

# Research and Publication Policy: Academic Year 2024-25

[Amended on 02 August 2024]

## 1 Research and Publication Committee

Director of the institute will appoint a Research and Publication Committee (RPC) for a period of two years. The RPC will be chaired by the Dean-Research. The faculty members of the committee may be from different domain areas e.g., Finance, Marketing, OB & HR, etc. Some of the duties (but not limited to) of the committee are:

- Preparing a research plan for the institute.
- Organizing FDPs and workshops on research writing and publication.
- Appraising and processing the research proposals.
- Reviewing and coordinating external research funding.
- Organizing trainings on anti-plagiarism software subscribed by the institute.
- Upholding ethics in research.
- Any other matter pertaining to research and publication.

## 2 Research Promotion Activities

To create new and relevant knowledge in the field of management, Jaipuria Institute of Management fosters research through (1) promoting academic integrity; (2) awarding seed grants; (3) encouraging and supporting participation in national and international FDPs, seminars and conferences; and (4) giving monetary incentives and Career Advancement Scheme (CAS) points.

### 2.1 Academic Integrity

- A. 'Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research'. It is important for faculty, students, FPM scholars and staff involved in research to act in an honest way, be ethical, 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.
- B. Institute will take strict disciplinary action against the person whose academic integrity is found to be compromised.
- C. Dean-Research would create awareness about 'Ethics in Research' by organizing workshops and FDPs. They would also conduct workshops on academic integrity every year.
- D. Institute strongly discourages publication in 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, lack of transparency, and/or the use of aggressive and indiscriminate solicitation practices.
- E. No research incentive or CAS point will be given for publications in predatory journals.
- F. List of predatory journals for the academic year 2024-25 (1 Jul 2024 – 30 Jun 2025) has been circulated separately. The list will be updated on yearly basis.

### 2.2 Seed Grant

- A. As part of its research promotion activities, Jaipuria Institute of Management has a provision of seed grants for research projects. A seed grant of Rs. 45000 (Rs. Forty five thousand only) is provisioned to be given for Exploratory /Pilot research or development of a Case.

- B. There is also a provision of an additional grant of Rs. 5000 when student is involved in exploration or research project. A maximum of two students can be deployed on a research project.
- C. Following are guidelines for availing seed grant:
- i. All faculty members including full-time contractual faculty, are eligible to apply for seed grant. However, faculty working 2/3 days a week or less, are not eligible.
  - ii. A proposal for seed grant should be submitted to the Dean-Research.
  - iii. The proposal can be submitted either by an individual faculty or a faculty team, but seed grant per project will be Rs. 45000 only.
  - iv. The duration of project should be less than a year from the date of grant approval.
  - v. One faculty cannot have more than two research projects at a time either individually or as part of a team on such research grants.
  - vi. Quarterly Report must be submitted to the Dean-Research on the progress of the research project and utilization of funds.
  - vii. A copy of such approved seed grants should be shared with Vice President (Development).
- D. A research paper and/or a Case with teaching notes would be expected as outcomes of the Seed Grant.
- E. Seed-grant recipients are expected to acknowledge the seed grant received from the Institute in the published paper/case itself, OR they have to give a written declaration as per the 'Format for declaration on utilization of Seed Grant' given at the end of this document.

### 2.3 Participation in Seminars, Faculty Development Program and Conferences

- A. Jaipuria Institute of Management encourages participation in National & International seminars, Faculty Development Programs and conferences. The Institute has a yearly (financial year, i.e., 1<sup>st</sup> April to 31<sup>st</sup> March) dedicated budget for sending faculty members to participate in seminars, FDPs and conferences. The Director may also nominate faculty member(s) to participate in national/international seminars, FDPs, and conferences.
- B. Financial support will be provided for participation in only those national conferences/seminars/FDPs which are hosted/co-hosted by one of the top 50 NIRF ranked institutions in 'Management' category as per the latest available NIRF ranking.
- C. This policy is applicable to all faculty members including full-time contractual faculty. However, faculty working 2/3 days a week or less, are not eligible.
- D. This policy is also applicable to students and research scholars. 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.
- E. Faculty members can participate every year in a regional/national seminar, FDP or conference and once in two years in an international seminar, FDP or conference, with financial support from the Institute. Financial year (1<sup>st</sup> April to 31<sup>st</sup> March) is taken as the definition of the year.
- F. Eligibility, sanctioning authority, entitlements, and process for application is described below:

Particulars	National seminar/FDP/conference	International seminar/FDP/conference
(i) Eligibility for participation	<ul style="list-style-type: none"> <li>• All faculty members including full-time contractual faculty, who have completed one year of service at the Institute (to be counted from the date of joining) are eligible. Faculty working 2/3 days a week or less, are not eligible.</li> </ul>	<ul style="list-style-type: none"> <li>• All faculty members including full-time contractual faculty, who have completed one year of service at the institute (to be counted from date of joining), are eligible. Faculty working 2/3 days a week or less, are not eligible.</li> <li>• For any subsequent international seminar/conference, the faculty will be eligible only after completion of two years. The completion of two years will be calculated from the date of</li> </ul>

Particulars	National seminar/FDP/conference	International seminar/FDP/conference
	<ul style="list-style-type: none"> <li>Each faculty can attend one seminar/ conference/ FDP per year.</li> <li>Approval for attending seminar/conference/ FDP is subject to the availability of budget and other administrative conditions.</li> </ul>	<p>return after attending the first/previous international seminar/conference.</p> <ul style="list-style-type: none"> <li>After attending an international conference, the faculty member is required to continue working with Jaipuria Institute of Management for a 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 his/her international seminar/conference participation.</li> <li>Approval of attending conference is subject to availability of budget and other administrative conditions.</li> </ul>
(ii) Sanctioning authority	Director, on the recommendation of Research and Publication Committee	Vice Chairman, on the recommendation of the Director and Research and Publication Committee
(iii) Entitlement	<ul style="list-style-type: none"> <li>Registration Fee</li> <li>Travel expenses which include train fare/airfare as per the eligibility according to the TA/DA policy.</li> <li>DA as per the authorized rates, for the period of stay for the conference.</li> <li>Dean-Research should share the details of approved participation (faculty name and other details) with the VP (Development).</li> </ul>	<ul style="list-style-type: none"> <li>Registration Fee</li> <li>Travel expenses: The air journey shall be performed by Economy class, by direct/cost effective route.</li> <li>The DA will be paid for the period/duration of the conference actually attended and additional days(s) as necessary to reach for attending the conference/ depart after the conference.</li> <li>Additional stay costs beyond conference days, including TA/DA shall be borne by the employee himself/herself.</li> <li>Director may recommend a lump sum advance which shall be adjusted in the final reimbursement claim. If the expense is less than advance amount, the difference shall be returned to the accounts department.</li> <li>Dean-Research should share the details of approved participation (faculty name and other details) with the VP (Development).</li> </ul>
(iv) Application timeline	Faculty needs to apply minimum 4 weeks in advance.	Faculty needs to apply minimum 10 weeks in advance.
(v) Process	<ul style="list-style-type: none"> <li>All applications must be submitted along with a copy of the detailed brochure / announcement of the conference and a copy of the acceptance of the abstract of their paper. All applications will be submitted to the Dean-Research.</li> <li>RPC will process the applications and make recommendation to the Director. Decision of the Director and the Vice Chairman, as the case may be, will be final and binding.</li> <li>Faculty must submit evidence of acceptance of paper along with a copy of their final paper before leaving for the conference.</li> <li>The faculty will develop a working/white paper within two weeks of return from the seminar/conference.</li> </ul>	

## 2.4 Monetary Incentives and CAS points

### A. Publication Support Grant:

- i. Publication support grant is applicable to all faculty members including full-time contractual faculty and research scholars. However, faculty working 2/3 days a week or less, are not eligible.
- ii. To promote research and publication by the faculty and research scholars, a publication support grant up to Rs. 10000/- (Rs. Ten thousand only) is provisioned. The number of publication support grants will depend upon the budget of the institute on 'first come, first-served' basis.

- iii. The publication support grant is to be used for research publication process, data collection, surveys or other related activities. This grant may also be used to pay the fee charged by some Scopus-indexed journals, subject to the specific approval of the Research and Publication Committee.

**B. Research Incentive and CAS Points:**

- i. Research Incentive and CAS points are applicable to all Jaipuria authors with Jaipuria affiliation in the publication.
- ii. Jaipuria authors will earn research incentive and CAS points based on the categories of the journal wherein the research paper has been published. Details are mentioned in the Table No. 1.
- iii. 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 author only.
- iv. For a joint publication, where authors/co-authors are from the same campus, each author shall be entitled to proportionate part of incentive. The applicable incentive shall be equally distributed amongst the authors. For example, if there are 3 co-authors on a paper from same Jaipuria campus, each author will get 1/3<sup>rd</sup> of the applicable incentive amount.
- v. 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 authors. For example, if there are three authors/co-authors on a paper, one from Lucknow campus and two from Noida campus, then the applicable incentive amount “X” be revised to “Y”. Each author will get 1/3<sup>rd</sup> of Y. (Calculation of  $Y = X + 50\%$  of X).
- vi. For a joint publication, where authors/co-authors are from three or more Jaipuria campuses, the applicable incentive amount shall be raised by 70% of the applicable incentive amount and then equally distributed amongst the authors. For example, if there are three authors/co-authors on a paper, one from Lucknow campus, one from Noida campus and one from Indore campus, then the applicable incentive amount “X” be revised to “Y”. Each author will get 1/3<sup>rd</sup> of Y. (Calculation of  $Y = X + 70\%$  of X).
- vii. The ‘Individual Authors’, in case of the ‘same campus’ collaborations, will get half of the CAS points (even if number of authors is more than two) for the respective paper as mentioned in Table No. 1.
- viii. Authors, co-authoring paper with some external author or author from other Jaipuria campuses, shall earn the full CAS points as mentioned in Table No. 1.
- ix. There will be 1.5 CAS points for writing a case or research paper in the Jaipuria journal ‘Management Dynamics’.
- x. There shall be additional 0.25 CAS point for citing research articles from ‘Management Dynamics’.
- xi. CAS points accumulated from the publication in the Management Dynamics and citation of articles of Management Dynamics will only be used for CAS process which is faculty promotion process and not for annual appraisal.
- xii. In case of faculty members co-authoring the paper with non-faculty Jaipuria authors (i.e., FPM scholar, student, staff) CAS point will not be shared with non-faculty authors. Applicable CAS point will be given to / distributed among faculty member(s) only.
- xiii. Publishing in conference proceedings which claim to be indexed in Scopus/WoS shall not be considered equivalent to Scopus/WoS 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.

- xiv. **Minimum one research paper publication in an academic year OR minimum two research paper publications in a block of two academic years (academic year under assessment + previous academic year) in ‘Scopus – Business Management & Accounting’ / ‘WoS – Business Collection / Management’ category journal is/are required to become eligible for increment. However, this requirement will not be applicable in case of ‘Teaching Track – 2’ faculty members.**
- xv. Quartile definition in case of Scopus-indexed journals:
1. Only BMA (Business Management and Accounting) quartile status will be considered for research incentive and CAS points.
  2. If a journal is indexed in multiple sub-categories within the BMA category, the highest quartile (within BMA category) will be considered for research incentive and CAS points.
  3. BMA quartile status as on the ‘Date of Publication’ of the paper will be considered for research incentive and CAS points.
  4. In case of publication in ‘non-BMA’ Scopus-indexed journal, CAS points will be based on the highest quartile.
- xvi. Definition of ‘Date of Publication’:
1. ‘Date of Publication’ is defined as the date when the research paper is first published, either online or printed or in any other form.
  2. To be counted as ‘Publication’, the full paper must be published, not abstract or extended summary.
- xvii. Source of information to ascertain the journal category, quartile status and date of publication:
1. The Scopus website (scopus.com) will be the only source to ascertain the ‘Date of Publication’ and Quartile Status in case of Scopus-indexed journals.
  2. The Clarivate website (clarivate.com) will be the only source to ascertain the ‘Date of Publication’ and the category (Business Collection / Management) in case of ‘Web of Sciences’ journals.
- xviii. No research incentive and/or CAS points will be given for a publication (research paper, cases, book chapters, books, etc.) which is not specified in the policy.

**Table No. 1: Research Incentives and CAS Points<sup>#</sup>**

Category		Research Incentive (in Rs. Lakh)	CAS Points
<b>Research Papers</b>			
FT 50 listed / A* Category Journals (ABDC)	Journal should be indexed in 'Scopus – Business Management and Accounting (BMA)' or 'WoS - Business Collection / Management (BCM)'.	3.00	5.5
A Category Journals (ABDC)		1.75	4.5
B Category Journals (ABDC)		1.25	3.0
Scopus Listed Journals Q1		1.50	3.0
Scopus Listed Journals Q2		0.80	2.0
Scopus Listed Journals Q3		0.60	1.5
Scopus Listed Journals Q4		Nil	1.0
Web of Sciences Journals		1.25	2.0
Other ABDC journals (A*, A, and B) Other Scopus journals (non-BMA) Other WoS journals (non-BCM)		Nil	CAS as per relevant category
<b>Cases</b>			
Scopus (including Elsevier), Ivey, HBSP		0.40	1.5
Cases in Emerald, Inderscience, ABDC Journals		0.30	1.5
<b>Others</b>			
Teaching case with Teaching Note and Peer Reviewed		Nil	1.0
Book chapter in a book published by a National Publisher (list appended)		Nil	0.5
Book chapter in a book published by an International Publisher (list appended)		Nil	1.0
Authored/Edited Book (First Edition), published by a National Publisher (list appended)		Nil	1.5
Authored/Edited Book (First Edition), published by an International Publisher (list appended)		Nil	2.5
<b># No CAS point or monetary incentive will be given for publications in predatory journals.</b>			

**List of National Book Publishers**

1	Academic Foundation, New Delhi	5	Tata McGraw Hill Education Private Limited, New Delhi
2	Orient Paperbacks	6	Taxman Publications
3	Aakar Books	7	DK India
4	Rajhans Prakashan	8	Penguin India

**List of International Book Publishers**

1	Academic Press	12	Palgrave
2	Bloomsbury	13	Pearson
3	Butterworth-Heinemann (Elsevier)	14	Prentice Hall
4	Cambridge University Press	15	SAGE
5	Cengage	16	Springer
6	Elsevier	17	Taylor and Francis
7	Emerald	18	Wharton Publishing
8	Harvard Publishing	19	Wiley
9	Macmillan	20	Worth Publishers
10	McGraw Hill	21	IGI Global
11	Oxford University Press (OUP)		

### 3 Patent Policy

- A. To promote and nurture innovation and invention, a special CAS/incentive scheme is introduced to reward the 'patent' registered by our faculty with Jaipuria affiliation. This scheme includes patents of both 'product' and 'process' innovation/invention.
- B. All the commercially-viable/successful patents will be considered and will be awarded CAS points along with the research and publication as given in Table No. 2. In case, more than one faculty from a single or multiple Jaipuria campuses contributed, incentive/CAS calculation and sharing will be done as per the policy on Research Incentive and CAS points.
- C. Incentives will be awarded to the eligible faculty with the institute affiliation, after due diligence by the Research and Publications Committee.

**Table No. 2 : Patent related CAS Points**

Stage/Criterion	CAS	Incentives / Royalty Sharing
On patent filling/application, with our institute affiliation	-	-
On patent publication	1.0	-
On patent issuance/grant	3.0	-
On commercialization of patent	Patent on Institute name: Royalty sharing is 25% (Institute) and 75% (Faculty).	

**Format for declaration on utilization of Seed Grant**

I/We, ....., have utilized the seed grant of Rs. .... received from the Institute on ..... for survey work / data collection and used the data for publication of the following research paper / case:

Title of paper/case:

Name of journal:

Authors of paper/case:

Date of publication:

Signature of Seed Grant recipients:

- 1.
- 2.
- 3.