

Circular

(Submission of Research related documents for reimbursement)

All the faculty members and students of MIET are hereby informed that :

1. Each one will go through the issued "MIET Research Policy", which is also available at MIET Website.
(Link : https://miet.ac.in/media_image/policy/2023_12_27_03_49_27_6818.pdf).
2. Each one, who is eligible to get reimbursement / award as per the MIET Research Policy, must apply for reimbursement / award (as per duly completed and signed prescribed format – form and excel data (these blank formats are available in Downloads section of MIET Website) – with all supporting documents / proofs, including applications / brochures etc. – as applicable).
3. The submission of all the documents is to be done to I/c-IPR (Mr Rohit Aggarwal) as and when the IPR / Paper etc. has been published (in an earliest possible manner).

I/c-IPR is requested to compile the concerned data and process it as per the rules / guidelines provided in MIET Research Policy on a monthly basis so that reimbursement / award can be disbursed on a monthly / regular basis.

NOTE : The documents received till the end of the month are to be processed within next two weeks so that the reimbursement can be disbursed within two weeks of forthcoming month.



(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

- ⇒ Hon'ble Chairman / Vice-chairman
- ⇒ Dean-First Year, Dean – CS/IT, Dean-Academics, Dean-Students' Welfare
- ⇒ All the HODs, IQAC, Chief Proctor, Chief Warden, I/c-IPR
- ⇒ Registrar, Library, Accounts, ERP
- ⇒ All the faculty members concerned
- ⇒ Notice Board