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CIRCULAR

Sub: Subscription to Open Access Journal Publishing Institutional Memberships with Taylor & Francis, Springer Nature and IEEE for Waiver of Article Processing Charges (APCs) for MSRIT-Reg.,

The Library and Information Centre is pleased to inform all faculty members that M. S. Ramaiah Institute of Technology (MSRIT) has subscribed to and entered into Open Access Journal Publishing Institutional Membership Agreements with **Taylor & Francis, Springer Nature and IEEE**, effective from **September/October 2026**.

These institutional memberships have been established to further support the research and scholarly publishing activities of MSRIT faculty and staff.

Under the respective agreements, eligible faculty/staff members of MSRIT may avail themselves of a **100% waiver of the Article Processing Charges (APCs)** for publishing their research articles in eligible Open Access journals of Taylor & Francis, Springer Nature and IEEE.

It may be noted that the APC waiver does **not** cover additional charges such as **colour charges, over-length page charges, or any other applicable publication charges**, wherever applicable. Such charges, if any, shall be borne by the author(s) or the concerned department/project, as applicable.

In this regard, a **Standard Operating Procedure (SOP)** for availing the APC waiver facility has been prepared and is enclosed with this circular. All faculty/staff members are advised to carefully review the SOP and follow the prescribed procedure when submitting their manuscripts and availing the APC waiver.

The eligibility criteria, terms and conditions, and other requirements for availing the APC waiver shall be governed by the provisions of the respective publisher's agreements and the enclosed SOP.

The list of eligible journals covered under the respective publisher agreements can be accessed through the **Research Support** menu of the MSRIT Library website.

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Note: Under certain circumstances, a journal may be transferred to another publisher, its publication model may change from subscription to hybrid or Open Access, or vice versa, and its eligibility or journal metrics may also be revised. In all such cases, the **terms, conditions, and prevailing policies applicable on the date of acceptance/copyright transfer, as applicable under the respective publisher's agreement/SOP, shall be considered final.**

All faculty members are requested to make effective use of this facility for enhancing the visibility, accessibility, and impact of their research publications.


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**Submitted for kind information to the Hon'ble Director's,
Chief Executive, GEF (E&GS), Chief Academic Advisor, GEF
(E&GS), and Chief of Finance, GEF (E&GS).**

To,

All HoD's for information and request to share this information with the concerned staff and students.

Copy to:

The Registrar (Academic).
The Controller of Examination (CoE).
The Registrar (Administration).
The Section Heads.
The IQAC Coordinator.
The Chief Proctor.

DESPATCHED ON
16/9/26

M. S. Ramaiah Institute of Technology (MSRIT)

Autonomous Institute, Affiliated to VTU

SOP FOR WAIVING OR DISCOUNTING APC'S FOR RESEARCH PUBLICATIONS IN OA INSTITUTIONAL MEMBERSHIP

1. Purpose

This Standard Operating Procedure (SOP) establishes a uniform mechanism for processing Article Processing Charge (APC) waiver and discount requests for eligible research publications by MSRIT authors.

The SOP aims to:

- Facilitate the effective utilization of institution-supported APC waiver/discount facilities.
- Establish a transparent process for author eligibility, journal eligibility, and quota verification.
- Ensure proper institutional approval and documentation.
- Avoid unnecessary APC expenditure by authors or the Institute.
- Maintain records of APC benefits and institutional savings.

2. Scope

This SOP applies to faculty members, research scholars, students, and other eligible authors affiliated with MSRIT whose publications are covered under approved institutional, publisher, read-and-publish, transformative, or other open-access publishing agreements.

3. APC Waiver/Discount Request

The corresponding author shall submit the prescribed APC Waiver/Discount Request Form to the Library before submitting the manuscript to the respective publisher/journal, wherever prior verification or institutional approval is required for availing the APC waiver, discount, or institutional publishing facility.

The request shall include:

- Corresponding author details.
- Manuscript title and type.

- Details of the publisher and journal, including its quartile classification (Q1, Q2, or Q3), wherever applicable.
- Applicable APC amount.
- Details of all co-authors and their respective contributions.
- Author certification and declaration, including the requirement that the first author and corresponding author shall be affiliated with MSRIT, as applicable under the institutional guidelines or agreement.
- Verification and recommendation by the Head of the Department.

The corresponding author shall ensure that all information and documents submitted are complete, accurate, and in accordance with the applicable MSRIT guidelines and publisher agreement conditions.

4. Author Eligibility and Responsibilities

The corresponding author shall:

- Be eligible under the applicable publishing agreement and satisfy all prescribed eligibility conditions.
- Use the official MSRIT affiliation in the manuscript and ensure that the institutional affiliation is correctly stated.
- Use the official MSRIT institutional email ID wherever required by the publisher or under the applicable agreement.
- Ensure that the manuscript is submitted only to a journal that is eligible under the relevant institutional or publisher agreement.
- Provide complete and accurate details of all authors and their respective contributions.
- Submit the prescribed APC Waiver/Discount Request Form, duly completed with the required certifications, declarations, signatures, and supporting documents.
- Verify the availability and eligibility of any institutional APC waiver or discount before making or committing to any APC payment.
- Follow the prescribed publisher, institutional, and open-access verification procedures for availing the APC waiver or discount.

The corresponding author shall certify that all information provided is complete and correct and shall comply with the declarations and conditions specified in the APC Waiver/Discount Request Form and the applicable publishing agreement.

5. Author Affiliation

The author affiliation for all manuscripts submitted by faculty members, research scholars, and students of the Institute shall be stated accurately and consistently, in accordance with the Institute's prescribed affiliation format.

The following format shall be used as the standard institutional affiliation:

Author1, Author2, Author3, Department, M. S. Ramaiah Institute of Technology, MSR Nagar, MSRIT Post, Bengaluru-560054, India

Authors shall also ensure that:

- a) The official name of the Institute is stated as M. S. Ramaiah Institute of Technology.
- b) The Department/School/Section to which the author is affiliated shall be mentioned appropriately.
- c) The institutional address shall be stated consistently as prescribed above.
- d) Authors shall use their official institutional affiliation for all scholarly publications arising from their association with the Institute.
- e) Where a publisher, journal, conference, or indexing database prescribes a specific affiliation or formatting style, the publisher's publication standards may be followed, provided that the author's association with M. S. Ramaiah Institute of Technology is clearly and correctly represented.
- f) Authors shall avoid using abbreviated, informal, outdated, or inconsistent versions of the Institute's name that may adversely affect institutional attribution, indexing, citation analysis, and research visibility.
- g) Where an author has multiple affiliations, all applicable affiliations may be stated in accordance with the journal/publisher's guidelines, while ensuring that the official MSRIT affiliation is accurately included.
- h) Authors are advised to maintain consistency in the institutional affiliation across the manuscript, submission system, author profile, ORCID, Scopus, Web of Science, Google Scholar, VIDWAN, IRINS, and other research platforms, wherever applicable.

6. Verification by the Head of Department

The Head of the Department shall verify that:

- The concerned author(s) are affiliated with the Department.
- The information furnished in the request is authentic.

The duly verified request shall then be forwarded for further processing.

7. Library Review and Eligibility Verification

The Library & Information Centre shall review the request and verify:

- MSRIT affiliation and corresponding author status, wherever required.
- Institutional email and other agreement-specific requirements.
- Journal coverage under the applicable agreement, limited to Q1, Q2, and Q3 journals.
- Validity of the agreement, article type, and publisher conditions.
- Where applicable, the Library shall verify the departmental quota, quota utilized, balance available, and eligibility for the requested publication.

The Library shall record the eligibility status and provide its recommendation.

8. Institutional Approval

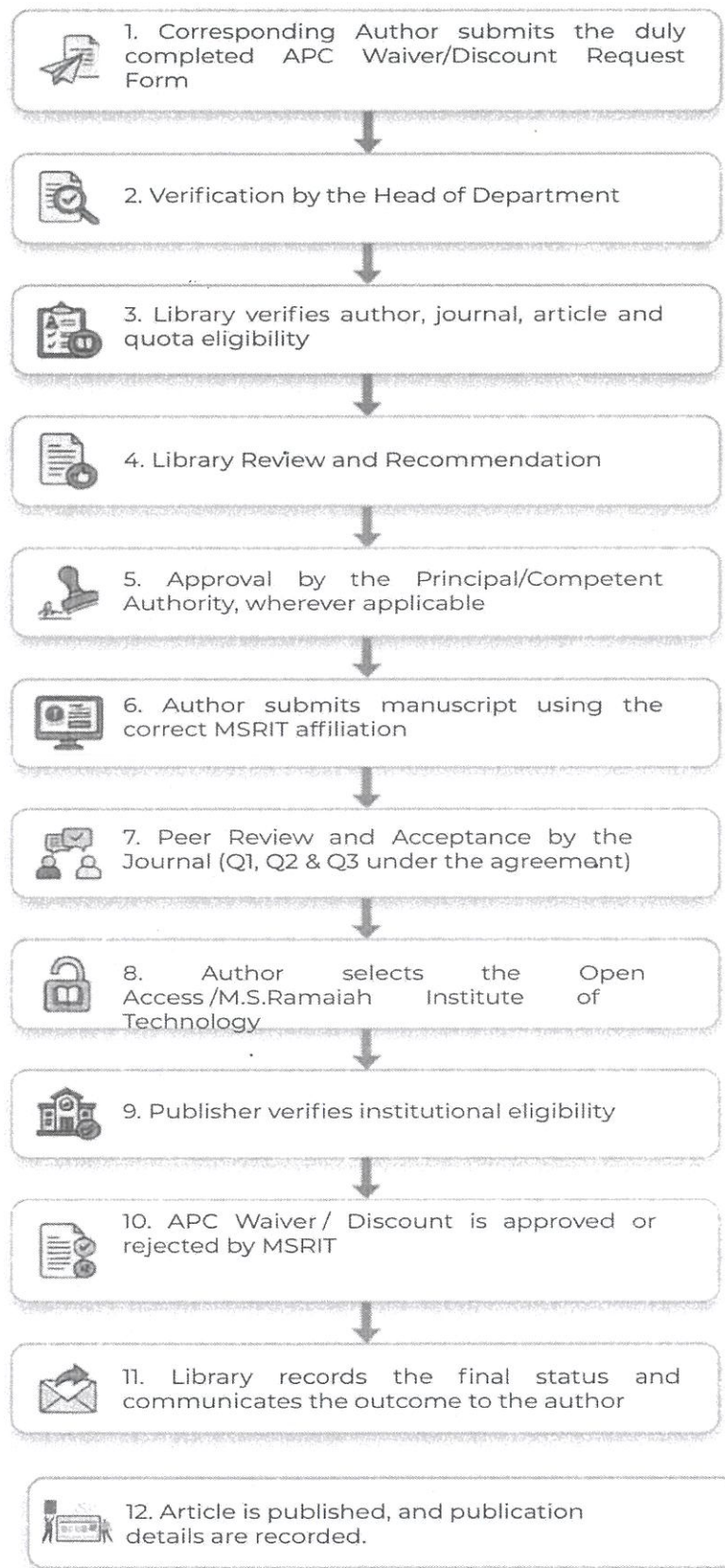
Based on the eligibility verification and Library recommendation, the request shall be submitted to the Principal/Competent Authority for approval, wherever required.

Approval of the request shall be subject to:

- Availability of the applicable waiver or discount facility.
- Fulfilment of author, journal, and article eligibility conditions.
- Availability of the applicable publication quota, where relevant.
- Terms and conditions of the concerned publisher or agreement.
- Contributions from co-authors from various institutions

Institutional approval shall not be construed as a guarantee of final waiver or discount approval by the publisher.

9. APC Waiver Request Workflow



10. Final Processing After Article Acceptance

After acceptance of the article, the Library shall complete the final processing based on the decision of the publisher or authorized journal team.

The final status shall be recorded as:

- APC Waiver Approved.
- APC Discount Approved.
- Request Rejected.

The Library shall maintain details of:

- Corresponding and co-author details
- Manuscript title and any subsequent changes after acceptance
- Date of approval and waiver/discount confirmation
- Communication to the author and validity/expiry period, where applicable
- Final publication status and publication date
- APC list price, applicable discount, and final amount in INR
- Journal metrics: SJR status, H-Index, and Quartile (Q1/Q2/Q3)
- DOI/URL.

11. APC Payment by MSRIT

Acceptance of an article by a journal does not automatically guarantee the release of APC funds by MSRIT. APC payment shall be considered only when the journal is covered under a valid and active agreement between MSRIT and the respective publisher. If the agreement has expired, is not valid, or the journal is not covered under the applicable agreement, the request for APC clearance/payment shall not be entertained under the institutional agreement.

12. Cases Where APC Waiver/Discount May Not Apply

An APC waiver or discount may not be available if:

- The journal is not covered under the applicable agreement.
- The author or corresponding author does not satisfy the eligibility requirements.
- The journal is not in a Quartile rank (Q1, Q2, & Q3).
- The article type is excluded.
- The agreement period has expired.

- The available publication quota has been exhausted.
- Required MSRIT affiliation details have not been used.
- Publisher-specific conditions have not been fulfilled.
- The publisher or authorized agency rejects the request.
- The author has independently committed to APC payment without following the prescribed institutional process.

13. Documentation and Records

The Library shall maintain an APC Waiver/Discount Register containing:

- Author, Department, manuscript, journal, publisher, and article details.
- Applicable APC amount, waiver/discount granted, and amount saved.
- Quota utilization and approval status.
- Date of communication and final publication status.
- Publication date and DOI/URL.

Relevant supporting documents, including the request form, HOD verification, Library recommendation, approval records, publisher communication, and waiver/discount confirmation, shall be maintained.

14. Post-Publication Responsibilities

After publication, the corresponding author shall:

- Verify that the MSRIT affiliation is correctly reflected in the published article.
- Provide the DOI/URL to the Library, wherever required.
- Inform the Library of any discrepancy relating to the APC waiver or discount if any.
- Comply with applicable institutional and publisher requirements.
- Article title and any subsequent changes after acceptance

15. Monitoring and Reporting

The Library shall periodically review and report on:

- Number of requests received.
- Requests approved, rejected, or pending.
- Publisher-wise and department-wise publications.
- APC waivers and discounts granted.
- Total APC amount saved.

- Utilization of publication quotas.
- Overall institutional benefits derived from publishing agreements.

A periodic report may be submitted to the Principal/Competent Authority.

16. Review of SOP

The Principal will review this SOP periodically, or whenever there are significant changes in institutional publishing agreements, publisher eligibility conditions, publication quotas, APC policies, or related financial and administrative procedures.

17. Prescribed Form

All requests for an APC waiver or discount assistance must be submitted using the designated APC Waiver/Discount Request Form. This form is a key component of this standard operating procedure (SOP). All steps involved in verification, recommendation, approval, and final processing will follow the established guidelines.

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APC WAIVER / DISCOUNT REQUEST FORM

To be completed by the corresponding author, with required signatures, and submitted to the Library

SECTION 1 CORRESPONDING (FIRST) AUTHOR DETAILS

FIELD	DETAILS
Author Name	
Department	
Designation	
Email	
Phone	

SECTION 2 MANUSCRIPT DETAILS

FIELD	DETAILS
Manuscript Title	
Manuscript Type	
Publisher Name	
Journal Title	
APC Amount (in USD / EUR)	

SECTION 3 CO-AUTHORS' DETAILS & CONTRIBUTION DECLARATION

Please provide details for ALL co-authors, including the corresponding (first) author.

S.NO	NAME & DESIGNATION	DEPARTMENT	COLLEGE / INSTITUTION	CONTRIBUTION
1			MSRIT	
2			MSRIT	
3				
4				

Note: Contribution refers to Concept, Design, Data Collection, Analysis, Writing, Supervision, etc. (Attach a separate sheet if required.)

SECTION 4 AUTHOR CERTIFICATION & DECLARATION

I / We hereby certify that:

- ☐ The MSRIT affiliation is clearly mentioned in the manuscript, as per MSRIT norms.
- ☐ This article has not been previously published in any other journal or conference.
- ☐ This article has not received any financial support from DST / AICTE / VGST / others.
- ☐ This manuscript is submitted to a Q1, Q2 or Q3 journal listed in the valid agreement.

☐ All authors listed above have contributed meaningfully to the research work contained in the manuscript.

I confirm that the information provided above is correct and that I have used my official MSRIT affiliation for the publication.

Author Signature with date: _____

Note: 1) In the event that the article is retracted for any reason, the corresponding author shall refund the APC paid by MSRIT.

2) If a research scholar is a co-author, the article shall carry only the MSRIT affiliation.

HEAD OF DEPARTMENT (HOD) VERIFICATION

I hereby verify that the above-mentioned author(s) are affiliated with my department and that the information provided is authentic.

HOD Name: _____

Department: _____

Signature with seal: _____

Date: _____

CHIEF LIBRARIAN REVIEW & RECOMMENDATION

Quota Allotted: _____

Quota Utilized: _____

☐ Eligible ☐ Not Eligible - Quota Eligibility Status: _____

Signature with seal: _____

Date: _____

PRINCIPAL'S REVIEW & FINAL APPROVAL

☐ Approved ☐ Not Approved

Principal's Comments / Remarks: _____

Signature with seal: _____

Date: _____

FOR LIBRARY USE ONLY

Final Approval after acceptance of the article by Journal:

☐ APC Waiver Approved (100%) ☐ APC Discount Approved (____%) ☐ Request Rejected

Approved On: _____

Notice Expiry Date: _____

Waiver / Discount Notice Issued: _____

Communication Sent to Author: ☐ Yes ☐ No

Date of Communication: _____

Processed By (Library Staff)

Name: _____

Designation: _____

Signature: _____

Date: _____

Follow-up & Completion Status

Article Published: ☐ Yes ☐ No ☐ In Progress

Publication Date: _____

DOI / URL: _____

