



Dr.S. Ponnusamy, Ph.D
Registrar.

Ref: SRMIST/R/AR(A)/2024/ 3473

Date: 11.11.2024

INTERNAL COMMUNICATION

Sub: SRMIST- Registrar's Office- Policy on Incentives [R 1.0] – Communicated –
Regarding

Ref: 1. Resolution No.61 BOM D 20 & E7of Meeting of 61st Board of
Management held on 05.11.2022

2. Minutes of the Meeting of Research Programme and Policy
Development Committee held on 03.10.2024.

In the reference 1st cited, the policy / guidelines on payment of Incentives i.e. Monetary and non-monetary benefits approved by the Board of Management was communicated to all institutions.

In the reference 2nd cited the **Research Programme and Policy Development Committee** in its meeting held on 03-10-2024 has suggested certain amendments to the Policy originally formulated for payment of incentives.

The revised policy is forwarded herewith for strict adherence with effect from 01.11.2024.

Registrar

Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203
Chengalpattu Dist, Tamilnadu India.

Encl: As above

To

All Directors /Deans /Associate Directors, All campuses

Copy to:

The Pro Vice Chancellor [M&HS]

The Pro Vice Chancellor [SHML]

The Additional Registrar [MSL]

The Director [Finance]

The Assistant Registrar [Audit]

Ms. Parvathi Devi, Senior Manager (Accounts & Audit)

Ms. C. Lavanya, Manager, Accounts & Audit)

The Assistant Registrar [Acct]

The Assistant Registrar [Establishment]

Copy submitted to:

The Vice Chancellor – for kind information



SRM

INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act, 1956)

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur 603203, Tamilnadu, India

Policy on Incentives (R 1.0)

A common Policy on incentives (monetary and non-monetary benefits) for research projects, patents, publications, books, book chapters, e-content, state/national / international recognition/ awards and financial support to attend professional development programs like conferences, seminars, workshops, short term training programs etc., and acquisition of professional memberships

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Policy on Incentives

A common Policy on incentives (monetary and non-monetary benefits) for research projects, patents, publications, books, book chapters, e-content, state/national / international recognition/ awards and financial support to attend professional development programs like conferences, seminars, workshops, short term training programs etc., and acquisition of professional memberships

1. Preamble:

SRM Institute of Science and Technology (SRMIST) has taken various initiatives over the years to mobilize the available knowledge resources for an outcome-based education, research, innovation and social empowerment. In order to motivate the faculty members for their consistent deliverables and outstanding accomplishments, a policy on INCENTIVES (MONETARY AND NON MONETARY BENEFITS) for research projects, publications, patents, books, book chapters, E- content, state/national/international recognition/awards and financial support to attend professional development programs like conferences, seminars, workshops, short term training programs etc., and acquisition of professional memberships is formulated and is implemented with effect from 2017-18.

2. Scope:

The scope of the policy envisages, in particular:

- To motivate our faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- To evince interest among the members of faculty so that they take efforts to publish collaborative research papers with their counterparts in reputed Institutions / Universities / Laboratories.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad with translational outcomes having social impact!
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents, thereby in calculating a

healthy environment for promoting interdisciplinary research.

- To inspire our faculty members to develop E-content and join government initiatives in addressing the needs of Higher Education
- To motivate our faculty members to receive State, National and International awards / recognitions.
- To encourage our members to attend faculty and professional development programs like conferences, seminars, workshops, short term training programs etc., organized by other institutes, AICTE, UGC and other governmental and private bodies including acquisition of professional memberships.
- To encourage researchers to apply for membership/fellowship to Societies of National and International Repute.

3. Incentives for external funded Research Projects:

Sir J. C. BOSE Research Award

To recognize the faculty members who contributed to the research, an incentive scheme entitled **Sir J. C. BOSE Research Award** has been instituted. Under this scheme, a cash incentive of 5% of the research grant credited in SRMIST account during the financial year under consideration will be given as incentive for external funded research projects. The incentive amount will be released upon the submission / certification of UC. Only one award citation/certificate will be given per project. This is not applicable to Ramalingaswamy and Ramanujan Re-entry fellowships / NPDR, DST- INSPIRE, DBT-BET students and faculty and other similar Fellowships and Research Associate awards.

Incentive distribution for projects:

Incentive Distribution in %		Total Incentive in %
PI	Co- PI	
70	30/No. of Co-PIs	100

4. Incentives for patents published and granted (National and International):

In order to motivate our faculty members to file more patents, incentives are given for patent published and granted. This is in addition to the expenses that the University is bearing for patent filing. For each patent published, an incentive of **Rs.3,000/-** and for each patent granted, an incentive of **Rs.5,000/-** will be given to the faculty members as a token of appreciation and encouragement. For each technology transfers, an incentive of **Rs.50000/-** will be given.

5. Incentives for Journal Publication:

In order to motivate the faculty members to publish more research articles in Web of Science(WoS) indexed journal compared to Scopus indexed journals, incentives are fixed high for the research articles published in WoS indexed journals.

Sl. No.	Journal Metric Range (MR)*	JOURNAL METRIC	
		IF (WoS)	SNIP (Scopus)
		Incentive (Rs.)	Incentive (Rs.)
1.	MR<0.30	5000	4000
2.	0.30 < MR < 0.50	6000	5000
3.	0.50 < MR < 1.00	7000	6000
4.	1.00< MR < 2.00	8000	7000
5.	2.00< MR < 3.00	10000	9000
6.	3.00< MR < 5.00	20000	15000
7.	5.00 < MR < 8.00	30000	20000
8.	8.00 < MR < 10.0	50000	30000
9.	10.00 < MR < 20.00	100000	50000
10.	MR>20.00	300000	100000

*Journal metric range (MR) for which the incentive is on higher side would be considered

- ❖ For the faculty member who published in UGC-CARE List journals (not covered in Scopus/WoS Database), **Rs 3000/-** per publication will be given as incentive.
- ❖ For the faculty member who published in PubMed indexed journals (not covered in Scopus/WoS Database), **Rs 4000/-** per publication will be given as incentive.
- ❖ To encourage the faculty members to publish in Q1 and Q2 journals in their domain, an additional cash incentive of **Rs 10000/-** per publication and **Rs.5000/-** per publication respectively will be given to the corresponding author, if the corresponding author affiliation is SRMIST. For the publication with two or more SRM corresponding authors, the incentive will be shared by the SRM corresponding authors.
- ❖ To inspire the faculty members to publish in **Nature** - indexed Journals, an additional cash incentive of **Rs 30000/-** per publication as per Institution's share will be given (i.e., if the Institution's share is 1, meaning ALL the authors are from SRM, the incentive amount is **Rs.30000/-** if the Institution's share is 0.5, the incentive amount is **Rs.15000/-**). The amount will be shared equally by all SRM authors.

6. Chancellor's Award for Research Excellence

To recognize the faculty members who contributed to the research community with useful outcomes and findings, an incentive scheme entitled **Chancellor's Award for Research Excellence** has been instituted. Under this scheme, a cash incentive of Rs 1000/- per publication to the corresponding author in a given calendar year will be given, if the publication has a minimum of 5 citations incurred in the said calendar year excluding **Self Citations**. The publication should have SRMIST corresponding author affiliation. The Scopus database will be used as basis for computing citations. This incentive amount will be given once in a year (At the beginning of next calendar year). For the publication with two or more SRM corresponding authors, the incentive will be shared by the SRM corresponding authors. Only one award citation/certificate will be given per year mentioning the number of publications cited more than 5 times in the said calendar year.

7. Incentive distribution criteria for the publications/patents:

S.No	Author (faculty) pattern and contribution	Incentive Distribution in %			Total Incentive in %
		First Author	Corresponding Author	Other Authors	
1	Publication/patent with only one SRM author	100	Not from SRM	Not from SRM	100
2	Publication/patent with one or more SRM corresponding authors	Not from SRM	100 / Number of corresponding authors from SRM	Not from SRM	100
3	Publication/patent with one or more SRM authors	Not from SRM	Not from SRM	25 / Number of authors from SRM	25
4	Publication/patent with only two SRM authors	50	50	Not from SRM	100
5	Publication/patent with more than two authors from SRM with two or more SRM corresponding authors	30	70 / Number of corresponding authors from SRM	Not from SRM	100
6	Publication/patent with more than two authors from SRM	40	40	20/Number of remaining authors from SRM	100

S.No	Author (faculty) pattern and contribution	Incentive Distribution in %			Total Incentive in %
		First Author	Corresponding Author	Other Authors	
7	Publication/patent with more than two authors from SRM with two or more SRM corresponding authors	30	60 / Number of corresponding authors from SRM	10 / Number of remaining authors from SRM	100
8	Publication/patent with two or more than two authors from SRM	Not from SRM	60	40/ Number of remaining authors from SRM	100
9	Publication/patent with two or more than two authors from SRM with two or more SRM corresponding authors	Not from SRM	80 / Number of corresponding authors from SRM	20 / Number of remaining authors from SRM	100
10	Publication/patent with two or more than two authors from SRM, if the corresponding author is not from SRM	60	Not from SRM	40/ Number of remaining authors from SRM	100
11	Publication/patent with two or more than two authors from SRM, with two SRM corresponding authors and one of the corresponding authors is the first author	50	35	15 / Number of remaining authors from SRM	100
12	Publication/patent with two or more than two authors from SRM, with more than two SRM corresponding authors and one of the corresponding authors is the first author	40	50 / Number of corresponding authors from SRM excluding first author	10 / Number of remaining authors from SRM	100
13	Publication/patent with two or more than two authors from SRM, if SRM corresponding author is the first author	80	20/ Number of remaining authors from SRM	100	

14	Publication/patent with SRM Research Scholar as first author and one or more SRM corresponding authors	20	80/ Number of corresponding authors from SRM	Not from SRM	100
15	Publication/patent with two or more than two authors from SRM with Research Scholar as first author from SRM and one or more SRM corresponding authors	20	60/ Number of corresponding authors from SRM	20 / Number of remaining authors from SRM	100
16	Publication/patent with one or more SRM authors and Research Scholar as first author from SRM	20	Not from SRM	20 / Number of authors from SRM	40
17	Publication/patent with SRM UG / PG student as first author and one or more SRM corresponding authors	20	80/ Number of corresponding authors from SRM	Not from SRM	100
18	Publication/patent with two or more than two authors from SRM with UG / PG student as first author / co author and one or more SRM corresponding authors	20	60/ Number of corresponding authors from SRM	20 / Number of remaining authors from SRM	100
19	Publication/patent with one or more SRM authors and UG / PG student as first author / co author from SRM	20	Not from SRM	20 / Number of authors from SRM	40

8. Dr. A P J Abdul Kalam Research Award

To recognize the research scholars who contributed more in their research, an incentive scheme entitled **Dr. A P J Abdul Kalam Research Award** has been instituted. Under this scheme, research scholars will get an incentive for third paper onwards, if they are the first author and the first author position is not shared and the supervisor is the corresponding author/co author. The incentive distribution will be as per clauses 14, 15 and 16 of the above table. Only one award citation/certificate will be given per year mentioning the number of publications in the said calendar year.

9. Chancellor's Award for Excellence in Undergraduate Research:

To recognize the undergraduate students who contributed more in their research, an incentive scheme **Chancellor's Award for Excellence in Undergraduate Research** has been instituted. Under this scheme, UG students will get an incentive for the research paper satisfying the criteria and the supervisor is the corresponding author/co-author. The incentive distribution will be as per clauses 17, 18 and 19 of the above table. Only one award citation/certificate will be given per year mentioning the number of publications in the said calendar year.

10. Chancellor's Award for Excellence in Postgraduate Research:

To recognize the postgraduate students who contributed more in their research, an incentive scheme **Chancellor's Award for Excellence in Postgraduate Research** has been instituted. Under this scheme, PG students will get an incentive for the research paper satisfying the criteria and the supervisor is the corresponding author/co-author. The incentive distribution will be as per clauses 17, 18 and 19 of the above table. Only one award citation/certificate will be given per year mentioning the number of publications in the said calendar year.

11. Publication Support Grant:

In order to encourage the faculty members to publish in Q1 journals in their domain requests from members for the publication charges will be considered. However, the eligible members can claim EITHER the publication cost as reimbursement OR the incentive whichever is higher (i.e. any one amount which is higher).

12. Incentives for books/book chapters/monographs/conference proceedings:

For books/chapters in edited volumes indexed in Scopus/Web of Science/ PubMed/UGC-CARE list, an incentive is given as follows*

- a. Publication of books -**Rs.5000/-** per book per number of SRM authors
- b. Publication of book chapter-**Rs.1000/-** per book chapter per number of SRM authors with a maximum of **Rs.3000/-** per book

* Incentives claimed under "Incentives for Journal Publication" will not be included here.

For papers in National / International conference-proceedings indexed in Scopus / Web of Science / PubMed/UGC-CARE list, an incentive is given as follows*

- a. Publication of conference paper – **Rs.1000/-** per paper per number of SRM authors with a maximum of **Rs.3000/-** per conference.

* Incentives claimed under “Incentives for Journal Publication” will not be included here.

13. Incentives for Ph.D Supervisors:

The Ph.D Supervisors will be given a one-time incentive of **Rs 10000/-** per scholar if the research scholar under their supervision submits his/her thesis within three years from the date of registration.

14. Incentives for Development of E-content:

Faculty members holding PhD and having a minimum of FIVE years of teaching experience in the concerned discipline are motivated to develop E-content in the e-PG pathshala / CEC / SWAYAM / NPTEL / NMEICT/any other Government initiatives. In addition to providing the necessary infrastructure facilities available in our Institution for this purpose, an incentive amount of **Rs.50000** (Rupees fifty thousand) per complete course (minimum 1 credit course) will be given. The course content should follow the four-quadrant approach of SWAYAM.

15. Incentives to teachers who receive state, national and international recognitions / awards:

- A. *Teachers who have received the following awards shall be considered for a commendation certificate and monetary benefit of Rs.3 lakhs (Rupees three lakhs) in an Institute function and announcement in the Newsletter/website of the Institution. In addition, they will be promoted to the next higher grade as accelerated career advancement.*
 - i. International awards by UN, WHO, UNESCO etc.,
 - ii. President of India special awards like B.C. Roy award etc.,
 - iii. Padma series of awards, Sahitya Akademi Award, Jnanapith Award, Shanti Swarup Bhatnagar Prize etc.,

B. *Teachers who have received the following awards shall be considered for a commendation certificate and monetary benefit of Rs. 20,000/-in an Institute function and announcement in the Newsletter/website of the Institution. In addition their achievement will be taken into account for career advancement and salary increment (Refer: Career Advancement and Salary Increment Benefits).*

- i. Awards instituted by Government of India and government agencies like UGC, AICTE, CSIR, DBT, ICMR, National Academies, MCI, ICSSR, ICHR etc., and are not associated with any societies / NGOs
- ii. Overseas training/fellowship awards/collaborative research funding awards (not covered in incentives for External funded research projects)

C. *Teachers who have received the following awards shall be considered for a commendation certificate and monetary benefit of Rs. 10,000/-in an Institute function and announcement in the Newsletter/website of the Institution. In addition their achievement will be taken into account for career advancement and salary increment (Refer: Career Advancement and Salary Increment Benefits).*

- i. Awards instituted by State Governments and state government agencies
- ii. Awards instituted by Government of India and government agencies like UGC, AICTE, CSIR, DBT, ICMR, National Academies, MCI, ICSSR, ICHR etc., in association with any societies/NGOs
- iii. Fellowship titles of International/National Academies

D. *Teachers having received the following awards shall be considered for a commendation certificate and a medal in an Institute function and announcement in the Newsletter / website of the Institution.*

- i. Recognitions from Government of India and government agencies like UGC, AICTE, CSIR, DBT, ICMR, National Academies, MCI, ICSSR, ICHR etc.,
- ii. Recognitions from state government and state government agencies
- iii. World top 2% scientists ranking by Stanford University
- iv. Publications in Nature - indexed Journals
- v. Membership titles of International/National Academies
- vi. Awards of Societies of National/International repute

E. Teachers having received the following awards shall be considered for a certificate of honor and announcement in the Newsletter/website of the Institution

- i. National/International Commendation Certificates.
- ii. Awards from Institutions/Organizations/Universities of repute
- iii. Research/Social Awards with cash/citation/medal.
- iv. Awards established by State/Regional societies.
- v. Awards on completion of a major sponsored research project
- vi. Awards in a conference of International Society of repute

F. Teachers having received the following awards shall be considered for announcement in the Newsletter/website of the Institution.

- i. Awards in a conference
- ii. External funded (Government and Non-Government) projects
- iii. Recognitions from a reputed National/International Societies

16. Financial Support to attend Professional Development programs like conferences, seminars, workshops, short term training programs etc., and acquisition of professional memberships

	Facility	Conditions	Financial Provisions
a)	<ul style="list-style-type: none"> • National / Regional / State level Conference • International Conference held in India 	<ul style="list-style-type: none"> • Requires recommendation of the concerned Dean • Faculty below the rank of Professor must present a paper/poster at the conference • Eligible once in a year 	<ul style="list-style-type: none"> • Registration Fee: • Actual fee or subject to maximum up to Rs. 5000/- • Travel, visa, accommodation and per diem-As per “Reimbursement rules for Travel Expenses”
b)	<ul style="list-style-type: none"> • International Conference held outside India 	<ul style="list-style-type: none"> • Requires approval of university • Faculty must present paper or chair session or deliver guest Lecture or deputed by the University for a specific purpose • Eligible once in two years • Should apply at least 60 days in advance before the program date along with 	<ul style="list-style-type: none"> • Registration Fee: • Actual fee or subject to maximum up to USD 800 • Travel, visa, accommodation and per diem-As per “Reimbursement rules for Travel Expenses”

		<ul style="list-style-type: none"> (i) 3 copies of full text of accepted papers (ii) Details of Organizers, title of programme, place and duration. (iii) Copy of letter of invitation from organizers. <ul style="list-style-type: none"> • Should present the paper to related faculty, students and administrative staff at least a week before the programme. 	
c)	FDPs / Workshops / STTP / Refresher programs	<ul style="list-style-type: none"> • As recommended by UGC / AICTE / statutory bodies for the stipulated periods • Once a year in physical mode / twice a year in online mode • Faculty can avail this facility irrespective of the number of years of experience in SRMIST. • Should conduct a knowledge sharing session after attending the programme in the department 	Registration, Travel, Accommodation as indicated in (a) and (b)
d)	Professional Membership	<ul style="list-style-type: none"> • Faculty can avail this facility irrespective of the number of years of experience in SRMIST. 	50% membership fee for one or more professional societies may be reimbursed with a maximum of Rs.5000/- per faculty per year

16 (a) and 16(b) can be adopted for Ph.D research scholars, Post-doctoral fellows, UG and PG students such that only 50% of the registration amount will be provided. Also, travel and accommodation will not be covered. The participation should lead to an indexed conference publication/journal publication/book chapter.

17. Incentive Claim Procedure:

- i. Faculty should submit the hard copies of a) Faculty proforma b) first page of the publication/ project sanction order/book/book chapter/patent details etc., to the concerned HOD.
- ii. Faculty should submit their application by 1st of every month for the previous month's publications.
- iii. An in-house research committee chaired by the HOD will scrutinize, generate the faculty list along with the incentive amounts and submit the same with all details to Head of the College / Institution on or before 7th of every month.
- iv. The Head of the College/Institution will approve the details in consultation with Finance section.
- v. The final approved incentives will be credited along with the monthly salary of the respective faculty member.

18. Career Advancement and Salary Increment Benefits

SRM Institute of Science and Technology is having a unique scheme for **faculty promotion / career advancement / salary increment** in which their accomplishments, achievements and impactful outcomes are taken into consideration as given below in addition to their incentives.

S. No.	Internal Metrics	Maximum Points
1.	Publications (Nature Index – $n \times 1.25$, Q1- $n \times 1$, Q2- $n \times 0.75$, Q3- $n \times 0.50$, Q4 / UGC CARE - $n \times 0.25$) as first or corresponding author.	15
2.	Books - National publication ($n \times 1$) / International publication ($n \times 2$) / Book Chapters-National ($n \times 0.25$) / International ($n \times 0.50$) / Patents (Published $n \times 1$, Granted $n \times 2$)	10
3.	External Projects and Consultancy ($n \times 0.5$ $n=1$ lakh) as Principal Investigator / Teaching Resources created in SWAYAM / NPTEL / Institutional LMS etc., (1 credit course $n \times 1$, 2 credit course $n \times 2$, 3 credit course $n \times 3$) / FDPs ($n \times 1$ $n=1$ week) / Workshops ($n \times 1$ $n=1$ week) / STTP ($n \times 1$ $n=1$ week) / Refresher programs ($n \times 1$ $n=1$ week)	15
4.	Awards/Fellowships given by International organizations / Government of India/State Government / GOI recognized national level bodies (National $n \times 2$) (International $n \times 5$)	10


Registrar
SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203
Chengalpattu Dist, Tamilnadu India.