

CHAMELIDEVI GROUP OF INSTITUTIONS, INDORE

DEPARTMENT OF INNOVATION AND RESEARCH

Guidelines for extending incentives to staff members involved in Research activities

All HODs and staff members are hereby informed that the following incentives are being extended by the Management as announced by Honorable Chairman Sir in the Academic Council Meeting held on 11-06-2016. The incentives are being provided to encourage and motivate staff members to seriously involve themselves in genuine research work. Implementation of all below mentioned benefits will come into effect from 11-06-2016.

I. Monetary incentive for publishing research papers

- a. A Staff member will be eligible for monetary incentive of **INR. 5000.00** for publishing a research paper in International Journals with a **Thomson- Reuters Impact Factor** of greater than or equal to 1.0
- b. Staff members will be eligible to avail this benefit for every research paper published with the above mentioned condition
- c. **Only ONE bonafide staff member currently on roll of CDGI among the list of authors published in the paper is eligible to avail this monetary benefit.**
- d. **Staff members who have resigned and who are currently not on the rolls of the institution will not be eligible to avail this financial benefit.**
- e. The current rating (as on the date of publication of paper) of **Thomson-Reuters Impact factor** of the International Journal in which the paper is published will be considered and not the rating prior to date of publication
- f. Staff members eligible for the monetary incentive will submit an application to the concerned HOD in a prescribed format (Soft Copy)
- g. HODs will scrutinize the application and ascertain that the applicant is eligible for monetary incentive as per prescribed guidelines
- h. HODs will forward the scrutinized application to Professor-In-charge of DIR for further processing.

II. Membership of professional bodies.

- a.** Staff members who have published at least **THREE** research papers in International Journals with **Thomson- Reuters Impact Factor** greater than or equal to 1.0 during the previous **TWO** academic years will be provided 100 % financial assistance to avail annual membership of professional bodies associated with the concerned department up to a maximum ceiling limit of \$200 (USD).
- b.** The staff member availing this annual professional body membership benefit shall share all the academic and research material, resources/information provided by the professional body among staff members in the department through the HOD.
- c.** If more than one staff member in a department satisfy the prescribed criterion for annual membership of professional bodies, then the staff member with the highest Impact Factor rating will be eligible for the annual membership benefit.
- d.** During the ensuing years, if some other staff member also satisfies the above mentioned criterion (within two academic years) more than the existing staff member, then the annual membership benefit shall be provided to the staff member with the highest cumulative **Thomson-Reuters Impact Factor**. To avail this benefit of annual membership of professional bodies the staff member must have completed at least **ONE** year of service in CDGI.
- e.** If no staff member in a department satisfy the prescribed criterion for annual membership of professional bodies, then staff members of that department will have to strive to achieve the prescribed target to avail the annual membership benefit.
- f.** Staff members satisfying the prescribed criterion for annual membership of professional bodies, shall submit an application (Soft Copy) to the concerned HOD in the prescribed format (Soft Copy).
- g.** The HOD will scrutinize the application and verify the authenticity of the submitted documents and then forward it to the Professor-In-charge of DIR for further processing.
- h.** If two staff members have the same value of **cumulative Thomson-Reuters Impact Factor**, then the senior most staff member (Seniority as per date of joining at CDGI) will be eligible for the annual membership benefit.

i. In case a staff member in whose name the professional body membership exist quits the college before expiry of the annual membership date, then he/she shall reimburse the entire membership amount before taking the No Due Certificate. The staff members shall submit an undertaking in the prescribed format before availing this benefit of annual professional body membership.

*** The above mentioned guidelines may be amended from time to time in tune with the institutional policies.**