




**G.L. BAJAJ**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

**RESEARCH AND DEVELOPMENT  
APPRAISAL POLICY**

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

  
**REGISTRAR**  
G.L. Bajaj Inst. of Tech. & Mgmt.  
Plot No-2, Knowledge Park-III  
Greater Noida - (U.P.)

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Managed By	: Rajiv Memorial Academic Welfare Society, Mathura
Approved By	: All India Council for Technical Education, New Delhi
Affiliated To	: Dr.A.P.J. Abdul Kalam Technical University, Lucknow



## **RESEARCH AND DEVELOPMENT APPRAISAL POLICY**

(Note: Approved in the 20<sup>th</sup> BOG meeting held on 19.05.2018)

### **Object**

Research and Innovation are an integral part of institute's vision and mission, upgradation and promulgation of knowledge remain at the core of the Institute's working. All Faculty members are required to explore its institutional ancestry, resources, talents and capacities of current staff, and its realistic, practical opportunities. Research talent is an asset, so the recognition, retention, and recruitment of well-trained, exuberant, and innovative researchers should be practised. As researchers need to devote a lot of time, not only for their work but also for their development; GLBITM's expectations of research performance should be in tune with the teaching duties.

The research policy has been introduced to gauge the performance of the researchers along with a strict monitoring and assessment. This document is intended to encourage faculty to contribute and work in area of research publication, project and consultancy.

Employees of G.L. Bajaj Institute of Technology and Management who are appointed on a fulltime basis and are on probation/payment payrolls or those who are appointed on a contract basis can publish their original research work and must have G.L. Bajaj Institute of Technology and Management as the affiliation. Policy related to student's incentives against their research and allied activities are covered in institute's Bright Student Policy.

### **Research Publications (Journals)**

1. Incentive will only be provided to the publications in indexed journals like SCI/SCIE/SSCI / Scopus/SSCI/ABDC for papers in Technology, Science, Management and Social Sciences.
2. The impact factor of the journals in which the paper has been published will be taken into consideration while giving the incentives. The incentives can be availed by the faculty based on the following:

**Table-1**

Category	Impact Factor / Cite Score <sup>TM</sup>	Incentive (in Rs.)
SCI/SCIE	Above 2.000	12,000/-
	1.000 to 2.000	10,000/-
	0.5 to 0.999	8,000/-
	0.25 to 0.499	6,000/-
ESCI/Scopus/SSCI/ABDC	ESCI/Scopus/SSCI/ABDC	5,000/-

  
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3. Incentive benefits will be claimed as per the table given below

**Table-2**

<b>Research Paper Category</b>	<b>Claim Distribution as per Author Position</b>			
Single Author Paper	100%			
Two Author Paper	1 <sup>st</sup> (60%)	2 <sup>nd</sup> (40%)		
Three Author Paper	1 <sup>st</sup> (50%)	2 <sup>nd</sup> (25%)	3 <sup>rd</sup> (25%)	
Four Author Paper	1 <sup>st</sup> (40%)	2 <sup>nd</sup> (20%)	3 <sup>rd</sup> (20%)	4 <sup>th</sup> (20%)
Five or more Author Papers	Claim will be settled up to first four authors only			

4. The institute shall not be responsible for any copy right / plagiarism issue against research publication by the Author. All responsibilities lying with the respective author(s).
5. The maximum amount that can be claimed by a faculty for the Research Publication (SCI/SCI-E/SSCI/Scopus) in an academic year would be INR 50000/-.
6. Publication of one research paper in an academic year is a requirement for assessment, therefore, research incentive claim will be entitled from second research paper.
7. The date mentioned online should be considered as the date of publication. A proof of journal paper and its indexing must be submitted while making the claim.

**Presentation of Research Papers in Scopus indexed Conferences (Inland)**

1. The papers by the authors must have been presented at an International/ National Conference (viz. IEEE, Springer /Wiley / IPC, etc.) hosted by premier institutes like IITs/ IISC/ NITs/ Universities/ Deemed Universities, etc.
2. The faculty will be allowed Duty Leave + Registration Fee + T.A. on actual basis (As per institute TA Rules) or Rs. 10000/- whichever is less. The maximum numbers of two days' duty leave will be allowed in the academic period. Financial claim will be entertained from second paper.
3. If there is a joint authorship, then this facility can be availed only by one faculty. The financial assistance provided to any faculty will be limited to Rs.10000/- for presenting research papers in Conferences of repute. The claim will be entertained only once in an academic year.
4. For faculty members presenting a co-authored paper at the International / National Conferences organized by the institute, the registration fees shall be reimbursed / waived by the institute. However, in cases where multiple faculty members are authors in a paper, only one instance of the claim will be entered

**Presentation of Research Papers in Conferences (Abroad)**

1. (a) The faculty member wish to present paper in any conference outside India must apply to AICTE / AKTU (which provides 100% funding as per their norms) or other Funding Agencies of Govt. of India / Govt. of Uttar Pradesh.

  
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(b). In case of funding not granted under 1 (a), the GLBITM may consider request for funding of 40% amount (maximum Rs. 35000/-) of Registration Fee + T.A. (As per institute TA Rules).

2. The faculty would be sanctioned this amount only if he/she completed three years continues service in GLBITM and his/her track record is found satisfactory. A panel of research and development Cell members would judge the candidate's record. The claim will be entertained only once in two academic years.
3. The research and development Cell has special right to increase or decrease the frequency and funding limits.

### **Citation Incentive**

1. For citation of published papers under the affiliation of GLBITM, an amount of INR 100/- per citation will be awarded. Self-citation will not be considered under this incentive scheme.
2. For each citation, the awarded amount to be shared among all the authors in case of more than one author.

### **For attending workshops / seminar / FDPs**

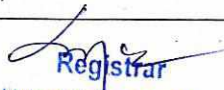
1. If the faculty member attends a Seminar/Workshop/FDP, the Institute would be reimbursed the Registration Fee to him/her or Rs.2000/- whichever is less. Minimum six months' service is required as eligibility for claim. Financial claim will be entertained from 2<sup>nd</sup> activity.
2. The institutions hosting the Workshops / Seminars / FDPs must be renowned like the IITs, IISc, NITs, Universities and Deemed Universities.
3. A faculty member can attend Workshops / Seminars / FDPs from the above mentioned institutes only once in an academic year. The Maximum number of seven days' duty leaves would be granted during the lean period and one-day duty leave would be granted in the academic period.
4. The faculties who have attended any FDPs from other Institutes must deliver a lecture at in their respective departments. It is desirable, the faculty member should also promulgate the gained knowledge among the students by organizing Workshops/ seminar.

### **Publications of Book**

Faculties are regularly motivated to publish books or Monographs. Incentives are also provided to them for the same as per the cap given below.

**Table-3**

S.No.	Details	Published By	Amount (Rs.)
1	Full Book (with ISSN/ISBN No. whenever necessary)	Renowned International Publisher*	10000/-
2	Full Book (with ISSN/ISBN No. whenever necessary)	Renowned National Publisher*	5000/-

  
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3	Edited volume of book with articles or chapters (with ISSN/ISBN No. whenever necessary)	Renowned International / National Publisher*	2000/-
4	Monographs	National / International Level	2000/-

\*As per AICTE/UGC directives

### **Research Grants / Grant for Upgradation of Research Infrastructure**

1. Proposals for getting grants from various funding agencies have to be submitted by the faculty members. The funding may be required for projects which may involve modernization of laboratories or research infrastructure, acquiring of equipment required for research study or conducting of surveys, etc.
2. Research incentives will be 2% (not more than Rs.10000/-) of total amount received.
3. There would be only one Principal Investigator and the faculty members who would be helping the principal Investigator with any other title/s would be treated as Co-Investigators during the calculation of the incentives. Incentives will only be provided to the Principal and Co-Investigators from the GLBITM.

### **Undertaking Consultancy Projects**

1. Share of 50% amount will be with GLBITM for infrastructure and other support for research and consultancy development. Remaining 50% will be spent on salary of technical staff/ consultancy fee/ travel and lodging expenses on consultancy project according to the recommendation of Project.

### **Membership of Professional Societies (IEEE, ACM, CSI, ISTE, ICEIT etc.)**


1. All faculty members having more than five SCI/ SCI-E/ SSCI / Pubmed / SCOPUS / index Medicus research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of membership registration fee maximum up to Rs. 5000/-.
2. No life membership fees will be reimbursed for any professional society /association.

### **Ph.D. Attainment - Full Time & Part Time**

The Institute encourages its Faculty members entering service without a Ph.D. to register themselves to acquire Ph.D. degree in the relevant discipline from Institutes/ Universities of repute.

### **Incentives on Award of Ph.D. Degree**

1. Faculty Member (Assistant Professor, AGP: 6000) Who attained Ph.D. degree during service shall be entitled for three increments if such a Ph.D. is in the relevant branch/discipline and has been awarded by a University of repute. Scholars from other Universities/institution should have to publish at least one refereed journal publication (SCI-Thomson Reuters).

  
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2. One Maximum of 12 duty leaves will be allowed in academic year up to a maximum 3 years.
3. The Ph.D. incentives in terms of increments will be applicable from the date of submission of the application copy along with the copy of the degree certificate/PDC.

### **Incentives on Ph.D. Guidance**

Faculty Members who have guided Ph.D. scholar as main guide (co-guide are not allowed) and his/her Ph.D. scholar has successfully attained Ph.D. degree are eligible for following incentives:

Category of University / Institutions	Amount
A - National Importance Institutions	15000/-
B* - Top Ranked University / Institutions (other than A)	10000/-
C* - Other University/ Institutions	5000/-

\* NAAC accredited (as applicable)

Entitlement will be started from attainment of 3rd Ph.D. degree guidance.

Document Required: Copy of All Ph.D. degree certificate/PDC. A Certificate from awarding institution / university certifying that particular Ph.D. work was successfully completed under your guidance.

### **Patent: GLBITM owed IP**


1. If the Patent's applicant is GLBITM, then 100% funding would be from the Institute.
2. In case, the patent is commercialized, the value shall be shared among the inventors and GLBITM in the ratio of 10:90.

### **Patent: Joint IP between GLBITM and inventor**

1. In case of joint IP, provisional and complete patent filling expenses shall be shared 50:50 by both the parties and ownership will be jointly in the name of GLBITM & the inventor.
2. Any revenue proceeds from the commercialization of joint IP would be shared 50:50 between both the parties.

### **Ethics in Research**

The basic responsibility of the Research and Development Cell is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity. Academic integrity, in the broadest sense, refers to the set of professional ideals and ethical responsibilities that guide our research, writing, teaching, and collegial relations at the institution and in the community. Unfair means, plagiarism, fabricating or falsifying data, collaborating without authorization

  
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or misrepresenting one's contribution in group work, submitting false information in any form, or purposefully altering, impeding, or destroying another person's work are all examples of academic integrity in the breach. Academic integrity infractions include intentionally and knowingly abetting academic dishonesty or research misconduct, as well as failing to report an occurrence. To maintain the Academic Integrity by student and faculty the institute has constituted ethics committee.

### **1. Ethics for Faculty and Student**

Every Faculty and Student (Undergraduate/ Postgraduate) of G L Bajaj Institute of Technology and Management needs to follow ethical practices as laid down by the Institute code of professional ethics. Faculties and students have to follow these ethics while writing any report/thesis/paper and should use the available resources of the Institute.

### **2. Plagiarism**

The Institute is strictly against Plagiarism and respects original and authentic findings. Plagiarism is commonly defined as taking someone else's idea with or without their permission and claiming it as your own either intentionally or unintentionally or sometimes may be carelessly. This includes all published or unpublished material in any form i.e. printed or handwritten. This applies to the material in electronic form too. Copying data from a source without proper acknowledgement to the source also is a form of plagiarism. Every faculty and student must avoid Plagiarism. Hence, first the knowledge of what Plagiarism actually means and how it can be avoided should be clearly known by them. For this they are guided and may take the help of University of Oxford's accessible and helpful website on plagiarism where a complete guide to ethical practices is available. The avoidance of plagiarism is one of the most important responsibilities of faculty members and students. They have a collective responsibility to understand precisely what plagiarism is, and how they can avoid it.

### **3. Turnitin**

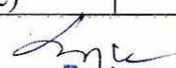
The Institute uses Turnitin to detect plagiarism of the works submitted by the faculty members and students. The resource if copied would be easily detected by the Turnitin service which can even find closely related or similar content copied from various books, journals, magazines, newspapers available on Internet and those which are copyrighted.

### **4. Unethical Practices**

The Institute is against any unethical practices by the faculty and students. This includes dishonesty, wrong intentions and any malpractices during examination, assessment and other unethical participation in different activities and events. The unfair means during the examinations is dealt by guidelines/rules provided by the affiliating University. Institute has right to take action against the reported cases of plagiarism. The college encourages and praises original works and also helps those facing difficulties in submission of their works.

### **5. Composition of Ethics Committee**

1. Director	Chairperson
2. IQAC Coordinator / Head	Convener
3. All Academic Head of the Departments	Member
4. One Senior Professor (Special Invitee)	Member

  
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### **The Role and Responsibility of Committee.**

- a. The committee takes reported case of unethical practices against any students/faculty.
- b. Every case is reviewed by the committee as per procedure/ guidelines/rule prescribed by the competent authority in this regard (Affiliated University/ AICTE/UGC).
- c. Depending upon the severity of case the committee suggest the suitable action as deem fit as per the guidelines. The general action against such cases are as.

### **5. Punitive Action**

#### **(For Students)**

- (a) Supervisor Warning
- (b) Re submission of work
- (c) Any submission / assignment/ Internship reported under this category may be graded with lower grades
- (d) Suspension of Society membership/participation
- (e) Denial of Thesis/Project/Report Submission

#### **(For Faculty)**

- (a) Research ethics course
- (b) Notice of Unethical Behaviour in PF
- (c) Denial of member of any committee or Representation
- (d) Prohibition from Project/grant submission/Supervisory of Project/Thesis
- (e) Stopping of Annual Increments
- (f) Dismissal from current position

### **Custodian of Policy**

The implementation and updating of the Research Policy shall be carried out by the Research and Development Cell.


### **Period of Reckoning**

The calculation period would be at the end of every academic year.

### **Payment of Incentive**

Duly filled (All evidence verification by respective HOD and Recommended by Research and Development Cell) claim form will be submitted by claimant to Accounts Section.

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