



RAISONI GROUP
— a vision beyond —

ANKUSH SHIKSHAN SANSTHA

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Subject: Research and Development Policy and Incentive Norms

01. Introduction:

The policy for performance based incentives, financial assistance for career development of the faculty as well as research and development all the Engineering and Management Colleges managed by **Ankush Shikshan Sanstha** aims to nurture sustainable academic and research culture in emerging areas and to develop research-capability of UG, PG, Ph.D. degree candidates and faculty of the institute by participating in conferences, seminars, etc. so as to encourage them to take up the research projects.

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

- 01 Allocation, Utilization and Review of R & D funds sanctioned by the Management.
- 02 Grant of financial assistance to the faculty and students as per the prescribed norms.
- 03 Participation in Conferences, Seminars, Workshops, Symposiums, Conventions, Conclaves etc.
- 04 Tracking of data of research publications, area of research, citations, H-index in refereed journals.
- 05 Activities of Centre of Excellence and Ph.D. centre.
- 06 Ph.D. Registrations, Progress seminars and Pre-submission seminars.
- 07 Checking plagiarism of Research papers, Ph.D. theses with authentic software.
- 08 Submission of research proposals to the external funding agencies.
- 09 Preparation and implementation of R & D Calendar.
- 10 Organizing programs for Orientation, Research methodology, IPR, Mini-modeling, Healthcare, Hackathon, Paper presentation, Guest lectures etc.
- 11 Dissemination of information about funding agencies to the entire faculty every year.
- 12 Grant of seed money for Research Project, Patent Filing, Copyright, Prototype Projects of UG, PG, Incubation, Innovation, Competitions etc.
- 13 Sponsoring teaching faculty for full-time Ph.D. to RGI Ph.D. Centres or other institutes.
- 14 Issuing SOPs for Research, Innovation, Incubation, Plagiarism, Consultancy etc.
- 15 Obtaining NABL certification for research and other laboratories.
- 16 Applications for Intellectual Property Rights such as Patents, Copyright etc.

RGI Policy for Incentives, Research, Performance-March 2020

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Engineering

Management

Law

Schools

Other Courses

■ NAGPUR ■ PUNE ■ JALGAON ■ AMRAVATI ■ AHMEDNAGAR ■ CHHINDWARA



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GROUP OF INSTITUTIONS

03. Available R&D Resources:

- 01 Sanctioned Budget for R&D by the Management.
- 02 Approved Research Centres, Virtual labs and Learned Supervisors.
- 03 Online and offline journals like IEEE, ASCE, ASME, ACM, ELSEVIER etc.
- 04 Laboratories equipped with research facilities.
- 05 Library, Multimedia, E-Journals, Conference Proceedings.
- 06 Externally funded research projects.
- 07 Centre of Excellence.



04. General Guidelines:

- 01 Supervisor and Ph.D. scholar **must** submit at least one research proposal to the external funding agency every year in the name of the institute as a place of research work.
- 02 HoD 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.
- 03 The institute shall enter into MoUs with research institutions such as ICAR, CBRI, CSRI, NEERI, IITs, NITs, VJTI, UICT, CoEP and so on.
- 04 The proposals shall be routed through Dean-R & D, HoD and Head of the institute.
- 05 Each HoD **must** apply to UGC / DST / AICTE etc. for permission to organize indexed conference **every year** in which faculty /students wish to publish their research work in SCI journals e.g. Elsevier / Springer / ASME / ASCE/ IEEE, etc.
- 06 Whether financial assistance is sought or not, author **must** submit plagiarism report to Head of the institute duly authenticated before submitting the research paper.
- 07 Faculty should apply for travel grants to the respective authority for obtaining subsidy under different clauses of eligibility before applying to the management.
- 08 The faculty **must** deliver a presentation to the faculty and final year students of the department.
- 09 Attendance sheet, certificate of participation and summary should be submitted to Dean R&D and HRD (RGI) otherwise leave account will not be settled.
- 10 Normally, advance should be discouraged. However, in some emergent cases, it may be granted not more than 75 % of the probable expenses.
- 11 Advance if granted, should be settled within seven days from the date of return otherwise it will be deducted from the next salary.
- 12 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.
- 13 Faculty should not infringe IPR of any individual or of any organization.
- 14 Faculty shall avoid simultaneous submission of manuscripts or abstracts at multiple platforms without the approval of the editor.
- 15 Even if financial assistance is not required, the applications for OD should be routed through R&D Cell.
- 16 The facility of reimbursement is extended normally to the first author.
- 17 If claim is submitted by author other than first, NOC from other author is necessary.
- 18 Claim of reimbursement should be submitted within 7 days after the event/activity.

- 19 For permission to participate in conferences /seminars, faculty and students should submit applications complete in all respect forwarded by the R&D coordinator & HoD to R&D cell.
- 20 The proposals for incentives to the **students**, should be finalized at institute level provided the attendance of student in classes is 75 % and above.
- 21 If journey is more than 900 km, 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.
- 22 R&D cell will hold minimum two meetings in a month for discussions all aspects.



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

- 01 Typed application duly signed in with justification.
- 02 Recommendation of R&D Cell, Concerned HoD and Principal.
- 03 Leaflet / brochure of conference/ seminar
- 04 Invitation /acceptance letter
- 05 Approximate break-up of probable expenditure
- 06 Breakup should cover Amount of registration fee, travelling expenses by shortest route by AC 3 tier, Lodging, Boarding, and Local travel.
- 07 Research paper in .pdf format.
- 08 Plagiarism report generated by R&D Cell having less than 20% similarity index.

06. Application for Reimbursement Claim after event is over:

- 01 Prior approval letter
- 02 Item wise actual expenses.
- 03 Copy of certificate of participation.
- 04 Attendance report for the entire program
- 05 Acknowledgement from library for having received a copy of proceedings/ any book.
- 06 Advance if taken should be deducted. Entry should be countersigned by Account section.
- 07 Bank details: Account holders name, Account no., Bank and branch, IFSC.
- 08 Note: Reimbursement will be made exclusively online and not by cash.

07. Financial Assistance to Faculty:

7.1 PUBLICATION IN JOURNALS			
S.N	Category	Incentive	Remarks
01	Category A: Web of Science, Scopus, SCI, Springer, IEEE, Thomson, Router, and UGC approved.	<ul style="list-style-type: none"> 100 % Registration fee maximum upto Rs.10,000/- Applicable only for specified journals. 	TA/ DA Not Applicable
02	Category B: Any other journal other than those specified in category 'A'	<ul style="list-style-type: none"> 50 % Registration fee maximum upto Rs. 3000/- 	TA/ DA Not Applicable

7.2 ATTENDING CONFERENCE/STTP/WORKSHOP/SEMINAR BY FACULTY			
S.N	Category	Incentive	Remarks
01	Category A: Event at National Institutes such as IITs, IIMs, IISC Bangalore, NITs, NIPE&R, SPA, NLS etc.	<ul style="list-style-type: none"> 100 % Registration fee maximum upto Rs.10,000/- Duty Leave as per guidelines herein. 	<ul style="list-style-type: none"> 100 % to and fro train fare by AC III Tier or 100 % bus fare TA/DA as per norms
02	Category B: Deemed to be Universities, NBA/NAAC Accredited Institutions having secured Grade A and above and has a minimum 10 years of standing, Professional Societies, IIIT or State Government Institutions	<ul style="list-style-type: none"> 50 % Registration fee maximum upto Rs.5,000/- Duty Leave as per guidelines herein. 	<ul style="list-style-type: none"> 50 % to and fro train fare by AC III Tier or 50 % bus fare TA/DA as per norms
03	Category C: Private Institutions other than category B.	<ul style="list-style-type: none"> No Reimbursement permissible Duty Leave as per guidelines herein. 	<ul style="list-style-type: none"> No TA/DA applicable
04	Attending International Conference held abroad by faculty.	<ul style="list-style-type: none"> Only first author will be deputed if there is no exigency Duty Leave as per guidelines herein. 	<ul style="list-style-type: none"> Minimum 3 years of service in RGI institute is necessary Prior approval of the management is mandatory for sanction of probable expenses Deputation abroad can be only once in three years.
05	Attending International Conference held abroad by Ph.D. pursuing candidates of RGI institute	<ul style="list-style-type: none"> One author of the paper may be deputed from candidates pursuing Ph.D. in RGI institute 	<ul style="list-style-type: none"> Prior approval of the management is mandatory for sanction of probable expenses Deputation can be done once in two years.
06	Traveling and accommodation expenses for International conference abroad	<ul style="list-style-type: none"> TA/DA as approved by the Management in prior approval. 	<ul style="list-style-type: none"> Prior approval for probable expenditure of the management is mandatory If candidate did not receive grant from any funding agency Candidate should apply to organizer for accommodation.
07	Traveling and accommodation expenses for International conference in India	<ul style="list-style-type: none"> TA/DA as approved by the Institute in prior approval. 	<ul style="list-style-type: none"> Prior approval for probable expenditure of the Institute is mandatory
08	Membership of Professional Society, Professional organization	<ul style="list-style-type: none"> 50 % membership fee Proof for prescribed membership fee necessary. 	<ul style="list-style-type: none"> Society / organization Membership should be related to the domain of discipline

S.N	Category	Incentive	Remarks
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"> 100 % maximum up to Rs. 5000/- each Books shall be taken on Accession register of library. 	<ul style="list-style-type: none"> Recommendation by HoD, R&D Cell, Principal necessary. Will be issued to the scholar. These books issued to the scholar will have to be renewed every 3 months otherwise it will attract penalty.

7.3

SPECIAL REWARDS FOR FACULTY

S.N	Category	Incentive	Remarks
01	After Copyright is awarded on a successful registration with the Copyright Registrar	<ul style="list-style-type: none"> 50 % of the Registration fee will be reimbursed after award. 	<ul style="list-style-type: none"> Approval from Management necessary Once in a semester
02	Filing of Patent for original, useful and genuine invention with Patent office	<ul style="list-style-type: none"> Rs. 5,000/- 	<ul style="list-style-type: none"> Reimbursed after successful Patent filing
03	Award of Patent	<ul style="list-style-type: none"> Rs. 15,000/- 	<ul style="list-style-type: none"> Reimbursed after award of Patent
04	Indian Patent filing	<ul style="list-style-type: none"> Reimbursement of 100 % application fee /exam fee 	<ul style="list-style-type: none"> After successful Indian Patent filing
05	Research Publication in Refereed Journal	<ul style="list-style-type: none"> Rs. 5,000/- 	<ul style="list-style-type: none"> After the research publication is published. This is in addition to other reimbursement.
06	Ph.D. Supervisor from RGI faculty to RGI Scholar	<ul style="list-style-type: none"> Rs 5,000/- per year per candidate for 3 years 	<ul style="list-style-type: none"> Reimbursement will be done after completion of each year from the date of registration.
07	After award of Ph.D. degree to the scholar of RGI Institute	<ul style="list-style-type: none"> Rs.10,000/- per candidate 	<ul style="list-style-type: none"> On production of notification issued by the University
08	Convener of International Conference organized in the institute	<ul style="list-style-type: none"> Rs. 10,000/- 	<ul style="list-style-type: none"> Only for International Conference after the conference is successfully over. No reimbursement for national conference
09	Author of standard text book on the subject from own discipline	<ul style="list-style-type: none"> Rs. 5,000/- 	<ul style="list-style-type: none"> If published by reputed publisher Reimbursement will be done after complimentary copy is submitted to library

S.N	Category	Incentive	Remarks
10	Faculty Coordinator of minimum 7 days STTP organized in the institute.	▪ Rs. 5,000/-	<ul style="list-style-type: none"> ▪ STTP should be for minimum 7 days duration ▪ Reward will be given once in a semester ▪ Not applicable for training programs under BSS
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"> ▪ Prior approval from the management is necessary ▪ Attendance certificate from organizers required
12	In-house Resource person for STTP / FDP / Seminar / Workshop etc.	▪ Rs.300/- per hour	▪ Not applicable for BSS training programs

7.4 INCENTIVES FOR HIGHER STUDIES FOR FACULTY

S.N	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
		▪ No incentive	▪ for Elite certification
		▪ Rs. 5000/-	▪ Applicable to all India level topper with Gold certification
		▪ Rs. 3000/-	▪ Applicable to all India level topper with Silver certification
02	Post-Doctoral Study in India	<ul style="list-style-type: none"> ▪ 50 % Salary ▪ Study Leave for maximum 2 years 	<ul style="list-style-type: none"> ▪ After Approval of management. ▪ 3 years Bond mandatory
03	Ph.D. from institutes of national importance such as NIT/ IIT/ IIM/ IISC.	<ul style="list-style-type: none"> ▪ 50 % salary ▪ Study leave for a period of 3 years 	<ul style="list-style-type: none"> ▪ Certificate of guide necessary ▪ Deputation by approval of the Management ▪ 3 years bond mandatory
		<ul style="list-style-type: none"> ▪ 25 % salary ▪ Study leave for additional 6 months 	▪ 3 years after registration up to 3.5 years
		<ul style="list-style-type: none"> ▪ 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 other than NIT,IIT,IIM,IISC etc.	▪ 25 % salary and leave up to 3 years	▪ 3 years bond mandatory
		▪ 12.5 % Salary	▪ More than 3 but less than 3.5 yrs after registration
		▪ 6.25 % Salary	▪ More than 3.5 yrs but less than 4 yrs after registration
		▪ No salary, No leave	▪ After 4 years

S.N	Category	Incentive	Remarks
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 st 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 nd 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 rd year irrespective of months.
06	Progress Seminar of Ph.D.	▪ Duty leave for a day of the seminar any where	▪ No T.A./D.A. is allowed
07	Concession for RGI faculty pursuing Ph.D. in RGI Institute / GHRU	▪ 25 % concession in tuition fees	▪ Any faculty /staff working in RGI Institute for more than 1 year
		▪ 50 % concession in tuition fees.	▪ Any faculty /staff working in RGI Institute for more than 2 years
08	Concession for education of children of employees working in RGI Institutions	▪ 50 % of tuition fees waived off	▪ Applicable to Both Teaching and Non-teaching staff. ▪ Minimum service in RGI should be atleast one year.
09	Seed money for UG/PG for innovative projects	▪ As approved by the Management	▪ Recommendation by HoD, R&D Cell, Principal and Central level committee is required.
7.6 INCENTIVE FOR EXTERNAL FUNDING RECEIVED			
S.N	Category	To whom	How much
01	Financial Grants received from External funding agency such as AICTE, DST, DRDO, GoI etc. for some project	▪ Principal Investigator	▪ 03 percent on grants
		▪ Co-Principal Investigator	▪ 02 percent on grants
		▪ Head of Institute	▪ 02 percent on grants
		▪ HoD	▪ 01 percent on grants
		▪ Administration staff	▪ 01 percent on grants
		▪ R & D Cell staff	▪ One percent on grants
7.7 REWARDS FOR FACULTY PERFORMANCE APPRAISAL			
SN	Final Remark & % ge score	Incentive	
01	“Outstanding” ≥ 90% score	▪ One time Cash reward of Rs 3000/- at institute level after approval of the Committee ▪ One additional Increment in basic Salary w.e.f. next 1 st January after approval of the Committee ▪ Entitled for regular annual increment as and when it is due ▪ Appreciation Letter by Head of the Institute	

7.8 INCENTIVES FOR PERFORMANCE		
SN	Final Remark & % ge score	Incentive
02	"Excellent " $\geq 80\%$	<ul style="list-style-type: none"> One time Cash reward of Rs 2000/- at institute level after approval of the Committee One additional Increment in basic Salary w.e.f. 1st January after approval of the Committee Entitled for regular annual increment when it is due Appreciation Letter by Head of the Institute
03	Very Good $\geq 70\%$	<ul style="list-style-type: none"> Entitled for regular annual increment when it is due
04	Satisfactory $\geq 60\%$	<ul style="list-style-type: none"> Entitled for regular annual increment when it is due
05	Average $< 60\%$	<ul style="list-style-type: none"> No Regular annual Increment
06	Ph.D. degree awarded during service in RGI	<ul style="list-style-type: none"> Additional increase in gross salary by Rs. 4000/- w.e.f. the next month after the notification is issued. Will be entitled for regular annual increment when it is due.
07	Post Doctorate degree study completed and degree awarded	<ul style="list-style-type: none"> Additional increase in gross salary by Rs. 10,000/- w.e.f. the next month after the notification is issued Alongwith an additional increase of Rs. 10,000/- in gross salary he/ she will be entitled for drawing a regular annual increment when it is due. Appreciation Letter by the Management Felicitation at institute level

7.9 EXCLUSIVELY FOR UG, PG, DOCTORAL STUDENTS

S.N	Category	Incentive	Remarks
01	Category A: Web of Science, Scopus, SCI, Springer, IEEE, Thomson, Router, UGC	<ul style="list-style-type: none"> 100 % max. up to Rs. 5,000/- 	<ul style="list-style-type: none"> Not Applicable
02	Category B: Any other journal other than that of category 'A'	<ul style="list-style-type: none"> 50 % max. up to Rs.1500/- 	<ul style="list-style-type: none"> Not Applicable

7.10 ATTENDING SEMINAR CONFERENCES BY STUDENTS

S.N	Category	Incentive	Remarks
01	Category A: Event at National Institutes such as IITs, IIMs, IISC Bangalore, NITs, NIPE&R, SPA, NLS etc.	<ul style="list-style-type: none"> 100 % Registration fee maximum upto Rs. 5,000/- 	<ul style="list-style-type: none"> 100 % to and fro train fare by Sleeper class by Train TA/DA as per norms
02	Category B: Deemed Universities, NBA / NAAC Accredited Institutions with Grade A and above with 10 Years of standing, Professional Societies, IIIT or Other Government Institutions	<ul style="list-style-type: none"> 100 % max. up to Rs. 2000/- & Attendance 	<ul style="list-style-type: none"> 50 % (Sleeper class by Train)
03	Category C: Private Institutions other than category B	<ul style="list-style-type: none"> 50 % max. up to Rs. 1000/- & Attendance 	<ul style="list-style-type: none"> 50 % (Sleeper Class by Train)



8. Faculty Promoted to the higher cadre:

Teaching faculty shall be promoted to the higher cadre after due recommendation of the Committee duly constituted 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 Refereed journals, Securing Funds from External funding projects, Contribution in growth of the Institute and Efforts for welfare of the students and so on.

9. Review Committee for Reimbursement:

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

1. Dr. Sachin Untawale, Director, GHRCE.
2. Dr. Vivek Kapur, Director, Shraddha Park Campus Institutes
3. Mr. Ashwin Pande, Director, HR, RGI
4. Principal of the Institute may be contacted on hangout if necessary

Ankush Shikshan Sanstha, Nagpur

Chairman / Secretary
Chairman
Ankush Shikshan Sanstha

- CC to ED, RGI.
- CC to Principals/ Directors of Engineering & Management Colleges with a request to please circulate amongst HoDs. They are further requested to send proposals of their institutions to Dr. Untawale, Director – GHRCE.
- CC to Committee members for information and necessary action.
- CC to Accounts section, HR and Dr. O. S. Bihade for information and necessary action.