



A J INSTITUTE OF MANAGEMENT

A unit of Laxmi Memorial Education Trust[®]

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

Research and Development (R and D) Cell Guidelines

Guidelines for Research, Publication and other allied activities at the Institute.

Aims and Objectives of the Research Policy

Research and Development (R and D) cell aims to create and support the research culture at the Institute through a research policy for promoting research aptitudes and maintaining integrity in research among the faculties, staff, and students. It is also expected to meet the requirements of Mangalore University which assumed the responsibility of a functioning research center, offering the Ph. D. program in management. It also aims at ensuring that the research activities of the University conform to all applicable rules and regulations as well as to the established standards and norms relating to the safe and ethical conduct of research.

Objectives:

- Developing and recommending rules, procedures, and guidelines for granting research funds and supporting all other related activities.
- Developing and suggesting rules, procedures, and guidelines for granting academic leave, pre-grant of vacation, reduction-in-workload, etc. to the
- faculty members undertaking research activities.
- Developing and suggesting rules, procedures, and guidelines for research-related fees from the research scholars deputed by Mangalore University to pursue research at the Institute and also the facilities to offer at the research center.
- Guide the faculty members in the practical integration of research projects with the regular curriculum implementation and curriculum enrichment activities
- Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, industry, or government organizations
- Identifying and establishing linkages including MOUs for long-term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the University to involve themselves in real-life research projects and obtaining sponsorships

- Encouraging and facilitating the publication of the research work/projects in reputed academic journals
- Encouraging and facilitating the presentation/communication of the research work/projects and their findings and recommendations through academic events such as workshops/seminars/guest lectures/ conferences.
- Compiling data on all the research work/projects undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year
- Adopting a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- Preparing and implementing research quality assurance mechanisms to ensure that all research activities of the University conform to standard quality specifications
- Preparing and implementing research quality assurance mechanisms in relation to project work of students.

2. Composition of the R & D Cell

The R & D cell shall consist of:

Sl. No.	Composition	Designation
1.	Two External Member(s) with considerable experience in research and research administration	Advisor
2.	Director	Chairperson
3.	Principal	Member
4.	Dean (Academics)	Member
5	Two senior faculty with research experience	Members
5.	Director, IQAC	Member
6.	Research cell-in-charge	Co-ordinator

3. Quorum

The R & D cell shall meet at least once a semester and the quorum for the R&D cell meetings shall be the nearest whole number above 50% of the membership of the R&D cell. However, at least one external member must be present for the meeting and The coordinator may decide for any additional meetings as needed.

4. Responsibilities

The R & D Cell shall be responsible for:

- The development and enhancement of the Institute's research profile.
- The protection and commercialization of the Institute's intellectual property following the IPR norms and regulations.
- Overseeing all consultancy activities.
- Creating awareness among faculty and staff members about various research funding schemes and their sources and procedure to apply.
- Promoting projects and research that can be easily identifiable with the public and helpful to the local community and community at large.
- Promoting emerging areas of research and technological advancements.
- Developing a conducive environment for motivating and engaging staff with a knack for innovations and research in their respective areas of expertise.
- Building research capacity and mentoring researchers.
- Setting up systematic procedures for the administration of research programs.
- Monitoring the mobilization of research funds and ensuring that they are properly utilized and accounted for.
- Promoting and building strategic partnerships and developing funding solutions with industries/research institutions/funding agencies for progressive and advanced research.
- Encouraging multi-disciplinary research across departments and schools.
- Monitoring the performance in research and development of individual researchers, departments through the maintenance of a structured database of research and developmental activities.
- Monitoring the progress of research scholars.
- Monitoring and enhancing the quality of research projects, programs and infrastructure within university, including the training of research scholars.
- Providing review for proposals and appointing review committee and scrutiny committee.
- Overseeing that code of ethics in research is followed at all levels in the University.

Guidelines

- Teaching staff are encouraged to participate in Seminars/workshops/conferences/Orientation Programmes/Faculty Development programs subject to application screening through Research & Development Committee.
- This facility may be availed by a faculty member once in every semester which will not be carry forwarded.
- A register/record shall be maintained in the R&D center to furnish the details of faculty members presenting papers at conferences, attending workshops and publishing papers in abstracted journals which will be taken into account by the management during the member's evaluation/appraisal process.
- Application for on-duty to attend any research activity including paper presentation should be submitted to the Director in the prescribed format.
- Faculty members shall submit a detailed report on the seminar/conference they attended to the R & D cell within a month of attending the same.
- The activities of the R&D center shall be displayed on separate notice board.

- Faculty members are highly encouraged to write projects and involve in consultancy services which will bring visibility of the institute at national and international level. The R&D cell will provide all possible help to the individual member showing interest to involve in such activity.
- The Institute will provide seed money to kick-start her/his research to newly appointed Assistant Professors based on the quality and impact of the proposed research. Interested faculty can request seed money provision through the application form given in Appendix II and submitted to R & D cell. Such requests will be scrutinized by a committee appointed by Director and finalized for approval/disapproval.
- Maximum four on-duty (OD) leaves per semester will be sanctioned to individual faculty members for participating in seminars/conferences with prior & proper adjustment of workload. Leaves taken for paper presentation, and project presentation to concerned funding agencies will be decided by the R&D cell as per project basis, its relevance, importance and other factors.

Registration fees

- The facilities (regarding reimbursement of publication charge, the proposal of funds for paper presentation in conference/workshop/seminar) can be availed by any faculty member who is a confirmed employee of the Institute.

Publication Incentives to Faculty:

To encourage the academic staff towards high-quality social science publications, they will be given incentives for their publications (Books as well as journals) as per the following guidelines.

- The publications must be full-text articles (case presentations, short papers, letters to the editor etc. not included) with Brainware University address published in the journals covered by Science Citation Index (SCI)/Scimago Journal Rank (SJR)/Scopus Indexed Journals/Social Science Citation Index (SSCI)/UGC CARE list indexed and Arts & Humanities Citation Index Journals. Faculty members are encouraged to publish papers only in reputed journals and avoid publications in un-listed paid journals.
- A maximum of two such publications in an academic year will be considered.
- Authors outside the A J Institute of Management fraternity are not entitled to this scheme.
- The faculty looking for incentive must be the first/principal author in the research paper. Full amount as per the scheme will be paid to the author in a single-authored publication. The amount shall be equally divided among authors for a multi-authored publication.
- For all such papers, wherein a paper is jointly written by a student and a faculty of AJIM, only AJIM faculty will get the incentive as per the policy mentioned above.
- To encourage the faculty and appreciating the long gap between acceptance and publication of the paper in acclaimed journals, the research paper published or accepted should be claimed only once (i.e. either at the time when it is accepted – with the submission of acceptance proof – or when it is published).
- For National Conference/Seminar/Workshop: Registration Fees up to INR 3000/- (Rupees Three Thousand only) and to and fro AC 3-tier train fare will be reimbursed by providing relevant documents.

For International Seminar/Conference/Workshop held:

In India:

Registration Fees up to INR 3000/- (Rupees Three Thousand only) and to and fro AC 3-tier train fare will be reimbursed by providing relevant documents.

Abroad: 50% of the registration fees (not exceeding INR 6000/-) will be paid to any faculty member in one year towards presenting paper to conference/seminar/workshop.

The faculty members are encouraged to apply for TA/DA funding from various funding agencies like CSIR, DST etc.

Note:

i. Applications for publication incentives in a certain year, the research papers/books published within that academic year (1st July to 30th June) shall only be considered.

ii. A faculty should submit two copies of books published by him/her, during his/her tenure at the Institute and to the Institute library for display and record keeping.

Journal Publications:

- The publications must be full-text articles published in the journals covered by Science Citation Index (SCI)/Scimago Journal Rank (SJR)/Scopus Indexed Journals/Social Science Citation Index (SSCI)/UGC CARE list indexed and Arts & Humanities Citation Index Journals. Faculty members are encouraged to publish papers only in reputed journals and avoid publications in un-listed paid journals.
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The faculty will be paid the following incentives based upon the impact factor (as per Thomson Reuter List) of the Journals in which the research paper has been published.

Sl. No	Impact Factor (as per Thomson Reuter List)	Incentive
1.	0 – 0.5	INR 1000/-
2.	0.5 – 1.5	INR 1500/-
3.	1.5 – 2.5	INR 2000/-
4.	2.5 – 3.5	INR 2500/-
5.	3.5 – 5	INR 3000/-
6.	> 5	INR 5000/-