Research

&

Development Policy

IPEM

Rev.	Date	Issued for Implementation Description	Prepared	Checked By	Approved By
			Dr. Anjali Raj Dr.Nitu Maurya	Dr.Nishi Sharma	Director General
Institute of Proff. Excellence & Mgmt Ghaziabad		Research Policy	Standard Number		Rev.
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1. Introduction

Academic institutions are expected to perform threefold activity which includes teaching, research and extension. Research happens to be one of the pioneer aspects of academic activities which help the institution to achieve excellence in the field of education. It also includes the quality of learning and knowledge development. Research and developmental activities helps to create and disseminates new avenues in knowledge, promotes innovation and these will motivate better learning and teaching among faculties and students of IPEM . Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, IPEM framed and implemented its Research Policy.

2. Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supplementing the Vision and mission of the Institute. The Research policy also emphasises contribution towards society and to the nation at large.

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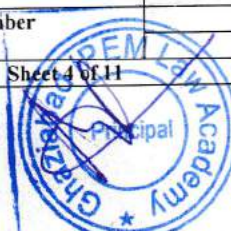
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3. Scope of the Research Policy

This policy shall apply to all the researchers of the Institute and for the purpose of this policy 'researchers' are defined to include

3.1. All staff, temporary and permanent, who are active in teaching, research, administration and provision of any form of support to the core functions of the Institute;

3.2. All students registered with the Institute;

3.3. All mentors, guides, external experts and sponsors associated with any of the research activities of the Institute.

3.4. All academic and administrative departments of the Institute;

This policy shall apply to all the research and related activities of the Institute and for the purpose of this policy research and related activities will inter alia include

3.5. Research activities including basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems.

3.6. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies.

3.7. Knowledge compilation and communication initiatives for keeping abreast of academic developments in any knowledge domain such as writing of textbooks, chapters of textbooks, monographs; developing/updating curriculum, etc.

3.8. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artefacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;

3.9. Research projects of students undertaken as part of the curriculum or for enriching it.

3.10. Publication, presentation and communication of the research outcomes and related activities.

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4. Objectives of the Research Policy

4.1 To strengthen the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the Institute

4.2 To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students

4.3 To develop rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities

4.4 To develop rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities

4.5 To provide a modality of for proper coordination of all research activities of the Institute and aligning these to the vision and missions of the Institute and national development goals

4.6 To prepare and regularly update the research agenda of the Institute outlining the preferred focus areas and priorities of research activities to be supported

4.7 To guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities

4.8 To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organisations

4.9 To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects

4.10 To define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project

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4.11 To identify and establish linkages including MOU s for long term relationships with national and international research organisations for widening the scope of research opportunities and funding options available to the teachers and students of the Institute.

4.12 To identify and establish linkages including MOU s for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the Institute to involve themselves in real life research projects and obtaining sponsorships

4.13 To encourage and facilitate the publication of the research work/projects in reputed academic journals

4.14 To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media

4.15 To compile data on all the research work/projects undertaken by the teachers and students in to a database for easy monitoring and analysis of the progress being made by them from year to year

4.16 To provide a mechanism for ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institute mission;

4.17 To draw up and adopt a research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research

4.18 To prepare and implement a research quality assurance mechanism for ensuring that all research activities of the Institute conform to standard quality specificationsTo develop, prescribe and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

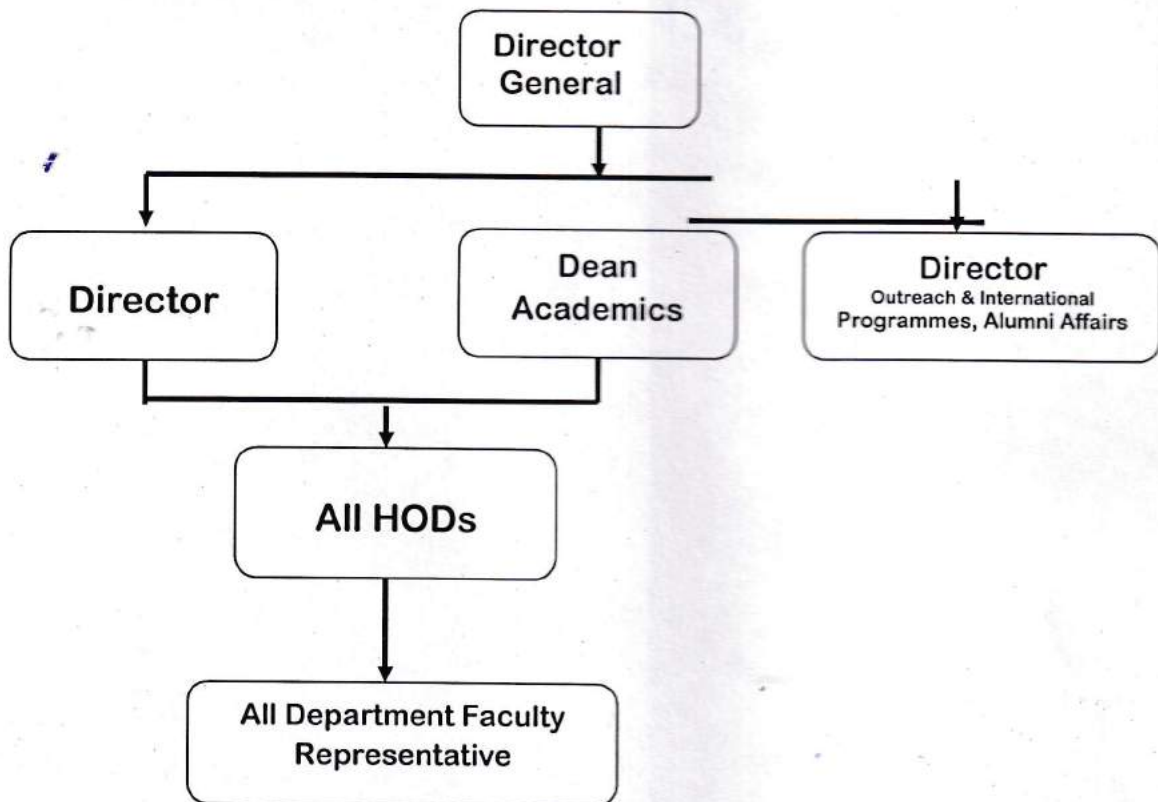| Rev.	Date	Issued for Implementation Description	Prepared	Checked By	Approved By
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5 Custodian of the Research Policy

The Research Policy Shall has a Research Advisory Cell, to Advise on matters related to research within Institute. RAC (Research Advisory Cell) is function under following members:
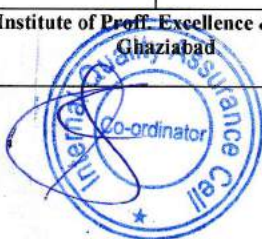
➢ Director General

➢ Director

➢ Dean Academics

➢ All HODs

➢ All Department Representative Faculty

The hierarchy of the Research Advisory Cell is as Follows:–

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                    ┌──────────────────┐
                    │ Director General │
                    └────────┬─────────┘
        ┌────────────────────┼──────────────────────────┐
        ▼                    ▼                           ▼
┌──────────────┐   ┌──────────────────┐   ┌───────────────────────────┐
│  Director    │   │       Dean       │   │         Director          │
│              │   │    Academics     │   │ Outreach & International   │
└──────┬───────┘   └────────┬─────────┘   │ Programmes, Alumni Affairs │
       │                    │             └───────────────────────────┘
       └────────┬───────────┘
                ▼
        ┌──────────────┐
        │   All HODs   │
        └──────┬───────┘
               ▼
   ┌───────────────────────────┐
   │   All Department Faculty  │
   │      Representative       │
   └───────────────────────────┘
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6 . Policy for Publication/Conferences & Seminar/FDPs/Workshops/Capacity Building Program

Faculty members of IPEM are always expected to undertake research, quality publications and presentations in sponsored National/International conferences of reputed Institutions or Universities, Various types of FDPs/Workshops/Capacity Building Program by face to face or online mode, socially useful outcome and other similar research activity. Institution always supports this type of activity to be conducted in campus and encourage to take participate outside the campus also. The following guidelines are as follows in reference to:

6.1   **Publication:** According to Appraisal Performance Indicators (API) following types of publication are considered by the institution.
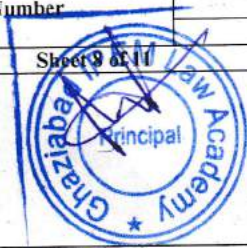
6.1.1 Journal Publication

Institute encourage Faculty for publications of Research/Review paper in National & International Journal with ISSN No., Impact Factor, Peer reviewed & Scopus Index Journal. Quality of paper must be check by Plagiarism checker. A good quality paper is accepted for incentives.

6.1.2 Conference Proceedings/ Chapters in Edited Book/Book Publication

National & International Seminar & Conference Proceedings, Resource of Academic Chapter in a Edited Book & Publication of Reference/Text Books are considered one of the criteria for Faculty Recruitment & Promotions.

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6.2 Incentives for the publication

Incentives are provided to the faculties for a Good Quality work by the Institution. Every year Incentive distributed on the bases of Self Appraisal Report at the time of Teachers Day. Allocation of incentives is given below:

S.No.	ITEM		Amount	
1.	**Research Publication**		Author	More than One Author
	Scopus Journal		5000	Divided Equally in each Author
	UGC Care Listed		3000	Divided Equally in each Author
	Peer Reviewed & Referred International Journal		2500	Divided Equally in each Author
	Peer Reviewed & Referred National Journal		1000	Divided Equally in each Author
2.	**Seminar & Conference Proceedings**	National	2000	NA
		International	3200	NA
3.	**Chapters In Edited Book**	National	2000	NA
		International	3200	NA
4.	**Book Publication (Reference/Text)**	National	10000	50 % (Only for First Author)
		International	20000	50 % (Only for First Author)

A Best faculty is awarded with a "Best Faculty Certificate" on the bases of the performance of last Academic Year.

6.3 FDP/Capacity Building Program/ Workshops: Institute always encourage faculties to participate some kind of for knowledge updating. Faculty are expected to participate in the above program once in an academic year. Duty Leave is given to the faculties for the same. According to API following types of programs are advised by the cell:

- 6.3.1 Short term Program – Less than 01 Week
- 6.3.2 Long Term Program – more than 01 Week
- 6.3.3 Refresher Course – Face to Face & Online
- 6.3.4 Certificate Course – Online Mode from Swayam

6.4 Selection in Funded/ Non funded Research Program:

Institute always provides required leaves for the completion of course work & leaves at the time of Synopsis submission, RDC, Data Collection and Thesis submission etc.

7. Research Policy Implementation Mechanism

7.1 The Research Advisory Cell of the institute shall be responsible for implementing this research policy of the Institute by working closely with the management. The specific roles and functions of the research advisory cell will be as follows

7.2 Provide research facilities in terms of laboratory equipment (Psychology Lab), research journals and research incentives etc. required by the faculty.

7.3 Encourage and promote a research culture (e.g. teaching work load remission, opportunities for attending conferences etc.).

7.4 Encourage the faculty to undertake research by collaborating with other research organisations/ industry.

7.5 Facilitate the Faculties for provide required time for doing specific research papers/Prepare Proposal for Research by funding agencies / university/ Regulatory Bodies.

7.6 Organise workshops/ training programmes/ sensitisation programmes are conducted by the institution to promote a research culture on campus.

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7.7 Prepare budgets for supporting students' research projects.

7.8 Invite industry/associations to use the research facilities of the college and sponsor research projects.

7.9 Future Planning for Approach National and international organisations such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO, UNICEF to fund major and minor research projects undertaken by the faculty / students.

7.10 Make efforts to improve the availability of research infrastructure requirements to facilitate research.

7.11 Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.

7.12 Facilitate Interdepartmental / interdisciplinary research projects.

7.13 Institute facilitate the best performances with Best Faculty Certificate every year.

7.14 Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.

7.15 Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.

7.16 Create and maintain a database of research work undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.

7.17 Publicise the research expertise and consultancy capabilities available in the institute.

7.18 Facilitate the provision consultancy services to industries / Government / Non- Government organizations / community/ public.

7.19 Prepare Rules & Guidelines for Grant of Research related leave and other remissions

7.20 Prepare Guidelines for design and evaluation of curriculum oriented research projects

7.21 Prepare a college research agenda with relative priorities.

Note: It is necessary to inform the institution prior about the participation above kind of program.

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