

**PRESTIGE INSTITUTE OF MANAGEMENT & RESEARCH,
GWALIOR**

Research Policy

(Amended Year: 2022)

A structured Research policy has been created for promotion and upgrading research aptitude in the institute. The policy includes:

Academic Leave

- All the applicants must have completed one year continuous service in the institute on the commencement date of academic/exam leave.
- Eight weeks' prior notice to the director of the institute should be given for academic leave. The decision of the director of the institute is final.
- Courses recognised under this scheme include: P.G. Courses, M. Phil, Ph.D., D. Lit.
- Exam leave is given on the days of the examinations. No limits apply, however adequate notice, as outlined above, must be given to the institute prior to the leave being taken.
- Examination timetable and details of the course must be submitted by the employee while applying for the exam leave.
- Academic leave is also given for attending course work classes in case of Ph.D. on the dates on which classes are conducted.
- Notwithstanding the above service existences of the Institute will be taken into consideration while sanctioning any leave by the head of the Institute.
- Maximum academic leave should not be more than 30 days in a year.

For participating in Conferences and workshops

To promote research following research policy has been framed:

The institute will promote faculty members to:

- Attend workshops outside the institute in an academic year as participants and as resource persons*.
- Attend international conferences as presenter and as session chair/co-chair/ keynote speaker*.
- Attend national conferences/seminars/symposium/summits as presenter and as session chair/co-chair/ keynote speaker*.
- The institute provides financial assistance to all the members of faculty and staff for attending conferences, seminars and workshops organized by other institute.
- The institute permits the faculty and staff members to attend conferences and seminars organized by the other institutions only if the research paper submitted by the faculty

- The institute permits the faculty and staff members to attend conferences and seminars organized by the other institutions only if the research paper submitted by the faculty and staff member is accepted for presentation and also the theme of the conference, seminar or workshop should be related to the applicant's discipline.
- If the number of applicants to attend any event organized by other institutions or associations exceeds 10% of total faculty/staff strength, the director will finalise the names of faculty/staff members who will attend the event.
- Application for participation in conferences, seminars must be approved by Director before submitting the research paper.
- The application for workshops should be submitted at least one month before the commencement of the event and outside the country the application needs to be submitted at least 3 months before (Minimum 5 years institute experience, every alternative year, registration or travel).
- The institute provides or reimburse the following expenses to the participants:

1. Travelling expenses including travel from Gwalior to the venue city of conference, seminar or workshop.
2. Registration fee (including accommodation charges) of the conference, seminar or workshop.
3. DA as per the society norms that is Rs.500 per day if boarding is not included in the registration charges.

- Incentives with a certificate of appreciation signed by the Head of the Institution will be given to the faculty members who would publish their research papers in refereed international journals.
- The amount of award money will be distributed equally among authors if there are more than one author from the Institute.
- **The reward will only be given in the case if institution's affiliation (Prestige Institute of Management, Gwalior/ Prestige Institute of Management & Research, Gwalior) is mentioned in the publication.**
- Publications in the form of chapter in edited books, conference proceedings to be included as per list given below.
- The awards are categorised as:

Category	Category in ABDC list	Amount of Award
Scopus/Web of Science	A ⁺ or A	Rs. 25000
Scopus/Web of Science	B	Rs. 15000
Scopus/Web of Science	C	Rs. 10000

Francis/Routledge/SciPress/InderScience/ Wiley Blackwell/Elsevier/IEEE/ScienceDirect/UGC CARE LIST		
Publications in the form of chapter in edited books, conference proceedings in Scopus/Web of Science	Not in ABDC List	Rs.5000
Publications in the form of chapter in edited books, conference proceedings in Not in Scopus/Web of Science but in Emerald/Sage/Springer/Taylor & Francis/Routledge/SciPress/InderScience/ Wiley Blackwell/ Elsevier/ IEEE/ ScienceDirect/UGC CARE LIST	Not in ABDC List	Rs.5000

Promoting Academic Integrity, Values & Ethics

PIMR, Gwalior strongly believes in authentic research and take all actions to stop growing menace of plagiarism and do everything possible to encourage its faculty to practice the value of academic integrity and set highest standards of academic integrity, yet it will not hesitate to impose sanctions against the wrong-doers to curb plagiarism in its institutions.

- Create greater awareness of the ethics and values of the academics as well as implications and consequences of plagiarism.
- Organize FDPs on 'Identify Fake & Predatory Journals' and also counsel faculty in the art of making right citations, referencing, paraphrasing, etc. In addition, periodically reinforce the principles of academic integrity in faculty council meetings.
- Promoting use of anti-plagiarism software.
- Encourage faculty to put all conference papers and books to be sent for publication to the rigor of anti-plagiarism testing and attach a declaration to that effect along with the paper before submission.
- Likewise, to ensure that all papers received for inclusion in the conferences and seminars organized in the Institute and also the papers received for consideration of publication in the Institute's Journal are put through the same rigor.
- Declaration form has to be filled and submitted before proceeding for Institutional Publication.
- Students to be encouraged for maintaining ethics in report writing through student-faculty interaction and ensured through submission of plagiarism reports before making file submission.
- On receipt of any complaint relating to suspicion of plagiarism, initiate an investigation and keep the Director informed on the developments. On the advice of the Director, the concerned faculty must be given the opportunity to present their case to the committee. On completion of

faculty must be given the opportunity to present their case to the committee. On completion of the investigation, the committee will submit to Director all the documents relating to the said paper along with its recommendations.

- Faculty members are also encouraged to apply for research projects.
- Teaching load will be reduced for the faculty members who get projects from Government/Non-Government recognized organizations.

*(Only limited by maximum academic leave)



Dr. Nishant Joshi

Director