



ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT

Approved by AICTE, Govt. of India, New Delhi, Affiliated to Maharshi Dayanand University 'A' Grade State University Accredited by NAAC

Khurrampur, Farrukh Nagar - Haily Mandi Road, Gurugram, Haryana - 122506 Delhi NCR (India)

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RESEARCH POLICY (Version 2)

W.e.f. 19.07.2024

1. Preamble

Research plays a crucial role in the development of any technical institution, including St. Andrews Institute of Technology and Management (SAITM), where it forms a core component of the educational activities within its various undergraduate and postgraduate offerings. The purpose of conducting research here is manifold: it aims to unravel scientific enigmas, uncover natural secrets, devise solutions to specific issues, invent novel technologies for simplifying life, and pursue similar goals. Since its establishment in 2014, SAITM has actively pursued and enacted a broad spectrum of policies to foster research. These efforts encompass enhancing both human and infrastructural capacities, providing faculty with the motivation and support to engage in research, and hosting conferences and workshops for the dissemination of newly acquired knowledge. Over the past decade, these varied efforts and initiatives have been synthesized into SAITM's Policy on the Promotion of Research & Innovation, Consultancy & Extension Services.

2. Application of Policy

The policy applies to all regular teaching faculty members of all departments of the Institute.

3. Vision of the policy

To attain research excellence and establish a superior support environment for researchers, thereby facilitating research progress that addresses both national and international requirements.

4. Objectives

- The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.
- To pursue efforts to write books monographs for publication by International and National publishers of repute.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.

DEAN
ACADEMIC & RESEARCH
ST. ANDREWS INSTITUTE OF TECHNOLOGY & MANAGEMENT
GURUGRAM, HARYANA-122506

Principal/Director
St. Andrews Institute of Technology & Management
Khurrampur, Farrukh Nagar-Haily Mandi Road





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- d) To undertake consultancy projects sponsored by Government & Private, Industrial and other organizations.
- e) To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

5. General Principles underlying this Policy

- a) The Faculty member(s)/Author(s) must have affiliation of SAITM, Gurugram as “**St. Andrews Institute of Technology and Management, Gurugram**” in the claimed Research Paper/Patent/Book etc.
- b) Institute reserves the right to amend this research policy whenever required.
- c) The publication to be claimed must be prior verified by Dean (R&D) and approved by Director before submission to any competent Journal/Conference/Publisher/Editor.
- d) The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- e) The policy shall not be influenced by the employee's race, religion or gender.
- f) The R&D Coordinator will review the incentive claim applications, based on that Accounts office shall prepare a list of candidates recommended for incentives as per the approval of Director, Dean (R&D) and concerned HOD.
- g) If more than one faculty member of SAITM is involved in claimed publication, only one claim of any faculty among them will be entertained.
- h) An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence countersigned by the HOD and R&D Coordinator to the Dean(R&D) office.
- i) After checking the claim and approval by the Director and Dean (R&D), the Accounts office will claim and disburse the amount following the usual procedure.
- j) Special Cases may be entertained beyond this research policy. It shall depend on the consideration on higher officials' viz. Dean (R&D), Director and Members of BOG.
- k) On Duty Leaves shall be granted against any valid research activity with prior approval of competent authority.

Dr. Pund
ACADEMIC & RESEARCH
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Principal/Director
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- l) While applying for Incentive against Conference Research Paper, Conference fee must be paid by the account of Claimant Faculty member and necessary proof of such transaction (including Bank Statement and Receipt of Organizing Agency) must be attached with the Claim form during the application process. Without such document, SAITM shall not reimburse the claimed Conference fee.
- m) The Institute will not entertain any claim for Design Patent (Individual Category) till further orders.
- n) It has been observed that many Publishers charge some amount against the publication of Authored book or asks the authors for Self-Publishing Book Concept through their websites. The Institute will not entertain any claim falling in this category.
- o) In case of Authored Book, Claimant Faculty member must submit 2 hard copy of authored book at the time of claim.
- p) Institute will entertain at most 2 claims of authored book from one Faculty Member in a year.

6. R&D Incentive Policies

S.NO.	CATEGORY	LEVEL	INCENTIVE
1	Research Paper Published in Journal	Scopus/ABDC/ WoS Indexed Journal	1. For First Author Position: Rs. 6,000/- 2. Other Position: Rs. 3,500/-
		SCI/ SCIE/ SSCI Indexed Journal	1. For First Author Position: Rs. 9,000/- 2. Other Position: Rs. 5,000/-
2	Conference	Must be on International Level and Scopus Indexed	1. For Fee (Rs. 1 to Rs. 2,000): 100% of Fee will be reimbursed 2. For Fee (more than Rs. 2,000): 50% of Fee will be reimbursed. (With maximum Limit of Rs. 5,000 per paper) 3. Special cases must be taken prior approval before submission
3	Patent	National - Individual	Rs. 8,000 (for each Granted Patent)
		National/International - Institutional	Rs. 15,000 + Applicable fees (for each Granted Patent)
		International - Individual	Rs. 12,000 (for each Granted Patent)
4	Authored Book (Text Book/ Technical Book)	National	Rs. 5,000 /-
		International	Rs. 8,000 /-

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1. Any Incentive will only be awarded to fulltime Faculty member in SAIMT at the time of claim.
Incentive will not be awarded to any Faculty member under Notice period.
2. The Faculty member can claim his/her publication in different mentioned categories only after the publication of claimed research work.

Dean (R&D)

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Director

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