

BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT

(Autonomous Under VTU)

Yelahanka, Bengaluru, Karnataka 560119



RESEARCH PROMOTION POLICY (Version-2)

Guidelines and Related Information

MAY 2026

PRINCIPAL

BMS Institute of Technology & Management

Doddaballapur Main Road, Yelahanka,

Avalahalli, Bengaluru, Karnataka 560119

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I. RESEARCH PROMOTION POLICY

BMS Institute of Technology & Management is committed to promoting scientific temper and research aptitude among teachers, research scholars, and students. The research policy aims to realize the vision and mission of the institute by contributing in areas of academic, practical and socially relevant significance. It also aims to ensure that the research activities conform to the safe and ethical conduct of research. The Institute is committed to providing the required monetary and infrastructural support towards the promotion of research and building a strong research ecosystem.

II. ABOUT THE INSTITUTION

VISION	To emerge as one of the finest technical institutions of higher learning, to develop engineering professionals who are technically competent, ethical and environment friendly for betterment of the society.
MISSION	Accomplish stimulating learning environment through high quality academic instruction, innovation, and industry-institute interface.

BMS Institute of Technology & Management (BMSITM) Bengaluru takes pride in educating students since 2002 in various fields of Engineering and continues to provide world class education with more emphasis on research and innovation in the upcoming years. The history of BMS Educational Trust rewinds back to the year 1946 with the establishment of the first private engineering college in the country. BMSITM Alumni can be found all over the world.

III. RESEARCH COMMITTEE

The research committee consists of the following members.

- | | | |
|--------------------------|---|-------------|
| 1. Principal | - | Chairman |
| 2. Vice Principal | - | Member |
| 3. Head R&C | - | Convener |
| 4. Associate Head R&C | - | Co-Convener |
| 5. Research Coordinators | - | Members |

❖ **Roles and Responsibilities of the Committee:**

- To monitor smooth and efficient coordination of research activities in the institution.
- To identify new research avenues and opportunities.
- To instil measures to enhance research outcomes in terms of quality research publications, research projects/grants, collaborations, doctoral programs, and faculty development.
- To identify potential collaborators and facilitate collaborations with researchers from premier institutions to encourage joint research ventures in the latest technology at BMSITM.
- To propose augmentation of research infrastructure and establish necessary support system for utilization of facilities.
- Conducting SWOC analysis of past research in the institution.
- To develop an Institutional Research Information System (IRIS) for sharing the status of ongoing/ completed research projects/ programmes, expertise and resources, etc.

IV. Institutional Research Promotional Measures:

BMS Institute of Technology & Management (BMSITM) is committed to fostering a vibrant research ecosystem that promotes innovation, scholarly excellence, interdisciplinary collaboration, and societal impact. The Institute recognizes that high-quality research publications, collaborative research, and knowledge dissemination that contribute significantly to academic excellence, institutional reputation, national development, and global visibility. To encourage and recognize these contributions, the Institute has introduced various research incentive schemes for faculty members, staff members, research scholars, and students.

1. Award of cash incentives for journal publications:

To promote high-impact research and enhance the Institute's national and international research visibility, BMSITM provides financial incentives to faculty and staff members for publishing research papers in reputed peer-reviewed journals indexed in recognized bibliographic databases such as Scopus and Web of Science (WoS). Financial incentives shall be awarded in accordance with the eligibility criteria, incentive structure, and the terms and conditions prescribed under the respective incentive schemes.

A) SCHEME 1

- (a) Publications in Scopus/Web of Science (WoS) - indexed journals under Engineering Categories (specifically Engineering, Chemical Engineering, Computer Science, and Materials Science, as classified under SCImago Journal Rank (SJR)) with Q1/Q2/Q3/Q4 quartile ranking.
- (b) Publications in Scopus/Web of Science (WoS) - indexed journals that are covered under the Science Citation Index Expanded (SCIE) of the Web of Science (WoS) under Non-Engineering categories with Q1/Q2 quartile ranking.

B) SCHEME 2

Publications with only BMSITM authors in WoS - indexed journals under Engineering category with Q1/Q2 WoS quartile ranking

C) SCHEME 3

Collaborative research publications with Institutes of National Importance, Centrally Funded R&D Organizations and reputed international universities, in WoS - indexed journals under Engineering category with Q1/Q2 WoS quartile ranking

Under the Research Incentives Policy, the distribution structure, terms and conditions for eligibility of research publications for the award of incentives are as follows:

For SCHEME 1 (a) and (b)

The quality-wise cash incentive for research papers published in Scopus/Web of Science (WoS)/SCIE and/or ABDC indexed journals falling under Scheme 1(a) and (b) shall be as follows:

Sl. No.	Quality/Quartile Range	ABDC Quality journals list rating	Cash Incentive Rs.
1	Q1 - Extremely high quality	A*	₹ 24,000/-
2	Q2 - High quality	A	₹ 15,000/-
3	Q3 - Medium quality	B	₹ 10,000/-
4	Q4 - Acceptable quality	C	₹ 5,000/-
5	Journals in Web of Science but not in Journal Citation Report (JCR)	-	₹ 2,500/-

The recommended distribution of incentive is as follows:

Sl. No.	First Author	Second Author	Third Author	Corresponding Author	Other Authors	Distribution of Incentive
1	BMSITM	–	–	–	–	100% to First Author
1(a)	BMSITM	Not BMSITM	Not BMSITM	Not BMSITM	Not BMSITM	100% to First Author
1(b)	BMSITM	BMSITM	BMSITM	–	–	Percentage (totaling 100%) to be mutually decided by the authors and submitted through signed consent
1(c)	BMSITM	BMSITM	Not BMSITM	–	–	Percentage (totaling 100%) to be mutually decided by the authors and submitted through signed consent
1(d)	BMSITM	Not BMSITM	BMSITM	–	–	Percentage (totaling 100%) to be mutually decided by the authors and submitted through signed consent
2	Not BMSITM	BMSITM	–	–	–	75% to Second Author
2(a)	Not BMSITM	BMSITM	Not BMSITM	–	–	75% to Second Author
2(b)	Not BMSITM	BMSITM	BMSITM	–	–	Percentage (totaling 75%) to be mutually decided by the authors and

						submitted through signed consent
3	Not BMSITM	Not BMSITM	BMSITM	–	–	50% to Third Author
4	BMSITM	BMSITM / Others	BMSITM / Others	CA in 1st position	–	100% incentive shared among eligible BMSITM authors based on mutual signed consent
5	Not BMSITM	BMSITM	BMSITM / Others	CA in 2nd position	–	75% incentive shared among eligible BMSITM authors based on mutual signed consent
6	Not BMSITM	Not BMSITM	BMSITM	CA at 3rd position	–	50% incentive shared among eligible BMSITM authors based on mutual signed consent
7	BMSITM	BMSITM	BMSITM	CA beyond 3rd position	–	100% incentive shared among all eligible BMSITM authors based on mutual signed consent
8	Not BMSITM	BMSITM	BMSITM	CA beyond 3rd position	–	75% incentive shared among all eligible BMSITM authors based on mutual signed consent

9	Not BMSITM	Not BMSITM	BMSITM	CA beyond 3rd position	–	50% incentive shared among all eligible BMSITM authors based on mutual signed consent
10	Not BMSITM	Not BMSITM	Not BMSITM	BMSITM - CA (4th position onwards)	No additional BMSITM authors	50% incentive (equivalent to Third Author category) to Corresponding Author
11	Not BMSITM	Not BMSITM	Not BMSITM	Not BMSITM	BMSITM authors beyond 3rd position	30% of the total incentive amount shall be shared among eligible BMSITM authors based on mutual signed consent

*CA -Corresponding author

Terms and Conditions for SCHEME 1 (a) and (b):

1. The author(s) of the research paper shall be from BMSITM.
2. The authors of the publication can be either a single author or a combination of faculty and staff member(s) of BMSITM and collaborators if any, under this scheme.
3. For Scheme 1 (a) Publications must be in Engineering category journals indexed in Scopus/Web of Science (WoS), and additionally, the journal is ranked in the Q1/Q2/Q3/Q4 quartile in the relevant subject category (specifically Engineering, Chemical Engineering, Computer Science, and Materials Science, as classified under SCImago Journal Rank (SJR))
4. For Scheme 1(b) Publications in non-engineering category journals shall be eligible only if the publication is indexed in Scopus/WoS, and the journal is covered under the Science Citation Index Expanded (SCIE) of the Web of Science (WoS), and additionally, the journal is ranked in the Q1 or Q2 quartile in the relevant subject category.

5. In case of multiple corresponding authors beyond the 3rd author position, the eligible incentive shall be shared equally among them.
6. The research paper must have been published with the affiliation of the institute as 'BMS Institute of Technology & Management'.
7. Incentive shall be processed only after final publication and indexing confirmation.
8. Only one incentive shall be sanctioned per publication, irrespective of the number of author(s) from BMSITM.
9. This incentive shall not be claimed additionally under any another publication incentive category.
10. Journal publications derived from conference proceedings shall not be considered.

For SCHEME 2

The quality-wise cash incentive for research papers published with only BMSITM authors in Web of Science (WoS)-indexed journals under the Engineering category with Q1/Q2 WoS quartile ranking is detailed below.

The recommended distribution of incentive is as follows:

Sl. No.	Category	Particulars (Engineering Category Journals only)	Indexed in	Incentive Amount Rs.
1	Q1	As per WoS Rank (All BMSITM authors only)	Web of Science (WoS)	₹ 35,000/-
2	Q2	As per WoS Rank (All BMSITM authors only)	Web of Science (WoS)	₹ 25,000/-

Terms and Conditions for SCHEME 2:

1. Incentives shall be granted ONLY when all author(s) are affiliated with BMSITM.
2. For publications involving research scholars, BMSITM affiliation is compulsory.
3. Publications must be in Engineering category journals indexed in Web of Science (WoS) Core collection.
4. Only Q1 and Q2 journals under WoS quartiles will be considered.
5. Conference papers and publications in conference proceedings shall NOT be eligible under this scheme.

6. The research paper must have been published with the affiliation of the institute as ‘BMS Institute of Technology & Management’.
7. Incentive shall be processed only after final publication and indexing confirmation.
8. Only one incentive shall be sanctioned per publication, irrespective of the number of authors from BMSITM.
9. This incentive shall not be claimed additionally under any another publication incentive category.

For SCHEME 3

The quality-wise cash incentive for collaborative research publications with Institutes of National Importance, Centrally Funded R&D Organizations and reputed International Universities, published in Web of Science (WoS)-indexed journals under the Engineering category with Q1/Q2 WoS quartile ranking is detailed below.

The recommended distribution of incentive is as follows:

Sl. No.	Category	Particulars (Engineering Category Journals only)	Indexed in	Incentive Amount Rs.
1	Q1	As per WoS Rank	Web of Science (WoS)	₹ 35,000/-
2	Q2	As per WoS Rank	Web of Science (WoS)	₹ 25,000/-

Terms and Conditions for SCHEME 3:

1. Incentives shall be applicable only for collaborative research publications with:
 - Institutes of National Importance (e.g., IITs, IISc, IIITs, IISERs, NIAS)
 - Centrally Funded R&D Institutions/Organizations (e.g., DRDO, CSIR labs, ISRO, JNCASR)
 - Reputed International Universities (e.g., World QS ranked Universities)
2. The collaborating institute/organization must be clearly indicated in the author affiliations.
3. A publication shall be considered collaborative only if the collaborating author(s) from the eligible institute/organization have made substantial research contribution.

4. A contribution statement duly signed with seal from the faculty member/scientists of the eligible institute/organization confirming their substantial research contribution shall be submitted along with the incentive claim.
5. Publications must be in Engineering category journals indexed in Web of Science Core collection (WoS).
6. Only Q1 and Q2 journals under WoS quartiles will be considered.
7. At least one author from BMSITM should have made a substantial research contribution.
8. Conference papers, editorials, book chapters, short communications, and publications in conference proceedings shall NOT be eligible under this scheme.
9. Incentive shall be processed only after final publication and indexing confirmation.
10. Only one incentive shall be sanctioned per publication, irrespective of the number of author(s) from BMSITM.
11. This incentive shall not be claimed additionally under another publication incentive category.

Note:

The quartile ranking applicable at the time of publication, based on Journal Citation Reports (JCR) for Web of Science (WoS) journals and SCImago Journal Rank (SJR) for Scopus-indexed journals, shall be considered.

For publications in which the first author is a Ph.D. research scholar, undergraduate (UG) student, or postgraduate (PG) student who is affiliated with BMS Institute of Technology & Management (BMSITM), the research supervisor or guide (irrespective of the author position in the author list), shall be eligible to apply for 100% reimbursement of the applicable publication incentive under the relevant publication incentive scheme that are specified above.

Any dispute regarding author contribution, eligibility, journal indexing, quartile classification, or distribution of incentive shall be examined by the Research & Consultancy Cell, and the decision of the Principal shall be final and binding.

2. Incentive for Technical/Scientific Books:

A cash incentive of ₹5,000/- shall be awarded to the faculty and staff members for publishing technical/scientific books as an author or as an editor, with BMS Institute of Technology &

Management (BMSITM) as the affiliation.

Terms and conditions:

1. The book shall possess a valid ISBN and be published by a reputed national or international publisher.
2. In the case of multiple authors/editors from BMSITM, the incentive shall be shared based on the agreed mutual consent.
3. Faculty and staff members who have satisfactorily completed their two-year probationary period shall be eligible to claim the incentive.

3. Incentive for Securing Externally Funded Research Projects:

Faculty and staff members are encouraged to prepare high-quality research proposals and seek extramural funding from recognized State, National, and International funding agencies.

1. Faculty and staff members who secure externally funded research projects shall be eligible for a cash incentive as follows:
 - 3% of the total sanctioned grant amount for State Government-funded projects.
 - 5% of the total sanctioned grant amount for National Government/International-funded projects.
2. The incentive shall be shared among the Principal Investigator (PI) and Co-Principal Investigator(s) (Co-PIs) listed in the sanctioned project.
3. The distribution of the incentive shall be as follows:
 - PI only: 100% of the incentive.
 - PI and one Co-PI: Distribution by mutual consent of the investigators.
 - PI and two or more Co-PIs: Distribution by mutual consent of all the investigators.

Terms and conditions:

1. The incentive shall be released only upon successful completion and formal closure of the project, along with the submission of the Final Closure Report, Statement of Expenditure (SE), and Utilization Certificate (UC).
2. The incentive shall be applicable only to projects sanctioned by recognized external funding agencies.
3. The Principal Investigator shall submit the consent of all Co-Principal Investigators regarding the agreed distribution of the incentive, if applicable.

4. Incentive Scheme for professional body membership:

- 100% reimbursement of the Life Membership fee or Annual Membership/Renewal fee shall be provided for membership in any Indian professional body relevant to the faculty member's domain.
- 75% reimbursement of the Life Membership fee or Annual Membership/Renewal fee shall be provided for membership in any International professional body relevant to the faculty member's domain.

Terms and Conditions:

1. The benefit shall be extended to faculty members who have satisfactorily completed their two-year probationary period.
2. The total annual reimbursement under this scheme shall be limited to a maximum of ₹10,000/- per faculty member on a reimbursement basis.
3. Life Membership reimbursement shall be admissible only once for each professional body during the faculty member's service at BMS Institute of Technology & Management (BMSITM).
4. In the case of annual renewable memberships, reimbursement shall be provided for the first year of membership. Support for subsequent annual renewals may be considered if the faculty member:
 - a. holds a key position in the professional body; and
 - b. demonstrates significant contributions that directly benefit the students and/or the academic and research activities of BMS Institute of Technology & Management (BMSITM), subject to satisfactory performance and approval of the competent authority.

5. Seed money to Faculty members under Faculty Research Promotion Scheme (FRPS):

5.1 Introduction:

This research initiation is designed to attract young faculty members to perform quality research and publish their work in the reputed international journals. This policy provides a substantial package to begin scholarly research at BMSITM.

5.2 Objectives:

- To support the faculty members to initiate their research activities.

- To promote faculty collaborations in emerging areas.
- To promote the generation of IPR and product/process development.
- To validate innovative ideas/concepts to generate preliminary results before submitting proposals to external funding agencies.

5.3 Award:

- The faculty research promotion scheme of BMSITM stimulates competitive research in emerging areas of national and international importance to promote innovative product and technology development.
- An amount, to the extent of ₹2 lakh per faculty member will be granted to initiate research work.
- Duration: The maximum duration to utilize the seed grant provided and attain the outcome is two years from the date of release of seed money.
- The seed money will have a capping of total 20 faculty members per year.

5.4 Eligibility:

- All regular faculty members at BMSITM irrespective of designation can apply.
- Faculty members who have ongoing external - state or national funding/seed-funded projects will not be considered.

5.5 Application Process:

Faculty members should apply for Seed Money, through his/her Head of the Department, by providing details (as per application form) of the research to be carried out. The total budget should not exceed the prescribed limit.

5.6 Selection Criteria:

- The research plan which is sustainable and has the potential to attract external funding will be encouraged.
- The research should be beneficial to the community/society at large.
- Itemized budget should be consistent with a research plan.

5.7 Project Evaluation Process:

• Initial Release:

The first instalment of the sanctioned seed grant shall be released upon approval of the project proposal by the committee.

- **Progress Monitoring:**

- The Principal Investigator (PI) shall submit a progress report every six months to the Research & Consultancy (R&C) Cell.
- The project will be reviewed biannually (twice a year) by the committee based on the submitted reports.

- **Subsequent Fund Release:**

Release of the next instalment shall be subject to:

- Satisfactory progress as evaluated by the committee
- Submission of Statement of Expenditure (SE) and Utilization certificate (UC)

- **Final Evaluation & Extension:**

The deliverables and expected outcomes will be evaluated by an expert committee at the end of the project duration. Based on the performance and justification, the committee may recommend project extension if required (without additional funding).

5.8 Guidelines for Expenditure:

- The funds may be used to purchase specialized research equipment, databases, software, laboratory supplies, sample collection, and analysis and consumables for the experiments which are not routinely procured.
- Record of purchase will be maintained by the department.

5.9 Terms and Conditions

1. Travel, Contingencies, publication charges, and Manpower heads are not applicable under the seed grant.
2. Procurement of any equipment/consumables is to be done through the approval of the committee only.
3. Any change in the procurement of equipment against the approved item(s) would require prior approval from the committee.
4. If the Principal Investigator leaves the institute during the project duration the CO-PI is responsible for completing the project.
5. All purchases/expenses should be processed as per BMSITM policies and procedures.
6. Students are not eligible to be included as Co-Principal Investigators (Co-PIs) in Seed Money Grant applications.

7. Only one Co-Principal Investigator (Co-PI) shall be permitted per project. A maximum of two Co-PIs shall be permitted for interdisciplinary projects involving multiple departments/disciplines.
8. A faculty member may serve as a Co-PI in only ONE project under a single Seed Money Grant call.

5.10 Expected Outcomes:

- A minimum of one patent (Indian/US) / two research publications in journals of Q1/Q2/Q3 categories.
- All the publications and IPR arising out of the seed grant should acknowledge “BMS Institute of Technology & Management” as follows:
- The author(s) should acknowledge “BMS Institute of Technology & Management” for providing FRPS for carrying out research work.
- Intellectual Property Right (IPR) for the process/product development with BMSITM as the applicant and investigators as an inventor(s).
- The research work carried out through the seed money should result into submission of research proposal to external funding agencies.

6. Financial Assistance to faculty members for International Conference:

Faculty members are encouraged to present their research work in international conference. Financial support will be provided by the institute towards the expenditure incurred for the conference registration fees, travel and accommodation expenses, provided all authors are from BMSITM. The travel and accommodation expenses will be paid in advance, whereas the registration fees will be reimbursed once the paper is indexed in Scopus/WoS.

a. Conditions for presenting a paper in International Conference held within India:

The total financial assistance from the college for the following shall not exceed ₹20,000/- per trip and a total of two times the opportunity can be availed by the faculty members in a financial year.

- Registration Fee
- Travel/Accommodation

b. Conditions for presenting a paper in International Conference held Abroad:

The total financial assistance from the college for the following shall not exceed

Rs.1,25,000/- once in three financial years limit is inclusive of all expenses.

- Registration Fee
- Travel/Accommodation

1. The faculty members can avail this facility only once in three years.
2. Faculty members should have already published at least one paper in Q1/Q2 journal in the previous two academic years.
3. The conference must be listed in A*/A/B category in core rankings of ICORE Conference portal to avail the financial assistance.

c. Conditions for sanction of financial Benefit:

1. To avail financial assistance for international travel, the faculty members should be a regular employee who has completed the probationary period.
2. Prior approval from the Principal/Management is mandatory before booking travel.
3. Faculty members should present the paper. If one or more faculty members are the authors of the same paper/article, only one author will be eligible for financial assistance.
4. The presented paper should be published as proceedings which have the potential to get indexed in Scopus and/or Web of Science. This can be verified based on the publications of previous proceedings of the conference.
5. The faculty members are required to submit the request through proper channel for financial assistance at least three months before the conference for abroad and two week before the conference held within India.
6. The financial support provided shall be such that the total assistance received from all sources including external funding agencies shall not exceed the total expenditure. Self-declaration with relevant proof shall be provided as soon as such assistance is approved/sanctioned by any funding agencies.
7. All original bills, boarding passes, invoices, certificates of presentation, and conference participation certificates shall be submitted for settlement.
8. Predatory conference or conference not approved by the institute are not eligible.
9. Online/virtual conference are not covered unless specifically approved (if applicable).
10. The reimbursement is subject to the production of proof of payment, in the name of the faculty member and college affiliation after the proceedings are indexed.

11. In case the conference is cancelled by the organizer, the financial benefit to be reverted to the college.
12. The discretion of sanctioning the financial support to the faculty members lies with the management and it is final binding.

Sl. No.	Details	Paper presentation at National/International Conference (India)	Paper presentation at International Conference (Abroad)
1	Registration Fee	₹10,000/- or actual registration fee whichever is lower	The Faculty Members can avail Financial Assistance limiting to ₹1,25,000/- once in three years block period from 1st July to next 30th June. Financial assistance is inclusive of Registration Fee, VISA Fee, Travel Allowance, Airport Transport, Per Diem Allowance, stay/ accommodation charges.
2	Financial Assistance	The amount permitted is the lower of either the actual cost incurred or ₹10,000/- Financial assistance is inclusive of Travel Allowance, Per Diem Allowance, Stay/Accommodation charges etc.	
3	Total Expenditure	The total expenditure shall not exceed ₹20,000/- per conference. A faculty member can avail this support maximum twice in an academic year (1st July to next 30th June).	The total expenditure shall not exceed ₹1,25,000/- per trip or actuals whichever is minimum and permitted only once in a block period of three years.

7. Financial Assistance for Conference Registration Fee – UG & PG Students:

Reimbursement of the conference registration fee to the UG/PG students shall be processed only after the conference paper is successfully indexed in Scopus or Web of Science (WoS), subject to the following terms and conditions:

Terms and Conditions:

1. The student must be a bonafide UG/PG student of BMSITM at the time of paper submission/presentation.

2. The paper must be based on research/project work carried out at BMSITM.
3. The conference paper shall acknowledge “BMS Institute of Technology & Management” as the author's affiliation.
4. The conference paper must satisfy the Institute's research ethics policy and should not contain plagiarism beyond the permissible limit prescribed by UGC/AICTE/BMSITM.
5. Financial assistance shall be admissible only for research papers presented at reputed National or International conference whose proceedings are subsequently indexed in Scopus or Web of Science (WoS).
6. Reimbursement of the conference registration fee shall be processed only after the paper is indexed in Scopus or Web of Science (WoS). 100% reimbursement of the conference registration fee shall be admissible provided the faculty member (research supervisor/guide) is included as an author (irrespective of their position in the author list) in the student paper. If the paper includes only student author(s) and no faculty member/research supervisor as an author, 50% of the conference registration fee shall be reimbursed.
7. The maximum reimbursement shall be ₹. 10,000/- or the actual conference registration fee paid, whichever is lower, per paper.
8. Irrespective of the number of student authors, reimbursement shall be limited to one conference registration fee per paper, subject to the prescribed ceiling.
9. Financial assistance shall be admissible only if all authors (students and/or faculty members) are affiliated with BMS Institute of Technology & Management (BMSITM).
10. Students receiving full or partial financial assistance from any external agency, conference organizer, sponsored research project, government funding agency, or any other institutional scheme shall disclose the same. Reimbursement under this scheme shall be restricted to the balance amount not covered by any other funding source.
11. The reimbursement claim shall be submitted by the student or faculty member whoever has paid the conference registration fee for the said student conference paper. The reimbursement application shall be submitted within six months from the date on which the conference paper is indexed in Scopus or Web of Science (WoS).
12. Students may claim reimbursement for multiple eligible papers, subject to the availability of funds and approval by the competent authority.

13. Alumni of BMSITM shall also be eligible to claim reimbursement, provided the conference paper was presented during their period of study at the Institute and all other eligibility conditions are satisfied.
14. For conference papers arising from UG/PG student projects or research work, the student(s) shall be listed as the first author(s), followed by the respective Research Guide(s)/Supervisor(s)/Mentor(s).
15. Financial assistance under this scheme will be provided only if the paper complies with the above authorship policy.
16. Financial assistance shall not be admissible for: Travel expenses, Accommodation, Visa charges, Membership fees, Workshop/tutorial fees, Late registration charges, Currency conversion charges, Bank transaction charges.
17. Submission of false information or fabricated documents shall render the application ineligible, and disciplinary action may be initiated as per Institute rules.

Procedure for Applying:

Students seeking reimbursement shall submit the following documents to the Principal's Office:

- Duly filled and signed Application Form as prescribed by the Research & Consultancy Cell to be submitted through the Research Guide/Supervisor and the Head of the Department (HoD), along with all the supporting documents.
- Copy of the published conference paper (first page of the paper).
- Proof of indexing in Scopus or Web of Science (copy of the Scopus/WoS indexing page or the Scopus profile of the student or research guide showing the indexed paper).
- Conference Presentation Certificate issued by the conference organizers.
- Conference Brochure or the official conference announcement.
- Conference Registration Fee Details indicating the applicable registration charges.
- Conference Registration Fee Receipt/Invoice issued by the conference organizers in the name of the student (when student is claiming).
- Student Bank Account Details (Copy of the first page of the student's bank passbook or a cancelled cheque clearly indicating the student's name, account number, and IFSC code (when student is claiming)).

Note:

- Predatory conference are not eligible: Financial assistance shall not be provided for papers that are presented at predatory or non-reputed conference as determined by the Institute.
- Conference registration should be done in the name of the student: The registration receipt/invoice issued shall be in the name of the student claiming the reimbursement.
- One reimbursement per paper: No duplicate reimbursement shall be admissible for the same conference paper under any other Institute scheme.
- Competent authority: The decision of the Principal shall be final in all matters relating to the interpretation and implementation of this scheme.

The Institute reserves the right to verify the authenticity of all documents submitted and to seek any additional documents or clarifications wherever necessary. Reimbursement shall be processed only after verification of eligibility and approval by the competent authority.

8. Financial Assistance to Full-time Ph.D. Scholars:

BMSITM Research Assistantship is open to candidates who have completed their UG/PG degree with at least first class. The objective of the BMSITM Research Assistance scheme is to provide opportunities to candidates of Science, Humanities & Engineering to undertake advanced studies and research leading to cutting-edge technologies and innovations in Science and Engineering division.

Eligibility to apply:

The candidate shall have qualified in any one of the following tests:

- a) ETR of Visvesvaraya Technological University (shall have valid score)
- b) UGC-NET (including JRF).
- c) UGC-CSIR NET (including JRF)/SLET/GATE/CAT.
- d) Other similar national tests and having qualifying percentile/percentage scores in their respective validity periods.

The terms and conditions for award of the fellowship are listed below:

1. Eligibility

- a. **University:** BMSITM has 11 research centres recognised by Visvesvaraya Technological University. The research scholars who are admitted to the Ph.D. Programs through these recognised research centres are entitled to the fellowship.

- b. **Non-Eligibility:** The research scholars receiving the fellowship from any government or private agencies in India and abroad (ex: AICTE QIP / AICTE Doctoral fellowship (ADF), Project fellowship, Industry fellowship, etc) are not eligible for Fellowship. In case any scholar receives the fellowship in between from any other funding agencies/sources, the Fellowship will be discontinued.

2. **Fellowship amount:**

- a. The stipend will be paid as per the institute's prevailing norms to candidates having a valid VTU-ETR score, from the date of issue of the offer letter.
- b. The stipend will be paid as per the institute's prevailing norms to candidates having UGC-NET/SLET/GATE/CAT, from the date of issue of the sanction letter from BMSITM.

3. **Duration of stipend:**

The stipend will be extended for a period of three years. Further extension of one year may be provided based on the performance and recommendation of the Guide and Head of the research centre. However, the final decision lies with the management and the Principal.

4. **Start of fellowship:**

The date of the start of the fellowship (date of admission) will be mentioned in the sanction letter issued by the R&C Centre.

5. **Workload:**

The candidate will be expected to carry out 10 hours per week of Teaching workload including laboratory, tutorials, CIE Invigilation's, as assigned by the Supervisor/Head of the Research Centre, in consultation with research supervisor

6. **Progress review:**

The progress of the candidate has to be satisfactory to continue receiving the stipend. The review will be held once in six months by the RAB Members and Guide.

7. **Coursework and Comprehensive Viva:**

The research scholar is expected to complete the coursework within the first 3 semesters and appear for comprehensive viva by the end of the second year of research.

8. **Publications:**

He/she shall publish at least 2 quality journal articles (Web of Science Indexed). However, it is encouraged that the candidate at least submits one journal article at the end of the second year of research and publishes a total of two publications at the end of the third year.

9. Deputation for workshop/training/research activities:

The full-time research scholars will not be allowed to take up any assignments outside of BMSITM. However, the scholars can be deputed to other premier institutes or companies for training/workshops/research activities, etc. based on research requirements and recommendations from the committee.

10. Casual Leaves:

He/she is entitled to a total of 15 days of Casual Leaves in a calendar year with the prior permission of the Supervisor and Head of the research centre, subject to the condition that such leave will not be longer than 5 days at a time. This leave cannot be carried over to the next calendar year. The leave will be calculated proportionately in accordance with the date of joining and leaving.

11. Attendance:

The candidate will have to register his attendance in the register twice a day. The working hours will be the same as the college working hours. The Research centre shall maintain a record of leave every month and cumulative leave details are to be entered in the attendance register. Loss of pay if any must be clearly indicated in the attendance report submitted to the principal office through R&C cell.

12. Monthly report:

The candidate should submit the attendance and the monthly report of research and academic activities on or before the 5th of every subsequent month to receive the stipend. The same has to be attested and recommended by the supervisor and the head of the research centre.

13. Discontinuation:

The fellowship will be discontinued if the research scholar fails to meet the required academic and research requirements.

14. Bond:

The candidate opting to avail the stipend will be expected to exercise a bond, wherein he/she agrees to complete the Doctoral studies. If the candidate discontinues the course, he/she will have to repay the stipend with interest as per the institute norms.

15. Conflict in the terms and conditions:

The respective University norms shall be followed along with the above terms and conditions. Any conflict that may arise between these terms and conditions and in line with the university norms will be resolved by the college and will be final binding for the research-scholars.

9. MoU for Research Collaboration:

In order to promote Institution research collaboration with Industry, NGO or other premier Academic/Research institutions MOU are encouraged. These MOU are routed through R&C cell which includes publication policy, IPR, conflict of interest, expected outcomes and tenure. The R&C cell shall review the progress and activities of these MOU for every 6 months. The R&C cell shall look into the feasibility of extending the MOU or closing depending on the performance.

10. Code of ethics in Research:

To ensure the quality of all research activities of the college and to observe the highest standards of ethics and integrity in conduct of research, all researchers/faculties must follow professional ethics of research.

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