

Yugantar Education Society

Tirpude Institute of Management Education, Nagpur

Faculty Research and Training Incentive Policy

Academic excellence is the key to success for an educational institution. This academic excellence cannot be achieved unless the teachers are keeping abreast of new technologies, concepts and changing trends in their domain area. Teachers should always strive to provide up to date knowledge, skills and insights to their students. For this, it is necessary they involve in to research work, understand real life scenario and get trained on new ways of teaching, concepts and technologies. Thus, research and training become essential competencies for a teacher. Institute supports its faculty members by providing them multiple opportunities to learn new things and provides conducive atmosphere to conduct research. Institute provides compensation to the faculty members in these activities in order to encourage them.

Objectives:

Major objectives of this policy are:

- To encourage original, quality and relevant research publication by providing opportunities, infrastructure and financial support to the faculty members.
- To encourage faculty members to attend research conferences and present their research work in the conferences.
- To encourage faculty members to undergo various Faculty Development Programs, Workshops, Seminars and other training programs by providing them necessary compensation.
- To encourage faculty members to attend offline / online Faculty Developments Programs in their course area.
- To ensure academic excellence of students of the Institute by hand holding of students by the faculty members and enrich their knowledge by providing them research insights, helping them in conducting research, writing and presenting research papers in various research conferences.

Research Publication

- Faculty members should publish at least one research paper in SCOPUS indexed/ ABDC indexed / Web of science journal either individually, or with co-authors in an academic year.
- Publication fee: 50 % of the publication fee or Rs 5000/- (whichever is lower) will be paid by the institute for publication of the paper.

Publication Reward

- **Single-Author Publications:** A faculty member who publishes a research paper as the sole author in a Scopus-indexed, Web of Science-indexed, or ABDC-indexed journal shall be eligible for an additional annual salary increment of Rs. 1,000 per paper, over and above the regular annual increment.
- **Two-Author Publications:** If the publication has two authors, and both authors are faculty members of the institute, the additional increment of Rs. 1,000 per paper shall be shared equally, with Rs. 500 increment awarded to each faculty member.
- If the publication has **two authors**, one being a faculty member of the institute and the other affiliated with another institution, the faculty member of the institute shall receive an additional salary increment of Rs. 500 per paper.

- **Publications with More Than Two Authors:** For publications having more than two authors, the incentive amount of Rs. 1,000 per paper shall be divided equally among all the authors. Only the share corresponding to the faculty member(s) of this institute shall be awarded to them as additional salary increment.
- **Illustration:** If a paper has four authors (A, B, C, and D), where A, B, and C are faculty members of this institute and D belongs to another institution, the incentive of Rs. 1,000 per paper shall be divided equally among all four authors. Accordingly, A, B, and C shall each receive an additional salary increment of Rs. 250 per paper. No payment shall be made to the external author.
- **Maximum Additional Increment in an academic year:** The maximum additional salary increment that a faculty member may earn under this policy shall be Rs. 2,000 per academic year, irrespective of the number of eligible research publications.

Research & Academic Excellence Initiative

- Faculty members need to present at least one research paper in a national or international conference of repute in an academic year along with one or two students.
- Students should be involved in the process of conducting research, writing research paper and presentation of paper in the conference.
- Each faculty member should select one or two students at the start of the academic year and start the process of research.
- They must provide this information to the research center till 15th August. Institute shall compensate registration fees and travel expenses as per the Guidelines provided in the Annexure-I.
- In case if students are not involved in the research paper writing process and are only accompanying the faculty member for presentation in the conference, the research centre shall not approve such Conference presentation under Research & Academic Excellence Initiative and no compensation shall be paid by the institute for such presentations.

Attending a Faculty Development Program or Workshop

- Faculty members need to attend **at least one FDP** of 5 days in online or offline mode or shall complete one AICTE approved FDP course on Swayam / NPTEL portal in an academic year.
- Institute shall pay registration fees/ enrollment fee, travel & accommodation expenses (if the conference is offline and outstation).
- Faculty members can attend Faculty Development Programs or workshops only with prior approval of the director of the institute.
- Travel & accommodation expenses shall be reimbursed as per the guidelines mentioned in Annexure-1.

Rules for availing compensation

- All compensations are applicable subject to prior approval by the Director of the institute.
- In case of outstation FDP/ Conference / Workshop, if the food and accommodation arrangements are provided by the host organization, faculty cannot claim any separate expenses for the same.

Procedure to avail reimbursements

- Faculty member needs to get approval from the Director before proceeding for the reservations / registrations. He/ She needs to fill up the approval form available with the Research Center for the same.
- Faculty member needs to incur all expenses initially and keep receipts and record of the expenses.
- Faculty will be provided a "Reimbursement Claim Form" from the Research Center which he/she needs to fill it up attaching all receipts, record of expenses and certificate of participation/ publication and prior approval as evidence.

- Filled up “Reimbursement Claim Form” needs to be scrutinized by the Research Center and then forwarded to the director for final approval.
- On approval by the director, amount of compensation will either be transferred to the salary account or a cheque will be issued to the faculty member if individual or to the first author or one designated faculty member out of the team of faculties who attended conference/ FDP/ Seminar/Workshop.

Review of Policy

- This policy shall be reviewed at the end of academic session 2026-27.

Dr Lalit Khullar

Director

Date: 1/7/2026

Annexure -1 to the Faculty Research & Training compensation Policy

Guidelines for compensation for conference by faculty along with a student under Academic Excellence Initiative 2025-26

1. Each Faculty should identify one student and start the process of research at the start of the academic year. Faculty Member shall inform the name of the student and details of research to the research center before 15th August 2026. One student shall not be involved in two research papers.
2. Registration amount for the conference should not exceed **Rs. 3000** for faculty member and **Rs. 1500** for a student. If the registration amount exceeds this limit and faculty & student wish to attend that conference, then the additional fees should be borne by the faculty and the student respectively.
3. **Permissible Travel expenses:**
Railways: Faculty: 2AC / Ac Chair Car Student: 3 AC/ AC Chair Car
If the student and faculty are travelling together, it is advisable that both travel by 3AC.
In case of travel by **any other mode of travel**, pre-approval is required from the Director.

4. **Accommodation:**

City Type	Tier-I	Tier-II	Tier-III & Others
Faculty	4000	3000	2500
Student	3000	2500	2000

Student and faculty of same gender shall share a room. In such case the accommodation allowance provided to the faculty will be applicable.

5. **Food Allowance**

City Type	Tier-I	Tier-II	Tier-III & Others
Faculty	400	300	300
Student	400	300	300

Please note that all food bills are mandatory, except during travel.

6. **Local Travel:** Faculty and student should travel together and should prefer Uber/ Ola/ Rapido for local travel.
7. Bills for reimbursement must be submitted within one month from the date of the conference. Any bills submitted after this period shall not be eligible for reimbursement.

Dr Lalit Khullar

Director,

Tirpude Institute of Management Education

Date: 1/7/2026

Annexure II – Application form for presenting Research paper in a conference

Annexure III – Application for attending Seminar / FDP/ Workshop

Annexure IV- Application form for Research paper publication

Annexure V - Reimbursement Claim Form