R & D POLICY
(a) RESEARCH PAPER PUBLICATION POLICY

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1. Introduction

AIT established with a motto of 'Nurturing Aspirations Supporting Growth'. The reputation and success of any education institution highly depends on attaining its objectives by aligning the staff, students and researcher towards research initiatives and relevant activities. The policy aims to help Stakeholders such as staff, students and researcher achieve excellence and to benefit human society as a whole to applied for economic growth. They are encouraged to carry out research activities in the respective domains and interdisciplinary areas with a set of guidelines. The institute is committed to provide required monetary and infrastructural support towards promotion of research paper publication:

- International Journal Publication (Q1, Q2, Q3, Q4, Scopus)
- International/National Journal Publication (Web of Science)

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- International Conference (IEEE, Springier, IoP, Grenz Society etc;)
- National Conference (SCOPUS, Web of Science, Google Scholar)
- Book Chapters (Scopus Indexed)
- Book Published (Wiley, Taylor Series, CRC Press, River Publication, IGI Global Publication etc;)

2. Purpose and Scope

- The purpose of this policy is to clarify criteria for attribution of authorship of all research outputs contributed by stakeholders of AIT. Ensure that appropriate steps to confirm authorship are taken prior to submission of research outputs for publication.
- The scope of this policy applies to all stakeholders collectively to imbibe, promote and sustain research excellence in all AIT.

3. Policy Statement

The policy states the research incentives are issued by the Management for staff, students and researcher for research publications, in order to create an environment that will foster research excellence in AIT.

4. Objectives

The objective of research paper publication policy is to provide guidelines and a framework for stakeholder within AIT to engage in scholarly research, writing, and publication for academic excellence.

- To encourage and support stakeholder in their research and scholarly publication efforts, contributing to the institution's academic mission and promoting a culture of research.
- To safeguard the academic freedom of stakeholder, allowing them to explore various research topics, methodologies, and perspectives while adhering to ethical and professional standards.

- To establish ethical standards for research and publication activities, including guidelines on plagiarism, research integrity, responsible authorship, and the ethical treatment of research subjects.
- To provide stakeholder with resources, such as funding, grants, administrative support, and research facilities, to facilitate their research and publication activities.
- To establish institutional standards for the quality of research and publications, including peer-reviewed journals, conference proceedings, books, theses, and other scholarly works.
- To recognize and reward stakeholder for their research and publication achievements, including awards, promotions, tenure decisions, and scholarships, to incentive excellence in research and scholarship.
- To ensure compliance with institutional policies, as well as applicable government regulations and funding agency requirements, regarding research and publication.
- To establish mechanisms for monitoring and evaluating the impact and quality
- To make publications accessible to the academic community and the public, with a focus on discover ability and impact.

5. Procedure

i. Staff, Students and Researchers are encouraged to discuss authorship between potential co-authors and contributors to research outputs at the beginning of the research and as soon as circumstances in collaborations or the research change.

ii. Manuscript Preparation – The manuscript conceived and developed must be inclined to AIT Research Policy, it includes:

- Should be assigned fairly and consistently,
- Should be communicated clearly and transparently between contributors to the research
- Should be approached with a generosity of spirit whilst remaining true to the policy requirements.
- Should be pass through Plagiarism check.

6. Roles and Responsibilities

a) Responsibilities of Author

- To ensure that the authorship team maintains the highest standards of research integrity.
- To define the types of presentation of the research output.
- To negotiate with the authorship team responsibilities for each conference/journal presentation.
- To negotiate with the authorship team the authorship order and inclusion within all manuscripts and presentations.
- To oversee the preparation of manuscripts, abstracts and presentations including accountability for content.
- To oversee the record keeping regarding the research output including circulating drafts, integrating changes, production of the final version and making the ultimate decision regarding submission to the publishing company.
- To prepare and maintain record-keeping regarding the authorship statement.
- To develop timeline and ensure adherence to same.

b) Responsibilities of Department Research Committee (DRC)

- The DRC is formed with the Head of the Department, Department Research Coordinator and Senior Professors
- The committee is responsible for evaluating research papers submitted by department members, faculty, or researchers affiliated with the department.
- Overseeing and facilitating the peer review process for research papers.
- Must ensure that research papers meet high academic standards and align with departmental research priorities.
- Committee should be aware of the research paper publication policy and guideline, including policies related to preprints, data sharing, and research integrity.

c) Responsibility of Dean R&D

- To disseminate authorship information to the Institution on a quarterly basis.

- To facilitate in conflict resolution regarding authorship.
- To oversee publication timelines as drawn by the Author.
- To send reminders to the Author regarding pending planned publication.
- To send reminders to the department research coordinator for publications and sub-committee regarding pending planned publication.

d) Responsibilities of QA Office

- Encourage faculty collaboration and interdisciplinary research.
- Emphasize adherence to ethical research practices, including obtaining informed consent from research participants, avoiding plagiarism, and upholding research integrity.
- Provide guidance on technology transfer, patents, copyrights, and licensing agreements.
- Ensure that research and publications meet the institution's quality standards.
- Encourage faculty to publish in reputable, peer-reviewed journals or conference proceedings.
- Recognize and reward faculty members for their research and publication achievements, including promotions and awards.
- Monitor and ensure compliance with the Faculty Publication Policy and other relevant institutional policies.
- Ensure that faculty adhere to external regulations and funding agency requirements as applicable.
- Periodically review the Research Paper Publication Policy and its associated procedures to ensure their relevance and effectiveness.

e) Responsibilities of ADR (Assistant Director Research)

- The Assistant Director R&D helps formulate and execute the research publication strategy in alignment with the organization's goals and objectives. Stakeholders may work closely with the Dean R&D, Head QA and Head of the Institution to ensure that research efforts are focused and contribute to the institution's mission.
- The Assistant Director R&D ensures that research papers meet high-quality standards, both in terms of content and presentation. He/She may establish guidelines for researchers,

provide training, and oversee the peer review process with research committee formed at institute level need to check with Ethical guidelines.

- Promoting collaboration among researchers within and outside the organization is crucial.
- Managing the budget for research publication, which may include expenses related to data acquisition, publication fees, conferences, and outreach activities based on the research paper publication policy (Point no.13)
- Ensuring that intellectual property rights related to research are protected and managed appropriately, especially in the case of patentable inventions.
- Preparing reports for the senior management or funding agencies to provide updates on research progress, achievements, and challenges.
- Identifying areas for improvement in the research publication process, such as streamlining workflows, improving data management, or adopting new technologies.

7. Standard Outline for Research Paper

Abstract	The problem How the study addresses this problem Key results
Introduction	Write this last
Background or Literature Review	The most difficult part of the paper to write
Methods & Materials	Straightforward
Data & Results	Straightforward
Discussion	Your ideas on what the data means
Conclusion	Summary of the findings; Limitations of the study; Recommendations
Acknowledgement	Especially grant sources
Reference	Pay special attention to the journal guidelines for references

- Describe their contribution to the research output in writing. This is the authorship Researchers should be fully aware of the requirements and responsibilities of authorship. (Refer research paper publication policy of AIT)
- Researchers are encouraged to discuss authorship between potential co-authors and contributors to research outputs at the beginning the research and as soon as circumstances in collaborations with other organization or the research change.
- Researchers are encouraged to keep a record of these discussions on the understanding that changes in authorship over the course of research are likely. Copies of correspondence, for example emails that outline the discussions and decisions made, can serve as record. This record (copy of email) should be made available to all researchers involved in the research.
- All authors must agree on the authorship for the research output in writing prior to peer review for refereed research outputs or appearance on the public record for non-refereed research outputs.
- All authors of research outputs are required to agreement. An authorship agreement can be recorded by email correspondence, or by using the Template Authorship Record Form provided by the Dean Research Office for Research Ethics and Integrity or the record of authorship agreement.

8. Reimbursement on APC (Journal Publication)/Registration Fee (IC/NC)

a) Internal Scrutiny Process

The following guidelines apply to the submission and processing of application:

- A fully completed Application Form (**Annexure 1**), dated and signed by the researcher, supervisor (if applicable) and departmental head.
- The application must be approved by the relevant departmental research committee head and department head.
- The application to be attached with published article with registration fee receipt attested from Head of the department.

- The details will be verified by Dean Research office and intimated to the researcher after internal check. (Refer Internal Administrative Check)
- The above process needs to be communicated to Head of the institution, QA office and Assistant Director R&D (ADR) in order to carry out further approval and claim for reimbursement on APC/Registration Fee based on **Annexure 2.**

b) Internal Administrative Check

The published work should be communicated to respective Department Head for the claim. Department head need to form a DRC for checking the details for further approval. If DRC found potential in the work publish and meeting the guidelines of the policy. DRC can recommend to Dean R&D Office for further approval process. Dean R&D will communicate the details to Head of the Institution, followed by QA Head, and Assistant Director R&D for Journal Publication/ Conference proceeding APC/Registration adhering to the policy.

- The claim application with proof details of publication forwarded by Department Research Committee to Dean R&D office. Dean R&D will verify the submitted details inline to the institution policy and recommend for further approval to Head of the Institution.
- Head of the Institution need to send the details to QA office for the verification of the quality of the published work and further approval.
- Once it is forwarded from QA Office to ADR office the reimbursement of the publication charges or registration fee claimed will be checked with Finance Office for the availability of the Research Fund.
- Institute Finance Office give a implication to ADR office whether fund is available or not for the current year budget. If funds available the information to be pass to ADR office from Finance Officer.
- Depend upon the information received from Finance Office, ADR office can recommend the claim for management approval. Once the approval is done ADR office need to communicate all stakeholders of the policy.

c) Incentives on Research Publication

The incentives for the research publication will be applicable to staff, students and researcher at AIT if he/she is not claiming for reimbursement of APC or registration charges. The incentives will be released to the concerned faculty through proper process as discussed in Point No. 8.1 and 8.2. The incentives structure has been discussed in Annexure 3.

9. Consequences and Compliance

- Knowing, International, or reckless violations of this policy are considered research misconduct defined by AIT Research Paper Publication Policy and as such, will be referred to the Assistant Director R&D, Head of the Institution, Head QA, Dean R & D with loop of Department Head.
- Violation of the policy that do not rise to the level of research misconduct may subject the individual to corrective action or other sanction by ADR. Disagreement regarding the order of authorship do not, in and of themselves of the policy or research misconduct.

10. Change History

Version no.	Effective Date	Significant Changes	Previous Version no.

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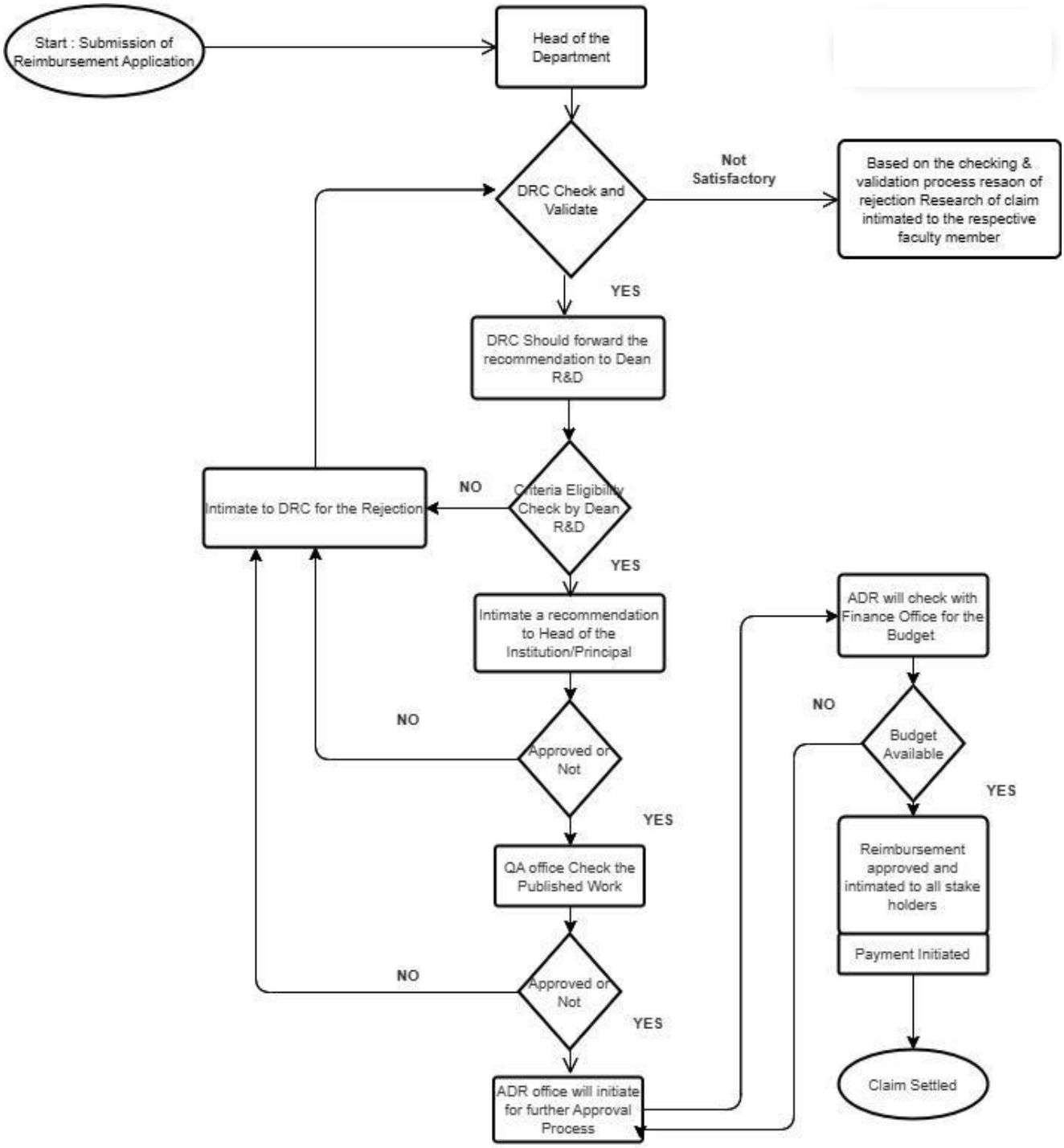
11. Flow Chart



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12. Annexures and Tables

Table 1

(Reimbursement of APC)

Quartile	International Journal		Reimbursement Amount First Author	Reimbursement Amount Second Author	Reimbursement Amount Third Author
	Impact Factor (I.F)	H- Index (HI)			
Quartile 1 (Q1)	I.F> 8.1	>280	25,000	11,250	10,000
		250-280	22,500	10,000	8,750
		220-250	20,000	8,750	7,500
Quartile 2 (Q2)	5.1<I.F< 8.0	151<HI<219	18,750	7,500	8,125
Quartile 3 (Q3)	2.1<I.F< 5.0	101<HI<150	17,500	8,125	7,500
Quartile 4 (Q4)	0.6<I.F< 2.0	50<HI<100	16,250	7,500	6,875
SCOPUS and ESCI			15,000	6,250	5,000
SCOPUS and Web of Science			12,500	5,000	3,750
UGC Indexed Journal			10,000	3,750	2,500
International Conference			**Reimbursement Amount First Author**	**Reimbursement Amount Second Author**	**Reimbursement Amount Third Author**
IEEE Conference Series (Out Side India)	Professional Bodies		17,500	8,125	7,500

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IEEE Conference Series (In Side India)	Professional Bodies	15,000	6,250	5,000
IEEE Conference	Non-Society	12,500	5,000	3,750
Springer Conference/IOP(OutSide India)		12,500	5,625	5,000
Springer Conference/IOP (In Side India)		10,000	3,750	2,500
SCOPUS INDEXED Conference		7,500	2,500	1,250
Book Chapter Published in International Editions		5,000	1,875	1,250
Publishing Articles in Newspaper/ Technical Magazine		3,000/-		

Table 2

(Incentives on Research Publication)

Quartile	International Journal		Incentive Amount First Author	Incentive Amount Second Author	Incentive Amount Third Author
	Impact Factor (I.F)	I- Index (HI)			
Quartile 1 (Q1)	I.F> 8.1	>280	20,000	8,750	7,500
		250-280	15,500	7,500	6,250
		220-250	15,000	6,250	5,000
Quartile 2 (Q2)	5.1<I.F<8.0	151<HI<219	12,500	5,625	5,000
Quartile 3 (Q3)	2.1<I.F<5.0	101<HI<150	11,250	5,000	4,375
Quartile 4 (Q4)	0.6<I.F<2.0	50<HI<100	10,000	4,375	3,750
SCOPUS and ESCI			8,750	3,500	3,125
SCOPUS and Web of Science			7,500	3,125	2,500
UGC Indexed Journal			6,250	2,500	1,875
Peer Reviewed			2,500	950	625
Non-Scopus Indexed			2000	800	500
Non-Indexed			1000	750	500
International Conference			**Incentive Amount First Author**	**Incentive Amount Second Author**	**Incentive Amount Third Author**

IEEE Conference Series (Out Side India)	Professional Bodies	15,000	6,875	6,250
IEEE Conference Series (In Side India)	Professional Bodies	12,500	5,625	5,000
IEEE Conference	Non-Society	10,000	3,500	2,500
Springer Conference/IOP (Out Side India)		10,000	4,375	3,750
Springer Conference/IOP (In Side India)		7,500	3,125	2,500
SCOPUS INDEXED Conference		6,250	2,500	1,875
Book Chapter Published in International Editions(Scopus)		5,000	1,875	1,250
Research Book/ Printed Book		5000	2000	1250
E-Books (ISBN)		4000	1600	1000
Book Chapter Published in Indexed Book (Non-Scopus)		3000	1200	750
National Conference		3,750	1,250	950
National Poster Presentation		2,500	950	625
International Poster Presentation		3,750	1,575	1,250
Publishing Articles in Newspaper/ Technical Magazine		2,000		

Annexure-1

(Application Form)

Acharya Institute of Technology, Bangalore -560107, Karnataka, India	
Date	
Name of the Faculty	
Name of the Department	
Designation	
Employee ID	
Contact Number	
1. Research Output Type **Scientific Targets** - Scientific Article, Book/Monograph/Book Chapter/Conference Paper	
2. Details of Publication	
Title of Publication	
Publication Details (Journal /Conference /Book Chapters	
3. Brief Summary of the Research Described in Research Output	
4. Contributors (Authors and Co- Author)	
5. Description of all author contributions	

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Name and affiliation of Author	Contribution(s) (for example, conception of the project, design of methodology, or experimental protocol, data collection, analysis, drafting the manuscript, revising it critically for important intellectual content, etc;)

6. Expected Dates of Submission /Publication/ Communication
7. Expected Place/s of Publication/Communication
8. Declaration
I declare that the above in an accurate description of my contribution to this work, and the contributions of authors are described above.
Signature and date – Corresponding Author
9. Department Research Committee (DRC) Verification and Approval (Comments) (Committee should comprise of HoD, Department R&D Coordinator and 2 Senior Professor)

Signature of Researcher	
Signature of Department R&D Coordinator	
Signature of Department Head	
Signature of Dean R & D	
Signature of Head of the Institution	

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Signature of QA Office	
Signature of Assistant Director R&D	
Management Approval	

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