

**STANDARD OPERATION PROCEDURE (SOP) FOR CRITERIA FOR BEST  
RESEARCH/CONSULTANCY AWARD APPLICABLE FOR TEACHING STAFF OF  
ARMY INSTITUTE OF TECHNOLOGY, PUNE**

**INTRODUCTION**

1. Every institute needs to strengthen and expand the Research and Consultancy activity. To motivate faculty this award was constituted in Nov 2016. Criteria for this policy was very stringent and in last four years no faculty was able to meet such criteria for this award. In view of this, it is decided to review this criteria and revise the policy.

**AIM AND AMOUNT OF AWARD**

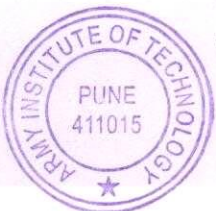
2. To lay down revised pragmatic criteria for Best Research / Consultancy Award.
3. The aim of the award is to recognize and incentivize the efforts undertaken by the employees of AIT towards research, development, creating IP and consultancy. The amount consist of Rs. 20,000/- along with a certificate. This award will be presented during the AIT Day.

**ELIGIBILITY CRITERIA**

4. Evaluation scheme for various categories for this award is attached at Appendix 'A'. Minimum eligibility conditions are as follows :-
  - (a) To qualify for the award, the faculty must score a minimum point of 25.
  - (b) The faculty must qualify as first author/ Main Consultant/Main inventor/PI at least in two categories.
  - (c) The faculty must participate in at least two categories and score points.

**PROCEDURE**

5. Following is the procedure during evaluation of Award :-
  - (a) HoDs shall send the nomination of at least one deserving candidate by 15<sup>th</sup> Dec each year to the Principal (along with necessary documents).
  - (b) The R&D activities for the proceeding academic year ending on 30 Jun, will only be considered for this award.



- (c) Faculty must be an employee for the majority of the academic year (both semester)
- (d) Principal will order a committee for final evaluation.
- (e) Points shall be calculated based on the evaluation scheme for various categories listed in Appendix 'A' for the academic year under consideration.
6. Format for application is at Appendix 'B'.

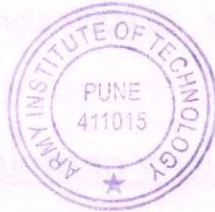
### REVIEW AND RESOLUTION

7. This policy may be reviewed in two years or as and when it is required.
8. In case of any dispute, the Director, AIT shall take the final decision.

### CONCLUSION

9. This award will boost R&D, Consultancy in AIT and motivate faculty.

File No : AIT/00351/SOP/PRIN



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Date: 06 Jul 2021

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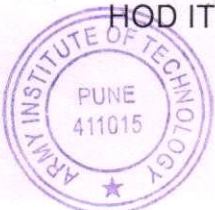
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**Appendix 'A'**

SOP For Criteria For  
Best Research/  
Consultancy Award

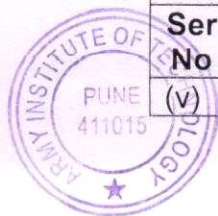
**EVALUATION SCHEME FOR VARIOUS CATEGORIES**

Ser No	Description	Points			Remarks
		PI	Co - PI		
(i)	<b>Research Fund (External Agency) ('R') Rs 'R' in Lakh</b>				<ul style="list-style-type: none"> <li>The Institutional (AIT) affiliation must be included in the proposals for research funding</li> <li>The approved amount must be either in the name of AIT or jointly AIT and PI/CO-PI, to secure points.</li> </ul>
	(a) 'R' is above 1 but less than 5	10	05		
	(b) 'R' is above 5 but less than 10	20	10		
	(c) 'R' is above 10 but less than 50	30	20		
	(d) 'R' is above 50	50	30		
Ser No	Description	Points			Remarks
(ii)	<b>Research Paper published in Journals (Unpaid Journal)</b>	<b>Impact Factor (IF)</b>	<b>First Author</b>	<b>Co - author</b>	<ul style="list-style-type: none"> <li>Journals must be unpaid</li> <li>If any paper has more than one indexing, the points with the highest indexing will be considered</li> <li>The Authors/ faculty members must use the Institutional (AIT) affiliation in published papers to score points</li> <li>IF (Impact Factor) must be calculated based on the SJR/JCR indexing report.</li> </ul>
	(a) SCI Journal	IF $\geq$ 0.1	30	15	
	(b) SCIE Journal	1 < IF $\leq$ 0.1	08	04	
		2 < IF $\leq$ 1	12	06	
		5 < IF $\leq$ 2	16	08	
		IF > 5	20	10	
	(c) WoS and Scopus indexed Journal	1 < IF $\leq$ 0.1	06	03	
		2 < IF $\leq$ 1	10	05	
		5 < IF $\leq$ 2	14	07	
		IF > 5	18	09	
	(d) ESCI Journal	1 < IF $\leq$ 0.1	04	02	
		2 < IF $\leq$ 1	08	04	
		5 < IF $\leq$ 2	12	06	
		IF > 5	16	08	





Ser No	Description	Points				Remarks
		Main Inventor		Co-Inventor		
(iii)	<b>Patent</b>	<b>Indian</b>	<b>International</b>	<b>Indian</b>	<b>International</b>	<ul style="list-style-type: none"> <li>The Inventors/faculty members must use the Institutional (AIT) affiliation for scoring points</li> <li>A Patent which is granted, shall not fetch points for publication</li> <li>A Patent which is commercialised shall not fetch points for publication and grant.</li> <li>For royalty amount which is more than 1 lakh, the points will be calculated proportionately</li> <li>For transfer of IP/sale, amount which is more than 2 lakhs, the points will be calculated proportionately</li> </ul>
	(a) Published	08	10	04	05	
	(b) Granted	30	40	15	20	
	(c) Commercialisation and royalty received/earned	<b>Indian</b>	<b>International</b>	<b>Indian</b>	<b>International</b>	
	(i) Rs 25,000	40	50	20	25	
	(ii) Rs 26,000 - 50,000	50	60	25	30	
	(iii) Rs 51,000 - 75,000	60	70	30	35	
	(iv) Rs 76,000 - 1,00,000	70	80	35	40	
	(d) One time transfer of IP rights/sale	<b>Indian</b>	<b>International</b>	<b>Indian</b>	<b>International</b>	
	(i) Lower limit - Rs 1 lakh	60	70	30	35	
	(ii) Rs 2 lakh	70	80	35	40	
	<b>Ser No</b>	<b>Description</b>	<b>Main Author/Creator</b>	<b>Co-Author/Co-Creator</b>	<b>Remarks</b>	
	(iv)	Copyright	05	03	<ul style="list-style-type: none"> <li>No points shall be awarded to Copyrights published based on title only</li> <li>Copyright having substantial content shall be considered</li> </ul>	
<b>Ser No</b>	<b>Description</b>	<b>Points</b>		<b>Remarks</b>		
(v)	Consultancy	<b>Main</b>	<b>Co-</b>	<ul style="list-style-type: none"> <li>The</li> </ul>		



Ser No	Description	Points		Remarks
		Consultant	Consultant	
	( 'C ' )			Institute (AIT) affiliation must be used in consultancy work, and the amount should be deposited first into the AIT College a/c before distribution. • The amount which is more than 1 lakh, the points will be calculated proportionately
	(a) 'C' is Rs 25,000	10	05	
	(b) 'C' is Rs 26,000 – 50,000	20	10	
	(c) 'C' is Rs 51,000 – 75,000	30	15	
	(d) C' is Rs 76,000 – 1,00,000	40	20	
Ser No	Description	Points		Remarks
(vi)	Seed fund (Internal) ('S')	PI	Co- PI	
	(a) 'S' Rs 50,000 & more	06	03	

**Note :** Funds received for MODROB / FDP/STTP/Workshop/Seminar shall not be treated as research Grant. In case of a tie, the following categories shall be given weightage:

- (a) Total impact factor of journals.
- (b) Total research fund.
- (c) Patent.
- (d) Copy Rights.
- (e) Consultancy.
- (f) Seed Amount.





**Appendix 'B'**

SOP For Criteria For  
Best Research/  
Consultancy Award

**APPLICATION FOR AWARD OF BEST RESEARCH / CONSULTANCY  
FOR AY**

1. Name of Faculty Designation :
2. Department
3. Academic Year
4. **Details of Research Fund**

Ser No	Research Fund Received	Year for which research fund received	Amount	My Status / PI / CO-PI	Is fund deposited in AIT account Yes / No	Self Evaluation Points	Verified Points

Note : Proofs to be attached

5. **Details of Research Paper published in unpaid journals.**

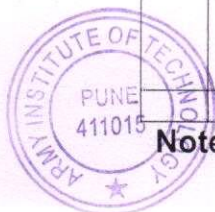
Ser No	Title of Paper	Name of Journal	Names of Authors appeared in Published Paper	Vol / Issue Page No.	Date of Publication	Main author / Co - Author	Cat. Of Journal SCI / SCIE / WoS / Scopus / ESCI	Impact Factor as per JCR SJR	Self Evaluation Points	Verified Points

Note : Proofs to be attached

6. **Details of Patents**

Ser No	Title of Patent	Date of Publication / Grant	Patent National / International	My Self Main Inventor / Co-inventor	Is name of AIT appeared in Patent Yes / No	Is Patents I commercialized Yes / No if Yes given details of Royalty Received / Earned or amount recorded for one time transfer of IPR / Sale	Self Evaluation Points	Verified Points

Note : Proof to be attached.



### 7. Details of Copyright

Ser No	Details of Copyright	Date of publication / Grant	My Self main investor / co – investor	Is name of AIT is appeared in Copyright Yes / No	Is Copyright filed is having substantial content Yes / No	Self Evaluation Points	Verified Points

**Note :** Proof to be attached.

### 8. Details of Consultancy Carriedout

Ser No	Details of Consutancy	Amount Received	Is amount received Credited into AIT account Yes / No	Myself is main consultant / co consultant	Self Evaluation Points	Verified Points

**Note :** Proof to be attached.

### 9. Details of Seed Fund received

Ser No	Research Title Details	Fund Amount received	Date of Fund received	My status PI / Co-PI	Self Evaluation Points	Verified Points

**Note :** Proof to be attached.



Signature of Faculty

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To be filled by Evaluation Committee

(AY \_\_\_\_\_)

**10. EVALUATION BY COMMITTEE (Constituted by Principal / Director)**

(a) Name of Faculty : Designation :

(b) Department :

(c)	Applicant is satisfying min 25 point criteria.	Yes / No
(d)	Applicant qualified for 1 <sup>st</sup> author / main consultancy / main investigator / PI in two categories.	Yes / No
(e)	Applicant participated in two categories & scored points.	Yes / No
(f)	Applicant worked for two semesters (full academic year)	Yes / No

**11. Summary of Verified Score**

Ser No	Parameters	Points
(i)	Research Fund	
(ii)	Research paper published in journal	
(iii)	Patents	
(iv)	Copyright	
(v)	Consultancy	
(vi)	Seed Fund	

Signature of Committee Members

Countersignature of Principal

Director

