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Incentive Policy for Research & Publications

1. Preamble:

1.1 The existing policy to promote research activities in the institute was developed to give extra fillip to research, publication and other related activities, in 2006. Hence, the policy is due for a review. Thus, some of the incentives for various research activities have been revisited and revised. The new norms will be application effective June 2014.

2. Objective:

2.1 To give special thrust to research culture in the Institute, and thus improve the profile of the Institute in the country.

3. Policy and Guidelines:

3.1 Incentive for completing PhD Degree when in service of GMRIT (If acquired on or after 1/7/2013)


3.1.1 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.

3.1.2 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.

3.1.3 A One-time ex-gratia award of Rs.75,000/- and Rs.50,000/- for Engineering and Basic Sciences respectively, shall be given, provided the faculty has served for a minimum of three years at the Institute and submitted the thesis within the stipulated time of 5 years from the date of registration.

3.1.4 The cash Incentive will not be applicable to faculty who join with a special stack up sheet which already captures the completion of Ph.D. shortly. Nor



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shall it apply in cases where Ph.D. is the mandatory qualification for the position.

3.1.5 Another Rs.25,000 will be awarded if the PhD thesis results in at least two reputed publications (listed in Annexure I and II) with the affiliation of GMRIT, within a year of completion of the PhD.

3.1.6 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. These increments being non-compounded in the current position, shall not get carried forward in case of a future promotion. However, in case a faculty is promoted along with completion of PhD, two additional increments over the minimum basic salary applicable to the new position will be payable.

3.1.7 3.1.6 A Special flat allowance of Rs. 2,500/- for Basic Sciences & Humanities and Rs.5,000/- per month for Engineering will be paid towards market correction after acquiring their Ph.D. However in case of faculty who are promoted simultaneously with their **completion of PhD**, this market correction is not applicable; instead it will be ensured that **the financial benefit after promotion is not less than financial benefit without promotion.**

3.2 Incentive for Externally Funded Research

3.2.1 The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies (in case of a team, the amount shall be shared equally among team members).

3.2.2 The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.


3.3 Award for Publications of text books in relevant engineering discipline

3.3.1 **Rs. 75,000/-** if the text book is published by an international publishers like McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers.

3.3.2 **Rs. 30,000/-** if the text book is published by a national publisher like Tata-McGraw Hill, Prentice Hall of India, MacMillan India, Sage.

3.3.3 **Rs. 15,000/-** if the text book is published by Regional / Local publishers.



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3.4 Incentive for publishing Technical Paper in National/International journals:

3.4.1 Engineering Stream

3.4.1.1 Rs.20,000/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

3.4.1.2 Rs.10,000/- for each paper published in any of the reputed National Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

3.4.2 Basic Sciences

3.4.2.1 Rs.10,000/- for each paper published in any of the reputed International Journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

3.4.2.2 Cash Award of Rs.5,000/- for each paper published in any of the listed journals. The list of which is available with the respective HODs of each department. In case the Journal is not as per the list, a designated committee shall ascertain the international standing of the Journal).

This comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.


4 Award for Publishing a Professional Articles:

4.4 Rs. 3,000/- for International magazine/Newspaper.

4.5 Rs. 1,500/- for National magazine/Newspaper.

5 Incentive for Presenting a paper at National/ International Seminars/Conferences:



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- 5.4 Cash award of Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.
- 5.5 Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

6 Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences


- 6.1 For the faculty attending national conferences as a first author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper.
- 6.2 For the faculty attending international conferences held in India as a first author, the institute will pay the registration charges (maximum ceiling of Rs, 5000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper.
- 6.3 For the faculty merely participating in international conference, the Institute shall pay travel grant within India plus registration fee with a combined ceiling of Rs 5000/- to 10% of the faculty members from each department, on first come first served basis, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.
- 6.4 Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant. This entitlement will be over and above the entitlement specified in 8.1.

When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

7 Guidelines for Externally Funded Research

Typically, funded research projects are collaborative works and have multiple team members. Thus, the incentive will be divided equally across all the participating team members of GMRIT.



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7.1 Guidelines for claiming the incentives for paper publications in National/ International Journals

- 7.1.1 When a publication has multiple authors, the cash award shall be divided equally among the first three authors. Only GMRIT's authors shall qualify for the award.

The award shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarised works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier and loss of faculty position at the Institute.

- 7.1.2 The Author(s) shall make a presentation of the paper in the department before submitting the claim for incentive.
- 7.1.3 Appeals, if any, relating to the application of the incentive system, will be addressed by the Research Committee of the Institute, with oversight by Director (Education).


7.2 Guidelines for claiming incentives for paper presentations in National or International Seminars/ Conferences

- 7.2.1 When a paper being presented has multiple authors, the right of travel for presentation of the paper will be restricted to the first author; and if the first author so permits, to the second author in lieu of the first. In case of papers with multiple authors, the incentive will be divided equally between the first three.
- 7.2.2 Author(s) shall make a presentation of the paper in the Department before submitting the claim for any incentive.

8 Faculty Development Programme (FDP)/ Staff Development Programme (SDP):

- 8.1 Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.
- 8.2 Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their




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PhD part time are also encouraged to attend summer training programs organized by NITs and IITs.

- 8.3 Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.
 - i. Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programmes sponsored by AICTE/ISTE/DST and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

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Internal Promotion Policy for Faculty

1. Preamble

- 1.1 This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

2. Eligibility

- 2.1 From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines

2.1.1 PhD Qualification

2.1.2 5 years in the current position (from the date of joining/attaining previous promotion/completing PhD)[#]

2.1.3 Prescribed research output

2.1.4 Acceptable teaching feedback

2.1.5 Demonstrated academic administration

- 2.2 The Eligibility shall stand modified in the following cases:

2.2.1 For those whose probation may have been extended, the 5 year period will commence only after confirmation

2.2.2 For those who may not have cleared the ratification on the first attempt, the 5 year period will commence only after the date of ratification

- 2.3 The Eligibility conditions may be extended at the discretion of the Management, in the following cases:


2.3.1 Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments

2.3.2 Faculty with track record of misconduct

3. Policy and Procedure:

- 3.1 When PhD is just completed, completion shall mean possessing certificate of completion of PhD from the degree awarding Institution (or provisional degree certificate)



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3.2 Indicated Output (Assistant Professor to Associate Professor)

- 3.2.1 At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference / seminar papers in reputed conferences/ seminars. Participation in sponsored research projects will add significantly to the credit.
- 3.2.2 Teaching feedback from the students above 4 on a 6 -point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- 3.2.3 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.


3.3 Indicated Output (Associate Professor to Professor)

- 3.3.1 At least 3 papers in peer-reviewed and reputed journals as the first author* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.
- 3.3.2 Teaching feedback from the students above 4 on a 6-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- 3.3.3 Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required or expected of the faculty by the Management.

3.4 Assistant Professor to Senior Assistant Professor

- 3.4.1 Hitherto, movement from Assistant to Senior Assistant Professor was considered a “promotion”. However, this policy views movement to Senior Assistant Professor as an “early recognition system” of a promising Assistant Professor. Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.



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3.4.2 The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:

- 3.4.2.1 PhD: Significant progress ((completion of pre Ph.D course work, and literature survey)
- 3.4.2.2 Three years as Assistant Professor[#]
- 3.4.2.3 Prescribed research output (At least two published paper in peer-reviewed and respected journals (with not more than two co-author); 2 conference/seminar papers in reputed conferences/seminars)
- 3.4.2.4 Teaching feedback above 4.5 on a 6-point scale
- 3.4.2.5 Demonstrated initiatives in institutional affairs

3.4.3 The Senior Assistant Professor shall be eligible for two additional increments

3.4.4 The additional increments will be applicable as long as the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade

3.5 The UGC is planning to introduce a system of *Academic Performance Indicator (API)*. In due course, GMRIT shall endeavor to link the promotion conditions to API. Until such time, the above framework shall be applied

4. Administration of the Promotions:


4.1 Two separate Promotions Recommendations Committee, one each for Assistant Professor to Associate Professor, and Associate Professor to professor, shall be constituted.

4.2 Each Committee shall comprise

- 4.2.1 Director (Education)
- 4.2.2 Principal
- 4.2.3 Associate Dean, Research
- 4.2.4 Associate Dean, Academic Affairs
- 4.2.5 Associate Dean, Faculty and Student Affairs
- 4.2.6 Head of the Department to which the Faculty belongs
- 4.2.7 Two external members in the discipline of the concerned faculty

4.3 Of the above seven, at least five must support a promotion



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5. Grievance Redressal

- 5.1 Faculty shall have the right to represent their grievance to their HOD.
- 5.2 The HOD shall redress the grievance within 7 working days, failing which the grievance may be escalated to the next higher level.
- 5.3 If the grievance persists for over one month, the matter may be escalated to the CEO.

Note: The above are only eligibility criteria. Mere eligibility to promotion does not entitle one to promotion.

The management may in exceptional circumstances relax or extend the eligibility criteria, at its discretion.

- * When the faculty is a second author and not the first author, two publications as the second author shall be counted as equivalent to one publication as the first author.
- # When a faculty joins GMRIT from another Institution, if that institution is regarded comparable to GMRIT, the earlier experience may be counted for the purpose of eligibility period.

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