

# Research Policy 2023



## LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore  
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Notification No - 026-23

Dated: 29 Dec 2022

### NOTIFICATION POLICY OF RESEARCH PAPER PUBLICATION FEE/REIMBURSEMENT AND LGU JOURNALS

1. **Research Paper Publications Fee/Reimbursement.** Publishing scientific and innovative research is deemed one of the essential jobs and anticipated tasks of faculty members and researchers. Lahore Garrison University prioritizes promoting a culture of high-quality research and development. Therefore, appropriate recognition is given in the form of incentives/honoraria/fee reimbursement on publication of quality research in impact factor and various categories of HJRS-recognized research journals to faculty/ student/ staff.

a. **Eligibility Criteria**

- (1) The author (Employee or Student) must be among one of the first **three** author(s) of the research paper with the affiliation of LGU.
- (2) The author can only claim the research paper publication fee/reimbursement within six months (02 Quarters only) after the paper publishing in an LGU journal or HEC-recognized journals on a quarterly basis.
- (3) The complete department and university's name must be mentioned on the title page of the research paper e.g. Department of Computer Science, Lahore Garrison University.
- (4) The research paper must be published in HJRS HEC Journal recognition system of (Y, X and W Category)
- (5) The author/candidate can claim reimbursement of any number of publications per year.
- (6) The author must submit following documents for reimbursement:-
  - (a) The first page of the research paper with duly filled and signed proforma
  - (b) Payment Receipt/Invoice from the Journal must be issued on the "Author's Name" (present in the published paper's author lists) from the journal will be acceptable, otherwise it will not be acceptable.
  - (c) Weblink of the published paper
  - (d) Proof of Journal category with Medallion of W (Platinum, Gold, Silver, Bronze, Honorable mention), X (Honorable mention, Clay, Null) and Y (Null) from HJRS HEC Journal recognition system.
- (7) Publication categories and reward amount:- categories of fee reimbursement reward shall be as per HJRS HEC- journals recognition system criteria with Medallion of W (Platinum, Gold, Silver, Bronze, Honorable mention), X (Honorable mention, Clay, Null) and Y (Null) subject area position. If the fee is less than the one mentioned in the table, then the actual fee will be reimbursed

HEC Recognized Categories with Medallion	Cash/Fee Reimbursement
Y-Null	10,000/-
X-Null	15,000/-
X-Clay	25,000/-
X-Honorable Mention	30,000/-
W-Honorable Mention	40,000/-
W-Bronze	50,000/-
W-Silver	55,000/-
W-Gold	60,000/-
W-Platinum	65,000/-

- (8) The reimbursement will be made on a quarterly basis (every three months i.e, Jan-March, April-June, July-Sept and Oct-Dec)
- (9) Payment shall be made in the name of the principal/co-author/corresponding author. If more than one author (Faculty, Student and staff) from LGU is in the published paper, then claiming author must submit a consent form for reimbursement claim. For the Student paper, mention the student's name in the reimbursement performa column. Students can receive Payment cheques by providing the LGU student card and CNIC from Accounts Department.
- (10) PKR 10,000/- will be awarded to the principal/co-author/corresponding author of a research paper published in Y Cat LGU Journals only.
- (11) The author/researcher can claim a publications award, mentioned in para (7), for HEC W-category journals (in case of non-paid Journals).

b. **Reimbursement to Editor-in-Chief, Associate Editors & Reviewers of LGU Journals.** The following criteria will be followed as under: -

- (1) Editor-in-Chief of LGU Journals will receive amount of PKR 10000/- per issue verified by ORIC.
- (2) Any two associate editors will receive amount of PKR 5000/- per issue verified by Editor-in-chief and ORIC. The editorial board should be composed of PhD faculty members only.
- (3) National Reviewer will be given PKR 2000/- per paper after verification by Editor-in-Chief and ORIC. The frequency of reviewing a paper by the National Reviewer is the maximum one per issue. No National reviewer can review more than one paper per issue.
- (4) International reviewer will be given USD 20 per paper after verification by Editor-in-Chief and ORIC.
- (5) The Editor-in-Chief, Associate Editors & Reviewers of LGU journals can only claim the fee/reimbursement within 45 Days after the printing of LGU journals on quarterly basis wef Jan 2023. Only journals will receive continuing editorial payments (Chief editors and assistant editors ) subject to recognition from HEC wef from July 2023.

c. **Annual Research Awards.**

- (1) ORIC shall also analyze all types of research parameters for the annual research award (Certificate and Rs.50,000/-. The best researcher award will be given to one person in a year from faculty and staff. The following procedure will be adopted as under:.

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	3 points
	Up to 3 <sup>rd</sup> position authors	W-Category Papers	8 points
		X-Category Papers	4 points
Y-Category Papers		2 points	
Book Publication (10 %)	Principal Authors	reputable publisher	7 points
	Up to 3 <sup>rd</sup> position authors	reputable publisher	5 points
Book Chapter Publication (10 %)	Principal Authors	reputable publisher	5 points
	Up to 3 <sup>rd</sup> position authors	reputable publisher	4 points
Funding Projects (10 %)	Principal Investigator	HEC	10 points
	Up to 3 <sup>rd</sup> position PI	HEC	7 points
	Up to 3 <sup>rd</sup> position PI	International	10 points
	Up to 3 <sup>rd</sup> position PI	Local	3 Points
Conference Publication (5%)	Principal Authors	International	5 points
	Up to 3 <sup>rd</sup> position authors	International	3 points
	Principal Authors	Local	3 points
	Up to 3 <sup>rd</sup> position authors	Local	2 points
Conference Presentation (5%)	Session Chair/ Keynote Speaker	International	10 points
	Session Chair/ Keynote Speaker	Local	6 points
	Paper Presentor	International	5 points
	Paper Presentor	Local	3 points
Patents (5%)	Principal Authors	International	10 points
	Up to 3 <sup>rd</sup> position authors	International	8 points
	Principal Authors	Local	5 points
	Up to 3 <sup>rd</sup> position authors	Local	3 points
PhD/MS Supervision (5%)	Phd Students	Per student	5 points
	MS Student	Per student	3 points

- (2) The faculty, student and admin staff can avail the benefit of above. ORIC will determine the best quarter researcher based on data provided by the departments and will award the "best researcher certificate" quarterly. VC will give final approval

d. **Travel Grant**

- (1) Applicant (faculty member or staff) should apply for travel grant through the designated form available on HEC/PHEC website or any other organization at least 45 days before the event.
- (2) Form should be filled according to the detail checklist available on HEC/PHEC website /relevant organization.
- (3) Form should be cross verified by Dean, Director ORIC and Director internal audit before sending it for final approval by VC.
- (4) Certificate of similarity index should be issued by Dir ORIC.
- (5) After approval of a grant from HEC, University can issue a loan to an applicant for the approval of VC.
- (6) Treasurer office will receive guarantee cheque from applicant and submit report to VC within three days after receiving of guarantee cheque.

e. **Subscription of LGU Research Journals/Publication Charges**

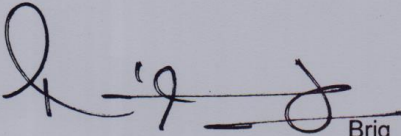
- (1) Subscription fee per issue of LGU Research Journal is Rs.2500/- and annual subscription fee for 4 issues is Rs.8,000/-
- (2) International subscription fee per issue of LGU Research Journal is USD 20 and the annual subscription fee for 4 issues is USD 70.
- (3) LGU Y Cat journal will charge 10,000/- per paper as publication charges. It will be submitted in Lahore Garrison University Bank Account.MCB0633853231000004,IBAN:PK56MUCB0633853231000004 Payment can be submitted through online transfer/bank deposit. Editors will reconcile with the accounts office before publishing the paper.

f. **Funded Projects**

- (1) 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 submit 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 Research and Innovation Fund (RIF) LGU-ORIC account.
- (2) The researcher(s) of funded projects (fully/partially) can not claim reimbursement fee/cash rewards from LGU against paper publications.
- (3) The researcher(s) will contribute 15% on the total received funding (in receiving currency) and will be submitted to Research and Innovation Fund (RIF) LGU-ORIC account. This amount will be used to encourage LGU students to research work/scientific innovation.
- (4) The researcher(s) need NOC for the shifting of national/International private/public sector projects to the other HEIs.

- (5) PhD faculty members must submit at least one relevant Project for HECannounced projects/PSF/National Research Program for Universities (NRPU) / National ICT R&D Fund / National / International private / public sector etcfunding through ORIC.
- (6) ORIC will issue a list of faculty members who did not participate in National / International funding projects to the HR office after six months.

2. This policy is hereby implemented wef 01 January 2023 and supersedes our previous policy issued vide notification no. 049-22 dated 04 March 2022.



Brig  
Registrar  
[Raheel Ashraf, SI(M), (Retd)]

To: Director (Acad), all Deans, Directors (less Acad), HoDs, CoE, Treasurer, ERP & MPhil/PhD Cordinator

CC: SO to VC