

INCENTIVE SCHEME FOR ACADEMIC STAFF MEMBERS

INTRODUCTION:

Faculty & Academic Staff members are the backbone of any University and in order to sustain the growth of the University further, the faculty members should be more involved in research, patents and other academic tie-ups. In order to facilitate and to undertake such activities, RGU has proposed a policy '**Incentive Scheme for Academic Staff members**' over and above the regular appraisal process.

This scheme is proposed to reward those faculty members who exhibit extraordinary contribution/performance towards research related activities, co-guiding Ph.D scholars or establishing other academic collaborations etc.

DETAILS OF INCENTIVES:

- (A) **Publication of Research Papers – new policy (signed as addendum/Research policy in December 2022 to be referred).**
- (B) **Guiding research scholars for Ph.D (not applicable on Co-guides) :** Rs. 5,000/- for each Ph.D. awarded from The Assam Royal Global University.
- (C) **On being granted a patent:** Rs. 15,000/-
- (D) **Academic tie-ups/signing-of MoUs with National institutions of repute through personal resources (after successful signing only):** 5,000/-
- (E) **Academic tie-ups/signing-of MoUs with Inter-National institutions of repute through personal resources (after successful signing only):** 10,000/-
- (F) **Getting Sponsored Projects:** An amount equivalent to 1% (one time) of the total project amount
- (G) **Editor for inhouse journal/magazine:** Rs. 2,500/- per annum
- (H) **Editor for national journal/magazine:** Rs. 5,000/- per annum
- (I) **Editor for inter-national journal/magazine:** Rs. 7,500/- per annum
- (J) **For attending seminar/conference/workshop and other similar academic events:**

Under the changing environment of academic, technological and scientific innovation, existing theories, ideas and concepts are getting replaced or modified by new ones. In order to keep pace with the changing scenario, an educational institution has to continuously upgrade its curriculum and pedagogy. Consequently, the teachers also have to update their knowledge and expertise. New inventions, discoveries and knowledge are disseminated through seminar/conference/workshop and other similar academic events. Thus, contribution to and participation in the seminar/conference/workshop etc. are necessary for the teachers, the academic administrator and others associated with

educational institutions. Accordingly, the following rules has been proposed for attending seminar/conference/workshop and other similar academic events by the members of faculty, academic administrators and others.

Scope of financial assistance:

Sl. No	Category of Staff	Max. No. of seminar/conference/workshop etc. within the country per academic year	Max. No. of seminar/conference/workshop etc. outside the country per academic year	Max. limit for total financial assistance per year within the country	Max. limit for total financial assistance per year outside the country	Academic Leave granted for attending such academic events (in an academic year i.e. July to June)#
1.	Vice-Chancellor/Registrar/Director / Principal/ Dean/ Professor Emeritus/ Professor & equivalent	2	1	a) Rs. 15000.00 for presentation of paper or chairing session b) Rs. 10000.00 for participation only	Rs. 25000.00 for presentation of paper or chairing session only	10
2.	Associate Professor/ Deputy Registrar and equiv.	2	1	a) Rs. 10000.00 for presentation of paper or chairing session b) Rs. 7000.00 for participation only	a) Rs. 20000.00 for presentation of paper or chairing session only	8
3.	Assistant Professor / Assistant Registrar and equiv.	2	1	a) Rs. 5000.00 for presentation of paper or chairing session b) Rs. 3000.00 for participation only	a) Rs. 15000.00 for presentation of paper or chairing session only	6
4.	Other Academic/Adm in staff	1	0	a) Rs. 1500.00 for presentation of paper or chairing session b) Rs. 1000.00 for participation only	-	5

for detailed policy on Academic leave, clause 11 of leave policy must be referred.

J. Eligibility/ General Terms & Conditions:

- a) This reward scheme is open for all faculty members across all constituent schools/departments of the University and other academic staff members.
- b) Incentive will be awarded only upon successful completion of the assignment undertaken.
- c) Any projects/consultancies/publications etc. undertaken must not affect the normal teaching load of the faculty as has been specified by the university.

- d) In case of any grievance, the decision of Hon'ble Vice-Chancellor/Chancellor shall be final.
- e) The above incentives/financial assistance will be provided along with funds (if any) from other sources like UGC, DST, CSIR and other financing organization/institutions.
- f) Letter of Invitation: Letter of Invitations/participation/grant of projects/ approval/ others in the name of the awardee is essential for financial assistance/incentive from the University.
- g) Certificate of participation/Certificate of successful completion of project/ research paper/ workshop/ conference etc.: Certificate of participation/certificate of successful completion is required in all the cases.
- h) Recommendations from the superior authority: Participation/involvement in any of the academic events is in the academic interest of the University as well for the faculty and should be relevant to his/her teaching and research. Such proposals (except for point 'J' above) must be vetted by Royal Research & Development Cell (RRDC)/Royal Centre for Research, Publications, Projects & Patents (RCRPPP), forwarded by IQAC, and finally approved by Hon'ble Vice-Chancellor. For point 'J' above, such proposals must be routed through the HoD/Coordinator and Dean/HoS followed by final approval of Registrar and Hon'ble Vice-Chancellor
- i) Bills, Vouchers and Receipts: The above financial assistance (only for point J above) is available by re-imburement on submission of item-wise statement of expenses duly supported by bills/vouchers/receipts in original. Where a financial receipt is not available, like local conveyance, a declaration by the participant giving relevant details is necessary. For incentives, documentary proof of the total expenses project cost has to be submitted.
- j) Eligibility criteria and not a matter of claim: The above rules are criteria for eligibility and do not constitute a claim for financial assistance or leave. Approval for financial assistance and leave will depend upon relevant inputs including spare-ability of the person during the material period without affecting the work of the University.
- k) Submission of report: After completion of the above academic events/publication of research papers etc. the participant has to submit a report on the proceedings along with a copy of the paper, if any, presented by him/her, for perusal by the management and also for putting on record in his/her personal file.
- l) **Any teaching/non-teaching staff members actively involved in research/projects/publications/any other academic activities as mentioned above, shall also get a relaxation in teaching load upto two hours/per week. However, the decision of competent authority in this case shall be final.**

This policy will be effective from AY 2019-20 with immediate effect.

Drafted by – Dipika T. Agarwal, Asstt. Registrar (HR & RC), RGU

Approved by – Hon'ble Vice-Chancellor and Hon'ble Chancellor

Date:

Approved in – 11th Board of Management meeting, held on 10th May 2019.