

RESEARCH PROMOTION POLICY 2025



SGT
UNIVERSITY

Shree Guru Gobind Singh Tricentenary University



SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

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 **Registrar**
SGT University
Budhera, Gurugram

Preamble

SGT University envisions research as the driving force behind academic excellence and societal transformation. With a steadfast commitment to fostering innovation and intellectual exploration, this Research Promotion Policy empowers faculty, scholars, and students to pursue pioneering research that addresses global challenges and societal needs. By cultivating an environment of collaboration, ethical rigour, and creative inquiry, the policy underscores our mission to position SGT University as a leader in knowledge creation and a catalyst for positive change. This policy reflects our dedication to nurturing intellectual growth, contributing to national and international research priorities aligned with sustainable development goals, and establishing SGT University as a leading hub for academic and scientific innovation.

To encourage its academic staff and research fellows for their research activities, SGT University notifies the current Research Promotion Policy, which covers the incentives in the form of the following categories:

- I. Financial assistance for research projects, publications and research-related activities**
- II. Financial assistance for pursuing Ph.D.**
- III. Financial assistance for attending National and International conferences**
- IV. Financial assistance in the form of University Research Fellowship (URF) to regular Ph.D. students**
- V. Financial assistance for creating Research Infrastructure**

Background

The Research Promotion Policy (RPP) for SGT University was notified on 8th Dec 2018, which was further amended from time to time. The last RPP applicable in the University vide Notification dated 5th April 2021 was further rationalized and revised. The new RPP of SGT University will be applicable from January 2025.

I. Financial assistance for research projects, publications and research-related activities

1. Research Paper Publication

SGT University's prime focus is on Research-Oriented Teaching, and to promote this, the University motivates its faculty members and students to publish papers in SCOPUS/ WOS/ PubMed/ UGC/ NAAS/ ABDC indexed journals. SGT University acknowledges the faculty members, research scholars, and students engaged in research work by giving them incentives and recognizing their research work. Apart from Research Publication targets by Faculty members, Academic Ordinances of various Programmes provide for mandatory

publication of Research papers/ Review papers/ Case Reports, etc., by the research scholars and students as summarized below:

- 1.1 **Publication by Faculty members** - Each Faculty member required to publish minimum two research papers per year in Indexed Journals.
- 1.2 **Publications by Ph.D Scholars** - All Ph.D scholars are required to publish at least two research papers during their tenure in SCOPUS/ WOS Indexed Journal.
- 1.3 **Publications by Postgraduate Students** - All students pursuing postgraduate programs are required to publish at least two research papers during the tenure of the postgraduate course, out of which one paper must be a research paper, and others can be a Case Report/ Review paper in SCOPUS/ WOS/ PubMed/ UGC/ NAAS/ ABDC Indexed Journal.
- 1.4 **Publications by Interns** - All interns would publish at least one case report/ review paper with the help of a faculty mentor in SCOPUS/ WOS/ PubMed/ UGC/ NAAS/ ABDC Indexed Journal.
- 1.5 **Publications by Undergraduates** - It is desirable that 2-3 final-year students in undergraduate programs may publish one research/ review paper with the help of a faculty mentor in SCOPUS/ Web of Science Indexed Journals.
- 1.6 **If a Research Paper is published** in an indexed journal, the same shall be reported by the faculty member to the concerned Dean of Faculty through HOD and submitted to the office of the Dean (Research & Development) in the research incentive proforma.
- 1.7 **The software facility for plagiarism checks for scientific papers of SGT University is available** in libraries of respective blocks. The verification will be done as per the Plagiarism Policy.

Note: All the publications by the faculty members and students (UG/ PG/ Interns) should be verified by the respective Deans, and a report should be sent to the R&D office. For Ph.D. scholars, the Ph.D. cell will verify the publication at the time of thesis submission.

1.8 Incentives for Publication

- 1.8.1 SGTU shall pay an incentive per **Research/ Review Paper** published in SCOPUS/ WOS/ PubMed/ UGC/ NAAS/ ABDC indexed journals as given below, but the authors will bear the Cost of Publication, if any:

S.No	Indexing Category	Amount (in Rs.)
1	For publication in Nature/ Science/ The Lancet/ Cell/ New England Journal of Medicine	1 Lakh
2	Subsidiary journals of Nature/ Science/Cell/ The Lancet etc. (Impact factor >20)	50000/-
3	Q1/ Q2 Quartile	25000/-
4	Q3 Quartile	20000/-
5	Q4 Quartile/ SCOPUS/ WOS/ PubMed	15000/-
6	UGC	10000/-
7	NAAS (Rating ≥ 6)	10000/-
8	ABDC Journals (which are indexed in SCOPUS/ WOS will be incentivized as per the stated guidelines)	
9	SGTU In-House Journal	2000/-
10	For publishing case study in "The Case Centre UK"	2000/-
11	Full paper published in conference proceedings (indexed in SCOPUS)	5000/-

1.8.2 If there is more than one faculty member/ student as author/ co-author, the amount of incentive shall be distributed as follows:

S.No	Number of Authors	Incentive Distribution
1	Single author with SGTU affiliation (upto first 5 authors)	100% amount to the author
2	Two authors with SGTU affiliation (upto first 5 authors)	<ul style="list-style-type: none"> First author – 60% Second author – 40% If the second author is the corresponding author, then an equal amount is to be distributed among both the SGTU authors. (In case a paper has only two authors of SGTU affiliation upto 5th position, then an equal amount is to be distributed among both the SGTU authors)
3	More than two authors with SGTU affiliation (upto first 5 authors)	<ul style="list-style-type: none"> If First/Corresponding author is same – 80% If the First and corresponding authors are different – 40% of the amount will be given to each. Rest authors – 20% of the amount will be equally divided amongst other authors

Note: 1) The incentive will apply to the authors only on the role of SGTU.

- 1.8.3 SGTU shall pay an incentive to the editors and authors of the book and book chapters published with ISBNs. The details of the incentives are as follows:

S.No	Category	Amount (in Rs.)
1	Edited book in SCOPUS/ WoS	5000/-
2	Edited book published by other recognized publishers	3000/-
3	Authored book in SCOPUS/ WoS	12000/-
4	Authored book published by other recognized publishers	5000/-
5	SCOPUS indexed book chapters	3000/-
6	Other book chapters	2000/-

Note: The incentive will be distributed as mentioned in 1.8.2.

- 1.8.4 If the book's editor has also published book chapters in the same book, then the applicant is eligible for an incentive for the book only.
- 1.8.5 If a faculty member is appointed as Chief Editor/ Editor-in-Chief in SCOPUS/ WoS indexed Q1/Q2 journals, then an incentive of Rs. 10,000/- (one time) will be given for a particular journal.

2. Patents/ Copyrights/ Design Registrations

SGT University shall bear the cost of filing a Patent/ copyright/ design registration by faculty member(s)/ PhD scholar/ PG student with the condition that faculty member(s)/ Ph.D scholar/ PG student shall be mentioned as Inventor and SGTU shall be considered as Owner in Patent/ copyright/ design registration application. In the case of Technology-transfer for commercial purposes, the royalty earned from the awarded Patent may be shared between SGTU and Inventor(s) on pre and mutually agreed terms and conditions, with Inventor(s)' share not exceeding 50%. The incentives will be given as per the details given below:

S.No	Type of Patent	Amount (in Rs.)
1	Patent (granted)	15000/-
2	Technology Transfer & Commercialization	20000/-
3	Copyright	3000/-
4	Design registration	3000/-

Note: The distribution of the incentive will be done as mentioned in 1.8.2.

3. Research Project Grants by External Funding Agencies

- 3.1 All eligible faculty members shall endeavor to submit one (01) Research Project to an external Govt./ Non-Govt. funding agency (National and International). Before submission, the proposal will be thoroughly reviewed by the R&D cell and external experts.
- 3.2 The Project Investigator and Co-Project Investigator(s) shall be given an incentive of the total grant (research projects/ conference/ CSR) received by SGTU on a pro-rata basis as per details given below. The incentive amount will only be given after successfully completing the project.

S.No	Grant Received	Amount (in Rs.)
1	Upto Rs 1 Lakh	5000/-
2	Above Rs 1 Lakh to Rs 10 Lakh	10000/-
3	Above Rs 10 Lakh to Rs 50 Lakh	25000/-
4	More than Rs 50 Lakh	50000/-

Incentive for Research Project Grant shall be shared among PI and Co-PI(s) as follows:

S.No	No of Investigator(s)	Incentive Percentage
1	Only PI	100%
2	One PI and One Co-PI	PI 60% and Co-PI 40%
3	One PI and Two Co-PIs	PI 50%, Co PI 25% each
4	One PI and More than Two Co-PIs	PI 40% and 60% distributed equally among Co-PIs

- 3.3 The faculty member (PI/Co-PI) with the sponsored research project will not be eligible for the conference grant. The PI can utilize the travel grants sanctioned for the sponsored project to attend the conference.

4. Seed Money

Each faculty member may apply for an intramural research grant of up to Rs 50,000/- to undertake a research project at SGT University. The project has to be approved by the University Intramural Research Committee (IRC) and forwarded to the Dean R&D office for final approval and sanctioning of the grant. However, projects with a budget greater than 50,000/- will be approved by the competent authority. The seed money may be revised periodically based on the recommendation of the Research Advisory Committee.

5. Best Researcher Award

5.1 Following Annual Research Awards shall be instituted in SGTU

S.No	Name of the Award	Incentive	Minimum Qualifying Criteria	Remarks
1	Best University Researcher Award for faculty members	Sponsorship for an International conference outside India (upto Rs. 1 lakh) or Rs. 25000/- plus certificate	100 Points	One throughout the University
2	Best research appreciation award for faculty member	Rs. 10,000/- plus certificate	50 Points	One from Each Faculty
3	Best Researcher Award for Ph.D. Scholars (regular PhD scholar)	Rs. 10,000/- plus certificate	50 Points	One from Each Faculty
4	Best research award for PG student	Rs. 8,000/- plus certificate	30 Points	One from Each Faculty
5	Best research award for UG student	Rs. 5,000/- plus certificate	20 Points	One from Each Faculty

5.2 Weightage for Research Points shall be as follows:

S.No	Description	Points Earned
1	Research Paper published in SCOPUS/ WOS indexed journal (Q1/ Q2 journal)	20 Per Paper
2	Research Paper published in SCOPUS/ WOS indexed journal (Q3 journal)	15 Per Paper
3	National/International Patent Granted	50 Per Award
4	National/International Patent Published	10 Per Award
5	Copyright/ Design Registration Awarded	10 Per Award
6	Research Project Grants received by SGTU from external agencies (year of the grant)	5 marks Per Rs. 1,00,000/- Grant
7	Students received fellowships/ studentship/ grant	10 Per award

- 5.3 If more than one faculty member from SGTU shares Journal/ Conference Publication, Patent Published/ Awarded, and/ or Research Project Grants received by SGTU, the points awarded shall be on a pro-rata basis based on verifiable criteria finalized by the screening/ selection committee. The names of the students and research scholars shall not be considered for awarding points to faculty members.
- 5.4 If more than one student/ research scholar from SGTU shares a Journal/ Conference Publication, Patent Published/ Awarded, and/ or Research Project Grants received by SGTU, the points awarded shall be on a pro-rata basis with equal weightage. The names of faculty members shall not be considered when awarding points to students/ research scholars.
- 5.5 A call for the same will be open at the end of every year for all who wish to apply for the award. The letter should be forwarded to the Dean R&D office through the proper channel.

II. Financial assistance for pursuing Ph.D.

This is to encourage faculty members to improve their qualifications by pursuing the Ph.D. program offered by the University. Any Faculty member of the University can enroll in the Ph.D. program as per the guidelines laid down by the University PhD Ordinance. Faculty members admitted to the Ph.D. course shall be provided a fee concession to the tune of 50% of the fee charged for the course. However, in lieu of this fee concession, it will be mandatory for the Faculty Member to serve SGT University for a minimum period of three years, failing which the amount of Fee concession granted shall have to be refunded to the University. All the other guidelines for PhD course will be governed by SGT University PhD ordinance.

III. Financial assistance for attending National/ International Conferences/ Conventions

1. Guidelines for attending conferences/ conventions in India or abroad

- 1.1 Only those faculty members who have completed one year at SGT University would be eligible to apply for the conference grant under clause 2.
- 1.2 Teachers going under any international collaboration exchange program with CSIR, DST, ICSSR, ICAR, and other such agencies of similar reputation will be provided financial assistance for up to 50% of the travel expenses and registration charges. However, the work and detailed plan for such visits should be submitted to the Dean, Research & Development office.

- 1.3 Financial assistance to teachers for attending the conferences/ conventions at the national level in India will be available once an academic year. In such cases, the financial assistance will be limited to 50% of the travel expenses and registration fee.
- 1.4 Financial assistance to teachers attending conferences/ conventions abroad/ internationally will be available once every three academic years. In such cases, the financial assistance will be limited to 50% of the travel expenses and registration fee.
- 1.5 In case of two or more applicants from the same department attending the same conference/ convention, financial assistance will be given to a maximum of 2-3 faculty members of any department/ faculty as a travel incentive at the discretion of the HOD/ Dean.

2. Eligibility for financial assistance

- 2.1 Acceptance of papers from organizers should have been received.
- 2.2 The teachers invited to attend national/international academic conferences should verify that the level of the program and the Institution organizing the event is truly national/international, professional, and capable of enhancing the participants' skills.
- 2.3 The financial assistance may be provided in the following order of preference:
 - (i) Teachers delivering keynote addresses/ lectures.
 - (ii) Teachers contributing a paper.
 - (iii) Teachers invited under international collaboration exchange program.
- 2.4 Subject to all other conditions being equal, preference may be given to applications that have already raised part financial support from other sources who are session Chairman/ Member Organizing Committee/ Award winners in addition to the paper presentation. Preference may also be given to those authors who have never been deputed to attend such conferences.

3. Procedure for applying financial assistance for attending conferences/ conventions (Abroad and India)

The prescribed application form for conferences/conventions in India & Abroad will be used.

- 3.1 Application duly forwarded by the Head of the Department and Dean of the Faculty with their specific recommendation (regarding eligibility and amount to be given) should reach the Office of the Dean (Research and Development), preferably 30 days before the date of the program (even if, the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:

- (i) A soft copy of the full text of documents/ papers prepared by the teacher for presentation at National/International conferences/ conventions, along with the details of the training program, even if of short duration, should be provided.
- (ii) Brief details of the organizers, program title, place, and duration of the conference/ conventions in which the paper is proposed to be presented or participation is desired.
- (iii) A copy of the letter of invitation from the organizers of the conference/ symposium, accepting the paper for presentation immediately after it is received, or a copy of the letter from the organizer(s) inviting the teacher to chair a session/ section, along with the details of the financial support offered etc. should also be enclosed.
- (iv) Details of the registration fee and the itinerary of the travel mode as applicable.

4. Follow-up action for attending conferences in India and outside India

- 4.1 The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Dean, Research & Development office through the concerned Faculty Dean within a week to enable others to utilize the released amount.
- 4.2 Deputed teachers should provide a participation certificate after attending conferences/ conventions and submit the bills within one month of return from the Conference/conventions.

IV. Financial assistance in the form of University Research Fellowship (URF) to regular Ph.D. students

To support the departments in their academic and research activities, regular Ph.D. scholars from each academic faculty shall be awarded a University Research Fellowship. The fellowship amount shall be Rs. 25000/- per month for non-medical faculties and Rs. 30000/- per month for medical sciences/paramedical/allied health sciences faculties. This may be subjected to revisions based on the Ph.D. ordinance. It will be based on academic merit as specified in Ph.D. regulation of SGTU. The call for URFs for regular Ph.D. Scholars will be circulated by the Dean, Research & Development office.

A total amount of Rs. 60000/- will be given to URF after successfully completing pre-Ph.D. coursework as a contingency grant on a case-to-case basis on the recommendation of DRC/ RAC of the respective faculty.

V. Financial Assistance for Creating Research Infrastructure

The University will assist if a Faculty/Department requires new equipment for the central facility to support their innovative research activities. However, the proposal for such equipment must be designed optimally, considering its cost-effectiveness and utility across multiple faculties. The scope of equipment includes Software (SPSS, MATLAB, Turnitin/iThenticate, SCOPUS, RIMS), specialized equipment, etc.

To seek support under this provision, the requesting Faculty or Department must prepare a proposal in collaboration with other Faculties or Departments that will utilize the facility. The proposal, endorsed by the respective Heads/Deans, must be submitted to the Dean of Research and Development. The Head of the requesting department will serve as the project coordinator.

The Research Monitoring Committee (RMC) will evaluate the proposal, allocating funds based on their recommendations.

The concerned research committees, as per the mandate of UGC, will help execute this policy.

