

# **Staff Development & Research Promotion Policy**

**Policy approved in Meeting of Board of Governors under Agenda no. 26.4 held on 11-03-2023 and amendments to the policy were approved under Agenda No. 29.6 in the meeting held on 21-09-2024**

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Research and innovation constitute essential pillars of higher education and play a significant role in advancing academic excellence and institutional growth. This policy is formulated to promote and strengthen an active research and innovation culture at KCC Institute of Technology and Management. It seeks to encourage faculty and students to engage in quality research publications, funded and independent research projects, campus-based start-ups, industrial consultancy, and active participation in seminars, conferences, workshops, and other scholarly activities.

## Policy Objectives

- To provide adequate research infrastructure, resources, and institutional support to enable faculty and students to actively engage in research and innovation activities.
- To promote student-centric research initiatives under faculty mentorship, including field-based and applied research projects, by offering appropriate guidance, incentives, and institutional support.
- To organize research seminars, workshops, and scholarly interactions aimed at knowledge dissemination, capacity building, and fostering a culture of academic inquiry.
- To establish and strengthen collaborations with industries, corporate organizations, and R&D institutions to facilitate joint research, consultancy, and knowledge exchange.
- To encourage interdisciplinary and collaborative research initiatives that enhances academic value and professional growth of both faculty and students.
- To assess and recognize faculty contributions to research and innovation through a structured performance-based evaluation system aligned with research activities undertaken during the academic year.

## Scope

- This policy shall be applicable to all faculty members and technical staff across all departments of KCC Institute of Technology and Management.
- It encourages faculty members to actively participate in research and innovation activities in addition to teaching responsibilities, including publication of research papers, contribution of chapters in edited books, presentation of papers at national and international conferences, filing of patents, and supervision of doctoral research.

## Incentivized Activities Include:

- Research papers published in reputed journals.
- Papers presented and published in proceedings of national and international conferences.
- Ph.D. awarded under faculty supervision.

## 1. Incentives for Journal/Conference Publication

- a. Incentive will only be provided to the publications in indexed journals like SCI / SCIE/SSCI/Scopus/ABDC for papers in Technology, Science, Management, and Social Sciences.
- b. The impact factor of the journals in which the paper has been published will be taken into consideration while giving the incentives. The incentives can be availed by the faculty based on the following:

Category	Impact Factor / Cite Score TM	Incentive (in Rs.)
SCI / SCIE	Above 2.000	18,000/-
	1.000 to 2.000	15,000/-
	0.5 to 0.999	12,000/-
ESCI/Scopus/SSCI/ABDC	0.25 to 0.499	8,000/-

- c. Incentive benefits will be claimed as per the table given below:

Research Paper Category	Claim Distribution as per Author Position			
Single Author Paper	100%			
Two Author Paper	1st (60%)	2nd (40%)		
Three Author Paper	1st (50%)	2nd (25%)	3rd (25%)	
Four Author Paper	1 <sup>st</sup> (40%)	2nd (20%)	3rd (20%)	4th (20%)
Five or more Author Paper	Claim will be settled up to first four authors only			

- d. The maximum amount that can be claimed by a faculty for the research publication (SCI/SCIE/SSCI/Scopus) in an academic year would be INR 75,000/-.
- e. The date mentioned online should be considered as the date of publication. A proof of journal paper and its indexing must be submitted while making the claim.

## 2. Incentives for Earning a Ph.D. Degree

- Faculty members obtaining a Ph.D. will receive a pay increment of Rs. 10,000.

## 3. Expert Lectures, Keynote Addresses, Session Chair, and Resource Persons

- Faculty participation in expert lectures, keynote addresses, invited talks, or session chairing at other institutions shall be supported through the provision of academic leave.

### Procedural Guidelines

- All faculty members and authors must include KCC Institute of Technology and Management, Greater Noida as their institutional affiliation in publications to be considered under this policy, and only such publications shall be eligible for research incentives.
- Incentives shall be provided only for research papers that have been successfully published.
- Reimbursement of registration fees and travel expenses shall be subject to approval by the competent authority.

➤ Verification of authorship:

- Heads of Departments (HoDs) shall verify the authorship status of faculty members, including identification as first author, corresponding author, supervisor, or co-author.
- The Director shall verify the authorship status of HoDs based on the same criteria.

