


Statement of Justification for Seed Money

This is to state that Institute makes adequate attempts to enable, encourage and incentivise research initiatives and efforts. To financially support this endeavour, a Professional Development Grant (PDA) of Rs. 3.0 Lakhs for a period of three years (or 1.0 Lakhs each year) is constituted. This grant can be topped up by 1.0 Lakh each year if one publishes in Tier 1 journals and brings a research project.

This PDA/research grant can be used for presenting research work in various quality national and international conferences, membership of professional bodies, and other research expenses such as the purchase of books, software, consumables and contingency charges etc. The total expenditure from the PDA plus topped up grant is shown as an expenditure from Seed Money in point no. 3.1.2.

In addition to the PDA and topped up research grant, presentation of research work in quality conferences overseas is additionally funded, although applying to various funding agencies for travel support is always encouraged. The expenditure on overseas conferences is included in the expenditure on conferences and memberships of professional bodies as presented in point no. 6.3.2.


Dean of Academic Research (DoAR)



THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F. No. LNMIIT/Reg./Office Order/49/2022-23

Date: March 29, 2023

OFFICE ORDER

Policy for Competitive Seed Grants/Competitive Research Initiation Grant for new Faculty Members

The Institute has set aside a significant amount of its resources for encouraging and enabling contemporarily relevant applied research.

This policy underlines the provisions and the process involved in accessing these earmarked resources in terms of their associated financial value and access to these resources alongside periodic end of the project progress reports and qualified outcomes expected.

- The amount accessible in terms of value of such competitive seed grant would ranging between Rs.2 lakhs to Rs.20 lakhs for accepted proposal for a period not exceeding three years from the date of the grant.
- These grants shall be accessible based on competitive research proposals of three-year period and may be submitted a group of faculty members not exceeding four in number.
- These grants shall be accessible only to regular/tenure-track full time on-campus faculty who have completed at least 12 months since joining. However, proposals may be submitted in time, after completing at least one semester on-campus.
- Amount of grant supported would be decided by:
 - a) Total available earmarked resources with the Institute in a given financial year for this purpose and
 - b) The merit of the proposal is evaluated by an expert panel involving at least two external experts along with members of an internal panel nominated by the Director.
- Such proposals may be submitted by a new faculty during any time within his/her first three-years at the LNMIIT after completing the minimum eligibility period of one semester, as mentioned above.
- A faculty member who applies for an individual research grant and is awarded it, will not be provided a NoC or allowed to leave the Institute till the completion of the project.
- In case of a group based grant, a particular faculty member may be allowed to leave the Institute before the completion of the project only if the faculty leading that group agrees to ensure that the project shall not suffer.
- No faculty member having such a grant in individual/group capacity shall be allowed to leave the Institute during an academic year. In particular, any applications for long term extra ordinary leaves for PDF/Visiting Scientists/Visiting Researcher kind of requests as well as any request for being relieved from the services of the Institute will have to be aligned with the academic session. In other words, no request for relieving or extra ordinary leave of one or more years will be entertained if the expected relieving date falls between 16th of July to 15th of May, assuming a faculty does not have any summer term or end term evaluation and grading, pending.



- All such research initiation/competitive seed grant proposals may be submitted on paper with signed forwarding note by an eligible faculty member or eligible group of faculty members to the Director who shall, thereafter send it to the concerned panel for further evaluations, presentations and recommendations. Proposals submitted would be typically aligns on quarterly basis in 1st January, 1st April, 1st July and 1st October and therefore, the results would be announced within the last week of the corresponding quarter. Structure of the panel shall be announced by the Director through a separate notification.
- This policy shall be effective from March, 2023 and shall be remain in force till any modified policy comes into force.



(Dr. Vikram Sharma)
Acting Registrar

Copy for Information and necessary action to:

1. PS to Director
2. All Faculty Members through e-mail
3. Finance Officer

- Note:**
1. Please note that every faculty member in regular/regular-track position is also expected to apply for an appropriate type of externally funded/sponsored research grant/development grant/entrepreneurship funding and/or external consultancy, as applicable.
 2. Those who receive research initiation grant from the Institute are required to submit at least one proposal for an externally sponsored project grant within the first 12 months of the award of such a grant.

THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F. No. LNMIIT/Reg./Office Order/49/2022-23

Date: March 29, 2023

OFFICE ORDER

Policy for Competitive Research Re-initiation Grant for existing Faculty Members

The Institute has set aside a significant amount of its resources for encouraging and enabling contemporarily relevant applied research.

This policy underlines the provisions and the process involved in accessing these earmarked resources in terms of their associated financial value and access to these resources alongside periodic end of the project progress reports and qualified outcomes expected.

- The amount accessible in terms of value of such competitive seed grant would ranging between Rs.2 lakhs to Rs.20 lakhs for accepted proposal for a period not exceeding three years from the date of the grant.
- These grants shall be accessible based on competitive research proposals of three-year period and may be submitted a group of faculty members not exceeding four in number.
- These grants shall be accessible only to regular/tenure-track full time on-campus faculty who have completed at least three years since joining. However, proposals may be submitted in time, after completing at least one semester on-campus.
- Amount of grant supported would be decided by:
 - a) Total available earmarked resources with the Institute in a given financial year for this purpose and
 - b) The merit of the proposal is evaluated by an expert panel involving at least two external experts along with members of an internal panel nominated by the Director.
- Such proposals may be submitted by eligible faculty during any time after his/her minimum three-years in regular or tenure-track position without break at the LNMIIT after completing the minimum eligibility period of one semester, as mentioned above.
- A faculty member who applies for an individual research grant and is awarded it, will not be provided a NoC or allowed to leave the Institute till the completion of the project.
- In case of a group based grant, a particular faculty member may be allowed to leave the Institute before the completion of the project only if the faculty leading that group agrees to ensure that the project shall not suffer.
- No faculty member having such a grant in individual/group capacity shall be allowed to leave the Institute during an academic year. In particular, any applications for long term extra ordinary leaves for PDF/Visiting Scientists/Visiting Researcher kind of requests as well as any request for being relieved from the services of the Institute will have to be aligned with the academic session. In other words, no request for relieving or extra ordinary leave of one or more years will be entertained if the expected relieving date falls between 16th of July to 15th of May, assuming a faculty does not have any summer term or end term evaluation and grading, pending.



- All such research re-initiation/competitive seed grant proposals may be submitted on paper with signed forwarding note by an eligible faculty member or eligible group of faculty members to the Director who shall, thereafter send it to the concerned panel for further evaluations, presentations and recommendations. Proposals submitted would be typically aligns on quarterly basis in 1st January, 1st April, 1st July and 1st October and therefore, the results would be announced within the last week of the corresponding quarter. Structure of the panel shall be announced by the Director through a separate notification.
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(Dr. Vikram Sharma)
Acting Registrar

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3. Finance Officer

- Note:**
1. Please note that every faculty member in regular/regular-track position is also expected to apply for an appropriate type of externally funded/sponsored research grant/development grant/entrepreneurship funding and/or external consultancy, as applicable.
 2. Those who receive research re-initiation grant from the Institute are required to submit at least one proposal for an externally sponsored project grant within the first 12 months of the award of such a grant.

THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR

F. No. LNMIIT/Reg./ Policy Matter/61/2017-18

Date: December 21, 2018

INCENTIVE SCHEME FOR FACULTY AND STAFF

Part-A: Faculty Incentive Scheme

(For Quality Research, Outstanding Teaching & Select Institutional Responsibilities)

Although every faculty joining the Institute is expected to teach well, carry out good research and meaningfully participate in various academic or administrative functions of the Institute, following revised norms would be in place for incentivizing those who make significant contributions.

1. An amount of Rs.1 lac shall be added to Annual Research Grant of a faculty if he/she publishes 02 (or more) Tier-1 (or equivalent) journal papers AND brings externally funded research, development, industry or consultancy project of significant value, preferably as PI or Co-PI.
2. In order to promote sponsored research and to seek funding from national/international agencies, out of the over-head charge of 15% chargeable by the institute, where applicable, the project investigator can retain 60% of this over-head charges for his/her professional development, which can be used also for travel to attend conferences etc. This again shall be distributed equally in case of more than one project investigator (PI).
3. In case of consultancy projects(industrial or otherwise) and earnings not exceeding Rs.3 lac per year, the faculty concerned can keep 70% of these earnings subject to income tax and the time devoted for such consultancy does not involve more than 10 hours per week and does not in any manner jeopardize the academic/administrative commitments of the institute.
4. *Any faculty getting a notable national award/honor for scientific achievements, like SSB prize or two Fellowships of the National/International Academies based on the research work done at the LNMIIT Jaipur, would get an additional amount of Rs.15000/- per month in addition to his/her salary. However, all such cases shall be first reported with supporting document to the GC in a GC Meeting and GC shall take a decision in this respect, once presented to it by the Director.*
5. Financial support for attending and presenting research papers at national/international conferences be continued by the institute and out of PDA grant of Rs.3 lacs for a period of three years subject to a maximum of 1.50 lac per year and subject to favorable recommendations by the QARC (or any research-specific Quality Assurance body that might replace QARC in later years) and final decision by the Director. If the conference is of a good standard, preferably Tier-1/2 or equivalent, and the research paper is accepted for presentation after peer review and there are no strong negative comments by the reviewers normally it would lead to a positive recommendation for financial support from research grant of the faculty. This clause is not normally applicable to faculty in the first year of his/her joining the institute. However, the Institute may relax this condition depending upon the merit of the case.


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6. The Wardens, the Chief Warden / Associate Chief Warden, Deans / Associate Deans / Assistant Deans and the HoDs should be compensated to the extent of an additional honorarium of INR 2000/ p.m. Wardens, Deputy HoDs, Centre-Leads, Leads/Co-Leads of officially designated cells like IDAAR Cell, III Cell etc. and Faculty-in-Charge(s) of any officially designated term-based function like Faculty-in-Charge: Community Welfare and Counseling, if appointed, would also be compensated with an additional honorarium of INR 1000/ p.m.
 7. Additional honorarium for other designated positions like those applicable to the PCC Chairman, if stated through any in-force circular issued before July 2017, would be either made to be increased to INR 1000 / p.m. or remain unchanged if more than this amount, unless otherwise stated.
 8. When available, CW, ACW and Hostel / Mess Warden would get high priority in on-campus or near-campus house / accommodation allocation due to nature of their work. (However, if someone accepts this responsibility for a short period, such a priority would not apply.) Ditto would apply to Distinguished/Research/Industry/Emeritus Professors who plan to stay for at least a year or more on campus.
- **Note:** No faculty will draw more than one incentive in a particular calendar year. This scheme, after approval, shall remain tenable for a period of three years; viz. 2018-2020, and shall be subject to review thereafter.

Part- B: Staff Incentive Scheme

Consequent upon nomination by the respective Dean, HoD, Centre-Lead or HoS with full justification/evidence whatsoever, by a fixed date as announced by the Institute, and recommendation by the committee constituted by the competent authority, the selected staff member(s) shall get a Shawl, and a commendation certificate signed by the Director/Registrar or cash award to the tune of INR 5000/-(maximum) as a token of appreciation for exemplary and dedicated services rendered to the Institute. This shall be announced and given on the occasion of the celebrations of the Republic day every year. This practice shall be followed every year and subject to review after a period of three years.

This bears approval of Acting Chairman GC and will be in force with effect from the date of notification.


(Dr. Renu Bapna)
Registrar

Copy for information and necessary action to:

1. PS to Director
2. Faculty and Staff