

Tele: 23336875

Office of the Chairman
Mukhyalaya Delhi Area
HQ Delhi Area
Delhi Cantt 110010


11 Aug 2022

7845/80-6/AII/Colleges

AIE, Greater NOIDA

**DRAFT SOP FOR GRANT OF SEED AMOUNT FOR CARRYING OUT RESEARCH
WORK/PROJECT WORK AND ITS PUBLICATION IN UGC ENLISTED
JOURNALS AND SCOPUS JOURNALS**

1. Ref your Minute Sheet No 24501/SAS/AIE dt 13 Jul 2022.
2. Draft SOP for Grant of Seed Amount for Carrying out Research Work/Project Work and its Publication in UGC Enlisted Journals and Scopus Journals has been approved by the Chairman.
3. For your info & further necessary action pl.


(Sumteet Sharma)
Col
SO to Chairman

SN/-



**DRAFT SOP FOR GRANT OF SEED AMOUNT FOR CARRYING OUT RESEARCH
WORK/PROJECT WORK AND ITS PUBLICATION IN UGC ENTLISTED
JOURNALS AND SCOPUS JOURNALS**

References:

- a) NAAC criteria III
- b) NEP 2020 regulations for research and Development of Teachers and Role of HEIs in research development
- c) UGC 2013 regulations on API Score

GENERAL

1. There is great relevance to research in education. Apart from ensuring an in-depth knowledge over a topic research papers also contribute to the world of knowledge. Publication in research journals of repute increases helps in the professional growth of teaching staff.
2. Quality Research paper publications by the faculty of an institute shows the research acumen of an institution.
3. Criterion III of NAAC focuses on research innovations and extensions. This Criterion seeks information on the policies, practices and outcomes of the institution, with reference to research, innovations and extension. It deals with the facilities provided and efforts made by the institution to promote a 'research culture'.

AIM

4. The lay down guidelines and procedures are for providing financial aid to the faculty of AIE to carry out research projects and for publication in UGC enlisted/ Scopus Journals.
5. Instructions contained in the document are specific to providing financial aids for publication in UGC enlisted/Scopus journals and shall confirm to rules and regulations for Army Colleges and Institutions and guidelines of the statutory regulatory authorities like NCTE, RCI, UGC and GGSIPU, as amended from time to time.

PREVIEW

6. The SOP for providing financial aid to the faculty of AIE to carry out research projects and for publication in UGC enlisted/ Scopus Journals has been covered under the following heads:-
 - (a) **Part I: Justification**
 - (b) **Part II: Specific Objectives**
 - (c) **Part III: Modalities of carrying out research work/project**
 - (d) **Part IV: Selection Criteria**
 - (e) **Part V: Final approval for Publication**
 - (f) **Part VI: Reimbursement of Expenditure**
 - (g) **Part VII: Conclusion**



PART I: JUSTIFICATION

7. AIE is preparing for NAAC inspection. While working on NAAC it was observed that although faculty have written and published a good number of research papers but only few research papers have been published in Scopus and UGC enlisted journals.
8. Cost of publication in these journals ranges from Rs. 1000/-to 30000/-. Due to high cost of publication faculty do not prefer to publish their research work in these journals.
9. Facilitating research work by providing financial support will not only motivate the faculty to do good quality research work but will also help in to strengthen management support to them.
10. It will also help institution in scoring more points under criteria 3 of AQAR.
11. The number of research articles published in reputed journals should be of the globally-accepted indicators considered for various academic purposes including institutional ranking, appointments and promotions of faculty members and award of research degrees.
12. Research journals from all disciplines, indexed in Scopus (Source list) or Web of Science (Arts and Humanities Citation Index Source Publication, Science Citation Index Expanded Source Publication, Social Science Citation Index Source Publication) are accepted globally as quality journals and are considered for all academic purposes.

PART II: SPECIFIC OBJECTIVES

13. To promote quality research work in AIE.
14. To motivate the faculty of AIE to increase the no. of research publications/Projects in Scopus Journals.
15. To create an eco-system in institution for innovation and other such initiatives for creation and transfer of knowledge.
16. To increase the preparedness of institution for scoring more in Audits and Inspections like NAAC, JAC etc.
17. To provide financial aid/seed money to faculty for carrying out quality research work.

PART III: MODALITIES FOR CARRYING OUT THE RESEARCH WORK/PROJECT

18. Research and Development Committee (R & D) of AIE will be given responsibility for promoting research work and publication in Institution.
19. Research Proposal/Synopsis will be called by R and D Committee in two cycles every year {First cycle (Jan-June) and Second cycle (Jul.-Dec.)}.



20. It will be mandatory for all faculty members individually or in a group of two (students can also be involved) to present research proposal.
21. Synopsis will be presented by the faculty members.
22. A timeline of not more than four months will be decided to complete the research work/project.

PART IV: SELECTION CRITERIA

23. After presentation at one time three best synopsis will be selected in consultation with an Eminent educationist and R & D committee of AIE.
24. Preference will be given to the quality research proposals and to those whose no. of publications are less.

PART V: FINAL APPROVAL FOR PUBLICATION

25. Two progress reports will be submitted by the faculty member before submitting the final project. Final project should be submitted with a plagiarism report. It will be the responsibility of Faculty members carrying out the research to explore for the best authentic UGC/Scopus Journals for publication of the research work. Research work will be approved for the publication only after approval of an eminent educationist and R & D committee.

PART VI: REIMBURSEMENT OF EXPENDITURE

26. For publication of the research work within the stipulated time line 50% of publication fee will be reimbursed maximum up to 5,000/- in one financial year. (i.e., 01 Apr to 30 March) for one research project from college.
27. A maximum of Rs.40000/- will be spent on publication of all research projects in one financial year.
28. No TA/DA will be admissible for collecting data.
29. Expenditures on photocopy or purchase of any test or tool will not be reimbursed.
30. Formal approval of the Director/Principal will be taken before the expenditure on noting sheet.
31. A faculty member or team will be reimbursed the above expenditure only if he/she completes the research work on stipulated time line.

PART VII: CONCLUSION

32. The present SOP will be effective from the new academic session i.e. 2022-23 to be followed to promote research acumen among teaching learning fraternity of AIE.



ARMY INSTITUTE OF EDUCATION

STANDING OPERATIVE PROCEDURE (SOP) FOR GRANT OF DUTY LEAVE /PARTICIPATION FEE FOR PARTICIPATION/PRESENTATION OF PAPERS AT CONFERENCES / SEMINARS / WORKSHOPS / ORIENTATION/ REFRESHER COURSES FOR THE FACULTY MEMBERS UNDER THE FACULTY DEVELOPMENT PROGRAMME

General.

1. Faculty development programmes aim at enhancing the academic and intellectual environment in the institution by providing opportunities to the faculty to participate in seminars/conferences/career promotion courses, orientation/refresher courses and workshops. Participation in such programmes enables the faculty to enhance its knowledge, research and academic skills.

2. All invitations for attending by way of participation/presentations at various conferences, seminars, workshops, Orientation or refresher course, FDP and other similar programmes shall, after the perusal and remarks of the Principal be made available to the faculty for their information.

Limitations.

3. At a given point of time, duty leave for the purpose of attending the above mentioned courses shall not be granted to more than two faculty members. However, the Principal may exercise her/his discretion to grant duty leave to more than two faculty members at a given point of time, in exceptional cases.

4. If duty leave is granted to a third faculty member at a given point of time, the concerned faculty in consultation with the programme coordinator will arrange for a substitute faculty for the period of absence of the third faculty member from the institute.

5. In each financial year (i.e. 01 Apr to 31 Mar) ~~05 duty leaves~~ (total period of duty leave not to exceed 10 working days) can be availed by a faculty member.

6. For presenting a paper in an International Seminar outside the country, a faculty member can avail duty leave not to exceed 10 working days in each financial year (i.e. 01 Apr to 31 Mar). There will be no reimbursement of any expenditure other than the registration fee as explained in para 11.

7. Notwithstanding the above mentioned clause it shall be the prerogative of the Principal to grant /refuse the said duty leave depending on the commitments and exigencies prevailing in the Institute at that times.

Nomination Procedure.

8. The permitted faculty members shall be entitled to duty leave to attend conferences/workshop for participation/presentation at such events, as per the following procedure:-

(a) Application for participation should be submitted to the Principal, preferably 05 days prior to the event, for approval, unless information itself was available on short notice.



(b) In case there are more than two faculty members interested in participation/ presentation at a conference/ seminar, the following rules shall apply:-

(i) The faculty member seeking permission for purpose of making presentation shall be given preference over the one seeking permission for mere participation at such mentioned event.

(ii) In case of a tie, faculty member having the lesser number of presentations in the past shall be given preferences. In case of a further tie, the seniority of the concerned faculty members shall be taken into consideration to arrive at the decision.

(c) While arriving at the decision for selection of the faculty members for the above said purpose, the minimum academic promotional requirements shall be taken into consideration.

Maintenance of Record.

9. A proper record of the attendance of the faculty members at various conferences, seminars & research paper presentations will be maintained by the University clerk. The faculty member availing the duty leave shall submit a copy of the approved application to the University clerk to be kept as record.

10. All the faculty members are also required to give a copy of research papers /articles/ presentation to the University clerk after the event, for office record.

Reimbursement of Expenditure.

11. Following reimbursements will be paid from the Institute fund on the submission of receipts and supporting documents:-

(a) Registration/participation Fee:-

(i) For presentations of papers within the country, 50 % of the registration fee will be reimbursed. Maximum upto 5000/- in one financial year (i.e. 01 Apr to 31 Mar).

(ii) For participating in a seminar/workshop/ FDP organised with in the country, 50 % of the registration fee will be reimbursed maximum upto Rs 2500/-in one financial year (i.e. 01 Apr to 31 Mar).

(b) For attending seminar/workshop/FDP or presenting papers in the conferences . organised outside the country 50% of the registration fee will be reimbursed maximum upto Rs 5000/- in one Fin year. This benefit can be availed only once in a financial year (I.e. 01Apr to 31 Mar).

(c) **TA/DA.** As per Institute rules, original bus/rail /air tickets required. (Ref para 19 (c) of Minutes of Annual Conf of Directors/Head of all colleges received vide HQ AWES letter No B/45840/Dir Conf/AWES dated 13 Dec 2013.) No TA/DA will be admissible for attending seminar/workshop/FDP or presenting papers in the conferences organised outside the country.



12. Formal approval of the Director/Principal will be taken before the reimbursement of the expenditure on noting sheet.

13. A faculty member will be reimbursed the above expenditure only if he /she is proceeding on the course/activity on authorised duty leave.

Conclusion

14. This SOP is effective from 01 Apr 2015 and it will be followed to ensure smooth functioning of academic activities for the benefit of the students and the faculty members.



7845/SOP/AIE

Army institute of Education
Plot M-1, Pocket P-5, Sec -CHI,
Greater NOIDA- 201306
Distt : Gautam Budh Nagar (UP)

Smigh
(Dr Saksham Singh)
Principal

Dated: 15 Mar 2015

Circulated

All faculty members