



ALL INDIA INSTITUTE OF SPEECH AND HEARING: MYSORE-06

F.No: SH/DRD/Comm.mtg 05/2022-23

Date: 31.05.2023

Minutes of the meeting of the 5th Core Committee on Introduction to RDC, article processing charges, Travel Grants and ARF-Guidelines - reg.

Date: 03.03.2023 and 09.03.2023

Time: 02.00 pm – 05.00 pm

Venue: Video Conferencing Hall, Academic Block

Member Present:	03.03.2023	09.03.2023
1. Dr. P Manjula, Dean Research & Prof. of Audiology	Present	Present
2. Dr. Ajish K. Abraham, Prof. of Electronics & Acoustics	Present	Present
3. Dr. Animesh Barman, Prof. of Audiology	Present	Present
4. Dr. S.P Goswami, Prof. of Speech-Language Pathology	Present	Absent
5.	Present	Present
6. Dr. Ajith Kumar U, Prof. of Audiology	Present	Present
Dr. Sreedevi N, Prof. of Speech Sciences	Present	Present
7. Dr. Prashanth Prabhu, Assistant Prof in Audiology	Present	Present
8. Mr. Sharath Kumar, Head patent cell	Present	Present
9. Dr. Nisha K.V, Scientist B	Present	Present
10. Mr. Ravi Kumar, CAO	Present	Absent

The Chairperson welcomed the members and briefed them on the agenda. The proceedings are given below

Sl. No.	Agenda	Proceedings	Directors approval
1.	Introduction to the newly formed Research and Development Cell-(RDC)	Dean- Research introduced the newly formed Research and Development Cell –(RDC) at AIISH (Ref: SH/DIR/RDC/2022-23 Dated:23.02.2023), also discussed the core functionalities and allocated the number of committees and its members. The members opined that the Dean-Research should be the chairperson of every committee, when RDC is revised. Also suggested that Academic Co-ordinator should be a member of	Approved/ Not approved Approved/ Not approved

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		Intramural Research fund and Collaboration (2b of the approved committee notification)	
2.	Article Processing Fees-APC	As there were some inadvertent typographical errors in the SFC approved document on APC, the corrected guidelines are prepared and enclosed as Appendix 1. Till then the committee suggested the following clarifications: - Impact factor means ≥ 0.5 - In case of multiple authors, sharing means 'sharing APC amount between authors specified by the applicant, in case the APC amount exceeds the approved limit of Rs. 2.5 Lakhs. The committee revised the APC application (Appendix 2)	Approved/Not approved Approved/Not approved Approved/Not approved
3.	International Travel Grants	The committee came up with revised guidelines (Appendix 3) with application (Appendix 4) to avail travel grants	Approved/Not approved
4.	AIISH Research Funding Guidelines	The amended copy of ARF guidelines is enclosed (Appendix 5)	Approved/Not approved

The meeting ended by thanking the members.

Minutes prepared by: Mr. Sharath Kumar P and Dr. Nisha K.V

Members	Signatures	
	03.3.2023	09.3.2023
Dr. P Manjula, Dean Research & Prof. of Audiology	<i>Manjula P</i>	<i>Manjula P</i>
Dr. Ajish K. Abraham, Prof. of Electronics & Acoustics	<i>Ajish</i>	<i>Ajish</i>
Dr. Animesh Barman, Prof. of Audiology	<i>Animesh</i>	<i>Animesh</i>
Dr. S.P Goswami, Prof. of Speech-Language Pathology	<i>S.P Goswami</i>	<i>S.P Goswami</i>
Dr. Ajith Kumar U, Prof. of Audiology	<i>Ajith</i>	<i>Ajith</i>
Dr. Sreedevi N, Prof. of Speech Sciences	<i>Sreedevi</i>	<i>Sreedevi</i>
Dr. Prashanth Prabhu P, Asst prof, Audiology	<i>Prashanth</i>	<i>Prashanth</i>
Mr. Sharath Kumar, Head patent cell	<i>Sharath</i>	<i>Sharath</i>
Dr. Nisha K.V, Scientist B	<i>Nisha</i>	<i>Nisha</i>
Mr. Ravi Kumar, CAO	<i>Ravi</i>	<i>Ravi</i>

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Dr. P. Manjula, Prof. of Audiology & Dean Research
CHAIRPERSON

M. Ramesh
DIRECTOR

Article processing charges (APC) - Guidelines

Background: The major objectives of the institute are man power development, clinical services, research, and public education in the area of communication disorders. In this connection, faculty and technical staff members are encouraged to publish their research articles in peer reviewed journals. The financial support towards the article processing charges (APC) is intended to motivate researchers of AIISH to publish in journals with good metrics and gain more visibility and citations for their publications globally. This, in the long term, will help to strengthen the research outputs of the institute.

Following are the guidelines for APC:

1. Only publications in journals with indexing in wed of science and/or UGC-care will be considered for APC.
2. If the article by faculty / technical staff of the institute is accepted for publication, this amount shall be directly transferred from AIISH research funds (ARF) funds to the publisher's account directly or to the staff who has made the payment and produces document proof. This shall be on request application by the first/ corresponding author submitted to the director along with the document on acceptance of the paper in journals
3. Choice of the journal will be the decision of the first author.
4. In case of multiple authors from the institute.
 - the APC can be shared based on the application, if it exceeds Rs. 2.5 lakhs
 - the specialization of the first author shall decide the area specified.
5. The guidelines/ terms shall be revised once in three years, if needed.

Financial Implications:

For publication of manuscripts in reputed journals, AIISH budget allocation for APC is Rs. 45 lakhs per year.

- the areas in which the amount shall be allotted would be as follows:
 - Speech-language: Rs. 15 lakhs
 - Audiology: Rs. 15 lakhs
 - Allied fields: Rs. 15 lakhs
- APC (at actuals) of not exceeding Rs. 2.5 lakhs for a maximum of one publication per faculty/ technical staff (regular) per financial year shall be given for the first/corresponding author.
- The applications shall be considered on first-come-first-serve basis.
- Provision for revision of APC amount by 5% for every three years will be considered after approval from competent authority.

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ARTICLE PROCESSING CHARGES (APC) APPLICATION

Details of the proposed publication

1.	Paper title			
2.	Journal name			
3.	Journal metrics Indexed in (Enclose proof) Impact factor (Enclose proof from web of science)			
4.	First author (Name, Designation, Grade A/B/C & Department)			
	Email ID			
	Mobile			
5.	Co-authors (Name, Designation, Group A/B/C, Department, organisation) (Add rows if needed)	Name, email id and contact number	Designation & group	Department & Organisation

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6. Funding source (name of the source under which the funds are claimed)	<input type="checkbox"/> AIISH Research Funds (attach sanction letter)																				
7. Amount claimed by first author Indicate the eligibility & the financial year If the amount will be shared among co-authors (If yes, give the sharing division) (Add rows if needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No Year: <input type="checkbox"/> Yes <input type="checkbox"/> No <table border="1" data-bbox="576 741 1426 1267"> <thead> <tr> <th data-bbox="576 741 858 987">Authors</th> <th data-bbox="858 741 1142 987">Amount Claimed</th> <th data-bbox="1142 741 1426 987">Indicate the eligibility for the financial year (Add the year for which the APC is claimed)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Authors	Amount Claimed	Indicate the eligibility for the financial year (Add the year for which the APC is claimed)															
Authors	Amount Claimed	Indicate the eligibility for the financial year (Add the year for which the APC is claimed)																			
8. Invoice of APC (Ref) (Enclose proof)																					

Note:

- Please enclose the copy of acceptance letter from the journal publisher
- Please indicate using asterisks the corresponding author
- With consent of the first author, any other author from AIISH can be included for APC sharing



 Multiple handwritten signatures in blue ink are present, including names like 'Manjhar', 'Raj', 'Shweta', and others.

Signature of Applicant

**GUIDELINES FOR PERMITTING FACULTY
TO ATTEND INTERNATIONAL EVENTS**

The following guidelines are used for providing financial assistance from AIISH for Group A officers in the teaching/research domain for international events such as presenting research papers, chairing sessions, delivering lectures/keynote addresses at any international scientific event (conference/seminar/symposia/workshop) in the work area of the officer. The competent authority has full powers to permit up to two occasions in a financial year. However, financial assistance shall be provided to attend only one event once in every three years cycle per faculty, limited to Rs. 3 lakhs (ref: SH/Dir/59th EC/2022-23 dated 09.03.2023).

With the AIISH research fund, the registration fee, travel fare, visa fees, accommodation charges and local travel expenses at the conference venue, as per Government of India rules, will be provided.

Eligibility:

1. Group A officers in the teaching/research domain, after successful probation period, are eligible to apply.
2. The application should be supplemented with the copy of the authentic acceptance document regarding presenting research papers, chairing sessions, delivering lectures/keynote addresses at any international scientific event (conference/seminar/symposia/workshop).
3. Only one author among the investigators will be funded for the conference.
4. The applicant shall produce an NOC from the co-authors, if any.

PLEASE ENCLOSE SUPPORTING DOCUMENTS as per the check list with all supporting documents as in the order given below:

CHECK LIST

Sl. No	Items	Yes	No	N/A
1.	Acceptance/offer letter			
2.	No Objection Certificate (NOC) from co-authors (if any)			
3.	Copy of the abstract of the paper			
4.	Brochure/announcement of the scientific event (with registration fee details)			

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5.	Updated bio-data with publications in last three years			
6.	Recommendation from the Head of the Department/ through proper channel			
7.	Budget estimate of the expenditure under the headings – Registration, Travel, Visa fees, Accommodation and local travel expenses at the venue (as per GoI rules).			

Application and Reimbursement guidelines:

1. Applications must be submitted at least 12 to 16 weeks in advance for processing the application.
2. The institute shall pay the registration fee to the applicant who has made the payment on the production of document proof of payment.
3. The institute/applicant shall book the flight tickets for the travel to the destination of scientific event (as per GoI rules) based on the schedule of the conference.
4. The claims should be submitted with complete documents within fifteen days from the completion of the event for which travel is undertaken.
5. The applicant should submit a detailed report of the scientific event, participation certificate, paper/talk presentation certificate and award certificate (if any) after the returning from the scientific event, within 1 week.
6. Any other funding received for the purpose or during the visit shall be intimated to the institute, with documents (if any).

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Application form for Attending International Conferences/Events from ARF

(To be filled in by the applicant)

1. Name of applicant
Designation
Name of the department
Address of University/ Organizers/ Institution/ College with PIN code,
Tel. No. With STD Code (O)
Tel. No. (R) (Mobile)
Residential address
Fax /e-mail
Passport no.
PAN no.
2. Age Gender Date of birth
3. Name of the international scientific event
(conference/seminar/symposia/workshop/international training program/ short-term workshops/courses)
4. Venue and date of Conference
 - 4.1. Whether Conference is held annually/once in two years/ once in three years
(please specify)
 - 4.2. Broad area of the Conference:
5. Purpose of visit:
6. Details of International Conferences attended previously, if any [Title of the Conference, dates, venue & amount reimbursed in Rs.]

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7. Proposed date of leaving India for the Conference and the likely date of return.
8. Indicate clearly, the benefit expected to be derived by attending the Conference (attach separate sheet) (100 words only)
Emphasis will be given to the Abstracts with 'significance to the sanctioning institute'
9. Any other information which you may like to furnish in support of your application.
10. Details of other funding sources (Source name, amount)
11. I declare that the information furnished above is correct and I have not availed support from AIISH or any other funding agencies in the last year for this purpose.

Signature of applicant with date:

Recommendation of the Head of the Department:

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Dr

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