



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida - 201 310 (UP) INDIA

B Tech - CSE, IT, CE, ECE, EE, EEE # NBA Accredited

Research Policy

Draft

1. Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and researchers in Galgotias College of Engineering and Technology, Greater Noida. The policy shall serve as an overall framework within which research activities may be carried out.

2. Scope of the Research Policy

The scheme covers all faculty members, non-teaching and students of the institute.

3. Objectives

- To create an enabling environment within GCET in order to foster a research culture as well as provide required support through research framework and guidelines.
- To build and strengthen institutional capacity to facilitate all type of research activities at the institute
- To ensure publications in quality journals, indexed in Scopus/Web of Science with impact factor.
- To encourage faculty members to submit proposals for funding from various funding agencies in India and abroad
- To undertake consultancy projects sponsored by the Government, Private, Industrial and other organization
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- To carryout Research and Development in the area of their PhD / Interest.

4. Composition of GCET Research and Development Advisory Committee

Research and Development Advisory Committee will take care of concerned / assigned / deemed / applicable works, as notified by the Director. It may also set up and promote 'Action Groups' for managing specific projects / activities. Depts can frame their own R&D Committee for the same purpose.

5. Details of Scheme (Incentive / reimbursement)

5.1. Research Journal Publications

- Publication, which have GCET affiliation and published in journals (for papers in Technology, Science, Management and Social Sciences) will be considered for incentive as per following details :

S. No.	Category	Type	Incentive (Rs)		
			Citation <5	Citations >=5<10	Citations >=10
1	Journal Publications (SCIE/SSCI/AHCI)	Q1 Journal	16,000/=	18,000/=	20,000/=
		Q2 Journal	14,000/=	16,000/=	18,000/=
		Q3 Journal	12,000/=	14,000/=	16,000/=
		Q4 Journal	10,000/=	12,000/=	14,000/=
		Open Access Journal	8,000/=	10,000/=	12,000/=
2	Emerging Sources Citation Index (ESCI) / Scopus Index Journals	Non-Open Access Journal	6,000/=	8,000/=	10,000/=
		Open Access Journal	6,000/=	7,000/=	8,000/=



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S. No.	Category	Type	Incentive (Rs)		
			Citation <5	Citations >=5<10	Citations >=10
3	Scopus-Indexed / WoS Conferences and Book Chapters	Conference Paper	5,000/= or Registration fee (whichever is lower)		
4	Book Chapters		4,000/=		
The incentives are on a paper basis (not for each author of the paper).					

- b) Faculty members are encouraged to publish papers only in reputed journals and avoid publication in paid journals.
- c) Internal distribution of incentive benefits will be claimed as per the table given below :

Research Paper Category	Claim Distribution as per Author Position			
Single Author Paper	100%			
Two Author Paper	1 st (60%)	2 nd (40%)		
Three Author Paper	1 st (60%)	2 nd (20%)	3 rd (20%)	
Four Author Paper (only for	1 st (50%)	2 nd (20%)	3 rd (15%)	4 th (15%)
Five or more Author Papers	Claim will be settled up to first four authors only			

- d) The incentive is paper basis (as per 5.1.a) and will be distributed among the author(s) of GCET as per 5.1.c.
- e) For authors, claim will be settled for upto first three authors only, while for students / (faculty + student), claim will be settled for upto first four authors only.
- f) The Institute shall not be responsible for any copy right / plagiarism issue against research publication by the Author. In this respect, authors will submit their Self-Declaration and hence, all responsibilities will be lying with them.
- g) The date mentioned online should to be considered as the date of publication. A proof of journal paper and its indexing must be submitted while making the claim.

5.2 Publication of Books

- a) With the aim to encourage faculty members to author standard text books with reputed publishers, institute has incentive policy as per following :

S. No.	Details	Published By	Reward
1	Full Book	International Publisher # McGraw Hill, Prentice Hall, Taylor & Francis, Oxford University Press or other internationally reputed publishers (International Edition)	10,000/-
2	Full Book	National Publisher # Tata McGraw Hill, Prentice Hall of India, Taylor & Francis, MacMillan India, Sage India (National Edition)	5,000/-
3	Monographs	National / International Level	1,000/-

- b) Incentive (per book, as per 5.2.a) under this category will be settled upto first three authors as per 5.1.c (total incentive per book will be distributed among all the authors belongs to GCET).
- c) Faculties are regularly motivated to publish books or Monographs. Incentives are also provided to them for the same as per the cap given below.



5.3. Paper presentation at Conferences

5.3.1 Presentation of Research Papers in Scopus indexed Conferences (Inland)

- The papers by the authors must have been presented at an International / National Conference (viz. IEEE, Springer / Wiley / IPC, etc.) and / or hosted by premier institutes like IITs/ HSC/ NITs/ Government Universities/ Deemed Universities, etc.
- Only Oral presentation of research papers will be acceptable.
- Presenter will be given One Special Academic Leave for the day of presentation (maximum three days including travel in case the venue is more than 400 Km)
- Rs 3,000/- or 50% of Registration Fee (whichever is less) will be reimbursed (per paper presented)
- If there is a joint authorship, then this facility can be availed only by one faculty. The financial assistance provided to any faculty will be limited to Rs.3,000/- for presenting research papers in Conferences of repute.

5.3.2 Presentation of Research Papers in Conferences (Abroad)

- The faculty member wish to present paper in any conference outside India must apply to AICTE / AKTU (which provides scope of 100% funding as per their norms) or other Govt. Funding Agencies.
- In case, no funding is being granted from any of the Govt / Funding agency including AICTE, the GCET may consider the request for funding of 25% amount of Registration Fee and 25% of travelling expenditure (maximum of Rs 20,000/- towards registration and TA).
- The faculty would be sanctioned this amount only if he/she completed three years continuous service in GCET and his/her track record is found satisfactory. However, the decision of Research and Development Advisory Committee will be final.
- The claim will be entertained only once in two academic years.
- The research committee has special right to increase or decrease the frequency and funding limits.

5.4 Patents, Copyright and Monogram (IPR)

- Under this category, the incentive will be given to the faculty members of GCET (on successful publication / grant; having GCET affiliation) as per following :

S. No.	Parameter	Incentive (Rs / Publication) (if First author belongs to GCET)	Incentive (Rs / Publication) (if First author belongs to other Institute; Co-author belongs to GCET)
1	Patent (Publication)	500/-	As per 5.1.c
2	Patent (Grant)	1,000/-	As per 5.1.c
3	Patent (Commercialization)	5,000/-	As per 5.1.c
4	Technology Transfer	5,000/-	As per 5.1.c
5	Design Patent	2,000/-	As per 5.1.c
6	Copyright	1,000/-	As per 5.1.c
7	Monogram / Logo	1,000/-	As per 5.1.c

- The incentive (as per 5.4) will be distributed among the author(s) of GCET as per 5.1.c.
- For faculty members, claim will be settled for upto three authors only. While, for students / (faculty + student), claim will be settled for upto four authors only.
- All the expenditure during filing / grant of IPR will be borne by GCET with joint authorship and will have the full right on such IPR.



5.5 For attending Workshops / Seminar / FDPs

- If the faculty member attends a Seminar / Workshop / FDP (to be conducted by institute of repute like IITs / NITs / NITTR / IIITs / IIMs / Govt. Institutes / Govt Universities / Govt Deemed Universities etc.), the institute would be reimbursed the Registration Fee to him/her or Rs.3,000/- whichever is less.
- If any faculty is sponsored / deputed by the institute to attend any workshop / seminar / FDP (or any other activity / event), TA/DA will be reimbursed as per college rules.
- Minimum six months service is required as eligibility for claim. A faculty member can attend Workshops / Seminars / FDPs at above mentioned institutes only once in a semester.
- Special Academic Leaves will be provided as per college rules.
- The faculty members who have attended any Workshops / Seminars / FDPs from other Institutes must deliver a lecture in their respective department. It is desirable, the faculty member should also promulgate the gained knowledge among the faculty / students by organising workshops / seminar. The concerned notice, copy of certificate, PPT and photo / short video of lecture taken is to be submitted to IQAC and R&D Committee.

5.6 Participation in Conferences as Session Chair / Expert Lecture / Training Session

- If the faculty member participates in a Seminar/Workshop/FDP/ Expert Talk etc. as Speaker, Session Chair, Special Invitee etc., special academic leave of maximum two days per event can be granted twice in a year (four times – if special academic leave is of one day per event).
- If any faculty is deputed by the institute for the same, On Duty Leaves (OD) will be granted as per college rules. Further, TA/DA will be reimbursed as per college rules.

5.7 Funded Project / Research Grants / Grant for Upgradation of Research Infrastructure

- Proposals for getting grants from various funding agencies have to be submitted by the faculty members. The funding may be required for projects which may involve modernization of laboratories or research infrastructure, acquiring of equipment required for research study or conducting of surveys, etc.
- Research incentives, if any, will be decided by Research and Development Advisory Committee (if not the part of research grant / funding).
- There would be only one Principal Investigator and the faculty members who would be helping the principal Investigator with any other title/s would be treated as Co-Investigators during the calculation of the incentives. Incentives will only be provided to the Principal and Co- Investigators from the GCET (in a ratio of 60:40).

5.8 Consultancy

- For each consultancy work, the consultancy amount (after deducting all the expenses incurred in the concerned consultancy assignment) will be shared in a ratio of 50:50 (Institute : Faculty) or else decided by Research and Development Advisory Committee. Amount given to Faculty will be shared further among all other faculty / staff members concerned – as applicable / decided by competent authority / merit basic.

5.9 Membership of Professional Societies (IEEE, ACM, CSI, ISTE, ICEIT etc.)

- All faculty members having three or more publications (SCI/ SCI-E/ESCI/ SCOPUS indexed / UGC Care research papers with GCET affiliation), acquiring membership for National and International professional societies are eligible for reimbursement of 50% of membership registration fee maximum up to Rs. 3,000/-.
- The incentive will be admissible to first time registration only (initiation of membership, with GCET affiliation,



not for renewal) and for one membership of any one professional society per eligible faculty only.

5.10 Incentive for Editor of Book / Journal

- a) An incentive will be given if any faculty serves as editor / member of editorial board of any book (published by reputed publisher – as mentioned in the category of Books) and / or journal (national / international ; SCI / Scopus / UGC Care etc.) on a previous academic session (July 01 to June 30) basis. The incentives are :
- Book of Indian Publisher : Rs 500/-
 - Book of International Publisher : Rs 1,000/-
 - National / UGC Care Journal : Rs 500/-
 - International / SCI / Scopus Journal : Rs 1,000/-

5.11 Incentive for testing from Certified Agencies / Govt Labs for Research / Project Work

- a) The reimbursement, upto Rs 3,000/- per research project (once in a session) or 50% of total expenditure (whichever is less) can be reimbursed towards the expenditure occurred for testing purpose (calibration / certified results etc.).
- b) For this, students must write an application, it must be forwarded by respective supervisor(s), recommended by respective HOD and approved by R&D Committee.
- c) For reimbursement, submit copy of duly approved application form, bill and result / test report obtained.

5.12 Incentive for Fellowship / Awards

- a) The award / recognition given by any of the Government Organizations / Bodies will be considered for incentive / reimbursement, as per following :

S. No.	Level	Government Organization / Body	Remarks, if any
1	District Level	Rs 1,000/-	In case of group, incentive / reimbursement is applicable for first person only.
2	Zonal Level	Rs 1,500/-	
3	State Level	Rs 2,000/-	
4	National Level	Rs 3,000/-	
5	International Level	Rs 5,000/-	

5.13 Incentive for Translation works in Indian and Foreign Languages

- a) An incentive of Rs 3,000/- per book for translation work in Indian / Foreign languages can be given to the faculty / staff, once in a session (if no incentive is being provided by AICTE).

5.14 Ph.D. Attainment - Full Time & Part Time

- a) The institute encourages its faculty members entering service without a Ph.D. to register themselves to acquire Ph.D. degree in the relevant discipline from esteemed Institutes / Universities. Five increments (in the same cadre/ grade) will be given to the faculty members who registered the PhD from the institute and completed the PhD (subject to award of the degree).
- b) For pursuing PhD, suitable no. of Special Academic Leaves are to be provided (for registration, RDC, Final Viva).
- c) Faculty members of GCET enrolling in a Ph.D. program at Galgotias University may be eligible for a fee waiver (upto 50%), to encourage research and professional development.



5.15 MOUs

- a) Each faculty member will be motivated to have collaborations / MOUs and for successful conduct of activities mentioned in the MOU.

5.16 Product Development / Value Added Course / Certificate Program Developed / Development of Online Course Material of the subject

- a) The incentives to the faculty members concerned under this category are as follows :

S. No.	Description	Incentive / Reimbursement	Remarks
1	Product Development (Prototype / Product)	-	All necessary and available support will be provided by the institute (including items / components and tabs / machines etc.). Publication / Patent / Copy-right is desirable.
2.	Value Added Course (40 Hours) (not covered in AKTU curriculum)	Rs 2,000/-	Subject to development of any certificate program / skill development program / training course / work-shop material etc.; Needed Documents / items : Objective, Syllabus, Outcomes, Lecture Plan, Study Material (PDF), PPT, Video Lectures, Assessment Exam, Feedback, Certificate
3.	Online Course Material (of AKTU prescribed course; 40-45 lectures)	Rs 2,000/-	Needed Documents : Course Objective, Course Outcome, Syllabus, Lecture Plan, Study Material (PDF), Video Lectures (PPT and Board Teaching, both), Lecture-wise assessment questions, Feedback

5.17 Fee Reimbursement Policy for SWAYAM/NPTEL/MOOCs Certification Courses

- a) Faculty members enrolling in certification courses offered through SWAYAM/ NPTEL/ MOOCs may be eligible for fee reimbursement as part of the institute's initiative to promote continuous learning, skill enhancement, and academic development. The reimbursement will be provided based on the final score obtained in the course, encouraging faculty to complete the course with good performance. (As a separate Point, after 5.5). The Reimbursement Criterion (Based on Final Score) is as per following :

- Below 60% – No reimbursement
- 60% to 74% – 50% fee reimbursement
- 75% and above – 100% (full) fee reimbursement

5.18 Budget for organizing FDPs, workshops, seminars, and national/international conferences etc.

- a) Budget for organizing FDPs, workshops, seminars, and national/international conferences to promote research culture, enhance faculty competencies, and support knowledge sharing. This may include financial support for resource persons, logistics, publication of proceedings, and technical arrangements, subject to approval from the competent authority.

5.19 Incentives on Ph.D. Guidance

- a) Faculty Members who have guided Ph.D. scholar as guide / co-guide and his/her Ph.D. scholar has successfully attained Ph.D. degree are eligible for following incentives:

Category of University / Institutions	Amount
National Importance Institutions	10,000/-
Private Universities	5,000/-



- b) Document Required: Copy of Ph.D. degree certificate / PDC. A Certificate from awarding institution / university certifying that particular Ph.D. work was successfully completed under your guidance.

5.20 Incentives on Member of Governing Body / Academic Council / Board of Studies / R&D Body etc.

- a) Faculty Members who are serving as a member of Governing Body / Academic Council / Board of Studies / R&D Body of any Academic Institution / University (Government / Private) will be provided leaves for attending such meetings.

5.21 Honorarium for Resource Person

- a) In order to honour the resource persons / keynote speakers of FDP / Workshop / Seminar / Conference, experts delivering expert lecture / seminar etc., an honorarium – as per following table – will be provided to concerned person (external) for sharing the knowledge / experience / expertise etc. :

S. No.	Description	Honorarium
1	Session Chair (Indian)	Rs 5,000/=
2	Keynote Speaker (Indian Speaker, International Conference)	Rs 8,000/=
3	Keynote Speaker (FDP)	Rs 6,000/=
4	Keynote Speaker (International, in International Conference)	Rs 12,000/=
5	Guest of Honour / Chief Guest (IEEE Conference)	Rs 15,000/=
6	Guest of Honour / Chief Guest (Non-IEEE Conference)	Rs 10,000/=

5.22 Seed Money Scheme

- a) The College institutes the Seed Money Policy for Research and Innovation Projects to promote a research-oriented environment and encourage innovation among faculty and students through faculty-led projects with active student participation.
- b) Each project team shall comprise two faculty members (preferably from the same or allied departments) and two to four students. Interdisciplinary projects are encouraged; however, a maximum of two proposals per department will be considered. A total of twelve projects shall be selected under this scheme.
- c) The maximum funding per project is ₹50,000/=, to be used strictly for the purchase of hardware, equipment, or components. Expenditure on conferences, patent filing, travel, honorarium, or other non-equipment items is not permitted.
- d) Each project will have a duration of twelve months from the date of first disbursement. Funds will be released in four phases based on progress: 30% upon approval, 20% after submission of the initial utilization and progress report, 20% after mid-term review, and the remaining 30% upon submission of the final report, utilization certificate, and demonstration of the developed hardware.
- e) Projects will be monitored periodically, and further funding will depend on satisfactory progress. Beneficiaries of this scheme shall not be eligible for a new seed grant for one year after final disbursement. Misuse or misreporting of funds will result in cancellation of the grant and may invite disciplinary action.
- f) The final prototype or hardware developed must be submitted to the College and will remain its property.

5.23 Any Other

- a) Any other reimbursement / award / incentive can also be decided by the Director through recommendation of appropriate committee and approval of competent authority, on merit basis.



6. Limit of Incentive / Reimbursement

The upper limit of incentive / reimbursement made to any of the faculty members (covering all concerned under this scheme, as per point 5) will be decided by Research and Development Advisory Committee on merit basis. Authors of GCET will be considered for reimbursement / incentives as per place-value of author(s). Place-value (1/2/3/4) of authors will be decided as per total authors (authors of GCET / Others)

7. Period of Recognition and payment of incentives

Twice in any academic year will be the period of recognition (I : July 01 to December 31 and II : Jan 01 to June 30) and on this basis, incentives / awards will be calculated / distributed.

8. Desirable at Faculty Level

In addition to regular teaching load and other academic / non-academic works, each faculty member is encouraged to contribute significantly in research and development related activities that strengthens the API Score and Research Outcomes. This contribution will be considered at the time of faculty performance appraisal (on yearly basis). These desirable outcomes (in majority) are as per following :

- Publication of at least 01 research-paper in SCI / Scopus Indexed International / National Journal
- Publication / presentation of at least 01 research paper / poster / book or book-chapter / article in International / National Conference (with publication as book chapter etc.)
- At-least 01 patent / copy-right / technology transfer / online-course material development / product development / prototype or teaching-aid or chart development
- At-least one interaction with outside world (as Speaker / Delivery of Guest Lecture / Session-chair in conference / Member of BOS or any other reputed committee etc.)

9. Ethics in Research

The basic responsibility of the Research and Development Advisory Committee is to ensure a competent review of all ethical aspects of the project proposals received and execute the same free from any bias and influence that could affect their objectivity. The Research and Development Council should ensure the scientific soundness of the proposed research through appropriate review committees.

10. Leaves and TA/DA

In totality, leaves (whether DL or OD or any other) will be provided as per institute Leave Rules. Further, regarding TA/DA, institute rules of TA/DA will be applicable.

(Dr. Brijesh Singh)
Director (Officiating)

Copy for information and necessary action to :

- Hon'ble Chairman and CEO sir
- All the Deans and HODs, COE
- IQAC, Registrar, ERP, Accounts, Library