G. L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA, UTTAR PRADESH

RESEARCH AND DEVELOPEMENT APPRAISAL POLICY

Managed By : Rajiv Memorial Academic Welfare Society, Mathura
Approved By : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

RESEARCH & DEVELOPMENT APPRAISAL POLICY

1.0 Objective :

The primary objective of the proposed incentive scheme is to motivate the faculty members of the Institute to undertake quality research, consultancy and other academic related activities.

2.0 Scope :

This scheme covers all faculty members of the Institute. The scope of the scheme envisages, in particular:

- To motivate faculty members to contribute in research activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals.
- To write books, monographs for International and National publishers of repute.
- To support faculty members to take initiative to establish collaborative research projects with their counterparts in reputed Indian / foreign Universities.
- To encourage faculty members to submit proposals for funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by the Government & Private, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.
- To create an eco-system in the institute for research, consultancy, learning among the faculty and students.

3.0 Details of Scheme:-

3.1 Research Publications :

3.1.1 If a research paper is published based on his/her work in hard copy or in electronic form in a AICTE refereed journal (For details refer to AICTE website), he / she will earn credit as indicated below:-

(A) National Journal

- Publications in Journals with Impact factor / SNIP < 2.00 : 1.00 Credit
- Publications in Journals with Impact factor / SNIP > 2.00 : 2.00 Credit

(B) International Journal

- Publications in Journals with Impact factor / SNIP < 2.00 : 2.00 Credit
- Publications in Journals with Impact factor / SNIP > 2.00 : 3.00 Credit

3.1.2 :- The publications will be considered only if they are indexed in following AICTE recognized journals (For details refer to AICTE website) like :

(a) ASTM, (g) Wiley Blackwell
(b) IEEE, (h) Web of Science

(c) Springer, (i) Scopus
(d) Elsevier, (j) Humanities International Complete
(e) J-Gate, (k) EBSCO Host or Dare Database-Int.Social Sc. Directory
(f) Pro quest, (l) Science Direct

Special Note: - Besides above, institute may consider reimbursement of registration fee upto a limit of Rs. 1000/- for non-scopus research publications on the recommendation of institute Research and Development Committee

3.1.3 :- If the paper is contributed by more than one author, the credit points will be shared by all the authors proportionately. Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals. Faculty members will also submit a "Self Declaration" stating that publication fee was not paid to the Journal.

3.1.4 Ph.D Guidance : In order to motivate & encourage faculty members of the institute to guide Ph.D scholar under their supervision a one-time ex-gratia following amount shall be given on successful award of Ph.D degree. Category of institutions as under

Ph.D Guided under Private University	Ph.D Guided under Deemed University / State Technical University / State University	Ph.D Guided under NIT Institutions	Ph.D Guided under IIT Institutions
Rs.10000/-	Rs.15000/-	Rs.20000/-	Rs.25000/-

3.2 Publication of Book:
Faculty members who will take efforts to write and publish books or monographs are entitled to earn credits as indicated below:

S.No	Details	Published By	Credit Score
1	Full Book	International Level Publisher	4.00
2	Full book	National publisher with ISBN / ISSN	3.00
3	Edited Volume of Book with Articles or Chapter	International Level Publisher	2.00
4	Edited Volume of Book with Articles or Chapter	National publisher with ISBN / ISSN	1.00

For edited volumes, the maximum credits are to be shared proportionately among the authors on proportionate basis, irrespective of full books or edited volumes.

3.3 Collaborative Research Project with Foreign University / Agency:

- Any Collaborative research project undertaken by our faculty with a foreign University with tangible outcome, the faculty member is eligible to earn a credit of 3.00 per project. The tangible outcome shall be endorsed by the Research and Development Committee (RDC).
- If the project involves more than one faculty from our institute, the total credits will be shared proportionately among the participating faculty members.
- The year in which the collaborative project commenced is the criteria for including this into the scheme. A project cannot be included more than once in the scheme.
- Any publication arising out of this collaborative research will also be eligible for credits as per the norms of the publication.

3.4 Generation of Research Grants:

Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc. The number of credit earned will be linked to the total amount of research grant sanctioned by the sponsoring agency.

S. No.	Research Grant Received (in Rs.)	No. of Credit Awarded
1	Minimum Rs. 50000/-	1.0
2	No Maximum Limit	No Maximum Limit

Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

Credit points award = Total amount received in the year / 50000

3.5 Patents Obtained:

Faculty members are encouraged to file patents for their original contribution in the form of product or innovation from International and National agencies. These faculty members will earn credits as indicated below. If more than one faculty member involved in this, they will share the credits in a mutually agreed way.

S. No	Patent Under	No. of Credit Awarded
1	International Agencies	10.00 per Patent
2	National Agencies	7.00 per Patent

3.6 Undertaking Consultancy Projects:

If there is a substantial contribution by the faculty member and the staff in the consultancy project and the members involved in the consultancy project will take 80% of the total value of the consultancy amount received and 20% will go to the Institute. The Claim will be made and reimbursed in the favor of Project Leader.

4.0 Period of Recognition and Payment of Incentives

The Academic year is the period for calculating the credits earned by a faculty member that is, from 1st August to the 31st July of the academic year.

At the end of every academic year, the total credits earned by a faculty member will be calculated based upon the evidence produced. An amount of Rs. 3000/- will be paid for each credit earned. The Last date for submitting claim application related to Research & Development appraisal policy will be 31st August of falling academic session. The reimbursement will be made latest by 30th September of same academic session.

5.0 General Guidelines for FDP / MDP / Refresher Course etc.:

- Every faculty member should attend at least one FDP / MDP / Refresher Course in one academic year. HOD should give priority (at the time of approval) to those faculty members who have not attended any such program. Program duration must be minimum two days.

- Faculty member should route his/her application through proper channel on prescribed profoma. Proper prior permission from competent authority is requisite before proceeding to attend such program. Duty Leave will be admissible for attending such programs.
- During summer/winter break, venue of these programs should not be home town; in this case faculty member will get half of duty leaves for the entire duration of program.
- As far as reimbursement of registration fee is concern, generally 50% of registration fee will be reimbursed by the Institute; however this reimbursement can be 100% subject to the prior approval in this regard.
- A presentation / Lecture / Report on relevant topic will be delivered by the faculty concerned at department level (will be monitored by the HOD concerned).
- Department should organize minimum one FDP / MDP / Refresher Course in an academic year. TA & Honorarium will be admissible to the Guest Speakers as per institute norms.

6.0 Other Condition / Guidelines :

- If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be equally shared among the teachers.
- It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the SCOPUS or other evidence will be considered after verification by the RDC.
- An application form is already prescribed for this purpose and the faculty member is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD.
- Credit earned under one category will not be taken into account for another category.
- The criteria and modalities will be amended time to time as per the need.
- Duty leave to attend the Conference / Seminars / Workshop has been granted as per the Leave Rules in this regard.
- TA will be paid to attend only AICTE / Affiliating University sponsored / approved Conference / Seminars / Workshop as per University Norms.
- Faculty Member who wants to attend International Conference/Seminar with prior permission from competent authorities, a fixed amount of Rs.30000/- will be admissible against TA expenses.

Claim Form under Research & Development Appraisal Policy

Academic Year August …… to July …….

1. Personal Details:

Name of Claimant		
ID No issued by the Institute	Date of Joining	
Department	Designation	

2. Activity Details:

Name / Category / Type		
Place of Activity	Duration	
Brief details of Activity : (please attach separate sheet if needed)		

3. Claim, verification and validation :

Total Amount of Claim	Appraisal : TA : Other : Total :
Attachment (Mandatory) No of Pages ……..	1. Related Approvals 2. Registration related documents 3. Certificate / Achievement proof / Publication proof etc. (Signature of Claimant)
Verification by Head of Department with remark	
Validation by Research & Development Committee	
Approval of Director	

4. For office use :

All records / leaves have been entered in relevant files	Dy. Registrar
All Claims have been settled as per rules	Accounts Officer
Scrutiny of process	Registrar Director