

BVRIT HYDERABAD
College of Engineering for Women
Accredited by NAAC with Grade 'A' | Accredited by NBA (CSE, IT, ECE, EEE)
Bachupally Hyderabad -500090

Research & Consultancy
Incentive Policy Document



Version	2.0
Pages	Eleven

A handwritten signature in black ink, located in the bottom right corner of the page.

Clause	Page No.
1. Introduction	1
2. Objectives	1
3. Expected Outcomes	1
4. Terms and Conditions	1
5. Research Outcomes Evaluation Committee	2
6. Annual Research Excellence Awards	2
7. Research Publications	2-5
8. Participation in Conferences	6
9. Quality of publications	7
10. Extramural funding (Research& Community Services)	7
11. Patents (Filing, Publication, and Grant)	8
12. Consultancy Services	9
13. Research Guidance	9
14. Research Seed Funding	10-11



1. Introduction

Sri Vishnu Educational Society wishes to establish itself as one of the pioneering research institutes, expanding the realms of knowledge in select areas. This policy document describes various incentive schemes to encourage and promote the culture of research among the staff members and, indirectly, amongst students. The incentive scheme consists of:

- Cash Incentives
- Bonus Points

2. Objectives

To encourage the teaching and technical staff of BVRIT HYDERABAD College of Engineering for Women to

- Publish high-quality, relevant, and original research articles and thus have more citations per article.
- File and publish patents having good commercialization potential.
- Submit research proposals inviting extramural funding and establishing state-of-the-art research facility.
- Provide consultancy services to industry and other organizations.

3. Expected Outcomes

- Increase in the number of quality research publications.
- Enhancement in patent publications, grants, and income from tech commercialization.
- Building up state-of-the-art research facilities.
- Increased visibility of the college as a research institute, thus attracting better talent in terms of staff and students.

4. Terms and Conditions

- The enforcement of the policy will be with effect from 1st July 2022.
- The incentives are calculated with reference to the calendar year.
- Any Research Award/Grant/Cash Incentive/Leave benefit cannot be claimed as a right
- The incentives/bonus points shall only be applicable for the achievements with the Institute affiliation (BVRIT HYDERABAD College of Engineering for Women)
- The Research Outcomes Evaluation Committee (ROEC) is the recommending authority to the Principal for final approval.
- The policy can be withdrawn at any point in time without any formal notice to anybody. The Institute reserves the right to modify or amend this policy in whole or in part at any time, with or without prior notice.
- In case the faculty member leaves the organization in midst of the calendar year, he/she will not be able to claim the benefits.
- The amount disbursed by the scheme shall be reclaimed, if in case the provided information is wrong/incorrect or incomplete.
In case of collaborative research with any other Institute/Lab or university, only the faculty member of BVRIT HYDERABAD College of Engineering for Women, shall be entitled for Research Awards, Cash Incentives, or any Bonus Points.
- The external member shall not be entitled for any benefits.

5. Committee

The ResearchOutcomes Evaluation Committee (**ROEC**) duly comprises of following members.

For R& D	For Consultancy
Associate Dean R&D, Chairperson Head of the Departments or his nominee Professor/Associate Professor Department R & D Coordinator Dean IQAC or his nominee	Dean, Industrial Consultancy, Chairperson Head of the Departments or his nominee Professor/Associate Professor Department Consultancy Coordinator Dean IQAC or his nominee

ROEC members will meet on a regular basis to take decisions and submit their final recommendations to the principal for approval. The minimum quorum for the meeting is 2/3rd of the members. The committee shall involve the concerned associate head of the department in case of any inputs are solicited for some specific cases of discussion.

6. Annual Research Excellence Awards

6.1 Eligibility and frequency

- All faculty members on the rolls of BVRIT HYDERABAD College of Engineering for Women (one year and above).
- Should have accrued a minimum number of bonus points as mentioned in Table 1
- The frequency of the award is on annual basis.

6.2 Cash incentives shall be given in two categories as per table 1 on the accumulation of bonus points as detailed in sections 7 to 12.

Table 1: Awards

Category of award	Minimum Bonus points to be accrued over the year to be eligible for the award	Amount of reward money (INR)
Eminent Researcher award	150	50,000
Outstanding Researcher award	75	25,000

7. Research publications

7.1 Eligibility and frequency:

- The incentives/bonus points shall only be applicable for the achievements with the institutional affiliation and cash incentives shall be disbursed only once in six months. The research outcomes evaluation committee finalizes the publication charges to be paid to the faculty with the approval of the principal.

7.2 Bonus points and cash incentives:

- The details of the incentives for engineering branches are listed in Table 2 and for Basic Sciences & Humanities and Management Studies is listed in Table3.

Table 2 (Engineering Departments)

Level of publication of a research paper	Identification of authors for distribution of points	Bonus points	Proposed Research policy from 1 st July 2022
International Conference paper indexed in Scopus/WoS	First author	5	Support as explained in Table 4
	Corresponding author / Supervisor	5	
	Points to be divided among all others	5	
	Session chair	3	
	Key note speaker	5	
Peer reviewed Scopus Journal Q1	First author	15	Publication charges up to 25,000 and Faculty Incentive of Rs 8,000 *
	Corresponding author / Supervisor	15	
	Points to be divided among all others	15	
Peer reviewed Scopus Journal Q2	First author	10	Publication charges up to 20,000 and Faculty Incentive of Rs 6,000 *
	Corresponding author / Supervisor	10	
	Points to be divided among all others	10	
Peer reviewed, Scopus Journal Q3/ Web of Science ESCI	First author	8	Publication charges up to 15,000 and Faculty Incentive of Rs 4,000 *
	Corresponding author / Supervisor	8	
	Points to be divided among all others	8	
Peer reviewed Scopus Journal Q4	First author	6	Publication charges up to 10,000 and Faculty Incentive of Rs 3,000 *
	Corresponding author / Supervisor	6	
	Points to be divided among all others	6	
Impact factor < 1	First author	15	15,000
	Corresponding author / Supervisor	15	
	Points to be divided among all others	15	
Impact factor 1-3	First author	20	25,000
	Corresponding author / Supervisor	20	
	Points to be divided among all others	20	
Impact factor 3-6	First author	25	30,000
	Corresponding author / Supervisor	25	
	Points to be divided among all others	25	
Impact factor 6-10	First author	30	35,000
	Corresponding author / Supervisor	30	
	Points to be divided among all others	30	
Impact factor > 10	First author	40	40,000
	Corresponding author / Supervisor	40	
	Points to be divided among all others	40	
Book published by any of the International publishers like **	First author /Corresponding author	20	25,000
	Points to be divided among all other authors.	15	
Book published by any of the National publishers (Indexed Scopus/Wos)	First author /Corresponding author	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by any of the international publishers (other than conference extended)	First author /Corresponding author	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by the National publishers (other than conference, Indexed Scopus/WoS).	First author /Corresponding author	6	10,000
	Points to be divided among all other authors	4	

Table 3 (BSH and Management Departments)

Level of publication of a research paper	Identification of authors for distribution of points	Bonus points	Proposed Research policy from 1 st July 2022
International Conference paper indexed in Scopus/WoS	First author	5	Support as explained in Table 4
	Corresponding author / Supervisor	5	
	Points to be divided among all others	5	
	Session chair	3	
	Key note speaker	5	
Peer reviewed Scopus Journal Q1	First author	15	Publication charges upto 20,000 and Faculty Incentive of Rs 5,000 *
	Corresponding author / Supervisor	15	
	Points to be divided among all others	15	
Peer reviewed Scopus Journal Q2	First author	10	Publication charges upto 15,000 and Faculty Incentive of Rs 4,000 *
	Corresponding author / Supervisor	10	
	Points to be divided among all others	10	
Peer reviewed, Scopus Journal Q3/ Web of Science ESCI	First author	8	Publication charges upto 10,000 and Faculty Incentive of Rs 3,000 *
	Corresponding author / Supervisor	8	
	Points to be divided among all others	8	
Peer reviewed Scopus Journal Q4	First author	6	Publication charges upto 5,000 and Faculty Incentive of Rs 2,000 *
	Corresponding author / Supervisor	6	
	Points to be divided among all others	6	
Impact factor < 1	First author	15	10,000
	Corresponding author / Supervisor	15	
	Points to be divided among all others	15	
Impact factor 1-3	First author	20	15,000
	Corresponding author / Supervisor	20	
	Points to be divided among all others	20	
Impact factor 3-6	First author	25	20,000
	Corresponding author / Supervisor	25	
	Points to be divided among all others	25	
Impact factor 6-10	First author	30	25,000
	Corresponding author / Supervisor	30	
	Points to be divided among all others	30	
Impact factor > 10	First author	40	30,000
	Corresponding author / Supervisor	40	
	Points to be divided among all others	40	
Book published by any of the international publishers like ^{1st}	First author /Corresponding author	20	20,000
	Points to be divided among all other authors.	15	
Book published by any of the National publishers (Indexed Scopus/WOS)	First author /Corresponding author	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by any of the international publishers (other than conference extended)	First author /Corresponding author	15	15,000
	Points to be divided among all other authors	10	
Book chapter published by the National publishers (other than conference, Indexed Scopus/Wos).	First author /Corresponding	6	8,000
	Points to be divided among all other authors	4	

* Publication charges: Prior approval from the ROEC is mandatory before the selection of the publisher. Bills shall be raised directly on the institution by the publisher.

**International publishers: McGraw Hill, Pearson, Oxford University, Elsevier, Springer, Taylor & Francis, etc., upon approval from ROEC, the expenditure shall be directly sent to department R&D coordinator.

*** Faculty members are eligible to receive reimbursement for publication charges and expenses up to two research papers per calendar year.

****ROEC takes consideration the impact factor of the journals as well to decide on the final incentive amount.

*****Papers presented at conferences and later published in journals will be treated as conference papers/book chapters only (as the case may be) and hence will not be eligible for any kind of cash incentives.

7.3 Process:

- Whenever the paper is to be communicated to any conference/journal, it is necessary to obtain a UINC (Unique Identification number for communication) from the Office of R&D/Research coordinator of the department.
- Upon publishing a paper in the journal or conference paper that is indexed in Scopus, the UINP (Unique Identification Number of Publication) is to be obtained from the Office of R&D through the Department Research Coordinator.
- The Office of R&D will collate a list of research publications based on the quarterly notifications, UINC and UINP, by the 15th day of July and January, every year.
- Sciences / Management faculty will publish in engineering/computer journals (Scopus/WoS). Consider Table 2.

7.4 Dissemination of cash incentives (Page Number 5):

IF RESEARCH PAPER PUBLISHED BY SVES FACULTY			
Number of Author	Author Role	% of Cash Incentive	Total (%)
One Author	First/Corresponding Author	100	100
Two authors	First/Corresponding Author	60	100
	Co-Author	40	
	In this case, if one is first author and another is corresponding author	50 each	
Three authors	First/Corresponding Author	70	100
	In this case, if one is first author and another is corresponding author	35 % Each	
	Co-authors share	30	
More than three authors	First/Corresponding Author	70	100
	In this case, if one is first author and another is corresponding author	35 % Each	
	All Co-authors share	30	

IF RESEARCH PAPER PUBLISHED BY SVES FACULTY IN COLLABORATION WITH OTHER INSTITUTIONS			
Number of Author	Author Role	% of Cash Incentive	Total (%)
One Author from SVES	First/Corresponding Author	100	100
	Co-Author	50	
Two authors from SVES	First/Corresponding Author	70	100
	Co-Author	30	
	In this case, if one is first author and another is corresponding author	50 Each	
	If both are co-authors	50 Each	
Three authors from SVES	First/Corresponding Author	70	100
	In this case, if one is first author and another is corresponding author	35 % Each	
	Co-authors share	30	
	If all three are co-authors	33 Each	
More than three authors	First/Corresponding Author	70	100
	In this case, if one is first author and another is corresponding author	35 % Each	
	All Co-authors share	30	
	If all are co-authors	100 will be shared by all	

8. Participation in Conferences

8.1 Eligibility and frequency:

- Conference has to be Scopus / WOS indexed.
- Staff member willing to avail of the support must have served BVRIT HYDERABAD College of Engineering for Women for at least 6 months.
- The staff member should have uploaded details in the research and consultancy promotion database at the R&D office.
- Application form available in the principal office shall be filled in and submitted to the R&D office at least 2 months before the actual dates of the conference.
- Maximum of 2 conference Keynote speaker/session chair will be considered.

8.2 Refer to table 4 for monetary support for travel to conferences.

Table 4 Monetary support for Conferences

Nature of conference	Role in the conference	Eligibility condition	Proposed Research policy from 1 st July 2022	Periodicity of eligible to seek support	Remarks for disbursement
Conference being held in India proceedings as a full-length paper to be indexed in Scopus/ WOS	Presenting a research paper	Minimum 6 months of service with the BVRITH	Actual Expenditure / Maximum 10,000	2 times in a year	After the gets indexed in Scopus/ WoS
Conference being held in International, proceedings as a full-length paper to be indexed in Scopus/ WOS	Presenting a research paper	Minimum 6 months of service with the BVRITH	Full registration fee and 50% travel expenses subjected to committee approval	1 time in a year	After the gets indexed in Scopus/ WoS

8.3 Process

- A Google form at the link <https://forms.gle/ZJSNE5pp5NrdFXQC6> is to be filled by the staff member seeking support to present his/her research work in a conference paper.
- After verification at the Office of R&D, recommendations will be made to the principal for approval.
- For an international travel grant, recommendations from the finance committee and Principal are mandatory.

8.4 Disbursement / Reimbursement of cash support

The amount will be presented to the finance committee, post which the amount will be disbursed to the faculty member as per table 4.

9. Quality of publications

9.1 Eligibility and frequency

- a) The consideration criterion for the published papers is based on the citations in the last 3 calendar years. The papers should be affiliated with BVRIT HYDERABAD College of Engineering for Women.

9.2 Bonus points

- a) Bonus points will be accumulated as per table 5

Table 5: Bonus Points for Citations

Achievement/Activity	Bonus points
Citations between 01-05	5
Citations between 06-10	10
Citations between 11-20	15
Citations between 21-30	20
Citations between 31-40	25
Citations between 41-50	30

9.3 Cash incentive

- a) For every WOS/SCOPUS citation: Rs.100.

9.4 Process

- a) Office of Dean (Research) will prepare a database of citations of papers through third-party resources, and bonus points will be accumulated as per table 5.

10.Extramural research funding

10.1 Eligibility and frequency:

- Staff members should be on regular rolls of BVRIT HYDERABAD College of Engineering for Women.
- Staff member should have obtained the forwarding letter from the Principal, upon submission of a copy of the proposal to the Principal office.
- Acknowledgement of the final submission of the project to the concerned agency needs to be submitted to the office of the Principal.

10.2 Bonus points will be accumulated as per table 6.

Table 6: Bonus Points for Research Funding

Achievement / Activity Amount finally credited in Institute account in the calendar year)	Bonus points (Principal Investigator)	Bonus points (Co-Investigator)
More than 1 Lakh but less than 5 Lakh	20	5
More than 5 Lakhs, but less than 10 Lakhs	25	10
More than 10 Lakhs, but less than 25 Lakhs	30	15
More than 25 Lakhs, but less than 50 Lakhs	35	20
More than 50 Lakhs but less than 1 Crores	40	25
More than 1 Crore	50	30

10.3 Process

- Any staff member willing to submit the project for extramural funding approaches the office of the principal with a complete copy of the proposal (at least 3 days prior to the deadline).
- After single cycle of scrutiny, the forwarding letter is signed by the Principal.
- If there is a need for seed money, a separate application should be submitted in the prescribed format available from the office of the Principal.

10.4 Disbursement of support

- After the final scrutiny, the sanctioned amount would be disbursed to the vendors for the establishment of the facility.
- In the case of research projects, the principal investigator team of BVRIT HYDERABAD College of Engineering for Women will receive a 1% incentive at the start of the project and another 1% after the successful completion of the project. The incentive can be shared among the team members.
- The Net Grant amount received will be the criteria for disbursement.

11. Patents (Filing, Publication, and Grant)

11.1 Eligibility and frequency:

- Staff members on the rolls of BVRIT HYDERABAD College of Engineering for Women.
- The patent is filed with the institute's ownership.
- Submission through Verispire MOU.

11.2 Bonus points: Bonus points are awarded as per table 7.

Table 7: Bonus Points for Patents

Achievement / Activity Regarding patent	Bonus points (Innovator)	Bonus points (Co-innovator)	Cash incentive
Publishing a Patent* #	15	5	As per the Verispire MOU, expenditure is supported by the institute.
Grant of a Patent* #	20	10	As per the Verispire MOU, expenditure is supported by the institute.

* BVRIT HYDERABAD College of Engineering for Women should be one of the applicants.

#In a case where the faculty does not seek support from BVRIT HYDERABAD College of Engineering for Women in the patenting process and completes the entire process on their own, the faculty are entitled to receive Rs 10,000 and Rs 25,000 incentives upon publication of a patent & grant of a patent, respectively.

Note: Affiliation with BVRIT HYDERABAD College of Engineering for Women only considered.

11.3 Process

- Any staff member who is willing to file a patent, needs to approach the Office of Patent Facilitation & Consultancy (OPFC) with the invention disclosure form.
- OPFC approaches the panel of a patent attorney for vetting the idea and drafting the claims for filing the patent
- The drafts shall be approved by the staff members and change to inventor
- The inventors shall decide their share on commercial benefits while signing the MoU with the institution
- The patent is considered as filed.

12. Research Consultancy

12.1 Eligibility and frequency

Staff members on rolls of BVRIT HYDERABAD College of Engineering for Women.

- The total amount should have been received in the name of the college.
- While receiving the amount, the invoice shall clearly specify the consultancy amount, capital costs, consumables cost, travel costs, etc., i.e., the expenditure involved and the consultancy amount shall be separately shown.
- Frequency - as and when required

12.2 Bonus points and cash incentive as per table 8.

Table 8: Bonus points for consultancy works

Research Consultancy worth INR (*based on the amount actually deposited in the account of the Institution/PI)	Bonus points	Cash incentive
5,000 to 25,000.	05	<ul style="list-style-type: none">• When infrastructure facilities and faculty/staff work time are utilized, the amount is shared equally by the PI team and the institution*.• In the event that only faculty/staff work time has been utilized, the amount shall be split 70% to the PI team and 30% to the institution*.
25,001 to 50,000	10	
50,001 to 1,00,000	15	
1,00,001 to 5,00,000	20	

12.3 Process

- a. Any staff member, who is willing to take up a consultancy project approaches the Office of Patent Facilitation & Consultancy (OPFC) and fills up the Agreement of Project Work (APW) proforma.
- b. The consultancy project is taken up and the payments are received in the name of BVRIT HYDERABAD College of Engineering for Women.

12.4 Dissemination of Cash Incentives

- As soon as the consultancy amount is credited into the college account, the work is successfully completed and the report is submitted to the client, the amount (as explained in Table8) will be disbursed to the PI team.
- Upon successful completion of the project, the research outcomes evaluation committee will determine the net amount in case the invoice did not specify the expenditure part.

13 Research Guidance

13.1 Eligibility of Supervisor/Co-Supervisor by UGC/AICTE recognized university minimum of one-year service at BVRIT HYDERABAD College of Engineering for Women

13.2 Cash incentive & Bonus points per Scholar awarded with Ph.D.

- a. Cash Incentive: Rs.10,000.
- b. Bonus Points: 15

14. SEED funding

The main objective of this proposal is to promote and support technology, Socio-Economical, Innovation based entrepreneurship spirit among the graduating students of BVRIT HYDERABAD College of Engineering for Women and faculty members.

14.1 The Processing of Seed Capital Involves

- A faculty member desirous of getting a seed loan may apply for seed fund to the institution. After peer review and validation by the experts, the seed loan will be sanctioned based on the eligibility criteria as decided by EDC-Idea Labs and recommendations by the respective heads of the departments.
- Faculty and departments of the institutes have to work in coherence, and cross-departmental linkages should be strengthened through shared faculty, cross-faculty teaching, and research in order to gain maximum utilization of internal resources and knowledge.
- Periodically some external subject matter experts, such as guest lecturers or alumni, can be engaged for strategic advice and up skilling.
- Faculty and staff should be encouraged to do courses on innovation, entrepreneurship management, and venture development.

14.2 Planning action regarding SEED funding

1. Invitation of applications for SEED funding every 3 months
 - a) Advertisement on 1st Dec, 1st March, 1st June and 1st Sep
 - b) Duration for 15 days.
 - c) Recommendation within a week.
 - d) Commence from 1st January 1st April, 1st July and 1st October
2. Roles and Responsibility
 - a) Student/Faculty should be ready with a detailed proposal.
 - b) Budget plan with initial approval from experts. It is limited to Rs. 1 lakh maximum.
 - c) Timeline for any funding up to 12 months.
 - d) Support given by the institution and expected outcomes with respect to TR levels.

14.3 Seed Funding for Startup

- The faculty/student/start-up may utilize the financial support from the institute, and the institute may have a 1 to 6% share in the start-up. The evaluation committee will review the quarterly financial report of the start-up. The Institute will have the right to liquidate the shares after 5 years of the start-up with the decision from the start-up. The share price may be evaluated on a mutual basis or price calculated by experts.
- **Case 1:** If the institute provides only necessary support without any financial assistance in seed and capital at outside of the institute premises, the institute share is 2% of net earnings of the start-up.
- **Case 2:** If the institute provides the necessary support at the institute premise without financial assistance, the institute share is 4% of the net earnings of the start-up.
- **Case 3:** If the institute provides the necessary funds inside of the organization, the distribution of net earnings is given below (Table 9)

Table 9

Sl. NO	Total net earnings	Percentage (up to 2.5 lakhs)	Percentage (2.5-5 lakhs)	Percentage (5-10 lakhs)	Percentage (10 lakhs)
1	Not exceeding 10 Lakhs	6%	7%	8%	9%
2	Above 10 Lakhs Less than 25 Lakhs	7%	8%	9%	10%
3	Above 25 Lakhs Less than 50 Lakhs	8%	9%	10%	11%
4	Above 50 Lakhs Less than 1 Crore	9%	10%	11%	12%
5	Above 1 crore	10%	11%	12%	14%

- **Case 4:** If the institute provides the necessary funds at outside of the organization the distribution of net earnings as given below (Table 10).

Table 10

Sl. No	Total net earnings	Percentage (up to 2.5 lakhs)	Percentage (2.5-5 lakhs)	Percentage (5-10lakhs)	Percentage (10lakhs)
1	Not exceeding 10 Lakhs	8%	9%	10%	11%
2	Above 10 Lakhs Less than 25 Lakhs	9%	10%	11%	12%
3	Above 25 Lakhs Less than 50 Lakhs	10%	11%	12%	13%
4	Above 50 Lakhs Less than 1 Crore	11%	12%	13%	15%
5	Above 1 crore	13%	14%	15%	16%

Principal





VISION

To create and nurture competent engineers and managers who would be enterprise leaders throughout the world with a sound background in ethics and societal responsibilities.

MISSION

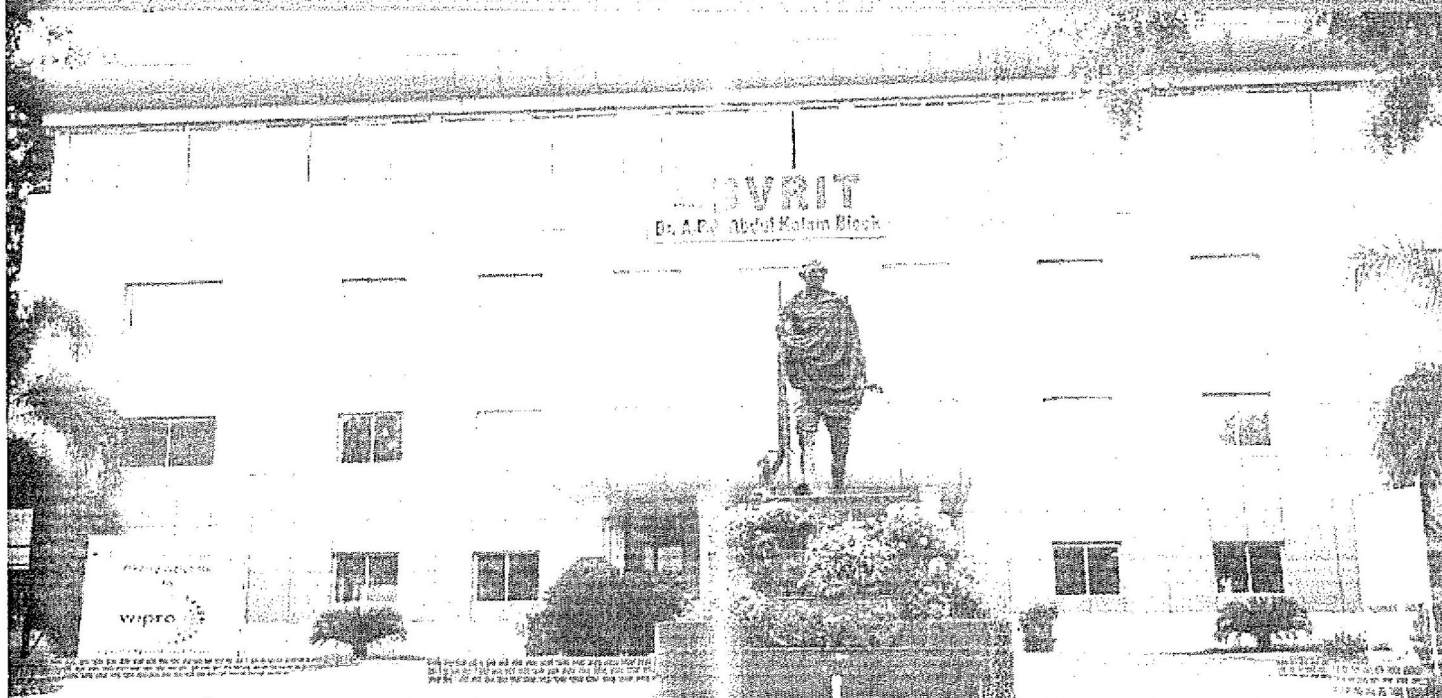
Committed to providing a positive and professional learning environment where all students are inspired to strive for excellence in becoming competent engineers, technology innovators and leaders in a global society through a cohesive network of parents, students, college staff and industry.

QUALITY POLICY

We aim to excel in the quality of education, management, and infrastructure, and to provide a sound and responsible technological education to our students.

• Ensuring quality of education, management, and infrastructure.

• Developing students who are competent, ethical, and have a strong personality. • Ensuring that the students are equipped with the necessary knowledge and skills to meet the challenges of the 21st century.



NEW PAFI BUILDING OF JVRIT

Address: New PAFI Building, JVRIT, Hyderabad

Website: www.jvrit.ac.in