

T.E.H.R.D Trust's

KISHKINDA UNIVERSITY

Established under the Karnataka State Act No. 20 of 2023 | Recognized by Govt. of Karnataka & UGC, New Delhi



Research & Innovation Incentive Policy- 2026



T.E.H.R.D. Trust®

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**Kishkinda University
Ballari**

Approved by Karnataka Act 20 of 2023, Government of Karnataka dated: 05/08/2023
Recognized by the UGC under section 2f, dated: 22/11/2023

Main Campus:

Kishkinda University, Mount View Campus,
GP No. 735, H. Hosalli Gram Panchayath,
Near Sindhigeri, off 28 km,
Ballari-Siruguppa Road,
Siruguppa Taluk - 583 120,
Ballari District,
Karnataka, India.

Tel: 08393- 299011

Website: www.kishkindauniversity.edu.in

For and on behalf of the Board of Management

Prof. T.N. Nagabhushana
Vice Chancellor

Preamble

Kishkinda University is a state private university approved by Government of Karnataka by an Act No 20 of 2023 and recognised by UGC under section 2f. The university is located in a 50 acre green campus which is 28kms from Ballari towards Siruguppa arterial road.

The University is committed to fostering excellence in research and innovation across disciplines. Recognizing that knowledge creation and original ideas are vital to national progress and global relevance it actively promotes Research in Science, Engineering, Technology and Management.

This policy affirms the University's resolve to support faculty, scholars and students in meaningful research, collaborative projects and consultancy initiatives. It encourages interdisciplinary approaches while upholding the highest standards of ethics and publication integrity.

Through structured incentives and institutional support, Kishkinda University seeks to cultivate creativity, secure funded projects, promote patentable innovations and strengthen scholarly contributions. The policy envisions a vibrant ecosystem that advances scholarship and contributes to societal transformation and institutional excellence.

The Research & Innovation Incentive Policy mainly comprises of the following parts:

A. Prologue

B. Objectives

C. The Scope of the scheme

D. Research Promotion Support Schemes :

1. Journal/ Conference Publications
2. Conference Reimbursement in Scopus / Web of Science/ PubMed Indexed Conferences / Symposia. : National (Conferences within India) & International (Conferences in Abroad) , Daily Allowance (DA) – Grade-wise (International Conferences)
3. Publication of Books
4. Incentive for getting the Research Grant from Government / Private Sponsored projects
5. Consultancy
6. Patents
7. Professional Memberships
8. SEED Money
9. Policy on accommodation for Full-Time research assistants / Research scholars / Research associates
10. Incentive for Full-Time Scholars / Students to attend Conferences / Competitions National Conferences/Competitions & National Conferences/Competitions, Daily Allowance (DA) – International Travel

11. Incentive for Students winning National level/ state level poster presentation / Project competition / Hackathons
12. Faculty Empowerment Programmes
13. Best Researcher Award (For the University/ Faculty wise / Dept. wise)
14. Innovation Award
15. Best Ph.D. Thesis Award
16. Best Project Award for Final Year UG/ PG Students Department-Wise
17. Sabbatical leave
18. In Service Post-Doctoral Programme
19. Policy Amendments
20. Policy Commencement Clause

List of Annexures

- a) Top International Academic & Educational Publishers
- b) Top National Academic & Educational Publishers
- c) **Incentive Claim form A:** Application for claiming the incentives for publishing the paper in the Conference
- d) **Incentive Claim form B:** Application for claiming the incentives for publishing the paper: Journals
- e) **Incentive Claim form C:** Application for claiming the incentives for Publication of Books/ Book Chapter
- f) **Incentive Claim form D:** Application for claiming the incentives for Patents/ Copyrights
- g) **Incentive Claim form E:** Application for claiming the incentives for TA/ DA
- h) **Sabbatical Leave form F :** Application for Claiming Sabbatical Leave

Prologue

Kishkinda University is committed to the growth and development in the field of research & innovation. Pursuit of excellence in research is the need of the day. University is ever ready to foster the research & development activities in the vibrant educational campus. University encourages all kinds of research related to the fields of science, engineering, technology and management studies. University promotes collaborative research programmes with the esteemed research centres of the state & the nation. Kishkinda University shall ensure that research in all the fields include interdisciplinary, contra-disciplinary following the norms of the professional research and publication ethics.

Objectives

Primary objective of this Research policy and incentive scheme is to motivate all the faculty members / scholars of our university to undertake quality research, consultancy and other research related activities.

The Scope of the Scheme envisages in particular,

- ❖ To motivate faculty members to concentrate on research related activities besides teaching and to publish research articles in the refereed international journals and conferences.
- ❖ To foster interest among the members of faculty to establish collaborative research projects with their counterparts in reputed Indian / Foreign Universities.
- ❖ To encourage the faculty to submit project proposals and secure funded research projects from various funding agencies in India and Abroad.
- ❖ To undertake consultancy projects sponsored by both the Government and Private Industrial and other organizations.
- ❖ To promote creativity among faculty, enabling original contributions in the form of concepts and products that facilitate patenting.
- ❖ To pursue efforts to write books, monographs for publication by national and international publishers.

Research Promotion Support Schemes

1. Journal/ Conference Publications:

Journal Quartile	Incentive Amount
Q1	₹25,000
Q2	₹20,000
Q3	₹15,000
Q4/ WoS / Scopus / PubMed -Indexed	₹10,000
WoS / Scopus / PubMed-Indexed Conference Publication	₹5,000

Note: Any number of publications can be considered in this scheme by a faculty member and there is no upper limit in this regard.

2. Conference Reimbursement in Scopus / Web of Science/ PubMed Indexed Conferences / Symposia.

National (Conferences within India)		
Sl. No.	Provision	Details
1	Registration Fee Reimbursement	Registration fee will be reimbursed the actual fee paid or up to a maximum of ₹9,000 whichever is lower.
2	Travel Fare Eligibility	Only for the presenters, Sleeper Train/Bus fare for Assistant and Associate Professors; 3AC Train/AC Sleeper Bus fare for Professors and above.
3	Local TA/DA	Applicable only for outstation travel, as per UGC norms.
4	On Duty Leave	Granted for the duration of the conference.
5	Conference Quality	Only conferences of high repute and preferably by premier institutions such as IITs, IIITs, IISc, IIMs, IISERs.
6	Reimbursement Conditions	Reimbursement will be processed upon submission of all relevant bills: registration fee receipt, travel tickets, and other supporting documents.

International (Conferences in Abroad)		
Sl. No.	Provision	Details
1	Registration Fee Reimbursement	50% of Registration is Supported.
2	Travel Fare Eligibility	Only for the presenters, Economy class air fare (to & fro) will be provided.
3	Official Duty & Allowance	On Official Duty (OOD) and Daily Allowance will be granted for both conference and travel dates.
4	Eligibility Criteria	Only the first author of the paper is eligible for reimbursement, provided no other agency has funded the same. An author can claim once in 2 years.
5	Non-Eligibility Clause	Faculty attending only to chair a session or participate without presenting are not eligible for reimbursement.
6	External Fellowships	Faculty may apply for travel fellowships from various government funding agencies.
7	Conference Quality	Only conferences of high repute is recommended
8	Approval Process	Authors intending to submit papers must seek prior approval of the university.
9	Reimbursement Conditions	Reimbursement will be processed upon submission of all relevant bills: registration fee receipt, travel tickets, and other supporting documents. The committee may recommend an appropriate advance based on the proposed budget.

Daily Allowance (DA) – Grade-wise (International Conferences)			
Destination	Assistant Professor	Associate Professor	Professor
North & South America, Africa, Europe, Australia	\$75	\$100	\$125
Asia, Middle East, SAARC Countries	\$50	\$75	\$100

Note	<i>The application in the prescribed format must be submitted at least two months in advance for attending the International Conference.</i>
Annexure	1. Incentives Claim Form B 2. Incentives Claim Form E (TA / DA Form)

3. Publication of Books

Sl. No.	Category	Publisher Type	Incentive Amount	Remarks
1	Full Book	International Publisher (e.g., McGraw Hill, Prentice Hall, Oxford University Press, or other internationally reputed publishers)	₹20,000	Must be published by a recognized international publisher.
2	Full Book	Reputed National Publisher with ISBN/ISSN number	₹15,000	Must carry a valid ISBN/ISSN.
3	Book Chapter Contribution	International Publisher with ISBN/ISSN number	₹5,000	Conference papers published as book chapters are not eligible under this category; they must be claimed under the conference reimbursement scheme.
Note: Incentive is applicable for the publications belonging to the list of International and National Level Books Publishers provided in the annexure. Annexure: Incentives Claim Form C and the list of International and National Book Publishers				

4. Incentive for getting the Research Grant from Government / Private Sponsored projects:

1% of the total grant or 2 Lakhs whichever is minimum to be given to the Investigators as an incentive from the university, for getting the grant from Government / Private Sponsored projects from India and Abroad.

5. Consultancy:

Sl. No.	Condition	Incentive Details
1	Consultancy using University resources	If a faculty member undertakes consultancy work using University resources, 50% of the net amount (after deducting all expenses) will be provided as an incentive.
2	Multiple Faculty Involvement	If more than one faculty member is involved, the incentive amount shall be shared proportionately among them.

6. Patents

Sl. No.	Provision	Details
1	Patent Filing Support	The university will provide the full amount for filing, processing and granting of patents.
2	Institutional Affiliation Requirement	“Kishkinda University, Ballari” must be the first applicant.
3	Published Patents	The university will provide the amount for all published patents as per the patent publication charges fixed by the Govt. of India provided the first applicant is “Kishkinda University, Ballari”.
4	Technology Transfer & Royalty Sharing	In cases of technology transfer for commercial purposes, the royalty earned from the awarded patent shall be shared equally (50:50) between the University and the applicant(s).

Annexure: Incentives Claim Form D

7. Professional Memberships

Sl. No.	Provision	Details
1	Reimbursement Eligibility	Life-time membership fees for the professional societies having up to Rs.8000 will be fully reimbursed. Membership fees for a Professional Society, International Body or Organization if it is greater than Rs. 16,000/- then 50% of the fees will be reimbursed.
2	Annual Limit	A maximum of 20% faculty members can avail this facility per year.
	<i>Note: 1. For societies having membership fees greater than Rs. 8,000 and lesser than or equal to Rs. 16,000 then reimbursement will be Rs. 8,000 only. 2. For any faculty member only one membership is supported by the university.</i>	

8. SEED Money

Sl. No.	Provision	Details
1	Objective	To stimulate competitive research in strategic and emerging areas of national/global importance, promote innovative product and technology development and initiate research and development activities.
2	Eligibility	Faculty with a minimum of two years of experience and no prior funding from the University. Maximum of one grant per faculty per year. Exceptional cases may be considered by the committee.
3	Grant Value	Minimum: ₹2,00,000; Maximum: ₹5,00,000, based on the proposed budget.
4	Grant Duration	Two years from the date of sanctioning the grant. Comprehensive review of project outcomes.
5	Proposal Presentation	Investigators must present their project proposal before the Research Committee involving one external subject expert.
6	Resignation Clause	Faculty resigning during the funding period must reimburse the SEED money to the University.

9. Policy on accommodation for Full-Time research assistants / Research scholars / Research associates

Sl. No.	Provision	Details
1	University Scholarship/ Stipend	All the scholars enrolled for Ph.D. in full-time mode are provided with the University scholarship/stipend of Rs. 18,000/- per month for a period of 03 years.
2	Scholars'/ Research Associate's accommodation scheme	All the scholars enrolled for Ph.D. in full-time mode or Research Associates can be provided with the hostel facility for a needy-scholars/ Research Associates at a nominal rate.
<i>Note: The same amount may be deducted from the stipend for scholars who are receiving the stipend from the university.</i>		

10. Incentive for Full-Time Scholars / Students to attend Conferences / Competitions:

National Conferences/Competitions		
Sl. No.	Provision	Details
1	Registration Fee	Full reimbursement of conference/competition registration fees.
2	Travel Fare	Only for the presenters, Sleeper Class Train fare or equivalent Bus fare (to & fro).
3	TA/DA	As per the norms of the University.
4	Eligibility	Reimbursement applicable to one student listed as an author in the paper. Usually 1 st Author.
<i>Note: All conference publications should be in Scopus/WoS/ PubMed -indexed.</i>		

International Conferences/Competitions		
S.No.	Provision	Details
1	Air Fare	Only for the presenters, Economy class air fare (to & fro) will be provided.
2	Registration Fee	50% of the conference/competition registration fee will be reimbursed. Prior approval of the university is mandatory for registration.
3	Eligibility	Reimbursement applicable only if the student/scholar is one of the authors in the paper and no other agency has provided financial support.
4	External Scholars	Part-time external students/scholars may be supported based on committee recommendation.
5	Travel Fellowships	Scholars/students are encouraged to apply for government-sponsored travel fellowships.

Daily Allowance (DA) – International Travel	
Destination	Daily Allowance (DA)
North & South America, Africa, Europe, Australia	\$75
Asia, Middle East, SAARC Countries	\$50
Reimbursement will be processed upon submission of all relevant bills, including registration fee receipts, travel tickets, and other supporting documents.	

11. Incentive for Students winning National level/ state level poster presentation / Project competition / Hackathons:

Sl. No.	Level	Achievement	Incentive Amount	Conditions
1	International / National	Winning 1st / 2nd / 3rd prize in poster presentation, project competition, or Hackathon	First Prize- 10,000 Rs. Second Prize- 07,000 Rs. Third Prize- 5,000 Rs. per team	Subject to prior approval
2	State	Winning 1st / 2nd / 3rd prize in poster presentation, project competition, or Hackathon	₹5,000 per team	Subject to prior approval

12. Faculty Empowerment Programmes:

Category: WS/ FDP/ Symposium/ etc.,		
Sl. No.	Provision	Details
1	Registration Fee	Full reimbursement of registration fees.
2	Travel Fare Eligibility	Sleeper Train/Bus fare for Assistant and Associate Professors; 3AC Train/AC Sleeper Bus fare for Professors and above.
3	Local TA/DA	Applicable only for outstation travel, as per UGC norms.
4	On Duty Leave	Granted for the duration of the program.
5	Reimbursement Conditions	Reimbursement will be processed upon submission of all relevant bills, including registration fee receipt, travel tickets, and other supporting documents, as per the prescribed format.

13. Best Researcher Award (For the University/ Faculty wise / Dept. wise)

Category	Criteria	Points Awarded
Q1 Journal Publication	1st Author	10 points
	2nd / Corresponding Author	7 points
	3rd Author & Above	5 points
Q2 Journal Publication	1st Author	8 points
	2nd / Corresponding Author	6 points
	3rd Author & Above	4 points
Q3 Journal Publication	1st Author	6 points
	2nd / Corresponding Author	4 points
	3rd Author & Above	2 points
Q4 / Scopus-Indexed Conference Publication	1st Author	2 points
	2nd / Corresponding Author	1 point
	3rd & 4th Author	0.5 point
	Above 4th Author	0.25 point
Funded Research Projects	> ₹20 Lakhs	15 points
	Amount > ₹16 Lakhs and < ₹20 lakhs	12 points
	Amount > ₹12 Lakhs and < ₹16 Lakhs	09 points

	Amount > ₹ 8 Lakhs and < ₹12 Lakhs	06 points
	Amount > ₹ 4 Lakhs and < ₹ 8 Lakhs	03 points
	Amount > ₹1 Lakhs and < ₹4 Lakhs	01 point
Patents	Published	5 points per patent
	Granted	10 points per patent
Consultancy	> ₹20 Lakhs	15 points
	Amount > ₹16 Lakhs and < ₹20 lakhs	12 points
	Amount > ₹12 Lakhs and < ₹16 Lakhs	09 points
	Amount > ₹ 8 Lakhs and < ₹12 Lakhs	06 points
	Amount > ₹ 4 Lakhs and < ₹ 8 Lakhs	03 points
	Amount > ₹1 Lakhs and < ₹4 Lakhs	01 point
Award Details: - One award each will be presented to outstanding faculty from: Faculty of Science, Faculty of Engineering & Technology, Faculty of Commerce & Management - Selection is based on total points earned during the calendar year (1st Jan. to 31st Dec.). - The award includes: A citation and a cash prize of ₹5,000.		

14. Innovation Award

Sl. No.	Provision	Details
1	Eligibility	Any faculty member or student who successfully develops and commercializes a product in the market.
2	Recognition	The award acknowledges innovation, entrepreneurship, and market impact achieved through product development.
	<i>Note: The Innovation Award comprises of a citation and Cash Prize of Rs. 10,000/-</i>	
<i>Detailed application with supporting documents needs to be submitted to the university.</i>		

15. Best PhD Thesis Award:

S. No.	Provision	Details
1	Eligibility Criteria	Scholar must have published more than equal to four Q1/Q2 journal papers and 2 Scopus-indexed conference papers based on their thesis.
2	Authorship Requirement	Scholar must be the 1st author in all the publications.
3	Award Components	₹10,000 cash incentive and a certificate of recognition.

16. Best Project Award for Final Year UG/ PG Students Department-Wise

Sl. No.	Provision	Details
1	Eligibility	UG/PG student projects resulting in Scopus/Web of Science indexed publications or equivalent conference papers. Where multiple papers are presented, the committee shall assess the merit, originality, and impact of the work before finalizing eligibility.
2	Prize Money	First Prize- Rs.7,000/-, Second Prize- Rs. 5000/- Third Prize- Rs. 3,000/-
3	Selection Process	Nominations will be reviewed by a 5-member committee appointed by the Vice Chancellor. Selection will be based on project credentials and publication quality.

17. Sabbatical leave:

Sl. No.	Provision	Details
1	Eligibility	Scholars and faculty members may avail sabbatical leave once every five years, subject to a maximum duration of one year.
2	Purpose	To undertake research activities, academic collaborations, or industrial visits that contribute to the University's strategic goals and enhance scholarly output.
3	Duration	Sabbatical leave may be granted for a minimum of 4 weeks and up to a maximum of 12 months, based on the nature of the research and institutional approval.
Annexure:		<i>Sabbatical Leave Form F</i>

18. In Service Post-Doctoral Programme

In service faculty member going on a post-doctoral programme the modalities will be addressed case by case by the committee chaired by the honourable Vice Chancellor.

19. Policy Amendments:

This policy shall be reviewed periodically to ensure its continued relevance, effectiveness, and alignment with the evolving priorities of the University. Any amendments or updates will be made based on institutional needs and feedback from stakeholders, as deemed appropriate by the competent authority.

20. Policy Commencement Clause:

This policy shall come into effect after approval from BoM / BoG and shall remain in force until further revisions or amendments are made by the competent authority.

Annexure

Top International Academic & Educational Publishers

• Brill Academic • Cambridge University Press (CUP) • Cambridge University Press India • Cornell University Press • De Gruyter • Elsevier • Emerald Publishing • Harvard University Press • IGI Global • Macmillan Education India • McGraw-Hill Education • MIT Press (Massachusetts Institute of Technology) • Oxford University Press (OUP) • Oxford University Press India	• Palgrave Macmillan • Pearson Education • Pearson Education India • Peter Lang • Prentice Hall of India (PHI) • SAGE Publications • Springer Nature • Taylor & Francis (Routledge) • Taylor & Francis India (Routledge) • University of Chicago Press • Wiley (John Wiley & Sons) • World Scientific • Yale University Press
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Top National Academic & Educational Publishers

• Allied Publishers • CBS Publishers & Distributors Pvt. Ltd. • Eastern Book Company (EBC) • Himalaya Publishing House • Jaico Publishing House • Khanna Publishers • Laxmi Publications Pvt. Ltd. • LeftWord Books • Manohar Publishers & Distributors • Motilal Banarsidass (MLBD) • National Book Trust • Navakarnataka Publishers Pvt Ltd • New Age International Pvt. Ltd. • Nirali Prakashan, Pune	• Orient Blackswan • Penguin Books • Pragathi Prakashan, Meerut • Rawat Publications • S. Chand Publishing • Sage India • Sapna Book House • Scientific Publishers (Jodhpur) • Subhas Publishing House Pvt Ltd • Taxmann • Technical Publications • Vasan Publications • Vikas Publishing House
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Incentive Claim Form A

Application for claiming the incentives for publishing the paper in the Conference		
Sl No	Particulars	Details
Personal Details		
1	Name of the Applicant (Full Name)	
2	Designation	
3	Emp. ID	
4	Department	
5	Contact Details	
6	Email Id	
Conference		☐ National ☐ International
1	Research Area	
2	Title of the Paper Published	
3	Authors Position (Only 1 st authors are considered for International Travel)	☐ 1 st ☐ 2 nd ☐ 3 rd ☐ 4 th ☐ 5 th ☐ 6 th
4	List of Authors	
5	Conference Name	
6	Conference Date & Venue	
7	Conference Organized by	
8	Mode of Presentation	☐ Oral ☐ Poster ☐ Virtual
9	Proof of Presentation Attach (attendance certificate Copy)	
10	Quartile Ranking	☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4
11	Conference Proceedings Indexed in	☐ Scopus ☐ Web of Science ☐ IEEE ☐ Others
12	DOI / Article Link [Insert DOI or URL]	
13	Date of Publication	
14	Proof of Publication	Attach (PDF Copy / Journal Link)
15	Peer Critical Reviewed	☐ Yes ☐ No
Enclosures Checklist (Attach as Annexure): Copy of the published article (PDF or print) 1. Journal cover page and index page 2. Proof of indexing (Scopus/Web of Science / others screenshot) 3. Official Journal URL 4. Declaration of authorship (if required) 5. Bank details (if not already submitted)		Suggested Enclosures for Claim Submission 1. Travel tickets (bus/train/flight) 2. Boarding passes (for flights) 3. Hotel bills and receipts 4. Registration fee receipt 5. Conference certificate of presentation 6. Journal/Conference Listing Proof (CLP) 7. Prior approval letter (if applicable) 8. Bank details for reimbursement

Note: For International conferences, applications must be submitted at least two months prior to the event. Faculty may attend such conferences only after receiving approval from the university.

Travel Allowance			
1	Allowance Type		
2	Travel Fare Reimbursement for bus/train (Sleeper/3AC) / Air fare or approved mode of travel		
Incentive & Reimbursement Claim Details			
Sl. No	Claim Type	Amount (₹)	Supporting Document
1	Conference Incentive (As Per Norms)		Publication Copy
2	Registration Fee Full or partial reimbursement (with official receipt)		Attach Fee Receipt

Signature of the Applicant

Office Use		
Review Committee Members remarks:		
Sl. No	Member	Signature

Registrar	Vice-chancellor	Finance Officer
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Incentive Claim Form B

Application for claiming the incentives for publishing the paper: Journals		
Sl No	Particulars	Details
Personal Details		
1	Name of the Applicant (Full Name)	
2	Designation	
3	Emp. ID	
4	Department	
5	Contact Details	
6	Email Id	
Journal Publication Details		
1	Research Area	
2	Title of the Paper Published	
3	Authors Position (Only 1 st authors are considered for International Travel)	☐ 1 st ☐ 2 nd ☐ 3 rd ☐ 4 th ☐ 5 th ☐ 6 th
4	List of Authors	
5	Quartile Ranking	☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4
6	Conference Proceedings Indexed in	☐ Scopus ☐ Web of Science ☐ IEEE ☐ Others
7	Publisher Name	
8	Date of Publication	
9	DOI / Article Link [Insert DOI or URL]	
10	Proof of Publication Attach (PDF Copy / Journal Link)	
11	Peer Critical Reviewed	☐ Yes ☐ No
Enclosures Checklist (Attach as Annexure): Copy of the published article (PDF or print) - Journal cover page and index page - Proof of indexing (Scopus/Web of Science screenshot) - Official Journal URL - Declaration of authorship (if required) - Bank details (if not already submitted)		Suggested Enclosures for Claim Submission - Travel tickets (bus/train/flight) - Boarding passes (for flights) - Hotel bills and receipts - Registration fee receipt - Conference certificate of presentation - Journal/Conference Listing Proof (CLP) - Prior approval letter (if applicable) - Bank details for reimbursement

Travel Allowance				
1	Allowance Type			
2	Travel Fare Reimbursement for bus/train (Sleeper/3AC) / Air fare or approved mode of travel			
Incentive & Reimbursement Claim Details				
Sl. No		Claim Type	Amount (₹)	Supporting Document
1	Journal Publication Incentive (As Per Norms)			Publication Copy
2	Registration Fee Full or partial reimbursement (with official receipt)			Attach Fee Receipt

Signature of the Applicant

Office Use		
Review Committee Members remarks:		
Sl. No	Member	Signature

Registrar	Vice-chancellor	Finance Officer

Incentive Claim Form C

Application for claiming the incentives for Publication of Books/ Book Chapter

Personal Details		
Sl No	Particulars	Details
1	Name of the Applicant (Full Name)	
2	Designation	
3	Emp. ID / Scholar ID	
4	Department	
5	Contact Details	
6	Email Id	
Publication Details		
1	Title of the Book	
2	Author (s)	☐ Single ☐ Multiple
3	Authors Position	☐ 1 st ☐ 2 nd ☐ 3 rd ☐ 4 th ☐ 5 th ☐ 6 th
4	List of Authors	
5	Type of Publication	☐ National ☐ International
6	Publisher Name	
7	Date of Publication	
8	ISBN / ISSN Number	
9	Language	
10	Edition	☐ First ☐ Revised ☐ Reprint
11	Mode of Publication	☐ Print ☐ eBook ☐ Both
12	In case of Book Chapter : Title	
13	Page Numbers	
14	Enclosures Checklist (Attach as Annexure)	• Copy of book cover page and ISBN page • Publisher's letter or contract (if available) • Receipt of registration/processing fee (if applicable) • Declaration of authorship • Bank details (if not already submitted) • CLP (Conference/Journal Listing Proof, if applicable for edited volumes)

Signature of the Applicant

Office Use

Review Committee Members remarks:

Sl. No	Member	Signature

Registrar	Vice-chancellor	Finance Officer
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Incentive Claim Form D

Application for claiming the incentives for Patents/ Copyrights	
Personal Details	
Particulars	Details
Name of the Applicant (Full Name)	
Designation	
Emp. ID / Scholar ID	
Department	
Contact Details	
Email Id	
Patent / Copyright Details	
Type of Claim	☐ Patent ☐ Copyright
Title of the Work	
Status	☐ Filed ☐ Published ☐ Granted
Date of Publication / Grant	
Patent / Copyright Number	
Co-Investigators (if any)	
Is “Kishkinda University, Ballari” the Applicant / Joint Applicant?	☐ Yes ☐ No
Financial Details	
Amount Paid for :	a) Filing : ₹ _____ b) Processing : ₹ _____ c) Granting: : ₹ _____
Amount Claimed for Reimbursement	₹ _____
Supporting Documents Attached	☐ Payment Receipts ☐ Certificate ☐ Co-PI Proof ☐ Others
Declaration	
I hereby declare that the information provided is true and accurate. Date: Signature of Applicant	

Office Use		
Review Committee Members remarks:		
Sl. No	Member	Signature

Registrar	Vice-chancellor	Finance Officer
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Incentive Claim Form E
Application for claiming the incentives for TA/ DA

TA/ DA Bill

Voucher No.: _____

Cheque No.: _____

Date: _____

CERTIFICATE

1. Certified that the distance between places shown in the bill are correct.
2. Certified that the claims representing payment of railway fares are for the class of accommodation to which I am entitled and have actually travelled.
3. Certified that the actual cost by road claimed in the bill for which vouchers could not be obtained is correct to the best of my knowledge and I have actually travelled by any / own car bearing No.
4. Certified that I have not claimed T.A. previously in this respect.
5. Certified that I have not taken any T.A. Advance for this purpose.
6. Certified that I have actually travelled by train, class.
7. Certified that I have actually travelled by Air, vide ticket no.
8. Certified that I have travelled by bus in shortest route.
9. Certified that I have travelled by shortest route.

Signature

Payable to:	
Name:	Designation:
Address:	Purpose of Visit:
	Date of Visit:

For Online Payments:-	
Account No.:	Bank Branch:
Bank Name:	IFSC Code:

Debit: _____ _____ _____ Checked by: _____ Entered at Page _____	Passed for Rs. _____ Ps. _____ Rupees _____ _____ _____ Date: _____
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OS/ AOS

Finance Officer

TA / DA Details

Date	From	To	Bus/ Train Fare (Rs.)	Flight Fare (Rs.)	Taxi Fare (Rs.)	DA (Food lodging Charges) (Rs.)	Total (Rs.)
Total							

Rupees (in words) _____

Finance officer

Signature

Sabbatical Leave Form F
Application for claiming Sabbatical Leave

Section	Details to be Filled
1. Applicant Information	
Name of Applicant	
Designation	
Department	
Employee ID/ Scholar ID	
Contact Number	
Email ID	
2. Sabbatical Leave Details	
Purpose of Sabbatical	☐ Research ☐ Industry Collaboration ☐ Lab Visit ☐ Other: _____
Institution / Industry to be Visited	
Location	
Proposed Duration	From: _____ To: _____ (Total: _____ weeks)
Previous Sabbatical Leave (if any)	Year: _____ Duration: _____
Expected Outcomes	
Signature of Applicant	

Note:

Scholars and faculty members may avail sabbatical leave once every five years, subject to a maximum duration of one year. Sabbatical leave may be granted for a minimum of 4 weeks and up to a maximum of 12 months, based on the nature of the research and institutional approval.

Office Use		
Concerned Dean Recommendation	☐ Recommended ☐ Not Recommended	
Comments		
Signature of Dean of Concerned Faculty	_____ Date: _____	
Research Committee Review	☐ Approved ☐ Not Approved ☐ Verified ☐ Not Verified	
Review Committee Members remarks		
Sl No	Member	Signature
Final Approval by Competent Authority	☐ Approved ☐ Not Approved	
Signature	_____ Date: _____	

Registrar	Vice-chancellor	Finance Officer
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Visualization of Kishkinda University

Mount View Campus



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Kishkinda University

Mount View Campus,
GP No. 735, H. Hosalli Gram Panchayath,
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