

Research Promotion Policy

(3rd Amendment, Dated 20.02.2025)

▪ Preamble

Our institute aims to contribute to nation-building through quality education, research, and innovation. In order to achieve this goal, the Institute seeks to strengthen research and innovation activities by motivating and funding faculty members and students in their research careers.

▪ Short Title & Application

- This document shall be called the “**Research Promotion Policy**” 2025.
- This document shall come into effect from the date of approval by the IQAC.

▪ Extent & Applicability

This shall apply to all the researchers and all the research-related activities of the Institute. The beneficiaries of this policy include:

- All Faculty members / Staff who are active in teaching and research.
- All students enrolled in the Institute.
- All Supervisor / Co-supervisor / Mentors / Guides associated with any of the research activities of the Institute.
- All academic and administrative departments of the Institute.

▪ Incentives for Faculty Members to Accelerate Research Promotion

To retain and motivate the faculty to contribute towards achieving the Institute's research goals, the following incentives are being proposed.

The disbursement of the incentives described as under shall be the prerogative of the research and development committee and IQAC after ascertaining the quality of the research work carried out.

The mandatory condition to be considered for receiving a grant from the institute under any category mentioned further in the policy document is to have the name of SSIPMT, Raipur associated in the respective research and innovation activity undertaken by Faculty members and students.

Conferences / Seminars / Workshops / Symposium / STTP / FDP

Terms and Conditions

- Faculty members are required to seek the permission of the Principal before participating in any of the International / National events. A formal request for the same shall be made by the faculty member who intends to participate. The request should be made at least one week in advance of the event. Details of the event to be participated shall be a part of the approval note.
- The institute will sponsor the participation of faculty members **only twice in an academic year: once for 15th August and once for 26th January.**
- A maximum number of On Duty leave is limited to one week during the lean period. Only three days Of Duty leave is allowed in the academic period.
- The participant should submit an Event Brochure Copy of Abstract with Full Paper (Accepted Version), Acceptance Letter, and Invitation Letter to the Principal.
- The participant shall be eligible for reimbursement only if he / she is going to present his / her research work or paper at the conference.
- The participant has to provide original bills/receipts against his / her reimbursement claim.
- On return from Conference / Seminar, the participant shall submit a detailed report along with a copy of the course material collected by him/her. S/he has to share his / her learning / training from Seminar / Workshop / Symposium / STTP /FDP with faculty / Students of department / Institute.

Reimbursement

- The participant shall be eligible for reimbursement of travel expenses for his /her travel by railways:
 - Faculty members: AC three tier
 - Principal & HODs: AC two tier
 - Local conveyance by Auto / Taxi.
- The participant shall be eligible for reimbursement of boarding and lodging expenses up to an amount of Rs. 2,500.00 for class A city and Rs. 1,500.00 for class B city.
- The Participation / Registration fee for International Conference / Seminar / Workshop / Symposium / STTP / FDP shall be sponsored by the Institute (Maximum up to Rs. 3,000.00 **for individual faculty member**).
- In case of joint authorship of research paper only one faculty can avail the facility/reimbursement, distribution as per mutual understanding among faculty members
- However, faculty are encouraged to seek financial assistance for Travel and Registration from Funding Agencies like DST, AICTE, CSIR etc., for National / International conferences under policies which promote researchers.
- Please attach prior approval when submitting your application for rewards.

Research Paper Publications

Terms and Conditions

- The research paper should be published in indexed journals (such as – SCI/SCIE/ SSCI/ HSCI/SCOPUS indexed journals and recognized by Thomson Reuters) will only be considered for incentives.
- The published paper must have “Shri Shankaracharya Institute of Professional Management and Technology” as the affiliation.
- Proof of the published journal paper and its indexing, along with the necessary links to the paper, must be submitted when making a claim.
- A claim can only be made once for a paper, even if there are multiple authors from the institute.
- If a student has a paper published as the first author, they will be awarded 50% of the total reward.

Distribution of rewards

S.No.	Indexing	First /Corresponding Author / Co-author	Impact Factor	Incentive Amount In Rs.	Remark
1	SCI / SCIE/ SSCI/ HSCI (Unpaid)	First Author/ Corresponding Author	≥ 7.5	50000.00	It should currently be indexed in Scopus, as reflected in the Scopus author profile.
			≥ 5	45,000.00	
			$2 < 5$	30,000.00	
			$1 < 2$	25,000.00	
			$0 < 1$	20,000.00	
		Co-author		50% of the above case	
	SCI / SCIE/ SSCI/ HSCI (Open Access)	First Author/ Corresponding Author	≥ 5	20,000.00	
			$2 < 5$	17,000.00	
			$1 < 2$	14,000.00	
$0 < 1$			12,000.00		
	Co-author		50% of the above case		
2	SCOPUS (Unpaid)	First / Corresponding Author		12,000.00	It should currently be indexed in Scopus, as reflected
		Co-author		50% of the above case	
	SCOPUS (Open Access)	First / Corresponding Author		10,000.00	

		Co-author	50% of the above case	in the Scopus author profile.
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Ph. D. Supervision

On successful completion of Ph. D. guidance, the supervisor/co-supervisor will receive incentives as per the following rubrics:

S.No.	Supervisor/ Co-Supervisor	Incentive (In Rs.)
1	Supervisor (From the SSIPMT Research Center)	25,000.00
2	Co-supervisor (From the SSIPMT Research Center)	15,000.00
3	Supervisor (For external institutions)	20,000.00
4	Co-supervisor (For external institutions)	10,000.00

Patents

- **Definition:** A patent is a legal right granted by a government to an inventor, giving them exclusive rights to make, use, and sell their invention for a specified period (typically 20 years).
- **Purpose:** Patents encourage innovation by protecting inventions and allowing inventors to benefit from their work.
- **Types:** There are three main types of patents—utility patents (for new processes or machines), design patents (for new, original designs), and plant patents (for new plant varieties).

S.No.	CATEGORY	LEVEL (National / International)	STATUS	INCENTIVE (In Rs.)	REMARKS
1.	Institutional Utility/Grant Patent	National/ International	Certificate of Grant	20,000.00	1. Shri Shankaracharya Institute LLP will be the applicant. 2. The inventor must hold a rank between the 1st and 5th positions.
2.	Collaborative Utility/Grant Patent	National/ International	Certificate of Grant	10,000.00	1. The applicant/inventor must hold a rank between the 1st and 5th positions. 2. The affiliation of applicant/inventor must be SSIPMT, Raipur
3.	Institutional Design Patent	National/ International	Certificate of Design	5,000.00	1. Shri Shankaracharya Institute LLP will be the 1 st applicant. 2. Other Applicant must hold a rank between the 2 nd and 5 th positions.

4.	Collaborative Design Patent	National/ International	Certificate of Design	3,000.00	<ol style="list-style-type: none"> The applicant must hold a rank between the 1st and 5th positions. The applicant's affiliation must be SSIPMT, Raipur
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Copyright

An incentive of **Rs. 4,000.00** will be awarded for copyright registration (only written documents will be considered for copyright, while audio and visual content will not be eligible). **A maximum of two copyrights can be claimed in a single academic session and the applicant's affiliation must be SSIPMT, Raipur**

Book Author/ Book Editor/ Book Chapter Author

- An incentive of **Rs. 25,000.00** will be awarded for **book publication with ISBN under Web of Science**, provided the **claimant is the first author**. If the claimant is a **co-author**, the reward will be **Rs. 15,000.00**.
- An incentive of **Rs. 15,000.00** will be awarded for **editing a book with an ISBN on Web of Science**, provided the **claimant is the first editor**. If the claimant is a **co-editor**, the reward will be **Rs. 8,000.00**.
- An incentive of **Rs. 5,000.00** will be awarded for the **publication of a book chapter in Web of Science**, provided the **claimant is the first author**. If the claimant is a **co-author**, the reward will be **Rs. 3000.00**.
- An incentive of **Rs. 15,000.00** will be awarded for a **book published with an ISBN by a reputed national publisher (must be a publication house that is at least 15 years old)**, provided the **claimant is the first author**. If the claimant is a **co-author**, the reward will be **Rs. 7,500.00**.
- An incentive of **Rs. 2,500.00** will be awarded for the **publication of a book chapter under a national publication (must be a publication house that is at least 15 years old)**, provided the **claimant is the first author**. If the claimant is a **co-author**, the reward will be **Rs. 1,500.00**.

Important Note

1. The published Book/ Book chapters must have “**Shri Shankaracharya Institute of**

Professional Management and Technology” as the affiliation.

2. If a faculty member has an edited book at the institute and a chapter from the institute’s faculty is included in that book, **only the institute's editor will be eligible for the reward.**

Research Projects and Consultancy

1. Objective

To encourage and reward faculty members and researchers for securing research projects and consultancy, while fostering a culture of innovation and collaboration.

2. Scope

This policy applies to all faculty members, researchers, and staff engaged in externally funded research projects and consultancy within the institution.

3. Definitions

- **Principal Investigator (PI):** The lead researcher responsible for project execution and management.
- **Co-Principal Investigator (Co-PI):** Collaborating researcher(s) assisting in project execution.
- **Consultancy:** Professional services provided by faculty to external organizations for a fee.
- **Research Grant:** External funding secured for scientific and academic research.

4. Revenue Sharing Model

A. Individual Research Projects Allocated to the Institute

Applicable to all sponsored research grants obtained from government bodies, industry, and other funding agencies.

- **Fund Allocation:**
 - **25%** of the total project funds will be allocated for institutional development.
 - **75%** of the total project funds will be utilized by the Principal Investigator (PI) and Co-Principal Investigator (Co-PI) for project execution.
- **Incentive (Reward):**

- **5%** of the total project cost will be provided as an incentive to the PI and Co-PI, to be shared as per their contribution.

B. Institutional Research Projects Allocated to the Institute

• **Fund Allocation:**

Funds will be allocated to the institute in accordance with the guidelines and norms specified for each project. The salaries and honorariums for key personnel, including the Nodal Officer, Principal Investigators (PIs), Co-Principal Investigators (Co-PIs), and other staff, will be determined as per the directives and regulations set by the respective project funding agencies. These allocations will adhere strictly to the financial provisions outlined by the funding bodies, ensuring compliance with their specified pay scales, allowances, and other remuneration policies.

• **Incentive (Reward):**

- In institutional research projects such as **Idea Labs, Technology Business Incubators (TBIs), and Central Research Facilities (CRFs) etc.**, the reward percentage generally decreases as the project cost increases. This is because larger projects typically operate on economies of scale and are subject to stricter financial oversight.

Project Cost (In INR)	Rewards (Percentage)
1 to ≤ 5 lakh	4%
> 5 to ≤ 10 lakh	< 4 to 3%
> 10 to ≤ 20 lakh	< 3 to 2%
> 20 to ≤ 50 lakh	< 2 to 1%
> 50 to ≤ 1 Cr.	< 1 to 0.6%
> 1 to ≤ 3 Cr.	< 0.6 to 0.25%
> 3 to ≤ 5 Cr.	< 0.25% to 0.2%

- The rewards will be distributed among the Principal Investigator (PI), Co-Principal Investigator (Co-PI), and other staff, with shares allocated in proportion to their respective contributions.

C. Consultancy Projects

Applicable to consultancy services provided to external organizations.

• Distribution of Net Consultancy Fee

- *25% of the total consultancy funds will be allocated for institutional development.
- 75% of the total project funds will be utilized by the Principal Investigator (PI) and Co-Principal Investigator (Co-PI) for consultancy project execution.

*The final decision will be made by the respective PI/Co-PI and the chairman (BG), SSIPMT Raipur, based on the nature of the projects.

5. Payment and Disbursement

- Payments will be disbursed upon receipt of funds from the funding agency.
- Distribution will follow the prescribed percentages without exception.

6. Policy Review and Amendments

- This policy will be reviewed biennially.
- Amendments, if required, will be made in consultation with the Research Reward Policy Committee.

Student Reward


Students achieving a GATE/CAT rank within the top 100 or securing a position as university merit holders will receive an incentive of Rs. 10,000.00 along with a certificate of recognition.

Important Note

Faculty members who hold regular positions at the institute will be entitled to receive the full reward amount. In contrast, individuals who do not fall under this category will be eligible to receive a maximum of 50% of the total reward money.

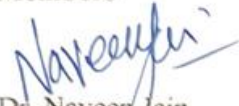
Disclaimer

"The final decision regarding the acceptance and granting of the reward will be made by the Chairman of the Governing Body of SSIPMT, Raipur, and shall be binding on all concerned faculty and staff members."




Dr. Dharendra Singh Kshatri
(Coordinator)


Members




Dr. Naveen Jain



Dr. Tarun Kumar Rajak



Dr. Alok Kumar Jain
Principal,
SSIPMT, Raipur



Dr. R.P.S. Chauhan




Dr. Sheetal Sharma



Dr. Hemlata Sinha



Dr. Seema Arora



Shri Nishant Tripathi
Chairman (BG)
SSIPMT, Raipur