



MEENAKSHI
ACADEMY OF HIGHER EDUCATION & RESEARCH
DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956

**PUBLICATION MONITORING COMMITTEE AND
GUIDELINES**


VICE CHANCELLOR
Meenakshi Academy of Higher Education and Research
(Deemed to be University),
No:12, Vembuliamman Koil Street,
West K.K. Nagar, Chennai-600 078.

3rd March, 2022

**No. 12, Vembuliamman Koil Street, West K.K. Nagar, Chennai – 600078
Tamil Nadu, India.**

Preamble:

The Publication Monitoring Committee of Meenakshi Academy of Higher Education and Research represent the Institution's dedication to streamline, supervise, oversee and facilitate the process of publishing and to promote high standard Research Publications. Meenakshi Academy of Higher Education and Research and its constituent colleges have the responsibility to protect the fundamental elements of the scientific and scholarly works and to encourage its students, faculty members and Research Scholars to follow the guidelines in order to publish quality manuscripts.

PUBLICATION MONITORING COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION	ROLE
1.	Dr. V. Sureka	Dean Research, MAHER	Convener
2.	Dr. A. Thirumal Kumar	Assistant Registrar, MAHER	Committee member
3.	Dr. Ananthanarayanan P	Professor, MADCH	Committee member
4.	Dr. Shyam Sivasamy	Director, IQAC, MAHER	Committee member
5.	Dr. Pushpa Nagini Sripada	Dean, FHS	Committee member
6.	Dr. Manoj Prabhakar	IQAC member, MAHER	Committee member
7.	Dr. T. Muninathan	Scientist, CRL, MMCHRI	Committee member
8.	Dr. Subbulakshmi	Professor, FYST	Committee member
9.	Dr. Balamurugan J	Professor, FPT, MAHER	Committee member
10.	Dr. D. Nalini	Scientist, CRL, MAHER	Committee member
11.	Dr. Sarah Jane Monica	Assistant Professor, FHS	Committee member

Roles and Responsibilities of the Publication Monitoring Committee (PMC):

1. The Publication Monitoring Committee (PMC) assures the dedication of Meenakshi Academy of Higher Education and Research to promote quality research with high ethical standards. The aim of the PMC is to ensure academic publications with high quality ethical standards in accordance with the ICMR and International Ethical Guidelines for Publications.
2. The publication monitoring committee will meet once in a month and scrutinize all manuscripts received.
3. To render manuscript reviewing support to faculty members and students who need assistance.
4. To advice each faculty member to publish at least two publications in a year in indexed Journals (Scopus/WoS/ PubMed /UGC-CARE).
5. To advice faculty member to avoid multiple simultaneous submissions of the same manuscript to multiple journals.
6. To ensure minimum plagiarism by setting the similarity index to less than 10%.
7. The committee will verify the manuscripts for proper MAHER Affiliation and Authorship details and will communicate back to the authors within 5 working days. Clearance by PMC is mandatory to claim faculty publication incentive as per MAHER norms.(Annexure attached)
8. Any suspected instance of misconduct / Plagiarism will be referred to the Academic Integrity panel of MAHER.

Publication Guidelines for Faculty Members

1. Publication in indexed journal forms very important criteria of faculty appraisal. Each faculty is mandated to publish two articles / year. At least one paper should have the Institution's faculty member as first author.
2. All manuscripts ready for publication should be submitted in a common portal publications@maher.ac.in. Submitted manuscripts will be given an internal reference number which should be quoted in all communications.
3. Manuscripts will be checked for plagiarism in Central Library, MAHER. Certificate for similarity index will be issued by the concerned authority. Recommended similarity index is less than 10%.
4. The publisher/journal should be indexed in recognized databases like Scopus, Web of Science, Science Direct, PubMed and must follow publication ethics in a transparent manner. Thomson Reuters (Science Citation Index, Impact Factor), Scopus, Scimago (h index, SJR) are few of the reliable indicators and metrics that may be used to assess a journal.
5. Authors are directed to use a standardized institutional affiliation (Meenakshi Academy of Higher Education and Research) in all research outputs to ensure clear affiliation with MAHER.
6. After Publication of manuscript in journal, faculty member can apply for Publication incentive as per the criteria given. (Annexure attached)
7. Authors must acknowledge the source of grant funding associated with a research output in the publication itself. Information about the grant should also be linked by the author, to the record of the publication in MAHER Publications Database.
8. Individual ORCID and SCOPUS ID must be used by all faculty members for submitting manuscripts or for applying for grants to ensure that the faculty member is credited for their work and that the correct institutional affiliation is achieved.

Publication Guidelines for Research Scholars

1. Ph.D. scholars must publish at least two Research papers in SCOPUS / WOS Indexed approved journals listed in the UGC website for Science discipline.
2. All manuscripts ready for publication should be submitted to MAHER publication monitoring committee for scrutiny
3. Internal reference number will be given for all submitted manuscripts
4. Plagiarism check will be done by URKUND software as per UGC guidelines
5. Accepted similarity index is less than 10%
6. Consent letter from the Guide is mandatory for plagiarism check
7. The research scholar should be the first author in the manuscript and MAHER affiliation to be clearly mentioned
8. The published papers need to be attached with the Thesis.


Dean Research

DEAN RESEARCH
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Vice Chancellor

VICE CHANCELLOR
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SOP FOR PUBLICATION INCENTIVES

1. Publication Incentives can be claimed for articles published in Indexed journals using the prescribed application and declaration Form. The articles/publications indexed in the Science-Citation Index (SCI)/SCOPUS/Web of Science/PUBMED / UGC CARE will be considered for Incentive.
2. The publication incentive scheme is open to all full-time faculty members of MAHER and its Constituent Colleges.
3. Publication incentive is awarded in full to :
 - The First author if he/she is a full-time regular employee of MAHER.
 - The guide/ co-author if the first author is a UG/PG student.
 - Co-author if the first author is from another Institution / Institute outside of MAHER.
4. To be eligible to claim the incentive as a co-author, the MAHER employee must have published at least one paper as the first author in the year of assessment. The documentary evidence is to be attached with the application form.
5. Incentives can be claimed only after the article is published in the journal and not merely after receiving the acceptance for publication.
6. Publication incentives can be claimed only by one person per article.
7. MAHER awards the incentive amount to the first author only. However, the incentive amount awarded to the first author may be distributed among Co-authors by mutual Consensus.
8. Every faculty member of MAHER must publish at least one paper per year as the first author compulsorily.
9. Publications having institution affiliation reflecting both the name of the Constituent College as well as MAHER only will be awarded incentives.


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10. The Publication Monitoring Committee will receive the application and decide on the award of incentive, based on merit as per norms. The decision of the committee is final and binding on all the faculty of MAHER. The faculty, however, can appeal against the decision of the committee within 2 weeks by mailing their grievances to registrar@maher.ac.in. The redressal of grievance will be done within 2 weeks of receipt of mail after discussion with the Vice Chancellor.



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APPLICATION FOR CLAIMING PUBLICATION INCENTIVE

From:

Name of the Applicant
Designation

Name of the Constituent College

Through:

The Dean/Principal

Name of the Constituent College

To:

The Dean Research,

Meenakshi Academy of Higher Education and Research

Respected Madam,

Subject: Application for claiming publication incentive

This is to inform that I have published a scientific article titled _____ in the journal _____ which is indexed in SCOPUS / Web of Science / PubMed / UGC CARE LIST – I as First author / Co-author. Kindly consider my application for claiming the publication incentive as per the norms of the Meenakshi Academy of Higher Education and Research.

Thanking You

Date:

Yours Sincerely

Place:

Forwarded by: Signature of Dean/Principal

DECLARATION FORM

We, the authors of the scientific article titled “_____” published in Journal in the Year_____, Volume_____, hereby authorize Dr/Mr/Mrs____ to claim the publication incentive for the above paper as per the norms of Meenakshi Academy of Higher Education and Research.

S.No	Name of the Authors	Position of Authorship	Signature

Head of the Department

Head of the Institution

Signature :

Signature:

Date:

Date:

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Seal



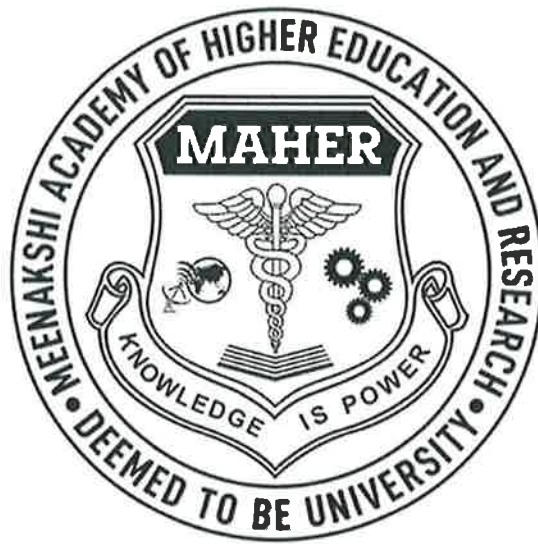
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*(Revised based on University Grants Commission -
Minimum Standards and Procedure for Award of Ph.D Degrees Regulations, 2016)*



Regulations For the Degree of Doctor of Philosophy (Ph.D)

Constituent Colleges


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- g) Certificate from the Guide stating that the manuscripts have been published in the journals indexed in Scopus/ Web of Science (as per template given in **Annexure VIIIF**).
- h) Covering Letter from the student to the Librarian, MAHER forwarded by Dean Research for uploading synopsis in Shodh Gangothi (as per the format given in **Annexure VIIG**)
- i) Photocopies of two Certificates of Paper/ Poster presentations during the Ph.D. programme.
- j) Photocopy of the approval of the Ph.D. research work by Institutional Human Ethical Committee/ Institutional Animal Ethical Committee (if applicable).
- k) While forwarding the synopsis to the Controller of Examinations, **the Guide with the approval of the Doctoral Committee shall furnish a panel of nine external examiners** (three from the Southern states, three from rest of India and three from abroad) for thesis evaluation and to conduct the public viva-voce examination (as per the format given in **Annexure VIIH**). The examiners should not be a close or immediate relative of the candidate.
- x) The Doctoral Committee shall along with the panel enclose a certificate stating that all the examiners suggested are experts in the discipline concerned and qualified to evaluate the thesis. The letter furnishing the panel shall be sent in a confidential cover addressed to the Controller of Examinations by name.
- xi) Candidate should write clearly in Block letters their name as awarded in the Post Graduation degree certificate and the title of thesis in the relevant columns of the Synopsis application.
- xii) Candidate who has not taken their qualifying Post-Graduate degree cannot supplicate for the Ph.D. degree.
- xiii) The "Thesis" should be submitted not less than three months and not exceeding six months after the submission of the synopsis.

16. GUIDELINES FOR THE SUBMISSION OF THESIS:

- (i) The Thesis should be submitted only after the completion of minimum duration of the Ph.D. Programme. The minimum duration of the Ph.D. programme is given below:
- Full Time scholars with M.Phil – 2 years
 - Full Time scholars without M.Phil – 3 years
 - Part Time scholars with M.Phil – 3 years
 - Part Time scholars without M.Phil – 4 years
- (ii) The submission of thesis should be done neither less than 3 months nor more than six months after synopsis submission.
- (iii) The Thesis Application form is given in **Annexure - VIIIA**.
- (iv) Ph.D. scholars must publish at least three Research papers in refereed journal listed in the UGC website for Science discipline and make two paper presentations in conferences/seminars in their area of research before the submission of the thesis for

adjudication, and produce evidence for the same in the form of presentation certificates and / or reprints.

- (v) Ph.D. scholars must publish at least two Research papers in SCOPUS / WOS Indexed approved journals listed in the UGC website for Science discipline.
- All manuscripts ready for publication should be submitted to MAHER publication monitoring committee for scrutiny
 - Internal reference number will be given for all submitted manuscripts.
 - Plagiarism check will be done by URKUND software as per UGC guidelines. Accepted similarity index is less than 10%
 - Consent letter from the Guide is mandatory for plagiarism check
 - The research scholar should be the first author in the manuscript with MAHER affiliation clearly mentioned
 - The published papers need to be attached in the Thesis and the internal reference number quoted for verification.
- (vi) The Ph.D. scholars should submit four hardcopies and four softcopies (as CD) of the thesis. The template for the title page and cover page of the thesis are given in **Annexure VIII B**. All the copies of the thesis should carry a declaration by the candidate and a bonafide certificate duly signed and issued by the Guide and co-Guide as per the format given in **Annexure VIII C & VIII D** respectively.
- (vii) The format for thesis preparation is given in **Annexure VIII E**. The Ph.D. scholars should strictly conform to the format of presentation.
- (viii) The thesis should NOT be hard bound and it should have a thin and flexible cover. The thesis should be forwarded in a confidential cover addressed to Controller of Examinations, Meenakshi Academy of Higher Education & Research, K.K.Nagar West, Chennai – 600078.
- (ix) The Ph.D. scholars should pay thesis submission fee and the payment shall be done either as Demand Draft drawn in favor of “The Registrar, MAHER” payable at Chennai.
- (x) The plagiarism check should be done only in the MAHER library after the complete preparation of thesis. The students should submit a letter to the Librarian forwarded by the Guide and the Dean Research, MAHER (as per the format given in **Annexure VIII F**) to create an ID for plagiarism check using URKUND software. Thesis submission shall be permitted only if the plagiarism is less than 10%. All the copies of the thesis should contain the plagiarism report issued by MAHER.
- (xi) The Ph.D. scholars should submit a No Objection Certificate from the following authorities during thesis submission as per the format given in **Annexure - VIII G**.
- a. Finance Officer, MAHER
 - b. Librarian (from the constituent college of MAHER where the Guide is working)
- (xii) The Ph.D. scholars should submit the following documents to the Controller of Examinations during thesis submission.
- a) Cover letter from the student to the Controller of Examinations, MAHER forwarded