



**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

RESEARCH PROMOTION POLICY



1.0 Introduction

The DiST management anticipates that its academic members will conduct high-caliber research and publish in listed and regarded journals. The rules for the support provided for conducting research and the incentive programme for publishing are provided by this research policy. The goal of this policy is to foster a culture of research on campus, inspire staff and students to conduct high-caliber research, and support the college's efforts to satisfy accreditation standards. General guidelines are:

1. The faculty members are required to obtain 50 research points annually
2. The extra points earned by a faculty in a year can be carried over to the next year
3. The faculty members failing to achieve the required 50 research points in a year will be issued a warning during the first year and would be asked to achieve 100 research points in the second year. The faculty members failing to achieve the 100 research points in the second year will lose 2 years of their service to be considered for the next promotion.
4. The promotion of members of faculty will be as per UGC guidelines. A faculty member has to fulfill the following extra conditions.
 - a) Associate Professor – One publication in category B journal or two publications in Category C Journals
 - b) Professor – Two publications in category B journals and publish one case or publish one in a Category A journal
 - c) The academic year (1st June to 31st May) will be used for the calculation of research points.

1.1 Monetary Incentives

The faculty members who publish in high ranking journals will be given the following monetary incentives.

- The monetary incentives for publication will be shared equally in the case of multiple authors. The authors within the institution will be eligible for the monetary incentives.
- In case the journal is listed in both the databases ABDC & ABS then the highest rank will be considered for cash reward.
- Calculation of monetary incentives.

Journal Category	Incentive
Financial Times 50	100000.00
ABDC A* or ABS 4 or Scopus Q1	50000.00
ABDC 'A' or ABS 3 or Scopus Q2	10000.00
ABDC 'A' or ABS 2 or Scopus Q3	8000.00
ABDC 'A' or ABS 1 or Scopus Q4 or WoS	5000.00
UGC Care listed journal	3000.00
Case (HBS or Ivey)	3000.00

- In case the journal is highly ranked in Web of science or any other equivalent databases and the journal does not exist in the ABDC or ABS or Scopus ranking then the faculty member needs to submit the proof of ranking to DCRD. The monetary incentive will be decided by the management on a case to case basis.
- The faculty member needs to produce proof of the journal category to support his claim for a monetary incentive.

1.2 Research Points

The research points associated with each of the research-related activities are as follows:

Sl. No	ITEM	Point
1	Financial Times 50	100
2	ABDC 'A*' or ABS 4 or Scopus Q1	100
3	ABDC 'A' or ABS 3 or Scopus Q2	80
4	ABDC 'B' or ABS 2 or Scopus Q3	50
5	ABDC 'C' or ABS 1 or Scopus Q4 or WoS	30
6	Case (HBS or Ivey)	30

7	Research Papers / Articles published in journals not categorized under incentives	30
8	Conference Proceedings of Full Papers in International(Overseas) Conferences	25
9	Conference Proceedings of Full Papers in International / National Conferences (India)	15
10	Text Book / Book — Published(International)	50
11	Text Book / Book — Published(National)	40
12	Editor of a Professional Book	30
13	Member of Editorial Board for journals listed in incentives	30
14	Teaching Case	30
15	Chapter in an edited book	20
16	Paper presented in International Conferences(Overseas)	20
17	Paper presented in International/ National Conferences(India)/ FDP Attended	10
18	Other Teaching materials(Registered Games, Registered Technical notes etc.)	10
19	Review of a paper for a journal	20 per paper
20	Organizing an International / National Conference/ FDP	20

- In case the journal is listed in both the databases ABDC & ABS then the highest rank will be considered for calculation of research points. The research points for publication will be shared among the authors in the case of multiple authors.
- The faculty members are required to ensure that the research journals for publishing or review are not in the predatory list of journals. The U.G.C approved list of journals can also be used for publication of research papers.

- In case the journal is highly ranked in Web of science or any other equivalent databases and the journal does not exist in the ABDC or ABS or Scopus ranking then the faculty member needs to submit the proof of ranking to the research committee. The research points will be decided by the committee on a case to case basis.
- In case the faculty has claimed research points for a working paper and the working paper is published at a later date then the points obtained for the working paper will be deducted from the points obtained for the publication.
- The faculty member needs to produce proof of publication to support his claim for research points.

1.3 Conferences/Seminars/Workshops/FDPS

- A faculty can participate annually in two international conferences/seminars/workshops and two national conferences/seminars/ workshops.
- Only a confirmed member of faculty and with a minimum one year of service at DiST is eligible to participate in these conferences/seminars. However, for the first one year of service, a faculty may attend these conferences/seminars and may be considered for a special permission. Such special permission will be subject to the condition that if the individual leaves the service of the institute prior to completing two years of service and being confirmed, then the entire expenses incurred by DiST will be recovered from him/her.
- A full-time faculty on contract may also be considered for a special permission. Such special permission will be subject to the condition that he/she has completed one year of contract with DiST and if the individual leaves services of the institute prior to completing two years of contracted service, then the entire expenses incurred by the institute will be recovered from him/her.
- All requests for conference/seminar participation in a national/international conference/seminar with paper presentation will be submitted on a prescribed format (Appendix 1) to the DCRD. Copies of the abstract and acceptance letter for the paper, and official registration information specifying conference/seminar dates and fees are to be included with the request.
- The faculty concerned should inform the head of the department all his/her duties at DiST while he/she is away for attending this conference/seminar.
- DiST will bear/reimburse the expenditure for registration associated with the

conference/seminar as per DiST rules subject to the condition that no part of the expenses/costs are paid for by any other agency. The number of days for travel entitlements will include the number of days of the conference/seminar actually attended and additional day(s) as necessary to reach the conference/seminar venue or departing after the conference/seminar is over.

- Obtaining U.G.C. / AICTE funding will be the first preference for academic members attending conferences or seminars overseas.
- A copy of the full paper should be submitted to research committee before leaving for the conference/ seminar.
- In case attending a conference/seminar does not require any financial support from DiST, such as, through external funding or drawn from an individual research/faculty development schemes, the same may be permitted.

1.4 Cases / Books

The DCRD should approve the Book publishers & Case Clearing houses after proper analysis.

1.5 Organising Conferences

The faculty members planning to organize International/National/ FDP need to apply to DCRD

1.6 Awards

DiST has constituted Best Research Paper, Best Research Driven Department, Student/Teacher Innovation awards

1.6.1 Best Research paper award

- The research Paper should be original transcript published in the academic year for the award considered.
- The research Paper should be relevant to the field of study in Science and Social Sciences
- The research Paper should follow Internationally accepted format in submitting research papers in field of science and arts (Eg: APA / MLA style in social sciences)
- The author should have published at least one article in DJSR, the Journal of DiST in that year.

1.6.2 Best Research Driven Department

- The department should have minimum of 5 publications either by teachers/students or combine
- The publications should be in a journal of impact and or in a peer reviewed journal.
- The department should have published at least two articles in DJSR in the respective year.
- The publications should have relevance of study and impact.
- The Department having highest number of articles will be considered

1.6.3 Best Student/Teacher Innovation:

- The prize is given to the student, teacher, or group whose innovation has had the greatest relevance and impact on society.
- Better practices introduced for startups or incubation centers are also considered for award.

1.7 Encouragement for Pursuing Ph.D

The faculty members intending to pursue Ph.D. are eligible for leave for completing the course work. They will also be given duty leave for attending Doctoral Committee meetings, examinations, synopsis presentation and public defense. Those completing Ph. D are eligible for additional two increments.

1.8 Code of Ethics to Check Malpractices and Plagiarism in Research

- **Preamble**

DiST is committed and determined to encourage and uphold high standards of righteousness and honesty in the conduct of academic research. The college endeavors to maintain academic respect and integrity by retracting all forms of scholastic and intellectual dishonesty, including plagiarism. The college uses anti-plagiarism software, Plagiarism checker to check every academic and intellectual documents for ensuring originality. Every student, Research Scholar and faculty member of the college has to check his/her research papers using plagiarism detector before submission.

- **Ethical Concern in Research**

Following are the major ethical concerns with respect to academic research and publications:

- Misconduct & Fabrication of data or results: Any intentional or irresponsible

disregard for the truth in reporting observations may be considered to be an act of research misconduct.

- **Ownership of and Access to Data:** The data relating to a research publication should be made available to the others upon request after the research results have been published or accepted for publication.
- **Criteria for Authorship:** The author should emphasize proper acknowledgment in the presentation and the publication of manuscripts. Authorship should be awarded to those persons who have made an original and significant contribution to the conceptualization, design, execution, and interpretation of the published work. It is inappropriate and unacceptable to submit extracts from research to more than one publisher unless such action has been approved by the editors of each publication or multiple submissions is the acceptable standard practice in the specific discipline. In the complete report on the work in question, reference should be made to preliminary extracts from work that has already been published.
- **Conflict of Interest:** Any action that may result in a conflict of interest must be fully disclosed. When objectivity and effectiveness cannot be maintained, the activity should be avoided or discontinued.
- **Duplicate Submission:** Duplicate submission abuses the resources of all affected journals, including the valuable time of editors, reviewers, and staff, and is unprofessional and unacceptable.
- **Plagiarism:** Authors who present the words, data or ideas of others with the insinuation that they own the same, without ascription in a form suitable for the medium of presentation are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct.

DiST has adopted the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and accordingly

Plagiarism is a form of academic dishonesty in which one person submits or presents the work of another person as his or her own, whether from intent to deceive, lack of understanding, or carelessness. Students/faculty member's "use of others" expression of ideas, whether quoted verbatim or paraphrased, must also be clearly acknowledged

according to acceptable academic practice. It is the responsibility of each student and faculty member to learn what constitutes acceptable academic practice.

DiST does not allow any malpractices or plagiarism in research. Individual researchers need to undertake the responsibility of ensuring originality in their research and secondary and primary sources are acknowledged wherever required in each research paper.

- **Practices Considered as Violation of Code of Ethics And Plagiarism**

- Not acknowledging an author or other source for one or more phrases, sentences, thoughts, code, formulae, or arguments incorporated in written work, software, or other assignments (substantial plagiarism);
- Presenting the whole or substantial portions of another person's paper, report, etc. as an assignment for credit, even if that paper or other work is cited as a source in the accompanying bibliography or list of references (complete plagiarism). This includes essays found on the internet.
- Obtaining or attempting to obtain an academic advantage by non-academic means such as bribes or threats.
- Hindering other students in obtaining fair access to materials and facilities; for example, cutting an article out of a Library copy of a journal.
- Theft of another student's notes and alteration or destruction of the work of other students
- Students who are uncertain what plagiarism is should discuss their methodology with their instructors.

- **Curbing Plagiarism**

DiST, has installed a software to ensure that all documents such as thesis, dissertation, publications or any other such documents submitted to the college are free of plagiarism at the time of their submission.

Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.

- **Similarity Checks for Exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- ✓ All quoted work reproduced with all necessary permission and/or attribution.
- ✓ All references, bibliography, table of content, preface and acknowledgements.
- ✓ All generic terms, laws, standard symbols and standards equations.

- **Levels of Plagiarism**

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- Level 0: Similarities up to 10% - Minor similarities, no penalty
- Level 1: Similarities above 10% to 40%
- Level 2: Similarities above 40% to 60%
- Level 3: Similarities above 60%

- **Detection/Reporting/Handling of Plagiarism**

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the De Paul Centre for Research and Development (DCRD). Upon receipt of such a complaint or allegation the DCRD shall investigate the matter and report the matter to the College IQAC.

The College can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the college on the basis of findings of an examiner. All such cases will be investigated by the DCRD.

- **Penalties**

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters on researcher, faculty & staff of the college only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

The college DCRD shall impose penalty considering the severity of the Plagiarism.

- Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period.

- Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.
- Level 3: Similarities above 60% -Such student registration for that programme shall be canceled.

PENALTIES IN CASE OF PLAGIARISM IN ACADEMIC AND RESEARCH PUBLICATIONS

Plagiarism Level	Penalties
Level 0: Similarities up to 10%	Minor similarities, no penalty
Level 1: Similarities above 10% to 40%	Shall be asked to withdraw the manuscript.
Level 2: Similarities above 40% to 60%	Shall be asked to withdraw the manuscript. Shall be denied a right to one annual increment.
Level 3: Similarities above 60%	Shall be asked to withdraw manuscript. Shall be denied a right to two successive annual increments.