

## Subject : Research and Development Policy and Incentive Norms

### 01. Introduction

The policy of performance based incentives, financial assistance for career development of the faculty as well as research and development for J D College of Engineering and Management & J D Polytechnic managed by Jaidev Education Society aims to nurture sustainable academic and research culture in emerging areas and to develop research – capability of Diploma, UG, PG, Ph.D. degree candidates and faculty of the Institute by participating in conferences, seminars, etc. to encourage them to take up the research projects.

### 02. Activities to be undertaken by R&D Cell:

- a. Allocation, Utilization and Review of R & D funds sanctioned by the Management.
- b. Grant of financial assistance to the faculty and students as per the prescribed norms.
- c. Participation in Conferences, Seminars, Workshops, Symposiums, Conventions, Conclaves etc.
- d. Tracking of data of research publications, area of research, citations, H-index, I-index in referred journals.
- e. Activities of Centre of Excellence and Ph.D. Centre.
- f. Ph.D. Registrations, Progress seminars and Pre-submission seminars.
- g. Checking plagiarism of Research papers, Ph.D. thesis with authentic software.
- h. Submission of research proposals to the external funding agencies.
- i. Preparation and implementation of R&D Calendar.
- j. Organising programs for Orientation, Research Methodology, IPR, Mini-modelling, Healthcare, Hackathon, Paper presentation, Guest lecturers etc.
- k. Dissemination of information about funding agencies to the entire faculty every year.
- l. Grant of seed money for Research Project, Patent Filing, Copyright, Prototype Projects of Diploma, UG, PG, Incubation, Innovation, Competitions etc.
- m. Sponsoring teaching faculty for full time Ph.D. at JDCOEM Ph.D. Centre.
- n. Issuing SOPs for Research, Innovation, Incubation, Plagiarism, Consultancy etc.
- o. Obtaining NABL certification for research and other laboratories.
- p. Applications for intellectual Property Rights such as Patents, Copyright etc.

### 03. R&D Resources to be made available :

- a. Sanctioned Budget for R&D by the Management.
- b. Approved Research Centres, Virtual labs and Learned Supervisors.
- c. Online and offline journals like IEEE, ASCE, ASME, ELSEVIER etc.
- d. Laboratories equipped with research facilities.
- e. Library, Multimedia, E-Journals, Conference Proceedings
- f. Externally funded research projects
- g. Centres of Excellence.



#### 04. General Guidelines

- a. Supervisor and Ph.D. scholar must submit atleast one research proposal to the external funding agency every year in the name of the Institute as a place of research work.
- b. HoDs shall maintain up-to-date data regarding completed research projects, ongoing research projects, funding agencies and other resources such as AICTE, DST, UGC, CSIR, DRDO etc.
- c. The Institute shall enter into MoUs with research institutions such as ICAR, CBRI, CSRI, NEERI, IITs, NITs, VJTI, UICT, CoEP and so on.
- d. The proposals shall be routed through HOD, Dean R&D and Head of the institute.
- e. Each HoD must apply to UGC / DST / AICTE etc. for permission to organise indexed conference every year in which faculty / students wish to publish their research work in Scopus Indexed Proceedings e.g. Elsevier / Springer / ASME / ASCE / IEEE, etc.
- f. Whether financial assistance is sought or not, author must submit plagiarism report duly authenticated by Head of the Institute before submitting the research paper.
- g. Faculty should apply for travel grants to the respective authority for obtaining subsidy under different clauses of eligibility before applying to the management.
- h. The faculty must deliver a presentation to the faculty and final year students of the department once the research paper is presented / published.
- i. Attendance sheet, certificate of participation and summary should be submitted to Dean R&D/Ph.D. cell, otherwise leave account will not be settled.
- j. Normally, advance should be discouraged. However, in some emergent cases, it may be granted not more than 75% of the probable expenses.
- k. Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the next salary.
- l. A copy of Conference proceedings or any book presented by organizer should be submitted to the departmental library and submission slip should be attached to the bills for claim.
- m. Faculty should not infringe IPR of any individual or of any organisation.
- n. Faculty shall avoid simultaneous submission of manuscripts of abstracts at multiple platforms without the approval of the editor.
- o. Even if financial assistance is not required, the applications for OD should be routed through R&D/ Ph.D. cell.
- p. The facility of reimbursement is extended normally to the first author.
- q. If claim is submitted by author other than first, NOC from other author is necessary
- r. Claim of reimbursement should be submitted within 7 days after the event/activity
- s. For permission to participate in conference / seminars, faculty and students should submit application complete in all respect forwarded by the R&D co-ordinator & HoD to R&D/ Ph.D. cell.
- t. The proposals for incentive to the students, should be finalised at Institute level provided the attendance of student in classes is 75% and above.
- u. If journey is more than 900 kms, duty leave will be granted for half day on both sides in addition to duration of the event, otherwise duty leave shall be only for the day of the event.
- v. R&D cell will hold minimum two meetings in a month for discussions on all aspects.



05. Application for permission to attend Conference / Seminar before event :

- Typed application duly signed by applicant.
- Recommendation of R&D/Ph.D. cell, concerned HoD and Principal.
- Leaflet / brochure of conference / seminar.
- Invitation / acceptance letter
- Approximate break-up of probable expenditure.
- Breakup should cover amount of registration fee, travelling expenses by shortest route by AC 3 tier, lodging, boarding and local travel.
- Research paper in pdf format.
- Plagiarism report generated by R&D/ Ph.D. cell having less than 20% similarity index.

06. Application for Reimbursement claim after event is over :

- Prior approval letter.
  - Item wise actual expenses.
  - Copy of certificate of participation.
  - Attendance report for the entire program.
  - Acknowledgement from library for having received a copy of proceedings / any book.
  - Advance if taken, should be deducted. Entry should be countersigned by Accounts section.
  - Bank details: Account holder name, Account No., Bank and branch, IFSC code.
- Note:** Reimbursement will be made exclusively online and not by cash.

07. Financial Assistance to Faculty :

7.1 PUBLICATION IN JOURNALS			
No	Category	Incentive	Remarks
01	<b>Category A:</b> <ul style="list-style-type: none"> <li>• Papers published in journals indexed by SCI / SCIE.</li> <li>• Papers published in journals indexed by Scopus.</li> <li>• Papers published in journals indexed by ICI.</li> <li>• Papers published in journals indexed by UCG Care.</li> </ul>	10000/- 5000/- 2000/- 1000/-	TA/DA not applicable
02	<b>Category B:</b> Any other journal other than those specified in category "A"	500/-	TA/DA not applicable
7.2 ATTENDING CONFERENCE/STTP/WORKSHOP/SEMINAR BY FACULTY			
01	<b>Category A:</b> Event at National Institutes such as IITs, IIMs, IISC Bangalore, NITs	<ul style="list-style-type: none"> <li>• 100% Registration fee maximum up to Rs. 10000/-</li> <li>• Duty leaves as per guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% to and fro train fare by AC III tier or 100% bus fare</li> <li>• DA as per norms</li> </ul>
02	<b>Category B:</b> Deemed to be Universities, NBA/NAAC Accredited Institutions having secured Grade A and above and has a minimum 10 years of standing, Professional	<ul style="list-style-type: none"> <li>• 50% Registration fee maximum up to Rs. 5000/-</li> <li>• Duty leaves as per guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• 50% to and fro train fare by AC III tier or 50% bus fare</li> <li>• DA as per norms</li> </ul>

No.	Category	Incentive	Remarks
	Societies, IIITs, IISRs or State Government institutions		
03	<b>Category C:</b> Private institutions other than category B	<ul style="list-style-type: none"> <li>No reimbursement permissible.</li> <li>Duty leaves as per guidelines</li> </ul>	<ul style="list-style-type: none"> <li>No TA/DA applicable</li> </ul>
04	Attending international conference held abroad	<ul style="list-style-type: none"> <li>Only first author will be deputed if there is no exigency.</li> <li>Duty leaves as per guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 3 years of service in JES institute is necessary.</li> <li>Prior approval of the management is mandatory for sanction of probable expenses.</li> <li>Deputation abroad can be only once in three years.</li> </ul>
05	Attending international conference held abroad by Ph.D. pursuing candidates.	<ul style="list-style-type: none"> <li>One author of the paper may be deputed from the candidates pursuing Ph.D. in JDCOEM.</li> </ul>	<ul style="list-style-type: none"> <li>Prior approval of the management is mandatory for sanction of probable expenses</li> <li>Deputation can be done once in two years.</li> </ul>
06	Travelling and accommodation expenses for international conference abroad	<ul style="list-style-type: none"> <li>TA/DA as approved by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>Prior approval for probable expenditure of the Management is mandatory</li> <li>If candidate did not receive grant from any funding agency.</li> <li>Candidate should apply to organizer for accommodation.</li> </ul>
07	Travelling and accommodation expenses for International conference in India	<ul style="list-style-type: none"> <li>TA/DA as approved by the Institute.</li> </ul>	<ul style="list-style-type: none"> <li>Prior approval for probable expenditure of the Institute is mandatory</li> </ul>
08	Membership of Professional Society, Professional organisation	<ul style="list-style-type: none"> <li>50% membership fee</li> <li>Proof for prescribed membership fee necessary</li> </ul>	<ul style="list-style-type: none"> <li>Society / organisation membership should be related to the domain of discipline</li> </ul>
09	Purchase of books for Ph.D., post Ph.D. or R&D work being carried out or for M.E./M.Tech projects	<ul style="list-style-type: none"> <li>100% maximum up to Rs. 5000/- each</li> <li>Books shall be taken on accession register of library</li> </ul>	<ul style="list-style-type: none"> <li>Recommendation by HoD, R&amp;D/ Ph.D. cell, Principal necessary.</li> <li>Will be issued to the scholar.</li> <li>These books issued to the scholar will have to be renewed every 3 months otherwise it will attract penalty.</li> </ul>

7.3 SPECIAL REWARDS FOR FACULTY			
No.	Category	Incentive	Remarks
01	After copyright is awarded on a successful registration with the Copyright Registrar	• 50% of the Registration fee will be reimbursed after award.	<ul style="list-style-type: none"> <li>• Approval from Management necessary</li> <li>• Once in a semester</li> </ul>
02	Filing of Patent for original, useful and genuine invention with Patent office	• Rs. 2000/-	<ul style="list-style-type: none"> <li>• Reimbursement after successful Patent filing</li> </ul>
03	Award of Patent	• Rs. 10000/-	<ul style="list-style-type: none"> <li>• Reimbursement after award of Patent</li> </ul>
04	Indian Patent filing	• Reimbursement of 100% application fee / exam fee	<ul style="list-style-type: none"> <li>• After successful Indian Patent filing</li> </ul>
05	Ph.D. Supervisor from JDCEM/JDPfaculty .	• Rs. 5000/- per year per candidate for 3 years	<ul style="list-style-type: none"> <li>• Reimbursement will be done after completion of each year from the date of registration</li> </ul>
06	After award of Ph.D. degree to the scholar of JDCEM	• Rs. 10000/- per candidate	<ul style="list-style-type: none"> <li>• On production of notification issued by the University</li> </ul>
07	Convener of International Conference organized in the Institute	• Rs. 10000/-	<ul style="list-style-type: none"> <li>• Only for International Conference after the conference is successfully over</li> <li>• No reimbursement for national conference</li> </ul>
08	Author of standard text book on the subject from own discipline	• Rs. 5000/-	<ul style="list-style-type: none"> <li>• If published by reputed publisher</li> <li>• Reimbursement will be done after complimentary copy is submitted to library.</li> </ul>
09	Faculty Coordinator of minimum 6 days STTP/QIP/FDP organised in the Institute	• Rs. 5000/-	<ul style="list-style-type: none"> <li>• STTP should be for minimum 7 days duration</li> <li>• Reward will be given once in a semester.</li> <li>• Not applicable for training programs.</li> </ul>
11	Chairing technical session of international conference at any place. or Invited as keynote speaker in International Conferences in India.	• 50% to 100% of probable expenses	<ul style="list-style-type: none"> <li>• Prior approval from the management is necessary.</li> <li>• Attendance certificate from organizers required.</li> </ul>
12	In-house Resource person for STTP / FDP / Seminar / Workshop etc.	• Rs. 500/- per hour	<ul style="list-style-type: none"> <li>• Not applicable for training programs</li> </ul>



7.4 INCENTIVES FOR HIGHER STUDIES FOR FACULTY			
No.	Category	Incentive	Remarks
01	Award of NPTEL/SWAYAM Certificate after successful completion of the course	• 50% of the examination fee	• For Gold certification
		• 25% of the Examination fee	• For Silver certification
		• Rs. 5000/-	• Applicable to all India topper with Gold certification • NPTEL Star Certificate
		• Rs. 3000/-	• Applicable to all India topper with Silver certification
02	Post-Doctoral Study in India	• 50% Salary • Study leave for maximum 2 years	• After approval of Management • 3 years bond mandatory
03	Ph.D. from institutes of national importance such as NITs / IITs / IIMs / IISC	• 50% salary • Study leave for a period of 3 years	• Certificate of guide necessary • Deputation by approval of the management • 3 years bond mandatory
		• 25% salary • Study leave for additional 6 months	• 3 years after registration up to 3.5 years
		• 12.5% salary • Study leave for another additional 6 months	• 3.5 years after registration up to 4 years
		• No salary, No leave	• After 4 years
04	Ph.D. from institutes having rank with in top 200 in NIRF (other than NIT, IIT, IIM, IISC etc.)	• 25% salary and leave upto 3 years	• 3 years bond mandatory
		• 12.5% salary	• More than 3 but less than 3.5 years after registration
		• 6.25% salary	• More than 3.5 years but less than 4 years after registration
		• No salary, No leave	• After 4 years
05	Penalty in case of breach of bond executed for 3 years	• 100% refund of the total amount spent on the salary of the candidate during his Ph.D. program	• If breach takes place during 1 <sup>st</sup> year irrespective of months
		• 75% refund of the total amount spent on the salary of the candidate during his Ph.D. program	• If breach takes place during 2 <sup>nd</sup> year irrespective of months
		• 50% refund of the total amount spent on the salary of the candidate during his Ph.D. program	• If breach takes place during 3 <sup>rd</sup> year irrespective of months.
06	Progress Seminar of Ph.D.	• Duty leave for a day of the seminar anywhere	• No TA/DA is allowed
07	Concession for JES faculty pursuing Ph.D. in JDCOEM	• 20% concession in tuition fees.	• Any faculty / staff working in JDCOEM/JDP for more than 1 year

No.	Category	Incentive	Remarks
		<ul style="list-style-type: none"> <li>• 50% concession in tuition fees</li> </ul>	<ul style="list-style-type: none"> <li>• Any faculty / staff working in JDCEM/JDP for more than 2 years</li> </ul>
08	Concession for education of children of employees working in JES Institutions	<ul style="list-style-type: none"> <li>• 50% of tuition fees waived off</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable to both Teaching and Non-Teaching staff</li> <li>• Minimum service in JES should be at least one year</li> </ul>
09	Seed money for UG/PG for innovative projects	<ul style="list-style-type: none"> <li>• As approved by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation by HoD, R&amp;D/ Ph.D. cell, Principal and Management.</li> </ul>
<b>7.6 INCENTIVE FOR EXTERNAL FUNDING RECEIVED</b>			
No.	Category	To Whom	How Much
01	Financial grants received from external funding agency such as AICTE, DST, DRDO, Gol etc. for some project	<ul style="list-style-type: none"> <li>• Principal investigator</li> </ul>	<ul style="list-style-type: none"> <li>• 03 percent on grants</li> </ul>
		<ul style="list-style-type: none"> <li>• Co-Principal Investigator</li> </ul>	<ul style="list-style-type: none"> <li>• 02 percent on grants</li> </ul>
		<ul style="list-style-type: none"> <li>• Head of the Institute</li> </ul>	<ul style="list-style-type: none"> <li>• 02 percent on grants</li> </ul>
		<ul style="list-style-type: none"> <li>• HoD</li> </ul>	<ul style="list-style-type: none"> <li>• 01 percent on grants</li> </ul>
		<ul style="list-style-type: none"> <li>• Administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>• 01 percent on grants</li> </ul>
		<ul style="list-style-type: none"> <li>• R&amp;D Cell staff</li> </ul>	<ul style="list-style-type: none"> <li>• 01 percent of grants</li> </ul>
<b>7.7 REWARDS FOR FACULTY PERFORMANCE APPRAISAL</b>			
S.N	Final Remark & %age score	Incentive	
01	"Outstanding" $\geq$ 90% score	<ul style="list-style-type: none"> <li>• One time Cash reward of Rs. 3000/- at institute level after approval of the Committee.</li> <li>• One additional increment in basic salary w.e.f. next 1<sup>st</sup> January after approval of the Committee.</li> <li>• Entitled for regular annual increment as and when it is due.</li> <li>• Appreciation letter by Head of the Institute.</li> </ul>	
<b>7.8 INCENTIVES FOR PERFORMANCE</b>			
02	"Excellent" $\geq$ 80% score	<ul style="list-style-type: none"> <li>• One time Cash reward of Rs. 2000/- at institute level after approval of the Committee.</li> <li>• One additional increment in basic salary w.e.f. 1<sup>st</sup> January after approval of the Committee.</li> <li>• Entitled for regular annual increment when it is due.</li> <li>• Appreciation letter by Head of the Institute.</li> </ul>	
03	Very Good $\geq$ 70% score	<ul style="list-style-type: none"> <li>• Entitled for regular annual increment when it is due</li> </ul>	
04	Satisfactory $\geq$ 60% score	<ul style="list-style-type: none"> <li>• Entitled for regular annual increment when it is due</li> </ul>	
05	Average < 60% score	<ul style="list-style-type: none"> <li>• No regular annual increment</li> </ul>	
06	Ph.D. degree awarded during service in JES	<ul style="list-style-type: none"> <li>• Additional increase in gross salary by Rs. 4000/- w.e.f. the next month after the notification is issued.</li> <li>• Will be entitled for regular annual increment when it is due</li> </ul>	
07	Post Doctorate degree study completed and degree awarded	<ul style="list-style-type: none"> <li>• Additional increase in gross salary by Rs. 10000/- w.e.f. the next month after the notification is issued.</li> <li>• Will be entitled for regular annual increment when it is due</li> <li>• Appreciation letter by the Management</li> <li>• Felicitation at institute level.</li> </ul>	

7.9 EXCLUSIVELY FOR UG, PG, DOCTORAL STUDENTS			
S N	Category	• Incentive	• Remarks
01	<b>Category A:</b> <ul style="list-style-type: none"> <li>• Papers published in journals indexed by SCI / SCIE.</li> <li>• Papers published in journals indexed by Scopus.</li> <li>• Papers published in journals indexed by ICI.</li> <li>• Papers published in journals indexed by UCG Care.</li> </ul>	5000/- 3000/- 1500/- 500/-	TA/DA not applicable
7.10 ATTENDING SEMINAR CONFERENCES BY STUDENTS			
S N	Category	Incentive	Remarks
01	<b>Category A:</b> Event at National Institutes such as IITs, IISC Bangalore, NITs etc.	<ul style="list-style-type: none"> <li>• 100% Registration fee maximum up to Rs. 5000/-</li> </ul>	<ul style="list-style-type: none"> <li>• 100% to and fro train fare by Sleeper class by Train</li> <li>• TA/DA as per norms</li> </ul>
02	<b>Category B:</b> Deemed Universities, NBA / NAAC Accredited Institutions with Grade A and above with 10 years of standing, Professional Societies, IIITs, IISRs or other Government institutions	<ul style="list-style-type: none"> <li>• 100% max. up to Rs. 2000/- &amp; Attendance</li> </ul>	<ul style="list-style-type: none"> <li>• 50% (sleeper class by train)</li> </ul>
03	<b>Category C:</b> Private Institutions other than category B	<ul style="list-style-type: none"> <li>• 50% max. up to Rs. 1000/- &amp; Attendance</li> </ul>	<ul style="list-style-type: none"> <li>• 50% (sleeper class by train)</li> </ul>

08. Faculty Promoted to the higher cadre:

Teaching faculty shall be promoted to the higher cadre after due recommendation of the committee duly constitute for the purpose based on improvement in qualification, consistency in attaining higher grades in faculty performance appraisal, consistency in better Results of the subjects taught, Publication of Research Papers in referred journals, securing funds from external funding projects, contribution in growth of the institute and efforts for welfare of the students and so on.

09. Review committee for Reimbursement:

All the incentive proposals will be reviewed by the Committee comprising of :

1. Principal – JDCOEM
2. Vice-Principal - JDCOEM
3. Principal – JDP.
4. Dean (R&D)
5. Dean (Academics)
6. Dean (Administration)

Proposal will then be forwarded to the management for final approval.

Secretary  
Jaidev Education Society

