



VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

Policy on Research Publication Standards and Practices

(Applicable for Publication Incentives, Faculty Appraisal, and Career Advancement Scheme Evaluation)

1. Preamble

In recognition of the critical role of research in advancing knowledge, innovation, and societal development, Vels Institute of Science, Technology & Advanced Studies (VISTAS) is committed to fostering a culture of high-quality, ethical, and impactful research.

This Policy on Research Publication Standards and Practices establishes a comprehensive framework to guide faculty members in responsible research dissemination. It outlines standards relating to authorship, publication quality, research integrity, incentives, and eligibility criteria for institutional recognition, including Career Advancement Scheme (CAS), Faculty Performance Index (FPI), research incentives, and other appraisal mechanisms.

The policy aligns with regulatory norms, national and international best practices in academic publishing, ensuring transparency, accountability, and excellence in research output.

2. Objectives

This policy aims to:

- Promote excellence and integrity in academic publishing.
- Ensure adherence to ethical standards and responsible research conduct.
- Provide clear guidelines on authorship, contribution, and credit allocation.

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- Establish transparent criteria for institutional recognition, incentives, and promotions.
- Strengthen quality benchmarks for journals, publishers, and conference proceedings.
- Encourage interdisciplinary collaboration and international research engagement.
- Enhance the global visibility, citation impact, and reputation of VISTAS research.

3. Scope

This policy is applicable to all faculty members of VISTAS, including full-time, adjunct and research faculty.

It governs the following scholarly outputs:

- Peer-reviewed journal articles
- Books and edited volumes
- Book chapters
- Conference proceedings
- Patents (filed, published, or granted)

It further applies to institutional recognition mechanisms such as:

- Career Advancement Scheme (CAS) promotions
- Faculty Performance Index (FPI) assessments
- Research publication incentives
- Annual performance appraisal systems
- Internal research awards and recognitions

4. Authorship and Credit Allocation

To ensure fair recognition of research contributions by VISTAS faculty in multi-authored works, the following author-wise **weightage allocation system** is adopted:



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S.No	Publication / Patent by Faculty	Weightage and Incentive Distribution in %			Total Weightage and Incentive in %
		First Author	Corresponding Author / Second author	Other Authors	
1	Only one VISTAS author	100	Not from VISTAS	Not from VISTAS	100
2	One or more VISTAS corresponding authors	Not VISTAS faculty	100 / Number of corresponding authors from VISTAS	Not from VISTAS	100
3	One or more VISTAS authors	Not from VISTAS	Not from VISTAS	50 / Number of authors from VISTAS	50
4	Only two VISTAS authors	50	50	Not from VISTAS	100
5	More than two authors from VISTAS with two or more VISTAS corresponding authors	40	60 / Number of corresponding authors from VISTAS	Not from VISTAS	100
6	More than two authors from VISTAS	40	40	20/Number of remaining authors from VISTAS	100
7	More than two authors from VISTAS with two or more VISTAS corresponding authors	30	60/ Number of corresponding authors from VISTAS	10 / Number of remaining authors from VISTAS	100



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5. Publication Quality Standards

To ensure academic rigor and institutional reputation, the following standards shall apply:

5.1 Journal Publications

- Articles must be published in journals indexed in WoS and Scopus. Pubmed is accepted only for School of Medicine
- Publications in predatory, non-indexed, or unethical journals shall not be considered for incentives, CAS, or FPI evaluation.
- Journal impact factor, quartile ranking, and citation metrics may be considered for evaluation purposes.

5.1.1 Accepted Indexing Databases

Only publications in **WoS / Scopus indexed** journals are eligible for institutional recognition. Accepted databases include:

- SCIE (Science Citation Index Expanded)
- AHCI (Arts & Humanities Citation Index)
- SSCI (Social Sciences Citation Index)
- ESCI (Emerging Sources Citation Index)
- SCOPUS

5.1.2 Non-eligible Publications

The following will **not** be considered:

- Journals from **predatory publishers**
- **Non-indexed** or **self-published** journals
- Retracted articles
- UGC CARE Journals

5.2 Books and Book Chapters

- Books must be published by reputed national or international publishers with ISBN.


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- Edited volumes and book chapters must demonstrate scholarly contribution and peer-review validation.
- To be eligible for evaluation and incentives:
 - Must be published by recognized national / international publishers, e.g.,:
 - Springer
 - Elsevier
 - Taylor & Francis
 - Wiley
 - Sage
 - Other reputed publishers
 - ISBN is mandatory.
 - Books must be at least 100 pages long.
 - Publications from self-publishing or vanity press will not be accepted.
 - Weightage for multi-authored works follows the same principles as in Section 4.

5.3 Conference Proceedings

- Only peer-reviewed and reputed national/international conference proceedings with ISBN shall be considered.
- Preference shall be given to conferences indexed in recognized databases like WoS or Scopus.

6. Patents

- Credit shall be awarded for patents published, and granted.
- Collaborative patents must clearly specify institutional affiliation.

Eligible Patents

- Only **published and granted Indian patents** are eligible for evaluation and incentives.
- The **patent applicant must be in the name of Vels Institute of Science, Technology and Advanced Studies (VISTAS)**
- The patent must clearly list **VISTAS faculty members as inventors.**

- Patents that are **only filed but not yet published or granted** may be documented for record purposes; however, **they will not be considered for evaluation or incentives.**

7. Research Ethics and Integrity

All faculty members must adhere to:

- Institutional Research Ethics Guidelines
- Anti-plagiarism norms
- Intellectual Property Regulations
- Ethical approval requirements (for human/animal studies)

Plagiarism beyond permissible similarity limits, data fabrication, falsification, or unethical research practices shall attract disciplinary action as per institutional rules.

8. Publication Incentives and Evaluation Criteria


Institutional incentives shall be based on:

- Quality and indexing status of the publication
- Authorship position
- Impact factor/quartile ranking
- Citation impact
- Funding acknowledgements
- Relevance to national priorities and societal impact

To claim an incentive

To claim an incentive, the following norms must be followed:

- **Submission of Application:**
 - The faculty member must ensure that their article is in the Institutional Repository and they can submit an application for the incentive to the Internal Quality Assurance Cell (IQAC).
 - Application Form:


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- [Annexure 1 - Publication in Journals](#)
- [Annexure 2 - Books / Book Chapters](#)
- [Annexure 3 - Patents](#)
- **Verification of Documents:**
 - The Data Resource Centre will review and verify the submitted documents to ensure accuracy and compliance with the incentive criteria.
- **Submission of Report:**
 - After verification, the Data Resource Centre will submit a detailed report to the Publication Committee.
- **Validation by Publication Committee:**
 - The Publication Committee will then validate the report and documents.

Once validated, the incentive will be approved.

Incentive for the publications

S.No.	Particulars	Incentive norms (In Rs.) As per Section 4
1	Web of Science (SCIE, SSCI, AHCI, ESCI) Journals with Impact Factor (IF)	
	IF 0 - 1	10,000
	IF 1 - 2	12,500
	IF 2 - 3	15,000
	IF 3 - 4	17,500
	IF 4 - 5	20,000
	IF 5 - 6	22,500
	IF 6 - 7	25,000
	IF 7 - 10	30,000
	IF 10 - 20	50,000




2	Scopus Indexed Journals	10,000
3	Book Published (International)	10,000
4	Book Published (National)	5,000
5	Book Chapter Indexed in Scopus	10,000
6	Conference Proceedings indexed in Scopus	10,000
7	Full paper Conference proceedings with ISBN number	Actuals with ceiling of 3,000

- For WoS Impact Factor / Scopus Journals, Open Access Article Processing Charges (APC) would be borne by VISTAS. If claimed, under this head, the article is not entitled for incentive.
- Only after an article gets indexed in the database the claim form has to be submitted.

Incentive for patents:

S.No.	Particulars	Incentive norms (In Rs.) First / Corresponding / Co-applicant
1	Utility Patent – Granted with “Vels Institute of Science, Technology and Advanced Studies” as applicant	Rs 10,000
2	Utility Patent – Granted with “Vels Institute of Science, Technology and Advanced Studies” as applicant (VISTAS sponsored for patent filing/publishing/examining)	Rs 5,000


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9. Standardized author Affiliation

To ensure uniformity and institutional recognition, the following **affiliation format** must be used in all publications:

Author Name(s), Department, School of _____,

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Pallavaram, Chennai, India

Note: The name "**Vels University**" or any other variation must **not** be used.

10. Documentation and Appraisal Requirements

For consideration during CAS, FPI, or incentives, the relevant documents must be available in ERP.

11. Roles and Responsibilities

- **Faculty Members:** Responsible for adhering to this policy and submitting valid documentation.
- **IQAC & Publication and Intellectual Property Committee:** Responsible for implementation, verification, and monitoring.
- **HRDC:** Coordinates with IQAC for appraisal and CAS-related processes.
- **Dean - IQAC:** Final authority on dispute resolution in consultation with the Vice Chancellor.

12. Policy Review and Updates

This policy will be reviewed **annually** or as required, in response to:

- Revisions in **UGC/AICTE/NAAC guidelines**
- Changes in academic publishing standards
- Institutional strategic goals

This policy shall come into effect from 16-03-2026 and shall supersede any previous guidelines related to research publication standards and incentives.



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