



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



RESEARCH & DEVELOPMENT POLICY

Preamble:

One of the important limbs of any Technical Institution is research. For a successful progress of the Institute, it has to focus on both academics and research. At Vignan's Institute of Management & Technology for Women, Research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives.

VMTW promoted and implemented a wide range of policy actions since its inception in 2008 to promote research. The promotional initiatives of VMTW include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the *new* knowledge, and a strong doctoral program for award of Ph.D on completion of quality research work.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of VMTW on Promotion of Research & Innovation, Consultancy & Extension Services.

Application of the Policy

The policy applies to all regular teaching faculty members of all department of the Institute.

Vision

To achieve excellence in research and create an outstanding climate of support for researchers, broadly enabling research advances to meet National and International needs.

Objectives

- The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.


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- To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

General Principles Underlying this Policy

- The incentive/ sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- The policy shall not be influenced by the employee's race, religion or gender.
- The R&D Coordinator will review the incentive claim applications, based on that Dean-Admin shall prepare a list of candidates recommended for incentives to the approval of Principal and CEO.
- If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- 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.
- An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence counter signed by the HOD and R&D Coordinator.
- After checking the claim and approval by the Principal, the Dean-Admin will claim and disburse the amount following the usual procedure.
- As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.

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- All decisions on incentives shall be taken up twice in a year in the month of September & April. However, the incentive will be paid during Governing Body Council Meetings.
- Principal will be the competent authority to sanction/stop any incentive as per the Institute norms

R& D Incentive Policies

Incentive for book publications

- 1. Full text book with single author : INR 12000**
- 2. Full text book with two authors : INR 6000 each author**
- 3. Full text book with multiple authors : INR 4000 each author**
- 4. Chapter Contribution : INR 3000**

Note: Published book or chapters or monogram must have 'VMTW' as the affiliation

Incentive for Research Publication:

If a research paper is published based on his/her work in hard copy or in electronic form in a referred journal, he / she will pay an incentive as indicated below.

SCI Journal	20000
Un paid Scopus Journal	10000

- The publications will be considered only if they are indexed in Web of Science or in Scopus.
- Faculty of sister concern colleges of VMTW also includes in OTHERS category.
- Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- Faculty members should also submit a "Self Declaration" stating that publication fee was not paid to the Journal.
- Published paper must have 'Vignans Institute of Management & Technology for Women' as the affiliation.
- On-line date is to be considered as the date of publication.
- Authors outside the VMTW fraternity are not entitled for this scheme.




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- Research Paper publication through Conference will be treated as paid publication.
- Publication claim under Research Incentive Schemes (RIS) of VMTW must be made within a month of publication in the prescribed form.

Incentives for Presentation of Research Papers in Conferences/Seminars in India

- ❖ The International/ National conference must be of repute (viz. IEEE, Springer/Wiley etc.) and the hosting Institutions must be of Institutes of repute IIT's /IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
- ❖ The paper/ article must be published in any National/International Journal/Conference proceedings.
- ❖ **The faculty would be allowed OD + Registration fees on actual basis or Rs. 5,000/- whichever is less.**
- ❖ In case of joint authorship only one faculty can avail the facility.
- ❖ Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 10,000/- only).
- ❖ Maximum number of ODs is limited to one week during lean period. Number of
- ❖ ODs during the academic period is subject to prior approval of Principal.
- ❖ Only Oral presentation of research papers is available.

Incentives for Presentation of Research Papers in Conferences/Seminars outside India/Abroad.

- ❖ The faculty has to approach AICTE(Which provides 100% funding project subject to meeting their norms) for Travel Grant or other Funding Agencies of Govt. of India.
- ❖ It has been observed that some of the proposal may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore VMTW may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40% by VMTW with the candidate having atleast 5 years' service in VMTW. Also the candidate should register for Ph.D after coming as soon as possible.


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- ❖ The staff who wish to apply for incentives for paper presentation in the International conferences abroad need to get approval from Chairman/CEO atleast one Month in advance.

Note:

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad will be paid only after submission of duly filled application attaching copies of evidence countersigned by the HOD and R&D Coordinator.
2. However, the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to approval of the principal.

Incentives for attending Workshops/FDP's

- ❖ The Workshops/Symposium/FDP's hosting Institutions must be Institutes of repute-IIT's/IISc/NIT's/IIM/Universities/Deemed Universities etc.
- ❖ The faculty would be allowed OD + Registration fees on actual basis or Rs.5000/- whichever is less, when the workshops /Symposium/FDP's have minimum of 3 days duration.
- ❖ The faculty would be allowed OD + Registration fees on actual basis or Rs.3000/- whichever is less, when the workshops /Symposium/FDP's have less than 3 days duration.
- ❖ Each faculty can attend workshops/symposium/FDP of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs.10,000/- only.
- ❖ Maximum number of OD's is limited to one week during lean period. Number of OD's during the academic period is subject to prior approval of principal.
- ❖ Minimum service clause is not applicable to attend conference/symposium/FDP.
- ❖ Faculty going for attending FDP's outside need to disseminate knowledge/information by organizing faculty development program(FDP)/ Student Development Program (SDP) / Student workshop/ Summer etc for the benefit of Faculty and students in their respective departments.


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- ❖ The OD and registration claim under Research Incentive Scheme(RIS) of VMTW must be made within a month in the prescribed form.

Incentive for Generation of Research Grants:

- ❖ Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
- ❖ The Incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.
- ❖ Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

Incentives for Professional Body membership:

- ❖ All the faculty members on roll of VMTW having more than FIVE SCI/SCOPUS research papers, acquiring membership in the National / International Professional societies are eligible for reimbursement of 50% of cost of membership registration fee subject to Maximum of Rs.10,000/-.
- ❖ Maximum of Rs.Ten Thousand(Rs.10,000/-) will be paid for International society membership and Rs.Five Thousand(Rs.5000/-) will be paid for National Society membership and Rs.Two Thousand(Rs.2000/-) for State Level Membership.
- ❖ Incentive claim under Research Incentive Scheme(RIS) of VMTW must be made within a month of registration with the professional bodies.

Incentive for Doctoral Research Guidance

	Ph.D	
	Supervisor	Co-Supervisor
Incentive	10000	5000

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Special Note:

In order to claim the incentives, the following documents should be submitted to Dean-Admin along with the duly filled application for claiming Research Incentive with countersign of HoD & Verification sign of the Co-Coordinator – R&D.

- a) A copy of notification of Conference/ Seminar/Workshop/FDP
- b) Copy of the mail submitting the draft copy of the paper
- c) Copy of the acceptance main in case of Conferences/Seminars
- d) Copy of Evidence of participation(Certificate of participation)
- e) Original receipt towards payment of registration Fees
- f) Copy of the paper published in proceedings of the Journal/Conference
- g) Copy of the index page of the Journal/Conference/Seminar proceedings.

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