

Ref No: IUD/RDC/Notification/2023-24/ 01

Date: 11/07/2024

## Notification

**Subject:** Research Promotion Policy, 2024

With the primary aim of promoting research at The ICFAI University, Dehradun, the Research Promotion Policy, 2024 has been framed & approved by the Research Committee and Board of Management (BoM) during its meeting held on 05/06/2024 (49<sup>th</sup> RCM) & 27/06/2024 (76<sup>th</sup> BoM) respectively for execution of the same document with effect from the date of notification.

  
Registrar,

The ICFAI University, Dehradun

**Attachment:** Approved copy of Research Promotion Policy, 2024

### **Copy to:**

1. Vice-Chancellor, The ICFAI University, Dehradun.
2. Members, Board of Management, The ICFAI University, Dehradun
3. Members, Academic Council, The ICFAI University, Dehradun
4. Members, Research Committee, The ICFAI University, Dehradun
5. Research Coordinator, Research and Development Cell, The ICFAI University, Dehradun
6. Internal Quality Assurance Cell, The ICFAI University, Dehradun
7. Director/Dean/HoD of all schools
8. All Faculty Members, IUD
9. IUD Website Coordinator-with the request to upload on the University Website
10. All Notice Board, The ICFAI University, Dehradun



# **IUD Research Promotion Policy, 2024**

**(Approved in the 49<sup>th</sup> Research Committee Meeting  
dated 05/06/2024 and 76<sup>th</sup> Meeting of Board of Management dated  
27/06/2024)**



**Recognised under Section 2(f) of UGC Act**

**The ICFAI University, Dehradun  
2024**



## IUD Research Promotion Policy, 2024

### 1. Preamble

The ICFAI University, Dehradun (hereafter referred to as IUD) is established under the provisions of The ICFAI University Act 2003 (Act 16 of 2003) enacted by the State of Uttarakhand. The University is recognized by the University Grants Commission under Section 2(f) of the UGC Act, 1956. The university believes in creating and disseminating knowledge & skills in core and frontier areas through innovative educational programs, research, consulting, and publishing. As part of its commitment to the creation and dissemination of knowledge, IUD strives to cultivate an environment of research and academic freedom in which individuals can pursue scholarly activities.

### 2. Purpose

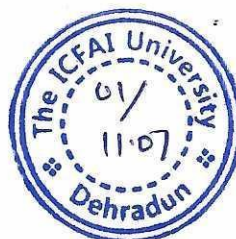
The purpose of this policy is to provide a transparent and consistent set of guidelines towards incentives for quality publications, doctoral fellowship for eligible full-time scholars, seed money for research projects, consultancy, financial support for conferences/seminars, official duty leaves for workshops/FDP/conference, monthly departmental seminars by research scholars and faculty members, code of ethics for research, etc. This not only represents the university's ability to carry out its mission of education and intellectual discovery but also represents its mission to promote and encourage a vibrant research atmosphere. This policy is designed to inspire a culture of active research engagement among students, research scholars, staff, and faculty members, aiming to inspire and motivate them toward impactful contributions to the research and development of the university.

### 3. Short Title, Application, and Commencement

The policy may be called *IUD Research Promotion Policy, 2024*, and shall apply to every Ph.D. scholar, staff, faculty member, and all contractual employees of the university who may be involved in any form of research and/or innovation activity. The policy shall come into force from the date the Research Committee (hereafter referred to as RC) of IUD approves them.

### 4. Management, Coordination, and Organization

Subject to the general guidance of the Academic Council (hereafter referred to as AC), Board of Management (hereafter referred to as BoM), and Board of Governors (BoG), RC shall coordinate and exercise general supervision over the policy, subject to the provisions of the Act, Statutes and UGC regulations. Research and Development Cell of the university (hereafter referred to as RDC) is responsible for the promotion and development of research activities at the university and is headed by the Director (RDC)/Dean (Research)/Research Coordinator. The Cell provides administrative and managerial support for the operation of research programs, sponsored research, consultancy, and related activities of the university.





## 5. Categories

To achieve the purpose of the policy, the promotion of research is organized under various categories as follows:

### 5.1. Incentive for High-Quality Research Publications

High-quality research publications contribute to the creation and dissemination of new knowledge, advancing the frontiers of science, technology, humanities, and social sciences. To encourage the faculty members to quality research publications, the incentive scheme for research article publications of the university is as follows:

Category		Incentive amount per article (Rs.)
I	ABDC-A*/Q1/Nature	40,000
II	ABDC-A, B, Q2/Q3/SCI/Web of Science/Scopus/Indian Bar Review/Journal of Indian Law Institute	20,000
III	ABDC-C/Q4/UGC Approved International Journal (Not listed in Category I and II)	10,000
IV	UGC Approved National Journal (Not listed in Category I and II)	5,000

#### Terms and Conditions of the Research Incentive Scheme are:

- The scheme applies only to the faculty members of The ICFAI University, Dehradun.
- The scheme is applicable for research article publications only and not for publication of books, book chapters, patents, or case studies.
- A faculty member who is the sole author will be given 100% of the incentive amount.
- In case of joint publication first author will be given 60% of the incentive amount and the one who is the 2nd or (n-1)<sup>th</sup>, part of the 40% of the incentive amount will be given where n represents the number of authors in the publication.
- The scheme to be eligible, the research publication should properly acknowledge the university as "*The ICFAI University, Dehradun*".
- The incentives will be calculated biannually i.e. April-September and October-March.

### 5.2 Doctoral Fellowship for Full-Time Ph.D. Scholars

To encourage full-time research scholars, the university provides doctoral fellowships to the eligible candidates. The selection should be made by the Ph.D. Admission Committee of the university or equivalence committee constituted by the Vice-Chancellor. The Standard Operating Procedure (SOP) for the Recruitment of Doctoral Fellows is given in Annexure-A. The SOP should be reviewed every year by the Doctoral Fellowship Committee (DFC) and make the necessary changes, if required to encourage full-time research scholars.



### 5.3 Seed Money for Research Projects

The seed money policy of the university is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and/or to facilitate the start of research programs that will potentially develop into creative ventures on their own through external funding. The faculty can utilize this grant to start the research work without waiting for a grant from an external agency.

To encourage the faculty members of IUD to write quality research projects, the university provides seed money to its full-time faculty members. RDC is responsible for notifying the call for research project proposals twice in an academic year and taking necessary steps for their evaluation, approval, and completion. The Policy & Standard Operating procedure for providing seed Money for faculty members is given in Annexure-B. The policy for seed money funding should be reviewed once every two years by the RC and make the necessary changes, if required to encourage faculty members to write research projects.

### 5.4 Consultancy

Consultancy plays a vital role in academic institutions, serving as a way to share the knowledge and expertise of faculty members/staff of the university while directly impacting society. Faculty members are encouraged to engage in consultancy projects with a revenue-sharing model of 30%-70%, where 30% of the generated revenue is contributed to The ICFAI University, Dehradun. To maintain a balance between consultancy and core responsibilities at the university, faculty members may avail of a maximum of 08 working days of on-duty leave per year, subject to the recommendation of the respective Director/Dean/HoD/RDC followed by approval by the VC/Registrar. The consultancy policy is governed by the following terms and conditions:

- The consultancy must not conflict with the university policies governing employment and code of conduct. It also should not conflict with the functions, objectives or interests of the university or damage the university's reputation.
- It should demonstrate benefit to the university by way of income, enhanced reputation, and or increasing the expertise of the staff member.
- The primary commitment of any faculty member is to the university. Although this policy permits faculty members to perform outside activities for a maximum of 08 working days of on-duty leave per academic year, the time and effort devoted by any faculty member to outside activities should not interfere with his or her professional commitment to the university. Therefore, to monitor such conflicts of commitment, all faculty members must receive approval from the Director/Dean/HoD of the respective school before commencing any outside activity related to consultancy.





### 5.5. Financial Support for Conferences/Seminars

IUD believes that research and quality improvement in the teaching and learning process contribute to classroom excellence. Significant changes in the structure of education have occurred both nationally and worldwide, making learning more accessible. As a result of these changes, teachers must be more adaptable, flexible, and diversified. To encourage the faculty members to present their ideas at national/international conferences, IUD provides financial support to participate in national/international conferences, seminars, etc. The criterion for financial support is based on the potential and relevance of such programs to add value to the faculty members in discharging the responsibilities and duties at IUD.

The support is only for the program organized by reputed and well-established professional bodies. The list of recognized bodies will be approved by the Research and Development Cell headed by the Vice-Chancellor. The faculty member can avail of financial support for paper presentation towards registration fees on a reimbursement basis as per the below terms and conditions:

- If the faculty undertakes an international program in an academic year, the faculty will not be eligible to attend the national program during that academic year.
- Interested faculty members will submit the claim for the reimbursement of the amount along with the certificate of paper presentation and original bills/receipt to the Research and Development Cell.
- The certificate of presentation should properly cite the affiliation of the university on the certificate.
- The Faculty member can avail up to three (03) official duty leaves in an academic year for presenting the paper in a national/international conducted by the reputed and well-established professional bodies/institutions/universities.

### 5.6. Official Duty Leaves for Workshops/FDP/Training Program

To encourage the faculty members of the university to participate in the workshops/FDP/training program etc. to upgrade their skills, the university provides official duty leaves. The terms and conditions of official duty leaves are as follows:

- Faculty members are entitled to up to 5 official duty leaves per academic year to attend workshops, FDPs, or training programs conducted by reputable and well-established professional bodies, institutions, or universities. In the case of refresher courses or similar programs that extend up to 14 days, the Vice-Chancellor/Registrar may grant special permission for attending the same.
- The application for the official duty leave (duly forwarded by the Director/Dean/HOD of the respective school) should be submitted to the Research and Development Cell in 30 days advance. The Research Coordinator after his recommendation, will take the approval of VC/Registrar.
- After attending the event, the faculty will submit a report (including the details of the event, and a photograph of the event) to the RDC.



### 5.7. Monthly Departmental Seminars by Research Scholars and Faculty Members

Every department/school of the university will conduct monthly seminars among the existing faculty members and research scholars. These seminars help faculty members and doctoral students to exchange their ideas and thoughts. It enhances the quality of the doctoral program. In addition, RDC also invites eminent speakers from reputed institutions in India and Abroad as part of these knowledge-sharing sessions.

### 5.8. Financial support to Employees for Pursuing Ph.D. Program

To encourage the employees of the university to upgrade their qualifications, by enrolling into part-time Ph.D. Program, the University provides financial support to the employees in terms of the fee waiver of the program fee. The details are as follows:

**Eligibility:** Employees who have completed a minimum of two years of service after confirmation in IUD are eligible to apply for a waiver of Program Fee for self, subject to the following terms and conditions:

- The employee is selected and undergoing Ph.D. Program of ICFAI University, Dehradun.
- The employee will be required to carry on his/her assigned duties in the usual manner.
- The concessions will be in the form of waiver of a part/whole of the program fee only and not any other fees like admission fee, examination fee, and any other fee applicable.
- Waiver in program fee will be granted as shown below.

S. No.	Period of service completed after confirmation	Waiver of Program Fee
1	More than two years	50%
2	More than five years	100%

- In case an employee completes the stipulated service at any time during the period of his/her part-time Ph.D. Program, the program fee waiver will be applicable with retrospective effect i.e., from the date of admission into the program. The excess amount of the program fee paid will be refunded.
- The employee will be required to pay back to the University the entire amount of the program fee waived, in case he/she leaves the services on his/her own before the completion of the program or discontinues the program or does not complete the program within the stipulated duration of the program.

### 5.9. Code of Ethics in Research .

The objective of the Code of Ethics in Research is to highlight the importance of research integrity and adherence to publication ethics at IUD. The Code of Ethics in Research is based on the norms laid down by the Committee on Publications Ethics (COPE). COPE is a forum of editors and publishers of peer-reviewed journals that promotes integrity in research





publications. The COPE recommendations are available at [www.publicationsethics.org](http://www.publicationsethics.org) and provide important guidelines for authors, peer reviewers, and editors. The Code of Ethics in Research for IUD is based on internationally accepted COPE guidelines. The policy deals with the following major areas of publication ethics:

**a. Ethical Approval and Trial Registration**

All publications arising from IUD must necessarily be a result of appropriate ethics practice. Any research involving experiments on humans, animals, etc. should have been approved by the IUD Ethical Committee (IUDEC). In the case of trials, the trial must be mandatorily registered with the Clinical Trails Registry of India (CTRI). The principal investigator and corresponding author will be held responsible for any deviance from standard documentation practice. The composition of the IUD Ethical Committee (IUDEC) is as follows:

**b. Research Misconduct**

Research conduct encompasses practices such as fabrication, falsification, or plagiarism, which include misrepresenting records during the proposal, execution, review, or reporting stages of research. Any research misconduct identified at the time of submission of manuscript or even after the publication of the manuscript will invite strict disciplinary action from IUD. Authors are required to safely store all research records including raw data for a long period after publication. Research and Development Cell will have the authority to investigate and recommend action to the Vice-Chancellor/ Research Committee, in cases of suspected research misconduct.

**c. Plagiarism**

IUD discourages plagiarism in research publications. Access to *DrillBit Plagiarism Detection Software* provided by INFLIBNET for similarity check has been provided to all faculty members and research scholars of the university. The Ph.D. supervisors are also required to check the theses for plagiarism before final approval. Faculty members, research scholars, and students must follow the *University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018*.

**d. Simultaneous Submissions**

Authors, in the desire to publish more quickly, may lead to overlook journal requirements such as submitting to only one journal at a time. However, this practice should not be adopted by any author affiliated with IUD. If simultaneous submissions are discovered during the publication process involving IUD affiliation, the author(s) will be held accountable, and the Research Committee will take strict disciplinary action based on the recommendations of the Research and Development Cell.

**e. Duplicate Publications**

Research and Development Cell of IUD oversees the manuscript submission and ensures that there are no duplicate publications by the author(s) of the university.





However, in case, RDC finds any duplicate publications by any author of IUD, the Research Committee will take strict disciplinary action against the author(s).

**f. Ethics about Authorship**

The authors are advised to follow standard practice ensuring all those who have contributed are named on the Manuscript and no non-contributor is given credit for the work. The group of authors collectively will decide the order of the authorship. IUD strictly discourages unethical authorship practices such as guest authorship, ghost authorship, or gifted authorship.

**g. Creating Accounts on Bibliographic and Research Platforms**

Faculty members are strongly encouraged to create accounts on various bibliographic databases such as Scopus and Web of Science, as well as on various research-related platforms like VIDWAN, ORCID, and Research Gate etc. These accounts should be affiliated with IUD to showcase the university's research output to the global research community. Additionally, faculty members must ensure that the proper affiliation is included in all research publications originating from IUD, using the following format:

- *For IBS: ICFAI Business School, The ICFAI University, Dehradun, India.*
- *For ILS: ICFAI Law School, The ICFAI University, Dehradun, India.*
- *For ITS: ICFAI Tech School, The ICFAI University, Dehradun, India.*
- *For IEdS: ICFAI Education School, The ICFAI University, Dehradun, India.*

**6. Residual Conditions**

Notwithstanding anything stated in this policy, for any unforeseen issues arising, and not covered under this policy or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Research Coordinator/Dean/other officers of the university. The decision of the Vice-Chancellor/Chairman, RC shall be final. The promotion of research for faculty and staff is subject to the approval of sanctioning authority and no one can claim it as a right.

**7. Review Period**

The policy will be reviewed every two years or earlier as and when required.

