

ARMY INSTITUTE OF TECHNOLOGY
STANDARD OPERATING PROCEDURE (SOP) FOR R&D INCENTIVES

1. **References.**

- (a) https://www.ugc.gov.in/pdfnews/5816125_Promoting-and-Improving.pdf
- (b) <https://mitwpu.edu.in/uploads/images/64b67b37057ad1689680695.pdf>
- (c) https://webstor.srmist.edu.in/web_assets/downloads/2023/incentives-policy.pdf
- (d) https://acoe.edu.in/Incentive/Draft%20Copy_R&D%20Policy_Corrected.pdf
- (e) https://velalarengg.ac.in/research_incentive.php
- (f) <https://www.kiet.edu/incentive-for-researchers>
- (g) https://www.saveetha.ac.in/images/sec/Research_Promotion.pdf

2. **Appendices.**

- A Application for claim of incentive for research paper.
- B Application for claim of incentive for R&D projects.
- C Application for claim of incentive for granted patents.
- D Application for claim of incentive for book publication.

INTRODUCTION

3. The Army Institute of Technology (AIT) is a well-known engineering institution located in Pune, India. The institute has a clear vision of achieving international recognition in research and development. One of the institute's main objectives is to promote both fundamental and applied research among students and faculty.

4. Continued partnerships with industry and academia are central to AIT's research agenda, ensuring that its endeavors remain relevant and contribute meaningfully to societal needs. The active involvement and motivation of the faculty and students, coupled with strong support from the management, have successfully cultivated a robust research culture within AIT.

AIM

5. Aims and objectives of this SOP are as under :-

- (a) To shape quality and skilled human resources for conducting research.
- (b) To publish research papers in reputed international journals.
- (c) To encourage inter, multi and trans disciplinary research.

- (d) To file patents which can be commercialized.
- (e) To foster an excellent research environment and supporting infrastructure.
- (f) To recognize researchers through rewards.
- (g) To inculcate the global research culture and work towards the betterment of society.
- (h) To be top research college across the globe.

PROCEDURE FOR R&D INCENTIVES

6. **Incentives for Research Paper Publication.** To enhance quality publications in science and engineering colleges only Scopus/ Web of Science/ SCI/ SCIE for other professional journal should be considered for incentives as below :-

(a) **Scopus/ Web of Science.**

- (i) Q1 - Rs 20,000/-
- (ii) Q2 - Rs 15,000/-
- (iii) Q3 - Rs 10,000/-
- (iv) Q4 - Rs 5,000/-

(b) **SCI/ SCIE.**

- (i) Q1 - Rs 30,000/-
- (ii) Q2 - Rs 25,000/-
- (iii) Q3 - Rs 20,000/-
- (iv) Q4 - Rs 15,000/-

Note :-

- (a) Q - Quartile of particular year.
- (b) If more than one authors are from AIT then amount will be distributed as below:-
 - (i) 1st Author- 60%.
 - (ii) 2nd Author- 40%.
- (c) If 1st author of the paper is from AIT and remaining authors are from outside institute/ college, then he/she will be given the full amount applicable as per quartile of journal.

(d) If the 1st author of the paper is not from AIT but 2nd author is from AIT then 40% amount will be given to 2nd author. In case of more than two authors from AIT in the position of 2nd onwards then 40% amount will be distributed equally among the authors belonging to AIT.

(e) Publication incentives will be given for maximum two papers per year to the eligible faculty.

(f) If name of AIT is not included then such paper will not be eligible for any incentive.

(g) Format of Application for claim of incentive for research paper is given at **Appendix 'A'**.

7. **Incentives for R&D Projects.** As per the requirement of NAAC and NBA, grants received from Government and Non-governmental agencies for research projects/ endowments in the institution during the is considered for higher accreditation henceforth for National and International Funded research projects, 1% of actual sanctioned amount will be given as incentive to Principal Investigator after completion of research project only, if the consultancy amount has not given to the Principal Investigator.

Note :-

(a) Research project should be on the name of institute/ employee of the institute and funding should be deposited in institute's account from funding agency.

(b) Principal Investigator should complete the project at AIT and submit the completion certificate.

(c) If Principal Investigator and Co-Investigators/ all will be from AIT then incentive will be distributed 60% to PI and 40% to Co-PI/s.

(d) Format of Application for claim of incentive for R&D projects is given at **Appendix 'B'**.

8. **Incentives for Patents.** The number of patents published/ granted/ commercialized must be one of the most important factors for NIRF/ NBA ranking. However, AIT has a separate policy for reimbursement against patents submitted by faculties and students. In order to motivate both faculties and students, incentives will be given for granted patents under below categories:-

(a) National Patent - Rs 25,000/-

(b) International Patent - Rs 50,000/-

Note:-

(a) Since the patents have territorial rights and the same patent can be granted on national and international level, in that scenario, the candidate would be eligible to receive only the higher amount which is Rs 50,000/- and not the both. Total amount need to be divided among inventors of AIT.

- (b) Name of institute as applicant/ co-applicant is a must.
- (c) International Patent should be a utility patent and filed to World Intellectual Property Organization (WIPO).
- (d) Patent which is filed through Institute only be considered for award.
- (e) Format of Application for claim of incentive for granted patents is given at **Appendix 'C'**.

9. **Incentives for Book Publications.** In order to encourage our faculty members to write books for publication by international and national publishers of repute, an incentive is given as follows :-

- (a) Book published by national publisher with ISBN - Rs 3000/-
- (b) Book published by International publisher with ISBN - Rs 6000/-

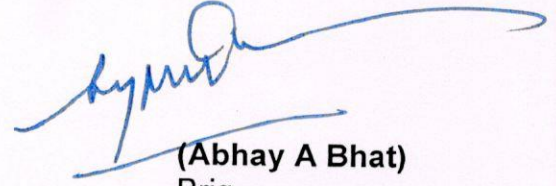
Note :-

- (a) If more than one authors are from AIT then amount will be distributed as below:-
 - (i) 1st Author- 60%.
 - (ii) 2nd Author- 40%.
- (b) If 1st author of the book is from AIT and remaining authors are from outside institute/ college, then he/she will be given the full amount.
- (c) If the 1st author of the book is not from AIT but 2nd author is from AIT then 40% amount will be given to 2nd author. In case of more than two authors from AIT in the position of 2nd onwards then 40% amount will be distributed equally among the authors belonging to AIT.
- (d) Publication incentives will be given for one book per year to each faculty.
- (e) Book chapter publication or unit publication will not be considered. A complete book publication will be considered for incentive.
- (f) Book published by local publisher will not be considered for any award inspite of ISBN no.
- (g) Book with revised editions are not entitle to receive any incentives.
- (h) Format of Application for claim of incentive for book publications is given at **Appendix 'D'**.

CONCLUSION

10. The above procedure will be strictly adhered, so that complete transparency in processing the R&D incentives is granted. In case of any dispute the point will be referred to the Director by the Dean R&D for his decision.

Case No : AIT/0001/Gen Rule/Adm (i)
Army Institute of Technology
Alandi Road, Pune – 411015



(Abhay A Bhat)
Brig
Director

Dated : 18 July 2024

Distribution:-

Jt Director }
Principal } - For info please.

All HOD
Dean R&D
Registrar
Placement Cell
Website I/C - For uploading the same on website.

Appendix 'A'
 (Ref to Para 6 (g) of AIT SOP No
 AIT/0001/Gen Rule/Adm (i)
 dt 18 Jun 24)

APPLICATION FOR CLAIM OF INCENTIVE FOR RESEARCH PAPER
(Attach required proofs & justification)

1. Name of applicant :
2. Department :
3. Designation :
4. Title of Research Paper :
5. Name of Journal :
6. Type of Journal: Scopus/web of science/SCI/SCIE :
7. Impact factor of Journal :
8. Quartile (Q1/Q2/Q3/Q4) :
(Quartile to be considered for year of publication and for subject / area)
9. Name of institute is added or not in the paper as an affiliation of author: Yes/No :
10. Volume :
11. Issue :
12. Page numbers : From _____ to _____
13. Name of all authors : 1st
2nd
3rd
14. Whether journal is paid or unpaid :
15. If paid then processing/publication fee :
16. Incentive claimed in Rs :
17. Claim for AY = : 1st/2nd

Date

Signature of applicant

Recommendation by HOD

Signature of HOD

Above information of Type of Journal _____, Quartile amount to be awarded _____.

Verified & Recommendation by Dean R&D

Signature of Dean R&D

Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director

Signature of Director

Appendix 'B'(Ref to Para 7 (d) of AIT SOP No
AIT/0001/Gen Rule/Adm (i)dt 18 Jun 24)**APPLICATION FOR CLAIM OF INCENTIVE FOR R&D PROJECTS**
(Attach required proofs & justification)

1. Name of applicant :
2. Department :
3. Designation :
4. Title of Research Project :
5. Funding Agency :
6. Date of Project sanctioned :
7. Duration of Project :
8. Role of applicant: PI/Co-Investigator :
9. Outcome of R&D Project :
10. Incentive claimed in Rs :
11. Any other relevant information :

Date:

Signature of applicant

Recommendation by HOD

Signature of HOD

Verified & Recommendation by Dean R&D

Signature of Dean R&D

Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director

Signature of Director

Appendix 'C'

(Ref to Para 8 (e) of AIT SOP No
AIT/0001/Gen Rule/Adm (i)
dt 18 Jun 24)

APPLICATION FOR CLAIM OF INCENTIVE FOR GRANTED PATENTS
(Attach required proofs & justification)

1. Name of applicant :
2. Department :
3. Designation :
4. Title of Granted Patent :
5. Date of Grant :
6. Type of Patent : National/ International
7. Name of all Applicants of Patent :
8. Name of all Inventors of Patent :
9. Incentive claimed in Rs :
10. Any other relevant information :

Date:

Signature of applicant

Recommendation by HOD

Signature of HOD

Verified & Recommendation by Dean R&D

Signature of Dean R&D

Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director

Signature of Director

Appendix 'D'

(Ref to Para 9 (h) of AIT SOP No
AIT/0001/Gen Rule/Adm (i)
dt 18 Jun 24)

APPLICATION FOR CLAIM OF INCENTIVE FOR BOOK PUBLICATION
(Attach required proofs & justification)

1. Name of applicant :
2. Department :
3. Designation :
4. Title of Published Book :
5. Date of Publication :
6. Type of Publication : National/ International :
7. Name of Author/ Authors of Book :
8. ISBN :
9. Name of Publisher :
10. Incentive claimed in Rs :
11. Any other relevant information :

Date :

Signature of applicant

Recommendation by HOD

Signature of HOD

Verified & Recommendation by Dean R&D

Signature of Dean R&D

Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director

Signature of Director