SOP FOR CLAIM OF RESEARCH POLICY BENEFITS

1. Faculty members to submit their Research Policy claims to their Dean through the HOD as per Research Policy in the format given below. Publications published from 31 December 2019 onwards are eligible for claims. Pdf copy of full paper and the plagiarism report (turitin.com) has to be attached along with the claim.

Sl. No.	Title of publication	Scopus Indexed Yes/No Give Scopus URL of publication	Name of Journal with ISSN No. and DOI No.	Month of Publication	Impact Factor	Remuneration claimed as per policy

2. The Dean has to verify all the details mentioned by the claimant. After verification, he signs off and forwards the claim to the Research publication committee (RPC) or IQAC. He ensures that all guidelines mentioned in the Research Policy including plagiarism check, have been met.

3. The RPC/IQAC keeps a record of all publication claims after verifying that all publications are in the name of SSU. A re-verification of guidelines of policy is done. Once it is cleared by them, the claim, with their approval, is sent to Executive Registrar office.

4. The ER office verifies that information received is complete in all respects and that the process has been followed at Dean and RPC/IQAC level. After verification, they send the claim document to HR while keeping a copy for themselves.

5. On receiving the papers, HR checks if there is any adverse record of the claiming faculty in terms of discipline or performance or leave. If there is an adverse record, it is highlighted to the Executive Registrar and the papers are returned to him.
If all is clear, HR sends the claim documents to Finance to initiate the payment process.

6. On receiving the clearance and claim documents from HR, Finance initiates the payment process. All financial approvals are taken by the Finance Department and the payment is made to the concerned faculty.