raisoni

Ref.: RE/R&D/2024/001

Date: 8th July 2024

Subject: Research and Development Policy and Incentive Norms – Revised

1. **Introduction:**
   The policy for performance based incentives, financial assistance for career development of the faculty as well as research and development activities of all institutions under Raisoni Education aims to nurture sustainable academic and research culture in emerging areas and to develop research-capability of UG, PG, Ph.D. degree candidates and faculty of the institute by participating in conferences, seminars, etc. to encourage them to take up the research projects.

2. **Activities to be undertaken by R&D Cell:**
   1. Allocation, Utilization and Review of R&D funds sanctioned by the Management.
   2. Grant of financial assistance to the faculty and students as per the prescribed norms.
   3. Participation in Conferences, Seminars, Workshops, Symposiums, Conventions, Conclaves etc.
   4. Tracking of data of research publications, area of research, citations, h-index in refereed journals.
   5. Activities of Centre of Excellence and Ph.D. center.
   6. Ph.D. Registration, Progress seminars and Pre-submission seminars.
   7. Checking plagiarism of Research papers, Ph.D. theses with authentic software.
   8. Submission of research proposals to the external funding agencies.
   9. Preparation and implementation of R&D Calendar.
   10. Organizing programs for Orientation, Research methodology, IPR, Mini-modeling, Healthcare, Hackathon, Paper presentation, Guest lectures etc.
   11. Dissemination of information about funding agencies to the entire faculty every year.
   12. Grant of seed money for Research Project, Patent Filing, Copyright, Prototype Projects of UG, PG, Incubation, Innovation, Competitions etc.
   13. Sponsoring teaching faculty for full –time Ph.D. to Ph.D. Centers of Raisoni Education or other institutes.
   14. Issuing SOPs for Research, Innovation, Incubation, Plagiarism, Consultancy etc.
   15. Obtaining NABL certification for research and other laboratories.
   16. Applications for Intellectual Property Rights such as patents, Copyright etc.

3. **Available R&D Resources:**
   1. Sanctioned Budget for R&D by the Management.
   2. Approved Research Centres, Virtual labs and Learned Supervisors.
   3. Online and offline journals like IEEE, ASCE, ASME, ACM, ELSEVIER etc.
   4. Laboratories equipped with research facilities.
   5. Library, Multimedia, E-Journals, Conference Proceedings.
   6. Externally funded research projects.
   7. Centre of Excellence.

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4. **General Guidelines:**

1. Supervisor and Ph.D. scholar must submit at least one research proposal to the external funding agency every year in the name of the institute as place of research work.
2. HoD shall maintain up-to-date data regarding completed research projects, ongoing research projects, funding agencies and other resources such as AICTE, DST, UGC, CSIR, DRDO etc.
3. The institute shall enter into MoUs with research institutions such as ICAR, CBRI, CSRI, NEERI, IITs, NITs, VJTI, UICT, CoEP and so on.
4. The proposals shall be routed through Dean- R&D, HOD and Head of the institute.
5. Each HoD must apply to UGC/DST/AICTE etc. for permission to organize indexed conference every year in which faculty/students wish to publish their research work in SCI journals e.g. Elsevier/ Springer/ASME/ASCE/IEEE. etc.
6. Whether financial assistance is sought or not, author must submit plagiarism report to Head of the institute duly authenticated before submitting the research paper.
7. Faculty should apply for travel grants to the respective authority for obtaining subsidy under different clauses of eligibility before applying to the management.
8. The faculty must deliver a presentation to the faculty and final year students of the department.
9. Attendance sheet, certificate of participation and summary should be submitted to Dean R&D and Directo, HR otherwise leave account will not be settled.
10. Normally, advance should be discouraged. However, in some emergent cases, it may be granted not more than 75% of the probable expenses.
11. Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the next salary.
12. A copy of Conference proceedings or any book presented by organizer should be submitted to the departmental library and submission slip should be attached to the bills for claim.
13. Faculty should not infringe IPR of any individual or any organization.
14. Faculty shall avoid simultaneous submission of manuscripts or abstracts at multiple platforms without the approval of the editor.
15. Even if financial assistance is not required, the applications for OD should be routed through R&D Cell.
16. The facility of reimbursement is extended normally to the first author.
17. If claim is submitted by author other than first, NOC from other author is necessary.
18. Claim of reimbursement should be submitted within 7 days after the event/activity.
19. For permission to participate in conferences/ seminars, faculty and students should submit applications complete in all respect forwarded by the R&D coordinator & HoD to R&D cell.
20. The proposals for incentives to the students, should be finalized at institute level provided the attendance of student in classes is 75% and above.
21. If journey is more than 900km, duty leave will be granted for half day on both sides in addition to duration of the event otherwise duty leave shall be only for the day of the event.
22. R&D cell will hold minimum two meetings in a month for discussions all aspects.

5. **Application for permission to attend Conference/Seminar before event:**
    1. Typed application duly signed in with justification.
    2. Recommendation of R&D Cell, Concerned HoD and HoI.
    3. Leaflet / brochure of conference/ seminar
    4. Invitation / acceptance letter
    5. Approximate break-up of probable expenditure
    6. Breakup should cover Amount of registration fee, travelling expenses by shortest route by AC 3 tier, Lodging, Boarding, and Local travel.
    7. Research paper in pdf format.
    8. Plagiarism report generated by R&D Cell having less than 20% similarity index.

6. **Application for Reimbursement Claim after event is over:**
    1. Prior approval letter
    2. Item wise actual expenses.
    3. Copy of certificate of participation.
    4. Attendance report for the entire program
    5. Acknowledgement from library for having received a copy of proceeding /any book.
    6. Advance if taken should be deducted. Entry should be countersigned by Account section.
    7. Bank details: Account holders name, Account no., Bank and branch, IFSC.
    8. Note: Reimbursement will be made exclusively online and not by cash.

Note: Multiple Claims for research publication or any other event shall result into disciplinary action

7. **Financial Assistance to Faculty:**

7.1	**PUBLICATION IN JOURNALS/CONFERENCES**		
S. N.	**Category**	**Incentive**	**Remarks**
01	Category A: Web of Science, Scopus, SCI, Springer, IEEE, Thomson Reuters	• 100% Registration fee maximum upto Rs. 10,000/- for Journal • 100% Registration fee maximum upto Rs. 5000/- for Conference.	• Decision to be taken by HoI.
02	Category B: Any other journal other than those specified in category 'A' and UGC approved.	• 50% Registration fee maximum upto Rs. 3000/- for Journal. • 50% Registration fee maximum upto Rs. 2000/- for Conference.	• Decision to be taken by HoI.
7.2	**ATTENDING CONFERENCE /STTP/WORKSHOP/SEMINAR BY FACULTY**		
S. N.	**Category**	**Incentive**	**Remarks**
01	**Category A:** Event at National Institute such as IITs, IIMs, IISC Bangalore, NITs, NIPE & R , SPA, NLS etc.	• 100% Registration fee maximum upto Rs. 10000/- • Duty Leave as per guidelines herein.	• Decision to be taken by HoI.

02	**Category B:** Deemed to be Universities, NBA/NAAC Accredited Institutions having secured Grade A and above and has a minimum 10 years of standing, Professional Societies, IIIT or State Government Institutions	• 50 % Registration fee maximum upto Rs. 5000/- • Duty Leave as per guidelines herein.	• Decision to be taken by HoI.
03	**Category C:** Private Institutions other than category B.	• No Reimbursement permissible • Duty Leave as per guidelines herein.	• No TA/DA applicable
04	Attending international Conference held abroad by faculty	• Only first author will be deputed if there is no exigency • Duty Leave as per guidelines herein.	• Minimum 3 Years of service in institutions under Raisoni Education is necessary • Prior approval of the management is mandatory for sanction of probable • Expenses • Deputation abroad can be only once in three years.
05	Attending International Conference held abroad by Ph.D. pursuing candidates of institutions under Raisoni Education	• One author of the paper may be deputed from candidates pursuing Ph.D. in institutions under Raisoni Education	• Prior approval of the management is mandatory for sanction of probable expenses • Deputation can be done once in two years.
06	Traveling and accommodation expenses for International conference abroad	• TA/DA as approved by the Management in prior approval.	• Prior approval for probable expenditure of the management is mandatory • If candidate did not receive grant from any funding agency • Candidate should apply to organizer for accommodation.
07	Traveling and accommodation expenses for International conference in India	• TA/DA as approved by the Institute in prior approval.	• Prior approval for probable expenditure of the Institute is mandatory

08	Membership of Professional Society, Professional organization	• 50 % membership fee • Proof for prescribed membership fee necessary	• Society/ Organization Membership should be related to the domain of discipline
09	Purchase of books for Ph.D., post Ph.D. , or R&D . work being carried out or for M.E. /M.Tech Projects.	• 100% maximum up to Rs. 5000/- each • Books shall be taken on Accession register of library	• Recommendation by HoD, R&D Cell and HoI is necessary. • Will be issued to the scholar • These books issued to the scholar will have to be renewed every 3 months otherwise it will attract penalty.

7.3	**SPECIAL REWARDS FOR FACULTY**		
S. N.	**Category**	**Incentive**	**Remarks**
01	After Copyright is awarded on a successful registration with the Copyright Register	• 100% of the Registration fee will be reimbursed after award.	• Approval from Management necessary • Once in a semester
02	Filing of Patent for original, useful and genuine invention with Patent office	• Filing 1000 • Publish 3000 • For more than 1 applicant, incentive will be shared	• Reimbursed after successful Publishing
03	Award of Patent	• Rs. 5000/-	• Reimbursed after successful Patent filing
04	Indian Patent filing	• Reimbursement of 100% application fee / exam fee	• After successful Indian Patent filing
05	Research Publication in Refereed Journal (Only SCI)	• Rs. 7500/-	• After the research publication is published. • Rs 5000/- to the first Author and Rs. 2500/- shall be distributed equally amongst all Co-Authors.
06	Research Publication in Refereed Journal (Only ABDC)	• Rs 3000/-	• After the research publication is published. • Rs 2000/- to first Author and Rs. 1000/- Shall be distributed equally amongst all Co-Authors.

07	After award of Ph.D. degree to the scholar of institutions under Raisoni Education	• Rs. 10000/- per candidate	• On production of notification issued by the University. • The amount will be shared equally in case of Co-supervisor.
08	International Conference organized in the institute	• Rs. 5000/-	• Only for International Conference after the conference is successfully over. • No reimbursement for national conference • Only if revenue is generated. • Equally distributed amongst all the General Chair & Organizing Chair.
09	Author of standard text book on the subject from own discipline	• Rs. 5000/-	• If published by reputed publisher • Reimbursement will be done after complimentary copy is submitted to library
10	Faculty Coordinator of minimum 5 days STTP/Summit organized in the institute	• Rs. 5000/-	• STTP should be for minimum 5 days duration • Reward will be given once in a semester • Only if revenue is generated.
11	Chairing technical session of International conference at any place OR Invited as keynote speaker at International Conferences in India	• 50% to 100% of probable expenses	• Prior approval from the management is necessary • Attendance certificate from organizers required
12	In-house Resources person for STTP/FDP/Seminar/Workshop etc.	• Rs. 300/- per hour	

7.4	INCENTIVES FOR HIGHER STUDIES FOR FACULTY		
S.N	**Category**	**Incentive**	**Remarks**
01	Award of NPTEL/ SWAYAM Certificate after successful completion of the course	• 100% of the Examination fee	• For Elite & Above
		• 50 % of the Examination fee	• For successful completion of the course. This is applicable only once in a Semester.
		• Rs. 5000/-	• Application to all India level topper with Gold certification
		• Rs. 3000/-	• Applicable to all India level toppers with Silver certification
02	Post–Doctoral Study In India	• 50% Salary • Study Leave for maximum 2 years	• After Approval of management. • 3 years Bond mandatory
03	Ph.D. from institutes of national importance such as NIT/IIT/IIM/IISC.	• 50% salary • Study leave for a period of 3 years	• Certificate of guide necessary • Deputation by approval of the management • 3 years bond mandatory
		• 25 % salary • Study leave for additional 6 months	• 3 years after registration up to 3.5 years
		• 12.5 % salary • Study leave for another additional 6 months	• 3.5 years after registration up to 4 years
		• No salary, No leave	• After 4 years
S.N	**Category**	**Incentive**	**Remarks**
04	Ph.D. from institutes other than NIT,IIT, IIM, IISC etc.	• 25% salary and leave up to 3 years	• 3 years bond after mandatory
		• 12.5 % Salary	• More than 3 but less than 3.5 yrs after registration
		• 6.25 % Salary	• More than 3.5 yrs but less than 4 yrs after registration
		• No salary, No leave	• After 4 years

05	Penalty in case of breach of bond executed for 3 years	• 100% refund of the total amount spent on the salary of the candidate during his Ph.D. program	• If breach takes place during 1st year irrespective of months.
		• 75 % refund of the total amount spent on the salary of the candidate during his Ph.D. program	• If breach takes place during 2nd year irrespective of months.
		• 50% refund of the total amount spent on the salary of the candidate during his Ph.D. program	• If breach takes place during 3rd year irrespective if months.
06	Progress Seminar of Ph.D.	• Duty leave for a day of the seminar any where	• No T.A. /D.A. is allowed
07	Concession for faculty working in institutions under Raisoni Education and pursuing Ph.D. inhouse	• 25% concession in tuition fees	• Any faculty/ staff working in institutions under Raisoni Education for more than 1 year (Completion of 1 Year on the date of admission)
		• 50% concession in tuition fees	• Any faculty/ staff working in institutions under Raisoni Education for more than 2 Years (Completion of 2 Years on the date of admission)
08	Concession for education of children of employees working in institutions under Raisoni Education	• 50% of tuition fees waived off	• Applicable to Both Teaching and non-teaching staff. • Minimum service in institutions under Raisoni Education should be at least one year
09	Seed money for UG/PG for innovative projects	• As approved by the Management	• Recommendation by HoD, R&D Cell, HoI and Central level committee is required.

7.5	INCENTIVE FOR EXTERNAL FUNDING RECEIVED		
S. N	**Category**	**To whom**	**How much**
01	Financial Grants received from External funding agency such as AICTE, DST, DRDO, GOI etc. for some project	• Principal Investigator	• 03 percent on grants / • 05 Percent if only PI
		• Co- Principal Investigator	• 02 percent on grants
		• Head of Institute	• 02 percent on grants
		• HoD	• 01 percent on grants
		• Administration staff	• 01 percent on grants
		• R&D Cell staff	• 01 percent on grants

7.6	REWARDS FOR FACULTY PERFORMANCE APPRAISAL	
SN	**Final Remark & % score**	**Incentive**
01	"Outstanding " ≥ 90% score	• One time cash reward of Rs. 3000/- at institute level after approval of the committee • Entitled for regular annual increment as and when it is due
02	"Excellent" ≥ 80%	• One time cash reward of Rs. 2000/- at institute level after approval of the Committee • Entitled for regular annual increment when it is due
03	Very Good ≥ 70%	• Entitled for regular annual increment when it is due
04	Satisfactory ≥ 60%	• Entitled for regular annual increment when it is due
05	Average < 60 %	• No Regular annual increment
06	Ph.D. degree awarded during service in RGI	• Additional increase in gross salary by Rs. 4000/- w.e.f the next month after the notification is issued. • Will be entitled for regular annual increment when it is due.
07	Post Doctorate degree study completed and degree awarded	• Additional increase in gross salary by Rs. 10000/- w.e.f the next month after the notification is issued. • Along with an additional increase of Rs. 10000/- in gross salary he/she will be entitled for drawing a regular annual increment when it is due. • Felicitation at Institute level

7.7	EXCLUSIVELY FOR UG, PG, DOCTORAL STUDENTS		
S. N	**Category**	**Incentive**	**Remarks**
01	**Category A:** Web of Science, Scopus, SCI, Springer, IEEE, Thomson Reuters, UGC CARE	• 100% max. up to Rs. 5000/-	• Not Applicable
02	**Category B:** Any other journal other than that of category 'A'	• 50% max. up to Rs. 1500/-	• Not Applicable

7.8	ATTENDING SEMINAR CONFERENCES BY STUDENTS		
S. N	**Category**	**Incentive**	**Remarks**
01	**Category A:** Event at National Institutes such as IITs, IIMs, IISC Bangalore, NITs, NIPE&R, SPA, NLS etc.	• 100% Registration fee maximum upto Rs. 5000/- & Attendance	• 100% to and fro train fare by Sleeper class by Train • TA/DA as per norms
02	**Category B:** Deemed Universities, NBA/NAAC Accredited Institutions with Grade A and above with 10 Years if standing, Professional Societies, IIIT or Other Government Institutions	• 100% max. up to Rs. 2000/- & Attendance	• 50% (Sleeper class by Train)
03	**Category C:** Private Institutions other than category B	• 50 % max. up to Rs. 1000/- & Attendance	• 50 % (Sleeper class by Train)

7.9	Course Material Development	
Category	**Incentive**	**Remarks**
Learning Material development on NPTEL/Coursera MOOCs	• Rs.5000/-	• Rs.5000/- per Course Shared in case of Multiple Faculty.

8. **Review Committee for Reimbursement:**

All the incentive proposals will be reviewed by the Committee comprising of:

1. Dr. Sachin Untawale, Director, GHRCE
2. Dr. Vivek Kapur, Director, Shraddha Park Campus Institutes
3. Mr. Ashwin Pande, Director-HR
4. HoIs may be contacted if required.

Chairman

- CC to ED, Raisoni Education.
- CC to Principal/ Director of institutions under Raisoni Education.
- CC to Hon. Vice Chancellors of Raisoni Education.
- CC to Committee members for information and necessary action.
- Cc to Accounts section, HR for information and necessary action.

Note: All HoI's are requested to get the policy printed on respective Institutional Letter Heads and circulate it amongst all concerned. They are further requested to send proposals of their Institutions to Dr. Sachin Untawale, Director-GHRCE for review.