



Research Promotion and Incentive Policy

CIQA, IGNOU

Approved vide agenda item ___ of _____ Meeting dated _____

INTRODUCTION

The objectives of NEP 2020 are to develop a teaching-learning ecosystem of high standards through which teachers and academics are encouraged to engage in quality research; for expanding the realms of knowledge and disseminating it to a wider audience. The Research Promotion and Incentive Policy of the University will foster a favourable environment for promoting quality research output from the Teachers and Academics of the University. This Policy will facilitate in inculcating a robust research culture within the University.

This policy will be reviewed annually.

OBJECTIVES

To encourage the Teachers and Academics of the University to:

- Publish research papers in peer-reviewed and high impact factor journals (only journals listed in UGC-CARE/ Scopus/ Web of Science/ Indian Citation Index); and
- Author/ Edit books/ Write chapters in books published by reputed national and international publishing houses.

EXPECTED OUTCOMES

- Inculcate and promote a culture of quality research within the University;
- Enhance systemic and academic research output of high standards;
- Bring about qualitative improvement in the overall functioning of the University by incorporating the research outcomes into the system;
- Expand the frontiers of knowledge by adding to the existing body of knowledge in multiple disciplines; and
- Augment the contribution to the intellectual property wealth of the nation.

ELIGIBILITY, TERMS & CONDITIONS

- Any Research Award/Grant/Cash Incentive/Leave benefit cannot be claimed as a matter of right.
- Only regular faculty members (teachers and academics) on the rolls of the University are eligible.
- The effective date for enforcement of this policy is 1st January, 2021.
- For calculation of incentives, the start and end dates will be defined by the calendar year.
- All the achievements requested for incentives should be with the affiliation of “IGNOU”.
- The decision of the Research Promotion and Incentive Committee (RPIC) will be final and binding.
- The policy can be withdrawn or modified at any point of time without any formal notice to anybody.
- All benefits and incentives will lapse if on the date of disbursement (in full or a part of the same) of the incentive, the faculty member has already left the organization or is serving the notice period.
- Even after disbursement of the incentive, if the awardee is found supplying wrong, incorrect or incomplete information, whole amount of cash incentive will be reclaimed back.
- For any research activity, which is done in collaboration with other Institute/Lab or University, only the faculty member of the University shall be entitled for Research Awards or Cash Incentives. The external member shall not be entitled for any benefits.
- Cash incentives calculated for the previous calendar year will be disbursed only once in lump sum or equated installments in the successive year as decided by the RPIC.
- The maximum limit to claim the research incentive per year by an individual will be 5 publications per calendar year.
- The Policy is not applicable for Units/ Chapters written for e-SLM/ SLM in print of IGNOU or any other Higher Education Institution. Also chapters/ books written for School level textbooks will not be covered under this Policy.

RESEARCH PROMOTION INCENTIVE COMMITTEE

Research Promotion Incentive Committee (RPIC) will be constituted by the Vice-Chancellor and will comprise the following members:

- Pro Vice Chancellor, Chairperson
- Director (Research Unit)
- Director (Academic Coordination Division)
- One Teacher representative
- One Academic representative
- Director (CIQA), Member Secretary

The Committee may involve concerned Director/ Registrar of the School/ Division/ Centre/ Unit/ Cell in case of any specific inputs to be solicited.

The Committee will be meeting on regular basis to take decisions and submit its final recommendations to Vice-Chancellor for final approval. The minimum quorum of the meeting shall be two-third of the total number of members present.

In case of any dispute the Vice-Chancellor's decision shall be final.

INCENTIVE FOR RESEARCH PUBLICATIONS

A. Incentive for Research Papers Published in Journals

For each Research Paper published in a Journal listed in University Grants Commission-Consortium for Academic and Research Ethics (UGC-CARE), and in the Journal Indexing Databases namely: Web of Science/ Scopus/ Indian Citation Index; having an International Standard Serial Number (ISSN), will be considered for the research incentive. The author/s will be given one time incentive based on listing of the journal in the above Databases and also their impact factor. The disbursement of incentive will be carried out as per the guidelines given below.

- Paper published in UGC-CARE listed journals OR indexed with Scopus/ Web of Science/ Indian Citation Index (with no impact factor according to Journal citation report or Thomson Reuter): Rs. 3,000/-
- For publication with Impact Factor (Impact Factor according to only Journal Citation Report or Thomson Reuter indexing agency):

S.No.	Range of Impact Factor	Amount (in Rs.)
1.	No impact factor	3,000
2.	0.01 to 1.0	4,000
3.	1.1 to 5.0	5,000
4.	5.1 and above	7,000

Disbursement of amount among authors will be as per the guidelines given in the policy at D below.

B. Incentive for Publication of Book

The e-book and hard copy books will be considered for research incentive. The pocket books or booklets and books/ school textbooks having less than 20 pages will not be considered for research incentive.

- For each Book (Reference or Text) authored singly or jointly and published by renowned International Publishers or Apex bodies/Societies with ISBN (International Standard Book Number), the authors/ editors will be given one time incentive maximum of Rs. 6,000/- (*Disbursement of amount among authors/editors as per the guidelines given in the policy at D.*)

- ii. For each Book (Reference or Text) edited singly or jointly and published by International Publisher as mentioned above will be given one time incentive maximum of Rs. 3,000/- (*Disbursement of amount among authors/editors as per the guidelines given in the policy at D below*).
- iii. For each Book (Reference or Text) authored singly or jointly and published by renowned National Publishers or Apex bodies/Societies with ISBN, the authors/ editors will be given one time incentive maximum of Rs. 5,000/- (*Amount disbursement among Authors/Editors as per the guidelines given in the policy at D below*).
- iv. For each Book (Reference or Text) edited singly or jointly and published by National Publisher as mentioned above will be given one time incentive maximum of Rs. 2,500/- (*Disbursement of amount among authors/editors as per the guidelines given in the policy at D below*).

C. Incentive for Publication of Chapter in Book

- i. For each “Chapter” in Book published by International Publisher (as per B) with ISBN, the author/s will be given one time incentive maximum of Rs. 2500/- (*Amount disbursement among author/s as per the guidelines given in the policy at D below*).
- ii. For each “Chapter/monograph” in Book published by National Publisher (as per B) with ISBN, the author/s will be given one time incentive maximum of Rs. 2,000/- (*Amount disbursement among author/s as per the guidelines given in the policy at D below*).

D. Incentive disbursement for Research Paper/ Book/ Book Chapter amongst authors

The incentive will be disbursed as per the table below:

Number of authors from IGNOU	Distribution of incentives
Single author from IGNOU	100%
First and corresponding or co-corresponding authors (two authors) from IGNOU	First author: 50% Corresponding author: 50%
First author, corresponding author and one middle author (three authors) from IGNOU	First author: 35% Corresponding author: 35% Middle author: 30%
First and corresponding or co-corresponding authors (only one author) from IGNOU	70%
First author, corresponding or co-corresponding authors and two middle authors from IGNOU	First author: 30% Corresponding author: 30% Middle authors: 20% each
First author, corresponding author or co-corresponding and three middle authors from IGNOU	First author: 30% Corresponding author: 30% Middle authors: 13.33% each
One middle author from IGNOU Two middle authors from IGNOU Three middle authors from IGNOU	40% each 20% each 13.33% each
First and corresponding or co-corresponding authors would share equally 60% and remaining 40% would be shared equally by all other authors in case of contribution with more than 4 authors or more.	

