

Date: 30.12.2024

CIRCULAR

Dear All,

Special Meeting to Discuss Revision of Incentive Policy-2025

This is to inform all the Deans and HODs that a Special Meeting has been scheduled by the Research and Development Cell to discuss the revision of the Incentive Policy-2025. The meeting will cover important updates regarding the changes in the incentive structure for R&D activities and their implications.

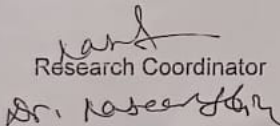
Details of the Meeting:

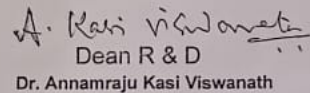
- Date: 03 January 2025
- Time: 9.30AM
- Venue: Board Room

Agenda:

1. Proposed revisions and key changes.
2. Discussion on the rationale behind the policy changes.
3. Open floor for feedback and suggestions.
4. Next steps and implementation plan.
5. Any other matter with the permission of the chair

Looking forward to your participation.


Research Coordinator
Dr. Rosemary


Dean R & D
Dr. Annamraju Kasi Viswanath

Copy to:

Chairman / Director / Principal / Deans / All HODs (CSE / ECE / EEE / CS-DS / CS-AI

/ AIML / CIVIL / MECH / MBA / MCA / PHYSICS / CHEMISTRY / MATHEMATICS)

Special Invitee: Dr. V.C. Patil, Dean(FET), KU, Ballari.

MOM of the Special Meeting held on 3rd January 2025 @9.30AM in Board Room, BITM Ballari.

The meeting was chaired by Mr. Prithiviraj Y. J., Director, BITM, delivered the opening remarks, highlighting the importance of the research ecosystem and its role in the institution, and set the context for this special meeting.

With the permission of the Chair, and in the presence of the Principal and special invitee Dr. V. C. Patil, Dean, R&D Kishkinda University (Former Dean – R&D, BITM), the Dean – R&D and the Research Coordinator provided an update on the resolutions of the previous meeting and presented the agenda for this special session.

1. Review of Previous Meeting Minutes

The minutes of the previous meeting were reviewed and approved without any modifications. Action items from the previous discussion were briefly discussed for follow-up specifically the Department wise R&D Roadmap.

2. R&D Incentive Policy – Amendment/Revision

The committee revisited the draft amendments to the R&D Incentive Policy discussed during previous meet. Key focus was placed on aligning the policy with national ranking frameworks (NIRF, NAAC & NBA) and international best practices. The revised policy is to be finalized after incorporating the current suggestions. Major suggestions like quality of publications Quartile considerations were taken from the experiences shared by Dr V C Patil, the special invitee.

3. Journal Publications – Incentive Criteria

It was agreed that incentives should be linked to the quality of journals, with weightage based on indexing (Scopus WoS) and quartile rankings (Q1–Q4). Non-indexed journals will not be eligible for incentives.

4. Quality of Publications – Q1, Q2, Q3, Q4

Journal Publications: Incentives will be tiered based on quartile ranking

Q1 Journals: ₹25,000

Q2 Journals: ₹20,000

Q3 Journals: ₹15,000

Q4 Journals: ₹10,000

(Only publications indexed in Scopus or Web of Science will be considered).

Conference Presentations/Publications

Faculty members will be reimbursed 50% of the registration fee along with TA/DA as per institutional norms, provided the conference paper is indexed in Scopus or Web of Science (WoS). In cases where the conference is hosted by the institution, the full registration fee will be reimbursed.

Student Conference Publications

For conference papers exclusively authored by students, the full registration fee will be provided, along with TA/DA support for the presenting student author only, provided the paper is expected to be indexed in Scopus or Web of Science (WoS). Only one student author per paper will be eligible for TA/DA assistance.

5. Author Position Consideration

The committee recommended that, for the time being, incentive eligibility shall not be limited by the author's position; however, the author must have a valid institutional affiliation, clearly mentioning the full name of the institution as "Ballari Institute of Technology and Management, Ballari."

6. MBA Program Journals

Committee agreed for MBA faculty publications, only Scopus/WoS indexed journals will be considered.

7. IPR Related Issues – Co-Applicants and Royalty

- All IPR applications must clearly mention the institution as the Applicant or Joint Applicant and must strictly follow the institutional procedures for filing.
- In the case of commercialization, royalties shall be shared between the institution and the remaining applicant(s) in a 40:60 ratio.
- Design patents, copyrights, and trademarks shall not be considered for incentives unless specifically required in cases such as startups, SSI/MSI units, or incubated ventures within the institution

8. Research Assistants for Research Centers

It was proposed to allocate Research Assistants (RAs) for recognized research centers (RCs) through internal recruitment or project-based funding. Departments are requested to submit manpower requirements.

9. Seed Money – Internal Fund Grant Procedures

A framework for disbursing seed money to faculty was discussed.

Key points:

- Maximum cap per project-5 Lakhs
- Eligibility criteria
- Review mechanism and periodic reporting-

The formal procedure will be circulated after policy approval.

10. Research Collaboration & Funding

Departments are encouraged to initiate MOUs with external R&D institutions and explore joint proposals for national/international funding (SERB, DST, AICTE, ICSSR, etc.).

11. Awards & Scholarship

The committee agreed to institute the following awards to recognize exceptional research contributions:

Best Researcher Award – in honour of Dr. C. V. Raman, to be conferred on February 28 (National Science Day).

Innovation Award – to be presented on April 21 (World Creativity and Innovation Day).

Best Ph.D. Thesis Award – to acknowledge outstanding doctoral research.

Best Project Award – for exemplary UG/PG student research projects.

The committee also approved the provision of scholarships for GATE/NET qualified full-time Ph.D. scholar

12. New Research Data Format – Excel Sheet

A standardized Excel format for collecting department-wise research data was introduced.

It will be shared via download link / QR code. All faculties are required to update their publication/patent details records in the new format before submitting the claim for incentives.



13. Code of Ethics for Research – Quick Review

A brief review of the institution's Code of Ethics for Research was conducted. It was reiterated that all research activities must strictly adhere to plagiarism policies, authorship norms, and academic integrity guidelines. The committee suggested reconstituting the Ethics committee due to changes taken place recently in the organization.

14. Any Other Matter


It was suggested to conduct a workshop on publishing in high-impact journals and avoiding predatory publications. The committee directed the Dean – R&D and the Research Coordinator to prepare the final draft of the Revised R&D Incentive Policy, incorporating the approved changes and suggestions discussed during the meeting. The final policy document shall be submitted for approval at the earliest, with the implementation effective from January 2025.

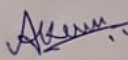
Meeting Adjourned

The meeting concluded with appreciation to all participants and a reminder for timely submission of department-wise data and roadmap documents.

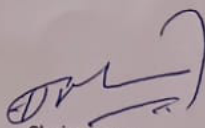
Attendees

1. Director
2. Principal
3. Dean Academics
4. Dean R&D
5. Research Coordinator
6. HoD CSE
7. HoD ECE
8. HoD EEE
9. HoD ME
10. HoD CIVIL
11. HoD AIML
12. HoD CS -DS
13. HoD CS-AI
14. HoD-MBA
15. HoD MATHS
16. HoD-Physics
17. HoD-Chemistry


Research Coordinator
Dr. Naveen Reddy


Dean R&D


Convenor
Principal,


Chairperson

Copy to: Director/Principal/HoDs

Principal,
Ballari Institute of Technology & Management
Ballari.

Research and Development Cell

Attendance Register

R&D Meeting @Board Room

Date: 03-01-2025 @ 9:30 AM
1-12-2024 @ 9:00 PM

S.No.	Name of the Attendee	Department	Designation	Signature
	Mr. Y. J. Prithviraj		Director	
	Dr. A. Kasi Viswanath	R & D	Dean	<i>A. Kasi</i>
	Dr. Yadavalli Basaranga	-	Principal	<i>Y. Basaranga</i>
	Dr V. C. Patil	Deem-F&T	Dean	<i>V. C. Patil</i>
	Dr. Anandhana D	CSE(CDS)	Prof & Head	<i>Anandhana</i>
	Dr. Suresh	Chemistry	Prof & HOD	<i>Suresh</i>
	Dr. N. Gunuraj	Mathematics	Prof & HOD	<i>N. Gunuraj</i>
	Dr. Shalana Reddy	EEE	Prof & HOD	<i>Shalana Reddy</i>
	Dr. Anita S. Patil	CS-AI	Prof	<i>Anita S. Patil</i>
	Dr. B. M. Vidyasalt	APMIL	Prof & HOD	<i>B. M. Vidyasalt</i>
	DR. DINESH K	MBM	Assistant	<i>D. Dinesh K</i>
	Dr. D. Manikanta	Civil	Associate Professor	<i>D. Manikanta</i>
	Dr. V. Venkata Ramana	Mech.	Prof & HOD	<i>V. Venkata Ramana</i>
	Dr. R. N. Kulkarni	CSE	Professor & Head	<i>R. N. Kulkarni</i>
	Dr. K. M. Sadyojan	E&CE	Professor & HOD	<i>K. M. Sadyojan</i>
	Dr. Naseeruddin	ETCE	Research Coordinator	<i>Naseeruddin</i>



ACTION TAKEN REPORT (ATR): R&D Committee -Special Meeting

Date of Meeting: 3rd January 2025

Date of ATR Submission: 18th July 2025

Sl. No.	Agenda Item / Decision	Action Taken	Responsibility	Status	
1	Review of Previous Meeting Minutes and Dept-wise R&D Roadmap	Previous MoM reviewed and approved. Dept-wise R&D Roadmap follow-up initiated; template shared and HoDs instructed to submit updates.	Research Coordinator, HoDs	Completed	
2	R&D Incentive Policy Revision	Suggestions integrated including alignment with NIRF, NAAC, NBA. Inputs from Dr. V.C. Patil documented. Final draft under review.	R&D Committee	Completed	
3	Incentives Linked to Journal Indexing and Quartiles	Criteria finalized and added to policy: Only Scopus/WoS indexed journals eligible; tiered incentives added.	Research Coordinator	Implemented	
4	Quality-based Incentive Structure (Q1-Q4)	Structure implemented as:			
Q1: ₹25,000	Q2: ₹20,000	Q3: ₹15,000	Q4: ₹10,000	Dean R&D, Accounts Dept	Implemented
5	Conference Paper Incentive Rules for Faculty & Students	TA/DA and registration rules defined for faculty and students.	Research Coordinator	Completed	Implemented (TA/DA under Department R&D)
6	Author Position Consideration	Eligibility not restricted by author position; clear affiliation with full institute name mandated.	Research Coordinator	Completed	Implemented
7	MBA Program Journal Publications	Only Scopus/WoS indexed journals considered for MBA faculty. Communicated to	Research Coordinator	Completed	Implemented



		HoD MBA.			
8	IPR Rules: Co-Applicants and Royalty Sharing	Revised IPR policy circulated. Royalty sharing 40:60 (Institute: Inventors). Design/copyrights excluded unless under incubation/startups.	IPR Cell	Completed	
9	Research Assistants for Research Centers	Proposal discussed; departments asked to submit manpower requirements. Internal/project-based recruitment mechanisms under planning.	Dean R&D, Research Coordinator	Ongoing	
10	Seed Money Disbursement Policy	Draft policy with ₹5L cap per project, eligibility, and review mechanism finalized. Circulation pending formal approval.	Dean R&D Research Coordinator	Approved	Notification Done
11	Research Collaboration and MoUs	Departments directed to initiate MoUs and identify collaboration opportunities.	HoDs	Ongoing	
12	Research Awards and PhD Scholarship Provisions	Award categories finalized. Scholarship for GATE/NET PhD scholars approved. Award ceremony dates aligned with National/World observance days.	Research Committee	Planning Stage	
13	New Research Data Format via Excel/QR Code	Format created; QR code link shared with faculty. Mandatory for incentive claims.	Research Coordinator	Implemented	
14	Code of Ethics and Reconstitution of Ethics Committee	Quick review conducted; new members identified for Ethics Committee due to organizational changes. Formal reconstitution process started.	Dean R&D, Principal Office	Completed	
15	Finalization of Revised R&D Incentive Policy and Implementation from Jan 2025	Dean - R&D and Research Coordinator preparing final document; submission for approval expected within current month.	Dean R&D, Research Coordinator	Approved	Implemented



BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

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16	Expert talk/Workshop on Publishing and Predatory Journals	Proposal drafted. Coordination underway with IQAC for scheduling before the next semester begins.	R&D Cell, IQAC	In Progress	
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Prepared By: Dr. Naseeruddin, Research Coordinator

Approved By: Dean, R&D

Noted by: Principal

Director
Director

Principal,
Ballari Institute of Technology & Management
Ballari.

Ballari Institute of Technology & Management
BELLARY.