

## POLICY AND PROCEDURE FOR INCENTIVES ON PUBLICATIONS

This policy outlines the structured framework of the Amala Institute of Medical Sciences (AIMS) for recognizing and rewarding high-quality research publications. It defines procedures for eligibility, verification, and disbursement of incentives, fostering academic excellence, research integrity, and institutional visibility through publications in Scopus-indexed journals.

### Part a: Policy Framework

#### 1. Title

This document shall be known as the “Policy and Procedure for Incentives on Publications of Amala Institute of Medical Sciences (AIMS)” and shall serve as an official institutional policy framework approved by the competent authorities of AIMS. It lays down the guiding principles, administrative procedures, and operational mechanisms for recognizing and rewarding faculty members, clinicians, scientists, and researchers for their scholarly contributions published in Scopus-indexed journals bearing the official affiliation of AIMS. In alignment with the institution’s strategic vision to foster a culture of research-driven academic excellence, this policy seeks to institutionalize a structured, transparent, and merit-based system for acknowledging quality research outputs. The incentive mechanism not only promotes academic integrity, originality, and ethical publication practices, but also enhances the visibility and ranking of AIMS at national and international levels.

By codifying this policy, AIMS aims to establish a sustainable framework for motivating researchers, improving scientific productivity, and integrating research achievements with institutional growth indicators. This policy document therefore serves as both a governing reference and an accountability instrument, ensuring that recognition for research performance is equitable, verifiable, and aligned with institutional objectives and accreditation standards.

#### 2. Objective

The primary objective of this policy is to encourage, recognize, and reward scientific publications that enhance the reputation and research standing of AIMS. It seeks to foster a culture of high-quality, peer-reviewed research publication, provide tangible incentives to faculty and clinicians contributing to the institutional research portfolio, and align

research performance with institutional and national ranking parameters. This initiative reflects the vision of AIMS to integrate Clinics, Academics, and Research in pursuit of translational excellence.

### **3. Scope**

This policy applies to all full-time faculty members, clinicians, researchers, and scientific staff of AIMS, including personnel under the Amala Integrated Medical Research Department (AIMRD) and the Amala Cancer Research Centre (ACRC). Incentives shall be provided only for publications indexed in Scopus, irrespective of article type, provided the article bears the official institutional affiliation 'Amala Institute of Medical Sciences, Thrissur, Kerala, India'. Publications in non-indexed or predatory journals are ineligible.

### **4. Responsibility and Supervision**

The overall responsibility for the implementation, coordination, and monitoring of this policy shall rest jointly with the Amala Centre for Research and Innovations (ACRI) and the Chief Research Officer (CRO), under the administrative oversight of the Director of AIMS. These entities constitute the institutional mechanism responsible for operationalizing the policy and ensuring its adherence to the standards of fairness, transparency, and accountability.

The ACRI shall function as the central coordinating body, responsible for issuing the annual call for applications, maintaining official registers and digital records of submissions, coordinating with the Finance Department for the timely disbursement of incentives, and ensuring procedural transparency at all stages of implementation. ACRI shall also be entrusted with generating consolidated annual reports for review by the Director of AIMS.

The Chief Research Officer (CRO) shall act as the primary technical and supervisory authority under this policy. The CRO's duties include verifying the authenticity of indexing claims, confirming authorship order, determining journal quartile classifications (based on Scopus or SJR, whichever is higher), and evaluating applications for scientific validity. The CRO shall also ensure that all verifications are properly documented, approved, and communicated to ACRI for subsequent administrative processing. Together, ACRI and CRO shall ensure that this policy functions as an institutionally accountable framework for recognizing research excellence in a structured, ethical, and equitable manner.

### **5. Eligibility Criteria**

To ensure fairness, authenticity, and the recognition of genuine scholarly contributions, eligibility under this policy shall be restricted to full-time faculty members, clinicians, researchers, and scientific staff who are directly employed under the Amala Institute of Medical Sciences (AIMS). Only those individuals with a valid institutional appointment



and active engagement in academic or scientific activities during the publication period shall be considered eligible to apply for incentives.

Eligible publications must be indexed in the Scopus database, thereby establishing the journal's credibility, peer-reviewed status, and international visibility. Each publication must clearly bear the official institutional affiliation "**Amala Institute of Medical Sciences, Thrissur, Kerala, India**"—as appearing in the author information section of the published article. Publications that omit this affiliation shall not qualify for incentive consideration. This policy recognizes all categories of scholarly works, including original research articles, systematic reviews, meta-analyses, case reports, brief communications, and letters to the editor, provided they meet the Scopus-indexing requirement. However, publications appearing in predatory, cloned, or unverified journals—as defined by recognized indexing authorities—are strictly ineligible.

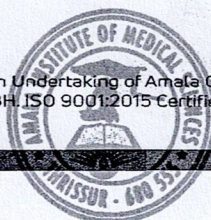
Any instance of false declaration, duplication of claims, or submission of falsified documents will result in immediate disqualification, recovery of the disbursed incentive, and possible institutional disciplinary action as determined by the competent authorities. This provision safeguards the integrity of the incentive system and reinforces the institution's commitment to ethical research practices and academic credibility.

## 6. Incentive Structure

The incentive amount sanctioned under this policy shall be determined based on the quartile ranking (Q1–Q4), (all publications those are not indexed in scopus, but in WoS only will be treated as Q4) of the journal in which the article is published, as well as the type of publication. This framework ensures that the recognition awarded to authors reflects the scientific impact, quality, and visibility of the journal as established by globally accepted indexing systems.

For the purpose of this policy, the journal quartile classification shall be verified from either the Scopus database or the Scimago Journal Rank (SJR) portal. In instances where there is a discrepancy between the two, the higher quartile ranking shall be considered for calculating the eligible incentive, thereby ensuring that authors receive the most favorable recognition available. The verification of the quartile source and ranking shall be the responsibility of the Chief Research Officer (CRO), who must document and certify this information in the verification report prior to sanction.

The incentive framework distinguishes between research articles and other types of scholarly outputs, including reviews, case reports, short communications, and letters to the editor. The approved incentive structure is summarized as follows:





**Table 1**

Type of Publication	Q1	Q2	Q3	Q4
Research articles	₹20,000	₹15,000	₹10,000	₹7,000
Other Articles such as review, case study etc	₹15,000	₹10,000	₹7,000	₹5,000

The incentive amount reflects both the scientific rigor of the research and the reputation of the publishing platform. It is intended not only as a monetary reward but as an institutional acknowledgment of the author’s contribution to AIMS’ growing academic visibility and scholarly credibility. The Amala Centre for Research and Innovations (ACRI) shall ensure that all disbursements made under this structure are supported by verifiable evidence of Scopus indexing and quartile classification. Any ambiguity in ranking or indexing must be resolved before sanction, and no incentive shall be approved without formal verification and documentation.

**7. Incentive Disbursement for Multi-Author and Multicentric Publications**

For publications involving multiple AIMS-affiliated authors, the incentive shall be distributed proportionately based on authorship position, following a progressive weightage model. The total number of parts will be calculated as the sum of serial positions of all AIMS-affiliated authors.

For example:

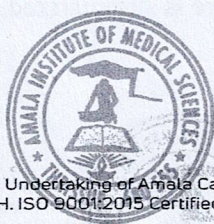
- If there are four AIMS authors, the total equals  $(1+2+3+4 = 10 \text{ parts})$ .
- If there are five AIMS authors, the total equals  $(1+2+3+4+5 = 15 \text{ parts})$ .

The share of each author shall correspond to their position in the sequence: the first author receives the highest portion, the second author receives one part less, and so forth, with the final author receiving the smallest fraction.

For example,

In the case of a 3-author paper the division will be  $1+2+3 = 6$

Primary authors get  $(3/6) \times I$   
 Second author get  $(2/6) \times I$   
 Third author get  $(1/6) \times I$



If it's a research article published in Q1 the I is 20000 (refer table 1)

First author gets  $(3/6) \times 20000 = 10000$   
Second author gets  $(2/6) \times 20000 = 6666.4$   
Third author gets  $(1/6) \times 20000 = 3333.4$

If it's a research article published in Q1, with 5 authors, the I is 20000 (refer table 1)

The division will be  $1+2+3+4+5 = 15$

First author gets  $(5/15) \times 20000 = 6666.66$   
Second author gets  $(4/15) \times 20000 = 5333.3$   
Third author gets  $(3/15) \times 20000 = 4000$   
Fourth author gets  $(2/15) \times 20000 = 2666.66$   
Fifth author gets  $(1/15) \times 20000 = 1333.33$

If both first and corresponding authors are from AIMS, they shall share the two top positions equally. If only one AIMS author appears, that individual shall receive 100% of the incentive. Same can be applied to authors with same position.

For example,

In the case of a 3-author paper with first and corresponding author are there; the division will be  $1+2.5+2.5=6$

First authors get  $(2.5/6) \times I$   
Corresponding author get  $(2.5/6) \times I$   
Third author get  $(1/6) \times I$

If it's a research article published in Q1 the I is 20000 (refer table 1)

First author gets  $(2.5/6) \times 20000 = 8333.33$   
Second author gets  $(2.5/6) \times 20000 = 8333.33$   
Third author gets  $(1/6) \times 20000 = 3333.4$

If it's a research article published in Q1, with 5 authors, the I is 20000 (refer table 1)

The division will be  $1+2+3+4.5+4.5 = 15$

First author gets  $(4.5/15) \times 20000 = 6000$   
Corresponding author gets  $(4.5/15) \times 20000 = 6000$   
Third author gets  $(3/15) \times 20000 = 4000$   
Fourth author gets  $(2/15) \times 20000 = 2666.6$   
Fifth author gets  $(1/15) \times 20000 = 1333.4$



In multicentric publications where only one author represents AIMS, that author shall receive 100% of the incentive, irrespective of position. If two or more AIMS authors are present but neither is first nor corresponding author, the highest-ranked AIMS author shall be treated as Primary, followed by Secondary and Tertiary.

The CRO shall verify and record the distribution scheme, ensuring fair and documented allocation before submission to ACRI for disbursement through the Finance Office.

## **PART B: APPLICATION AND APPROVAL PROCESS**

### **1. Notification of Applications**

The process for the disbursement of publication incentives shall commence with the issuance of an annual official call for applications by the Amala Centre for Research and Innovations (ACRI). This call shall typically be announced in the month of January each year and shall invite applications for publications that appeared during the preceding calendar year (January–December). The timing of this notification ensures a uniform evaluation cycle and allows adequate time for verification and processing before the close of the financial year.

The annual call shall be formally approved by the Director of AIMS and disseminated through all recognized institutional communication channels, including the AIMS intranet, circular notices, departmental communications, and the official institutional email system. The notification shall clearly outline the eligibility criteria, the types of publications covered, the quantum of incentives as per quartile classification, and the submission timeline with specific start and end dates.

Applicants shall be required to carefully adhere to the prescribed timelines, as late submissions will not be accepted under any circumstances, except in the case of documented administrative delays duly approved by the Director of ACRI. Each annual call shall also provide details regarding the required documentation, including proof of Scopus indexing, quartile verification source, author affiliation confirmation, and the format of the application form (Annexure I).

This structured and recurring notification process ensures transparency, predictability, and institutional uniformity, allowing all eligible faculty and researchers equal opportunity to apply for incentives in a timely and organized manner.

### **2. Submission of Application**

All eligible applicants shall be required to submit their claims for publication incentives using the prescribed application form provided in Annexure I of this policy. Applications must be submitted within the officially notified period mentioned in the annual call issued



by the Amala Centre for Research and Innovations (ACRI). Submissions received after the stipulated deadline shall not be considered under any circumstances, ensuring procedural fairness and uniformity.

Each application must be accompanied by the following **mandatory documents**:

1. A PDF copy of the published article, clearly displaying author names, affiliations, and publication details.
2. Proof of Scopus indexing, such as a screenshot or database link verifying the article's inclusion.
3. The quartile ranking certificate or evidence derived from either *Scopus* or *Scimago Journal Rank (SJR)*—whichever provides the higher quartile classification, as per institutional policy.
4. A declaration confirming AIMS affiliation, ensuring that the institutional name “*Amala Institute of Medical Sciences, Thrissur, Kerala, India*” is clearly and correctly mentioned in the published article.

For multicentric publications, applicants must also attach a complete list of co-authors and their institutional affiliations, along with a statement identifying all AIMS-affiliated contributors. This is essential for calculating the incentive distribution ratio as outlined in Section 7 of this policy.

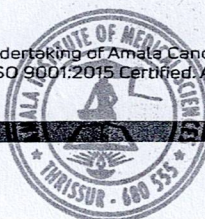
Every application must be endorsed and countersigned by the respective Head of Department (HoD), certifying the applicant's employment status, authorship authenticity, and departmental consent for submission. The HoD's endorsement serves as a formal institutional validation of the applicant's eligibility and publication details.

All duly completed and endorsed applications must be submitted both in hard copy to the ACRI Office and in soft copy via email to the official institutional address ([acri@amalaims.org](mailto:acri@amalaims.org)). Applications that do not comply with the prescribed format or documentation requirements shall be deemed incomplete and may be returned once for correction within the period specified by ACRI.

This process ensures a transparent, auditable, and verifiable system of application submission, maintaining consistency across departments and safeguarding the integrity of the institutional incentive mechanism.

### 3. Preliminary Screening by ACRI

Upon receipt of applications, the Amala Centre for Research and Innovations (ACRI) shall conduct a preliminary screening process to ensure that each submission meets the procedural, documentary, and eligibility requirements prescribed under this policy. The



purpose of this stage is to establish that only complete, verifiable, and policy-compliant applications proceed to the subsequent technical verification phase.

The ACRI office shall review all applications for completeness of documentation, confirming the inclusion of the published article in PDF format, proof of Scopus indexing, quartile ranking source (Scopus or SJR), declaration of AIMS affiliation, and HoD endorsement. Applications lacking any of these mandatory components or containing discrepancies in the submitted information shall be treated as incomplete.

Incomplete applications shall be returned once to the applicant for correction, with a formal communication specifying the deficiencies identified during the preliminary review. The applicant shall be permitted a maximum of seven (7) working days from the date of notification to rectify the deficiencies and resubmit the corrected application. Failure to do so within the specified time frame shall result in automatic disqualification of the claim for that cycle.

Once the application is confirmed to be complete and compliant, ACRI shall assign it a unique reference number and enter it into the Publication Incentive Register, a centralized institutional record maintained for audit and reporting purposes. Each eligible application shall then be formally forwarded to the Chief Research Officer (CRO) for scientific and technical verification, along with all supporting documents and registration details. This structured screening mechanism ensures that the verification process undertaken by the CRO is based on accurate, complete, and authenticated submissions, thereby upholding transparency, procedural discipline, and institutional integrity in the administration of publication incentives.

#### **4. Verification and Evaluation**

Following the preliminary screening by ACRI, the Chief Research Officer (CRO) shall undertake a detailed verification and evaluation of each eligible application by constituting a technical group. The CRO is responsible for confirming the authenticity of Scopus indexing, verifying the quartile classification of the journal (from Scopus or Scimago Journal Rank, whichever is higher), and validating the order of authorship as presented in the publication. Based on these verified parameters, the CRO shall calculate the incentive amount and distribution ratio in accordance with the guidelines prescribed in Section 7 of this policy. All findings, including the verification of documents, indexing confirmation, and computed incentive details, shall be compiled into a formal Verification Report (Annexure II). This report, along with supporting evidence, shall be duly signed and submitted by the CRO to the Director of ACRI through a Recommendation Forwarding Form (Annexure III) for further review and sanction processing.

### **5. Recommendation by ACRI**

Upon receipt of the verified report from the Chief Research Officer, the Director of the Amala Centre for Research and Innovations (ACRI) shall conduct an independent review to ensure policy compliance, accuracy of verification, and procedural integrity. The Director shall examine the documentation, verify adherence to eligibility and quartile criteria, and confirm that all calculations align with the approved incentive framework. Once satisfied with the verification outcome, the Director of ACRI shall issue a formal Recommendation Letter (Annexure IV) to the Director of AIMS, recommending sanction of the verified incentive amount for final approval and financial disbursement.

### **6. Approval and Sanction by the Director of AIMS**

After receiving the recommendation from the Director of ACRI, the Director of Amala Institute of Medical Sciences (AIMS) shall review the proposal for administrative and financial propriety. Upon satisfaction that the verification process has been duly completed and all institutional guidelines have been followed, the Director shall issue a formal Sanction Order (Annexure V) authorizing the Finance Office to release the approved incentive amount to the eligible applicant. The sanction order shall specify publication details, sanctioned amount, and fund allocation reference. The decision of the Director of AIMS shall be final and binding on all matters related to sanction.

### **7. Disbursement of Funds**

Following the issuance of the sanction order by the Director of AIMS, the Finance Office shall initiate the disbursement process in coordination with the Amala Centre for Research and Innovations (ACRI). The Finance Office shall maintain transaction records and submit a copy of the payment confirmation to ACRI. The ACRI Office shall, in turn, preserve all related financial documents, receipts, and acknowledgments as part of the official institutional record for audit and compliance purposes.

### **8. Communication of Decision**

Upon completion of the sanction or rejection process, the Amala Centre for Research and Innovations (ACRI) shall formally communicate the outcome of each application to the respective applicant and the concerned Head of Department. In cases of approval, applicants shall receive an official notification indicating the sanctioned amount and expected date of disbursement. In instances where an application is rejected, ACRI shall provide a written communication clearly specifying the reasons for non-approval, such as ineligibility, incomplete documentation, or non-compliance with policy norms. This transparent communication process ensures fairness, accountability, and institutional integrity in policy implementation.





## **PART C: MONITORING, COMPLIANCE, AND ENFORCEMENT**

### **1. Supervision and Monitoring.**

The Amala Centre for Research and Innovations (ACRI) and the Chief Research Officer (CRO) shall jointly oversee all stages of policy implementation to ensure systematic execution, transparency, and accountability. The ACRI Office shall be responsible for maintaining comprehensive institutional registers, case files, and digital archives that document every stage of application processing, verification, and sanction. These records shall serve as the official reference for audits, reporting, and institutional review.

The CRO shall compile an annual analytical summary of all sanctioned incentives, including data on departmental distribution, publication quartiles, and trends in research output. This consolidated report shall be submitted to the Director of AIMS for review and strategic assessment. Through this dual oversight mechanism, AIMS ensures that the policy operates with procedural integrity and continuous institutional monitoring.

### **2. Compliance and Ethical Standards**

All applicants submitting claims under this policy are required to adhere strictly to the ethical standards and research integrity guidelines established by the Amala Institute of Medical Sciences (AIMS) and recognized national and international bodies governing scientific publication. Authors must ensure that their work is original, free from plagiarism, and published in legitimate, peer-reviewed journals of repute. In cases where a publication is subsequently identified as having appeared in a predatory, cloned, or unverified journal, or if ethical misconduct such as data fabrication or falsification is discovered, the sanctioned incentive shall be forfeited, and the entire amount recovered from the recipient. Furthermore, the applicant may face institutional disciplinary action as deemed appropriate by the competent authority. This clause safeguards the credibility of AIMS' research ecosystem and upholds academic integrity.

### **3. Misuse and Recovery Procedure**

In the event that any misrepresentation, falsification, or duplication of information is detected in connection with a publication incentive claim, the Amala Centre for Research and Innovations (ACRI) shall initiate corrective action in accordance with institutional procedures. A written notice shall be issued to the concerned applicant, seeking a formal explanation within ten (10) working days from the date of notification.

If the explanation provided is deemed unsatisfactory or unsubstantiated, ACRI shall recommend the recovery of the full incentive amount through the Finance Office and impose a three-year disqualification from availing any further research incentive schemes. In serious cases involving deliberate misconduct or ethical violations, the matter may be referred to the Institutional Ethics or Disciplinary Committee for additional action. This provision ensures accountability and deters misuse of institutional resources.



#### **4. Audit and Record Maintenance**

All records pertaining to the Research Publication Incentive Scheme, including applications, verification reports, recommendations, sanction orders, and financial disbursement documents, shall be systematically preserved for a minimum period of five (5) years from the date of sanction. These records shall be maintained in both physical and digital formats within the Amala Centre for Research and Innovations (ACRI) to ensure accessibility for review, audit, and institutional reporting. An annual internal audit of the incentive program shall be conducted under the direct supervision of the Chief Research Officer (CRO) in coordination with the Finance Office. The audit shall verify procedural compliance, financial accuracy, and adherence to policy guidelines. A consolidated Audit and Compliance Report shall be submitted annually to the Director of AIMS for review and necessary administrative action.

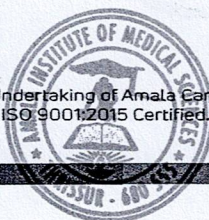
#### **5. Transparency and Reporting**

To uphold institutional transparency and promote accountability, the Amala Centre for Research and Innovations (ACRI) shall prepare and publish an Annual Report on Research Publication Incentives. This report shall provide a comprehensive summary of all sanctioned incentives during the calendar year, categorized by department, author, publication type, and journal quartile classification. The annual report shall serve multiple institutional purposes, including documentation for internal quality audits, accreditation processes, and national ranking frameworks such as NAAC, NIRF, and KUHS evaluations. It shall also highlight emerging research trends, departmental productivity, and the overall impact of AIMS' scholarly output. The report shall be reviewed by the Director of AIMS and shared with relevant academic and administrative bodies to support evidence-based planning and institutional benchmarking in research performance.

#### **6. Policy Review and Amendment**

This policy shall be subject to periodic review every three (3) years, or earlier if deemed necessary by the institutional authorities, to ensure its continued relevance, effectiveness, and alignment with evolving academic and research priorities of the Amala Institute of Medical Sciences (AIMS). The Amala Centre for Research and Innovations (ACRI), in consultation with the Chief Research Officer (CRO), shall evaluate the implementation outcomes, identify procedural or structural improvements, and recommend necessary revisions.

All proposed amendments or modifications shall be formally submitted to the Director of AIMS for review and written approval prior to implementation. Only upon such written authorization shall the revised provisions take effect. This structured review mechanism ensures that the policy remains dynamic, transparent, and responsive to institutional growth and emerging standards in research governance.





## ANNEXURES

### Annexure I – Application Form for Publication Incentive

1. Name of Applicant: \_\_\_\_\_
2. Designation & Department: \_\_\_\_\_
3. Title of Publication: \_\_\_\_\_
4. Journal Name: \_\_\_\_\_
5. ISSN/E-ISSN: \_\_\_\_\_
6. Scopus Indexing Proof Attached: Yes / No
7. Quartile Ranking (Scopus/SJR): \_\_\_\_\_
8. Type of Article: \_\_\_\_\_
9. Publication Date: \_\_\_\_\_
10. Co-authors from AIMS: \_\_\_\_\_
11. Authorship Position: \_\_\_\_\_
12. Amount Claimed: \_\_\_\_\_

Declaration: I hereby declare that the details furnished above are true. I understand that false claims will result in recovery and disqualification.

(Signature of Applicant) (Date)

(Signature of HoD with Seal)





**Annexure II – Verification Format (CRO / ACRI Office)**

Scopus Indexing Confirmed: Yes / No

Quartile Source: Scopus / SJR

Quartile Rank: \_\_\_\_\_

Authorship Verified: Yes / No

Distribution Ratio Applied: \_\_\_\_\_

Total Incentive Recommended: ₹ \_\_\_\_\_

Remarks: \_\_\_\_\_

Verified by: \_\_\_\_\_

Designation: Chief Research Officer

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





**Annexure III – Recommendation Letter (CRO → Director of ACRI)**

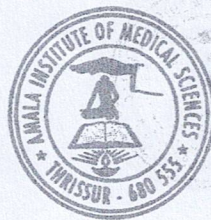
To,  
The Director,  
Amala Centre for Research and Innovations (ACRI),  
Amala Institute of Medical Sciences, Thrissur.

Subject: Verification and Recommendation for Publication Incentive

Sir,  
The following publication submitted under the institutional incentive policy has been verified and is recommended for sanction:

Title: \_\_\_\_\_  
Author(s): \_\_\_\_\_  
Journal: \_\_\_\_\_  
Indexing: Scopus  
Quartile: Q\_\_\_\_  
Recommended Amount: ₹ \_\_\_\_\_

Chief Research Officer  
Date: \_\_\_\_\_





**Annexure IV – Recommendation Letter (ACRI → Director of AIMS)**

To,  
The Director,  
Amala Institute of Medical Sciences, Thrissur.

Subject: Recommendation for Sanction – Research Publication Incentive

Sir,  
Based on verification by the Chief Research Officer, the following applicant is recommended for incentive sanction:

Name of Applicant: \_\_\_\_\_  
Department: \_\_\_\_\_  
Journal Title: \_\_\_\_\_  
Quartile: Q\_\_\_\_  
Recommended Amount: ₹ \_\_\_\_\_

Director, ACRI

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





**Annexure V – Sanction Order (Director of AIMS → Finance Office / Applicant)**

**SANCTION ORDER**

Ref. No.: \_\_\_\_\_

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

The Director of AIMS is pleased to sanction a publication incentive of ₹ \_\_\_\_\_ to Dr. \_\_\_\_\_ of the Department of \_\_\_\_\_ for the article titled “\_\_\_\_\_” published in “\_\_\_\_\_”, indexed in Scopus under Quartile Q\_\_.

The Finance Office is directed to release the sanctioned amount to the applicant’s institutional account within 30 days.

Director, AIMS

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

**The Policy and Procedure for incentives on publications has been duly approved and will come into effect from 14/11/2025. Management has the right to modify this policy at any time partly or fully.**

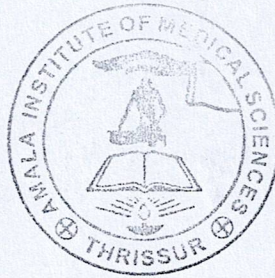
**PRINCIPAL**

**Dr. BETSY THOMAS**

MD, FRCOG, DNB, MICOG

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