

**SRI SATYA SAI UNIVERSITY OF  
TECHNOLOGY & MEDICAL  
SCIENCES, Sehore**



**Policies and Regulations for Conducting  
Research and Consultancy**

**Approved by Board of Management and Governing body**

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## 1.0 Introduction

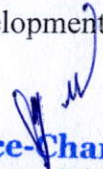
Research is an integral and important part of any higher education system. Quality research improves the academic delivery of the faculty members, elevates the academic value of students, and supports the university to contribute towards the society's professional, industrial, and economic development. Sri Satya Sai University of Technology and Medical Sciences, Sehore (SSSUTMS), actively promotes research among its faculty members and students. In addition to basic research, which is the backbone of every university, SSSUTMS also gives adequate importance and support to applied research. Research at SSSUTMS relies on the motivated intellectual pool of its learned faculty members, research fellows, collaborating institutes, industries, and stakeholders. Students are motivated to undertake research projects as a component of their curricular learning under UG and PG programs. The faculty members, research scholars and fellows are regularly encouraged to publish their findings in reputed journals and present papers at conferences of national and international repute. SSSUTMS, facilitates and motivates all researchers and innovators to participate in competitions, nominate for awards and apply for government and non- government grants to promote research and innovation.

## 1.1 Scope and Purpose

This document provides a detailed description of the Research Policy and regulations of SSSUTMS based on the statutes and vision of University. The document provides guidelines to support and enhances research activities. The document should be read in conjunction with the relevant ordinances and regulations, and any other policies, procedures or guidelines as may be issued by the university research cell from time to time. This document shall be kept under review by the research council of University. The research council shall be the principal research advisory and regulatory body of the university and shall formulate and promote the research programs and initiatives of the university.

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers at SSSUTMS. The policy shall serve as an overall framework within which research and innovation will be carried out at the university, and the purpose of this document is to:

- Present a policy framework for the management, support and development of research at the SSSUTMS.
- Provide a strategy for achievement of the research goals.

  
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## 1.2 Applicability of the Policy

This document will be applicable to all SSSUTMS faculty members, staff and students involved in any form of research activity.

## 1.3 Objectives

This policy provides a broad framework to guide research and integrity of scholarly inquiry at the university. The objectives of policy are as follows:

- Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure.
- Increase and effectively manage the resources and research support for its members and the wider university community.
- To design and implement rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities (ENCL: 01).
- Provide education and training in research and related skills, especially for graduate and undergraduate students and thereby enhance the academic programs of their constituent academic units.
- Contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
- Transfer and mobilize knowledge gained through research for the benefit of society, via a variety of mechanisms as appropriate.
- Enhance the reputation of its members, the constituent academic units, and the university through the quality of its work.
- To initiate a research fund for supporting and facilitating research initiative and projects of faculty members and students as seed money for providing equity for sponsored projects.
- To design rules, procedures and guidelines for granting study leaves, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities.
- To encourage the publication of the research work/project in reputed academic journals
- To provide guidelines for protection of intellectual properties in long term interest of the university

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- Research council ensures integrity, quality and ethics in research.

## 2.0 Research Council

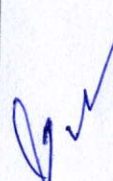
The primary role of the research council is to act as an apex body for research at the University. The Research Council is expected to fulfill its duties and assigned tasks through its regular meetings and discussions, involving and catering to the interests and opportunities to all domains of education of the university.

The key objectives of the Research Council shall be as follows:

- To review proposed research and extension projects taken up by the university annually, including intermediate requests.
- To provide recommendations and advise on research projects through grants and approvals by various government and non-government sources.
- To facilitate availability of infrastructure for the above stated research works by the university and its centers and collaborations.
- To promote activities and events to motivate, inspire and support ideation, innovation and dissemination of knowledge towards socio-economic development of the state and country at large.

### COMMITTEE MEMBERS

S.No.	Name
1	<b>Prof Hemant Kumar Sharma (Chairman)</b>
2	<b>Prof Prashant Singh Kalhans (Convenor)</b>
3	<b>Prof. Alka Thakur (Convenor)</b>
4	<b>Prof. Jitendra Sheetlani</b>
5	<b>Prof. Neelesh Choubey</b>
6	<b>Prof Prabodh Khamparia</b>
7	<b>Prof. Neelu Jain</b>
8	<b>Prof. Geeta Khoobchandani</b>

  
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9	Prof. Gajraj Singh Ahirwar
10	Prof. Indrajeet Singh Yadav
11	Prof. Hemant Kumar Sharma
12	Prof. Abhilasha Pathak
13	Prof. Sunil Kumar Shah
14	Prof. Kanchan Shrivastava
15	Prof. M D Singh
16	Prof. Dhiraj Shinde
17	Prof. Rishikesh Yadav
18	Prof. Mamta Vyas

The research council suggested as part of the research policies and regulations are suggestive bodies working towards the achievement of vision statement, execution, and adaptation of the document at the university.

The Board of Management (BOM) of the university on recommendation of the Academic Council (AC), or as per the vision map of the university, sanction, grant and make provision of all infrastructural and logistic support to promote research and innovation at the university.

The Academic Council (AC) on matters related to research and innovation shall, as per suggestions of the Research Council (RC), take decisions and recommend for action to the RC keeping in view the overall academic vision, growth and progress of each departments as well as the university as a whole.

Further, the RC shall act as the apex body to advice and execute on the Research policies and regulations at the university.

**The Research council shall perform the following functions including:**

- i. Recommend a faculty to recognize as a supervisor/Principal Investigator for a research work/project.

  
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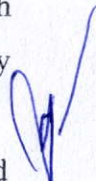


- ii. Research Council ensures compliance of prevailing UGC Regulations regarding PG and Ph.D. Programs.
- iii. Suggest process of registration for doctoral degrees through entrance examination as specified in the UGC Regulations.
- iv. Recommend names of distinguished academicians from outside the university for co-guiding a research work/project,
- v. Consider cases of registration for doctoral degrees where there is change of subject/ faculty.
- vi. Consider cases of different opinion between examiners of doctoral thesis and other exceptional situations not expressly covered by rules on the subject.
- vii. Maintain quality and relevance of research works at the university and ensure prevention of plagiarism.
- viii. Mobilize human and financial resources to facilitate development of centers of excellence for promoting domain specific research works at the university through research fellows, fellowship programs, chairs, government and non-government funding's and collaborations.
- ix. Promote and facilitate a mechanism to motivate publications and generate IP by the university faculties and students.
- x. Connect and align the university research endeavors to societal development through research works focused on attainment of various Sustainable Development Goals (SDGs), and industry academia collaborations.
- xi. Acknowledge, recommend, and nominate faculty members to participate in competitions and for awards within and outside the university campus.
- xii. Perform other functions, as may be assigned to it by the Board of Management or the Academic Council with regards to maintenance of standards and promotion of research and innovation.

#### **Office of Research Director-R&D**

The Research Cell of SSSUTMS is functional through the office of Research Director, R&D which aims at promoting research, particularly interdisciplinary research and related activities. Some of the key functions of the cell are to:

1. Motivate and encourage faculty members and students to engage in research and developmental activities, arranging FDPs to update the university faculty members about upcoming research areas.

  
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2. Support faculty members to initiate and/or continue research through good quality publications, sponsored research projects, consultancy, product developments etc.
3. Maintain record of research works and publications of the university.
4. Analyze research data of the University for qualitative and quantitative assessment.
5. Promote and facilitate inter-disciplinary research activities.
6. Encourage research for funding from various agencies and/or consultancy activities.
7. Promote development of working models/prototypes/projects by faculty members and students.
8. Develop specialized laboratories to cater to evolving needs of the industry and society.
9. Facilitate coordination with external members/bodies with a motto to promote and facilitate collaborative research.
10. Conduct and maintain records of regular meetings of various committees

### **3.0 Ph.D. Regulations**


SSSUTMS has a strong commitment to high quality research and aims to enhance the professional competence of the Ph.D. scholars. The Ph.D. regulations provide information on Ph.D. program of the university for Full Time/ Part Time Ph.D. scholars. Every scholar is expected to follow the procedures laid down by the University as Ph.D. regulation in accordance of UGC regulations.

### **4.0 Research Grants and Financial Support**

Financial support and funds are primary requisites to any research endeavor and its outcomes. SSSUTMS through grants and financial aids from its sponsoring body, various governments, non-government and industrial organizations facilitates funding for research works taken up by its students and faculty members. The various mechanisms formulated for the purpose are coordinated by the office of Research Director (R&D) and administered by the research council (RC) for execution of the same.

### **4.1 Financial assistance for research by SSSUTMS**

SSSUTMS encourages its faculty members to participate in research and innovation activities to boost ones' personal and the university's IP as well as contribute to the

  
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### **Term and Condition for Principal Investigator (PI)**

1. PI may only buy the items or equipment listed in the proposal mentioned herein.
2. Please also make sure that the equipment is procured on the lowest price/cost without making any compromising in quality.
3. If PI need to change budget in any head (within total budget) please inform the undersigned.
4. You can submit research proposal to funding agency, on the topic, for further financial support within stipulated time indicated in your proposal.
5. Project will be monitored on the basis of deliverables mentioned in your proposal in every 6 months

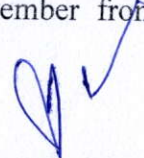
### **4.2 Financial support from outside agencies**

The university students and faculties are motivated to submit/nominate their works /proposals to the Government and Non-government funding agencies under schemes for promotion, support, and facilitation of research. Under extraordinary circumstances the university shall offer to provide for matching grants/building space to support infrastructure development or establishment of centers dedicated to research, innovation or incubation activities.

Such proposals prepared by university faculties and students need to be approved/sanctioned by the office of CF & AO. The office of Research Director (R&D) shall support and document the progress of such projects/centers/chairs funded by an external agency, maintain its accounts and submit the utilizing certificate in time to the funding agency as per the requirement of the funding agency.

### **4.3 Establishment of research chairs/design chair**

SSSUTMS may create dedicated research chairs/design chair for identified scope and domains of work in collaboration and/or through grants and financial support by NGOs, government and non-government schemes, endowment and corpus funding by industry and corporate houses. The research board shall administer, facilitate, and promote the activities and functions of such chairs created in the university as per the mandates of collaborations. A university professor/ senior faculty member from identified domain and expertise shall be appointed as Chair In charge.

  
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#### 4.4 Creating Centers of Excellence

SSSUTMS, through approval from its Board of Management, shall facilitate establishment of centers of excellence through its own funding and/or with support from industrial organizations/NGOs/government and non-government recognized agencies. A center of excellence shall be a constituent body/entity that provides leadership, best practices, research, support and/or training for an identified/focused area of research/education. Such centers shall concentrate on developing the existing capacity and resources and enable academicians/researchers to collaborate in allied disciplines and institutions for promoting education/projects that are relevant to local, regional, national and international development issues. The skill training, research and academic excellence at such centers shall be identified through publication, research projects, and consultancy assignments. The centers should have a close industry connect to facilitate academic and professional growth of its students, faculties, and research scholars.

Through such endeavors the university may also plan to promote a particular department as a Centre of Excellence in due course of its establishment in a specialized thrust area to support the vision and the planned growth of the university.

#### 5.0 Research Publications

To encourage research publications, SSSUTMS will implement the following policy:

- Each faculty member shall be expected to publish at least one research papers in refereed journals (UGC care/ WOS/ Scopus) at national and international levels in each semester.
- Faculty members shall possess the copyright of their scholarly publications.
- Upon acceptance of publication, each member of the research team agrees to provide a nonexclusive, irrevocable, global license to make their scholarly article manuscripts freely available under the terms of a Creative Commons Attribution (CC BY) or a more permissive license.
- Following the award of the license, faculty members will deliver a free electronic copy of the accepted manuscript to the relevant SSSUTMS representative in an acceptable electronic format (such as PDF).
- The University will deposit the accepted manuscript in a digital repository, with article metadata usually available immediately upon deposit and the manuscript being made accessible to the public on the date of first online



publication (or the conference end date for conference proceedings) under a Creative Commons Attribution (CC BY) license.

- This policy applies to all scholarly articles, including conference proceedings, authored or co-authored while the person is a staff member of SSSUTMS, which includes any third-party content where rights in that content have been secured. Any article submitted, or accepted, for publication before the adoption of this policy will be exempted.
- Whilst the policy does not apply to monographs, scholarly editions, text books, book chapters, collections of essays, data sets, or other outputs that are not scholarly articles, University strongly encourages researchers to make them as openly available as possible.

### **6.0 Patent Publications and Copyright**

IPRs are legal rights that provide creators' protection for their original works, inventions, appearance of products, artistic works, scientific developments, etc. All participating researchers, students, and faculty members, must sign the Patent and Copyright Agreement of the University before the commencement of any research activity. SSSUTMS motivates and supports successful utilization of IPRs.

### **7.0 University policy for consultancy projects**

SSSUTMS has established technological ecosystem for promoting research, consultancy and collaboration with other Institutions/Industries of repute through various MoUs. SSSUTMS encourages carrying out consultancy and any financial gain out of this will be shared between the institution and faculty & the staff involved. The faculty and researchers can engage in external consulting activities, subject to the University's rules and regulations. A separate consultancy policy document exists that would cover the all rules and regulation to facilitate consultancy activity by the researchers of SSSUTMS.

### **8.0 Collaborations for academic development**

To promote, support facilitate academic growth and research endeavors at SSSUTMS, the departments/faculties shall promote collaborations with various national and international agencies like academic institutes, industries, government entities, NGOs,

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training institutes and research centers. The said collaborations may be for a longer time duration spanning from 1 year to 10 year or shall be to facilitate events/activities like field trips, internships, training programs aimed towards academic and professional development of students and faculty members.

The primary objective of a MoUs between SSSUTMS and other University/HEIs/Industry/Research Institution is to create means for cooperative efforts that positively contribute to academic and research activities of the University. Individuals, government or private educational/research institutions, government or private companies/industries/Societies, NGOs etc. can sign MOU with the University.

The MoU can be broadly classified into following types:

- MoU with academic/research institutions (government as well as private)
- MoU with various Ministries/Departments of Government of India/ State Governments.
- MoU with industrial partners or individuals.
- MoU with International bodies/Foreign Institutions.

Conditions for entering in MoU

- MoU shall be on mutually acceptable terms to all the participants.
- In case of MoU with an individual, the participant must be competent to enter into a contract.
- MoU should clearly indicate the mutual benefits of the participants.
- In case of financial and/or legal binding clauses, MoU should be discussed with the relevant statutory bodies or competent authority or legal advisors of the university.
- For entering MoU with international bodies, guidelines of the Government of India should be strictly followed.
- For MoU with government agencies, it is required to get approval of the competent authority for adopting their standard terms and conditions.
- For renewal of MoU, a proposal containing detailed report of achievements of previous duration of the MoU, and justification for renewal should be approved by the competent authority.

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## 9.0 Awards

The University aims to improve overall research performance and promote research activities undertaken by various departments, faculty members and students. The University awards incentives for various research activities like quality publications, successful completion of external funded research projects etc. The details of awards are as follows:

University provides best Academician awards for outstanding contribution in the research fields:

The indicators of for award are identified in terms of , awards/prizes, more funding for the ongoing research, certificates and giving more weightage for the career advancement scheme in the following categories;

**Awards for Quality publications:** In order to encourage the faculty members of University towards making high-quality scientific publications, financial incentives will be provided. Authors of papers in International Journal, books or book chapters are provided with incentives as per the guidelines of the university.

**Awards for External funded research projects:** To encourage and enhance the applications to the external funded research projects, the university has the award scheme for the external funded projects. The PIs and/or Co-PIs shall apply for the award after receiving the sanction letter from awarding agency.

**Modifications:** Any modification in the policies can be made by the Vice-chancellor and IQAC Director after discussion with research and development committee members of this policy.

  
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ENCL: 01

**RULES AND REGULATION OF RESEARCH AND HR POLICY**

As per SSSUTMS, Sehore under Research and HR policy following financial/Administrative support shall be provided by Faculty.

- Seed money for research project submitted by the faculties of University.
- Matching Grants of research projects sanctioned by financial agencies from Government or non-government agency
- Financial support of attending conference etc.
  - (a) Travel grant for attending presenting papers Seminar/Conference/Workshop for faculty as per University norms.
  - (b) Duty leave to faculty for attending Seminar /Conference/ Workshop and expert lectures chairing sessions and for Ph.D. Viva-voce or expert for taking exam.
  - (c) Faculty pursuing Ph.D. 50% waiver in Tuition fees.
  - (d) Registration fees for faculty attending Seminars.
  - (e) Fee related to patents filed by the faculty jointly with University.
  - (f) The University will provide equipment if desired in any project in addition to seed money.

  
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Sehore**



**Policies and Regulations for Conducting  
Research and Consultancy (Revised)**

**Approved by Board of Management and Governing body**



## Preamble

Research and innovation is the foundation of knowledge creation and it lies in the core of the mission and vision of Sri Satya Sai University of Technology and Medical Sciences (SSSUTMS), Sehore. The primary focus of university is to provide an optimal research ecosystem and conducive environment for enhancing research outputs, which are beneficial for mankind. Moreover, the faculties are provided academic freedom that also includes accountability to follow the ethics and conduct of research. The present focus to University is to conduct basic and applied research to make maximum utilization of available resources and develop industry ready products meeting all the necessary standards. Our faculties are encouraged follow the academic standards and code of ethics.

Broadening the scope of existing research policy and considering the upcoming challenges in the Industry 4.0 and Industry 5.0, the research policy has been revised. Apart from developing industry ready products, the revised policy also aims to make students industry ready by developing necessary skills in them. This will not only increase the job opportunities among the students but also help the industries to improve safety, quality, and profitability. The faculties will be encouraged to develop projects focusing more on the advanced automated technologies including robotics, drone, 3D printer, machine learning, artificial intelligence, big data analytics, smart systems, agriculture tool and devices and the Internet of Things (IoT). The development of robot incorporated with artificial intelligence will assist the industries to enhance workplace processes, increased flexibility and enhanced sustainability.

The university has also decided to initiate a scheme for promotion of research activities among the faculties. In the scheme, the faculty making some special achievements will be given awards and monetary assistance.

### 1. Assistance to industry ready projects

Keeping the current industry scenario, the university has decided to encourage the faculties to take up minor research projects on artificial intelligence, robotics and shall earmark appropriate budget. These projects will be evaluated by the committee headed by Vice Chancellor, Sri Satya Sai University of Technology and Medical Sciences (SSSUTMS), Sehore. for funding (ENCL: 01). The faculty shall submit a project report upon completion.

  
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## 2. Development of academia-industry collaboration

The faculties will be encouraged to make appropriate collaborations with the industries. This will help students and faculties to understand the current challenges and needs of the industries. The proposals for all such collaborations will be evaluated by a committee formed by the Vice-Chancellor, Sri Satya Sai University of Technology and Medical Sciences (SSSUTMS), Sehore.

## 3. Promotion of Research

The university has decided to promote faculties for research. The faculties will be encouraged to submit a research proposal covering the current needs of the society and industry. The proposal will be evaluated twice in a year by a committee formed by the Vice-Chancellor, Sri Satya Sai University of Technology and Medical Sciences (SSSUTMS), Sehore. In addition, different awards in terms of certificate and incentives will be given to the faculties making specific research achievements at various national and international levels.

## 4. Incentives for Publications

In order to motivate the faculty members towards research and publishing their research findings in reputed journals with impact factor, incentives are given to faculty members.

Research Publications	Incentive Amount (Rs)
SCI Journals	20,000
SCOPUS Journals	15,000
WOS Journals	5,000
Book Chapter	10,000
UGC Journals	2,000

## 5. Encouragement of Consultancy Services

In order to encourage faculties to utilize their expertise for the industry sector, the ratio of revenue generated through consultancy between faculty and university has been fixed to 60:40. The faculty of the university providing consultancy would be entitled to retain 60.0% of the

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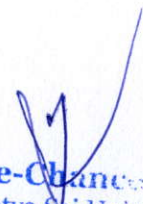
share, while the university will retain 30% against the utilization of the university infrastructure and other facilities.

#### **6. Project Transfer**

If a Principal Investigator (PI) resigns and leaves the university, the extra-mural projects will be only transferred if the funding agency agrees and the rules of the funding agency will be applied.

#### **7. Submission of Utilization Certificate**

Principal Investigators must submit the Utilization Certificate in the prescribed format of the funding agency. In case, if the format is not well defined the format of university will be followed (**ENCL: 02**).

  
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**ENCL: 01**

## **Evaluation Committee**

- Chairman** : Vice-Chancellor, SSSUTMS, Sehore
- Member Secretary** : Faculty of University (Professor, as approved by honorable Vice-Chancellor)
- Member 1** : Faculty of University (Associate Professor, as approved by honorable Vice-Chancellor)
- Member 1** : Faculty of University (Associate Professor, as approved by honorable Vice-Chancellor)

  
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Sehore



**ENCL: 02**

### **Utilization Certificate**

Certified that out of **Rs**...../- of grants-in-aid sanctioned during the year (from to and **Rs** .....) in favor of ..... Under **Letter No/ Ref. No:** .....on account of unspent balance of the previous year, a sum of **Rs**...../- has been utilized for the purpose for which it was sanctioned and that the balance of **Rs**...../- remaining unutilized till date will be adjusted in the next release of the grants-in-aid payable during the year.

**Principal Investigator**

**Account Officer**

**Vice-Chancellor**



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**GUIDE LINE OF RESEARCH POLICIES  
INCENTIVE SCHEMES (RPIS)**

**Approved by Board of Management and Governing body**

  
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# RESEARCH POLICIES INCENTIVE SCHEMES (RPIS)

## SSSUTMS, Sehore

### 1. GUIDE LINE OF RESEARCH POLICIES INCENTIVE SCHEMES (RPIS)

#### RPIS 1: Incentive on Extra-mural Funding Received

- Any faculty who submits and is sanctioned a funded project as Principal Investigator (PI) from any central funding agency will be eligible for a cash award amounting to **2.0%** of the total project sanction.
- Any faculty who submits and is sanctioned a funded project as Principal Investigator for any private agency shall include a head for remuneration to the PI in the project proposal itself after due approval by the Vice-Chancellor.
- The award will consist of a medal of honour, a citation and the above cash incentive.

*Note: Faculty claiming incentive under the above scheme shall submit the following documents:*

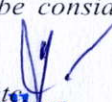
- a. Form INCENTIVE duly filled*
- b. Copy of Sanction Order*

#### RPIS 2: Incentive on Patents/Copyrights Awarded

- Any faculty who files for and is granted a patent will be eligible for the following incentive:
  - Rs. 10,000 for a National Patent
  - Rs. 20,000 for an International Patent
  - In addition to the above, all patenting charges will be reimbursed/borne by the institution
- Any faculty who files for and is awarded a copyright will be eligible for the following incentive:
  - Rs. 5,000 for a National Copyright
  - Rs. 5,000 for an International Copyright
  - In addition to the above, all copyright filing and search charges will be reimbursed/borne by the institution
- The award will consist of a medal of honour, a citation and the above cash incentive.

*Conditions: The following terms and conditions shall apply for the above:*

- a. Any patent that demonstrates application of technology leading to the development of an innovative product or enhanced functionality of an existing product alone shall be considered for the scheme*
- b. University must be one of the inventor or applicant in the granted patent/copyright etc.*

  
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- c. *Non-technology based product patents shall not be eligible for the above scheme*
- d. *Products/processes/specific software etc. developed and copyrighted shall be considered for the above scheme if they significantly demonstrate technology development*
- e. *Books/manuals/lecture notes/monographs will not be eligible under the above scheme*

**Note:** Faculty claiming incentive under the above scheme shall submit the following documents:

- a. *Form INCENTIVE duly filled*
- b. *Copy of the Patent/Copyright*
- c. *Copy of documents filed for claim of patent/copyright*

### **RPIS 3: Incentive on Being Awarded PhD**

- Any faculty who is awarded PhD in the academic year of the incentive scheme will be eligible for an award in recognition of his/her receiving PhD.
- The award will consist of a medal of honour and a citation.

**Note:** Faculty claiming incentive under the above scheme shall submit the following documents:

- a. *Form INCENTIVE duly filled*
- b. *Copy of the Provisional Certificate*
- c. *Copy of Proceedings leading to award of PhD*
- d. *Copy of Original Degree (if issued already)*

### **RPIS 4: Incentive on Publications**

- On publishing a research paper in refereed **INTERNATIONAL JOURNAL** with a valid Thomson Reuters (TR) impact factor (as listed in the latest version of the Journal Scitation Report), faculty (not pursuing PhD) will be eligible for an incentive of **Rs. 20,000/-** for each publication.
- In pursuance of the above, for each publication in a journal with TR impact factor greater than 15.0 (for engineering related journals) and 20.0 (for science related journals), the same faculty will be eligible for an **additional** special incentive of **Rs. 10,000/-**
- For all publications that do not carry TR impact factor but which are published in journals listed in the latest Science Citation Index (WOS Journal) issued by Clarivate Analytics, the same faculty will be eligible for an incentive of **Rs. 5000/-** for each publication.
- For publication in reputed peer-reviewed journals that are neither listed in the JCR nor carry a TR impact factor but have been in existence for more than 75 years, the same faculty shall be eligible for an incentive of **Rs. 5,000/-** (being treated on par with a paper having TR impact factor in excess of 1.0 for engineering journals and 2.0 for science-related journal). The Board of Studies for each stream shall shortlist and ratifies all such journals. The collated list will be available with Director (R&D). Only publications in these listed journals will be considered for the above incentive.
- For publication in reputed **INTERNATIONAL CONFERENCE**, the same faculty will be eligible for an incentive of **Rs. 5,000/-** in addition to full registration fees and partial travel support (to be decided on case-to-case basis). All such support and

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incentives shall only be valid for well-established and reputed conferences as listed in the International Council of Scientific Unions (ICSU). No international conference held in India will be considered for the incentive. The concerned faculty should have attended and presented the paper at the conference for being eligible for the incentive.

- Faculty who are pursuing PhD shall be eligible for incentive only for publications beyond the mandatory 2 papers.
- Faculty who have been awarded PhD only for publications beyond the mandatory 1 paper.
- Mandatory publication by M.Tech student under guidance of faculty is not eligible for incentive. However, any additional publication arising out of the M.Tech work shall be eligible for incentive as above.
- Mere listing in any other database such as Scopus/EBSCO etc. as well as being published by popular publishing houses such as Elsevier/Springer/Taylor & Francis etc. will not constitute eligibility for consideration of incentive.
- Articles in press will not be considered for incentive. The same can be submitted for consideration once the article is published.
- The amount of cash award will vary according to the order of authorship (First Author-100%, Second Author-75%, Third Author-50% and Fourth Author-25%). Beyond fourth authorship, no consideration will be given for award of incentive.
- The award will consist of a citation and the corresponding cash incentive.

*Note: Faculty claiming incentive under the above scheme shall submit the following documents:*

- a. Form INCENTIVE duly filled for Journal publications and Form 08E for Conference publications*
- b. Copy of the publication*
- c. Proof of listing in the latest Journal Scitation Report*
- d. Proof of TR Impact Factor*
- e. Proof of registration fees paid (for conference publication)*
- f. Proof of presentation at conference (for conference publication)*

#### **RPIS 5: Incentive on Continuing Education**

- Faculty who register, complete and get certified for in any continuing education program (either online or in person) at the national or international level will be eligible for an incentive of **Rs. 2,000/-**. In addition to the above, the registration and certification fees incurred by the faculty will be reimbursed by the institution.
- The duration of the course (national or international) shall not be less than 40 hours to be considered for incentive.
- The assessment for the course should have been carried out through a formal examination system prior to certification and the faculty must score a minimum of 75% to be eligible for claiming incentive.
- Any faculty shall be eligible for incentive for only **ONE** course per semester directly in-line with the subject being taught in that semester or the following semester.
- Following the completion of the course, the faculty should have developed qualitative

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study material that can supplement student learning as well as form the basis for compilation into a book in future. The learning outcomes of the course should reflect in enhanced course structure and content development.

- A detailed report shall be submitted by the faculty along with the application addressing all of the above in order to be considered for the incentive along with the course material developed.
- For all **non-teaching staff** who undertake skill development training leading to significant up gradation of their skills enabling them to take up external fabrication or consultancy works will be eligible for an incentive of **Rs. 5,000/-** for each such course. In addition to the above, the registration and certification fees incurred by the staff member will be reimbursed by the institution.
- The duration of the skill development program shall not be less than 60 hours to be considered for incentive. In addition, the staff member should also submit a draft proposal in collaboration with an external agency or industry or other such body seeking to take up jointly some fabrication or development work. An expression of interest to this effect needs to be submitted from the external agency. The staff member will be considered for the incentive only subject to fulfilling the above.
- For all **non-teaching staff** who undertake skill enhancement training in tools vital for the functioning of the institution such as Tally, ERP, MS Office, Oracle Database etc. leading to demonstrated competence in the same will be eligible for an incentive of **Rs. 2,000/-** for each such skill. In addition to the above, the registration and certification fees incurred (if any) by the staff member will be reimbursed by the institution.
- The duration of such training shall not be less than 60 hours to be considered for incentive
- The award will consist of a citation and the corresponding cash incentive.

**Note:** Faculty/staff claiming incentive under the above scheme shall submit the following documents:

- a. Form INCENTIVE duly filled for Faculty and Non-teaching staff
- b. Proof of course registration
- c. Proof of course and certification fees paid (if any)
- d. Proof of course completion and award of certification
- e. Details of course content covered and duration
- f. Draft proposal for implementation of skills and Expression of Interest by external agency (for non-teaching staff)

#### **RPIS 6: Incentive on Industry Networking**

- Faculty who take up internship at any industry relevant to their field of teaching or research will be sponsored by the institution for the entire period of their internship in terms of travel, accommodation and other expenses.

  
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- In addition, they will be eligible for an incentive of **Rs. 20,000/-** if they are able to demonstrate serious level of interaction with members of that industry in terms of joint projects or consultancy discussions or collaborative training programs organisation.
- In order to be considered for the incentive, a detailed report to this effect shall be submitted by the faculty giving details of the concerned point of contact in the industry and the nature and extent of the collaboration work undertaken.
- All such efforts should have reflected in significant collaborative works that further the mutual interests of the institution and the concerned industry. The incentive will be granted only subject to approval by a committee.
- The award will consist of a medal of honour, a citation and the corresponding cash incentive.

*Note: Faculty claiming incentive under the above scheme shall submit the following documents:*

- a. Form INCENTIVE duly filled*
- b. Proof of completion of internship*
- c. Details of industry point of contact*
- d. Proof of collaborative work executed*

#### **RPIS 7: Incentive on External Recognition**

- Faculty who render services as resource persons at other organizations will be eligible for incentive according to the nature of expertise.
- Faculty presented invited lectures (one-time) at any premier institution (such as NIT, IIT etc.) will be eligible for an incentive of **Rs. 2,000/-**. These lectures may either be part of a workshop or just a generic lecture.
- Faculty who plan and conduct workshops as the key resource person and invited speaker at any premier institution (such as NIT, IIT etc.) will be eligible for an incentive of **Rs. 2,000/-**.
- All such workshops shall be of a minimum duration of 5 days.
- Faculty who are invited as a keynote speaker at a reputed international conference as mentioned earlier will be eligible for an incentive of **Rs. 20,000/-** subject to all expenses (travel, accommodation etc.) being borne by the concerned conference organizing committee. The faculty member shall not be eligible for any financial support from the institution for attending the event. Invitation as session chair will not be eligible for the above incentive.
- Faculty who are on the editorial board of any journal listed in the Journal Scitation Report will be eligible for an incentive of **Rs. 5,000/-** for being

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appointed to the board. This incentive shall not apply to faculty who act as reviewers even for the above mentioned journals.

- Faculty who receive recognition from any reputed national or international organisation will be eligible for an incentive of **Rs. 10,000/-** for each such award.
- Only awards that are in recognition of overall teaching or research or professional achievements will be considered for the above incentive.
- The award will carry a medal of honour, a citation and the corresponding cash incentive.

*Note: Faculty claiming incentive under the above scheme shall submit the following documents:*

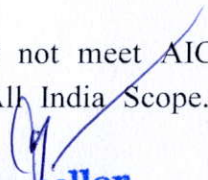
- a. Form INCENTIVE duly filled*
- b. Invitation letter from external agency*
- c. Proof of presentation at external event*
- d. Proof of recognition or award received*

**RPIS 9: Incentives for Presentation of Research Papers in Conferences/Seminars in India**

- The International/ National conference must be of repute (viz. IEEE, Springer/Wiley etc.) and the hosting Institutions must be of Institutes of repute-IITs/IISc/NITs/IITs/ Universities/ Deemed Universities etc.
- The paper/article must be published in any National/International Journal/Conference proceedings.
- **The faculty would be allowed On-Duty Leave (ODL) + Registration fees on actual basis or Rs. 5,000/- whichever is less.**
- TA/DA will be paid as per the Institute norms.
- In case of joint authorship only one faculty can avail the facility.
- Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).
- Maximum number of ODLs is limited to one week during lean period. Number of ODLs during the academic period is subject to prior approval of Vice-Chancellor.
- Only Oral presentation of research papers is acceptable.

**RPIS 10: Incentives for Presentation of research Paper in Conference / Seminar outside India**

- The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grant or other Funding Agencies of Govt. of India.
- It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore

  
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SSSUTMS may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by SSSUTMS with the candidate having at least 5 years' service in SSSUTMS. Also the candidate should register for Ph.D after coming as soon as possible, in case of candidates M Tech degree holder.

- The staff who wish to apply for incentives for paper presentation in the International conferences abroad need to get approval from Vice-Chancellor at least one Month in advance.

*Note: Faculty claiming incentive under the above scheme shall submit the following documents:*

- a. Form INCENTIVE duly filled*
- b. Acceptance letter of paper*
- c. Proof of presentation at external event*
- d. Proof of recognition or award received*
- e. However the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to approval of the Vice-Chancellor.*

**RPIS 11 : Incentives for attending Workshops/FDPs**

- The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- IITs/IISc/NITs/IITs/IIM/Universities/Deemed Universities etc.
- **The faculty would be allowed on duty leave (ODL) + Registration fees on actual basis or Rs. 5,000/- whichever is less, when the Workshops/Symposium/FDPs have minimum of 5 days duration.**
- **The faculty would be allowed ODL + Registration fees on actual basis or Rs. 3000/- whichever is less, when the Workshops/Symposium/FDPs have less than 3 days duration.**
- TA/DA will be paid as per the Institute norms.
- Each faculty can attend Workshops/ Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.
- Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Vice-Chancellor.
- Minimum service clause is not applicable to attend conference/symposium/FDP
- Faculties going for attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer etc. for the benefit of Faculty and Students in their respective departments.
- The OD and Registration claim under RPIS of SSSUTMS must be made within a month in the prescribed form.

  
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**Note:** Faculty claiming incentive under the above scheme shall submit the following documents:

- a. Form INCENTIVE duly filled
- b. Approval letter from organizer
- c. Proof of brochure
- d. Proof of recognition or award received

**RPIS 12: Incentives for Professional Body Membership**

- All faculty members having more than twenty SCI/ SCOPUS research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of cost of membership registration fee subject to Maximum of **Rs.10, 000**.
- Maximum of Rupees Ten Thousand (**Rs. 10,000**) will be paid for **International society membership** and Rupees Five Thousand (**Rs. 5,000**) for **National society membership** and Rupees Two Thousand (**Rs. 2,000**) for **State Level Membership**.
- Incentive claim under Research policies Incentive Schemes (RPIS) must be made within a month of registration with the professional bodies.

**2. TERMS AND CONDITIONS**

- In order to be considered for incentive, faculty and staff are requested to fill in the corresponding application form and submit all required documents.
- Incomplete applications will strictly not be processed and will be returned.
- Faculty/staff submitting applications for incentive shall carefully check and ensure that the same has not been awarded incentive earlier.
- The decision of the scrutinising committee chaired by Vice-Chancellor will be final and binding on all claims for incentives. No correspondence for consideration of rejected applications will be entertained.



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## INCENTIVES FORM

1. Name of the Department :
2. Name of person :
3. Address :
4. Name of Category (IPR/Publication/Projects etc.) :
5. Date :
6. Bank and Branch :
7. Bank Account Number :
8. IFS Code :

### **Declaration:**

I/ we do hereby declare that the above details submitted above are true to the best of my knowledge.

Signature

### **Certificate from Research Director/ HOD:**

I have examined the original documents relating to research policies incentive schemes and found to be in order in all respect according to the scheme circulated.


I hereby recommend an amount of ₹ ..... (Rupees.....) as financial incentive for ..... to the name of faculty .....

Date:

Signature

### **Checklist of documents to be submitted for claiming the Incentives under RPIS:**

1. Filled in Application Form
2. Copy of project sanction letter/published paper/grant patent etc.

  
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