



# HIGHER EDUCATION COMMISSION

(Quality Assurance Division)

Date: February 22, 2016

The Expert Committees meetings of HEC recognized Sciences discipline journals i.e. Health Sciences, Engineering & Technology, Agricultural Sciences, Multidisciplinary and Natural Sciences were held on October 28, 2014, and October 06, 2015 respectively at Mural Hall, HEC Islamabad. The agenda of the meetings was to strengthen and enhance the SOP regarding the Sciences discipline journals.

The committees unanimously approved criteria/SOP and directed that it should be implemented immediately. Therefore, all the chief editors/editors of respective journals are requested to adopt the following criteria in true letter and spirit.

It is pertinent to mention that the non-compliance of SOPs may lead the following without any prior intimation;

- a. The journal will be derecognized
- b. The journal will be demoted ( Z category journal will be automatically derecognized)
- c. the grant of that financial year will be stopped
- d. Combination/integration of the above.

### **3. SOP for Financial Assistance Committee:**

- a. Approval of financial grant will be decided by the Financial Assistance Committee (FAC). Further, allocation of financial grant will be according to the category of the journal i.e. W,X,Y,Z
- b. The FAC should consist of at least two members from each Expert Panel of discipline i.e. Health Sciences, Engineering & Technology, Natural Sciences, Multidisciplinary, Agriculture Sciences. However, one member/nominee of HEC finance division should also be part of the committee to look into the financial matters/issues.
- c. The Financial Assistance request will be considered only if journal(s) have provided request of projected expenditure as per HEC defined budget heads on the original letterhead of the journal. The budget heads are as under;
  - i. Payment to Reviewers (maximum up to Rs. =2000/- for local & 250\$ for the foreign reviewer). The editor of the Journal will not be eligible for payment as a reviewer.
  - ii. Honorarium for Editor Maximum up to Rs: =50,000/- once year.
  - iii. Printing/Publishing Cost
  - iv. Office Stationery Cost
  - v. Postal/Courier/Telephone charges
  - vi. Cost of the equipment for Office of the Editor (Other than Furniture)
  - vii. Hiring of skilled support Office staff
- d. The Financial Assistance request as in para-3(c) must be supported by annual audit report of earlier grant by HEC (if any)
- e. The Annual Audit report should be countersigned and stamped by resident auditor of the respective university (if journal is owned/official publication of public/private sector university/institute)

- f. The annual audit report of independent chartered accountancy firm will be required if the journal own or is published by an individual, National society or professional body.
- g. The journal requesting for a financial grant should submit a comprehensive statement of income and expenditure, which includes sources of income, funding, contribution other than HEC.
- h. If misuse of HEC funds is identified/proved, the respective journal will be declared as derecognized and the grant released will be recovered.
- i. The Photocopies of the financial assistance request and the audit report should not be acceptable for the processing of financial grant case.
- j. The experts Committee unanimously increased financial support to the recognized journal according to the category of the journal. The details are as under;
  - i. W category from 700,000 up to 1,000,000
  - ii. X category from 500,000 up to 700,000
  - iii. Y category from 430,000 up to 500,000
  - iv. Z category from 250,000 up to 300,000

**The meetings ended with the vote of thanks to the participants**



---

**Prof. Dr. Shahida Husnain**  
Distinguished National Professor  
Vice Chancellor  
The Women University, Multan