

# COMPREHENSIVE RESEARCH POLICY

*VERSION 2.2, EFFECTIVE FROM JULY 01, 2021*

### Purpose:

This research policy creates an environment within which faculty, research students, students and staff can carry out a variety of research and publication. This also provides comprehensive framework for implementation and development of research management at Jaipuria Institute of Management.

### Scope:

This is Jaipuria Institute of Management Research Policy. This is implementable in all Jaipuria campuses.

### Objective:

- To create and foster research environment at Jaipuria Institute of Management.
- To provide support and create awareness by defining research guidelines and framework.
- To encourage integrity in research.
- To encourage quality research and publications.

### Policy and guidelines

#### Research and Publication Committee:

The Director of the institute will appoint a Research and Publication Committee for two years. The research committee will be chaired by the Dean Research. If there is no Dean Research, it will be chaired by Chairperson Research. The members of the committee may be from different area e.g. Finance, Marketing, OB&HR etc. some of the duties (but not limited to) of committee are:

- Prepare a research plan for the institute.
- Organize FDPs and workshops on research writing and publication.
- Appraise and process research proposals.
- Review and coordination with external research funding.
- Any other matter pertaining to research and publication.
- Training on anti-plagiarism software subscribed by the institute.
- To uphold Ethics in research

#### Research Promotion Activities:

Jaipuria Institute of Management carries out a number of activities to foster research to create new and relevant knowledge in the field of management. Some of the activities are:

- Promoting Academic Integrity
- Seed Grants
- Encouraging and supporting participation in National and International Seminars and Conferences.
- Monetary Incentives
- Career Advancement Scheme Points (CAS Points)

### Guidelines

#### Promoting Academic Integrity:

“Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, faculty, researchers (FPM students and others) and staff involved in research to act in an honest way, be responsible for their actions, and show fairness in their work.”

Jaipuria Institute of Management is committed to academic Integrity and believes in setting high standards. If required, the Institute will take strict disciplinary actions against the person whose academic integrity is found to be compromised.

Further, The Dean/Chairperson Research will be required to create awareness about ‘Ethics in Research’ by organizing workshops and FDPs on How to Write, the art of referencing, paraphrasing, citation etc. They should also conduct a workshop on academic integrity every year.

Researchers are advised to be wary of Predatory Journals. Predatory journals and publishers are entities that prioritize self-interest at the expense of scholarship and are characterized by false or misleading information, deviation from best editorial and publication practices, a lack of transparency, and/or the use of aggressive and indiscriminate solicitation practices.” You must refer Beall’s List of Potential Predatory Journals and Publishers at the time of publication. No CAS points or Incentives shall be extended to Papers in Predatory Journals. These Journals are also discouraged by recognized competent Authorities like UGC, AICTE, National and International Accreditation Agencies and have proactively published list of such journals on their respective websites.

In case of conflict between ABDC, Scopus Indexed Journals and Beall’s list, the later will prevail. However, for the purpose of listing & corresponding benefit, the date of publication be considered.

Seed Grant:

Applicable for: All faculty members including contractual

As part of one of the research promotion activities Jaipuria Institute of Management has a provision for seed grants for research projects. A seed grant of Rs. 25000 (Twenty-five thousand only) is provisioned to be given for Exploratory /Pilot research or development of Cases.

There is also a provision of an additional grant of Rs. 5000 when a student is involved in exploration or research project. A maximum of two students can be deployed on a research project. Following are guidelines for availing seed grant:

- All faculty members including contractual are eligible to apply for seed grant.
- Submit a proposal for seed grant with Dean/Chairperson Research.
- The proposal can be submitted either by a faculty or a team, but research grant per project will be Rs. 25000 only.
- The duration of project should be less than a year from date of grant approval.
- One faculty cannot have more than two projects at a time either individually or as part of a team on such research grants.
- A quarterly report must be submitted with the Dean/Chairperson research on progress of project and utilization of funds.
- The final research paper/case developed with teaching notes will be submitted to Dean Research and Research and Publication Committee (RPC).
- The RPC can send the case to an external clearing house for advice.
- The advice of RPC and external clearing house should be discussed with the concerned faculty and be duly incorporated.
- A copy of such approved grants should be sent to Corporate HR.

**Participation in Seminars and Conferences:**

Applicable for: All faculty members including full time contractual faculty. Part time faculty working 2\3 days a week are not eligible

Jaipuria Institute of Management encourages participation in National and International seminars and conferences. The Institute has dedicated budget for sending faculty members, researchers and other staff interested in research to participate in seminars and conferences. The Director may also nominate faculty member(s) to participate in regional / national / international conference.

The faculty members can:

- Participate in a Regional / National Conference every year.
- Participate in an International Conference once in two years.

The definition of year will be taken as the financial year (1st April of the year to March 31st of the following year). This policy will be applicable to students as well. They can submit their papers to a conference and if their papers get accepted, they will be allowed to attend the conference and present their papers with financial support subject to budget availability for that year.

**Eligibility for Participation in:**

**National Conference;**

- All faculty members including full time contractual faculty are eligible. Each faculty can attend one conference per year.

**International Conference;**

- All faculty members including full time contractual faculty of the Institute, who have completed 1 year of service at the institute (to be counted from date of joining for the first visit).
- For any subsequent visit, the faculty will be eligible only after completion of 2 Years. The completion of 2 years will be calculated from the date of return from the 1st visit.
- After attending any international conference, the faculty member is required to continue working with Jaipuria Institute of Management for minimum of one year. In case the faculty member leaves the institute before a year, he/she will have to refund the money incurred by the institute on the international conference participation.
- Approval of attending conference is subject to availability of budget and other administrative conditions.

**Sanctioning Authority:**

National Conference: The Director on recommendation of Research Committee

International Conference: The Vice Chairman on recommendation of Research Committee and Director

#### Entitlements:

##### For National Conferences

- Registration Fee
- Travel expenses which include train/flight eligible according to the travelling policy.
- DA as per the authorized rates, for the period of stay for the conference.

##### For International Conferences

- Registration Fee
- Travel: The air journey shall be performed by Economy class, by direct route.
- The DA will be paid for the period / duration of conference actually attended and additional days(s) as necessary to reach for attending conference/ departing after the conference is over.
- For international conference the Director may give recommendations for a lumpsum expense.

#### Procedure:

- The faculty needs to apply 8 weeks in advance for a national conference and 12 weeks in advance for an international conference.
- All applications must be submitted along with a copy of the detailed brochure / announcement of the conference and a copy of the acceptance of their abstract of the paper. All applications will be submitted to the Chairperson of Research and Publication Committee (Dean Research).
- The Research and Publication Committee will process the applications and make recommendation to the Director. The decision by the Director and the Vice Chairman will be final and binding.
- The applicant will be required to give a faculty seminar on the paper to be presented in the seminar/conference. Approval for participation in the seminar / conference will be given only after satisfactory incorporation of suggestions made in the faculty seminar.
- No grant for participation in the seminar / conference will be given without presenting the paper in the faculty seminar.
- On return from the seminar / conference, the concerned faculty will submit a copy of the paper presented in the conference to the RPC.
- The faculty will develop a Working Paper within two weeks of return from the seminar/Conference.
- The RPC will submit a report to Corporate HR after submission of working paper.

#### Publication Support Grant:

Applicable for: All faculty members including contractual faculty and research scholars.

- To promote research and publication by the faculty and researchers, a publication support grants up to but not exceeding Rs. 10000/- (Rs. Ten thousand only) is provisioned. The

number of publication support grant will depend upon the budget of the institute on first cum first serve basis.

- The publication support grant is to be used for research publication process, data collection, surveys or other related activities.
- The institute also extends this support towards fee charged by some Scopus Indexed Journals after due approval of Research and Publication Committee. This will be maximum up to Rupees Ten thousand only.

Writing A Research Paper for Eligibility of Annual Increments:

Applicable for: Full time faculty members

It is mandatory for faculty members to publish at least one A\*/A/B/Scopus Indexed or WoS (either of four) research paper in an Academic Year for annual increment.

- Faculty members from same campus co-authoring a paper will be required to publish more than one paper to be eligible for increments. e.g., if there are two authors from the same campus then both of them need to write one more research paper, if there are three co-authors from same campus then all of them need to write two more. The underlying fact is that every faculty has to write one paper either by adding up co-authored and individually authored.
- Faculty members co-authoring paper with some external faculty or faculty from other Jaipuria campus will be eligible for increments.
- Cases and book reviews will not be considered for increment. The research papers accepted for publication and claimed for the purpose of increment in one appraisal cycle shall not be considered in another appraisal cycle after being published.
- The CAS points allotted to 'Category C' Journals and "Other Referred Category Journals" is '0' (Zero) and the faculty will not be eligible for increment by publishing in these Journals.

Incentives and CAS Points for Publishing Research and writing Cases:

Applicable for: Monetary incentive for all faculty regular and contractual, research scholar, student and staff. Institutional affiliation of the paper with Jaipuria Institute is a must. CAS points are applicable to all regular faculty members.

There shall be incentive for publication as referred here under:

Category	CAS Points	Incentive (In Rs. Lakhs)
Research Papers		
FT 50 Listed Journals	7	4.5
A* Category Journals	5	3
A Category Journals (ABDC)	4	1.5
B Category Journals (ABDC)	3	0.6
C Category Journals (ABDC)	0 Points	No Incentive
Scopus Listed Journals	Q1&Q2 = 2	0.6
	Q3&Q4 = 1	0.45
Web of Sciences	1	0.45
Cases		
Scopus (including Elsevier) & Ivey	CAS points as per Category as per Q3 & Q4	0.4
Cases in Emerald, Inderscience, ABDC Journals	Equivalent to Scopus Q3 & Q4	0.3
Cases in Case Centre	0 Points	No Incentive
Other Refereed Journals	0 Points	No Incentive

Preferably the researcher of Jaipuria should write in an ABDC journal or Management Journal being ourselves a Management Institution.

### Table: Incentive and CAS

In case where a paper meets two criteria, the highest criterion will be considered.

- For a joint publication with external researcher who is not associated with Jaipuria, the incentive amount shall not be shared with external researcher i.e. the entire applicable incentive amount shall be disbursed to Jaipuria researcher only.
- For a joint publication, where authors/co-authors are from the same campus, each faculty shall be entitled to proportionate part of incentive. The applicable incentive shall be equally split amongst the faculty. For example, if there are 3 co-authors on a paper from same Jaipuria campus, each faculty will get 1/3<sup>rd</sup> of the applicable incentive amount.
- For a joint publication, where authors/co-authors are from two Jaipuria campuses, the applicable incentive amount shall be raised by 50% of the applicable incentive amount and then equally distributed amongst the faculty. For example, if there are 3 authors/co-authors on a paper, one from Lucknow Campus and 2 from Noida campus, then the applicable incentive amount “X” be revised to “Y”. Each faculty will get 1/3<sup>rd</sup> of Y. (Calculation of  $Y = X + 50\% \text{ OF } X$ ).
- For a joint publication, where authors/co-authors are from 03 or more Jaipuria campuses, the applicable incentive amount shall be raised by 70% of the applicable incentive amount and then equally distributed amongst the faculty. For example, if there are 3 authors/co-authors on a paper, one from Lucknow Campus and one from Noida campus and one from Indore campus, then the applicable incentive amount “X” be revised to “Y”. Each faculty will get 1/3<sup>rd</sup> of Y. (Calculation of  $Y = X + 70\% \text{ OF } X$ ).
- Non-division of CAS in collaborative research; each author will get full CAS points.
- If a faculty-member publishes Research Paper with the Faculty member of the other campuses he/she will be allotted 0.25 extra CAS points for the collaborative research.
- Publishing in conference proceedings which claim to be indexed in Scopus/Wos shall not be considered equivalent to Scopus Indexed Research Paper for monetary incentive or CAS points. It should get published in a Research Journal which is indexed in Scopus or WoS and not in Conference Proceedings.

Incentives and CAS policy for Case Writing:

Jaipuria Institute of Management recognizes the importance of cases in teaching/learning process. To encourage case writing the institute offers incentives and CAS points.

- Cases published in Emerald, Inderscience, Elsevier and Ivey will be considered equivalent to respective Scopus listed category.
- Cases published in ABDC category will have incentive and CAS points as per ‘Table: Incentives and CAS’ mentioned above.
- Cases published in Case Centre will be treated equivalent to other referred journals.

Book Review

If the Book Review is published in ABDC List or Scopus Indexed, the faculty will be awarded 1/4th of the credit as per the Journal Category. Similarly, Case diagnosis, articles in newspapers, editorial articles at the national level papers will also be credited 1/4th as above after review by the research committee.

Anti-plagiarism Policy:

Level 1: Plagiarism greater than 50% (Credited or uncredited copying)

Level 2: Plagiarism less than 50% and greater than 20%

Level 3: Plagiarism below 20%

- In case of plagiarism at level 1 and 2, annual increment will be withheld and if faculty is on probation, then the probation period will be extended further for a suitable period of time.

This sanction will be imposed on the concerned faculty irrespective of whether it was a first time or a repeat offence.

- In addition to the above, any other punitive measure may be imposed.
- In cases where the act of plagiarism relates to lifting of a substantially large part of paper from other source(s); or a combination of the abuses of misconduct as listed above found to be severe in the judgment of the Committee, disciplinary proceedings may be initiated against the faculty for imposing appropriate penalty including leading to termination of the services by the Director, in consultation with CO.
- In addition to the above sanctions, all 'such' papers shall stand withdrawn from the list of faculty publications and Institute website. A copy of the tainted paper(s) along with the sanction imposed will be filed in the personal file of the concerned faculty.
- This policy is also against self-plagiarism.

List of Annexures:

- “H1” -Format for Research Proposal
- “H2” -Format for Case Development
- “H3” -Academic Integrity Declaration
- “I” -Application for participation in National/International Seminar
- “J” -Negative list of journals
- “K” -Self declaration form on payment of processing fee for publication

Annexure–“H-1”

Format for Research Proposal

(To be submitted covering the following points in adequate details)

1. Name of Faculty / Faculty Team Members (In case of a faculty team, please begin with the name of the Team Leader):
2. Title of the Project:
3. Statement of the Problem:
4. Objectives of the Research Project:
5. Brief Literature Survey / Conceptual Framework:
6. Proposed Research Methodology:  
(i.e., Research Design, Universe / Sample, Data Collection Methods and Data Analysis Plan)
7. Duration of the Project:
8. Budget:  
(Give break up of estimated costs relating to Travel & Transport, stationery & printing, books & journal articles, contingency expenses)
9. Seed Grant required (if any):
10. Number of students involved in the research (if any):

Name & Signature of Project Team Leader and members



Annexure -“H-2”

Format for Case Development

(To be submitted covering the following points in adequate details)

1. Name of Faculty / Faculty Team Members (In case of a faculty team, please begin with the name of the Team Leader):
2. Purpose / Objective of the Case:
3. Type of industry / firm /organization covered by the Case
4. Type and Nature of managerial decision(s) aimed at
5. Targeted for usage in PGDM / MDPs/Others
6. Methodology for Primary Data Collection and Secondary Data Analysis
7. Duration
8. Budget:  
(Give break up of estimated costs relating to Travel & Transport, stationery & printing, books & journal articles, contingency expenses)

Name & Signature of Case Development Team Leader and members

Annexure -“H-3”

Academic Integrity Declaration

( The declaration is required to be completely filled-in and signed by the author(s) of the paper proposed to be presented in a conference or to be sent for publication in a journal / in or as a book)

Name of the Faculty Member	
Employee Code	
Title of the Paper	
Journal/Conference/publisher aimed at.	

I / We, the undersigned, declare that the paper submitted for presentation / publication Is:

1. My / Our original work and has not been previously published / sent for publication in full or part. Where a part of the work has been earlier published or sent for publication, a written permission from the publishers has been obtained and is attached.
2. Wherever the works of others have been drawn upon or cited, those have been properly and completely cited and referenced at appropriate places in the paper. Where the citation exceeds the normally permissible limit, a written consent of the author(s) & publishers has been obtained and the same is attached.
3. I / We accept the right of the Jaipuria Institute of Management to test the originality of the paper by putting it into applicable software and or manual test. A soft copy of the paper is also attached for the purpose.

Name of the Author (s)

Signature and Date

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

Attachments:

1.

2.

Annexure - "I"

APPLICATION FOR PRESENTING RESEARCH PAPER IN NATIONAL/INTERNATIONAL CONFERENCE

Name of the Faculty	
Current Designation of the Faculty	
Name of the Campus	
Area	
Date of Joining	
Details (topic and year) of the last national or international conference attended	
Nature of the Conference National/International	National/International
Title of the Conference	
Organizer(s) of the Conference	
Ranking of the Organizers in the Academic Arena	
Dates of the Conference	
Venue of the Conference	
Title of the Research Paper	
Name(s) and Affiliation of the Author(s) of the Paper:	First Author: Second Author: Third Author:
Abstract of the Paper (in not more than 200 words)*	
Registration Fees of the Conference (Rs./\$)	

\* Please attach full paper along with this application

Date: .....

Signature of the Faculty

Recommendations of the Research Committee

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Approval by the Director/Vice Chairman: Approved/Not Approved

Annexure “J”

Negative List of Journals

Following journals are on negative list and will not be considered for increment/ CAS points and incentives. List may be revised from time to time. Faculty needs to give a declaration on payment of processing fee as per annexure- K

1. Academy of Taiwan Business Management Review
2. Journals as per Beall’s List of Predatory Journal

ANNEXURE- “K”

SELF DECLARATION FORM  
(on Payment of Processing fee)

Sr. No	Campus	Faculty Name	Title of the paper	Publication	Category	Processing Fee amount (in Rs.)

I, hereby declare that the amount paid to the publisher accounts for the processing fee only and is not paid as a payment to get the paper published. I also assure that the reviewers of the journal have followed a systemic procedure of publishing the research paper.

Signature of the faculty