

Criterion - 6

Governance, Leadership and Management

NAAC-SSR (2nd Cycle)



ETERNAL UNIVERSITY

BARU SAHIB, SIRMOUR-173101

HIMACHAL PRADESH

6.3.2(1)

Policy documents on providing financial support to teachers



ETERNAL UNIVERSITY

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RESEARCH PROMOTION AND INCENTIVE POLICY

**Eternal University
Baru Sahib, H.P.**



RESEARCH PROMOTION AND INCENTIVE POLICY

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INDEX

Sr. No.	Content	Page No.
	Synopsis of research promotion and incentive policy	1
	Preamble	2
I	Incentives for research projects, publications and research related activities	3
II	Financial assistance for pursuing Ph.D.	7
III	Financial assistance for attending national and international Conferences and faculty development programs	8
IV	Financial assistance in the form of research fellowship	10
V	Xeroxing facility for PG students	10

Synopsis of Research Promotion and Incentive Policy

Publications in SCI/ SCOPUS indexed Journals * (Clarivate authenticated)		Incentives (Rs.) for Publication of Books#	Research Project (externally funded)				Incentives for attending Conferences	Incentive for Patent Filing
SCI/SSCI/A&HCI – Impact Factor/ equivalent NAAS rating	Incentive (Rs.)	International Publishers	Sr. No.	Grant Received	Incentive		<p>A. National: 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 full registration charges will be borne by the university.</p> <p>B. International: 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 on completion of at least three years of service.</p>	<p>An amount equivalent to the fee/charges paid for filing patent and 10,000 as an incentive upon award of the patent.</p>
≥ 5.0	10,000	International Publishers	1	> 10.0 Lakhs	PI (Rs.)	Co-PI (Rs.)		
		Authored- 15,000 Edited - 7500			2000	1000		
<5.0	5000	National Publishers	2	≤ 10.0 Lakhs	1000	750		
		Authored- 10000 Edited - 5000						
		Teaching manual (with 50 pages): 5000 Book Chapter: 1000						
<p>*Any faculty or research scholar, on publishing a research paper in a journal with an impact factor more than 5 or above, shall be given Rs 10,000/- per paper. The research work should be from the University. Final decision will be taken by the research committee.</p>		<p>#The cumulative award in this section incentives shall not exceed Rs.50,000/- per person per annum.</p>						

ETERNAL UNIVERSITY, BARU SAHIB

Research Promotion and Incentive Policy

Preamble

Research & Development and Extension are key functions of a University apart from teaching. A good quality research and its dissemination to wider academic and research audience on the one hand and its applied content to its users for enhancing productivity and quality of life on the other, are intrinsic to the academicians researchers.

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. Eternal University believes in inculcating robust Research Culture by involving Faculty Members/Research Scholars/Students at all levels to improve their learning curves. To encourage its academic staff and research fellows for their research activities, Eternal University, notifies the current Research Promotion Policy which covers sufficient incentives for Faculty Members, Research Scholars and Students engaged in various research incubation activities.

Research Promotion Policy comprises incentives in the form of 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 conferences and faculty development programs**
- IV) Financial assistance in the form of research fellowship**
- V) Xeroxing facility for PG students**

Background

The university has always felt the need for promotion of Research through its Students, Scholars and Faculty members. A need for well-considered and tangible output oriented ‘Research Promotion Policy’ (RPP) could hardly be ever emphasized and hence this document.

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

1. Research Paper Publication

Eternal University's prime focus is on Research-Oriented Teaching and to promote this, University motivates its faculty members and students to publish papers in Scopus/Web, National and International high quality indexed journals with good impact factor (as per Thomson Reuters or NAAS)

1.1 Publication by Faculty Members- Each faculty member is required to publish a minimum **one research paper in one year** in SCI/SCOPUS/SSCI/A&HCI indexed journals (Clarivate authenticated).

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 SCI/SCOPUS/SSCI/A&HCI indexed journals (Clarivate authenticated). Minimum two research publications are mandatory for the award of Ph.D. degree [Incentive as per section 1.7.1 will be given if the publication are more than two].

1.3 Publications by Postgraduate Students- All students pursuing postgraduate programs are desired to publish **at least one research paper** during the tenure of post graduate course in SCI/SCOPUS/SSCI/A&HCI indexed journals (Clarivate authenticated) [Incentive as per section 1.7.1 will be given if the publication are more than one].

1.4 Publications by Undergraduate Students- It is desirable that 2-3 final year students in undergraduate programs may publish **one research/review paper** with the help of Faculty mentor in SCI/SCOPUS/SSCI/A&HCI indexed journals (Clarivate authenticated) [Incentive as per section 1.7.1 will be given if the publication are more than one].

1.5 The Plagiarism check done by Dean PG office for scientific papers of students/faculty from Eternal University shall be charged Rs 400/-. The appropriate software facility shall be provided for Plagiarism check (If plagiarism is found more than, as per the University prescribed limits, the recheck rate will be Rs. 200/- every time till the plagiarism comes to permissible limits.

1.6 Communications: If a Research Paper is published with in SCI/SCOPUS/SSCI/A&HCI indexed journals (Clarivate authenticated), the same shall be communicated by the faculty member or student to the concerned Dean of Faculty through HoD and Dean, Research to the office of the VC along with the details of publication charges borne by, if any as per the research incentive proforma.

1.7 Incentive Scheme for Research Publication-

1.7.1 EU shall pay Rs.5000/- per Research Paper published in SCI/SCOPUS/SSCI/A&HCI indexed journals (Clarivate authenticated) as incentive but the authors will bear the publication charges, if any.

1.7.2 Any faculty or research scholar, on publishing a research paper in a journal with an impact factor 5 (Clarivate analytics impact factor) or above, shall be given Rs. 10,000/- per paper. However, if EU makes the payment for publication charges if any, it will be adjusted in the incentive payable as per details given below.

1.7.3 If there is more than one faculty member/student as author/co-author, the amount of incentive shall be distributed as under:

S.No.	Name of Authors	Incentive Distribution
1	Two Authors on the rolls of EU	50% each
2	Three or More Authors on the rolls of sum	Equal Amount to be distributed among first author, communicating author (80% equally), and rest equally shared.

1.7.4 EU shall pay incentive text book/teaching manuals theory or practical published with ISSN and ISBN number as below

• Teaching Manual preparation with more than 50 pages	Rs. 5,000/-
• Text Book published in India (authored)	Rs. 10,000/-
• Text Book published Abroad	Rs. 15,000/-
• Book published in India (Edited)	Rs. 5,000/-
• Book published Abroad (Edited)	Rs. 7,500/-

1.7.5 EU shall pay incentive of Rs. 1000/- per chapter in the book published with ISSN and ISBN number.

1.7.6 EU shall pay incentive of Rs. 10,000/- for Editor-in-chief (SCOPUS indexed Journal) and Rs. 5,000/- for Editor (SCOPUS indexed Journal).

The cumulative award in this section 1.7.4, 1.7.5 and 1.7.6 shall not exceed Rs. 50,000/- per person per annum. The discretion of Dean, Research in this regard will be final.

2. Patents

Eternal University shall bear the cost of registration for filing Patent by faculty member/Ph.D. Scholar/PG Student with the condition that faculty member/Ph.D. Scholar/PG Student shall be mentioned as Inheritor and EU shall be considered as Owner in Patent Application. The inventor(s)' incentive for granting the patent would be Rs 10,000/- 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 EU and Inventor(s) on pre and mutually agreed terms and conditions, with Inventor(s)' share not exceeding 50%.

3. Copyright

The cost of filing Copyright by faculty member(s) shall be borne by the EU with the condition that faculty member(s) shall be considered as Author and EU shall be

considered as Owner. In case of Knowledge/Technology Transfer for commercial purpose, the royalty earned may be shared between EU and Author(s) on pre and mutually agreed terms and conditions with Author(s)' share not exceeding 40% with the condition that the entire cost for development of Copyright will be borne by EU. 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. 2000/3000/4000/- cash respectively and a letter of appreciation by Eternal University. The decision of the committee constituted by the Dean Research will be final.

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 submission of copy of pass certificate with at least 70% marks up to maximum of Rs 3000/-per year.

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 funding agencies such as DST, DBT, DRDO, ISRO, ICMR, UGC, AICTE, ICAR, CSIR, ICSSR, DST of State Government etc., and international funding agencies. **Submission of one Extramural projects per department every year is desirable.**

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

Honorarium provided to PIs and Co-PIs for extramural funds received from various national and International funding agencies has been already decided in the 49th Academic Council Meeting held on 08/12/2016, as follows:

- Rs. 2000/- per month to PIs and Rs. 1000/- per month to Co-PIs if the total project cost is more than Rs.10,00,000.
- Rs. 1000/- per month to PIs and Rs. 750/- per month to Co-PIs if the total project cost is less than Rs. 10,00,000.
- The maximum limit of honorarium will be Rs. 5000/- per month to PIs and Rs. 2500/- per month to Co-PIs if handling multiple projects.
- Telephone charge up to Rs. 500/- per month as per university's rules out of the department funds may be paid for the duration of the project.
- The PIs can attend conference/seminar/workshops in related areas utilizing the project grants. There will be no ceiling for the registration fees for attending any national or international conference held India or Abroad.

Specific approval of the funding agencies for utilizing the grant for travel abroad to be obtained.

- Health insurance coverage during abroad visit and personal accident insurance for both PI and project staff on work related to projects is permitted.

7. Seed Money

Each new faculty member joining the university may apply for intramural grant on prescribed proforma upto a maximum of Rs.20,000/- for undertaking a research project in the Eternal University. The project has to be recommended by the Departmental Research Committee (DRC)/University Research Monitoring Committee (URMC) and to be forwarded to Office of PVC through the Dean, Research for final approval and sanctioning of Grant.

8. Best Researcher Reward

8.1. Following Annual Research awards shall be instituted in EU:

S.N.	Name of the Award	Incentive	Min Qualifying Criteria	Remarks
1	Best University Researcher Award for Teachers	Rs. 25,000/- plus Citation	100 points	Common for all Faculties given to top three faculty members
2	Best Faculty Researcher Award for Teachers	Rs. 10,000/- plus Citation	75 points	One from Each college (having more than 20 teachers) Subject to variation according to number of faculty members in particular college. Smaller college may be clubbed for this purpose
3	Best Rising Researcher Award for Teachers	Rs. 5,000/- plus Citation	50 points	One from Each college (having more than 20 teachers). Smaller colleges may be clubbed for this purpose
4	Best Researcher Award for Students including Ph.D. Scholars	Rs. 5,000/- plus Citation	50 points	One from Each College

8.2. Weightage for Research points shall be as under:

S.N.	Description	Points	Max.
1	Research Paper in SCOPUS indexed Journal (≥ 5.0 impact factor; Clarivate)	10 per paper	30
2	Research Paper in SCOPUS indexed Journal (< 5.0 impact factor; Clarivate)	05 per paper	40

3	Book chapter published	05 per chapter	30
4	National Book authored	10 per Book	30
5	International Book authored	10 per Book	40
6	National Book Edited	10 per Book	20
7	International Book Edited	10 per Book	30
8	National Patent Awarded	50 per Award	100
9	International Patent Awarded	100 per Award	100
10	National Patent Published	10 per Award	20
11	International Patent Published	20 per Award	40
12	Copyright Awarded	10 per Award	20
13	Research projects Grants Received by EU from external agencies	1 mark per Rs. 1,00,000/- grant	50

8.3. If more than one faculty member from EU shares Journal/Conference Publication, Patent Published/Awarded and/or Research Project Grants received by EU, 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 EU shares Journal/Conference Publication, Patent Published/Awarded and/or Research Project Grants received by EU, 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 members to improve their qualifications by pursuing Ph.D. program available in the University.

Any Faculty member of the University can enroll for the Ph.D. program as per the procedure laid down by the University in April 2020.

1. 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 as per purchase policy of the University. Seed Money shall be given in the form of Temporary impress not more than Rs. 5000/- in a single instance, which must be settled by the Research Guide before the closing of the financial year. Unutilized Seed Money will be given in the next financial year.
2. 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 is good/services have been procured/availed at lowest market price.

3. Eternal University will provide Rs. 8000/- per month, to non-staff Research Scholar (for maximum of three academic years from date of admission), to support him/her in his/her Academic & Research activities (The final approval lies with the discretion powers of the Dean, Research after assessment of the research aptitude and project through a committee). The decision of the committee constituted by the Dean Research will be final.

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/Abroad

- 2.1. Only those faculty members who have completed one year at Eternal University would be eligible to apply on prescribed proforma for the conference grant under clause 2.
- 2.2. 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 full registration charges will be borne by the university.
- 2.3. 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.
- 2.4. In case of two or more applicants for attending the same conference/seminars & symposium etc., the senior may be preferred being less time remains to serve in Eternal University by virtue of experience she/he may perform better. However, this preference shall not be repeated for the same teacher over consecutive years. In those cases where papers are on the different aspect, both may be allowed by the competent authority.

3. Eligibility for financial assistance

- 3.1. Acceptance of papers from organizers should have been received and the prior intimation of paper contribution been supplies to the Dean Research.
- 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 of 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 earlier and whose specialization matches with the theme of the conference.
- 3.5.** The total yearly budget allocation for the faculty and research scholars will be Rs. 2.0 lakhs and one lakh respectively and be got allocated under the proposed scheme in the annual budget of EU.

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 sanctioned), should reach the Office of the VC through Dean (Research) preferably 15 days before the date of the program (even if, the acceptance letter is not received which should be submitted along with summary/abstract revealing authors names 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

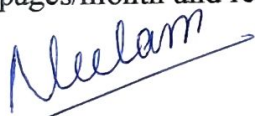
- 5.1. The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the competent authority through the Dean, (Research) within a week through the concerned Academic Dean to enable others to utilize the amount so released.
- 5.2. Deputed teachers after attending conferences should provide a participation certificate he/she should deliver lecture to share the event in the Department and submit the bills within 15 days of return from the Conference / Workshop / Seminar etc.
- 5.3. Submit a brief resume of the specific gains by way of learning from such participation and adoption or adaptation of such gains in the department/University.

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. The selection process will be based on interview/recommendations by Head of Department.

V) Xeroxing facility for PG students:

Pages up to 10 can be Xeroxed free of cost by the PG students/day, however the Xeroxing paper is to be borne or provided by the students. Subject to maximum of 300 pages/month and recommendation of major advisor.



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