



# Lok Jagruti Kendra University (LJ University)

## University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

### **Career Advancement Policy for faculty in the University**

A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the University the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with the UGC CAS Regulations.

#### **Ref:**

#### **(i) UGC CAS regulations**

#### **(ii) Career Advancement Policy for Promoting Research**

#### **(i) Detailed Guidelines for Promotion for teachers in the University under CAS 2024 as per UGC Regulations 2018**

#### **Career Advancement Scheme-2024 (CAS-2024)**

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 31.12.2020.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the University the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018.
- (ii) The Selection Committee specifications as **contained in Statute Chapter XIII 4(1d) of University** as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.



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- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- (vi) The candidate shall offer himself/herself for assessment for promotion, if she/he fulfills the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.
  - (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
  - (b) If, however, the candidate finds that she/he would fulfill the CAS promotion criteria, as defined in Tables 1 & Table 2 at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
  - (c) The work & conduct of applicant on the basis of Annual Performance as per University Annual assessment report shall be the minimum of overall Good grade for the prescribed years of assessment annually. However, the year of failing to score minimum of overall Good grade shall not be considered under assessment period and she/he shall have to be re-assessed only after consecutive year with prescribed grade.
  - (d) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of university teachers for the CAS promotion is based on the following criteria:
  - (a) **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, mentoring, additional teaching to support the University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in



the class.

**(b) Personal Development Related to Teaching and Research Activities:**

Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/ Training etc., development of e-contents and MOOCs, 2 rganizati seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

**(c) Administrative Support and Participation in Students' Co-curricular and Extra- curricular Activities.**

**(vii) Assessment process:**

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

**Step 1:** The University teachers shall submit to University an annual self-appraisal report in the prescribed Annual Assessment Report (AAR) designed on the basis of Annexure- I (Table 1) & Annexure- II (Table 2). The report should be submitted at the end of every academic year, before 30<sup>th</sup> June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the AAR, which is to be verified by the HOD/Reporting Officer. The submission should be through the Head of the Department (HOD)/dean.

**Step 2:** After completion of the required years of experience for promotion under CAS and 3 rganizatio of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

**Step 3:** A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.

**(ix) Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/Professors**

- A.** The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.



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### B. Career Advancement Scheme (CAS) For University Teachers

#### I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

##### Eligibility:

- An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, M.Tech, M.V.Sc., M.D. etc. or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- Attended one orientation course of 21 days duration on teaching methodology/ Research Methodology Course/ Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/Training etc.;
- Any one of the following: completed Refresher/ Research Methodology Course/ School/Summer School/ CAFT/Training /Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCS course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

##### CAS Promotion Criteria:

A teacher shall be promoted if;

- He/she gets a "satisfactory" or "good" grade in the Annual Assessment Reports (AAR) of at least three/four/five of the last four/five/six years of the assessment period as the case may be (**as provided in Annexure-I, Table 1**), and;
- The promotion is recommended by the screening-cum evaluation committee.

#### I. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

##### Eligibility:

- Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- A Ph.D. Degree in the subject concerned/ relevant/allied discipline.
- Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the





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categories of teaching methodology/ Research Methodology Course/ Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/Training Programme etc. of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

### CAS Promotion

#### Criteria:

A teacher shall be promoted if;

- The teacher gets a “satisfactory” or “good” grade in the Annual Assessment Reports (AAR) of at least four of the last five years of the assessment period, (as prescribed in Annexure-I, Table 1) and;
- The promotion is recommended by the Screening-cum-evaluation committee.

## II. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor(Academic Level 13A)

### Eligibility:

- Assistant Professor who has completed three years of service in Academic Level 12/Selection grade.
- A Ph.D Degree in the subject concerned/allied/relevant discipline.
- Any one of the following during last three years: completed one course / programme from amongst the categories of teaching methodology/ Research Methodology Course/ Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/Training Programme etc. of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period



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of assessment.

4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

5) Evidence of guiding doctoral candidates.

(For the Main Supervisor: One Doctoral Candidate or For the Co- supervisor: Two Doctoral Candidates.)

### CAS Promotion Criteria:

A teacher shall be promoted if;

- He/she gets a “satisfactory” or “good” grade in the Annual Assessment Reports (AAR) of atleast two of the last three years of the assessment period as specified in Annexure-I, Table 1, and has a research score of at least 70 as per Annexure-II, Table 2.
- The promotion is recommended by a selection committee constituted in accordance with Statute Chapter XIII 4(d) of University.

### III. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

#### Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of successfully guided doctoral candidate (Ph.D. degree awarded).  
(For the Main Supervisor: One Doctoral Candidate or For the Co- supervisor: Two Doctoral Candidates.)
- 5) A minimum of 110 Research Score as per Annexure-II, Table 2.

### CAS Promotion Criteria:

A teacher shall be promoted if;

- He/she gets “satisfactory” or “good” grade in the Annual Assessment Reports (AAR) of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- The promotion is recommended by a selection committee constituted in accordance with Statute Chapter XIII 4(d) of University.



#### IV. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject – experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years“ of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

#### Eligibility:

- Ten years“ experience as a Professor.
- A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D.degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

#### (X) Counting of Past Services for Direct Recruitment and Promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional 6rganizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- The previous appointment was not as guest lecturer for any duration.
- The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:



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- (i) the incumbent was appointed against the Government sanctioned post of the respective University/ Institution;
- (ii) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
- (iii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
- (iv) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (b) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

**Note:** In the Case of any dispute with regard to information given by teacher in his/her PBAS proforma, the decision of the Screening-cum –Evaluation Committee shall be final.





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**Table 1 Assessment Criteria and Methodology for University Teachers (Applies to Section B.1 and B.2 of the CAS Proformas)**

S.N.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2.	<p>Involvement in the University/College students related activities/research activities:</p> <p>(a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator/ Warden/ <b>In-charge/Nodal Officer</b> etc.</p> <p>(b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation/ question-papers setting for university/college examinations.</p> <p>(c) Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services etc.</p> <p>(d) Organizing seminars/ conferences/ workshops/ training, other college/university activities.</p> <p>(e) Evidence of actively involved in guiding Ph.D students.</p> <p>(f) Conducting minor or major research/developmental/in-house project sponsored by national or international/ state/university agencies.</p> <p>(g) At least one single or joint publication in peer reviewed or UGC list of Journals.</p>	<p>Good - Involved in at least 3 activities</p> <p>Satisfactory - 1-2 activities</p> <p>Not-satisfactory - Not involved / undertaken any of the activities</p> <p><b>Note:</b> Number of activities can be within or across the broad categories of activities</p>

**Overall Grading:**

**Good:** Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

**Satisfactory:** Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

**Not Satisfactory:** If neither good nor satisfactory in overall grading

**Note:** For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.



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**Table 2: Methodology for University Teachers for Calculating Academic/Research Score**

(This applies to section B.3 of CAS Proforma)

(Assessment must be based on evidence produced by the teacher such as : copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, students' Ph.D. award letter, etc.,)

Phase- I Scrutiny of candidates shall be based on Marks/Score obtained in phase-I only (As per table-II of UGC regulation 2018)				
S.No.	Academic/Research Activity	Faculty o fScience/ Engineering/ Agriculture/ Medical/ Veterina ry Science	Self Assess edscore (Enclosure No.)	Score Assessed byScrutiny Committee
1	Research Papers in peer-Reviewed or UGC- listed/ NAAS rated Journals	08 per paper		
2	Publications (other than Research paper)			
	(a) Books authored which are published by:			
	International publishers	12		
	National Publishers	10		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
	(b) Translation words in Indian and Foreign Languages by qualified faculties			
	Chapter of Research paper	03		
	Book	08		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			



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	(a) Development of Innovative pedagogy	05		
	(b) Design of new curricula and courses	02 per curricula/course		
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		
	Course coordinator for MOOCs (4 credit course) in case of MOOCs in lesser credits 02 marks/credit	08		
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course/e-book	12		
	e-Content (development of e-content in 4 quadrants) per module	05		
	Contribution of development of e-content module in complete course/paper/e-book (at least one quadrant)	02		
	Editor of e-content for complete course/paper/e-book	10		
4	(a) Research guidance			
	Ph.D.	10 per degree awarded 05 per thesis submitted		
	M.Phil/P.G. dissertation	02 per degree awarded		
	(b) Research/Developmental/In-house Projects Completed			



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	More than 10 lakhs	10		
	Less than 10 lakhs	05		
	<b>(c) Research Projects/ Developmental/ In-house ongoing :</b>			
	More than 10 lakhs	05		
	Less than 10 lakhs	02		
	<b>(d) Consultancy</b>	03		
5	<b>(a) Patents</b>			
	International	10		
	National	07		
	<b>(b) *Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)</b>			
	International	10		
	National	07		
	State	04		
	<b>(c) Awards/Fellowship/Recognition</b>			
	International	07		
	National	05		
	State/University	02		
6	<b>* Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceeding will be counted only once)</b>			
	International (Abroad)	07		
	International (within country)	05		
	National	03		
	State/University	02		





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### The Research Score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- |      |  |   |           |
|------|--|---|-----------|
| i)   | Paper in refereed journals without impact factor | - | 5 Points  |
| ii)  | Paper with impact factor less than 1             | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2         | - | 15 Points |
| iv)  | Paper with impact factor between 2 and 5         | - | 20 Points |
| v)   | Paper with impact factor between 5 and 10        | - | 25 Points |
| vi)  | Paper with impact factor > 10                    | - | 30 Points |
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- Joint Project: Principal Investigator would get 100% and Co-investigator would get 50% each.

### NOTE:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be Supervisor would get 100%. and Co-supervisor would get 50% each.
- \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/ Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.



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### **POLICY ON CAREER ADVANCEMENT FOR PROMOTING RESEARCH AMONG THE FACULTY MEMBERS OF THE L J UNIVERSITY**

The University is committed to facilitate the growth of individuals having a potential for pursuing research work. The awardees of the various researches award granted by the University will be promoted to better positions so as to open new avenues for them in the field of research and to motivate them to excel in the field of national and international research work. Special provision of Travel Assistance, Special Leaves, etc. is sanctioned for workshops / CMEs / Conferences that the candidate may be part of in near future

#### **1. Funding Research Proposals of the faculty**

- Faculty members of L J University are encouraged to submit research proposals to their respective Directors of the School. The Director shall forward it to the Research Department with their observations and approval.
- The research proposal should focus on contemporary topics and aim at expanding the frontiers of knowledge. Maximum financial support available to a project under the scheme is Rs 1 lakh.
- Detailed guidelines for proposal submission can be found in Annexure-I.
- Financial support for research projects will be allocated exclusively to initiatives within L J University. Funding for projects undertaken by faculty members at other institutions will not be approved except in the case of bilateral or multilateral projects wherein matching grant is being put up by the collaborating institutions.

#### **Funds Disbursement:**

- The granted funds will be deposited into the School's account.
- In cases where research-related expenses exceed Rs. 10,000, faculty members can claim the funds based on need with the prior approval of the Director.
- For expenses up to Rs. 10,000, the funds will be deposited directly in the faculty member's account, streamlining the process and ensuring timely access.

#### **Project Management:**

- Faculty members are required to submit quarterly progress reports to the Research Department, with a focus on fund disbursement and project milestones (Collect format from Research Department).
- Faculty members must complete the current project and achieve the specified deliverables before applying for another research grant, regardless of the year.



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- Post completion of the project, faculty members need to submit a detailed report which will be placed before the Vice chancellor of the university (Refer to project report guidelines)
- Post completion of the project, a utilization certificate needs to be submitted to the research department (Collect format from Research Department)

### Collaboration and Maximum Funding Limit:

- The maximum amount faculty members can claim for a single project is Rs. 1 lakh. This limit is imposed to encourage collaboration and interdisciplinary research.
- Faculty members are strongly encouraged to collaborate with colleagues from other schools within the university to foster cross-disciplinary research initiatives.

By integrating these points into the financial incentive policy, L J University aims to promote a culture of research excellence and collaboration among its faculty members. This updated policy ensures fair access to research funds, timely disbursement, and accountability in project management.

### 1.1 Goods Procurement for Faculty Members (Expenses up to Rs 10,000):

#### 1. Application and Approval:

- Faculty members preparing an application for necessary goods (e.g., chemicals, equipment) must submit it to the Director of the school and the Research Department, with the approval of their HoD.

#### 2. Initiating Procurement:

- Once approved by the Director and the Research Department, the procurement request is submitted to the designated procurement official in the School or department responsible for procurement management.

#### 3. Procurement Process:

- Goods are acquired through the established procurement system within the school or department.
- Upon receiving the goods, entries are made in both the school's stock register and the Research Department's records.
- The items are then issued to the respective faculty members.



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#### 4. Notification:

- The individual in charge of the laboratory, stock, or workshop notifies both the faculty member and their supervisor about the receipt of goods.

#### 5. Material Issuance:

- Faculty members can request the laboratory, stock, or workshop manager to issue the required quantity of materials.
- The issued quantity is duly recorded in both the school and Research Department records.

#### 6. Bill Submission:

- Bill Submission:** The procurement bill is forwarded to the Directorate of Research (DoR) with all necessary details for the transfer or crediting of the amount to the school or department's bank account through the University's finance department.

### 1.2 Services Procurement for Faculty Members (Expenses up to Rs 10,000):

#### 1. Application and Approval:

- Faculty members seeking required services must prepare an application and submit it to the Research Department through their Director for approval.

#### 2. Approved Vendor List:

- If an approved vendor list for services exists within the school or department, the procurement/outsourcing official processes the request based on the list.

#### 3. Vendor Selection:

- In cases where there is no approved vendor, a 3-member committee, formed by the school's Director, identifies and finalizes a vendor through a quotation process.
- The selected vendor is then issued a work order.

#### 4. Specialized Services:

- When specialized services are necessary, and obtaining formal quotations is challenging, the final decision will be made in consultation with and under the approvals of the Department Head, Director, and the Research Department. Excluded items include APC, Editing and other language related services, any other services not available in-house. Subject to discretion of the research department.





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### 5. Bill Submission:

- The bill for services is forwarded to the Department of Research (DoR) along with all necessary details for the transfer or crediting of the amount to the school or department's account.

### 2. Revised Support Policy for National/Regional Workshop, Seminar, and Conference Attendance (organized in India) (Up to Rs 25,000):

In pursuit of fostering continuous professional development and scholarly engagement, the following policy is instituted for faculty members who have maintained continuous full-time status at L J University for at least two years, allowing them eligibility for support to attend national/regional workshops, seminars, and conferences of academic standing and reputation, in offline mode. Faculty members invited as chair/co-chair/invited speakers are also eligible for this support.:

#### 1. Attendance Frequency:

- Faculty members will be financially supported to attend one offline international/national/regional conference, seminar, or workshop every two years.

#### 2. Poster Presentation or Attendance:

- Faculty members are also eligible for support to attend or present posters at national/regional workshops, seminars, or conferences. The attendance frequency for poster presentation or attendance is limited to one event every two years.

#### 3. Paper Acceptance Requirement:

- Faculty members seeking support for attending a conference, seminar, or workshop can choose between either:
  - Having their paper accepted for presentation at the event, with LJ University supporting 70% of the total expenses.
  - Attending or presenting posters at conferences, with LJ University supporting 50% of the total expenses.

#### 4. Research-Oriented Seminar, Workshop or Symposium Requirement:

- To qualify for support within the current policy, seminars, workshops or symposiums must be research-oriented.
- Director's approval is mandatory for faculty members to attend research-oriented seminars, workshops or symposiums.



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### 5. Reimbursement Details:

- For conferences where papers are accepted: LJ University will reimburse faculty members for 70% of the total expenses based on the following criteria:
  - 2-tier A.C. railway fare for travel between Ahmedabad and the conference location.
  - Registration fees (if applicable) for the conference, seminar, or workshop.
  - Faculty members must submit a certificate of attendance and a short report detailing their experience before claiming reimbursement.
- For attendance or poster presentation: LJ University will reimburse faculty members for 50% of the total expenses based on the same criteria.

### 6. Faculty Contribution:

- Faculty members are required to contribute the remaining 30% of the total expenses associated with attending conferences where papers are accepted and 50% for attendance or poster presentation. This includes costs related to travel and registration fees.

### 7. Authorship and Principal Author:

- In cases where multiple individuals collaborate on a paper, one of the authors will be entitled to the reimbursement benefits outlined in this policy.

This comprehensive policy aims to provide equitable opportunities for faculty members to engage in academic events, promoting their continuous professional development at L J University.

### 3. Revised Policy on Faculty Conference/Seminar/Workshop Attendance (Organised Abroad) (Up to Rs 50,000):

The faculty members are encouraged to enhance their academic growth and international exposure by participating in conferences, seminars, symposiums and workshops of significant academic standing and international repute, in offline mode. Faculty members invited as chair/co-chair/invited speakers are also eligible for this support. To support this endeavor, the following policy has been established:

#### 1. Eligibility Criteria:

- Full-time faculty members who have been with L J University for a minimum of two years are eligible for support under this policy.



# Lok Jagruti Kendra University (LJ University)

## University with a Difference

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### 2. Attendance Frequency:

- Faculty members will be supported to attend up to two offline international conferences, seminars, or workshops every five (5) years. To maintain a reasonable gap, a minimum of two years is recommended between each supported event.

### 3. Expense Sharing:

- Faculty members are expected to contribute 30% of the total expenses incurred for attending the conference, seminar, or workshop. This includes costs such as economy airfare from Ahmedabad to the event location and registration fees (if applicable).

### 4. Paper Acceptance Requirement:

- Faculty members seeking reimbursement for their conference attendance must have their paper accepted for presentation at the respective conference, seminar, or workshop. The acceptance confirmation should be provided as part of the reimbursement request.

### 5. Reimbursement Details:

- The following expenses will be eligible for reimbursement:
  - Economy airfare from Ahmedabad to the conference/seminar/workshop location.
  - Registration fees (if applicable) for the event.

### 6. Authorship and Principal Author:

- In the case of collaborative paper writing, one of the author will be entitled to the reimbursement benefits outlined in this policy.

### 7. Reimbursement Process:

- Faculty members must adhere to the reimbursement process set forth by the University. This process includes submitting necessary documentation such as paper acceptance letters, and a detailed reimbursement request before registering for the conference.

**Note:** A faculty who avails such benefit under any other university scheme will not be entitled to avail benefit of these schemes. For example, university faculty registered for the Doctoral Programme will not be entitled to faculty support scheme.