RESEARCH PUBLICATION INCENTIVE POLICY

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Document Name		Research Publication Incentive Policy
Policy Category	:	R&D Policy
Version Number	:	2.0
Effective Date	:	1st July 2026
Applicable to	:	All internal staff (teaching and non-teaching) of AMGOI
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Reviewed By	:	Dean, R&D
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

To establish a consistent and transparent framework for incentives for eligible research outputs by AMGOI faculty members, covering journal publications, conference publications, books and book chapters, as recorded in the Revised AMGOI R&D Policy dated 02-03-2026.

2. Objectives

The objectives of this Policy are to:

1. Promote quality research in reputed indexed journals and recognized conference proceedings.
2. Recognize scholarly contributions through books and book chapters.
3. Encourage accurate AMGOI affiliation and ethical publication practices.
4. Standardize submission, verification, recommendation and approval of incentive claims.

3. Scope

Applicable to full-time teaching faculty members across AMGOI departments for eligible outputs that meet this policy and the R&D Policy conditions.

Conference registration, travel and duty-leave support are subject to prior approval and institutional rules. Student or external-author claims are not automatically covered.

4. Policy Guidelines

Incentives are subject to documentary verification, institutional affiliation, applicable policy conditions, availability of funds and approval by the competent authority.

4.1 Journal Publications

Journal category	Incentive amount
Scopus Q1 journal	**₹10,000**
Scopus Q2 journal	**₹8,000**
Scopus Q3 journal	**₹6,000**
Scopus Q4 journal	**₹4,000**
Scopus-indexed journal not otherwise categorized above	**₹3,000**

- The article must be verifiable present in the claimed journal/indexing category at the time of R&D verification.
- The institutional affiliation must be AMGOI Vathar.
- No Article Processing Charges (APC) shall be provided.
- The R&D Policy records a condition concerning 50% support for the college name in the biography section; the R&D Cell willl confirm its applicability.

4.2 Conference Publications and Participation

Category	Financial support	Leave / travel	Conditions
National conference	50% of registration fee or ₹5,000 ("whichever is minimum")	Maximum 5 days' duty leave	• AMGOI Vathar affiliation; • support limited to first and second authors only • full-paper proceedings indexed in Scopus/Web of Science from eligible publishers such as IEEE, ACM, Springer, Elsevier or AIP. • Full-paper proceedings & indexing evidence • Faculty can avail of this benefit **Once/ Semester** in an academic year • Conference outside India faculty can avail of a full registration fee and/or 50% Air Travel expenditure **once in a 03 year**
International conference in India		Maximum 8 days' duty leave; once per semester	
Conference outside India	Full registration fee and/or 50% air-travel expenditure as recorded in source policy	Conference Days including travel time, Once in three years	

4.3 Books and Book Chapters

Publication type	Incentive amount	Conditions
International book	₹8,000	Renoved publication like IEEE, Springer, Elsevior, Taylor Francis, Sage etc. AMGOI Vathar affiliation must be recorded; author-sharing provisions apply.
International/National book	₹4,000	International AMGOI Vathar affiliation must be recorded; author-sharing provisions apply.
Book chapter	₹3,000	AMGOI Vathar affiliation must be recorded. A conference paper published as a book chapter is not

		eligible in this category.

4.4 Applicants -position wise Incentive

Author position	Incentive Percentage
1st author	100%
2nd author	75%
3rd author	50%
4th author	25%

- The same output shall not be claimed twice under overlapping categories. Claims must follow accepted publication ethics; questionable or unverifiable publications may be rejected.
- Remuneration is granted per individual publication, not per author. In cases where multiple faculty members from AMGOI co-author the same article, the designated benefit amount will be issued once for that publication and divided equally (or as agreed) among the associated internal faculty members.

5. Roles and Responsibilities

Faculty claimant: Submit accurate publication details and all required supporting evidence; disclose co-authors and institutional affiliation.

Concerned HOD: Verify departmental association and forward the claim with recommendation.

R&D Cell Committee : Verify indexing, publication type, affiliation, evidence.

Dean, R&D / : Verify indexing, publication type, affiliation, evidence and incentive calculation; maintain the Documentation.

Director& Campus Director : Review recommendations and forward eligible claims for competent-authority approval.

Finance: Process sanctioned payments and maintain financial records.

Management: Approve, reject or seek clarification on claims; decision is final under institutional norms.

6. Review and Revision of Policy

The R&D Cell shall periodically review implementation and recommend amendments based on institutional needs and the experience of processing claims.

Any amendment, clarification of ambiguous financial provisions or change in incentive amounts shall take effect only after approval by the competent authority.

7. Annexures/Supporting Documents

1. Annexure A: Research Publication Incentive Claim Form.
2. Annexure B: Publication evidence checklist—published paper/book/chapter, DOI or publisher link, indexing proof, author list and affiliation.
3. Annexure C: Conference support documents—acceptance/publication evidence, registration receipt, participation certificate and approved travel documents, where applicable.
4. Annexure D: Claim scrutiny and approval sheet maintained by the R&D Cell.

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8. Standard Operating Procedure (SOP)

1. **Submission:** Faculty member submits the prescribed form and supporting documents to the R&D Cell.
2. **Departmental scrutiny:** HOD checks completeness and provides recommendation.
3. **Technical verification:** R&D Cell committee Member verifies the journal/conference/book category, indexing, affiliation, author list and duplicate-claim status.
4. **Recommendation:** Dean, R&D records the recommendation and any clarification required.
5. **Approval:** Director and Campus Director review the claim and approve or reject it.
6. **Disbursement:** Finance/Administration processes the approved amount in accordance with institutional procedures.
7. **Record closure:** R&D Cell records the decision and payment reference and retains supporting evidence.

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