

# ABESIT

## **ABESIT Group of Institutions**

**NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh 201009**

### **Faculty Development Schemes (FDS) and related guidelines**

**(For Sessions 2023-24 and 2024-2025)**

Academic Institute is an ecosystem of various components namely, teaching faculty, technical staff, students and others. Its Excellence in performance depends upon how teachers are involving and imparting beyond curriculum with regular curriculum of the University. Giving the responsibilities and decentralizing the working with continuous process of motivation, inspiration and encouragement and thereafter open and transparent assessment of its all components with clear communication definitely brings desired result for excellence. The intention is always to get into a 'WIN WIN' situation, for everyone and the organization making it enjoyable work culture. With this intention, the following schemes / policies have been made available.

# ABESIT

## ABESIT Group of Institutions

NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh 201009

### Faculty Development Schemes (FDS) and related guidelines

(For Session 2023-24 and 2024-25)

#### Table of Contents

1. Support for participating in Conference, Workshop, Seminar and Symposium (SPC)
2. Support for Research Publication (SRP)
3. Support for Research Grants (SRG)
4. Support for Consultancy Practices (SCP)
5. Support for Student Mentoring by Teaching Faculty for achieving Distinction in Technical Activities (SSM)
6. Support for Patent (SPT)
7. Support for Increasing Qualification (SIQ)
8. Placement Incentive Scheme (PIS)
9. Support for HoD to Promote various Activities (HDS)
10. Faculty Appreciation for Ist Year Result (Ist Year Faculty)

## Faculty Development Schemes (FDS) and related guidelines

### **FDS 1. Support for participating in Conference, Workshop, Seminar and Symposium (SPC)**

The Institute encourages the participation of its faculty in National / International research & development events by providing financial support. These events include conferences, workshops, Seminars and Symposiums. However, it should be clearly understood that this support is not an offer by the Institute, and the faculty members should not assume any automatic claim. The request for financial assistance / support for attending the events shall be routed through HoD / Principal of the concerned departments, who will recommend the case with clear and specific comments for final approval of the Director of the Institute.

The support for the participation in the event shall be subject to the following eligibility norms:

1. The Institute reimburse the actual registration fee paid up to an upper limit of Rs 50,000.
2. Other expenses on account of travel, boarding and lodging will be reimbursed, on production of bills, up to the following limits:

<b>Event Place</b>	<b>Amount in Rupees</b>
NCR	4,000
India (outside NCR)	10,000
Outside India	50,000

3. Those faculty members who are wishing to avail the facility will have to apply in a prescribed Proforma 1-A at least 15 days prior to the date of registration in the event / submitting his research paper, with clear comments of the respective HoD/Principal for its quality. The same will be routed through the Head/Dean (Research & Development) to the Director of the Institute.
  - a. *In case of conference paper:* After the acceptance of the paper, the applicant has to submit the documents showing the clear proofs of the same and the tentative travel plan in a prescribed Proforma 1-B along with the prior application of approval (1A).

- b. Workshop, Seminar and Symposium should be at Institutions of National Importance which shall be decided by Director upon receiving Proforma 1-A and approval thereof.
  - c. *In case of Workshop, Seminar and Symposium:* The applicant has to submit the tentative travel plan in a prescribed Proforma 1-B along with the application form (1-A).
  - d. The expenses shall be reimbursed to the faculty after his return from the event on submission of the claims in institutional TA/DA forms along with application form (1-A) and travel plan (1-B). The candidate shall be eligible for the claim amount as proposed in the travel plan or the upper limit permissible, whichever is minimum.
4. In case of a conference paper, the applicant should have the first authorship in the paper, and his affiliation should be clearly shown as ABES Institute of Technology, NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh, INDIA / ABESIT College of Pharmacy, NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh, INDIA. The claim shall be processed only after publication in Scopus Indexed Conference proceedings or Scopus Indexed Journals.
  5. The support for the event within India shall only be given to faculty members, who have completed at least 3 months of service at the Institute. For conferences held outside India, the minimum eligibility period shall be one year. The Institute, at its discretion, may sponsor a faculty for conferences held outside India within the first year of service, but reimbursement of expenses will only be made after the completion of minimum eligibility period of one year.
  6. In each academic year, a faculty member can get support for a maximum of two events within India (two within NCR or one within NCR and another outside NCR). In a block of 2 years, a faculty member can get support of one event outside India.
  7. The criteria and modalities of the scheme will be amended as and when needed.

FDS PROFORMA 1-A

PARTICIPATION UNDER SPC SCHEME

1. Name and Designation:
  2. Institute & Department:
  3. Employ ID:
  4. Phone: Email:
  5. Area of Research:
  6. Nature of Event<sup>#</sup>: (tick as below)  
 Conference                       Workshop                       Seminar                      (                      )  
Symposium
- <sup>#</sup>Attach details of the event with this application
7. Place: (tick as below)  
 National                       International
  8. Complete Address of the Event:
  9. Title of the Event:
  10. Research Paper Title\*: (In case of conference)
- \*Submit a copy of the paper with this application
11. Relevancy of Paper with Conference: (In case of conference)
  12. Relevancy of Event with your research area:
  13. Benefits for the Institution and Society:
  14. Tentative budget:

Applicant Signature:

Date:

**Recommendations of HoD/Principal with comments:**

---

---

Signature:

Date:

**Recommendations of Head/Dean (R&D) with clear comments:**

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

FDS PROFORMA 1-B

TRAVEL PLAN UNDER SPC SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Duration of Stay:  
Going Date: Returning Date:
6. Previous Travel with dates (If any):
7. Travel (Up/Down):  
From: To:  
From: To:
8. Mode of Travel:
9. Stay at (Complete Address):
10. Details of financial assistance from any other source (if any):

---

---

11. Details of expenditure:

<b>Head of Expenditure</b>	<b>Amount in Rs</b>	<b>Assistance Requested</b>
Travel		
Stay		
Per Day Allowance		
Registration Fees		
Contingencies (if any)		
<b>Gross Amount</b>		

Applicant Signature:

Date:

**Recommendations of HoD/Principal with comments:**

---

---

Signature:

Date:

**Recommendations of Head/Dean (R&D) with clear comments:**

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:



## **Faculty Development Schemes (FDS) and related guidelines**

### **FDS 2. Support for Research Publications (SRP)**

The objective of this scheme is to motivate the teaching faculty members of the Institute to undertake quality research which will be reflected in his/her publications in terms of research papers, books, book chapters and edited volumes of quality journals. Along with regular teaching, a faculty member will get a maximum incentive of Rs.40,000/- (Forty Thousand only) in an academic year based on the quality of publication. The following terms and conditions will be taken for the assessment of the incentives in this scheme:

1. The faculty should have publications as a First Author/Corresponding author. If the faculty is one of the authors, he/she should have to show the clear proof for establishing that the paper / book chapter published in his/her M.Tech/Ph.D supervision.
2. The faculty should be one of the Author or Editor in the contribution done as Authored Book, Edited book Edited Volume of Special Issue.
3. The affiliation should be clearly shown as ABES Institute of Technology, NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh, INDIA / ABESIT College of Pharmacy, NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh, INDIA.
4. Faculty members who have published his/her research work as per the above three criterias need to apply in a prescribed Proforma 2, in the academic year in which the work has been published, with clear comments of the respective HoD/Principal for its quality. The same will be routed through the Head/Dean (Research & Development) to the Director of the Institute.
5. The quality of the publication along with the amount of incentives are divided in four categories:
  - a. **Category A (for ABES Institute of Technology):** An incentive of Rs. 20,000/- (Twenty thousand only) per publication in an academic year will be granted, if the faculty member have published a research paper in a peer reviewed non-paid SCI/SCIE indexed international journals of Nature, Science, Institute of Electrical& Electronics Engineers (IEEE), Proceedings of Royal Society, American Mathematical Society, American Physical Society, American Society for Civil Engineers (ASCE), American Society for Mechanical Engineers (ASME),

Association for Computing Machinery (ACM) Transactions, Institute of Civil Engineering Publishing, London, Institute of Mechanical Engineering, London and American Society of Testing Materials (ASTM).

**Category A (for ABESIT College of Pharmacy):** An incentive of Rs. 20,000/- (Twenty thousand only) per publication in an academic year will be granted, if the faculty member has published a research paper in a peer reviewed non-paid SCI/SCIE indexed international journals of American Chemical Society, Chem. Comm., Lancet, Nano Today, Journal of Biological Chemistry, Trends in Pharmacological Sciences, Nature Reviews Drug Discovery and Plant Cells.

- b. **Category B (for ABES Institute of Technology):** An incentive of Rs. 15,000/- (Fifteen thousand only) per publication in an academic year shall be granted, if the faculty member has published a research paper in other peer reviewed non-paid SCI/SCIE indexed international journals with impact factor in Springer, Elsevier (Science Direct), IET, Talor & Francis, Wiley, World Scientific, etc.

**Category B (for ABESIT College of Pharmacy):** An incentive of Rs. 15,000/- (Fifteen thousand only) per publication in an academic year shall be granted, if the faculty member have published a research paper in Journal of Controlled Release, Drug Metabolism and Disposition, British Journal of Pharmacology, Drug Resistance Updates, Organic and Biomolecular Chemistry and Journal of Natural products or other peer reviewed non-paid SCI/SCIE indexed international journals with impact factor published by Springer, Elsevier (Science Direct), IET, Talor & Francis, Wiley, World Scientific, etc.

- c. **Category C:** An incentive of Rs. 10,000/- (Ten thousand only) per publication in an academic year shall be granted, if the faculty member has published a research paper in a peer reviewed non-paid Scopus indexed journal of international repute, authored book, edited book and edited volume.
- d. **Category D:** An incentive of Rs. 5,000/- (Five thousand only) per publication in an academic year shall be granted, if the faculty member has published research paper as book chapter with scopus indexing in a book published by the publisher of international repute. Note that, the contribution as chapter from a conference will not considered.

6. The faculty members need to apply from 15<sup>th</sup> June to 30<sup>th</sup> June in every academic year for all of their research publications in a separate application form (Proforma 2) along with necessary proofs.

7. The concerned HoD/Principal, Head/Dean (R&D) and Director of the Institute have rights to approve or change the category of the research work if the faculty is not able to present the necessary proofs.
8. The faculty member should have completed one year of service in the Institute is the minimum eligibility for receiving the incentive under this scheme. The Institute, at its discretion, may provide incentive to the faculty within the first year of service, but reimbursement of expenses will only be made after the completion of minimum eligibility period of one year.
9. The criteria and modalities of the scheme will be amended as and when needed.

## FDS PROFORMA 2

### RESEARCH PUBLICATIONS INCENTIVES UNDER SRP SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Area of Research:
6. Nature of Publishing: (tick as below)  
 Category A       Category B       Category C       Category D
7. Title of Research Paper / Book Chapter / Book\*:

\*Submit a copy of the paper with this application

8. Full title of Journal / Book Series / Edited Volume:
9. Your Role in Publication:  
 First Author / Editor / Book Author       Supervisor<sup>#</sup>  
<sup>#</sup>Attach clear proofs
10. Name and affiliation of other authors / editors:

11. Indexing: Impact Factor / SJR :
12. Publication Details

Volume and page number:

Month and Year of Publication:

DOI:

ISSN:

Publisher:

13. Benefits for the Institution and Society:
14. Amount of Incentive applied for current publication:

Applicant Signature:

Date:

**Recommendations of HoD/Principal with comments:**

---

---

Signature:

Date:

**Recommendations of Head/Dean (R&D) with clear comments:**

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

## **Faculty Development Schemes (FDS) and related guidelines**

### **FDS 3. Support for Research Grants (SRG)**

The institute encourages the faculty members to submit research proposals for funding from various agencies in India and abroad. The request shall be considered as per the following norms:

1. The projects which are bought to the institute shall be carried out in the affiliation of ABES Institute of Technology, NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh, INDIA/ABESIT College of Pharmacy, NE-3, Near Crossing Republik, Ghaziabad, Uttar Pradesh, INDIA.
2. The person who brings the project shall be the Principal Investigator.
3. The charges for the consumables, stationary, staff, technicians and students shall be paid by the Principal Investigator from his project cost; the Institute shall provide the use of its infrastructure and basic services.
4. The Institute proposes an incentive to the principal investigator up to Rs 1Lacs for procuring funds from the agencies:
  - a. An incentive of Rs. 25,000/- will be rewarded on receiving a funding grant of Rs. 2 Lakhs to 20 Lakhs and 25,000/- will be rewarded on receiving the certificate of completion from the funding agency.
  - b. An incentive of Rs. 50,000/- will be rewarded on receiving a funding grant of Rs. above 20 Lakhs and 50,000/- will be rewarded on receiving the certificate of completion from the funding agency.
5. The HoD/Principal will be provided 10% of the total incentive earned by the faculty members of his/her department in addition to the incentives of the faculty member.
6. The faculty members will have to apply in prescribed Proforma 3-A, prior to apply the project, or during the application process, forwarded by respective HoD/Principal. The same will be routed through the Head/Dean (Research & Development) to the Director.
7. The incentives of the faculty member and concerned HoD/Principal will be rewarded after the receiving / completion of the project by the faculty on submission of the claim in prescribed Proforma 3-B along with a copy of approved application form (3-A) and receiving/completion certificate.

8. No leaves for the project work will be provided from the Institute and the sole responsibility of the completion of project will lie with the faculty who have procured the project cost. The Institute will have no objection if the work is carried out in working non-teaching Saturdays, non-working Saturdays, Sundays and holidays. However, On Duty Leaves may be granted for carrying out the research work in the project or before the grant of the project for its preparation.
9. The institute in no way will be liable for any issue in case of the non-completion of the project. The only responsibility of the institute will be providing infrastructure and basic facilities like laboratories, electricity, water, internet etc.
10. The faculty member should have completed one year of service in the Institute as the minimum eligibility for receiving the incentive under this scheme. The Institute, at its discretion, may provide incentive to the faculty within the first year of service, but reimbursement of expenses will only be made after the completion of minimum eligibility period of one year.
11. The criteria and modalities of the scheme will be amended as and when needed.

FDS PROFORMA 3-A

PROJECT GRANTS ALLOTMENT UNDER SRP SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Area of Research:
6. Name of the Project:
7. Name of the research organization / corporate / company:
8. Your role in the project:
9. Grant of the project applying:
10. Nature of payment: (tick as below)  
 Prepaid       Post-paid       Part Payment       Others

Remarks (if any):

---

---

(\*Attach documents showing clear proofs for points 6 – 10)

11. Benefits for the Institution and Society:

---

---

Applicant Signature:

Date:

**HoD/Principal**

Signature:

Date:



**Head/Dean (R&D):**

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

FDS PROFORMA 3-B

PROJECTS INCENTIVES CLAIMS UNDER SRG SCHEME

1. Name and Designation:
  2. Institute & Department:
  3. Employ ID:
  4. Phone: Email:
  5. Area of Research:
  6. Name of the Project:
  7. Name of the research organization / corporate / company:
  8. Your role in the project:
  9. Grant of the Project allotted:
  10. Other Details (if required):
- 
- 

11. Incentive claiming:
12. Purpose of claim\*:  
 Receiving  completion

(\*enclose receiving/completion certificate and incentive receiving letter in case of completion)

Applicant Signature:

Date:

**Hod/Principal**

Signature:

Date:

**Head/Dean (R&D):**

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

## **Faculty Development Schemes (FDS) and related guidelines**

### **FDS 4. Support for Consultancy Practices (SCP)**

The Institute encourages teaching faculties to undertake consultancy practices which in turn enhances their capabilities and competencies. It is to be noted that once the proposal of the consultancy is matured to be undertaken, an MOU will be signed among the faculty who is taking up the responsibility of carrying of the project for providing infrastructure and the corporate house who is offering the project. The request shall be considered as per the following norms:

1. The consultancy projects which are bought to the Institute shall be carried out in the joint name of the corporate and ABES Institute of Technology (ABESIT) / ABESIT College of Pharmacy.
2. The person who brings the project shall be the Principal Consultant / Consultancy coordinator, and the Institute shall provide the use of its infrastructure and basic services.
3. The remuneration on account of consultancy of the project shall be distributed among the faculty who is the Principal Consultant of the project, the concerned HoD/Principal of that faculty and the Institute in the ratio of 80:05:15, i.e., 80% for the Principal Consultant, 05% for the HoD/Principal and 15% for the Institute.
4. The charges for the consumables, stationary, staff, technicians and students shall be paid by the Principal Consultant out of his/her 80% share.
5. Those faculty members who are wishing to avail the facility will have to apply in a prescribed Proforma 4-A, forwarded by respective HoD/Principal. This will be routed through the Head/Dean (Research & Development) with recommendations for its quality to the Director of the Institute.
6. The payment from the share of the applicant faculty will be furnished during each requirement cycle on submission of the claim form in prescribed Proforma 4-B along with a copy of approved application form (4-A). Note that, 10% from the share of the faculty will be paid after the successful submission of the project.
7. The share of the concerned HoD/Principal will be paid after the successful submission of the project by the faculty on account of the submission of the claim form (4-B) along with

a copy of approved application form (4-A) as taken from Principal Consultant of the project.

8. No leaves for the project work will be provided from the Institute and the sole responsibility of the completion of project will lie with the faculty who have procured the project consultancy. However, the Institute will have no objection if the work is carried out in working non-teaching Saturdays, non-working Saturdays, Sundays and holidays.
9. The institute in no way will be liable / responsible in case of the non completion of the project. The only responsibility of the institute is to provide infrastructure and basic facilities like laboratories, electricity, water, internet etc.
10. The criteria and modalities of the scheme will be amended as and when needed.

FDS PROFORMA 4-A

CONSULTANCY PROJECTS ALLOTMENT UNDER SCP SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Area of Research:
6. Name of the Project:
7. Name of the research organization / corporate / company:
8. Your role in the project:
9. Fees of the project applying:
10. Nature of payment: (tick as below)  
 Prepaid       Post-paid       Part Payment       Others

Remarks (if any):

---

---

(\*Attach documents showing clear proofs for points 6 – 10)

11. Benefits for the Institution and Society:

---

---

Applicant Signature:

Date:

**HoD/Principal**

Signature:

Date:

**Recommendations of Head/Dean (R&D) with clear comments:**

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

FDS PROFORMA 4-B

CONSULTANCY PROJECTS CLAIMS UNDER SCP SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Area of Research:
6. Name of the Project:
7. Name of the research organization / corporate / company:
8. Your role in the project:
9. Claim summary\*:

<b>Head</b>	<b>Amount in Rs.</b>
Fees of the project allotted from the company, research organization etc	
Total amount received	
Total share of the Faculty / HOD	
Installment number	
Total amount received previously	
Amount Demanded	

(\*Attach documents showing clear proofs)

Remarks (if any):

---

---

Applicant Signature:

Date:

**HoD/Principal**

Signature:

Date:



**Recommendations of Head/Dean (R&D) with clear comments:**

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

## **Faculty Development Schemes (FDS) and related guidelines**

### **FDS 5. Support for Student Mentoring by Teaching Faculty for achieving Distinction in Technical Activities (SSM)**

As per the present status, all the departments are conducting co-curricular technical events in the banner of various clubs which is making students competent to participate in inter collegiate technical competitions at the Institute or outside. These activities may involve a student or a group of students. It cannot be ignored that; the students need special mentorship and trainings by the faculties. This not only enlightens the name of the students and coordinating faculty but also the Institute as well. In this view, the Institute has started an incentive scheme for the faculty members who actively participate in such mentoring / trainings of the students and brings accomplishments in the name of the institute. The scheme also covers the reimbursement of the travel charges of the student or group of students for participating in the event outside the institute. The following procedures and guidelines will be applicable in the scheme:

1. The event should be state, university, national or international level of recognized order and the participation should be with the affiliation of ABES Institute of Technology / ABESIT College of Pharmacy.
2. Student policies for participation in the events are as follows:
  - a. The eligibility of the participants must be ensured and shortlisting should be done at the Institute / Department level, wherever applicable.
  - b. The group/team size must be justified and decided in advance by the faculty coordinator as per the minimum requirement of the event where the students are participating (it must not go beyond five).
  - c. The application for the approval must be filed after qualifying the Screening test / Preliminary exam / Competition of the respective event by the participants.
  - d. The institute will bear the cost of the project transportation (to and fro) from institute to the site of the event, distance with in 400Km for national events. However, the cost of travel of the student(s) will be borne by themselves. In case they are placed among the best three positions, the Institute will reimburse the cost of the travel, boarding, lodging for the student group, as per the below upper limits.

<b>Event Place</b>	<b>Amount in Rupees (per student group)</b>
NCR	2,500
India (outside NCR)	25,000
Outside India	2,00,000

- e. The application for claims will be circulated through proper channel only when the participants have achieved top three positions in the event.
  - f. The faculty coordinator should declare the responsibility of himself as well as the participating students and declare any other issue vital for consideration.
  - g. The Institute, at preliminary level will understand its suitability to be allowed for participation and the Director of the institute reserves the right for allowing or not allowing the participants for the event even after satisfying the above conditions.
3. An incentive will be rewarded to the faculty, as per the conditions below:
    - a. Maximum of two faculty members are allowed per team.
    - b. An incentive of Rs 5000/- will be rewarded to each faculty member.
    - c. An incentive of Rs 5000/- will also be rewarded to HoD/Principal of the faculty members.
  4. The faculty will need to file application for the approval in the prescribed Proforma 5-A with complete details of the event. The same will be routed to the Director of the Institute through the concerned HoD/Principal with clear recommendations.
  5. The faculty and HoD/Principal have to submit separate claim in prescribed Proforma 5-B after getting accomplishment in the event by his/her participants through concerned HoD/Principal along with the approval of invitation request (5-A) and necessary proofs. The incentives will be provided to the faculty members / HoDs /Principal after verifying the student feedback, certificates or supporting documents related to event.
  6. The team leader in the student participants need to submit claim in prescribed Proforma 5-C after getting accomplishment in the event through concerned faculty coordinator and HoD/Principal along with the approval of invitation request (5-A) and necessary proofs to activate the claim process for them.
  7. The criteria and modalities of the scheme will be amended as and when needed.

FDS PROFORMA 5-A

FACULTY INVOLVEMENT IN STUDENTS ACTIVITIES UNDER SSM SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Details about the event:

Theme of the program

Name of the event

Minimum Eligibility for Participants

Place

Date

Minimum group size

Rewards for the participants (position wise)

Outcomes

6. Name of team members of the faculty coordinator(if any):

---

---

---

---

7. Group size sending for the event:
8. Have eligibility has been justified (Yes/No)\*:

\*Submit clear proofs along with necessary documents

9. Have short listing has been done at Institute/Department level (Yes/No)\*:

10. Name of the participants with branch and year:

Team Leader: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

11. Responsibility of the Faculty coordinator and his team members<sup>#</sup> (if any):

12. Responsibility of the participants and his team members<sup>#</sup> (if any):

(<sup>#</sup>Attach declaration of the responsibilities separate sheet)

13. Tentative claim requirements for the students (if any):

14. Other Details (like attendance, marks, etc of the students):

---

---

Faculty Signature:  
(Coordinator)

Date:

**HoD/Principal:**

Recommendation with clear comments:

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

FDS PROFORMA 5-B

INCENTIVE CLAIMS FOR FACULTIES UNDER SSM SCHEME

1. Name and Designation:
2. Institute & Department:
3. Employ ID:
4. Phone: Email:
5. Name of Event:
6. Role of the Faculty (Tick as below):  
 Team Member  Coordinator  HOD
7. Position of the participants/group\*:  
(\*Attach proofs of certificates and related documents)
8. Amount claimed as incentive:

Faculty Signature:

Date:

**HoD/Principal:**

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:

FDS PROFORMA 5-C

INCENTIVES CLAIMS FOR STUDENTS UNDER SSM SCHEME

1. Name of the students with branch and year:

Team Leader:\_\_\_\_\_

Member:\_\_\_\_\_

Member:\_\_\_\_\_

Member:\_\_\_\_\_

2. Name and Designation of faculty coordinator:

3. Institute/Department of faculty coordinator:

4. Phone:

Email:

5. Name of Event:

6. Position of the participants/group\*:

(\*Attach proofs of certificates and related documents)

7. Amount claimed<sup>#</sup>:

(<sup>#</sup>Attach summary of the expenditure with original bills verified by faculty coordinator)

Students Signature with name:

Date:

Faculty Coordinator Signature:

Date:

**HoD/Principal:**

Recommendation with clear comments:

---

---

Signature:

Date:

**Director:**

(Approved / or otherwise)

Signature:

Date:

**Chairman:**

(Seen)

Signature:

Date:



## **Faculty Development Schemes (FDS) and related guidelines**

### **FDS 6. Support for Patent (SPT)**

The institute encourages the faculty members to file patents on intellectual property right. The request shall be considered as per the following norms:

1. Fill the Invention Disclosure Form shared by Internal Patent Examination Committee (IPEC).
2. For getting financial support from ABESIT for patent and copyright filing, the first applicant must be ABES Institute of Technology, Ghaziabad, U.P. India.
3. Submit the hardcopy of the form to Dean Incubations Office and mail the softcopy to [dean.incubation@abesit.edu.in](mailto:dean.incubation@abesit.edu.in) and [ipr@abesit.edu.in](mailto:ipr@abesit.edu.in)
4. The patent title and abstract should be shared among all faculty members of ABESIT to avoid any conflict on work authorization/authentication of the inventor. No issue regarding any confliction patent validity will be entertained after 3 days of sending of said mail.
5. In case of no objection/ issues the IPEC will endorse the title for further processing.
6. The invention disclosure form will be forwarded to the empaneled agents for filing procedure after getting approved by IPEC.
7. If the patent/copyright/trademark/design is granted and lead to commercialization then 60:40% right will be shared in between ABESIT (Applicant) and inventor, respectively.
8. If any faculty member applies as an individual applicant, then the above policy will not be applicable and the whole filing charges will be borne by the faculty member.

## **Invention Disclosure Form**

1. Proposed title of the invention:
  
2. Proposed abstract of the invention:
  
3. Key words:
  
4. What are the present technologies that exist in the field of your invention and what are the limitations of the same? (Present state of Art)
  - Background of the present Invention
  
5. What problems does the invention address and how your Invention is able to overcome the limitations/ problems of the existing technologies?
  
6. Detailed Explanation of the Invention along with working examples.
  
7. Kindly provide an elaborated description of each and every aspect of the invention (product and/or process) in great detail.
  
8. What are the aspects of your disclosure that you want to claim/monopolize?

### **Proposed claims:**

9. Have you conducted novelty/inventiveness search for your invention? If yes, what are the databases /references used by you? What are the search results?
  
10. References (if any)
  
11. Inventors Details (Full Names, Nationality and Addresses)
  
12. Applicant Details (Full Names, Nationality and Addresses)

## **Faculty Development Schemes (FDS) and related guidelines**

### **FDS 7. Support for Increasing Qualification (SIQ)**

Support for increasing the qualification of the teaching faculty members has been initiated by the Institute to pursue higher studies leading to Ph.D.

1. Institute may grant No Objection Certificate (NOC) and also grant leaves with salary for carrying out part-time research work in other institute, which should have prior sanction of the Director.
2. For availing, candidate has to give a declaration that he/she will work in the institute for three years after award of the Ph.D.

## **FDS 8. Placement Incentive Scheme (PIS)**

1. **Basic Salary:** The monthly salary serves as a stable income.
2. **Placement Selection Incentive:** Incentive for every successful placement achieved by the placement officer. The incentive amount is tiered based on the salary package of the placed student, with higher packages attracting higher incentives as follow:

Incentive slab: (Engineering/Pharmacy) 2023-24

S1	>3.5L ≤ 5 Lac	:	300 x No. of student
S2	> 5L ≤ 7.5L	:	500 x No. of student
S3	> 7.5L ≤ 10L	:	2000 x No. of student
S4	> 10L ≤ 15L	:	3000 x No. of student
S5	> 15L ≤ 20L	:	5000 x No. of student
S6	> 20L	:	10,000 x No. of student

3. **Campus Visit Incentive:** Reward the placement officer for every company that visits the campus for a placement drive. This is to recognize the efforts of the officer in attracting companies and fostering relationships with recruiters:

**(a) New Company Attraction Incentive:** Motivation for the placement officer to bring new companies to the campus for recruitment. A fixed incentive for every new company that conducts placement interviews at the college. This is to encourage the officer to expand the college's industry connections and increase placement opportunities for students.

**(b) Retention Bonus for Old Companies:** A retention incentive for companies that have a history of recruiting from the college. This will encourage the officer to maintain strong relationships with existing recruiters and ensure their continued engagement with the campus.

No. of Placement Drive in Campus\*:  $X$  x No. of companies

\* Startup not less than 5 years

\* At least 2 selection for consideration in count

\* Interview rounds can be at company premises

\* Category : A  $X = \text{Rs.}2500/-$  for companies who has recruited in past 3 years

B  $X = \text{Rs.}3500/-$  if the company has not visited campus in last 3 years

C  $X = \text{Rs.}5000/-$  for a new company not visited in past.

4. No incentive applicable if no. of placement  $\leq 200$ .

**\* To be paid at the Diwali.**



## Development Scheme for Head of Department

### 9 - HDS: Support for HoD to promote various activities in line with Institutional Goals

Heads of Departments (HoDs) contribute to promote research, consultancy, conference papers, and other scholarly activities that requires a careful balance between motivating factors, fairness, and overall institutional goals. An incentive scheme for HoDs as recognition of his/her efforts has been put in place as below:

1. **Clear Objectives and Alignment:** HoDs efforts must align with the department's and institution's overall goals. Clearly define the objectives related to research, consultancy, conference papers, and scholarly activities to faculty members of the Department. Assign weights to different activities based on their importance to reflect the relative significance of each activity.
2. **Performance Metrics for a department as mentioned in Faculty Development Scheme and incentive policy:**
  - a. Conference Papers and Presentations
  - b. Research Publications
  - c. Grant Acquisition
  - d. Consultancy

#### **SPC; SRP; SRG; SCP as in ABESIT FDS booklet**

**Incentive Policy:** If number of claims (under SPC, SRP, SRG and SCP) sanctioned in a Department in an Academic Year becomes 7, the concerned HoD shall get an Incentive of Rs. 15,000/-. For any additional claim, the incentive shall be Rs. 3000/- with an upper limit of Rs. 50,000/- for an HoD / Principal Pharmacy. Based on sanctioned intake of students, the following departments shall be considered together for evaluation of incentive to the HoD.

Group1: Department of IT and CSE (DS)

Group2: Department of CSE

Group 3: Department of CSE (AI) and CSE (IoT)

Group 4: AS&H Physics Group

Group 5: AS&H Chemistry Group

3. The HoD / Principal Pharmacy shall submit the HDS proforma to Director after all the claims in Department as per Group mentioned above are submitted for approval in an academic year.

## HDS Proforma

1. Name of HoD: Group1/Group2/Group3/Group4/Group5  
2.

Sl. No		No of Claims Submitted (To be filled by HoD)	No of Claims Approved (To be filled by Directors Office)
1	SPC		
2	SRP		
3	SRG		
4	SCP		
Total			

If number of claims (under SPC, SRP, SRG & SLP) sanctioned in the Institute in an Academic Year crosses 30 the Dean/HoD Research & Director will an incentive as follows:

**Head/Dean Research : 5% of total sanctioned amount of faculty only with upper limit of Rs.50,000/-**

**Director : 5% of total sanctioned amount of faculty only with upper limit of Rs.50,000/-**

3. Incentive Calculation as per policy

**Director**

(Signature & Date)

**Chairman**

(Signature & Date)

## **Faculty Appreciation for Ist Year Result (Ist Year Faculty)**

To appreciate the efforts that have been put into teaching by our Teaching Faculty, a scheme of 'Faculty Performance Appreciation' is being launched for First year Teaching Faculty.

The parameters of the scheme for Faculty appreciation will be the overall pass percentage of AKTU, Lucknow result obtained by the students of the faculty. Under this scheme, the faculty will be awarded in cash at the end of every semester, after publication of result, based on following parameters:

### **First Year (Odd and Even Semesters separately)**

**Total Overall Pass Percentage of the students should be - 85%**

1. (Mathematics-I & II/ C Programming/ Electrical)
  - For teacher having pass percentage between 90.00% to 94.99% - Rs. 21000/-
  - For teacher having pass percentage above 95.00% - Rs. 31000/-
  
2. (Physics / Chemistry /Electronics Engg. /Mechanical Engg. /
  - For teacher having pass percentage between 95.00% to 97.99% - Rs. 21000/-
  - For teacher having pass percentage above 98.00% - Rs. 31000/-
  
3. (Soft Skill/Environment & Ecology)
  - For teacher with 100% result. - Rs. 11,000/-

**Ist Year Coordinators shall be eligible for additional appreciation as follows:**

If Pass percentage is from 85.00% to 89.99% - Rs.50,000/- to each.

If Pass percentage is from 90.00% to 94.99% - Rs.75,000/- to each.

If Pass percentage is greater than 95.00% - Rs.1.25 Lac to each.

**\*If a teacher has taught only in one Section, the reward amount will be 50%. If he/she has taught another Section in some other year/college, it would be counted as 2 Sections.**

**\*If a faculty is teaching more than one subject in Ist year and falls in the above categories in both subjects, the subject with higher reward will be eligible.**

**\*Faculty who leaves the Institute before disbursement of cash award shall not be eligible for it.**