

**Guidelines - Incentive Policy for Research & Publications - 2022**

**GNLU/RDC/02/2022**



Gujarat National Law University

**GUJARAT NATIONAL LAW UNIVERSITY**

**Office of the Research and Development Cell  
Attalika Avenue, Knowledge Corridor, Koba,  
Koba (Sub P. O.), Gandhinagar - 382426 (Gujarat), INDIA  
Phone No. : +91-79-23276611/23276612  
Fax: +917878186624  
Email: [ohrd@gnlu.ac.in](mailto:ohrd@gnlu.ac.in)**

### Table of Contents

Sr. No	Content	Page No.
1.	Purpose	3
2.	Objective	3
3.	Scope	3
4.	Applicability	3
5.	Eligibility	3
6.	Incentive/Award	4
7.	Procedure	5
8.	General Requirements	5
9.	Annexure 1: Application Form for Incentive Policy for Research & Publications - 2022	6



  
DIRECTOR  
Gujarat National Law University Gandhinagar  
Attalika Avenue Knowledge Corridor, Koba  
Dist. Gandhinagar : 382426

## Guidelines for Publication Reward Policy - 2022

### 1. Purpose

The UGC Guidelines for 'Establishment of Research & Development Cell in Higher Education Institutions' (HEIs) (March-2022) has emphasised on research, innovation and development for enhancing the quality of education. The guidelines aim to place a robust mechanism for developing and strengthening the research ecosystem within HEIs, aligned with the provisions of NEP-2020. As per the UGC Guidelines, the GNLU Research Development Cell aims to inspire and motivate faculty members to publish papers in quality journals by way of an incentive scheme.

### 2. Objective

- 2.1 The purpose of this policy is to develop an excellent research ambience within the University and attracts attention, which in turn leads to greater institutional visibility and reputation.
- 2.2 Research as an academic activity complements teaching and improves student learning outcome. Thus to encourage the quality of research and publication, the University will provide financial encouragement to the faculty members whose work is published in UGC CARE list/ SCOPUS/ Web of Science indexed journals or any other indexed journal of repute by way of the incentive scheme
- 2.3. Provide a monetary incentive to Faculty Members, Research Staff, and Administrative Staff for publishing in impact factor and cite score journals

### 3. Scope

This policy award is for any employee(s) of GNLU for their publications, subject to the publication reflecting affiliation to GNLU reflecting the exact name association of the author and that of the university.

### 4. Applicability


This policy will come into the effect from the date of approval from the statutory authority of GNLU.

### 5. Eligibility

- 5.1 A Journal is eligible to be considered for the reward if and only if it is an Impact Factor (IF) journal/Cite Score Metric Journal
- 5.2 A paper is eligible to be considered for the reward if and only if it is published in an eligible Journal/Book like;
  - Scopus/ Web of Science indexed journals/ UGC Care List I & II
  - A single-authored book indexed in SCOPUS / Web of Science / or any publisher of repute
  - A book chapter written and indexed in SCOPUS / Web of Science/ publisher of repute
- 5.3 The paper/chapter should be available online with a DOI number or published with an assigned volume and Issue number with ISSN/ISBN



Page | 3

  
DIRECTOR  
Gujarat National Law University Gandhinagar  
Attalika Avenue Knowledge Corridor, Koba  
Dist. Gandhinagar : 382426

5.4 At the time of publication, the author should be a member of GNLU (Faculty/ Research Staff/ Administrative Staff).

5.5 Publication made under the capacity of PhD Supervisor, along with the scholar(s), shall not be covered under the scheme.


## 6. Research Publication Award

6.1 The Research Publication incentive can be claimed by GNLU employees (Faculty, Research Staff, and Administrative Staff) for any individual or joint publication.

The category-wise incentive mechanism will be as follows:

Sr No.	Category			Incentive amount (Rs.)
<b>1</b>	<b>Journal Articles</b>			
1.1	<b>Scopus</b>	<b>Web of Science (SJR Score)</b>	<b>ABDC</b>	<b>Amount per unit</b>
	Q1	Q1	A*	50,000/-
	Q2	Q2	A	40,000/-
	Q3	Q3	B	30,000/-
	Q4	Q4	C	20,000/-
1.2	<b>UGC Care List</b>			
	▪ Group I			10,000/-
	▪ Group II			15,000/-
1.3	<b>Reputed Indexed Journal (other than above)</b>			5,000/-
<b>2</b>	<b>Books (Indexed)</b>			
2.1	Book	Scopus	Web of Science	1,00,000/-
2.2	Book Chapter	Scopus	Web of Science	40,000/-
2.3	Edited book (having a chapter by an editor)	Scopus	Web of Science	50,000/-
<b>3</b>	<b>Book Published (other than above)</b>			
3.1	International			50,000/-
3.2	National			25,000/-



  
**DIRECTOR**  
 Gujarat National Law University Gandhinagar  
 Attalika Avenue Knowledge Corridor, Koba  
 Dist. Gandhinagar : 382426

4	<b>GNLU Journal Editors</b>	
4.1	Editor(s) of GNLU Journal*	<b>Rs. 20,000/- per volume</b>

\* The editor(s) will be eligible to claim the incentive only after the publication of the journal which is published regularly and from a date of the implementation of the policy.

- Item 4 has been incorporated into the original guidelines during the 57th Executive Council meeting held on Tuesday, September 12, 2023, via a corrigendum.

**Note:** All the above-mentioned incentives in each of the category are for the sole authorship only. Pl refer clause 6.3 for the joint publication.

- 6.2 The publication of the amount is subject to change from time to time with the approval of the University's statutory body.
- 6.3 In the event of a joint research publication by GNLU, the award amount will be provided to the first author, and it would be under the discretion of the first author as to how to distribute the reward.
- 6.4 In the event of a joint research publication where one or more author(s) is not a GNLU employee, then 50% of the reward amount shall be provided to the GNLU employee. No incentive shall be provided to the individual other than GNLU.

## 7. Procedure

- 7.1 The Applicant must duly fill out the Publication Reward Form, available on the GNLU website, and enclose the copy of the acceptance/e-mail/other relevant documentation as proof of publication of the paper along with the form. The application shall be processed through the Office of the Head, Research and Development Cell, GNLU.
- 7.2 The Research Advisory Council shall assess whether the application qualifies as an eligible application as described above.
- 7.3 In the case of multiple GNLU authors, one joint application can be made by all the concerned authors.
- 7.4 To claim the benefit under the Scheme, the author should process the application within one month of publication.
- 7.5 After certifying the authenticity of the submitted documents and application form, the same shall be forwarded to the Director/Vice Chancellor for final approval.
- 7.6. After verifying the claim and approval of the Director, the office of Registrar will disburse the amount through the accounts department, following the usual procedure based on the availability of funds under the category of Incentive Policy for Research & Publications, 2022.

## 8. General Requirements

- 8.1 A journal will not be considered as eligible for an award if it has been removed from the latest version of the list (SCOPUS/Web of Science/UGC Care) on the date of the publication.
- 8.2. The authors claiming reward are encouraged to utilize the reward money for Article Processing Charges (APC) and any research-related activities as per their interest. In case the author/s has



  
**DIRECTOR**  
Gujarat National Law University Gandhinagar  
Attalika Avenue Knowledge Corridor, Koba  
Dist. Gandhinagar : 382426

claimed reimbursement for Article Processing Charge (APC) then s/he shall be entitled to claim only the balance amount.

8.3. The grant is subject to the availability of the funds.

8.4. There is no limit to the number of publications in a year.

8.5 Only one application should be submitted for each publication.

8.5 The member who is availing benefits under the GNLU External Engagement Scheme for attending the National/International Conference with publication will also be eligible to claim benefits under this scheme and s/he can claim the balanced amount. However, papers published as part of the conference proceeding shall not be eligible for the claim of the said incentive.

In case of any difficulty/ issues/ conflict arising out of the application or implementation of this Directive, the decision of the concerned Committee, as approved by the Director, on part of the GNLU, shall be final and binding.



Prof. (Dr.) S. Shanthakumar,  
Director, GNLU

**DIRECTOR**

Gujarat National Law University Gandhinagar  
Attalika Avenue Knowledge Corridor, Koba  
Dist. Gandhinagar : 382426

**Annexure I**

**APPLICATION FORM FOR REIMBURSEMENT UNDER  
PUBLICATION REWARD POLICY - 2022**

<b>1. Employee Information</b>	
Date of Request	
Name of the Employee	
Designation	
Employee ID Number	
Joining date at GNLU	
<b>2. Details of Publication</b>	
Title of Journal/Book:	
Title of Research Paper:	
Details of Vol. No, Issue No, & ISSN/ISBN No:	
Amount of Reward: INR _____	
<b>3. Certificate</b>	
1. I have read and agree to the Incentive Policy for Research & Publications.	
2. I take full responsibility for any clarification required on the expenditure/claim as and when required.	
<b>Enclosure:</b>	
1) Copy of Publication	
2) Proof/details of the publisher/ Indexation of the journal	
<b>Date:</b>	<b>Signature of the Employee</b>
<b>3. Signatures of the Concerned Official</b>	
<b>HR Section</b>	
Total Number of claims under Incentive Policy for Research & Publications:	



Page | 7

  
**DIRECTOR**

Gujarat National Law University Gandhinagar  
Attalika Avenue Knowledge Corridor, Koba  
Dist. Gandhinagar : 382426

Signature \_\_\_\_\_

**Account Section**

Total budget allocated: \_\_\_\_\_

Total Amount Spent as on date of request: \_\_\_\_\_

Amount Available as on date of request: \_\_\_\_\_

Signature \_\_\_\_\_

**Recommended by Head, Research & Development Cell**

Remark: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommended by the Registrar**

Remark: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of the Director**

- Approved
- Not Approved

Remark: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



  
DIRECTOR

Gujarat National Law University Gandhinagar  
Attalika Avenue Knowledge Corridor, Koba  
Dist. Gandhinagar Page 4/8