



**PRIST**  
DEEMED TO BE  
**UNIVERSITY**  
NAAC ACCREDITED  
THANJAVUR - 613 403 - TAMIL NADU

## FACULTY INCENTIVE POLICIES

### Objective

The primary objective of the proposed incentive scheme is to motivate the faculty members/staffs and all other researchers of various departments of PRIST Deemed to be University to do quality research, consultancy and other research-related activities.

### Key Highlights of the Incentive Scheme

- All the faculty members and staffs are being encouraged to do research and apply for research grants / seed money from funding agencies or industries relevant to their field of interest. Incentives shall be granted to the faculty members who received research grants from various funding agencies.
- Monetary incentives will be granted as rewards for the faculties / staffs who receive Sponsored Research / Consultancy / MoU projects.
- University will consider seed money for initiating research after proper evaluation of project proposal submitted by a faculty/staff. The management may also consider seed money for the research projects, if the proof of concept is established by the faculty.
- Faculty members are encouraged to publish books, book chapters, research papers etc. through different monetary and non-monetary schemes offered by the University.
- Faculty members are encouraged to attend invitation for keynote speaker/ plenary lectures or presentation of paper in conference / workshop / seminar relevant to their field of research in India or Abroad. Faculty members shall be permitted to attend conference / workshop relevant to their field of research in India or Abroad with on duty leave with registration fee being reimbursed by the university. Partial financial support only, may be considered for the faculty members invited for keynote speaker / plenary lecture in conference / seminar, etc. if financial support is not provided by the organizers or any other funding agencies. Faculty members shall apply for travel grant to the funding agencies.
- An increment benefit will be provided to faculty / staff members for their contribution in research work.

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## Faculty Incentive Scheme – Quick Reckoner

SN	Research Work	Incentive	
		Monitory	Remarks
1	Books	International: Rs. 20,000 National : Rs. 10,000	Sole Author Intnl: Rs. 20,000 Natnl: Rs.10,000  Author Intnl: Rs. 10,000 Natnl: Rs. 5,000  Co-Author Intnl: Rs. 5,000 Natnl: Rs.3,000
2	Scopus/WOS/SCI Journal	Rs. 5,000	-
3	UGC Journal	Rs. 2,000	-
4	Copyrights	Rs. 5,000	Author - Rs. 3,000 & Co-Author - Rs. 2,000
5	Conferences(International)	100% of Registration Fees for faculty	Approval letter from Dean is required to process the fees.
6	Patents	<p style="text-align: center;"><b>Publication</b></p> <p>i. Normal: Rs.7000 ii. Design: Rs.5000</p> <p style="text-align: center;"><b>Registration</b></p> Reimbursement of patent registration expenses	After Publication and Registration
7	Books Chapter	Rs. 2,000	With reputed publisher
8	Research funding for funded projects	PI-2% Co PI – 1%	-
9	MOU	TA/DA	Appreciation letter
10	FDP	DL with T&C	As per Leave Rules

**Note:** For extra-ordinary work and contribution to CRD, an Appreciation Letter by Honorable Chancellor will be granted along with aforementioned rewards.

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## Key Highlights of the Incentive for Consultancy Projects

### Eligibility & Key Criteria :

- The Consultancy incentive scheme is open to all faculty and staff of PRIST Deemed to be University
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the University.
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work.

### Incentive Scheme Highlights:

- The Institute follows a unique Incentive scheme to reward the faculty for the Research and Consultancy Project works carried out in the respective year. This scheme is introduced by the Management to impart research culture and to motivate faculty towards identifying new innovations. The incentive scheme is as per the table below.
- All consultancy projects shall be carried out under the Centre for Research and Development (CRD) of PRIST Deemed to be University.
- Any revenue generated through the consultancy projects shall be deposited in the Institution account. This is done to avoid misuse of funds. The Institute will provide the remuneration to the respective faculty as per the below chart, based on the revenue generated after the completion of every consultancy work.
- This incentive scheme is expected to encourage students to participate in consultancy based industrial projects, eagerly.

### Consultancy/Commercialization of Patents Incentive Scheme – Quick Reckoner:

Category	Name	Percentage of Share
Consultancy and Testing services	Individual / Team	Ratio of 30:70 is shared between Institution and Individual / Team.
Patent(US/Overseas/Indian)	Author(s)	Ratio of 30:70 will be shared between Institution and Industry only on commercialization of the Patent



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### Terms & Conditions for undertaking Consulting Activities:

- The organization requiring consultancy services from faculty or the department shall write to the CRD indicating the expertise required.
- The Director (CRD) on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the Dean.
- In considering whether or not permission will be given for consulting activity, the Dean will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources.
- An MoU may be signed between the organization and the department towards the nature of consultancy work and the commercials involved in the presence of the Dean.
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the research cell through the head of the department.

SN	Particulars	Faculty	Institution
1	Use of institute space and or equipment	20%	80%
2	For providing solutions/expertise to problems of the industry	70%	30%

### Guidelines for Claiming Faculty Incentives:

(Research paper for incentive/ grant /TA/DA/Fund must comes under these points)

- Research papers (in related area/subject) published in Scopus/UGC/WoS and other reputable journals and periodicals, having ISBN/ ISSN numbers.
- Text/Subject or Reference Books (in related area/subject) published by International / National publishers / State and Central Govt. Publications with an established peer review system and ISBN / ISSN numbers.
- Chapter in Text / Subject or Reference Books (in related area/subject) published by International / National publishers / State and Central Govt. Publications with an established peer review system and ISBN / ISSN numbers (Chapter in self-Edited volume should not be considered)
- Text/Subject or Reference Books/ Journals Edited (in related area / subject) and published by International / National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers



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- Books translated (in related area/subject) and published by International / National publishers / State and Central Govt. Publications with an established peer review system and ISBN/ ISSN numbers.
- Chapters (in related area / subject) contributed to edited knowledge based volumes published by International / National publishers / State and Central Govt. Publications with ISBN/ ISSN numbers (Chapter in self-Edited volume should not be considered)
- Popular article (in related area/subject) in proceedings/ newsletter of learned bodies/ societies or Newspaper article in area of interest. The Research Score for papers would be augmented as follows:

### Travel Policies for Research Faculties / Staff:

**Travel Authorization:** Project Investigators and consultants are permitted to visit on field work, attend meetings conferences, seminars and workshops, within the country, utilizing the funds of the project / Consultancy, subject to provision, with prior permission of the Director, Rama University or by the University authorities on the recommendation of the Dean/Research cell etc.

All the visits of project and consultancy staff, including for promotional visits and for project presentation, shall be approved by Director/Registrar Rama University. The claim bill towards, the visits within 200km (to and fro) distance from the institution may be admitted with the prior approval of the concerned Head of the Department.

**Attendance:** All travel related to projects will be treated as on duty. All travel related to Consultancy and testing will be treated as special casual leave to which the faculty Member/staff is entitled. Travel related to the project, Consultancy, Testing of the Departments will be permitted by Director of University. Their requests are to be routed through the Head of the Department to the Research cell (in the prescribed form). The principal investigator of projects

**Expenditure:** Must take care of the total expenditure for travel shall not exceed the amount, allotted under this head in the project. With regard to claiming of taxi I auto fare the actual can be claimed for traveling to / from the Airport / Railway Station with due certification of the receipt..

**A. TA & DA Rules for Faculty members** TA& DA norms for faculty members wherein expenses are booked under the head Projects & Consultancy the DA settlement will be as per the guidelines given below:

- **Journey By Train:** Up to 2 tier A/C (Ticket should be produced). 13 of first class train fare as lump sum.
- **Journey By Air:** As per eligibility (Boarding pass should be produced). If the flight ticket is booked through a travel agent, Service charge paid by the agent can also be claimed.
- **Journey By Road:** If private vehicles are hired, original printed and stamped receipts along with printed trip sheet with vehicle number will only be accepted. For field visits, if the journey commences from Kanpur, effort should be made to hire the vehicle through

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Logistic Centre. Written permission to hire a vehicle should be obtained from university before the journey.

- **Accommodation:** Will be reimbursed for actual expenses on production of receipts.
- **Expenses:** For Projects sponsored by Govt. Funding agency / CTDT: Actual (Bills to be furnished) subject to a maximum of Rs.3,000/- for class cities and Rs.2,000/- for other places or without a bill - 500/- for 'A' Class cities and Rs.1,000/- for other places as lump sum Projects supported by Pvt., funding agency and for Consultancy: Will be reimbursed at actual expenses on production of receipts. Boarding and all Rs. 1000/- per day lump sum. Other incidental charges:
- **Number of Days:** The number of days should be informed to the research cell of Rama University office in advance and a written permission should be obtained.

**B. TA & DA Rules for Project / Consultancy Staff & Students** TA & DA for Project/consultancy staff, Students involved in Projects/ consultancy and Technical staff wherein expenses are booked under the head Projects & Consultancy shall be reimbursed for their travel and accommodation expenses based on their certification/ recommendation by the consultants / investigators.

- **Journey By Train:** Sleeper class for Field Assistant / Technical Assistant / Project Charges:
- **Number of Days:** The number of days should be informed to the CTDT office in the advance
- Letter and a written permission should be obtained.

#### **Registration Fees**

When registration fee is payable documentary evidence, i.e. conference brochure should be enclosed. The Registration fee will be drawn by cheque/DD in favor of the organizers/conference account and handed over to the investigator participant the project Investigator/consultant may also make payment of registration fee directly and claim Reimbursement later producing the documentary evidence.

#### **Advance for TA/DA**

When an advance for travel is required, it should be specifically mentioned in the TA/DA Approval request and in the case of Air Travel a copy of the Performa invoice for air fare air Ticket train ticket/e-ticket should be enclosed.

#### **Refreshment and Hospitality Expenses**

Contingent grant in projects can be used for refreshment expenses and to meet the local Conveyance, accommodation and hospitality expenses for visiting members and review teams, Based on the submission of the original bills with certification by the investigator Professional body or member.

#### **MoUs / Agreements / Contracts**

All MOU's relating to Projects, Consultancy, Testing and Training will be processed by the Director and placed in the Syndicate for approval. The MOU's will be signed by the Registrar,



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Rama University. All Memoranda of agreements / contracts for consultancy work shall be signed by the Consultants with the prior approval of Director Rama University.

### Incentives

Professional Development Fund, PDF When a consultant would like to keep a portion of his consultancy, testing fee with the University for other purposes, then he is permitted to deposit it in the Professional Development Fund (Rama University Account). Individual accounts will be maintained by the Centre for all faculty members belonging to the Department / Centre for contributions through both Consultancy and sponsored projects. This amount can be utilized for the purposes such as travel, visits abroad, telephone expenses, professional body membership, health & accident insurance including during travel in India I abroad, refreshments and hospitality expenses relating to projects and consultancy as detailed below.

- TA / DA, taxi fare and registration fee for attending a conference / workshop / symposium / Seminar / meeting etc., or deliver an invited lecture (subject to sanction of appropriate leave by competent authority) to a place in India or abroad and for making exploratory visits for Further sponsored research / consultancy work, with advance approval of Director Rama University.
- Purchase of professional Books, journals, stationery including computer stationery, Software or data on any storage medium.
- Equipments / Electronic Gadget, Mobile Phones, Laptop, Palmtop, iPod can be purchased and taken into stock register of the University.

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