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## 14. 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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## 32. Policy on Quality Improvement Program (QIP) for faculty

### 1. Preamble

- 1.1 This policy is in line with the QIP Policy outlined by AICTE.
- 1.2 The policy is aimed at supporting the existing faculty in pursuing full time Ph.D. with study leave and financial support, as per applicability.
- 1.3 This policy will replace the old QIP Policy and will be effective June 1, 2014.


### 2. Applicability

- 2.1 Only for pursuing Ph.D. with premier institutions (IITs, NITs etc.) or institutions as approved by the management.
- 2.2 Ordinarily, only one faculty per 10 faculty in a department shall be eligible (on first come first served basis) to avail the facility of study leave under this policy.
- 2.3 However, depending upon other considerations, the Management may entertain more or less candidates than indicated in clause 2.2.
- 2.4 In case of dearth of funds or excess of candidates desirous of leave, special approval for study leave without financial assistance may also be considered, if the applicant is so interested.
- 2.5 Faculty should have completed at least 2 years of service in GMRIT to be eligible for study leave under this policy.

### 3. Procedure

- 3.1 Faculty planning to proceed for their PhD will inform the Principal of the Institution from and the time frame over which they plan to pursue their PhD. The Principal shall give in-principle recommendation to proceed. However, the actual sponsorship of the candidate under QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme, and will be decided by the Committee (mentioned in 3.2).




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- 3.2 The faculty shall submit a formal application in prescribed form for sponsorship under QIP (Annexure) to the HOD, who shall forward the application to the committee with his comments. A Committee consisting of HOD, Associate Dean (R&D), Principal and Director – Education will take the final decision in this regard, keeping in mind the overall faculty situation.
- 3.3 Based on the recommendations of the committee, the study leave would be sanctioned for 3 years or less (in exceptional cases).
- 3.4 After successful completion of the Ph.D the faculty shall resume duty at GMRIT and should serve the institute for a period of 3 years from the date of award of Ph.D. This period of service would be treated as contractual service.
- 3.5 It is possible that a faculty may not have completed the entire requirement of PhD in the prescribed time of 3 years, and shall pursue the remaining part of the dissertation work from GMRIT. It is also possible that a faculty can join back GMRIT ahead of completion of leave period if he submits the dissertation in advance. In such cases, the contractual period of service shall apply as prescribed earlier in Clause 3.4, that is 3 years from the date of award of Ph.D.
- 3.6 For the purposes of career advancement, as a special gesture, the management will treat the leave period as continuity of service (Thus, the increments for the period of study leave shall be protected. Upon resuming duties faculty may be considered for promotion, if they fulfill the stipulated promotion eligibility conditions.
- 3.7 Faculty proceeding on leave will be entitled to financial support as follows:
- 3.7.1 A fellowship of Rs. 12,000/- per month out of the gross salary payable will be paid during the leave period.
- 3.7.2 Contingency advance of Rs.25,000/- per annum for travel, stay and other dissertation related expenses (against invoices).
- 3.7.3 Up to Rs.20,000/- per annum towards the fee, if any, to the host institution i.e. Institution where the candidate will be pursuing Ph.D./Doctoral Programme.





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- 3.7.4 After deducting all the expenses from 3.7.1 to 3.7.3, balance of the gross amount will be deposit in joint FD from time to time.
- 3.8 Before proceeding on leave, the faculty shall sign an agreement with GMRIT to serve the Institute, upon their return from leave, for a period of 3 years from the date of award of degree. In case a faculty violates the agreement in due course, or does not submit the dissertation within two years of rejoining the Institute or does not successfully defend the thesis within three years of rejoining the institute, the faculty shall reimburse the entire sum availed from the Institute (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14%per annum interest.
- 3.9 Fellowship is payable only for a duration of 36 months. If, for any reason, the candidate extends the leave and does not report back to the institute in the stipulated time, the period beyond the end-date of leave will be treated as leave on loss of pay (subject to formal approval by the Committee) and no fellowship will be paid during this extension. Leave on loss of pay shall be for a maximum duration of 6 months and after that faculty has to report back to the institute.
- 3.10 Upon rejoining, the faculty shall be fitted in the same scale at which he or she left, with suitable additional annual increments that would have applied to him/her, prospectively from the date of joining..
- 3.11 If for any reason, a faculty discontinues pursuance of Ph.D before the end of the leave period, the financial assistance shall be withdrawn with immediate effect. In such an event, the faculty shall reimburse to the Institute, all the payments made (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14% interest from the concerned faculty, irrespective of the situation whether the faculty is in the rolls of GMRIT or not. This clause shall form part of the agreement stated in Clause 3.8.

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