



## **SIKKIM ALPINE UNIVERSITY**

Kamrang, Namchi, South Sikkim – 737126

*(Established under Sikkim Alpine University Act, 2021)*

### **RESEARCH PROMOTION POLICY**

**(Policy Document – 2025)**

**Prepared by:**

**Office of the Assistant Director**  
Research & Development Cell  
Sikkim Alpine University

**Recommended By:**

**Academic Council: Date 03 December, 2025**

**Approved by:**

**Board of Governors: Date 05 December, 2025**

**Amendment Clause**

This Research Promotion Policy is a dynamic and evolving document. It is subject to revision, modification, or amendment based on updates in UGC regulations, directives under the National Education Policy (NEP) 2020, changes in national or state policies, evolving institutional requirements, and the recommendations of the Research & Development Cell. Any such revisions shall come into effect only upon approval of the Academic Council of Sikkim Alpine University.

## 1. INTRODUCTION

Sikkim Alpine University, established with a vision to nurture inquiry-driven education and foster a culture of knowledge creation, recognizes that research is the cornerstone of academic excellence, innovation, and societal transformation. Situated in the ecologically, culturally, and linguistically diverse Himalayan region, the University is uniquely positioned to contribute to both regional and national development through meaningful, evidence-based, and community-rooted research.

In alignment with **NEP 2020**, which emphasizes strengthening the research ecosystem across higher education institutions, and in compliance with **UGC regulations, NAAC Criterion 3 guidelines**, and **NIRF Research Productivity metrics**, Sikkim Alpine University envisions research as an essential pillar of institutional growth. The University is committed to building structures, policies, and support mechanisms that enhance research quality, quantity, visibility, and societal impact.

The Research Promotion Policy aims to integrate SAU's institutional goals with **national development priorities** and the **vision of Aatma Nirbhar Bharat**, while simultaneously addressing the **state and regional needs of Sikkim and the Eastern Himalayas**. The University recognizes its responsibility to generate knowledge that contributes to sustainable development, conservation of biodiversity, preservation of indigenous cultures, linguistic revitalization (Lepcha, Limboo), climate resilience, and socio-economic upliftment of local communities.

This policy serves as a foundational framework to guide and strengthen research activities across all disciplines—sciences, humanities, social sciences, indigenous knowledge, and interdisciplinary domains. Through incentives, fellowships, infrastructure support, and ethical governance, the University aims to cultivate a dynamic research environment that empowers faculty, scholars, and students to pursue high-quality research aligned with global standards and grounded in regional realities.

## **2. OBJECTIVES OF THE RESEARCH PROMOTION POLICY**

The Research Promotion Policy of Sikkim Alpine University has been formulated to create a robust, inclusive, and ethically grounded research ecosystem in compliance with **UGC norms**, **NAAC accreditation standards**, **NIRF indicators**, and the multidisciplinary vision of **NEP 2020**. The objectives of this policy are as follows:

### **2.1 To Strengthen the University’s Research Ecosystem**

To develop a research culture that aligns with national expectations (UGC/NEP) and global standards while promoting inquiry, innovation, and excellence across all departments.

### **2.2 To Align Research with Regional & National Priorities**

To promote research that contributes to the developmental needs of Sikkim and the Eastern Himalayan region—such as biodiversity conservation, climate resilience, sustainable tourism, indigenous cultural preservation, and community well-being—while simultaneously contributing to national missions under Aatma Nirbhar Bharat.

### **2.3 To Integrate SAU’s Research with NAAC & NIRF Metrics**

To systematically improve the University’s performance in NAAC Criterion 3 (Research, Innovation & Extension) and NIRF “Research and Professional Practice” indicators through structured support, quality benchmarks, and measurable Key Performance Indicators (KPIs).

### **2.4 To Encourage High-Quality, Ethical, and Responsible Research**

To promote original and impactful research while ensuring compliance with UGC 2018 Plagiarism Regulations, institutional ethics guidelines, community rights, and discipline-specific methodologies.

### **2.5 To Promote Multidisciplinary, Interdisciplinary & Indigenous Knowledge Research**

To encourage collaborations across departments and fields—including scientific, linguistic, cultural, and socio-environmental studies—in accordance with NEP 2020’s multidisciplinary development framework.

### **2.6 To Support Research Output that Enhances Institutional Reputation**

To increase the University's visibility and credibility through publications in indexed journals (Scopus/WoS/UGC-CARE), patents, books, conference contributions, externally funded projects, and community-based research outputs.

### **2.7 To Strengthen Research Capacity & Human Resource Development**

To empower faculty, research scholars, and students through training, workshops, FDPs, mentorship programs, and skill-building opportunities that enhance research competence and productivity.

### **2.8 To Promote Innovation, IPR, and Entrepreneurship**

To support innovation, startup creation, technology transfer, and IPR generation in alignment with national innovation policies and SAU's incubation ecosystem.

### **2.9 To Encourage Acquisition of External Funding and Collaborations**

To support faculty and researchers in applying for and securing extramural funding from national and international agencies, industries, CSR bodies, government schemes, and collaborative partners, thereby strengthening the University's research portfolio.

### **2.10 To Strengthen Intellectual Property Rights and Innovation Ecosystem**

To promote innovation, patent filing, technology transfer, start-up incubation, and entrepreneurship through structured incentives and robust support mechanisms that enhance the University's contribution to Aatma Nirbhar Bharat.

### **2.11 To Establish Transparent Evaluation and Reward Systems**

To develop a structured, merit-based, and transparent mechanism for evaluating research performance, recognizing excellence, and rewarding meaningful contributions in ways that encourage continuous improvement.

### **2.12 To Contribute to National and Global Academic Benchmarks**

To align the University's research ecosystem with NAAC, NIRF, UGC, DST, DBT, ICSSR, and international standards, enhancing SAU's visibility, credibility, and competitiveness at national and global levels.

### 3. CATEGORIES OF RESEARCH INCENTIVES

Sikkim Alpine University shall provide structured research incentives to promote high-quality publications, innovation, external grant acquisition, and faculty research engagement. The following categories outline the scope of incentives and the essential quality-control conditions required for eligibility.

#### 3.1 Publication Incentives

The University encourages faculty members, research scholars, and students to publish in credible, peer-reviewed, and indexed platforms. Incentives shall be provided for:

- Publications in **Scopus, Web of Science (WoS), and UGC-CARE** listed journals
- Authored and co-authored **books and book chapters**
- Contributions to **edited volumes** published by reputed publishers
- Peer-reviewed **conference papers** published in conference proceedings

##### 3.1.1 Quality Control & Predatory Journal Exclusion Clause

- Publications in **predatory, cloned, hijacked, or non-credible journals** shall not receive incentives.
- Only journals indexed in **UGC-CARE, Scopus, or WoS** with verifiable indexing are eligible.
- The University will maintain a periodically updated “**Non-Eligible Journals & Conferences List**” based on UGC notifications.

##### 3.1.2 Criteria for Books, Book Chapters & Edited Volumes

- Only books with a valid **ISBN** and published by reputed national or international publishers are eligible.
- Reputed publishers include those listed in **UGC-CARE** or established academic presses (Springer, Routledge, Sage, OUP, NBT, etc.).
- Edited volumes must undergo a **documented peer-review** process.
- Authorship and editorial roles shall be incentivized **separately**.

### 3.1.3 Multi-Author Incentive Distribution Policy (Including Corresponding Author Clause)

Incentives shall be distributed fairly according to authorship contribution as follows:

#### A. Standard Authorship Distribution

- **Single author:** 100%
- **Two authors:** 70% (1st author), 30% (2nd author)
- **Three authors:** 60% (1st), 25% (2nd), 15% (3rd)
- **More than three authors:**
  - 50% to the **first author**
  - 50% equally among remaining authors

#### B. Corresponding Author Bonus Clause

Recognizing the additional responsibility involved in correspondence, revision handling, and publication logistics:

- If the **Corresponding Author is NOT the first author**, they shall receive an **additional 10% bonus** from the total incentive amount.
- The remaining **90%** will be distributed as per the above authorship slabs.
- If the **first author is also the corresponding author**, no bonus applies (credit already reflected in first-author share).

#### C. Student–Supervisor Publications

- **Student:** 60%
- **Supervisor:** 40%
- If the Supervisor is the Corresponding Author, no bonus shall be automatically applied unless the student agrees and contribution warrants it.

### 3.1.4 Publication Incentive Slabs

Monetary slabs for Scopus/WoS/UGC-CARE journals, books, book chapters, edited volumes, and conference proceedings will be detailed in:

#### **Annexure–I: Research Incentive Slabs**

### 3.2 Patent, Copyright & IPR Incentives

The University promotes innovation and intellectual property creation through **patents, copyrights, designs, and trademarks.**

#### 3.2.1 Patent Incentive Structure

Incentives will be provided at four stages:

- **Patent Filed**
- **Patent Published**
- **Patent Granted**
- **Patent Commercialized / Technology Transferred**

Exact monetary slabs will be provided in **Annexure–I.**

#### 3.2.2 Support for Filing Fees

The University shall provide:

- Partial or full support for **patent filing fees**
- Professional assistance for **drafting, prior art search, and legal documentation** through the *Innovation & Incubation Cell*

#### 3.2.3 IP Ownership Policy

- Patents generated using University resources or funded projects shall follow **joint ownership** (Inventor + University).
- Default revenue-sharing mechanism:
  - **70% to inventor(s)**
  - **30% to University**



- If developed without University resources, inventors may retain **full ownership** (subject to declaration).
- External funding agency rules shall take precedence in case of conflict.

### 3.3 Incentives for Securing External Research Grants

The University encourages faculty to secure competitive grants from national, international, government, industry, and CSR sources. Incentives apply to grants from agencies including (but not limited to):

- DST, DBT, ICSSR, ICMR, SERB, CSIR, UGC, AICTE, MoEFCC
- State Government Departments
- Corporate Social Responsibility (CSR) funding bodies
- International agencies (UNESCO, World Bank, UNDP, JSPS, FAO, etc.)

#### 3.3.1 Incentive Amounts

Principal Investigators (PIs) and Co-PIs securing grants shall receive incentives according to project size and category.

Slabs are included in **Annexure–I**.

#### 3.3.2 Teaching Load Reduction for PIs

To support project execution:

- PIs with externally funded projects  $\geq$  ₹5 lakhs may receive **20–40% teaching load reduction**, based on approval by the Competent Authority.

#### 3.3.3 Proposal Development Support

The University shall facilitate proposal development through:

- Seed support for proposal preparation
- Internal proposal review by senior researchers
- Grant-writing workshops
- Administrative and budgeting assistance through the RDC and Accounts Section

### 3.4 Seed Grant for Faculty

To support pilot studies, innovative ideas, and early-stage research, the University shall offer **Seed Grants**.

#### 3.4.1 Purpose of Seed Grants

Seed grants may be used for:

- Preliminary investigations
- Pilot datasets for external funding proposals
- Prototype development or conceptual modelling
- Interdisciplinary or emerging research areas
- Documentation of indigenous knowledge and cultural practices

#### 3.4.2 Eligibility & Evaluation

- Open to all full-time faculty (regular or contractual as per norms)
- Proposals evaluated by the **Research Promotion Committee (RPC)**
- Priority to projects with strong external funding potential or societal relevance

#### 3.4.3 Seed Grant Amounts

Financial limits and funding slabs are presented in **Annexure–I**.

- **Subjected to approval of Finance committee**

#### 4. RESEARCH AWARDS (ANNUAL AWARDS FOR EXCELLENCE)

To recognize outstanding scholarly achievements and promote a culture of excellence, Sikkim Alpine University shall institute a series of annual research awards. These awards celebrate the contributions of faculty, research scholars, and students who demonstrate exceptional performance in research, innovation, publication, and external grant acquisition.

Awards shall be presented during the **Annual Research Day** or any other designated academic ceremony declared by the University.

##### 4.1 Best Researcher Award (Faculty)

This award recognizes a faculty member with **outstanding overall research contribution** during the assessment year.

###### Eligibility

- Full-time faculty with at least **one year** of service at SAU.
- Strong record of publications in UGC-CARE / Scopus / WoS.
- Evidence of grant acquisition, community-based research, or innovation.

###### Basis of Evaluation

Evaluation will be based on the scoring system provided in **Annexure–VII**.

##### 4.2 Best Young Researcher Award

This award identifies an **early-career researcher** who shows high potential.

###### Eligibility

- Faculty or researcher **within 5 years of Ph.D.** OR age  $\leq 40$ .
- Strong publication and research trajectory.
- Demonstrated innovation or interdisciplinary engagement.

### 4.3 Best Student Researcher Award (PG/UG)

Awarded to a student (UG or PG) with exceptional research output.

#### Eligibility

- Must have completed a dissertation/project within the year.
- Must demonstrate originality, academic rigor, and quality documentation.
- Publications, presentations, or community-relevant research add weight.

### 4.4 Best Innovation/Startup Award

Awarded to individuals or teams who produce notable innovations, prototypes, or startups.

#### Eligibility

- Patent filed/granted OR prototype demonstrated.
- Startup registered/incubated OR social innovation with measurable impact.
- Must be linked to University's Innovation & Incubation Cell.

### 4.5 Jury Composition (Award Committee)

Awards shall be decided by a **Research Awards Committee (RAC)** consisting of:

1. **Assistant Director – R&D** (Chairperson)
2. **Dean/HoD from concerned discipline**
3. **One member of the Research Promotion Committee (RPC)**
4. **IQAC Coordinator**
5. **One external academic expert** (mandatory for fairness)

The Jury's decision shall be final.

### 4.6 Nomination Process

Nominations may be submitted by:

- Department Heads
- Supervisors (for student awards)

- Peers
- OR **Self-nomination**, which is allowed for all categories

#### **Nomination Requirements**

- Filled nomination form (Annexure–VIII)
- Curriculum Vitae
- Publication list with proof
- Copies of patents, book chapters, grants, or innovations
- Recommendation letter (if nominated by HoD/peer)

#### **4.7 Annual Announcement Cycle**

- Notification issued: **January every year**
- Nomination submissions: **February 1–15**
- Evaluation period: **February 16–March 15**
- Awards announced: **During Annual Research Day**

#### **4.8 Nature of Awards**

Each award shall consist of:

- **Certificate of Excellence**
- **Cash Prize** (as per Annexure–VII)
- **Academic recognition in Annual Report & University website**

Proposed cash awards:

- Best Researcher Award: **₹ 50,000**
- Best Young Researcher Award: **₹ 20,000**
- Best Innovation/Startup Award: **₹ 15,000**
- Best Student Researcher Award: **₹ 5,000**

## **5. FINANCIAL SUPPORT FOR CAPACITY BUILDING**

Sikkim Alpine University recognizes that continuous professional development is essential for fostering a vibrant and productive research ecosystem. To strengthen research competencies, enhance academic visibility, build interdisciplinary networks, and improve methodological and technical expertise, the University shall provide structured financial support to faculty members, research scholars, and students for participating in conferences, workshops, FDPs, training programs, collaborative research visits, and other academic capacity-building activities.

All financial assistance shall be subject to:

1. Academic merit and relevance
2. Credibility of the organizing body
3. Alignment with the University's research priorities
4. Availability of funds
5. Compliance with University and UGC norms
6. Submission of required documents before and after the event

The following subsections outline eligibility, support categories, conditions, and key procedures.

### **5.1 Support for Conferences, Workshops, Seminars & Academic Meetings**

The University may provide partial or full financial support for attending:

- National and International Conferences
- Workshops, Seminars & Symposia
- Faculty Development Programs (FDPs)
- Methodological or skill-building training programs
- Academic meets of high scholarly value

**Priority will be given to:**

- Participants presenting **research papers (oral/poster)**
- Invited speakers, session chairs, panellists
- Participants at peer-reviewed or indexed conferences (Scopus/WoS/UGC-approved)
- Faculty & scholars participating in events relevant to department research goals

**Eligible expenditure includes:**

- Registration fees
- Travel reimbursement (as per University norms)
- Accommodation allowance
- Daily Allowance (DA)
- Visa and insurance charges (for international events)
- Publication or presentation-related charges (if applicable)

The **Conference and Travel Support Guidelines** issued by the Research Promotion Committee (RPC) shall govern detailed eligibility, documentation, approval timelines, and reimbursement rules.

**5.2 Support for Collaborative Research Visits**

To strengthen national and international research partnerships, the University shall support academic mobility for:

- Short-term research visits to partner institutions
- Use of specialized laboratories, equipment, or datasets
- Participation in collaborative research development
- Joint project planning meetings
- Visits under active MoUs or international collaboration programs

**Purpose:**

- Promote interdisciplinary research
- Enhance global exposure and skills
- Build strong academic networks
- Support joint publications, patents, and external grant proposals

**Financial support may include:**

- Travel costs
- Accommodation allowance
- Research-related local expenses

Priority shall be given to visits expected to produce tangible outcomes such as publications, patents, datasets, community-based research outputs, or externally funded proposals. Detailed procedures shall follow the **Collaborative Research Mobility Guidelines**, issued separately.

### **5.3 Support for Paper Presentation**

The University strongly encourages faculty, scholars, and students to present papers at high-quality academic forums.

#### **Support may include:**

- Registration fees
- Travel and accommodation
- Printing and documentation costs
- Proceedings publication charges
- Support for virtual presentations

#### **Conditions:**

- Only papers accepted (oral/poster) with documentary proof are eligible.
- Events must be peer-reviewed, indexed, or organized by recognized academic bodies.
- Preference will be given to Scopus/WoS-indexed conferences or those hosted by reputed institutions.

The **Paper Presentation Funding Rules** shall govern the specific procedure and documentation.

### **5.4 Support for Training, Workshops & FDPs**

The University shall facilitate participation in recognized capacity-building programmes such as:

- UGC/AICTE/DST-sponsored FDPs
- Methodology workshops for quantitative/qualitative research
- Laboratory skills, instrumentation, fieldwork, data analysis, GIS/remote sensing trainings
- Software-based training (R, Python, SPSS, ArcGIS, etc.)
- Indigenous language documentation workshops
- Training related to sustainable development, biodiversity, and Himalayan studies



**Eligible expenditure includes:**

- Course registration or participation fees
- Travel and accommodation (if offline)
- Certification charges
- Essential software or tool access fees

Programs must contribute to skill enhancement, academic development, or research productivity.

**5.5 Travel Reimbursement Rules****A. National Travel**

- **Faculty:** Economy Airfare or AC 2-tier train
- **Research Scholars/Students:** AC 3-tier train or Sleeper Class
- Local travel (taxi/auto/metro) reimbursed as per actuals with receipts

**B. International Travel**

- **Faculty:** Economy Class airfare
- **Research Scholars/Students:** Partial support with preference for funded events

**Mandatory documents:**

- Boarding passes
- Original tickets & receipts
- Participation certificate
- Sanction order

**5.6 Daily Allowance (DA) Rules****A. National Events**

Category	DA (per day)
Faculty	₹ 1,200
Research Scholars	₹ 800
Students	₹ 600

## B. International Events

(Approximate permissible upper limits)

Region	DA (per day)
SAARC Countries	\$50
Asia / Middle East	\$75
Europe / US / Australia	\$100

### 5.7 Eligibility Frequency

To ensure equitable support:

- **Faculty:** Up to 2 events per academic year
- **Research Scholars:** 1 event per academic year
- **UG/PG Students:** 1 event per program duration

Exceptions may be made for:

- Scopus/WoS-indexed paper presentations
- Fully or partially funded participation
- Invitations as Plenary/Keynote speakers

### 5.8 Priority Order When Funds Are Limited

When financial resources are constrained, priority shall be given in the following order:

1. Paper presenters (oral or poster)
2. Invited speakers, panelists, or session chairs
3. Participation essential for ongoing funded research projects
4. Events contributing directly to PG/Ph.D. dissertation work
5. Faculty attending FDPs required for CAS/API eligibility
6. Participants attending without research outputs (lowest priority)

### 5.9 Support for Virtual Conferences / Online FDPs

**Eligible:**

- Online conferences with peer-reviewed paper acceptance
- Virtual FDPs by UGC-HRDC, AICTE, NAAC, DST, DBT, ICSSR, etc.
- Online workshops for methodology or software skills

**Reimbursement:**

- Registration fees only

**Not Eligible:**

- Virtual events conducted by commercial or non-academic agencies
- Events lacking transparency or academic quality standards

**5.10 Non-Eligible Events**

The University shall **not** provide support for:

- Predatory or fake conferences
- “Pay, present & publish” events
- Conferences without legitimate academic affiliation
- Social/cultural/entertainment events
- Non-academic skill workshops
- Membership or annual subscription fees
- Events organized by unverifiable foreign agencies

A **Non-Eligible Events List** will be updated every 6 months.

**5.11 Application & Approval Procedure**

**Documents required for approval:**

- Event brochure/web link
- Acceptance letter (if presenting)
- Estimated budget
- HoD recommendation
- Ethics clearance (if applicable)

**Approval Workflow:**

**Applicant → HoD → Research Promotion Committee → Registrar → Vice Chancellor**

Post-event reimbursement requires:

- Form B (Reimbursement Form)
- Original tickets, bills & boarding passes
- Participation certificate
- Post-event report (Form C)

**5.12 Financial Limits Table**

*The detailed financial ceilings for National and International events, DA, accommodation, and registration support shall be provided in **Annexure–VIII: Capacity Building Support – Financial Limits & Claim Forms***

## 8. RESEARCH INFRASTRUCTURE SUPPORT

Sikkim Alpine University recognizes that high-quality research is enabled by strong, reliable, and accessible infrastructure. To foster a conducive and multidisciplinary research ecosystem, the University is committed to strengthening laboratory facilities, library resources, software access, and community-based research support systems. This infrastructure support plays a crucial role in helping faculty, scholars, and students carry out impactful research aligned with institutional priorities, regional needs, and national standards.

### 8.1 Laboratory Equipment

The University shall provide access to modern, well-maintained laboratory facilities and research equipment across scientific and technological departments. Infrastructure support will include:

- Procurement of essential laboratory equipment based on departmental and research project needs
- Maintenance and calibration of instruments to ensure accuracy and safety
- Access to shared research facilities, high-end instruments, and specialized laboratories
- Prioritized usage rights for faculty leading externally funded projects or undertaking research of strategic importance
- Provision of consumables required for laboratory experiments, subject to availability and research requirements

Departments are encouraged to develop **equipment-sharing mechanisms** to maximize research utilization and avoid duplication of resources. A centralized facility usage policy will guide access, scheduling, and maintenance responsibilities.

### 8.2 Library Resources

The University shall enhance its library infrastructure to support diverse research needs across all disciplines including sciences, humanities, social sciences, indigenous studies, and interdisciplinary domains. Library support shall include:

- Access to print and digital books, research monographs, reference materials, and journals

- Subscriptions to academic databases, indexing platforms, and e-resources (e.g., INFLIBNET, Scopus, JSTOR, Web of Science, etc., subject to institutional capacity)
- Digital repositories, e-learning materials, and open-access resources
- Dedicated spaces for scholarly reading, discussion, and knowledge exchange
- Training on citation tools, reference management software, and database usage

Library expansion priorities shall be aligned with evolving research trends, departmental demands, and the needs of indigenous knowledge documentation.

### **8.3 Software Tools**

To enhance data-driven, analytical, and computational research capacity, the University shall provide licensed access to essential software tools required for research across disciplines. These may include:

- Statistical software (e.g., SPSS, R)
- Data analysis and visualization tools
- Reference management software (e.g., Mendeley, Zotero, EndNote)
- GIS and remote sensing software (e.g., QGIS, ArcGIS)\*
- Plagiarism detection software (as per UGC norms)
- Linguistic analysis tools for language research
- Qualitative data analysis tools (e.g., NVivo, ATLAS.ti)\*

(\*Subject to funds and institutional priorities.)

The University shall regularly assess software needs and may provide cloud-based, open-source, or shared-access solutions to ensure equitable access.

## **9. Application, Review & Disbursement Process**

To ensure transparency, fairness, and accountability in the allocation of research incentives and financial support, Sikkim Alpine University shall adopt a structured and streamlined procedure for application submission, review, approval, and disbursement. This process applies to all categories of incentives—including publication support, conference travel, seed grants, research awards, and infrastructure support.

### **9.1 Application Forms**

The University shall develop standardized forms for all research support categories in order to maintain uniformity and clarity. These forms shall be made available through the Research & Development Cell (RDC) office and on the University website.

**Types of forms may include:**

- **Publication Incentive Application Form**
- **Seed Grant Application Form**
- **Travel & Conference Support Form**
- **Research Award Nomination Form**
- **IPR Incentive Application Form**

Each application must include required documents such as:

- Proof of publication or acceptance
- Grant sanction letters
- Conference invitations
- Ethical approval certificates (if applicable)
- Budget estimates and justification
- Supervisor / HoD endorsements

Incomplete applications will not be considered.

### **9.2 Deadlines**

To ensure timely processing and planning, the University shall establish fixed deadlines for submitting applications for various incentive categories.

**General deadlines may include:**

- **Quarterly cycles** for publication incentives
- **Annual cycle** for research awards
- **Rolling applications** for travel and conference support (submitted at least **15–30 days** before travel)
- **Pre-announced cycles** for seed grant proposals (e.g., twice a year)
- **Annual deadlines** for URF applications and renewals
- **Semester-based deadlines** for PG/UG dissertation support and fieldwork assistance

The RDC shall publish an annual timeline at the beginning of each academic year through:

- University website
- Circulars/notifications
- Departmental communication channels

Late submissions may be reviewed in the next applicable cycle unless justified with valid reasons.

### **9.3 Review Process**

All applications shall be reviewed through a **multi-layered and transparent evaluation mechanism** to ensure fairness and adherence to policy norms.

**The review process shall include:**

1. **Departmental Screening**
  - Verification of academic relevance
  - Supervisor/HoD recommendations
  - Preliminary assessment of feasibility
2. **Evaluation by the Research Promotion Committee (RPC)**
  - Assessment of merit, impact, and eligibility
  - Prioritization based on institutional research goals
  - Ensuring ethical and plagiarism compliance
3. **Financial Vetting by Accounts/Finance Section**
  - Availability of funds
  - Budget verification



**4. Final Approval**

- Authorized by the **AD–R&D, Registrar, or Competent Authority**, depending on the category and amount involved

**5. Formal Notification**

- Approved applications will receive written communication
- Rejected applications will receive reasons for non-approval, when needed

**9.4 Disbursement Process**

Funding and incentives approved under this policy shall be released through established financial procedures.

**Disbursement shall include:**

- **Direct bank transfer** to the beneficiary (faculty/student)
- **Reimbursement-based payments**, subject to submission of bills and supporting documents
- **Advance payment**, if justified and approved (mainly for fieldwork or travel)
- **Project-based allocation** for seed grants and research grants

All disbursements must comply with:

- University financial rules
- Audit requirements
- UGC/ICSSR/DST guidelines (for projects with external funding)

A utilization certificate (UC) or expenditure report may be required within a stipulated timeframe, depending on the category of support.

## 9.5 Reporting Requirements

To ensure accountability, transparency, and impact assessment, all recipients of research support shall submit the required reports to the RDC.

**Reporting may include:**

- **Progress Reports** (for seed grants, URF, research projects)
- **Conference/Workshop Reports** (for travel support)
- **Proof of Presentation** (conference proceedings, certificate, agenda link)
- **Outcome Reports** (for internships or fieldwork)
- **Publication Proof** (for publication incentives)
- **Final Project Completion Reports**

Failure to submit reports may result in:

- Suspension of future funding eligibility
- Recovery of funds (in extreme cases)
- Notification to concerned departments

## 10. General Terms & Conditions

The following General Terms & Conditions apply to all faculty members, research scholars, and students seeking financial support, incentives, or recognition under the Research Promotion Policy of Sikkim Alpine University. These conditions ensure that the University's research activities are conducted ethically, responsibly, and in compliance with institutional, state, and national regulations.

### 10.1 Plagiarism Rules

All research outputs submitted for incentives—including publications, dissertations, project reports, books, patents, and conference papers—must comply with the **UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018**, and the University's **Academic Integrity and Plagiarism Policy**.

#### Key conditions:

- A plagiarism report (where applicable) must be submitted along with the application.
- For humanities and indigenous language disciplines (Lepcha, Limboo, folklore, oral traditions), plagiarism evaluation may follow **expert review mechanisms** as appropriate.
- Incentives shall NOT be granted for papers published in predatory, fake, or non-credible journals.
- Any case of academic dishonesty may lead to rejection of the application, withdrawal of funds, and disciplinary action.

All researchers must uphold the highest standards of originality, proper citation practices, and academic honesty.

### 10.2 Ethics Compliance

All research activities supported under this policy must comply with institutional and statutory ethical guidelines. This includes research involving:

- Human participants (requiring Human Ethics Committee approval)
- Animal subjects (requiring IAEC approval)
- Biohazards, recombinant DNA, or microorganisms (requiring Biosafety Committee approval)

- Indigenous communities, traditional knowledge, oral histories, or cultural materials (requiring sensitive community-centred ethical protocols)

**Conditions:**

- Ethical approval must be obtained **before** starting research.
- Applications for incentives must include copies of ethical clearance certificates (where applicable).
- Research involving sensitive cultural or ecological areas must follow University norms on informed consent, data protection, community rights, and environmental responsibility.

Failure to comply with ethical requirements will render the researcher **ineligible** for support or incentives.

### 10.3 Reporting Structure

All applicants receiving funding or support under this policy must follow the reporting requirements prescribed by the Research & Development Cell (RDC).

**Mandatory reporting includes:**

- Submission of progress reports at stipulated intervals
- Final project completion report (for grants, fieldwork, or seed funding)
- Copies of publications resulting from the supported activity
- Proof of participation/presentation for conferences or workshops
- Utilization certificates (for funds received)
- Summary of outcomes/impact of the research activity

Non-compliance with reporting requirements may result in:

- Denial of future support
- Freezing of ongoing disbursements
- Requirement to refund unutilized funds
- Notification to the Department/School and relevant authorities

### 10.4 Dispute Resolution

In cases of disagreements, grievances, or disputes related to applications, awards, eligibility, or disbursement of funds, the University shall follow a transparent, fair, and structured dispute resolution mechanism.

**The procedure shall be as follows:**

**1. Initial Representation:**

- The applicant may submit a written request for clarification to the Research Promotion Committee (RPC).

**2. Review by the RPC:**

- The RPC shall review the issue, consult relevant documents, and communicate a decision in writing.

**3. Appeal to the R&D Cell Advisory Committee:**

- If unsatisfied, the applicant may appeal to the R&D Cell Advisory Committee for an impartial review.

**4. Final Appeal to Competent Authority:**

- The decision of the **Vice Chancellor / Academic Council**, wherever applicable, shall be final and binding.

All disputes shall be resolved within a reasonable timeframe while ensuring fairness, confidentiality, and adherence to University policy.

**10.5 Additional Conditions**

- The University reserves the right to modify, revise, or withdraw any incentive category based on institutional needs, budget availability, or changes in regulatory frameworks.
- All policies, incentives, and procedures described herein are subject to periodic review as recommended by the R&D Cell and approved by the Academic Council.
- Any form of misconduct, misrepresentation, misuse of funds, or violation of institutional rules will result in immediate cancellation of support and appropriate disciplinary action.
- This policy shall function in alignment with other University policies such as the R&D Policy, IPR Policy, Academic Integrity Policy, and Ethics Committee Guidelines.

**Annexure–I: Research Incentive Slabs & Financial Distribution Rules (2025)****A. Journal Publication Incentives****A1. Scopus & Web of Science Journals**

Indexing Category	Journal Quartile	Incentive Amount	Remarks
Scopus / WoS	Q1	₹ 20,000	Must have valid indexing proof
Scopus / WoS	Q2	₹ 15,000	
Scopus / WoS	Q3	₹ 10,000	
Scopus / WoS	Q4	₹ 7,000	

**A2. UGC-CARE Listed Journals**

Category	Incentive Amount
UGC-CARE Listed Journal	₹ 5,000

**B. Book & Book Chapter Incentives****B1. Books**

Type of Book	Publisher Category	Incentive
Full-length authored book	International reputed publisher	₹ 30,000
Full-length authored book	National reputed publisher	₹ 15,000
Edited book	International publisher	₹ 12,000
Edited book	National publisher	₹ 8,000

**B2. Book Chapters**

Type	Incentive
Chapter in edited volume (International)	₹ 6,000
Chapter in edited volume (National)	₹ 4,000

**C. Conference Publications**

Conference Type	Incentive
International (Peer-reviewed proceedings)	₹ 5,000
National (Peer-reviewed proceedings)	₹ 3,000

**D. Patent, Copyright & IPR Incentives**

Stage of Patent	Incentive
Patent Filed	₹ 8,000
Patent Published	₹ 12,000
Patent Granted	₹ 35,000
Technology Commercialized	₹ 50,000

**D1. Copyrights**

Type	Incentive
Software, Dataset, Corpus, Educational Material, Artistic Work	₹ 5,000

**D2. Revenue Sharing (Commercialized IP)**

- **70% Inventor(s)**
- **30% University**  
(or as per project/funding agency rules)

**E. External Funded Projects Incentives**

Grant Value	PI Incentive	Co-PI Incentive
₹ 5–10 lakhs	₹ 8,000	₹ 5,000
₹ 10–25 lakhs	₹ 15,000	₹ 8,000
₹ 25–50 lakhs	₹ 25,000	₹ 15,000
Above ₹ 50 lakhs	₹ 40,000	₹ 20,000

**F. Seed Grant for Faculty**

Category	Maximum Amount
Pilot Research	₹ 25,000
Interdisciplinary Project	₹ 40,000
Indigenous Knowledge Documentation	₹ 30,000
Proposal Development Seed Support	₹ 10,000

**G. Multi-Author Incentive Distribution Rules**

- **Single Author:** 100%
- **Two Authors:** 70% (first), 30% (second)
- **Three Authors:** 60% (first), 25% (second), 15% (third)
- **More than Three Authors:** 50% (first), 50% equally distributed
- **Student–Supervisor:** Student 60%, Supervisor 40%



**Annexure–II: Criteria for Reputed Publishers (National & International)**

The University shall consider a publisher “reputed” if it meets any of the following conditions:

**A. International Publishers**

- Indexed in internationally recognized academic lists.
- Uses standard double-blind peer review.
- Examples include:
  - Springer
  - Elsevier
  - Taylor & Francis
  - Sage
  - Oxford University Press
  - Cambridge University Press
  - Wiley
  - Palgrave Macmillan

**B. National Publishers**

- Listed in UGC-CARE Book Publisher List
- Associated with established academic institutions
- Examples:
  - National Book Trust
  - New India Publishing
  - PHI Learning
  - Oxford University Press India
  - Routledge India
  - Government research academies

**C. ISBN Requirement**

- Every book or chapter must have a valid **ISBN**.
- Self-published books without academic peer-review are **not eligible**.

**Annexure–III: List of Approved Funding Agencies (National & International)**

This list is accepted for grant-based incentives.

**A. National Funding Agencies**

- DST (Department of Science & Technology)
- DBT (Department of Biotechnology)
- ICSSR (Indian Council of Social Science Research)
- ICMR (Indian Council of Medical Research)
- UGC (University Grants Commission)
- CSIR (Council of Scientific & Industrial Research)
- SERB (Science & Engineering Research Board)
- AICTE (All India Council for Technical Education)
- MoEFCC (Ministry of Environment, Forest & Climate Change)
- ICAR (Indian Council of Agricultural Research)
- State Government Departments
- CSR Funds (as per MCA Guidelines)

**B. International Funding Agencies**

- UNESCO
- UNDP
- UNICEF
- WHO
- World Bank
- European Commission
- JSPS (Japan Society for the Promotion of Science)
- FAO
- IFC
- Asian Development Bank
- International NGOs with verifiable research funding programs

**C. Industry / NGO Funding**

- Tata Trusts
- Infosys Foundation
- Reliance Foundation
- Azim Premji Philanthropic Initiatives
- NABARD schemes
- Recognized national-level NGOs

**Annexure–IV: List of Non-Eligible Journals & Conferences**

To maintain academic integrity, the following are **not eligible for incentives**:

**A. Predatory / Fake / Cloned Journals**

- Any journal blacklisted by UGC-CARE
- Journals lacking peer review or editorial transparency
- Journals with suspicious indexing claims
- Journals that solicit payment for fast publication

**B. Non-Eligible Conferences**

- Conferences organized purely by commercial event managers
- Conferences held with no academic affiliation
- “Pay and Present” conferences with no peer review
- Virtual conferences lacking academic legitimacy

The University will update this list **every 6 months**.

**Annexure–V: Teaching Load Reduction Policy for PIs**

Applicable only for externally funded projects.

<b>Project Size</b>	<b>Teaching Load Reduction</b>
₹ 5–10 lakhs	Up to 20%
₹ 10–25 lakhs	Up to 30%
Above ₹ 25 lakhs	Up to 40%

- Approval through **RDC → Registrar → Vice Chancellor.**

**Annexure–VI: Incentive Application Forms & Checklists**

This annexure provides standardized application formats for all research incentives offered by Sikkim Alpine University. All applicants must use the prescribed forms and follow the documented requirements. Incomplete forms or missing documents may result in delayed or rejected applications.

**NOTE FOR ANNEXURE–VI**

All applications must be routed **through Supervisor → HoD → R&D Cell.** No incentive will be processed without complete documentation or required certifications. The R&D Cell may revise forms periodically based on UGC/NEP/NAAC requirements.

**Form I: Publication Incentive Application Form**

*(For Scopus/WoS/UGC-CARE Journals, Books, Book Chapters, Conference Proceedings)*

**Sikkim Alpine University**  
**Publication Incentive Application**

**1. Applicant Details**

- Name: \_\_\_\_\_
- Designation (Faculty/Research Scholar): \_\_\_\_\_
- Department: \_\_\_\_\_
- Employee/Scholar ID: \_\_\_\_\_
- Email & Phone: \_\_\_\_\_

**2. Publication Details**

- Title of Paper/Book/Chapter: \_\_\_\_\_
- Journal/Publisher Name: \_\_\_\_\_
- ISSN/ISBN: \_\_\_\_\_
- Indexing: ☐ Scopus ☐ Web of Science ☐ UGC-CARE ☐ Book/Chapter
- Publication Type:
  - ☐ Journal Article
  - ☐ Book
  - ☐ Book Chapter
  - ☐ Edited Volume Contribution
  - ☐ Conference Proceeding
- DOI (if available): \_\_\_\_\_
- Date of Acceptance: \_\_\_\_\_
- Date of Publication: \_\_\_\_\_

**3. Authorship Information**

- Total Authors: \_\_\_\_\_
- Your Position: ☐ 1st Author ☐ 2nd Author ☐ Corresponding Author ☐ Co-author
- Student–Supervisor Publication: ☐ Yes ☐ No

**4. Incentive Requested**

- Applicable Incentive Category (as per Annexure-I): \_\_\_\_\_
- Amount Requested: ₹ \_\_\_\_\_

**5. Required Documents (Checklist)**

Attach:

- ☐ Copy of published paper/book/chapter
- ☐ Acceptance letter
- ☐ Indexing proof (Scopus/WoS/UGC-CARE screenshot)
- ☐ Publisher details (for books/chapters)
- ☐ Contribution declaration form
- ☐ Ethics approval (if human/animal/community data used)
- ☐ Bank details (see section below)

**6. Bank Details**

- Account Holder Name: \_\_\_\_\_
- Bank Name: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- IFSC Code: \_\_\_\_\_

**7. Declarations**

I hereby declare that:

- The work submitted is original.
- The publication is not in a predatory or fake journal.
- All details provided are true and verifiable.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**8. Supervisor/HoD Certification**

Certified that the publication is genuine, ethical, and eligible for incentives.

- Supervisor Signature: \_\_\_\_\_
- HoD Signature: \_\_\_\_\_

**R&D Cell Decision:** Approved / Not Approved

**Registrar Approval:** \_\_\_\_\_

**Form II: Grant Incentive Application Form**

*(For External Grants from DST, DBT, ICSSR, CSR, etc.)*

**Sikkim Alpine University**  
**External Grant Incentive Application**

**1. Applicant Details**

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Department: \_\_\_\_\_
- Contact: \_\_\_\_\_

**2. Grant Details**

- Funding Agency: \_\_\_\_\_
- Scheme: \_\_\_\_\_
- Title of Project: \_\_\_\_\_
- Proposal Reference Number: \_\_\_\_\_
- Grant Amount Sanctioned: ₹ \_\_\_\_\_
- PI/Co-PI Status: ☐ PI ☐ Co-PI
- Project Duration: \_\_\_\_\_

**3. Incentive Category Requested**

- As per Annexure-I (grant size category): \_\_\_\_\_
- Amount Requested: ₹ \_\_\_\_\_

**4. Required Documents (Checklist)**

- ☐ Sanction letter
- ☐ Project approval summary
- ☐ Budget sheet from funding agency
- ☐ Proof of PI/Co-PI
- ☐ Ethics clearance (if applicable)



☐ MoU/Agreement with funding body

☐ Bank details

### 5. Bank Details

- Account Holder Name: \_\_\_\_\_
- Account Number: \_\_\_\_\_
- IFSC: \_\_\_\_\_

### 6. Declarations

I declare that:

- Grant information provided is correct.
- Project follows all ethical and institutional norms.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor/HoD Certification:

This project is genuine and eligible for incentives.

(Signatures of Supervisor & HoD)

**R&D Cell Decision:** Approved / Not Approved

**Registrar Approval:** \_\_\_\_\_

**Form III: Seed Grant Proposal Form***(For Pilot Studies, Proof-of-Concept Work & Early-Stage Research)***Sikkim Alpine University  
Seed Grant Proposal Application****1. Applicant Details**

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Department: \_\_\_\_\_
- Contact: \_\_\_\_\_

**2. Research Proposal Details**

- Title of Proposal: \_\_\_\_\_
- Abstract (200 words): \_\_\_\_\_
- Objectives: \_\_\_\_\_
- Expected Outcomes: \_\_\_\_\_

**3. Budget Breakdown (attach detailed sheet)**

Item	Estimated Cost
Consumables	₹ _____
Fieldwork	₹ _____
Software/Tools	₹ _____
Research Assistance	₹ _____
Documentation	₹ _____
Others	₹ _____

**Total Amount Requested: ₹ \_\_\_\_\_**

(Maximum as per Annexure-I)

**4. Required Documents (Checklist)**

- ☐ Full research proposal
- ☐ Supervisor approval

- ☐ HoD recommendation
- ☐ Ethical clearance (if required)
- ☐ Budget justification
- ☐ Bank details

**5. Applicant Declaration**

I declare that the above information is true and that the project will be carried out with integrity.

**Applicant Signature:** \_\_\_\_\_

**6. Supervisor/HoD Certification**

Certified that the project is feasible, ethical, and suitable for seed support.

(Signatures of Supervisor & HoD)

**R&D Cell Decision:** Approved / Not Approved

**Registrar Approval:** \_\_\_\_\_

**Form IV: Patent Incentive Request Form***(For Filed, Published, Granted & Commercialized Patents)***Sikkim Alpine University  
Patent Incentive Application****1. Applicant Details**

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Department: \_\_\_\_\_
- Contact: \_\_\_\_\_

**2. Patent Details**

- Title of Invention: \_\_\_\_\_
- Patent Application Number: \_\_\_\_\_
- Status:
  - ☐ Filed
  - ☐ Published
  - ☐ Granted
  - ☐ Commercialized/Technology Transferred
- Filing Date: \_\_\_\_\_
- Publication Date (if applicable): \_\_\_\_\_
- Grant Date (if applicable): \_\_\_\_\_

**3. Incentive Requested**

- As per Annexure-I category: \_\_\_\_\_
- Amount Requested: ₹ \_\_\_\_\_

**4. Required Documents (Checklist)**

- ☐ Patent filing receipt
- ☐ Publication certificate
- ☐ Grant certificate
- ☐ Proof of commercialization (if applicable)
- ☐ IP ownership declaration

☐ Supervisor/HoD approval

☐ Bank details

**5. Bank Details**

(As in earlier forms)

**6. Declaration of Originality & IP Ownership**

I declare that the invention is original and complies with University IP policy.

**Applicant Signature:** \_\_\_\_\_

**Supervisor/HoD Certification**

Certified as genuine and eligible for incentive.

**R&D Cell Decision:** Approved / Not Approved

**Registrar Approval:** \_\_\_\_\_

**Annexure–VII: Award Criteria & Scoring Sheets****A. Scoring for Best Researcher Award (Faculty) - (Maximum Score: 100)**

Category	Sub-Category	Score
Publications (40 marks)	Scopus/WoS Q1–Q4, UGC-CARE	40
External Grants (20 marks)	PI/Co-PI roles, grant size	20
Patents / Copyrights (15 marks)	Filed, Published, Granted	15
Books/Chapters (10 marks)	ISBN, reputed publishers	10
Conference Presentations (5 marks)	National/International	5
Student Guidance (5 marks)	PG/Ph.D. supervision	5
Community/Indigenous Research (5 marks)	Local relevance	5

**B. Scoring for Best Young Researcher Award - (Maximum Score: 100)**

Category	Score
Publications (Quality-weighted)	40
Patents / Innovations	15
Project Proposals Submitted	10
External Grants	15
Research Impact / Citations	10
Participation in FDPs, Workshops	10

**C. Scoring for Best Student Researcher Award - (Maximum Score: 100)**

Category	Score
Dissertation Quality (Rigor + Methodology)	30
Publications (if any)	20
Conference Presentations	15
Fieldwork / Community Engagement	15
Innovation / Prototype	10
Supervisor Recommendation	10

**D. Scoring for Best Innovation/Startup Award - (Maximum Score: 100)**

Category	Score
Novelty of Idea	25
Prototype Development	25
Patent Filing / IPR	15
Societal Impact / Sustainability	20
Viability for Commercialization	15

**Annexure–VIII: Capacity Building Support: Financial Limits, Claim Forms & Approval Procedures**

**A. Financial Limits for Capacity Building Support**

The University shall provide financial assistance for participation in conferences, workshops, seminars, training programs, and FDPs as per the following maximum permissible limits.

**A1. National Events**

Category	Registration Fee (Max)	Travel Support	Accommodation (per day)	Daily Allowance (DA)
Faculty	Up to ₹ 5,000	Actual (Economy Air / AC 2-tier Train)	₹ 2,000	₹ 1,200
Research Scholars	Up to ₹ 3,000	AC 3-tier / Sleeper	₹ 1,000	₹ 800
Students (UG/PG)	Up to ₹ 2,000	Sleeper / AC 3-tier	₹ 800	₹ 600

**A2. International Events**

Category	Registration Fee (Max)	Travel Support	Visa & Insurance	Accommodation (per day)	Daily Allowance (DA)
Faculty	Up to ₹ 15,000	Economy Airfare (Actual)	Actual	\$150	As per country DA slab
Research Scholars	Up to ₹ 10,000	Partial support (as approved)	Actual	\$100	As per country DA slab
Students	Case-by-case basis	Minimal support	Actual	Minimal support	As per country DA slab

**B. Eligibility Conditions**

1. Faculty: **Max two events per academic year**
2. Research Scholars: **One event per academic year**
3. Students: **One event per program duration**
4. Paper presenters and invited speakers receive priority
5. Only peer-reviewed, credible academic events are eligible
6. Virtual events eligible **only for registration fee reimbursement**

**C. Non-Eligible Events**

No support will be provided for:

- Predatory / fake / non-academic conferences
- Events without peer review or academic committee
- Cultural programs, fairs, exhibitions
- Membership fees
- Events without academic outcomes
- Events organized by commercial organizers without academic affiliations

**D. Required Documents for Approval & Reimbursement****D1. For Pre-Event Approval**

- Application form (Annexure–VIII Form A)
- Event brochure/website link
- Paper acceptance letter (if applicable)
- Estimated budget
- HoD recommendation
- Ethics clearance (if field work is involved)
- Copy of passport/visa requirement (for international travel)



## **D2. For Post-Event Reimbursement**

- Original travel tickets & boarding passes
- Registration fee receipts
- Accommodation bills
- Participation/presentation certificate
- Post-event report (Annexure–VIII Form C)
- Pre-approved sanction letter

## **E. Forms & Templates**

Below are all required forms in ready-to-use format.

**Form A: Application for Capacity Building Support****Sikkim Alpine University  
Application for Financial Support – Capacity Building Activity**

1. **Name of Applicant:**
2. **Designation / Program (Faculty/Scholar/UG/PG):**
3. **Department:**
4. **Type of Event:** (Conference / Seminar / FDP / Workshop / Training)
5. **Title of Event / Paper:**
6. **Organizer and Venue:**
7. **Dates of Participation:**
8. **Nature of Participation:**
  - ☐ Paper Presentation
  - ☐ Participant
  - ☐ Invited Speaker / Chair
9. **Estimated Budget:**
  - Registration Fee: ₹\_\_\_\_\_
  - Travel: ₹\_\_\_\_\_
  - Accommodation: ₹\_\_\_\_\_
  - DA: ₹\_\_\_\_\_
  - Visa/Insurance (if applicable): ₹\_\_\_\_\_
10. **Has support been taken earlier this academic year?** Yes / No
11. **HoD Recommendation Attached:** Yes / No

**Signature of Applicant****Date:****HoD Signature**

---

**For Office Use:**

RPC Decision: Approved / Not Approved

Registrar Approval: Yes / No

Vice Chancellor Approval: Yes / No

**Form B: Travel Grant Reimbursement Template**

**Sikkim Alpine University**  
**Travel Grant Reimbursement Form**

1. **Name of Participant:**
2. **Department:**
3. **Event Name & Venue:**
4. **Dates Attended:**
5. **Approved Sanction Letter Number:**
6. **Expenses Claimed:**

<b>Category</b>	<b>Amount Claimed</b>	<b>Amount Approved</b>
Registration Fee	₹ _____	₹ _____
Travel	₹ _____	₹ _____
Accommodation	₹ _____	₹ _____
DA	₹ _____	₹ _____
Visa & Insurance	₹ _____	₹ _____
Others	₹ _____	₹ _____

7. **Documents Attached:**

- Tickets & Boarding Passes
- Bills
- Participation Certificate
- Post-Event Report

**Signature of Applicant**

**Finance Section Verification**

**Registrar Approval**

**Form C: Post-Event Report Format**

**Sikkim Alpine University  
Post-Event Academic Report**

1. **Name:**
2. **Department:**
3. **Event Title & Venue:**
4. **Dates:**
5. **Nature of Participation:**
6. **Summary of Sessions Attended:**
7. **Key Learning Outcomes:**
8. **Research/Academic Benefits Gained:**
9. **Networking/Collaborations Established:**
10. **How will this benefit your Department/University?:**
11. **Attachment:**
  - Certificate of participation
  - Photos (if any)
  - Paper presented (if applicable)

**Signature:**

**Date:**

**F. HoD Recommendation Format**

**Head of Department Recommendation**

I hereby recommend / do not recommend the application of  
**Mr./Ms./Dr.** \_\_\_\_\_  
for participation in the event titled:

“ \_\_\_\_\_  
\_\_\_\_\_ ”

Justification for recommendation (select one or more):

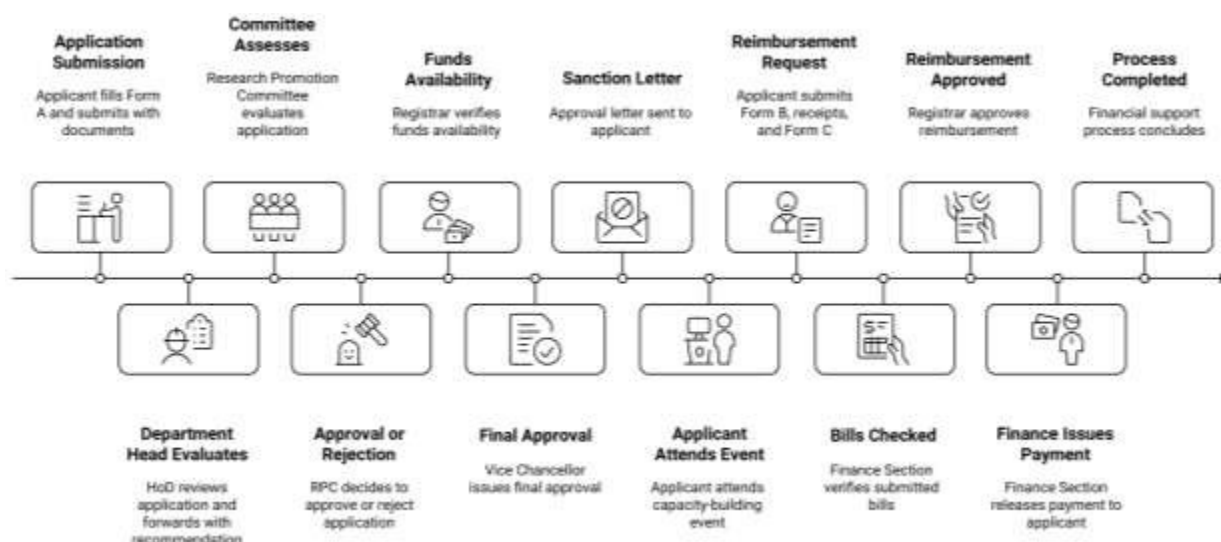
- ☐ Research relevance
- ☐ Presentation of paper
- ☐ Skill enhancement with benefit to department
- ☐ Required for funded project
- ☐ Value addition for CAS/API

**HoD Name & Signature**

**Date:**

## G. Approval Flowchart (Text Diagram)

Below is the **process flow** for capacity-building financial support:



## H. Additional Notes

- Approvals are **mandatory** before participation.
- Reimbursement cannot exceed the **ceilings in Annexure–VIII**.
- Incomplete forms or missing documents may delay or nullify claims.
- University may revise limits annually based on budget and UGC/AICTE/NAAC requirements.