



METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Osmania University

Accredited by NAAC with A+ and NBA for UG Courses

College Code: 1607

CIRCULAR

Date: 10-02-2022

Sub: MCET-Promotion of research - Innovation culture-Reg

In continuation of our office order dated 09.02.2021, the revised guidelines are issued for reimbursement of registration fee for innovative ideas and incentives for publication/grant of patents. To encourage startup programs, innovative ideas. Research publication and patents, following modifications are made with immediate effect provided duly approval of the project by government agencies for patents

1.0 Patents

Financial Support from the college can be availed only when Methodist college of engineering and Technology as one of the Applicant and 1st or 2nd Inventor

- **Case 1: Towards Publication**

Application fee and Early Publication Fee will be paid preferably for Indian patent agency to the extent of Rs. 5000/- .

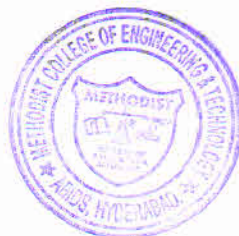
- **Case 2: Towards Grant**

Inventor can avail reimbursement of patent examination fee and other charges on submitting novelty check report. Head of the institute decide the amount to be reimbursed to the patent towards grant.

Note: All the patents filed on affiliation with Methodist College of Engineering and Technology must be submitted in hard and soft copies to IEDC to maintain Innovation record and to forward patent details to KAPILA scheme.

2.0 Conference/Workshops

- On duty will be granted when faculty members participate in Conferences/ Seminars/workshops for attending/presentation of research papers in their respective areas of specializations. Faculty is eligible for a maximum of 10 days of On-duty leave in an academic year. Prior approval is to be obtained from the Principal/HOI.
- 50% of the registration fees paid by the faculty for attending the Conferences/Seminars/ workshops will be reimbursed by the college as an incentive to the extent of Rs.1500/- on production of the receipts for the amount paid.





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3.0 Journal Publication

Partial financial support will be extended to the faculty/s towards publication of research papers in the UGC approved/UGC-care/Web of Science/Scopus indexed/Refereed Journals as a first author with an affiliation of Methodist College of Engineering & Technology, an Incentive of Rs.5,000/- (Rupees five thousand only) will be paid.

Case 1: Research article published by students and faculty


Incentive can be availed by contributor/s based on decision of Principal.

Case 2: Research article Published by the MCET faculty as Research Scholar of other university

Research article must be published on affiliation of Methodist College of Engineering and Technology along with the affiliation of Research Institute.

All the faculty are requested to take up research activities and utilize the incentive offered for the promotion of research activities




PRINCIPAL
PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH,
King Koti Road, Abids, Hyderabad,

Copy to:

1. Director
2. All HoDs
3. Coordinators-IEDC/NIRF/ARIIA/IQAC
4. AO/Accts



METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

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College Code: 1607

Date: 01.09.2021

CIRCULAR

Sub: MCET – Promotion of research – Innovation culture – Reg.
Ref: Our office order dated 09/02/2021.

In continuation of our office order dated 09.02.2021, the revised guidelines are issued for reimbursement of registration fee for innovative ideas and incentives for publication/grant of patents. To encourage startup programs, innovative ideas, research publication and patents, following modifications are made with immediate effect provided duly approval of the project by government agencies for patents.

- 1) Registration fee will be paid preferably for Indian patent agency for the full amount to the extent of Rs.12,100/- (Rupees twelve thousand one hundred only) or in case of Australian patenting agency, only 50% of the registration charges will be paid. Either one of above.
- 2) An innovative technical committee under the Chairmanship of the undersigned is constituted along with existing IEDC team to identify innovation in the students' project and accordingly for granting of financial assistance to the extent of 50% of the total cost of the project.
- 3) As it was stated in our earlier under reference, Rs.5,000/- (Rupees five thousand only) will be paid as an incentive to the guide or actual contributor of the project mentioned in the patent letter.
- 4) Partial financial support will be extended to the faculty towards publication of research papers in the UGC approved/UGC-care/Web of Science/Scopus indexed/Refereed Journals as a first author with an affiliation of Methodist College of Engineering & Technology, an incentive of Rs.5,000/- (Rupees five thousand only) will be paid.

These revised rules are applicable only after duly approval by the competent authority for publication of journal or grant of patent.

Copy to

- 1) The Director
- 2) VP/Dean
- 3) HoDs – to circulate among their faculty
- 4) AO/Accts




PRINCIPAL
PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH
King Koti Road, Abids, Hyderabad

Methodist College of Engineering & Technology

(Affiliated to Osmania University - College Code 1607)



Dt. 09/02/2021

OFFICE ORDER

In order to encourage and promote the research culture amongst the faculty the management has decided to offer the following incentives.

1. Paid leave will be granted when faculty members participate in Conferences, Seminars and workshops either for attending/presentation of research papers in their respective areas of specializations. Faculty is eligible for a maximum of 10 days of paid leave in an academic year. Prior approval is to be obtained from the Principal/Designated Authority. This leave will be granted only on production of attendance Certificate from the organizers of the event.
2. 50% of the registration fees paid by the faculty for attending the Conferences/Seminars/ workshops will be reimbursed by the college as an incentive on production of the receipts for the amount paid. The maximum amount to be reimbursed will be at the discretion of the designated authority.
3. Partial financial support will be extended to the faculty towards publication of research papers in the UGC approved /Scopus Indexed/ refereed Journals for the first authors only. Incentive to the extent of Rs.5000/- will be paid.
4. Financial Assistance will be given for the projects if it is recognised as patent. The incentive of Rs.5000/- will be paid.

All the faculty are requested to take up research activities and utilise the incentive offered for the promotion of research.

* This order is for patents & publications
with behalf of Methodist College of
Engineering & Technology.

DIRECTOR

Director
Methodist College of Engg. &
Abids, Hyderabad

Copy to:

1. The Principal
2. VP/Dean
3. All HOD's with a request to circulate to all the staff



Methodist College of Engineering & Technology
King Koti, Abids, Hyderabad

Dt. 7th January, 2019

To
All the Faculty Members,
Methodist College of Engineering & Technology.

Sub: Reimbursement of SWAYAM – NPTEL examination/certification fees.

Dear Faculty Member,

You are aware that SWAYAM-NPTEL is conducting Advanced and Basic level courses through MOOCs (Massive Open Online Courses). All the faculty can enrol to these courses on NPTEL portal through the local chapter of our college, for which Mrs. P. Lavanya, Head Department of Computer Science & Engineering is appointed as the Single Point of Contact (SPOC). The duration of these MOOCs is for 4/8/12 weeks and these MOOCs have regular assignments and proctored examination at the end of the course. Faculty members have to register for the examination by paying the prescribed fees, appear for the examination at the designated centres and pass the examination.

Certificates will be issued by NPTEL to only those faculty who enrol, attend the programme and qualify in the examination. As a faculty development, the Management has decided to encourage the Faculty members to enrol and pass the examination. In this context it is informed that faculty members who successfully clear NPTEL courses of 8/12 weeks duration in their respective domain shall be given cash incentives as per the following guidelines.

S. No	Score in the examination	Type of certificate	Cash Incentive
1	40-59	Successfully completed	Rs 500
2	>= 60	Elite	Rs 1000
3	75-89	Silver	Rs 2000
4	>= 90	Gold	Rs 3000
5	----	Gold +Topper	Rs 5000

Further it may be noted that it is mandatory for all the faculty to register and get at least one certificate in an academic year. The performance in these courses will be considered in the Performance appraisal of the faculty and will be given weightage while considering the annual increment.

DIRECTOR

Principal / Director
Methodist College of Engg. & Tech.
Abids, Hyderabad-01.

Copy to:

1. Principal
2. Dean *Ms*
3. All HOD's with a request to circulate to all the staff
4. Vice – Principal *A. M. S.*
5. A.O. *S. R.*



Methodist College of Engineering & Technology
King Koti, Abids, Hyderabad

Dt. 09/11/2016

OFFICE ORDER

In order to encourage and promote the research culture amongst the faculty the management has decided to offer the following incentives.

1. Paid leave will be granted when faculty members participate in Conferences, Seminars and workshops either for attending/presentation of research papers in their respective areas of specializations. Faculty are eligible for a maximum of 10 days of paid leave in an academic year. Prior approval is to be obtained from the Principal/Designated Authority. This leave will be granted only on production of attendance Certificate from the organizers of the event.
2. 50% of the registration fees paid by the faculty for attending the Conferences/Seminars/ workshops will be reimbursed by the college as an incentive on production of the receipts for the amount paid. The maximum amount to be reimbursed will be at the discretion of the designated authority.
3. Partial financial support will be extended to the faculty towards publication of research papers in the UGC approved /scopus indexed Journals.

All the faculty are requested to take up research activities and utilise the incentive offered for the promotion of research.

DIRECTOR

Copy to:

1. Principal
2. Dean
3. All HOD's with a request to circulate to all the staff
4. Vice – Principal
5. A.O



Methodist College of Engineering & Technology

King Koti, Abids, Hyderabad-500 001 Phone : 24755999, 24753445

www.methodist.edu.in mail: theprincipal@methodist.edu.in

Consultation Policy of Methodist College of Engineering and Technology

Objective: To establish a framework to support consultancy activities at Methodist College of Engineering and Technology

Eligibility

- This policy applies to all faculty and staff of Methodist College of Engineering and Technology
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the Director/Principal indicating the expertise required.
- The Director/Principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the Director/Principal.
- The Director/Principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources while granting permission
- An MOU may be signed between the organization and the department towards the nature of consultancy work and the commercials
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Director/Principal through the head of the department.

Publications

- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

Intellectual property Rights (IPR)

- College IPR may be used where not in conflict with rights of third parties or any commercialization plan.

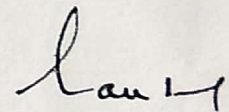
Other Commercial Rules

- College facilities and resources may be used and must be charged in line with the guidelines from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in college premises.
- Tax is applicable for the revenue generated through consultancy work.

Policy for Revenue Sharing in Consultancy

- In view of encouragement the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty or non-teaching staff involved in the consultancy work as detailed below:

S. No.	Particulars	Faculty	Management
1.	Use of institute space and or equipment	60%	40%
2.	For providing solutions/expertise to problems of the industry	80%	20%



Correspondent

Principal / Director
Methodist College of Engg. & Tech
Ables, Hyderabad-51.

Copy to:

1. Principal
2. Dean
3. V.P
4. A.O
5. All – HOD's



Methodist College of Engineering & Technology

King Koti, Abids, Hyderabad-500 001 Phone : 24755999, 24753445

www.methodist.edu.in mail: theprincipal@methodist.edu.in

Dt 09/11/2016

ORDERS

In order to promote the research culture amongst the faculty and motivate them to register for Ph D programme the management has decided to offer the following incentives.

1. Financial assistance to the faculty registered for PhD programme will be provided to the extent of Rs 30,000/- towards the Registration /Tution fees during the course of study.:
2. Paid duty leave will be granted to the faculty for attending their Pre PhD examinations

All the faculty are encouraged to register for the PhD programme and utilise the incentives offered for the promotion of research.

DIRECTOR
Principal / Director
Methodist College of Engg. & Tech
Abids, Hyderabad-01.

Copy to:

1. Principal
2. Dean
3. V.P
4. A.O
5. All – HOD's