



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

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YEARS
Since 1921



Ref. No.: 357/DoRD/Research Award/2026

Date: 05/06/2026

Dean of the School

In accordance to the decision of the Executive Council and as per the approval of the Hon'ble Vice-Chancellor, applications are hereby invited from Faculty Members (Regular & SFS) of the University for the 'Research Excellence Awards-2026'.

Eligible faculty members may submit their applications, both in hard and soft copy, as per the attached guidelines for claiming the Research Excellence Award score for the period from 01 July 2025 to 30 June 2026. Applicants are required to submit the application form along with all duly signed relevant supporting documents in the prescribed format only (Form A & Form B) to the R&D Office on or before **30 June 2026**. Applications received after the due date shall not be entertained. The decision of the committee in all matters related to the award shall be final and binding, and no correspondence or inquiry in this regard will be entertained.

Enclosure: As above (Page no. 1-8 of REA-Guideline)

(Prof. Rajesh Kumar Verma)
Dean, Research & Development

Copy to the following for kind information and needful:

1. Head of Departments
2. Registrar
3. Finance Controller
4. System Manager for circulation on the website
5. Staff officer: for kind information to the Hon'ble Vice Chancellor.

(Prof. Rajesh Kumar Verma)
Dean, Research & Development





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OFFICE OF THE DEAN RESEARCH & DEVELOPMENT (R&D)

Research Excellence Award Policy-2026

1. Introduction

This policy outlines the guidelines established by Harcourt Butler Technical University, Kanpur in the year 2026 for defining the criteria, application process, and evaluation methods to recognize faculty members for their significant research contributions. It includes key parameters such as publications, books, patents, projects, consultancy, supervision, administrative responsibilities, and recognition along with a structured nomination and review process.

By encouraging excellence in research and innovation, the University aims to foster a culture of academic leadership and impactful scholarship. This initiative serves as a motivation for faculty members to pursue high-quality research that contributes to societal development and technological advancement. Through transparent evaluation and recognition, the policy aims to inspire continuous professional growth and uphold the highest standards of academic achievement.

2. Award Objectives

The objective of this award is to recognize and reward faculty members who demonstrate exceptional research performance and contribute significantly to academic excellence. It also aims to promote the advancement and dissemination of knowledge within the University by encouraging high-quality research and innovation. Furthermore, the award seeks to motivate faculty members through formal recognition, cash prizes, and certification, thereby fostering a culture of continuous scholarly achievement and professional growth.

3. Eligibility Criteria

1. All faculty members (Regular/SFS) engaged in active research are eligible.
2. Candidates who have been debarred or blacklisted by any institute, government & autonomous agency shall not be eligible to apply.
3. Faculty members whose research paper have been retracted during the assessment period shall not be eligible to apply for the award.
4. Candidates getting a minimum score of 80 marks will be eligible for the award.
5. Candidates securing a minimum of 80 marks will receive a cash prize of Rs. 25,000/-, while for every subsequent increase of 10 marks, an additional amount of Rs. 10,000/- will be awarded accordingly.

4. Application Requirements

Applications shall be invited annually by the Research and Development (R&D) Cell for the period from **1st July to 30st June** each year. Faculty must submit applications through their Head of the Department and Dean in the prescribed format (Forms A & B), along with duly signed supporting documents, shall be considered.

5. Selection Criteria for Award

1. SCI Papers published as the first/corresponding author will receive 70% of the maximum score/marks, while the coauthors will receive 30% of the maximum score/marks.
2. Publications made in journals that seek publication fees (APC/open access charges) shall not be considered.
3. Publications (other than research papers) and conference proceedings/paper presentations in seminars/conferences published as First/Corresponding/The presenting author shall be eligible to apply for the award.
4. In case the mention of the first/corresponding author is not distinctly made on the front page of the published paper, submission of a snapshot from the toolbox of the paper submission system (for example, Editorial Manager/Scholar One) through which the paper was submitted as the corresponding author is mandatory.
5. The Impact Factor shall be considered only as per Clarivate Analytics (CA). If a journal is not indexed in Clarivate Analytics, the Impact Factor shall be treated as zero.
6. Publications (other than research papers) must have a valid ISBN number to be considered for the award of marks.
7. External sponsored projects with details of the research grant as PI/Co-PI project. The Principal Investigator (PI) will receive 70% of the maximum score/marks, while the Co-PI(s) will receive 30% of the maximum score/marks.
8. Proper office orders must be submitted for the claim of scores under Additional

Administrative Responsibilities. Claims under Events Organized (minimum 2 days duration) must be supported by a valid certificate/approval issued by the competent authority.

9. Patent published/granted.
10. Editor of the journal/reviewer of the journal under Clavariate Analytics (CA) will be considered.

6. Evaluation Process

1. Each application will be reviewed by the evaluation committee, chaired by Dean R&D, an external expert, and the concerned Deans of Schools as members. The main task of the committee is to evaluate the research output of each candidate as per the criteria.

2. The committee shall critically review duplications of any research activity and eliminate credit claimed more than once for essentially the same activity. The committee may also review any previous applications of the candidate to remove any overlaps with previously accepted publications.

The Evaluation Committee's recommendation will be forwarded to the Honorable Vice Chancellor for final approval.

7. Awards and Recognition

Selected faculty members shall receive cash prizes and a certificate of recognition during the convocation ceremony or any official event of the University.

8. Guidelines for Maintaining the Award

The selection benchmark may be raised by the committee to ensure competitiveness. Hon'ble VC has discretionary power to amend this policy as per requirements. The decision taken by the competent authority will be final and binding for all applicants.

(Form A)

Dispatch No:

Date:

Covering letter for Research Excellence Award

To,
The Dean (Research & Development)

Subject: Submission of application for **Research Excellence Award-2026**.

I am hereby submitting the following documents with reference to the notice regarding the Research Excellence Award-2026 for kind consideration.

S. No.	Documents	Page no. from ----to----
1.	a. Research Papers in SCI/SCIE/SCOPUS-indexed unpaid journals as first/corresponding author	
	b. Research Papers in SCI/SCIE/SCOPUS-indexed unpaid journals as a coauthor	
2.	Publications (other than Research papers)	
3.	Research Guidance	
4.	Research Projects	
5.	Patents	
6.	Fellowship/ Editor of journal/ Reviewer of Journal	
7.	Conference Proceedings/ Paper presentation in Seminars/ Conferences	
8.	Invited lectures/ Resource Person in Conferences/ Seminars/ FDPs/ Workshops/ STCs (min 2 days duration)	
9.	Events Organized (min 2 days duration)	
10.	Additional Administrative Responsibilities	

I hereby undertake that:

*I hereby undertake that all information and documents submitted by me in **Form-B** for the Research Excellence Award-2026 claiming score for research papers, publications, projects, patents, guidance, conferences, invited lectures, events organized, and administrative responsibilities, are true and in accordance with the University policy. I certify that the claimed research papers are published/accepted in SCI/SCIE/SCOPUS indexed **non-paid journals**. In case any discrepancy, plagiarism, false claim, or retraction is found at any stage, I shall be solely responsible and shall abide by the action taken by the University, including cancellation of the award and necessary action can be taken.*

Name of faculty member
Signature & Seal

I certified that all documents furnished by the applicant in **Form-B** have been duly verified and comply with the norms of Research Excellence Award.

Signature of Head of Dept. with Seal

The application, along with the supporting documents in **Form-B**, is hereby forwarded and recommended/not recommended for kind consideration of Research Excellence Award.

Signature of Dean of School with Seal

Application for Research Excellence Award-2026

A. Applicant Details					
1	Name of the Faculty				
2	Highest Educational qualification				
3	Total service in HBTU				
4	Designation				
5	Department & School				
B. Research/Academic Activity		Max Score	Score Claimed	Annexure number	Score awarded by Committee
1.	Research Papers in SCI/ SCIE/ SCOPUS indexed unpaid Journals				
	SCI/ SCIE (WoS) - Q1	20			
	SCI/ SCIE (WoS) - Q2	15			
	SCI/ SCIE (WoS) - Q3	10			
	SCI/ SCIE (WoS) - Q4	8			
	Scopus Indexed	6			
2.	Publications (other than Research papers)				
	(a) Books authored published by international publishers	12			
	(b) Books authored published by national publishers	10			
	(c) Editor of Book by International Publisher	06			
	(d) Editor of Book by National Publisher	05			
	(e) Chapter in Edited Book	03			
3.	Research Guidance				
	Ph.D.	10 per degree awarded			
	M.Phil./P.G. dissertation	02 per degree awarded			
4.	Research Projects				
	More than 50 lacs	20			
	Between 25 and 50 lacs	15			
	Between 10 and 25 lacs	10			
	Less than 10 lacs	05			
5.	Patents				
	Indian patent (Utility/Process) Granted, commercialized/technology transfer	25			
	Indian patent (Utility/Process) Granted	15			

	Indian Patent (Published)	5			
	Design Patent	2			
6.	Fellowship/ Editor of journal/ Reviewer of Journal	(max 10 marks)			
	International Fellowship by Government agencies	07 each			
	National Fellowship by Government agencies	05 each			
	Editor of peer reviewed journal	05 per journal			
	Reviewer of a peer reviewed journal	01 per paper			
7.	Conference Proceedings/ Paper presentation in Seminars/ Conferences	(max 10 marks)			
	Conference Proceeding by International Publisher	04			
	Conference Proceeding by National Publisher	03			
	Paper presented in International Conference/ Seminar/symposium	02			
	Paper presented in National Conference/ Seminar/Symposium	01			
8.	Invited lectures/ Resource Person in Conferences/ Seminars/ FDPs/ Workshops/ STCs	(max 15 marks)			
	International	03			
	National	02			
9.	Events Organized (min. 2 days duration)	(max 15 marks)			
	Organizing Secretary	05			
	Chairman/Coordinator/Convenor	03			
10.	Additional Administrative Responsibilities	(max 10 marks)			
	Pro VC/Dean/HoD/CoE	5			
	Assoc. Dean/Asst. Dean/Dy. COE/CS/ACS	3			
	Warden/Convenor/Coordinator of the Student Council	3			
	Nodal Officer	2			

N.B. All claimed documents should have HBTU affiliation

Date:

Name of faculty member
Signature & Seal

Name & Signature of Head of Dept. with Seal

Documents required for claiming score in Research Excellence Award

Category	Proof/Documents Required
1. Research Papers in SCI/SCIE/Scopus Indexed Journals	<ul style="list-style-type: none"> • First page of published paper showing authors, title, journal name, volume, issue, year. • Proof of indexing (Web of Science/SCIE/SCI or Scopus screenshot). • Quartile (Q1/Q2/Q3/Q4) evidence from JCR/Scimago/Clarivate Analytics for the publication year. • Declaration that the journal is unpaid/non-predatory if required.
2. Publications (Books/Edited Books/Book Chapters)	<ul style="list-style-type: none"> • Cover page, title page, copyright page, ISBN page. • Publisher details showing international/national publisher. • For edited books, page indicating editor name. • For book chapters, first page of chapter and contents page showing author name.
3. Research Guidance	<ul style="list-style-type: none"> • Ph.D. degree award notification/certificate of student. • University notification showing supervisor/co-supervisor. • For M.Phil./PG dissertations, a completion certificate or department records indicating supervision.
4. Research Projects	<ul style="list-style-type: none"> • Sanction letter from funding agency showing PI/Co-PI status and sanctioned amount. • Completion certificate/final report submission proof (if completed).
5. Patents	<ul style="list-style-type: none"> • Patent grant certificate for granted patents. • Patent publication document/application publication details for published patents. Technology transfer/commercialization agreement, licensing agreement, royalty receipt, or MoU for commercialized patents. • Design patent registration certificate.
6. Fellowship / Editor / Reviewer	<ul style="list-style-type: none"> • Fellowship award letter from Government agency. • Editorial board membership letter or journal website screenshot showing editor role. • Reviewer certificates, acknowledgment letters via emails, or reviewer activity reports (Publons/Web of Science Reviewer Recognition, journal certificates, etc.).

7. Conference Proceedings / Paper Presentations	<ul style="list-style-type: none"> • First page of conference proceeding paper. • Publisher details indicating international/national publisher. • Conference presentation certificate. • Conference brochure/programme showing author's presentation.
8. Invited Lectures / Resource Person	<ul style="list-style-type: none"> • Invitation letter/email. • Certificate of participation as resource person/speaker. • Programme schedule/brochure showing name and topic.
9. Events Organized (Minimum 2 Days Duration)	<ul style="list-style-type: none"> • Official order/nomination letter appointing faculty as Organizing Secretary, Coordinator, Convenor, etc. • Event brochure/flyer. • Event report showing duration and role.
10. Additional Administrative Responsibilities	<ul style="list-style-type: none"> • Appointment/office order issued by the university/institute. • Relevant tenure period order from the competent authority.
