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## **INCENTIVES SCHEME FOR PROMOTING R&D (GCU-ISRAD)**

**Approved in the 4<sup>th</sup> Governing Body Meeting held on 25<sup>th</sup> May 2024**

**Amended in the 6<sup>th</sup> Governing Body Meeting vide Resolution Number**

**GB.6/2025-02/11.5.3 dated 10<sup>th</sup> February 2025**



**GIRIJANANDA CHOWDHURY UNIVERSITY**

Hathkhowapara, Azara, Guwahati 781017, Assam

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Girijananda Chowdhury University, Assam  
Azara, Guwahati - 781017

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## **Terms and Conditions**

### **1. Background, Scope and objectives**

#### **1.1. Background**

To nurture innovation and research excellence, Girijananda Chowdhury University's Research & Development Cell (RDC) has introduced an active incentive scheme named 'GCU-ISRAD' for faculty and staff, with the goal of advancing centers of excellence in research and development within the university. This scheme rewards faculty members and staffs who engage in groundbreaking research and development projects. Through a combination of financial grants, recognition, and access to specialized resources, participants are encouraged to explore new frontiers of knowledge. By fostering a culture of innovation and collaboration, we aim to propel our institution to the forefront of groundbreaking discoveries and advancements in diverse fields. This incentive scheme not only rewards excellence but also cultivates a vibrant ecosystem of intellectual curiosity and creative exploration. This scheme shall be applicable to the following categories:

- [a]. Research/review publications
- [b]. Sanctioned projects from Government / Non-government / corporate / Industry funding agencies.
- [c]. Sanctioned consultancy projects.
- [d]. Intellectual property rights (Patents, copyrights and trademarks).
- [e]. International and National recognitions.
- [f]. Recognition availed from presenting research paper in reputed national and international platforms.
- [g]. Sponsored Workshop (FDP/STTP/CME etc.) attended/participated (>5 days) from a reputed organization.

#### **1.2. Scope**

The scope of GCU-ISRAD is to enhance the university's research environment and cultivate creativity. This includes promoting innovation, prioritizing research among faculty, encouraging publication in prestigious journals, and fostering collaborative projects and creativity.

#### **1.3. Objectives**

- [a]. To encourage faculty members to focus on research alongside their teaching responsibilities, thus stimulating the publication of research articles, books, book chapters, monographs, patents etc. in esteemed international and national publishers having reputed global research indexing standards.



  
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- [b]. To cultivate enthusiasm among faculty members, encouraging them to initiate and take up collaborative research ventures with peers from esteemed national and international universities/ Industries/ Corporate agencies/ Government and Non-Government agencies.
- [c]. To motivate faculty members to submit Extramural Research Proposals (EMRP) and obtain funded research projects from a variety of Government/ Non-Government/ Corporate agencies/ Industries both in India and abroad.
- [d]. To foster creativity among faculty members, inspiring them to generate original contributions through innovative products and processes patents, copyrights and trademarks.
- [e]. To incentivize and aid faculty and staff members financially in presenting research papers at conferences, seminars, workshops, symposiums, and participating in FDPs / STTPs / CMEs, both nationally and internationally.

## 2. Terminologies with definitions

- [a]. **‘University’** means Girijananda Chowdhury University, Assam.
- [b]. **‘GCU-ISRAD’** refers to the incentive scheme awarded by the university to the faculty who excels in R&D.
- [c]. **‘RDC’** means the Research and Development Cell of Girijananda Chowdhury University (GCU), Assam.
- [d]. **‘Article or Paper’**: Any publications appearing in a journal, excluding letters to the editor and the editorials.
- [e]. **‘Patent’** refers to an invention owned by the GCU on behalf of the inventors granted to them by national or international patent agency body.
- [f]. **‘Researcher’** refers to a person who serves as either a faculty member (supervisors) of the university or a student engaged in bench work research and development activities.
- [g]. **‘Author’** refers to an individual who confirms to all of the following criteria:
  - i. Contributed significantly to the intellectual advancement, theoretical development, system or experimental design, prototype creation, and/or the analysis and interpretation of data presented in the paper.
  - ii. Contributed to the entire phase of article processing from drafting, proof-checking, reviewing, revising and publication of the article(s) in the respective publication.
  - iii. Omitting an author who contributed to the article or including a person who did not fulfill all of the above requirements is considered a breach of publishing ethics.
- [h]. **‘First author’** refers to an individual who made the most significant contributions to the research project and manuscript preparation and whose name appears ‘first’ in the publication.
- [i]. **‘Corresponding author’** refers to a supervisor/faculty who typically serves as the primary contact for the manuscript and represents the research team during communication with the journal editorial staff.



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- [j]. **'Distinguished Researcher Award'** refers to an all rounder individual faculty who has achieved excellence in research and development performing in all categories of GCU-ISRAD during the specific academic year.
- [k]. **'Most Project funded Researcher Award'** refers to an individual(s) who have achieved excellence in receiving majority and numbers of extramural projects with notable funding grants in an academic year.
- [l]. **'Highest Impact Factor Publication Award'** refers to a researcher who has made significant contribution for publishing in a peer-reviewed high impact factor Journals. This award is applicable only to first author or corresponding author.
- [m]. **'Faculty with the highest number of publications'** refers to a researcher who has made significant contribution for publishing the maximum number of papers in peer-reviewed high impact factor Journals. This award is applicable only to first author or corresponding author.

### 3. GCU-ISRAD steering Committee

The constitution of the GCU-ISRAD steering committee is as follows:

- |                                       |                                         |
|---------------------------------------|-----------------------------------------|
| 1. President, SSA                     | Member & Representative from Management |
| 2. Chancellor, GCU                    | Advisor                                 |
| 3. Vice Chancellor, GCU               | Chairperson                             |
| 4. Registrar, GCU                     | Member                                  |
| 5. Director (RDC), GCU                | Member Secretary                        |
| 6. Director (IQAC), GCU               | Member                                  |
| 7. Dean(s) of Schools, GCU            | Member(s)                               |
| 8. Chief Finance Account Officer, GCU | Member                                  |
| 9. Special invitees                   | -                                       |

#### *Terms and conditions of office*

- The minimum quorum of the meeting shall be 2/3<sup>rd</sup> of the house.
- The frequency of meetings shall be conducted a minimum twice in a year. The frequency of meetings may increase depending on the requirement.
- All the members shall hold office for a period of 2 years.
- In case of any disputes, the decision of the committee under the leadership of the chairman shall be final.



  
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#### 4. Incentive Claim procedure

- [a]. Faculty members are required to submit all essential documents in hard copy format, including the details of faculty proforma, the first page of publications, project sanction orders, book covers, first pages of book chapters, and patent/copyright, certificates of workshop/FDP/STTP/CME attended etc. to their respective Dean of Schools/HoD's.
- [b]. An in-house research committee chaired by the Dean/HoD shall scrutinize, generate the faculty list (in tabular format) along with the proposed incentives amounts. All the documents shall be verified duly signed and seal by the respective Dean/HoD and the same shall be submitted in both soft and hard copies to the **Registrar** of the University for Financial approval. One copy (soft copy) of the same shall be submitted to the University RDC email ([rdc@gcuniversity.ac.in](mailto:rdc@gcuniversity.ac.in)) for documentation purposes.
- [c]. The collected documents from faculties shall be submitted quarterly of every year to the Registrar, GCU as well as to the Director, RDC, GCU.
- [d]. The incentives, along with commendation certificates of appreciation, will be awarded to deserving faculty members annually, especially during the University's academic events such as the University Foundation Day. The announcement of these awards will be made in the University newsletter, website, and social media platforms.
- [e]. Incentives will be revoked in cases of unethical provision of information, and the undersigned individual will face strict consequences for providing false information.
- [f]. For any publications who are NOT affiliated to 'Girijananda Chowdhury University', the incentive scheme will not be applicable.

#### 5. Guidelines for calculation of incentives from various categories of R&D section

##### 5.1. Incentives for External funded Research Projects

- 5.1.1. Principal Investigator (PI) or Co-Principal Investigator/s (Co-PI) together (in the ratio of 60:40 %) will be given one time (at the end of the project) a maximum of 5% of total overhead amount as an incentive from the university R&D funds. The incentives will be disbursed only if the project funds are allocated to the university as a part of overhead amount. Only projects which possessed overhead charges shall be applicable for receipt of 5% incentives.



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- 5.1.2. For projects without overhead charges, the university shall award the faculty with a lump sum incentives amount of 0.5% of the total project sanctioned. The funds shall be disbursed based on the availability of University R&D funds along with the certificate of recognition.
- 5.1.3. A special award '**Most funded Researcher Award**' with additional incentives of **Rs. 10000** (exclusive of section 5.3.5) along with recognition letter and memento will be given to the faculty who brought multiple projects (more than 2) in a year with a total amount of Rs. 50 Lakhs or more.
- 5.1.4. **The incentives for receiving Projects under this section shall remain special and exclusive from the publication incentives (Section 5.3.5) which have a maximum capping of Rs. 25000/- per year per faculty.**

## **5.2. Incentives for National/International patents/copyrights published and granted**

- 5.2.1. The incentive maximum of Rs. 30,000/- for International (preferably US patent) and maximum of Rs. 15,000/- for Indian Patent will be given for successfully granted patent.
- 5.2.2. The first author (principal inventor) of the patent shall only be eligible to claim the benefits of incentives. Co-Investigator are not eligible to avail the incentive scheme, however, a recognition letter will be given to the co-investigator.
- 5.2.3. For patents which are commercializable and has the capability to generate revenue in the university name, the entire fee for patent process shall be reimbursed to the patentee as specified in section 5.2.1. The amount will be disbursed based on the availability of funds for the particular academic year. For revenue sharing, the IPR policy may be referred.
- 5.2.4. The amount allocated for IPR and disbursement of incentive will be as per Advisory Committee of R&D based on the availability of funds for the particular academic year.

## **5.3. Incentives for publications in reputed Journals/publishers**

- 5.3.1. For publications, the incentives shall be divided into three categories viz. (a) **Category-I:** Publication of Research article (Table-1); (b) **Category-II:** Publication of review article (Table-2); and (c) **Category-III:** Publication of Books/Book chapters/monographs (Table-3).
- 5.3.2. Please note that International Journals which are published by Indian Publishers shall not be counted under the 'International scenario' and will be automatically counted nationally.



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- 5.3.3. Please note that the Impact Factor is valid only when sourced from internationally recognized providers such as **Clarivate Analytics** Impact Factor or **Thomson Reuters** Impact Factor (<https://clarivate.com/webofsciencegroup/essays/impact-factor/>). No other impact factor apart from the above mentioned authentic impact factor of a Journal shall be applicable for incentives. The GCU-ISRAD shall scrutinize all the Journals prior disbursing the incentives and the decision of the committee shall be final.
- 5.3.4. Either the First author or the Corresponding author of the article shall receive the University incentive scheme. Co-authors are not eligible for receipt of incentives.
- 5.3.5. The total maximal amount (Upper limit) of publication incentives to be received by an individual faculty shall not exceed **Rs. 25000/-** per annum irrespective of the number of publications. Publications may be individual category or in combined categories form of either research/review/books.
- 5.3.6. A special award '**Highest Impact Factor Publication Award**' with an additional incentive of **Rs. 3000** (exclusive of section 5.3.5) along with recognition letter and memento will be given to the faculty who published the highest impact factor in a reputed Journal in an academic year.
- 5.3.7. A special award '**Faculty with the highest number of publications**' indexed in Scopus/SCI/SCIE/WoS will be given an additional incentives of **Rs. 3000** (exclusive of section 5.3.5) along with recognition letter and memento at the University function day.

  
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**Table 1. Publication of Research articles in reputed peer-reviewed National and International Journals indexed in Scopus/SCI/SCIE/Web of Sciences with a valid cite score and h-index (Category-I).**

| Level | Range of impact factor (IF)                | Incentives capping  | Incentive Ranges        | Remarks                                                           |
|-------|--------------------------------------------|---------------------|-------------------------|-------------------------------------------------------------------|
| 1.    | Scopus/ SCI/ ESCI Indexed<br>IF up to 0.49 | Rs. 250 per article | Rs. 250 to Rs. 750      | Max article allowed will be 3 no. and should not exceed Rs. 750   |
| 2.    | IF 0.5 to 0.99                             | IF × Rs.1000        | Rs. 500 to Rs. 1000     | Max article allowed will be 2 no. and should not exceed Rs. 1000  |
| 3.    | IF 1.00 to 4.99                            | IF × Rs.1250        | Rs. 1250 to Rs. 6250    | Max article allowed will be 5 no. and should not exceed Rs. 6250  |
| 4.    | IF 5.00 to 9.99                            | IF × Rs.1500        | Rs. 7500 to Rs. 15000   | Max article allowed will be 2 no. and should not exceed Rs. 15000 |
| 5.    | IF 10.00 to 19.99                          | IF × Rs.1750        | Rs. 17500 to Rs. 35000  | Max article allowed will be 1 no. and may exceed capping amount * |
| 6.    | IF 20.00 to 29.99                          | IF × Rs.2000        | Rs. 40000 to Rs. 60000  | Max article allowed will be 1 no. and may exceed capping amount * |
| 7.    | IF 30.00 to 39.99                          | IF × Rs.2500        | Rs. 75000 to Rs. 100000 | Max article allowed will be 1 no. and may exceed capping amount * |
| 8.    | IF 40.00 to 49.99                          | IF × Rs.3000        | Rs. 120000 to Rs.150000 | Max article allowed will be 1 no. and may exceed capping amount * |

**Note:** (a) Maximum capping \* for claiming under this category will be up to a total of **Rs. 15000** or otherwise for outstanding research article (above 10 impact factor) may exceed the amount as per prescribed in table 1. (b) Either the first author or the corresponding author is allowed to claim the incentives. Co-author is ineligible to claim any incentives at any cost. (c) The impact factor will be calculated at the time the article is published or made available in-press or online-first.



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**Table 2. Publication of Review articles in reputed peer-reviewed National and International Journals indexed in Scopus/SCI/SCIE/Web of Sciences with a valid cite score and h-index (Category-II).**

| Level | Range of impact factor (IF)                | Incentives capping  | Incentive Ranges      | Remarks                                                           |
|-------|--------------------------------------------|---------------------|-----------------------|-------------------------------------------------------------------|
| 1.    | Scopus/ SCI/ ESCI Indexed<br>IF up to 0.49 | Rs. 250 per article | Rs. 250 to Rs. 500    | Max article allowed will be 2 no. and should not exceed Rs. 500   |
| 2.    | IF 0.5 to 0.99                             | IF × Rs. 600        | Rs. 300 - Rs. 600     | Max article allowed will be 2 no. and should not exceed Rs. 600   |
| 3.    | IF 1.00 to 4.99                            | IF × Rs. 700        | Rs. 700- Rs. 3500     | Max article allowed will be 5 no. and should not exceed Rs. 3500  |
| 4.    | IF 5.00 to 9.99                            | IF × Rs. 800        | Rs. 4000 - Rs. 8000   | Max article allowed will be 2 no. and should not exceed Rs. 8000  |
| 5.    | IF 10.00 to 19.99                          | IF × Rs. 900        | Rs. 9000 - Rs. 18000  | Max article allowed will be 1 no. and may exceed capping amount * |
| 6.    | IF 20.00 to 29.99                          | IF × Rs. 1000       | Rs. 20000 - Rs. 30000 | Max article allowed will be 1 no. and may exceed capping amount * |
| 7.    | IF 30.00 to 39.99                          | IF × Rs. 1250       | Rs. 37500 - Rs. 50000 | Max article allowed will be 1 no. and may exceed capping amount * |
| 8.    | IF 40.00 to 49.99                          | IF × Rs. 1500       | Rs. 60000 - Rs. 75000 | Max article allowed will be 1 no. and may exceed capping amount * |

**Note:** (a) Maximum capping \* for claiming incentives under this category will be up to a total of **Rs. 7000** or for outstanding review article (above 10 impact factor) may exceed the amount. (b) Either the first author or the corresponding author is allowed to claim the incentives. Co-author is ineligible to claim any incentives at any cost. (c) The impact factor will be calculated at the time the article is published or made available in-press or online-first.

#### **5.4. Incentives for Books/book chapters/monographs publication (Category-III)**

Research incentives are applicable to e-books and hardcover books, while pocket-sized booklets and books containing fewer than 20 pages are ineligible for such incentives.

5.4.1. For Book (Reference or Text) authored/edited singly or jointly (**First author**) in relevant field and published by International Publisher (McGraw Hills, Tayler Francis, Springer,



*[Signature]*

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Elsevier, CBS Publisher etc. or Apex bodies/Societies with ISBN (International Standard Book Number), the Authors/Editors will be given one time incentive maximum of Rs. 3000/-.

- 5.4.2. For Book (Reference or Text) in relevant field authored/edited singly or jointly (**First author**) and published by SSAHE / National Publisher (McGraw Hills India, JP publisher, Springer India, Elsevier India, CBS Publisher etc. with ISBN, the Authors/Editors will be given one time incentive maximum of Rs. 2000/-
- 5.4.3. For Book (Reference or Text) in relevant field authored/edited singly or jointly (**First author**) and published by Local/ Regional Publisher with ISBN, the Authors/Editors will be given one time incentive maximum of Rs. 1500/-
- 5.4.4. For "Chapter/ monograph" in Book in relevant field published by International Publisher with ISBN, the Author/s (**First author/Corresponding author**) will be given one time incentive maximum of Rs. 1000/- (Rs. 250/Book chapter for a maximum of 4 no.)
- 5.4.5. For "Chapter/monograph" in Book in relevant field published by National Publisher with ISBN, the author/s (**First author/Corresponding author**) will be given one time incentive maximum of Rs. 600/- (Rs. 200/Book chapter for a maximum of 3 no.)
- 5.4.6. The capping amount (upper limit) for faculty to claim incentives under this section will be **Rs. 3000.**

### **5.5. Incentives for presenting paper at National and International conferences/symposium/workshop/FDP/STTP etc.**

- 5.5.1. Faculty presenting paper (oral/poster) in International (Abroad) or International/National/State (organized in India) Conference /Seminars/ Symposium/workshop/FDP/CME etc. are entitled to received incentives on submission of true copy of all the documents along with the certificate of participation/presentation to the **Registrar office.**
- 5.5.2. Prior permission or approval (through proper channel) from the **Registrar** and member of GCU-ISRAD is mandatory to claim for incentive. A letter of approval for attending the event shall be given to the faculty from the **Registrar Office.**



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- 5.5.3. Only one International (Abroad) in two calendar years and one National/ State Conference /Seminars/ Symposium/ Workshop/ FDP/ CME etc. in one calendar year are permissible for individual faculty under this category.
- 5.5.4. The faculty can claim only one (International/National/State Conference /Seminars/ Symposium/ Workshop/ FDP/ CME etc.) event in a calendar year irrespective of International (Abroad) or International/National/State (in India).
- 5.5.5. International Conference (Abroad): Maximum amount will be Rs. 25000.
- 5.5.6. International/National/State Conference (In India): Maximum amount will be Rs. 5000 (Only for registration).
- 5.5.7. For faculties invited as a Resource persons/ speakers/ guest lectures/ moderators etc. and who have received remuneration fee from the organizers, the incentive scheme shall not be applicable. However, a certificate of recognition shall be given to the faculty at the University function day.
- 5.5.8. The incentives for paper presentations under this section will be disbursed based on the availability of University R&D funds. Therefore, department heads are required to strategically select specific faculty members on a rotational basis each year to participate in paper presentations or attend FDPs, seminars, workshops, etc.

#### **5.6. Incentives for Faculties who receive state/national/international recognitions / awards**

- 5.6.1. Faculties who have received any reputed International awards (Award from United Nations/WHO/UNESCO etc) shall be considered for a commendation certificate and a monetary benefit of Rs. 30000 in an Institution/University function and announcement in the website/newsletter of the institutions.
- 5.6.2. Faculties who have received any reputed National awards of highest levels (Award from the President of India/B.C.Roy Award/ Padma Series awards/ and other reputed awards) shall be considered for a commendation certificate and a monetary benefit of Rs. 20000 in an Institution/University function and announcement in the website/newsletter of the institutions.
- 5.6.3. Faculties who have received any reputed National awards (Award from the UGC/AICTE/CSIR/DBT/DST/SERB/MCI/ICSSR/ICHR etc.) and are not associated with any societies/NGO's shall be considered for a commendation certificate and a monetary





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benefit of Rs. 10000 in an Institution/University function and announcement in the website/newsletter of the institutions.

5.6.4. Faculties who have received any reputed National awards (Award from the UGC/AICTE/CSIR/DBT/DST/SERB/MCI/ICSSR/ICHR etc.) and are not associated with any societies/NGO's shall be considered for a commendation certificate and a monetary benefit of Rs. 10000 in an Institution/University function and announcement in the website/newsletter of the institutions. This category is not applicable for incentives for Research funded projects/Fellowships/training/collaborative research projects.

5.6.5. Faculties who have received any reputed State awards (Award from the Government of Assam or other states/ other reputed state govt. agencies etc.) and are not associated with any societies/NGO's shall be considered for a commendation certificate and a monetary benefit of Rs. 5000 in an Institution/University function and announcement in the website/newsletter of the institutions.

5.6.6. Faculties who have received any other reputed Awards as specified below and are not associated with any societies/NGO's shall be considered for a commendation certificate and a monetary benefit (specified below) in an School/University function and announcement in the website/newsletter of the institutions.

[a]. Top 2% scientist's rankings by Stanford University: Rs. 10000/ academic year.

[b]. Awards for achieving medals/ prize (Research) from societies of national or international repute: Rs. 5000/-

5.6.7. **The incentives for receiving awards under section 5.6. of this scheme shall remain special and exclusive from the publication incentives (Section 5.3.5) which has a maximum capping of Rs. 25000/- per year per faculty.**



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