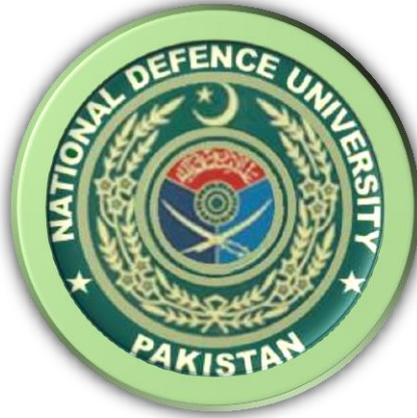


Standard Operating Procedure

Incentive Based Research and Publication



Version: 7.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 06 pages and it has been prepared in line with the provisions of NDU Academic Regulations/ NDU Statutes & HEC guidelines, and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the NDU Academic Regulations/ Statutes, HEC guidelines, after the statutory bodies' decision or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the NDU Academic Regulations/ NDU Statutes, HEC guidelines or other superior documents on the subject.



SOP – Incentive Based Research and Publication

1. **Gen.** Research output is contributing towards university's repute, ranking, research award competitions, university funding by HEC, as well as career progression of individual faculty members.
2. **Aim.** The aim of this SOP is to recognize researchers' original scholarly achievements and uphold NDU's zero-tolerance policy on plagiarism in research work. It also aims to support research advancement and productivity at NDU by incentivizing scholarly work.
3. **Research Incentives for the NDU Employees/Students.** The University gives great importance to the creation of new knowledge, and values scholarly contributions, published in HEC recognized journals or any other reputed International Impact Factor Journal. NDU strongly encourages its faculty and researchers to actively engage in research publications. This will contribute, not only towards their personal academic growth but will also help improve research productivity of the university. In order to give a spur to the research efforts, the university will provide the following benefits/incentive to the researchers.

a. **Incentive-1 : Monitory Benefits.**

- (1) Any faculty member/student/staff is eligible for research incentives who is able to publish their research work in one calendar (Jan-Dec) year as described under:-
 - (a) 1 x Publication in W Cat **or**
 - (b) 2 x Publications in X Cat **or**
 - (c) 2 x Publications in Y Cat **or**
 - (d) 1 x Publication in X Cat & 1 x Publication in Y Cat

The authors of a research paper in journal of 'W', 'X' & 'Y' categories will be given Rs.25,000, Rs.15,000 and Rs.12,000 respectively for each research publication. The publication must be written by no more than three authors. It is also subject to the condition that similar benefit has not been claimed for the paper(s) elsewhere (*a certificate to this effect will be provided by a claimant duly signed by the concerned HoD*). In case of more than one author, the amount will be divided. Only individuals affiliated with NDU as authors will qualify to receive this amount. ¹*Research Validation Committee (RVC)* will validate the relevancy of the Publications and check the credibility of Journals.

¹ SOP – Enhancement of Quality Standards at NDU (Version 2.0) approved by President NDU on 19 Apr 2023 and subsequent endorsement in the 34th ASRB meeting held on 16 Aug 2023. Minor revisions approved from President NDU on 08 Sep 2023, and effective from 13 Sep 2023.



- (2) In order to boost the culture of writing books and monographs, NDU will give monetary benefits as a token and recognition of the intellectual effort. If a **Book is** published by a credible publisher, having more than **70,000 words** written by a faculty member/officer/student/staff, an amount up to **Rs.50,000/-** will be given to the author (s); while a **Book Chapter or monograph** (Having words count of more than 15000) is published by a credible publisher, an amount of amount up to **Rs.25,000/-** will be given to the author(s). The Book/Book Chap/Monograph written by more than three authors will not be considered for the incentive. In case more than one author, the amount will be divided. Only individuals affiliated with NDU as authors will qualify to receive this amount. Research Validation Committee (RVC) will validate the relevancy of the Book/Book Chap/Monograph and check the credibility of the publisher(s).

b. **Incentive-2 : Reduction in Teaching Workload.**

- (1) A faculty member may qualify for reduction in teaching load, with the approval of the President NDU, by one course up to one semester, if he / she has published min 3 x research paper(s) (**02 x 'W'** and **01 x 'X'** category) in a calendar year (Jan-Dec), in an HEC recognized journal.

This incentive may be given in addition to Incentive-1 under exceptional circumstances.

OR

- (2) A faculty member may be exempted from teaching of one or more courses (up to one semester) by the President NDU, if he/she has demonstrated fol high quality research outputs:-

- (a) Successful completion of research supervision of minimum 05 x PhD/MPhil theses in a semester.
- (b) Publication of 03 x research article (minimum **01 x 'X'** + **02 x 'Y'**) by student out of theses mentioned at 3 b (2) (a).

This incentive may be given in addition to Incentive-1 under exceptional circumstances.



4. Participation in the Research Awards.

a. Another objective of this research policy is to improve the quality of NDU research to a level where its publication should compete at national/International level, particularly in HEC's Annual Awards for the best publications. Because of their relevance to disciplines offered at NDU, only 04 x categories of awards will be open for the competition. However, it can be increased on the need basis with the approval of the President NDU, subject to the condition that entries are available for the respective new category. Following 04 x categories of awards will be open for competition:-

- | | | |
|---|---|-----|
| (1) Best Researcher of the Year Award | : | One |
| (2) Best Young Researcher of the year Award | : | One |
| (3) Best Research Paper of the Year Award | : | One |
| (4) Best Book of the Year Award | : | One |

Note: A competitor for the Young Researcher award must be under **40** years of age on January 1st of the year for which the award is being competed. Furthermore, Researcher may compete for all categories but the same publication will be entitled to only one award. The publication/book must be written by not more than three authors.

b. To cultivate the culture of research excellence among the NDU's Faculty/ Students/ Research Assistants/ Staff, fol ² *Research Validation Committee (RVC)* will validate the quality of Publications/ Book for HEC/ NDU Research awards as per SOP – Enhancement of Quality Standards at NDU :-

- | | |
|---------------------------|-------------|
| (1) Dean FCS | Chairperson |
| (2) All HoDs | Member |
| (3) All Professors | Member |
| (4) Editor JCS | Member |
| (5) Director Coord FCS | Member |
| (6) One editor from ISSRA | Member |
| (7) Director QEC | Member/Secy |

c. Following Research Award Committee will evaluate & finalize the HEC/NDU Research awards:-

- | | |
|-------------------------------|-------------|
| (1) Dy President NDU | Chairperson |
| (2) Dean FCS | Member |
| (3) 1 x Nomination from ISSRA | Member |
| (4) 1 x Nomination from FSS | Member |

² SOP – Enhancement of Quality Standards at NDU in vogue.



- | | | |
|-----|--|-------------|
| (5) | 1 x Nomination from FCS | Member |
| (6) | 1 x External Member as Subj Specialist for GPP/LMS | Member |
| (7) | 1 x External Member as Subj Specialist for IR/PCS/SS | Member |
| (8) | Director QEC | Member/Secy |

Note: The same committee (Para 4 c) will evaluate & finalize winner(s) on QEC devised proformae; Best Researcher (**Anx A**), Best Young Researcher (**Anx B**) & Best Research Paper (**Anx-C**) and Best Book (**Anx-D**) of the year for all categories of NDU Research awards as well as nominations for HEC Research awards.

- d. **NDU Research Awards.** The 'Best Research Article' in each category and 'Best Book' of the year shall be given an incentive of **Rs. 30,000/-** along with a certificate of appreciation. In case of more than one author (max 3 authors) from NDU, the amount will be divided among the all authors along with a separate certificate of appreciation for each author. Only individuals affiliated with NDU as authors will qualify to receive this amount. Awards/incentives will be given by the President NDU in "NDU Research Award Ceremony".
- e. **HEC Research Awards.** As defined procedure of HEC Research awards, Director QEC will invite nominations in all categories provided by the HEC. Research Validation Committee (Para 4 b) will validate the quality of Publications/Book. Furthermore, Research Awards Committee (Para 4 c) will evaluate & finalize the nominations for onward submission to HEC. There is no minimum limit for entries competing in the categories for the "HEC Research awards".
- f. **Eligibility Criteria for HEC/NDU Research Awards**

(1) **Best Researcher of the Year Award**

- (a) The applicant must be resident of Pakistan for at least three years on January 1 of the year for which award is being competed.

(2) **Best Young Researcher of the year Award**

- (a) The applicant must be under 40 years of age on January 1 of the year for which award is being competed.
- (b) The applicant must be a resident of Pakistan for at least one year on January 1 of the year for which award is being competed.

(3) **Best Research Paper of the Year Award**

- (a) The publication must not be more than three years before January 1 of the year for which award is being competed.



- (b) The publication must be written by no more than three authors.
 - (c) All authors must be residents of Pakistan for at least three years on January 1 of the year for which award is being competed.
 - (d) Research articles only published in a W-category journal in HEC Journal Recognition System (HJRS) are eligible.
 - (e) Research articles must have a minimum citation count of 100.
 - (f) Publications (including extended version of a paper) that have previously been submitted for the same category of the award are not eligible for resubmission.
- (4) **Best Book of the Year Award**. Book(s) must be published by a recognized academic press³.

Note: *The applicant has never been blacklisted by HEC. The applicant/publication has not received the same award earlier. None of the publications on Applicant/Authors' credit is plagiarized as per HEC plagiarism policy. HEC Book Equivalence (when activated by HEC) factor may be incorporated in Best Book Award.*

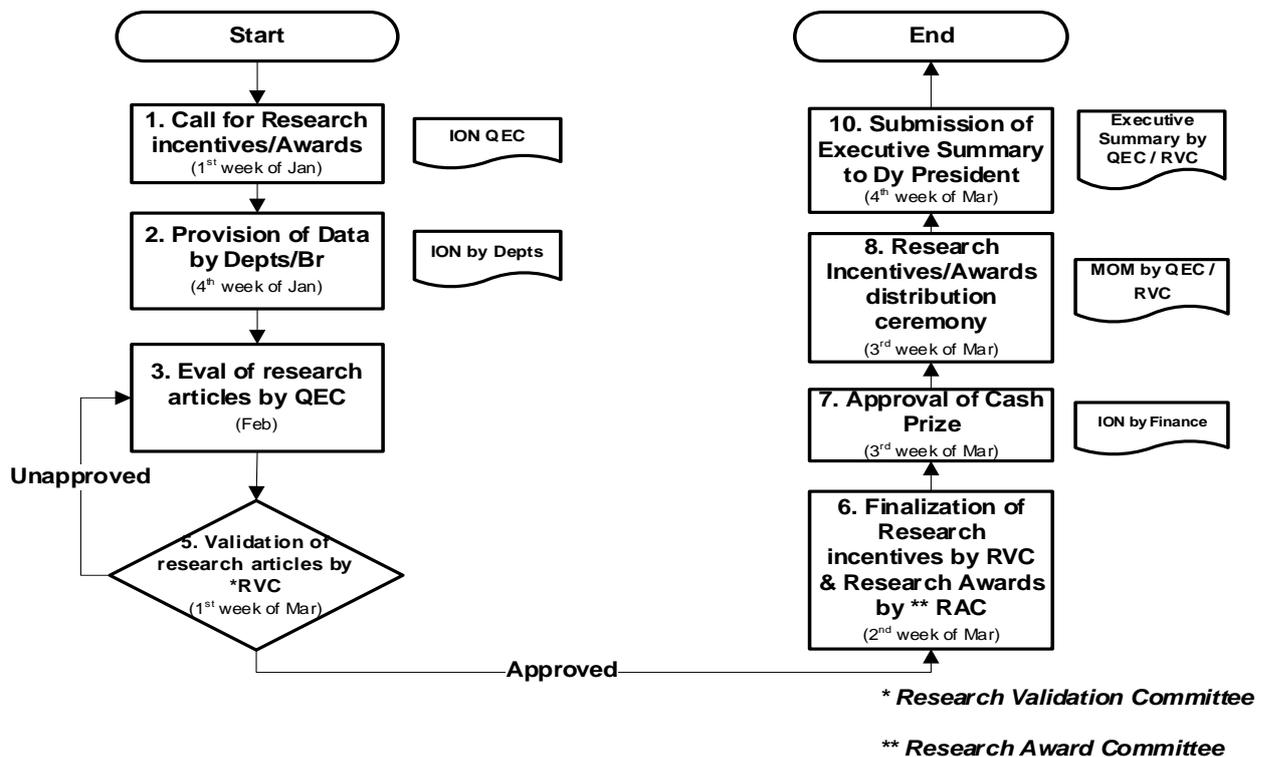
5. **Claiming Research Benefits Financial/Research Awards**

- a. If a faculty member/officer/student/staff makes a research publication/book/book chapter or monograph, and wants to compete in NDU research awards he/she should provide the details of his/her publication(s) to QEC for further processing. Research Award Committee will evaluate winner(s) on QEC devised proformae; Best Researcher **(Anx-A)**, Best Young Researcher **(Anx-B)** & Best Research Paper **(Anx-C)** and Best Book **(Anx-D)** of the year for all categories of NDU Research awards.
- b. If a faculty member/officer/student/staff makes a research publication/book/book chapter or monograph, he/she will be given monetary reward by the University as a token of appreciation on his/her intellectual contribution. The same may be claimed by completing proforma **(Anx-E)** for the purpose.
- c. If a faculty member/officer/student/staff makes a research publication/book/book chapter or monograph, and wants to compete in HEC research awards, he/she should provide details of publication to QEC as per HEC parameters within the given timeline.

³ Para 5 a of QEC SOP – ‘Enhancement of Quality Standards at NDU’



d. Process followed for NDU Research incentives & awards is as under:-



6. **Plagiarism.** Presenting work or ideas from **another source as your own**, with or without consent of the original author, by incorporating it into your work without full acknowledgement. ⁴ *This amounts to stealing and can be classified as an offense of ‘character failing’ for which penalties vary from letter of warning to removal of service, depending upon the severity and extent of the offense may be awarded.*

7. **Conclusion.** The policy contained in this paper is formed on the basis of HEC guidelines and best practices of reputed universities. It aims at supporting and advancing Research culture at the NDU for ultimate benefit of the faculty, students, institution and the nation.

8. Contents of this SOP are subject to change as and when deemed appropriate by the university. This SOP will be implemented with immediate effect after its circulation.


Director QEC
(Dr Farrukh Idrees)

⁴ In Case of Plagiarism, NDU Academic Regulations/NDU Plagiarism Policy/HEC’s policy on plagiarism will be applicable to all Researchers.





EVALUATION PROFORMA Best Researcher of the Year Award

Name of Researcher: _____

Department: _____ Year _____

1. Research Profile:¹

Sr#	Title	Title of Journal Article		
a.	Publication Date	(dd/mm/yy)		
b.	Publisher	Name of Journal		
c.	Volume & Page Number			
d.	Number of Authors			
e.	Name of Authors	List name of Authors as it appears on the publication		
f.	Role of Author	First/Lead author or corresponding author		
g.	Citation from Web of Science or Scopus	Number of citations	Source	Citation web link
h.	Impact factor of journal from Web of Science or Scopus	Impact Factor	Source	Web link
i.	HJRS Rank (web link: hjrs.hec.gov.pk)	Journal Category (W only)	JPI Score	Year
j.	Online Link	Web Link of digital copy of Research Article		
k.	Description	Brief description of impact of research article not more than 100 words		
l.	Required Documents	Provide copy of published Research Article		

2. Publication Evaluation Criteria (“W” Cat only):

Eligibility Check: The applicant is resident of Pakistan for at least three years on January 1 of the year for which award is being competed.	YES
	NO

Sr #	Criteria	Evaluation (Yes/No)	Marks Secured	Remarks
a	Relevant International publication(s) as a first author		HEC Evaluation Rubrics is attached for marks allocation by RAC ²	
	Relevant International publication(s) as a co-author			
	Relevant National publication(s) as a first author			
	Relevant National publication(s) as a co-author			

Note:

➤ In case of two or more candidates with equal marks, Research Award Committee will decide the winner of the Category.

¹<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/PublishingImages/Pages/Downloads/Sample%20Application%20Form%20-%20Best%20Researcher%20%26%20Young%20Researcher.pdf>

²<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/Documents/Evaluation%20Rubrics%20-%20Best%20Researcher%20Award.pdf>





EVALUATION PROFORMA
Best Young Researcher of the Year Award

Name of Researcher: _____

Department: _____ Year _____

1. Research profile:¹

Sr#	Title	Title of Journal Article		
a.	Publication Date	(dd/mm/yy)		
b.	Publisher	Name of Journal		
c.	Volume & Page Number			
d.	Number of Authors			
e.	Name of Authors	List name of Authors as it appears on the publication		
f.	Role of Author	First/Lead author or corresponding author		
g.	Citation from Web of Science or Scopus	Number of citations	Source	Citation web link
h.	Impact factor of journal from Web of Science or Scopus	Impact Factor	Source	Web link
i.	HJRS Rank (web link: hjrs.hec.gov.pk)	Journal Category (W only)	JPI Score	Year
j.	Online Link	Web Link of digital copy of Research Article		
k.	Description	Brief description of impact of research article not more than 100 words		
l.	Required Documents	Provide copy of published Research Article		

2. Publication Evaluation Criteria (“W” Cat only):

Eligibility Check 1: The applicant is under 40 years of age on January 1 of the year for which award is being competed.		YES		
		NO		
Eligibility Check 2: The applicant is a resident of Pakistan for at least one year on January 1 of the year for which award is being competed.		YES		
		NO		
Sr#	Criteria	Evaluation (Yes/No)	Marks Secured	Remarks
a	Relevant International publication(s) as a first author		HEC Evaluation Rubrics is attached for marks allocation by RAC ²	
	Relevant International publication(s) as a co-author			
	Relevant National publication(s) as a first author			
	Relevant National publication(s) as a co-author			
Note:				
➤ <i>In case of two or more candidates with equal marks, Research Award Committee will decide the winner of the Category.</i>				

¹<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/PublishingImages/Pages/Downloads/Sample%20Application%20Form%20-%20Best%20Researcher%20%26%20Young%20Researcher.pdf>

²<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/Documents/Evaluation%20Rubrics%20-%20Best%20Researcher%20Award.pdf>





EVALUATION PROFORMA
Best Research Paper of the Year Award

Name of Researcher: _____

Department: _____ Year _____

1. Research profile:¹

Publication Details	
Category (Select One)	1. <input type="checkbox"/> Research article 2. <input type="checkbox"/> Book

Sr#	Title	Title of Journal Article		
a.	Publication Date	(dd/mm/yy)		
b.	Publisher	Name of Journal		
c.	Volume & Page Number	Volume #	Page Number (From ____ to ____)	
d.	Number of Authors	Max.3		
e.	Name of Authors	List name of Authors as it appears on the publication		
f.	Role of Author	First/Lead author or corresponding author		
g.	Citation from Web of Science or Scopus	Number of citations (Minimum 100 citations)	Source	Citation web link
h.	Impact factor of journal from Web of Science or Scopus	Impact Factor	Source	Web link
i.	HJRS Rank (web link: hjrs.hec.gov.pk)	Journal Category (W only)	JPI Score	Year
j.	DOI/Web Link	Digital Object Identifier / Web Link of digital copy of Research Article		
k.	Required Documents	Provide copy of Publication in pdf.		

2. Publication Evaluation Criteria (“W” Cat only):

Eligibility Check 1: The publication is not be more than three years old before January 1 of the year for which award is being competed.	YES
	NO
Eligibility Check 2: The publication is written by no more than three authors.	YES
	NO
Eligibility Check 3: All authors are the residents of Pakistan for at least three years on January 1 of the year for which award is being competed.	YES
	NO
Eligibility Check 4: Research article is published in a W – Category.	YES
	NO

¹<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/PublishingImages/Pages/Downloads/Sample%20Application%20Form%20-%20Best%20Publication.pdf>



Eligibility Check 5: Research article have a citation count of 100.		YES		
		NO		
Note: <i>Publications (including extended version of a paper) that have previously been submitted for the same category of the award are not eligible for resubmission.</i>				
Sr#	Criteria	Evaluation (Yes/No)	Marks Secured	Remarks
a	Relevant International publication(s) as a first author		HEC Evaluation Rubrics is attached for marks allocation by RAC ²	
	Relevant International publication(s) as a co-author			
	Relevant National publication(s) as a first author			
	Relevant National publication(s) as a co-author			
Note:				
➤ <i>In case of two or more candidates with equal marks, Research Award Committee will decide the winner of the Category.</i>				

²<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/Documents/Evaluation%20Rubrics%20-%20Best%20Publication%20Award.pdf>





BEST RESEARCH AWARD **Evaluation Proforma for Best Book of the year**

Name of Researcher: _____

Department: _____ Year _____

1. Publication Details:¹

Eligibility Check: The author's introduction explicitly indicates the affiliation with NDU.		Yes
		No
Sr	Description	Remarks
a.	Title	
b.	Publication date	
c.	Publisher	
d.	Number of Authors	
e.	Name of Authors	
f.	Role of Applicant	
g.	Required Documents	Soft copy of book
h.	Hard Compy of the Book	Submitted Hard copy of the Book.

2. Publication Evaluation Criteria:² (HEC Evaluation Rubrics is attached for marks allocation)

Note: Author of book will provide fol for evaluation:-

- a. Hard & soft copy of book
- b. Similarity index (should be less than 19 %) duly signed by author)
- c. Detail of publisher (National/International)

Name of Evaluator : _____

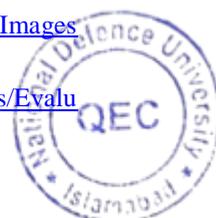
Signature : _____

Dated : _____

Note: In case of two or more candidates with equal marks, Research Award Committee will decide the winner of the Category.

¹<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/PublishingImages/Pages/Downloads/Sample%20Application%20Form%20-%20Best%20Publication.pdf>

²<https://www.hec.gov.pk/english/services/faculty/HEC%20Outstanding%20Research%20Awards/Documents/Evaluation%20Rubrics%20-%20Best%20Publication%20Award.pdf>



5.	A soft copy of the draft paper (s) should be provided, along with a photocopy of the published paper (s) from the journal including a copy of the front page of the journal.														
6.	In case of research Paper(s), Category of the Journal(s) (as per HEC/HJRS):	<input type="checkbox"/> W	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Y											
7.	<p><u>AUTHORS:</u></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 33%; text-align: center;"><u>Name & Position</u></th> <th style="width: 33%; text-align: center;"><u>Professional Address</u></th> <th style="width: 33%; text-align: center;"><u>E mail Address</u></th> </tr> </thead> <tbody> <tr> <td>a.</td> <td></td> <td></td> </tr> <tr> <td>b.</td> <td></td> <td></td> </tr> <tr> <td>c.</td> <td></td> <td></td> </tr> </tbody> </table>			<u>Name & Position</u>	<u>Professional Address</u>	<u>E mail Address</u>	a.			b.			c.		
<u>Name & Position</u>	<u>Professional Address</u>	<u>E mail Address</u>													
a.															
b.															
c.															
8.	<p><u>CERTIFICATE</u></p> <p><i>It is certified that the publications submitted have been made by full time Faculty Member (s) staff / student (s) of NDU and similar benefit(s) has not been claimed for the submitted paper(s) elsewhere.</i></p>														
		Date _____													
		Signature of Principal Author _____													
	Phone _____	E-mail _____													
		Signature of concerned HoD _____													
9.	<p><u>Comments by the DG/Dean / DG / Branch Head</u></p>														
	Date _____	Signature with Stamp of the DG Institute /Dean/Branch Head _____													
	Phone _____	E-mail _____													
10	<p><u>Comments by the Director QEC</u></p>														
		Signature _____													
		Date _____													

