

RESEARCH PROMOTION POLICY

Objectives:

Research is an important parameter for any Institution. To promote Research and publications by the faculty members and students of the Ganga Institute of Technology and Management, Kablana, the guidelines for research promotion are categorized as:-

- 1) Policy for promotion of Research projects, publications, consultancy and research related activities.
- 2) Policy for pursuing Ph. D.
- 3) Financial assistance for attending National and International Conferences and Faculty Development programmes.

1) Policy for promotion of Research projects, publications, consultancy and research related activities:

i) Faculty members are encouraged for publishing Books in the reputed publishing house. On publication of Book the authors will be awarded a prize money of Rs. 2000/- (Rs Two thousand only). The prize money will be equally shared in case of multiple authors of Book from the institute.

ii) Faculty members are encouraged for Publishing scientific/research articles in SCOPUS/ SCI/Web of Science/ UGC CARE indexed journals. On publication of article in Scopus/ SCI/ web of science indexed journal authors will be awarded with a prize of Rs. 3000/- (Rs Three thousand only). The prize money will be equally shared in case of multiple authors (including students) of scientific/research article from institute. Award will be given to authors only if he/she has not availed any other financial assistance under any sections from this Research Promotional policy.

iii) On publication of article in Scopus/ SCI/ web of science indexed conference/Book Chapter authors will be awarded with a prize of Rs. 500/- (Rs Five hundred only). The prize money will be equally shared in case of multiple authors (including students) of scientific/research article from institute. Prize will be processed only after publication of paper in Scopus/SCI/ web of science indexing of the conference article/Book chapter. Award will be given to authors only if he/she has not availed any other financial assistance under any sections from this Research Promotional policy.

iv) Faculty members are encouraged for Indian/Foreign patent and copy right filing. On grant of Indian patent, investigator will be awarded by prize of Rs. 5100/- (Rs Five thousand one only). The prize money will be equally shared in case of multiple investigators (including students) of patents from institute. Award will be given to investigators only if patent consists of at least 50% rights to institute.

v) The faculty (Principal Investigator) are encouraged for submitting a research project for extramural funding to various institutions such as All India Council for Technical Education (AICTE), Science and Engineering Research Board (SERB), Department of Science and Technology (DST), Defense Research Development Organization (DRDO), University Grant Commission (UGC) etc. On sanction of such research projects from funding agency, the Investigator shall be awarded monetary rewards of 1% (one percent) of the funding received by institute. The monetary reward will be equally shared in case of multiple investigators of the project from the institute.

vi) Faculty members will be appreciated on receiving state/national/International award/fellowship from Head of the Institute.

vii) The researcher is permitted to use the infrastructural facilities like research equipment's available within the institute, with prior approval from Head of the Institute.

viii) A letter of appreciation from the Chairman Board of Governors would be given to three researchers per year from the institute for extraordinary research work. Awardees of the year will not be permitted to apply for award for next subsequent calendar year.

ix) The Plagiarism check done by software purchased by institute for scientific papers of students/faculty from GITAM shall not be charged.

x) This scheme mentioned in this section is applicable to all the faculty and students.

xi) Prize shall be processed only if the applicant has clearly stated the institutional affiliation (affiliation of GITAM) in the published research paper, book article, project, programme etc.)

2) Policy for pursuing Ph. D

The objective of this guideline is to encourage the faculty member to improve their qualifications by pursuing Ph.D. programme. Any teacher of the institute can enroll for the Ph.D. programme as per the procedure laid down by Directorate of Technical Education (DTE) and Government of Maharashtra.

- A teacher shall be provided Rs. 2,000/- (Rs Two Thousand Only) per annum as contingency fund for stationery, purchase of book etc. However, the books purchased shall be deposited with the departmental library after completion of the Ph.D. Contingency fund permissible for the stationery shall be up to Rs 1000/- (Rs One thousand only) per year for three years of PhD programme. This contingency fund will be given to only those teachers who are pursuing Ph. D. in Government University, NITs IITs or any Institute of National Repute.

3) Financial assistance for attending National and International Conferences and Faculty Development programmes.

Objective: To encourage the faculty for attending the National / International conferences / seminar/ symposia/ workshops and short duration training programmes.

Guidelines for Financial Assistance to Teachers to attend Conferences/Seminars/Symposia in India or Abroad.

- i) Financial assistance will be given to teacher generating revenue from consultancy work for activities mentioned in points 1 to 3 presented in this section.
- ii) The permissible financial assistance for attending national/international conference/workshops/symposia and short duration training programme will be as follows

Sr. No.	Revenue Generated From Consultancy (Rs)	Maximum Financial Assistance (Rs)
1	50,000 to 5,00,000	10,000
2	5,00,001 to 10,00,000	25,000
3	10,00,001 and above	40,000

iii. Teachers going under any international collaboration exchange programme with CSIR, DST, AICTE, Indian Council of Social Science Research (ICSSR) and other government and government undertaking agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs 20,000/- (Rs Twenty Thousand only) whichever is less once in a two year. However, the works and detailed plan of such visits should be submitted to the Research & Development Cell and Director of the Institute. Financial assistance for only one faculty per department/section will be given per year.

iv. Financial assistance to teachers for attending the conferences/seminars/symposia etc. at national level will be available once in two calendar years. In such cases, the financial assistance will be limited to travel expenditure (actual train fare-AC-3 Tier or equivalent air fare) and registration fee to a maximum of Rs. 3,000/- (Rs. Three Thousand only). Only two faculties per department/section shall be permitted in a calendar year for attending conferences/seminars/symposia etc. at national level.

v. Financial assistance to teachers for attending the conferences/seminars/symposia etc. abroad/ internationally will be available once in three calendar years. In such cases, the financial assistance will be limited to travel expenditure and registration fee

to a maximum of Rs 20,000/- (Rs Twenty Thousand only). Deputation to attend conference in India will not be counted for the purpose of availing such assistance. Only two faculties per department/section shall be permitted in a calendar year for attending conferences/seminars/symposia etc. at international level/ abroad.

vi. Only one teacher per department will be allowed to attend the same conference in India or abroad. In case of two or more applicants for attending the same conference/seminars and symposium etc, the younger teacher will be given preference over the other senior teacher to promote or update his / her knowledge and enable him/her to perform better.

vii. Teacher availing financial assistance under point's iii to v of this section will not be eligible for monetary benefits for publication of research articles as prescribed in category 1 and 2 of this Research Promotional Policy.

C. Eligibility for Financial Assistance

a. The teachers who are invited to attend national/international academic conference/seminars etc. should verify that the level of programme and the institution organizing the events is truly the national/international, professional and capable of enhancing the skills of the participants.

b. For availing financial assistance, the conference shall be of reputed organization such as ASME, ASCE, IEEE; MATADOR etc. which has track of publishing Scopus indexed conference paper.

c. The financial assistance may be provided in the following order of preferences:

1. Teachers delivering keynote address/plenary lectures in ASME, ASCE and IEEE sponsored conference
2. Teachers contributing a paper
3. Teachers invited to chair a session in ASME, ASCE and IEEE sponsored conference
4. Teachers invited under international collaboration exchange programme
5. Teacher invited to give talks/lectures in ASME, ASCE and IEEE sponsored conference

d. The acceptance of papers from organizers should have been received.

e. Subject to all other conditions being equal, preference may be given to applications that have already raised part financial support from other sources. Preference may also be given to those who have never been deputed to attend such conferences.

D. Procedure for Applying for Financial Assistance for Attending Conferences/ Seminars/ Symposia etc. in India or Abroad

i The prescribed application form for conference/symposia/seminar etc. in India and abroad is to be used.

ii. Application duly forwarding by the Head of the Department with specific recommendation (regarding eligibility and amount to be given), should reach the Office of the R&S preferably 30 days before the date of the programme (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:

a. A soft copy of the full text of documents/papers prepared by the teacher for presentation at the National/International conference/seminars/symposia/congress/workshops. The details of training programme, even if of short duration should be provided.

b. Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.

c. A copy of the letter of invitation from the organizers of the conference/ seminar/ symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section and mentioning details of the financial support offered etc. should also be enclosed.

d. In case of conference / seminars / symposia / congress / workshops / training programme of short duration, the invitation or other relevant documents should be attached.

iii. The application will be presented before Research & Development department.

iv. On recommendation of Convener Research & Development the application will be forwarded for approval of Chairman BOG through proper channel.

E. Follow-up Action after attending conference at abroad and India

- i. The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Convener (Research & Development) within a week through the concerned HOD to enable others to utilize the amount so released.
- ii. Deputed teachers after attending conferences should provide a report and participation certificate and submit the bills within one month of return from the conference.
- iii) All the monetary benefits for Research projects, publications and research related activities shall be given on recommendation of Research & Development department and Chairman BOG.
- iv) PG fund shall be utilized for providing monetary benefits for all schemes mentioned under Category 1 and 2 prescribed in this Research promotional policy.
- v) Fund from the consultancy account shall be utilized for all schemes mentioned under Category 3 prescribed in this Research promotional policy.

Annexure I**Methodology for Calculating Research Score**

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the organizing institutions and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

Sr. No.	Research Activity	Points	Maximum limiting points/ Remarks
1	Research Papers in Peer-Reviewed Scopus/SCI/Web of science indexed Journals	6 per paper	12
2	Research Papers in UGC Care Journals	2 per paper	10
3	Papers in Peer-Reviewed Scopus/SCI/Web of science indexed conference	2 per paper	8
4	Book chapter in Peer-Reviewed Scopus/SCI/Web of science	2 per chapter	4
5	Peer-Reviewed Scopus/SCI/Web of science Book Authored	05 per Book	5
6	Translation works in Indian regional Languages	2 per chapter	4

Research Guidance			
7	Ph.D	10 per degree awarded	12
	M.Phill/M.Tech	02 per degree awarded	
8	Consultancy and Testing	3 per project	15
9	Patents (only if Granted with rights of institute equal to or more than 50%)	3 per patent	7
10	Keynote Lecture/Invited Talks/Session Chair in reputed Conference/ Coordinator/Co-coordinator of Seminars, Conference, Faculty Development Programs, Workshops	1 per activity	3