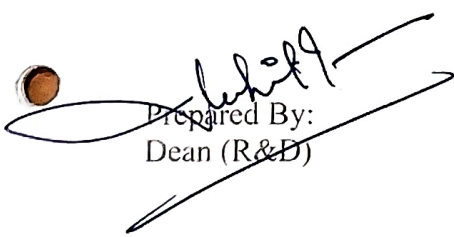


Research & Development Policy



Policy for Research Leaves (Faculty / Staff)


Prepared By:
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Approved by:
Director

**GL Bajaj Institute of Technology & Management,
Greater Noida, U.P.**



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Research Leave Policy – GLBITM

1. Introduction

At G. L. Bajaj Institute of Technology and Management (GLBITM), research is recognized as a core academic activity that contributes to knowledge creation, innovation, and societal impact. To strengthen the research culture and motivate faculty members to actively engage in high-quality research, the institute introduces a **Research Leave Policy**. This policy provides structured leave benefits, time-off, and incentives to faculty who demonstrate excellence in research.

2. Objectives

The objectives of this policy are:

- To encourage faculty members to publish in **high-quality peer-reviewed journals** and present papers at reputed conferences.
- To provide faculty members with dedicated time to conduct meaningful research, write manuscripts, file patents, and collaborate with industries or academic institutions.
- To create a balance between teaching responsibilities and research engagement.
- To reward faculty members with **extra leave provisions** for outstanding research performance.

3. Eligibility

- Faculty members are eligible for research leave with immediate effect from the date of joining.
- Faculty should have a demonstrable research record such as publications, patents, funded projects, etc.
- Approval must be obtained from the **Head of Department (HoD)** and **Dean (R&D)** before availing research leave.

4. Types of Research Leave

The number of Research Leaves per academic year will depend on the **research output of faculty members**, categorized as follows:

Category 1 – Based on Q1 SCIE Publications

Research Output	Research Leaves per Academic Year
3 Q1 SCIE Papers	3 Research Leaves
5 Q1 SCIE Papers	5 Research Leaves
5 Q1 SCIE Papers + 2 SCIE Papers	7 Research Leaves

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Category 2 – Combination of Q1 SCIE, SCIE, and Conference Papers

Research Output	Research Leaves per Academic Year
1 Q1 SCIE Paper + 3 SCIE Papers	3 Research Leaves
5 SCIE Papers + 2 Conference Papers	5 Research Leaves
7 SCIE Papers + 2 Scopus Indexed Papers	7 Research Leaves

Category 3 – Combination of SCIE, Scopus, and Book/Book Chapters

Research Output	Research Leaves per Academic Year
2 SCIE Papers + 3 Scopus Papers + 1 Book/Book Chapter/Conference (Scopus Indexed)	3 Research Leaves
3 SCIE Papers + 3 Scopus Papers + 2 Book/Book Chapters/Conferences (Scopus Indexed)	5 Research Leaves
3 SCIE Papers + 4 Scopus Papers + 3 Book/Book Chapters/Conferences (Scopus Indexed)	7 Research Leaves

Note:

- The allocation of Research Leaves will be subject to **verification of publication status (published/accepted with proof)** and approval by the **R&D Committee**.
- Research Leaves under Categories 1–3 are **non-cumulative** and must be availed within the same academic year.

5. General Conditions

- A faculty member can claim Research Leave **under any one category only in a given academic year** (not multiple categories).
- Research leave is **not a right**, but a privilege granted based on merit, performance, and institutional requirements.
- Faculty availing research leave must submit a **post-leave report** highlighting outcomes (paper submitted/published, patent filed, prototype completed, etc.).
- All leaves are subject to teaching and administrative responsibilities being managed without affecting student learning.
- Research leave benefits will be reviewed annually by the **R&D Committee**.

* Leave to be availed during leave period *if applicable*
 for first/primary author



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6. Conclusion

This policy reflects GLBITM's commitment to fostering a research-oriented academic culture. By providing structured research leave, extra time-off for high-quality publications, and recognition through awards, the institute motivates faculty to balance teaching with impactful research, thereby contributing to academic excellence and societal development.