

## **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 year for travel within India and one conference grant once in two years for travel outside India.
- ii. For subsequent conferences, registration fee of up to Rs. 10000 will be provided by the University.
- iii. Only the author who is **presenting** will be eligible for conference grant. Co- author may use the earned benefits to accompany the presenter.
- iv. Conference grant (if eligible) would be provided after exhausting the earned benefits.
- v. Conference grant for International visit shall be recommended to only one person

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

Achievement	Number of Authors	Earned Monetary Benefits	Publication points	Leave Points	
Paper in Scopus indexed refereed journal without SJR	Single Author	Earned Monetary benefits / Incentive Rs. 8000	15	1	
	Two Authors		7.5 each	1	
	More than two Authors		First / Corresponding Author	7.5	1
			Co- Authors	3.75 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor (IF) $\leq 1$ or $SJR \leq 0.13$	Single Author	Earned Monetary benefits / Incentive Rs. 10000	20	1	
	Two Authors		10 each	1	
	More than two Authors		First / Corresponding Author	10	1
			Co- Authors	5 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor $1 < IF \leq 2$ or $0.13 < SJR \leq 0.3$	Single Author	Earned Monetary benefits / Incentive Rs. 12000	25	1	
	Two Authors		12.5 each	1	
	More than two Authors		First / Corresponding Author	12.5	1
			Co- Authors	6.25 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor $2 < IF \leq 5$ or $0.3 < SJR \leq 1.0$	Single Author	Earned Monetary benefits / Incentive Rs. 15000	30	1	
	Two Authors		15 each	1	
	More than two Authors		First / Corresponding Author	20	1
			Co- Authors	10 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor $5 < IF \leq 10$ or $1 < SJR \leq 2$	Single Author	Earned Monetary benefits / Incentive Rs. 20000	35	1	
	Two Authors		17.5 each	1	
	More than two Authors		First / Corresponding Author	17.5	1
			Co- Authors	8.75 each	0.50
Paper in refereed journal indexed in Scopus or WoS with Impact factor $10 < IF \leq 20$ or $2 < SJR \leq 4$ or Australian Business Deans Council (ABDC) (A rated) indexed in Scopus/WoS	Single Author	Earned Monetary benefits / Incentive Rs. 30000	40	1	
	Two Authors		20 each	1	
	More than two Authors		First / Corresponding Author	20	1
			Co- Authors	10 each	0.50
Paper in refereed journal indexed in	Single Author		45	1	
	Two Authors		22.5 each	1	

Scopus or WoS with Impact factor $20 < IF \leq 40$ or $4 < SJR \leq 8$	More than two Authors	First / Corresponding Author	Earned Monetary benefits / Incentive Rs. 50000	22.5	1
		Co- Authors		11.25 each	0.50

Earned monetary benefits/Incentives will be divided as follows:

- Single author – 100%, two authors – 50% each, More than two authors – 35% to First author and corresponding author each and co-authors shall share the remaining 30%. If the first author is also corresponding author then 70% to first author and 30% to remaining co-authors.
- If a faculty member is writing a paper with a student, both faculty and student will get 50% of the incentives each.

**Earned Monetary Benefits** can be used to attend and present paper in national and international conferences indexed in Scopus/WoS, for carrying out collaborative research work, Visiting laboratories, for visiting scientist in funding agencies, workshops, seminars, faculty development programs, membership to professional bodies, purchase of consumables, purchasing software, books, paying fees for open access journals (indexed both in Scopus/WoS, MOOCs certification fees.

#### **IV. LEAVE BENEFITS**

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

- There is no limit on the leave points that could be earned by the faculty member.
- 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.
- 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**

<b>SERVICE PERIOD (GU)</b>	<b>LEAVES</b>
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	1 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