

Financial Assistance for Quality Publications

1. About the Policy

The policy is designed to provide financial assistance to faculty members and researchers for quality publications.

2. Aim of the Policy

This policy aims to foster quality research among faculty members and researchers at VJIT.

3. Objectives of the Policy

The objectives of the policy are to:

- Encourage research practices and to create a research culture
- Produce quality publications

4. Scope of the Policy

This policy is limited to the faculty members working in VJIT, Hyderabad.

5. Financial assistance for publishing in renowned journals and conferences:

a. Quality Publishers in Journals:

All the faculty members shall publish their original research papers in quality peer reviewed reputed journals, which are indexed in Web of Science (SCIE, ESCI) / Scopus / other prominent indexing repositories.

The list of quality publishers is given below but is not limited to:

- IEEE Transactions
- Elsevier
- Springer Nature & Springer
- ACM
- Wiley
- ASME
- ASCE
- Taylor & Francis
- InderScience
- AAAI (Association for the Advancement of Artificial Intelligence)
- UGC approved journals which are indexed in Web of Science and/or Scopus.

b. Sponsorship:

All eligible members are entitled to get incentives for their quality publications which are indexed in Web of Science or Scopus. The incentives are based on the quality of the journal measured by using the impact factor or cite score.

The following table presents the financial support:

S. No	Impact Factor / Cite score	Incentive	
		Web of Science	Scopus
1	≥ 10.0	Rs 20000/-	
2	≥ 5.0 and < 10.0	Rs. 15,000/-	Rs. 7,500/-
3	≥ 3.0 and < 5.0	Rs. 12,000/-	Rs. 7,000/-
4	≥ 1.0 and < 3.0	Rs. 10,000/-	Rs. 6,500/-
5	< 1.0	Rs. 8,000/-	Rs. 6,000/-

6. General Guidelines for publishing in renowned peer reviewed journals:

- a. Faculty members are advised to consider the peer reviewed journals indexed either in Web of Science (SCIE, ESCI) or Scopus to avail the financial assistance.
- b. The author's affiliation shall be VJIT, Hyderabad, and shall not be any other institution.
- c. A faculty member can avail financial support for a maximum of two publications within a calendar year.
- d. Faculty members who wish to avail this financial assistance, shall submit a requisition letter to the Principal in the format through the proper channel by enclosing:
 - Acceptance letter from the Journal editor (copy of an e-mail or letter) along with peer reviewers' comments,
 - Manuscript (final proof-read version),
 - Web of Science or Scopus index proof (a screenshot taken from the indexing repositories),
 - Other required documentary evidence as deemed appropriate to claim this benefit.
 - The Principal is the final approving authority.

7. General Guidelines for presenting papers at National and International Scientific Event(s):

a. Eligibility Criteria

- Publications will be considered **only if they are indexed in Web of Science or Scopus**.
- The **author's affiliation** must be mentioned as **VJIT, Hyderabad** in the paper.
- Only **oral presentations** of research papers are eligible for incentives (poster presentations are **not** considered).

b. Incentives for Journal Research Publications

Publication Type	Incentive Amount
SCI Journal	₹10,000
Scopus Journal	₹7,500

c. Incentives for Presentation of Research Papers

(i) Conferences/Seminars within India

- Conference must be of **high repute** organized by IEEE, Springer, Wiley, or other reputed organizations, hosted by institutions like IITs, IISc, NITs, IIITs, Central Universities, Deemed Universities, etc.
- Paper must be published in conference proceedings or journal.
- Incentive: **₹4,000 per event** toward registration/publication fee.
- **Limitations:**
 - Only **one faculty member** can claim the incentive in case of joint authorship.
 - Maximum of **two** conferences per academic year with financial assistance (**limit ₹10,000** total).
 - **On-Duty (OD):**
 - Prior approval from the Principal is necessary for OD during regular academic sessions.

(ii) Conferences/Seminars Outside India (Abroad)

- Faculty must **first apply** for Travel Grant from AICTE/SERB/DST or other funding agencies.
- If not funded externally, the institution **may consider support** on a case-by-case basis:
- **VJIT's share:** 40% of total cost.
- **Candidate's share:** 60% of total cost.
- Faculty should have completed **at least 5 years of service** at VJIT.
- **Coverage Details:**
 - The total cost covers **registration fees** and **minimum traveling charges** to the conference venue.
 - Faculty must seek **prior approval** from the Principal **at least one month in advance** before applying for incentive support for international conferences abroad.

d. Application Procedure

Faculty members seeking financial assistance must submit a **requisition letter** to the Principal through the proper channel along with the following documents:

- Acceptance letter/email from Conference Chair.

- Final version of the manuscript (proof-read).
- Screenshot/proof of Web of Science or Scopus indexing.
- Payment receipt for registration/publication fees (if applicable).
- Proof of attendance and oral presentation.
- Any other relevant supporting documents.

Note:

1. The incentive under the category of Presentation of Research Papers (India/Abroad) will be **paid only after** submission of duly filled application form along with necessary documents countersigned by the **Head of Department (HOD)** and **R&D Coordinator**.
2. Faculty may apply for a **travel advance** up to a **maximum of 50%** of the approved amount to meet pre-conference expenditures, subject to prior approval of the Principal.

e. Other Important Guidelines

- Faculty members are allowed to present papers in **one international conference per calendar year** with financial assistance.
- Prior approval from the **Head of the Department** and the **Principal** is mandatory for OD and financial support.
- The Principal is the **final approving authority** for all applications and financial disbursements.
- For faculty members delivering a **Keynote Address** or **Chairing Sessions**:
 - No financial assistance will be provided.
 - Faculty members can avail **On-Duty** with prior approval.

Summary Table

Activity	Financial Support	Limitations
SCI Journal Publication	₹10,000 ✓	Indexed in Web of Science
Scopus Journal Publication	₹7,500 ✓	Indexed in Scopus
National/International Conference (in India)	₹4,000 ✓	Maximum twice per academic year
International Conference (Abroad)	40% of total cost by VJIT ✓	Candidate must complete 5 years of service and obtain prior approval

8. Guidelines for delivering a keynote address or chairing session in an international/national scientific event:

- a. There shall not be any financial assistance for a faculty member who is chairing a session or delivering a keynote address at a scientific event.
- b. However, a faculty member can avail on-duty for the said date(s).
- c. Prior approval from the Head of the Institution is required.
- d. Faculty members must submit a requisition letter in the required format through the proper channel by enclosing an Invitation Letter, Conference schedule, and other documents to apply for on-duty.
- e. Permission is subject to the approval of the Principal.

9. Exceptions:

All exceptions and deviations to this policy shall require the approval of the Principal, VJIT.

10. Effective Date:

The Policy is effective from the calendar year 2025 .

