Accredited 'A' Grade by NAAC

SMS SCHOOL OF MANAGEMENT SCIENCES
V A R A N A S I

An Autonomous College

Approved by : AICTE, Ministry of Education, Govt. of INDIA
Affiliated to : AKTU, Lucknow & MGKVP, Varanasi

IMPORTANT NOTICE

Date : 13. 08. 2024

This is for information to all the members of faculty and others concerned that the **Research & Development Policy (Research and Publication Incentive Policy)** has been revisited, and the same is being notified, as enclosed, for a sincere perusal and needful compliance by them. This will become operative with immediate effect.

The said Policy is equally being sent through **e.mails / SMS WhatsApp,** and is further made available in the Central Library as well as on the **http://192.168.51.5:70/icampusx**

(Director)

Encls. : <u>As above</u>.

Cc : 1. PA to the Executive Secretary
    2. Registrar
    3. Coordinator, IQAC
    4. General circulation among the members of Faculty

      For information and needful.

SCHOOL OF MANAGEMENT SCIENCES
Varanasi
(An Autonomous College)

Research & Development Policy
(Effective from August 2024)

Approved

Director
School of Management Sciences
Varanasi

12/8/2024

Research and Publication Incentive Policy

1.0 OBJECTIVE OF THE POLICY:

The primary objective of the Research and Publication Incentive Policy at the School of Management Sciences(SMS) Varanasi is to motivate its faculty members to engage in quality research and publication of such research outcomes along with other academic works. It is essential to recognize and reward scholarly efforts, and this policy seems well-aligned with that goal.

2.0 SCOPE OF THE POLICY:

The policy covers all faculty members of SMS Varanasi. The scope of the policy envisages in particular:

- **Research Focus**: The policy encourages faculty members to engage in research-related activities alongside teaching and administrative work. This includes publishing research articles and papers in reputed journals indexed by Scopus, Web of Science, ranked by ABDC and UGC CARE-listed journals
- **Book Contributions**: Faculty members are motivated to write and edit books and book chapters. These contributions can be published by both international and national publishers known for their quality.
- **Collaborative Research**: The policy emphasizes collaboration. Faculty members are encouraged to establish research projects with counterparts from reputed foreign universities and institutions. This collaborative effort can lead to innovative contributions.
- **Patents**: The policy also highlights the importance of intellectual property. Faculty members are motivated to seek patents for their innovative work through the Controller General of Patents, Design & Trade Marks under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India.

Overall, this policy aims to create an environment where faculty members can excel in research, teaching, and innovation. It is commendable that SMS Varanasi is committed to fostering academic growth and excellence.

3.0 DETAILS OF THE POLICY:

3.1 Research Paper Publication in Journals:

If a research paper is published by a faculty member in a journal indexed in **Scopus** or **Web of Science**, or ranked by **ABDC**, or listed in **UGC CARE**, he/she will earn credit as indicated below:

Description	Journal categories in SJR/JCR/ ERA Ranking	Credit
Research Journal publications indexed in Web of Science / Scopus database or ranked by ABDC.	Q_1 /A*	4.0
	Q_2 /A	3.0
	Q_3 / -	2.5
	Q_4 / -	2.0
Paper Publication in UGC CARE listed journals		1.0

❖ *IMPORTANT NOTES:*

➤ **Credit Value:**
  o Each credit is equivalent to Rs. 10,000/- (Rupees Ten Thousand) only.

➤ **Eligibility for Incentives:**
  o Research paper publications in external journals indexed in Scopus or Web of Science, or ranked by ABDC, or listed in UGC CARE are entitled to incentives.
  o Publications in the in-house journals of SMS Varanasi or SMS Lucknow shall not be considered for attracting incentives.
  o only up to **two papers** from UGC-CARE listed journals will be considered for incentives within one academic year. However, there are no restrictions on incentives for publishing in journals indexed by **Scopus** or **Web of Science (WOS)**.
  o Application for incentive should be made within 6 months after the publication.

➤ **Distribution of Credits:**
  o For joint/multiple authors' research paper publications involving more than one author from SMS Varanasi, the credits shall go only to the first author from SMS Varanasi.

➤ **Affiliation Requirement:**
  o Any publication by an author must carry the author's affiliation with the School of Management Sciences, Varanasi, to be eligible for claiming the relevant incentive.

3.2 Publication of Book(s) / Book Chapter(s):

The faculty members who make efforts to author/edit a book or write a book chapter **(excluding SMS-publications)** are entitled to earn credits as indicated below:

Description	Credit
Edited Book indexed in(Web of Science / Scopus) database	2.0
Book Chapter/ Conference paper proceedings publication indexed in (Web of Science / Scopus) database	1.0
Full Book/Edited Book published by International Publisher	2.0
Full Book/Edited Book published by National Publisher	1.0
Book Chapter(s) published by International Publisher	0.5
Book Chapter(s) published by National Publisher	0.2

❖ *IMPORTANT NOTES:*

➤ To qualify for the incentive under the Research and Publication Incentive Policy at SMS Varanasi, faculty members should note:
   o Published books must align with the institution's academic programmes viz : Management/ Computer Science / Mass Communication / Commerce.
   o Affiliation as SMS Varanasi faculty in the Author(s)' Profile must be clearly mentioned.
   o For joint/multiple authors' book publications (including edited books) or Book chapters involving more than one author from SMS Varanasi, the credits shall be equally distributed among the authors from SMS Varanasi.
   o Only up to **two Book Chapters/Edited or authored books (not indexed in Scopus or Web of Science database)** will be considered for incentives within one academic year. However, there are no restrictions on incentives for publishing **Book Chapters/Edited or authored books indexed in Scopus or Web of Science database.**
   o Renowned National and International Publishers will be considered for incentives in case of book / book chapter. Publisher(s)' list is given in Annexure – I .
   o Application for incentive should be made within 6 months after the publication.

3.3 Generation of Research Grants:

Under the Research and Publication Incentive Policy, faculty members are encouraged to seek research grants from funding agencies. These grants may support various activities such as laboratory modernization, equipment acquisition, surveys, and other research-related endeavors. The number of Credits earned by faculty members will be directly linked

4

to the total amount of research grant sanctioned by the sponsoring agency in the manner indicated below:

Research Grant received in Lakh (Rs.)	Credits
Upto Rs. 5.00	1.00
Rs. >5.00 to Rs. 10.00	2.00
Rs. >10.00 to Rs. 20.00	3.00
Rs. >20.00 to Rs. 30.00	4.00
Rs. >30.00 to Rs. 40.00	5.00
Rs. >40.00 to Rs. 50.00	6.00

➢ (more than), above, denotes an amount in Lakh Rupees only. Further, incentive payable to the faculty member(s) in respect to his/her Project **worth more than Rs. 50,00,000, /- (Rupees Fifty Lakh)** shall be decided judiciously by the SMS-Administration.

3.4 Patents Obtained:

Faculty members are also expected to come out with some original and innovative product / process / idea and to obtain Patents Grants under Intellectual Property India from the Controller General of Patents, Design & Trade Marks of Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. Mere publication of patent in the Indian Patent Journal is not enough for attracting the relevant incentive. Faculty member(s) conforming to the aforesaid clause will earn **2.5 Credits for every Patent.** In case, the innovative piece involves more than one faculty of SMS Varanasi, the total Credits will be shared equally among the participating members of faculty.

4.0 PAYMENT OF INCENTIVE:

Incentive will be disbursed twice in an academic year by the institute. First, in the month of December, and second, in the month of June next year.

5.0 POST Ph. D. INCENTIVE:

A faculty member of SMS Varanasi will be entitled to one additional increment effective from the month he / she produces needful documents of having been awarded with Ph.D. degree from any recognized university / institution.

6.0 Seed Money:

To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and abroad, and for the purpose providing **'Seed Money'** to them, initially to the tune of Rs. 25,000/- with provision of additional amount as per the nature of the project.

7.0 Research Advisory Committee

The Research Advisory committee (RAC) of School of Management Sciences consists of following members:

(1) Director – Chairman

(2) Convener (R&D) – Convener

(3) HOD's – Members

(4) Research Supervisor – Member

(5) Subject Expert Nominated by the Director- Member

8.0 Ethics Committee

The Research Ethics Committee of School of Management Sciences will comprise of following members:

(1) Director – Chairman

(2) Convener (R&D) – Convener

(3) HOD's – Members

(4) Senior Outside Academician Nominated by the Director – Member

(5) Plagiarism Technical Expert Nominated by the Director – Member

9.0 Inclusion of Research Ethics in the Research Methodology Course Work

The Inclusion of Research Ethics in the Research Methodology has already been made in the Ph.D. ordinance of Department of Management & Mass Communication, Department of Commerce & Department of Computer Science.

10.0 Plagiarism check through Authenticated Software

This has already been in practice through the authenticated software of Drill Bit.

6

11. MANDATORY ACADEMIC TARGETS TO BE ACHIEVED ANNUALLY BY THE MEMBERS OF FACULTY:

S. No.	Faculty Position	Mandatory Academic Targets
01.	Assistant Professor (Stage 1 ,2 &3)	• One Publication in Scopus / Web of Science Indexed Journal. • Two Publication in UGC CARE Listed Journal. • One Chapter in an Edited Book / Book Publication. • Participation in at least one 7-day FDP. • Participation and presentation of papers in at least one National / International Seminars / Conferences. • Completed at least one programme / short term course through Swayam / ARPIT / NPTEL Portal for Professional Development. • The completion of online refresher (of 72 contact hours) / orientation (of 108 contact hours) programme at every stage prior to promotion.
02.	Associate Professor	• One Publication in Scopus / Web of Science Indexed Journal. • Two Publication in UGC CARE Listed Journal. • One Chapter in an Edited Book / Book Publication. • Participation in at least one 7-day FDP. • Participation and presentation of papers in at least one National / International Seminars / Conferences. • Chairing / Co-chairing a Technical Session in at least one National / International Seminars / Conferences. • 1-2 Special Lecture(s) in an Institution of repute. • Completed at least one programme / short term course through Swayam/ARPIT/NPTEL Portal for Professional Development. • The completion of online refresher (of 72 contact hours) / orientation (of 108 contact hours) programme at every stage prior to promotion.
03.	Professor	• One Publication in Scopus / Web of Science Indexed Journal. • Two Publication in UGC CARE Listed Journal. • One Chapter in an Edited Book / Book Publication. • Participation in at least one 7-day FDP. • Participation and presentation of papers in at least one National / International Seminars / Conferences. • Chairing / Co-chairing a Technical Session in at least one National / International Seminars / Conferences / MDP / FDP / EDP. • 2 Special Lecture(s) in an Institution of repute. • Completed at least one programme / short term course through Swayam/ARPIT/NPTEL Portal for Professional Development. • The completion of online refresher (of 72 contact hours) / orientation (of 108 contact hours) programme.

Desirable Requirements for the Members of Faculty :-

- Consultancy
- MDP
- Research Guidance
- Development of Online Course (MOOCS)
- Government Funded Projects
- Industry Collaborated Projects

NOTE:- **The Performance Appraisal of every member of faculty on the above-mentioned benchmark will be carried out by the Director on a Quarterly Basis.**

12. ANNEXURE-1:
LIST OF NATIONAL AND INTERNATIONAL PUBLISHERS

Annexure - I

List of National and International Publishers			
National Publishers		**S. No.**	**Name of Publishers**
S. No.	**Name of Publishers**	32	Taylor & Francis India
1	Penguin Random House India Pvt. Ltd.	33	Excel Publications
2	Pan Macmillion India	34	Westland Publications
3	Taxman Publications	35	Vikas Publishing House
4	S. Chand Publishing	36	BPB Publications
5	Orient Longman	37	Dreamtech
6	Hachette India Publishers	38	Firewall Publisher
7	Harper Collins Publishers India	39	Pragati Prakashan
8	Macmillan Publishers India Ltd.	40	Thomson Press India Limited
9	Cambridge University Press(I)	41	ANE Books Pvt. Ltd
10	Jaico Publishing House	**International Publishers**	
11	Tata McGraw Hill	**S. No.**	**Name of Publisher**
12	Pearson Education India	1	McGraw Hill Education
13	Wiley India Pvt. Ltd.	2	Macmillan Publishers
14	National Book Trust India	3	John Wiley & Sons
15	Atlantic Publisher & Distributors	4	Harper Collins
16	Kalyani books	5	Hachette Book Group
17	Himalaya Publishing House	6	Pearson Education
18	Laxmi Publications Pvt. Ltd.	7	Penguin Random House
19	PHI Learning Pvt. Ltd.	8	Springer Nature
20	New Age International Pvt. Ltd.	9	Scholastic
21	Galgotia Publishing Company	10	Cangage Learning
22	Bloom's Berry	11	Houghton Mifflin Harcourt
23	Simon & Schuster	12	Oxford University Press
24	Sristi Publication	13	Kodansha (Japanese Publication)
25	APK Publisers	14	Simon & Schuster (American)
26	SAGE Publications	15	Rouledge (Taylor & Francis Group)
27	Seagull Publishers	16	Global Vision Publishing House
28	Taxman Publishers	17	Elsevier
29	Oxford University Press	18	Harward University Press
30	John Wiley Publisher	19	Palgrave Macmillan
31	Thomson Reuters India	20	Thomson Corporation