



# Research Promotion and Incentive Policy

Version 3.0

Approved vide agenda item 21.12 of Board of Management Meeting dated 25<sup>th</sup> Feb., 2022  
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## Research Promotion and Incentive Policy 3.0

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*\*Subject to approval of BoM and GB – meeting to be held in Feb 2022*

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**Synopsis of Research Promotion and incentive policy Version 3.0**

A		B		C	D	E	F
Publication in a Scopus indexed journal with h - index value as on date of allocation of UINP	Incentive amount (in INR)	Research project Grant finally credited into university account	Incentive amount for Research project grant	Incentive amount for Patents filing	Incentive amount for consultancy	PhD Supervisor incentive	Incentive amount for Editing a book/conference proceedings whose articles get indexed in Scopus
0 / Conference paper	10,000	up to Rs 1 crore	An amount equal to fixed % of the funding amount credited into the University account	An amount equivalent to the fee for filing patent and Request for examination for the patent (Paid directly to the patent office / attorney)	An amount equivalent to 90 % of the amount generated for consultancy projects	An amount equivalent to 30 % of the tuition fee (payable only up to first 3 years from the enrolment of candidate)	INR 10,000 per paper getting indexed in Scopus to the Editor(s) of the book / conference organizer and Rs. 10,000 to the team of authors of the paper.
1 to 20	20,000						
21 to 40	25,000						
41 to 60	30,000						
61 to 80	40,000	1 Cr<EMG<=2 Cr					
81 to 100	50,000						
101 to 125	60,000						
126 to 150	70,000	2 Cr <EMG					
151 to 200	85,000						
201 to 250	100,000						
251 and above	150,000						

*Table 1: Types of incentives*

**ELIGIBILITY, TERMS & CONDITIONS**

- i. Any Research Award/Grant/Cash Incentive cannot be claimed as a matter of right.
- ii. Only regular faculty members and students on the rolls of the University are eligible. Also refer point number X below.
- iii. The effective date for enforcement of this policy is 1<sup>st</sup> January, 2022.
- iv. For calculation of incentives, the start and end dates will be defined by the calendar year, or as decided by Research Promotion and Incentive Committee (RPIC) (as in point number 5 in this policy).
- v. All the achievements requested for incentives should be with the affiliation of "Chitkara University".
- vi. The decision of the RPIC will be final and binding.
- vii. The policy can be withdrawn or modified at any point of time without any formal notice to anybody.
- viii. While a faculty member is eligible for cash incentive in column A above, from his/her third publication onwards, student may be eligible from his / her first publication only
- ix. Any research article for which Faculty member has already been financially supported (in whatsoever way) by Chitkara University, will not be considered for publication incentives. However, that article may be counted to fulfil the eligibility criterion.
- x. All benefits and incentives will lapse if on the date of disbursal (in full or a part of the same) of the incentive, the faculty member has already left the organization or is serving the notice period. However, the student(s) will be eligible to receive the incentive upto after one year of their graduation.
- xi. Even after disbursement of the incentive, if any awardee is found supplying wrong, incorrect or incomplete information, whole amount of cash incentive will be reclaimed back.
- xii. For any research activity, which is done in collaboration with other Institute/Lab or University, only the faculty member and /or student of Chitkara University shall be entitled for Research Awards or Cash Incentives. The external member shall not be entitled for any benefits.
- xiii. Cash incentives calculated for the previous calendar year will be disbursed in equated installments in the successive year as decided by the RPIC.
- xiv. Details of this policy are available on the Chitkara University website

## **1. INTRODUCTION**

Chitkara University is fast emerging as one of the pioneer research universities, expanding realms of knowledge in select focus areas. This policy document describes various incentives to encourage and promote the culture of research and innovation directly amongst the staff and indirectly amongst students.

## **2. OBJECTIVES**

To encourage staff and students of Chitkara University to:

- i. Publish high quality and original research articles and thus have more citations per article
- ii. File and publish patents having good commercialization potential
- iii. Write and submit research proposal inviting extramural funding and establish state-of-art research facility
- iv. Provide consultancy services to industry and other organizations
- v. Edit and author books published by reputed Publishing Houses
- vi. Encourage faculty members to supervise high quality and timely Doctoral research.

## **3. EXPECTED OUTCOME**

- i. Enhancement in quality of research and innovation related activities
- ii. Expansion of frontiers of knowledge and thus contribute to the IP wealth of the nation.

## **4. ELIGIBILITY, TERMS & CONDITIONS**

- i. Any Research Award/Grant/Cash Incentive cannot be claimed as a matter of right.
- ii. Only regular faculty members and students on the rolls of the University are eligible. Also refer point number X below.
- iii. The effective date for enforcement of this policy is 1<sup>st</sup> Dec, 2021.
- iv. For calculation of incentives, the start and end dates will be defined by the calendar year, or as decided by Research Promotion and Incentive Committee (RPIC) (as in point number 5 in this policy.
- v. All the achievements requested for incentives should be with the affiliation of "Chitkara University".
- vi. The decision of the RPIC will be final and binding.
- vii. The policy can be withdrawn or modified at any point of time without any formal notice to anybody.
- viii. While a faculty member is eligible for cash incentive in column A above, from his/her third publication onwards, student may be eligible from his / her first publication only
- ix. Any research article for which Faculty member has already been financially supported (in whatsoever way) by Chitkara University, will not be considered for publication incentives. However, that article may be counted to fulfil the eligibility criterion.
- x. All benefits and incentives will lapse if on the date of disbursal (in full or a part of the same) of the incentive, the faculty member has already left the organization or is serving the notice period. However, the student(s) will be eligible to receive the incentive upto after one year of their graduation.
- xi. Even after disbursement of the incentive, if any awardee is found supplying wrong, incorrect

or incomplete information, whole amount of cash incentive will be reclaimed back.

- xii. For any research activity, which is done in collaboration with other Institute/Lab or University, only the faculty member and /or student of Chitkara University shall be entitled for Research Awards or Cash Incentives. The external member shall not be entitled for any benefits.
- xiii. Cash incentives calculated for the previous calendar year will be disbursed in equated installments in the successive year as decided by the RPIC.
- xiv. Details of this policy are available on the Chitkara University website

## 5. COMMITTEE

Research Promotion Incentive Committee (**RPIC**) constituted as following, will be meeting on regular basis to take decisions and submit its final recommendations to Hon'ble Pro Chancellor for final approval. The minimum quorum of the meeting is 2/3<sup>rd</sup> of the members.

- i. Vice Chancellor, Chairperson
- ii. Registrar
- iii. Director (Research) – OPFLC
- iv. Dean(s) of DRC(s)
- v. Director (IQAC) or his / her nominee
- vi. Director (Talent Management) or his / her nominee
- vii. Dean (Research), Member Secretary

Committee may involve concerned Dean / Head of Department in case of any specific inputs to be solicited.

## 6. ANNUAL RESEARCH EXCELLENCE AWARDS

**6.1.** Subject to approval of Research Promotion Incentive Committee (RPIC), five awards will be announced in different categories as given below: (*applicable for only faculty members*):

- i. Best Research Author Award
- ii. Most Funded Researcher Award
- iii. Best PhD Supervisor Award
- iv. Best Innovator Award
- v. Best Consultant Award

**6.2.** These awards will be given away on the basis of highest cash (actual or notional) Incentive earned by a faculty member in a particular category.

**6.3.** Cash incentives calculated for the previous calendar year will be disbursed only once in lump sum or equated installments in the successive year as decided by the RPIC.

## 7. ANNUAL RESEARCH INCENTIVES

Faculty members and students are eligible to draw incentives under 6 different heads– A, B, C, D, E and F as mentioned in Table 1 on page 1 and explained in the clauses 8 to 12.

## 8. TO PROMOTE RESEARCH PUBLICATIONS | Associated award – Best Research Author Award

### 8.1. Eligibility

- Only the Authors, faculty members and students who have shown affiliation to Chitkara University as per **Annexure-1** and have obtained Unique Identification Number before Communicating a Research paper (UINC) and Unique Identification Number after Publication of a Research paper (UINP) from Office of Dean (Research).
- While the students are eligible to draw incentive, they can do so only for those papers, where at least one of the co-authors is a regular faculty member of Chitkara University.
- Only the faculty members can obtain UINC and UINP from Chalkpad.

H-index and associated incentive	
Publication in a Scopus indexed journal with h - index value as	Incentive amount (in INR)**
0 / Conference paper	10,000 <sup>#</sup>
1 to 20	20,000
21 to 40	25,000
41 to 60	30,000
61 to 80	40,000
81 to 100	50,000
101 to 125	60,000
126 to 150	70,000
151 to 200	85,000
201 to 250	100,000
251 and above	150,000

**Table 2: Publication incentives**

*\*RPIC may take into consideration the impact factor of the journals as well to decide on the final incentive amount.*

*\*\* Subject to approval of Research Promotion Incentive Committee (RPIC)*

*# The registration fee of the conference is to be borne by all the authors equally*

### 8.2. Process

- Whenever a research article is to be communicated to any conference/journal, it is necessary to obtain UINC from the Office of Dean (Research)
- As soon as the paper gets published in the journal or conference paper gets indexed in Scopus, the UINP is to be obtained from the Office of Dean (Research).

### 8.3. Calculation of cash incentive

- Total amount associated with the paper will be divided among all the authors of the paper as per the formula -  
$$\frac{\text{Total amount for which the paper is eligible for as per Table 2}}{\text{Total no. of authors in the paper}} \text{ -----(i)}$$
- A faculty member is eligible for cash incentive from his/her third publication onwards only. i.e the faculty member is not eligible for first two lowest h-index publications, he has authored/ co-authored in that CY. However, the students are eligible for cash incentive from their first paper onwards.
- Any research article for which Faculty member has already been financially supported (in whatsoever way) by Chitkara University, will not be considered for publication incentive. However, that article may be counted to fulfil the eligibility criterion.
- Amount calculated as per head F of table 1 will also be added to the Publication Incentive

#### 8.4. Best Research Author Award

The faculty author, who gets the largest amount as the cash incentive, will be conferred with the Best Research Author Award.

### 9. TO INVITE EXTRAMURAL FUNDING | Associated award – Most Funded Researcher Award

#### 9.1. Eligibility

- 9.1.1. Staff member should have obtained the forwarding letter from the office of Vice Chancellor. Copy of the proposal has been submitted in the office of Vice Chancellor.
- 9.1.2. Acknowledgement of the final submission of the project and a copy of the proposal should have been submitted in the office of Vice Chancellor.

#### 9.2. Process

- 9.2.1. Any staff member willing to submit the project for extramural funding approaches the office of Vice Chancellor with complete copy of the proposal (at least 3 days prior to the deadline).
- 9.2.2. After single cycle of scrutiny, the forwarding letter is signed by the Vice Chancellor and the proposal can be submitted to the funding agency.

#### 9.3. Calculation of cash incentive

Amount will be equally divided among all the faculty members associated with the Project and same will be disseminated as per the details mentioned below:

Research project Grant finally credited into university account	Incentive amount for Research project grant*
up to Rs 1 crore	An amount equal to fixed % of the funding amount credited into the University account
1 Cr < EMG ≤ 2 Cr	
2 Cr < EMG	

**Table 3: Incentives for bagging extramural funding**

*\*The percentage will be recommended by RPIC every year depending upon the total amount of funding received in that calendar year.*

#### 9.4. Most Funded Researcher Award

The faculty member, who gets eligible for the largest amount as the cash incentive, will be bestowed with the Most Funded Researcher Award.

### 10. TO PROMOTE FILING PATENTS\* | Associated award – Best Innovator Award

*(\*Also governed by IP Policy of the University)*

#### 10.1. Eligibility

Staff member should have filed the patent with the University affiliation and through OPFLC

#### 10.2. Process

- 10.2.1. Any staff member, who is willing to file patent, approaches Office of Patent Facilitation & Consultancy (OPFLC) with the invention disclosure form.
- 10.2.2. OPFLC approaches the panel of patent attorney for vetting the idea and drafting the claims for filing the patent.
- 10.2.3. The draft is approved by the staff members and innovators.
- 10.2.4. The innovators decide their share of commercial benefits while signing the MoU with the university.
- 10.2.5. The patent is filed.



### **10.3. Calculation of the cash incentive**

100% patent filing fee is borne by the university. A notional amount equivalent to the patent filing fee of that patent is equally distributed amongst innovators.

### **10.4. Best Innovator Award**

The faculty member, who gets eligible for the largest amount as the cash incentive (notional and as calculated in 10.3), will be declared as the Best Innovator Award

## **11. TO PROMOTE CONSULTANCY\*\* | Associated award – Best Consultant Award**

*(\*\*Also governed by Consultancy policy of the University)*

### **11.1. Eligibility**

**11.1.1.** Staff member should have filled the Agreement for Project Work (APW) – the format available with OPFLC - with the other organization and has obtained APW number from OPFLC

**11.1.2.** Amount should have been received in the name of Chitkara University.

### **11.2. Calculation of Cash Incentive**

An amount equivalent to 90% of the consultancy amount is given away to the faculty consultant.

### **11.3. Best Consultant Award**

The faculty member, who gets eligible for the largest amount as the cash incentive as per 11.2 above, during the year will be declared as the Best Consultant.

## **12. TO MOTIVATE PhD SUPERVISORS FOR HIGH QUALITY and TIMELY RESEARCH BY RESEARCH SCHOLARS | Associated Award– Best PhD supervisor Award**

### **12.1. Eligibility**

A faculty member would be eligible for Supervisor incentive only for those PhD scholars, who have published at least one Scopus indexed paper out of the PhD research work

### **12.2. Calculation of cash Incentive**

An amount equivalent to 30% of the tuition fee – paid by the PhD Scholar for each phase of the PhD program (payable only up to first 3 years from the enrolment of candidate) is given away to the Faculty Supervisor.

### **12.3. Best PhD supervisor award**

The faculty supervisor, who gets the largest amount as the incentive during the calendar year will be declared as the Best PhD Supervisor.

### Affiliations to be used while Communicating Research Papers

School/College/Institute	Departments
Chitkara University Institute of Engineering & Technology	Department of Applied Sciences Department of Computer Science & Engineering Department of Electronic & Communication Engineering Department of Electrical Engineering Department of Mechanical Engineering Department of Computer Applications Department of Civil Engineering Department of Mechatronics Engineering
Chitkara College of Pharmacy	Department of Pharmaceutics Department of Pharmaceutical Chemistry & Analysis Department of Pharmacology Department of Pharmacy Practices
Chitkara School of Planning & Architecture	Department of Architecture Department of Interior Design
Chitkara Business School	CBS (UG Programmes) CBS (PG Programmes) CBS (Doctoral Programmes)
Chitkara College of Sale & Marketing	CCSM
Chitkara School of Mass Communication	CSMC
Chitkara College of Hospitality Management	CCHM
Chitkara College of Education	CCE
Chitkara Design School	CSAD
Chitkara School of Health Sciences	Department of Allied Health Sciences Department of Optometry Department of Physiotherapy Department of Nursing
Chitkara University School of Maritime Studies	CUSMS

As a quick interpretation, any Faculty member say, 'XYZ' from Department of Computer Science and Engineering or Department of Electronic & Communication Engineering or Department of Applied Sciences should write his / her affiliation as

XYZ,  
Chitkara University Institute of Engineering and Technology,  
Chitkara University, Punjab,  
India

Similarly, any Faculty member 'ABC' from Department of Animations should write his/ her affiliation as -

ABC,  
Chitkara Design School,  
Chitkara University, Punjab,  
India

### Centre of Excellence Name for Additional Affiliation

Air Conditioning Center of Excellence
Iconic Plumbing Lab
Fuji Electric Training Academy
Industrial Automation Lab
Building Automation Lab
Vertical Transportation Experience Center
Research Centre of Mathematical and Physical Sciences
Content and Language Integrated Laboratory (CLIL)
Biogenetic Healthcare Chair for Advanced Phytopharmaceuticals Development
Herbal and Ayush Product Testing Laboratory
Amulya Herbs and Clinsync chair
Centre of Excellence for Open-Source Technologies
Centre of Excellence for Software Robotics
Centre of Excellence for Logic Building Skills
Centre of Excellence for Operating System Environments
Centre of Excellence for Cyber Security Technologies
Academy for Edge Networking
Centre for emerging technologies in IOT, Data Analytics and Cloud Computing
Health Sciences Centre for Social Responsibility (HSCS)
Chitkara Spaak Centre for Multidisciplinary European Studies
Centre for Vision Technology and Innovation
Centre for Evidence Based Practice in Health Care
Centre for Women Health and Empowerment
Speech and Multimodal Lab
Centre for High Power and High Frequency Lab
Nanomaterials Research Lab
Centre for Water Sciences
Internet of Things and Cloud Computing Lab
Artificial Intelligence and Cyber Security Lab
Centre of Life Sciences - Molecular Biology & Bioinformatics Division
Centre for Liquid Crystal Research
Immersive and Interactive Technology Lab
VLSI Centre of Excellence
Robotics and Mechatronics Research Lab
Centre for Modelling and Simulation



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