



**MANIPAL UNIVERSITY  
JAIPUR**

**MUJ/REGR/1403/2018/ 47**

**August 21, 2018**

**CIRCULAR**

**Sub : Guidelines : Faculty Award Incentive for Research (FAIR) Publications**

**Ref : Decision taken in the 18<sup>th</sup> Board of Management Meeting**

With reference to the above, the Board of Management of MUJ has approved the guidelines for improving the quality and citations of faculties research publications. This office letter No. MUJ/REGR/1467/2018 dated August 20, 2018 containing the above guidelines is circulated herewith for information of all concerned.

These guidelines will be effective from July 01, 2018. All are requested to comply with the guidelines.

**Registrar**  
Manipal University Jaipur



**Encl : Seven Sheets**

**To:**

All Deans,  
All Directors,  
All HoDs,  
CoE,  
Head HR,  
CF&AO & PhD Section.

**Copy to:**

AR to President – for kind info of President  
Pro-President  
Registrar Office (Office File)





## **Faculty Award Incentive for Research (FAIR) Publication**

**Preamble:** Rapid growth in scientific knowledge is an indication of quest for innovations which has an impact on economic and societal development. Science, technology and innovation is often initiated in the University research environment and it is also the mission of Manipal University Jaipur. Research and development activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our University as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, policy on research incentives for faculty/students is implemented.

### **1) Objectives:**

- 1.1 To encourage faculties of Manipal University Jaipur (MUJ) to publish their research works in reputed journals, which are indexed in Scopus or listed in the latest Journal Citation Report (JCR) by Clarivate Analytics.
- 1.2 To create an enabling environment within MUJ in order to foster a research culture as well as to provide required support through research framework and guidelines.
- 1.3 To improve the quality and citations of research publications from MUJ.
- 1.4 To ensure efficient and effective support system to facilitate faculties and researchers in their research activities.
- 1.5 To nurture an environment of undertaking socially useful research with potential for commercialization.
- 1.6 To benchmark research output towards the most influential, highly cited publications within similar fields of disciplines.





## 2) Applicability:

- 2.1 The journal publications having MUJ affiliation, which are indexed in Scopus or Journals appearing in Journal Citation Reports (JCR) by Clarivate Analytics published after July 1, 2018 shall be considered.
- 2.2 Short surveys, letters to the editor, book chapters, erratum, replies, conference papers (abstracts, proceedings) etc. **do not** qualify for FAIR publication.
- 2.3 The faculty research articles published (online/print) after July 1, 2018 having MUJ affiliation where the faculty author has been relieved (on retirement/resigned) from their duty, having unblemished service record and not more than one year lapsed and is on roll with any institution within Manipal group shall also be considered for FAIR Publication.

## 3) Eligibility:

- 3.1 Fulltime faculty members who are on the rolls of MUJ and faculty members appointed on contract basis, including faculty members appointed under post retirement engagement policy are eligible for FAIR publication.
- 3.2 Faculty of MUJ can either avail the award incentive under Faculty Award Incentive for Research (FAIR) Publication policy, or Publication Research Award Incentive for Students to Excel (PRAISE), but not both.

## 4) Responsibility:

- 4.1 The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval [See Annexure I] and background checks about the potential, possible, or probable predatory scholarly open access journals before communicating the research publication. Paper published in discontinued Scopus journals or those not listed in the latest release of JCR at the time of communication shall not be considered for award incentives [See Annexure II, III].
- 4.2 Directorate of Research (DoR) shall update the FAIR Publication award incentives and inform the Department of Human Resources (HR), MUJ.
- 4.3 MUJ shall reserve the rights to revise the incentive policy periodically.





## 5) Maximum Cash Incentive:

5.1 Original research articles, review articles and full length conference papers, published in Scopus or JCR (by Clarivate Analytics) listed journals only qualify for the award incentive as per the cap provided.

### Amount in INR

| Sr. No. | Percentile as per Cite Score [Annexure IV] | First Author (a) | Corresponding Author (b) | Faculty Co-Author(s) (c) | Student Co-author(s)** (d) | Maximum Incentives (Per paper) |
|---------|--|------------------|--------------------------|--------------------------|----------------------------|--------------------------------|
| 1.      | Q4 (Top 75) <sup>#</sup>                   | 3000             | 3000                     | 1500                     | 1500                       | 9000                           |
| 2.      | Q3 (Top 50-74) <sup>##</sup>               | 6000             | 6000                     | 3000                     | 3000                       | 18000                          |
| 3.      | Q2 (Top 25-49)                             | 12000            | 12000                    | 6000                     | 6000                       | 36000                          |
| 4.      | Q1 (Top 10-24)                             | 18000            | 18000                    | 9000                     | 9000                       | 54000                          |
| 5.      | Q1 (Top 2-9)                               | 24000            | 24000                    | 12000                    | 12000                      | 72000                          |
| 6.      | Q1 (Top 1)                                 | 36000            | 36000                    | 18000                    | 18000                      | 108000                         |
| 7.      | Category E*                                | 3000             | 3000                     | 1500                     | 1500                       | 9000                           |

<sup>#</sup>Authors can claim award incentives for a maximum of two papers in calendar year for papers published in Q4 journals.

<sup>##</sup> Authors can claim award incentives for a maximum of four papers in calendar year for papers published in Q3 journals.

\*Category E is reserved for article published in UGC approved journals which are not contained in first six categories. List of journals (maximum ten journals) within the category E should be provided by the Departmental Research Committee (DRC) in the beginning of each calendar year with proper justification, which will be authorized by DoR. Authors can claim award incentives for a maximum of two papers in calendar year for papers published in E category.





**\*\*The student co-author(s) incentive must be claimed through the PRAISE policy. The student(s) is/are entitled to, is the same as is mentioned in the PRAISE policy.**

5.2 If first author and corresponding author are same then he/she will be paid as per (a) or (b). While the first author and the corresponding author are eligible for the award incentive as stated, the co-authors, both (student as well as faculty) will share the specified award incentive equally.

5.3 The maximum award incentive for **short communication and case reports** is as given below:

| Amount in INR                |                  |                          |                      |                       |                    |
|------------------------------|------------------|--------------------------|----------------------|-----------------------|--------------------|
| Percentile as per Cite Score | First Author (a) | Corresponding Author (b) | Faculty Co-Author(s) | Student Co-Author(s)* | Maximum Incentives |
| Q1 and Q2 (Top 0-49)         | 4000             | 4000                     | 2000                 | 2000                  | 12000              |

\*The student co-author(s) incentive must be claimed through the PRAISE policy. The student(s) is/are entitled to, is the same as is mentioned in the PRAISE policy.

#### **6) Maximum Incentive Points Awarded for Published Papers:**

- 6.1 Rs.1000 (INR one thousand only) of cash incentive is equal to one incentive point.
- 6.2 While the first author and the corresponding author get full cash incentives/points for original paper, the co-author must share the cash incentives/points equally.
- 6.3 While the first author and the corresponding author get full cash incentives/points for short communication and case reports, the co-authors must share the cash incentives/points equally.
- 6.4 The Cite Score value of journal provided by Scopus decides the points awarded to the original full paper/review article.
- 6.5 For faculty members, an additional incentive of 25% of the cash incentives/points accrued in a single calendar year would be awarded to authors who publish 6 full





papers or more (excluding short communication and case reports). Only additional points will be carried forward to the next calendar year.

- 6.6 Faculty with maximum FAIR Publication points shall be recognized during awards day at the institution or intimated subsequently on recommendation by DoR.

**7) Plagiarism and related issues:**

In the event of any conflict about authorship related to scientific misconduct, a committee shall be constituted by DoR under the direction of the university to investigate the matter as per the policy adopted by MUJ.

**8) Incentive points for International Conference (Abroad):**

- 8.1 The points when not encashed, can be accumulated to attend a conference/research event after prior approval from DoR.
- 8.2 Scheme for redemption of accrued points for participating in international conferences is detailed in a tabular format.
- 8.3 Only economy airfare, conference registration charges and visa fees will be covered under this scheme.
- 8.4 The accommodation charges and per diem allowance shall be utilized from PDA policy of MUJ as per the entitlement.
- 8.5 The points required for international conference as an incentive is in lieu of cash award.

| Points* required | Country / Region  |
|------------------|---|
| 30               | within SAARC and Middle Eastern Countries   |
| 48               | within SE Asian Countries, Africa and other Asian countries                                 |
| 72               | within Europe, Australia, New Zealand   |
| 96               | within North America, South America, Central America, Latin America and Caribbean Countries |

\* Points earned through FAIR Publication

**9) Incentive points for publication and professional editing charges:**

The faculty author(s) can also utilize the incentive points to meet publication and professional editing charges for Scopus/JCR indexed journal articles (restricted to Q1 and Q2 only as per 5.1) upon approval from the Directorate of Research, MUJ. This is in lieu of cash award.







**10) Custodian of Policy/Research Management**

The implementation and updating of research policy shall be carried out by Directorate of Research, MUJ.

**Annexure I: MUJ Policy on Academic Dishonesty and Plagiarism**

**Annexure II: Link of the Scopus Discontinued List**

<https://www.elsevier.com/solutions/scopus/content>

**Annexure III: Link to Journal Citation Report (JCR) by Clarivate Analytics**

<https://jcr.incites.thomsonreuters.com/JCRJournalHomeAction.action>

**Annexure IV: Link to Cite Score / Percentile**

<https://www.scopus.com/sources>

File No. : MUJ/REGR/1467/2018

Dated : 21 August 2018



*Suhag*  
Registrar

Manipal University Jaipur





**Manipal University Jaipur Policy on Academic Dishonesty and Plagiarism**

**1. Preamble:**

The Manipal University Jaipur is committed to academic excellence and high standards of ethical conduct in research and scientific work. Scientific misconduct relates to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the national and international scientific community, either in performing or reporting research from Manipal University Jaipur. Manipal University Jaipur expects that its faculty, research scholars and students will adhere to the highest national and international standards of good scientific conduct for their work and actions. Academic excellence of the University shall be maintained on implementation of the University Policy on Academic Dishonesty and Plagiarism.

**2. Prevention:**

It is the author's and co-author's responsibility to prevent any complaint of plagiarism and academic dishonesty while publishing papers/manuscripts, books or making paper presentation in a conference/seminar. The authors are also responsible for any act of plagiarism, cheating, fabrication, academic dishonesty and research misconduct. Matters related to faculty/student plagiarism, authorship issues and actions of research misconduct will be dealt by the departments and institutions. Departmental Research Committee (DRC) will scrutinize authorship, affiliations, acknowledgement, suitability, improvement and other issues.

**3. Disciplinary Actions:**

The Registrar of Manipal University Jaipur will appoint an enquiry committee, in consultation with the President, MUJ, to investigate and suggest punitive actions whenever an act of plagiarism or academic dishonesty is reported. The Dean of the respective faculty and Head of the respective department will help the enquiry committee to prevent and curb any type of plagiarism and academic dishonesty. Disciplinary action will be taken as per the recommendations of the enquiry committee after approval of the President.

**This policy is framed in order to maintain the academic excellence and honesty at Manipal University Jaipur. This policy may be amended from time to time as per the requirements and circumstances.**

