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CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT PRASANTA SUR CAMPUS

APPROVED BY A.I.C.T.E AND AFFILIATED TO M.A.K.A.U.T.
24/1A, CHANDI GHOSH ROAD, TOLLYGUNGE, KOLKATA - 700 040
TEL. : (033) 2421 9951/8998 ● TELEFAX : 2481-6767 WEBSITE : www.ciem.ac.in

POLICY FOR CAREER ENHANCEMENT

Partha Pratim Das
27/11/2022

Secretary
Calcutta Institute of
Engineering and Management

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This policy is discussed and approved in the meeting of governing body of CIEM society and this is effective from 27th November, 2022.

Partha Pratim Das
27/11/2022

Secretary
Calcutta Institute of
Engineering and Management

SECRETARY,
CIEM SOCIETY
DATE:

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INTRODUCTION

This document outlines the research policy for teachers at CIEM in accordance with the guidelines provided by the All-India Council for Technical Education (AICTE) and Maulana Abul Kalam Azad University of Technology (MAKAUT). Research is an integral part of academic excellence and plays a vital role in the advancement of knowledge, innovation, and societal development. This policy aims to foster a culture of research among teachers and create an enabling environment for their scholarly pursuits.

OBJECTIVES

The objectives of this research policy are:

- a. To encourage and support teachers in conducting high-quality research relevant to their respective fields of expertise.
- b. To promote interdisciplinary collaboration and research partnerships both within the institution and with external stakeholders.
- c. To facilitate the dissemination of research findings through publications, conferences, seminars, and other scholarly activities.
- d. To enhance the research infrastructure and resources available to teachers.
- e. To recognize and reward outstanding research contributions by teachers.

ELIGIBILITY

All full-time and part-time teachers employed at CIEM are eligible to participate in research activities covered by this policy.

RESEARCH FUNDING

- a. CIEM shall provide financial support for research projects, conferences and seminars, both national and international, through internal grants and external funding sources. The financial expenditure of the participating faculty would be reimbursed, up to Rs. 10,000, based on the prior sanction of the management/ competent authority.
- b. Teachers are encouraged to seek external funding from government agencies, industry partners, and other relevant organizations to support their research endeavours.
- c. The allocation of research funds shall be based on the merit and feasibility of proposed projects, as evaluated by a designated research committee.

RESEARCH LEAVE

- a. Teachers may apply for research leave to focus on their research activities, subject to approval by the competent authority based on faculty class adjustments, faculty leave adjustments (ref. service rule and amendments) etc.
- b. The duration and terms of research leave shall be determined based on the nature and scope of the proposed research project.

INTELLECTUAL PROPERTY RIGHTS (IPR)

- a. CIEM recognizes and respects the intellectual property rights of teachers arising from their research activities.
- b. Teachers retain ownership of intellectual property generated through their research, subject to any agreements with funding agencies or contractual obligations.
- c. To promote awareness of IPR, an Intellectual Property Rights Cell has already been constituted with the following objectives:
 - i) Creating awareness about intellectual property rights among students and faculty members.
 - ii) Providing guidance and support for the protection of intellectual property assets, including patents, copyrights, trademarks, and designs.
 - iii) Facilitating the process of filing and prosecuting intellectual property applications.
 - iv) Promoting innovation and creativity among students and faculty members.
 - v) Collaborating with industry partners for technology transfer and commercialization of intellectual property.
 - vi) Organizing workshops, seminars, and training sessions on various aspects of intellectual property rights.

RESEARCH ETHICS

- a. Teachers conducting research at CIEM are required to adhere to the highest standards of research ethics and integrity.
- b. Research involving human subjects, animals, or sensitive data must receive prior approval from the Institutional Ethics Committee (IEC) or relevant regulatory bodies.
- c. A plagiarism checking software will be installed in the computer lab/Library for the use of both faculty and students.

RESEARCH OUTPUT

- a. Teachers are expected to disseminate their research findings through publications in peer-reviewed journals, presentations at conferences, seminars, workshops, etc.
- b. CIEM shall provide support for publication fees, conference travel, and other expenses related to research dissemination upon prior approval from competent authority.
- c. The institution may establish a repository or database to archive and showcase the research output of teachers.

PERFORMANCE EVALUATION

- a. Research contributions shall be considered as a component of the performance evaluation criteria for teachers, along with teaching, professional development, and service.
- b. CIEM shall periodically assess and recognize outstanding research achievements by teachers through awards, honours, and incentives.

REVIEW AND REVISION

This research policy shall be reviewed periodically to ensure its effectiveness and relevance to the evolving needs of teachers and the institution. Amendments or revisions may be made as deemed necessary by the competent authority.

CONCLUSION AND COMPLIANCE

All teachers are expected to comply with the provisions of this research policy and any associated guidelines, procedures, or directives issued by CIEM and regulatory authorities such as AICTE and MAKAUT.

CIEM is committed to fostering a vibrant research culture and supporting the research aspirations of its teachers. By adhering to this research policy, we aim to contribute significantly to the advancement of knowledge and innovation in our respective fields.