

BUNDELKHAND UNIVERSITY INCENTIVE POLICY

Title: BUNDELKHAND UNIVERSITY RESEARCH POLICY

Effective Date:

Issuing Authority: Vice-Chancellor and Academic Council

Responsible Officer(s): Registrar

Purpose of this Policy: The purpose of this policy is to establish consistent guidelines for providing the incentive to the active researchers of the University.

1. Introduction

Bundelkhand University, Jhansi is committed for the promotion of quality research in higher education by providing incentives to the active researchers/ academicians duly awarded by various local/state/national/international bodies for their noteworthy research and development activities. To meet the global demands of research and promotion of advanced research & innovation by incentivizing the researchers in Bundelkhand University, an Incentive policy named 'BU Incentive Policy' is designed in the light of UGC guidelines with following details.

1.1. Scope/ Applicability of the Policy

This document on BU Incentive Policy Guidelines will apply to all BU faculty, staff, and students involved in any form of Research & Development activity.

1.2. Policy Statement

Bundelkhand University Jhansi is committed to develop a Research and Innovation-Driven University. BU aims to see India become a global knowledge superpower through education, research, and innovation. To attain this goal, it is absolutely important to pursue cutting-edge basic, targeted, and applied research in all domains/ faculty of studies for the advancement of knowledge and development of novel processes, technologies, and products which can't be possible without incentivizing to the valued employees (teaching & non-teaching both) who provide exemplary performance or meet specified targets.

Under this policy the formal recognition programs, including lump-sum bonuses, incentive plans and nonmonetary awards, offer mechanisms to effectively motivate and retain valued employees shall be organized time-to time. These programs will be intended to reward staff employees whose achievements have resulted in a particular benefit in terms of branding of Bundelkhand University, Jhansi at national and global level.

This policy provides a set of guidelines for providing the incentives to the active researchers/ academicians at all levels and applies to all full-time, part-time as well as contractual employees of the University and all students, whether full-time or part-time, of the University who may be involved in any form of research & development activities.

2. Monetary Awards:

There will be two types of monetary awards:



- A lump-sum bonus to recognize a specific achievement or cost-savings.
- An incentive plan with clearly defined goals, pre-established criteria and regular pay-outs when goals are met or exceeded.

2.1 Lump-sum bonus

There will be two ways University can exercise this method of recognition:

- Establish an award review committee to determine award recipients.
- Permit HoDs/Dean's discretion to initiate an award for a specific employee, with approval of Hon'ble Vice-Chancellor.

All bonus award recipients must meet the following criteria:

- The employee's accomplishments exceed the normal standards/expectations for the job.
- The employee has fulfilled all normal job duties in addition to performing added duties to accomplish a special project or achieve a certain goal.
- The employee serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude and team leadership.

2.2 Incentive Plans

The University administrator must develop specific targets to be achieved for the incentive plan. Goals, pre-established criteria and regular payouts will be essential components of this type of plan. The Registrar office may communicate to the employee what the expectations are and the outcome for the incentive period.

3. Non-Monetary Awards:

Nonmonetary rewards will be in the form of

- Recognition awards
- Career development opportunities
- Nominations for various national/International Awards by the institute.
- Permission for attending the special lectures, training programs and conferences.

Examples of areas that may be rewarded include:

- *Outstanding achievements and accomplishments*- Demonstrated and sustained outstanding achievements that consistently exceed goals and job expectations.
- *Teamwork*- Acting as an exceptionally effective and cooperative team member or demonstrating superior interactions within and outside the company and the client population served.

- *Length of service*- A commitment to Bundelkhand University, Jhansi through long-term service.

However, these programs will not replace informal and spontaneous recognition or praise of staff achievements and work performance. Informal recognition of employees may be done on every day.

The criteria and amount to be given as lump-sum amount or incentives shall be decided and revised by the University FC & EC.

a. Monetary Awards		
S. No.	Criteria	Amount to be paid as lump-sum/incentive
1.	Excellence in Research (Including, but not limited to, national/international research excellence awards given by outside body, publishing papers, patents, Books, Chapters, getting projects, Research Fellowship, participating in conferences/Seminars/ FDP/Training Programs etc.)	As decided by the University FC & EC
2.	Excellence in Academics (Including, but not limited to, best teaching, national/international academic excellence awards given by outside body, publishing text books, chapters, organizing Conferences/Trainings/FDPs, Contributing e-contents for online learnings etc.)	As decided by the University FC & EC
3.	Certificate of Appreciation (State Level) (Including, but not limited to, any special achievement in the field of academics & research at state level.)	As decided by the University FC & EC
4.	Certificate of Appreciation (National Level) (Including, but not limited to, any special achievement in the field of academics & research at National level.)	As decided by the University FC & EC

Other than above some non-monetary awards in the form of Recognition certificates and Certificate of Appreciation may also be given to the staff (including Teaching & Non-Teaching both) doing their assigned duties in appreciable way within the given time limit. Best employee awards may also be given annually.

The decisions about the amount of a lump-sum bonus and incentive will be dependent on the nature and complexity of the accomplishment and/or the ability of the department/University to fund the award. Under special circumstances,

with the Vice-Chancellor's approval, a higher bonus may be approved (*Documentation must be submitted to support such a request*). In such cases, the Registrar office will communicate to the recognized employee about the specific outstanding achievements that led to the award.

4. Procedures

4.1 Proposal submission

To establish and request an awards, respective employee (teaching & non-teaching both)/department should submit an application/nomination to Registrar office/Research Cell through HOD that includes the following information. Nominations may be submitted either self, through institution/department or both.

- The name of the department.
- The employees who will be eligible for the recognition.
- The type of award (lump-sum bonus, incentive, nonmonetary) that is being requested.
- Details of the achievement for which award/incentive is nominated.

If it is for lump-sum, that will be, but not restricted to for the following achievements of the employees.

- a) Employees' meeting a departmental/University goal (indicate the goals).
- b) Employees' activity caused cost savings to the department/University.
- c) Employees' increased productivity of the department/University in terms of admissions, research projects, publications, patents, organizing conference/seminars/exhibitions/workshops/FDPs etc.
- d) Employees' outstandingly performed on special projects (*indicate the nature of the eligible special projects and achievement*).

If it is for Incentive and non-monetary, a proper plan including goals to be achieved, pre-established criteria and regular payouts should be prepared.

The awards may be given once or twice in year as decided by the Committee/University administration, and all employees of the University will be eligible to participate. The final list must be approved by the Vice-Chancellor before a formal recognition program is implemented.

5. Approvals and payments

There will be a Committee for screening the nominations and recommending the names of employees for both monetary & non-monetary awards to Hon'ble Vice-Chancellor for the approval. Vice-Chancellor will have the power to add or remove members in the Committee and recommended list of employees also.

- Vice-Chancellor's Nominee



- Finance Officer
- Registrar
- Dean Academics/Research

The Vice-Chancellor must approve the selection criteria and selected list of employees before a recognition program is implemented.

5.1 Monetary awards:

After the list of employees to be awarded/incentivise is approved, the University must initiate payment to individual employees through set pay process, and float the list of awarded employees on University website for their wider recognition.

5.2 Nonmonetary awards:

After the list of employees to be awarded is approved, the University must recognize the selected employees through a recognition certificate in an open University program, and also float the list of awarded employees on University website for their wider recognition.

