



NAAC A+ Accredited & UGC 12(B) Status Holder

# Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **down town**  
Charity Trust

**Memo No: AdtU/R/2025-26/031**

**Date: 27-08-2025**

## **Addendum Circular**

### **Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.0)**

This is to inform all concerned that the “*Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.0)*” notified vide Memo No: AdtU/ R/2024-25/ 324, dated 01/02/2025 for faculty and staff members of AdtU to extend rewards and other financial benefits based on their research publications is partially modified with the inclusion of clauses as under:

1. In case of a co-authored research/review paper publication, the reward for each such paper will be 60% reward value accrued for each of the first author or the corresponding author's paper.
2. The publications made in the Q1, Q2, and Q3 journals are only eligible for reward/incentive.

**This shall be effective from August 1, 2025.**

All other terms and conditions shall remain the same as notified earlier.

Issued with due approval of the competent authority.

(Dr. Ashim Barman)

Registrar

Assam down town University.

### **Copy for favour of their information to:**

1. PA to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/ Placement/Library/T&D)
9. HR Office



**ASSAM**  
down town  
UNIVERSITY

NAAC A+ Accredited & UGC 12(B) Status Holder

# Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **C**down town  
Charity Trust

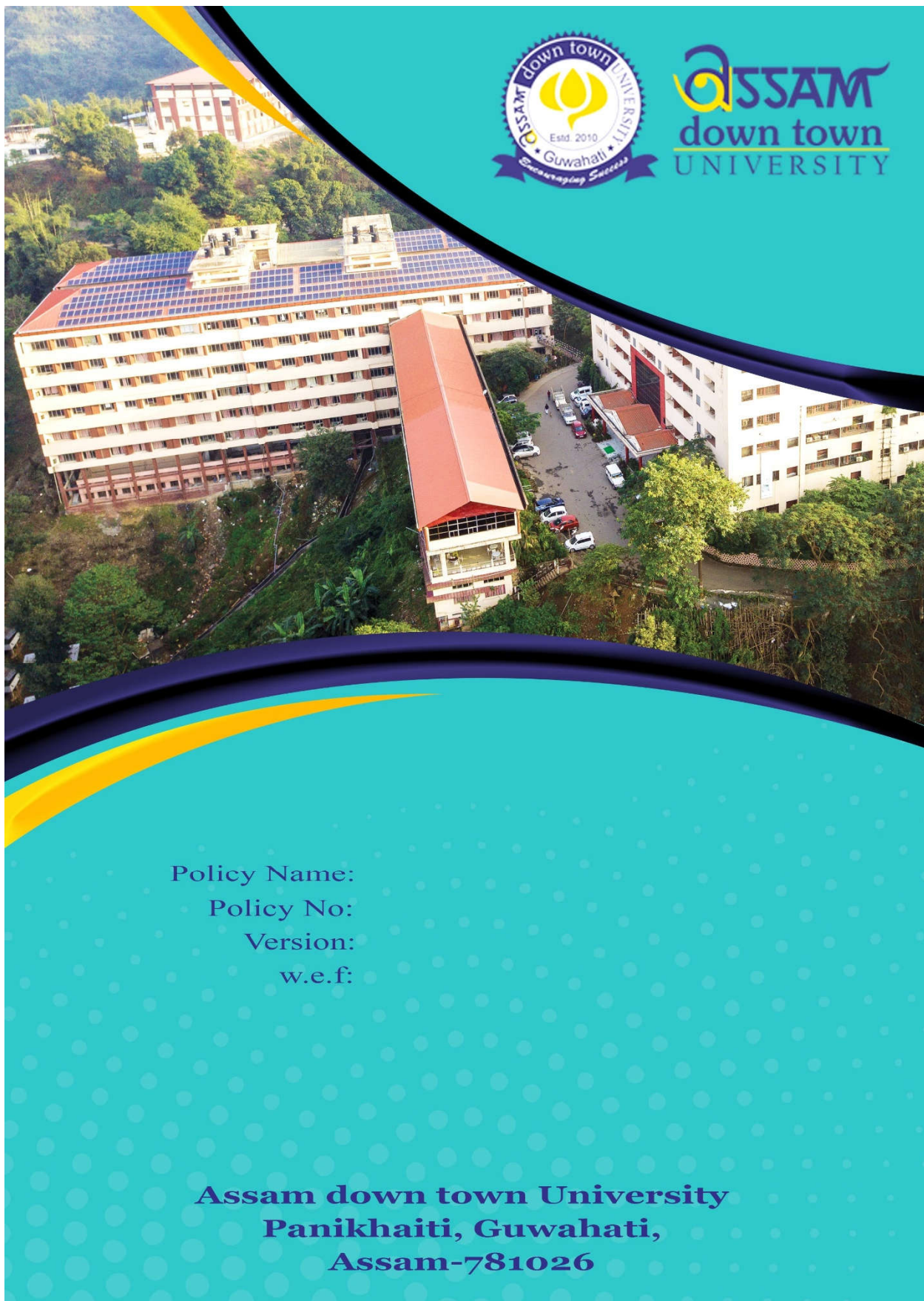
10. Notice Boards/Message Desk (For display)

11. Office file (for record)



**ASSAM**  
down town  
UNIVERSITY





<b>Sl. No.</b>	<b>POLICY PARTICULARS</b>	
<b>1.</b>	<b>Policy Details</b>	Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.1)
<b>2.</b>	<b>Policy Number/Notification Number/Memo Number</b>	<b>Memo No: AdtU/R/2025-26/031, Date: 27-08-2025</b>
<b>3.</b>	<b>Date of Approval</b>	<b>27-08-2025</b>
<b>4.</b>	<b>Date of Release</b>	<b>27-08-2025</b>
<b>5.</b>	<b>Effective From</b>	<b>1<sup>st</sup> August 2025</b>
<b>6.</b>	<b>Version</b>	3.1
<b>7.</b>	<b>Policy Title (Required)</b>	Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.1)
<b>8.</b>	<b>Drafted by</b>	Registrar Office
<b>9.</b>	<b>Checked by/Verified by</b>	Registrar Office
<b>10.</b>	<b>Approved by</b>	Vice Chancellor
<b>11.</b>	<b>Valid upto</b>	Till further notification
<b>12</b>	<b>Superseded by</b>	As applicable

# **Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.1)**



**ASSAM DOWN TOWN UNIVERSITY,  
PANIKHAITI, GUWAHATI,  
ASSAM-781026**



**Name of the Policy:** Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.1)

**Policy Serial No.:** Memo No: AdtU/ R/2024-25/ 323, Date: 01/02/2025, Memo No: AdtU/R-2025-26/031, Date: 27-08-2025

**Version:** 3.1

**Policy Issue/Notification Number/Memo No. and Date:** *Memo No: AdtU/ R/2024-25/ 323, Date: 01/02/2025, Memo No: AdtU/R-2025-26/031, Date: 27-08-2025*

**Policy Title:** Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.1)

**Date of Release:** *01/02/2025*

**Supersedes:** Policy for Reward and Other Financial Benefits for Research Publication/ Patents/Books by Faculty and Staff Members of AdtU (Version 2.0), Memo No: AdtU/ R/2023-24/156 dated 30/09/2023

**Effective from:** 1<sup>st</sup> August 2025

**Approved by:** Vice Chancellor

**Approval Date:** 01/02/2025, and 27-08-2025 for (3.1)

### **1. Introduction:**

The Policy for “Reward and other Financial Benefits for Research Publications/Patents by Faculty and Staff Members of AdtU” is to encourage the Faculty and Staff Members of AdtU for Research and Development (R & D) activities and to boost the R & D activities at the university. This policy aims at giving a clear method to interpret scores for different research activities by the faculty members of AdtU and to set a minimum benchmark to be maintained in each academic year for incessant development of the faculties as well as the university in the research front.

### **2. Scope of the Policy:**

All Faculty members, researcher, staffs of AdtU.

### **3. Policy Statement:**

This includes a set of guidelines for Reward and other Financial Benefits for Research Publications/Patents by Faculty and Staff Members of AdtU. This policy aims at giving a clear method to interpret scores for different research activities by the faculty members of AdtU and to set a minimum benchmark to be maintained in each academic year for incessant development of the faculties as well as the university in the research front. The detailed structure and weightage for different activities are defined as under-

**Table 1: Faculty Category and expected minimum research outcome**

<b>Designation</b>	<b>Minimum target number for Research Paper Publication in quality SCI, ESCI, Scopus or Core Web of Science Indexed journal</b>	<b>Minimum target number for Book/Book Chapter</b>
Assistant Professor	2	1
Associate Professor	3	1
Professor	4	1

***Note: For any designated Research Faculty in each category mentioned in Table 1, one additional paper required to be published to meet the minimum target.***

3.1 For every additional research paper publication over and above the minimum target as specified in Table 1, will be entitled for reward as per Table 2.

**Table 2. Reward benefit for each additional publication in the range mentioned over and above the set target**

<b>The number of research papers range</b>	<b>Reward value (Rs)</b>
1 onwards till 5	25000 each
6 onwards till 8	35000 each
9 onwards till 10	50000 each
11 onwards	60000 each

3.2 For research reward for publication of research paper will be considered having minimum **impact factor 0.5** or above for the faculty members belonging to the Faculty of Nursing, Paramedical Sciences, Physiotherapy and Rehabilitation, Humanities and Social Sciences and Commerce and Management. However, for Faculty of Engineering, Computer Technology, Science, Pharmaceutical Sciences and Agricultural Sciences and Technology the minimum **impact factor is 1**. For all other publication indexed in SCI, ESCI, Scopus or Core Web of Science without impact factor are entitled for fifty percent of the weightage of the reward value.

3.3 In case of a co-authored research/review paper publication, the reward for each such paper will be 60% reward value accrued for each of the first author or the corresponding author's paper.

3.4 The publications made in the Q1, Q2, and Q3 journals only eligible for reward/incentive.

3.5 For Assistant Professor/Associate Professor and Professor with Additional /Full administrative responsibility needed to publish minimum 1 research paper. Over and above, they will be entitled for reward as applicable.

3.6 For each quality publication, the faculty members shall be eligible for an additional reward amount for the publication made in the Journal having impact factor as under:

**Table 3. Additional reward for the publication of higher impact factor research paper**

<b>Impact Factor of the journal (<i>determined as per Thomson Reuters/ Clarivate Analytics list</i>)</b>	<b>Additional reward value (Rs)</b>
2.5 -4.99	20000 each
5-7.99	30000 each
8-10	50000 each
10 plus	70000 each

**Note: Research Papers in Scopus and Core Web of Science listed journals Impact factor to be determined as per Thomson Reuters/ Clarivate Analytics list.**

3.5 If any faculty member has fulfilled the minimum target for research paper publication as mentioned in Table 1, he/she will be entitled to a reward for the publication of patents and other associated



research activities as mentioned in Table 4.

**Table 4. Reward benefit for Patent and other associated research activities**

Sl. No.	Particulars	Reward (Rs)
i.	For every Scopus or Web of Science citation for a paper for the paper published between 2024 to 2026. This shall be applicable for August 2025-July 2026.	100
ii.	National Utility Patent Published with AdtU as applicant* with independent efforts	5000
iii.	National Utility Patent Granted/commercialized with AdtU as applicant* with independent efforts	20000
iv.	Design patent/Copyright Granted with AdtU as applicant and with independent efforts	15000

**Note:** Considering the weightage of a National Utility Patent granted/commercialized with AdtU as the applicant, the inventor's credentials shall be deemed equivalent to the fulfilment of the minimum publication requirement as per AdtU norms. Each granted patent shall be treated as equivalent to one research/review paper publication.

<b>Example: Suppose one Assistant Professor has published total 13 number of research paper in a year, he/she will be entitled for reward value as under:</b>				
No of Research Paper Publish	Paper published in Journal having IF	Reward benefit for publications above the set target as mentioned in Table 1 (Rs)	Additional reward benefit for higher impact factor research publication ( Rs)	Total Reward amount Rs
Research Paper No 1	0.5	No Reward	0	
Research Paper No 2	0.5	No Reward	0	
Research Paper No 3	2.5	25000	20000	45000
Research Paper No 4	4.9	25000	20000	45000
Research Paper No 5	5	25000	30000	55000
Research Paper No 6	7.9	25000	30000	55000
Research Paper No 7	8	25000	50000	75000
Research Paper No 8	10	35000	50000	85000
Research Paper No 9	11	35000	70000	105000
Research Paper No 10	11	35000	70000	105000
Research Paper No 11	5	50000	30000	80000
Research Paper No 12	5	50000	30000	80000
Research Paper No 13	10.1	60000	70000	130000
Patent Published 1				5000
Patent Granted 1				20000
Copyright Granted 1				15000
Citation 100				10000
<b>Total</b>				<b>910000</b>

### **Weightage to be assigned to different categories of authors –**

- I. Faculty member can avail the reward/benefits for publications where a faculty member is 1<sup>st</sup> author, corresponding author and co-author for publication of AdtU research origin or author in joint publication for research carried out mainly in another institution. In both the cases the affiliation of the authors must be from AdtU and should be clearly mentioned in the publication(s).
- II. Evaluation shall be made for each and every research publication those are uploaded in the ERP having a unique ERP ID. The assigned benefits for all of kind publications with AdtU origin shall be given **against single ERP ID only**.
- III. Sharing of reward money/benefits with the co- authors/inventors is at the discretion of the 1<sup>st</sup> author/corresponding author with an information to the Director Research. However, for better clarifications the following points to be noted:
  - i. For single authored research publication, 100% of the total value of benefit shall be awarded to the author.
  - ii. For two authored papers, the assigned benefits shall be equally distributed to both the authors / first and corresponding authors. This distribution shall be made by the corresponding author of the concerned publication.
  - iii. More than two authored publications of AdtU origin: 70% of total value of the benefits of the publication shall be shared by the First and/ or Corresponding author and rest 30% value shall be equally shared among all the coauthors. This distribution shall be made by the corresponding author of the concerned publication.
  - iv. For joint journal publication with other institutions the total value of the benefits will be shared by the all co-authors from AdtU.
  - v. Patent, Copyright: Total assigned value will be equally distributed among the involved faculty/staff members of AdtU.
  - vi. Weightage on correspondence, opinion paper for the purpose of reward will be considered at 25% of the original research article.

### **Important Note:**

1. Research publication emerging from, the externally funded projects or seed money (if any) much have acknowledgement to the Funding agencies.
2. Those faculty members associated with the Centre of Excellence and Research Centers of AdtU should mention the respective Centre's affiliation in the research papers.

### **Process for claiming the rewards-**

- The faculty/staff members who are eligible for reward have to upload the details of journal publications, patent, copyright in the ERP (staff not having academic portal access are exempted from this step).
- The reward can be claimed at any time during the academic year and can be claimed after achieving each milestone or cumulatively after attaining multiple milestones.
- An application has to be submitted to the office of the Director Research with following

details-

- ERP ID against each claim, Category of reward claimed.
- Calculation of total eligible score for reward (to be mentioned in application letter).  
Mentioning the impact factor, books with ISBN number etc.

***The category and amount of reward and any other benefits listed in the policy may change from time to time, which shall be notified well in advance.***

-End-