



Dr. Vithalrao Vikhe Patil
Foundation
HEALTH SCIENCES
INSTITUTES

FINANCIAL ASSISTANCE POLICY
FOR
RESEARCH PAPER

Dr VithalraoVikhePatil Foundation
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OBJECTIVE OF FINANCIAL ASSISTANCE:

The main objective of the '**Financial Assistance**' is to support and motivate the faculties of Medical, Nursing and Physiotherapy College for publishing their IEC approved research papers in International and National academic research journals. The idea behind this support is to promote the dissemination of the research work of the faculties by facilitating them to share their research findings in Journals.

Hence the overall objectives of the policy are

1. To promote high-quality publications in reputed journals that would help in achieving higher global ranks and overall improvement of the quality of research and education in the institute.
2. To foster academic and research integrity as well as publication ethics amongst teachers.
3. To promote high-quality research by institutional teaching faculties to ensure credibility.
4. To discourage unethical research practices such as plagiarism, publications in dubious/sub-standard journals which reflect adversely and tarnish the image of research work and thus lead to a long term academic damage teachers as well the institute

ELIGIBILITY OF TEACHERS

1. **MUHS permanent approved full-time teachers** – Principal /Professor / Associate Professor /Assistant Professor
2. **MUHS temporary approved teachers** with more than 2 years of service in the institute

PREREQUISITES FOR AVAILING FINANCIAL ASSISTANCE FOR PUBLICATIONS:

1. It should be the original work of the teacher who is applying for the Grant.
2. The work should be completed in the current institute where he is working
3. The teacher should submit the prescribed form along with necessary documents as mentioned below.
4. The teacher must obtain undertaking along with application in the prescribed format as given in the application.
5. Publication must be done in prescribed journals only as given below.
6. The teacher will not be eligible for any assistance if the paper is published in any journal other than that mentioned in the given list.
7. The teacher must check for possible plagiarism before submitting the article for publication and obtain the no plagiarism certificate from the concerned authority of the institute. The paper must comply with the “Latest UGC Guidelines (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018”.
8. Reproduction, in part or whole, of one's own previously, published work without adequate citation and proper acknowledgement and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' (also known as 'self-plagiarism') is not eligible for financial assistance.[UGC Notice SELF-PLAGIARISM, N.F.I-112020(SECY) 20th April 2020]
9. Assistance will be given to the papers published during the current year. No paper will be eligible for financial assistance published in the past.
10. Assistance will be given to one article From Group I and Group II per year for one faculty, as shown in the table below.
11. If the journal is indexed in multiple agencies from Group I and Group II, the agency with the highest amount, i.e. from Group I will be paid only once to the author.
12. Indexing of the journal for the year of publication is mandatory. i.e. If journal is indexed in 2018 only and Article is published in 2019 , the article will not be considered for financial assistance.

NATURE OF FINANCIAL ASSISTANCE

The credibility of research publications is critical because it represents the academic image of not just an individual, but of the institution and the nation as well. The number of research articles published in reputed journals is one of the globally-accepted indicators considered for various academic purposes including institutional ranking, appointments and promotions of faculty members, and award of research degrees. Hence Research Advisory committee of the institute has formulated a policy in view of directives issued by UGC.

It is desired that staff should initiate publications in the journals listed in UGC-CARE List(<https://ugccare.unipune.ac.in/apps1/home/index>), Minimum Qualifications for Teachers in Medical Institutions (Amendment) Regulations, 2019 [MCI-12(2)/2019-Med.Misc./189334] and also the in the journals indexed in high impact indexing agencies as mentioned below.

Group	Indexing Agencies	Financial assistance*	Type of Article	Number/ year permitted
I	UGC Care / Scopus / Web of Science	100 %	Original, Meta-Analysis, Review	Any One
	Pubmed/NLM/ Medline	100%		
	Thomson and Reuters	100%		
II	Science Citation Index (SCI)	50 %	Original, Meta-Analysis, Review,	Any One
	Elsevier/Expanded EMBASE	50 %		
	Directory of Open access journals (DoAJ)	25%	Case study, Case report, Pilot Study	

*Financial assistance (Publication Charges) will be given to the published paper and will be given in the name of the first author (Corresponding author) only on production of publication/processing charges paid receipt. No financial assistance will be provided to teachers before publication or on acceptance of the paper.

DOCUMENTS TO BE SUBMITTED

1. Copy of Published paper
2. Print of website page on which title of the article is displayed
3. Payment receipt of Processing / Publication charges
4. Undertaking from Authors
5. HOD/Principal Certificate
6. IEC certificate from Institutional Ethics Committee
7. Research cell scientific committee approval for conducting research

REIMBURSEMENT OF COMMITTED AMOUNT

The institute in the event of approval of assistance will initially issue a letter agreeing to the financial support. The committed amount will be reimbursed to the applicant only on submitting all necessary documents as mentioned above and successful verification by the accounts department.

ANNEXURE-I

APPLICATION FORM

FINANCIAL ASSISTANCE FOR RESEARCH PAPER PUBLICATION

Name of Staff/Faculty(First Author)-

Surname

First Name

Middle

Department:_____

Designation:_____

Date of Joining : ____/____/____ **Years of Service in the Institute:** ____/____

Years

Months

Other Contributors: (In sequence as appeared on Research Paper)

Sr. No	Name of Faculty	Designation	Department

Details of Journal in which Paper is Published:

Title of Paper:_____

Name of Journal: _____

Name of Publisher:_____

Website:_____

Year/Volume(Issue)/ Page Number: _____

ISSN Numbers: : Print:_____ Online:_____

Indexed in: _____

Details of Financial Assistance from Institute in Past(If any) for Publication of Paper:

Year of assistance_____ **Amount Received: Rs:**_____

VERIFICATION OF PUBLICATION BY RESEARCH CELL

I certify that The details given by the applicant are correct.

Recommendation for Financial Assistance:.....

Research Cell Coordinator/Secretary

UNDERTAKING BY FACULTY

I certify that,

- a) The details given above are correct.
- b) If the information furnished in this application is found to be incorrect at a later date, I shall reimburse the entire money to the Institute
- c) In case of financial assistance is received from any other funding agency, I shall pay back the amount granted by the Institute
- d) I shall abide by the decision of the Institute
- e) In case I am found not fit as per provisions in the financial assistance scheme, even after the approval of the case, the assistance will automatically be considered as cancelled.

Date:

Signature of Faculty

Name:.....

Recommendation by Head of the Department with reasoning

Date:		Sign. Head of Department
Place:	Seal	Name:

CERTIFICATE BY THE PRINCIPAL/DEAN

I certify that

- (i) The details given by the applicant are correct.
- (ii) The applicant has not availed financial assistance in the last years.
- (iii) The applicant has enclosed all the relevant documents.
- (iv) The information provided in the application is correct.

Recommendations: _____

Place:

Signature:

Date: ____/____/____

Name:

College/Institute seal:

HR DEPARTMENT

He/she is working in institute since years and approved temporarily/permanently

Recommendations: _____

Place:

Signature of HR officer:

Date: ____/____/____

Name:

HR Department seal

REMARKS BY DEPUTY DIRECTOR

Remarks _____

(Approved/Not Approved)

Place:

Sign. Of Deputy Director

Date: ____/____/____

Name:

To:-

The Accounts Section for release of reimbursement

ACCOUNT DEPARTMENT

Documents verified:

1. Copy of Published paper
2. Print of website page on which title of article is displayed
3. Payment receipt of Processing / Publication charges
4. HR Department Remarks
5. HOD/Principal/Dean Certificate

Recommendations: _____

Amount to be released: Rs.

Cheque No: _____ **Date:** ____/____/_____

Name of Bank:

Place: _____ **Signature of Account officer:**

Date : Date: ____/____/_____ **Name:**

(Note: Amount to be released in Name of first author only)