

## **POLICY AND PROCEDURE FOR INSTITUTIONAL FINANCIAL ASSISTANCE FOR PUBLISHING ACADEMIC BOOKS**

Amala Institute of Medical Sciences (AIMS), Thrissur, is committed to promoting excellence in academics, research, and publication. As part of its continuing efforts to strengthen scholarly communication and institutional visibility, AIMS encourages faculty members, scientists, and researchers to publish high-quality academic books that contribute to medical education, clinical innovation, and translational research. Recognizing that academic book publication often involves considerable financial investment, the Institute has instituted a structured Policy and Procedure for Institutional Financial Assistance for Publishing Academic Books. This policy provides a transparent and merit-based framework for extending partial financial support to eligible members of the AIMS academic and research community. The scheme seeks to encourage original authorship, edited volumes, and scholarly monographs that reflect institutional expertise and uphold ethical and professional publishing standards. Through this initiative, AIMS aims to foster a culture of academic authorship, enhance national and international recognition of its faculty, and ensure that institutional research outputs reach broader audiences in both print and electronic formats.

### **I) PART A:**

#### **GENERAL POLICY FRAMEWORK**

##### **1. Title**

This document shall be cited as the “Policy and Procedure for Institutional Financial Assistance for Publishing Academic Books – AIMS.” It defines the principles, eligibility conditions, and operational guidelines governing the provision of financial assistance to faculty members, scientists, and researchers of Amala Institute of Medical Sciences (AIMS) for publishing academic books, edited volumes, and monographs of scholarly significance. The policy aims to strengthen the institutional academic ecosystem by recognizing book publications as valuable academic contributions that advance the mission of AIMS in research, teaching, and clinical innovation. It also ensures that institutional funds are utilized in a transparent, ethical, and academically beneficial manner, with due accountability and adherence to AIMS’ broader vision of research excellence, translational impact, and societal contribution through knowledge dissemination.

##### **2. Objective**

The primary objective of this policy is to promote, recognize, and financially support faculty and researchers in producing academic books that reflect the intellectual and professional strength of AIMS. Through this assistance, AIMS intends to motivate its academic community to engage in scholarly writing, contribute to subject-specific literature, and disseminate institutional expertise in biomedical sciences, healthcare, and allied domains. Publishing

academic books not only enhances the individual author's academic profile but also raises the visibility of AIMS at the national and international level. Furthermore, the policy encourages interdisciplinary collaborations and the translation of research findings into comprehensive academic resources that benefit students, clinicians, and researchers alike. This initiative ultimately contributes to institutional rankings, accreditation performance, and the propagation of responsible academic authorship aligned with AIMS' research and innovation agenda.

### 3. Scope and Applicability

This policy applies to all regular full-time faculty members, scientists, and approved research staff affiliated with AIMS, including those working under the Amala Centre for Research and Innovation (ACRI), Amala Integrated Medical Research Department (AIMRD), and the Clinical Research Unit (CRU). It encompasses both printed and electronic books published by reputed national or international publishers. Books that originate from academic research conducted under AIMS-supported projects, seed grants, or externally funded initiatives are strongly encouraged to apply under this scheme. Edited volumes, textbooks, or monographs that are intended for academic or clinical audiences fall within the scope of this assistance. The policy, however, excludes popular science books, self-published works, vanity publications, or materials intended primarily for commercial purposes. It provides institutional support for genuine scholarly output that enhances AIMS' academic standing and knowledge dissemination potential.

### 4. Eligibility Criteria

Eligibility under this scheme shall be identical to that specified in the Seed Money for Research Funding and Incentives for Research Publications policies of AIMS. All full-time faculty members, research scientists, and approved research staff with active institutional affiliation and involvement in research or teaching are eligible. The applicant must be the primary author, co-author, or editor of the book proposed for publication, and the content must demonstrate originality, scientific accuracy, and ethical compliance. Publications should carry the official AIMS affiliation and acknowledgment. The book must undergo publisher or peer evaluation before approval. Each applicant is eligible for one financial assistance per academic year. Preference will be given to works derived from AIMS-funded research or those that align with institutional priorities such as translational medicine, clinical innovation, or biomedical research. Books published with shared authorship involving AIMS collaborators will also be considered favourably.

### 5. Nature and Extent of Financial Assistance

AIMS shall provide maximum financial assistance of **₹5,000 (Rupees five Thousand only)** per book, applicable to both printed and electronic formats. The assistance may cover costs related to publication processing, printing, ISBN registration, design, layout editing, proof correction, and other publication-associated expenditures. Applicants are required to submit authentic cost estimates or publisher quotations along with their application. The sanction amount will be finalized based on institutional scrutiny and recommendations of the Chief Research Officer (CRO) and Director, ACRI. In exceptional cases involving international publishers or specialized scientific volumes, enhanced support may be recommended with

adequate justification. The sanctioned amount shall be released either directly to the publisher or reimbursed to the applicant after producing valid invoices and publication proof. The institution reserves the right to withhold or recover funds in cases of non-compliance, misrepresentation, or deviation from approved guidelines.

## 6. General Guidelines

All books published under this scheme must bear the institutional acknowledgment: “This publication was supported by the Institutional Financial Assistance Scheme of Amala Institute of Medical Sciences, Thrissur, Kerala”. The institutional logo may also be printed on the acknowledgment page as per the publisher’s format. Applicants must ensure adherence to academic ethics, plagiarism checks, and copyright compliance as per institutional and legal requirements. No assistance shall be provided for works violating copyright laws, containing plagiarized content, or published by predatory publishers. The financial support provided is non-transferable, non-recurring, and cannot be used for purposes other than publication expenses. Authors are encouraged to maintain transparency and promptly report any changes in publication plans or cost structures. The assistance provided will be treated as part of AIMS’ academic promotion scheme and shall contribute to the institute’s annual research and innovation report.

## II) PART B:

### PROCEDURE FOR APPLICATION AND SANCTION

#### 1. Application Process

Applicants seeking financial assistance must submit a formal application in the prescribed format (Annexure I) through their respective Head of Department to the Director, AIMS, routed via the Director, ACRI. The application must include the book’s title, synopsis (not exceeding 200 words), table of contents, publisher’s acceptance letter, estimated cost, and expected date of publication. Additionally, details of co-authorship, previous institutional assistance, and confirmation of ethical compliance must be enclosed. Applications without necessary supporting documents shall be considered incomplete and rejected. Each submission will be assigned a unique reference number for institutional tracking and documentation. The applicant must also provide a declaration confirming that the work is original, unpublished, and not funded by any other agency. Late or retrospective applications shall not be entertained under this scheme.

#### 2. Evaluation and Recommendation

The Research Screening Committee (RSC) under ACRI shall conduct a comprehensive evaluation of all received applications based on scientific merit, institutional relevance, and the credibility of the publisher. The RSC shall verify the originality, peer-review status, and scope of the proposed book. Recommendations shall be submitted by the Chief Research Officer (CRO) to the Director, AIMS, through the Director, ACRI, in the official forwarding format (Annexure II). The Committee may also seek clarifications, sample chapters, or revised cost estimates before finalizing its recommendation. Evaluation criteria will include the applicant’s publication record, contribution to institutional objectives, potential readership impact, and



adherence to ethical publishing standards. All deliberations of the Committee will be recorded and maintained by ACRI for future reference and audit. The decision of the Director, AIMS, shall be final and binding in all matters concerning approval or rejection.

### **3. Approval and Disbursement**

Upon approval by the Director, AIMS, a formal Sanction Order (Annexure III) will be issued to the applicant specifying the approved amount, mode of disbursement, and conditions of utilization. The sanctioned amount shall be released in one instalment, either directly to the publisher or reimbursed to the applicant upon submission of verified receipts and a copy of the published book. The sanction shall remain valid for a period of six months from the date of issue. If publication is delayed, a written request for extension must be submitted to ACRI before expiry. Non-compliance with submission timelines, acknowledgment clauses, or publication ethics will lead to revocation of the sanction and recovery of funds. The Finance Department of AIMS shall process disbursement only after due verification from ACRI, ensuring transparency and adherence to institutional audit requirements.

### **4. Monitoring and Compliance**

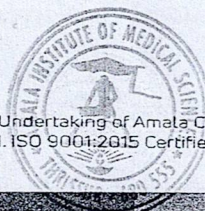
The ACRI shall serve as the nodal centre for monitoring and record-keeping of all book publication assistance granted under this policy. It shall maintain a digital repository of approved applications, sanction orders, and publication proofs. Each year, ACRI shall compile a summary report of all supported works, highlighting their contribution to institutional research output and academic reputation. Authors must submit one hard copy to the AIMS Central Library and one soft copy to ACRI within 30 days of publication. Non-submission will result in forfeiture of future eligibility. The CRO, in consultation with the Director, ACRI, shall ensure that books supported under this scheme are listed in the institutional annual report, thereby enhancing visibility in NIRF, NAAC, and KUHS research metrics.

## **III) PART:**

### **TERMS, CONDITIONS, AND REVIEW**

#### **1. Obligations of the Author**

The applicant must ensure that the content of the book is academically sound, ethically compliant, and free from plagiarism. The author assumes full responsibility for the accuracy, originality, and integrity of the material. All permissions for copyrighted material, figures, or illustrations must be obtained before publication. Books financed under this policy must not be duplicated or resubmitted for funding to other agencies. The author shall acknowledge AIMS in all communication and ensure that institutional affiliation is reflected in the publication details. One complimentary printed copy and one soft copy must be submitted to AIMS and ACRI. Failure to comply with these obligations may result in withdrawal of assistance, recovery of funds, and ineligibility for future institutional schemes.

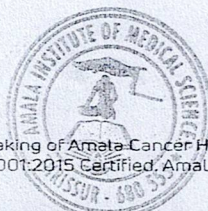


## 2. Acknowledgment and Institutional Credit

All books published with support from this policy must explicitly acknowledge AIMS' assistance. The following statement must be printed in the acknowledgment section: "This publication was supported by the Institutional Financial Assistance Scheme of Amala Institute of Medical Sciences, Thrissur, Kerala". The acknowledgment serves as official recognition of institutional contribution and ensures AIMS receives academic credit in institutional rankings and assessments. Authors are encouraged to present such publications in institutional research showcases, seminars, and reports to enhance visibility. Any omission or misrepresentation of AIMS' name or support will be treated as a policy violation.

## 3. Policy Review and Amendment

This policy shall undergo a comprehensive review every three years or earlier, if recommended by the Chief Research Officer and Director, ACRI, to address emerging academic and regulatory needs. Amendments will come into effect only after written approval from the Director, AIMS. The institution reserves the right to modify funding limits, eligibility, or procedural requirements as per prevailing academic priorities. All disputes arising out of interpretation or implementation of this policy shall be subject to the jurisdiction of courts at Thrissur, Kerala.





**Annexure I**

**Application Form**

**Amala Institute of Medical Sciences, Thrissur, Kerala  
Application for Financial Assistance for Publishing Academic Books**

1. Name of Applicant: \_\_\_\_\_
2. Designation & Department: \_\_\_\_\_
3. Title of Book: \_\_\_\_\_
4. Type of Publication: Printed / e-Book
5. Publisher Name & Address: \_\_\_\_\_
6. Category: Academic Text / Edited Volume / Monograph
7. Brief Synopsis (200 words): \_\_\_\_\_
8. Estimated Publication Cost: ₹ \_\_\_\_\_
9. Amount Requested (max ₹10,000): ₹ \_\_\_\_\_
10. Publication Date (proposed): \_\_\_\_\_
11. Publisher Acceptance Letter Attached: Yes / No
12. Other Funding Source (if any): \_\_\_\_\_
13. Declaration:

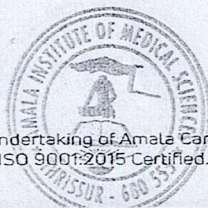
I declare that the information provided above is accurate and that this book publication adheres to institutional and ethical standards.

**Signature of Applicant:** \_\_\_\_\_

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

**Forwarded by Head of Department:** \_\_\_\_\_

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





**Annexure II –**

**Forwarding Letter**

**(From Chief Research Officer to Director, AIMS through Director, ACRI)**

**From:**

Dr. \_\_\_\_\_  
Chief Research Officer  
Amala Institute of Medical Sciences, Thrissur

**To:**

The Director  
Amala Institute of Medical Sciences, Thrissur – 680555

**Through:**

The Director, Amala Centre for Research and Innovation (ACRI)

**Subject:** Forwarding of Recommendation – Financial Assistance for Book Publication

Sir,

In accordance with the Policy for Institutional Financial Assistance for Publishing Academic Books, the Research Screening Committee has reviewed the application of Dr. \_\_\_\_\_ of the Department of \_\_\_\_\_. **The Committee found the proposal academically meritorious and recommended sanction of (Rupees \_\_\_\_\_) for the publication titled “\_\_\_\_\_”.**

Submitted for your kind approval.

**Dr.** \_\_\_\_\_

Chief Research Officer

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

Signature: \_\_\_\_\_

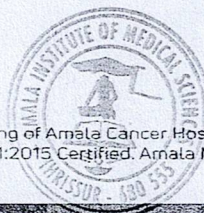
Countersigned and Forwarded:

**Dr.** \_\_\_\_\_

Director, ACRI

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

Signature: \_\_\_\_\_



## Annexure III

## Sanction Order

(From Director, AIMS to Applicant)

Ref. No.: AIMS/ACRI/Book Pub/\_\_\_\_/20

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

To

Dr. \_\_\_\_\_

Department of \_\_\_\_\_

Amala Institute of Medical Sciences, Thrissur

**Subject:** Sanction of Financial Assistance for Publishing Academic Book

Sir/Madam,

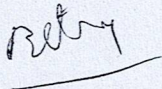
With reference to your application dated \_\_\_\_\_, and upon recommendation of the Chief Research Officer and Director, ACRI, approval is hereby accorded for financial assistance of ₹ (Rupees \_\_\_\_\_) towards publication of your academic book titled “ \_\_\_\_\_ ”.

The sanctioned amount will be released upon submission of valid invoices and proof of publication, subject to compliance with institutional policy conditions.

**Director**

Amala Institute of Medical Sciences, Thrissur, Kerala – 680555

The Policy and Procedure for institutional financial assistance for publishing academic books 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**

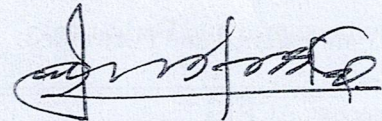
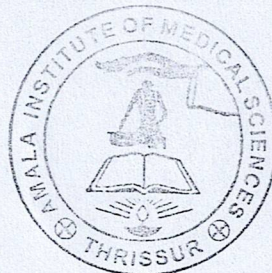
Dr. BETSY THOMAS

MD, FRCOG, DNB, MICOG

PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES

AMALA NAGAR, THRISSUR-680 555

**DIRECTOR**

Fr. Julious Arakkal CMI

Director

Amala Institute of Medical Sciences  
P.O. Amalanagar, Trichur-680555  
Kerala, Ph : 0487-2304103, 2304000  
(julius.arakkal@amalaims.org)