

## **Research Incentive Policy at I.T.S School of Management**

### **1. Introduction**

I.T.S School of Management aims to create and support a research culture for promoting scientific temper and research aptitudes among its faculty members. To encourage and reward faculty members for publishing high-quality research, Institute proposes a revised and well-structured Incentive Policy (Earlier formulated as 2013) for Research, Book & Case Publications **effective from January, 2025.**

#### **Faculty Research Incentive Scheme**

In addition to regular teaching work, the faculty members always strive to publish research papers, books, cases, and articles, etc. in journals, business newspapers, magazines and for other professional publications. It is also the function of the faculty members to contribute to development of intellectual capital in the area of its specialization. These activities on one part help the faculty to enhance the knowledge base and another part to fetch him/her regional, national and international acclaim and to keep abreast with the recent developments. I.T.S School of Management, Ghaziabad has always been encouraging & supporting these activities.

### **2. Applicability of the Policy**

This Incentive Policy for Research Papers& Case Publications will apply to all I.T.S School of Management Faculty members involved in publishing Research Papers and Teaching Case studies (with Teaching Notes) as per the classification of this policy.

### **3. The incentive for Research & Case Publications**

#### **3.1 The incentive for Research Publications**

Recognizing and rewarding academic research by incentivizing the publication of research papers in top-quality journals are a vital initiative in promotion of research and innovation. The existing categorization has been done for journals to set

standards for the quality of research papers published by the faculty members. The classification has been made into four categories; A, B, C and D on the quality scale of the journals. This policy is proposed with the broad objective to encourage research by faculty, but at the same time, there is also a need to see that genuinely high-quality research papers be recognized appropriately. The classification of the journal has been done as per the best practices followed by the premier institute in India and abroad.

**The definition of A, B, C and D categories journal in the policy is as under:**

**I.T.S School of Management Categorization, Indexing and Listing of Journal Incentives for Publication are as under:**

Category	NAME OF JOURNAL / CATEGORY	PROPOSED INCENTIVE
	<b>Paper Published in Journals (Referred)</b>	
A	Top International Journals in world like Journal of Management, Journal of Marketing, Strategic Management, Journal, Journal of Finance Journal of Operation, MIS, Quarterly HBR, A* and A Category of Current ABDC Listing:	INR 50,000/-
B	International Scopus Indexed/ ABDC "B" category/ABDC "C" category/SSCI List/SCI List:	INR 25,000/-
C	Scopus/ ABDC Indexed Published in India	INR 20,000/-
D	ESCI list /WOS Indexed	INR 10,000/-

**3.1.1 Guidelines for Incentives for Research Paper Publication:**

**3.1.1.1:** If the publication is jointly authored by the faculty members, the reward amount will be distributed as: **50%** to the first author, and the remaining **50%** will be distributed equally to all the other contributing authors.

**3.1.1.2:** Incentive for Research publication will be given to the faculty members of I.T.S School of Management only provided they mention affiliation to the I.T.S School of Management, in the published paper.

**3.1.1.3:** If a faculty member has left the institute or in the notice period, he or she will not be considered for the incentive.

### **3.2 Incentives for Publishing Cases**

Publishing case studies is essential for improving course delivery of teacher as well as students learning. The classification has been made into two classes, A and B, on the quality scale of the publishers for the purpose of incentives for publishing the cases.

**The definition of A and B Category of Case publishing is as under:**

#### **I.T.S School of Management: Categorization, Description & Incentive for Publication**

<b>Category</b>	<b>NAME OF JOURNAL / CATEGORY</b>	<b>PROPOSED INCENTIVE</b>
A	Case published in Harvard publishing / publishing in Journals of Ivy League (Brown University, Cornell University, Dartmouth College, Harvard University, University of Pennsylvania, Princeton University, and Yale University):	INR 25,000/-
B	Case published in Emerald/ Elsevier /SAGE/Taylor & Francis/Wiley Publishing:	INR 15,000/-

#### **3.2.1 Guidelines for incentives for Case Publication:**

**3.2.1.1:** If the case publication is jointly authored by the faculty members, the reward amount will be distributed 50% to the first author, and the remaining 50% will be distributed equally to all the other contributing authors.

**3.2.1.2:** Incentives for case publication will be given to the faculty members of I.T.S School of Management only provided they mention affiliation to I.T.S School of Management in the published case.

**3.2.1.3:** In case a Faculty member has left the institute or in the notice period, he/she will not be considered for the incentive.

**4. Book / Book Chapter**

1	Writing Book Chapter ( <b>Research Oriented</b> ) with Best known Publication House of International Repute published outside India	INR 25,000/-
2	Publish <b>Test Book</b> with Best Known Publications House National / International Repute in India (Like TMH, PHI, PEARSON, OXFORD etc.)	INR 20,000/-
3	Publish <b>Test Book</b> with known Publication House in India (other than point no. 3)	INR 10,000/-
4	Writing Book Chapter ( <b>Research Oriented</b> ) with Best known Publication House of National / International Repute, published in India	INR 5,000/-

**5. Presentation of Papers in Conferences/Seminars.**

- Faculty members are encouraged to send papers for presentations in conference seminars related to their functional area. However, Faculty has to certify that his/her attending the conference/seminar will not hamper the ongoing academic activities and tasks assigned at the institute.
- Faculty should inform the Department at the time of submission of the paper. In case of a co-author only first author will be eligible to visit for a presentation.
- A faculty can avail such facilities for a maximum of two times in an academic year for National Conference and once in two years for International Conference.
- International Conference outside India: In case of acceptance of paper in international conference outside India, based on production of the proof and required documents. Faculty may be provided financial grant to meet (i) registration fee (ii) lowest shortest economic class travel expenses and (iii) lodging and boarding expenses. The VISA fee, airport expense and all other local conveyance are to be borne by the concerned faculty. This facility will be applicable to faculty with minimum one year service at I.T.S.
- Lodging and boarding expenses will be on actual basis or limited to \$150 per day for maximum (actual conference day + 1 or upto 4) of four days.
- For international conferences within India facilities will be the same as applicable to other National Conferences.
- National Conference: For National Conferences and International Conferences organized within India the Institute can provide the grant subject to acceptance of the paper, for travel as per I.T.S norms. For lodging and boarding actual for a maximum period of four days as per Institute's travel rules.

- If any faculty who has less than one year of service in I.T.S wants to avail this facility, he/she has to bear 50% of the registration fee and only 50% of above loading rates will be applicable.

**6. Quality Improvement Programme (QIP) and Faculty Development Programme (FDP):**

Institute may sponsor a faculty for QIP / FDP or such programme outside National Capital Region (NCR) for maximum up to two times in an academic year.

**7. Academic Leave**

Research work including Ph.D. work (with details of registration submitted to the office), conductance of University Viva, presentation of Paper/Article Case Study, attending QIP/FDP conference or workshop etc will be covered under the 15 days of Academic leave and for period exceeding this limit other eligible leave will be adjusted.

**8. On Duty Leave**

Faculty/ staff can avail On Duty Leave (OD) for their engagement in institutional activities outside of the campus as per the requirement with proper intimation and prior approval of the reporting authority. (Other than point no. G)

**9. Foreign Travel Grant by AICTE;**

Faculty can avail Foreign Travel Grant form AICTE/UGC and in that case faculty will not be entitled to claim expenses from the institute.

In addition to the above, following are other facilities provided by the institute to the faculty members to promote research activities:

- **Data Collection:** Advantage of engaging students for data collection related to the research undertaken by them.
- **Database:** Facility to use E-Books & available databases including Capitaline, DELNET, Ebsco and NDL database for research work.
- **Purchase of Books/ Journals:** Purchase of recommended books/ Journals by the faculty related to their research work.

**10. Operative Mechanism to avail the Reward of Research Incentive**

**Step 1:** The request for invoking the policy should come from the concerned faculty to the Director's office. The request should have the following enclosures:

- Details of the research publishing (Research Paper/ Case Study)
- Soft/Hard copy of Publication (Research Paper/Case Study)

**Step 2:** The Director will validate and scrutinize the veracity of the request in coordination with the Research Committee.

**Step 3:** Director will send the recommendation of the financial reward to the office of the Secretary, I.T.S-The Education Group.

**Step 4:** The Secretary, I.T.S-The Education Group will approve/disapprove the financial reward on the merits of the genuineness of the claim.