

Office of Director (Academic)

INCENTIVES FOR RESEARCH PROJECTS, PUBLICATION AND PATENTS:

A COMMON POLICY

Preamble:

In order to motivate the faculty members for their consistent research deliverables, monetary incentives are given by the management. The mechanism is worked out such that eligible faculty members can get their incentives based on their contribution of monthly basis as soon as they publish.

Implementation Procedure:

- I. Faculty should submit the hard copies of a) Faculty Performa for incentives as given in appendix b) first page of the publication and c) Project sanction order with the grant mentioned in it to the concerned HOD.
- II. One Performa for one publication/project.
- III. Faculty should submit their application for incentives by 1st of every month for the previous month's publications.
- IV. First online publication date for online journals.
- V. Print date for printed version journals which are not online.
- VI. An in house research committee chaired by the HOD will scrutinize, generate the faculty list along with the incentive amounts and submit the same with all details to Head of the College/Institutions on or before 7th of every month.
- VII. The Head of the college will approve the details in consultation with Audit/finance section.
- VIII. A copy of approved and not approved incentives details will be shared to the Department through HOD by the Head of the College Institution on or before 15th of every month.
- IX. Clarification for not approved cases attested by the HOD will be submitted to Head of the college institution on or before 17th of every month.
- X. The Head of the college/institution will approve the details /clarifications/explanations in consultation with Audit/finance section on or before 20th of every month.
- XI. The final approved incentive will be credited along with the monthly salary of the respective faculty member.
- XII. The list of the journals and the conference publication supported by the CGC-J to be forwarded to Audit/finance section as and when the event/publication happens for double check and control.

XIII. HODs and other authorities can contact the Director (Academic) for any clarification in guidelines/criteria/incentives amount/incentive sharing etc.

CRITERIA: The following criteria are to be followed for awarding incentives.

1. Incentives are to be given only to faculty members, tutors and scientific officers on roll as on date.
2. Incentives will be given to visiting faculty members, Adjunct faculty members. On contract faculty members and PDF members, if they are FIRST or CORRESPONDING authors with CGC-J affiliation.
3. Resigned/Retired faculty members who are allowed by the institute to guide the Ph.D scholars will be given incentives for a maximum of ONE year from the date of their resignation/retirement for their publication/patent with CGC-J affiliation.
4. Incentives are not to be given to members terminated from CGC-J as on date however their contribution will be taken into consideration and the corresponding amount will be retained by the Institute (i.e.. will NOT be shared among the existing eligible authors).
5. If any faculty member on the roll is expired, his /her contribution will be considered and his/her incentive will be given upon the approval of Management.
6. If any faculty member who are NOT on the roll (Resigned/Retired) but still using the CGC-J affiliation for their publication/patent, their contribution will be considered. However incentive will not be given and the corresponding amount will be retained by the Institute (i.e., will NOT be shared among the existing eligible authors).
7. **For the CGC-J supported (fully/partly) journal publications/Conference publications, incentives will not be given.**
8. **Incentives for patents published and granted (National and International):** In order to motivate our faculty members to file more patents, incentives can be given for patent published and granted. This is in addition to the expenses that the College/University is bearing for patent filing. For each patent published, an incentive of Rs 3000/- and for each patent granted, an incentive of Rs 5000/- can be given to the faculty members as a token of appreciation and encouragement.
9. **No Incentives for Copyrights.**
10. **External funded research projects:** Incentive 5% of the research grant credited in College Account during the financial year. This is not applicable to NPDF, DST-INSPIRE students and faculty and other similar Fellowships and Research Associate awards.

11. Incentive distribution for projects:

Incentive distribution		Total Incentive in %
P1	CO-PI	
70	30 / No. of Co PI s from CGC-J	100

12. Journal Publication :

- The publication must contain CGC-J affiliation of the author.
- The Journal must be indexed in Web of Science – Thomson Reuter SCI/Scopus.
- If the journal has both IF and SNIP then metrics of high incentive value is considered.
- Incentives are fixed high for the research articles published in SCI indexed journals. This is in order to motivate the faculty members to publish their research articles in SCI indexed journal than in Scopus indexed journals.

SI No.	Journal Metric Range (MR)	JOURNAL METRIC	
		IF	SNIP
		Incentives (Rs.)	Incentives (Rs.)
1.	MR<1	5000	4000
2.	1.00<MR≤2.00	6000	5000
3.	2.00<MR≤5.00	10000	8000
4.	5.00< MR<8.00	15000	15000
5.	8.00<MR<10.0	25000	25000
6.	10.00<MR20.00	30000	30000
7.	MR>20.00	30000	30000

13. Incentive distribution criteria for the publications/patents:

S.No.	Author(faculty) pattern and contribution	Incentive distribution in %			Total Incentive in %
		First Author	Corresponding Author	Other Authors	
1.	Publication/patent with only one CGC-J author	100	Not from CGC-J	Not from CGC-J	100



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2.	Publication/patent with one or more CGC-J corresponding authors	Not from CGC-J	100/Number of corresponding authors from CGC-J	Not from CGC-J	100
3.	Publication/patent with one or more CGC-J authors	Not from CGC-J	Not from CGC-J	25/ Number of authors from CGC-J	25
4.	Publication/patent with only two CGC-J authors	50	50	Not from CGC-J	100
5.	Publication/patent with more than two authors from CGC-J with two or more CGC-J corresponding authors	30	70/ Number of corresponding authors from CGC-J	Not from CGC-J	100
6.	Publication/patent with more than two authors from CGC-J	40	40	20/Number of remaining authors from CGC-J	100
7.	Publication/patent with more than two authors from CGC-J with two or more CGC-J corresponding authors	30	60/ Number of corresponding authors from CGC-J	10/Number of remaining authors from CGC-J	100
8.	Publication/patent with two or more than two authors from CGC-J	Not from CGC-J	60	40/ Number of remaining authors from CGC-J	100
9.	Publication/patent with two or more than two authors from CGC-J with two or more CGC-J corresponding authors	Not from CGC-J	80/ Number of corresponding authors from CGC-J	20/ Number of remaining authors from CGC-J	100
10.	Publication/patent with two or more than two authors from CGC-J, if the corresponding author is not from CGC-J	60	Not from CGC-J	40/ Number of remaining authors from CGC-J	100

14. The journals included in Scopus are periodically re-evaluated to ensure they meet indexing criteria and some journals might be discontinued for 'publication concerns'. Those papers published in journals which were indexed during the time of publication and not indexed at the time of consideration for incentives will NOT be considered for incentives.
15. In order to encourage the faculty members to publish in high impact journals, requests from members for the publication charges are being considered by the management. For these publications incentives will not be given. However, the eligible members can claim either the publication cost (approved by the management) as reimbursement OR the incentive whichever is higher (i.e. any one amount which is higher).