



RAJEEV INSTITUTE OF TECHNOLOGY

Research Promotion and Incentive Policy

Version 1.0



VISION

- To be an academic institution in vibrant social and economic environment, striving continuously for excellence in education, research and technological service to the society.

MISSION

- To achieve academic excellence in engineering and management through dedication to duty, offering state of the art education and faith in human values.
- To create and endure a community of learning among students, develop outstanding professionals with high ethical standards.
- To provide academic ambience conducive to the development, needs and growth of society and the industry.

QUALITY POLICY

- Develop technical, managerial human resource of excellence suitable for global standards.
- Ensure quality academic synergy for shaping technical, management education to meet industry requirements.

POLICY ON INCENTIVES FOR RESEARCH PUBLICATION, BOOK, BOOK CHAPTER, PATENT GRANTED, and etc.

OBJECTIVE:

The primary objective of the proposed incentive policy is to motivate the faculty members of Rajeev Institute of Technology, Hassan to undertake quality research in different fields of Science and Technology.

SCOPE:

This policy is applicable to all faculty members of all Departments. The scope of the policy, in particular:

1. To motivate the faculty members to concentrate on research related activities, in addition to teaching, and to publish research articles in reputed refereed international and national journals with good impact factor and indexing.
2. To pursue efforts to write books, book chapters, monographs etc. for publication by International and National publishers of repute.
3. To encourage the faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
4. To encourage faculty members to pursue Ph.D. from reputed Institute.
5. To motivate faculty members to participate in conferences/Workshops/FDPs/Seminars/STTP and SDPs.
6. To undertake consultancy projects sponsored by both Government & Private, Industrial and other organizations.
7. To encourage creativity in the minds of faculty members, so that they make original contributions by way of new product developments, new concepts etc. and obtain patents.

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POLICY AND GUIDELINES

1. Incentive for completing Ph.D. while serving in service of RIT

- a. Faculty members joining RIT without a Ph.D. should enroll in a reputed institute and *should complete their Ph.D. within 5 years of joining.*
- b. For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution . The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.
- c. Faculty of RIT pursuing PhD shall submit the progress bi- annually, in the months of April and October. The reports shall be submitted to the Principal's office with due attestation from Guide and HoD. The report shall comprise of copies of the certificates obtained by the researcher after the previous submission.
- d. Faculty aspiring for sabbatical leave shall place the request to the HoD three months before the date of availing leave. Before availing the sabbatical leave, faculty shall handover all the files for which they were in charge, to the faculty in-charge assigned by the Department. The Department shall sanction the leave only after transfer of files, and the completion of the assigned responsibility for that semester.
- e. Faculty members can avail the facility of sabbatical leave during their Ph.D. course. With regular academic work as prime concern, the Department can sanction sabbatical leave to only one faculty. The sabbatical leave may be given for a maximum duration of three months. Sabbatical leave may be availed during thesis writing. In a Department, if there are more than one faculty members, placing the request for the sabbatical leave, then the priority shall be given to the faculty who has been serving the institution for longer duration. Before availing the sabbatical leave, faculty has to give an action plan towards the completion of his/her PhD. While availing the sabbatical leave the faculty has to give an undertaking mentioning that the faculty will serve the institution for a duration of three years after the competition of PhD.
- f. For the purposes of the award, a Ph.D will be deemed to have been completed when a Certificate of Successful Thesis Defence is formally issued by the Institution awarding the degree.

- g. Two Additional non-compounded increments over and above the standard annual increment upon successful completion of Ph.D, payable when the next regular increment falls due.
- h. A One-time ex-gratia award of **Rs. 10,000/-**, shall be given to the PhD awardees of RIT, provided the faculty has served the Institute for a minimum of three years and gives an undertaking to serve a further period of minimum of 3 years from the date of award of Ph.D. *If any faculty willing to relocate the job during this bond period, faculty has to return the award received of Rs. 10,000/- along with other college policy norms.*
- i. Promotion against clear vacancy of higher post shall take place upon successful completion of Ph.D., when the next regular increment falls due, provided that the faculty fulfils the AICTE stipulated eligibility criteria and undertakes to serve a further period of minimum of 3 years from the date of award of Ph.D.

Research Scholar file should comprise of:

1. Research centre details and it's recognition under UGC
2. Results of entrance exam
3. Registration details
4. Synopsis
5. Details of courses taken pertaining to research
6. Letter of Change of research centre (if applicable)
7. Letter of Change of guide (if applicable)
8. Course work completion certificate
9. Progress report
10. Doctoral committee report's
11. Certificates of FDPs/workshop attended
12. Certificates of conferences attended
13. Copies of published articles
14. Report of Comprehensive viva-voce
15. Documents pertaining to Open seminar-1
16. Documents pertaining to Open- semibar-2
17. Report on pre-thesis colloquium
18. Report on final Defence
19. Degree certificate
20. A copy of the undertaking (mentioning that the faculty will serve the Institution for a duration of three years after the completion of PhD).
21. Action plan (applicable for faculty availing sabbatical leave)

2. Incentive for Externally Funded Research and Grants for Upgradation of Labs and Research Infrastructure

- a. Faculty members are expected to submit proposals for research grants of various funding agencies.

- b. It is quite likely, that these projects may involve modernization of laboratories or research infrastructure, acquiring of equipment required specific to the research study or conduction of surveys, etc.
- c. On completion of the project, the Institute shall pay the research team an incentive equivalent to 5% of the grant amount spent on asset creation out of external funding received from the funding agencies (closure certificate to be furnished). Principal Investigator will be entitled to avail 60% of the incentive while the remaining 40% shall be equally distributed among the Co-Investigators.
- d. There will be only one Principal Investigator and the faculty members assisting the Principal Investigator with any other title/s will be treated as Co-Investigators for the purpose of calculation of the incentives.

Documents to be Submitted:

1. Proposal
2. Progress report
3. Project completion certificate
4. Audited statement of accounts

3. Award for Publications of textbooks in relevant engineering discipline with the affiliation of RIT

- a. **Rs. 25,000/-** if the textbook or reference book is published by an international publisher with an establishment of peer review system like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.
- b. **Rs. 10,000/-** if the textbook or reference book is published by a national publisher with ISBN / ISSN number like Tata- McGraw Hill, Prentice Hall of India, MacMillan India, Sage.
- c. **Rs. 5,000/-** if a chapter is published with ISBN or ISSN Number by an International publisher
- d. **Rs. 5,000/-...** if the textbook is published by Regional / Local publishers.

If more than one faculty of RIT is involved in such publication, the incentive amount will be shared among them. If the authors are from other institutes incentive amount will be awarded to RIT faculty on prorata basis.

Documents to be Submitted:

- I. Letter mentioning the details of authors and co-authors.
- II. Copy of the published work

4. Incentive for publishing Technical Paper in National/International journals

If a research paper is published in a referred journal with the affiliation of Rajeev Institute of Technology, Hassan, the faculty/research scholars will be eligible for incentive as indicated below and the faculty can avail the facility only after due recommendation of HOD. One Scopus journal paper is mandatory for all the staff of RIT. The incentive is from 2nd paper onwards. Publications are considered for the calendar year.

- a. **Rs.5,000/-** for each paper published in journals with SNIP < 1.00
- b. **Rs. 8,000/-** for each paper published in journals with SNIP > 1.00 < 2.00
- c. **Rs. 10,000/-** for each paper published in journals with SNIP > 2.00

The articles published in IEEE Xplore, conference proceedings of Elsevier, Springer, ACM and others shall not be considered as publications of journal. The publications will be considered only if they are indexed in Web of Science or in Scopus. However, for the calculation of incentive, only SNIP will be considered. If the paper is contributed by more than one author, the incentive amount will be shared by all the authors equally. Faculty members should also submit a "Self Declaration" statement stating that article processing fee of the journal has not be availed by any other funding agency or the Institute.

Documents to be Submitted:

1. Letter mentioning the details of authors, co-authors and their affiliations
2. A copy of the technical paper
3. Details of Publication
4. Details of SNIP
5. Declaration about not availing funding from any other agency

5. Incentive for Presenting a paper at National/ International seminars/Conferences

5.1 Within India.

- a. The International/ National conference must be of repute (viz. IEEE, Springer/Wiley/IPC/ ASME/ACM etc.) and the hosting Institutions must be of Institutes of repute- IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
- b. The faculty attending International/National conference as a first author would be allowed SCL + Registration charges (maximum of Rs.4000) + T.A. on actual basis with sleeper class fare or Rs. 1,500/- whichever is less.
- c. In case of joint authorship only one faculty can avail the facility.
- d. Each faculty can present research papers in Conferences of repute two times in an academic year with financial assistance.
- e. Only Oral presentation of research papers is acceptable.
- f. In case of student, Registration fees or Rs. 2000/- whichever is less could be availed.

Note: The paper should be published/ indexed in IEEE digital Xplore, LNEE/ Proceedings of ACM, etc. which is Scopus or web of Science indexed.

5.2 At Abroad

- a. The faculty has to approach AICTE/ DST (which provides 100% funding subject to meeting their norms) or any other Funding Agencies of Govt. of India.
- b. It has been observed that some of the proposals may not meet AICTE norms besides the paucity of funds with them because of their All India Scope. Therefore, RIT may also consider funding for International Conferences on case to case basis, subject to 50% to be paid by the candidate and 50 % by RIT (maximum of Rs. 15,000/-) with the candidate having at least 5 years of service in RIT.
- c. The paper should be published/ indexed in IEEE digital Xplore, LNEE/ Proceedings of ACM, etc. which is Scopus or web of Science indexed.
- d. Faculty members are allowed to attend conferences outside India once in three years.

Documents to be Submitted:

1. A copy of notification of Conferences/Seminars.
2. Copy of the mail submitting the draft copy of the paper.

3. Copy of the acceptance mail in case of Conferences/Seminars.
4. ISSN number; Impact factor; Editorial board; Name of the publisher and Age of the journal (in case of journals); Evidence of participation (in case of Conferences/Seminars).
5. Original Receipt towards payment of registration fee (in case of Conferences/Seminars).
6. Copy of the paper published in the proceedings of the Journals/conferences/Seminars.
7. Copy of the Index page of Journals/Conference/Seminars proceedings.
8. Original Travel Tickets (when claiming TA/DA).

6. For Attending Workshops / Seminar / FDPs/ STTPs/SDP

- a. Faculty Members are encouraged to participate in Workshops/STTP/FDP/SDP organized by reputed technical institutes, as may be decided by the Institute from time to time.
- b. Faculty members attending a program of more than two days' duration shall preferably plan their participation in the semester break so that the academic schedule of the students remains undisturbed. Faculty Members pursuing their PhD are also encouraged to attend summer training programs organized by NITs, IITs and other reputed Institutes.
- c. Department can depute maximum two faculty members at any point of time. The Department has to ensure that all the faculty members shall be given equal opportunity. The department has to give emphasis for participation in FDP conducted for 5 days and more. In general, higher priority shall be given to the programs sponsored by AICTE/DST/ISTE and other such bodies where the host institution takes care of significant portion of the training cost.
- d. The faculty attending Workshops/Seminar/FDPs would be allowed SCL+ Registration charges (maximum of Rs. 2,000/-) + T.A on actual basis with sleeper class fare or Rs. 1,500/-
- e. Each faculty can attend Workshops/Seminars/FDPs of repute, twice in an academic year with financial assistance.
- f. The faculty to be eligible for this incentive should have put in minimum one-year service in RIT.
- g. Faculty members attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop etc for the benefit of faculty and Students in their respective departments.
- h. Faculty shall submit the documents (1,2,3,4), before attending the FDP. The remaining documents should be submitted within one week after reporting to the Institution.

Documents to be Submitted:

1. A copy of notification of FDPs.
2. Copy of the mail registered for FDP.
3. Copy of the confirmation of registration from the organizer.
4. Leave sanctioned letter
5. Original Receipt towards payment of registration fee (if any).
6. Copy of the attendance certificate.
7. Original Travel Tickets (when claiming TA/DA).

7. Membership of Professional Bodies

- a. Faculty members are encouraged to take up membership of International & National Professional Bodies in their respective field of Engineering.
- b. Financial assistance for membership fee will be provided by RIT and the same is repayable in 10 monthly instalments.

Documents to be Submitted:

1. Letter seeking the financial assistance
2. Copy of the membership certificate after getting enrolled.

8. Patents

- a. Faculty members are encouraged to apply for patents in the field of science and technology. The Management will bear the expenses towards the patent filing.
- b. The patent shall be in the name of the institution and the faculty and students will be the inventors.

Documents to be Submitted:

1. Proposal for the patent.
2. List of inventors and their affiliations

9. Consultancy

- a. Faculty members are encouraged to share their expertise by involving themselves in the consultancy works in the field of science and technology.
- b. The order shall be taken from the Client and it will be assigned to the faculty of the Department, depending on their expertise.
- c. The billed amount shall be shared between Management & the faculty taking up the work order in the ratio of 50% & 50% respectively. The 50% shall be divided equally among the faculty & technical staff who are involved with the work.

Documents to be Submitted:

1. Order copy received from the client
2. Acknowledgment of acceptance
3. Quotation
4. Report of the work done.
5. Copy of bills
6. Copy of cheque

OTHER CONDITIONS

1. All claims shall be made within a week of conclusion of the event. The academic year is the period from 1st Aug to the 31st July of the respective year.
2. All claims shall be made by submitting duly filled forms as per the prescribed application format attaching self-attested copies of evidences as listed above.
3. All claims shall be verified by the HOD and forwarded to Principal with proper recommendations.
4. Only full-time confirmed faculty members who have put in minimum of one-year service in RIT on regular service are eligible for claims.

5. If more than one faculty of RIT is involved in publication, Research and Consultancy Project, the incentive amount will be shared among them. If the stakeholders are from different institutes, then the incentive amount will be awarded to RIT faculty on prorated basis.
6. As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
7. Faculty pursuing Ph.D. while working in RIT availing any of the above-mentioned benefits have to work for a minimum duration of 3 years from the date of completion of Ph.D. Faculty willing to leave the organization within this tenure have to refund two times the incentives that they have taken and an amount equivalent to a gross salary divided by 30 days multiplied by the number of SCL, towards the SCL that they have claimed for their research work.
8. Faculty who are not pursuing a Ph.D. or Faculty who have completed a Ph.D., availing any of the above-mentioned incentives have to work for a minimum duration of one year from the date of availing the very first incentive. Faculty willing to leave the organization within this tenure has to refund two times the incentives that they have taken and an amount equivalent to a gross salary divided by 30 days multiplied by the number of SCL, towards the SCL that they have claimed.