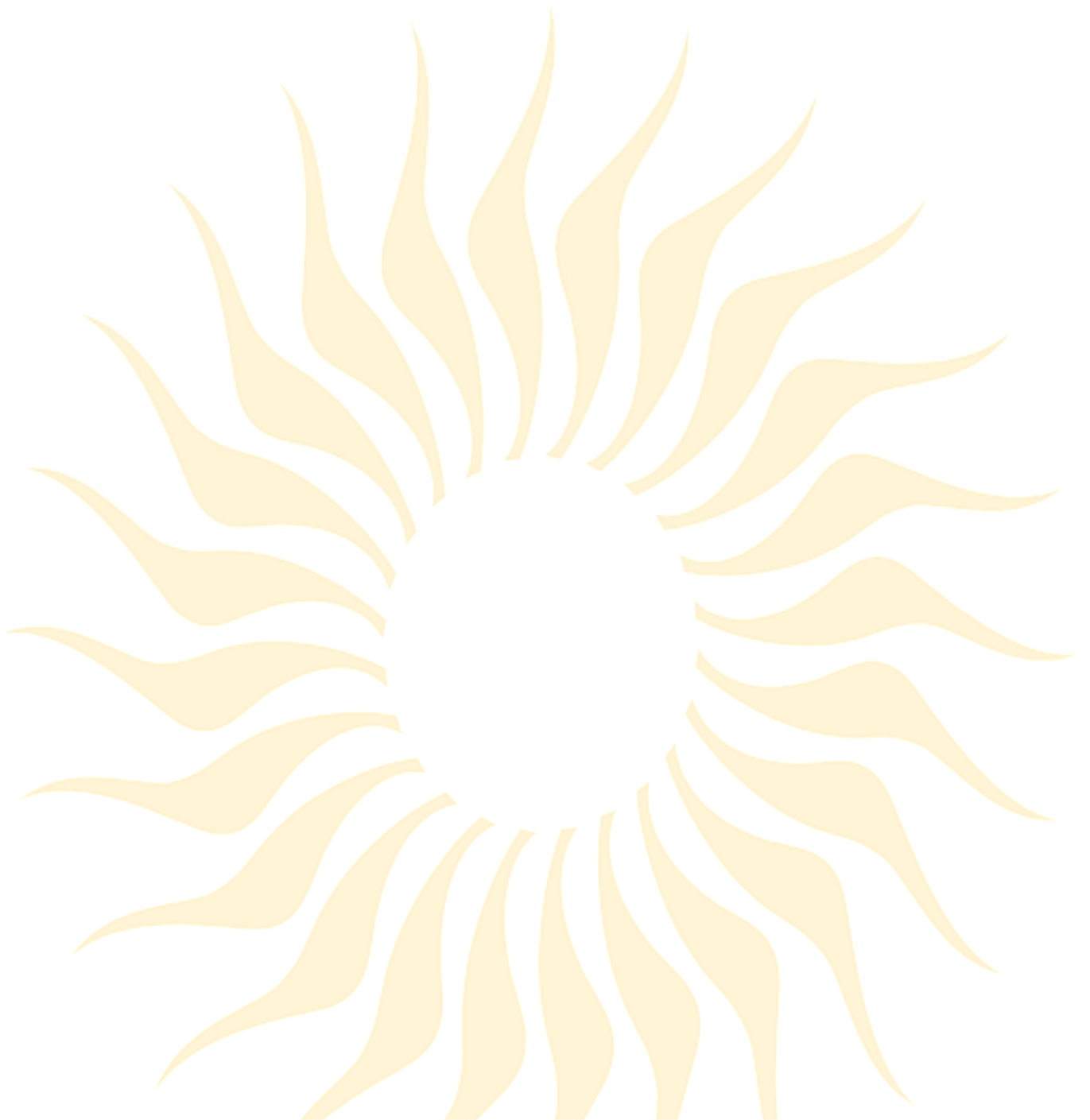




**FACULTY DEVELOPMENT POLICY
and
RESEARCH POLICY**

SIES COLLEGE OF MANAGEMNET STUDIES

2020 - 21



SIES College of Management Studies
Research & Consulting Policy for Faculty Members

Rise With Education

SCOPE

The provisions within this document will cover all full-time faculty.

RATIONALE

SIES College of Management Studies (SIESCOMS) aspires to be a leader in management research in India. To achieve this, a comprehensive research strategy has been put in place relating to:

- Encouraging full-time faculty with the potential to do meaningful research that will be recognized by their peers
- Providing faculty with the working environment, funding, mentorship and other support to realize their full potential as researchers in their respective fields
- Ensuring that the research results is effectively and widely disseminated
- Establishing institutional collaborations and joint programs inside and outside India

SIESCOMS believes in academic and research collaborations with national and international institutions, organizations, government bodies and industries so as to help widen the scope of learning. SIESCOMS also believes in following the broad guidelines issued by UGC & AICTE and incorporate them whenever necessary.

Constitution of the Research & Consulting Committee:

The SIESCOMS Research & Development Committee shall comprise

- Chairman: Director
- Co-Chairman: Dy. Director
- Two Members : HOD / Subject Experts

This Committee will contribute towards enhancing the inputs to research and development at SIESCOMS. The Committee will plan, promote & evaluate R& C activities like projects, paper publication, workshops and seminars, FDPs / MDPs etc. at the institute level. The committee will meet once in every six months to discuss the status of ongoing Research.

Responsibility of SIESCOMS Research & Consulting Committee:

- To encourage and motivate faculty to undertake externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing approved by UGC-CARE or ABDC / Scopus indexed journals.
- To facilitate discussions and collaborations with researchers from other institutes, with the possibility of joint work in various areas of national and international importance.
- To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry institute interactions etc.
- To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.
- To support and motivate faculty for conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.
- To visit R&D organizations and disseminate information regarding the effective implementation of research projects.
- To suggest peer reviewed national and international journals for subscription in central library as well as department library.
- To motivate students to present papers in National and International conferences and projects in competitions and exhibitions.
- To encourage and organize R&D Interdepartmental / collaborative work.
- Overall this policy will be driven by UGC / AICTE guidelines and make necessary changes as per SIESCOMS requirements.

A. Publishing Research Papers :

- Faculty members are required to publish in referred journals like Web of Science, ABDC, Scopus indexed or UGC – CARE journals with high impact factor only.
- Faculty will be rewarded incentive amount of Rs 2,500/- per publication for the 1st author.
- If there are more than one author but limited to four authors, credit will be distributed in the ratio of 60:40. The first author will be eligible for 60% only of the amount Rs 5,000/- and the remaining will be shared equally among other authors who are full time faculty of SIESCOMS.
- No incentive will be paid if the first author is not from SIESCOMS. Only full time faculty members of SIESCOMS will be eligible for incentives.
- For publication in an international journal of repute (High quality Journal from ABDC/Scopus indexed/UGC Care List), the author will be paid Rs 5,000/- per paper. In case the paper is co-authored, the same rule as mentioned earlier will be applicable.
- Incentives for paper publications in National/ International Journals shall be subject to the condition of Intellectual Property Rights & ceilings. Plagiarized works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier.
- No faculty will be eligible to receive incentive for more than two papers per year in case more papers are published by her / him.
- Each year every faculty is expected to publish at least two (2) research papers in referred journals as mentioned earlier. Publications in international journals of repute will be given high weightage.
- All research papers must mention full details of the faculty (with designation & name of the institution).
- Hard copy of published Research Papers must be submitted to Research Cell/ IQAC for record.
- If more than one faculty has written the paper, the Director and Research Committee can decide the person/s to be sent for presentation depending on the relevance of topic

to the concerned faculty, institute reputation, location of the institute, budget available, etc. Regular lectures at the institute also should not be affected.

- The Author(s) shall present the paper in the department before submitting the claim for incentive.
- Appeals, if any, relating to the application of the incentive system, will be addressed by the Research and Development Committee of the SIESCOMS.
- Faculty members undertaking Research and publication while pursuing PhD shall not be entitled to receive any incentive for the papers published as a part of their PhD requirement / awards or waiver/reimbursement of registration charges, traveling or any other expenses incurred for doing so.
- Faculty Members are encouraged to contribute their papers / working papers in journals published by SIESCOMS. Such publications will fulfill requirements laid down by respective KRAs.
- All research papers, either published or presented should be submitted to the Research Committee and IQAC Cell after the event.

B. Conference / Symposium / Seminar Participation:

| Location | No. of Research Conferences / Seminars | Amount |
|---------------------------|---|-----------------------------|
| Mumbai or Pune | Maximum 3 per faculty per year. | As per the approved budget. |
| Outstation (Within India) | Maximum 2 per faculty per year. | As per the approved budget. |
| International Conference | To be decided by the Management | - |

The above guidelines are only towards financial support to be provided by the institute for Registration purpose only. Faculty members may attend more seminars/conferences, etc. for presentation of papers after taking prior permission from the Director and OD will be granted in select and deserving cases only. Faculty may attend free seminars / conferences after taking prior permission in writing from the Director and duty leave, not exceeding Six days in a year as long as institutional duties are taken care of.

Each year every faculty member is expected to present at least two papers in national / international conferences of repute.

C. Writing Books:

Faculty are encouraged to write books in print mode. An amount of Rs. 10,000/- will be paid to the concerned faculty in recognition of the same. The quality and nature of publication eligible for incentive will be judged by the Director and the Research Committee. If there is more than one author, the incentive amount will be shared equally with other authors. However, no payment will be made to an author who is not employed with SIESCOMS. The 1st author must be from SIESCOMS.

D. Faculty Development Programs:

Members of the faculty are encouraged to participate in Workshops/ /FDP, as may be decided by them or the Institute from time to time and as per the budget. Faculty will be allowed to attend conference / seminar / workshop / corporate event / summit, etc. related to his or her domain for upgrading knowledge / skills and liaison with people for further research / professional upgradation. The institute may also nominate faculty for a particular program. Self nomination is also encouraged after taking due approval from the Director. Support will be on a case to case basis for registration fee only and within the overall limit decided in the annual budget.

Faculty members attending a program of more than a day will be responsible to plan their participation in a manner that the academic schedule of the students remains undisturbed. Prior permission from Director in the matter will be mandatory and duty leave will be granted in select and deserving cases only. Prior information should also be given to the concerned Chairperson / Dean for proper planning of the classes or Exams affected by the absence of the faculty.

In general, sponsored programs or where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty may be given Academic Leave for the period at the discretion of the Director.

Faculty are expected to share the knowledge gained from attending such programs with their departmental colleagues and also submit details to IQAC Cell / Office.

E. Projects, Consulting Assignments, Corporate Training Programs or Advisory Services:

- Projects, Consultancy work, Corporate training programs or Advisory services should be routed through the institute only.
- Projects, Consultancy work, Corporate training programs or Advisory services carried out through the efforts of the institute and executed under the banner of SIESCOMS must have a letter from the organization, clearly mentioning the work to be carried out, period and amount of project/consultancy/training program, people involved and the benefit to the institute; both intellectually as well as financially.
- If there is a substantial contribution by the faculty member and the staff in the consultancy project and no resource of the institution (Computer Lab. Software etc) has been utilized, the members involved in the project will take 70% of the total net amount so received (after deducting expenses) and 30% will remain with SIESCOMS.
- Faculty will be eligible for ODs if assignments are commensurable to quality & overall financial considerations.
- Value of these assignments should be equal to or more than Rs 15,000/- per day of involvement.
- A faculty member may be allowed to undertake Consulting assignment of his / her own only after taking permission from the institute Head under special circumstances. Such work can not hamper the regular work of the faculty at the institute.
- Periodic reports must be submitted for projects undertaken by the faculty.
- At the end of the assignment, clear evidence of the work done, report prepared and submitted to the Client should be submitted to the institute for record.
- All consulting assignments & the payment for the same will be routed through the institute.

F. Funded Project Proposals:

Typically, funded research projects are collaborative works and have multiple team members. Thus, the incentive will be divided equally across all the participating team members of the Institute. The revenue sharing will be in ratio of 70: 30 for faculty and the institute on the net revenue basis (after deducting all the direct & indirect expenses).

The word faculty here includes the research associate as well. Proof of expenditure must be maintained. If required, an additional project staff may be engaged on temporary basis after getting approval from the Head Office for a particular assignment and remunerated from the same project/consultancy revenue.

G. PhD Work or Post Doctoral Qualification:

Faculty are advised to complete their PhD within three years. During the completion stages of the PhD, a faculty may be granted maximum of 15 days paid leave (without hindering the institute's academic programs) to complete the thesis writing work provided he / she has worked for a minimum period of 5 years in the institution and is on the last stage of submission of report. For pursuing any higher level education after PhD, a faculty will be entitled for maximum one week leave (without hindering the institute's academic programs) in special cases for completion of the course.

PhD should be in the relevant discipline of employment and as per UGC / AICTE guidelines.

H. Teaching / Advisory assignments in other Institutions

Faculty members are expected to devote their skill, knowledge and attention to their duties and will not engage in any other pursuit, academic or otherwise, except with the written permission of the Management. Faculty member are required to take prior approval in writing from the Director before taking up teaching / advisory / counselling / evaluation assignments in any institution, including SIES group of institutions.

Any such assignment undertaken by them in whatever nature, during their off time or holidays, faculty members are expected to disclose this to the institute for record.

I. Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. SIESCOMS may consider providing financial and legal assistance to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of SIESCOMS with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the Management and the Researcher. If patent is filed by the individual, then expenses will be borne in the ratio of 50-50 by the researcher and the institute. If patent is filed by SIESCOMS, then 100% of expenses will be borne by that Institute.

Note: This policy will be for the academic year from July, 2019 to June 2022. Institute reserves the right to alter / modify any time as per its discretion. In every case mentioned earlier, decision of the Director / Research Committee shall be final. Broad parameters of these guidelines will be governed by UGC / AICTE guidelines.

