



**SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN**

**Bhimavaram 534202**

**West Godavari District, Andhra Pradesh**

# RESEARCH & DEVELOPMENT POLICY



*W.e.f. Jan 2025*

## RESEARCH AND DEVELOPMENT CENTER

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## **1. Introduction**

The Shri Vishnu Engineering College for Women (SVECW) has adopted a Research Policy that establishes a research environment that supports high standards of research integrity, research excellence, and professional conduct. The institution serves the community by transmitting knowledge through teaching and with a strong determination of sharing knowledge through research. This policy provides the research environment within which Teaching Faculty, Technical Staff and Students to carryout research activities. It directly contributes to the innovation, economic development, culture, health, social well-being and the advancement of society.

The Institute has developed excellent facilities, both in terms of infrastructure and scholastics. SVECW encourages undertaking of sponsored research projects with a commitment to serve the society. Research and development is carried in several areas like Energy, Environment, Image Processing, Materials, Communication, and Sensor Networks and Simulation studies, Big data, Artificial Intelligence, Electric Drives, Power Electronic Converters, Vehicle design etc.

It also aims at ensuring that the research activities of the college conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

## **2. Promotion of Research**

The institute provides all the necessary infrastructural facilities and a conducive environment to promote research, consultancy, innovation and intellectual. Institute also fund some of the research activities taken up by the faculty and students based on the outcome and resources available in the institute. It is the responsibility of the faculty to approach various funding agencies and pursue their research. However, SVECW is ready to provide partial funding based on the merit of proposals submitted by faculty and students and also funding agency regulations. SVECW encourages its faculty and students to submit their ideas for getting the seed money. The institute encourages faculty by providing incentives in various categories. Institute has a research and development committee which comprises with Principal as a chairman, Dean (R&D) as a Convener, and senior faculty as members. The research committee also sees that the impact of research and consultancy does not violate research code of ethics and professional ethics.

The institute identifies the thrust areas in research in consultation with R&D committee and the research will be planned in the identified areas. The list of the research areas will be modified whenever necessary depending up on resources and facilities available in the institute.

Teaching and research are equally important in an institute. The main idea of the institute is to promote creativity among the students. Therefore, faculty encourages the students to do projects apart from their academic projects and apply for national project competitions. The

students are also encouraged to take part in the sponsored research projects funded by various funding agencies.

### **3. Objectives**

The broad objective of the research policy is to provide guide lines for undertaking high impact and context specific applied research. The objectives include:

- ✓ Encourage Faculty and students to take up research in various disciplines of the engineering and sciences.
- ✓ To provide support to all research efforts of the faculty members and to encourage student research as part of the curriculum.
- ✓ To identify and inform the faculty and students about the suitable funded/sponsored research opportunities notified by different research, academic, industry or government & non-government agencies.
- ✓ Establish centres of excellence/innovative labs/incubation centres.
- ✓ Through consultancy projects, the institution also provides scope for the faculties and students to work on the recent trends in technology and the evolving technologies with industry standards.
- ✓ To promote multi-disciplinary research and setup methodologies for undertaking and preparing collaborative research projects covering the various domains of knowledge as well as policies or by involving external experts/agencies in such research projects.
- ✓ To identify and establish Industry-Institute Interaction through MOUs for long relationships with the national and international academic institutions of higher learning and research institutions for widening the scope of research options and funding opportunities for the faculties and students.
- ✓ To improve the quality of research publications, the Institution has introduced a scheme of providing incentives and reimburses the registration fees of National/International conferences and rewards for various categories of publications as well as Research grants.
- ✓ To create an ecosystem for innovations, foster & encourage entrepreneurship including incubation centre, and other initiatives for creation and transfer of knowledge.
- ✓ To motivate and drive faculty and student research work by providing seed money / In-House R&D projects and also through various events like conferences / seminars / workshops / Guest lectures / Faculty Development Programs etc.,
- ✓ Institute always encourage faculty to pursue higher education in the reputed organizations.
- ✓ To facilitate community-oriented research initiatives and transfer the research findings for the social innovation and economic development of the community/society.
- ✓ To create the awareness about Intellectual Property Rights and Patents, encourage Innovation and motivate them to apply for IPR & Patents.
- ✓ To protect the intellectual property rights of the faculty and students.

#### **4. R & D Committee**

In order to foster a research culture in the college, R&D Cell, primarily promotes research in rapidly developing, demanding and cutting-edge areas of Engineering, Technology, Science, and Humanities.

It promotes faculty and students to conduct research in growing frontier topics, which includes interdisciplinary area and societal benefit. Participating in conferences, seminars, workshops, project competitions, publishing the papers and other activities helps young technocrats improve their overall research capability.

The Research committee is constituted with the following members

- 1) Chairman – Principal
- 2) Member – Vice Principal
- 3) Member – Professor1
- 4) Member – Professor2
- 5) Convener – Dean R & D

#### **Functions of Research committee are as follows:**

- ✓ To establish the institute as a research centre affiliated with a university or other research organization.
- ✓ To acquire data on faculty involvement in advising students, paper publications, research projects from external funding sources, seed money projects and participation in collaborative research activities once every six months.
- ✓ Providing incentives to the faculty for publishing papers in journals and conferences as per the guidelines given in incentive policy document.
- ✓ To provide information about various funding agencies, method of applying for projects etc.
- ✓ To encourage /motivate faculty and students to take research initiatives through MOUs
- ✓ To provide fund for seed money / in-house R&D projects to do societal benefit projects and interdisciplinary projects.
- ✓ To encourage Doctorates to guide the scholars to promote research culture in the institute

#### **5. Research Centre**

- ✓ Department having PG programs are advised to get recognized as a research centre by the affiliating university, so as to improve, Ph.D. scholar's admission in to the institute through JNTUK admission process.
- ✓ Institute recognize the worthy R&D organizations for Ph.D. research and build bridges with them. The institute encourages guides and scholar to obtain funding from external agencies.
- ✓ The institute offers the essential facilities for conducting research at the research centre.

## **6. Training for Research and Publications**

- ✓ To aid in applying and receiving funds from various available funding sources in order to host or encourage faculty to attend a seminar, workshop, or FDP.
- ✓ Encourage to participate in workshops, training programs, and public awareness campaigns aimed at increasing research and consultancy capability and creating a research culture among faculty.
- ✓ Institute encourages its faculty to attend various programs to build research paper writing skills to publish in quality journals.
- ✓ Institute also organize training programs in research methodology to educate its faculty, scholars and students to conduct research in well-defined way and to get productive results.

### **Incentive for Faculty Development Programme / Staff Development Programme / Workshops**

- All the Faculty members are encouraged to participate in the Workshops /SDP /FDP for duration of 2 to 14 days conducted at premier institutions with financial support.
- Faculty members attending for any such program with duration more than three days shall plan in the semester break/summer vacation without disturbing academic sessions
- Faculty members are encouraged to attend four-week summer training programs that are organized by NITs and IITs to support the faculty who are pursuing Ph.D. by part time. This faculty are supported by providing financial assistance for their travel and academic leave.

### **Guide lines for participation in Faculty development program / staff development programme / workshop:**

- Two faculty members per semester per department shall be sponsored for such type of programmes with financial support including registration/participation fee and Travel by 2<sup>nd</sup> Class Sleeper in case the hosting institution does not provide the same.
- The programme sponsored by AICTE/DST/ISTE shall be given priority in view that the total expenditure is taken by the hosting institution and the faculty will be given Academic Leave for the period

## **7. Professional Bodies**

- ✓ Institute advises Dean (R&D) to establish connections with more professional bodies at Institute level and department level.
- ✓ All the HOD's are advised to get membership for their faculty and students in various professional bodies to build strong interaction with experts.
- ✓ Institute supports financially in getting the professional body membership.

## **8. Research Thrust and Clustered Areas**

- ✓ It is important to identify research areas that are driven by social requirements and the accessibility of vital resources, such as internal human resources, faculty research capabilities, and support systems. This would allow Institute to think about creating a Center of Excellence (CoE) in these recognised modern scientific fields.
- ✓ To bring together all researchers, faculty, students, scholars, for joint high value (interdisciplinary and trans-disciplinary) research projects to take advantage of national and international funding opportunities, research clusters have been encouraged or formed by R&D Centre.
- ✓ The list of research domains will be reviewed as needed, based on the expertise of the faculty and the institute's resources. Although researchers are allowed to choose their own research topics, making research socially relevant is highly desirable.
- ✓ The center can be used to oversee and manage the processes and products developed by CoEs as incubation centres for new ideas. center might also give community members with skills and knowledge a way to participate in institute research and innovation efforts.

## **9. Student Research at UG & PG Level**

- In an institute, both teaching and research are equally vital. The institute was founded with the intention of encouraging undergraduate and postgraduate students to be more creative.
- As a result, the need to include a research component in the curriculum became clear, particularly in the bachelor's program final year project and mini project in the third year, as well as the master's program's final year project.
- Mini and major projects require students to select a topic from their departments' research domains.
- Under the supervision of primary investigators, undergraduate and graduate students are encouraged to take on a specific duty in research projects financed by various funding sources.

## **10. Incentive Scheme**

The incentive scheme aims to encourage and promote the culture of the Research among the Faculty and the Students. The incentive scheme policy is annexure in Annexure-I.

### **ANNEXURE-I**

## **11. SEED / In-house R& D**

The main objective of this is to promote and support technology, Socio-Economical, Innovation based entrepreneurship spirit among the graduating students of SVECW and Faculty members.

- ✓ Institute encourages its faculty/students by providing SEED money for in-house R&D projects.
- ✓ The financial assistance is decided based on the requirement of the project.

- ✓ The duration of project is maximum one year from the date of sanctioned and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the Grant.
- ✓ Faculty are advised to submit the innovative projects from the in-house R&D projects to various project competitions.
- ✓ The Faculty member is encouraged to prepare follow-up proposal to external sponsors. Follow-up proposals are expected if the Faculty member requests a higher than normal seed grant.
- ✓ Budget plan with initial approval is limited to Rs.1 Lakh Maximum
- ✓ Timeline for any funding up to 12 months
- ✓ Support given by the Institution and expected Outcomes should be reached by the Investigator

## **12. Sponsored Research Projects**

- ✓ The Faculty members prepares the proposal for undertaking the sponsored projects with relevant documents as per the format issued by the relevant agencies.
- ✓ On the sanction of the project and release of funds the principal investigator (PI) has to get the quotations of the equipment/software's to be purchase and execute the project.
- ✓ PI has to maintain a register with proper entries of purchases and other expenses involved in project.
- ✓ Institute supports all financial needs for the execution of project even funds are delayed from the funding agency.
- ✓ PI has to give overhead charges to the institute based on the norms of the funding agency.
- ✓ The PI has to appoint the required project associates if applicable.
- ✓ The R&D committee has to review utilization certificate & statement of expenditure and also ensure timely submission of required documents to respective agencies.
- ✓ Any expenses not permitted from the project norms are met by institute.
- ✓ The faculty who is successful in getting any research grants as PI from DST/AICTE/GOI, will be eligible for a cash award 1% of grant received.

## **13. Collaborative Research Projects**

- ✓ Institute encourages collaborative research to improve global visibility.
- ✓ Institute promotes interdisciplinary/multi-disciplinary research to meet the industry/society needs.
- ✓ Allow the faculty / students to collaborate with other research organizations/institutes to carry out the research.

## **14. Consultancy Projects**

Consultancy is widely considered as a powerful tool for educational institutions to distribute information and have a direct impact on society. However, the balance between consulting and academic faculty conventional tasks must be managed, and the institution's interests must be maintained. Faculty members of departments are able to engage in consultancy work based on the skills at any time during the academic year without compromising their academic tasks. Consultancy is a practice of sharing the intellectual knowledge, expertise, as an individual staff or a group of staff members using the resources/ facilities/ infrastructure of the institution for offering solutions to the problems (received from collaborating industries/ corporates/ institutions).

### **Technical Services provided to the clients:**

- ✓ Problem solving
- ✓ Testing and laboratory based experimental work
- ✓ Expert witness services
- ✓ Research and development
- ✓ Development / delivery of training courses to their employees
- ✓ Designing using various software's etc.

### **Circumstances under which consulting activity may be permitted:**

- ✓ The organizations that require the consultancy services from institution / department shall send a request to the principal indicating the expertise required.
- ✓ The principal on receiving the request from the organization shall inform to the department concerned.
- ✓ The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the principal.
- ✓ In considering whether or not permission will be given for consulting activity, the principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- ✓ The MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the principal.
- ✓ The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to head of the department and head of the department to principal.
- ✓ College facilities and resources may be used and must be charged in line with the guidelines from the principal, from time to time.
- ✓ Meeting related to consultancy work with the organization(s) may be conducted in college premises.

### Rules for Revenue sharing:

In view of encouragement the management has decided to share the revenue generated out of consultancy as follows.

Sl. No.	Item	Faculty	Infrastructure
1	Uses institutional infrastructure such as workshop, laboratories, computers, library, any other equipment	50%	50%
2	Without using Institutional Facilities	60%	40%

### 15. Intellectual Property Rights (IPR)

- ✓ Establish an Intellectual Property (IP) cell to encourage, initiate, promote and protect scientific inventions and research which leads to new products/processes/designs development.
- ✓ Institute introduces prudent IP management practices within the Institute to promote an IPR culture
- ✓ Institute provide legal support, wherever necessary, to defend and protect the intellectual property rights obtained by the Institute against any infringement/unauthorised use.
- ✓ Institute creates an environment for acquiring new knowledge on IPR through training programs.
- ✓ Institute appoints a dedicated team to administer all decisive issues related to IP policy and such other relevant matters as shall be determined from time to time.

### 16. Innovation / Incubation

The Innovation & Incubation Centre is a platform dedicated to nurturing and developing the entrepreneurial spirit of start-up aficionados by offering a supportive environment in which to turn their ideas, start-ups, and research into successful business ventures. It's a place where new-age entrepreneurs and young brains may turn their unique ideas into sustainable company models.

- ✓ Institute tries to connect with mentors and provide opportunities through conducting workshops, seminars and interactive sessions
- ✓ Institute makes successful students- turned- entrepreneurs
- ✓ Provides information about Government and Non-Government initiatives about academic's industry collaborations
- ✓ Institute get opportunities to work on live projects with the help of industry
- ✓ Guidance from mentors
- ✓ Frequently interactions from industry experts
- ✓ Regular interactive sessions with entrepreneurs

## 17. Code of Ethics

Research Centre will regularly take steps to ensure that researchers are aware of the value of integrity and ethics and that they adhere to ethical standards for research and publication methods at the institutional, national, and international levels. All researchers should have access to the necessary tools for a standard plagiarism check, which should be made mandatory.

The Centre will also educate the research community about predatory publications and unethical research and publishing practises and predatory journals.

Plagiarism is defined as presenting someone else's work as one's own work. This may include copying or reproducing a matter without the acknowledgement of the source. Plagiarism involves copying of: phrases, clauses, sentences, paragraphs or longer extracts from or longer extracts from either published or unpublished work even from the legitimate cooperation without acknowledgment of the source.

Researchers follow the following Ethical Norms:

- ✓ Institute appoints the ETHICS committee to monitor the code of conduct in research.
- ✓ To safeguard the quality of all research activities of the institution and to perceive the highest standards of ethics and integrity in the conduct of their research, all the researchers must follow the following code of ethics
- ✓ The cut, copy and paste way of writing should be completely avoided. All research records are to be properly maintained
- ✓ With modern technology making it easier to access information today, find articles related to researcher's topics, source appropriate content and note down pointers that could help researcher for their assignments or research papers.
- ✓ Referring to articles on the internet for ideas is vital. Therefore, it is important to cite the sources after researcher's finish assignment.
- ✓ Plagiarism refers to the appropriation of another person's ideas, processes, results or words without giving proper credit. While publishing research papers, plagiarism should be totally avoided.
- ✓ Discuss intellectual property frankly
- ✓ Respect confidentiality and privacy

## 18. Review of Research

Policies regarding Research, IPR, and Innovation and Incubation are reviewed once in 3 years to incorporate global changes and also for improvements in the process.

In terms of integrating changes occur and need-based revisions, this policy is advisory but not sacrosanct.

## **ANNEXURE-I**

## **1. Introduction**

Sri Vishnu Educational Society wishes to establish itself as one of the pioneering research group through all the institutions sponsored by it, expanding the realms of knowledge across different streams of education. This policy document describes various incentive schemes to encourage and promote the culture of research among the staff members and, indirectly, amongst students.

The incentive scheme consists of:

- Cash Incentives
- Bonus Points

## **2. Objectives**

To encourage the teaching and technical staff of **SVECW, Bhimavaram** to

- Publish high-quality, relevant, and original research articles in the areas of fundamental research, applied research and educational research and thus have more citations per article by collaborating with Industry, Research Laboratories, and other premier educational institutes.
- File and publish patents having good commercialization potential.
- Submit research proposals inviting extramural funding and establishing relevant research facility leading to a Centre Of Excellence (COE).
- Provide consultancy services and training to industry in MSME, Government, NGOs and other organizations/ corporates.

## **3. Expected Outcomes**

- Increase in the number of quality research publications.
- Enhancement in patent publications, grants, and income from tech commercialization (TRL 6 above).
- Building up special labs leading to Centres Of Excellence (COE).
- Increased visibility of the college as a research institute, thus attracting better talent in terms of staff and students.
- Publications in collaboration with SVES and other external reputed institutions.

## **4. Terms and Conditions**

- The enforcement of the policy will be with effect from 1st July 2024.
- The incentives are calculated with reference to the calendar year.
- Any Research Award/Grant/Cash Incentive/Leave benefit cannot be claimed as a right.
- The incentives/bonus points shall only be applicable for the achievements with the Institute affiliation and while in service of the institution (Shri Vishnu Engineering College for Women, Bhimavaram).

- The Research Outcomes Evaluation Committee (ROEC) is the recommending authority to the principal for final approval.
- The policy can be withdrawn at any point in time without any formal notice to anybody. The Institute reserves the right to modify or amend this policy in whole or in part at any time, with or without prior notice.
- In case the faculty member leaves the organization in midst of the calendar year, he/she will not be able to claim the benefits.
- The amount disbursed by the scheme shall be reclaimed, if in case the provided information for the claim, is wrong/incorrect or incomplete.
- In case of collaborative research with any other Institute/Lab or university, only the faculty member of Shri Vishnu Engineering College for Women, Bhimavaram shall be entitled for Research Awards, Cash Incentives, or any Bonus Points.
- The external member shall not be entitled for any benefits.

## 5. Research Outcomes Evaluation Committee

The Research Outcomes Evaluation Committee (ROEC) duly comprises of following members.

For R& D	For Consultancy
Dean / Associate Dean R&D, Chairperson Head of the Departments or his nominee Professor/Associate Professor Department R & D Coordinator, Dean IQAC or his nominee	Dean, Industrial Consultancy, Chairperson Head of the Departments or his nominee Professor/Associate Professor Department Consultancy Coordinator, Dean IQAC or his nominee

ROEC members will meet on a regular basis to take decisions and submit their final recommendations to the principal for approval. The minimum quorum for the meeting is 2/3rd of the members. The committee shall involve the concerned associate head of the department in case of any inputs are solicited for some specific cases of discussion.

## 6. Annual Research Excellence Awards

### 6.1 Eligibility and frequency

- All faculty members on the rolls of Shri Vishnu Engineering College for Women, Bhimavaram (one year and above, service in **SVECW, Bhimavaram**).
- Should have accrued a minimum number of bonus points as mentioned in Table 1
- The frequency of the award is on annual basis.

6.2 Cash incentives shall be given in two categories as per table 1 on the accumulation of bonus points as detailed in sections 7 to 12.

### Research Awards

Category of Award	Minimum Bonus points to be accrued over the year to be eligible for the award	Amount of reward money (INR)
Eminent Researcher award	150	75,000
Outstanding Researcher award	100	50,000

**Table 1. Criteria for Researcher Excellence and Best Researcher Award**

Category	Particulars	Categories	Bonus Points	Total
Research Publications [Faculty]*	Journal Papers [SCIE]	IF 0.5 – 1.0	05	<ul style="list-style-type: none"> <li>➤ Single author (full credits)</li> <li>➤ In case of more than one author, 60% credits will be given to first/corresponding author and 40% to all other authors</li> <li>➤ Only research papers and review articles will be considered for Bonus points for each publication</li> <li>➤ The faculty must have minimum 2 – papers as first/corresponding author</li> </ul>
		1.1 – 3.0	15	
		3.1 – 5.0	25	
		5.0 – 7.5	35	
		7.6 – 10.0	45	
≥ 10.1	50			
Research Publications [Students]* Shall be the outcome of the students projects of the institution	Journal Papers [SCIE]	IF 0.5 – 1.0	05	<ul style="list-style-type: none"> <li>➤ The papers with students affiliated to the institute only considered for the Bonus Points of that faculty</li> <li>➤ Collaborated Student papers with other faculty will not be considered</li> <li>➤ Only research papers and review articles will be considered for Bonus points for each publication</li> <li>➤ The faculty must have minimum 2 – papers with faculty/ students as a first/ corresponding author</li> </ul>
		1.1 – 3.0	15	
		3.1 – 5.0	25	
		5.0 – 7.5	35	
		7.6 – 10.0	45	
≥ 10.1	50			
Patents	Published	Institute	10	The patent must be on the Institute name only will be considered for points.
	Granted	Institute	20	
Extramural Research Funding/Project (for each project) * as per NAAC acceptance	Principal Investigator (PI) & Co-Principal Investigator (Co-PI)	1 – 5 (lakhs)	05	<ul style="list-style-type: none"> <li>➤ Full credits will be given to PI (single PI) for each project</li> <li>➤ In case of collaborative research, PI will get 60% credits and 40% credits will be given to Co-PI</li> <li>➤ In case of more than one Co-PI, then 40 % credits will be equally shared among them</li> </ul>
		5.1 – 10	10	
		10.1 – 20	15	
		20.1 – 30	20	
		30.1 – 50	30	
		50.1 – 100	35	
≥ 100.1	50			
Research Seed Grant Projects	Principal Investigator (PI) & Co-Principal Investigator (Co-PI)	1 – 5 (lakhs)	10	<ul style="list-style-type: none"> <li>➤ PI &amp; Co-PI must from SVES institutions only</li> <li>➤ Full credits will be given to PI (single PI) for each project</li> <li>➤ In case of collaborative research, PI will get 60% credits, and 40% credits will be given to Co-PI</li> <li>➤ In case of more than one Co-PI, then 40 % credits will be equally shared among them</li> </ul>
Consultancy Projects*	External Funded & In-House Projects	1 – 5 (lakhs)	05	<ul style="list-style-type: none"> <li>➤ PI &amp; Co-PI must from the same institute only</li> <li>➤ Full credits will be given to PI (single PI) for each project</li> </ul>
		5.1 – 10	10	
		10.1 – 20	15	

NIRF considerable funding		20.1 – 30	20	➤ In case of collaborative research, PI will get 60% credits, and 40% credits will be given to Co-PI
		30.1 – 50	30	
		50.1 – 100	35	➤ In case of more than one Co-PI, then 40% credits will be equally shared among them
		≥ 100.1	50	
Research Supervision	Supervisor (Ph.D.)	Mini. 1	10	The faculty must guide the internal / external faculty for Ph.D.
	Co-supervisor (Ph.D.)	Mini. 1	05	
Book [International Publisher with ISBN number]	Textbook	Nat./Intl.	10	The faculty must be an author for book published by reputed publishers [Ref. Annexure I]
	Reference Book		20	
Plenary/Keynote Speaker	Intl. Conference [Abroad]	Mini. 1	10	The faculty must have invitation from the conference organizing team [Online/Offline]
	Intl. Conference [India]	Mini. 1	05	

- The fields with '\*' (All the four) are a mandate to the faculty members to apply for the research awards.

#### Eminent Researcher award

- This award shall be presented to a faculty achieving the highest credits based on the criteria mentioned in the Table 1.
- The minimum total credit points shall be 150.
- There should be minimum 5 bonus points each from categories marked with '\*'.
- This award will be given to same individual only two times.

#### Outstanding Researcher award

- This award shall be given to a faculty based on the criteria mentioned in Table 1.
- The faculty with the highest credits shall be considered for this award (minimum credit points will be 100).
- There should be minimum 5 bonus points each from categories marked with '\*'.
- The faculty receiving the Eminent Researcher award of that year will not be considered for this award.
- This award will be given to same individual only two times.

### 7. Research Publications

#### 7.1 Eligibility and frequency

The incentives/bonus points shall only be applicable for the achievements with the institutional affiliation and cash incentives shall be disbursed only once in a Semester. Based on the research outcomes, evaluation committee finalizes the publication charges to be paid to the faculty with the approval of the principal.

## 7.2 Bonus points and cash incentives

The details of the incentives for Engineering and Basic Science branches are listed in Table 2.

**Table 2. Engineering and Basic Science Departments**

Level of Publication of a Research Paper	Identification of Authors for Distribution of Points	Bonus Points	Proposed Research Policy from 1 <sup>st</sup> July 2024
International Conference Paper Indexed in Scopus/WoS	First Author	5	Support as explained in Table 4.
	Corresponding/Supervisor	5	
	Points to be divided among all others	5	
	Session Chair	3	
	Plenary / Keynote Speaker	5	
Peer Reviewed Scopus Journal Q1	First Author	15	30,000
	Corresponding/Supervisor	15	
	Points to be divided among all others	15	
Peer Reviewed Scopus Journal Q2	First Author	10	25,000
	Corresponding/Supervisor	10	
	Points to be divided among all others	10	
Peer Reviewed Scopus Journal Q3	First Author	8	20,000
	Corresponding/Supervisor	8	
	Points to be divided among all others	8	
Peer Reviewed Scopus Journal Q4	First Author	6	15,000
	Corresponding/Supervisor	6	
	Points to be divided among all others	6	
Scopus / WoS (ESCI)	First Author	5	12,000
	Corresponding/Supervisor	5	
	Points to be divided among all others	5	
SCIE Indexed Journal [Collaboration outside SVES Institutions]	Impact Factor < 1.0	10	10,000
	Impact Factor 1.1 – 3.0	15	20,000
	Impact Factor 3.1 – 6.0	20	25,000
	Impact Factor 6.1 – 10.0	25	30,000
	Impact Factor > 10.1	30	35,000
SCIE Indexed Journal [Collaboration within SVES Institutions]	Impact Factor < 1.0	15	15,000
	Impact Factor 1.1 – 3.0	20	25,000
	Impact Factor 3.1 – 6.0	25	30,000
	Impact Factor 6.1 – 10.0	30	35,000
	Impact Factor > 10.1	40	40,000
Book Chapter Published in Indexed Volumes [Scopus/WoS/ Elsevier, IGI, T&F, Springer] (Other than Conference extended)	First / Corresponding Author	15	10,000
	Points to be divided among all others	10	10,000
Books Published [International Publishers*]	First / Corresponding Author	20/25	25,000
	Points to be divided among all others	15/20	
Books Published [National Publishers*]	First / Corresponding Author	15/25	15,000
	Points to be divided among all others	10/20	

\* Publication charges: Prior approval from the ROEC is mandatory before the selection of the publisher. Bills shall be raised directly on the institution by the publisher. Only such bills shall be reimbursed.

\*ROEC takes consideration the impact factor of the journals as well to decide on the final incentive amount

\*Papers presented at conferences and later published in the journals/Books will be treated as conference paper/book chapters only (as the case may be) and hence will not be eligible for any kind of cash incentives.

※International and National Book Publishers: Annexure – I

### 7.3 Process

- a) Whenever the paper is to be communicated to any conference / journal, it is necessary to obtain a UINC (Unique Identification Number for Communication) from the Office of R&D / Research Coordinator of the Department
- b) Upon publishing a paper in the journal or conference paper that is indexed in Scopus, the UNIP (Unique Identification Number of Publication) is to be obtained from the Office of R&D through the Department Research coordinator
- c) The Office of R&D will collate a list of research publications based on regular notifications, UNIC and UNIP, throughout the year.
- d) Publications by Basic Sciences & Humanities / Management faculty shall be in Engineering / Computer journals (SCI/SCIE/Scopus/WoS). Refer Annexure 2.

### 7.4 Dissemination of Cash Incentives (Page Number 5)

- I. Once the list of awardees is approved, the authors need to declare their percentage of share of the total cash reward in a separate declaration in the office of R&D.
- II. The list of awardees will be placed before the finance committee for approval, following which the amount will be disbursed (through online payment).
- III. **Guidelines:**
  - a. No compensation shall be given towards any open access article charges by the authors for the publication of a research paper. Incentives shall be considered as per Tables 2.
  - b. The faculty member should produce evidence of having published a paper in the refereed journal and the impact factor of the journal. Also, he/she must produce a printed copy of the paper, [at least first page of the paper and proof of Journal impact factor].
  - c. A single author paper with **SVECW, Bhimavaram** affiliation is entitled to full incentive (100%). In journal papers with two authors from **SVECW, Bhimavaram**, the incentive shall be shared equally.
  - d. Journal paper with three or more authors from the **SVECW, Bhimavaram**, the first and the corresponding authors can have a share of 70% with equal distribution, and the remaining authors are assigned a share of 30% with equal distribution.
  - e. If the paper has two authors and one author is only from **SVECW, Bhimavaram**, he/she will be entitled to receive 70% of the cash incentive, if the author is first or corresponding.
  - f. Credits and cash incentives are applicable other than first author/corresponding author as per Table 3.

**Note:** However, the recommendation for approval is subject to review by a committee whose decision is considered final. Bonus points shall be awarded as per table 2.

**Table 3. Dissemination of Cash Incentives for the Papers published with SVES and Other Institutions Collaborations**

Number of Author(s)	Author Role	Collaboration with (2024)		Total (%)
		SVES Institutions	Other Institutions	
One Author	First / Corresponding Author	100	100	100
	Co-author		50	
Two Authors	First / Corresponding Author	70	70	100
	Co-author	30	30	
	In this case, if one is First and another is Corresponding Authors	50 each	50 each	
	Co-authors share	30	30	
Three or more Authors	First / Corresponding Author	70	70	100
	In this case, if one is First and another is Corresponding Authors	50 each	35 each	
	Co-authors share	30	30	

## 8. Participation in the Conferences

### 8.1. Eligibility and frequency

- a) Conference must be Scopus / WoS indexed
- b) Staff member willing to avail of the support must have served **SVECW, Bhimavaram** for at least 6 months.
- c) Application form need to be submitted to the R&D office at least 2 months before the actual dates of the conference.

### 8.2 Refer to Table 4 for monetary support for travel to the conferences.

Nature of Conference	Role in the Conference	Eligibility Condition	Research Policy from July 2024	Periodicity of eligible to seek support	Remarks for disbursement
Conference being held in India, proceedings as a full-length paper to be indexed in Scopus / WoS	Presenting a research paper	Minimum 6 months of service with the SVECW, Bhimavaram	Actual Expenditure / Maximum 10,000 INR	2 times in a year	After the paper indexed in Scopus / WoS database
Conference being held in International, proceedings as full - length paper to be indexed in Scopus / WoS	Presenting a research paper	Minimum 6 months of service with the SVECW, Bhimavaram	Full registration Fee and 50% travel expenses subjected to committee approval	1 - time in a year	After the paper indexed in Scopus / WoS database

### 8.3 Process

- a) The staff must submit the needful documents like conference paper (at least front page), Acceptance letter, conference brochure, schedule, proof of registration fee, etc.
- b) After verification at the office of R&D, recommendations will be made to the principal for approval
- c) For international travel grant, first the application must be made to different funding agencies well in time. The same must be submitted along with the claim, whether it is sanctioned or not.
- d) For an international travel grant, recommendations from the finance committee and Principal are mandatory.

### 8.4 Disbursement / Reimbursement of Cash Support

The amount will be presented to the finance committee, post which the amount will be disbursed to the faculty member as per table 4. The faculty must submit the Conference Participation/presentation certificate, Receipt of Registration Fee, Proceedings copy if any, Published paper with Indexing, proof of travel (tickets, boarding pass etc.).

## 9. Extramural Research Funding

### 9.1 Eligibility and Frequency

- i. Staff members should be on regular rolls of SVECW, Bhimavaram.
- ii. Staff members should have obtained the forwarding letter from the principal, upon submission of a copy of the proposal to the principal office.
- iii. Acknowledgement of the final submission of the project to the concerned agency needs to be submitted to the office of the principal.

### 9.2 Bonus points will be accumulated as per table 5.

Table 6. Bonus Points for Research Funding

Achievement / Activity /Amount finally credited in the Institute account in the calendar year)	Bonus points (Principal Investigator)	Bonus points (Coinvestigator)
More than 1 Lakh but less than 5 Lakh	20	5
More than 5 Lakhs, but less than 10 Lakhs	25	10
More than 10 Lakhs, but less than 25 Lakhs	30	15
More than 25 Lakhs, but less than 50 Lakhs	35	20
More than 50 Lakhs, but less than 1 Crore	40	25
More than 1 Crore	50	30

### 9.3 Process

- a) Any staff member willing to submit the project for extramural funding approaches the office of the principal must be informed of it, with a complete copy of the proposal (at least a week to 10 days prior to the deadline)
- b) Only after single cycle of scrutiny, the forwarding letter is signed by the principal
- c) If there is a need for seed money, a separate application should be submitted in the prescribed format available from the office of the principal

### 9.4 Disbursement of Support

- a) After the final scrutiny, the sanctioned amount would be disbursed to the vendors for the establishment of the facility
- b) In the case of research projects, the investigator team of **SVECW, Bhimavaram** will receive a 1% incentive at the start of the project, and another 1% after the successful completion of the project.
- c) The Net Grant amount received will be the criteria for disbursement.

## 10. Patents (Filing, Publication, and Grant)

### 10.1 Eligibility and Frequency

- i. Staff members on the rolls of **SVECW, Bhimavaram**.
- ii. The patent is filed with the institute's ownership
- iii. Submission through Verispire /Aumirah – shall be encouraged.

### 10.2 Bonus Points: Bonus points are awarded as per Table 7.

Achievement / Activity   Regarding Patent	Bonus Points (Innovators)	Bonus Points (Co Innovator)	Cash Incentive
Publishing a Patent*#	10	5	As per the Verispire /Amera MoU, expenditure is supported by the Institute
Grant of a Patent*#	20	10	

\* **SVECW, Bhimavaram** should be one of the applicants.

#In a case where the faculty doesn't seek support from **SVECW, Bhimavaram** in the patenting process and completes the entire process on their own, the faculty are entitled to receive Rs. 5,000 and, Rs. 25,000 incentives upon publication of a patent & grant of a patent, respectively. The faculty are entitled to receive Rs. 10,000 if all inventors are from SVES, and the claim is applicable to the 1st inventor only if the SVES institutions are the applicants. The patents from the startups supported by SVES are encouraged with startup as co-applicant through Verispire /Aumirah.

**Note:** Affiliation with **SVECW, Bhimavaram** is only considered.

### 10.3 Process

- a) Any staff member who is willing to file a patent, needs to approach the R & D office with the invention disclosure form.
- b) R & D office approaches the panel of a patent attorney for vetting the idea and drafting the claims for filling the patent.
- c) The drafts shall be approved by the inventors, and any necessary changes will be made accordingly.
- d) The inventors shall decide their share on commercial benefits while signing the MoU with the institution
- e) The patent is considered as filed

### 11. Research Consultancy & Trainings to Industry / Corporate

#### 11.1. The services/consultancy provided may be of the following types:

- a. Institutional Consultancy - Institutional Consultancy relates to advice rendered to an industry/organization, or work done for them, by a department /group/individual on behalf of the Institution.
- b. Individual Consultancy - Individual consultancy relates to consultancy or work undertaken by an academic staff member in his individual capacity.
- c. Technical Services (Eg. Specific Laboratory / Software)
- d. Training by the individual / institute to industry/corporate

#### 11.2. Tax is applicable for the revenue generated through consultancy work.

#### 11.3. While working out the cost of consultancy project, the following steps are to be taken into consideration:

- Cost of inputs (such as animals, chemicals, raw material and other types of consumables) and equipment.
- Payments to outside consultants, if any.
- Expenditure for travel.
- Of the expenditure incurred under the above three heads or 70% of the receivables, whichever is **maximum** will be treated as expenditure.

#### 11.4. While working out the expenditure of training, the following are to be taken into consideration:

- Travel expenditure
- Tutor/teacher expenditure (salary for the personnel recruited for the purpose)
- Miscellaneous including printing materials

#### 11.5. Eligibility and Frequency

- a) Staff members on the rolls of SVECW, Bhimavaram.

- b) The total amount should have been received in the name of the college
- c) While receiving the amount, the invoice shall clearly specify the consultancy/training amount, capital costs, consumables cost, travel costs by institute transport, etc., i.e., the expenditure incurred, and the consultancy amount shall be separately shown.
- d) If the invoice is not given as detailed above, the expenditure under all the above headings needs to be specified along with the claim.
- e) Frequency – Need Based.

#### 11.5. Bonus points and cash incentives as per Table 7.

**Table 7. Bonus points for consultancy works**

Research Consultancy worth INR (*based on the amount deposited in the account of the Institution / PI)	Bonus Points	Cash Incentives
5,000 to 25,000	05	<ul style="list-style-type: none"> <li>• When infrastructure facilities and faculty/staff working time are utilized, the amount is shared equally by the PI team and the institution*</li> <li>• If only faculty/staff work time during the working hours has been utilized, the amount shall be spilt 60% to the PI team and 40% to the institution*.</li> </ul>
25,001 to 50,000	10	
50,001 to 1,00,000	15	
1,00,001 to 5,00,000	20	
<b>Trainings to Industry / Corporate trainings</b>		<ul style="list-style-type: none"> <li>• Hourly payments may be decided based on the receipts minus expenditure detailed above</li> </ul>

#### 11.6. Process

- a) Any staff member, who is willing to take up a consultancy project, approaches the Office of Patent Facilitation & Consultancy (OPEC) in the IIC Cell of the institute and fills up the Agreement of Project Work (APW) proforma.
- b) The consultancy project is taken up and the payments are received in the name of SVECW, Bhimavaram.

#### 11.7. Dissemination of Cash Incentives

- i. As soon as the consultancy amount is credited into the college account, the work is successfully completed and the report is submitted to the client, the amount (as explained in Table 8) will be disbursed to the PTI Team.
- ii. Upon successful completion of the project/Training, the research outcomes/training evaluation committee will determine the net amount in case the invoice did not specify the expenditure part.

#### 12. Research Guidance

12.1 Eligibility of Supervisor/Co-supervisor by UGC/AICTE recognized university minimum of One-year service at SVECW, Bhimavaram.

12.2 Cash incentive & Bonus points per scholar awarded with Ph.D (only in case, the Ph. D. is awarded within SIX years from the date of Registration).

- a) Cash Incentive: Rs. 10,000
- b) Bonus Points: 15

### 13. SEED Funding

The main objective of this proposal is to promote and support technology, Socio-Economical, Innovation based entrepreneurship spirit among the graduating students of **SVECW, Bhimavaram** and faculty members.

#### 13.1 The Processing of Seed Capital Involves

- A faculty member desirous of getting a seed loan may apply for seed fund to the institution. After peer review and validation by the experts (ONE external expert from IIT/IIIT/NIT/HCU/Industry is must), the seed loan will be sanctioned based on the eligibility criteria as decided by ROEC Labs and recommendations by the respective heads of the departments.
- Faculty and departments of the institutes must work in coherence, and cross-departmental linkages should be strengthened through shared faculty, cross-faculty teaching, and research to gain maximum utilization of internal resources and knowledge.
- Periodically some external subject matter experts, such as guest lecturers or alumni, can be engaged for strategic advice and up skilling.
- Faculty and staff should be encouraged to do courses on innovation, entrepreneurship management, and venture development.

#### 13.2 Plan of action regarding SEED funding

Faculty members can submit the SEED grant proposals throughout the year, which will be scrutinised periodically depending on the number of applications at a given point

#### 13.3 Roles and Responsibility

- a) Student/Faculty should be ready with a detailed proposal (the application is with R&D Office).
- b) Budget plan with **initial approval** from experts is limited to Rs. 5 lakhs maximum.
- c) The timeline for any funding is up to 12 months and, upon satisfactory progress with necessary evidences, may be extended by a maximum of another 6 months or up to one year maximum.
- d) Support given by the institution and expected outcomes with respect to **TR levels**.

### 14. Seed Funding for Startup

- The faculty/student/start-up may utilize the financial support from the institute, and the institute may have a 1 to 6% share in the start-up. The evaluation committee will review

the quarterly financial report of the start-up. The Institute will have the right to liquidate the shares after 5 years of the start-up with the decision from the start-up. The share price may be evaluated on a mutual basis or price calculated by experts.

- **Case 1:** If the institute provides only necessary support without any financial assistance in seed and capital at outside of, the institute premises, the institute share is 2% of net earnings of the start-up.
- **Case 2:** If the institute provides the necessary support at the institute premises, without financial assistance, the institute share is 4% of the net earnings of the start-up.
- **Case 3:** If the institute provides the necessary funds inside of the organization, the distribution of net earnings is given below (Table 8)

**Table 8**

Sl. No.	Total net earnings	Percentage (up to 2.5 lakhs)	Percentage (2.5-5 lakhs)	Percentage (5-10 lakhs)	Percentage (10 lakhs)
1	Not exceeding 10 Lakhs	6%	7%	9%	10%
2	Above 10 Lakhs Less than 25 Lakhs	7%	8%	10%	11%
3	Above 25 Lakhs Less than 50 Lakhs	8%	9%	11%	12%
4	Above 50 Lakhs Less than 1 Crore	9%	10%	12%	13%
5	Above 1 crore	10%	11%	13%	14%

- **Case 4:** If the institute provides the necessary funds at outside of the organization the distribution of net earnings as given below (Table 9).

**Table 9**

Sl. No.	Total net earnings	Percentage (up to 2.5 lakhs)	Percentage (2.5-5 lakhs)	Percentage (5-10 lakhs)	Percentage (10 lakhs)
1	Not exceeding 10 Lakhs	8%	9%	10%	11%
2	Above 10 Lakhs Less than 25 Lakhs	9%	10%	11%	12%
3	Above 25 Lakhs Less than 50 Lakhs	10%	11%	12%	13%
4	Above 50 Lakhs Less than 1 Crore	11%	12%	13%	15%
5	Above 1 crore	13%	14%	15%	16%

**(Principal)**

## R&D Policy 3.0 – Amendment’s

April 16, 2025

### 7. Research Publications

#### 7.1 Eligibility and frequency

The incentives/bonus points shall only be applicable for the achievements with the institutional affiliation and cash incentives shall be disbursed only once in a Semester. Based on the research outcomes, evaluation committee finalizes the publication charges to be paid to the faculty with the approval of the principal.

#### 7.2 Bonus points and cash incentives

The details of the incentives for Engineering and Basic Science branches are listed in Table 2.

**Table 2.** Engineering and Basic Science Departments

Level of Publication of a Research Paper	Identification of Authors for Distribution of Points	Bonus Points	Proposed Research Policy from 1 <sup>st</sup> January 2025 [Within SVES]	Proposed Research Policy from 1 <sup>st</sup> January 2025 [Outside SVES]
International Conference Paper Indexed in Scopus/WoS	First Author	5	If all authors are from one institute, the full incentive of ₹10,000 will be provided.	If the authorship includes individuals from SVES and external institutions, incentives will be awarded based on <b>Table 3</b> .
	Corresponding Author	5		
	Points to be divided among all others	5		
	Session Chair [Only Points]	3		
	Plenary / Keynote Speaker [Only Points]	5		
Peer Reviewed Scopus Journal Q1	First Author	15	30,000 [I.F. ≤ 6.0]	30,000 [I.F. ≤ 6.0]
	Corresponding Author	15	35,000 [I.F. 6.1 – 10.0]	32,000 [I.F. 6.1 – 10.0]
	Points to be divided among all others	15	40,000 [I.F. ≥10.1]	35,000 [I.F. ≥10.1]
Peer Reviewed Scopus Journal Q2	First Author	10	25,000 [I.F. ≤ 6.0]	25,000 [I.F. ≤ 6.0]
	Corresponding Author	10	30,000 [I.F. 6.1 – 10.0]	27,000 [I.F. 6.1 – 10.0]
	Points to be divided among all others	10	35,000 [I.F. ≥10.1]	30,000 [I.F. ≥10.1]
Peer Reviewed Scopus Journal Q3	First Author	8	20,000 [I.F. ≤ 6.0]	20,000
	Corresponding Author	8	22,000 [I.F. 6.1 – 10.0]	
	Points to be divided among all others	8	25,000 [I.F. ≥10.1]	
Peer Reviewed Scopus Journal Q4	First Author	6	15,000	15,000
	Corresponding Author	6		
	Points to be divided among all others	6		
Scopus / WoS (ESCI)	First Author	5	15,000	15,000
	Corresponding Author	5		
	Points to be divided among all others	5		
Book Chapter Published in Indexed Volumes [Scopus/WoS] (Other than Conference extended)	First / Corresponding Author	15	10,000	10,000
	Points to be divided among all others	10	10,000	10,000
Books Published [International Publishers <sup>※</sup> ]	First / Corresponding Author	20/25	25,000	25,000
	Points to be divided among all others	15/20		
Books Published [National Publishers <sup>※</sup> ]	First / Corresponding Author	15/25	15,000	15,000
	Points to be divided among all others	10/20		

- I.F. – Impact Factor: The Impact Factor of the journal at the time of incentive allocation will be considered.
- The R&D Committee will determine the applicable Impact Factor for awarding incentives for each paper.

**Table 3.** Dissemination of Cash Incentives for the Papers published with SVES and Other Institutions Collaborations

<b>No. of Author's from SVES – Institutions*</b>		
<b>Number of Author(s)</b>	<b>Author Role</b>	<b>% of Cash Incentive</b>
Single Author Paper	First & Corresponding Author	100
One Author	First / Corresponding Author	70
	Co-author	35
Two Authors	First / Corresponding Author	70
	In this case, if one is First and another is Corresponding Authors	35 each
	Co-authors share	30 [30% / no. of Author's]
More than Two - Authors	First / Corresponding Author	70
	In this case, if one is First and another is Corresponding Authors	35 each
	Co-authors share	30 [30% / no. of Author's]

\*The incentives for papers will be calculated based on the number of authors from SVES and its institutions in each article, book chapter, etc.

- \* Publication charges: Prior approval from the ROEC is mandatory before the selection of the publisher. Bills shall be raised directly on the institution by the publisher. Only such bills shall be reimbursed.
- \* Faculty members are eligible to receive reimbursement for publication charges and expenses up to two research papers per calendar year.
- \* ROEC takes consideration the impact factor of the journals as well to decide on the final incentive amount.
- \* Papers presented at conferences and later published in the journals/Books will be treated as conference paper/book chapters only (as the case may be) and hence will not be eligible for any kind of cash incentives.

※International and National Book Publishers: Annexure – I

### 7.3 Process

- a) Whenever the paper is to be communicated to any conference / journal, it is necessary to obtain a UINC (Unique Identification Number for Communication) from the Office of R&D / Research Coordinator of the Department
- b) Upon publishing a paper in the journal or conference paper that is indexed in Scopus, the UINP (Unique Identification Number of Publication) is to be obtained from the Office of R&D through the Department Research coordinator
- c) The Office of R&D will collate a list of research publications based on regular notifications, UNIC and UNIP, throughout the year.
- d) Publications by Basic Sciences & Humanities / Management faculty shall be in Engineering / Computer journals (SCI/SCIE/Scopus/WoS). Consider Table 2.

### 7.4 Dissemination of Cash Incentives (Table 3.)

- I. Once the list of awardees is approved, the authors need to declare their percentage of share of the total cash reward in a separate declaration in the office of R&D.
- II. The list of awardees will be placed before the finance committee for approval, following which the amount will be disbursed (through online payment).
- III. **Guidelines:**
  - a. No reimbursement shall be provided for open access article processing charges (APCs) incurred by authors. However, incentives will be considered as per the details outlined in Table 2.

- b. Faculty members must provide evidence of having published their paper in a refereed journal, along with the journal's impact factor. A printed copy of the paper (at least the first page) and proof of the journal's impact factor must be submitted.
- c. For journal or conference papers, if a faculty member from the institute is the first or corresponding author, they will be entitled to receive 70% of the applicable cash incentive. If listed as a co-author, they will be eligible for 30% of the incentive.
- d. For papers (journal or conference) with two or more authors from the institute, the incentive shall be distributed as per the guidelines provided in Table 3.

*Note: However, the recommendation for approval is subject to review by a committee whose decision is considered final. Bonus points shall be awarded as per table 2.*