

St. Xavier's University, Kolkata

FACULTY INCENTIVE POLICY 2026

[Effective from 1st July 2026]

1. Introduction

St. Xavier's University, Kolkata (SXUK) is committed to the pursuit of academic excellence and provide a fair and transparent framework by recognizing the performance of the teachers. 'Faculty Incentive Policy' is designed to motivate the faculty members for research activities and to foster a culture of academic excellence in the University.

2. Objectives

- (i) To encourage faculty members to focus on high quality research contributions in addition to teaching;
- (ii) To create an interest among faculty members for collaborative research projects;
- (iii) To motivate faculty members to write books based on their research work;
- (iv) To encourage faculty members to present research Papers at national and international conferences.
- (v) To motivate faculty members to create a research environment in the University through research work, publication and supervision

3. Applicability

Faculty Incentive Policy will be applicable to all regular full-time faculty members after the completion of probation period. This incentive policy is also applicable to the Professors of Practice/Adjunct Professors.

4. Incentive Schemes

4.1 Incentives for Journal Publication

Incentives will be considered only for the publications indexed in Web of Science Core and Scopus.

Web of Science Core – This category will include Science Citation Index Expanded (SCIE), Social Sciences Citation Index (SCIE), Arts & Humanities Citation Index (A&HCI) and Emerging Sources Citation Index (ESCI).

For publishing articles indexed in Web of Science Core, the faculty member will be eligible to receive an incentive of ₹15,000 for each publication.

Scopus – Incentives for publications indexed in Scopus will be as follows:

Description	Quartile/ Indexing	Incentive	Remarks
Journal papers (Quartile based on Scopus)	Quartile 1	₹ 25,000	(i) Quartile measured from Scopus data and not from any other website
	Quartile 2	₹ 20,000	
	Quartile 3	₹ 15,000	(ii) If the paper is withdrawn/retracted for any reason, the amount paid as incentive will be recovered from the concerned faculty member.
	Quartile 4	₹ 10,000	

Note: If any publication is indexed both in Web of Science Core and Scopus, higher of the two incentive schemes will be considered.

Published research articles may be verified from the following portals.

- a. <https://www.scopus.com/sources.uri?zone=TopNavBar&origin=searchbasic> (Scopus Indexed Journals list).
- b. <https://mjl.clarivate.com/search-results> (Web of Science master journal list)

4.2 Incentives for Book Publication – Incentives for publication of book/monograph/book chapter/editing of book will be considered only when (i) the books/monographs are with ISBN and (ii) the book/monograph/book chapter is considered by the Book Review Committee/Board as research-based publication.

Incentives for publications will be as follows:

Description	Incentive	Remarks
Publication of book/Monograph (Author/s)	₹ 10,000	If it is established later that there is a copyright violation or plagiarised, the amount paid as incentive will be recovered from the concerned faculty member.
Book editing	₹ 7,000	
Book chapter (only Scopus indexed)	₹ 5,000	

Distribution of Publication Incentives

Number of Authors from SXUK	Distribution of Incentives
Single authored	100%
First and second authors (two authors) from SXUK	First author: 60%; Second author: 40%
First author, second author and third author (three authors) from SXUK	First author: 60%, Second author: 20%, Third author: 20%
Second author (only one author) from SXUK	40 %
Second author and third author from SXUK	Second author: 20% Third author: 20%

4.3 Incentives for externally funded Research Project

When a research project in SXUK is funded by an external agency, 2% of the total project grant will be given by the University to the Principal Investigator (PI) as incentive upon completion of the project and final submission of the utilisation certificate (UC). If there is also a co-PI from SXUK, incentive will be given as follows:

PI – 60% of the total incentive; Co-PI – 40% of the total incentive. If there are more than one Co-PI, 40% of the total incentives will be equally distributed.

If the co-PI is from another institution/organisation, only the PI will receive 1.2% of the total project grant as incentive.

This incentive will be applicable when the minimum project grant is ₹ 50,000. This incentive scheme will not be applicable for any project funded by St. Xavier’s College Kolkata Educational Trust (SXCKET), the sponsoring trust of the University.

4.4 Incentive for Patent Published and Granted

- (i) SXUK will re-imburse 50% of the total application fee for patent filing post-publication.

- (ii) For each patent successfully granted, incentive will be ₹ 20,000 for a foreign patent and ₹ 15,000 for an Indian patent.
- (iii) If a faculty member receives any royalty from an organisation for the said patent, he/she will be required to pay 40% of the total royalty to SXUK.

4.5 Incentive for Paper Presentation in Seminar/Conference.

- (i) **National level** – A faculty member will receive an amount of not exceeding ₹ 12,000 toward the registration fees and travel expenses for presenting Paper as a sole/first author at a national level seminar/conference. It can be claimed once in an academic year.
- (ii) **International level** - A faculty member will receive an amount of not exceeding ₹ 50,000 toward the registration fees and travel expenses for presenting Paper as a sole/first author at an international level conference. It can be claimed once in two academic years.
- (iii) **Terms and conditions and procedures for claiming the incentive for Paper Presentation**
 - (a) If the faculty member receives financial assistance from any other source, He/she will not be eligible for this incentive.
 - (b) The faculty member needs to seek prior approval from the Vice-Chancellor for special casual leave before registration.
 - (c) Claim is to be submitted within 15 days effective from the date of completion of such seminar/conference along with the relevant payment documents and the certificate of Paper presentation.

4.6 Other Incentives

- (i) Faculty members working as approved Ph.D. supervisors (Principal / sole supervisors) of the University will receive an incentive of ₹25,000/- after the student successfully completes the Ph.D. programme in the university.
- (ii) For developing MOOC courses in the discipline or related discipline, incentives shall be given to the faculty members according to the university's research policy.
- (iii) For continuing education and learning new skills among the faculty members, especially those who have completed the probation period, the University will grant 100% reimbursement of fees if they complete any MOOC course from the NPTEL & SWAYAM platform.
- (iv) Faculty member will be required to share the details with the University while registering for or applying for the examination for any course. Faculty member must submit a copy of the examination fee payment and the NPTEL certificate to SXUK - SPOC for verification. A faculty member can use this facility only once in a session (Two Sessions in a Year).

5. Seed Fund

The St. Xavier's College Kolkata Education Trust (SXCKET), the sponsoring trust of the University, has established a separate research fund for faculty members. The funding shall be decided as per the university's research policy. Allotment of research funds will be subjected to the recommendation of a review committee consisting of experts in the concerned domain. The faculty member will be required to submit the research proposal to the Hon. Director of LCERI. University will notify priority areas in respect of research project to be submitted by the faculty members. After the completion of the project, two hard copies and a soft copy of the report will be required to be submitted.