



RESEARCH POLICY

VIVEK PG MAHAVIDHYALAYA, KALWAR





VIVEK P.G. MAHAVIDYALAYA, KALWAR, JAIPUR

Affiliated to University of Rajasthan & Govt. of Rajasthan
(NAAC Accredited with CGPA 2.89)

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RESEARCH POLICY Academic Year 2025-2026

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POLICY ON INCENTIVES FOR RESEARCH AND PUBLICATION

1. OBJECTIVE

Vivek P.G. Mahavidhyalaya is committed to promoting a strong research culture in the campus. The institution aims to establish a Research Committee and implement goal-oriented research activities and schemes. These initiatives will support research work carried out independently or collaboratively by faculty, students, and industry partners. The college will provide necessary research facilities to encourage and support these activities.

2. AIMS OF THE POLICY

- To encourage faculty members to actively engage in research along with teaching.
- To promote collaborative research among faculty members and with colleagues from reputed national and international universities.
- To enhance the quality of research and motivate faculty members to participate in research activities and publish research papers, review papers, books, book chapters, and articles in reputed national and international Scopus indexed journals.
- To provide necessary infrastructure and support for research work.
- To encourage faculty members to submit research proposals to national and international funding agencies such as ICSSR, DST, DBT, and others to obtain financial assistance.
- To promote creativity and innovation among faculty members, leading to the development of patents and unique research contributions.

3. DETAILS OF THE POLICY

- 📖 It is mandatory that any publications from Vivek College need to ensure to write Institutional affiliation as Vivek P.G. Mahavidhyalaya, Kalwar.
- 📖 Incentives will be considered for research papers published in Scopus indexed journals.
- 📖 Original research article, review article, short communication, case study or case report, books, contents are all examples of research publications.
- 📖 The committee will make the final decision.



4. RESEARCH MANAGEMENT

The institution will manage and promote research activities through a dedicated Research Committee or Research Cell that plans, guides, and monitors all research work. This committee will frame research guidelines, ensure ethical practices, review research proposals, and monitor the progress and quality of ongoing projects. The institution will maintain proper records of research activities and provide necessary academic, infrastructural, and financial support as per norms. Regular reviews, training programs, and workshops will be organized to strengthen research skills and encourage quality research, collaboration, and innovation.

5. STUDENT RESEARCH

To improve the quality of research output, the institution will promote student research through effective mentorship and internship programs. Faculty members will guide and encourage students to actively participate in research activities that lead to meaningful and practical outcomes. The Mahavidhyalaya will support students in developing research skills, critical thinking, and innovation, helping them contribute positively to academic and societal development.

6. QUALITY OF PUBLICATIONS

- Research publications should be original, ethical, and contribute meaningful knowledge to the academic community.
- Faculty members and researchers are encouraged to publish in **peer-reviewed journals** recognized at the national and international levels.
- Preference should be given to journals indexed in **reputed databases** such as Scopus, Web of Science, or other recognized indexing agencies.
- Publications must follow proper **research methodology**, accurate data analysis, and correct interpretation of results.
- All research work should strictly follow **academic integrity**, avoiding plagiarism and ensuring proper citation and acknowledgment of sources.
- Collaborative and interdisciplinary research publications are encouraged to enhance quality and impact.



- Quality of research publications will be given priority over the quantity of publications.
- Authors should follow the ethical guidelines prescribed by the institution, funding agencies, and publishers.

7. Research Committee: The committee shall consist of following members

Chairperson- Director

Research Coordinator- Dr. Anita

Members

- Dr. Indu Bala Choudhary
- Dr. S.P. Choudhary
- Dr. Aaysha Bader
- Dr. Manoj Sepat
- Dr. Sweta Jain
- Mahipal Choudhary

8. GENERAL GUIDELINES IN PUBLISHING THE RESEARCH OUTPUTS:

Authorship criteria should be strictly followed. A person can be included as an author if he/she fulfils ALL of the following:

1. Contribution in conceiving and designing of the study.
2. Contribution in acquisition, analysis or interpretation of data.
3. Contribution in the critical evaluation of intellectual content.
4. Take consent of all the authors for the publication and their contribution is free from plagiarism.
5. The order of authors must be directly proportional to the contribution towards the research work.
6. A copy of the publication must be submitted to the IQAC Cell.
7. Due credit should be given to the Mahavidhyalaya in the publication in the acknowledgment section.



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8. It is mandatory that publication from any constituent college of the Mahavidhyalaya need to ensure to write Institutional affiliation as “**Vivek PG Mahavidhyalaya Kalwar**”.

9. RESEARCH INCENTIVE

9.1 FOR PUBLICATION (RESEARCH/REVIEW/CASE REPORT/CASE STUDY)

Authors will be rewarded for each research publication depending on the journal's quality (Scopus Indexed). The authors shall be compensated for publishing. The incentive shall be distributed for Scopus Rs.3000/, peer reviewed Journals Rs.1000/ and for Patent all expenses shall be borne by Vivek PG Mahavidhyalaya, Kalwar. The incentive will be distributed after two weeks of publication.

9.2 BOOKS/BOOK CHAPTER/MONOGRAPH

Both electronic and print books are eligible for research incentives. For each book (reference or text edited) alone or in collaboration with another editor and published by National publisher (S. Chand & Co. Ltd., Arihant Publications (India), Kalyani Publication, Rasthogi Publication etc.) with an ISBN, the Editors will receive an incentive of up to Rs. 500, for each “chapter/monograph”, in a book published by an International publisher with an ISBN. The Authors will get an incentive of up to Rs. 1000/- and will be distributed on occasion of Teacher's Day.

9.3 INCENTIVE FOR SANCTIONED INTERNATIONAL/NATIONAL PROJECTS

International/ National Projects financed by Government Agencies will receive a one-time incentive of 25% of total overhead (in the first year of project) from the Principal Investigator (PI) or Co-Principal Investigator (Co-PD) jointly (in the ratio of 60-40%).

9.4 RESEARCHER AWARD

Vivek PG College encourages and promotes quality research among its faculty members. As part of this initiative, a **Research Award of ₹4,100** shall be granted annually to the faculty member(s) who achieve the **highest quality research paper publication** and/or successfully complete an outstanding **research project** during the academic year. The award aims to recognize academic excellence, motivate faculty involvement in research activities, and enhance the institution's research culture. The selection shall be made based on predefined



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criteria approved by the Research Committee. Faculty members will also getting a maximum of Rs.1100/-for each national award/recognition and Rs.2100/-for each international award/recognition.

10. PERIODIC REVIEW OF RESEARCH OUTPUT

Periodic review of research output shall be carried out by the committee. The Principal will form a Research Advancement Cell for appraisal and take necessary corrective actions, if required, on last day of every month.

11. REVIEW AND MODIFICATION OF POLICY

Vivek PG Mahavidhyalaya will review this policy after every 5 years or earlier, as per requirement. It maintains whatever authority is needed to alter the arrangement as and when required. The adjusted arrangement will come into force with endorsement and orders of the executives.

12. GUIDELINES FOR CALCULATION OF INCENTIVE

Incentive disbursement for Research paper /Review /Guest Editorial /Case report / Study/ Book/ Book chapter/Monograph/Patent amongst authors

Number of authors from Vivek PG Mahavidhyalaya	100%
Ex. "Name" (First Author+ Corresponding Author) "Name-B" (Co-Author+ Corresponding)	First Author: 50% Corresponding author:50%

13. SEMINAR/WORKSHOP/NATIONAL CONFERENCE/ INTERNATIONAL CONFERENCE:

Mahavidhyalaya provides one day leave (D.L.) for attending Seminar/Workshop/National conference/ International Conference.



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ANNEXURE-I (APPLICATION FORM FOR PEER-REVIEWED/SCI/SCOPUS JOURNAL PUBLICATION)

1. Applicant (Faculty) Details

Name of Faculty:

Designation:

Department / Faculty:

College / Institution:

Mobile No.: _____

Email ID: _____

2. Research/Review article/Book/Book chapter Details

Title of the Research Paper:

Name of Journal:

Publisher:

ISSN/ISBN (Print/Online):

3. Indexing Details

☐ SCI

☐ Scopus

☐ Web of Science

☐ UGC Care

☐ Other: _____

4. Journal Quality Details

Impact Factor (if any): _____ Quartile (Q1/Q2/Q3/Q4): _____ Year of Indexing: _____

5. Authorship Details

Total Number of Authors: _____

Position of Applicant:

☐ First Author

☐ Corresponding Author

☐ Co-Author

Affiliation of Co-Authors (if any):



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6. Paper Status

- ☐ Submitted
☐ Accepted
☐ Published

7. Date of Submission: _____

8. Date of Acceptance / Publication: _____

9. APC / Publication Charges (if applicable)

Publication Charges Paid (₹): _____

Mode of Payment:

- ☐ Online ☐ Bank Transfer ☐ Other _____

10. Receipt / Proof Attached:

- ☐ Yes ☐ No

11. Purpose of Submission

(Tick applicable)

- ☐ Peer Review Approval
☐ Institutional Record
☐ Reimbursement of Publication Charges
☐ API / PBAS / CAS
☐ NAAC / NIRF / AQAR Documentation

12. Declaration by Applicant

I hereby declare that the above-mentioned research paper is original, unpublished elsewhere, and has been submitted/published in a peer-reviewed journal as per the guidelines of the College and UGC norms. All information provided above is true to the best of my knowledge.

Signature of Applicant: _____

Recommendation by Head of Department

Name & Signature of HOD: _____

13. Forwarded by Research & Development Cell

Signature of committee Head: _____

14. Forwarded by Principal

Signature of Principal: _____



Annexure II

SEED MONEY APPLICATION FORM (For Research Funding)

1. Name of Applicant—
2. Designation---
3. Department---
4. Name of College / Institution---
5. Title of the Research Project-----
6. Objectives of the Research (Brief)

- A.
- B.
- C.

7. Brief Methodology / Work Plan

8. Expected Outcomes

9. Amount of Seed Money Required ₹ _____

10. Duration of the Project—

11. Previous Research Experience / Publications (if any): (Attach separate sheet of research, publication, seminar, conference and previous seed money grant)

12. Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge. The seed money, if granted, will be utilized solely for the approved research purpose.

Date:

Place:

Signature of Applicant:

13. Recommendation by Head of Department



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Name & Signature of HOD: _____

14. Recommendation/comments by IRC

Signature of the members

15. Recommendation/comments by Accounts

Signature: _____

16. Forwarded by Principal

Signature of Principal: _____

17. Forwarded by Director/Chairman

Signature: _____

18. Other comments (If rejected)



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Annexure III

PATENT / INVENTION DISCLOSURE FORM

1. General Information

Title of the Invention:

Field of Invention:

☐ Science ☐ Computer Science

☐ Humanities ☐ Commerce & Management ☐ Others: _____

Type of Invention:

☐ Product ☐ Process ☐ System ☐ Software ☐ Improvement

2. Inventor/Applicant Details

Name of Inventor(s):

1.

2.

3. Abstract of the Invention (150–250 words)

4. Background of the Invention

5. Detailed Description of the Invention

6. Novelty / Inventive Step



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7. Advantages of the Invention

1. _____
2. _____
3. _____

8. Industrial / Practical Applications

9. Stage of Development

- ☐ Idea Stage
☐ Prototype Developed
☐ Tested
☐ Ready for Commercialization

10. Prior Publication / Disclosure

Has the invention been published or presented earlier?

- ☐ Yes ☐ No

If yes, provide details:

11. Drawings / Supporting Documents

- ☐ Block Diagram
☐ Flow Chart
☐ Circuit Diagram
☐ Photographs
☐ Not Applicable

12. Declaration

I/We hereby declare that the above invention is original and has not been copied, published, or patented earlier to the best of my/our knowledge.

Signature of Inventor(s): _____



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Annexure IV

Application form for the Research Project

1. Title of the Project:

Type of Project:

- ☐ Minor Research Project
- ☐ Major Research Project
- ☐ Sponsored Project
- ☐ FDP / Research-Based Project

Proposed Duration:

From _____ To _____

2. Principal Investigator (A brief biodata to be enclosed with academic and research experience)

Name:

Mobile No.:

Email ID:

3. Co-Investigator(s) (if any)

4. Problem Statement / Need of the Project

Explain the problem, relevance, or need of the proposed project.

5. Objectives of the Project

- 1.
- 2.
- 3.

6. Brief Review of Literature



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7. Methodology / Research Plan

Explain tools, techniques, methods, and research approach.

8. Expected Outcomes / Benefits

9. Budget Requirement (if applicable)

Head	Amount (₹)
Equipment	
Consumables	
Travel	
Miscellaneous	
Total	

10. Facilities Available

Mention laboratory, library, software, or infrastructure support.

11. Prior Publications / Projects (Last 5 Years)



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12. Declaration by Principal Investigator

Signature of Principal Investigator: _____

13. Recommendation by Head of Department

Name & Signature of HOD: _____

14. Recommendation/comments by IRC

Signature of the members

15. Recommendation/comments by Accounts

Signature: _____

16. Forwarded by Principal

Signature of Principal: _____

17. Forwarded by Director/Chairman

Signature: _____



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Annexure V

Application for Research/Review Article, Book/Book Chapter publication

Conferences/Workshops/Seminars/Symposia

(To be submitted at least Two week before the date of the Event/submission)

1. **Name of the Applicant** (Full & Capital)_____
2. **Department:**_____
3. **Designation:**_____
4. **Name (Full) of the Seminar/Conference/Workshop (National/International):** **Copy of the conference/seminar to be enclosed:**_____
5. **Attending as** (Author/Invited Speaker/ Participant/Session Chair/Any other):_____
6. **Research/Review article/Book Chapter** (National/International)_____
7. **Registration/Publication Charges**_____
8. **Title of the Paper with names of all authors** (Copy of the paper to be enclosed)
Title: _____
Author's detail: _____
9. **Details of the Acceptance letter** (copy to be enclosed):_____
10. **No. of Days (with dates) of duty leave already availed in the Current Academic Year:**_____
11. **Amount of the Financial Assistance availed during the**
 (i) **Current Academic Sessions:**_____
- (ii) **Previous Academic Sessions:**_____
12. **Full Name and Signature of the Applicant with Date**_____
13. **Comments of the HOD with name, signature & date:** _____
14. **Approval of the Principal:** _____
15. **Approval of the Director/Chairman**_____



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ANNEXURE VI (For office use)

(Research Paper Publication Fee Reimbursement Form)

1. **Name of the Author/Applicant:** _____
2. **Designation/Position:** _____
3. **Department/Institution:** _____
4. **Title of the Research Paper:** _____
5. **Name of the Journal:** _____
6. **Publisher:** _____
7. **ISSN/ISBN/DOI (if available):** _____
8. **Date of Publication/Acceptance:** _____
9. **Amount Paid for Publication Fee:** _____
10. **Mode of Payment (UPI/Bank Transfer/Card/etc.):** _____
11. **Transaction ID/Receipt Number:** _____
12. **Bank Details of Applicant (for reimbursement):**
 - Bank Name: _____
 - Account Number: _____
 - IFSC Code: _____
13. **Declaration:**

I hereby declare that the above-mentioned research paper has been published/accepted in the stated journal/conference and the publication fee has been paid by me. I request reimbursement of the publication charges as per the institutional policy. The information provided above is true to the best of my knowledge.

Signature of Applicant with Date

Approved by R & D Cell

Name: _____

Signature of Committee Head: _____

Approved by Director