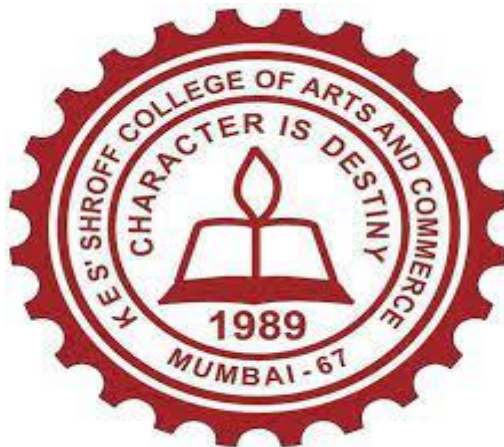


KES' Shroff College of Arts and Commerce (Autonomous)

POLICY FOR THE PROMOTION OF RESEARCH



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POLICY FOR THE PROMOTION OF RESEARCH

Teaching and Research are considered to be the twin primary objectives of any teacher working in undergraduate and postgraduate institutions with recognized Research Departments. Since “publish or perish” has become the unwritten motto of all institutions, it is essential for all faculties to conduct research, publish their works and participate in national and international conferences. This enables them to present their research findings and generate new concepts in emerging areas thereby enriching the institution in many ways.

With this in mind the college has provided institutional infrastructure to the faculty to facilitate research. This consists of:

- i. A well stocked library with books and journals
- ii. Research database made freely available to KES’ Shroff College teachers and research scholars
- iii. High speed internet available to all teachers to access databases
- iv. Personal cubicles and computers provided to many teachers

KESSC Research Centre established the Research and Innovation Committee to map out a research policy for the promotion of research activities and motivate faculty members and students to carry out research for their career growth and advancement. The Research Advisory Committee in the college consists of:

- i. The Principal
- ii. The Vice-Principal
- iii. Research Advisor
- iv. Chairperson of the Research and Advisory Committee
- v. IQAC Coordinator
- vi. Members from a few departments who have acquired their Ph.D. degree

The tenure of the committee shall be five years provided that a given member of the committee shall cease to be so if for any reason he is no longer in the official designation mentioned in (i) to (vi) above.

The Research Centre has drafted:

- i. A policy for the promotion of research under autonomy for introducing research based

academic programmes such as Master's Degree programme by Research and PhD is drafted. As well as ensuring that the learners at the undergraduate and post graduate levels undertake projects as part of their respective academic programmes so as to inculcate research practices and methodologies in the learners as also an urge to seek innovations and innovative practices. https://kesaciny.sharepoint.com/:w:/g/personal/research_kessc_edu_in/Ed-v470TBltHtR-evgftoJMBiE8QedcTVIsBcx_XAjyQSg?e=cooaDg

- ii. A policy for the promotion of research activities given below.

Purpose of the Promotion of Research Policy:

The purpose of the promotion of Research Policy is to create and support a research culture among the faculty and students at KES' Shroff College in order to leverage it for enriching and enhancing the professional competence of the faculty members and for promoting a scientific temper and research aptitude among all learners.

Vision of the Research Policy:

- i. To enhance the quality of research among teachers and students
- ii. To ensure that the papers written by teachers and students are published in UGC Care/ Scopus/ Web of Science journals
- iii. To ensure that all teachers obtain their Ph.D. degree

Scope of the Research Policy:

This Research Policy forms the basis of all research activities of the college, including all departments, and serves as a guideline for the functioning of the KESSC Research Centre.

Aims and Objectives of the Research Policy:

- i. To promote and motivate a research culture among teachers and students.
- ii. To explore sources of revenue for research
- iii. To organize research conferences, workshops and seminars for teachers and students.
- iv. To prepare students and teachers for Aavishkar - A State Level Research Convention.
- v. To review the progress of ongoing research projects
- vi. To maintain a record of faculty publications

Mainframe of the Promotion of Research Policy:

The Research and Innovations Committee has framed a well-defined research policy for the promotion of research activities which will act as a guideline for scholars, teachers, students and all concerned. It must be noted that:

I. The college has two established research departments with guides recognized by the University of Mumbai to guide Ph.D. scholars in:

- i. Business Economics
- ii. Commerce

Note:

Research scholars will be admitted to the above Ph.D. programmes as per UGC guidelines

II. Furthermore, all faculties who have obtained their doctoral degrees are encouraged to become research guides from various universities and guide research scholars.

III. In addition teachers are encouraged to get their Ph.D. degrees and are given incentives for obtaining their Ph.D. degrees. They are:

- i. Sanctioned study leave for their Ph.D. coursework
- ii. Given Rs. 25,000/- on completion of their Ph.D. provided they have completed three years in the college
- iii. Encouraged to participate in and present papers in national/international seminars, conferences and workshops. Leave is sanctioned for the same and the full expenditure is reimbursed by the college.
- iv. Given two additional increments on completion of their Ph.D. in the unaided section.

Furthermore, the following policies have also been framed:

1. Policy for Pursuing International Studies:

Teachers going in for international studies/fellowships for advanced studies or research and who wish to pursue post-doctoral research:

- i. Will be sanctioned one year leave.
- ii. Will have to rejoin the Institution and remain with it for 3 years.
- iii. Will get enhanced pay scale once they rejoin.

2. Policy for Major and Minor Research Projects:

Teachers are encouraged go in for major and minor research projects in the following cases:

I. KES' Shroff Management grants Rs. 10,000/- to each teacher as seed money for minor research projects under the following conditions:

- i. **Only fully qualified and approved teachers** will be eligible after 1 year of service in the college to apply for the grant.
- ii. Priority will be given to those teachers who have not obtained grants from the university, governmental and non-governmental agencies for research.
- iii. Teachers sanctioned seed money will have to present a paper on the topic with college credentials.
- iv. Payment will be made after the final presentation of the project.
- v. Only one person per minor project will be eligible for the grant.
- vi. In order to get the grant sanctioned for the 2nd minor project a 1 year gap is required.
- vii. Seed money will be sanctioned for a maximum of 2 minor research projects during the span of the candidate's career in KES' Shroff College.
- viii. Each project will undergo a plagiarism test as stated in the rules drawn by the Ethics Committee.

II. Teachers are encouraged to apply for minor and major research projects from the University of Mumbai, the UGC and other governmental and non-governmental agencies and receive grants from them. Furthermore, teachers are to:

- i. Pursue original and quality research in the fields of commerce, management, IT, Finance and all other relevant areas of study.
- ii. Identify emerging areas of research and undertake research in these areas.
- iii. Establish linkages with industries and business organizations in order to identify potential areas of research, surveys and other basic areas of research enquiry.
- iv. Acquire projects, market surveys and other research activities to acquire assistance from other business houses, industries, NGOs, boards and forums.
- v. Have research projects sanctioned from National Funding agencies like SERB, DBT, DST, ICSSR, UGC and other such institutions.

In addition the KESSC Research Centre will be responsible for:

- i. The appointment of Research Advisory Committee
- ii. The appointment of a Research Ethics committee for framing the Code of Ethics which will deal with plagiarism in research and will include a topic on Research Ethics in the research methodology course work
- iii. Following ethical research practices stated in the policy framed by the Research Ethics

Committee.

- iv. Appointing a Research Advisor to guide students and teachers in writing research papers
- v. Undertake all activities which will inculcate a research culture in the college.
- vi. Encouraging researchers to create intellectual property rights and apply for patents.
- vii. Overseeing the activities of the research scholars and monitoring their progress.
- viii. Conducting workshops on Research Methodology course work which will include a topic on research ethics.
- ix. Organizing various workshops to develop appropriate research skills among the scholars and faculty members.
- x. Conducting national/international Faculty Development Programmes, seminars, webinars, conferences and workshops on issues of contemporary importance.
- xi. Conducting Students' Research Conferences and collaborating with national and international universities.
- xii. Encouraging students to participate in and present research papers in national/international/state level conferences/seminars/workshops.
- xiii. Preparing students and teachers for Aavishkar - A State Level Research Convention.
- xiv. Encouraging teachers and students to publish papers in UGC Care/ Scopus/ Web of Science journals or contribute chapter/s in books or publish books and encourage them to bring to the notice of society issues of contemporary importance which will undergo a plagiarism test.
- xv. Frame a policy for giving incentives for Research Publications given below:

Incentives for Research Publications, Guiding Ph.D. Scholars, Receiving Grants for Programmes and Awards:

1. Incentives for Research Publications:

A. Publication of research papers in Journals

Research papers, should be based on the work carried out by the staff members of the College. Full length Research Articles or papers should be published in UGC Care List/ Scopus/ Web of Science journals. For the award of cash incentives, the research papers are classified as given below:

Publication of at least two research papers by each staff from the category mentioned below (Out of which at least one should be from UGC Care list/ Scopus/Web of Science):

- ☐ Publication of Research Paper in Peer reviewed journal upto Rs. 1500
- ☐ Publication of Research Paper in UGC listed journal upto Rs 2000

- Publication of Research Paper in Scopus Journal upto Rs. 3000
- Proceedings published in Seminar/ Conferences upto Rs. 1000/

Note:

1. If the Research Paper is jointly published by two or more staff members of the College, the incentive amount should be shared by the staff members
2. Maximum of two full length research papers per proceeding of the Seminar / Conferences with ISBN recognition will be considered for a staff member.
3. 100% for Unaided teachers and 75% for aided teachers or 2.5 lakh expense whichever is less will be given for presenting the paper in foreign countries same for joint paper and doctoral degree

1. B. Publication of Books:

- i. Books written and published in National Level incentive upto Rs. 3000/-
- ii. Books written and published in International Level incentive of upto Rs. 5000/-
- iii. Text books written by staff members of the College and published by any reputed publisher in India or abroad will be eligible for the incentive of Rs. 2,000/-.
- iv. A cash incentive of Rs. 1,000/- may be granted to staff members who have contributed Chapter(s) in Edited Books published by any reputed publisher in India or abroad.

Note: 1. The Book should bear the ISBN recognition.

2. If the Book(s) is/are jointly published by two or more staff members of the College, the incentive amount may be shared by the staff members.

2. Incentives for Receiving Grants for Major / Minor / Projects:

Incentives may be awarded to the staff member, who received grants from various funding agencies for his/her Research Project, as per the details given below: \

2. A. KESSC Management Research Project

Nature of the Project	Project Amount Allocated	Incentive
Research Project	Any Amount	Rs. 10000

2. B. Major Research Project

- i. Without Research Fellow Any Amount Rs. 7,000/-
- ii. With Research Fellow Below Rs. 10 lakhs Rs. 5000/-

- iii. Rs. 10 to 20 lakhs Rs. 10,000/-
- iv. Above Rs. 20 lakhs Rs. 15,000/-

Note: The name of the Principal Investigator and the Co-Investigator(s) must be mentioned in the sanction letter from the funding agency. If the project is investigated jointly by two or more staff members of the College, the amount will be shared by the investigators of the project.

3. Incentives for Guiding Ph.D. Scholars:

- i. A cash incentive of Rs. 5,000/- may be granted to the staff member for guiding one research scholar in the college leading to the Ph.D. degree per year
- ii. The staff member may be granted an incentive of Rs. 2,000/- if he/she happens to be a co-guide for a Ph.D. degree scholar from the College.
- iii. If staff member happens to be co-guide for a Ph.D. degree scholar from the College incentive of Rs.000/-

Note:

- i. This incentive shall be granted after the scholar is awarded the Ph.D. degree and submitted a copy of the Ph.D. thesis to the College library.
- ii. This incentive shall be granted to a staff member, who belongs to a non-research centre of the College, if he/she happens to be a guide / co-guide for a Ph.D. scholar in the University of Mumbai or its approved research centre.

4. Incentives for Receiving Grants from Funding Agencies for Organizing Departmental Programmes (Other than Seminars, Conferences and Workshops):

If the Department(s) has/have applied and received financial assistance from any funding agency, incentives may be awarded to the Department(s) as per the details given below:

Project Amount	Incentive
Below Rs. 1 lakh	Rs. 2,000/-
Rs. 1 to 5 lakhs	Rs. 3,000/-
Rs. 5 to 10 lakhs	Rs. 4,000/-
Rs. 10 to 15 lakhs	Rs. 5,000/-
Rs. 15 to 20 lakhs	Rs. 6,000/-
Above Rs. 20 lakhs	Rs. 7,000/-

The amount of incentive will be shared by the staff members who are involved in the activity. The

incentives for departmental programmes may be awarded in the year in which the programme is sanctioned.

5. Incentives for Receiving Grants from Funding Agencies for Organizing Seminars / Conferences / Workshops:

The staff member may be granted an incentive of Rs. 1,000/- if he/she involved in receiving grants from any funding agency for organizing Seminars / Conferences /Workshops.

6. Incentives for Receiving Awards/Honours:

Incentives may be awarded to the staff member, who receives an Award/Honour for his/her contribution to teaching/research/extension, as per the details given below:

Nature of the Award / Honour	Incentive
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- | | |
|------|---|
| i. | Award/Honour issued by Central / State Government Rs. 5,000/- |
| ii. | Award/Honour issued by Central / State level University Rs. 3,000/- |
| iii. | Award/Honour issued by Registered Private Organization Rs. 1,500/- |

Note:

1. The above revised guidelines for the award of Management Incentives may be sanctioned with effect from the academic year 2021-22.
2. The Management reserves the right to reduce or modify the quantum of incentives for the various categories of research activities.
3. It is also the prerogative of the Management to withdraw the incentives without prior information to the members of staff.
4. In case of clarifications, if any, the decision of the Principal shall be final.