

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Advisory for Manuscript Writing Retreat

The multi-dimensional academic life of faculty members poses a busy calendar to deal with on a day to day basis. Faculty members multitask while dealing with their commitments on multiple fronts in teaching, service, projects, outreach, networking, etc. With several of time-sensitive items in the list, manuscript writing work may at times take a back seat. The students, project staff and faculty members of a research group work together on a research topic while focusing on different aspects of the work through analysis and experiments. Research groups also keep evolving new ideas while deep-diving into the concepts and analytics. It is equally essential to consolidate some of those thoughts and developments in a timely manner, and also to disseminate the findings through their scholarly articles for the benefit of the research and professional communities. Manuscript writing requires the group to work together in a focused manner while compiling their variety of inputs and thoughts where the faculty member leads the process. It may be helpful to a faculty member to step away from the daily routine for some time and have complete focus on manuscript writing.

With an objective to create quality time for writing manuscripts, a scheme for “Manuscript Writing Retreat” has been created, where a faculty member along with a few of research students, post-doctoral fellows, project staff and other faculty members from the group can spend about a week together at a place other than their regular workspace. In this scheme:

- The proposing faculty member may opt for the retreat at any place within 300 kms from the campus.
- The faculty member and all other group members will be considered to be on duty. All group members are expected to volunteer to be part of the retreat and there should be no pressure on them to participate in the retreat.
- The faculty member will make alternative arrangements for other Institutional commitments during the period of the retreat. Timing of the trip should be planned and managed in such a way that it does not affect the teaching commitments of the faculty members and class attendance of the students joining the trip.
- Complete duration of the retreat should be dedicated to the work related to manuscript writing. The whole group is expected to strictly adhere to this requirement and this retreat should not be seen as a sight-seeing opportunity.
- Reasonable costs for travel and boarding/lodging will be covered by the Institute through R&D Funds. Any additional funds needed to cover the genuine expenses can be taken from CPDA/PDA/projects.

- The faculty member and the students may also choose to stay in the Institute Guesthouse.

The faculty members can apply for this scheme any time of the year. The application should include the names of the research group members, estimated budget, status of the work in reference, and a clear-cut plan for writing of manuscripts. The applications will be reviewed by the Deans of faculty affairs office and R&D office, and approved by the Director. After return from the retreat, faculty members are expected to submit a report indicating the overall experience and the status of the manuscripts which were targeted to be prepared during the visit.