



Shree Chanakya Education Society's Indira Group of Institutes, Pune
Research and Development Policy 2023-24

Index

Sr. No.	Particulars	Page No.
1	Preamble	2
2	Vision	2
3	Objectives	3
4	Scope	3
5	Research Paper Publication Policy	3
6	Process for Research Paper Publication	4
7	Reward Policy for Publications and Availing Grants	4
8	Policy for Special Sanction	6
9	Additional Points to be noted	7
10	Annexure	8-9

(With effect from 1st Jan 2024)

1. Preamble

Research is a fundamental pillar for educational institutions, acting as a powerful conduit for sharing knowledge and directly affecting society. The presentation and publication of research findings are crucial in facilitating knowledge exchange within the global research community. The Indira Group of Institutes actively promotes and inspires faculty members and students to participate in research activities, present papers, and contribute to distinguished journals, including those recognized by ABDC, SCOPUS, Web of Science, and various international publications.

Our commitment transcends the mere act of conducting research; we are steadfast in our dedication to widely disseminating our research outputs to maximize societal impact. This policy document outlines comprehensive guidelines for conducting research activities and publishing research work. It shows minimum standards to ensure the efficient and effective communication of research findings, fostering ethical conduct and providing essential resources for these purposes. Furthermore, the policy outlines extension research and outreach programs, emphasizing our dedication to community engagement.

At its essence, this research policy is indispensable for fostering a robust research culture within the Indira Group of Institutes that encourages innovation, collaboration, and excellence. By establishing a framework that upholds the highest standards of integrity and compliance, the policy ensures that research activities yield outcomes that are disseminated and utilized for the benefit of society. It delineates the applicable rules and regulations governing various research activities, emphasizing the importance of safe and ethical conduct. This policy, therefore, serves as a guiding light for accountability and transparency in all research endeavors undertaken within the Indira Group of Institutes.

2. Vision

To foster a culture of academic excellence and contribute significantly to advancing knowledge within the Indira Group of Institutes, we aim to ensure that every faculty member actively engages in impactful research. The primary objective is to encourage and facilitate the publication of at least one research paper per faculty member in esteemed journals, including UGC Care Group 1, UGC Care Group 2 (Scopus-indexed), ABDC, and WOS. By upholding these high standards, our Research Department aims to enhance the academic reputation of our institution and make meaningful contributions to the wider scholarly community."

3. Objectives

- Establishing an empowering atmosphere within the Indira Group of Institutes that cultivates a robust research culture backed by a comprehensive research framework and guidelines.

- Implementing an adept and streamlined support system to assist faculty and researchers in their research endeavors and development programs, enhancing research scholars and faculty benefits.
- Ensuring the dissemination of research outcomes through publications by students and faculty members in esteemed journals, indexed in platforms like Scopus, Web of Science, ABDC, and/or having a significant impact factor.
- Cultivating an environment that encourages socially impactful research with potential for practical application and commercialization.

4. Scope

The significance of this Research Policy lies in its pivotal role in defining the ethical framework that governs research practices across the entire IGI. It acts as the foundational cornerstone for ethical conduct and standards, applying consistently across all departments within the college. Moreover, this policy serves as a guiding force for the Research Council's activities, giving a comprehensive set of principles and guidelines to elevate the effectiveness and cohesiveness of research initiatives at IGI. Its scope extends beyond individual departments, aiming to foster a unified approach to research governance that guarantees a uniform, high-quality, and ethically grounded research environment across the institution.

5. Research Paper Publication Policy

- Faculty has a target of **1 research paper**, provided the paper is published in authentic journals.
- If 2 or more faculties jointly write one research paper, the target achieved will be equally divided among the authors. (i.e., the paper will be divided into a number of authors)
- The research paper target must be completed before 30th June 2024

6. Process for Research Paper Publication

- Faculty members must select the journal for publishing their research paper and initially authenticate it at the individual level. If a second authentication is desired, the R&D Cell may be consulted for assistance.
- The author bears full responsibility for the publication process of the research paper in any chosen journal.

7. Reward Policy for Publications and Availing Grants

Table 1

Indira Group of Institutes		
Reward scheme with effect from January 2024		
(FOR PG Institutes under Indira Group of Institutes)		
Sr No	Category	Incentive
1	UGC Care Journal (Group 1)	5000
2	UGC Care Journal (Group 2 - Scopus) / ABDC / WOS / ABDC	25000
3	Peer Reviewed, not indexed	500
4	Book- ISBN	15000
5	National	10000
6	Book Chapter	5000
7	Research Grant- Government	3 % of research grant received
8	Conference Paper Presentations	International Registration per faculty per year
9		National Registration per faculty per year
10	Conference Attendance / Registration	Registration per faculty per year
11	Sample Analysis by Students	10000
12	Research Fund - Sampling, Analysis, Interpretation etc	10000
13	Indian Patent Publication – Granted Patents (With name of institute mentioned as affiliation for applicant)	20000
14	Indian Patent Publication- Only Patent Publication (With name of institute mentioned as affiliation for applicant)	2000
15	International Patents (With the name of the institute mentioned as affiliation for applicant)	25000
16	Citations (With reference to Scopus -Document & citation trends year-wise report) for more than 25 citations in the year)	5000

17	Copy Writing	5000
18	Any Other Special Sanction	Prior Approval from the Chairperson & Chief Mentor - Indira Group of Institutes

Table 2

Indira Group of Institutes		
Reward scheme with effect from Jan 2024		
(FOR UG Institutes under Indira Group of Institutes)		
Sr No	Category	Incentive
1	UGC Care Journal (Group 1)	5000
2	UGC Care Journal (Group 2 - Scopus) / ABDC / WOS / ABDC	15000
3	Peer Reviewed, not indexed	500
4	Book- ISBN	International 15000
5		National 10000
6	Book Chapter	5000
7	Research Grant- Government	3 % of research grant received
8	Conference Paper Presentations	Registration per faculty per year
9		Registration per faculty per year
10	Conference Attendance / Registration	Registration per faculty per year
11	Sample Analysis by Students	10000
12	Research Fund - Sampling, Analysis etc	10000
13	Indian Patent Publication – Granted Patents (With name of institute mentioned as affiliation for applicant)	20000
14	Indian Patent Publication- Only Patent Publication (With name of institute mentioned as affiliation for applicant)	2000

15	International Patents (With the name of the institute mentioned as affiliation for applicant)	25000
16	Citations (With reference to Scopus -Document & citation trends year-wise report) for more than 25 citations in the year	5000
17	Copy Writing	5000
18	Any Other Special Sanction	Prior Approval from the Chairperson & Chief Mentor - Indira Group of Institutes

The reward money under various categories mentioned in **Table-1 & Table-2** above is to be shared among faculty members as follows:

1. **Publications/Research grants:** A single author or faculty member from the same institute will receive the full reward.
 2. **Publications/Research grants:** If there is more than one faculty member from the same institute, the reward money will be equally shared.
- 8. Policy for Special Sanction:**
- Faculty becomes eligible for special sanction after completing one year of continuous service with the institute.
 - Each faculty member is entitled to one special sanction per academic year.
 - The Research Committee of the institute will initially review the proposals.
 - The Research Committee will consider proposals based on faculty contributions to research, teaching, department, and the institution. Approved proposals from the head of institutes should be forwarded to Prior Approval from the Chairperson & Chief Mentor - Indira Group of Institutes for final approval, as indicated in Cross-reference Table 1 and Table 2 Sr no 18.
- 9. Additional Points to note.**
- Faculty members are encouraged to engage in research projects supported by institutions such as AICTE, ICSSR, UGC, SPPU, ICMR, CSIR, DST, MHRD, PCI, etc.
 - All publications, grants, patents, and copyrights must adhere to specific criteria, including relevance to the field, association with reputable entities, possession of valid identification numbers (ISBN for books), and evaluation by relevant committees for potential rewards.
 - Research Centers are requested to acquire plagiarism software endorsed by the University at the institute level.

- Decisions related to incentives made by the research review committee are deemed final.
- IQAC will conduct an annual research audit for each campus.
- It is advisable for all institutes to adhere to the research policy; any deviations or modifications from the standard research policy require written approval from the Chairperson & Chief Mentor - Indira Group of Institutes for final approval.

Approved By:

Date:



Dr Pandit Mali

CEO, Indira Group of Institutes, Pune



Dr Tarita Shankar

Chairperson & Chief Mentor - Indira Group of Institutes

10. Annexure

10.1 Checklist for Publication



Indira Group of Institute, Pune

Name of institute _____

CHECKLIST for Publication

Research Paper / Patent / Book / Book Chapter / Book Review

CHECKLIST

Name of Faculty:

Please tick the documents attached -

Publication category: (Research Paper /
Patent / Book / Book Chapter / Book
Review any other)

1. Details of Publication*
2. Communication with the Editor or equivalent
3. Notification / Email of acceptance of Publication
4. Snapshot of Published publication
5. Snapshot of Indexing
6. Hardcopy of Publication
7. Payment details

Date/ Month /Year of Publication

* Details of Publication should include:

Comments by Research and Development cell

1. Verified and Approved for Incentives
2. Verified and Not Approved for Incentives

Remarks If Any

Sr No	Particulars	Details
1	Category of Publication (Research Paper / Patent /Book/Book Chapter /Book Review)	
2	Submitted To (e.g., Editors /website or equivalent)	
3	Name of Journal or Equivalent	
4	Link of Publication or equivalent	
5	DOI/ ISBN /ISSN details if applicable or equivalent	

10.2 Letter of Approval of Research Reward

To
Research and Development Committee
Name of Institute
Pune

Date:

Sub: Approval of research Reward

Sir/ Madam,

I/we

would like to claim a research publication incentive as per the research incentive scheme for the following publication.

Category for claiming incentive	
Name of authors	
Publication details in reference style form	
National / International	
Indexing	Scopus/ Web of Science/ PubMed/ UGC Care List (Group 1)/ Any Other
Impact factor	
Incentive amount	

Proofs attached:

- Hard copy of Publications
- Screenshot of Scopus/ Web of Science/ PubMed / UGC Care List (Group 1) website showing journal indexing.

I request you to kindly verify and forward it to the Head of the institute for further approval and processing.

Thanking you,

Yours faithfully

(Name of Author)

IGI R & D

IQAC Coordinator / Research Cell Head of Institute

Principal / Director