

## **I.T.S. Engineering College, Greater Noida**

### **Rules for Faculty regarding Paper Presentation, Journals, attending Conference/ Seminar /MDP/ FDP/ QIP/ Workshop.**

I.T.S. - The Education Group encourages academic activities by faculty members in the form of paper presentation, journals (referred), participation in the seminars, conferences, workshops, Faculty Development Programs (FDPs), Quality Improvement Programs (QIPs) etc. The rules for attending such activities are as follows:

#### **1) Publication of Research Papers:**

To help the faculty the I.T.S. Engineering College is offering following incentive scheme to its faculty members on publication of research papers etc.

<b>S. No.</b>	<b>Name of Journal/ Category</b>	<b>Proposed Incentive</b>
1	International Journal (Referred) with an impact factor of < 0.5	Nil
2	International Journal (Referred) with an impact factor up to 1.5	Rs. 15000/-
3	International Journal (Referred) with an impact factor of > 1.5	Rs. 25000/-
4	National Journal (Referred) with an impact factor of > 1.5	Rs. 10000/-
5	Conference Proceeding	Nil
6	Paid publications	Nil

First author has to be from I.T.S. Engineering College and he has to submit the hard copy of the paper and proof of publication/ acceptance for publication of the paper for claiming such incentives.

Co-author, if all from I.T.S. then following will be applicable; otherwise first author has to be from I.T.S.

- In case of co-authors amount will be shared in ratio 3:2.
- In case of three authors the amount will be shared in ratio 5:3:2.
- The paper having more than three authors will not be considered.

## **2) Paper Presentation in National Conference/ Seminar by Faculty**

- a) Faculty Member shall inform in writing the Head of the concerned Department & Director of the College about acceptance of their papers/ articles for presentation in an International or a National Conference or Seminar immediately on receiving the same information.
- b) Only first author (from ITS) will be eligible to visit the Conference/ Seminar venue for presentation.
- c) Papers published/ presented as co-author where first author is not from I.T.S, will not considered.
- d) Registration fee for the program shall be shared by the concerned faculty member and College on equal basis (50% each).
- e) A faculty shall be sponsored for attending maximum three Conferences / Seminars for articles/ paper presentation in a year.
- f) Railway III A.C. fare by the shortest route will be admissible for attending these programs on production of tickets. In addition Travel Contingency expenditure of Rs.250/- per day of travelling is also admissible.
- g) Lodging and board expenditure will be reimbursed on actual basis with a ceiling of Rs.2,000/- per day for Professor and Associate Professor and a ceiling of Rs.1,500/- per day for Assistant Professor and Teaching Associate. Faculty will be required to support expenses by bills.
- h) A copy of the paper has to be submitted to the institute library for claiming reimbursement.

## **3) Attending MDP,QIPs, FDPs, International & National Conference**

- a) Institute may sponsor a faculty for attending maximum two times QIP/ FDP/ MDP. International / National Conference/ Seminar or other such programs held outside National Capital Region( NCR) and maximum three times in NCR in an academic year.
- b) Registration fee for such programs shall be shared by the concerned faculty members and the Institute on equal basis( 50% each).
- c) Railway III AC fare by the shortest route will be admissible and actual lodging and board expenses (unless covered under the conference fee) shall be reimbursed with a ceiling of Rs.2,000/- per day for Professor and Associate Professors and Rs. 1,500/- for Assistant Professor and Teaching Associate. Supporting expense documents have to be produced for claiming reimbursement.

## **A) Duty Leave**

The faculty members can avail duty leave for a maximum of 15 days in a calendar year for attending FDP/MDP/ QIP/ Presentation of Paper/Article/ Case study in the International and/ or National Conference/ Seminar, Ph.D. Research work and conductance of University Viva with prior approval of the Director.

The above rules came into effect from January 01, 2012.

**[Dr. Sraban Mukherjee]**  
**Director**

**I.T.S Engineering College, Greater Noida**  
**Research & Development Policy**

**1.0 Purpose**

The purpose of the Research Policy is to promote a vibrant atmosphere of research among faculty and researchers in ITS Engineering College. The policy shall serve as an overall framework within which research activities may be carried out.

**2.0 Scope of the Research Policy**

The scheme covers all faculty members, non-teaching and students of the institute.

**3.0 Objectives**

- To foster a research culture as well as provide required support through research framework and guidelines.
- To build and strengthen institutional capacity to facilitate all type of research activities at the institute
- To ensure publications in quality journals, indexed in Scopus/Web of Science with impact factor.
- To encourage faculty members to submit proposals for funding from various funding agencies in India and abroad
- To undertake consultancy projects sponsored by the Government, Private, Industrial and other organization
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To fostering industry institute interaction and helping students for their industrial orientation
- Enhancing professional expertise of faculty members

**4.0 Composition of Internal Research Committee (IRC)**

- Chairperson (Senior Professor)
- Coordinator (Faculty member nominated by the director)
- All Head of Departments

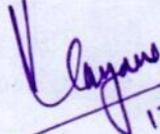
**5.0 Composition of ITS-EC Research Advisory Board (RAB)**

Research Advisory Board will have the following composition

- Chairperson (Ex-official Director)
- Coordinator – Member Secretary (Ex-official Chairperson of Internal Research Committee)
- Two Experts - External

**The committees shall perform the following functions:**

- a) The committee will meet as often as necessary but at least twice in each semester
- b) To recommend R& D proposals submitted by academic departments for submission to funding agencies like AICTE, DST, UGC, UPST etc.
- c) To periodically review the progress the running R & D projects.
- d) To monitor R & D activity of academic departments.
- e) To provide suggestion to the Management Board/Chairman to enhance R & D activities.

  
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- f) To encourage faculty to organize seminar, workshop etc.
- g) To recommend teachers for attending seminars/conferences and recommend the amount to be paid to the teachers towards registration and meeting TA/DA expenses.

## **6.0 Research Activities and Incentives**

### **Intellectual Property Rights**

The Intellectual Property rights can be broadly listed as (a) Patents (b) copyrights (c) Trade/service marks (d) Industrial Design (e) Traditional knowledge and geographical indication.

The different types of Research and Development (R&D) which may generate intellectual property(ies) are a) Research taken up by a faculty/student/supporting staff /visitor in the normal course of his/her appointment/engagement at I.T.S with funds coming from I.T.S (this would include research projects undertaken by students under the supervision of the faculty member); b) Research taken up by a faculty/student/ supporting staff/visitor from funds coming from a sponsor such as Government of India, state governments, international agencies, or foreign governments, etc.; c) Collaborative research undertaken with other institutions including government departments and agencies, PSUs and private companies located in India; d) International collaborative research with institutions and companies located outside India; e) Research supported by companies and other private organizations through research projects or consultancy assignments; and f) Any combination(s) of the above

### **Proposal for External Funding**

Any proposal submitted by faculty for funding from external agency will be evaluated by following committees in sequential manner before final submission

- (a) Departmental Committee
- (b) R & D Committee
- (c) External selection committee constituted by Director

### **Incentive for External Funding**

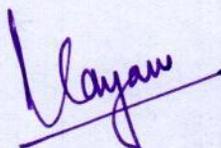
The coordinator(s) is entitled to an incentive of 1% of the value of proposal or Rs. 10,000/- (to be shared in case there are more than one coordinator) whichever is less, once the proposal is approved by the approving body like AICTE, UGC, DST, SERB, TDB, etc.

## **7.0 Research Publications**

Publication, which have ITS-EC affiliation and published in journals indexed in SCOPUS/WoS (SCI)/ FT-45 will be only considered for recognition (See Annexure)

## **8.0 Award for Publishing Professional Articles:**

Institute encourages its faculty members to write technical articles in the leading newspapers and magazines. For such publication institute will provide incentive as per annexure.



Only those articles will be eligible for reward which are original and having plagiarism less than 10 per cent. All authors have to abide by the international plagiarism policy and also plagiarism policy of ITS Engineering College.

#### **9.0 Publication of Books:**

With the aim to encourage faculty members to author books/ books chapters, institute has recognition policy as per Annexure.

#### **10.0 Paper presentation at Conferences**

For presentation of research papers in conferences, regular faculty members may be allowed to attend two conferences in an academic session (national / international). Presenter will be given On Duty for the day of presentation. (Maximum three days including travel as decided by IRC). Further, presenter will be given 50% Registration fee/ travel allowance whichever is low for national /international conference. For such publication institute will provide support as per annexure.

#### **Foreign Conferences**

For presentation of research papers in foreign International conferences, regular faculty members shall be eligible to attend once in every two years along with the duty leave.

The faculty member availing this incentive has to submit the proposal to the Director at least one month in advance from the last date of registration of the conference. The IRC & RBA will evaluate the Foreign Conference travel proposal in terms of area of expertise relevance to the applicant faculty member and its benefits to the institute.

The regular faculty members will be eligible for sponsorship in the form of full International conference registration fee, one way airfare and local travel (from where the International flight is scheduled).

It is mandatory for the faculty member availing the sponsorship for foreign international conference, to submit Travel grant application to at least one external funding agency i.e. AICTE, DST, SERB, etc, before applying to the institute for the same.

#### **11.0 Consultancy Work**

Faculty members engaged in particular consultancy work will share the proceeds (after meeting all expenses) in the ratio (Faculty engaged: Institute) as per the following.

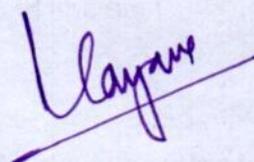
##### **Management Consultancy**

Faculty members engaged in management consultancy work will share the proceeds (after meeting all expenses) in the ratio of 80:20 (Faculty engaged: Institute)

##### **Project Consultancy**

Faculty members engaged in project / Technology consultancy work will share the proceeds (after meeting all expenses) in the ratio of 50:50 (Faculty engaged: Institute)

##### **Technical Training Services**



Faculty members engaged in technical training consultancy work will share the proceeds (after meeting all expenses) in the ratio of 60:40 (Faculty engaged: Institute)

### **12.0 Patent / Copyright Application**

The application all patent, industrial design and copyright applications shall be a joint application in which one of the applicants shall be I.T.S Engineering College, Greater Noida. The patent filing cost will be fully bear by the institute if the patenting is in the name of institute. In case of individual patenting, 50% of the patent filing cost will be bear by the institute.

#### **Award / Sealing of Patent**

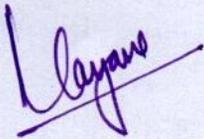
Once the patent has been sealed / awarded, the faculty members(s) will receive an incentive of Rs. 10,000/- (To be shared if there are more than one faculty members as applicants).

The income generated by licensing/assigning of IPR or on receipt of royalties associated with technology transfer/ specific innovation programs shall be divided as:

- (a) 70% (seventy percent) of the revenue will go to the Inventor(s); the share of each inventor may be decided by the Lead Inventor.
- (b) 30% (thirty per cent) would go to the institute.

### **13. Duty Leave Research Activities**

The faculty members can avail duty leave for a maximum of 21 days in an academic session for attending FDP/Seminar/Conference/ Ph.D Research work/ conductance of University viva/ Industry Interaction/ Ph.D Thesis Examiner/ Session-Chair/ Expert Talk Delivery with the prior approval of Director.



Mayank Garg  
Director

## Incentive Plans for Research Promotion (2019-20)

### ANNEXURE

#### A. Incentive for Research Paper Publications with ITS Engineering College affiliation only

- SCOPUS (Q1 listed)/ABDC- A Category /SCI paper (IF\*  $\geq 2$ ) Rs. 25000/- (First/ Corresponding Author)
  - SCOPUS (Q2 listed) /ABDC- B Category /SCI paper (IF\*  $\geq 1.5$ ) Rs. 15000/- (First/ Corresponding Author)
  - SCOPUS (Q3 listed) /ABDC- C Category /SCI paper (IF\*  $> 0.5$ ) Rs. 10000/- (First/ Corresponding Author)
- IF – Impact Factor

#### If first author belongs to other college and ITS faculty is one of the authors with ITS Engineering College affiliation only

- SCOPUS (Q1 listed)/ABDC- A Category /SCI paper (IF  $\geq 2$ ) Rs. 10000/-
- SCOPUS (Q2 listed) /ABDC- B Category /SCI paper (IF  $\geq 1.5$ ) Rs. 8000/-
- SCOPUS (Q2 listed) /ABDC- C Category /SCI paper (IF  $\geq 1.5$ ) Rs. 5000/-

#### Note:

1. In case, the co-authors are also from I.T.S Engineering College, the above incentive will be shared in following manner.

- In case of two authors (including main author) the amount will be shared in the ratio of 3:2.
- In case of three authors (including main author), the amount will be shared in the ratio of 5:3:2.

2. No incentive for Paid Publication

#### B. Incentives to write books are as follows

S. No.	Details	Published By	Reward
1	Full Book (First Author)	International Publisher – McGraw Hill, Prentice Hall, Oxford University Press or other internationally reputed publishers	Rs. 25000
2	Full Book (First Author)	National Publisher – Tata McGraw Hill, Prentice Hall of India, MacMillan India, Sage India	Rs. 15000
3	Book Chapter	SCI /SCOPUS Published in Q1/Q2	Rs. 10000
4	Local Book		Rs. 5000

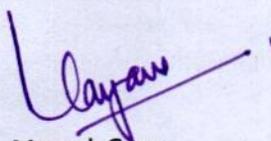
Note: In case, the co-authors are also from I.T.S Engineering College, the above incentive will be equally shared.

#### C. Award for Publishing Professional Articles:

National English Newspaper (like Times of India, Hindustan Times, ET etc.) Rs. 2000/-

#### D. Paper Presentation in National/ International Conferences in India

1. The regular faculty members shall be eligible for sponsorship in the form of 50 % registration fees.
2. To & Fro Rail fare by AC III tier to the nearest railway station and Bus fare up to the venue of the conference. In addition travel contingency expenditure of Rs 300/- per day of travelling is admissible.
3. Lodging and boarding expenditure on actual basis with the maximum ceiling of Rs. 2,500 per day for Professor and Associate Professor and ceiling of Rs. 2,000 for Assistant Professor and Teaching Associate on the submission of actual bills.
4. Faculty can avail Duty leave.



Mayank Garg  
Director