



Research Policy

Preamble

Reputation of any educational institution depends on research productivity and innovation. The success of a University in attaining its objectives is greatly contingent upon the alignment of the faculty with all the aspects of research initiatives, being undertaken at the university. Therefore, the present research policy aims to help GNA University and faculty achieve excellence in research.

Objectives

The research policy has been formulated with the objective of setting the direction and standards of research besides assurance of quality and ethics in research processes. The main aim of this research policy is to provide predictable benefits based upon achieving specific measureable outcomes. The benefits are in the form of:

- i. Financial support for publication
- ii. Conference Grant
- iii. Earned Monetary Benefits to be used for academic enhancement activities
- iv. Leave Benefits of research
- v. Leave for Academic career growth
- vi. Research awards

Whenever any staff member will publish any paper in the Scopus / WoS indexed journal with SJR or Impact factor, he is eligible for monetary benefit, Points to earn research award and leave points. The leaves earned through leave points can be used for further academic career growth.

Terms and Conditions

- i. Any grant/incentive/award/leaves cannot be claimed as a right and acceptance or rejection of any such request shall be solely at the discretion of the University.
- ii. All the achievements claimed for awards or any other benefit mentioned in this document, should have affiliation of "GNA University"
- iii. University reserves the right to exclude any journal indexed in WoS or Scopus for benefits/grants/awards.
- iv. University reserves the right to exclude any publisher for publication of Books/Book Chapters for Benefits/grants/awards.
- v. University reserves the right to modify or amend this policy in whole or in part, at any time, and with/without notice.
- vi. Where any doubt arises as to the interpretation of this policy, it shall be referred by the GNA University Research Division to higher authorities for a final decision.
- vii. One leave point is equal to one leave which can be used for the purpose of academic growth only.
- viii. All benefits will lapse if the faculty/staff leave the organization.

- ix. All the benefits cannot be encashed.
- x. For papers being published through conferences in Scopus/WoS indexed journal, conference grant can be applied.
- xi. For awards, no major or serious disciplinary case executed against faculty/staff in the academic year.
- xii. Wherever students are involved in the research work, authorship shall be given to the students also.
- xiii. In case any candidate is found guilty at any stage of any Mal practice or academic dishonesty or misconduct or plagiarism, copyright infringement but not limited to misuse of his / her authority or position, misrepresentation, suppression of facts etc. or contravention of the university policy, then any or all of the awards, benefits, entitlements etc. already awarded to such candidate may be withdrawn.

I. FINANCIAL SUPPORT FOR PUBLICATION

GNA University provides financial support to GNA University members for publishing their research papers in journal of repute.

The journals covered under this grant are as follows:

- i. Only the Journals “indexed” in Scopus and WoS are covered under this policy.
- ii. Journals should make their standard fee schedules publicly accessible.

Eligibility

- i. All accepted papers in journals indexed in WoS / Scopus.
- ii. Faculty Members / Researchers / Staff of GNA University who have given their affiliation as “GNA University” in the accepted paper are eligible to apply.
- iii. Authors who do not have other sources of funding are only eligible for funding.
- iv. If the external funding agency does not allow PI/Co-PI to utilize funds to pay article processing charges are eligible.
- v. In case of multiple authors either the first author or corresponding author can apply

Process

Faculty and staff members should submit their application with all necessary proofs (Full paper, acceptance letter, plagiarism report, proof of indexing information and proof of payment).

Extent of Financial Support

- i. 50% of the publication fee will be borne by author(s).
- ii. 50% of the publication fee will be borne by GU.
- iii. Maximum cap of this fee is Rs. 5000 /- if candidate’s association with GU is of less than two years and it will be Rs. 10000 if the candidate’s association with GU is more than two years which will be paid by GU.

II. CONFERENCE GRANT

GNA University is committed to increase the exposure of its student, faculty and staff by encouraging them to attend and present paper in national and international conferences for their professional growth and excellence in research.

Eligibility

- i.** All accepted papers in journals indexed in WoS / Scopus.
- ii.** Faculty Members / Researchers / Staff of GNA University who have given their affiliation as “GNA University” in the accepted paper are eligible to apply.
- iii.** Authors who do not have other sources of funding are only eligible for funding.
- iv.** No other agency is funding the same paper in the same conference

Process

- i.** Faculty and staff members must plan their travel at least fifteen days in advance for national travel and one month in advance for international travel.
- ii.** Conference grant as per entitlement will be reimbursed after submission of expenditure statement along with proofs (receipts, train ticket, boarding pass etc) along with prior approval of Conference grant.

Entitlement

Conference grant include following components.

- i.** Registration Fee with maximum cap of Rs. 5000 per paper / per participant.
- ii.** Travel and accommodation as per University TA/DA policy.
- iii.** Where the distance is more than 700 Kilometers, the earned Travel Grant (Research Awards) can be used for air travel in economy class.

Terms

- i.** Faculty can avail only one conference grant per academic year for travel within India and one conference grant once in two years for travel outside India.
- ii.** Only the author who is **presenting** will be eligible for conference grant. Co- author may use the earned benefits to accompany the presenter.
- iii.** Conference grant (if eligible) would be provided after exhausting the earned benefits.
- iv.** Conference grant for International visit shall be recommended to only one person

III. EARNED MONETARY BENEFITS / PUBLICATION POINTS AND LEAVE POINTS FOR PUBLICATION

A. For Journal Publications in UGC care List Group-I and Group-II

Achievement	Number of Authors		Earned Monetary Benefits	Publication points	Leave Points
Paper in UGC Care List Group I	Single Author		Earned Monetary benefits / Incentive Rs. 5000	15	1
	Two Authors			7.5 each	1
	More than two Authors	First Author		7.5	1
		Co- Authors		3.75 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor (IF) $0 < IF \leq 1$ or $0 < SJR = 0.13$	Single Author		Earned Monetary benefits / Incentive Rs. 10000	20	1
	Two Authors			10 each	1
	More than two Authors	First Author		10	1
		Co- Authors		5 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor $1 < IF \leq 3$ or $0.13 < SJR < = 0.5$	Single Author		Earned Monetary benefits / Incentive Rs. 12000	25	1
	Two Authors			12.5 each	1
	More than two Authors	First Author		12.5	1
		Co- Authors		6.25 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor above 3 or SJR above 0.5	Single Author		Earned Monetary benefits / Incentive Rs. 15000	30	1
	Two Authors			15 each	1
	More than two Authors	First Author		20	1
		Co- Authors		10 each	0.50

Earned monetary benefits/Incentives will be divided as follows:

- Single author – 100%, two authors – 50% each, More than two authors – 50% to First author and co-authors shall share the remaining 50% equally.
- Publications of Supervisor with PhD Scholar during his/her pursuance (related to PhD research work of scholar) will not be considered under this category.

B. For e-books, hard copy books and book chapters with the valid ISBN and renowned publishers

Complete Original Book (scholarly or textbook) written as Author (Not Editor)	Rs. 10000/-
Complete Original Book (scholarly or textbook) Book Compiled as Book Editor	Rs. 5000/-
Per Book Chapter	Rs. 2000/-

Incentives will be divided as follows:-

- Single author -100%,
- Multiple authors – equal share to each.
- The pocket books or booklets and books having less than 20 pages are not considered for research incentive.

IV. LEAVE BENEFITS

Faculty and staff members shall earn Research and Academic Extension Leave through various research and its allied activities.

- i. There is no limit on the leave points that could be earned by the faculty member.
- ii. Faculty can avail 8 days for international travel or 5 days for national travel during teaching period per semester. Rest of the leaves can be availed during non-teaching period.
- iii. The leaves can be availed for conferences/workshops/seminars/symposia/faculty development programs/evaluation/appearing in examination/ visiting funding agencies, lab, library, university for research work/data collection/data analysis/writing grant proposal (discussion or collaboration) / guest lecture / research paper writing (if there is deadline) / PhD Course work classes.

V. LEAVE FOR ACADEMIC CAREER GROWTH

In order to encourage teaching & administrative staff in research and academic activities, as a goodwill gesture University provides Career Enhancement Leaves.

Extent

SERVICE PERIOD (GU)	LEAVES
Less than 2 years	2 Leaves in an academic year
2 years to less than 5 years	3 Leaves in an academic year
5 years and above	5 Leaves in an academic year

Eligibility

The leaves can be availed for:

- i. Examination
- ii. To attend training programs
- iii. Acting as Resource Person / subject expert for development of educational e-learning delivery process/material e.g audio-video lectures for institutions recognized by UGC / equivalent regulatory body. Relevant document from hosting institution, specifying visit schedule would be required.
- iv. Cultural events (National / International level) recognized by the concerned authority of India.
- v. Sports events (District, State, National, Senior national, International level sports).
- vi. Research work in relation to attend conference, seminar, symposia and of similar nature, data collection, laboratory experiments, field survey, library study. Relevant document from hosting institution, specifying visit schedule would be required.

Terms

Leave should be applied at least one week in advance. This leave cannot be entitled for travelling dates.

VI. RESEARCH AWARDS

Research awards shall be presented to the achievers every year. The awards shall be based on the bonus points earned by the faculty/staff member through various activities mentioned below:

Research Award Category	Publication Points				Other Conditions	Award Amount (Rs.)
	Research Intensive Faculty	Research Faculty	Teaching Faculty	Administration		
A+	120	100	80		Research Grant Approved upto the value of Rs. 20 lakhs and two research papers in Scopus / WoS	One Week visit(including travel dates) to any one International University
A	100	80	70			Cash Award of Rs. 50000
B	90	70	60			Cash Award of Rs. 40000
C	80	60	50			Cash Award of Rs. 30000
D				20		Cash award of Rs. 10000

VII. SEED MONEY FOR PROJECTS

Allotment of seed money for research projects to the faculty members of the university will be done for maximum amount of 5.00 Lakh INR and duration of two years as per the following procedure

- a. Applications are invited from regular faculty members of GNA university
- b. Proposals will be evaluated by the Research Evaluation Committee of university
- c. faculty members are invited for Interview/presentation on scheduled date/time
- d. Committee gives the suggestions/decision over the Research Project.
- e. Accepted proposal will be sent through Research Advisory Committee to Academic Council
- f. After approval from the statutory bodies, offer letter along with instructions is given to the faculty member.

VIII. INCENTIVE FOR SUPERVISOR

An incentive of Rs.7500/- will be awarded to the PhD Supervisors for each successful PhD degree awarded under their guidance with GNA University.

IX. PH.D. FEE CONCESSION AND SCHOLARSHIPS

To create and foster research environment, GNA University encourages staff/faculty members to pursue advanced degrees. Below are the few options provided by the University that a staff/faculty member/PhD Candidate can avail:

Sr. No.	Existing PhD Candidate.....	Will Have to Pay
1.	Working Fulltime at GNA University (Part Time PhD)	50% fee to be reimbursed every semester to the faculty members pursuing PhD at GNA University
2.	Working Fulltime at GNA University and leaves the job from GNA University during the PhD Program (Part Time PhD)	100% fee to be paid by the respective scholars for the concurrent and subsequent semesters
3.	Joins GNA University to work as fulltime faculty during the PhD Program (Part Time PhD)	50% fee to be reimbursed to the concerned research scholar(s) for the concurrent and subsequent semesters
4.	Wants to have Teaching/Research/Any Other Assistantship (Regular Full Time PhD) (TA/RA etc. cannot be claimed as a right. Any assistantship is a matter of availability of prescribed work/Recommendation of Research Supervisor and Dean Research)	Will have to pay the 100% fee Teaching Assistant (TA) will be paid- INR 250/- Per Lecture with a maximum cap of INR 10,000/- per month Research Assistant (RA) will be paid-INR 500/- Per Day with a maximum cap of INR 10,000/- per month Any Other Assistantship - Emoluments depends upon nature of work and recommendation of Dean Research
5.	UGC-CSIR JRF Qualified Candidates (Regular Full time PhD)	100% fee concession in PhD for a period of three years A monthly fellowship of Rs. 25000/- along with a teaching load of 6-8 hours for first three years. The scholarship will be terminated in-between if her/his research work progress is not satisfied or he/she leaves PhD program.