



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Maharaja Fatehsingh Rao Gaekwad Road, Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Tel. Ph.: (+91-0265) • (Registrar): 2795521 • (DO. GCU): 2793735 • (IA & CAO): 2795506

• (Dy. R. Exam): 2795502 • (Dy. R. ADE/ADM): 2792032 • (ADE/ADM): 2784062 • (Engineer): 2795512

CIRCULAR

No.GCU-1/SADF-Publication Grant/2022-23/ 93

Date: 24 MAY 2022

To,
All the Deans of Faculties
All the Principals of Colleges
All the Heads of Institutions
The Maharaja Sayajirao University of Baroda
Vadodara

Sub:- Financial Assistance under “Staff Academic Development Fund” of University for “Publication Grant” as approved vide S.R. No. 14 dated 10.05.2022

Sir/Madam,

This is to inform that the University will be considering proposals from permanent University teachers to provide financial assistance for ‘Publication’, from “Staff Academic Development Fund” of University for the year 2022-2023.

Please find enclosed herewith specimen copy of application form and University guidelines for availing ‘Publication Grant’. Kindly circulate the same to all the teachers of your faculty/institution for wider participation. The applications for availing the grant recommended by the Head of the Department and Dean/Principal be sent in DUPLICATE to this office.

Kindly follow the guidelines and send the proposal/s duly completed in all respects. The proposal must include printing estimates from University Press, number of copies to be printed and a panel of Referees etc.

The Deans, Principals and Heads of Institutions, are requested to send a list of expert having expertise on the subject for each publication confidentially to the GCU Section directly, as per the guidelines.

Yours Sincerely,


Development Officer

**Encl:- 1. University Guidelines for Publication
2. Guidelines to prepare a panel of Referees
3. Proforma of Proposal**

Copy f.w.cs.to:-

1. P.S. to VC/Registrar (offg) - for information
2. Section A/Audit



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA

Proforma for "Publication Grant "under Staff Academic Development Fund
for the year 2022 - 2023

I Personal Details	
1	Name of the Teacher : <input type="text"/>
2	Designation : <input type="text"/>
4	Whether Permanent : <input type="text"/>
5	Department/Faculty : <input type="text"/>
II Application for Publication of quality Research paper/articles	
1	Title (please attach 3 copies of full paper/article) : <input type="text"/>
2	Number of publishing Journal : <input type="text"/>
3	ISSN No. of the Journal : <input type="text"/>
4	Name of Author/Authors : <input type="text"/>
5	List of outside experts for evaluation attached : <input type="text"/> Yes/No
6	Approximate expenditure : <input type="text"/>
III Application for Publication of Scholarly Contribution	
1	Title : <input type="text"/>
2	List of outside experts for evaluation attached : <input type="text"/> Yes/No
3	University Press estimate attached : <input type="text"/> Yes/No
4	If No, then specify reasons : <input type="text"/>
5	Recommendation from the Publication Sales Unit attached : <input type="text"/> Yes/No
6	No. of Copies to be published : <input type="text"/>
7	Approximate Expenditure : <input type="text"/>
8	If availed Publication Grant pleased attach photocopy of certified expenditure statement. : <input type="text"/>



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Revised Guidelines for Publication Grant

1. Permanent teachers of the University are eligible to avail Publication Grant.
2. The allocation of grant under this scheme is on first come first served basis.
3. The Vice-Chancellor decision regarding financial assistance to be provided from the Publication Grant shall be final.
4. In case of any dispute or controversy, the Vice-Chancellor is authorized to take the final decision.

Financial Assistance under the Staff Academic Development Fund shall be given for the following:

a) For publication of quality research papers or articles in referred Journals (printed or Online) with ISSN No.

- There is a financial allocation of Rs 2, 50,000/- per year under this category.
- Financial assistance of not more than Rs 10,000/- per teacher for publication of quality research papers or articles in referred Journals with ISSN no. is permissible under the scheme only once in a year.
- In case of multiple authors of any paper, only first author will be entitled to avail the scheme.
- For Science & Technology, the Journal in which paper is to be published should be
 - With ISSN No.
 - A peer reviewed journal
 - With impact factor of 1 and above
 - With the listing of the Journal
- For Humanities and Social Sciences the Journal in which paper is to be published should have
 - With ISSN No.
 - A peer reviewed journal
 - With the listing of the Journal
- The application must be submitted with the acceptance letter from the publisher, evidence seeking financial assistance for publication, results of the review done by the publishers and a copy of complete paper.

b) For Publication of scholarly contribution of the faculty (not text book)

- There is a financial allocation of Rs 1, 00,000/- per year under this category.
- The manuscript for 'Scholarly contribution of the Faculty shall be assessed by two experts nominated by the Vice-Chancellor out of the names sent by the Dean of the faculty in a sealed envelope to the GCU section.
- On receiving the response from the experts, the decision to publish the manuscript, number of copies to be published etc shall be taken by the Vice Chancellor
- Scholarly contribution of the faculty (not text book) can be published by the University Publication and Sales Unit or by the concerned Department/Faculty.



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- The Scholarly contribution of the faculty (not text book) so published should be printed in the University Press
- In case University press is unable to print the manuscript, publication work can be given to outsider printer and coded procedure of the university need to be followed.
- Repetitive publication of books is not permitted under this scheme.

c) For Publication of University Journals

- There is a financial allocation of Rs 50,000/- per year under this category.
- The proposal for publication of University Journal must reach the GCU Section before the month of October every year.



**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA**

GUIDELINES TO PREPARE A PANEL OF REFEREES FOR PUBLICATION GRANT

The Dean should prepare a panel of referees keeping in mind the following guidelines:

- The referee who reviews the manuscripts/Research Papers/Articles should be a renowned scholar in his/her respective field and/or a Professor or a Reader with 5 years standing. Both should be from outside of Vadodara, as far as possible.
- An expert with sound scholarship and professional standing should have generally possess the only of followings.
 - Substantial Published articles in national and/or International journals of high standing.
 - Research experience of guiding Ph.D. research work and/or executing research projects.
 - Active participation and experience in academic activities such as
 - * Membership in Review Boards of journals.
 - * Membership in Review Boards of National and International funding agencies (e.g. ICSSR, ICAR, WHO, DST, UGC)
 - * Membership in professional organizations.
 - * Membership in Advisory committees of academic bodies.
 - * Paper presentations and participation in National / International Seminars / Workshops.

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**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
VADODARA**

Report of the Expert on the MSS submitted for Publication of Scholarly Contribution

To,
The Registrar,
The Maharaja Sayajirao University of Baroda
Vadodara

Sub: Report on the MSS entitled _____

Sir,

I have gone through the above MSS and I hereby tender my opinion on the same.

General Comments:

- Its contribution in the light of other published work in this area
- The "readers" for whom such a work will be useful
- Its originality and standard in comparison to other published work of similar nature.

Recommendations:

(Tick any one)

- Outstanding
 Good
 Average
 Below
 Average
 Poor

Recommendations for Nos. of copies to be printed:

(Tick any one)

- 100
 200
 300
 400
 500

Suggestions for modifications, if any:-

Signature: _____

Full name: _____

Date: _____

You are requested to send your remarks within 10 days.

Please return the original paper along with this.



Appendix A

**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA
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*Report of Expert on the Research Paper / Research Article submitted for financial assistance for
publication in the Referred Journal under
UGC Publication Grant*

To,
The Registrar,
The Maharaja Sayajirao University of Baroda
Vadodara

Subject: Report on the research paper / research article entitled

Sir,

I have gone through the above mentioned research papers/research articles sent to me
vide your letter No. _____ dated _____
In my view, the paper/article is (✓ mark any one) for Publication in the Referred Journal.

- (1) Outstanding
- (2) Good
- (3) Average
- (4) Below Average
- (5) Poor

Any other remarks:-

Signature: _____

Full name: _____

Date: _____

*You are requested to send your remarks within 10 days.
Please return the original paper along with this.*

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