

POLICY ON INCENTIVE FOR RESEARCH PUBLICATION

Version 1.0

Created on 12.06.2019

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Objective:

The primary objective of this policy is to provide a framework for the development of a research culture and support faculty members to pursue mandatory quality research, consultancy assignments and present papers on national and international forums. This policy will help add value to the faculty's profile and support the Institution's goal of contributing to socially committed research and development by incentivising such faculty efforts.

Eligibility:

All confirmed faculty of SCMS Group of Institutions

Policy Effective Date: with retrospective effect from 1st January 2019.

Research Review Committee:

- 1) All research material will be reviewed by an internal Research Review Committee comprising of members from various streams and areas of research.
- 2) The constitution of the Research Review Committee will be as below :
 - i) Professor /Associate Professor with Doctorate from each institution of SCMS Group; if not, Head of Institution
 - ii) Group Director in charge of Research and Consultancy
 - iii) Registrar of SCMS Group
 - iv) HR Manager
- 3) Research Review Committee should meet once every quarter. Minutes of the meeting to be circulated to the Academic Board.
- 4) The members of this committee are responsible for monitoring the quality and quantity of research conducted.
- 5) A member will hold the position in the committee for a minimum period of two years.
- 6) A faculty member whose paper/article is under review cannot be part of the Research Review Committee. An alternate faculty will form part of the Review Committee in such cases.
- 7) Members of the Research Review Committee will also ensure that the general code of research ethics has been followed during research.
- 8) Recommendations of the Research Review Committee will be finally reviewed by the Academic Board before finalising on the disbursement of the incentive.

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Applicability of Research Publication Incentive:

Research Publication Incentive is applicable only for publications in reputed Research Journals. This excludes publications as part of Ph.D course.

- a) To maintain a standard of quality in publications, SCMS Group will recognise only paper publications falling under the below two indexes for the purpose of incentive pay out –
 - i) SCOPUS Indexed Journals
 - ii) Web of Science Indexed Journals
- b) Case Writing
- c) Book Publishing/Article writing/Paper Presentation at Conferences

Incentives for Publications in Research Journals are as below:

Journal Listing	Incentive Amount (in INR)
Scopus Indexed Journals or Web of Science Indexed Journals with	
A* rating	1,00,000/-
A rating	50,000/-
B rating	30,000/-
C rating	20,000/-
UGC – CARE Listed Journals	5,000/-

Incentive for Case Study Writing is as below:

International Journals	30,000/-
National Journals	20,000/-

Rating criteria is based on Journal Citations, Impact Factor, H-Index, Publication ratings and any other factor that the research review committee deems fit.

Incentive for Book Publishing/Book Chapters/Paper Presentations at Conferences

In the best interests of faculty, the Academic Board of SCMS would like to offer monetary support in publishing a book or article in academic areas. The monetary support offered will be decided on a case to case basis depending upon a joint discussion with the Research Review Committee as well as the Institution's Academic Board.

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Conditions to receive Research Publication Incentive

- 1) An SCMS faculty is eligible to receive the incentive only if he/she is the first author for the published material.
- 2) If a paper is listed in more than one database, only one index which is top rated will be considered. Scopus first, if not, Web of Science
- 3) Acceptance of the paper will not qualify for Incentive till the time it is actually published and proof of publishing is submitted to the Institution.
- 4) The faculty has to be on the rolls of the Institution at the time of publication of the Journal to be eligible for incentives.
- 5) In case the first author is no longer serving the Institution at the time of publishing of the Journal, he/she cannot put a claim on the incentive amount.
- 6) **It is mandatory to give the institution's name and official e-mail i.d in the publications in order to be eligible for the incentives. This will be verified by the Research Committee at the time of submission of proof.**
- 7) In the event of an SCMS faculty being a co-author wherein the first author is from another Institute, he/she is not entitled to the incentive. However, due weightage points will be given during the annual appraisal process.
- 8) Repetition of the published article in different journals is against ethical research practices and thus will not qualify for repeated incentives. It can also lead to penal action from the Institution to curb such unethical practices.
- 9) Publishing in paid journals is not encouraged and faculty members are advised not to publish their papers in such journals.
- 10) The Institution reserves its right to disqualify the research article published from the incentive scheme if it does not meet the minimum standard/benchmark of quality.
- 11) The Research Review Committee will study and recommend the incentive to the Academic Board for approval.
- 12) The decision taken by the Academic Board based on the recommendations of the Research Review Committee will be final and binding.

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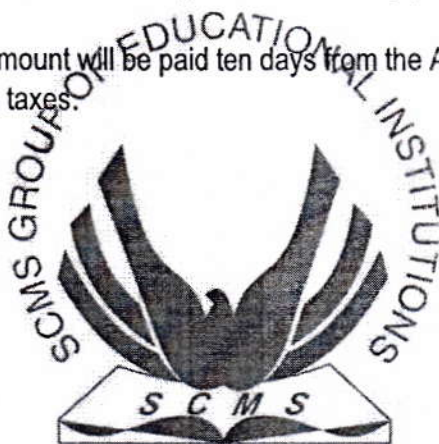
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Procedure to Receive Research Publication Incentive

- 1) Faculty who intends to present/publish a paper/article in a reputed Journal will have to inform of his/her intent to the HR Department prior to the actual print/publishing of the paper/article.
- 2) The research publication incentive amount as per the policy will be disbursed to the eligible faculty after he/she submits proof of publishing.
- 3) A faculty has to apply for the incentive within one month of publication. Delayed intimations to the HR Department will stand to be disqualified from the Incentive scheme.
- 4) It is mandatory for the faculty to make a presentation to the HR and Research Review Committee, post publication. The faculty has to come fully prepared for such presentations.
- 5) The entitled incentive amount will be paid ten days from the Academic Board's approval after deducting all applicable taxes.



SSET - EMPLOYEE LEAVE AND HOLIDAYS POLICY

Last modified on 21.07.2019

Version 1.0

Objective: The purpose of granting leave/holiday is for rest, leisure or recuperation. Leaves are planned for the wellbeing of the employees. However, responsibility should be exercised while taking a leave. Leave should be planned and taken at the mutual convenience of both the employee and the Institution, taking into account work exigencies.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. The following leave rules and norms give details about the different types of leave and how they can be availed.

Coverage of the Policy:

The leave rules shall be applicable to all employees, Teaching and non-Teaching, whether confirmed or on probation of SCMS School of Engineering and Technology unless otherwise stated differently in their appointment letters/ contract, or are governed by any other terms and conditions of service.

The Leave Cycle starts from **1st January** until **31st December** every year.

Leave Sanctioning Authorities

Leave Applicant	Recommending Authority	Approving Authority
Faculty	Head of Department	Principal
Head of Department	Nil	Principal
Principal	Nil	Group Director
Non - Teaching Employee	Reporting Superior	Principal

Leaves are classified as below:

- i) Casual Leave (CL)
- ii) Earned Leave (EL)
- iii) Special Leave (SP)
- iv) Maternity Leave (ML)
- v) Ph.D. Leave
- vi) Post-Doctoral Leave

Rules to follow:

- a) All planned leaves should be applied for, sanctioned and recorded prior to proceeding on leave. Recommending or approving authority has powers to cancel the leave in case of exigencies at work.
- b) An employee, who has submitted his/her resignation, is not entitled to any leave during their notice period.
- c) Balance leaves cannot be adjusted against the shortfall of notice period at the time of leaving the Institution, nor can it be encashed.

- d) Intervening holidays are counted as leave in cases where same type of leave is applied before and after the holiday. The same applies in the case of 'Compensatory off'.

i) **Casual Leave (CL)**

The Casual Leave Policy is applicable to **all Employees** who are either confirmed or on their probation period, and to both the teaching and non-teaching staff of the Institution.

- 1) All Employees are entitled to **12 days** of CL, in a calendar year. 1 CL will be credited for every month worked.
- 2) The CL should be applied online, through the HRMS two days in advance.
- 3) CL cannot be availed in advance i.e; CL due in August cannot be availed in July.
- 4) Unused CLs do not get carried over to the subsequent calendar year and will be deemed as lapsed.
- 5) Not more than 6 accumulated CLs can be availed in continuation during a calendar year. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- 6) In case of emergency, telephonic or e-mail intimation is acceptable to reporting authority and not through the subordinate.

ii) **Earned Leave (EL)**

Only confirmed non-teaching Employees, who have completed more than one year of service in the institution, are eligible for availing EL.

- 1) Employees are eligible for a credit of 1 EL for every month of past employment at the Institution.
- 2) Employees must apply for EL at least 5 days in advance with prior approval from the respective department heads.
- 3) EL should be applied for and can be availed only up to a maximum of 8 times during a calendar year.
- 4) EL cannot be clubbed with any other leaves except Maternity Leave nor can be availed as half day
- 5) EL can be carried forward to the next calendar year and accumulated up to a maximum of 24 days.

iii) **Special Leave (SP)**

The Special Leave (SP) is applicable only to the **Principals and Deans** of the Institution.

- 1) The Principal/Dean is granted an additional 15 days SP to compensate for Annual Vacation.
- 2) The unused SP do not get carried over to the subsequent calendar year.
- 3) No encashment of unused SP is permitted.
- 4) The SP can be availed for a maximum of 3 times during a calendar year.
- 5) The SP cannot be clubbed with any other type of Leave.
- 6) When applying for SP, a minimum of three days is applicable during a calendar year.
- 7) All SP should be planned in advance and must necessarily be sanctioned by the Group Director.

iv) Maternity Leave (ML)

All permanent female employees who have completed minimum 80 working days with the Institution in the past twelve months are eligible to avail Maternity Leave up to a maximum of 180 days as per the terms of the Maternity Benefit Act 1961.

Maternity leave may be granted to women Employees for **180 days** and for a maximum of two deliveries during their employment in the institution and cannot be clubbed with other leaves except Earned Leave. Women employees, who are covered under ESI, will be eligible only for those benefits as prescribed by the ESI Act.

Conditions for employees availing ML of 180 Days:

- 1) A woman employee is entitled to a ML leave for a maximum period of 180 days.
- 2) Leave has to be requested **45 days** in advance from the respective Head of Department, who will in turn recommend the leave to Principal. Principal will put forward the leave request to Group Director for approval. Approved leave should be informed to HR department.
- 3) The Institution reserves the right to deny leave if advance intimation is not given, unless it is a case of medical emergency. In case of such emergencies, the Institution has to be notified by any family member.
- 4) The ML availed for 180 days has to be taken continuously without any breaks.
- 5) The ML leave of 180 days is inclusive of intervening weekends, holidays or Vacations.
- 6) A confirmed employee, who avails 180 days ML leave, is eligible for a Maternity pay benefit of **15 days salary**, for every completed year of service in the institution upto a limit of three full months' pay
Eg. A Faculty who has completed 4 years of service will get 4 months half pay based on their last drawn salary.
- 7) The Maternity pay benefit can be claimed only after re-joining services and submitting hospital discharge summary and fitness certificate.
- 8) Maternity pay benefit (in multiples of half pay) will be compensated from the month succeeding the re-joining date on a pro rata basis within a maximum of six months.

For employees who avail ML of **90 days**, the Institution will support motherhood responsibilities by extending the following benefits:

- 1) The new mothers are granted benefit of half day work week, on full pay for the next three months, from the date of re-joining. This is to facilitate scheduling classes in the morning/afternoon sessions and the new mothers get exclusive time for feeding their child.
- 2) Maternity leave with **full pay for three months** is granted to the employee who avails the 90 days leave option.
- 3) This Maternity pay benefit can be claimed once the employee has re-joined after ML and submitted hospital discharge summary and fitness certificate.

- 4) Maternity pay benefit (in multiples of half pay) will be paid on a pro rata basis within a maximum duration of 6 months, from the month succeeding the re-joining date.

General Conditions for Maternity Leave:

- 1) The ML has to mandatorily be requested **45 days** prior to proceeding for leave, and also the number of days (90/180 days) availed has to be mentioned, with prior approval from the HOD and intimation to the HR Department.
- 2) Only on proven medical grounds can an employee switch the option of availing 90 days to 180 days. However, such changes should be intimated 30 days in advance and should have Group Director's approval. In such cases, the maternity benefits extended will also be limited to the option of 180 days.
- 3) There should be a gap of more than thirty working days between an employee re-joining after ML and start of vacations. In case of less than thirty working days being available, then the employee need to join back only after vacation.
- 4) On re-joining duty, after Maternity leave, all relevant documents like copy of hospital discharge summary and fitness certificate have to be attested by HOD and submitted to the HR department in order to regulate attendance and claim benefits if any.

v) Ph.D. Leave

1. A confirmed Faculty member who is pursuing Ph.D. is entitled to fifteen days of full paid leave, for every year of the duration of the Ph.D., including their coursework, for a maximum of four years, from the date of enrolment.
2. This leave can be carried forward to the next calendar year and can be accumulated up to a maximum of **30 days**.
3. The minimum number of days that can be availed as Ph.D Leave should be five days and maximum of fifteen days. When availing these leaves, there should be a minimum of two weeks' notice to be given. However, in exceptional cases, one day's leave may be allowed for the purpose of paper presentation provided there is an e-mail or certificate from the Ph.D guide.
4. The Ph.D. Leave cannot be clubbed with any other leave and unutilised Ph.D leaves will lapse at the end of the fourth year.
5. Any intervening Saturday, Sunday or holidays will be counted as a leave during the period.
6. Not more than two faculty within a department, at any given time can avail Ph.D leave or proceed on coursework.
7. In the event a faculty who has availed Ph.D leave resigns or leaves the Institution before completion of Ph.D, the Institution reserves its right to deduct pay for the number of Ph.D leaves availed.

General Conditions for Ph. D Leave:

- a) Ph.D Leave has to be sanctioned by the Principal only after certifying that all pending/assigned work is complete at least fifteen days prior to the date of proceeding on leave.

- b) In order to pursue their Ph.D, faculty members are granted a maximum of 6 months unpaid leave for completion of their course work, as required by the University.
- c) Faculty members applying for Coursework leave or Ph.D leave during their Probation period will require special approval from the **Group Director**, as only confirmed faculty are eligible for this leave.
- d) The leave request for 15 days will be applicable only after completion of coursework.
- e) From the date of submission of the Ph.D a Faculty member is required to work as a full time faculty of the Institution for a minimum period of two years.
- f) The Faculty members are not eligible for any remuneration from the institution, while attending classes or research work associated to the completion of their course work.
- g) Institution will support the completion of Ph.D by giving a maximum extension of 12 months from the expiry of 4th year. In the event of Ph.D not being submitted even at the end of the fifth year, the Institution reserves its rights to recover pay commensurate to the Ph.D leaves availed by the faculty.

vi) Post-Doctoral Leave

- 1) Faculty members who have completed minimum 3 years of service in the Institution are eligible for the Post- Doctoral leave.
- 2) Any request for Post-Doctoral leave requires approval from the Academic Board and this approval will be purely on a case to case basis.

Over and above the regular set of leaves mentioned above, employees are also eligible for the following benefits:

1. Annual Vacation

- (i) Faculty Members are eligible to avail Annual Vacation as scheduled by the Institution.
- (ii) Attendance for the two days before and after Annual vacation is mandatory, failing which necessary disciplinary action will be initiated. The only exemption is in the case of Compensatory off for work during vacation period.
- (iii) Non-Faculty Members that constitute the administrative and support functions are not eligible for Annual Vacation.

Availing Vacation

- 1) All Faculty members both confirmed and on probation, are eligible for availing the Annual Vacation, with prior approval from the respective Head of Departments. The Principal and Deans however, are not eligible for the Annual Vacation.
- 2) The Faculty Members, who are confirmed, are eligible for 24 days of Annual Vacation.
- 3) Faculty who are on probation and have completed six months of service, can avail the Annual Vacation on a pro rata basis, based on the number of months worked.

2. On Duty (OD)

On Duty is granted to an employee when the University / Principal / Head of the Department / or any other competent authority assigns a duty that has to be carried out on behalf of the institute.

Employees eligible for OD:

- 1) Employees who are assigned duties to execute on behalf of the Educational Institution.
- 2) Employees who are nominated by the Institution to attend or participate in Events or Programmes.
- 3) Employees who are nominated for Paper Presentations at other Educational Institutions or Organisations.
- 4) All Employees are required to take prior approval from the respective HOD, Principal or the concerned reporting authority.
- 5) No Employee is permitted to visit other Educational Institutions as a Guest Speaker or as an Invitee unless otherwise a Special Sanction is sought from the Academic Board.

3. Compensatory Off (CO)

Employees, who are called for work on Sundays, holidays or on the occasion of an event organised by the institution on a non-working day, are entitled to CO for an equal number of days that they have worked, with prior approval from the Group Director.

Availing Compensatory Off

- 1) The CO cannot be clubbed with any other leave except Vacation, for working during the vacation period.
- 2) The CO has to be availed within 30 days from the date of work, failing which it will be considered as lapsed.
- 3) One day's CO cannot be split as two half days.

Compensation for Hostel Wardens, Electricians and Plumbers

Employees in the above criteria, who are required to work on a declared holiday, will be entitled to a day's compensatory pay for the duty day.

4. Public Holidays

All the holidays will be as per University declared holidays.

5. Saturdays

All 2nd Saturdays are declared as a holiday. As per the KTU guidelines, SSET will work on 8 Saturdays during an academic year, which will be finalised in advance.