



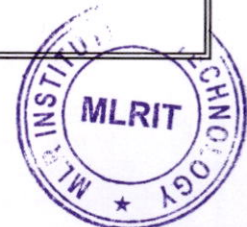
RESEARCH & DEVELOPMENT POLICY



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MLR Institute of Technology (MLRIT) envisions becoming a hub of innovation, knowledge creation, and transformative research that contributes to societal development and national progress. The institute believes that research and development form the cornerstone of academic excellence, technological advancement, and sustainable growth. In pursuit of this vision, MLRIT fosters an ecosystem where creativity, inquiry, and scientific temper are nurtured across disciplines.

VISION

To establish MLR Institute of Technology as a premier centre for research, innovation, and technological excellence by fostering a culture of inquiry-driven learning, interdisciplinary collaboration, and impactful scientific and industrial advancements that benefit society.

MISSION

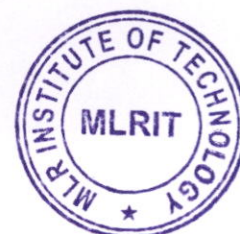
- To promote a vibrant research ecosystem that enables faculty and students to engage in high-quality, ethical, and socially relevant research.
- To enhance research capabilities by providing state-of-the-art infrastructure, financial support, skill development, and access to global resources.
- To strengthen collaborations and partnerships with academia, industry, research organizations, and government agencies for knowledge exchange and sponsored projects.
- To encourage innovation and entrepreneurship through support for filing IPRs, technology development, incubation, and industry-driven research initiatives.
- To translate research outcomes into real-world impact through commercialization, consultancy, technology transfer, and community-oriented solutions.

PURPOSE

The purpose of the Research Policy at MLR Institute of Technology (MLRIT) is to establish a strategic, systematic, and supportive framework that governs all research and innovation activities within the institution. The Research Policy seeks to strengthen the research ecosystem by offering direction, resources, and mechanisms that facilitate high-quality publications, patents, sponsored projects, industry collaborations, consultancy, and technology transfer. It ensures that research outcomes contribute to academic excellence, societal development, and the overall reputation of MLRIT as a centre of innovation and knowledge creation.

OBJECTIVES

- To promote and sustain a strong research culture across all departments by encouraging faculty, students, and scholars to engage in meaningful and high-impact research.
- To ensure ethical, responsible, and high-quality research practices, including adherence to standards of integrity, transparency, and academic honesty.
- To enhance institutional research capabilities by developing state-of-the-art laboratories, research centres, and advanced facilities that support multidisciplinary research.



- To encourage the generation of intellectual property and support researchers in filing patents, copyrights, trademarks, and other forms of IP, along with facilitating commercialization.
- To foster collaborations and partnerships with industries, academic institutions, research organizations, and government agencies for joint research, consultancy, and sponsored projects.
- To support capacity building and skill development through workshops, seminars, conferences, training programmes, and mentoring that enhance research competencies.
- To provide financial support and incentives through internal research grants, seed funding, project facilitation, and rewards for quality publications and innovations.
- To promote interdisciplinary and translational research that addresses real-world challenges and contributes to national and global development priorities.
- To ensure effective monitoring, documentation, and evaluation of research output, progress, and outcomes for continuous improvement and strategic planning.
- To facilitate technology transfer, innovation, and entrepreneurship by supporting start-ups, incubation activities, and industry-driven research initiatives.

RESEARCH GOVERNANCE STRUCTURE

The Research Governance Structure at MLR Institute of Technology (MLRIT) is designed to ensure effective planning, execution, monitoring, and promotion of high-quality research across the institution. It establishes a clear accountability framework, and coordination mechanism for all research-related activities.

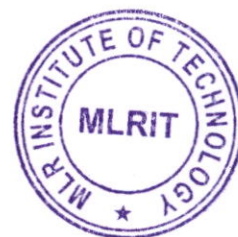
Composition

- Dean R&D
- Intellectual Property Facilitation Centre (IPFC) Incharge
- Centre for Innovation and Entrepreneurship (CIE) Incharge
- All Heads of Departments
- Senior faculty members with research experience
- Representatives from Centres of Excellence
- Departmental R&D Coordinators

ROLES & RESPONSIBILITIES

1. DEAN R&D

The Dean R&D shall lead and oversee all institutional research and development activities, ensuring they align with the institute's strategic objectives and academic vision. The Dean serves as the primary authority for approving research proposals, activities, and collaborations, while facilitating interactions with national funding agencies such as DST, AICTE, UGC, DRDO, and industry partners. The role includes supervising the operations of the R&D Cell, coordinating with all departments, and ensuring that ethical, transparent, and compliant research practices are upheld. The Dean promotes interdisciplinary research, strengthens the integration of research with academics, and monitors institutional KPIs related to publications, patents, consultancy, and funded projects. Additionally, the Dean mentors faculty and



research teams in proposal writing, innovation, and project execution, while also approving annual research budgets and ensuring efficient utilization of resources.

2. Intellectual Property Facilitation Centre (IPFC) Incharge

The roles and responsibilities of the Intellectual Property Facilitation Centre (IPFC) Incharge at MLR Institute of Technology are governed by the provisions outlined in the institute's IPR Policy. Broadly, the IPFC Incharge is responsible for overseeing all intellectual property-related activities within the institution as well as supporting external stakeholders. This includes facilitating the identification, protection, management, and commercialization of intellectual property generated by faculty, students, researchers, collaborators, and external innovators.

The IPFC Incharge coordinates with faculty, students, researchers, and R&D cell to ensure timely processing of invention disclosures, patent filings, IP documentation, prior-art searches, IP awareness programs, and technology transfer initiatives. The role also includes promoting IP culture across the institute, maintaining IP records, guiding innovators through the filing process, and ensuring compliance with institutional, national, and statutory guidelines related to intellectual property.

3. Centre for Innovation and Entrepreneurship (CIE) Incharge

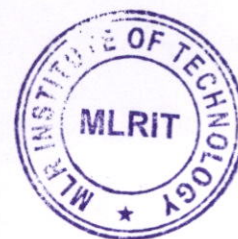
The Centre for Innovation and Entrepreneurship (CIE) Incharge is broadly responsible for overseeing all innovation, incubation, and entrepreneurship-related activities within the institution and for external stakeholders. The CIE Incharge facilitates the identification, support, and development of innovative ideas, promotes entrepreneurial initiatives, coordinates incubation processes, and ensures effective functioning of the innovation ecosystem at MLRIT. All detailed roles, procedures, and operational guidelines of the CIE Incharge shall be governed by the institute's Innovation & Entrepreneurship Policy.

4. HoDs, Senior faculty with research experience and Representatives from Centres of Excellence

All Heads of Departments, senior faculty members with research experience, and representatives from Centres of Excellence collectively contribute to strengthening the research ecosystem at MLRIT by providing academic leadership, guidance, and strategic direction to departmental and institutional research initiatives. They identify research priorities, mentor faculty and students, promote quality publications, support proposal development, and facilitate interdisciplinary collaboration. They ensure optimal utilization of research facilities, uphold ethical and quality standards, and assist in evaluating ongoing projects, innovations, and outcomes. Their contributions help align departmental research activities with institutional goals, national priorities, and emerging technological trends, thereby fostering a culture of excellence in research and innovation.

5. Departmental R&D Coordinators

The Departmental R&D Coordinators serve as the nodal point for all research activities within their respective departments, motivating faculty and students to engage in research, publish quality papers, and file IPRs. They identify departmental research strengths, gaps, and emerging opportunities while facilitating the submission of proposals for funded research and consultancy projects. The Coordinators



maintain comprehensive records of departmental research outputs, publications, project progress, and achievements, and work closely with the R&D Cell to address resource requirements, approvals, and event coordination. They organize workshops, seminars, research meetings, and awareness programmes within the department, assist in monitoring the progress of ongoing projects, and ensure adherence to publication quality standards, ethical guidelines, and institutional research norms.

RESEARCH COMMITTEES

The Research Committees at MLRIT play a crucial role in maintaining the quality, integrity, and effectiveness of research activities across the institution. The committees are as follows,

1. Institutional Research Committee (IRC)

The Institutional Research Committee provides strategic guidance and oversees the overall research ecosystem of the institute. It evaluates institution-level research proposals, monitors major ongoing projects, and ensures alignment with the institute's research priorities and national guidelines. The IRC reviews research policies, recommends improvements, facilitates collaborations, and ensures the quality and integrity of research outcomes. It also oversees institutional research performance indicators, including publications, patents, and funded projects.

2. Departmental Research Committees (DRC)

The Departmental Research Committee plays a key role in strengthening research activities within the department by evaluating departmental research proposals, monitoring the progress of ongoing projects, and ensuring adherence to academic, ethical, and quality standards. The DRC identifies departmental research opportunities, mentors faculty and students, and provides recommendations for improving research output. It acts as a bridge between the department and the central R&D Cell, ensuring smooth coordination and timely submission of research-related documents and proposals.

3. Ethics Committee

The Ethics Committee ensures that all research undertaken at the institute complies with ethical principles, legal requirements, and national/international guidelines related to human, animal, and environmental research. It evaluates research proposals for ethical risks, informed consent, participant safety, data confidentiality, and responsible conduct of research. The committee provides approvals, suggests necessary modifications, and monitors ethical compliance throughout the project lifecycle to uphold the highest standards of integrity and societal responsibility.

4. IP Evaluation Committee

The IP Evaluation Committee is responsible for assessing invention disclosures, evaluating the novelty and patentability of research outcomes, and recommending suitable forms of intellectual property protection. It reviews prior art analyses, determines commercial potential, and advises on the filing strategy in coordination with the IPFC. The committee ensures that IP-related processes comply with



institutional and statutory requirements and supports researchers in strengthening the quality of their IP filings and commercialization efforts.

5. Funded Project Review Committees

The Funded Project Review Committees oversee the progress, performance, and compliance of externally and internally funded research projects. They review periodic project reports, evaluate achievements against objectives, timelines, and budgets, and provide recommendations for corrective actions where necessary. These committees ensure accountability, transparency, and efficient utilization of grant funds while supporting investigators in addressing challenges and maintaining alignment with funding agency guidelines and deliverables.

MECHANISMS FOR MONITORING AND REVIEW

MLRIT follows a structured, multi-level monitoring and evaluation mechanism to ensure accountability and continuous improvement in research performance.

1. Periodic Progress Reports

- Monthly or quarterly reporting by investigators of funded and internal projects.
- Submission to Departmental R&D Coordinator and R&D Cell.

2. Review Meetings

- Departmental research review meeting: once every semester.
- Institutional R&D review meeting: twice a year.
- Funded project review: quarterly or as required by the funding agency.

3. Research Output Tracking

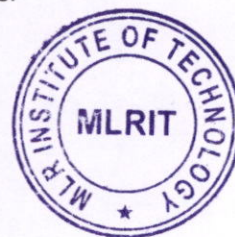
- Publications (Scopus/SCI/UGC)
- Patents filed, published, granted
- Consultancy and funded project revenue
- Student research activities
- Innovations, prototypes, start-ups

4. Annual Research Audit

- Comprehensive evaluation of departmental and institutional research performance.
- Audit report submitted to the Principal and Management.

5. Compliance and Ethics Monitoring

- Use of plagiarism-check tools for publications, reports, and theses.
- Ethics Committee review for human/animal research where applicable.



INFRASTRUCTURE AND RESEARCH FACILITIES

The institute provides a robust ecosystem of physical, digital, and intellectual resources to support high-quality research, innovation, and interdisciplinary collaboration. MLRIT's infrastructure is designed to promote seamless access, optimal utilization, and responsible handling of scientific and technological facilities. All the faculties, scholars, and students are encouraged to leverage these resources to pursue impactful academic and industrial research in alignment with institutional goals.

ACCESS TO LABORATORIES, EQUIPMENT, LIBRARIES, AND CENTERS OF EXCELLENCE

The institution hosts state-of-the-art laboratories across all departments, equipped with advanced instruments, computing resources, specialized software, and experimental setups. Access to these facilities is granted to researchers based on academic or project requirements, subject to approval from the respective facility in-charge. In addition, the centrally managed Centers of Excellence (CoEs) provide domain-specific advanced infrastructure for cutting-edge research in areas such as Advanced Composite Materials, Flight Simulation, Digital Manufacturing, AI&ML, Cyber Security and Data Science

The central and departmental libraries offer extensive physical and digital collections, including journals, e-books, databases, repositories, and online learning platforms. Researchers may also avail inter-library loan privileges and digital research tools for literature review, citation management, and data analysis.

GUIDELINES FOR SHARED FACILITY USAGE AND MAINTENANCE

To ensure efficient utilization and longevity of research infrastructure, the institute follows structured guidelines for shared facility access. All users must adhere to scheduled time slots, standard operating procedures (SOPs), and equipment-specific instructions provided by the laboratory or CoE in-charge. Users are responsible for maintaining cleanliness, reporting malfunctions, and ensuring that instruments are returned to operational condition after use. Any misuse, damage, or unauthorized operation of equipment will attract disciplinary action and may result in withdrawal of access privileges.

Facilities must be used strictly for academic and approved project purposes. Commercial or third-party usage is permitted only through formal institutional approval and cost-sharing mechanisms.

FACILITY BOOKING AND APPROVAL PROCESS FLOW

To streamline access and avoid scheduling conflicts, the institute uses a structured facility booking and approval system managed by the respective departments or centralized facility portals. The process flow includes:

1. Booking Request Submission:

The researcher submits an online/offline booking request specifying the facility, date, time, and purpose of usage.



2. Verification by Facility In-charge:

The in-charge reviews availability, assesses suitability for the proposed activity, and verifies the requester's training credentials or prior approvals

3. Approval or Rescheduling:

The booking is approved, modified, or rejected based on availability, safety considerations, and project relevance. Approved bookings are recorded in the master facility usage log.

4. Facility Usage:

The researcher uses the facility during the allotted slot while maintaining SOP compliance and recording observations in the usage register.

5. Post-Usage Inspection:

The facility in-charge or technician inspects the equipment to ensure it is in proper condition. Any issues must be documented and reported immediately.

6. Closure of Booking:

The usage entry is formally closed after verification, and the facility becomes available for subsequent users.

This transparent and standardized workflow ensures equitable access, efficient resource planning, and accountability in infrastructure usage.

RESEARCH FUNDING AND SUPPORT

MLR Institute of Technology (MLRIT) recognizes that adequate financial support is a cornerstone for fostering a vibrant research ecosystem. The institute provides structured funding mechanisms and support systems to enable faculty, research scholars, and students to undertake high-quality research, innovation, and consultancy activities.

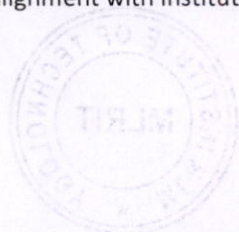
INTERNAL SEED MONEY / GRANTS

MLRIT allocates internal research funding to support exploratory research, pilot studies, and innovative projects that have the potential for external funding, publications, or patents.

Eligibility: Faculty members, research scholars, and collaborative teams within the institute.

Application Process: Proposals for seed grants must be submitted to the Departmental R&D Coordinator, who will review and forward them to the R&D Cell for approval.

Funding Criteria: Projects are evaluated based on originality, feasibility, potential societal/industrial impact, and alignment with institutional research priorities.



Funding Limit: The maximum internal seed funding per project will be decided annually by the R&D Cell in consultation with the Dean R&D and the Institutional Research Committee.

Reporting: The grant recipients must submit periodic progress reports and a final report on completion of the project, including outcomes such as publications, patents, prototypes, or follow-up funding applications.

SUPPORT FOR PROPOSAL WRITING AND FUNDED PROJECTS

MLRIT provides comprehensive support for faculty and students in securing external research funding from government agencies, private organizations, and international bodies.

Proposal Development Assistance: Guidance is provided on project design, methodology, budget preparation, and documentation requirements.

Collaborative Support: The R&D Cell facilitates intra- and inter-departmental collaborations, industry partnerships, and multi-institutional proposals.

Submission and Follow-up: The R&D Cell reviews proposals for compliance with agency norms, assists in submission, and monitors project approvals and reporting requirements.

Capacity Building: Workshops and training sessions on grant writing, project management, and funding agency processes are regularly organized to enhance proposal success rates.

UTILIZATION OF RESEARCH FUNDS AND AUDITING NORMS

MLRIT ensures transparency, accountability, and effective utilization of research funds through clearly defined financial norms and auditing procedures.

Fund Management: Research funds, whether internal or external, are released through the institutional finance office following approved budgets.

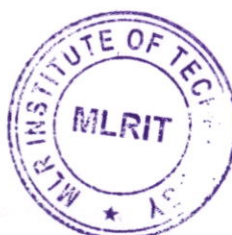
Expenditure Guidelines: Funds may be used for consumables, equipment, travel, honoraria for research assistants, software licenses, and other approved project-related expenses.

Auditing and Compliance: All research projects are subject to periodic financial audits to ensure adherence to institutional policies and funding agency guidelines.

Reporting: Principal Investigators must submit detailed utilization statements at specified intervals, along with justifications for any deviations from the approved budget.

TRAVEL GRANTS FOR CONFERENCES, FDPS, AND WORKSHOPS

MLRIT encourages faculty, researchers, and students to present their work at national and international forums and to participate in faculty development programmes (FDPs) and workshops.



Eligibility: Faculty, research scholars, and students with accepted papers, invitations, or training opportunities.

Funding Coverage: Travel grants may cover registration fees, travel expenses, accommodation, and related incidentals, as per the institute's travel norms.

Application and Approval: Applications for travel support are submitted to the Departmental R&D Coordinator and reviewed by the R&D Cell. The final approval is granted by the Dean R&D based on budget availability and merit of the activity.

Reporting: Beneficiaries must submit a post-event report detailing learnings, outcomes, and potential impact on research or teaching activities.

RESEARCH ETHICS AND INTEGRITY

At MLR Institute of Technology (MLRIT), the pursuit of research excellence is firmly grounded in ethical conduct and the highest standards of integrity. All members of the research community are expected to uphold these principles to ensure the credibility, reliability, and societal value of research outcomes. The following guidelines provide a framework to maintain ethical practices across all research activities:

ETHICAL GUIDELINES FOR HUMAN AND ANIMAL STUDIES

Research involving human participants or animals must strictly comply with internationally recognized ethical standards and institutional regulations.

- All human subject research requires approval from the Institutional Ethics Committee (IEC) and informed consent from participants. Studies must prioritize participants' rights, privacy, and welfare.
- Animal studies must follow protocols approved by the Institutional Animal Ethics Committee (IAEC), ensuring humane treatment, minimal suffering, and adherence to the "3Rs" principle—Replacement, Reduction, and Refinement.
- Researchers must comply with relevant national and international laws, including biomedical and clinical trial regulations, and maintain proper documentation for audits and inspections.

PLAGIARISM POLICY AND SIMILARITY SCORE LIMITS

MLRIT emphasizes originality in research and prohibits any form of academic misconduct, including plagiarism.

- All research publications, theses, dissertations, and reports must be original work, properly citing all sources.
- Manuscripts or proposals are subject to plagiarism checks using TURNITIN software, with an acceptable similarity threshold of $\leq 20\%$. Exceeding this limit requires revision and resubmission before approval or publication.



- Repeated violations may result in disciplinary action, including withdrawal of research privileges or reporting to external regulatory authorities.

DATA INTEGRITY, TRANSPARENCY, AND RESPONSIBILITY OF RESEARCHERS

Maintaining accurate, transparent, and reproducible research data is essential for the advancement of science.

- Researchers are responsible for the authenticity, accuracy, and completeness of all data generated during their research. Fabrication, falsification, or selective reporting is strictly prohibited.
- Data must be systematically documented, securely stored, and made available for review, audit, or replication by authorized personnel while maintaining confidentiality and intellectual property rights.
- Collaboration and supervision should emphasize shared responsibility, ensuring that all team members adhere to ethical and professional standards.
- Any conflicts of interest must be disclosed, and all funding sources or affiliations should be transparently acknowledged.

By strictly adhering to these ethical principles, MLRIT aims to foster a research culture that is responsible, credible, and socially accountable, enhancing the institution's reputation and contributing meaningfully to knowledge and innovation.

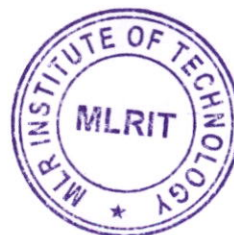
PUBLICATIONS AND AUTHORSHIP GUIDELINES

MLR Institute of Technology (MLRIT) is committed to fostering high-quality research and promoting ethical scholarly communication. The publication of research findings is a vital component of the research ecosystem, reflecting the rigor, originality, and societal relevance of the work conducted by the institution. The following guidelines provide a clear framework for ensuring excellence and integrity in publications and authorship:

PUBLICATION QUALITY NORMS

To maintain high academic standards and enhance the visibility of research, MLRIT encourages publication in reputable journals that are recognized for their quality and impact.

- Preferred journals include those indexed in Scopus, SCI (Science Citation Index), and UGC-CARE lists. Publications in such journals are considered a testament to rigorous peer review, high scholarly standards, and global relevance.
- Researchers are encouraged to prioritize journals with strong editorial boards, clear review processes, and ethical publishing practices.
- The institution recognizes the importance of open-access and indexed journals for broader dissemination but emphasizes the selection of journals that uphold academic integrity and avoid predatory practices.



AUTHORSHIP CRITERIA

Authorship reflects significant intellectual contribution and carries responsibility for the content of the publication. MLRIT adheres to the following principles:

- Only individuals who have made a substantial contribution to the conceptualization, design, data acquisition, analysis, or interpretation of the research should be listed as authors.
- All listed authors must have participated in drafting or critically revising the manuscript and approve the final version before submission.
- Order of authorship should reflect the level and nature of contribution, agreed upon by all authors before submission.
- Acknowledgment of individuals who contributed in minor ways (e.g., technical assistance, administrative support) should be provided in the acknowledgment section, not as authors.
- Any disputes regarding authorship must be resolved internally in accordance with institutional guidelines before submission.

JOURNAL SELECTION GUIDELINES

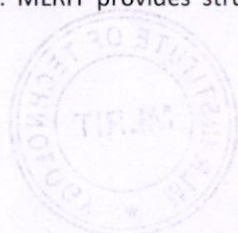
Selecting the appropriate journal is crucial to maximize research impact and ensure ethical publication. MLRIT researchers are advised to follow these guidelines:

- Choose journals aligned with the scope and subject area of the research work.
- Avoid journals with unclear peer review processes or predatory practices.
- Consider impact factor, indexing, audience reach, and publication timelines when selecting a journal.
- Researchers should ensure that duplicate submissions or simultaneous submissions to multiple journals are strictly avoided.
- All submissions should adhere to the journal's formatting, ethical, and conflict of interest disclosure requirements.

By following these publication and authorship guidelines, MLRIT aims to uphold academic integrity, enhance the visibility and credibility of its research output, and contribute meaningfully to the global scientific community.

INTELLECTUAL PROPERTY RIGHTS (IPR) & COMMERCIALIZATION

At MLR Institute of Technology (MLRIT), the management, protection, and commercialization of intellectual property (IP) are governed by the institution's IPR Policy and aligned with the Innovation and Entrepreneurship Policy. All research outputs, including inventions, designs, software, and creative works, are considered institutional IP, with clear provisions for ownership, revenue sharing, and licensing to ensure fair benefit to both creators and the institute. The Intellectual Property Facilitation Cell (IPFC) plays a central role in evaluating inventions, guiding faculty and students through patent, copyright, and trademark filing procedures, and facilitating compliance with legal and regulatory requirements. MLRIT provides structured support for technology transfer, licensing agreements, and



startup incubation, enabling researchers and innovators to convert their ideas into commercially viable products and services. The policies define transparent mechanisms for IP disclosure, assessment, and commercialization, ensuring ethical practices, conflict-of-interest management, and alignment with national innovation initiatives, thereby fostering a culture of innovation, entrepreneurship, and societal impact within the institute.

COLLABORATION AND CONSULTANCY

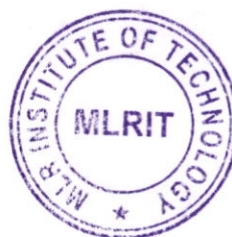
MLR Institute of Technology (MLRIT) actively promotes industry–institute partnerships to foster research, innovation, and technology transfer that benefit both the academic community and the industry. Strategic collaborations are formalized through Memorandums of Understanding (MoUs) and sponsored research projects, ensuring mutual commitment to project goals, resource sharing, and timely deliverables. The institute encourages faculty and researchers to engage in consultancy activities, providing expert advice and technical solutions to industry and government agencies. The framework for consultancy, including norms, revenue sharing, and necessary approvals, is elaborated in detail in the MLRIT Consultancy Policy, which ensures ethical practices, transparent financial management, and alignment with institutional objectives. All collaborations and consultancy activities are expected to uphold high standards of professionalism, intellectual property protection, and compliance with legal and regulatory requirements, thereby strengthening MLRIT’s ecosystem of research, innovation, and societal impact.

RESEARCH DATA MANAGEMENT

At MLR Institute of Technology (MLRIT), effective research data management (RDM) is recognized as a cornerstone of high-quality, transparent, and reproducible research. The institute provides clear guidelines for the creation, storage, access, sharing, and confidentiality of research data, ensuring that all research outputs are managed responsibly throughout their lifecycle. Researchers are expected to document and organize data systematically, using standardized formats and metadata to facilitate verification, analysis, and future reuse. Access to research data is governed by principles of need-to-know and confidentiality, protecting sensitive information, intellectual property, and the privacy of human or animal subjects, while enabling collaboration and academic scrutiny in line with ethical and legal requirements.

MLRIT prescribes defined data retention periods based on the type of research and funding agency guidelines, ensuring that all raw and processed data remain available for verification, audits, or follow-up studies. Adequate data security measures, including controlled access, secure storage systems, regular backups, and encryption where necessary, are mandated to prevent loss, corruption, or unauthorized access. Researchers are also encouraged to share non-confidential datasets through institutional repositories or recognized public data archives to enhance transparency, reproducibility, and scientific impact.

By implementing robust research data management practices, MLRIT aims to safeguard the integrity, accessibility, and long-term value of research data, fostering a culture of responsible research and enabling compliance with national and international standards.



COMPLIANCE AND LEGAL PROVISIONS

MLR Institute of Technology (MLRIT) ensures that all research activities are conducted in strict adherence to national and institutional policies, regulations, and legal frameworks. Researchers are required to comply with guidelines and mandates from regulatory and funding agencies such as the Department of Science and Technology (DST), All India Council for Technical Education (AICTE), University Grants Commission (UGC), Indian Council of Medical Research (ICMR), and other relevant authorities, as applicable to their domain of research. Compliance ensures the ethical conduct, safety, and legitimacy of research work and enhances the credibility of research outcomes on national and international platforms.

Safety protocols for laboratory research are strictly enforced to protect researchers, staff, and the environment. All laboratories must follow standard operating procedures (SOPs) for handling chemicals, biological materials, and equipment, including the use of personal protective equipment (PPE), proper storage, and disposal of hazardous materials, emergency preparedness, and routine safety audits. Researchers are trained to identify and mitigate risks, and compliance with occupational health and safety regulations is mandatory.

MLRIT also maintains clear Conflict of Interest (COI) guidelines to ensure that research decisions are made impartially and ethically. Researchers, faculty, and staff must disclose any personal, financial, or professional interests that could potentially influence research outcomes, funding allocation, or collaboration decisions. The institute has established mechanisms for COI review, management, and reporting to maintain transparency, fairness, and integrity in all research activities.

By embedding these compliance and legal provisions into the research framework, MLRIT promotes a culture of responsible, safe, and ethically robust research, aligning with national standards and fostering public trust in the institution's scientific contributions.

INCENTIVES AND REWARDS

MLR Institute of Technology (MLRIT) acknowledges and rewards exceptional research contributions to encourage a culture of high-quality publications, innovation, and entrepreneurial activity. The institute provides monetary incentives for research publications, support for prototype development, and facilitation for startup activities, ensuring that research outcomes are both recognized and applied for societal and commercial benefit.

STANDARD OPERATING PROCEDURE (SOP) FOR CLAIMING PUBLICATION INCENTIVES

Faculty members intending to claim incentives for published research papers must follow the steps outlined below:

Eligibility

- Only publications with MLRIT affiliation clearly mentioned are eligible.
- The research paper must be indexed in SCOPUS, SCIE, ESCI, WOS.



- The paper must appear in the college's SCOPUS profile before the incentive is processed.

Application Process

- Download and complete the Incentive Application Form from the MLRIT website.
- Attach the full published manuscript and necessary proof of indexing (SCOPUS, SCIE, ESCI, WOS).

Approval Workflow

The completed application form, along with supporting documents, must be submitted sequentially for signatures:

Author(s) – confirmation and declaration of originality

Department R&D Coordinator – verification of publication details, indexing, and affiliation

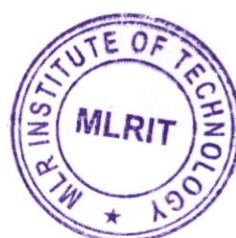
Dean of R&D – final approval and processing for incentive disbursement

Incentive Disbursement

Incentives are awarded as per the category of publication (journal article, conference paper, or book chapter) and indexing tier.

The incentive table is as follows:

Category	Incentive (Rs.)
Journal - Article	
SCIE & SCOPUS: Q1	50,000
SCIE & SCOPUS: Q2	40,000
SCIE & SCOPUS: Q3	30,000
SCIE & SCOPUS: Q4	20,000
ESCI & SCOPUS	16,000
SCOPUS	12,000
Conference Paper	
WOS & SCOPUS (Ex: IEEE)	9,000
SCOPUS	7,000



Book Chapter	
SCOPUS	3,000

Note: Incentive amounts may be revised from time to time in accordance with institutional policy and budget provisions.

SUPPORT FOR PROTOTYPE DEVELOPMENT AND STARTUP ACTIVITIES

MLRIT encourages prototype development and entrepreneurial initiatives arising from research. The institute provides:

- Access to laboratories, equipment, and technical support for prototype development.
- Guidance and mentorship for startup creation, intellectual property protection, and technology commercialization.
- Assistance in funding applications, incubation, and industry collaboration to enhance the practical impact of research outputs.

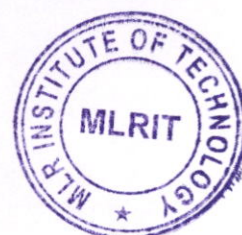
MLRIT ensures transparency, accountability, and fairness in the incentive process, motivating faculty and researchers to contribute high-quality publications, innovative solutions, and entrepreneurial ventures that elevate the institute's research profile.

MONITORING, EVALUATION AND REPORTING

MLR Institute of Technology (MLRIT) has established a structured framework for continuous monitoring, evaluation, and reporting of research activities to ensure accountability, transparency, and sustained growth of the research ecosystem. The institute prepares comprehensive Annual Research Reports that document key achievements, including publications, patents, funded projects, consultancy activities, collaborations, technology transfers, prototypes, and startup initiatives. These reports are compiled by the R&D Cell in coordination with all departments and are submitted to the Academic Council and Governing Body for review, institutional benchmarking, and strategic planning.

To assess research performance objectively, MLRIT follows well-defined Key Performance Indicators (KPIs) that reflect the quality and quantity of scholarly output. These KPIs include the number of Scopus/SCI-indexed publications, patents filed/published/granted, external research funding received, consultancy revenue, industry collaborations, student research participation, and innovation or entrepreneurship outcomes. Departments are evaluated based on these indicators to encourage healthy research competition and enable targeted support or capacity-building where needed.

The institute also maintains a systematic Policy Review Mechanism to ensure that the R&D Policy remains relevant, effective, and aligned with national and global research standards. The policy is reviewed every 3–5 years, or earlier if required, based on emerging trends, regulatory updates, feedback from faculty and researchers, and institutional priorities. Revisions are carried out through a



consultative process involving the R&D Committee, Department Research Committees, and external experts when necessary. This continuous evaluation framework ensures that MLRIT's research environment remains dynamic, progressive, and conducive to high-impact innovation.

IMPLEMENTATION Framework

The effective execution of the MLR Institute of Technology (MLRIT) Research and Development (R&D) Policy requires a clear and structured implementation framework that outlines processes, timelines, and responsibilities across administrative and academic units. The policy is implemented through well-defined procedures and timelines, beginning with dissemination of the approved policy document to all departments, followed by orientation sessions for faculty, researchers, and students. Each component of the policy—such as publication incentives, research project approvals, IPR filings, consultancy engagement, ethical clearances, and research data management—is executed through standardized institutional procedures with specified timelines to ensure consistency, transparency, and timely decision-making. Task-specific workflows and approval cycles (e.g., R&D proposal submission, IP disclosure review, funding application processing) are monitored periodically by the R&D Cell to maintain policy adherence and operational efficiency.

The implementation is carried out collaboratively by various administrative and academic units, including the R&D Cell, Departmental Research Committees (DRCs), Institutional Research Committee (IRC), Finance Office, IP Facilitation Centre (IPFC), Centre for Innovation and Entrepreneurship (CIE), and departmental R&D coordinators. Each unit has clearly defined roles:

- R&D Cell oversees policy execution, monitoring, and reporting.
- Department Research Committees coordinate departmental research activities, review proposals, and ensure compliance.
- IPFC manages invention evaluation, IP filings, and commercialization processes.
- Ethics Committees review human/animal research proposals and ensure ethical compliance.
- Finance and Administrative Units support budgeting, release of incentives, and project funding.
- CIE support prototype development, startup facilitation, and technology transfer.

This collaborative framework ensures that research activities are aligned with institutional objectives and supported by appropriate administrative mechanisms.

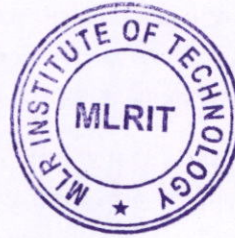
MLRIT also employs structured mechanisms for periodic updates and amendments to keep the R&D Policy current and responsive to evolving research landscapes, national guidelines, regulatory changes, and institutional priorities. The R&D Policy undergoes a formal review every 3–5 years, or earlier if required, based on feedback from faculty, researchers, governance bodies, and external experts. Proposed amendments are evaluated by the Institutional Research Committee and approved by the Academic Council and Governing Body before implementation. Policy updates are communicated institution-wide and reflected in all operational guidelines. This dynamic amendment process ensures that the MLRIT R&D Policy remains robust, future-ready, and aligned with global research best practices.



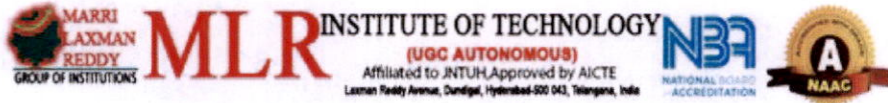
Annexure I

INSTITUTIONAL RESEARCH COMMITTEE (IRC)

1. Dr. K Srinivas Rao – Principal
2. Dr. T Arunkumar – Dean R&D
3. Dr. V.Radhika Devi – Dean IQAC
4. Dr. A Vivek Anand – IPFC In-charge
5. Dr. Satyanarayana Gupta – HoD AERO
6. Prof. M Venkateshwar Reddy - HoD MECH
7. Dr. Ajmeera Kiran – HoD CSE
8. Dr. D.B.K. Kamesh – HoD CSIT
9. Dr. Kashi Sai Prasad – HoD AIML
10. Dr. P. Subhashini – HoD DS
11. Dr. N V Raja Sekhar Reddy- HoD IT
12. Dr. SVS Prasad – HoD ECE
13. Prof. Ashok Kumar Cheeli – HoD EEE
14. Dr. Ch Achi Reddy - HoD H&S
15. Dr. N. Ramanjaneyulu - HoD MBA



Annexure II



Centre for Research and Development
Article Publication Incentive Form

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Journal name				
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Documents Attached	
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Faculty

Department R&D
Coordinator

Dean R&D

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