



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)
Gurugram, Delhi-NCR
Budhera, Gurugram-Badli Road, Gurugram (Har yana) – 122505 Ph. : 0124-2278183, 2278184, 2278185



I-GAUGE
INDIAN UNIVERSITY RATING

GOLD

DEAN, RESEARCH AND DEVELOPMENT

RESEARCH PROMOTION POLICY



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Research is an important parameter for any Institution. To promote Research and publications by the faculty members and students of the University, the guidelines for research promotion are categorized as:-

- 1) Incentives for Research projects, publications and research related activities.**
- 2) Financial assistance for pursuing Ph.D**
- 3) Financial assistance for attending National and International Conferences and Faculty Development programmes.**



Incentives for Research projects, publications and research related activities

- i) The faculty (Principal Investigator) **submitting a research project for extramural funding** by government / other agencies (for more than Rs. 3,00,000), priorly approved by the University Research committee / SGT Council for Biomedical research, shall be awarded a monetary reward of Rs. 5000 per project.
- ii) The faculty (Principal Investigator) submitting a research project for extramural funding and **getting a sanction by funding agency** (government / other) shall be awarded a monetary rewards of 2% (two percent) of the total funding.
- iii) Faculty members publishing Books / Chapters in the reputed publishing house in edited volumes will be awarded a suitable cash prize Rs. 10,000.
- iv) Publication of scientific articles in SCOPUS/ PUBMED/ UGC indexed journals, shall be awarded as per the following :

- ABCD listed journal (A*Category)	Rs. 2,00,000(Two lakhs)
- ABCD listed journal (A Category)	Rs. 1,00,000(One lakh)
- ABCD listed journal (B Category)	Rs. 50,000 (Fifty thousand)
- Scopus Indexed journal	Rs. 50,000 (fifty thousand)
- Web of science indexed journal	Rs. 50,000(fifty thousand)
- UGC approved list journal indexed in Scopus/ Web of science	Rs. 50,000(fifty thousand)
- a) The incentive applies to members of faculty who publish while remaining on rolls of the university.
- b) In case the publication is in joint names/ authorship the incentive shall be appropriately distributed to Authors of the paper as per their contribution in the article.



- v) Faculty members receiving state/national/International award/fellowship for shall be awarded suitably.
- vi) **Annual Best Teacher award** in each faculty shall be awarded according to parameters judged by committee constituted by competent authority. The award shall include a certificate, medal and a suitably awarded cash prize.
- vii) Every faculty member will have an annual assessment based on contribution in academic & research spheres. These assessments will be given significant weightage for individual faculty member & collectively for the department. Research performance and achievements are an essential part of the Key Performance Indicators (KPIs) for annual increments. For promotion to Higher post / salary increment, significant contribution in teaching, research and patient care if applicable will be awarded and given weightage in professional career advancement.
- viii) The researcher is permitted to use the infrastructural facilities like research equipments available within the University, with prior approval through proper channel. A letter of appreciation from the Dean, Research & Development would be given to researcher for extraordinary research work.
- ix) It has been decided that all assistant professors will do a FDP program from NPTEL and examination fee will be refunded after producing certificate of successful completion.
- x) The Plagiarism check done by IQAC for scientific papers of students/faculty from SGT University shall not be charged.



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Financial assistance for pursuing Ph.D

The Objective of these guidelines is to encourage the faculty member to improve their qualifications by pursuing Ph.D. programme available in the University.

Any teacher of the University can enroll for the Ph.D. programme as per the procedure laid down by the University.

- i) A teacher who is admitted to the Ph.D. course shall be provided fee concession to the tune of 50% of the fee charged for the course.
- ii) A teacher shall be provided Rs. 10,000/- per annum as contingency fund for stationery, travel to research institutes, purchase of book etc. However, the books purchased will be deposited with the Departmental library after completion of the Ph.D.
- iii) The teacher will have to take an undertaking that he/she shall continue to be in the employment of the University for one year after completing Ph.D. course.
- iv) The teacher will have to give surety of Rs.1.50 lakhs for getting the fee concession.



Financial assistance for attending National and International Conferences and Faculty Development programmes.

1. OBJECTIVE :

To encourage the faculty for attending the National / International conferences / seminar/ symposia/ workshops and short duration training programmes.

2. GUIDELINES FOR FINANCIAL ASSISTANCE TO TEACHERS TO ATTEND THE CONFERENCES/SEMINARS/ SYMPOSIA ETC. IN INDIA OR ABROAD

- A. Academic leave up to 10 days may be granted without any financial assistance by the University if a teacher is not presenting any paper in the workshop or training programme with in India or abroad.
- B. Teachers going under any international collaboration exchange programme with CSIR, DST, ICSSR, ICAR, MCI, DCI and other agencies of similar reputation may be provided financial assistance up to 50% of the travel expenses or Rs. 20,000/- whichever is less in addition to maximum 10 days academic leaves. However, the works and detailed plan of such visits should be submitted to the Dean, Academic Affairs of the University of the University.
- C. Financial assistance to teachers for attending the conferences/seminars/symposia etc. at national level will be available once in two academic years. In such cases, the Financial assistance will be limited to travel expenditure (actual train fare-AC-2 Tier or equivalent air fare and registration fee to a maximum of Rs. 10,000/-).
- D. Financial assistance to teachers for attending the conferences/seminars/symposia etc. abroad/ internationally will be available once in three academic years. In such cases, the financial assistance will be limited to travel expenditure and registration fee to a maximum of Rs. 20,000/- Deputation to attend conference in India will not be counted for the purpose of availing such assistance.



- E. Only one teacher per department will be allowed to attend the same conference in India or abroad. In case of two or more applicants for attending the same conference/seminars & symposium etc, the youngest teacher may be given preference over the other senior teacher to promote or update his / her knowledge and enable him/her to perform better.

3. ELIGIBILITY FOR FINANCIAL ASSISTANCE

- a. The teachers who are invited to attend national/international academic conference/seminars etc. should verify that the level of programme and the Institution organizing the events is truly the national/international, professional and capable of enhancing the skills of the participants.
- b. The financial assistance may be provided in the following order of preferences:**
 1. Teachers delivering keynote address/plenary lectures
 2. Teachers contributing a paper
 3. Teachers invited to chair a session
 4. Teachers invited under international collaboration exchange programme
 5. Teacher invited to give talks/lectures
- c. The acceptance of papers from organizers should have been received.
- d. Subject to all other conditions being equal, preference may be given to application who have already raised part financial support from other sources who are session Chairman/Organizing Committee Official / Award winner in addition to the paper presentation. Preference may also be given to those who have never been deputed to attend such conferences.

4. PROCEDURE OF APPLYING FOR FINANCIAL ASSISTANCE FOR ATTENDING SEMINAR/CONFERENCES/SYMPOSIA ETC ABROAD AND INDIA.



- a. The prescribed application form for conference/symposia/seminar etc. in India and abroad is to be used.
- b. Application duly forwarding by the head of the Department and Dean of Faculty with their specific recommendation (regarding eligibility and amount to be given), should reach the Office of the Dean, Research and development preferably 30 days before the date of the programme (even if , the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:
 - I. A soft copy of the full text of documents/papers prepared by the teacher for presentation at the National/International conference/seminars/symposia/ congress/workshops. The details of training programme, even if of short duration should be provided.
 - II. Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.
 - III. A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section and mentioning details of the financial support offered etc. should also be enclosed.
 - IV. In case of conference / seminars / symposia / congress / workshops / training programme of short duration, the Invitation or other relevant documents should be attached.

5. FOLLOW-UP ACTION FOR ABROAD AND INDIA

- a. The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Dean, Research & Development within a week



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through the concerned Dean to enable others to utilize the amount so released.

- b. Deputed teachers after attending conferences should provide a participation certificate and submit the bills within one month of return from the conference.

6. DEPUTATION WITHOUT FINANCIAL SUPPORT ABROAD AND INDIA

- a) Teacher seeking permission to attend conferences/seminars/symposia/workshop / training programme in India or abroad without financial support from the SGT University but (academic) leave only, should also follow the same procedure as mentioned in procedure of applying for financial assistance for attending conferences/seminars/symposia etc abroad and India.
- b) Such teachers should fulfill all the requirements listed above, but the frequency restriction (once in 3 years only for conferences abroad and once in 2 years for conferences in India) shall not apply to them.
- c) Such teachers shall be granted leave as per University rules.
- d) For any conference /academic seminar etc, as a special case, Vice Chancellor may allow up to 50% of the Faculty member to attend such conference/training etc. without financial assistance, so that the teaching of the department should not suffer.