Office of the Registrar

No. : SGTU/Acad./42/2020/1168

Dated : 03rd November, 2020

NOTIFICATION

The Research Promotion Policy which was approved by the Academic Council in its meeting held on 31st October, 2019 vide Agenda Item No. 24.22 have been revised by the Director – IQAC in consultation with the stake holders of the University and approved by the Vice Chancellor.

The revised Research Promotion Policy will be effective from June 2020.

Registrar

Endst No. : SGT/Acad./42/2020/1169-1197

Dated : 03rd November, 2020

A copy is forwarded to the following for information and necessary action:

1. PA to the Chief Executive Officer for kind information of the CEO
2. PA to Vice Chancellor for kind information of the Vice Chancellor
3. Pro Vice Chancellor (Admin) and Pro Vice Chancellor (Non Medical)
4. All the Deans/Principal/Directors
5. Head – Ph. D. Cell
6. HR Division

Registrar
Notification No. SGTU/IQAC/2020

Dated: 19.10.2020

RESEARCH PROMOTION POLICY

Registrar
SGT University
Budhera, Gurugram
Preamble

Research & Development and Extension are key functions of a University apart from teaching. A good University apart from Academic delivery through lectures and labs must create, manage and disseminate knowledge and transfer the same to the industry / society.

Performance and Reputation of a University is measured in terms of research outcomes such as Research Publications, Patents, Copyrights, Extramural Research Grants received, Consultancy provided and Revenue earned etc. SGT University believes in inculcating robust Research Culture by involving students / Research Scholar at all levels to improve their learning curves. SGT University, therefore, notifies this Research Promotion Policy to give sufficient incentives to Faculty Members, Research Scholar and Students engaged in research activities.

Research Promotion Policy covers the incentives in the following categories:-

(i) Incentives for Research projects, publications and research related activities.

(ii) Financial assistance for pursuing Ph. D.

(iii) Financial assistance for attending National and International conference & FDPs

Background

Research Promotion Policy (RPP) for SGT University was notified vide Notification dated 08.12.2018, which was further modified vide Notification dated 19.12.2019, which was valid upto 5th June, 2020. It was felt that in view of the benchmarks fixed by the NAAC in Manual of Health Sciences for Universities dated 23.09.2019. The Research Promotion Policy requires a re-look, Director IQAC prepared a revised draft of RPP and the same was sent to Deans of Faculties through email on 22.08.2020 for their comments / observations. The matter was discussed in the meeting of Deans on 04.09.2020 and amendments were made in the draft accordingly. Revised Research Promotion Policy is being notified vide Notification No. SGTU/IQAC/2020 dated 19.10.2020 and shall be applicable w.e.f. 6th June, 2020.

1) Incentives for Research Projects, Publications and Research Related Activities

1) Research Paper Publication-

The SGT University's prime focus is on Research-Oriented Teaching and to promote this, University motivates its faculty members & students to publish papers in Scopus/Web of Science indexed journals.

SGT University acknowledges the faculty members, research scholars and
students engaged in research work by giving them cash incentives & recognizing their research work on University website. Apart from Research Publication targets by Faculty members, Academic Ordinances of various Programmes provide for mandatory publication of Research papers / Review papers / Case Reports etc. by the Research scholars and students as summarized below:

1.1 Publication by Faculty members- Each Faculty member will publish minimum two research papers in one year in SCOPUS / WOS Indexed Journal.

1.2 Publications by Ph.D Scholars - All Ph.D scholars are required to publish one research publication per year during their tenure in SCOPUS / WOS Indexed Journal. Minimum three research publications are mandatory for the award of PhD Degree from 2019 Admission Batch onwards.

1.3 Publications by Postgraduate Students- All students pursuing postgraduate programs are required to publish at least one research paper per year, out of which one paper must be a research paper and others can be a Case Report/Review paper in SCOPUS / WOS Indexed Journal.

1.4 Publications by Interns- All internees would publish at least one case report/Review paper with the help of faculty mentor in SCOPUS / WOS Indexed Journals.

1.5 Publications by Undergraduates- It is desirable that 2-3 final year students in professional undergraduate programs may publish one research / review paper with the help of Faculty mentor in SCOPUS / Web of Science Index Journals.

1.6 The Plagiarism check done by IQAC for scientific papers of students/faculty from SGT University shall not be charged.

1.7 If a Research Paper is published by SCOPUS/ WOS Indexed Journal, the same shall be reported by the concerned faculty member to the Dean Faculty concerned through HOD to office of Dean, Research & Development along with the details of publication charges if any as per the research incentive Performa.

Incentive Scheme for Research Publication-

1.8 SGTU shall pay Rs 10000/- per Research Paper published in SCOPUS / WOS Indexed Journal / as incentive but the authors will bear the cost of Publication Charges, if any. However if SGTU makes the payment for Publication charges if any, it will be adjusted in the incentive payable as per details given below. If there are more than one faculty member/student as author/co-author, the amount of incentive shall be distributed as under:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Number of Authors</th>
<th>Incentive Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Two Authors on the rolls of SGTU</td>
<td>50% each</td>
</tr>
<tr>
<td>2</td>
<td>Three or More Authors on the rolls of SGTU</td>
<td>Equal Amount to be distributed among first author, second author, third, fourth and corresponding author from SGT University</td>
</tr>
</tbody>
</table>
2) Patents

SGT University shall bear the cost of filing Patent by faculty member(s)/PhD Scholar/PG Student with the condition that faculty member(s)/PhD Scholar/PG Student shall be mentioned as Inventor and SGTU shall be considered as Owner in Patent Application. The inventor(s)’ incentive for publishing the patent would be Rs 15000/- which will be equally shared among all inventors. In case of Technology Transfer for commercial purpose, the royalty earned from the awarded Patent may be shared between SGTU and Inventor(s) on pre and mutually agreed terms and conditions, with Inventor(s)’ share not exceeding 50%. The entire cost for development of patent will be borne by SGTU. However, it will be mandatory for the Inventor(s) to seek the approval of competent authority before filing the Patent Application.

3) Copyright

The cost of filing Copyright by faculty member(s) shall be borne by the SGTU with the condition that faculty member(s) shall be considered as Author and SGTU shall be considered as Owner. In case of Knowledge / Technology Transfer for commercial purpose, the royalty earned may be shared between SGTU and Author(s) on pre and mutually agreed terms and conditions with Author(s)’ share not exceeding 50% with the condition that the entire cost for development of Copyright will be borne by SGTU. However, it will be mandatory for the Author(s) to seek the approval of competent authority.

4) State/National/International Award/Fellowship

Faculty members receiving recognized state/national/International award/fellowship would be awarded Rs 5000/- cash award & letter of appreciation by SGT University.

5) FDP programs of SWAYAM- If a Faculty Member enrolls and successfully completes a Course on Swayam portal of Government of India, Examination fee will be refunded after producing certificate of successful completion of online course if faculty member scores more than 50 percent marks or equivalent grade.

6) Research Project Grants by Extramural Funding Agencies

6.1 All Professors, Associate Professors and Assistant Professors with Doctorate Degree shall endeavor to submit Research Projects for award of grants from external agencies such as DST, DBT, DRDO, ISRO, ICMR, SERB, UGC, AICTE, CSIR, ICSSR, DST State Government etc. and international funding agencies. Submission of 2 Extramural projects per department every 6 months are desirable.

6.2 Project Investigator and Co-Project Investigator(s) shall be given an incentive of the total grant received by SGTU on pro-rata basis as per details given below

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Grant Received</th>
<th>Incentive Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upto Rs 1 Lakh</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>Rs 1 Lakh to Rs 10 Lakh</td>
<td>5% subject to minimum Rs 10000/-</td>
</tr>
</tbody>
</table>
SGT UNIVERSITY

Incentive for Research Project Grant shall be shared among PI and Co-PI(s) as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>No of Investigator(s)</th>
<th>Incentive Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Only PI</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>One PI and One Co-PI</td>
<td>PI 60% and Co-PI 40%</td>
</tr>
<tr>
<td>3</td>
<td>One PI and Two Co-PIs</td>
<td>PI 50%, Co-PI 25% each</td>
</tr>
<tr>
<td>4</td>
<td>One PI and More than Two Co-PIs</td>
<td>PI 40% and 60% distributed equally among Co-PIs</td>
</tr>
</tbody>
</table>

7) Seed Money
Each faculty member may apply for intramural grant maximum of Rs 20,000/- for undertaking a research project in the SGT University. The project has to be approved by Departmental Research Committee (DRC)/Faculty Research Committee (FRC) and to be forwarded to Office of Dean Research & Development for final approval and sanctioning of Grant.

8) Best Researcher Award

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Award</th>
<th>Incentive</th>
<th>Minimum Qualifying Criteria</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Best University Researcher Award for Teachers</td>
<td>Rs 100,000/- plus Citation</td>
<td>100 Points</td>
<td>Common for all Faculties Given to Top three Faculty Members</td>
</tr>
<tr>
<td>2</td>
<td>Best Faculty Researcher Award for Teachers</td>
<td>Rs 25,000/- plus Citation</td>
<td>50 Points</td>
<td>One from Each Faculty. Subject to variation according to number of faculty members in particular faculty</td>
</tr>
<tr>
<td>3</td>
<td>Best Rising Researcher Award for Teachers</td>
<td>Rs 10,000/- plus Citation</td>
<td>50 Points</td>
<td>One for Each Larger Faculty such as Medical, Dental, Engineering, Sciences etc.</td>
</tr>
<tr>
<td>4</td>
<td>Best Researcher Award for Students including Research Scholars</td>
<td>Rs 25,000/- plus Citation</td>
<td>50 Points</td>
<td>One from Each Faculty</td>
</tr>
</tbody>
</table>
8.1 Following Annual Research Awards shall be instituted in SGTU

8.2 Weightage for Research Points shall be as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research Paper published / accepted in SCOPUS/WOS / Indexed Journal</td>
<td>10 Per Paper</td>
</tr>
<tr>
<td>2</td>
<td>Research Paper published / accepted in SCOPUS/WOS / Indexed Conference</td>
<td>05 Per Paper</td>
</tr>
<tr>
<td>3</td>
<td>National Patent Awarded</td>
<td>50 Per Award</td>
</tr>
<tr>
<td>4</td>
<td>International Patent Awarded</td>
<td>100 Per Award</td>
</tr>
<tr>
<td>5</td>
<td>National Patent Published</td>
<td>10 Per Award</td>
</tr>
<tr>
<td>6</td>
<td>International Patent Published</td>
<td>20 Per Award</td>
</tr>
<tr>
<td>7</td>
<td>Copyright Awarded</td>
<td>10 Per Award</td>
</tr>
<tr>
<td>8</td>
<td>Research Project Grants received by SGTU from external agencies</td>
<td>1 Per Rs 10000/-</td>
</tr>
</tbody>
</table>

8.3 If more than one faculty member from SGTU shares Journal / Conference Publication, Patent Published / Awarded and / or Research Project Grants received by SGTU, the points awarded shall be on pro-rata basis with equal weightage except in case where differential weightage has been assigned as above. For awarding points to faculty members, the name of the students and research scholars shall not be considered.

8.4 If more than one student / research scholar from SGTU shares Journal / Conference Publication, Patent Published / Awarded and / or Research Project Grants received by SGTU, the points awarded shall be on pro-rata basis with equal weightage. For awarding points to student / research scholar, the name of the faculty members shall not be considered.

II) Financial assistance for pursuing Ph.D

The Objective of these guidelines is to encourage the faculty member to improve their qualifications by pursuing Ph.D. programme available in the University. Any Faculty member of the University can enroll for the Ph.D. programme as per the procedure laid down by the University.

1) Faculty member who is admitted to the Ph.D. course shall be provided fee concession to the tune of 50% of the fee charged for the course. However, in lieu of this fee concession, it will be mandatory for the Faculty Member to serve SGT University for a minimum period of two years failing which the amount of Fee concession granted shall be refunded to the University on pro-rata basis.

2) Each Research Guide shall be given a Seed Money of Rs 20000/- per Research Scholar in the first year of Registration, which will be utilized only for purchase of small equipment, testing charges and consumables. Seed Money
shall be given in the form of Temporary Imprest not more than Rs 5000/- in a single instance, which must be settled by the Research Guide before close of financial year. Unutilized Seed Money will be given in the next financial year.

3) It will be mandatory for the Research Guide to seek the approval of Director / Dean / Principal of the concerned Faculty/Institute through Head of the Department for any such expenditure. Research Guide shall also provide a certificate that the goods / services have been procured at minimum market price.

III) Financial assistance for attending National and International Conferences and Faculty Development programs

1. Objective:
To encourage the faculty for attending the National / International conferences / seminar/symposia/workshops

2. Guidelines for financial assistance to teachers to attend the Conferences/Seminars/ Symposia etc. In India or abroad

2.1. Academic leave up 10 days may be granted without any financial assistance by the University if a teacher is not presenting any paper in the workshop or training program with in India or abroad.

2.2. Teachers going under any international collaboration exchange program with CSIR, DST, ICSSR, ICAR and other agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs. 20,000/- whichever is less in addition to maximum 10 days academic leaves. However, the works and detailed plan of such visits should be submitted to the Dean, Research & Development of the University.

2.3. Financial assistance to teachers for attending the conferences/seminars/symposia etc. at national level in India will be available once in two academic years. In such cases, the Financial assistance will be limited to travel expenditure (actual train fare-AC-2 Tier or equivalent air fare and registration fee to a maximum of Rs. 10,000/-.

2.4. Financial assistance to teachers for attending the conferences/seminars/symposia etc. abroad/ internationally will be available once in three academic years. In such cases, the financial assistance will be limited to travel expenditure and registration fee to a maximum of Rs. 20,000/- Deputation to attend conference in India will not be counted for the purpose of availing such assistance.

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Budhera, Gurugram
2.5. In case of two or more applicants for attending the same conference/seminars & symposium etc., the youngest teacher may be given preference over the other senior teacher to promote or update his/her knowledge and enable him/her to perform better.

3. Eligibility for financial assistance
3.1 The teachers who are invited to attend national/international academic conference/seminars etc. should verify that the level of program and the Institution organizing the events is truly the national/international, professional and capable of enhancing the skills of the participants.

3.2 The financial assistance may be provided in the following order of preferences:
   Teachers delivering keynote address/lectures
   Teachers contributing a paper
   Teachers invited under international collaboration exchange program

3.3 Acceptance of papers from organizers should have been received.

3.4 Subject to all other conditions being equal, preference may be given to application that have already raised part financial support from other sources who are session Chairman/Organizing Committee Official/Award winner in addition to the paper presentation. Preference may also be given to those who have never been deputed to attend such conferences.

4. Procedure of applying for financial assistance for attending seminar/conferences/symposia (Abroad and India)

The prescribed application form for conference/symposia/seminar etc. in India and abroad is to be used.

4.1 Application duly forwarded by the head of the Department and Dean of Faculty with their specific recommendation (regarding eligibility and amount to be given), should reach the Office of the Dean, Research and development preferably 30 days before the date of the program (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:

a) A soft copy of the full text of documents/papers prepared by the teacher for presentation at National/International conference/seminars/symposia/congress/workshops. The details of training program, even if of short duration should be provided.

b) Brief details of the organizers, title of the program, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.

c) A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section and mentioning details of the financial support offered etc. should also been closed.

d) In case of conference / seminars / symposia / congress / workshops /
training program of short duration, the Invitation or other relevant documents should be attached.

5. Follow-up action for attending conferences in India and outside India
   5.1 The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Dean, Research & Development within a week through the concerned Dean to enable others to utilize the amount so released.
   5.2 Deputed teachers after attending conferences should provide a participation certificate and submit the bills within one month of return from the conference.

6. Deputation without financial support in India and Abroad
   6.1 Teacher seeking permission to attend conferences/seminars/symposia/workshop/training program in India or abroad without financial support from the SGT University but (academic) leave only, should also follow the same procedure as mentioned in procedure of applying for financial assistance for attending conferences/seminars/symposia etc abroad and India.

   6.2 Such teachers should fulfill all the requirements listed above, but the frequency restriction (once in 3 years only for conferences abroad and once in 2 years for conferences in India) shall not apply to them.

   6.3 Such teachers shall be granted leave as per University rules.

   6.4 For any conference/academic seminar etc, as a special case, Vice Chancellor may allow up to 50% of the Faculty member to attend such conference/training etc. without financial assistance, so that the teaching of the department should not suffer.

Registrar
SGT University
Peelihera, Gurugram