

**INSTITUTIONAL SUPPORT FOR  
RESEARCH AND HIGHER EDUCATION: POLICY**

Introduction

1. Higher education institutions like us are in the knowledge domain—committed to learning, creation and dissemination of knowledge. These activities are so intimately intertwined that one cannot be purposefully seen in isolation of other. As we are moving into an era of "knowledge capitalism", knowledge management in combination with information management will play a fundamental role towards the success of transforming individual knowledge into organizational knowledge. The gambit of knowledge management must therefore include all the three foresaid facets. This necessitates attention of all stake holders—students, faculty members and management towards knowledge enhancement, research and quality teaching.

Aim

2. The aim of this policy document is to sensitize, incentivize and promote the three facets of knowledge management among our students and faculty members.

Knowledge Management

3. This policy document provisions the institutional support for following activities –

- (a) Research work—case, chapter, books, and paper writing etc.
- (b) Participation in seminars, workshops and conferences and faculty development programmes (FDP) etc.
- (c) Pursuance of higher education

Research Work

4. Publication by students/ new faculty in journals. In order to encourage and initiate the students and faculty members, in the first year of their service, into the field of research, following support may be granted by the institute –

- (a) Publication charges for one paper during the period from 01 July to 30 June.
- (b) Reimbursements will be limited to 50% of publication fee or Rs. 3000/-; whichever is lesser. The limit shall also apply to international publications published in India.
- (c) The above incentive (publication fee) will be admissible in full only if the first author is from the college. For second author, the financial limit is 30% of charges or Rs 2000/- whichever is lesser.

5. Publication by senior faculty in journals.

(a) While the institute will encourage and appreciate all kinds of efforts put in by the faculty in this direction, financial incentive/ appreciation letter will be limited only for the publications made in refereed journals/ journals where no payment is demanded by the publishers. Such journals of repute may be Indian or international.

(b) There is no restriction or limit to the number of papers which can be published in this category. In fact, larger the number – higher will be the appreciation.

6. All publications by students/ faculty must include the name of college in the paper as author's affiliation to qualify for incentive provisioned herein. Other scholarly work like book writing etc. will be considered on case to case basis. The incentives on these accounts are outlined in succeeding paragraphs.

7. In the month of June, an empowered committee of experts, formed under the arrangements of Registrar, will consider all the publications made during the year (i.e., from 01 July to 30 June). The quality work will be acknowledged in the form of a token money—maximum amount of Rs 8000/- or lesser, per paper, and/ or a letter of appreciation.

Participation in Seminars/ Workshops/Conferences/ Faculty Development Programmes/ Quality Improvement Programmes

8. Students and faculty members will be encouraged to participate in seminars, conferences and workshops etc. to present papers, and in Faculty Development Programmes (FDP)/ Quality Improvement Programmes (QIP) to hone their subject skills. (As a guideline, FDPs are the short duration courses, spanning over, say, 5 to 7 days and the QIPs are the ones running for a period up to 45 days.) FDP/QIPs will generally be permitted only at the end of a semester. In all such cases, the participating faculty is expected to disseminate the knowledge so acquired to other faculty colleagues on return.

9. The students can attend up to two activities during their entire course. However, additional support may be considered for the deserving students. Number of such activities a faculty member can attend will depend on his number of years of service at the institute as under:

Years of service of faculty member in the college (S)	No. of activities permitted in one year (i.e. from 01 July to 31 June)
S < 02 years	01
02 < S < 7 years	02
S > 07 years	03

10. Publication in international conference proceedings (published abroad) requires considerably large financial support (of the order of, say, 500 US\$). Such cases will be considered for support on case to case basis.

11. Registration Amount.

(a) For student/ faculty members of the college, who are first or second author, 100% of registration fee subject to a limit of Rs. 8000/- may be sanctioned. The amount shall be admissible to only one person for one paper.

(b) In case, first author is from some other organization and our faculty is second author, the entitlement stands to 40% of registration charges subject to a ceiling of Rs. 3000/-.

(c) The amount is admissible if and only if the paper is presented in the seminar/ conference.

12. Travelling and Lodging Allowances.

(a) Traveling Allowances.

(i) For faculty, full fare may be sanctioned as per the policy enunciated in policy letter No. SRMGPC/ Policy/Fin/02 dated 01 June 2014; on production of tickets for all the foresaid activities. No such facility is available for the students.

(ii) The travelling allowance will be granted only to the author presenting the paper and not to the other co-authors.

(iii) All moves are restricted to travel in India only.

(b) Boarding & Lodging Allowance: Following may be sanctioned-

(i) Seminars/ Conferences/ FDPs

(aa) If registration includes boarding and lodging – Nil.

(ab) In other cases -50 % of the entitled lodging charges as per the current policy.

(ii) QIPs - Nil.

13. Duty Leave. Requisite duty leave may be considered for the faculty members mentioned in the different categories above subject to following conditions:

- (a) Such absences will be discouraged during the currency of the classes.
- (b) Duty leave of maximum five days is permissible for such activities. Requirements of more than five days will be considered on the case to case basis or the period may be considered as personal leave.
- (c) For travelling time half day post lunch on the day preceding the conference and half day pre-lunch on next day of conference shall be permissible as duty leave - total one day.
- (d) In case of FDP spanning over a period more than 20 days, the pay for the month will be stopped and will be paid after six months of completion of course.

14. Follow-up action.

- (a) On return from the paper presentation/ workshops/FDPs, following actions will be taken by the concerned faculty members:

Activity	Submission of Documents	
	Office	Accounts Office
Paper Presentation/ Publication (Journals/Conference Proceedings)	Submission of finally published paper (with details of hyperlink, if published online) to Registrar's office.	Copy of Receipt. (for payment of publication fee)
Conferences/seminars	Submission of finally published paper (with details of hyperlink, if published online) to Registrar's office.	All supporting bills for payment of registration fee, tickets and accommodation etc. within 7 working days.
	Certificate of participation along with approval note to HR Cell.	
Workshops/FDPs	Certificate of participation along with approval note to HR Cell.	-do-

- (b) At the end of academic session, Registrar will send the complete set of publications to the Central Library for future reference.

#### Higher Studies

16. All faculty members are encouraged to enhance their academic qualifications, i.e., they must put in efforts to acquire qualification of M. Tech or Ph. D. The support provisions are outlined in succeeding paragraphs.

M. Tech. Programme

17. A candidate may be granted study leave of maximum two years subject to following essential conditions:

- (a) If the M. Tech. is for full time regular course.
- (b) If the faculty has completed two years of teaching at the college.
- (c) If the faculty has more than 65% marks in B. Tech.
- (d) If (s)he is considered suitable enough to be taken back as faculty after completion of the programme based on past performance and conduct in the department.
- (e) If admitted for full time regular course from IITs, NITs, government colleges/ universities of repute, SRMGPC and SRMU. Pursuance of study from other institutes will not qualify for study leave.
- (f) If the subject of PG is 'in-line' with that of B. Tech. Interdisciplinary subjects may be accepted only if the subject is being taught as part of syllabus.

18. The approval of study leave entails following benefits –

- (a) Assured joining back on completion of course subject to availability of vacancy.
- (b) Continuation of service while on leave for the purpose of seniority and increments.
- (c) Entitlement of part-salary for the duration of leave subject to rejoining as under –
  - (i) 25% of basic salary for faculty with more than two years of service.
  - (ii) 50% of basic salary for faculty with more than five years of service.
- (d) The payment of such dues will be released as under –
  - (i) 25 % of the amount - after one year of rejoining.
  - (ii) 25 % of the amount - after two years of rejoining.
  - (iii) 50 % of the amount - after three years of rejoining.

Ph. D. Programme

19. Institute will encourage faculty members to go in for Ph. D programme from reputed institutes/ SRMU either as a regular or part time candidate. However, institutional support will only be available if -

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- (a) Prior permission to join the programme has been obtained.  
 (b) The programme is pursued from a reputed state or central university on part time basis.

20. Duty leave; detailed as under, may be granted to the Ph. D scholars -

(a) Two x half day leave per month for library/ lab work or consultation with the supervisor for two years only.

(b) One month leave during summer vacation subject to submission of a report giving day wise research related activities duly certified by the supervisor. Such a facility will be granted on maximum two occasions.

(c) Maximum six days leave for defense of the Ph. D. thesis.

21. After completion of the degree, a copy of the thesis will be submitted to the Registrar for reference purposes in the central library.

22. This supersedes all previous instructions on the subject.



(Prof. R.K. Jaiswal)  
 Director

Distribution

[1] List – A (All)      1.                      2                      3.

[2] List – B      1. (O/c)                      2                      3.                      4.                      5.                      6.

7.                      11

[3] List – C      1.                      2.                      3.                      4.                      5.                      6.                      7.

8,9,10,11 (First Year)                      12                      13                      14