



## VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM GENERAL POLICY FOR RESEARCH AND DEVELOPMENT INCENTIVES

### **Aim of the policy**

To create a conducive platform for encouraging the faculty to undertake cutting-edge research and to produce quality output.

### **Policy:**

The policy is to ensure that any employee who has undertaken quality research is to be encouraged and is to be rewarded for the progression of such research.

The terms and conditions of R&D Policy are as follows:

- An employee is eligible to apply for incentive under R&D policy only if he/she has undertaken research/research related work.
- This criterion only considers the faculty output in research during the academic year under consideration.
- R&D output includes research articles published in National and International Journals, Articles presented in National and International Conferences, Conferences/Workshops/Symposium organized and participated.
- It also considers the quality of research. Research score is computed based on Global R&D quality indices like Citation index, impact factor, H-index etc which are updated from time to time.

### **1 Incentive for book publications:**

<b>CATEGORY</b>	<b>Standards/Norms</b>	<b>TEXT BOOK (Monographs Published by Single Author)</b>	<b>TEXT BOOK (Revised Edition as a single author)</b>	<b>Units/Chapters Contributed as a Main Author</b>	<b>Units/Chapters Contributed as a Co-Author</b>
TEXT BOOK - that is intended to be used should be useful for the students as well as teachers	a. The text book with ISBN/ISSN No. and recommended by any International/State University	25000	None	5000	2000
	b. The text book without ISBN/ISSN No. and recommended by International/State University	15000	None	2000	1000
	c. The text book without ISBN/ISSN No. and not recommended by any International/State University	10000	None	1000	None



**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM  
GENERAL POLICY FOR RESEARCH AND DEVELOPMENT INCENTIVES**

**2 Incentive for Research article/Paper Publications, Participated in Workshops/Symposiums/conferences:**

S.No.	Research/Event Type	Eligibility criteria	Research Incentive
1	Any research article/Paper published in International Journals*	The article/paper must be H-Indexed /SJR indexed/Scopus / Thomson Reuters indexed journal	a) Rs. 10000 per research publication for first author b) Rs. 5000 per research publication for co-authors
2	Papers presented in International Conferences#	The paper/article must be published in any national/International Journal/conference proceedings	a) <b>Registration Fee:</b> Maximum of Rs. 5,000/- or Actual registration fee whichever is less b) <b>TA/DA:</b> As per Institute norms
3	Participated in Workshops/Symposia of Minimum three days duration#	Association with IEEE or organized by any premier institutes like IIT/NIT/IIIT/IIM etc	a) <b>Registration Fee:</b> Maximum of Rs. 5,000/- or Actual registration fee whichever is less b) <b>TA/DA:</b> As per Institute norms
4	Participated in Workshops/Symposia of less than three days duration#	Association with IEEE or organized by any premier institutes like, IIT/NIT/IIIT/IIM etc	a) <b>Registration Fee:</b> Maximum of Rs. 3,000/- or Actual registration fee whichever is less b) <b>TA/DA:</b> As per Institute norms
		Any other	a) <b>Registration Fee:</b> Maximum of Rs. 2,000/- or Actual fee whichever is less b) <b>TA/DA:</b> no TA/DA will be provided.

\* Any articles with multiple authors from VIIT will be considered for a maximum of Rs.10,000/- incentive per article only and such amount will be split among all the authors

# A faculty is allowed to claim registration fee and / or TA/DA for a maximum of 2 events (both conferences and workshops / symposia included) per year

**3 Traveling allowances (TA)/Dearness Allowances (DA) for Research & Development:**

S. No.	Event/Activity	Cadre	TA	DA
1	Paper presentation in an international/ National conference within India	Professor	a. II A.C / equivalent is permissible by shortest route on production of original tickets. b. If the travel distance is more than 1000 K.M, Actual air fare or a maximum of Rs.20000 shall be	Rs.1500 in an ordinary city and Rs.2000 for Metropolitan cities per day is permissible.



**VIGNAN'S INSTITUTE OF INFORMATION TECHNOLOGY::VISAKHAPATNAM  
GENERAL POLICY FOR RESEARCH AND DEVELOPMENT INCENTIVES**

			reimbursed.	
		Associate Professor	III A.C / A.C Chair Car / equivalent by shortest route on production of original tickets.	Dearness allowance (D.A) for more than 24 hours stay: It is limited to Rs.750 for normal cities or Rs. 1000 for Metropolitan cities per day.
		Asst. Professor	Sleeper class / equivalent by shortest route on production of original tickets	
2	Paper presentation in an international conference outside India	Professor	50 % of TA limited to economy class of Airplane by shortest route on submission of original tickets or Rs. 20000 which is ever is less.	Rs.4000 in an ordinary city or actual whichever is less
		Associate Professor		Daily allowance (D.A) for more than 24 hours stay: It is limited to Rs.500/- or Rs. 800 in Metropolitan cities per day.
		Asst. Professor		

**Other terms & conditions:**

- a. TA/DA shall be provided on the submission of original bills only
- b. D.A includes boarding, lodging and local conveyance charges. If the registration fee is inclusive of accommodation/ travel / boarding, then the faculty is not entitled to claim TA and DA
- c. All TA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to regular fare.
- d. If the travel distance is less than 750 K.M, then the days of conference / seminar will be considered as on duty. If the travel distance is more than 750 K.M, one extra day in addition to the duration of the event will be considered as on-duty.
- e. The staff should get prior approval from concerned authorities to avail above incentive.
- f. The staff who wish to apply for incentives for paper presentation in the international/ National conferences abroad need to get approval from Chairman/CEO at least one Month in advance.
- g. A staff member can avail for a maximum of two external events in a current academic year.
- h. Staff members are required to apply to government agencies (UGC, DST, AICTE etc) for support wherever applicable. Such application should be submitted along with the application for R&D incentive.
- i. The aforementioned policy may change from time to time in accordance with the Institute policy.
- j. Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

**4 Incentives for Research Awards/Any recognition received by the faculty from reputed Professional Bodies and Agencies (For which Vignan has not provided any funding):**

Awards received from agencies	International Level	National Level	State level	University Level
Incentive(INR)	10000	5000	2000	1000



**5 Incentives for Professional Body Membership:**

Professional Body Membership obtained from reputed agencies on invitation basis (unpaid)	International Level	National Level	State level
Incentive	10000	5000	2000

**6 Incentive for Doctoral Research Guidance:**

	Ph. D	
	Supervisor	Co-Supervisor
Incentive	10000	5000

**7 Incentive for Consultancy work:**

To encourage genuine consultancy work from the faculty, VIIT announces a policy whereby the faculty can claim 100% of the amount charged under the consultancy work. This is subject to the following conditions:

- a) Faculty should be the sole in-charge of the consultancy work
- b) The said consultancy work should be undertaken post the approval of the principal and the agreement should be undertaken between VIIT and the concerned third party
- c) The payment for the consultancy work should be credited to VIIT which will further be passed on to the faculty



### Author Consent Letter

To  
The Principal  
Vignan's Institute of Information Technology  
Visakhapatnam

Respected Sir,

**Sub:** Submission of information for the incentives announced as per R&D policy-Reg.

I hereby submit the published manuscript to claim the incentives announced as per the R&D policy of VIIT and also accept the following terms & conditions:

1. The article entitled “ \_\_\_\_\_ - \_\_\_\_\_ ”  
published in the journal titled \_\_\_\_\_ is my bona fide work. In addition, the journal is listed under one of the indices published by either SJR/Scopus/Thompson Reuters or any other agency accepted by VIIT.
2. I also confirm that this article was published during the academic year under consideration. E.g. For AY 2015-16, the publication should be between 1<sup>st</sup> August 2015 to 31<sup>st</sup> July 2016.
3. I also confirm that I have declared the details of any other faculty members from VIIT who have been named as the coauthors in the published article.
4. The article clearly mentions that I work with “Vignan's Institute of Information Technology, Visakhapatnam” and the institute name is listed in the author affiliations.

I hereby acknowledge that the above furnished data is true to the best of my knowledge and if any misrepresentation of data can be considered intentional.

Yours faithfully,

Name :  
Employee ID :  
Department :

**Note:** Kindly print this Author Consent letter and submit along with your manuscript to process the R&D incentive.