



Date and Number of Revision: <b>10,03,2022 - Rev. 6</b>	<b>Procedure of Evaluating and Appreciating the Scientific Research Works</b>	Document Code: <b>QPRG 151</b> Page 1 of 5
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## **Procedure of Evaluating and Appreciating the Scientific Research Works of GNEC Staff**

### **1- Objectives:**

The purpose of compiling and implementing of this procedure is to achieve the following objectives:

- Creating Motivation in Employees in order to Develop Technical Knowledge in various fields of the company's activities.
- Helping to Transfer Technical Knowledge through authoring, research, translation, teaching and gathering of scientific materials using the scientific capacities of the company's employees or reputable scientific centers.
- Promoting the Culture of Study and Research.
- Registering and maintaining the presented scientific works, in order to be used in the ongoing projects of the company.
- Exchange of information and transfer of experience and knowledge among staff and other stakeholders.
- Creating a suitable platform to lead the company towards a knowledge-based organization.

### **2- Definitions:**

**2-1- Company:** Ghods Niroo Engineering Company (GNEC).

**2-2- The Research and Evaluation committee of scientific works:** This committee consist of the managing director (committee chairman) and other senior managers of the company.

**2-3- Training Committee:** This committee is made up of representatives of all company departments, and besides supervision over training of the staff, is responsible for the proper implementation of this procedure.

**2-4- Scientific Authorship:** This refers to all scientific works, articles and books that are in relation to particular fields of activity of the company and based on the studies, experiences and researches of the author or authors and have been gathered, compiled and arranged by them.

Note: The assortment of writings and reports that the staff are required to prepare based on their job description are not included in this procedure.

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Date and Number of Revision: <b>10,03,2022 - Rev. 6</b>	<b>Procedure of Evaluating and Appreciating the Scientific Research Works</b>	Document Code: <b>QPRG 151</b> Page 2 of 5
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**2-5- Translation:** This is a Translation from a foreign language into Persian or vice versa (without interfering in to the contents) and more than three years passed since the last edition of the original work. Deciding about the original works that have been edited for more than three years, considering the importance of that work, is the responsibility of the Training Committee

**2-6- Articles, Scientific and Specialized works:** Works presented in prestigious domestic and foreign conventions and conferences or in creditable domestic and foreign journals. Provided that no more than 6 months have passed since its Publication.

### **3- limits and scope of application:**

This Procedure is used at all level of employees in Ghods niroo Engineering Company.

### **4- Responsibilities:**

The Training committee is responsible for evaluating the Research and Scientific Works. To pursue the good implementation of this procedure, as per case, the Training committee will invite a "working group" with the following composition:

- Head of relevant Engineering Department.
- One of the experts of the company in the related subject.
- A university professors in the subject field, upon the requirement of Training Committee
- One member from Training Committee
- Head of Training Committee

The final decision will be taken, by this working group, on the raised issue and will be announced to the Training Committee for approval.

The training committee will review the decision taken and in the case of approval, will forward it for the final verification to the Research Committee.

### **5- principles and rules:**

5-1- Researches and writings should be done outside of office hours and should be a work in addition to the main duties of the employees.

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Date and Number of Revision: <b>10,03,2022 - Rev. 6</b>	<b>Procedure of Evaluating and Appreciating the Scientific Research Works</b>	Document Code: <b>QPRG 151</b>  Page 3 of 5
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5-2- Evaluation and appreciation is done only for works that have been published or presented for the first time.

5-3- It is mandatory to mention the name of Ghods Niroo Engineering Company in the submitted works and in its usual place.

**Note:** All legal responsibilities arising from the publication of the works are upon the author or authors, translator or editors and there would be no responsibility towards Ghods Niroo Engineering Company.

### **6- Method of Implementation:**

In order to encourage the Staff to Develop Research Activities, and also transfer their experiences through the publication of scientific works, This Procedure is prepared and enacted:

6-1- Works will be evaluated and reviewed if they are in relation to the field of activities of Ghods Niroo Engineering Company and be accepted and published by one of the Creditable Scientific Establishments.

6-2- The author of the article must submit the Article Evaluation Form, brochure or call for paper, the original printed article and the related file in the form of pdf or word and letter of confirmation of presenting the article in the Conference or printing in the Transaction of Conference, to the committee.

6-3- In case of presenting a specific scientific activity in different times or centers and in different forms or with similar titles (such as presenting an article in different conferences, reprinting translated or books, etc.) the corresponding incentive will be considered once.

6-4- For publishing authored or translated books bearing the name of the company, in addition to giving the incentives mentioned in this procedure, and upon the approval of the Research and Evaluation committee, and verification of the Company Management, the Company will contribute to the costs of printing.

6-5- Specialized books (authorship or translated) are those books that have the International Standard Book Number (ISBN) after printing.

6-6- In the Articles that are presented in Conferences, Seminars and Conventions, the first person refers to a person who presents the article.

6-7- In case of presenting more than two articles in a Conference, the incentive will be applied, at most to Two Articles.

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Date and Number of Revision: <b>10,03,2022 - Rev. 6</b>	<b>Procedure of Evaluating and Appreciating the Scientific Research Works</b>	Document Code: <b>QPRG 151</b> Page 4 of 5
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### **7- Scientific works and related incentives:**

The following seven activities are known as scientific and research activities:

7-1- Authorship of Specialized Books used in universities or related industry.

7-2 Translation of Specialized Books and Texts used in universities or related industry.

7-3- Presenting articles in domestic or foreign creditable scientific journals, national, international and specialized scientific conferences.

7-4- Presenting or holding educational workshops besides the scientific conferences and seminars.

7-5- Presenting scientific seminars within the company.

7-6- Development of applied software that can be used in the industry.

7-7- Research activity.

### **8- Committee Work Process:**

8-1- The presenter must submit a typed and printed copy of his Scientific Work along with the completed form of evaluation of the relevant work to the committee. In case of the Articles, providing the approval of the Conference regarding the acceptance or agreement to submit the article is mandatory.

8-2- The Scientific Works and evaluation forms, which are received by the committee, will be assessed for scientific value of the work and the amount of incentive for the author.

8-3- The committee, by forming a "working group" will review the scientific work inside the company or will refer it to some outside experts, and then after, will declare his judgment regarding its rejection or approval of the work.

**Note:** The committee is obliged to make a final decision on the method and amount of incentive for the works, within a maximum period of 3 months, from the date of receiving of the application and supporting documents.

8-4- Those articles which are not accepted in a Conference or Seminar will be acknowledged through a Letter of Appreciation from the Company.

8-5- Scientific Works presented based on the evaluation forms, will be examined and receive scores, and accordingly they will enjoy the specified amount of money.

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8-6- The maximum score of a Scientific Work is 100 and the minimum score is 50. Therefore, the works that receive less than 50 scores, will not receive financial support and only a certificate of appreciation will be awarded. The financial support, for the works with scores above 50, will be as per Article 9.

8-7- Considering that payments are made for each individual work, if a Scientific Work was made with the participation of several company's colleagues, the submitter of the work to the committee is obliged to obtain the written consent of other people based on the form (attachment) and submit it to the committee.

8-8- If the authorship is prepared jointly by colleagues and people outside the company, the incentive will only be paid to the employee of the Company, and based on the approved shared fees.

### **9- Types and amounts of incentives:**

9-1- Authorship of Specialized Books and texts:

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9-2- Translation of Specialized Books:

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9-3- Publishing or presenting articles to creditable Conferences and Journals:

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9-4- Presenting or holding Educational Workshops besides the national or international conferences and seminars:

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9-5- Presentation of Scientific Seminars inside the company:

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9-6- Development of applied software that can be used in the industry:

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9-7- Research activities:

\*\* Contact Human Resource Management Office

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