



CHITKARA
UNIVERSITY
HIMACHAL PRADESH

Research Promotion and Incentive Policy

Version 1.0



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Synopsis of RPIP

A		B		C	D	E	F
Publication in a Scopus indexed journal with h - index value as	Incentive amount (in INR)**	Research project Grant finally credited into university account	Incentive amount for Research project grant**	Incentive amount for Patents filing	Incentive amount for consultancy	PhD Supervisor incentive	Incentive amount for Editing a book published in collaboration with some journal as a special issue
0 / Conference paper	10,000	up to Rs 1 crore	An amount equal to fixed % of the funding amount credited into the University account	An amount equivalent to the fee for filing patent and Request for examination for the patent (Paid directly to the patent office / attorney)	An amount equivalent to 90 % of the amount generated for consultancy projects	An amount equivalent to 30 % of the tuition fee (payable only up to first 3 years from the enrolment of candidate)	INR 10,000 per paper getting indexed in Scopus to the Editor of the book and Rs. 10,000 to the team of authors of the paper.
1 to 20	20,000						
21 to 40	25,000						
41 to 60	30,000						
61 to 80	40,000						
81 to 100	50,000	1 Cr<EMG<=2 Cr					
101 to 125	60,000	2 Cr <EMG					
126 to 150	70,000						
151 to 200	85,000						
201 to 250	100,000						
251 and above	150,000						

1. INTRODUCTION

Chitkara University wishes to establish itself as one of the pioneer research universities, expanding realms of knowledge in select focus areas. This policy document describes various incentives to encourage and promote the culture of research and innovation amongst the staff and indirectly amongst students.

2. OBJECTIVES

To encourage staff of Chitkara University to:

- i. Publish high quality and original research articles and thus have more citations per article
- ii. File and publish patents having good commercialization potential
- iii. Write and submit research proposal inviting extramural funding and establish state-of-art research facility
- iv. Provide consultancy services to industry and other organizations
- v. Edit books published by reputed Publishing Houses

3. EXPECTED OUTCOME

- i. Enhancement in quality of research and innovation related activities
- ii. Expansion of frontiers of knowledge and thus contribute to the IP worth of the nation

4. ELIGIBILITY, TERMS & CONDITIONS

- i. Only regular faculty members on the rolls of the University are eligible.
- ii. The effective date for enforcement of this policy is 1st January, 2021.
- iii. For calculation of incentives, the start and end dates will be defined by the calendar year.
- iv. Any Research Award/Grant/Cash Incentive/Leave benefit cannot be claimed as a right.
- v. All the achievements requested for incentives should be with the affiliation of "Chitkara University".
- vi. The decision of the Research Promotion and Incentive Committee (RPIC) will be final
- vii. The policy can be withdrawn at any point of time without any formal notice to anybody. University reserves the right to modify or amend this policy in whole or in part at any time – with or without notice.
- viii. All benefits will lapse if the faculty member leaves the organization.
- ix. If even after disbursement of the incentive, if the awardee is found supplying wrong, incorrect or incomplete information, whole amount of cash incentive will be reclaimed back
- x. For any research activity, which is done in collaboration with other Institute/Lab or University, only the faculty member of Chitkara University shall be entitled for Research Awards or Cash Incentives. The external member shall not be entitled for any benefits.

5. COMMITTEE

Research Promotion Incentive Committee (**RPIC**) duly comprising of following will be meeting on regular basis to take decisions and submit its final recommendations to Hon'ble Pro Chancellor for final approval. The minimum chorom of the meeting is 2/3rd of the members.

- i. Vice Chancellor, Chairperson

- ii. Registrar
- iii. Dean (Research), Member Secretary
- iv. Director (Research) - OPFC
- v. Director (IQAC) or his nominee
- vi. Director (Talent Management) or his nominee

Committee may involve concerned Dean / Head of Department in case of any inputs to be solicited for some specific cases of discussions.

6. ANNUAL RESEARCH EXCELLENCE AWARDS

6.1. Subject to approval of Research Promotion Incentive Committee (RPIC), five awards will be announced in different categories as given below:

- I. Best Research Author Award
- II. Most Funded Researcher Award
- III. Best PhD Supervisor Award
- IV. Best Innovator Award
- V. Best Consultant Award

6.2. These awards will be given away on the basis of highest cash (actual or notional) Incentive earned by a faculty member in a particular category.

6.3. Cash incentives will be disbursed only once in a year in the month of January for the preceding calendar year.

7. Faculty members are eligible to draw incentives under 6 different heads– A, B, C, D, E and F as explained below in the clauses 8 to 12.

8. TO PROMOTE RESEARCH PUBLICATIONS | Associated award – Best Research Author Award

8.1. Eligibility and frequency

Only the Authors and faculty members who have shown affiliation to Chitkara University as per **Annexure-1** and have obtained UINC and UINP from Office of Dean (Research).

Cash incentive under this category will be disbursed only once in a year in month of January for the preceding calendar year.

A	
Publication in a Scopus indexed journal with h - index value as	Incentive amount (in INR)**
0 / Conference paper	10,000
1 to 20	20,000
21 to 40	25,000
41 to 60	30,000
61 to 80	40,000
81 to 100	50,000
101 to 125	60,000
126 to 150	70,000
151 to 200	85,000
201 to 250	100,000
251 and above	150,000

**RPIC will be taking into consideration the impact factor of the journals as well to decide on the final incentive amount.*

*** Subject to approval of Research Promotion Incentive Committee (RPIC)*

8.2. Process

- 8.2.1.** Whenever paper is to be communicated to any conference/journal, it is necessary to obtain UINC (Unique Identification number for communication) from the Office of Dean (Research)
- 8.2.2.** As soon as the paper gets published in the journal or conference paper gets indexed in Scopus, the UINP (Unique identification number of Publication) is to be obtained from the Office of Dean (Research).
- 8.2.3.** The Office of Dean (Research) will collate a list of research publications on the basis of the half yearly notifications, UINC and UINP by the 20th day of July and January.

8.3. Dissemination of cash incentive

8.3.1. ODR will prepare a matrix as below in January of every year for the preceding calendar year:

Name of the Faculty	Total no. of papers for which Faculty is part of	h index of paper 1	h index of paper 2	h index of paper 3	h index of paper 4	h index of paper 5	h index of paper 6	h index of paper 7	h index of paper 8	Total cash incentive eligibility	Calculation
A	5	10	20	50	70	100				36666.66667	$(25000/3) + (35000/3) + (50000/3)$
B	4	50	10	25	150					36666.66667	$(35000/3) + (75000/3)$
C	3	15	65	173							Not eligible
D	2	110	251								Not eligible
E	6	20	35	75	60	100	80			48333.33333	$(35000/3)+(25000/3)+(50000/3)+(35000/3)$
F	7	5	10	15	18	20	25	47		30000	$(15000/3)+(15000/3)+(15000/3)+(20000/3)+(25000/3)$
G	8	1	3	5	10	15	12	110	0	45000	$(15000/3)+(15000/3) + (15000/3) + (15000/3) + (60000/3)$
H	4	50	67	201	253					116666.6667	$(150000/3)+(200000/3)$
I	5	0	1	0	0	0				10000	$(10000/3)+(10000/3)+(10000/3)$

8.3.2. Total amount which a paper is eligible for will be divided by 3 to be given away to the authors irrespective of no. of authors in the paper. ME fellowship students / PhD students / UG students will not be eligible for any incentives. No cash incentive will be payable to the authors from other institutes.

8.3.3. A Faculty will be eligible for cash incentives only beyond his/her first 2 research papers subject to the condition that he/she has been able to meet the requirement of 4 papers in a calendar year. Papers with higher h index will be considered for award of cash incentives.

8.3.4. Accordingly, faculty A will be eligible for cash incentive for paper 3, paper 4 and paper 5.

- i. Faculty B will be eligible for Paper 1 and Paper 4
- ii. Faculty C will not be eligible for any cash incentives because he has not been able to meet the condition of 4 research papers in a calendar year. Same will be the situation with Faculty D as well.
- iii. Faculty E will be eligible for cash incentives for his papers 3, 4, 5 and 6.
- iv. Faculty F will be eligible for cash incentives for his papers 3, 4, 5, 6 and 7
- v. Faculty G will be eligible for cash incentives for his papers 2, 3, 4, 5, 6 and 7.
- vi. Faculty H will be eligible for cash incentives for his papers 3 and 4.
- vii. Faculty I will be eligible for cash incentives for his papers 2, 3 and 5.
- viii. Example calculations of incentives have been provided in the grid table above.

- ix. Eligibility of a Faculty member to draw any kind of cash incentives will vanish, in case he/she quits the services of the university in interim. However, calculation for other authors of the paper will still be made by dividing the total eligible amount/3 per paper.

8.3.4.1. Advantages

- i. Faculty members will be hesitating to add the names of non deserving authors in their papers who have not contributed.
- ii. There will not be any conflicts among Faculty members on the amount of cash incentives to be given away to authors/co authors.
- iii. Ultimately, university will be having more number of papers to its kitty.
- iv. Faculty may try to push the quality so as to take benefit of higher incentives associated with higher h index journals.
- v. Process will be simpler and easy to handle.

8.4. Best Research Author Award

The faculty author, who gets the largest amount as the cash incentive, will be declared as the Best Research Author Award

9. TO INVITE EXTRAMURAL FUNDING | Associated award – Most Funded Researcher Award

9.1. Eligibility and frequency

- 9.1.1. Staff member should have obtained the forwarding letter from the office of Vice Chancellor. Copy of the proposal has been submitted in the office of Vice Chancellor.
- 9.1.2. Acknowledgement of the final submission of the project and a copy of the proposal should have been submitted in the office of Vice Chancellor.

9.2. Process

- 9.2.1. Any staff member willing to submit the project for extramural funding approaches the office of Vice Chancellor with complete copy of the proposal (at least 3 days prior to the deadline)
- 9.2.2. After single cycle of scrutiny, the forwarding letter is signed by the Vice Chancellor and the proposal can be submitted to the funding agency

9.3. Dissemination of cash incentive

Amount will be equally divided among all the Faculty members associated with the Project and same will be disseminated as per the details mentioned in the below grid in the month of January for the preceding calendar year.

Research project Grant finally credited into university account	Incentive amount for Research project grant*
up to Rs 1 crore	An amount equal to fixed % of the funding amount credited into the University account
1 Cr < EMG <= 2 Cr	
2 Cr < EMG	

**The percentage will be recommended by RPIC every year depending upon the total amount of funding received in that calendar year.*

9.4. Most Funded Researcher Award

The faculty member, who gets eligible for the largest amount as the cash incentive, will be declared as the Most Funded Researcher Award

10. TO PROMOTE FILING PATENTS | Associated award – Best Innovator Award

10.1. Eligibility and frequency

Staff member should have filed the patent with the University affiliation and through OPFC

10.2. Process

- 10.2.1. Any staff member, who is willing to file patent, approaches Office of Patent Facilitation & Consultancy (OPFC) with the invention disclosure form
- 10.2.2. OPFC approaches the panel of patent attorney for vetting the idea and drafting the claims for filing the patent
- 10.2.3. The draft is approved by the staff members and innovators
- 10.2.4. The innovators decide their share of commercial benefits while signing the MoU with the university
- 10.2.5. The patent is filed

10.3. Dissemination of the cash incentive

100% patent filing fee is borne by the university. A notional amount equivalent to the patent filing fee of the patents one files gets equally distributable amongst innovators

10.4. Best Innovator Award

The faculty member, who gets eligible for the largest amount as the cash incentive (notional and as calculated in 10.3), will be declared as the Best Innovator Award

11. TO PROMOTE CONSULTANCY | Associated award – Best Consultant Award

11.1. Eligibility and frequency

11.1.1. Staff member should have filled the APW (format available with OPFC) with the other organization and has obtained APW number from OPFC

11.1.2. Amount should have been received in the name of Chitkara University.

11.2. Cash Incentive and its dissemination

An amount equivalent to 90% of the consultancy amount is given away to the faculty consultant.

11.3. Best Consultant Award

The faculty member, who gets eligible for the largest amount as the cash incentive during the year will be declared as the Best Consultant.

12. TO MOTIVATE PhD SUPERVISORS FOR HIGH QUALITY RESEARCH BY RESEARCH SCHOLARS | Associated award – Best PhD supervisor Award

12.1. Eligibility

Should be guiding one or more PhD scholar(s)

12.2. Cash Incentive

An amount equivalent to 30% of the tuition fee – paid by the PhD Scholar for each phase of the PhD program (payable only up to first 3 years from the enrolment of candidate) is given away to the Faculty Supervisor

12.3. Process and dissemination

12.3.1. The DRC(s) of the various faculty will keep a track of the cash incentives to be given to faculty supervisors.

12.3.2. The total amount will be given at the end of the calendar year to all eligible supervisors

12.4. Best PhD supervisor award

The faculty supervisor, who gets the largest amount as the incentive during the calendar year will be declared as the Best PhD Supervisor.

Affiliations to be used while Communicating Research Papers

School/College/Institute	Departments
Chitkara University School of Engineering & Technology	Department of Applied Sciences
	Department of Computer Science & Engineering
	Department of Electronic & Communication Engineering
	Department of Civil Engineering
Chitkara University School of Hospitality Management	Department of Hospitality
Chitkara University School of Business Studies	Department of Business Studies
Chitkara University School of Basic Sciences	Department of Basic Sciences
Chitkara University School of Computer Applications	Department of Computer Applications
Chitkara University College of Nursing	Department of Nursing
Chitkara University School of Pharmacy	Department of Pharmacy

As a quick interpretation, any Faculty member say, 'XYZ' from Department of Computer Science and Engineering or Department of Electronic & Communication Engineering or Department of Applied Sciences should write his / her affiliation as

**XYZ,
Chitkara University Institute of Engineering and Technology,
Chitkara University, Himachal Pradesh,
India**

Similarly, any Faculty member 'ABC' from Department of Basic Sciences should write his/ her affiliation as -

**ABC,
Chitkara University School of Basic Sciences,
Chitkara University, Himachal Pradesh,
India**



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