

IQAC::JDSG COLLEGE
RESEARCH PROMOTION AND DEVELOPMENT CELL

REVISED RESEARCH PROMOTION POLICY

NOTIFIED ON 23/03/2023

Research is an important parameter for any Institution. To promote Research and publications by the faculty members and students of the College, the guidelines for research promotion are categorized as:-

- 1) Incentives for Research projects, publications and research related activities.
- 2) Financial assistance for attending National and International Conferences and Faculty Development programmes.

Incentives for Research projects, publications and research related activities

i) The faculty (Principal Investigator) submitting a research project for extramural funding by government / other agencies (for more than Rs. 3,00,000), approved by the College Research committee, shall be awarded a monetary reward of Rs. 5000 per project.

ii) Faculty members publishing Books / Chapters in the reputed publishing house in edited volumes will be awarded a suitable cash prize Rs. 2500.

iii) Publication of scientific articles in SCOPUS/ UGC-CARE Listed journals, shall be awarded as per the following :

(a) ABCD listed journal (A*Category)	Rs. 10,000/-
(b) ABCD listed journal (A Category)	Rs. 8,000/-
© ABCD listed journal (B Category)	Rs. 7,000/-
(d) Scopus Indexed journal	Rs. 6000/-
(e) Web of science indexed journal	Rs. 5000/-
(f) UGC-CARE listed journal	Rs. 4000/-

a) The incentive applies to members of faculty who publish while remaining on rolls of the College.

b) In case the publication is in joint names/ authorship the incentive shall be appropriately distributed to Authors of the paper as per their contribution in the article.

iv) Faculty members receiving state/national/International award/fellowship shall be awarded with cash, citation and felicitations in open meeting/event.

- v) Annual Best Teacher award in each faculty shall be awarded according to parameters judged by committee constituted by competent authority. The award shall include a certificate, medal and a suitably awarded cash prize.
- vi) Every faculty member will have an annual assessment based on contribution in academic & research spheres. These assessments will be given significant weightage for individual faculty member & collectively for the department. Research performance and achievements are an essential part of the Key Performance Indicators (KPIs) for annual increments. For promotion to Higher post / salary increment, significant contribution in teaching, research and student will be awarded and given weightage in career advancement.
- vii) The researcher is permitted to use the infrastructural facilities like equipments, library, classrooms, labs, etc available within the College. A letter of appreciation from the Coordinator, Research Promotion & Development Cell would be given to researcher for extraordinary research work.
- viii) The Plagiarism check done by IQAC for papers of students/faculty shall not be charged. Financial assistance for attending National and International Conferences and Faculty Development programmes.

OBJECTIVE :

To encourage the faculty for attending the National / International conferences / seminar/ symposia/ workshops and short duration training programmes.

1. GUIDELINES FOR FINANCIAL ASSISTANCE TO TEACHERS TO ATTEND THE CONFERENCES/SEMINARS/ SYMPOSIA ETC. IN INDIA OR ABROAD

- A. Academic leave up to 10 days may be granted without any financial assistance by the College if a teacher is not presenting any paper in the workshop or training programme within India or abroad.
- B. Teachers going under any international collaboration exchange programme with UGC, ICSSR, ICHR and other agencies of similar reputation may be provided financial assistance up to 25% of the travel expenses or Rs. 25,000/- whichever is less in addition to maximum 10 days academic leave. However, the works and detailed plan of such visits should be submitted to the Principal after arrival from such events.
- C. Financial assistance to teachers for attending the conferences/seminars/symposia etc. at national level will be available once in three academic years. In such cases, the Financial assistance will be limited to travel expenditure (actual train fare-AC-2 Tier or equivalent air fare and registration fee to a maximum of Rs. 3,000/-).
- D. Financial assistance to teachers for attending the international

conferences/seminars/symposia etc. will be available once in five academic years. In such cases, the financial assistance will be limited to travel expenditure and registration fee to a maximum of Rs. 25,000/- Deputation to attend conference in India will not be counted for the purpose of availing such assistance.

E. Only one teacher per department will be allowed to attend the same conference in India or abroad. In case of two or more applicants for attending the same conference/seminars & symposium etc, the youngest teacher may be given preference over the other senior teacher to promote or update his / her knowledge and enable him/her to perform better.

2. ELIGIBILITY FOR FINANCIAL ASSISTANCE

a. The teachers who are invited to attend national/international academic conference/seminars etc. should verify that the level of programme and the Institution organizing the events is truly the national/international, professional and capable of enhancing the skills of the participants.

b. The financial assistance may be provided in the following order of preferences:

1. Teachers delivering keynote address/plenary lectures
2. Teachers contributing a paper
3. Teachers invited to chair a session
4. Teachers invited under international collaboration exchange programme
5. Teacher invited to give talks/lectures

c. The acceptance of papers from organizers should have been received.

d. Subject to all other conditions being equal, preference may be given to applicants who have already raised part financial support from other sources who are session Chairman/Organizing Committee Official / Award winner in addition to the paper presentation. Preference may also be given to those who have never been deputed to attend such conferences.

3. PROCEDURE OF APPLYING FOR FINANCIAL ASSISTANCE FOR ATTENDING SEMINAR/CONFERENCES/SYMPOSIA ETC ABROAD AND INDIA.

a. The prescribed application form for conference/symposia/seminar etc. in India and abroad is to be used.

b. Application duly forwarding by the head of the Department and Coordinator, Research Promotion and Development Cell, with specific recommendation (regarding eligibility and amount to be given), should reach the Office of the Principal, JDSG College, 30 days before the date of the programme (even if , the acceptance letter is not received which should be submitted as soon as it is received) along with the following document:

I. A soft copy of the full text of documents/papers prepared by the teacher for presentation at the National/International conference/seminars/symposia/ congress/workshops. The details

of training programme, even if of short duration should be provided.

II. Brief details of the organizers, title of the programme, place and duration of the conference etc. in which the paper is proposed to be presented or participation is desired.

III. A copy of the letter of invitation from the organizers of the conference/seminar/symposium accepting the paper for presentation, immediately after it is received or a copy of the letter from the organizer inviting the teacher to chair a session/section and mentioning details of the financial support offered etc. should also be enclosed.

IV. In case of conference / seminars / symposia / congress / workshops / training programme of short duration, the Invitation or other relevant documents should be attached.

4. FOLLOW-UP ACTION FOR ABROAD AND INDIA

a. The teachers not utilizing their sanctioned amount for whatever reason should immediately inform the Coordinator, Research Promotion and Development Cell, JDSG College, within a week through the concerned Head of the Department to enable others to utilize the amount so released.

b. Deputed teachers after attending conferences should provide a participation certificate and submit the bills within one month of return from the conference.

5. DEPUTATION WITHOUT FINANCIAL SUPPORT ABROAD AND INDIA

a) Teacher seeking permission to attend conferences/seminars/symposia/ workshop / training programme in India or abroad without financial support from the College but (academic) leave only, should also follow the same procedure as mentioned in procedure of applying for financial assistance for attending conferences/seminars/symposia etc abroad and India.

b) Such teachers should fulfill all the requirements listed above, but the frequency restriction (once in 5 years only for conferences abroad and once in 3 years for conferences in India) shall not apply to them.

c) Such teachers shall be granted leave as per Govt. of Assam/UGC

d) For any conference /academic seminar etc, as a special case, the Principal may allow up to 33% of the Faculty member to attend such conference/training etc. without financial assistance, so that the teaching of the department should not suffer.



Dr. Jayanta Gogoi
Principal, JDSG College

Principal & Secretary
J.D.S.G. COLLEGE
BOKAKHAT