



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY (GNIPST)

*A JIS Group Educational Initiative
157/F, Nilgunj Road, Sodepur, Kolkata – 700114, West Bengal
Approved by PCI | Accredited by NAAC & NBA | Affiliated to MAKAUT,
Kolkata*



UNIFORM FORMAT FOR ACADEMIC PERFORMANCE INDICATORS (API) & R&D INCENTIVES Assessment Year 2025–26

*Covering Publication & Development, Research Guidance & Patents, Sponsored Research & Consultancy Projects, External Collaboration & Other Activities, and Personal Developments
An Institutional Policy Document*

Document Title	Uniform Format for API and R&D Incentives
Applicable To	All teaching faculty of JIS Group institutions, including GNIPST
Governing Scheme	JIS Incentive Scheme for R&D Achievement
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Mandatory Identifiers	Vidwan ID, Google Scholar ID, ORCID iD

In compliance with the JIS Incentive Scheme for R&D Achievement. Points/marks accrued are credited only after approval of the Central Evaluation Committee.

PUBLICATION & DEVELOPMENT

1. PUBLICATION				
Parameter		Marks (For API)	Point (For R&D Incentives)	Information/ documents to be provided/ uploaded
1a) Books	Indexed Book (Authored)	20	1000	1. Domain – Specify the academic/research domain of the book or chapter. 2. Author(s) & Affiliation Provide the names of the authors along with their complete institutional affiliation. 3. First Three Authors – Clearly mention the first three authors: from same institution in book or chapter. 4. ISBN / ISSN – Enter the correct International Standard Book Number (ISBN) or ISSN (for book series). 5. Book Title – Write the full official title of the book, including subtitle if applicable. 6. Chapter Title (Book Chapter only) – Mention the exact title of the chapter. 7. Editors of the Book (Book Chapter only) – Provide the names of the editor(s) of the book with their affiliation. 8. Edition & Year of Publication – Mention the edition (if not first) and the year it was published. 9. Publisher – Only recognized/reputed academic publishers (e.g., Springer, Elsevier, Taylor & Francis, Oxford University Press, etc.), <i>no self-publishing</i>. 10. Page Numbers (Book Chapter only) – Mention the page range of the chapter within the book. 11. DOI (if available) – If the book has a DOI, include it for digital traceability. 12. Book & Book Chapter: Physical copy of book or chapter.
	Indexed Book (Edited)	10	800	
	Book Authored (ISBN)	10	500	
	Book Edited (ISBN)	5	200	
1b) Books Chapter	Indexed Book Chapter	5 (No upper limit)	300	
	Book Chapter (ISBN)	2 (Max limit 20)	150	
1c) Publications as per approved Guidelines (Article)				
Indexed Article		10	500	1. Full Paper (PDF) – Final published version of the article/paper. 2. First Page of Publication – Showing title, author(s), affiliation, journal/conference name, ISSN/ISBN, and year. 3. Three-Author Rule – If faculty is corresponding author → Corresponding Author + First Two Authors (in sequence). If corresponding author is from another institute or is a student → First Three Authors (in sequence) from same institute.

			4. Indexing Proof – Screenshot or official link confirming indexing in Scopus or Web of Science Core (SCI, SCIE, SSCI, AHCI, ESCI) . 5. DOI – DOI link from Cross Ref or publisher's website. 6. Conference Brochure/Certificate (for Conference Proceedings only) – Showing conference name, organizer, venue, and dates. 7. First Page of Proceedings Volume (for Conference Proceedings only) – Showing ISBN, publisher, and series/volume 8. Publications must be indexed in Scopus or Web of Science Core (SCI, SCIE, SSCI, AHCI) . 9. Predatory works will not be accepted. 10. Consistency of author names and affiliations with institutional records is mandatory. 11. Proof of indexing is compulsory – submissions without indexing proof will not be considered
Indexed Conference Proceedings	5	300	

1d) Publications with Students			
Indexed Article	15	500	1. Same as 1(c)
Indexed Conference Proceedings	5	300	Same as 1(c)

2. RESEARCH GUIDANCE AND PATENTS

Research Guidance			
Parameter	Marks (For API)	Point (For R&D Incentives)	Information/ documents to be provided/ uploaded
	Supervisor/Co Supervisor/ Guide/Co Guide	Supervisor/Co Supervisor/ Guide/Co Guide	
a) Ph.D. awarded to student	20	500	Provisional degree issued by University
b) Ph.D. student Registered	5	100	Letter with Title of thesis; name of Supervisor/Co Supervisor/ Guide/Co Guide
Patents			
c) Transfer of Technology/Patent Commercialisation	25	2000	MoU/ Agreement/ document in support of transfer; Name of team members
d) Grant of Patent	10	1000	Title of the invention; Names of co-inventors & affiliation Patent/ Publication number assigned by Patent Office; Certificate issued by the Patent Office; Three author rule will apply as per 1(c) clause 3
e) Publication of Patent	5	200	Title of the invention; Name of co-inventors& affiliation; Certificate issued by the Patent Office; Three author rule will apply as per 1(c) clause 3

3. Sponsored Research & Consultancy Projects

a) Funding from sponsored research projects					
	Marks (For API)		Point (For R&D Incentives)		Information/ documents to be provided/ uploaded
Fund Approved/Received	As PI	As Co-PI*	As PI	As Co-PI*	
≥ 20 Lakhs	25 marks	20 marks	500	400	Sanction Letter from the funding agency
≥ 10 Lakhs and < 20 Lakhs	20 marks	15 marks	400	300	
≥ 5 Lakhs and < 10 Lakhs	15 marks	10 marks	300	200	
< 5 Lakhs	10 marks	5 marks	200	100	
Submission of Proposal (Min. 10 lakhs)			100	50	Title of project; Co-PI(s)/ PI; project duration; project cost; funding agency; Acknowledgement (Application No.) from funding agency
Before time (at least one month), completion & submission of Report to funding agency			200		Project Completion Report; Fund Utilization Certificate; Proof of submission of Report; Declaration of before time submission, mentioning both dates
Industry sponsorship (10% of sanctioned amount)			10% of sanctioned amount		Sponsorship Letter from Industry Proof of money deposited in Institute account
Completion of Project (Min. 10 lakhs)			500	200	Project Completion Report; Fund Utilization Certificate; Proof of submission of Report
b) Funding from Funding agencies (Other than Research project) Other Grants received from Funding Agencies (Other than Research project of the faculty)					
≥ 5 Lakhs	20 marks	15 marks	200		Sanction Letter from the funding agency
≥ 2 Lakhs and < 5 Lakhs	15 marks	10 marks	150		
< 2 Lakhs	10 marks	5 marks	100		Proof of money deposited in Institute account
Industry sponsorship			10% of sanctioned amount		Sponsorship Letter from Industry Proof of money deposited in Institute account
c) Funding from Consultancy Funding from Consultancy Projects					
Above 1 Lakhs	10 marks	-	100	100	Sanction Letter from the funding agency Proof of money deposited in Institute account
Below 1 Lakh	5 marks	-	50	50	

*A faculty is eligible to obtain Point/marks as Co PI only if it is for an institution within JIS Group and fund is received by the institute under JIS Group

4. EXTERNAL COLLABORATION AND OTHER ACTIVITIES

Parameter	Marks (For API)	Point (For R&D Incentives)	Information/ documents to be provided/ uploaded
a) International collaboration /MoU with at least one activity within the assessment year	20		1. MoU is mandatory. 2. Document showing prior approval from HOI for MoU is mandatory. 3. Must be signatory (party) or at least witness. 4. One activity under MoU is mandatory. 5. Activity must have prior approval from HOI (via official mail). 6. Activity report must be certified by HOI. 7. Proper geotag photo must be attached with report.
b) National collaboration / MoU with at least one activity within the assessment year	15		
c) Invited / Keynote / Tutorial lectures delivered in Conference/ Symposium (Outside JIS Group of Institutions)	10		1. Copy of invitation letter / mail from the host institution. 2. Programme schedule / brochure showing name of faculty and lecture details. 3. Certificate of appreciation / participation (if issued by host).
d) Membership of reputed professional bodies	5		1. Copy of Membership Certificate / ID card issued by the professional body. 2. Proof of current validity (receipt of renewal fee / confirmation mail / membership card with validity date). 3. Details of membership type (Life Member / Annual / Fellow / Associate etc.). 4. For Life member is to be issued or reissued in Academic Year.
e) Organizing an International Conference		1000	Submission of Report to Funding Agencies/ Sponsors; Name of Convener, Co-convener, Secretary, Joint Secretary
f) Organizing National Conference		400	Submission of Report to Funding Agencies/ Sponsors; Submission of Report to Funding Agencies/ Sponsors; Name of Convener, Co-convener, Secretary, Joint Secretary
g) Organizing a hand-on Workshop / Training which leads to IRG (for a group of minimum 20 participants) on instruments/ tools/ techniques		300	Submission of Report which should include feedback of participants; Name of Organizer; Co-organizer

5. PERSONAL DEVELOPMENTS

Parameter	Marks (For API)	Point (For R&D Incentives)	Information/ documents to be provided/ uploaded
a) Faculty Development Programs (FDP) attended (Min 5 days)	5 marks for each Max 10		1. FDP must be minimum 5 days in duration. 2. Online FDPs are not allowed, except those conducted under ATAL Academy. 3. Certificate of participation / completion is mandatory. 4. FDP will be considered one in a semester
b) Online certification courses (NPTEL only) completed	5 marks for each Max 10		1. Completion certificate from NPTEL is mandatory. 2. Certificate should clearly show course name, duration, marks/grade, and dates. 3. Transcript / Point card (if available) should also be attached.
c) Fellowships and Awards received from reputed external agencies (Other than JIS Group)	5 marks for each Max 10		1. Copy of fellowship / award certificate issued by the external agency. 2. Official communication / letter of award (if available). 3. Details of awarding body (name, logo, recognition status). 4. Validity (for fellowships, if applicable).
d) MOOC Course Development (NPTEL/Swayam/Coursera/EDx)	25 marks for each Course		1. Confirmation letter or mail from the hosting platform. 2. Course details / webpage link showing faculty name as course developer. 3. Course outline / syllabus with duration, modules, and credits. 4. Hosting details on NPTEL / SWAYAM / Coursera / EdX platform
e) Attending International/National Conference	5 marks for each Max 10		1. Certificate of participation is mandatory 2. Institute affiliation in mandatory

GUIDELINES

Points will be split equally between in case of multiple applicants/ investigators/ authors/ inventors/ organizers/ convenors are involved and credited to researchers.

Qualifying marks (for API) in R&D Activities:

1. **Publication – Minimum Qualifying Point: 20 (No Maximum Limit) (Mandatory)**
2. **Research Guidance and Patents – Minimum Qualifying Point: 15 (No Maximum Limit)*
3. **Sponsored Research & Consultancy Projects – Minimum Qualifying Point: 15 (No Maximum Limit)*
4. **External Collaboration and Other Activities – Minimum Qualifying Point: 15 (No Maximum Limit)*
5. **Personal Developments – Minimum Qualifying Point: 20 (No Maximum Limit)*

Note:

- *Category 1 (Publication) is mandatory.*
- *Overall Minimum Qualifying Point: 50.*

JIS Incentive Scheme for R&D Achievement:

- Scheme is for faculty of JIS institutions only
- The relevant information has to be uploaded on the portal, to get points
- Points will be split equally between in case of multiple applicants/ investigators/ authors/ inventors/ organizers/ convenors are involved and credited to researchers.
- Additional points will be admissible for research papers published out of collaboration between institutions within JIS Group. For each additional institution in the collaboration, points will be increased by 10% and then divided among the authors. (10% if two institutions collaborate, 20% if three, 30% if four and so on).
- **The points accrued (x10)** will be redeemed/ monetized once in a year after completion of Appraisal Process. Institution may check physical documents before redemption.
- Points will be credited after approval of Central Evaluation Committee

Vidwan ID (Mandatory)	
Google Scholar ID (Mandatory)	
Orchid ID (Mandatory)	