

Office of Advisor (Research)
JAMIA HAMDARD, NEW DELHI -110062

No: JH/A(R)/137
Dated: 23/11/2021

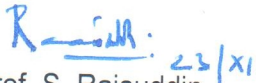
Subject: Research project management – reg.

In order to encourage submission of research projects for extramural funding and also to facilitate effective management of research projects the Vice Chancellor called a meeting of Principal Investigators (PIs) on September 08, 2021 where the Registrar, Finance Officer, Advisor (Research) and other officials were also invited. Based on the deliberation in the meeting the Vice Chancellor has directed to communicate to all stakeholders the following.

1. Principal Investigators should follow GFR2017 for purchase of minor equipment/chemicals/glassware etc. PIs should procure these items up to Rs. 25,000 by themselves, items above Rs. 25,000 and upto 2,50,000 through Local Purchase Committee and those above Rs. 2,50,000 through Central Purchase Committee. PI should take administrative approval from the Registrar and also get fund booked through the Finance Section.
2. Regarding proprietary items, PIs should approach the Registrar Office with proper documentation as per GFR2017 for obtaining the administrative and financial approvals.
3. PIs should ensure that the funds for equipment should not be more than what is sanctioned.
4. Funds received from Government agencies are subject to scrutiny by various agencies including CAG. Therefore, funds should be properly utilized and Utilization Certificate (UC) should be furnished properly in a timely manner.
5. PIs will be allowed to utilize overhead charges to the tune of 50% for scientific use, if the sanctioned amount is above Rs. 50 lakh. This will be subject to approval of the Finance Committee and Board of Management.
6. The Finance Officer and Registrar assured the PIs that files for payments will not be held back for more than 2 days. However, if there is problem in bills, the PIs will be held responsible.
7. The Vice Chancellor approved request of PIs to allow project staff (JRF/SRF) to register in Ph.D. programme under supernumerary quota, subject to the condition that the project is for a duration of at least 2 years and positions have been sanctioned. All such request will be routed through the Office of Advisor (Research).
8. PIs should submit project proposals well in time complete in all respects to the Office of the Advisor (Research) for processing without any delay.
9. It has been decided to reward the PIs who bring large number of sponsored projects.
10. All records of research and consultancy projects (sanction letter, yearly release of grant, appointment letter, utilization certificate etc.) should be submitted to Office of Advisor (Research)/IQAC for documentation for NIRF and accreditation.

The Vice Chancellor and all officials assured the PIs to provide them a facilitative environment and urged them to bring mega grants in collaboration with researchers within Jamia Hamdard, and outside of Jamia Hamdard in Indian and abroad.

Issued with the approval of the Vice Chancellor.


Prof. S. Raisuddin
Advisor (Research)

Copy to:

1. All Deans
2. Finance Officer
3. All teachers – through intranet
4. Director IQAC
5. AR (Academic)
6. Secretary/AR to Vice Chancellor
7. PA to Registrar
8. Mr. Mirza Rahil Beg – for uploading on the Advisor (Research) web link.

**OFFICE OF THE REGISTRAR
JAMIA HAMDARD
NEW DELHI - 110062**

No.: JH/RO/05/12
Dated: 14/11/2012

OFFICE ORDER

Subject: Advertisement of project vacancies and appointment thereof

In continuation of Office Order No. AS/PR-MP/JH-5/2012 dated 20/09/2012 on the above subject the following procedure has been approved by the Vice Chancellor.

1. PIs will submit a copy of sanction letter of project to IQAC along with detail of manpower and essential qualification and experience etc. for each sanctioned position.
2. A copy of guidelines of the funding agency with respect to engagement of manpower will also be required to be submitted.
3. If it is not absolute necessary to be published in newspaper, advertisement will be made through web site and notice boards. Advertisement for more than one projects may be clubbed. All the advertisements will be made in the name of Registrar. However, name of Principal Investigator will be mentioned. PIs will be encouraged to send copies of advertisement to various departments of other universities/institutes.
4. A time of 15 days will be given to applicants to apply. Applications received will be compiled by the PI and he along with Head of the Department or Dean may short-list candidates based on the advertised requirement of qualification/experience. PI will record the short-listing proceedings and submit it to IQAC for needful action along with proposed members of the interview committee. In all cases Head of the Department or Dean of the Faculty will be the Chairman unless otherwise the Vice Chancellor nominates another person as the Chairman. IQAC will submit the file for approval of the Vice Chancellor and his approval will be sent to the PI.
5. Interview proceedings shall be recorded and score sheets will be sent along with file to IQAC. IQAC shall present the file to the Registrar which will be approved by the Vice Chancellor.
6. Appointment letter will be issued by the Academic Section using standard language. Appointment letter shall specifically mention the following:
 - a. Title of project
 - b. Name of PI and his/her Department/Faculty
 - c. Tenure of appointment
 - d. Emoluments
 - e. Leave rules and termination clause
 - f. Temporariness of appointment
 - g. Provision of PhD registration, if applicable or not applicable for research positions.

7. Research scholars may be involved in teaching as per UGC norms.
8. Copies of appointment letter will be sent to PI, concerned HoD and Dean, Finance Officer, Librarian, Director, IQAC and Security In-charge.

This is for information of all concerned.



REGISTRAR

Copy to:

1. All Deans/Principals
2. All Heads of the Department for information of all teachers
3. Finance Officer
4. Controller of Examinations & Admissions
5. Director, IQAC
6. Advisor (Research)
7. AR (Academic)
8. Secretary to Vice Chancellor
9. PA to Registrar

OFFICE ORDER

The Vice Chancellor is pleased to approve the following with regard to scheme for incentive for publication in high impact factor journals.

Papers published in journal having impact factor minimum of 5.0 shall be considered for incentive of Rs. 3,000. The next slab of incentive of Rs. 6,000 will be for papers published in journals having impact factor 8.0 and above.

1. Reviews published in journals having impact factor minimum of 6.0 shall also be considered for incentive of Rs. 3,000. The next slab of incentive of Rs. 6,000 will be for reviews published in journals having impact factor 10.0 and above. Reviews published by faculty members as the first author in the year 2019 onward shall only be considered.
2. Papers/books published from January 01, 2019 to December 31, 2020 will be considered for incentive to be distributed on National Science Day 2021.
3. Information with documentary proof will be accepted upto February 15, 2021.

The following Committee is constituted for verification of papers/books to be considered for recognition during the National Science Day 2021.

- | | |
|--|---------------------|
| • Prof. S.H. Ansari, SPER | - Chairman |
| • Prof. Shahid Umar, SCLS | - Member |
| • Prof. M. Aslam, SUMER | - Member |
| • Dr. M. Shaharyar, SPER | - Member |
| • Prof. S. Raisuddin, Advisor (Research) | - Member |
| • Prof. Suhel Parvez, SCLS | - Member - Convener |

Other terms and conditions shall remain the same as notified vide University Order No. AS/Ph.D.(M)/JH-5/2010 dated 23/11/2010; University Order No. AS/Ph.D.(M)/JH-5/2010 dated 02/06/2017 and Office Order No. JH/RO/OO/2019/30 dated 20/09/2019.


(S.S. Akhtar)
Registrar

Copy to:

1. All Deans of School
2. All Heads of the Department
3. Finance Officer
4. Controller of Examinations
5. Dean. Students' Welfare
6. Advisor (Research)/Director IQAC
7. PA to Vice Chancellor (for information)
8. PA to Registrar
9. System Analyst (for uploading on the university web site).

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI – 110062

No.: AS/Ph.D.(M)/JH-5/2010
Dated: 02/06/2017

UNIVERSITY ORDER

In continuation of University Order No. AS/Ph.D.(M)/JH-5/2010 dated 23/11/2016 the Vice Chancellor has been pleased to approve modification in the criteria for selection of research papers for incentive.

1. Publication in high impact factor journal

Papers published in journals having impact factor minimum 4.5 shall be considered for incentive of Rs. 3000. The next slab of incentive of Rs. 10,000 will be for papers published in journals having impact factor 9 and above.

2. High cited publication

1. The incentive will be as follows:


- a. Citations > 50 - Rs. 1000.
- b. Citations > 100 - Rs. 2000.
- c. Citations > 250 - Rs. 5000.

If a paper is considered once under any category, the same paper will not be considered for the next higher citations.

2. In this category papers published after inception of Jamia Hamdard (May 1989) will also be considered. However, published work should have been conducted at Jamia Hamdard.

The above revision shall be applicable from the next National Science Day i.e., February 28, 2018.

Other terms and conditions shall remain same as notified earlier vide University Order No. AS/Ph.D.(M)/JH-5/2010 dated 23/11/2016.


(Prof. Ehsan A. Khan)
REGISTRAR

Copy to:

- 1. All Deans of Schools
- 2. All Heads of the Departments
- 3. Finance Officer
- 4. Controller of Examinations
- 5. Director, IQAC/Advisor (Research)
- 6. AR (VCS)
- 7. System Analysts (for uploading on the JH Website).

UNIVERSITY ORDER

In continuation of University Order no. AS/Ph.D.(M)/JH-5/2010 dated 11/10/2010, the Vice-Chancellor has been pleased to approve upward revision in the incentive for high quality publications by the faculty and research scholars of the University. The revised incentive and criteria will be as follows:

1. Publication in high impact factor journals

Revised Incentive:

- i) Rs. 25,000 per paper published in a journal with impact factor 9 or above,
- ii) Rs. 10,000 per paper published in a journal with impact factor 5 or above,
- iii) Rs. 3,000 per paper published in a journal with impact factor 3 or above.

There will be no limit for claim of incentive in a year.

Criteria:

- a) Publication has to be from the original research work conducted at Jamia Hamdard.
- b) Reviews will not be considered.
- c) The Jamia Hamdard faculty/research scholars should either be the first/joint first or corresponding/co-corresponding author.
- d) The latest impact factor released by Thomson Reuters shall only be considered.
- e) Journal should be listed in Science Citation or Social Science Citation Index at the time of application.
- f) Publication(s) resulting from collaboration under MoU where corresponding/Co-corresponding author is from other Institute will not be considered for this scheme.
- g) For each paper a lead author has to be identified from Jamia Hamdard and he/she will be entitled for incentive amount. It will be construed that he/she has authority from all the authors and he/she will share the incentive amount as per the arrangement made by authors themselves. Faculty members will be encouraged to share the incentive amount in full or part with research scholar(s).

- h) Certificate of appreciation will also be issued to the first author and corresponding author. In case there are joint first and corresponding authors certificates will be issued to all first and corresponding authors.
- i) June 30 and December 31 of calendar year will be cut off date for consideration of applications.

Procedure:

A hard copy as well as soft copy of paper will be required to be submitted to the Office of Advisor (Research) by the last date as above. Papers in press without page number will not be considered.

2. Highly cited publication

Revised incentive:

- i) Rs. 2000 per paper for 25 citations and above.
- ii) Rs. 5000 per paper with 51 and above citations.

Criteria:

- a) Publication has to be from the original research work conducted at Jamia Hamdard.
- b) Reviews published in indexed journals will also be considered.
- c) The Jamia Hamdard faculty/research scholar should be the first author and also corresponding author should be from Jamia Hamdard.
- d) Citation criteria will be as per Google Scholar citation analysis.
- e) Incentive for the same paper may be considered upto the maximum of category (ii) as mentioned above. Once this incentive has been availed, the same paper will not be considered for further incentive.
- f) Incentive for citation will be applicable to papers published in 2010 onwards.

Procedure:

Citation detail will be required to be submitted to the Office of Advisor (Research) by the last date as notified along with Google Scholar Citation analysis report detailing where and when the paper has been cited. The University may verify the citation detail.

General

1. For all purposes, latest impact factor release by Thomson Reuters (JCR) and citation index of Google Scholar for Scopus or Web of Knowledge shall only be considered.
2. In case a faculty member or researcher fails to submit claim of incentive within the last date as notified, it will be considered in the next cycle.
3. No incentive shall be provided to faculty member, who have left Jamia Hamdard. However, superannuated faculty members shall be considered.
4. June 30 and December 31 of calendar year will be cut off date for consideration of the applications.

The University will confer a citation and give such incentive on the special occasions such as Founder's Day (14th September) or National Science Day (28th February).

The revised scheme will be widely publicized through the Jamia Hamdard website.


(Dr. Firdous A. Wani)
Registrar

Copy to:

1. All Deans of the Faculties
2. All Heads of the Departments
3. Finance Officer
4. Controller of Examinations
5. Director, IQAC/Advisor (Research)
6. AR (VCS)
7. System Analyst (for uploading on the JH-website)

UNIVERSITY ORDER

In continuation of University Order no. AS/Ph.D.(M)/JH-5/2010 dated 11/10/2010, the Vice-Chancellor has been pleased to approve upward revision in the incentive for high quality publications by the faculty and research scholars of the University. The revised incentive and criteria will be as follows:

1. Publication in high impact factor journals

Revised Incentive:

- i) Rs. 25,000 per paper published in a journal with impact factor 9 or above,
- ii) Rs. 10,000 per paper published in a journal with impact factor 5 or above,
- iii) Rs. 3,000 per paper published in a journal with impact factor 3 or above.

There will be no limit for claim of incentive in a year.

Criteria:

- a) Publication has to be from the original research work conducted at Jamia Hamdard.
- b) Reviews will not be considered.
- c) The Jamia Hamdard faculty/research scholars should either be the first/joint first or corresponding/co-corresponding author.
- d) The latest impact factor released by Thomson Reuters shall only be considered.
- e) Journal should be listed in Science Citation or Social Science Citation Index at the time of application.
- f) Publication(s) resulting from collaboration under MoU where corresponding/Co-corresponding author is from other Institute will not be considered for this scheme.
- g) For each paper a lead author has to be identified from Jamia Hamdard and he/she will be entitled for incentive amount. It will be construed that he/she has authority from all the authors and he/she will share the incentive amount as per the arrangement made by authors themselves. Faculty members will be encouraged to share the incentive amount in full or part with research scholar(s).

- h) Certificate of appreciation will also be issued to the first author and corresponding author. In case there are joint first and corresponding authors certificates will be issued to all first and corresponding authors.
- i) June 30 and December 31 of calendar year will be cut off date for consideration of applications.

Procedure:

A hard copy as well as soft copy of paper will be required to be submitted to the Office of Advisor (Research) by the last date as above. Papers in press without page number will not be considered.

2. Highly cited publication

Revised incentive:

- i) Rs. 2000 per paper for 25 citations and above.
- ii) Rs. 5000 per paper with 51 and above citations.

Criteria:

- a) Publication has to be from the original research work conducted at Jamia Hamdard.
- b) Reviews published in indexed journals will also be considered.
- c) The Jamia Hamdard faculty/research scholar should be the first author and also corresponding author should be from Jamia Hamdard.
- d) Citation criteria will be as per Google Scholar citation analysis.
- e) Incentive for the same paper may be considered upto the maximum of category (ii) as mentioned above. Once this incentive has been availed, the same paper will not be considered for further incentive.
- f) Incentive for citation will be applicable to papers published in 2010 onwards.

Procedure:

Citation detail will be required to be submitted to the Office of Advisor (Research) by the last date as notified along with Google Scholar Citation analysis report detailing where and when the paper has been cited. The University may verify the citation detail.

General

1. For all purposes, latest impact factor release by Thomson Reuters (JCR) and citation index of Google Scholar for Scopus or Web of Knowledge shall only be considered.
2. In case a faculty member or researcher fails to submit claim of incentive within the last date as notified, it will be considered in the next cycle.
3. No incentive shall be provided to faculty member, who have left Jamia Hamdard. However, superannuated faculty members shall be considered.
4. June 30 and December 31 of calendar year will be cut off date for consideration of the applications.

The University will confer a citation and give such incentive on the special occasions such as Founder's Day (14th September) or National Science Day (28th February).

The revised scheme will be widely publicized through the Jamia Hamdard website.


(Dr. Firdous A. Wani)
Registrar

Copy to:

1. All Deans of the Faculties
2. All Heads of the Departments
3. Finance Officer
4. Controller of Examinations
5. Director, IQAC/Advisor (Research)
6. AR (VCS)
7. System Analyst (for uploading on the JH-website)