



# RESEARCH INCENTIVE POLICY

## MAHARAJAH'S COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi and SBTET, Govt. of A.P.)

Affiliated to Andhra University, Vishakapatnam.

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Phool Baugh, Vizianagaram-535 002, Andhra Pradesh.

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## INDEX

S. No	Content	Page No
I	Preamble	1
II	Incentives for research projects, publications and research related activities	4
III	Financial assistance for pursuing Ph.D.	5
IV	Incentives for Presentation of Research Papers in Conferences India and outside India/Abroad.	5
V	Incentives for attending Workshop/FDPs	5
	Incentives for generation of research grants	6

# RESEARCH INCENTIVE POLICY

## I. Preamble

One of the important limbs of any Technical Institution is research. For a successful progress of the Institute, it has to focus on both academics and research. At Maharajah's College of Pharmacy, Research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives.

The institute promoted and implemented a wide range of policy actions since its inception to promote research. The promotional initiatives of the institute include capacity building in terms of human resources and facilities, encouragement and incentives to faculty to carryout research, organization of conferences and workshops to disseminate the new knowledge, and a strong doctoral program for award of Ph.D on completion of quality research work.

These different activities and initiatives over the last one decade are consolidated to prepare this Policy of the institute on Promotion of Research & Innovation, Consultancy & Extension Services.

Research Promotion Policy comprises incentives in the form of following categories. –

- **Incentives for research projects, publications and research related activities**
- **Financial assistance for pursuing Ph.D.**
- **Financial assistance for attending national and international conferences and faculty development programs.**

## **1. Application of the Policy**

The policy applies to all regular teaching faculty members of the Institute.

## **2. Vision**

Maharajah's College of Pharmacy focuses to be a center for excellence for Pharmacy education and Practice through teaching, mentoring, research and service.

## **3. Objectives**

- a. The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.
- b. To pursue efforts to write books monographs for publication by International and National publishers of repute.
- c. To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- d. To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

## **General Principles underlying this Policy**

- a. The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- b. The R&D Coordinator will review the incentive claim applications, based on that Admin shall prepare a list of candidates recommended for incentives to the approval of Principal and Correspondent.
- c. If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- d. It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence.
- e. An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence counter signed by the R&D Coordinator.
- f. After checking the claim and approval by the Principal, faculty will claim and distribute the amount following the usual procedure.
- g. As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
- h. All decisions on incentives shall be taken up once in a year in the month of April.

- i. Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

#### **4.R&D Incentive Policies**

##### **Incentive for book publications**

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Full text book with single author | : Rs.5,000/-             |
| 2. Full text book with two authors   | : Each author Rs.2,000/- |
| 3. Chapter Contribution              | : Rs.1,000/-             |

*Note:* Published book or chapters or monographs with relevant specialization and must have **‘Maharajah’s College of Pharmacy’**.

## II. Incentive for Research Publication, Research Projects and Research Related Activities

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he / she will pay an incentive as indicated below.

Scopus Journal	1000
SCI Journal	500

- The publications will be considered only if they are indexed in Web of Science or in Scopus.
- If the paper is contributed by more than one author the incentive will be shared as follows:

Main Author	700
Second Author	500

### 1. Research Paper Publication:

Maharajah's college of Pharmacy focus on Research-Oriented Teaching and to promote this, Institute motivates its faculty members and students to publish papers in Scopus/Web, National and International high quality indexed journals with good impact factor (as per Thomson Reuters or UGC)

**a. Publication by Faculty Members:** Each faculty member is required to publish a minimum one research paper in one year in SCI/SCOPUS/SSCI indexed journals (Clarivate authenticated).

**b. Communications:** If a Research Paper is published with in SCI /SCOPUS /SSCI indexed journals (Clarivate authenticated), the same shall be communicated by the faculty member to the R&D Coordinator and Principal

### 2. State/National/International Award/Fellowship-

Faculty members receiving recognition at state/national/International level in the form of award/fellowship will be awarded Rs.2,000/3,000/4,000/- cash respectively and a letter of appreciation by the Institute.

### 3. FDP programs of SWAYAM–

If a Faculty Member enrolls and successfully completes a Course on Swayam portal of Government of India, the examination fee of SWAYAM course shall be reimbursed on the submission of copy of pass certificate with at least 90% marks up to maximum of Rs 1000/- per year.

### III. Financial Assistance for Pursuing Ph.D.

The objective of these guidelines is to encourage the faculty members to improve their qualifications by pursuing Ph.D. program available in other Universities.

Any Faculty member of the institute can enroll for the Ph.D. program as per the procedure laid down by the UGC.

- Faculties are encouraged to perform their work by utilizing resources provided by the institute such as Laboratory Equipment, Computers, etc.
- Faculty members are also provided with the requirements such as Chemicals, glassware, etc.
- They can avail 15 days of Academic leaves per year.
- Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- Published paper must have '**Maharajah's College of Pharmacy**'.
- On-line date is to be considered as the date of publication
- Research Paper publication through Conference will be treated as paid publication.

### IV. Incentives for Presentation/ Participation in Conferences/ Seminars in India

- The International/ National conference must be of repute (viz. IEEE, Springer/Wiley etc.) and the hosting Institutions must be of Institutes of repute-IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
- The paper/article must be published in any National/International Journal/Conference proceedings.
- **The faculty would be allowed OD + Registration fees on actual basis or Rs. 5,000/- whichever is less.**

### V. Incentives for attending Workshops/ FDPs

- The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute-IITs/IISc/NITs/IIITs/IIM/Universities/Deemed Universities etc.
- **The faculty would be allowed OD+ Registration fees on actual basis or Rs. 1,000/- whichever is less, when the Workshops/ Symposium/ FDPs have minimum of 3 days duration.**
- **The faculty would be allowed OD+ Registration fees on actual basis or Rs. 2,000/- whichever is less, when the Workshops/ Symposium/ FDPs for 7 days duration.**

- Each faculty can attend Workshops/ Symposium/ FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 2,000/- only.
- Maximum number of ODs is limited to one week during lean period. Number of ODs during the academic period is subject to prior approval of Principal.
- Minimum service clause is not applicable to attend conference/symposium/FDP
- Faculties going for attending FDPs outside need to disseminate knowledge/information by organizing faculty Development Program (FDP)/ STTPs/ Workshops etc for the benefit of Faculty and Students in their respective departments.
- The OD and Registration claim under Research Incentive Policy of the institute must be made within a month in the prescribed form.

### **INCENTIVE FOR GENERATION OF RESEARCH GRANTS:**

- Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
- The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 10% of the research grant in the form of TA/ DA for attending/ conducting research work within/ outside India received from the funding agency.
- Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.



**NOTE:**

In order to claim the incentives, the following documents should be submitted to Principal along with duly filled application for claiming Research Incentive.

- i. A copy of notification of Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)



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## INTERNAL QUALITY ASSURANCE CELL

### Faculty Performance Appraisal System

General Information	
Name of the Faculty	
Designation	
Date of Joining	
Teaching	
Course	Subjects taught

### 1. Teaching, Learning and Evaluation Related Activities

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (by faculty)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50	
2	Lectures or other teaching duties in excess of the AICTE/PCI norms	10	
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20	
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc	20	
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	25	
Total Score		125	

	<b>Minimum API Score Required</b>	<b>100</b>	
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## 2. Co-Curricular, Extension And Professional Development Related Activities

S. No.	Nature of Activity	Maximum Score	Self Assessment Score (by faculty)
1	Student related co-curricular, extension and field based activities (such as extension work through NCC and other channels, cultural activities, subject related events, advisement and counseling)	20	
2	Contribution to institution through participation in academic and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, FDPs etc)	15	
	<b>Total Score</b>	<b>50</b>	
	<b>Minimum API Score Required</b>	<b>25</b>	

## 3. Research and Academic Contributions

S No.	APIs	Nature of Activity	Maximum Score	Self Assessment Score (by faculty)
<b>3A</b>	Research Papers published in:	Refereed Journals*	15 / publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10 / Publication	
		Conference proceedings as full papers, etc.	10/ publication	
<b>3B</b>	Research Publications (books, chapters in books, other than refereed journal articles)	Subject Books by / national level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	30	
<b>3C</b>	Sponsored Projects	Major Projects (Amount mobilized with grants of Rs. 3-5.0 lakhs	20 /Each project	

		Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs.3 lakh)	10/each Project	
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3D	Training Courses/ Conference/ Seminar/ Workshop Papers			
	Refresher courses, workshops, Training programs, FDPs (Max:30 points)	(a) Not less than two weeks duration	20	
		(b) One week duration	10	
	Papers, Conferences/ Seminars/ Workshops/FDPs	Participation and Presentation of research papers (oral/poster) in		
		a) International conference	10	
		b) National	5	
	Invited Lectures or presentations for conferences/ symposia	National level	10	
	Total Score		150	
Minimum API Score Required		60		

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## INTERNAL QUALITY ASSURANCE CELL

### REQUISITION FORM FOR APPROVAL TO ATTEND WORKSHOP/SEMINAR/CONFERENCE/ FDP

Name of the Staff:

Designation:

Type of activity: Workshop/seminars/conference/ FDPs/Training programs

Level: International/National

Title of the activity:

Hosting institute: Name of the hosting institution and complete address

Venue: Place visiting to attending

Dates and duration: From                      To                      No. of days:

Leave requisitioned: From                      To                      No. of days

Sponsored by: AICTE/ DST/ CSIR/UGC/Any other specify/None

Type of invitation: Invitation circulated by the college/ personal invitation/ open invitation

Presenting paper: Yes/ NO

Title of the paper:

Whether paper(s) is (are) accepted: Yes/No

In the CAY it is: 1<sup>st</sup>/ 2<sup>nd</sup>time/more number of times:

## **PLANNING OF COMPENSATORY CLASSES**

Work adjustment is made:

No. of hours adjusted: ----- hours and / or ----- lab slots

Registration fee: Yes/No

(Maximum of Rs. 1000/-) (NO TA & DA for in and around colleges)

Signature of the faculty

R&D Coordinator

**PRINCIPAL**

## **REIMBURSE REGISTRATION FEE**

**The registration fee will be reimbursed into your salary account by submit the following details:**

- Name of the faculty :
- CANARA BANK SB A/C No:
- Copy of prior approval :
- Copy of seminar brochure :
- Copy of certificate :

Note: Send a photo copy of staff attended at venue, certificate and seminar brochure, award/prize receiving photo should also be sent to college magazine committee

**Asst Principal  
(Admn)**

**PRINCIPAL**