



Thakur Educational Trust's (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF ARTS & COMMERCE**

NAAC Accredited & ISO 21001:2018 Certified



Thakur Ramnarayan Educational Campus, S.V. Road, Dahisar (East), Mumbai - 400 068
Tel: 022 2828 1200 | Fax: 022 2828 1300 | www.trcac.org.in

TRCAC/DC/RDC/001/2026-27

Date: 01/07/2026

Research & Development Cell

FACULTY RESEARCH PUBLICATION SUPPORT AND REIMBURSEMENT POLICY

The Research & Development (R&D) Cell of Thakur Ramnarayan College of Arts & Commerce is committed to fostering a strong research culture among faculty members. In alignment with NAAC guidelines and to enhance the academic and research profile of the institution, the following policy for research publications and reimbursement is hereby implemented.

1. Objectives

- To encourage faculty members to publish research papers in reputed and indexed journals.
- To ensure quality research output in line with NAAC standards.
- To provide financial support for research and publication activities as per the approved NAAC format.
- To strengthen the institution's academic excellence and visibility.

2. Applicability

This policy shall be applicable to all full-time and approved faculty members of the institution.

3. Guidelines for Research Publications

3.1 Quality Criteria for Journals

Faculty members are required to publish minimum of two research papers in any of the following:

- Scopus indexed journals
- Web of Science indexed journals
- Chapters/Reference Books with ISBN
- External peer reviewed journals

Note:

- 1. Publications in predatory journals will not be considered.*
- 2. Publication of textbooks will not be considered for minimum publication criteria.*

3.2 Authorship Criteria

- The faculty member should be the first author or corresponding author.
- Co-authored papers will be considered based on contribution.

3.3 Institutional Affiliation

- The name of the institution must be clearly mentioned in the publication.

3.4 Minimum number of publications and prior permission

- All faculty members are required to mandatorily publish a minimum of two research papers within each academic year.
- Faculty members must obtain prior permission from the Research and Development Committee for any kind of presentation or publication.

4. Reimbursement Policy

4.1 Eligible Expenses

Reimbursement may be provided for:

- Article Processing Charges (APC)
- Conference fees (for paper presentation and publication)

4.2 Reimbursement Limits

- Scopus / Web of Science / UGC-CARE (if applicable) / High Quality Peer-reviewed journals: Up to ₹5,000 per paper
- National / International Conference Research Paper Presentation and Published with ISBN: Up to ₹2,500 per paper
- The maximum limit of Reimbursement amount will be capped at ₹ 5,000 per faculty member. (This will include only Research Paper Publication and not the FDP.)

(The above limits may be revised from time to time with approval of the management.)

4.3 Conditions for Reimbursement

- The research paper must be published.
- Submission of proof of payment (payment receipt) and published copy with certificate is mandatory.
- Prior approval from the R&D Cell must be obtained before 10 days sending the research paper for publication.
- Publication of abstract in the proceedings will not be accepted.

5. Responsibilities of R&D Cell

- To guide faculty in identifying quality journals
- To encourage and guide students to participate in Aavishkar.
- To organize research workshops, conferences and training sessions.
- To maintain and monitor publication records.
- To verify authenticity of journals and publications.

6. Review and Amendments

This policy shall be reviewed periodically and revised as per NAAC guidelines and institutional requirements.

All faculty members are requested to adhere to the above policy and actively contribute to the research initiatives of the institution.



By Order



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Patent publication and Reimbursement policy

1. Promotion of Innovation Policy

The institution encourages faculty and students to undertake innovative and patentable research aligned with NAAC Criterion.

2. Financial Support Policy

The institution provides partial/full financial assistance for patent filing, publication, and grants, subject to approval.

3. Monitoring & NAAC Documentation Policy

The RDC shall maintain records of patents filed, published, and granted, and include them in NAAC reports and annual reviews.



By Order

Department wise Publication of Edited Book

All Department Coordinators are hereby informed to follow the guidelines below for the publication of an edited book:

1. Proposal Submission to RDC

- The department must submit a proposal letter to the RDC to obtain an ISBN, along with the cover page of the proposed edited book.
- An independent blind peer review committee must be constituted to review all research papers.
- The selection of research papers for publication will be carried out by the blind peer review committee.
- The department must submit a separate list of proposed editors, which will require approval from the RDC.
- Approved editors must submit the required proforma of the proposed edited book to the RDC and obtain formal approval.
- The final draft of the edited book must be reviewed by the blind peer review committee before publication.

2. Publication Ethics

- Zero tolerance for plagiarism
- Proper citation and referencing must be followed
- No duplicate submissions
- Adherence to ethical authorship practices
- Compliance with guidelines of the Committee on Publication Ethics (COPE)

3. Authorship Guidelines

- Authors are expected to reflect actual contributions
- Clear agreement on the order of authors/editors
- No honorary or guest authorship permitted
- Institutional affiliations must be clearly and correctly stated

4. Plagiarism Policy

- Acceptable similarity index: **Maximum 10%** (excluding references)
- Mandatory plagiarism check before final submission/editing

- Violations will result in rejection and may lead to disciplinary action

5. Minimum and Maximum Publication Criteria for Edited Book

- An edited book must include a minimum of 20 and a maximum of 40 research papers/chapters to ensure both academic rigor and manageable volume.
- Each paper must meet the prescribed standards of quality, originality, and peer review.
- In exceptional cases (e.g., highly specialized or interdisciplinary themes), any deviation from the above limits may be permitted only with prior approval from RDC.
- The book should ensure a balanced representation of contributors, preferably including authors from multiple institutions to enhance academic diversity.
- All chapters must follow a uniform format and structure as prescribed by the editorial board.



By Order