

Policy Amendment Record

Policy Name: Staff Handbook 2025

Amendments in Reference: Staff Welfare & Support Policy

Amendments to Section: 3.5 Recognition and Incentive Scheme

Amendment No: 001

Effective Date: January 1, 2026

Description of Change: Amendments in category, type, Incentive points & amount.

Sl. No	Category	Type	Research Points	Incentive Amount
Publications (Max 30)				
1.	Publications (Indexed)			
	Research paper published in a Journal indexed in Scopus / Web of Science (including ABDC). The impact factor to be determined as per JCR at the time of publication.	Paper with an impact factor >10	15	Rs. 50,000/-
		Paper with an impact factor between 5 and 10	12	Rs. 40,000/-
		Paper with an impact factor between 2 and 5	10	Rs. 30,000/-
		Paper with an impact factor between 1 and 2 or Scopus indexed without impact factor cite score >25	8	Rs. 25,000/-
		Paper with an impact factor less than 1 or Scopus indexed without impact factor cite score 10<=25	5	Rs. 20,000/-
		Paper in Scopus indexed without impact factor cite score <10	5	Rs. 15,000/-
	Book (Scopus Indexed)		7	Rs. 20,000/-
	Book Chapter (Scopus Indexed)		5	Rs. 15,000/-
	Conference Paper (Scopus Indexed)		3	Rs. 10,000/-
	Conference Paper published in Non-Scopus Indexed proceedings (Only for Language faculty under Bharatiya Basha). Max 2 papers in a year.		2	Rs.2000/-
	Books published by reputed international and national publishers with an ISBN. Considered only for the Language faculty under Bharatiya Basha. (Textbooks and guides prepared as per the syllabus of a specific institution will not be considered)		3	Rs. 5,000/-
2.	Conference Paper Presentations (Max 5)			
	Research Paper presentation in reputed National & International conferences without Scopus-indexed proceedings. <i>Note: Title must be relevant to the discipline.</i>		2	-
3.	External Funds (Max 5)			
	Projects			5% of the total amount or
	Less than 1 Lakh		2	Rs.50,000,
	1 Lakh to 3 Lakhs		3	whichever is
	3 Lakhs to 5 Lakhs		4	

	More than 5 Lakhs	5	lesser.
	Seminar/Workshop/Conference- Grants	3	-
4.	Supervisor (Max 6)		
	Guided PhD (The scholar should have submitted the thesis)	3	-
5.	SEED Money (Max 4)		
	All departments are eligible for one major and one minor research project per academic year under SEED Money CAIAS Grant. Minor Project- Up to Rs. 50,000/- Major Project – Up to Rs.2,00,000/- Note: For the Major Project, half of the marks may be claimed by the faculty member in the sanctioned year, and the remaining marks may be claimed only in the year of completion.	2 4	-
6.	Best Student Research Award (For CAIAS Students)		
	1st 2nd 3rd Note: Best Student Research award will be evaluated by the Centre for Research Committee based on students' yearly achievement. Also, a minimum research score to be attained.		Rs. 20,000/- Rs. 15,000/- Rs. 10,000/-
7.	Faculty Development Program (FDP)/ Management Development Program (MDP)		
	FDP/ MDP (must be in offline mode for a minimum of 5 days other than CAIAS). Note: The FDP/ MDP should be organised by an internationally/nationally reputed institution on a relevant topic. A prior approval from the HoD is mandatory.	2	Registration fee up to Rs. 3000/- (Registration receipt to be submitted for claim) on Approval by the Management
	Continued Education / Upskilling (minimum of 5 days to 2 weeks, other than CAIAS). Note: Online Certificate programme from reputed National and International Institutions/Universities relevant to the area of specialization, with prior approval from HoD / Dean Academics.	2	
	NPTEL/Swayam Course Completion 4 weeks 8 weeks 12 weeks Exam Completion with 5% of Topper Rank	2 3 4 5	-
	Keynote Speaker / Resource Person	2	-
	Student welfare activity through MoU for placement & Internship Note: For each MoU-based activity, the respective faculty member may claim 2 marks per activity.	2	-
Ideation, Incubation and Innovation Centre (IIIC) (Max 10)			
8.	Patents		
	Patents Published Patents Granted Note: The first name of the Inventor /Applicant should be the Institution Name (Christ Academy Institute for Advanced Studies).	2 5	Rs. 3,000/- Rs. 6,000/-

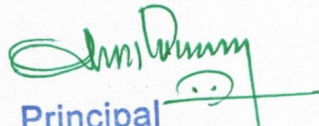


9.	Consultancy		
	Less than 1 Lakh	2	80%
	1 Lakh to 3 Lakhs	3	
	3 Lakhs to 5 Lakhs	4	60%
	More than 5 Lakhs	5	

Note:

- To claim research points and incentives, affiliation with Christ Academy Institute for Advanced Studies is mandatory.
- In cases where multiple faculty members from CAIAS are involved in a research activity, only the first three authors (**Position 1-3**) will be eligible for the research points and the incentive. The corresponding incentive amount will be equally distributed among all CAIAS faculty authors. Papers published in collaboration with other institutions, the position of fourth to seventh authorship will be able to claim research points, but no incentive.
- It is mandatory for all faculty members to publish at least two research articles with Scopus indexing. Those who have completed Ph.D must ensure that one of them is in a Scopus/WoS-indexed journal with accurate institutional affiliation details.
- Research points for staff appraisal will be calculated based on research activities carried out between 1st June to 31st May each year.
- Faculty may earn a maximum of 60 points under Research & IIIC. For appraisal purposes, these points will be scaled to 30 marks using the following formula:
Scaled Score = (Research + IIIC Points Obtained / 60) × 30.
- Faculty Enrichment, like FDP/MDP & Student Welfare Initiative, will be eligible to claim appraisal points under Institution and Department Activities.
- Incentive Period and Disbursement: The incentive will be calculated for the period from 1st January to 31st December, and the approved incentive amount will be credited in May of the subsequent year, post-appraisal.




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