



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/2026-27/Oct/01/001

Date: 01/10/2026

Circular

Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.2)

This is to inform all concerned that the “Policy for Reward and Other Financial Benefits for Research Publication/ Patents/Books by Faculty and Staff Members of AdtU (Version 3.0 and 3.1), notified vide Memo No: AdtU/ R/2024-25/ 324 Date: 01/02/2025 along with its subsequent addenda, is hereby revised and notified as the “**Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.2)**”. The revised policy shall govern the provision of research rewards, promotion, grade upgradation, or any other financial benefits to faculty and staff members of AdtU. The provisions of the policy shall apply only to publications that carry the **correct and approved affiliation of AdtU**. Publications that do not mention the correct AdtU affiliation shall not be considered for research rewards, promotion, grade upgradation, or any other financial benefits under the policy. This notification supersedes all previous notifications/circulars relating to the provision of rewards and other financial benefits for research publications, as specified in this policy.

In case of any difficulty or ambiguity in the interpretation or implementation of any provision of this policy, the decision of the **Hon’ble Vice Chancellor, AdtU**, shall be final.

This policy will come into force with effect from August 1, 2026.

Issued with due approval of the competent authority.

(Dr. Ruhit Jyoti Konwar)
Additional Registrar
(Academic & Technical Governance),
Assam down town University.

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager, Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU



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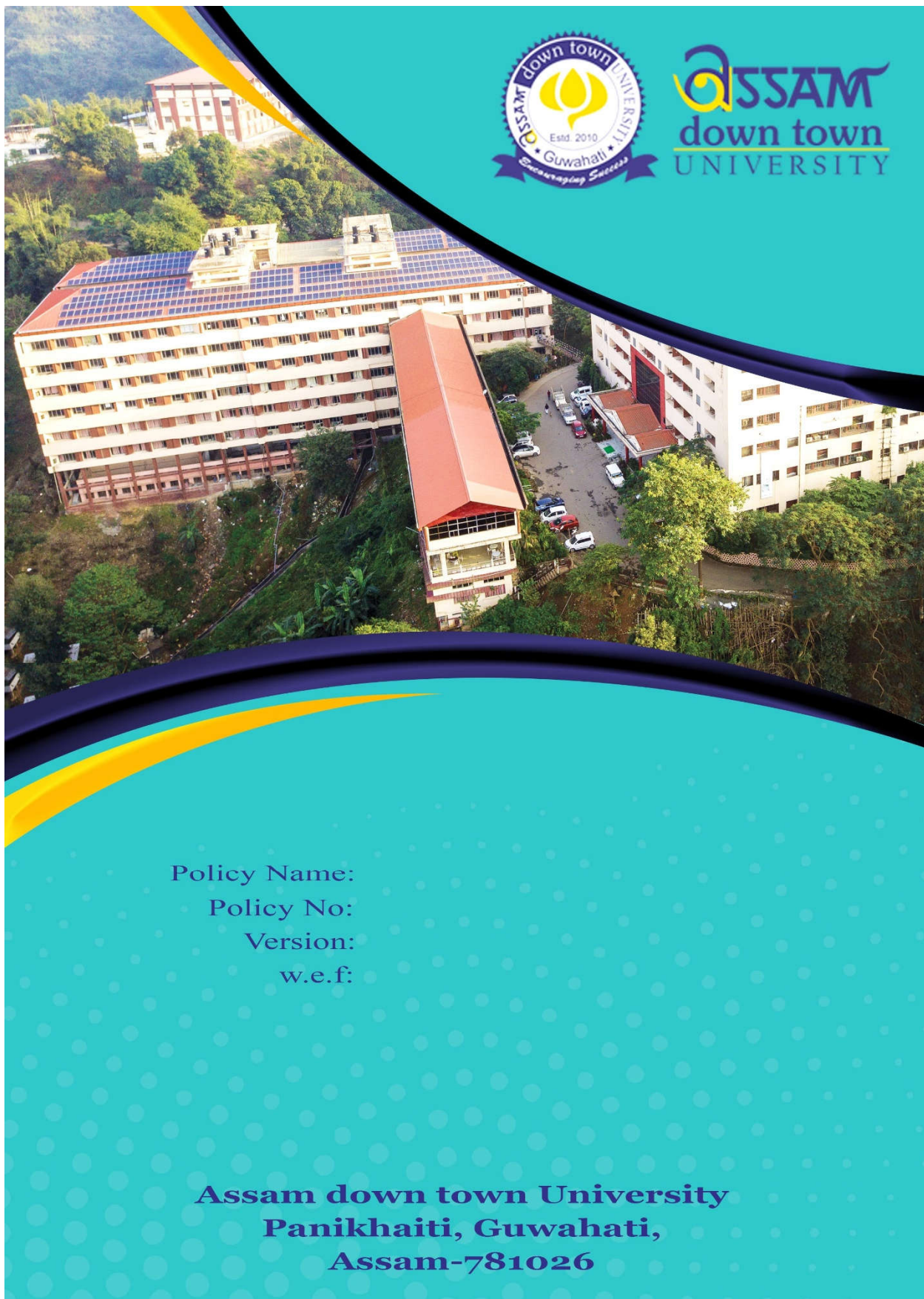
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4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
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7. Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)
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Placement/Library/IQAC)
10. HR Office
11. Notice Boards/Message Desk (For display)
12. Office file (for record)



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Sl. No.	POLICY PARTICULARS	
1.	Policy Details	Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.2)
2.	Policy Number/Notification No/Memo Number	Memo No: AdtU/R/2026-27/Oct/01/001 Date: 01/10/2026
3.	Date of Approval	28/09/2026
4.	Date of Release	01/10/2026
5.	Effective From	1st August 2026
6.	Version	3.2
7.	Policy Title	Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.2)
8.	Drafted by	Registrar Office
9.	Checked by/Verified by	IQAC
10.	Approved by	Vice Chancellor
11.	Valid upto	Till further notification
12	Superseded by	As applicable

**Policy for Reward and Other Financial Benefits for Research Publication/Patents by
Faculty and Staff Members of AdtU (Version 3.2)**



**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 3.2)

Policy Serial No.:

Version: 3.2

Policy Issue/Notification Number/Memo No. and Date: *Memo No: AdtU/R/2026-27/Oct/01/001* *Date: 01/10/2026*

Policy Title: Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.2)

Date of Release: 01/10/2026

Supersedes: Policy for Reward and Other Financial Benefits for Research Publication/Patents/Books by Faculty and Staff Members of AdtU (Version 3.0), Memo No: AdtU/ R/2024-25/324 dated 01/02/2025, and Version 3.1.

Effective from: 1st August 2026

Approved by: Vice Chancellor

Approval Date: 28/09/2026

Policy for Reward and Other Financial Benefits for Research Publication/Patents by Faculty and Staff Members of AdtU (Version 3.2)

1. Introduction:

The Policy on Reward and Other Financial Benefits for Research Publications and Patents by Faculty and Staff Members of Assam down town University (AdtU) has been formulated to encourage faculty and staff members to actively engage in Research and Development (R&D) activities and to strengthen the University's research ecosystem. The policy provides a transparent and standardized framework for evaluating and awarding research contributions made by faculty members through publications, patents, and other recognized research activities. It also establishes minimum annual research performance benchmarks to promote continuous professional development, foster a culture of research excellence, and enhance the University's overall research output and academic reputation.

2. Scope of the Policy:

All Faculty members, researchers, staffs of AdtU.

3. Policy Statement:

This Policy lays down the guidelines governing the grant of rewards and other financial benefits for research publications, patents, and other recognized research contributions made by the faculty and staff members of AdtU. The Policy establishes a transparent and standardized framework for evaluating research performance by assigning appropriate scores to various research activities. It also prescribes the minimum annual research performance benchmarks to be achieved by faculty members, with the objective of promoting continuous professional development, fostering a culture of research excellence, and strengthening the University's research output and academic standing. The detailed criteria, scoring methodology, weightage, and financial benefits applicable to various research activities are specified below.

Table 1: Faculty Category and expected minimum research outcome

Minimum Annual Publication Targets for Faculty Members Based on Their Designation or Grade			
Designation of the Faculty Member	Research/Review Paper in SCI, SCIE and Scopus-Indexed Journals (Academic Faculty)	Research/Review Paper in SCI, SCIE and Scopus-Indexed Journals (Research Faculty)	Book/ Book Chapter indexed in Scopus
Assistant Professor (A)	1	N/A	1
Assistant Professor - Grade 1	2	N/A	1
Assistant Professor - Grade 2	2	4	1
Assistant Professor - Grade 3	2	4	1
Assistant Professor - Grade 4	3	5	1
Assistant Professor - Grade 5	3	5	1
Associate Professor - Grade 1	4	6	1
Associate Professor - Grade 2	4	6	1
Associate Professor - Grade 3	4	6	1
Associate Professor - Grade 4	4	7	1
Professor I & II	5	8	1
Senior Professor	5	8	1

3.1 For each additional research paper published beyond the minimum target specified in Table 1, the faculty member shall be eligible to receive a reward in accordance with the provisions outlined in Table 2.

Table 2. Reward for Additional Research Publications Beyond the Prescribed Annual Target
Faculty members shall be eligible for the following reward for each additional eligible research paper published over and above the prescribed minimum annual publication target.

Range of Additional Eligible Research Papers Published Beyond the Minimum Annual Target	Reward per Research Paper (₹)
1 to 5	25000 each
6 to 8	35000 each
9 to 10	50000 each
11 and above	60000 each

3.2 Research publication rewards shall be applicable only to papers published in Q1, Q2 and Q3 category journals having Scopus Index for the faculty members belonging to the Faculties of **Nursing, Allied Health Sciences, Physiotherapy and Rehabilitation, Humanities and Social Sciences, Hospitality and Tourism Management and Commerce and Management**. However, they are encouraged to publish in journals having an Impact Factor.

3.3 For faculty members of the Faculties of **Engineering, Computer Technology, Science, Pharmaceutical Sciences, and Agricultural Sciences and Technology**, the minimum Journal Impact Factor shall be **1.0**.

3.4 Publications indexed in **SCI, SCIE, and Scopus** that do not have an assigned Journal Impact Factor shall be eligible for **50% of the prescribed reward value**, subject to fulfillment of all other eligibility criteria.

3.5 To ensure policy alignment and maintain publication standards, financial incentives for papers published in Core Web of Science indexed journals shall be subject to the approval of the Competent Authority.

3.6 In the case of a co-authored research or review paper, each co-author (other than the first author or the corresponding author) shall be eligible to receive 60% of the prescribed reward value applicable to the particular paper, provided they are faculty/staff members of AdtU.

3.7 Research publication rewards or incentives shall be admissible only for papers published in **Q1, Q2, or Q3 journals**, based on the journal quartile ranking applicable at the time of publication. However, research papers published in **Q4 journals** shall be considered only

for the purpose of fulfilling the prescribed minimum annual publication requirement and shall **not** be eligible for any research reward or incentive under this Policy.

3.8 Journal quartiles (Q1, Q2, Q3, and Q4) shall be determined based on the latest available rankings published by Clarivate Journal Citation Reports (JCR) or by SCImago Journal Rank (SJR) for Scopus-indexed journals, as applicable at the time of publication.

3.9 Assistant Professors, Associate Professors, and Professors entrusted with full-time administrative responsibilities shall be expected to publish a minimum of one (1) research paper during an academic year to meet the prescribed research benchmark. **However, their eligibility for Research Rewards shall be determined based on the fulfilment of the minimum annual publication target prescribed for their respective grade, as specified in Table No. 1.**

3.10 Research publications for which **financial support in the form of APC etc, has already been provided by the University** shall **not be eligible for any additional or financial reward** under the Research Publication Reward Scheme.

3.11 Reward scheme for obtaining externally funded R &D* projects:

Faculty and staff members of AdtU who successfully secure extramural research funding from government, non-government, national, or international funding agencies shall be eligible for an incentive, subject to the approval of the Competent Authority.

The incentive shall be calculated as follows:

- The incentive to be awarded shall be equivalent to **10% of the eligible non-recurring component of the project** expenditure incurred on the procurement of equipment and the creation of physical infrastructure facilities (such as growth chambers, animal houses, laboratories, and other capital assets) that contribute to the permanent research and academic infrastructure of the university.
- **20% of the overhead charges** sanctioned as part of the project budget by the funding agency, i.e., the institutional overhead provided as a percentage of the project cost to meet administrative, financial, and other indirect expenses of the University.

In the case of projects involving multiple investigators, the incentive shall be distributed among the Principal Investigator (PI) and Co-Investigator(s) in accordance with the University's approved guidelines or as determined by the Competent Authority.

The objective of this incentive scheme is to encourage faculty and staff members to actively secure extramural research funding, strengthen the University's research and development

ecosystem, promote innovation, and foster the intellectual and research growth of the University's faculty, researchers, and staff. (Ref. **Memo No: AdtU/ DRA/2022/ 14 Date: 12 /02/2022**)

Note: The incentive amount shall be disbursed only after the relevant sanctioned project funds are credited to the University's designated bank account, subject to the approval of the Competent Authority.

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 3.

Table 3. Reward benefit for patents and other associated research activities

Sl. No.	Particulars	Reward (Rs)
i.	For each group of 40 citations received during the assessment period for the research paper published with AdtU affiliation, a reward shall be applicable	4000
ii.	National Utility Patent Published with AdtU as the applicant	2000
iii.	National Utility Patent Granted with AdtU as the applicant	5000
iv.	National Utility Patent commercialized with AdtU as the applicant	20000
v.	Conference papers in Scopus-indexed conference proceedings	5000
vi.	Book or Book chapter published in a Scopus-indexed Publisher	5000

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.

General Guidelines

- I. Faculty members shall be eligible to avail rewards and other financial benefits under this Policy for research papers, books, book chapters, patents, or other eligible research outputs in which they are the **First Author**, **Corresponding Author**, or **Co-author**, provided the research originates from AdtU or is a collaborative research publication. In all such cases, the **faculty member's affiliation with AdtU** shall be clearly indicated in the research output. Each eligible research output shall be considered **only once** for the purpose of determining rewards and other financial benefits under this Policy and shall be claimed against a single unique ERP ID by only **one eligible author or inventor**. Accordingly, the same research output shall not be counted or claimed separately by two or more authors or inventors for the same reward or financial benefit.

- II. Every eligible research output, shall be uploaded to the University ERP and assigned a unique ERP ID. Each research output shall be evaluated individually, and the reward or financial benefit under this Policy shall be granted only once against the corresponding unique ERP ID.
- III. The reward or financial benefit under this Policy shall be sanctioned **only once** for each eligible research paper, book, book chapter, patent, copyright, or other eligible research output. The claim shall be made by a **single eligible author/inventor**, who shall be nominated by the **Corresponding Author**. In the absence of a Corresponding Author, the **First Author** shall nominate the eligible claimant. Once a claim has been approved against a unique ERP ID, no subsequent claim for the same research output shall be entertained from any other author or inventor. **Provided that**, where the **First Author** is a faculty member of AdtU pursuing research or a Ph.D. under the supervision of an AdtU supervisor, the reward or financial benefit for the concerned research publication shall be claimed by the **First Author**, notwithstanding any other provision of this Policy.
- IV. **Visiting Faculty members of AdtU shall be entitled to research publication benefits under the provisions of this policy, provided the publication carries a valid AdtU affiliation and the publication is in journals with more than 1 impact factor. Disbursement of any reward under this clause is subject to the approval of the Competent Authority.**
- V. Multiple submissions of the same research output by different faculty or staff members shall not be permitted. Any duplicate claim for the same research output may result in the rejection or disqualification of the reward or financial benefit for that research output.
- VI. Research papers, books, book chapters, patents, or other eligible research outputs containing incorrect, incomplete, or missing **AdtU** author affiliation(s) shall not be considered for evaluation or for the grant of rewards and other financial benefits under this Policy.
- VII. All research publications arising from externally funded research projects or University seed-funded projects, wherever applicable, shall appropriately acknowledge the respective funding agency(ies) in accordance with the prescribed guidelines. Faculty members associated with the **Centres of Excellence** or **Research Centres** of AdtU shall also acknowledge the affiliation of the respective Centre in the publication, in addition to their AdtU affiliation.
- VIII. Faculty and staff members eligible to claim rewards under this Policy shall upload the details of their eligible research outputs, including research publications, patents, books, and book chapters, in the University ERP.
- IX. Rewards and other financial benefits under this Policy may be claimed at any time during the relevant academic year. Claims may be submitted upon achieving each eligible milestone or cumulatively after attaining multiple eligible milestones during the academic year.
- X. The categories, eligibility criteria, reward amounts, and other financial benefits prescribed under this Policy may be revised from time to time with the approval of the competent authority. Any such revision shall be notified in advance and shall take effect from the date specified in the notification.
- XI. Any exception to the provisions of this Policy may be considered only with the prior approval of the **Hon'ble Vice Chancellor**, whose decision shall be final and binding.

-End-