

कबचौउमवि/११ए/अंतर्गत/२३६/२०२५

दि. २६/०६/२०२५

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

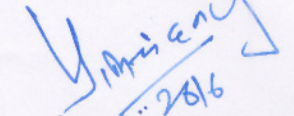
महोदय/ महोदया,

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) प्रसिध्द करण्यात आल्या आहेत.

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

सोबत:- नियमावली

आदेशान्वये,



(प्रवीण चंदनकर)

सहा.कुलसचिव

(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
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SOP :
Number

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

	NAME	SIGNATURE	DATE
Author	Prof. S. R. Kolhe (Chairman), Prof. J. V. Sali, Prof. D. S. Dalal, Prof. B. L. Chaudhari, Prof. K. F. Pawar, Prof. Samer P. Narkhede (Member Secretary)		
Reviewer			
Authoriser			

Effective Date:	
Review Date:	

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KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA UNIVERSITY, JALGAON

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.

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

Phone: (0257) 2257225

Date: 06 May 2025

SOP No.	Effective Date	Significant Changes	Previous SOP no.
