



**Mirpur University of Science & Technology (MUST), Mirpur
(Directorate of Advanced Studies and Research Board)**

CLAIM FORM FOR INCENTIVES FOR PUBLISHED RESEARCH PAPERS

1. Name of Researcher:
2. Designation:
3. Faculty/Department/Institute/Centre:
4. List of Research papers published during the Calendar Year _____ :

	Author (s)	Status of authorship <i>(whether 1st, 2nd, 3rd, etc.)</i>	Journal		Year	Vol.	No.	Pages	Current I.F.
			National	International					
(i)									
(ii)									
(iii)									
(iv)									
(v)									

Signature of the Claimant

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Sr.No.	Description:	Rate	Amount
i)	Number of papers published in impact Factor Journals		
ii)	Number of papers published in HEC Recognized Journals		
<i>Total amount being claimed:</i>			

Signatures of the Evaluation Committee:

- | | |
|---|---|
| 1- Registrar (Member) _____ | 2- Treasurer (Member) _____ |
| 3- Chairman/Director
(ex-officio member) _____ | 4- Director, ASRB
(Member/Secretary) _____ |
| 5. Chairman of the Committee _____ | |

Date:.....

For terms & conditions see overleaf

TERMS AND CONDITIONS FOR THE GRANT OF INCENTIVES

- 1- The rate of incentive per research paper is as follows:
 - (i) Rs.5,000/-per paper over and above minimum number of publications required for a particular post in a National Journal/ Conference proceedings of international repute.
 - (ii) Rs.10, 000/-per paper over and above the minimum number of publications required for a particular post in a foreign international research journal /conference proceedings.
- 2- The claim (by the university employee) for the payment is to be submitted to the Directorate of Advanced Studies & Research Board for the scrutiny of prescribed form.
- 3- The Claimant has to provide a list of his / her publications along with reprints of published paper(s) in the research journal of international repute. No abstract/accepted paper is accepted for claim.
- 4- The research paper presented in national / international conference is accepted for claim only when it is published with full citation in proceeding/ journal.
- 5- In case of more than one author, first author will claim ½ and subsequent authors ¼ each.
- 6- The Evaluation Committee (EC) consisting of members i.e., **Chairman**(*Dean of faculty*), **Registrar, Treasurer, Director/ Chairman** of the concerned Teaching Institute / Department (*ex-officio member*) and Director Advanced Studies & Research Board (ASRB),shall scrutinize the request of the claimant.
- 7- The Treasurer shall make the payment of the claim after the approval of the Vice Chancellor on the recommendation of the EC. The claimant has to fulfill the financial / audit requirements.
- 8- The incentives are subject to the availability of funds in the university budget.