



Policies & Procedures Manual

Sir Syed University of Engineering & Technology

Title of Policy: Research Honorarium & Conference Assistance Policy	
Revision Date (if any): NIL	
Policy Area: Research	Policy Number: SSUET/P/Acad/011-V2
Approved by (Statutory Body/ Competent Authority): BOG # 62.7	
Approval Date: 25-03-2021	Effective Date: 25-03-2021
Date of Issue: 25-03-2021	
Total Pages: 04	

Policy Statement

It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
Prepared by:	Dr. Lubna Farhi Dr. Rabia Noor Enam	Chairperson EE Director ORIC	22-02-2021
Reviewed by:	Sir Syed University Research Committee		25-02-2021

Research Honorarium & Conference Assistance Policy

1 Preamble

To improve the quality of education, and to increase the rankings at national and international platforms, high level research activities are essential part of the universities. To enhance and encourage the research culture at SSUET certain Honorarium should be provided to the faculty members of SSUET who are involved in active research works and their publications.

2 Introduction

Sir Syed University Research Committee (SSURC) has formed a Policy regarding the payment of Honorarium for publishing in different category journals and conference assistance at different levels. This document prescribes the policy and process for the issuance, approval and payment of Honorarium in this regard.

3 Research Honorarium Categories

3.1 Research Publication Honorarium

Category	Approved Funds (Rs)	Remarks
Publication Honorariums for HEC recognized "W" category journals or HEC recognized journal included in JCR	20,000/-	"W" category at the time of publication. Rs 20,000/- for publications on/after 01-02-2020.
Registration fee for HEC recognized "W" category journals or HEC recognized journal included in JCR	50,000/-	Maximum limit
Publication Honorariums for HEC recognized "X" category journals or included in Master journal list/Scopus	8,000/-	"X" category at the time of publication. Rs 8,000/- for publications on/after 01-02-2020.
Registration fee for HEC recognized "X" category journals or included in Master journal list/Scopus	15,000/-	Maximum limit
Publication Honorarium for Social Science HEC recognized "Y" category journal	6,000/-	"Y" category at the time of publication. Rs 6,000/- for publications on/after 01-02-2020.
Registration Fee for Social Science HEC recognized "Y" category journal	10,000/-	Maximum limit.

Honorarium entitlements	N/A	One Honorarium/paper (First three authors)
-------------------------	-----	--

Publication honorariums of Rs 8000/- and Rs 20,000/- respectively are provided to the researchers for HEC approved “X” and “W” category Journals. Similarly, Processing Charges and publications fee of Rs 20,000/- and Rs 50,000/- respectively are provided to the researchers for “X” and “W” category Journals. Only first three authors of the paper are considered for the grant of Publication honorariums and registration fee. The consideration criteria are based on the number of SSUET affiliated authors as follows:

SSUET affiliated authors	Publication honorariums	Registration fee
All first three authors	Full	100%of the approved fund
Two of the first three authors	Full	66% of the approved fund
One of the first three authors	Full	33% of the approved fund

3.2 Research Project Honorarium

Category	Approved Funds (Rs)	Remarks
Maximum number of Projects at one time	N/A	Professor can have up to THREE projects Assoc. Professor can have up to TWO projects Asst. Professor can have up to ONE project
Maximum Limit of Research Project funds	1,000,000/	N/A
Cost of equipment in the approved project	300,000/-	N/A

An amount of Rs.1.00 Million is provided for Research Project. HEC’s and SSUET’s Plagiarism Policies are strictly implemented. The researchers’ progress of approved projects are monitored regularly by SSUET research committee. In addition, financial assistance is also provided for attending and presenting research papers/posters at National/ International Conferences on case to case basis. The Policy matters of SSUET are revised on regular basis.

4 Conference Assistance Categories

4.1 National Conference

Item No.	Items	Registration Fee (Max. Limit)	Travel Assistance (Max. Limit)	Boarding Assistance (Max. Limit)	Total Assistance (Max. Limit)
1	National	Rs 10,000/-	Rs 40,000/-	Not Applicable	Rs 50,000/-

	Conference				
2	National Conference (within Province)	Rs 10,000/-	Rs 15,000/-	Not Applicable	Rs 25,000/-
3	National Conference (within City)	Rs 10,000/-	Not applicable	Not applicable	Rs 10,000/-

4.2 International Conference

Financial Assistance for International Conference will be awarded on case to case basis.

5 Criteria for Award of Conference Assistance

The applications received are evaluated by the Committee. There are chances that you may not get the grant even though your paper has been accepted in a conference. While evaluating an application for award of Grant, following aspects are taken into consideration:

- Scope of the conference
- Repute of the organizers
- Professional standing of invited resource persons and keynote speakers
- Relevance of the conference with the applicant's professional career
- Relevance of the paper with current job description of the applicant
- Previous presentations in foreign conferences / seminars
- Research / publication track of the applicant in peer-reviewed Journals.
- Research/publication is based on topics that are innovative, creative and preferably have a social impact on Society

6 How to Apply

- All such request should be made through proper channel and recommended by concerned FRC/DRC.
- Duly complied requests should reach the ORIC office at least 42 Days before commencement of the conference (out of country).
- Duly complied requests should reach the ORIC office at least 21 Days before commencement of the conference (with in country).

7 Terms and Conditions

- Entitlement is for faculty member presenting a paper in the conference.
- Conference should preferably be listed in ISI Indexed Proceeding/ PubMed Springer/ Elsevier/ ACM/ IEEE/ IET/ IOP
- The amount award to one author only (SSUET University employee only).

- Faculty members can avail a maximum of one (01) travel grant within a Fiscal Year.
- Maximum number of Financial Assistance for Conferences is subject to the availability of funds.
- Faculty member/s is expected to report certificate of participation and evidences of Travel.
- Late or incomplete applications will not be processed.
- If the visit is not performed for any reason(s), the same should be notified to authorities positively within 15 days after the conference dates.
- The applicant will have to submit justification if there is any change in title or contents of the paper submitted with application and published in the conference.
- Concerned authorities have a right to change terms and conditions as per need.