

## **Guidelines for Issuance of Appreciation Letters to LUVAS Faculty for Publications in High-Impact Journals (NAAS Rating $\geq$ 8.0 or equivalent)**

### **1. Objective**

To recognize and encourage high-quality research publications by LUVAS faculty members in reputed peer-reviewed journals having NAAS rating of 8.0 or equivalent and above, thereby promoting research excellence and enhancing the academic visibility of the University.

### **2. Eligibility Criteria**

- 1) The applicant must be a regular faculty member of LUVAS at the time of publication of the research paper. The affiliation of the author(s) in the research paper must clearly mention LUVAS.
- 2) The research paper must be published in a peer-reviewed journal having a NAAS rating of 8.0 or above applicable during the year of publication of the paper. In cases where the journal is not assigned a NAAS rating, the equivalent NAAS score shall be calculated as per the prescribed NAAS formula, i.e., NAAS Score  $6.00 + \text{JCR (Journal Citation Reports) Impact Factor}$ .
- 3) Only full-length original research papers published in peer-reviewed journals shall be eligible for consideration under this scheme. Review articles, short communications, case reports, conference proceedings, abstracts, editorials, popular articles, book chapters, and corrigenda shall not be considered.
- 4) The research paper must have been published either without payment of any publication charges/APC/processing fee/fast-track fee, or publications in reputed peer-reviewed open access journals may also be considered, including those involving payment of publication charges/APC, provided that the publication charges have been paid wholly or partly from an externally funded research project/ grant; or the publication has arisen out of collaborative research work with other institutes/organizations where such payments may have been made by institutes other than the LUVAS. Publications for which publication charges/APC, etc. have been paid from the author's personal funds shall not be considered.
- 5) The research paper must have originated from research work duly approved by the Director of Research, or by the funding agency (in case of externally funded research projects involving LUVAS faculty), or by HOD as per the mandate of the department or by the Dean, PGS based on an approved PG student synopsis.
- 6) Papers published in predatory, cloned, or dubious journals shall not be considered.
- 7) Each eligible paper shall be considered only once for the issuance of an appreciation letter.
- 8) Appreciation letters shall be issued only to the eligible LUVAS faculty members who are the First Author/Second Author/ Corresponding Author in the published research paper.

### **3. Submission Procedure**

- 1) The application may be submitted by any one of the eligible faculty member to the Directorate of Research in the prescribed format before the cut-off date intimated by the Directorate of Research while inviting applications under the scheme.
- 2) The application shall be accompanied by:
  - i. Copy of published paper
  - ii. Proof of NAAS rating applicable during the publication year
  - iii. Undertaking from all the co-authors of LUVAS who are eligible for receiving the appreciation letter declaring the source of funding (in case payment is made for publication of research paper) or non-payment of publication charges (Annexure-I).

### **4. Verification Process**

- 1) The Directorate of Research shall scrutinize the applications with regard to:
  - i. NAAS rating
  - ii. Journal authenticity
  - iii. Faculty affiliation
  - iv. Type of publication
  - v. Declaration regarding payment (source of funding) or non-payment of publication charges
- 2) The Directorate may seek additional documents/clarifications from the applicant, if required.
- 3) In doubtful cases, the matter may be placed before the Committee constituted by the Worthy Vice-Chancellor for issuance of appreciation letter for appropriate recommendations, with the final decision to be taken by the Director of Research.

### **5. Approval and Issuance**

- 1) The verified cases eligible for an appreciation letter shall be placed by the Director of Research with his/ her recommendations before the Worthy Vice-Chancellor for approval.
- 2) Appreciation letters shall be issued under the signature of the Dean COVS/ Dean CoDST and the Director of Research after being approved by the competent authority.
- 3) The appreciation letters may be issued once a year.

### **6. General Provisions**

- 1) The University reserves the right to reject any application found incomplete or based on incorrect information.
- 2) Any dispute regarding eligibility or interpretation of these guidelines shall be referred to the Committee, whose decision shall be final.
- 3) The Committee may recommend modifications to these guidelines from time to time for effective implementation.

-Sd/-

Director of Research

**APPLICATION FORM FOR ISSUANCE OF APPRECIATION LETTER FOR PUBLICATION IN HIGH-IMPACT JOURNAL**

**1. Details of Applicant Faculty Member**

Name of Applicant: \_\_\_\_\_

Designation: \_\_\_\_\_

Department, College/Institute: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

**2. Details of Research Publication**

Title of Research Paper: \_\_\_\_\_

\_\_\_\_\_

Name of Journal: \_\_\_\_\_

ISSN Number: \_\_\_\_\_

Year of Publication: \_\_\_\_\_

Volume/Issue/Page No.: \_\_\_\_\_

DOI Number: \_\_\_\_\_

NAAS Rating (during publication year): \_\_\_\_\_

JCR Impact Factor (if applicable): \_\_\_\_\_

Equivalent NAAS Score (if applicable): \_\_\_\_\_

**3. Declaration by Applicant**

I hereby declare that the information furnished in this application is true and correct to the best of my knowledge. The publication submitted is eligible under the guidelines issued by the University.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Applicant

(Name: \_\_\_\_\_)

**DIRECTORATE OF RESEARCH  
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,  
HISAR**

**UNDERTAKING BY CO-AUTHORS**

We, the undersigned co-authors of the research paper mentioned below, hereby certify and undertake that:

1. The research paper entitled \_\_\_\_\_

published in the journal \_\_\_\_\_  
during the year \_\_\_\_\_ is an original full-length research publication.

2. The publication has been made with proper affiliation of LUVAS wherever applicable.

3. The publication charges/APC/processing fee/fast-track fee for the said paper were:

not paid.

paid from an externally funded research project/grant.

paid by collaborating institute/organization.

4. Details of funding source/collaborating institute (if applicable):

\_\_\_\_\_

5. We further declare that the information provided above is true and correct to the best of our knowledge and belief.

S. No.	Name of Co-author	Designation & Department	Signature	Date

Note: This undertaking is to be submitted along with the application form for issuance of appreciation letter.