

UNITED GROUP OF INSTITUTIONS, PRAYAGRAJ

Publication promotion policy

1. The benefits would be given only if the papers are published after award of Ph.D./M Tech./M Pharm/M Phil Degree, whichever applicable
2. The benefits would be given only if the UGI campus is mentioned as Affiliation in the paper/patent.
3. This policy would not be applicable to faculty serving on notice period.
4. Proof of publication and indexing would required.
5. The ratio of payment would depend on author position in the publication as below
 - a. Principal author: Full incentive
 - b. Second author: 60 % of incentive
 - c. Third or subsequent author: 40 % of the incentive
6. The faculty serving as guide in UU/other university would be entitled for full incentive irrespective of their position as author.
7. Clause 5 would not be applicable for patents
8. If more than one beneficiary are there in a paper/patent, the benefits would be divided as per above.
9. The share would be counted only for UGI contributors
10. The upper limit for benefits would be two papers or Rs 50000 /- (per semester) whichever is lower.
11. Following awards would be given (One Time)
 - Publication of Scopus paper: Rs 10,000 /-
 - Publication/Book Chapter of SCIE/ESCI/SSCI paper: Rs 20,000 /-
 - Publication/Book Chapter of SCI paper: Rs 30,000 /-
 - Publication of Patent : Rs 10,000 /-
 - Award of Patent : Rs 50,000 /-
 - Book Publication
 - Non Scopus Indexed : 20000 /-
 - Scopus Indexed : 50000 /-
 - Consultancy: 25 to 50 % of available fund (Maximum upto 2 Lacs)
- The incentive would be given post indexing in database and after submission of sufficient proofs.

Effective from 1.2.2024

UNITED GROUP OF INSTITUTIONS, PRAYAGRAJ
Policy for presenting/publishing paper in conference

- This benefit would be given only if the paper is presented in the conference and UGI campus is mentioned as institute in the certificate.
- The policy would be applicable to faculty and students of UGI.
- The benefit would be given only if the proceeding is indexed in SCOPUS database.
- A faculty would be given maximum 2 days as OD/Attendance for presenting/publishing paper in the conference.
- Additional OD/Attendance for the travel may be given by the principal as per the travel plan (Applicable in non-teaching period inly).
- The permission to attend National / International Conference will be granted by the principal based on the recommendations of the Head of the Department after considering the level of the event / program and also the Institution organizing the same.
- After attending the National / International Conference the faculty member should deliver a session to faculty and students on the topic of work presented in conference.
- Prior permission of HOD would be required
- The faculty may avail the benefit only one time in a semester.
- Following financial assistance would be given by institution
 - Faculty: Registration fee (Limited to 5000 /-)
 - Student: Registration fee (Limited to 2000 /-)
- The travel and accommodation expenses are to be borne by the faculty/student.
- The benefit would be given only twice in an academic year
- Faculty is expected to plan the conference publication in non teaching periods (Vacation period, sessional and semester examination duration, other lean duarions)
- Following documents would be required for processing of above facilities
 - Pre Event: Application with recommendation of HOD, brochure for approval of conference.
 - Post Event: Permission letter, Certificate, and author scopus profile with indexing of mentioned paper.

Effective from 1.2.2024

UNITED GROUP OF INSTITUTIONS, PRAYAGRAJ
Expert talk policy

- Two expert talks per department per semester is to be conducted for each lot of 120 students except first year.
- The faculty/Expert should be from reputed IIT, IIIT, NIT, Navratn Companies or equivalent at the rank of minimum associate professor.
- The approval for any other faculty/expert has to be taken from principal on recommendation of dean.
- Prior approval would be required before the expert talk.
- Online expert talks would not be covered in this policy.
- The travel and accommodation, if required, would be planned from dean office, honorarium would be given as under:

Professor (Maximum Permissible)	Rs 5000 /- per lecture (For 60 min session)
	Rs 7000 /- per lecture (For 90 min session)
Associate Professor (Maximum Permissible)	Rs 4000 /- per lecture (For 60 min session)
	Rs 5000 /- per lecture (For 90 min session)
Industry Experts/Others	As decided by dean office, depending on profile limited to Rs 5000 /- per hour

UNITED GROUP OF INSTITUTIONS, PRAYAGRAJ
Policy for Professional Society Membership

For Faculty:

CATEGORY A (Nominated by Institute)

- Maximum 3-4 persons would be nominated by any institution.
- The nominated person should have active role in such societies.
- The nomination would be done by principal through dean.
- The institute would offer 100 % Sponsorship for membership.
- The membership details should carry the institute name.
- Documents required: Proof of nomination, payment proof.

CATEGORY B (Applied by faculty)

- The policy is pre-approved for IEEE/CSI membership.
- Prior permission is required for any other societies.
- The institute would offer 50 % Sponsorship for membership.
- The membership details should carry the institute name.

For Students:

- Active IEEE Members: 50 % discount for in-house training
- Active CSI Members: 20 % discount for in-house training
- Any other professional membership: As decided by training head

UNITED GROUP OF INSTITUTIONS, PRAYAGRAJ
Policy for attending FDP/Workshop/STC/STTP/Summer Schools/MDP

- This benefits would be given only if the UGI campus is mentioned as institute in the certificate
- The benefits would be given only for offline activities
- The benefits would be given for FDP duration 3 or more days
- A faculty would be given maximum 7 days as OD for attending FDP/workshop
- Special permission may be given from head of institution
- The benefits would be given only if the FDP/workshop duration is in non-teaching period
- Following support would be given for FDP/Workshop

CATEGORY A (Deputed by Institute)

- 100 % sponsorship for registration amount
- Travel would be planned by Institute
- Accommodation cost, if any would be borne by institute
- OD for attending the FDP and travel period

CATEGORY B (Applied by Faculty)

- 50 % or Rs 3000/- whichever is lower, as sponsorship for registration amount
- Travel fair limited to
 - Professor/Principal : 1st AC, Air-Fair or actual which-ever is lower
 - Associate Professor : 2nd AC or actual which-ever is lower
 - Asst Professor : 3rd AC or actual which-ever is lower
- OD for attending the FDP, maximum 7 days in non-teaching period
- Prior permission is required
- Reimbursement would be done after the activity.
- Following documents would be required for processing of above facilities

CATEGORY A

- Certificate and report

CATEGORY B

- Pre Event: Application with recommendation of HOD, brochure for approval of course
- Post Event: Permission letter, Certificate, Travel proof and report after the completion of FDP/workshop, Maximum within 7 days.

UNITED GROUP OF INSTITUTIONS, PRAYAGRAJ

Policy for Financial Power delegation

- There would be fixed approved budgets to designated officials for subject to maximum limits in defined heads
- The budget would be per semester and should be utilized for recurring expenses only. Capital expenses would be done as per existing policy.
- The pre-approved budgets would be valid for one semester only; Unutilized budget would not be carry forward in next semester.
- The principal would be approving authority for all transactions
- Following are the details

Head	Budget	Approving Authority
Academic Expert Remuneration	As per policy	Dean (A)
Consumable Procurement	25000	Dean (P&D)
Printing of material for branding activity	10000	Dean (P&D)
New modules in ERP	20000	Dean (P&D)
Travel expense of experts	10000	Dean (P&D)
Expense for AICTE/NBA Visits	10000	Dean (P&D)
Expense for summer training	10000	Dean (P&D)
Start up	10000	Dean (SW)
Industrial visits	15000	Dean (SW)
Innovation Cell	10000	Dean (SW)
Incubation Cell	10000	Dean (SW)
NCC/NSS/Student Activity	10000	Dean (SW)
Industry Expert Remuneration	10000	Dean (PIR)
Alumni Activity	10000	Dean (PIR)
Gift and Memento for cultural/sports activities	10000	Head (Cultural)
Examination Expenses	10000	Examination Controller
Lunch/Refreshment of External Guests	10000	All Deans
Publication Honorarium	As per policy	Dean (A)
Professional Society Membership	As per policy	Dean (A)
Meeting Expenses for Academics and Planning	3000	Dean (A)/Dean (P&D)