



BMS INSTITUTE OF TECHNOLOGY and MANAGEMENT

Yelahanka, Bengaluru-560 064

CIRCULAR

BMSIT&M/2024-25/440

06.06.2024

The revised Research Promotion policy is approved by 48th BOG held on 22nd May 2024. This revised Research Promotion Policy comes into effect from 1st July 2024.

I encourage all the faculty members to make use of the Research Promotion Policy and contribute towards research.


PRINCIPAL

PTD - Enclosed copies of Circular.



Note Submitted to the Chairman, BOG, BMSIT&M

Date: 05.06.2024

**SUB: IMPLEMENTATION OF RESEARCH PROMOTION POLICY AT
BMSIT&M**

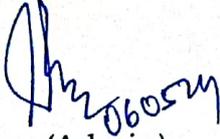
1. With reference to the Research Promotion Policy with subsequent amendment being placed in 48th BOG on 22.05.2024 and the same has been approved.
2. We request for your kind approval to implement the Research Promotion Policy in BMSIT&M w.e.f. 01.07.2024.

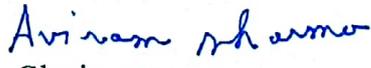
3. Head (R&C) 

4. 
Principal

5. 
Senior Manager (Finance-1)

6. 
Deputy Director (Admin)

7. 
Director (Admin)

8. 
Chairman

Head-RC

11/6/24



ಬಿ.ಎಂ.ಎಸ್. ತಾಂತ್ರಿಕ ಮತ್ತು ವ್ಯವಸ್ಥಾಪನಾ ಮಹಾವಿದ್ಯಾಲಯ
(ವಿ.ಟಿ.ಯು. ಅಡಿಯಲ್ಲಿನ ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ)

BMS INSTITUTE OF TECHNOLOGY & MANAGEMENT
(Autonomous Under VTU)

Research Promotion Policy

May 2024

RESEARCH PROMOTION POLICY

BMS Institute of Technology and 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.

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 and Management (BMSIT&M) 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. BMSIT&M Alumni can be found all over the world.

Research Committee:

The research committee consists of the following members.

1. Principal - Chairman
2. Vice Principal - Member
3. Head R&C - Convener
4. Five Professors - Members
5. Three Associate Professors - Members
6. Two Assistant Professors - 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 BMSIT&M.
- ❖ 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.

Institutional Research Promotional Measures:

1. Award of cash incentives for journal publications:

In the research incentives policy, a research publication, to be eligible for the award of incentive, the publication should satisfy the following criteria:

1. The Author(s) of the research paper shall be from BMSIT&M.
2. The authors of the publication can be either an individual (single author) or a combination of faculty member(s), research scholar(s), students of BMSIT&M and collaborators.
3. The research paper must have been published with the affiliation of the institute as 'BMS Institute of Technology & Management'.
4. The conference publications converted to journals shall not be considered.
5. The quality-wise award of cash incentive for research paper published in Scopus/Web of Science/SCI and/or ABDC journals is shown below:

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 members recommended distribution of the incentive is as follows:

First Author	Second Author	Third Author	Other authors	Distribution of incentive
BMSIT&M	-	-	-	100%
BMSIT&M	Not BMSIT&M	Not BMSIT&M	Not BMSIT&M	100% to first author
BMSIT&M	BMSIT&M	BMSIT&M	-	Percentage (totalling to 100%) contribution to be decided by the authors and submit the signed consent
BMSIT&M	BMSIT&M	Not BMSIT&M	-	Percentage (totalling to 100%) contribution to be decided by the authors and submit the signed consent
Not BMSIT&M	BMSIT&M	BMSIT&M	-	Percentage (totalling to 75%) contribution to be decided by the authors and submit the signed consent
Not BMSIT&M	BMSIT&M	Not BMSIT&M	-	Second (75%)
Not BMSIT&M	Not BMSIT&M	BMSIT&M	-	Third (50%)
BMSIT&M	Not BMSIT&M	BMSIT&M	-	Percentage (totalling to 100%) contribution to be decided by the authors and submit the signed consent
Not BMSIT&M	Not BMSIT&M	Not BMSIT&M	BMSIT&M	30% of total amount will be shared by any number of authors

6. The decision of the principal regarding the approval of incentive is final and binding.

2. Incentive for writing technical Books:

- Cash incentive of Rs.5,000/- will be awarded for publishing books with BMSIT&M affiliation with ISBN through reputed publishers at national/ international level.
- Multiple authors from BMSIT&M the incentive will be shared based on the agreed mutual consent.

- The faculty satisfactorily completed (not mandatory) their two-year probationary period are eligible for the said claim.

3. Incentive for Sponsored Research Projects:

Faculty and staff members are encouraged to prepare quality research proposals and apply to research funding agencies seeking research grants.

- Faculty members who receive projects from external funding agencies are awarded a cash incentive of 3% of the total money received for state funded projects and 5% of the total money received for national funded projects
- The incentive received shall be shared among the principal investigator and co-principal investigators/staff listed in the proposal.
- The amount shall be shared as indicated below:
 - PI (100%)
 - PI, Co-PI (Mutual Consent)
 - PI, Co-PI1, Co-PI2 (Mutual Consent)

4. Incentive Scheme for professional body membership:

- 100% Annual Membership fee reimbursement for renewal of any Indian professional body in respective domain of the faculty coordinator will be provided.
- 75% Annual Membership fee reimbursement of any International professional body in respective domain of the faculty coordinators will be provided.

Conditions:

- The benefit is extended to all the faculties who have satisfactorily completed their two-year probationary period.
- The annual expenditure in lieu of extending (Section 4) benefits put together shall not exceed Rs.10,000/- per faculty on a reimbursement basis.
- In case if membership is on a renewal basis every year, this benefit will be provided in the first year of membership if the faculty member holds any key role in the professional body that benefits the students of BMSIT&M and the support may be extended based on their performance.

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

5.1 Introduction:

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

5.2 Objectives:

- To support the faculty 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 BMSIT&M 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 lakhs**/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 BMSIT&M irrespective of designation who are below the age of 45 years can apply.
- Faculty who have ongoing seed-funded projects will not be considered.

5.5 Application Process:

Faculty members should apply for FRPS, through his/her Head of the Department, by providing details (as per Annexure 1) 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 Evaluation Process:

- First release after approval of the proposal by the committee.
- A progress report should be submitted to the R&C Cell every six months and the review will be conducted once in a year by the committee for the release of the subsequent fund.
- The deliverable/expected outcome would be evaluated by an expert committee and considered for approval for an extension of project.

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 Conditions

- Travel, Contingencies, publication charges, and Manpower heads are not applicable under the seed grant.
- Procurement of any equipment/consumables is to be done through the approval of the committee only.

- Any change in the procurement of equipment against the approved item(s) would require prior approval from the committee.
- If the Principal Investigator leaves the institute during the project duration the CO-PI is responsible for completing the project.
- All purchases/expenses should be processed in accordance with BMSIT&M policies and procedures.

5.10 Expected Outcomes:

- A minimum of one patent (Indian/US) / minimum one, expected two research papers 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 BMSIT&M 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. Support for International Conferences:

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

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

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

b. Conditions for presenting a paper in International Conference outside India:

The total financial assistance from the college for the following shall not exceed Rs.1,25,000/- per trip once in three financial years.

- Registration Fee
- Travel/Accommodation
- (i) The faculty member can avail this facility only once in three years.
- (ii) Faculty member should have already published at least one paper in Q1/Q2 journal in the previous two academic years.
- (iii) 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:

- To avail financial assistance for international travel, the faculty member should be a regular employee who has completed the probationary period.
- Faculty member 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.
- 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.

- The faculty is required to submit the request through proper channel for financial assistance at least three months before the conference for outside India and two week before the conference within India.
- 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.
- The reimbursement is subject to the production of proof of payment, in the name of the faculty and college affiliation after the proceedings are indexed.
- In case the conference is cancelled by the organizer, the financial benefit to be reverted to the college.
- The discretion of sanctioning the financial support to the faculty lies with the management and it is final binding.

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

BMSIT&M Research Assistantship is open to candidates who have completed their UG/PG degree with at least first class. The objective of the BMSIT&M 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:** BMSIT&M 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:

- The stipend amount will be Rs. 26,000/- (Rupees twenty-six thousand only) per month to the candidates having valid VTU-ETR score from the date of issue of offer letter.
- The stipend amount will be Rs. 30,000/- (Thirty thousand only) per month to the candidates having UGC- NET/SLET/GATE/CAT from the date of issue of sanction letter from BMSIT&M.

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&D 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 BMSIT&M. 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.

8. 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&D centre which includes publication policy, IPR, conflict of interest, expected outcomes and tenure. The R&D centre shall review the progress and activities of these MOU for every 6 months. The R&D centre shall look into the feasibility of extending the MOU or closing depending on the performance.

9. 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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