DOCUMENT INDEXING - SELF-FINANCE POLICY		
Title: Research Incentive policy		
Description: The Research Incentive Policy outlines procedures claiming incentives for the papers presented or published by the faculty of Agurchand Manmull Jain College in various forums.		
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Policy Implementing Department	Research Committee and Research Advisory Board (RAB)	
Proposer & Drafter	Dr. M.M. Ramya, Dean	
Revisor	Bhavani S, Assistant Coordinator, IQAC & Ms. Mehala Devi P, HRD	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - SP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
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Policy Approval Date	22-05-2024	

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AGURCHAND MANMULL JAIN COLLEGE
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RESEARCH INCENTIVE POLICY

I. Background

One of the important limbs of any higher education Institute is research. For a successful progress of the Institute, it must focus on both academics and research. At Agurchand Manmull Jain College, research is an integral part of the academic activity carried within various undergraduate and postgraduate programs. Research is performed to understand the scientific mysteries, to fathom the truths hidden in nature, to develop methods to solve certain specific problems; to invent new devices that make life easy and to meet more such objectives. As a promotional initiative the College, has introduced encouragement and incentives to faculty to carryout research. The different activities and initiatives over the past are consolidated to prepare this Policy of the College on Promotion of Research & Innovation, Consultancy & Extension Services.

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II. Population - This policy applies to all regular teaching faculty members of all department of the Institute.

III. Objectives

1. The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy, and other research related activities.
2. To pursue efforts to publish research articles by International/ National journals indexed by UGC Care/ Scopus/ WoS.
3. To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
4. To undertake consultancy projects sponsored by Government& Private, Industrial, and other organizations.

IV. Procedure

a. The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.

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b. The policy shall not be influenced by the employee's race, religion, or gender.
c. The R&D Coordinator will review the incentive claim applications, based on that Dean shall prepare a list of candidates recommended for incentives to the approval of Principal and management.
d. If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
e. It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He/she has to produce a printed copy of the SCOPUS or other evidence and the Facilitator should attest the same.
f. An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attaching copies of evidence countersigned by the Facilitator and R&D Coordinator.
g. After checking the claim and approval by the Principal, the Dean will claim and disburse the amount following the usual procedure.
h. As this being a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
i. All decisions on incentives shall be taken up twice in a year in the month of June & December. However, the incentive will be paid after management meetings.
j. Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

V. R&D Incentive Policies

a. Incentive for book publications

1. Full text book with single author : INR 2000
2. Full text book with two authors : INR 1000 each author
3. Full text book with multiple authors : INR 500 each author
4. Chapter Contribution : INR 500

Note: Published book or chapters or monographs *must have 'Agurchand Manmull Jain College' as the affiliation*.

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b. Incentive for Research Publication:

c. If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he / she will pay an incentive as indicated below.

d. UGC – Care journals – Rs. 1000

e. Scopus, Web of Science indexed – Rs. 2500

Note:

1. The publications will be considered *only if they are indexed in Web of Science/Scopus/ UGC Care Journals*.
2. Published paper *must have 'Agurchand Manmull Jain College' as the affiliation*.
3. If the paper is contributed by more than one author the incentive will be shared among authors
4. On-line date is to be considered as the date of publication.
5. Authors outside the Agurchand Manmull Jain College fraternity are not entitled for this scheme.
6. Research Paper publication through Conference will be treated as paid publication. The faculty is supposed to apply an incentive under **"Incentives for Presentation of Research Papers in Conferences/Seminars in India ".**
7. Publication claims under Research Incentive Schemes of Agurchand Manmull Jain must be made within a month of publication in the prescribed form.

c. Incentives for Presentation of Research Papers in Conferences/Seminars in India

1. The International/ National conference must be of repute and the hosting Institutions must be of Institutes of repute- IITs/IISc/NITs/IIITs/ Universities/ Deemed Universities etc.
2. The paper/article must be published in any National/International Journal/Conference proceedings.
3. The faculty would be allowed to avail "Academic Leave - ACL".
4. In case of joint authorship only one faculty can avail the facility.

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5. Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 1,000/- only).
6. Number of ACL's during the academic period is subject to prior approval of the Dean.
7. Only Oral presentation of research papers is acceptable.

d. Incentive for Generation of Research Grants:

1. Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc.
2. The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. The incentive will be 5% of the research grant received from the funding agency.
3. Since the amount being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

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e. Incentive for Consultancy work:

To encourage genuine consultancy work from the faculty, Agurchand Manmull Jain College announces a policy whereby the faculty can claim 90% of the amount charged under the consultancy work. This is subject to the following conditions:

1. Faculty should be the sole in-charge of the consultancy work
2. The said consultancy work should be undertaken post the approval of the Dean and the agreement should be undertaken between Agurchand Manmull Jain College and the concerned third party
3. The payment for the consultancy work should be credited to Agurchand Manmull Jain College which will further be passed on to the faculty.

f. Incentive for Doctoral Research Guidance

a. Ph. D Supervisor – 2000

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b. Co-Supervisor – 1000

g. Special Note:

1. To claim the incentives, the following documents should be submitted to Dean along with duly filled application for claiming Research Incentive with countersign of facilitator & verification sign of Coordinator-R&D
2. A copy of notification of Conference/Seminar/Workshop/FDP
3. Copy of the mail submitting the draft copy of the paper
4. Copy of the acceptance mail in case of Conferences/Seminars
5. Copy of the Evidence of participation (Certificate of Participation)
6. Original receipt towards payment of registration Fees
7. Copy of the paper published in proceedings of the Journal/Conference
8. Copy of the index page of Journal/Conference/Seminar proceedings
9. Copy of research grant approval
10. Copy of research grant credited in bank account
11. Copy of Consultancy approval
12. Copy of invoice and amount credited in bank account
13. Copy of approval of research guidance

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VI. Policy Review - The policy shall be reviewed annually.

VII. Conclusion

The Research Incentive Policy stands as a cornerstone in fostering a culture of innovation and scholarly excellence within our academic institution. By providing tangible rewards and recognition for research achievements, we not only motivate our faculty and students to pursue groundbreaking work but also affirm our commitment to advancing knowledge. This policy ensures that our institution remains at the forefront of academic research, contributing significantly to the global intellectual community.

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RESEARCH INCENTIVE SCHEME FOR MEMBERS OF THE FACULTY

PROFORMA TO FURNISH INFORMATION

1. Name of the faculty :

2. Designation :

3. Department :

4. Details of Research Publications :

S. No.	Title of the Research Paper	Whether you are the	Name of the Co-author(s)	Affiliation as Agurchan	Name of the Journal, Volume No., Issue No., Page Nos(s)	Month & year of	Indexed by UGC Care/

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		first author		d Manmull **Jain College (Yes / No)**		**publication**	**Scopus/ WoS**
1							
2							
3							
4							
5							

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Note 4.1 : The publications will be considered only if they are indexed in **UGC Care or Web of Science or in Scopus**. Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.

Note 4.2: Photocopy of the full text of the paper should be enclosed as evidence for each paper, wherein the author details are available & attach the downloaded page from Web of Science, Scopus as evidence of SNIP for the Journal in which the article got published.

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5.0 Authoring and publication of Books :

5(a) Writing a full book

Sl. No.	Whether you are the first author	Name of the Principal author / Co-author	Affiliation	Name of the Publisher	International / National / Local Publisher	Publisher's address	Publisher's e-Mail I.D.	ISBN / ISSN Number of the book	Month & Year of Publication of first edition
1									
2									
3									
4									

Note 5.1: Attach a photocopy of the book duly attested by Facilitator

5(b) Writing a Chapter in a book

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Sl. No.	Have you contributed to an edited volume/ book	Chapter title	Book title	Editor / Co-author(s) name	Affiliation	International / National / Local Publisher	Publisher's address	Publisher's e-Mail I.D.	ISBN / ISSN Number of the book	Month & Year of Publication of first edition
1										
2										

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Note 5.2: Give photocopy of the chapter of the book and the cover page of the book duly attested by the HOD & Dean of the School

6.0 Generation of Research Grants

Sl. No.	Name of the funding agency	Title of the project, value of the project, funding	Total value of the project	Amount released by the funding agency and	Date of commencement of the project	Indicate the name of the co-investigator(s) and supporting staff involved	Whether the project is a joint project	Share of our College part out of the total

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		agency detail		**date of release**			**with other institution?**	**value of the project**
1								
2								

Note 6.1: Incentive for the project can be claimed based on the total fund sanctioned and money released by the funding agency. Only the Principal Investigator can claim the incentive and he is responsible for sharing with their co-investigators and supporting staff)

Note 6.2: Attach a copy of the sanction order received from the funding agency

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7.0 Generation of Funds through Consultancy

Sl. No.	Name of the industry	Title of the project	Total value of the project	Amount released by the industry and date of release	Date of commencement of the project	Indicate the name of the co-investigator(s) and supporting staff involved	Whether the project is a joint project with other institution?	Share of our College part out of the total value of the project
1								
2								

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Note 7.1: Incentive for the project can be claimed based on the total fund sanctioned and money released by the industry. Only the Principal Investigator can claim the incentive and he is responsible for sharing with their co-investigators and supporting staff)

Note 7.2: Attach a copy of the sanction order received from the industry

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8.0 Research Guidance

Sl. No.	Name of the Research Scholar	Research Scholar affiliation	Role (Supervisor/ Co-Supervisor)
1			
2			

Note 8.1: Incentive for research guidance can be claimed by submitting the proof of guidance

Date : **Signature of the faculty member**

Forwarding comments of the Facilitator :

Date : **Signature of Facilitator**

Forwarding comments of the Research Coordinator :

Date : **Signature of the Research Coordinator**

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