

General Guideline Sanction of Publication Honorarium

1. Eligibility Criteria:

- Only full-time faculty members of the institution are eligible for publication honorarium.
- The research paper must be published in a peer-reviewed journal indexed in SJR (Scimago Journal Ranking), ProQuest or ISI indexing.
- Publications in Q1 and Q2 journals will receive priority.

2. Allocation of Funds:

- The total yearly budget for publication honorarium will be set by the institution's finance committee.
- Funds will be disbursed on a **first-come, first-served basis**, subject to the availability of the yearly budget.

3. Limitations on Number of Recipients:

- Each faculty member may receive honorarium for a maximum of **one publication per fiscal year**.
- The total number of faculty eligible for honorarium in a fiscal year will depend on the available budget.
- Once the allocated budget for the fiscal year is exhausted, further applications will not be considered for that year.

4. Required Documentation:

- Complete Google Form submission with all required details.
- Proof of publication (e.g., DOI link, published paper, or acceptance letter).
- Verification of journal indexing status (e.g., Scimago/ ProQuest, ISI database printout or link).

5. Additional Requirement:

- *To be eligible for the honorarium, the applicant must present their article/publication in a conference organized on the university campus. The conference should be coordinated through the Centre for Research and Innovation (CRI) and aim to share insights from the publication with the academic community.*

6. Review and Approval Process:

- Applications will be processed on a **first-come, first-served basis**, based on the date and time of submission of all required documents. And Research Evaluation Committee will evaluate each application.

7. Disqualification Criteria:

- Papers published in predatory or non-indexed journals will not be eligible.
- Faculty who has already received the honorarium for the fiscal year will not qualify for additional allocations.

8. Reporting and Transparency:

- The list of faculty members receiving the publication honorarium, along with their publication details, will be maintained by the institution and reported to the academic council annually.