

## JKKN EDUCATIONAL INSTITUTIONS

Kumarapalayam, Namakkal District, Tamil Nadu-638 183

### OFFICE ORDER

Quality research publications are significant very important for any Technical Institution. Accreditation agencies like NBA, NAAC and Institutional Ranking FrameWork (NIRF) emphasise on research publications in Journals and Conferences indexed by Scopus, Web of Science, and other reputed independent agencies.

This policy has been reviewed with Dean R&D in the meeting held on 13<sup>th</sup> January 2023 and it has been decided to implement the scheme of Reimbursement and Reward to the current Academic year 2023-24; the, the Rewards for various categories of journals as given below.

Category	Description	Rewards of Publication
1	Web of Sciences (WOS)/Scopus Indexed Journals ( As per our JKKN R&D norms)	10000
2	Patent Publication ( As per our JKKN R&D norms)	10000
3	Publication in International Conference with Scopus Indexed book chapter ( As per our JKKN R&D norms)	5000

Note:

1. Ph.D. Faculty should publish at least a minimum of 02 papers and other Faculty 01 papers in Category 1 or 2 in an academic year.
2. Rewards will be granted only after submission of hard & soft copies copy of publication in the department/Central Library.
3. All the papers (to Journals or Conferences) will be submitted after proper plagiarism check and language check through proper channel Viz., R&D.
4. Affiliation of College name and address should be mentioned appropriately, properly mentioned and Acknowledgement to the Institute should also be given.

## Multiple Authors Template (Non-JKKN First Author)

**Publication/Patent Title:** *[Insert Title]*

**Publication/Patent Date:** *[Insert Date]*

**Category & Indexed in:** *[Specify Category and Indexed Database, e.g., Web of Science, Scopus, Patent Registry]*

### Authors and Affiliations:

*(List all JKKN authors as they appear in the publication or patent, clearly stating the affiliation of each to identify eligible JKKN authors.)*

1. Name: [Author 1] - Affiliation: [Institution] - Note: [Eligibility status for JKKN reward]
2. Name: [Author 2] - Affiliation: JKKN - Note: Applicant for reward.
3. *(Continue listing other authors, noting JKKN affiliations and eligibility status.)*  
Documented Contributions:

*(Detail the specific contributions of each author, focusing on those affiliated with JKKN and their eligibility for rewards.)*

- Author 1: [Main contributions] - Note:
- Author 2: [Detailed contributions] -
- *(Continue for additional JKKN authors.)*

### Approval:

- Reviewed by: [Name & Title of reviewer, typically the College head or COE director]
- Date of Approval: [Date]

Notes:

## Evaluation Rubric for Research Publications at JKKN

Criteria	Scale	Description
<b>Quartile Ranking of Publication</b>	<b>Q1, Q2, Q3, Q4</b>	<b>Q1 (Top 25%):</b> High-impact journals, indicative of leading research in the field. <b>Q2 (25%-50%):</b> Well-regarded journals with substantial academic influence. <b>Q3 (50%-75%):</b> Journals with moderate reach, often specialized. <b>Q4 (Bottom 25%):</b> Emerging or niche journals with specific thematic focuses.
<b>Solution-Oriented Innovation</b>	<b>1-5 (1 = Minimal, 5 = Exceptional)</b>	<b>1:</b> No practical applications derived from the research. <b>2:</b> Limited practical solutions that require further development. <b>3:</b> Practical and applicable solutions that could be implemented with modifications. <b>4:</b> Highly innovative, with solutions that have immediate application potential. <b>5:</b> Groundbreaking innovations that provide ready-to-implement, transformative solutions.
<b>Contribution to the COE's Area of Focus</b>	<b>1-5 (1 = None, 5 = Significant)</b>	<b>1:</b> Unrelated to the COE's strategic goals. <b>2:</b> Minimal relevance; provides slight alignment with COE's focus. <b>3:</b> Moderate contribution; aligns with several but not all COE objectives. <b>4:</b> Strong relevance; significantly advances the COE's strategic goals. <b>5:</b> Essential contribution; pivotal in advancing

		<b>the COE’s core mission and widely recognized within the field.</b>
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## **Proposed Draft for 2024-25**

### **1. Purpose**

The primary purpose of this SOP is to establish a clear, systematic, and equitable procedure for recognizing and rewarding the publication achievements of faculty members and learners. This SOP is designed to:

- **Promote Alignment with COE Goals:** Ensure that all recognized and rewarded publications directly contribute to the Center of Excellence's (COE) area of focus, supporting the institution's mission to promote thought leadership and innovation within the field.
- **Encourage High-Quality Research:** Motivate faculty members and learners to engage in high-impact research activities that meet or exceed the institution’s Research & Development (R&D) norms. By setting a high standard for recognition, the SOP aims to elevate the quality of contributions to the academic community.
- **Foster a Culture of Excellence:** Create an environment that values and acknowledges academic excellence. This recognition serves as a personal achievement for the individuals involved and not only serves as a personal achievement for the individuals involved but also sets a benchmark for their peers, promoting a healthy competitive spirit within the institution.
- **Enhance Institutional Reputation:** By consistently recognizing high-quality publications, the institution can enhance its reputation in the academic and professional communities. This increased prestige can attract top-tier faculty and students, securing its position as a leader in research and education.
- **Support Continuous Professional Development:** Encourage continuous learning and professional growth among faculty and learners by recognizing their efforts to contribute to their fields of study. This aspect of the SOP helps maintain an active and engaged academic community that is always pushing the boundaries of knowledge and innovation.
- **Provide Transparent and Fair Recognition:** Establish clear criteria and processes for the recognition and reward of publication achievements, ensuring transparency and fairness in how contributions are evaluated and honored. This clarity helps prevent biases or misunderstandings and ensures any biases or misunderstandings and ensures that all eligible participants feel valued and fairly treated.

## 2. Scope

This section of the Standard Operating Procedure outlines the applicability and limitations of the policy designed to recognize and reward publication achievements. It specifies who the SOP covers and is covered by the SOP and under what circumstances it applies.

- **Applicability to Faculty and Learners:** The SOP applies to all faculty members and learners associated with the institution. It covers those who have successfully published papers, articles, book chapters, or books that contribute to the academic discourse in the institution's focus areas. This includes full-time and part-time faculty, adjunct professors, postdoctoral researchers, and students involved in higher-level academic pursuits.
- **Type of Publications Covered:** The SOP applies to a variety of publication types, including:
  - **Peer-Reviewed Journal Articles:** Publications in journals that are recognized by the institution and indexed in major academic databases like Web of Science or Scopus.
  - **Books and Book Chapters:** Scholarly books and book chapters that are published in books by reputable academic publishers.
  - **Conference Proceedings:** Papers published in the proceedings of significant academic conferences, particularly those that are peer-reviewed and indexed.
- **Criteria for Recognition and Reward:** Recognition and rewards under this SOP are contingent upon the publication meeting specific criteria:
  - **Alignment with COE's Area of Focus:** The publication's content of the publication must be directly relevant to the specialized areas of study or research promoted by the Center of Excellence.
  - **Compliance with R&D Norms:** Publications must adhere to the established Research and Development norms of the institution, ensuring they meet high academic rigor and integrity standards of academic rigor and integrity.
  - **Indexation in Recognized Databases:** Publications must be indexed in reputable academic databases to qualify for recognition and reward. To qualify for recognition and reward, publications must be indexed in reputable academic databases, confirming their acceptance and recognition within the scholarly community.
- **Exclusions:** The SOP does not cover publications that:
  - **Do Not Meet Eligibility Criteria:** Publications that fail to meet the specified academic standards, such as those not indexed in recognized databases or not aligning with the COE's focus.
  - **Non-Academic Publications:** Articles or books intended for a general audience that do not contribute to scholarly discourse or that are published in non-peer-reviewed magazines and non-academic platforms.

### 3. Definitions

This section provides clear definitions for terms and concepts critical to understanding and applying the SOP. Defining these terms ensures consistency in interpretation and application across different departments and stakeholders within the institution.

- **Publication Achievement:** Any scholarly work published by a faculty member or learner in formats such as a journal article, book chapter, book, or conference proceeding. The publication must contribute to the academic discourse in a field relevant to the Center of Excellence (COE) and meet the institution's R&D norms.
- **Recognition and Rewards System:** The set of criteria and processes established by the institution to acknowledge and financially compensate faculty members and learners for high-quality scholarly publications that align with the COE's strategic focus and enhance the institution's academic reputation.
- **Center of Excellence (COE):** A dedicated hub within the institution focused on advancing research and thought leadership in specific areas of study. The COE supports, promotes, and disseminates innovative research with research that is innovative and of significant academic and practical value.
- **R&D Norms:** The standards and guidelines set by the institution's research and development department that outline the required quality, originality, and impact of academic publications for them to be recognized and rewarded. These norms ensure that the scholarly work aligns with the institution's objectives and maintains high academic integrity.
- **Indexed in Recognized Databases:** A criterion for publication achievements that requires the work to be listed in reputable academic databases such as Web of Science (WOS), Scopus, or similar platforms. Indexation verifies that the publication has been peer-reviewed and acknowledged by the educational academic community.
- **Affiliation:** The official association of a faculty member or learner with the institution, which must be clearly stated in any published work. This association ensures that the institution's contribution to the research is recognized and that benefits from the publication accrue back to the institution and its academic community.
- **Multi-Authored Publications:** Publications produced by more than one author. This term is significant in determining how recognition and rewards are distributed among the contributors, particularly when assessing the extent of each author's contribution to the work.
- **Evaluation Rubric:** A tool or set of criteria used to assess the quality and impact of publications based on predefined metrics such as significance, originality, and relevance to the COE's area of focus. The rubric helps make objective decisions about each publication's recognition and rewards in making objective decisions about the recognition and rewards for each publication.

### 4. Eligibility

This section defines who is eligible for recognition and rewards under this SOP, based on their affiliation with the institution and the nature of their publications.

- Affiliation Requirement:
  - All faculty members and learners affiliated with the institution are eligible. This includes full-time, part-time, adjunct faculty, and registered learners.
  - The publication must explicitly mention the institution's affiliation, reflecting the contribution and support of the institution to the research work.
- Publication Criteria:
  - Relevance to COE's Focus: The publication must align with the Center of Excellence's area of focus, contributing to advancing the advancement of knowledge in that specific field.
  - Indexed Publications: The publication must be indexed in reputable academic databases such as Web of Science (WOS), Scopus, or others recognized by the institution, which ensures the quality and peer review standard necessary for academic recognition.
  - Compliance with R&D Norms: Publications must adhere to the institution's Research & Development norms, ensuring they meet established standards of quality and integrity.
- Specific Contributions for Multi-Authored Works:
  - In the case of multi-authored publications, the individual contributions of each faculty member or learner must be clearly defined. Eligibility for rewards may depend on the nature and extent of each contributor's involvement, as detailed in a statement of author contributions or a corresponding author's letter.
- Exclusion Criteria:
  - Publications that do not meet the above criteria, such as those not aligned with the COE's strategic focus, not indexed in recognized databases, or lacking proper documentation of the individual's contribution, are not eligible for recognition and rewards under this SOP.

## 5. Procedure

The procedure for recognizing and rewarding publication achievements is designed to be systematic and fair, ensuring all eligible publications are evaluated thoroughly and equitably.

### 5.1 Notification and Submission

- Initial Notification: Upon publication, the author(s) must promptly notify the department head or COE director about their publication achievement.
- Submission of Documents: Authors are required to submit both hard and soft copies of the publication to the department or central library. This includes all necessary documentation that proves the publication's compliance with eligibility criteria, such as indexing information and evidence of the author's contribution in cases of multi-authored works.

## 5.2 Verification and Initial Review

- **Verification of Compliance:** The department head or COE director initially reviews the submission to verify if it meets the eligibility criteria outlined in Section 4.
- **Preliminary Eligibility Assessment:** This step ensures the publication aligns with the COE's focus, checks for proper indexing, and confirms the author's affiliation with the institution.

## 5.3 Evaluation Using Integrated Framework

- **Application of Evaluation Rubric:** The publication is evaluated against the defined rubric that incorporates criteria such as significance, impact, originality, clarity, and relevance.
- **Assessment of Contributions:** For multi-authored publications, the individual contributions are assessed to determine the extent of each author's involvement and their eligibility for the reward.

## 5.4 Recognition and Reward Decision

- **Decision Making:** Based on the evaluation, the department head or COE director decides on the recognition and the type of reward each eligible publication deserves.
- **Documentation of Decisions:** All decisions along with their justifications, are documented for transparency and future reference.

## 5.5 Announcement and Documentation

- **Formal Recognition:** Eligible faculty members and learners are formally recognized through various channels such as certificates, monetary rewards, and public announcements in newsletters or on the institution's website.
- **Record Keeping:** All records of recognitions and rewards are maintained in the department's central library or digital archives for accountability and historical tracking.

## 5.6 Continuous Improvement Feedback Loop

- **Feedback Collection:** Feedback on the recognition and rewards process is collected from participants and stakeholders to identify areas for improvement.
- **Review and Adjustments:** The SOP is reviewed annually, and adjustments are made based on feedback to ensure the process remains relevant, fair, and effective.



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Contribution to the COE's Area of Focus	1-5 (1 = None, 5 = Significant)	1: Unrelated to the COE's strategic goals. 2: Minimal relevance; provides slight alignment with COE's focus. 3: Moderate contribution; aligns with several but not all COE objectives. 4: Strong relevance; significantly advances the COE's strategic goals. 5: Essential

		contribution; pivotal in advancing the COE's core mission and widely recognized within the field.
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#### Usage of the Rubric:

- **Application:** Each publication submitted for recognition and reward is assessed using this rubric by the evaluating committee, typically consisting of the department head, COE director, or a panel designated by the institution.
- **Scoring:** Publications are scored on each criterion, and an overall score is calculated. Publications meeting a predetermined threshold (e.g., an average score of 4 or higher across all criteria) qualify for recognition and specific reward categories.
- **Documentation:** Scores and evaluative comments are documented for each publication to maintain transparency and provide feedback to the authors.

### 6. Reward Distribution

This section describes the mechanisms and criteria for distributing rewards to authors of recognized publications, ensuring fairness and transparency.

#### 6.1 Distribution Criteria

- **Individual vs. Multi-Authored Publications:**
  - For publications with a single author, the reward is allocated fully to the individual based on the evaluation criteria scores.
  - For multi-authored publications, the reward is divided based on the contribution of each author as documented in the statement of author contributions or a corresponding author's letter.
- **Type of Publication:**
  - Different categories of publications, such as articles in indexed journals, books, and conference proceedings, are rewarded differently according to their impact and relevance to the institution's objectives.

#### 6.2 Reward Categories

- **Monetary Rewards:**
  - Category 1: Web of Science/Scopus Indexed Journals: \$Rs.10,000
  - Category 2: Patent Publications: Rs.10,000
  - Category 3: Publications in International Conferences with Scopus Indexed Book Chapters: Rs.5,000
- **Non-Monetary Rewards:**

- Certificate of Recognition: Awarded to all recognized authors to acknowledge their contribution to the academic field.
- Feature in Institutional Media: Successful publications and their authors are highlighted in the department or COE newsletter, as well as on the institution's website.

### 6.3 Reward Implementation Process

- Announcement of Rewards: Once the evaluation process is complete, the department head or COE director announces the rewards during a formal departmental or institutional meeting.
- Distribution of Rewards: Monetary rewards are processed through the institution's financial department and disbursed to the respective authors according to the established criteria. Certificates and other recognitions are presented at institutional events or mailed directly to the recipients.
- Documentation and Record Keeping: All details of the reward distribution are documented for accountability and audit purposes. This includes records of the decision-making process, the amounts disbursed, and the recipients of the rewards.

### 6.4 Review and Adjustments

- Annual Review: The reward distribution criteria and amounts are reviewed annually to ensure they remain relevant and competitive, considering the evolving academic landscape and institutional objectives.
- Feedback Incorporation: Feedback from faculty members and learners is solicited to refine the reward distribution process, ensuring it continues to effectively motivate and recognize outstanding academic contributions.

### 7.1 Annual Review Process

- Scheduled Reviews: The SOP is scheduled for review annually by the COE director and the department head. This ensures that it aligns with the evolving goals of the COE, institutional strategies, and changes in academic standards or external requirements.
- Involvement of Stakeholders: The review process includes consultations with key stakeholders, including faculty members, researchers, and administrative staff. This involvement ensures that the SOP addresses the needs and concerns of all parties involved in the publication process.

### 7.2 Feedback Mechanism

- Collection of Feedback: Feedback is solicited from users of the SOP throughout the year. This may include surveys, interviews, or informal feedback during department meetings.

- **Analysis of Feedback:** Feedback is analyzed to identify common themes, suggestions for improvement, and areas of dissatisfaction that need to be addressed.

### 7.3 Updating the SOP

- **Revision Recommendations:** Based on the annual review and feedback analysis, the COE director and department head propose revisions to the SOP. These revisions may include changes to eligibility criteria, evaluation metrics, reward mechanisms, or procedural steps.
- **Approval Process:** Proposed revisions are submitted to an institutional review board or similar authority within the institution for approval.
- **Implementation of Changes:** Once approved, the changes are implemented, and the revised SOP is distributed to all relevant parties. Training sessions or informational meetings may be held to explain the changes and ensure smooth transition.

### 7.4 Documentation and Record Keeping

- **Document Control:** All versions of the SOP, including changes and the rationale for those changes, are documented and archived. This provides a historical record and ensures transparency in the revision process.
- **Accessibility:** The latest version of the SOP is made accessible to all stakeholders, typically via the institution's internal website or a digital repository, ensuring that everyone is informed about the current procedures and criteria.

### 7.5 Continuous Improvement

- **Performance Monitoring:** The effectiveness of the SOP is monitored through regular assessments of its impact on publication rates and author satisfaction.
- **Ongoing Adjustments:** Continuous improvement practices are embedded in the SOP management, allowing for ongoing minor adjustments based on operational feedback and performance metrics.

## **Multiple Authors (Non-JKKN First Author)**

Publication/Patent Title: *[Insert Title]*

Publication/Patent Date: *[Insert Date]*

Category & Indexed in: *[Specify Category and Indexed Database, e.g., Web of Science, Scopus, Patent Registry]*

Authors and Affiliations:

*(List all JKKN authors as they appear in the publication or patent, clearly stating the affiliation of each to identify eligible JKKN authors.)*

4. Name: [Author 1] - Affiliation: [Institution] - Note: [Eligibility status for JKKN reward]
5. Name: [Author 2] - Affiliation: JKKN - Note: Applicant for reward.
6. *(Continue listing other authors, noting JKKN affiliations and eligibility status.)*  
Documented Contributions:

*(Detail the specific contributions of each author, focusing on those affiliated with JKKN and their eligibility for rewards.)*

- Author 1: [Main contributions] - Note:
- Author 2: [Detailed contributions] -
- *(Continue for additional JKKN authors.)*

Approval:

- Reviewed by: [Name & Title of reviewer, typically the College head or COE director]
- Date of Approval: [Date]