



Research Promotion Policy 2024

Effective from 1st July 2024

Key Points of Policy:

1. All the employees of the university (teaching and non-teaching both) are eligible to avail the benefits under this policy.
2. The affiliation of the authors/researcher must be from ARKA JAIN University, Jharkhand in their research contributions.

3. Financial Incentive for the publication of research papers/books/chapters/ patents

- i. The financial incentive will be given for publications under the following categories:

Publications in Journals			
Sl. No.	Category of Journals	Single Author* Incentive (Rs.)	Multiple* Authors' Incentive
1	Q1/Q2 /A*/A / B	10,000/-	50% of the Single Author incentive is for the first author and remaining 50% will be shared equally among the other Co-Author/s
2	Q3/Q4/C/Remaining Scopus, WoS	7,000/-	
3	UGC Care List - I	5,000/-	
Publications of Books (Text Book / Reference Book / Edited Book)			
Sl. No.	Books Publisher	Single Author* Incentive (Rs.)	Multiple* Authors' Incentive
1	Text Book / Reference Book / Authored Book	7,000/-	50% of the Single Author incentive is for the first author and remaining 50% will be shared equally among the other Co-Author/s
2	Edited Book	3,000/-	
3	Chapter / Research Paper in Edited Book	2,000/-	
Patents			
1	Publication of Patent	5,000/-	50% of the Single Author incentive is for the first author and remaining 50% will be shared equally among the other Co-Author/s
2	Granted Patent	20,000/-	

*Note:

- If one of the authors is from AJU, it will fall under single author category
- If more than one authors are from AJU, it will fall under multiple authors category
- The author must submit the evidences for publication for claiming the financial incentive

4. Research Excellence Award

- i. AJU encourages its employees to excel in research and development activities and recognizes their research performance in the relevant academic year on merit basis. Research Excellence Award '**Shodh Ratan**' shall be awarded based on the contribution of employees in research publications, book publications, patents, funded projects and membership in recognized academic/research association.
- ii. **Criteria for evaluating the research contributions:**
The research contribution of the employees will be assessed during an academic year. Based on the scores, as per the table given below, the award will be given to **three**

employees on merit basis.

Sl. No.	Nature of Research Contribution	Score per contribution*
1	Publications in Journal	
	a) Q1/Q2 /A*/A / B	10 pts.
	b) Q3/Q4/C/Remaining Scopus, WoS	7 pts.
	c) UGC Care List - I	5 pts.
2	Publications of Books	
	a) Text Book / Reference Book -Authored	7 pts.
	b) Edited Book	5 pts.
	c) Chapter / Research Paper in Edited Book	3 pts.
3	Patents	
	a) Granted Patent	10 pts.
	b) Publication of Patent	5 pts.
4	Membership in Academic/Research Association	5 pts.
5	Research Projects	10 pts.

*Note:

- The above scores are for single author publication
 - In case of multiple authors, 50% of the Single Author Score will be given to the first-author and remaining 50% will be shared equally among the other Co-Author/s
- iii. The award shall include a **certificate** and a **cash prize** as rewarded by the committee constituted for the evaluation and approved by the Research Advisory Council.
- iv. The **amount of cash prize** will be as follows:
- a. First Prize: Rs. 25,000/-
 - b. Second Prize: Rs. 20,000/-
 - c. Third Prize: Rs. 15,000/-
- v. The eligible employees must nominate themselves for the research excellence award of the given year by submitting the prescribed form, duly approved by their Dean/HOD within the due date, as notified by the university.

5. Financial Incentive to Ph.D Supervisors

- i. An amount of **Rs. 25,000/-** will be awarded to the Ph.D Supervisor if his/her Ph.D Scholar completes his/her research work and gets awarded the Ph.D Degree within the specified timelines.
- ii. A Ph.D Supervisor will be eligible to claim for this incentive if his research scholars completes his research within four-year duration (from the issue date of registration letter to the date of notification of Ph.D Award).
- iii. The Ph.D Supervisor has to claim for the financial incentive through proper channel.

6. Research Allowance

- i. The employees may claim the research allowance for a six-month period, twice in a year i.e. from Jan-June and July to December of the respective year.
- ii. The employees must fulfil **one** of the following criteria to claim the research allowance for six-month period:
 - a. 1 Paper publication in UGC Care Listed Journal/SCOPUS/Web of Science



- b. 1 Patent publication/granted in the entire year
 - c. 2 Chapters edited in a book with ISBN no.
 - d. One state, national and international recognitions/awards by Govt. / Govt. recognized agency, specifically on research contributions/skills.
 - e. Publication of a book by a reputed publisher with ISBN no.
- iii. The employees must claim for the research allowance within the timelines, through proper channel, with all the required evidences.

7. Increment in Allowances on award of Ph.D Degree

- i. An increment of **Rs. 2,500/-** will be made in the monthly allowances of an employee if he gets awarded with the Ph.D Degree.
- ii. The employee has to apply for this benefit by informing about the award of Ph.D degree through proper channel, with the copy of notification of award of Ph.D degree.
- iii. The benefit will be implemented after receiving the application from the eligible employee.

8. Financial Incentive to Faculty Members conducting classes for Ph.D Coursework

- i. A remuneration of **Rs. 500/-** per class (of one hour) will be paid to a faculty member of AJU for conducting Ph.D Coursework Classes.
- ii. An amount of **Rs. 1,000/-** per class (of one hour) will be paid to an external faculty member for conducting Ph.D Coursework Classes.

9. Financial Incentive for Presentation of research papers in Seminar / Conference

- i. The research paper is to be presented in a national /international seminar/conference of not less than 2 days sponsored by at least one Government agency or organized by one among the 100 University/Institution as per NIRF ranking of the respective year, or NAAC "A" University/Institution.
- ii. The registration fee of the seminar/conference upto Rs. 5,000/- shall be borne by the University. In case the registration fee exceeds the aforesaid limit, the excess amount will be borne by the concerned employees.
- iii. The employee must take prior approval of the Dean/HOD in all cases and should ensure that their classes/work responsibilities are not getting disturbed.
- iv. Submission of the money-receipt issued by the organisers against the payment of registration fee and the certificate of paper presentation are mandatory to claim the incentive. The screen-shot of the bank-transfer/online transfer of the amount will not be accepted.
- v. Registration fees of seminar/conference will be reimbursed along with salary as research incentive

10. Travel Entitlement and Reimbursement:

An employee presenting papers in the Seminar/Conferences as mentioned in above in point no. 9 (i), may apply for the reimbursement of traveling expenses.

i. For Local (Within Jharkhand):

The travelling expense for local participation in Seminar/Conference etc. will be

reimbursed subject to a maximum of Rs.1,000/-. Proper bills are to be submitted by the applicant to avail the reimbursement

ii. Outside Jharkhand:

Full reimbursement for attending **one** event in a year (Seminar / Conference etc.) as per the following entitlement:

- Associate Professor/Assistant Professor: A.C. 3-tier fare
- Directors/ Deans/Professor : A.C.. 2-tier fare

iii. Rules for participation in International Seminars held abroad:

Participation in these events shall be permitted as per the merit of the case. The employee has to manage finances from his/her own resources.

11. Research Leave

- i. The research leave will be credited based on the outcome of the research work of the employees.
- ii. The criteria for claiming/granting the research leave are as follows:

Sl. No.	Criteria	No. of leave to be credited
1	Presentation of Research Paper in National/International Seminar/Conferences organized by the institutions as mentioned in point no. 9(i)	1 day
2	Publication of Research Paper in Journals (UGC Care/Scopus/WoS/ABDC)	2 days
3	Publication of Chapter in Edited Book	2 days
4	Publication of Book (Reference Book / Text Book/ Edited Book)	2 days
5	Publication/Grant of Patent	2 days
6	Attending Final Viva-Voice of Ph.D*	1 day
7	Ph.D Coursework Exam*	4 days

*With reference to the research leave to an employee pursuing Ph.D from any university, the employee has to provide evidences like admit card, notification, etc. to avail the benefits.

- iii. An employee is entitled for a maximum of **10 days of research leave** during a year.
- iv. The employees must submit the proof of their research contribution under the criteria mentioned in point 11(ii) above, to avail the benefit of research leave.
- v. The leave will be credited, with the approval from Deans/HODs, at the end of the respective year in the employees account, based on the evidences submitted by them in the Department of Research.

Depending on the merit of research activity, ARKA JAIN University reserves the right to deny or accept the research incentive proposal of employees.

In case of any dispute, decision of Research Advisory Council (RAC) of the University will be final. The clauses mentioned in this policy could be modified/amended in future as per the decision taken by the RAC.

a. n. s. shrivastava

Registrar

**ARKA JAIN University
Jharkhand**