



v 2.0

SULTAN-UL-ULOOM EDUCATION SOCIETY

SULTAN-UL-ULOOM EDUCATION SOCIETY
FACULTY INCENTIVE SCHEME
IMPLEMENTATION GUIDELINES
V 2.0

February, 2022

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PREFACE

The Board of Governors of Sultan-UI-Uloom Education Society approved the Faculty Incentive Scheme in its meeting held on 28-08-2021, which was subsequently notified to all the constituent institutions through the Circular dated 28-10-2021. A committee has been constituted vide Order No. 487/SUES/2021/556 dated 18-11-2021 for the appraisal and recommendation of applications received from the faculty members of the constituent institutions of SUES.

Sultan-UI-Uloom Education Society has always been supportive of programs for faculty development. It has been liberal in sponsoring the faculty members for qualification improvement, participation in conferences, seminars, FDPs, online courses, paper publications, R & D projects etc., paving the way for continuous development of their professional profile. The Faculty Incentive Scheme is a major step in this direction, which goes beyond sponsorship and introduces the concept of awards for excellence in academic performance by the faculty members.

Implementation Guidelines v1.0 was published in December 2021. After that, certain amendments in the guidelines for award of incentives for publication of books with co-author(s) and editor(s) have been adopted. Similarly the guidelines for award of incentive on acquiring Ph. D. degree are also amended. Apart from these amendments, a format for book review and sample certificate copy are also adopted. Implementation Guidelines v2.0 is being published in February 2022 after incorporating these amendments.

This document has been developed for the Heads of the Institutions of the constituent colleges of Sultan-UI-Uloom Education Society to help them in implementation of the Faculty Incentive Scheme. It is hoped that the faculty members of all the constituent institutions will avail the incentives to the fullest extent and strengthen the narrative of faculty development at SUES.

February 11, 2022



Zafar Javeed
Hon. Secretary
SUES

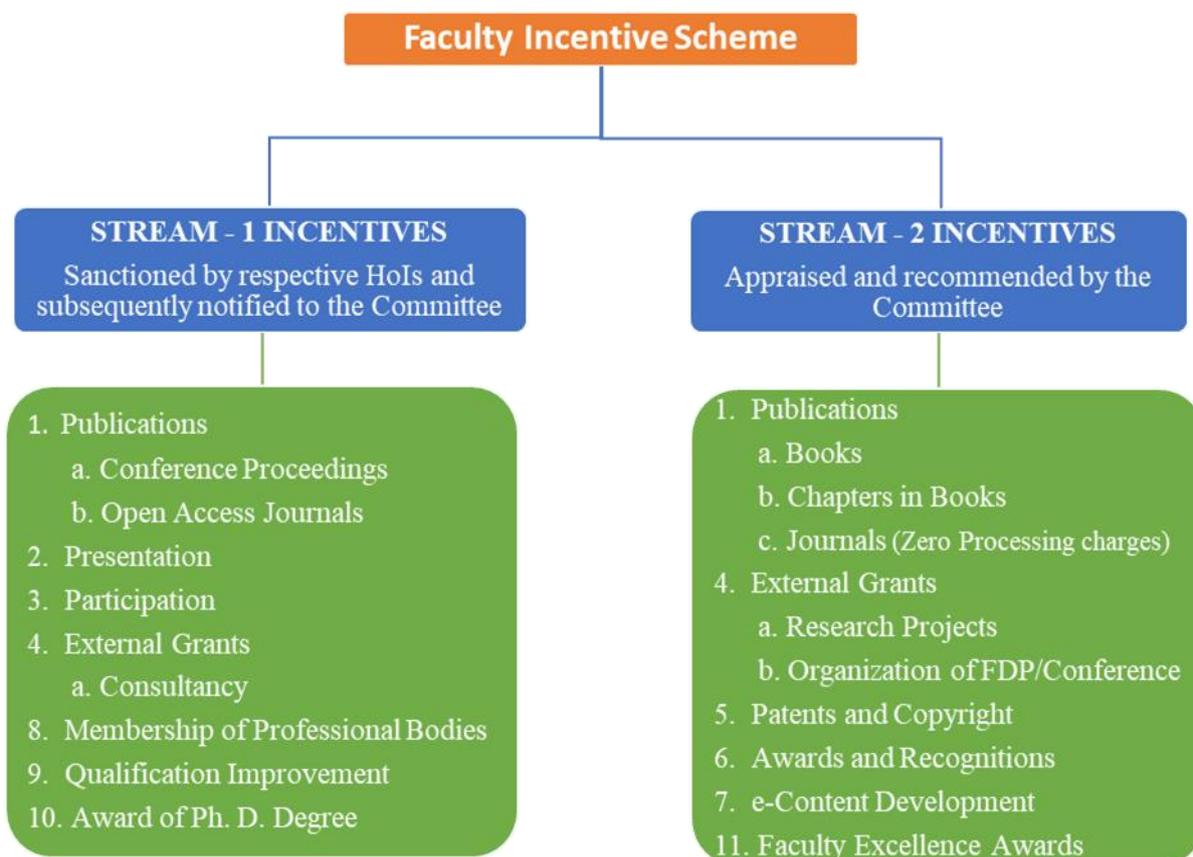
SULTAN UL ULOOM EDUCATION SOCIETY IMPLEMENTATION GUIDELINES FACULTY INCENTIVE SCHEME

The following shall be the broad guidelines for implementation of the Faculty Incentive Scheme approved by the BoG of SUES, in its meeting held on 28-08-2021 and subsequently notified by the Hon. Secretary through the Circular dated 28-10-2021.

The faculty incentive scheme committee (hence forth referred to as ‘The Committee’) constituted by the Hon. Secretary vide Order No. 487/SUES/2021/556 dated 18-11-2021 shall be responsible to appraise and recommend all the applications received from faculty members of constituent institutions of SUES.

For administrative convenience and timely disbursal of non-award incentives, the scheme shall be implemented by dividing it into two streams:

- i. Stream - 1: Incentives sanctioned by the HoI and later notified to the Committee.
- ii. Stream - 2: Incentives recommended by the Committee



THE PROCESS

Stream – 1

1. The Head of the Institution (HoI) is empowered to accord administrative sanction to the incentives listed under stream-1. The detailed list of incentives covered under stream-1 is attached as Annexure I of this document.
2. Financial sanction shall be sought from the Hon. Secretary by submitting the requisition form and checklist.
3. While sanctioning the incentives given in Annexure I, the HoI shall comply with the guidelines given in this document.
4. Application for availing the incentive under Stream I shall be processed by the HoI as and when received.
5. On the 15th of every month (or the next working day if 15th happens to be a public holiday), the HoI shall submit the list of faculty members who have availed incentives under Stream I to the office of the Hon. Secretary.
6. The proforma for submission of the list of faculty members who have availed incentives under Stream I is given in Annexure III.
7. The committee shall place the list on record during its meeting in the last week of every month.

THE PROCESS

Stream - 2

Claim for an award shall be entertained up to six months form the date of eligibility

1. The Faculty Incentive Scheme Committee formed by Hon. Sec., SUES shall appraise and recommend sanction of incentives listed under stream - 2. The detailed list of the incentives covered under stream - 2 is attached as Annexure II of this document.
2. The committee shall meet in the last week of every month and process the accumulated applications from various institutions.
3. The cut-off date for inclusion of application in any current month shall be 15th of that month or the next working day if 15th happens to be a public holiday.
4. While recommending sanctioning of the incentives given in Annexure II, the Committee shall comply with the guidelines given in this document.
5. The minutes of the recommendations shall be forwarded to respective HoIs after endorsement of the Hon. Secretary, SUES.
6. The HoIs shall notify the awardees after receiving the copy of the endorsed minutes of the recommendations.
7. Financial sanction for the awards shall be sought from the Hon. Secretary by submitting the requisition form and checklist
8. The occasion for presentation of the award shall be as given in Annexure IV.
9. The format for Review of book / edited volume / conference proceedings / handbook etc. shall be as presented in Annexure V.
10. All awardees shall be presented with a certificate along with the incentive amount. A sample certificate is presented in Annexure VI.

GUIDELINES

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME						
S. No.	Incentive for	Category	Sub-category	Prerequisite	Incentive Amount (Rs.)	Remarks
CC - SUES stands for Constituent College of Sultan Ul Uloom Education Society						
1	Publication	Books	Sole author	Peer reviewed / Recommended by duly constituted committee	Award of up to 20000 with a minimum of 10000	Per book
			i. The author shall submit the peer reviews from at-least three reviewers. The reviews should have been secured by the publisher prior to publication. For peer reviewed books, the award shall be Rs. 20000. ii. In case the book is not peer-reviewed prior to publication, the HoI shall constitute a committee consisting of at least three senior faculty members (preferably professors), one of whom shall preferably be from another institution. iii. The quantum of award for non-peer-reviewed books shall be based on factors like reputation of the publisher, whether the book is prescribed by any university, the score awarded by the reviewing committee etc. The committee is authorized to take decision on a case to case basis. iv. The award for books published in e-book format only shall be determined by the committee on a case to case basis.			
			With co-author(s)	Peer reviewed / Recommended by duly constituted committee	Award as above and shared equally among a maximum of 3 authors	Award split equally per author and awarded to authors from CC-SUES
i. Eligibility criteria shall be same as prescribed for sole author ii. In case of more than three authors only the first three authors shall share the award. iii. The award amount shall be shared as follows:						
			# of Authors	Authors from CC-SUES	Authors from outside	Distribution of award amount
			1 / 2 / 3	1 / 2 / 3	NIL	The author(s) shall receive full, half or 1/3 rd of the award amount respectively.
			2 / 3 / 3	1 / 1 / 2	1 / 2 / 1	CC-SUES author(s) shall receive ½, 1/3 rd or share equally 2/3 rd of the award amount respectively.

			Editor(s)	Peer reviewed Books / Conference proceedings / Handbooks	Award of 10000 shared equally among a maximum of 3 editors	Award split equally per editor and awarded to editors from CC-SUES												
			<p>i. Eligibility criteria for edited books / conference proceedings and handbooks shall be same as prescribed for sole author of books.</p> <p>ii. The conference proceeding should be published by WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis</p> <p>iii. The award amount shall be shared as follows:</p> <table border="1" data-bbox="639 741 1437 1151"> <thead> <tr> <th># of editors</th> <th>Editors from CC-SUES</th> <th>Editors from outside</th> <th>Distribution of award amount</th> </tr> </thead> <tbody> <tr> <td>1 / 2 / 3</td> <td>1 / 2 / 3</td> <td>NIL</td> <td>The editor(s) shall receive full, half or 1/3rd of the award amount respectively.</td> </tr> <tr> <td>2 / 3 / 3</td> <td>1 / 1 / 2</td> <td>1 / 2 / 1</td> <td>CC-SUES editor(s) shall receive ½, 1/3rd or share equally 2/3rd of the award amount respectively.</td> </tr> </tbody> </table>				# of editors	Editors from CC-SUES	Editors from outside	Distribution of award amount	1 / 2 / 3	1 / 2 / 3	NIL	The editor(s) shall receive full, half or 1/3 rd of the award amount respectively.	2 / 3 / 3	1 / 1 / 2	1 / 2 / 1	CC-SUES editor(s) shall receive ½, 1/3 rd or share equally 2/3 rd of the award amount respectively.
# of editors	Editors from CC-SUES	Editors from outside	Distribution of award amount															
1 / 2 / 3	1 / 2 / 3	NIL	The editor(s) shall receive full, half or 1/3 rd of the award amount respectively.															
2 / 3 / 3	1 / 1 / 2	1 / 2 / 1	CC-SUES editor(s) shall receive ½, 1/3 rd or share equally 2/3 rd of the award amount respectively.															
			Subsequent editions	Already published books	Award of Rs. 5000	Award split per book among authors of CC-SUES												
			The author(s) shall submit the proof of a new edition in the form of a letter from the publisher. Reprint does not constitute new edition.															
		Chapters in Books	Sole author in edited volumes	Peer reviewed	Award of 2500	per chapter												
			<p>i. The author shall submit the peer reviews. The reviews should have been secured by the publisher prior to publication.</p> <p>ii. In case peer-reviews are not available, the HoI may get the chapter evaluated by a Departmental Committee consisting at least two senior faculty members (preferably professor(s) / Ph. D. qualified Associate Professor(s))</p>															

		Conference Proceedings	Conference Within India	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Publication charges of 5000 per paper	Maximum of 3 papers per annum per author	
			If the proceedings of a prestigious conference are not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary				
			Conference Abroad	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Publication charges of 10000	Maximum of 3 papers per annum per author	
			If the proceedings of a prestigious conference are not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary				
			Journals (zero processing charges)		First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis / EBBSCO / JGATE	Award of 7500	No annual limit
				If a prestigious journal is not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary			
		Open Access Journals		First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Publication charges of 10000	Maximum of 3 papers per annum per author	
			If a prestigious journal is not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary.				
2	Presentation	Conference	Conference within India	Organized by Institutions of National Importance notified by MoE- GoI, Deemed Universities / National Law Universities / reputed educational Institutions / private sector organizations	Participation cum publication charges of 2500	Maximum of 3 papers per annum per author	
			The HoI shall sponsor faculty member to a conference only if his/her services in the institution can be spared.				

3	Participation	Conferences/ Seminars/ Workshops/ FDPs	Organized in India	Organized by Institutions of National Importance notified by MoE- GoI/Public Universities / National Law Universities / IPE / Governmental organisations / Deemed Universities	Participation charges of 5000	maximum per annum for 1 or multiple			
							The HoI shall sponsor faculty member to a conference / Seminar / Workshop / FDP only if his/her services in the institution can be spared.		
4	External Grants	Research Projects	Sponsored	GoI / State Government / Universities / Industries / Corporate Bodies / International Organisations	Award of 2% of the received grant for projects over 1 lakh with minimum of 5000 and maximum of 50000	To be Shared with co- investigator(s) of CC- SUES			
							The criterion is self-explanatory		
		Organization of FDP/ Conference	National	GoI / State Government / Universities / Industries / Corporate Bodies/ International Organisations	Award of 2500	To be awarded to convener / coordinator			
							The criterion is self-explanatory		
			International	Recognised International Professional Bodies	Award of 5000	To be awarded to convener / coordinator			
							The criterion is self-explanatory		
		Consultancy	Intellectual	Analysis, Design & Estimation / proof checking etc.	Institution: Faculty 20:80	To be shared with co- workers			
							The distribution shall be from the balance amount after paying GST, if any.		
			Utilizing Institutional Infrastructure	Research based or experiment / testing based projects	Institution: Faculty 40:60	To be shared with co- workers			
		The distribution shall be from the balance amount after paying GST, if any.							

5	Patents	Indian (Applicant CC - SUES)	Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited to a maximum of three inventors per patent
				The criterion is self-explanatory		
			Registered	Design	Award of 10000	
				The criterion is self-explanatory		
			Granted	Utility	Award of 25000	
				The criterion is self-explanatory		
		International (Applicant CC - SUES)	Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited to a maximum of three inventors per patent
				The criterion is self-explanatory		
			Registered	Design	Award of 5000	
				The criterion is self-explanatory		
			Granted	Innovation	Award of 10000	
				The criterion is self-explanatory		
		Granted	Utility	Award of 20000		
			The criterion is self-explanatory			
		Applied by Individual (Indian/International)	Granted	Design/ Innovation/ Utility Processing fees borne by applicant	Award of 5000	To be shared equally among SUES Inventors
The criterion is self-explanatory						
Technology Transfer	Patent in the name of Institution	Product / Design	Award of 15% of the pay-off / licencing fees / royalty	To be shared by the technology transfer team		
		i. The award shall be given only when the minimum pay-off / licencing fee / royalty received is Rs.100000/- ii. The minimum award amount shall be Rs.25000/-				
Copyright	Applied by CC-SUES	Ownership	Full Processing fees paid by SUES	Award of 5000	To be shared equally by all	
			The criterion is self-explanatory			
	Applied by Individual	Ownership	Processing fees borne by applicant	Award of 2500	To be shared equally by all	
			The criterion is self-explanatory			

6	Awards and Recognitions	Academic / Research / Societal Contribution		GoI, State Government, Institutions of National Importance notified by MoE-GoI, Public Universities, Nationally or Internationally recognized profession bodies like but not limited to IE(I), IEEE, ACM, CSI etc.	Award of 5000	Per awardee
				The criterion is self-explanatory		
		Best Paper Award	Published in Journal	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 5000	For first author
				If a prestigious journal is not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary.		
		Best Paper Award	Published in Conference Proceedings	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 2000	For first author
				If the proceedings of a prestigious conference are not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary		
		Merit Award in NPTEL FDP Course	Elite + Gold + Topper 1% / 2% / 5%	>= 90%	Award of 2000	
			Elite + Silver + Topper 1% / 2% / 5%	75-89%	Award of 1500	
			Topper 1% / 2% / 5%		Award of 1000	
		Merit Award in ATAL FDP / ARPIT Refresher Course		>= 80% Marks	Award of 1000	
The faculty member shall submit the relevant NPTEL certificate						

7	e-Content Development	Compilation of a Complete Course		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	10000	To be shared among all content developers of CC-SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority ii. The faculty member shall submit the completion certificate from relevant authority		
		Compilation of a Module in a Course		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	2000	To be shared among all content developers of CC-SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority ii. The faculty member shall submit the completion certificate from relevant authority		
		Translation of a Course to Urdu		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	7500	To be shared among all translators of CC - SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority ii. The faculty member shall submit the completion certificate from relevant authority		

				NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	5000	To be shared among all translators of CC - SUES
		Translation of a Course to any Indian Language		<p>i. The faculty member shall submit the appointment / assignment letter from relevant authority</p> <p>ii. The faculty member shall submit the completion certificate from relevant authority</p>		
8	Membership of Professional Bodies	To Sustain Professional Chapter		IEEE, SAE, ACM, ICI, AIMA, AIMS, HMA, HRD Network, SMS, SHRM, IFA etc.	Full Annual Subscription	To be given to required number of faculty as per chapter norms
				The criterion is self-explanatory		
		Individual	Life Membership paid once in the career	Applicant should have completed two years of service	Membership fee 5000	Maximum limit & restricted to any one professional body
				The criterion is self-explanatory		
9	Qualification Improvement	PhD		On award of first PhD degree by a university recognized by UGC	Incentive to be sanctioned by the Service Matters Committee of SUES	
				<p>i. Faculty members who acquire Ph. D. degree while being in service of SUES are eligible for this incentive.</p> <p>ii. The HoI shall forward the recommendation for grant of incentive to the Hon. Secretary, SUES.</p> <p>iii. Faculty member has to submit a copy of the Provisional certificate.</p>		

		Certificate Course		NPTEL/ Other Recognised Courses	Examination Fee	
				The faculty member should submit the proof of payment of examination fee to claim reimbursement from the HoI.		
10	Research Supervision	Award of Ph. D. degree		Research scholar may be from Research Centres of CC - SUES or any other University	Award of 5000	
			The Research Supervisor should submit the press note of the university showing the name of the candidate, name of the supervisor, title of thesis and date of award of Ph. D. degree.			
11	Faculty Excellence Awards	Overall Performance		Criteria as per Excellence Award Committee Recommendations*	Award of 10000	
	*Award to be based on the score of Academic Parameters from SUES Annual Performance Appraisal and total of the rewards received in S. No. 1 to 9 of Faculty Incentive Scheme. A committee shall be constituted to recommend suitable implementation policy for the excellence award.					
	This incentive shall be implemented after formulation of the guidelines for 'Faculty Excellence Awards'					

ANNEXURE – I

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME STREAM - 1						
S. No.	Incentive for	Category	subcategory	Prerequisite	Incentive Amount (Rs)	Remarks
CC - SUES stands for Constituent College of Sultan UI Uloom Education Society						
1	Publication	Conference Proceedings	Conference Within India	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor Francis	Publication charges of 5000 per paper	Maximum of 3 papers per annum per author
			Conference Abroad	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor Francis	Publication charges of 10000	Maximum of 3 papers per annum per author
		Open Access Journals	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor Francis	Publication charges of 10000	Maximum of 3 papers per annum per author	
2	Presentation	Conference	Conference within India	Organized by Institutions of National Importance notified by MoE-GoI, Deemed Universities / National Law Universities / reputed educational Institutions / private sector organizations	Participation cum publication charges of 2500	Maximum of 3 papers per annum per author
3	Participation	Conferences/ Seminars/ Workshops/ FDPs	Organized in India	Organized by Institutions of National Importance notified by MoE-GoI/Public Universities / National Law Universities / IPE / Governmental organisations / Deemed Universities	Participation charges of 5000	maximum per annum for 1 or multiple
4	External Grants	Consultancy	Intellectual	Analysis, Design & Estimation / proof checking etc.	Institution : Faculty 20:80	To be shared with co-workers
			Utilizing Institutional Infrastructure	Research based or experiment / testing based projects	Institution: Faculty 40:60	To be shared with co-workers
8	Membership of Professional Bodies	To Sustain Professional Chapter		IEEE, SAE, ACM, ICI, AIMA, AIMS, HMA, HRD Network, SMS, SHRM, IFA etc.	Full Annual Subscription	To be given to required number of faculty as per chapter norms
		Individual	Life Membership paid once in the career	Applicant should have completed two years of service	Membership fee 5000	Maximum limit & restricted to any one professional body
9	Qualification Improvement	PhD		On award of first PhD degree by a university recognized by UGC	Incentive to be sanctioned by the Service Matters Committee of SUES	
		Certificate Course		NPTEL/ Other Recognised Courses	Examination Fee	
10	Research Supervision	Award of Ph. D. degree		Research scholar may be from Research Centers of CC - SUES or any other University	Award of 5000	

ANNEXURE – II

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME STREAM II						
S. No.	Incentive for	Category	subcategory	Prerequisite	Incentive Amount (Rs)	Remarks
CC - SUES stands for Constituent College of Sultan UI Uloom Education Society						
1	Publication	Books	Sole author	Peer reviewed / Recommended by duly constituted committee	Award of up to 20000 with a minimum of 10000	Per book
			With co-author(s)	Peer reviewed / Recommended by duly constituted committee	Award as above and shared equally among a maximum of 3 authors	Award split equally per author and awarded to authors from CC-SUES
			Editor(s)	Peer reviewed books / conference proceedings / Handbooks	Award of 10000 shared equally among a maximum of 3 editors	Award split equally per editor and awarded to editors from CC-SUES
			Subsequent editions	Already published books	Award of Rs. 5000	Award split per book among authors of CC-SUES
		Chapters in Books	Sole author in edited volumes	Peer reviewed	Award of 2500	per chapter
		Journals (zero processing charges)		First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis / EBBSCO / JGATE	Award of 7500	No annual limit
4	External Grants	Research Projects	Sponsored	GoI / State Government / Universities / Industries / Corporate Bodies / International Organisations	Award of 2% of the received grant for projects over 1 lakh with minimum of 5000 and maximum of 50000	To be Shared with co-investigator (s) of CC- SUES
		Organization of FDP/ Conference	National	GoI / State Government / Universities / Industries / Corporate Bodies/ International Organisations	Award of 2500	To be awarded to convener / coordinator
			International	Recognised International Professional Bodies	Award of 5000	To be awarded to convener / coordinator
5	Patents	Indian (Applicant CC - SUES)	Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited to a maximum of three inventors per patent
			Registered	Design	Award of 10000	
			Granted	Utility	Award of 25000	
			Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited

		International (Applicant CC - SUES)	Registered	Design	Award of 5000	to a maximum of three inventors per patent
			Granted	Innovation	Award of 10000	
			Granted	Utility	Award of 20000	
		Applied by Individual (Indian / International)	Granted	Design/ Innovation/ Utility Processing fees borne by applicant	Award of 5000	To be shared equally among SUES Inventors
		Technology Transfer	Patent in the name of Institution	Design / Product	Award of 15% of the pay-off / licencing fees / royalty	To be shared by the technology transfer team
	Copyright	Applied by SUES	Ownership	Full Processing fees paid by SUES	Award of 5000	To be shared equally by all
		Applied by Individual	Ownership	Processing fees borne by applicant	Award of 2500	To be shared equally by all
6	Awards and Recognitions	Academic / Research / Societal Contribution		GoI, State Government, Institutions of National Importance notified by MoE-GoI, Public Universities, Nationally or Internationally recognized profession bodies like but not limited to IE(I), IEEE, ACM, CSI etc.	Award of 5000	Per awardee
		Best Paper Award	Published in Journal	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 5000	For first author
		Best Paper Award	Published in Conference Proceedings	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 2000	For first author
		Merit Award in NPTEL FDP Course	Elite + Gold + Topper 1% / 2% / 5%	Topper with >= 90%	Award of 2000	
			Elite + Silver + Topper 1% / 2% / 5%	75-89%	Award of 1500	
			Topper 1% / 2% / 5%		Award of 1000	
		Merit Award in ATAL FDP / ARPIT Refresher Course		>= 80% Marks	Award of 1000	

7	e-Content Development	Compilation of a Complete Course		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	10000	To be shared among all content developers of CC-SUES
		Compilation of a Module in a Course		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	2000	To be shared among all content developers of CC-SUES
		Translation of a Course to Urdu		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	7500	To be shared among all translators of CC - SUES
		Translation of a Course to any Indian Language		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	5000	To be shared among all translators of CC - SUES
11	Faculty Excellence Awards	Overall Performance		Criteria as per Excellence Award Committee Recommendations*	Award of 10000	

ANNEXURE – III**SULTAN UL ULOOM EDUCATION SOCIETY****STATEMENT OF STREAM – 1 INCENTIVES SANCTIONED BY HoI**

Name of the Constituent Institution :

Statement Submission Date :

NOTE:

- i. All the criteria may not be applicable in all the months for an Institution. Hence only the relevant criteria may be filled.

Publications – Conference Proceedings – Conference within India (Attachment: Statement showing Title of publication and ID (ISBN, ISSN, doi, etc.))				
S. No.	Name of the Faculty Member	Title of the Conference	Dates of conference and place	Publisher of the proceedings
1				
2				
Publications – Conference Proceedings – Conference Abroad (Attachment: Statement showing Title of publication and ID (ISBN, ISSN, doi, etc.))				
S. No.	Name of the Faculty Member	Title of the Conference	Dates of conference and place	Name of the publisher
1				
2				
Publications – Open Access Journals (Attachment: Statement showing Title of publication and ID (ISBN, ISSN, doi, etc.))				
S. No.	Name of the Faculty Member	Name of the Journal	Date of publication	Name of the publisher
1				
2				
Presentation – Conference – Conference within India (Attachment: Statement showing Title of paper)				
S. No.	Name of the Faculty Member	Name of the Conference	Date of conference	Conference organizer
1				
2				
Participation – Conferences / Seminars / Workshops / FDPs – Organized in India				
S. No.	Name of the Faculty Members	Name of the event	Organized by	Date of participation

1				
2				
External Grants – Consultancy – Utilizing Institutional Infrastructure				
1				
2				
Membership of Professional Bodies – To Sustain Professional Chapter				
S. No.	Name of the faculty member	Department	Name of the professional body	Annual Membership fee paid
1				
2				
Membership of Professional Bodies – Individual – Life Membership paid once in the career				
S. No.	Name of the faculty member	Years of service in the institution	Name of the Professional body	Life Membership fee paid
1				
2				
Qualification Improvement – PhD (Attachment : Copy of the Provisional Certificate)				
S. No.	Name of the Faculty member	Name of the supervisor	University	Date of award of Ph. D. degree
1				
2				
Qualification Improvement – Certificate Course (Attachment : Copy of the e-certificate)				
S. No.	Name of the Faculty Member	Title of the Course	Course Offered by NPTEL/Others	Examination Fee Paid (Rs.)
1				
2				
Research Supervision – Award of PhD degree (Attachment: Copy of the Press-note of the University)				
S. No.	Name of the Faculty Member	Name of the Research Scholar	University	Date of award of Ph. D. degree
1				
2				

ANNEXURE - IV

OCCASSIONS FOR PRESENTATION OF STREAM II INCENTIVE AWARDS

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME STREAM II				
S. No.	Incentive for	Category	subcategory	Award to be given during
CC - SUES stands for Constituent College of Sultan UI Uloom Education Society				
1	Publication	Books	Sole author	College Day
			With co-author(s)	College Day
			Editor	Governing Council Meeting
			Subsequent editions	Faculty Meeting / Departmental Event
		Chapters in Books	Sole author in edited volumes	Faculty Meeting / Departmental Event
		Journals (Zero processing charges)		Governing Council Meeting
4	External Grants	Research Projects	Sponsored	College Day
		Organization of FDP/ Conference	National	Faculty Meeting / Departmental Event
			International	Governing Council Meeting
5	Patents	Indian (Applicant CC - SUES)	Published	Faculty Meeting / Departmental Event
			Design - Registered	College Day
			Utility - Granted	College Day
		International (Applicant CC - SUES)	Published	Faculty Meeting / Departmental Event
			Design - Registered	College Day
			Innovation - Granted	College Day
			Utility - Granted	College Day
		Applied by Individual (Indian / International)	Granted	Governing Council Meeting
		Technology Transfer	Patent in the name of Institution	College Day
		Copyright	Applied by SUES	Ownership
Applied by Individual	Ownership		Governing Council Meeting	
6	Awards and Recognitions	Academic / Research / Societal Contribution		College Day
		Best Paper Award	Published in Journal	Faculty Meeting / Departmental Event

		Best Paper Award	Published in Conference Proceedings	Faculty Meeting / Departmental Event
		Merit Award in NPTEL FDP Course	Topper+Elite+Gold Medal	Faculty Meeting / Departmental Event
		Merit Award in NPTEL FDP Course	Elite+Gold Medal	Faculty Meeting / Departmental Event
		Merit Award in ATAL FDP / ARPIT Refresher Course	Elite+Gold Medal	Faculty Meeting / Departmental Event
7	e-Content Development	Compilation of a Complete Course		Governing Council Meeting
		Compilation of a Module in a Course		Faculty Meeting / Departmental Event
		Translation of a Course to Urdu		Faculty Meeting / Departmental Event
		Translation of a Course to any Indian Language		Faculty Meeting / Departmental Event
11	Faculty Excellence Awards	Overall Performance		College Day

ANNEXURE – V

SULTAN-UL-ULOOM EDUCATION SOCIETY

BOOK REVIEW FORMAT

The Book / edited volume / conference proceedings / handbook reviewer is requested to submit the review in the following format. FORMAT – A consists of descriptive review and FORMAT – B consists of grade assignment on a scale of 1 to 10, where 10 is the highest grade.

FORMAT - A

Name of the Institution	
Title of the Book	
Author(s)	
Publisher	
Date / year published	
Genre of the book	
Brief summary of the book	
Strengths of the book (if any)	
Weaknesses of the book (if any)	

FORMAT - B

S. No.	Parameter	Grade on a scale of 1 to 10
1	Reputation of publisher	
2	Contribution of the book to the body of knowledge	
3	Quality of material presented in the book	
4	Usefulness of the book to the domain audience	
5	Usefulness of the book to interdisciplinary audience	
6	Accuracy of the material presented in the book	
7	Contemporariness and originality of the material in the book	
8	Presentation of material including font size, photographs, figures and tables etc.	
	Total	

Reviewer Credentials

Name	
Institutional Affiliation	
Department (if relevant)	
Designation	
Qualification	
Signature	
Date	

