



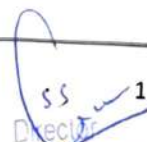
**R.R. INSTITUTE OF MODERN TECHNOLOGY**  
**NH-24, Bakshi Ka Talab, Sitapur Road, Lucknow-226201**

**RESEARCH AND DEVELOPMENT INCENTIVE**  
**POLICY FOR FACULTIES**

Approved By: All India Council for Technical Education, New Delhi  
Affiliated To: Dr.A.P.J. Abdul Kalam Technical University, Lucknow (U.P.)

  
Convener

Research & Development  
R.R. Institute of Modern Technology  
NH-24, Bakshi Ka Talab,  
Sitapur Road, Lucknow

  
SS  
Director

R.R. Institute of Modern Technology  
NH-24, Bakshi Ka Talab  
Sitapur Road, Lucknow

# RESEARCH POLICY

## **R.R. Institute of Modern Technology, Lucknow (RRIMT)**

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Research Policy is proposed to strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities. It is necessary for developing rules, procedures and guidelines for granting research support, instituting awards and supporting all other related activities.

### **1.0 OBJECTIVES**

- 1.1 To motivate faculty members to concentrate on research related activities along with regular teaching so as to publish research article in reputed refereed International and National Journals with impact factor.
  - 1.2 To encourage the faculty to submit research proposals for funding from various agencies in India and abroad.
  - 1.3 To develop interest among the teaching faculty to make efforts to establish collaborative research projects with their counterparts of reputed organizations.
  - 1.4 To undertake consultancy of projects sponsored by both the Government and Private Industry and other organizations.
  - 1.5 To infuse innovation and creativity in the minds of faculty, so that they make original contributions by the way of conceptualizing ideas into product and obtain patents.
- To achieve the above-mentioned objectives, the Research & Development Committee (R & D) shall be responsible through the following Schemes:

### **3.0 SCHEME FOR CONFERENCE PARTICIPATION**

The Institute shall encourage participation of its faculty in National / International Conferences and provide financial support for the same. However, it should be clearly understood that this support is not an offer by the Institute, and the faculty members should not assume any automatic claim for the same. The request for financial assistance/ support for attending conferences shall be routed through the R & D

Convenor and Director, which shall recommend the case for final approval by the Secretary of the Institute.

3.1 The support for participation in conferences shall be subjected to the following eligibility norms:

3.1.1 The paper submission should be routed through the Convenor, R & D

3.1.2 The faculty member should have the first authorship as well as the correspondence authorship in the paper, and his affiliations should be clearly identified as a part of the Institute.

3.1.3 All communication to be done from the **official email ID**.

3.1.4 In a duration of one year, a faculty member can get a support for a maximum of two conferences in India.

3.2 The request for financial support by the faculty member shall be considered as per the following norms:

3.2.1 **Registration Fee:** The Institute shall reimburse the actual registration fee paid, subject to a maximum limit of ₹10,000 (Rupees Ten Thousand only), and the Academic leave in case of offline conference will be allowed in the academic period.

3.2.2 In the case of joint authorship, then faculty will be eligible for registration fees reimbursement as per table – 1 given below.

**Table 1**

Conferences Research Paper Category	Claim Distribution as per Author Position			
	Single Author paper	100%		
Two Author paper	1 <sup>st</sup> (50%)	2 <sup>nd</sup> (50%)		
Three Author paper	1 <sup>st</sup> (33.33%)	2 <sup>nd</sup> (33.33%)	3 <sup>rd</sup> (33.3%)	
Four Author paper	1 <sup>st</sup> (25%)	2 <sup>nd</sup> (25%)	3 <sup>rd</sup> (25%)	4 <sup>th</sup> (25%)
Five /More Authors	Claim will be settled up to first four authors only			

**Note:** Faculty member may claim this benefit **only twice** during an academic year.

3.2.3 The papers authored must have been presented at an International or National Conference (Scopus/SCI Indexed such as IEEE, Springer, Wiley, IPC, etc.) organized by reputed institutions/Universities and **only in case of paper published.**



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## 4.0 RESEARCH AND CONSULTANCY INCENTIVE SCHEMES

### 4.1 Research Publication (Journals)

- (a) Incentive will only be provided to the publications in indexed journals like SCI/Scopus for papers.
- (b) The impact factor for 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 2**

Category	Impact Factor/Cite Score™	Incentive (in Rs. )
SCI	10.000 and Above	50,000/-
	6.000 to 9.999	35,000/-
	3.000 to 5.999	30,000/-
	2.000 to 2.999	25,000/-
	1.000 to 1.999	20,000/-
	0.500 to 0.999	15,000/-
	0.1 to 0.499	12,000/-
Scopus	Scopus	10,000/-

- (c) Incentive benefits will be claimed as per the table 3.

**Table 3**

Journals Research Paper Category	Claim Distribution as per Author Position			
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 /More Authors	Claim will be settled up to first four authors only			

4.2 The institute shall not be responsible for any copyright / plagiarism issue against research publication by the Author. All responsibilities lying with the respective author(s).

4.3 The maximum amount that can be claimed by a faculty for the Research Publication (SCI/Scopus) in an academic year would be INR 50,000/-.

4.4 The date indicated in the online publication shall be considered as the official date of publication. Proof of the published journal paper along with its indexing details must be submitted at the time of making the claim.

  
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## 5. Patent Publication/Grant Schemes

5.1 A faculty will be awarded as per the following table.

**Table 4**

Patent Type	Incentive value for grant	Incentive value for Publication
Invention Patent /Design Grant(Full i.e 20Yrs)	Rs. 25,000/- (Rupees Twenty-Five Thousand Only)*	Rs. 15,000/- (Rupees Fifteen Thousand Only)

\* Balance Incentive value (Rs 10,000) will be paid if Incentive value of publication already received.

**(a) Incentive benefits will be claimed as per the table 5.**

**Table 5**

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

5.2 In case of Research Proposal submission, if a faculty gets the

5.2.1 Funding Grant of 2 Lakhs to 5 Lakhs, he/she will get Rs.10,000/- on receiving the initial payment and remaining Rs.10,000/- after completion certificate and full payment.

5.2.2 Funding Grant of Rs. 5 Lakhs to Rs. 20 Lakhs, he/she will get Rs.25,000/- on receiving the initial payment and remaining Rs.25,000/- after completion certificate and full payment.

5.2.3 Funding Grant for above Rs. 20 Lakhs, he/she will get Rs.50,000/- on receiving the initial payment and remaining Rs.50,000/- after completion certificate and full payment.

**Note:** It may be noted that NO compensatory leave will be generated while working on these schemes.



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### 5.3 Publications of Book

Faculty members are regularly encouraged to publish books or monographs. Incentives are provided for such publications as per the limits specified below.

Table 6

S. No.	Details	Published By	Amount (₹)
1	Full Book (with ISSN/ISBN No., whenever necessary)	Renowned International Publisher*	25,000/-
2	Full Book (with ISSN/ISBN No., whenever necessary)	Renowned National Publisher*	15,000/-
3	Edited Volume of Book with Articles or Chapters <b>Scopus Indexed</b> (with ISSN/ISBN No., whenever necessary)	Renowned International / National Publisher*	5,000/-

\*As per AICTE/UGC directives.

(a) Incentive benefits will be claimed as per the table 7.

Table 7

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

### 6.0 OTHER CONDITIONS / GUIDELINES

If more than one faculty member is involved in the paper publication, research and consultancy project, the amount will be shared by them. The Principal Investigator/ author should clearly indicate the share between the Principal Author and Co-Author(s). If an author from other university or college is involved, he will not be considered for the support.

6.1 It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/She has to produce a Printed copy of the SCOPUS or other evidence and the HOD should attest the same.

6.2 A claim form will be prescribed and the faculty member is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD and Dean (Academics).



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- 6.3 The claim is to be verified by Director who will submit this to the Secretary for approval. The Accounts Office will disburse the amount following the usual procedure.
- 6.4 Grant earned under one category will not be taken into account for another category.
- 6.5 This being a tentative scheme, the criteria and modalities, will be amended as and when needed.

## 7.0 NORMS FOR CONSULTANCY SERVICES

The Institutes of RRIMT encourage Consultancy for faculty to enhance their capabilities and competencies and hence the following norms have been constituted:

### 7.1 Norms for Consultancy Practice

- 7.1.1 To encourage, promote and initiate consultancy practice, the projects which are brought to the Institute shall be carried out in joint name of the Consultant & the Institute.
- 7.1.2 The faculty who brings the projects shall be Principal Consultant/Consultancy Coordinator and the Institute shall provide the use of its Infrastructure i.e. Laboratories, Space, Electricity & Water.
- 7.1.3 The project fee shall be distributed in the ratio of 75:25, i.e.75% for Principal Consultant and 25% for the Institute. The charges for consumables, stationary, staff, technicians and students, if involved, shall be paid by the Principal Consultant out of his 75% share.

## 8.0 POLICY FOR PH.D. COMPLETION BY FACULTY MEMBERS

The purpose of this policy is to encourage, support, and ensure timely completion of Ph.D. programs by faculty members, thereby enhancing academic and research quality within the institution.

This policy applies to all full-time faculty members of the institute who are registered for a Ph.D. program in any recognized university.

### Guidelines

#### 8.1 Registration & Reporting

1. Faculty members pursuing a Ph.D. must submit details of their admission/registration (university name, guide name, registration year, synopsis approval, etc.) to the Academic/Research Cell.



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- II. A yearly progress report must be submitted, endorsed by the supervisor/guide.

## 8.2 Completion Timeline

- I. Faculty members are expected to complete their Ph.D. within 6 years of registration, in line with UGC regulations.
- II. Those already registered before joining the institute must complete the program within the stipulated period approved by their university.

## 8.3 Academic/Workload Support

- I. Faculty may be provided academic workload relaxation (up to 2–3 hours per week) subject to approval by the Head of Department/Director, especially during research-intensive phases (data collection, thesis writing, etc.).
- II. Academic/Study leave may be sanctioned for, paper presentation in conference, and RDC meeting.

## 8.4 Incentives for Timely Completion

- I. Consideration for promotion, additional increments as per Institute appraisal policy, or leadership roles.
- II. Recognition in institutional newsletters/annual reports.

## 8.5 Non-Compliance Clause

- I. Faculty members failing to show significant progress within 4 years may be served a formal advisory.
- II. In extreme cases, continued failure to complete the Ph.D. may affect career progression, annual appraisal, and future confirmation of position.

## 8.6 Ethics in Research

The primary responsibility of the Research and Development Cell is to ensure a thorough and unbiased review of all ethical aspects of project proposals received, maintaining complete objectivity and fairness throughout the process. Academic integrity, in its broadest sense, encompasses the professional values and ethical responsibilities that govern our research, writing, teaching, and collegial interactions within the institution and the broader community.

Violations of academic integrity include, but are not limited to, the use of unfair means, plagiarism, fabrication or falsification of data, unauthorized collaboration, misrepresentation of one's contribution in group work, submission of false information, or intentional alteration, obstruction, or

destruction of another person's work. Additionally, knowingly abetting academic dishonesty, engaging in research misconduct, or failing to report such incidents are also considered serious breaches.

To uphold academic integrity among students and faculty, the Institute has constituted an Ethics Committee under the Research and Development Cell.

## 9.0 REVIEW


This Policy will be reviewed every year well in advance of the start of the new Academic Session.

## 10.0 JURISDICTION

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action, the parties shall be subject to the jurisdiction of courts at Lucknow, India only.

  
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# RESEARCH AND DEVELOPMENT INCENTIVE CLAIM FORM

Institute Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

## 1. Applicant Details

- Name of Faculty/Student: \_\_\_\_\_
- Employee AKTU ID/Student Roll No.: \_\_\_\_\_
- Designation / Year: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- E-mail ID: \_\_\_\_\_

## 2. Category of R&D Incentive Claimed

(Tick the appropriate category)

- Research Paper Published (Scopus/SCI Indexed)
- Patent Published / Granted
- Funded Project Proposal Sanctioned/Completed
- Book / Book Chapter Publication (Scopus)
- Conference Paper Published (Scopus/SCI Indexed)
- Prototype / Innovation / Startup Activity done
- Others (Specify): \_\_\_\_\_

## 3. Details of the Research Output

- Title of Work: \_\_\_\_\_
- Authors / Contributors: \_\_\_\_\_
- Journal/Conference Name: \_\_\_\_\_
- Publisher: \_\_\_\_\_
- ISSN/ISBN/Patent No. (if applicable): \_\_\_\_\_
- DOI / Application No.: \_\_\_\_\_
- Date of Publication/Submission/Grant: \_\_\_\_\_
- Impact Factor / Indexing (if applicable): \_\_\_\_\_

## 4. Incentive Claimed

- Incentive Requested as per R&D Policy: Rs. \_\_\_\_\_
- As per R&D Policy Clause No.: \_\_\_\_\_

  
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## 5. Attachments (Mandatory)

(Tick the documents attached)

- Proof of Publication / Acceptance Letter
- First Page of Article / Chapter
- Patent Filing / Grant Certificate
- Funded Project Approval Letter
- Conference Presentation Certificate
- Screenshot of Indexing (SCI/Scopus)
- Any other supporting document \_\_\_\_\_

## 6. Recommendation

HoD Remarks:

\_\_\_\_\_

Signature of HoD: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_

## 7. Verification by R&D Cell

Verified by: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Remarks:

\_\_\_\_\_

\_\_\_\_\_

## 8. Approval

Director:

Approved / Not Approved

Approved Amount: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

## 9. Approved by:

Honorable Secretary

Approved / Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

  
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