



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved) Gurugram, Delhi-NCR

Budhera, Gurugram-Badli Road, Gurugram (Haryana) – 122505 Ph. : 0124-2278183, 2278184, 2278185


## Internal Quality Assurance Cell (IQAC)

SGTU/IQAC/2021-10

Dated: 05-04-2021

The Draft of Revised Research Promotion policy is submitted to Honorable Vice Chancellor for his approval. The revision has been done as per the suggestions of Deans, PVCs & Academicians of the University.

Sir, you are requested to give final approval to this Revised Research Promotion policy.

  
Dr. M.S. Sidhu  
Director  
IQAC

*Approved for further circulation.*

*Registrar*

*Dr. Academicians to  
kindly circulate as  
per rule.*

*Dr. Academicians*

*7/4/21*





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Notification No. SGTU/IQAC/2021 /10

Dated: 01.04.2021

## RESEARCH PROMOTION POLICY



## 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 Scholars/ Research Directors at all levels to improve their learning curves. To encourage its academic staff and research fellows for their research activities, SGT University, notifies the current Research Promotion Policy covers sufficient incentives for Faculty Members, Research Scholar and Students engaged in various research activities.

Research Promotion Policy comprises incentives in the form of following categories: -

- I) **For Research projects, publications and other research related activities.**
- II) **Financial assistance for pursuing Ph.D**
- III) **Financial assistance for attending National and International conferences & FDPs**
- IV) **Financial assistance in the form of Research Fellowships**
- V) **Financial assistance as seed money for creating the Research Infrastructure**

## 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 5<sup>th</sup> June, 2020. It is being further rationalized and revised by including some incentive criteria's which were not there in earlier draft.

### I) Incentives for Research Projects, Publications and Research Related Activities

- 1) **Research Paper Publication-**



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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/ Pubmed 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 required to publish **minimum two research papers in one year** in SCOPUS / WOS/ PUBMED Indexed Journals.
- 1.2 **Publications by Ph.D Scholars** -All Ph.D scholars are required to **publish at least one research paper per year** during their tenure in SCOPUS / WOS Indexed Journal. Minimum three research publications are mandatory for the award of PhD Degree from 2019 onwards.
- 1.3 **Publications by Postgraduate Students-** All students pursuing postgraduate programs are required to publish **at least two research papers** during the tenure of post graduate course, 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 Indexed Journals.
- 1.6 **The Plagiarism check** done by IQAC for scientific papers of students/faculty from SGT University shall not be charged. The appropriate software facility shall be provided for Plagiarism check.
- 1.7 If a Research Paper is published with SCOPUS/ WOS Indexed Journal, the same shall be reported by the faculty member to the concerned Dean of Faculty through HOD and Dean



(Research & Development) to the office of the PVC (Research) along with the details of publication charges if any as per the research incentive Performa.

### 1.8 Incentive Scheme for Research Publication-

1.8.1 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:

S. No	Number of Authors	Incentive Distribution
1	Two Authors on the rolls of SGTU	50% each
2	Three or More Authors on the rolls of SGTU	Equal Amount to be distributed among first author, second author, third, fourth and corresponding author from SGT University

1.8.2 SGTU shall pay Rs 3000/- per **Research Paper** published in PubMed and UGC care list (Not listed in SCOPUS / WOS) as incentive but the authors will bear the cost of Publication Charges, if any.

1.8.3 SGTU shall pay incentive of Rs 5000/- per **book** published with ISSN and ISBN number. SGTU shall also pay incentive of Rs 2000/- per **chapter** in the book published with ISSN and ISBN number.

### 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



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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 recognition at state/national/International level in the form of award/fellowship will be awarded Rs 4000 / 5000 / 6000 /- cash respectively and a 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, the examination fee of SWAYAM course shall be reimbursed on the productivity of pass certificate with at least 50% marks.

### 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, 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



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S.No.	Grant Received	Incentive Percentage
1	Upto Rs 1 Lakh	Rs 5000/-
2	Above Rs 1 Lakh to Rs 10 Lakh	Rs 10000/-
3	Above Rs 10 Lakh to Rs 50 Lakh	Rs25000/-
4	More than Rs 50 Lakh	Rs 50000/-

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

S.No.	No of Investigator(s)	Incentive Percentage
1	Only PI	100%
2	One PI and One Co-PI	PI 60% and Co-PI 40%
3	One PI and Two Co-PIs	PI 50%, Co-PI 25% each
4	One PI and More than Two Co-PIs	PI 40% and 60% distributed equally among Co-PIs

## 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 the Departmental Research Committee (DRC)/University Research Monitoring Committee (RMC) and to be forwarded to Office of PVC (Research) through the Dean, Research & Development for final approval and sanctioning of Grant.



## 8) Best Researcher Award

8.1 Following Annual Research Awards shall be instituted in SGTU

S.No.	Name of the Award	Incentive	Minimum Qualifying Criteria	Remarks
1	Best University Researcher Award for Teachers	Rs 100,000/- plus Citation	100 Points	Common for all Faculties Given to Top three Faculty Members
2	Best Faculty Researcher Award for Teachers	Rs 25,000/- plus Citation	50 Points	One from Each Faculty (having more than 20 teachers). Subject to variation according to number of faculty members in particular faculty. Smaller faculty shall be clubbed for this purpose.
3	Best Rising Researcher Award for Teachers	Rs 10,000/- plus Citation	50 Points	One from Each Faculty (having more than 20 teachers). Smaller faculty shall be clubbed for this purpose
4	Best Researcher Award for Students including Ph.D Scholars	Rs 25,000/- plus Citation	50 Points	One from Each Faculty





## 8.2 Weightage for Research Points shall be as under:

S.No.	Description	Points Earned
1	search Paper published / accepted in SCOPUS /WOS / Indexed Journal	10 Per Paper
2	Research Paper published / accepted in SCOPUS /WOS / Indexed Conference	05 Per Paper
3	National Patent Awarded	50 Per Award
4	International Patent Awarded	100 Per Award
5	National Patent Published	10 Per Award
6	International Patent Published	20 Per Award
7	Copyright Awarded	10 Per Award
8	Research Project Grants received by SGTU from external agencies	2 marks Per Rs 1,00,000/- grant

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.



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## II) Financial assistance for pursuing Ph.D

The objective of these guidelines is to encourage the faculty members 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 three years failing which the amount of Fee concession granted shall have to 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, chemicals and other 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 closing 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.
- 4) SGT University will provide Rs. 8000/- per month (Non-Medical) and Rs. 10,000/- per month (Medical/ Allied Sciences/ Paramedical), to Research Scholar (two per academic faculty), to support the Departments in its Academic & Research activities.



**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.** Only those faculty members who have completed one year at SGT University would be eligible to apply for the conference grant under clause 2.

**2.2.** Academic leave up to 10 days may be granted without any financial assistance by the University if a teacher participates in the workshop or training program with in India or abroad without presenting a paper.

**2.3.** Teachers going under any international collaboration exchange program with CSIR, DST, ICSSR, ICAR and other such agencies of similar reputation will be provided financial assistance up to 50% of the travel expenses and registration charges 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.

**2.4.** Financial assistance to teachers for attending the conferences/seminars/symposia etc. at national level in India will be available **once in an academic year**. In such cases, the Financial assistance will be limited to 50% of the travel expenses and registration charges.

**2.5.** 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 50% of the travel expenses and registration charges.



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2.6. 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. However, this preference shall not be repeated for the same teacher over consecutive years.

### 3. Eligibility for financial assistance

3.1 Acceptance of papers from organizers should have been received.

3.2 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.

#### 3.3 The financial assistance may be provided in the following order of preferences:

- (i) Teachers delivering keynote address/lectures
- (ii) Teachers contributing a paper
- (iii) Teachers invited under international collaboration exchange program

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 / Member Organizing Committee/ Award winner in addition to the paper presentation. Preference may also be given to those authors 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 the Faculty with their specific recommendation (regarding eligibility and amount to be given), should reach the Office of the PVC (Research) through 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 along with 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(s) inviting the teacher to chair a session/section along with the details of the financial support offered etc. should also be enclosed.
- d) In case of conference / seminars / symposia / congress / workshops / training program of short duration, the invitation or other relevant documents should be attached along with application.

## **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 PVC (Research) through the Dean, Research & Development within a week through the concerned Academic 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 / Workshop / Seminar etc.

## **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 availing only, should also follow the same procedure as mentioned in



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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 a year 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 25% of the Faculty member at a time to attend such conference/training etc. without financial assistance, so that the teaching of the department should not suffer.

#### IV) Financial assistance in the form of Research Fellowship

To support the Departments for its Academic and Research activities at least 1 to 2 Research Fellows per Research Department shall be awarded research fellowship on the pattern of Non-NET fellowship. The fellowship amount shall be Rs. 8000/- pm for non-medical departments and Rs. 10000/- pm for medical sciences/ Paramedical/ Allied health sciences departments. It will be based on academic merit as specified in Ph.D regulation of SGTU.



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V) **Financial assistance for creating Research Infrastructure**

If any faculty member requires new equipment/research journal subscription to execute his/her innovative research activity, the University will help him by providing the same. However, the proposal for these equipments should be prepared in optimal fashion looking into its multi-faculty utility and cost. These shall include but shall not be limited to:-

Software (SPSS, METLAB, TURNITIN etc.),

Hardware (High end Server, Equipment and Devices),

Research Journal subscription for various Academic Faculties,

To avail support under this head a proposal is to be prepared by the needy department in collaboration with the other departments who shall be using such facility and shall have to be submitted to PVC (Research) through Dean, Research and Development with the signature of respective Heads/Deans. The HOD of the needy department shall act as the coordinator of the project. The proposal shall be evaluated by the Research Monitoring Committee (RMC) and on the recommendation of RMC the fund shall be allocated.