



| Established Under Maharashtra Act No. XXXVI of 2020 |

| Approved by UGC As Per Section 2(F) of UGC ACT 1956 |

Standard Operating Procedures (SOP)

For Research Publications

June – 2026

1. Objective

To establish clear guidelines for the preparation, review, and submission of research publications, ensuring high academic standards, ethical integrity, and alignment with national ranking parameters. This SOP aims to encourage publications in high-impact, peer-reviewed journals indexed in Scopus, Web of Science (WoS) etc.

2. Pre-Submission Guidelines

Before communicating any manuscript to a journal or conference, the primary author must ensure the following:

- **Journal Selection:** The target journal must be actively indexed in Scopus, Web of Science. Predatory or cloned journals must be strictly avoided.
- **Plagiarism and AI Check:** The finalized manuscript must undergo a similarity and AI check using university-approved software Turnitin. The acceptable similarity index is strictly below 10%, excluding references.
- **Ethical Clearance:** If the research involves human subjects, animal trials, or hazardous materials, prior approval from the University Research Ethics Committee (UREC) must be obtained and cited within the manuscript.

3. Standardized Affiliation

To ensure proper indexing and institutional recognition (crucial for NAAC, NBA, NIRF), all authors must use a standardized affiliation format across all publications:

[Author Name]

[Name of the Department] [Name of School]

D.Y. Patil Agriculture and Technical University Talsande, Kolhapur, Maharashtra, India

4. Manuscript Approval and Submission Process

1. **Draft Submission:** The corresponding author submits the finalized manuscript, the plagiarism report, and proof of journal indexing (Scopus/WoS etc) to the Head of Department through Departmental Research Co-ordinator.
2. **Scrutiny:** The Preliminary scrutiny will be carried out by Departmental Research Co-ordinator and Head of Department and forwards them to the R&D Cell.
3. **R&D Clearance:** The R&D Cell conducts a final review for compliance with university policies. Upon clearance, the author is permitted to submit the manuscript to the journal.
4. **Submission Record:** The author must submit a copy of the journal's acknowledgment receipt to the R&D Cell for internal tracking.

5. Post-Publication Protocols

Once a manuscript is accepted and published

- **Record Updating:** The author must immediately update their publication details on the university's IRINS portal and submit a copy of the published paper to the R&D Cell.
- **Incentive Claims:** Faculty members are eligible to apply for publication incentives as per the D.Y Patil Agriculture and Technical University Policy on Incentives for Research and Publications. Applications must be submitted to the R&D Cell along with proof of indexing (Scopus/WoS) at the time of publication.

6. Authorship and Dispute Resolution

- Authorship should be limited to those who have made significant contributions to the conception, design, execution, or interpretation of the reported study.
- Any disputes regarding authorship or publication ethics will be referred to the R&D Cell and the UREC for resolution. The decision of the Vice –Chancellor shall be final.

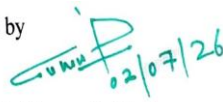
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