving different engineering branches and Basic Science departments.

    - Each project must have a Main Guide from the primary engineering branch and a Co-Guide from the supporting branch or the Basic Science department.

    - This initiative aims to foster a collaborative research culture and enhance the educational experience of UG students at MCE.

5. **Centre of Research and Consultancy (CRC)**

    - A core team to be formed by the Principal and Director to set up centralized research facilities.

*Note: The college reserves the right to modify or amend the research incentives policy as a whole or in part at any time without any formal notice to anybody.

COMPREHENSIVE GUIDELINES FOR FACULTY RESEARCH ACTIVITIES, INCENTIVES, AND EVALUATION

1. Objective

To enhance the research ecosystem at MCE through structured planning, well-defined targets, and incentive mechanisms that motivate faculty members to engage actively in high-quality research, innovation, and scholarly contributions.

2. Faculty Research Activity Guidelines – Key Points

Faculty members are expected to contribute to the overall research output through a balanced engagement in publications, patents, projects, student mentoring, workshops, and academic development programs. Each activity has been assigned weightage in terms of points, and annual targets are defined based on designation and role.

3. Research Performance Evaluation – Unified Point System

3.1. Point Allocation Table

Sl. No.	Research Activity	Points
1.	Q1 Journal Publication	100
2.	Q2 Journal Publication	75
3.	Q3 Journal Publication	50
4.	Q4 / WoS/ Scopus Indexed Journal	30
5.	Book Publication (Authored) (Elsevier/ Wiley/ Springer and similar)	50
6.	Book Publication (Edited) (Elsevier/ Wiley/ Springer and similar)	20
7.	Book Chapter (Elsevier/ Wiley/ Springer and similar)	25
8.	International Conference Paper with SCI/ Scopus indexed publication	25
9.	Patent Filed (Indian Utility) (Through IPR cell)	20
10.	Patent Granted (Through IPR cell)	50
11.	Design/Copyright/Trademark Filed (Through IPR cell)	10
12.	Design/Copyright/Trademark Granted	20
13.	Research Grant Sanctioned (per ₹5L)	20
14.	Consultancy Executed (per ₹1L)	10
15.	Workshop/ FDP Organized	5
16.	MOOC/ NPTEL Certification (12 Weeks/ 8 Weeks)	10
17.	KSCST / Research/ Student Project Mentored	5

18.	Product Development/ Technology Licensing	25
19.	National/International Award	10

3.2. Consolidated Annual Point Targets by Role

Faculty Role	Minimum Annual Points	Mandatory Deliverables
Assistant Professor (No Ph.D.)	75	At least 1 indexed paper as first author
Assistant Professor (With PhD)	100	2 indexed papers with 1 paper as first author
Associate Professor	125	3 indexed papers with 1 paper as first author
Professor	150	3 indexed papers with 1 paper as first author
Dean		
HOD	Irrespective of the cadre, a relaxation of 25 points	1 indexed paper as first/ corresponding author, 1 proposal/ seminar/ workshop/ FDP organization
Institutional Coordinators (IQAC, NBA, IPR, MoE, MoU, Innovation)		

Note: Faculty with zero teaching load are expected to meet full targets based on their academic designation.

4. Monitoring & Implementation

- Departments must maintain biannual documentation of faculty research activities.
- Faculty should submit supporting documents for point claims (e.g., publications, patents, certificates).
- IRAC will evaluate reports for compliance and performance recognition.

5. Non-Compliance and Remedial Measures

- Faculty not meeting annual point targets must submit a written explanation.
- Remedial actions for two-year non-compliance:
    - Assignment of additional teaching or mentoring duties
    - Reduced eligibility for promotions, incentives, or academic recognitions

- o Compulsory participation in FDPs or Research Development Workshops

These guidelines will be reviewed annually and updated based on institutional goals and national research benchmarks.