



THE UNIVERSITY OF AZAD JAMMU & KASHMIR, MUZAFFARABAD
(Directorate of Advance Study and Research)

CLAIM FORM FOR INCENTIVES FOR PUBLISHED RESEARCH PAPERS

1. Name of Researcher:
2. Designation:
3. Status of authorship (whether 1st, 2nd, 3rd, etc.):
4. Faculty/Department/Institute/Centre:
5. List of Research papers published during the Calendar Year _____:

Author (s)	Journal		Year	Vol.	No.	Pages
	National	International				
(i)						
(ii)						
(iii)						
(iv)						
(v)						

Signature of the Claimant

FOR OFFICE USE ONLY

Sr. No.	Description:	Rate	Amount
i)	Number of papers (national):		
ii)	Number of papers (foreign):		
Total amount being claimed:			

Signatures of the Evaluation Committee:

- 1- Registrar (Member) _____
- 2- Director, F&P (Member) _____
- 3- Chairman/Director (ex-officio member) _____
- 4- Director, AEPR (Member/Secretary) _____
5. Chairman of the Committee _____

Date:

Approved by:

Vice Chancellor

Dated:.....

For terms & conditions see overleaf

TERMS AND CONDITIONS FOR THE GRANT OF INCENTIVES

- 1- The rate of incentive per research paper is as follows:
 - (i) Rs. 5,000/- per paper over and above minimum number of publications required for a particular post in a National Journal/Conference proceedings of international repute.
 - (ii) Rs. 10,000/- per paper over and above the minimum number of publications required for a particular post in a foreign international research journal/conference proceedings.
- 2- The claim (by the university employee) for the payment is to be submitted to the Directorate of Academics, Education Planning & Research for the scrutiny of prescribed form “*Proforma: CF-I*” for administrative approval.
- 3- The Claimant has to provide a list of his/her publications along with reprints of published paper(s) in the research journal of international repute. No abstract/accepted paper is accepted for claim.
- 4- The research paper presented in national/international conference is accepted for claim only when it is published with full citation in proceeding/journal.
- 5- In case of more than one author, first author will claim $\frac{1}{2}$ and subsequent authors $\frac{1}{4}$ each.
- 6- The Evaluation Committee (EC) consisting of members i.e., **Chairman** (*Senior Dean*), **Registrar**, **Director F&P**, **Director/Chairman** of the concerned Teaching Institute/Department (*ex-officio member*) and Director Academics, Education Planning & Research (**DAEPR**), shall scrutinize the request of the claimant.
- 7- Claims is to be submitted to the office of the DAEPR before December 31st. The EC shall meet on or before March 31st of the following year to evaluate publication(s) and the recipient(s) will be informed by April 30.
- 8- The Director F&P shall make the payment of the claim after the approval of the Vice Chancellor on the recommendation of the EC. The claimant has to fulfill the financial/audit requirements.
- 9- The incentives are subject to the availability of funds in the university budget.