

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

1. References.

- 1.1. https://www.ugc.gov.in/pdfnews/5816125_Promoting-and-Improving.pdf
- 1.2. <https://mitwpu.edu.in/uploads/images/64b67b37057ad1689680695.pdf>
- 1.3. https://webstor.srmist.edu.in/web_assets/downloads/2023/incentives-policy.pdf
- 1.4. https://acoe.edu.in/Incentive/Draft%20Copy_R&D%20Policy_Corrected.pdf
- 1.5. https://velalarengg.ac.in/research_incentive.php
- 1.6. <https://www.kiet.edu/incentive-for-researchers>
- 1.7. https://www.saveetha.ac.in/images/sec/Research_Promotion.pdf

2. Appendices.

- 2.1 Appx 'A' - Application for claim of incentive for research paper.
- 2.2 Appx 'B' - Application for claim of incentive for R&D projects.
- 2.3 Appx 'C' - Application for claim of incentive for granted patents.
- 2.4 Appx 'D' - Application for claim of incentive for book publication.
- 2.5 Appx 'E' - Application for claim of incentive for book chapter publication.
- 2.6 Appx 'F' - Application for claim of incentive for edited 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 :-

- 5.1. To shape quality and skilled human resources for conducting research.
- 5.2. To publish research papers in reputed international journals.
- 5.3. To encourage inter, multi and trans disciplinary research.



- 5.4. To file patents which can be commercialized.
- 5.5. To foster an excellent research environment and supporting infrastructure.
- 5.6. To recognize researchers through rewards.
- 5.7. To inculcate the global research culture and work towards the betterment of society.
- 5.8. 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 :-

6.1 Financial Support.

6.1.1. SCI/ SCIE Journals.

- 6.1.1.1. Q1 → Rs 50,000/-.
- 6.1.1.2. Q2 → Rs 40,000/-.
- 6.1.1.3. Q3 → Rs 30,000/-.
- 6.1.1.4. Q4 → Rs 20,000/-.

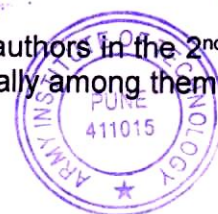
6.1.2. Scopus / Web of Science Journals.

- 6.1.2.1. Q1 → Rs 25,000/-.
- 6.1.2.2. Q2 → Rs 20,000/-.
- 6.1.2.3. Q3 → Rs 15,000/-.
- 6.1.2.4. Q4 → Rs 10,000/-.

6.2. Authorship Distribution.

6.2.1. If multiple authors are from AIT:-

- 6.2.1.1. 1st author receives 60% of the amount.
- 6.2.1.2. 2nd author receives 40% of the amount.
- 6.2.1.3. If the 1st author is from AIT and remaining authors are from outside institutions, the 1st author receives the full amount applicable as per the journal's quartile.
- 6.2.1.4. If the 1st author is not from AIT but the 2nd author is also from AIT, the 2nd author receives 40% of the incentive.
- 6.2.1.5. If there are multiple AIT authors in the 2nd position onwards, the 40% amount is distributed equally among them.



6.3. **Limitations.**

6.3.1. Incentives are limited to a maximum of four papers per faculty per year.

6.3.2. Only journals indexed in Scopus, Web of Science, SCI, and SCIE will be considered.

6.3.3. Papers that do not include AIT's name will not be eligible for incentives.

6.4. **Application Process.** The format for claiming research paper incentives is provided in **Appx 'A'**.

7. **Incentives for R&D Projects.** In accordance with the NAAC and NBA's requirements, grants received from government and non-governmental agencies for research projects/ endowments in the institution during the period are considered for higher accreditation. Consequently, incentives should be provided to Principal Investigators or Co-Investigators for National and Internationally Funded research projects as outlined below.

7.1. **Financial Support.**

7.1.1. 1% of the actual sanctioned amount will be provided to the Principal Investigator after the completion of the research project.

7.1.2. Funding must be deposited in the institute's account by the funding agency.

7.2. **Distribution.**

7.2.1. If all investigators are from AIT:-

7.2.1.1. Principal Investigator (PI) receives 60% of the incentive.

7.2.1.2. Co-Investigator(s) (Co-PI) receive 40%, distributed equally if there are multiple Co-PIs.

7.2.2. If the PI is from AIT and the Co-PIs are from outside institutions, the PI receives the full incentive.

7.3. **Limitations.**

7.3.1. Only research projects registered under the institute's name are eligible.

7.3.2. The Principal Investigator must complete the project at AIT and submit a completion certificate to qualify for the incentive.

7.3.3. Consultancy-funded projects do not qualify for incentives under this scheme.

7.4. **Application Process.**

7.4.1. The format for claiming research paper incentives is provided **Appx 'B'**.

7.4.2. PIs must submit project completion certificates along with the application form to initiate the incentive process.



8. **Incentives for Patents.** One of the most critical indicators for NIRF/ NBA/ NAAC ranking is the quantity of patents that have been published, granted, or commercialized. Contrary to this, AIT maintains an independent reimbursement policy for patents submitted by students and faculty. Various incentives will be provided for patents that are granted in the following categories to encourage both students and faculty:-

8.1. **Financial Support.**

8.1.1. National Patent → Rs 25,000/-.

8.1.2. International Patent → Rs 50,000/-.

8.2. **Distribution Structure.**

8.2.1. If a patent is granted at both national and international levels, the candidate will receive only the higher incentive amount (Rs 50,000/-) and not both.

8.2.2. The total incentive amount will be distributed equally among inventors from AIT.

8.3. **Limitations.**

8.3.1. The institute's name must be listed as an applicant for eligibility.

8.3.2. International patents must be utility patents and filed through the World Intellectual Property Organization (WIPO).

8.3.3. Only granted patents filed through AIT will be considered for the incentive.

8.4. **Application Process.**

8.4.1. The format for claiming patent incentives is provided in **Appx'C'**.

8.4.2. Inventors must submit the necessary documentation to initiate the incentive process.

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 :-

9.1. **Financial Support.**

9.1.1. Book published by national publisher with ISBN → Rs 15,000/-.

9.1.2. Book published by international publisher with ISBN → Rs 25,000/

9.2. **Authorship Distribution.**

9.2.1. If multiple authors are from AIT:-

9.2.1.1. 1st author receives 60% of the amount.

9.2.1.2. 2nd author receives 40% of the amount.

9.2.1.3. If the 1st author is from AIT and remaining authors are from outside institutions, the 1st author receives the full amount.

9.2.1.4. When the 1st and 2nd authors are both from AIT, the 2nd author receives 40% of the incentive.



9.2.1.5. If there are multiple AIT authors in the 2nd position onwards, the 40% amount is distributed equally among them.

9.3. **Limitations.**

9.3.1. Incentives are limited to one book per faculty per year.

9.3.2. Books published by local publishers will not qualify for incentives, even if they have an ISBN.

9.3.3. Books with revised editions are not eligible for incentives.

9.4. **Application Process.** The format of Application for claim of incentive for book publications is given at **Appx 'D'**.

10. **Incentives for Book Chapter Publications.** For publication of a chapter in a book the incentive structure is as below:-

10.1. **Financial Support.**

10.1.1. Chapter published in a book by a national publisher with ISBN → Rs 5,000 per chapter.

10.1.2. Chapter published in a book by an international publisher with ISBN → Rs 10,000 per chapter.

10.2. **Authorship Distribution.**

10.2.1. If multiple authors from AIT contribute to the same chapter:

10.2.1.1. 1st author receives 60% of the amount.

10.2.1.2. 2nd author receives 40% of the amount.

10.2.2. If the 1st author is from AIT but co-authors are from outside institutions, the 1st author gets full amount.

10.2.3. If the 2nd author is from AIT but the 1st author is not, the 2nd author gets 40% (which is split equally among all AIT authors beyond the 2nd position).

10.3. **Limitations.**

10.3.1. Incentives limited to one chapter per year per faculty.

10.3.2. Only standalone book chapters will qualify. Prefaces or introductions will not be countable.

10.3.3. This category does not include book chapters that are published in conference proceedings.

10.3.4. Chapters in books by local publishers do not qualify, even if the book has an ISBN.

10.4. **Application Process.** The format of Application for claim of incentive for book chapter publication is given at **Appx 'E'**.

11. **Incentives for Publication of Book as a Book Editor.** To encourage faculty members in editing books for publication, the following incentive structure applies:-

11.1. **Financial Support.**

11.1.1. Edited Book published by a National Publisher with ISBN → Rs 10,000/-.



11.1.2. Edited Book published by an International Publisher with ISBN → Rs 15,000/-.

11.2. **Authorship Distribution.**

11.2.1. If multiple editors from AIT contribute to the book:-

11.2.1.1. 1st editor receives 60% of the amount.

11.2.1.2. 2nd editor receives 40% of the amount.

11.2.2. If the 1st editor is from AIT but co-editors are from outside institutions, the 1st editor receives the full amount.

11.2.3. If the 2nd editor is from AIT but the 1st editor is not, the 2nd editor receives 40% (which is split equally among all AIT editors beyond the 2nd position).

11.3. **Limitations.**

11.3.1. Incentives limited to one edited book per year per faculty.

11.3.2. A significant editorial contribution must be demonstrated. Minor revisions or reprints will not be considered.

11.3.3. Editing of conference proceedings will not be considered in this category.

11.3.4. Book published by local publishers will not be taken into account, regardless of whether they possess an ISBN.

11.4. **Application Process.**

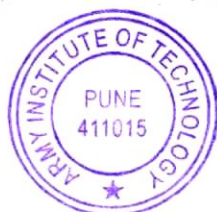
11.4.1. The format of Application for claiming incentives for book editing is provided in **Appx 'F'**.

11.4.2. Faculty must submit proof of substantial editorial work along with the application form.

CONCLUSION

12. The aforementioned procedure will be rigorously followed to ensure that the R&D incentives are processed with complete transparency. If a disagreement arises, the Dean of Research and Development will refer the matter to the Director for a decision.

Case No : AIT/0097/R&D/Adm
Army Institute of Technology
Alandi Road, Pune – 411015




(MK Prasad)
Col
Offg Director

Dated : 20 Aug 2025

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Appx 'A'

(Ref 6(d) of SOP for R&D Incentives at AIT)

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	:	1 st 2 nd 3 rd
14.	Whether journal is paid or unpaid	:	
15.	If paid then processing/ publication fee	:	
16.	Incentive claimed in Rs	:	
17.	Claim for AY =	:	1 st /2 nd

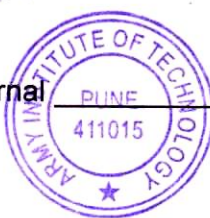
Date

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

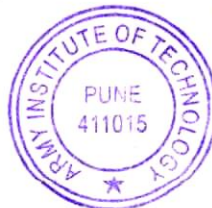
Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director



Signature of Director

Appx 'B'

(Ref 7(d)(i) of SOP for R&D Incentives at AIT)

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

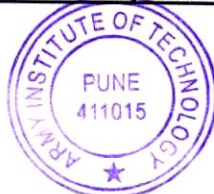
Signature of Dean R&D

Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director

Signature of Director

Appx 'C'

(Ref 9(d)(i) of SOP for R&D Incentives at AIT)

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

Appx 'D'

(Ref 9(d) of SOP for R&D Incentives at AIT)

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

Appx 'E'

(Ref 10 (d) of SOP for R&D Incentives at AIT)

APPLICATION FOR CLAIM OF INCENTIVES FOR BOOK CHAPTER PUBLICATIONS:
(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.	Name of Chapter written	:	
11.	Incentive claimed in Rs	:	
12.	Any other relevant information		

Date :

Signature of applicant

Recommendation by HOD

Signature of HOD

Verified & Recommendation by Dean R&D

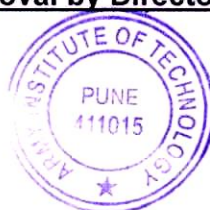
Signature of Dean R&D

Recommendation by Principal

Signature of Principal

Recommendation by Joint Director

Signature of Joint Director

Approval by Director

Signature of Director

Appx 'F'

(Ref 11 (d)(i) of SOP for R&D Incentives at AIT)

APPLICATION FOR CLAIM OF INCENTIVES FOR PUBLICATION OF BOOK EDITED :
(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.	Name of Chapter written	:	
11.	Incentive claimed in Rs	:	
12.	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