

## **POLICY ON PROMOTING PUBLICATIONS-APRIL 01,2022**

### **1. Preamble:**

The existing policy to promote publication in IIHMR Group of Institutes was developed to give extra fillip to publications in 2002. Hence, the policy is due for a review. Thus, some of the incentives for various publications have been revisited and revised. The new norms will be applicable effective from date of approval for faculty and research staff.

### **2. Objective:**

To give special thrust to develop a culture for publishing in IIHMR Group of Institutes, which is a vital for obtaining good rankings and for securing large grants at national and international levels, and thus improve the profile of the IIHMR.

### **3. Promotion of Knowledge Creation and Dissemination**

IIHMR is committed to promote and foster knowledge creation in the field of Hospital & Health Management, Health IT Management, Pharmaceutical management, and Social Development. IIHMR has strived since its inception in 1984 to identify research gaps in the areas of health and hospital and related domains and contributed through research, knowledge creation and dissemination. The faculty and research scholars are encouraged to participate in writing scientific papers and publish a minimum of two scientific articles in peer-reviewed indexed journals of high repute every year. Emphasis is given on writing scientific manuscripts on policy relevant domains or related to research projects undertaken. The manuscripts could be anything ranging from systematic or narrative reviews, secondary data analysis, qualitative or quantitative primary data, to policy dialogues, white paper, working paper, or viewpoints or perspectives.

For publication in open access journals, publications fees can be charged to the research project. This will be possible provided publication fees is earmarked as a budgetary item in the approved budget. If the same is not present, there should be a written communication from the funding body that the balance funds, if any, may be utilized for this purpose. In case of non-availability of funds, the authors may decide to contribute at their personal levels. There will be no provision of institutional funds to contribute towards publication of manuscripts.

### **4. Incentive Policy and Guidelines:**

IIHMR values academic excellence and strives to promote and foster this culture. In order to achieve that, it has decided to reward faculty members for their achievement on completing PhD while in service of IIHMR Group of Institutes, and publishing research papers in credible scientific journals. The reward and cash incentives are decided on the following criteria.

#### **4.a. On completing PhD Degree when in service of IIHMR Group of Institutes (On or after the announcement of the Publication policy)**

For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly designated Committee constituted

by the President/Director of the campus shall certify the credibility of the Institution awarding the degree. The faculty/Research staffs undertaking their PhD pursuit are advised to check with the University/Institute about the Institution they are registered under, to ascertain the credibility of such Institution.

For the purposes of the award, a PhD will be deemed to have been completed when a Certificate of Successful Thesis is formally issued by the Institution awarding the degree.

A One-time ex-gratia award of Rs.25, 000/- shall be given, provided the faculty/Research staffs has served for a minimum of three years with the IIHMR Group of Institutes and submitted the thesis within the stipulated time of 5 years from the date of registration.

One additional increment payable when the next regular increment falls due upon successful completion of PhD.

#### **4.b. On Publishing of Book**

Rs. 25,000/- if the book is published by an international publisher.

Rs. 15,000/- if the book is published by a national publisher.

Rs. 7,500/- if the book is published by Regional / Local publishers.

In case the book is not as per the list, a designated committee constituted by the President/Director of the campus shall ascertain the international, national, and regional standing of the book.

#### **4.c. On publishing Research Paper/Report in Scopus Indexed National/International journals:**

Rs.20,000/- for each paper/report published in any of the Scopus Indexed International Journals.

Rs.10, 000/- for each paper/report published in any of the Scopus Indexed National Journals.

In case the Journal is not as per the list, a designated committee constituted by the President/Director of the campus shall ascertain the international and national standing of the Journal.

The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

#### **4.d. On Publishing Article:**

Rs. 3,000/- for International Magazine/Newspaper.

Rs. 1,500/- for National Magazine/Newspaper.

**4.e. On presenting a paper at National/ International Seminars/Conferences:**

Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

**5. Guidelines for claiming the incentives**

The papers published by the faculty/research scholars in two academic sessions will be considered for reward and cash incentives ONLY if the affiliation of the author(s) is of IIHMR.

IIHMR will collect information about the research articles published in peer-reviewed and Indexed journals. If the research article is based on a project undertaken while at IIHMR, it will be considered eligible ONLY if it is published or accepted for publication within 2 years from the date of completion of the project.

A Reward Committee will rate all publications based on the merit of the Journal and citation index. The committee will select research papers for reward and cash incentive in three categories. Category A, B and C. Research publications in predatory journals and journals not included in the approved list of the UGC will be summarily rejected and will not be considered for reward and cash incentive.

All papers recommended by the committee will be rewarded at the time of annual convocation/Foundation Day of the respective campus.

When a publication has multiple authors, the incentive shall be divided equally among the first three authors. Only IIHMR authors shall qualify for the award.

The award shall apply to any number of publications, subject to the condition of Intellectual Property Rights. Plagiarized works, claims on duplicated papers with different titles of the same content in different journals, seminars and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier and loss of position at the Institute.

The Author(s) shall make a presentation of the paper in the University/Institute before submitting the claim for incentive.

Appeals, if any, relating to the application of the incentive system, will be addressed by the designated Committee of the University/Institute, with oversight by Head of the campus.

The Scientific Committee of IIHMR will prepare a detailed list of relevant journals indexed in Scopus, Web of Science, PubMed, Google scholar and similar electronic databases. The list of the Journals classified into category A, B and C will be shared with faculty at the beginning of each academic session. The list of predatory journals also will be shared. The scientific committee will also suggest evaluation criteria for reward and cash incentive.

**6. Guidelines for claiming right of travel for paper presentations in National or International Seminars/ Conferences**

When a paper being presented has multiple authors, the right of travel for presentation of the paper will be restricted to the first author; and if the first author so permits, to the second author in lieu of the first. In case of papers with multiple authors, the travel amount will be divided equally between the first three.

Author(s) shall make a presentation of the paper in the designated committee before submitting the travel plan for paper presentations.

**7. Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences**

For the faculty attending national conferences as a first author, the University/institute will pay the registration charges (maximum ceiling of Rs. 1000/- per paper) and eligible DA with minimal air fare at actual for presenting the paper.

For the faculty attending international conferences held in India as a first author, the University/ institute will pay the registration charges (maximum ceiling of Rs, 3000/- per paper) and eligible DA with minimal air fare at actual for presenting the paper.

For the faculty merely participating in international conference, the Institute shall pay travel grant (DA with minimal air fare at actual) within India plus registration fee maximum of Rs 3000/- of the faculty members, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.

Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50000/-) whichever is less and registration fee of maximum of Rs.5000/- for paper presentation, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.

When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

The designated committee for publication will be constituted at each campus by the respective Campus Heads.

Dated : April 1, 2022



Dr. S.D. Gupta  
Trustee Secretary