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10/05/25

Office of the Director Research & Development

File Ref: SGTU/ORD/2025/124

Date: 05/05/2025

Note for Approval

Subject: Approval for Minutes of Meeting of Research Program Policy Development Committee

Content of the Note:

This is to inform you that the Research & Development Cell, SGT University, conducted the Research Program Policy Development Committee (RPPDC) meeting on 29.03.2025.

The minutes for the same have been attached for your kind approval.

Shalini Kapoor

**Director
Research & Development**

Director
Research & Development
SGT University, Gurugram

Provost

Approved
9/5/2025



SGT UNIVERSITY

Office of the Director Research & Development

Minutes of the Research Program Policy Development Committee Meeting

The Research Program Policy Development Committee (RPPDC) meeting was held on 29.03.2025 in Room No. A-205, A-Block, SGT University at 10:00 AM.

The meeting was chaired by Prof. (Dr.) Shalini Kapoor, Director, R&D, SGT University. The list of all the members and attendees is placed in **Annexure I**.

The meeting started with a welcome address by Prof. Amit Bhardwaj (Member Secretary), who welcomed all the members and gave the background of the meeting for information.

Agenda 1: Approval of Minutes of Previous RPPDC Meeting

The minutes of the previous RPPDC meeting were presented for review. All members confirmed and unanimously approved the minutes without any amendments.

Agenda 2: Identification of Cutting-Edge and High-Impact Research Areas to Strengthen the University's IMRG Grant Application

The committee deliberated on aligning the University's research focus with national priorities and international standards. It was resolved that specific, high-priority research thrust areas be identified in accordance with the guidelines of the Government of India (GOI) and other major funding agencies. These thrust areas should also be mapped to the United Nations Sustainable Development Goals to enhance the competitiveness of the University's Intramural Research Grant (IMRG) proposals.

Agenda 3: Mandatory Upload of Publication Details in SGT-RIMS for Incentive Applications

The committee emphasized the importance of maintaining transparency and accountability in publication-based incentive applications. It was decided that each Faculty's designated Research Coordinator shall be responsible for verifying and uploading publication details submitted by faculty members in SGT-RIMS. After this verification/upload shall the documents be forwarded to the Office of the Director, Research and Development for further processing of incentives.

Agenda 4: Establishment of International Advisory Boards (IAB) for Each Faculty

To foster global engagement, it was discussed that each Faculty must establish an International Advisory Board comprising a minimum of five distinguished international members. The IAB shall support decision-making for collaborative research initiatives, international conference participation, dual/Joint Ph.D. programs, and Faculty Development Programs (FDPs). The constitution of the IAB should be completed within the next academic quarter.

Agenda 5: Discontinuation of Incentives for Publications in UGC CARE List Journals

The committee has reviewed the relevance and academic value of journals listed in the UGC CARE list. It was unanimously agreed that incentive claims for publications in UGC CARE-listed journals, submitted on or after 30.03.2025, will no longer be eligible for incentive under the University's incentive policy. Faculty members are strongly encouraged to target high-impact, Scopus-indexed or Web of Science-indexed journals for their future publications to ensure academic rigor and global visibility.

This decision is in line with the recent UGC notification F. No. 1-1/2018(CARE/JOURNAL)-Part file 22 मी 1946/11 February, 2025.

Agenda 6: Approval of Revised Incentive Policy

The revised publication incentive policy was presented and reviewed. After deliberation, all members unanimously approved the new policy framework, which shall come into effect from the date of issuance. It was suggested that the incentive for publications, particularly in Q1/Q2 journals, be revised to encourage high-impact research. Additionally, a provision for the reimbursement of Travel, Registration, fooding & lodging has been included for faculty and students participating in any research event held outside the University. The amended incentive structure and the detailed guidelines for attending research events have been attached in **Annexure II**.

Agenda 7: Relaxation of 4th Year Ph.D. Fees for 2021 Batch Onwards

The committee approved a resolution that Ph.D. scholars from the 2021 batch onward shall be exempted from paying 4th-year tuition fees, provided the DRC recommends the waiver with a well-documented justification. This is subject to final verification and approval by the Ph.D. Cell. However, from the 5th year onward, if the thesis is not submitted, regular tuition fees will be applicable until submission.

Agenda 8: Refund Policy for Ph.D. Program Fees

In the absence of a dedicated fee refund policy for the PhD program, it was resolved that the University's existing general fee refund policy shall also be applicable to PhD scholars, ensuring consistency across all academic programs.

Agenda 9: Standardized Ph.D. Fee Structure for JRF Scholars from 2025 Batch Onwards

The committee decided to implement a standardised fee policy for PhD scholars availing fellowships (e.g., UGC-JRF). From the 2025 batch onwards, 50% of the tuition fees will be charged to scholars under UGC and similar fellowships. The policy aims to balance financial support while promoting accountability and institutional sustainability.

Agenda 10: Special Provisions for Course Work for Defence Personnel, Corporate Professionals, Bureaucrats, and Other Professionals

To promote interdisciplinary collaboration, the committee resolved to facilitate customised Ph.D. coursework for defence personnel, corporate executives, bureaucrats, and similar professionals. These provisions will be implemented through a specific Memoranda of Understanding (MoUs) between SGT University and its respective organisations. The competent authority will evaluate and approve each proposal on a case-by-case basis.

Agenda 11: Any Other Agenda with the Permission of the Chair

Agenda 11.1: Retention Clause in the Ph.D. Ordinance for In-House Faculty and Staff Benefiting from Fee Concessions

The Director of Ph.D. Programs highlighted a compliance issue related to the ordinance clause requiring in-house faculty and staff availing fee concessions to serve the institution for three years post-Ph.D. It was resolved that the concerned individuals may be allowed to fulfil the obligation by publishing two additional research articles (beyond the standard two-per-year requirement) during their PhD tenure instead of mandating retention. This publication condition will serve as an alternative to the retention clause, subject to approval by the Ph.D. Cell.

Agenda 11.2: Revision of Research Code of Ethics considering recent developments in academic integrity standards and institutional best practices

The committee discussed the proposed revision of the institution's Research Code of Ethics. The revisions aim to align institutional policies with global standards of academic integrity. The major updates include stricter measures to prevent plagiarism, clearer conflict of interest guidelines, and more robust protocols for handling ethical violations.

It was also suggested that the plagiarism detection software should include an AI-generated content check, and the Head Librarian should take the necessary steps for the implementation of the same.

Agenda 11.3: Updating Consultancy Policy to promote industry-academia collaboration.

The updated Consultancy Policy was presented and reviewed. The revised policy encourages faculty engagement in consultancy projects while maintaining institutional oversight and clarity on revenue sharing.

The meeting ended with a vote of thanks to the chair and all other members.



Prof. (Dr.) Shalini Kapoor
Director

Research & Development
Director

Research & Development
SGT University, Gurugram



Prof. (Dr.) Amit Bhardwaj
Member Secretary, RPPDC

OFFICE OF THE DIRECTOR RESEARCH & DEVELOPMENT
Meeting of Research Program Policy Development Committee (RPPDC)
Date: 29.03.2025 | Time: 10:00 AM | Venue : A-205, A - Block, SGT University

S. No.	Name	Designation	Committee Designation	Signature
1	Dr. Poornima Baliga Bantwal	Pro Vice-Chancellor	Special Invitee	<i>Belgob</i>
2	Dr. Shalini Kapoor	Director, Research & Development Cell	Chairperson	<i>shalini kapoor</i>
3	Dr. Waheeda Khan	Sr. Advisor & Professor	Member	ON LEAVE INFORMED
4	Dr. Suman Vij	Director, IQAC	Member	<i>Suman Vij</i> 29/3/25
5	Dr. Vijay Bhalla	Dean, ICIA	Member	ON LEAVE INFORMED
6	Dr. M. Ejaz Hussain	Dean, ICIA	Member	<i>MO Ejaz Hussain</i> 29/3/25
7	Dr. Mukesh Sharma	Associate Dean, FMHS	Member	—
8	Dr. Chandra Mouli Pandey	Deputy Dean (R&D)	Member	<i>Chandra Mouli Pandey</i> 29/03/25
9	Dr. Kunal	Deputy Dean (R&D)		<i>Kunal</i> 29/3/25
10	Mr. Anil Sharma	Registrar Office Nominee	Member	<i>Anil Sharma</i> 29/3/25
11	Prof. Amit Bhardwaj	Head, Ph.D. Cell	Member Secretary	<i>Amit Bhardwaj</i> 29/3/25
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