



॥ अंतरी पेटवू ज्ञानज्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon



कबचौउमवि/११ए/अंतर्गत/१८५/२०२६

दि. ०६/०७/२०२६

प्रति

मा. संचालक,  
कबचौउमवि अंतर्गत सर्व शैक्षणिक प्रशाळा,  
कबचौउमवि, जळगाव

**विषय:-** Financial Assistance for Article Processing Charges (APC) for  
Publication in Q1 & Q2 Journals अंमलबजावणीबाबत

**संदर्भ:-** १) मा.व्यवस्थापन परिषदेचा ठराव क्र. व्य.प.ए-१०१/२०२५, दि.३०/०५/२०२५.  
२) विद्यापीठ पत्र जा.क्र.कबचौउमवि/११ए/अंतर्गत/२३६/२०२५, दि.२६/०६/२०२५

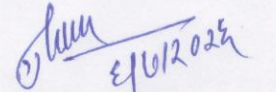
महोदय/ महोदया,

उपरोक्त विषयाच्या अनुषंगाने कळविण्यात येते की, दि.३०/०५/२०२५ रोजी झालेल्या व्यवस्थापन परिषदेतील ठराव क्र.व्य.प.ए-१०१/२०२५ च्या अनुषंगाने आपल्या प्रशाळेतील सर्व अध्यापकांना Quartile 1 & Quartile 2 मध्ये वर्गीकृत केलेल्या Journals मध्ये संशोधन पत्रे प्रकाशित करण्याच्या प्राध्यापकांकरीता प्रोत्साहन योजना राबविण्यासाठी विद्यापीठाने तयार केलेल्या मार्गदर्शक सुचना सदर पत्रासोबत जोडलेली आहे. तसेच विद्यापीठाच्या संकेतस्थळावर ([www.nmu.ac.in](http://www.nmu.ac.in)) प्रसिध्द करण्यात आल्या आहेत.

त्या मार्गदर्शक सुचनांप्रमाणे आवश्यक कार्यवाही करण्यासाठी सर्व अध्यापकांना आपल्या स्तरावरून सुचित करण्यात यावे व योजनेच्या अमलबजावणीसाठी आपल्या प्रशाळेतील अध्यापकांची आवेदन पत्रे विकास विभागास पाठविण्यात यावीत, ही विनंती.

सोबत:- नियमावली

आदेशान्वये,



उपकुलसचिव (से.नि.)

(विकास विभाग)

प्रत माहिती व आवश्यक कार्यवाहीस्तव सविनय सादर :-

१. मा.प्र.कुलगुरू महोदयांचे कार्यालय, कबचौउमवि, जळगाव.
२. मा.कुलसचिव कार्यालय, कबचौउमवि, जळगाव.
३. मा.वित्त व लेखा अधिकारी, कबचौउमवि, जळगाव.

**Standard Operating Procedure for  
“Financial Assistance for Article Processing Charges  
(APC) for Publication in Q1 & Q2 Journals”  
For the Teachers of the University Schools/Institute**



**KAVAYITRI BAHINABAI CHAUDHARI  
NORTH MAHARASHTRA UNIVERSITY, JALGAON**

**Website: [www.nmu.ac.in](http://www.nmu.ac.in)**



# KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA UNIVERSITY, JALGAON

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Standard Operating Procedure for “**Financial Assistance for Article Processing Charges (APC) for Publication in Q1 & Q2 Journals**” for the Teachers of the University Schools/Institute.

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## 1. PREAMBLE

Research publications in high-impact journals significantly contribute to the academic reputation of an institution and enhance the visibility of scholarly work. To motivate faculty members of **Kavayitri Bahinabai Chaudhari North Maharashtra University (KBCNMU), Jalgaon**, and encourage high-quality research publications, the university is pleased to introduce a scheme for providing **financial support for Article Processing Charges (APC)** incurred in publishing research papers in **Q1 and Q2 journals** as per the **Scopus/ Web of Science Journal Ranking System**. This initiative aims to foster a culture of research excellence and global academic contributions from our faculty members.

## 2. OBJECTIVES

- To support faculty members in publishing their research in **high-impact Q1 & Q2 journals**.
- To promote research output aligned with international standards.
- To enhance the university’s research visibility and ranking.
- To encourage interdisciplinary and high-quality research publications.

## 3. ELIGIBILITY CRITERIA

- The applicant must be a **full-time faculty member** from the school/institute on the KBCNMU, Campus.
- The research paper should be accepted in a **Q1 or Q2 journal (Current Year or Previous Year)** indexed in **Scopus or Web of Science** Journal Ranking System.
- Only **original research articles** published in Q1 or Q2 (in the related subject areas) journals are eligible.
- The applicant must be the **first author or corresponding author** of the paper.
- The research work should be affiliated with **KBCNMU, Jalgaon**.
- The funding is available for papers where **no other funding source** is available for APC.

#### 4. FUNDING GUIDELINES

- The university shall provide **partial reimbursement i.e. 50% of the total APC Charges**, maximum financial support shall be up to **Rs. 50,000/-** per publication.
- Only **one application per faculty member per financial year** will be considered.
- The reimbursement will be made on a **first-come, first-served basis**, subject to fund availability.
- If multiple authors from KBCNMU contribute to a single paper, the APC amount will be **equally distributed** among them and will not exceed Rs. 50000/- per publication.

#### 5. APPLICATION PROCEDURE

1. The applicant must submit an **offline application** in the prescribed format along with the following documents:
  - Copy of the **accepted paper** with journal details.
  - Proof of **APC payment receipt**.
  - Journal ranking proof (Q1/Q2 classification from Scopus/Web of Science).
  - Endorsement letter from **Head of the Department/Director**.
2. Applications must be submitted to the **Development Section, KBCNMU** within **one month of publication**.
3. A committee appointed by the Hon'ble **Vice-Chancellor** will review the applications and approve funding based on merit and compliance.

#### 6. APPLICATION FORM TEMPLATE

##### APC Funding Application Form

- 1) Name of Faculty : .....
- 2) Department : .....
- 3) Affiliation : KBCNMU, Jalgaon
- 4) Title of the Paper : .....
- 5) Journal Name & ISSN : .....
- 6) Indexed in WoS/Scopus : .....
- 7) Q1/Q2 Ranking Proof Attached : Yes / No
- 8) Accepted Paper Attached : Yes / No
- 9) Proof of APC Payment : Yes / No
- 10) Amount Paid : Rs. ....
- 11) Date of Publication : .....
- 12) Endorsement from Director/Head : Yes / No

**Declaration:** I hereby declare that the information provided is correct and I have not availed APC support from any other funding source. In case of retraction of paper at any stage, I will refund the APC charges received to the university,

## 7. TERMS & CONDITIONS

- Papers published in **predatory or non-indexed journals** will not be considered.
- Beneficiary Faculty members availing APC must acknowledge **KBCNMU's financial support** in their publication.
- The university reserves the right to **modify or withdraw** the scheme at any time based on fund availability and policy updates.
- Misuse of funds or misrepresentation of publication details may result in **disciplinary action**.
- In case of retraction of paper at any stage, the APC charges paid by the university must be refunded.

## 8. SUGGESTED LIST OF FREE OR DISCOUNTED JOURNALS

Faculty may refer to the following platforms for low or waived APC journals:

- Directory of Open Access Journals (DOAJ)
- PLoS journals with waiver options
- MDPI waiver and discount programs
- Springer Open Access waivers
- Elsevier waiver policy for authors from developing countries
- IEEE Access (selective waiver)

Faculty are encouraged to regularly check publishers' websites for updated waiver policies.

## 9. IMPLEMENTATION & REVIEW

- The scheme will be **initially implemented for 2 Financial Years (2025-26 & 2026-27)** and reviewed annually.
- A review committee will assess the scheme's impact and suggest modifications for improvement.

## 10. CONTACT INFORMATION

For any queries regarding the scheme, please contact:

**Development Section, KBCNMU, Jalgaon**

Email: [development@nmu.ac.in](mailto:development@nmu.ac.in)

Phone: (0257) 2257225

| SOP No. | Effective Date | Significant Changes | Previous SOP no. |
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