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LAHORE GARRISON UNIVERSITY

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Notification No. Dated: 7th Oct 2024

NOTIFICATION

POLICY ON RESEARCH INCENTIVES

1. LGU Research Incentive Policy has been approved Academic Council during its 29th Meeting held on 1st Oct 2024 as under:-

a. **Research Paper Publications Reward**. Publishing scientific and innovative research is considered a crucial responsibility for faculty members and researchers. Lahore Garrison University emphasizes fostering a culture of high-quality research and development. As a result, faculty, students, and staff receive appropriate recognition and incentives for publishing high-quality research in impact factor journals. This approach encourages excellence in research and acknowledges contributions to advancing knowledge and innovation.

(1) **Eligibility Criteria**

(a) The author (Employee or Student) must be among one of the first ***three*** author(s) of the research paper with the affiliation of LGU.

(b) The author can only claim the research paper publication incentive within six months (02 Quarters only) after the paper is published in HEC- recognized journals quarterly.

(c) The complete department and university's name must be mentioned on the research paper's title page, e.g. Department of Computer Science, Lahore Garrison University.

(d) The research paper must be published in accordance with HEC Journal and Publications Policy 2024.

(e) The author/candidate can claim a research award for any number of publications per year.

(f) The author must submit the following documents for research incentive:-

i. The first page of the published research paper with duly filled and signed proforma.

ii. Weblink of the published paper.

iii. Proof of Journal category & Quartile rank from JCR report.

(g) **Publication categories**. The categorization of National and International Journals will be as under:-

Indexing Agency	Category
All Journals indexed in any of the following collections of Web of Science (WOS): i. Science Citation Index Expanded (SCIE) ii. Social Sciences Citation Index (SSCI) iii. Arts & Humanities Citation Index (AHCI)	W
All Journals indexed in the following collection of Web of Science (WOS): Emerging Sources Citation Index (ESCI)	X
Pakistani journals indexed in Scopus (other than those indexed in Web of Science (WOS) subject to fulfilling the following additional criteria:- ▪ Indexed with Scopus. ▪ 25 % International authorship. ▪ Open Journal Management System (OJS) or similar Journal Management systems adopted for submission, acceptance, and rejection as well as peer review process of research articles. ▪ Self-Institutional publication and Editor(s) /Editorial Board members publication is not allowed. ▪ Published articles peer-reviewed by well-reputed international experts in relevant fields.	Y
Pakistani journals indexed in Scopus (other than those indexed in Web of Science (WOS) (which do not fulfil above mentioned additional criteria).	Y
Pakistani journals indexed in MEDLINE (PubMed) (other than those indexed in Web of Science (WOS)/Scopus)	Y
Pakistani journals indexed in China National Knowledge Infrastructure (CNKI) (other than those indexed in Web of Science (WOS)/Scopus)	Y
National journals Recommended by the HEC local committee	Y

HEC Recognized Categories with Quartile Rank	Publication Reward
X-Scopus indexed (Pakistani Journal)	30,000/-
X-Q4	45,000/-
X-Q3	50,000/-
X-Q2	55,000/-
X-Q1	60,000/-
W-Q4	65,000/-
W-Q3	75,000/-
W-Q2	85,000/-
W-Q1	100,000/-

(h) The Research papers publication reward will be made every quarter (every three months i.e., Jan-March, April-June, July-Sept, and Oct-Dec).

(i) Payment shall be made in the name of the principal/co-author only. If more than one author (Faculty, Student, and staff) from LGU is in the published paper, then the claiming author must submit a consent form for an incentive claim. For the student paper, mention the student's name in the research reward proforma column. Students can receive payment cheques by providing the LGU student card and CNIC from the accounts department.

(j) The updated research incentive policy will be effective from 01 July 2024.

(2) **Annual Research Awards**.

(a) ORIC shall also analyze all types of research parameters for the annual research award. The best researcher award will be given at the discretion of the vice chancellor in a fiscal year from faculty and staff. The following procedure will be adopted:-

Research Publication	Book Publication	Book Chapter Publication	Funded Projects	Conference Publication	Conference presentation	Patents	PhD/MS Supervision
50%	10 %	10 %	10 %	5%	5%	5%	5%

Research Parameter	Author Position	Bodies	Points
Research Publication (only HJRS) (50%)	Principal Authors	W-Category Papers	10 points
		X-Category Papers	6 points
		Y-Category Papers	2 points
	2nd and 3rd position authors/Corresponding Author	W-Category Papers	8 points
		X-Category Papers	4 points
		Y-Category Papers	1 Point
Book Publication (10 %)	Principal Authors	reputable publisher	7 points
	2nd and 3rd position authors	reputable publisher	5 points
Book Chapter Publication (10 %)	Principal Authors	reputable publisher	5 points
	2nd and 3rd position authors	reputable publisher	4 points
Funding Projects (10%)	Principal Investigator	HEC	10 points
	Up to 3rd position PI	HEC	7 points
	Up to 3rd position PI	International	10 points
	Up to 3rd position PI	Local	3 Points
Conference Publication (5%)	Principal Authors	International	5 points
	Up to 3rd position authors	International	3 points
	Principal Authors	Local	3 points
	Up to 3rd position authors	Local	2 points
Conference Presentation (5%)	Session Chair/ Keynote Speaker	International	10 points
	Session Chair/ Keynote Speaker	Local	6 points
	Paper Presenter	International	5 points
	Paper Presenter	Local	3 points
Patents (5%)	Principal Authors	International	10 points
	Up to 3rd position authors	International	8 points
	Principal Authors	Local	5 points
	Up to 3rd position authors	Local	3 points
PhD/MS Supervision (5%)	PhD Students	Per student	5 points
	MS Student	Per student	3 points

(b) The faculty, student, and admin staff can benefit from the above. ORIC will determine the best quarter researcher based on the

departments' data and award the "Best Researcher Certificate" quarterly. VC would make the Final Decision.

(3) **Travel Grant**

(a) The applicant (faculty member or staff) should apply for an HEC/PHEC travel grant through the designated form available on the HEC/PHEC website or any other relevant organization, at least 45 days before the event.

(b) The form should be filled according to the detailed checklist available on the HEC/PHEC website /relevant organization.

(c) The form should be cross-verified by Dean, Director ORIC, Director internal audit, and HoD before sending it for final approval by VC.

(d) Certificate of similarity index should be issued by Dir ORIC.

(e) After approval of a grant from HEC, the University can issue a loan (advance payment) to an applicant for the approval of VC.

(f) The treasurer's office will receive the guarantee cheque from the applicant and submit a report to VC within three days of receiving the guarantee cheque.

(g) Travel grant applications for local or international conferences and workshops must be submitted through the ORIC department at least 60 days in advance, with recommendations from the Head of Department (HoD) and Dean. TA/DA will be awarded in accordance with university rules. ORIC will assess the conference/workshop category and submit a recommendation. The Vice-Chancellor has the final authority to approve the travel grant application.

(4) **Funded Projects**

(a) All the national/International private/public sector projects will be processed through LGU-ORIC for approval from the competent authority. Award letters for funding projects must be submitted to ORIC-LGU. Projects with LGU affiliations without approval from competent authority will be considered a serious concern, and full funding of author(s) will be shifted to the Research and Innovation Fund (RIF) LGU-ORIC account.

(b) The researcher(s) of funded projects (fully/partially) cannot claim research incentive rewards from LGU against paper publications.

(c) The researcher(s) will contribute 10% of the total received funding (in receiving currency) and will be submitted to the Research and Innovation Fund (RIF) LGU-ORIC account. This amount will be used to encourage LGU students to research work/scientific innovation.

(d) The researcher(s) need NOC for the shifting of national/International private/public sector projects to the other HEIs.

(e) PhD faculty members must submit at least one relevant Project for HEC announced projects e.g. PSF/National Research Program for Universities (NRPU)/ National ICT R&D Fund/national/International private/public sector etc. funding through ORIC.

(f) ORIC will issue a list of faculty members who did not participate in National/International funding projects to the HR office.

(g) LGU faculty members who win an industrial project or contract will receive a 5% incentive of the total amount submitted in the LGU account after the project is completed.

2. For compliance, please.

Brig
Registrar
[Adnan Ahmed Khan, SI(M), (Rted)]

To: All Deans, CoE, Treasurer, All Directors, All Chairpersons and Manager Marketing & Admissions

CC: PSO to VC