

SOP	 Sri MANAKULA VINAYAGAR Medical College and Hospital Accredited by NAAC with A+ Grade, Accredited by NABH and NABL	
SOP code: SOP 01/ V1	<i>Publication Oversight Committee</i>	Effective Date: 26.07.2024

Purpose:


To ensure timely publication of papers from SMVMCH with high scientific rigour and ethical standards and also to maximize the productivity of our institution in terms of high quality publications in peer reviewed journals with globally accepted indexing. At the same time to warrant fair distribution of authorship based on their academic contribution.

Scope& applicability:

This SOP will be applied to all those undergraduate/postgraduate students, faculties, central laboratory scientists of Sri Manakula Vinayagar Medical College and Hospital who are pursuing biomedical research of any kind and wishes to publish their work in scientific journals with SMVMCH funding. This procedure will be used for reviewing and considering request(s) received with regard to granting scholarship for publication of their work in scientific journals in their respective fields.

Responsible persons:

Dr. P. Sanjay, Dean Research	Chairperson
Dr. Karthikeyan K, Dean Academic	Member
Dr. Deepika, Associate Professor	Member
Dr. Reena Mohan, Assistant Professor, Community Medicine	Member Secretary

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Responsibilities:


Research Assessment and Publication Committee will be responsible for reviewing the quality of publication, adjudication of conflicts regarding data ownership, authorship and intellectual property rights. This committee will strive to ensure good quality publication with highest level of transparency and clearest ethical behavior.

Frequency of committee meeting:

The Research Assessment and Publication Committee will hold maximum of up to two meetings in a month through online/offline modes as needed to discuss and review the publication requests submitted by students/faculty of SMVMCH.

Instructions for investigators: All Research Publications (Original article/Review articles) wanted SMVMCH funding to be submitted to the committee before processing for publication and should fulfil the guidelines mentioned below,

1. Clearance form scientific and ethics committee
2. All Research Publications should follow the ICMJE authorship criteria mentioned below for awarding authorship
 - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
 - Drafting the work or revising it critically for important intellectual content;
 - Final approval of the version to be published;
 - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
3. The secondary data (Patients/Students/etc.), generated from SMVMCH must be submitted for approval before dissemination/publication.
4. All Research Publications should include the citation from the relevant articles published from SMVMCH in their research article.

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Processing of publication grant:

1. Applications should be submitted through HOD to the office of the Dean (Research) at any time during the year.
2. The committee will approve for projects and publications only for the research from our institution.
3. The authors have to submit the manuscript details along with the details of journal they are going to publish **before sending to publication** to the committee. The committee will scrutinize regarding the indexing, reputation and genuinity of the journal and gives approval to go ahead. This is mainly to prevent authors in spending money to publish in pirated hijacked bogus journals which are ubiquitous in recent times.
4. The publication should be in the name of our institution “**Sri Manakula Vinayagar Medical College and Hospital, Kalitheerthalkuppam, Puducherry, India**”.
5. Only original articles, systemic reviews, metaanalysis are eligible for funding and reimbursement. Case reports and case series are not entertained.
6. The corresponding author should be a faculty/postgraduates/students/employee of our institution.
7. The committee will evaluate the grant request and forward to the Director/Dean for final approval.
8. The reimbursement will not be entertained if the above mentioned procedures are not adhered to.



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Reimbursement Structure:

	Publication Fee	Institution Contribution	Individual contribution
Slab 1	1 – 50000 Rs	80%	20 %
Slab 2	50001 – 75000 Rs	70%	30%
Slab 3	75001 – 100000 Rs	60%	40%
Slab 4	1 L – 1.25 L Rs	50%	50%
Slab 5	1.25001 – 1.50000 Rs	40%	60%
Slab 6	1.50001 – 1.75000 Rs	30%	70%
Slab 7	1.75001 – 200000 Rs	20%	80%

Incentives:

- Incentives will be rewarded for faculties who publishes in PubMed/Scopus indexed journal without any publication processing fee.
- The reward will be based on impact factor of the journal, indexing, H factor of researcher.
- The reward will be given to corresponding author alone.
- The article should have been published in our college name.
- Incentive of Rs. 1500 for case reports, Rs. 2500 for case series and Rs. 5000 for original article/Reviews/Metaanalysis for each article. If there are multiple authors, it is the duty of corresponding author to share the incentive among the co-authors.

	Name	Designation	Signature
Prepared by	Dr. Sanjay. P	Dean Research	
Reviewed by	Dr. R. N. Kagne	Deputy Director & Dean	
Approved by	Thiru. M. Dhanasekaran	Chairman & Managing Director	