



RESEARCH INCENTIVE POLICY

VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to JNTU, Kakinada)

An ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

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1. Preamble

One of the important limbs of any Technical Institution is research. For a successful progress of the Institute, it has to focus on both academics and research. At Vignan's Institute of Engineering for Women, Research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives.

VIEW promoted and implemented a wide range of policy actions since its inception in 2008 to promote research. The promotional initiatives of VIEW include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge, and a strong doctoral program for award of Ph.D on completion of quality research work.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VIEW on Promotion of Research & Innovation, Consultancy & Extension Services.

2. Application of the Policy

The policy applies to all regular teaching faculty members of all department of the Institute.

3. Vision

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet National and International needs.

4. Objectives

- ✓ The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.
- ✓ To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- ✓ To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- ✓ To undertake consultancy projects sponsored by Government& Private, Industrial and other organizations.
- ✓ To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

5. General Principles underlying this Policy

- ✓ The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- ✓ The policy shall not be influenced by the employee's race, religion or gender.
- ✓ The R&D Coordinator will review the incentive claim applications, based on that Dean-Admin shall prepare a list of candidates recommended for incentives to the approval of Principal and CEO.
- ✓ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest the same.
- ✓ An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
- ✓ After checking the claim and approval by the Principal, the Dean-Admin will claim and disburse the amount following the usual procedure.
- ✓ As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
- ✓ All decisions on incentives shall be taken up twice in a year in the month of September & April. **However the incentive will be paid during Governing Body Council Meetings.**
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

6. R&D Incentive Policies

6.1 Incentive for book publications

1. Full text book with single author : INR 20000
2. Full text book with two authors : INR 10000 each author
3. Full text book with multiple authors : INR 5000 each author
4. Chapter Contribution : INR 3000

Note: Published book or chapters or monographs must have 'VIEW' as the affiliation.

6.2 Incentive for Research Publication:

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he / she will pay an incentive as indicated below.

SCI Journal	10000
Un paid Scopus Journal	7,500

- ✓ The publications will be considered only if they are indexed in Web of Science or in Scopus.
- ✓ If the paper is contributed by more than one author the incentive will be shared as follows:

Case-1	VIEW			
	10000/7500			
Case-2*	VIEW	Ph.D GUIDE	Ph.D GUIDE	
	10000/7500			
Case-3	VIEW	OTHER	OTHER	OTHER
	5000/3750			
Case-4	OTHER	VIEW	OTHER	OTHER
		3000/2250		
Case-5	OTHER	OTHER	VIEW	OTHER
			2000/1500	
Case-6	OTHER	OTHER	OTHER	VIEW
				1500/1125
Case-7	VIEW	VIEW	OTHER	OTHER
	5000/3750	3000/2250		
Case-8	OTHER	VIEW	VIEW	OTHER
		3000/2250	2000/1500	
Case-9	VIEW	VIEW	VIEW	OTHER
	5000/3750	3000/2250	2000/1500	
Case-10	VIEW	VIEW	OTHER	
	5000/3750	3000/2250		
Case-11	OTHER	OTHER	VIEW	VIEW
			1500/1125	1500/1125
Case-12	VIEW	VIEW		
	5000/3750	3000/2250		
Case-13	OTHER	VIEW		
		5000/3750		
Case-14	VIEW	VIEW	VIEW	VIEW
	5000/3750	2000/1500	1500/1125	1500/1125

* Applicable to Ph.D pursuing faculty only.

- ✓ Faculty of sister concern colleges of VIEW also includes in OTHERS category.
- ✓ Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.

- ✓ Faculty members should also submit a "Self Declaration" stating that publication fee was not paid to the Journal.
- ✓ Published paper must have '**Vignan's Institute of Engineering for Women**' as the affiliation.
- ✓ On-line date is to be considered as the date of publication.
- ✓ Authors outside the VIEW fraternity are not entitled for this scheme.
- ✓ Research Paper publication through Conference will be treated as paid publication. The faculty supposed to apply incentive under 6.3 or 6.4 whichever is applicable.
- ✓ Publication claim under Research Incentive Schemes (RIS) of VIEW must be made within a month of publication in the prescribed form.

6.3 Incentives for Presentation of Research Papers in Conferences/Seminars in India

- ✓ The International/ National conference must be of repute (viz. IEEE, Springer/Wiley etc.) and the hosting Institutions must be of Institutes of repute- IITs/IISc/NITs/IITs/ Universities/ Deemed Universities etc.
- ✓ The paper/article must be published in any National/International Journal/Conference proceedings.
- ✓ **The faculty would be allowed OD + Registration fees on actual basis or Rs. 5,000/- whichever is less.**
- ✓ TA/DA will be paid as per the Institute norms.
- ✓ In case of joint authorship only one faculty can avail the facility.
- ✓ Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).
- ✓ Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- ✓ Only Oral presentation of research papers is acceptable.

6.4 Incentives for Presentation of Research Papers in Conferences outside India/Abroad.

- ✓ The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grant or other Funding Agencies of Govt. of India.
- ✓ It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore VIEW may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by VIEW with the candidate having at least 5 years service in VIEW. Also the candidate should register for Ph.D after coming as soon as possible.

- ✓ The staff who wish to apply for incentives for paper presentation in the International conferences abroad need to get approval from Chairman/CEO at least one Month in advance.

Note:

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad (6.3 & 6.4) will be paid only after submission of duly filled application and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
2. However the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to approval of the Principal.

6.5 Incentives for attending Workshops/FDPs

- ✓ The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- IITs/IISc/NITs/IITs/IIM/Universities/Deemed Universities etc.
- ✓ **The faculty would be allowed OD+ Registration fees on actual basis or Rs. 5,000/- whichever is less, when the Workshops/Symposium/FDPs have minimum of 3 days duration.**
- ✓ **The faculty would be allowed OD+ Registration fees on actual basis or Rs. 3,000/- whichever is less, when the Workshops/Symposium/FDPs have less than 3 days duration.**
- ✓ TA/DA will be paid as per the Institute norms.
- ✓ Each faculty can attend Workshops/ Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 10,000/- only.
- ✓ Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- ✓ Minimum service clause is not applicable to attend conference/symposium/FDP
- ✓ Faculties going for attending FDPs outside need to disseminate knowledge / information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshop/ Summer etc for the benefit of Faculty and Students in their respective departments.
- ✓ The OD and Registration claim under Research Incentive Schemes (RIS) of VIEW must be made within a month in the prescribed form.

6.6 Incentive for Generation of Research Grants:

- ✓ Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
- ✓ The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.
- ✓ Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

6.7 Incentive for Consultancy work:

To encourage genuine consultancy work from the faculty, VIEW announces a policy whereby the faculty can claim 100% of the amount charged under the consultancy work. This is subject to the following conditions:

- ✓ Faculty should be the sole in-charge of the consultancy work
- ✓ The said consultancy work should be undertaken post the approval of the principal and the agreement should be undertaken between VIEW and the concerned third party
- ✓ The payment for the consultancy work should be credited to VIEW which will further be passed on to the faculty.

6.8 Incentives for Professional Body Membership:

- ✓ All faculty members on roll of VIEW having more than Five SCI/ SCOPUS research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of cost of membership registration fee subject to Maximum of Rs.10,000.
- ✓ Maximum of Rupees Ten Thousand (Rs. 10,000) will be paid for International society membership and Rupees Five Thousand (Rs. 5,000) for National society membership and Rupees Two Thousand (Rs. 2,000) for State Level Membership.
- ✓ Incentive claim under Research Incentive Schemes (RIS) of VIEW must be made within a month of registration with the professional bodies.

6.9 Incentives for Research Awards/Any recognition received by the faculty from reputed Professional Bodies and Agencies (For which Vignan has not provided any funding):

Awards Received from Agencies	International Level	National Level	State level	University Level
Incentive (INR)	10000	5000	2000	1000

6.10 Incentive for Doctoral Research Guidance

	Ph. D	
	Supervisor	Co-Supervisor
Incentive	10000	5000

Special Note:

In order to claim the incentives, the following documents should be submitted to Dean-Admin along with duly filled application for claiming Research Incentive with countersign of HoD & verification sign of Coordinator-R&D

- i. A copy of notification of Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)

NORMS OF TRAVELLING ALLOWANCE (TA), DEARNESS ALLOWANCE (DA) & REIMBURSEMENT OF ACCOMMODATION CHARGES

1. Travelling Allowance

Travelling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while travelling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an official tour.

The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure.

The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

1. Director/Principal/Vice Principal	-	Airfare/First A/c
2. Professor/HOD	-	Second A/c
3. Associate Professor	-	Third A/c
4. Assistant Professor	-	Sleeper

Reservation charges, AC/Super fast surcharge, cancellation charges, bedroll charges are reimbursable. Normal service charges for booking of tickets by travel agent are admissible.

The institution may reserve and book to and fro air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

2. Daily Allowance

1. Director/Principal/ Vice Principal	-Rs.500 per day
2. Professor/HOD/ Associate Professor	-Rs.300 per day
3. Assistant Professor	-Rs.200 per day

3. Reimbursement of Accommodation

1. Director/Principal/Deans	-Maximum of Rs.2000 per day
2. Professor/ Associate Professor	- Maximum of Rs.1500 per day
3. Assistant Professor	- Maximum of Rs.800 per day

Note:

A. Accommodation charges will be reimbursed on production of the original receipt from Hotel/Guest House.

B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

Other terms & conditions:

- ✓ TA/DA & Accommodation charges shall be provided on the submission of original bills only
- ✓ If the registration fee is inclusive of accommodation/ travel / boarding, then the faculty is not entitled to claim TA, DA & Accommodation Charges
- ✓ All TA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- ✓ If the travel distance is less than 750 K.M, then the days of conference / seminar will be considered as on duty. If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on-duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A staff member can avail for a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- ✓ The aforementioned policy may change from time to time in accordance with the Institute policy.

Local Conveyance:

- | | |
|---------------------------------------|-----------------------------|
| 1. Director/Principal/ Vice Principal | -Maximum of Rs.1000 per day |
| 2. Professor/HoD/ Associate Professor | - Maximum of Rs.500 per day |
| 3. Assistant Professor | - Maximum of Rs.300 per day |

Note:

Local Conveyance is applicable to the faculty who wish to attend WS/Conference/ FDP etc., within the limits of the city. Travelling Allowance, DA and accommodation not applicable.