



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi, & Permanently Affiliated to J.N.T.U.K., Kakinada)

NAAC B++ Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Bhogapuram (Mandal), Vizianagaram -531162.

www.aietta.ac.in, principal@aietta.ac.in

POLICY FOR PROMOTION OF RESEARCH (W.E.F. 12/11/2018)

1. Preface

Research is one of the eyes of a visionary Technical institution. For the successful progress of the Institute, it has to focus on both academics and research. At **Avanathi Institute of Engineering and Technology (AIET)**, The academic work carried in various undergraduate and post-graduate programs includes conducting research. Research is done to find answers to the mysteries of science, discover the secrets of nature, design solutions to particular problems, create new inventions that make life easier, and achieve other similar goals.

The AIET has promoted and implemented a wide range of policy initiatives to advance research since its founding in 2005. The completion of excellent research work qualifies for the award of higher degrees. Other promotional initiatives of AIET include building capacity in terms of human resources and facilities, encouraging and rewarding faculty to conduct research, organising conferences and workshops to spread new knowledge, and more. This Policy of AIET on the Promotion of Research & Innovation, Consultancy & Extension Services is the result of the various efforts and initiatives during the past 13 years.

2. Application of the Policy

The policy applies to all regular teaching faculty members of all departments of the Institute.

3. Vision

To achieve research excellence and promote a culture of great support for researchers thereby enabling a wide range of research advancements to address local to international needs.

4.Objectives

- ❖ The main goal of the proposed incentive program is to encourage the college's Faculty to engage in high-quality research, consulting, and other research-related activities.
- ❖ To persist in writing books and monographs for reputable national and international publishers..



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- ❖ For encouraging our academic members to apply for financing and obtain projects from various funding organisations in India and abroad.
- ❖ To get involved in consulting projects supported by government, industry, business, and other organisations.
- ❖ To promote faculty members' creativity so they can develop original ideas into products, concepts, etc. and secure patents.

5. General Principles Underlying this Policy

- ❖ The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- ❖ The policy shall not be influenced by the employee's race, religion or gender.
- ❖ The R&D Coordinator will review the incentive claim applications forwarded through HOD, and based on that a list of candidates will be recommended for incentives to the approval of the Principal.
- ❖ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- ❖ It is the responsibility of the faculty member to produce evidence of having published a paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest the same.
- ❖ An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attached copies of evidence countersigned by the HOD and R&D Coordinator.
- ❖ After checking the claim and approval by the Principal, the claim and disburse the amount following the usual procedure.
- ❖ As this is a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
- ❖ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

6. R&D Incentive Policies

6.1 Incentive for book publications

1. Full text book with single author : INR 3000
2. Full text book with two authors : INR 1500 each author
3. Full text book with multiple authors : INR 1000 each author
4. Chapter Contribution : INR 1500

Note: Published books or chapters or monographs must have 'AIET' as the affiliation.



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6.2 Incentive for Research Publication:

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he/she will pay an incentive as indicated below.

| | |
|-----------------------|---------|
| SCI Journal | 10000/- |
| Unpaid Scopus Journal | 5000/- |

- ❖ The publications will be considered only if they are indexed in Web of Science or in Scopus.
- ❖ If the paper is contributed by more than one author the incentive will be shared as follows:

| Author Position | 1 | 2 | 3 | 4 |
|-----------------|------------|-------------------|-------------------|-----------|
| Case-1 | AIET | | | |
| | 10000/5000 | | | |
| Case-2* | AIET | Ph.D GUIDE | Ph.D GUIDE | |
| | 10000/5000 | | | |
| Case-3 | AIET | Ph.D GUIDE/ OTHER | COSCHOLAR / OTHER | OTHER |
| | 5000/2500 | | | |
| Case-4 | OTHER | AIET | OTHER | OTHER |
| | | 3000/1500 | | |
| Case-5 | OTHER | OTHER | AIET | OTHER |
| | | | 2000/1200 | |
| Case-6 | OTHER | OTHER | OTHER | AIET |
| | | | | 1500/1000 |
| Case-7 | AIET | AIET | OTHER | OTHER |
| | 5000/2500 | 3000/1500 | | |
| Case-8 | OTHER | AIET | AIET | OTHER |
| | | 3000/1500 | 2000/1000 | |
| Case-9 | AIET | AIET | AIET | OTHER |
| | 5000/2500 | 3000/1500 | 2000/1000 | |
| Case-10 | AIET | AIET | OTHER | |
| | 5000/2500 | 3000/1500 | | |
| Case-11 | OTHER | OTHER | AIET | AIET |
| | | | 1500/1000 | 1500/1000 |
| Case-12 | AIET | AIET | | |
| | 5000/2500 | 3000/1500 | | |
| Case-13 | OTHER | AIET | | |
| | | 5000/2500 | | |
| Case-14 | AIET | AIET | AIET | AIET |
| | 5000/2500 | 2000/1500 | 1500/1000 | 1500/1000 |

* Applicable to Ph.D. pursuing faculty only.



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- ❖ Faculty of sister concern colleges of AIET also includes in the OTHERS category.
- ❖ Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- ❖ Faculty members should also submit a "Self Declaration" stating that the publication fee was not paid to the Journal.
- ❖ Published paper must have 'Avanathi Institute of Engineering and Technology' as the affiliation.
- ❖ On-line date is to be considered as the date of publication.
- ❖ Authors outside the AIET fraternity are not entitled to this scheme.
- ❖ Research Paper publication through Conference will be treated as a paid publication. The faculty is supposed to apply incentives under 6.3 or 6.4 whichever is applicable.
- ❖ Publication claim under the Research Incentive Schemes (RIS) of AIET must be made within a month of publication in the prescribed form.

6.3 Incentives for Presentation of Research Papers in Conferences/Seminars in India

- ❖ The International/ National conference must be of repute (viz. IEEE, Springer/Wiley, etc.), and the hosting Institutions must be of Institutes of repute-IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
- ❖ The paper/article must be published in any National/International Journal/Conference proceedings.
- ❖ **The faculty would be permitted OD + Registration fees on actual basis or Rs.2,000/- whichever is less.**
- ❖ TA/DA will be paid as per the Institute norms.
- ❖ In case of joint authorship only one faculty can avail the facility.
- ❖ Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 4,000/- only).
- ❖ Maximum number of ODs is limited to one week. The number of ODs during the academic period is subject to prior approval of the Principal.
- ❖ Only Oral presentation of research papers is acceptable.

6.4 Incentives for Presentation of Research Papers in Conferences outside India/Abroad.

- ❖ The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grants or other Funding Agencies of Govt. of India.
- ❖ It has been observed that some of the proposals may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore AIET may also consider funding for International Conferences on case to case basis, subject to



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60% to be paid by the candidate and 40 % by AIET with the candidate having at least 5 years of service in AIET.

- ❖ The staff who wish to apply for incentives for paper presentations in International conferences abroad need to get approval from the principal at least one month in advance.

Note:

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad (6.3 & 6.4) will be paid only after submission of the duly filled application and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
2. However the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to the approval of the Principal.

6.5 Incentives for attending Workshops/FDPs

- ❖ The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- IITs/IISc/NITs/IITs/IIM/Universities/Deemed Universities etc.
- ❖ **The faculty would be allowed OD + Registration fees on an actual basis or Rs. 1,000/- whichever is less, when the Workshops/Symposium/FDPs have minimum of 3 days duration.**
- ❖ TA/DA will be paid as per the Institute norms.
- ❖ Each faculty can attend Workshops/ Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 2,000/- only.
- ❖ Maximum number of ODs is limited to one week. The number of ODs during the academic period is subject to prior approval of the Principal.
- ❖ Minimum service clause is not applicable to attending conference/symposium/FDP
- ❖ Faculties going for attending FDPs outside need to disseminate knowledge/information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshops/ Summer etc for the benefit of Faculty and Students in their respective departments.
- ❖ The OD and Registration claim under the Research Incentive Schemes (RIS) of AIET must be made within a month in the prescribed form.



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6.6 Incentive for Generation of Research Grants:

- ❖ Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve the modernization of laboratories, acquiring of equipment required specific to the research study, conducting of surveys, etc.
- ❖ The incentive will be linked to the total amount of research grants sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.
- ❖ Since the amount is being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

6.7 Incentive for Consultancy work:

To encourage genuine consultancy work from the faculty, AIET announces a policy whereby the faculty can claim 20% of the amount charged under the consultancy work. This is subject to the following conditions:

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

6.8 Incentives for Professional Body Membership:

- ❖ All faculty members on roll of AIET having more than two SCI/ SCOPUS research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of the cost of the membership registration fee subject to Maximum of Rs.5,000.
- ❖ Maximum of Rupees Five Thousand (Rs. 5,000) will be paid for International society membership, Rupees Two Thousand (Rs. 2,000) for National society membership, and Rupees Thousand (Rs. 1,000) for State Level Membership.
- ❖ Incentive claim under the Research Incentive Schemes of AIET must be made within a month of registration with the professional bodies.



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

| Awards Received from Agencies | International Level | National Level | State level | University Level |
|-------------------------------|---------------------|----------------|-------------|------------------|
| Incentive (INR) | 5000 | 3000 | 2000 | 1000 |

6.10 Incentive for Doctoral Research Guidance

| | Ph. D | |
|-----------------|------------|---------------|
| | Supervisor | Co-Supervisor |
| Incentive (INR) | 5000 | 2500 |

Special Note:

In order to claim the incentives, the following documents should be submitted to the principal along with the duly filled application for claiming the Research Incentive with countersign of HoD & verification sign of Coordinator-R&D

- i. A copy of the notification of the Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)



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NORMS OF TRAVELLING ALLOWANCE (TA), DEARNESS ALLOWANCE (DA) & REIMBURSEMENT OF ACCOMMODATION CHARGES

1. Travelling Allowance

Traveling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while traveling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an official tour.

The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure.

The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

| | | |
|--------------------------------------|---|-------------------|
| 1. Director/Principal/Vice Principal | - | Airfare/First A/C |
| 2. Professor/HOD | - | Second A/C |
| 3. Associate Professor | - | Third A/C |
| 4. Assistant Professor | - | Sleeper |

Reservation charges, AC/Superfast surcharge, cancellation charges, and bedroll charges are reimbursable. Normal service charges for booking tickets by a travel agent are admissible.

The institution may reserve and book to and fro air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

2. Daily Allowance

| | |
|---------------------------------------|-----------------|
| 1. Director/Principal/ Vice Principal | -Rs.500 per day |
| 2. Professor/HOD/Associate Professor | -Rs.300 per day |
| 3. Assistant Professor | -Rs.200 per day |

3. Reimbursement of Accommodation

| | |
|----------------------------------|------------------------------|
| 1. Director/Principal | -Maximum of Rs.1500 per day |
| 2. Professor/Associate Professor | - Maximum of Rs.1000 per day |
| 3. Assistant Professor | - Maximum of Rs.600 per day |



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Note:

A. Accommodation charges will be reimbursed on production of the original receipt from the Hotel/Guest House.

B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

Other terms & conditions:

- ✓ TA/DA & Accommodation charges shall be provided on the submission of original bills only
- ✓ If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DA & Accommodation Charges
- ✓ 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 the regular fare.
- ✓ If the travel distance is within the state, then the days of the conference/seminar will be considered as on duty. If the travel distance is beyond the state, one extra day in addition to the duration of the event will be considered as on-duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A staff member can avail of a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- ✓ The aforementioned policy may change from time to time in accordance with the Institute policy.

Local Conveyance:

- | | |
|---------------------------------------|-----------------------------|
| 1. Director/Principal/ Vice Principal | -Maximum of Rs.1000 per day |
| 2. Professor/HoD/Associate Professor | - Maximum of Rs.500 per day |
| 3. Assistant Professor | - Maximum of Rs.300 per day |

Note:

Local Conveyance is applicable to the faculty who wish to attend WS/Conference/ FDP etc., within the limits of the city. Travelling Allowance, DA and accommodation not applicable.



PRINCIPAL

Avanthi Institute of Engg. & Tech.
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