

24. POLICY ON REWARDS AND RECOGNITION

Version 2.0

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Objective: The primary objective of this policy is to provide a framework for the development of a research culture and support faculty members to pursue mandatory quality research, consultancy assignments, present papers on national and international forums. This policy will help add value to the faculty's profile and support the Institution's goal of contributing to socially committed research and development by incentivizing such faculty efforts.

Eligibility: All confirmed faculty of SCMS Group of Institutions

Effective Date: 1st January 2025

Research Review Committee:

- 1) All research material will be reviewed by an internal Research Review Committee comprising of members from various streams and areas of research.
- 2) The constitution of the Research Review Committee will be as below:
 - i) Professor /Associate Professor with Doctorate from each institution of SCMS Group; if not, Head of Institution
 - ii) Group Director in charge of Research and Consultancy
 - iii) Deputy Dean Innovation and Entrepreneurship of SCMS Group
 - iv) Head RACE
 - v) IQAC Coordinator
- 3) Research Review Committee should meet once every quarter. Minutes of the meeting to be circulated to the Governing Council.
- 4) The members of this committee are responsible for monitoring the quality and quantity of research conducted.
- 5) A member will hold the position in the committee for a minimum period of two years.
- 6) A faculty member whose paper/article is under review cannot be part of the Research Review Committee. An alternate faculty will form part of the Review Committee in such cases.
- 7) Members of the Research Review Committee will also ensure that the general code of research ethics has been followed during research.
- 8) Recommendations of the Research Review Committee will be finally reviewed by the Governing Council before finalising on the disbursement of the incentive.

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a) Applicability of Research Publication Incentive:

Research Publication Incentive is applicable only for publications in reputed Research Journals. This excludes publications as part of Ph.D. course.

- To maintain a standard of quality in publications, SCMS Group will recognise only paper publications falling under the below two indexes for the purpose of incentive pay out –
 - i) SCOPUS Indexed Journals
 - ii) Web of Science Indexed Journals

Book Publishing/Article writing/Paper Presentation at Conferences Incentives for Publications in Research Journals are as described below:

Journal Listing (ABDC/ SCOPUS)	Incentive Amount (in INR)	Co Author Incentive (In INR)
A* rating /Q1	1,50,000/-	75,000/-
A rating /Q2	1,00,000/-	50,000/-
B rating /Q3	75,000/-	25,000/-
C rating /Q4	25,000/-	15,000/-

- b) In the event that a journal is indexed in Web of Science but not in Scopus, the incentive amount shall be determined based on the Impact Factor of the publication, as per the table below.

Impact Factor	Incentive Amount (in INR)	Co Author Incentive (In INR)
5+	1,50,000/-	75,000/-
4 to 4.99	1,00,000/-	50,000/-
1 to 3.99	75,000/-	25,000/-
0 to 0.99	25,000/-	15,000/-

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c) Incentive for Case Study Writing is described as below:

International Journals	30,000/-
National Journals	20,000/-

Rating criteria is based on Journal Citations, Impact Factor, H-Index, Publication ratings and any other factor that the research review committee deems fit.

d) Incentive for Book Publishing/Book Chapters/Paper Presentations at Conferences

In the best interests of faculty, the Governing Council of SCMS would like to offer monetary support in publishing a book or article in academic areas. The monetary support offered will be decided on a case-to-case basis depending upon a joint discussion with the Research Review Committee as well as the Institution's Governing Council.

Books and book chapters should be written for academic purposes to be eligible for incentives.

e) Conditions to Receive Research Publication Incentive

An SCMS faculty is eligible to receive the incentive only if he/she is the first author for the published material.

1. As a co-author, to be eligible for incentive, he/she must ensure that the first author belongs to any other Institution other than SCMS. Incentives under this category as 'co-author' shall be restricted to a maximum of two publications per individual per calendar year.
2. If a paper is listed in more than one database, only one index which is top rated will be considered. Scopus first, if not, Web of Science
3. Acceptance of the paper will not qualify for Incentive till the time it is actually published and proof of publishing is submitted to the Institution.
4. The faculty has to be on the rolls of the Institution at the time of publication of the Journal to be eligible for incentives.
5. In case the first author is no longer serving the Institution at the time of publishing of the Journal, he/she cannot put a claim on the incentive amount.
6. It is mandatory to give the Institution's name and official e-mail i.d in the publications in order to be eligible for the incentives. This will be verified by the Research Committee at the time of submission.
7. Repetition of the published article in different journals is against ethical research practices and thus will not qualify for repeated incentives. It can also lead to penal action from the Institution to curb such unethical practices.

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8. Publishing in paid journals is not encouraged and faculty members are advised not to publish their papers in such journals.
9. The Institution reserves its right to disqualify the research article published from the incentive scheme if it does not meet the minimum standard/benchmark of quality.
10. The Research Review Committee will study and recommend the incentive to the Governing Council for approval.
11. The decision taken by the Governing Council based on the recommendations of the Research Review Committee will be final and binding.

f) Procedure to Receive Research Publication Incentive

- 1) Faculty who intends to present/publish a paper/article in a reputed Journal will have to inform of his/her intent to the HR Department prior to the actual print/publishing of the paper/article.
- 2) The research publication incentive amount as per the policy will be disbursed to the eligible faculty after he/she submits proof of publishing. The faculty member has to ensure the publication is available on the institution LMS.
- 3) A faculty has to apply for the incentive within one month of publication. Delayed intimations to the HR Department will stand to be disqualified from the Incentive scheme.
- 4) It is mandatory for the faculty to make a presentation to the HR and Research Review Committee, post publication. The faculty has to come fully prepared for such presentations.
- 5) The entitled incentive amount will be paid ten days from the Governing Council's approval after deducting all applicable taxes.

g) Student Project Publications

- 1) When a student project is developed into a research publication, the student shall be designated as the first author, while the faculty member shall be listed as the co-author.
- 2) If the publication is published in a Scopus-indexed journal, the faculty member shall be eligible for the co-author incentive as per the research incentive policy.
- 3) The publication incentive for student project publications shall be payable only to the faculty member in recognition of their role as a co-author. However, faculty members are strongly encouraged to share an appropriate portion of the incentive with the student in recognition of the student's significant contribution to the research and publication process.