

RESEARCH PROMOTION POLICY

Prepared By

Research & Development Cell

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

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RESEARCH PROMOTION POLICY

1. ABOUT THE INSTITUTE

Ganga Institute of Technology and Management (GITAM) is a renowned educational institution in Kablana, Jhajjar district of Haryana, India. Established in 2008 by the Pawan Ganga Educational Society, GITAM has emerged as a leading technical and management education Institute. The Institute is duly approved by AICTE (All India Council for Technical Education) and Affiliated to Maharshi Dayanand University (MDU, Rohtak Graded A+ by NAAC). GITAM is also recognized under Section 2(f) of the UGC Act, 1956.

GITAM is recognized for its commitment to providing high-quality education and fostering holistic student development. The Institute offers a wide range of undergraduate and postgraduate programs in engineering, management, and computer applications. A notable achievement of GITAM is its accreditation with an 'A' grade by the National Assessment and Accreditation Council (NAAC). This prestigious accreditation is a testament to the Institute's dedication to maintaining exceptional standards in education, infrastructure, faculty, and overall academic performance. The 'A' grade rating reflects the institution's continuous efforts to provide a conducive learning environment and ensure the all-round development of its students.

GITAM is Ranked 52nd across India and 17th in North India by Times Engineering Institute Ranking Survey 2024 by Times of India. The B.Tech Electronics and Communication Engineering program at GITAM is accredited by the National Board of Accreditation (NBA). This accreditation further validates the program's quality and ensures that it meets the NBA standards. The accreditation also serves as a mark of assurance for students and potential employers, indicating that the program provides the necessary skills and knowledge required in the industry. GITAM has highly qualified and experienced faculty dedicated to imparting quality education to students. The faculty members possess expertise in their respective fields and employ innovative teaching methodologies to facilitate effective learning. They emphasize practical knowledge and provide hands-on training through well-equipped laboratories and industry-relevant projects. The Institute's infrastructure is modern and well-maintained. It comprises state-of-the-art laboratories, well-equipped classrooms, a resourceful library, and advanced computing facilities. These facilities enable students to gain practical exposure and develop their technical skills. GITAM also organizes alumni talks, seminars, workshops, and industrial visits to bridge the gap between classroom learning and real-world applications.

2. VISION OF THE INSTITUTE

GITAM aims to be an outstanding Institute in India through academic excellence in the field of Technology and Management to fulfill the need of the Industry and serve the society.

3. MISSION OF THE INSTITUTE

- To provide healthy environment to our students as well as faculty members.
- To achieve excellence in technical education.
- To promote holistic development of students through interaction with alumni, academia, Industry and expert lectures.
- To attract nurture and retain the best faculty and technical manpower.
- To promote research and development Initiatives.
- To contribute to the society by inculcating professional ethics in the students.

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4. ABOUT THE POLICY

In the rapidly evolving landscape of higher education, particularly in the field of Engineering and Management, research and innovation play pivotal roles in shaping the future. GITAM not only focuses on imparting quality education but also strives to push the boundaries of knowledge through cutting-edge research. To facilitate and foster a culture of research excellence, the institute's Research Promotion Policy (RPP) serves as a strategic framework designed to empower faculty, researchers, and students alike.

5. OBJECTIVES OF POLICY

The Research Promotion Policy of our institute aims to foster a vibrant research culture, encourage interdisciplinary collaboration, provide incentive/funding funding, promote ethical practices and intellectual property protection, and strengthen industry-academia partnerships to advance engineering knowledge and innovation for societal impact.

6. INCENTIVE SCHEME FOR PROMOTION OF RESEARCH PROJECTS, PUBLICATIONS, CONSULTANCY AND OTHER RESEARCH RELATED ACTIVITIES

6.1.To promote the intensive research culture among the faculty members of GITAM, it is intended to adopt the incentive policies. GITAM has already adopted the incentive policies for SCI, SCIE, SSCI,AHCI, SCOPUS, eSCI and CCR Expanded indexed international journals, but to make the research more adaptive, it is required to give more freedom in the regulation of SCI publications. In view of above, publications incentives for Journals are mentioned in different categories of Table-1.

Table-1: Categories and Conditions of Incentives for Research article publication

S. No.	Categories	Conditions	Incentive (in Rs.)
1.	Outstanding Research Publication Incentive	Publication in a) Nature (British Multidisciplinary Scientific Journal) b) Science Academic Journal of the American Association c) Harvard Business Review (Management magazine published by Harvard Business Publishing, a wholly owned subsidiary of Harvard University)	15000/-
2.	Premier Research Publication Incentive	Paper must be published in SCI/SCIE/SSCI a) American Mathematical Society b) American Physical Society c) American Society for Civil Engineers (ASCE) d) American Society for Mechanical Engineers (ASME) e) American Society of Testing Materials (ASTM) f) Association for Computing Machinery	12000/-

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		(ACM) Transactions g) IEEE Transactions/Journals/Letters/Reviews h) IET Transactions/Journals/Letters/Reviews i) Institute of Civil Engineering Publishing, London j) Institute of Mechanical Engineering, London In addition to the above list the SCI/ SCIE/SSCI journals with impact factor>= 7 will be considered	
3.	Commendable Research Publication Incentive	Paper must be published in journal with an impact factor between 5 to 6.99 and indexed in SCI/ SCIE/ SSCI	10000/-
4.	Admirable Research Publication Incentive for SCI	Paper must be published in journal with an impact factor between 0.750 to 4.99 and indexed in SCI/ SCIE/ SSCI	9000/-
5.	Valuable Research Publication Incentive for SCI	Paper must be published in journal with an impact factor between less than 0.750 indexed in SCI/ SCIE/ SSCI	5000/-
6.	Admirable Research Publication Incentive for SCOPUS	Quality research published in SCOPUS	4000/-
8.	eSCI indexed Journal	Quality research published in eSCI Journals is applicable for publications in any ESCI/CCR Expanded journal, and a maximum of one ESCI/CCR-Expanded indexed research paper in an academic year shall be considered.	3000/-

6.2 The authors are encouraged for Publishing of Book Chapters/Books. The Incentive will be given to the researchers as mentioned in the **Table-2.**

Table-2: Categories and Conditions of Incentives for Book/Chapter publication

Sr. No.	Details	Published By	Amount
1	Full Book	National/ International Publisher	5,000/-
2	Book as Editor with invited Chapters	International / National Publisher like Springer/Elsevier	4,000/-
3	Book Chapter in SCI/Scopus Indexed Book	National Level / International Level	4,000/-
4	Edited volume of book with articles or chapters (with ISSN/ISBN number wherever necessary)	International / National Publisher	3,000/-

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6.3 **Patents:** Faculty members are encouraged for Indian/Foreign patent and copy right filing. On grant of Indian patent/design, investigator will be awarded by prize of Rs. 6000/- (Rs. Six Thousand only). On publication of Indian patent/design, investigator will be awarded by prize of Rs. 2500/- (Rs. Two Thousand Five Hundred only). The prize money will be equally shared in case of multiple investigators (including students) of patents from the Institute only.

6.4 **Awards:** Faculty members will be appreciated on receiving State/National/International award/fellowship from Head of the Institute.

6.5 **Research Projects:** 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 20% (Twenty 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.

6.6 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/Department.

6.7 The faculty member requesting the incentive must be the first author/supervisor (only for Ph.D./M.Tech students) or co-supervisor (only for Ph.D./M.Tech students) on the research paper.

6.8 It is mandatory for all faculties receiving research paper incentives based upon impact factor to establish/contribute to a centre of excellence, research lab, student research facility, or sponsored projects in their respective departments based upon the research carried out in the paper.

6.9 In the case of a multi-authored publication, the main author or first author will get 50% incentive and the rest amount will be equally sharedbytheauthors.AuthorsoutsidetheGITAMfraternityarenotentitledtothis scheme. If the research paper is written with the authors from other institute/s, the incentive will be given according to the position of the author of GITAM.

7. RESEARCHINCENTIVESFORSTUDENTS (JOURNALS)

7.1 The students of GITAM can get a maximum of 70% of the Incentive as given in the **Table 1.** In the case of a multi-authored publication, the incentive will be equally shared by the authors.

7.2 The application with the relevant documents to be submitted to the Head of the Department once the research paper is published.

7.3 The author needs to claim the incentive only after the volume number, issue number, and page number have been assigned to the research paper by the journal.

7.4 A publication claim under the Research Promotion Policy of GITAM must be made in the prescribed format to the Head of the Department as per the time schedule given in Section 13.1. The Head of the Department will send the file with recommendations to the R & D office for further processing as per the time schedule given in Section 13.2.

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8. FOR PURSUING THE Ph.D

To encourage the faculty members to improve their qualifications by pursuing Ph.D. programme, a teacher shall be provided Rs. 5,000/- (Rs Five Thousand Only) per annum as contingency fund for stationery, purchase of book etc for three years of Ph.D. programme on submission of proper bills. However, the books purchased shall be deposited with the departmental library after completion of the Ph.D. This contingency fund will be given to only those teachers working in GITAM who are pursuing Ph. D. from State/Central Government University, NITs, IITs, IIITs or the Institutes/University having NIRF ranking within 1-100.

9. FINANCIAL ASSISTANCE FOR ATTENDING NATIONAL AND INTERNATIONAL CONFERENCES AND FACULTY DEVELOPMENT PROGRAMMES

9.1 The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) or other funding agencies of the Govt. of India.

9.2 It has been observed that some of the proposals may not meet AICTE norms, besides the paucity of funds, because of their all-India scope. Therefore, GITAM may also consider funding for international conferences on a case-to-case basis, subject to 70% being paid by the candidate and 30% by Institute with the candidate having at least 5 years of service in GITAM.

9.3 This sanction would be allowed depending upon the track record of the faculty member to be adjudged research and development cell.

9.4 To raise the number of citations for improvement of GITAM NIRF Ranking, it is mandatory for the perspective authors to include at least two references of already published Research Papers by GITAM faculty in their Research papers.

9.5 A publication claim must be made within 15 days of the publication of a research paper in SCOPUS/SCI or similar Indexed Conference Proceedings in the prescribed format.

9.6 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 four faculties per department/section shall be permitted in a calendar year for attending conferences/seminars/symposia etc. at National level during summer/winter vacations only (lean period).

9.7 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 5,000/- (Rs Five 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.

9.8 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 10,000/- (Rs Ten Thousand only). Deputation to attend conference in India will not be counted for the purpose of availing such assistance. Only one faculty per department/section

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shall be permitted in a calendar year for attending conferences/seminars/symposia etc. at international level/ abroad.

9.9 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.

10. ELIGIBILITY FOR FINANCIAL ASSISTANCE

10.1 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.

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

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

10.3.1 Teachers delivering keynote address/plenary lectures in ASME, ASCE and IEEE sponsored conference
10.3.2 Teachers contributing a paper
10.3.3 Teachers invited to chair a session in ASME, ASCE and IEEE sponsored conference
10.3.4 Teachers invited under international collaboration exchange programme
10.3.5 Teacher invited to give talks/lectures in ASME, ASCE and IEEE sponsored conference
10.3.6 The acceptance of papers from organizers should have been received.
10.3.7 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.

11. FOLLOW–UP ACTION AFTER ATTENDING CONFERENCE AT ABROAD AND INDIA

11.1 The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Coordinator R& D Cell within a week through the concerned HOD to enable others to utilize the amount so released.

11.2 Deputed teachers after attending conferences should provide a report and participation certificate and submit the bills within one month of return from the conference.

11.3 Details of the knowledge sharing session must be submitted while making the claim as per the Annexure.

12. FOR ATTENDING WORKSHOPS/ SEMINAR/ FDPs

12.1 The faculty would be allowed on Duty leave, Registration and T.A. on an actual basis or Rs. 8,000/-whichever is less.

12.2 The Workshops/Seminars/FDPs hosting institutions must be renowned institutes like IITs/IISc/NITs/IITs/Universities etc.

12.3 Each faculty member can attend workshops/seminars/FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 5,000/-only.

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12.4 Faculty who attends FDPs outside the university must disseminate knowledge and information by organizing workshops/seminar for the benefit of faculty and students in their respective departments.

12.5 The OD and registration claim under the Research Promotion Policy of GITAM must be made within 10 days in the prescribed format. Details of the knowledge sharing session must be submitted while making the claim as per the annexure.

12.6 If the book/chapter/monograph is contributed by more than one author, the incentive amount will be shared by all the authors equally.

12.7 A maximum of two books/chapters/monographs may be considered per academic year.

13. GENERAL GUIDELINES

13.1 Published papers, Book Chapters, Books, Patents etc. must have **"Ganga Institute of Technology and Management, Kablana, Jhajjar"** as the affiliation.

13.2 All the monetary benefits for Research projects, publications and research related activities shall be given on recommendation of concerned HOD,R&D Coordinator or co-coordinator in absence of coordinator and Director of the Institute.

13.3 The authors must also be aware of the Ethics Policy for Students and Faculty Members on academic dishonesty and plagiarism.

13.4 The current/present impact factor, indexing (SCI/SCIE) and other information will be taken from Clarivate analytics for evaluation of the papers. For indexing in Scopus, Cite Score and other information will be taken from scopus.com.

13.5 The author needs to claim the incentive only after the volume number, issue number, and page number have been assigned to the research paper by the journal.

13.6 A letter of appreciation from the Director would be given to one researcher from each department per year for extraordinary research work. (Refer Annexure I for the methodology for assessment of research activities conducted by faculty in calendar year).

13.7 The maximum number of ODs are limited to one week during the lean period once in a year. Only one OD is allowed in the academic year.

13.8 The faculty/staff or students may claim the incentive maximum of Rs. Thirty thousand (Rs. 30000/- Only) for Research Activities in an academic year

14. PAYMENT OF INCENTIVE

All claims are to be made within a month of the same financial year based upon the evidence produced and recommendations made by the Head of the Department, followed by the Coordinator (R & D) to the Head of the Institution.

In view of timely completion of work assigned to HOD, Coordinator R&D &Head of the Institute following are the guidelines or time allocated-

13.1Faculty Concerned: Applications/claims (financial) must be submitted to HOD on prescribed Performa along with required documents as per the check list within a week of completion of FDP/ QIP/ Seminar/ Training/ Workshop/ Journal Paper Publications/ Conference Paper Publications/Books Publications/ Monograph Publication/ Chapter Publication/ Membership Fee re-imbursement/ Ph.D. fees reimbursement/ Patents/ Project Grants etc.

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13.2Head of Department: At Department level, HODs shall ensure the submission of faculty application along with the supporting documents as per the check list duly verified within three days of receipt of application.

13.3Coordinator/Co-coordinator R&D Cell: Checking of all documents as per GITAM Research Policy and Recommendations to Director for approval within one week of getting the file from Head of Department.

13.4Director: Final approval by Director, GITAM& crediting of claim amount by Accounts Department – one week max.

Note: Total processing time after receipt of claims/ application by the Research and Development Cell should not exceed 3 weeks. The incentive should be credited in the faculty or student account before the end of financial year.

Prepared by:
Coordinator –RDC

Approved/ Not approved
Director

Ganga Institute of Technology and Management
DIRECTOR
Kablana, Jhajjar