

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

RESEARCH AND PUBLICATION POLICY

**Rajagiri Valley P O
Kakkanad, Kochi – 682039
Kerala, India**

Reviewed on July 12 2018




PRINCIPAL
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683 104

TABLE OF CONTENTS

Sl. No.	Content	Page No.
I.	Introduction	1
II.	Monetary Incentives	1
III.	Research Points	2
IV.	Conferences	3
V	Working Papers	3
VI.	Cases and books	4
VII.	Organising Conferences	4
VIII.	Teacher Fellowship for Pursuing PhD	4
IX.	Annexures	5-20
	Annexure 1:	
	Annexure 2:	
	Annexure 3:	
	Annexure 4:	
	Annexure 5:	
	Annexure 6:	
X.	Summary of Revisions of the Policy	21

I. Introduction

Rajagiri College of Social Sciences management expects its members of faculty to engage in high quality research and publish research papers in indexed and highly rated journals. A research policy has been formulated to include all research and related policies. This research policy gives guidelines on types of good quality journals, conferences, the support extended for doing research and the incentive scheme for publishing. The purpose of this policy is to motivate the faculty members of the college to do good quality research and help the college to meet the standards specified by the accrediting agencies. 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 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 next promotion.
4. Promotion of faculty members will be as per UGC guidelines. Faculty has to fulfil 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
5. Calendar year (1st Jan to 31st Dec) will be used for the calculation of research points.

II. Monetary Incentives

6. The faculty members who publish in high ranking journals will be given the following monetary incentives.
7. 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.
8. In case the journal is listed in different databases such as ABDC, ABS, Scopus etc. then the highest rank will be considered for calculation of monetary incentives.

Journal Category	Incentive(Rs)
Financial Times 45	7.5 Lakhs
ABDC 'A*' or ABS 4 or Scopus Q1	5 Lakhs
ABDC 'A' or ABS 3 or Scopus Q2	3.75 Lakhs
ABDC 'B' or ABS 2 or Scopus Q3	2 Lakhs
ABDC 'C' or ABS 1 or Scopus Q4 or WoS	50 Thousand
Case (HBS or Ivey)	1 Lakh

9. 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 need to submit the proof of ranking to the research committee. The monetary incentive will be decided by the management on a case to case basis.

10. The faculty member needs to produce the proof of journal category to support his claim for monetary incentive.
11. Online publications, will be considered for monetary incentives, only when the full paper is available in the journal website for verification, with the volume, issue number and year of publication, on a case to case basis.
12. If the volume, issue number and year of publication reported by the faculty member is not same as in the website, then the volume, issue number and year of publication given in the journal website will be considered as the final ones for the purpose of releasing monetary incentives.
13. Monetary incentives for online first publications, where the time lag for printed version is more than 6 months, will be released on a case to case basis, depending on the availability of full paper in the journal website with volume, issue number and year of publication.

III. Research Points

14. The research points associated with each of the research related activities is as follows

Sl. No.	ITEM	POINTS
1	Financial Times 45	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 categorised under incentives	30
8	Conference Proceedings of Full Papers in International(Overseas) approved conferences	25
9	Conference Proceedings of Full Papers in International / National approved Conferences(India)	15
10	Working Paper	20
11	Text Book / Book – Published(International)	50
12	Text Book / Book – Published(National)	40
13	Editor of a Professional Book	30
14	Member of editorial Board for journals listed in incentives	30

15	Teaching Case	30
16	Chapter in an edited book	20
17	Paper presented in International Conferences(Overseas)	20
18	Paper presented in International/ National Conferences(India)/ FDP Attended	10
19	Other Teaching materials(Registered Games, Registered Technical notes etc)	10
20	Review of a paper for a journal	20 per paper
21	Organising an International / National Conference/ FDP	20

15. In case the journal is listed in different databases like ABDC, ABS, Scopus etc. then the highest rank will be considered for calculation of research points. The research points for publication will be shared as (n-1) among the authors in the case of multiple authors. (Where 'n' denotes the number of authors. For Example when an ABDC 'C' publication has 2 authors then each of the author will get 30 research points. If the same publication would have had 3 authors then each of the author will get 15 research points.)
16. 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.
17. 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 need to submit the proof of ranking to the research committee. The research points will be decided by the management on a case to case basis.
18. 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.
19. Work in progress of Text Book / Book will get the following research points according to the stages completed
 - a. Stage 1 – Contract Signed with the Book Publisher – 25(International) – 20(National)
 - b. Stage 2 – Manuscript Sent - 15(International) – 10(National)
20. In case the faculty has claimed research points for work in progress of Text Book / Book and the Text Book / Book is published at a later date then the points obtained for the work in progress will be deducted from the points obtained for the publication.
21. The faculty member needs to produce the proof of publication to support his claim for research points.
22. **The maximum level of plagiarism allowed in any faculty publication is 10 per cent. To ensure publication ethics and academic integrity of their publications, Faculty members need to adhere to the rules and regulations as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.**

IV. Conferences

23. Faculty can participate annually in two international / national conferences where he/she is presenting a research paper.

24. Faculty need to obtain U.G.C / AICTE funding for attending a conference abroad.
25. Faculty attending an International / National conference / FDP need to apply to the research committee using the conference approval form. (Annexure – 1)
26. A list of Rajagiri approved International & National conferences by area is also enclosed (Annexure - 2). This is not exhaustive and if credible ratings of conferences are available they can be used to decide the authenticity of the conference.

V. Working Papers

27. Working papers can be any of the following
 - a. Full publishable paper in a refereed journal of repute.
 - b. Research in progress with the following sections completed
 - i. Introduction ii) Review of literature iii) Hypothesis framed iv) Methodology v) Questionnaire (if any)
28. Working papers should be written as per the guidelines of the journal in which the faculty is planning to publish.
29. The Research Committee will review all draft working papers submitted and make recommendations for their acceptance as working papers. The faculty need to apply for approval of working paper using the working paper approval form (Annexure – 3)
30. Before submitting the paper to the Research Committee, the faculty have the option of presenting the draft in a research seminar called for discussion of the paper. The power point slides need to be circulated among faculty members before presenting in the faculty council. The comments and suggestions received by the faculty in this seminar may be appropriately incorporated before submitting the paper to the publication division.

VI. Cases / Books

31. The Rajagiri approved list of Book publishers & Case Clearing houses are given in the annexure to this policy. (Annexure – 4)

VII. Organising Conferences

32. The faculty members planning to organise International/National/ FDP need to apply to the research committee using the conference approval form (Annexure – 5)

VIII. Teacher Fellowship for Pursuing PhD

33. The faculty members intending to pursue PhD are eligible for teacher fellowship and will be required to follow the guidelines for grant of teacher fellowship (Annexure – 6)

IX. Consultancy Projects

34. Suitable incentive will be granted to the person who takes the consultancy project from an industry/research organisation if the income from the project exceeds Rs. 2.5 lakh per year.
35. Concerned faculty should fill the revenue sharing format and get it approved by the Executive Director. The expense incurred (travel, food etc.) can be deducted from the revenue before 60:40 split

X. Annexures

ANNEXURE 1

**RAJAGIRI COLLEGE OF SOCIAL SCIENCES
Request for Attending Conference/Seminar/FDP
(Please fill up, strike out or encircle as applicable)**

- A. Name of the Faculty: _____
- B. Total Service at Rajagiri before Conference/Seminar date planning to attend : _____
Is more than 2 years: YES/NO
- C. FDP (Please ✓ as appropriate): Less than 7 days More than 7 Days
- D. Conference/Seminar Type (Please ✓ as appropriate):
 National (with paper presentation)* National (without paper presentation)
 International* Conference/Seminar will fall in the Calendar Year _____
- E. Conference/Seminar previously attended of the above type in the CY (please indicate location, month, and year):
a)
b)
c)
- F. Details on Conference/Seminar planning to attend:
1. Conference/Seminar (Title) planning to participate in: _____
 2. Name of the Conference/Seminar Organiser _____
 3. Venue of the Conference/Seminar (City/Country): _____
 4. Dates & Duration of the Conference/Seminar: _____
 5. Boarding Provided : Yes/No Days : _____
 6. Lodging Provided : Yes/No Days : _____
 7. Outstation travel booking to be made through Rajagiri if not funded externally: Yes/No
(Travel and Advance approval be taken separately in the Travel Approval Form)
 8. Is registration fee/boarding/lodging costs required to be paid by DD/Cheque/IPO? Yes/No
If 'YES', please give details:

Name of party in whose favour the DD/Cheque/IPO is to be drawn _____
Payable at _____ (city), for Amount : US\$/£/€/Rs. _____

I will submit the Abstract/Full paper before leaving for the Conference/Seminar, if not done earlier. Relevant Acceptance Letter is enclosed.

Date: _____ **(Signature of the Faculty)**

The Conference/Seminar request is within the norms/rules.

Name and Signature of Chairman (Research Committee):

Your request for attending the above requested National/International Conference/Seminar is approved/ disapproved.

Dean

Director

*Please include a copy of the Acceptance Letter and the Abstract/Full Paper.

ANNEXURE 2

LIST OF INTERNATIONAL / NATIONAL CONFERENCES IN INDIA & OVERSEAS

A. ECONOMICS & FINANCE

NATIONAL/ INTERNATIONAL CONFERENCES IN INDIA			
Sl.No	Conference Title	Organising Body/Institute	Web Link
1	Annual Conference on Economic Growth and Development (National)	The Economic Planning Unit, Indian Statistical Institute (ISI), Delhi	http://www.isid.ac.in/
2	Annual Conference on Macroeconomics and Finance (National)	Indira Gandhi Institute of Development Research (IGIDR), Mumbai	http://www.igidr.ac.in/
3	Annual Conference (National)	The Indian Econometrics Society	http://www.tiesindia.net/
4	Annual Conference (International)	Forum for Global knowledge Sharing (FGKS)	http://fgks.in/
5	International Conference on Public Finance and Public Policy (International)	Centre for Studies in Social Sciences (CSSSC), Calcutta	http://www.cssscal.org/
6	Annual General Conference On Contemporary Issues in Development Economics (International)	Department of Economics, Jadavpur University	http://www.jaduniv.edu.in/view_department.php?deptid=66
7	Annual conference on Empirical Issues in International Trade and Finance (EIITF) (National)	Indian Institute of Foreign Trade (IIFT), Kolkata	http://tedu.iift.ac.in/iift/index.php
8	Annual Conference (National)	Indian Society of Labour Economics (ISLE)	http://www.isleijle.org/
9	Annual Neemrana Conference (National)	Indian Council for Research on International Economic Relations (ICRIER)	http://icrier.org/
10	Annual Conference (National)	Indian Society of Agricultural Economics	http://www.isaeindia.org/

INTERNATIONAL CONFERENCES IN FOREIGN COUNTRIES			
Sl.No	Conference Title	Organising Body/Institute	Web Link
1.	Annual Conference	Globelics Academy	http://www.globelicsacademy.net/
2	Annual Conference of the Royal Economic Society	Royal Economic Society, Bristol (UK)	http://www.res.org.uk/view/index.html
3	Annual Conference of Economic Forum of Entrepreneurship & International Business	Economics & ECO-Engineering Associate, Canada	http://www.cehaes.com/
4	The Qualitative and Quantitative Economics Research Conference	Global Science & Technology Forum (GSTF)	http://globalstf.org/
5	The International Conference on Applied Business and Economics (ICABE)	ICABE	http://www.icabe.gr/
6	Conference on Global Labor Markets	International Monetary Fund	https://www.imf.org/external/np/seminars/eng/2016/GlobalLaborMarkets/index.htm
7	American Economic Association Annual Meeting	American Economic Association, Philadelphia (US)	https://www.aeaweb.org/conference/future-annual-meetings
8	Annual Conference	International Association for Energy Economics	http://iaee2017.sg/
9	Annual Conference	European Trade Study Group (ETSG)	http://www.etsg.org/
10	Annual Symposium of the Society for Nonlinear Dynamics and Econometrics	Society for Nonlinear Dynamics and Econometrics (SNDE)	http://www.sndeecon.org/conferences/conference.html
11	International Association of Applied Econometrics Conference	International Association for Applied Econometrics (IAAE)	http://appliedeconometrics.org/
12	International Health Economics Association Congress	International Health Economics Association (IHEA)	https://www.healtheconomics.org/
13	International Conference on Social Science, Literature, Economic and Education	Ontario College for Research and Development	http://www.ocrd-ontario.org/san-francisco
14	Annual Conference	International Trade and Finance Association (IT&FA)	http://www.itfaconference.org/
15	Annual Conference on Global Economic Analysis	Center for Global Trade Analysis, Purdue University	https://www.gtap.agecon.purdue.edu/events/conferences/2017/default.asp

B. FINANCE

INTERNATIONAL CONFERENCES IN FOREIGN COUNTRIES	
Sl. No.	Conference Details
1.	International Conference on Applied Financial Economics; http://www.ineag.gr/AFE/index.php
2.	World Finance Conference; http://www.world-finance-conference.com
3.	International Finance Conference; http://ifc7.sciencesconf.org/
4.	Financial Management Association conferences; http://www.fma.org/
5.	Annual Conference on Financial Economics and Accounting; http://www.afajof.org/view/events.html?page=5
6.	Enterprise Risk Management Symposium- www.ermssymposium.org/
7.	International Conference organised by International Finance and Banking Society; www.ifabsconference.com/
8.	International Risk Management Conference organised by The Risk, Banking and Finance Society; www.the.risksociety.org
9.	Australasian Finance and Banking Conference (AFB Conference), Australia https://www.business.unsw.edu.au/about/schools/banking-finance/seminars-conferences/australasian-finance-banking-conference
10.	World Conference on Business and Management (WCBM), People & Global Business Association, http://wcbm.pngba.org
11.	EBES (Eurasia Business and Economics Society) Conference; http://www.ebesweb.org/

INTERNATIONAL / NATIONAL CONFERENCES IN INDIA	
1.	India Finance Conference, Indian Finance Association (IFA)
2.	Conferences of all IIMs, IITs, NITs
3.	
4.	
5.	
6.	

C. MARKETING

INTERNATIONAL CONFERENCES IN FOREIGN COUNTRIES	
Sl. No.	Conference Details

1.	European Marketing Academy (EMAC) Annual Conference, hosted by major universities or scientific institutes all over Europe. Website: http://www.emac-online.org
2.	EMAC has launched in 2010 its first Regional Conference. Website: http://www.emac-online.org/r/default.asp?id=FKKKFF
3.	American Marketing Association's Annual Marketing Conference Website: http://www.marketingpower.com/Pages/default.aspx
4.	Academy of Marketing Science (AMS) conferences: The Annual Conference is generally held during either late May or early June. Website: http://www.ams-web.org/index.cfm .
5.	International Marketing conference , organised by the Lupcon Center for Business Research (LCBR), Website: http://www.lcbr-online.com/index.htm
6.	Annual Marketing Conference and Doctoral Colloquium organised by the Academy of Marketing (AOM) Website: http://www.academyofmarketing.org/
7.	International Marketing Trends Conference Website: http://www.marketing-trends-congress.com/

INTERNATIONAL / NATIONAL CONFERENCES IN INDIA	
1.	International conference on Marketing, Technology and Society, IIM – K
2.	Annual Conference of the Emerging Markets Conference Board (EMCB), IIM Lucknow.
3.	Global Summit on Management Cases, IIM – Raipur
4.	Conference on Brand Management, IIT – Delhi
5.	BITS Marketing Conference, BITS, Pilani
6.	NASMEI (North American Society for Marketing Education in India) marketing conference, Great Lakes Institute of Management, Chennai

D. QUANTITATIVE MANAGEMENT & OPERATIONS MANAGEMENT

INTERNATIONAL / NATIONAL IN INDIA	
Sl. No.	Conference Details
1.	International Conference of Society of Operations Management (SOM) Website: https://www.iiitm.ac.in
2.	Project Management Institute (PMI-India) Conference Website: http://www.pmi.org.in/events/conference
3.	COSMAR (IISc) Website: http://www.mgmt.iisc.ac.in/~cosmar/
4.	PAN IIM World Conference http://www.iimahd.ernet.in/index.php?id=409&newsID=688

INTERNATIONAL CONFERENCES IN FOREIGN COUNTRIES	
Sl. No.	Conference Details
1.	POMS (Production and Operations Management Society) Website: http://www.poms.org/
2.	EurOMA Conference, Website: http://euroma2017.org/
3.	Decision Sciences Institute Conference Website: http://dsi-annualmeeting.org/
4.	International Conference of Management and Behavioural Sciences - “An Interdisciplinary Conference”, Website:
5.	INFORMS (Institute for Operations Research and Management Sciences) Conference on Business Analytics and Operations Website: https://www.informs.org/Attend-a-Conference/Community-Conferences
6.	Statistics and Operational Research International Conference (SORIC)
7.	International Business Conference (IBC)
8.	European Business Research Conference Rome, Italy
9.	APMBA International Conference in Management and Business Science, Batu, Malang, Indonesia
10.	International Conference on Advance Research in Management, Economic and Finance PATTAYA, Thailand
11.	IFAC International Conference on Management and Control of Production and Logistics
12.	Asia-Pacific Business Research Conference
13.	ABSRC 2013 ROME - Advances in Business-Related Scientific Research Conference Rome, Italy
14.	Macrotheme Conference on Business, Economics, and Finance
15.	WEI International European Academic Conference in Budapest-2013 Budapest, Hungary
16.	Anglo-American Conference for Academic Disciplines at the University of London London, United Kingdom
17.	ABMC 2013 - The Fourth Annual Asian Business and Management Conference Osaka, Japan
18.	Business and Social Science Research Conference: Paris 2013 Paris, France
19.	The 2014 Clute Institute International Academic Conference in Orlando, Florida Orlando, United States of America
20.	EBES (Eurasia Business and Economics Society) Conference
21.	IACD-2014 (Dubai) International Academic Conference Dubai, United Arab Emirates
22.	The 2014 Clute Institute International Academic Conference in San Antonio, Texas San Antonio, United States of America
23.	International Conference on Engineering Mathematics and Physics
24.	International Conference on Pure and Applied Mathematics (ICPAM)
25.	International Conference on Computing, Mathematics and Statistics (ICMS)
26.	International Academic Conference - IISES Naples Conference Naples, Italy

27.	International Conference on Applied Statistics
28.	The International Days of Statistics and Economics Prague Conference

E. STRATEGIC MANAGEMENT

INTERNATIONAL CONFERENCES OVERSEAS	
Sl. No.	Conference Details
1.	Academy of Management (AoM)
2.	Strategic Management Society (SMS)
3.	Southern Management Association (SMA)
4.	Academy of International Business (AIB)
5.	Decision Science Institute (DSI)
6.	Academy of Business Research (ABR)
7.	International Conference on Strategic Management (ICSM)
8.	British Academy of Management (BAM)

F. SYSTEMS INTERNATIONAL CONFERENCES (FOREIGN)

INTERNATIONAL CONFERENCES OVERSEAS	
Sl. No.	Conference Details
1.	IEEE Cloud 2013, CA, USA http://www.thecloudcomputing.org/2013/org.html
2.	ITI: International conference on INFORMATION TECHNOLOGY INTERFACE. http://iti.srce.unizg.hr/index.php/ITI/index/pages/view/homepage
3.	ICIS 2013, http://icis2013.aisnet.org
4.	American Conference on Information Systems (AMCIS). http://amcis2013.aisnet.org/
5.	Hawaii International conference on System science. http://www.hicss.hawaii.edu/
6.	Australasia Conference on Information Systems (ACIS) http://www.rmit.edu.au/acis2013
7.	European Conference on Information Systems (ECIS), http://aisel.aisnet.org/ecis/
8.	International Business Information Management Conference (IBIM), http://www.ibima.org/KL2013/index.html
9.	Pacific Asia Conference on Information Systems, http://www.pacis2013.org/main/
10.	European Conference on E-Government, http://academic-conferences.org/eceg/eceg2013/eceg13-home.htm

NATIONAL / INTERNATIONAL CONFERENCES IN INDIA	
Sl. No.	Conference Details
	Annual Conference of:
1.	All IIMs, IITs, IMTs, NITs
2.	Indian Institute of Foreign trade, Delhi
3.	Jamnalal Bajaj Institute of Management Studies, Mumbai
4.	Symbiosis Institute of Management, Pune
5.	Xavier Institute of Management, Bhubaneswar
6.	International Management Institute, Delhi
7.	TA PAI Management Institute, Manipal
8.	Department of Management Studies, IIT Chennai
9.	Institute of Rural Management(IRMA), Anand
10.	Goa Institute of Management, Goa
11.	FORE School of Management, Delhi
12.	Institute of Management, Nirma University, Ahmedabad
13.	Birla Institute of Technology(BITS), Pilani
14.	ICFAI Business School, Hyderabad
15.	Bharathidasan Institute of Management, Tiruchirappalli
16.	Amity Business School, Noida
17.	Loyola Institute of Business Administration(LIBA), Chennai
18.	PSG Institute of Management, Coimbatore
19.	Department of Management Studies, Pune University
20.	XIME, Bengaluru



ANNEXURE 3
FORMAT FOR APPROVAL OF WORKING PAPERS

- 1) Title of the Manuscript:
- 2) Name of the Faculty (author):
- 3) Date of Submission:
- 4) Self-verification:
This manuscript submitted complies with the "Guidelines for Working Papers".

Date: _____

Signature of the Faculty _____
submitting the Working Paper:

- 5) View of the Research Committee on the Working Paper:
 - a) Recommended to publish the Manuscript as a Working Paper: Yes/ No
 - b) Suggested Modifications:

- 6) Signature of the members of Research Committee:

S. No	Name	Signature
1		
2		
3		
4	Chairman (Research Committee)	

- 7) The publication of the working paper is approved /disapproved
-

Dean

- 8) Assigned Working Paper No. _____

**Signature of Chairman (Research
committee)**

Date _____

ANNEXURE - 4

List of National Book Publishers

Sl. No	Name of the Publisher
1	Orient Paperbacks
2	Tata McGraw Hill Education Private Limited, New Delhi
3	Academic Foundation, New Delhi
4	Taxman Publications

List of International Book Publishers

Sl. No	Name of the Publisher
1	Academic Press
2	Butterworth-Heinemann (Elsevier)
3	Cambridge University Press
4	Cengage
5	Elsevier
6	Wiley
7	McGraw Hill
8	Worth Publishers
9	Taylor and Francis
10	Bloomsbury
11	Prentice Hall
12	Pearson
13	Macmillan
14	SAGE
15	Oxford University Press (OUP)
16	Palgrave
17	Wharton Publishing
18	Harvard Publishing

List of Case Clearing Houses

Sl. No	Name of the Case Clearing House
1	IVEY league
2	ICCH
3	ECCH
4	ACRJ
5	Harvard Publishing
6	Darden
7	NACRA
8	Sage



ANNEXURE 5
FORMAT FOR APPROVAL OF CONDUCT OF CONFERENCE / FDP

1. Name of the Faculty :
2. Title of the Conference / FDP(a copy of the brochure need to be enclosed):
3. Date(s) of the Conference / FDP:
4. No. of participants :
5. Whether planning to publish proceedings? Yes / No
6. Total Budgeted amount (a copy of the budget to be enclosed):
The conference will be conducted as planned & will submit the conference proceedings and statement of expenses to the committee immediately after the conference.

Date: _____

Signature of the Faculty _____
Organising the Conference/ FDP:

-
7. View of the Research Committee on the Organising of the Conference / FDP:

- a) Recommended to conduct: Yes/ N o
- b) Suggested Modifications:

8. Signature of the members of Research Committee:

S. No	Name	Signature
1		
2		
3		
4	Chairman (Research Committee)	

The organising of the conference/ FDP is approved /disapproved

Dean

Director

9.

ANNEXURE 6
Rajagiri College of Social Sciences

Guidelines for the grant of teacher fellowships for pursuing PhD

1. Preamble

These guidelines are aimed at enhancing the intellectual environment of the institution by encouraging the members of faculty to pursue doctoral research leading to PhD.

2. Objective

To provide an opportunity to the teachers to pursue their research activities leading to the award of Ph.D. degree.

3. Eligibility

3.1. Target group

- A. RBS faculty who require leave of not more than 6 months duration to pursue research leading to PhD are covered under the following policy guidelines.

- B. RBS faculty who have completed 8 years of experience with this institution shall get earned research leave as per point No. 8 of this policy document.

3.2. Conditions for eligibility of Teacher fellowships

- 1. The teacher should have at least two years of teaching experience with the institution on the date of submission of leave application.
- 2. The teacher should have completed the PhD registration process from a recognised institution/university, and submit copy of the PhD registration certificate.
- 3. PhD of the university/institution that the teacher is enrolled into should be regular / part time. No online and/or distance mode of PhD will be considered for teacher fellowships.
- 4. PhD of the university/institution that the teacher is enrolled into, shall follow the UGC (Minimum standards and procedure for awards of M.Phil./Ph.D. Degree) Regulations, 2009.

3.3. Nature of assistance

In order to financially support the faculty during the leave, teacher fellowship of Rs. 20,000 per month will be offered to the faculty subject to the conditions laid down in this document.

3.4. Tenure of Teacher Fellowships

The Teacher Fellowship for Ph.D programme would be for a maximum period of 6 months. The period of 6 months can be taken in more than one stretches, provided the teacher utilises the leave for course work and / or data collection and / or preparation of thesis.

3.5. Failure to Complete PhD

If a Teacher Fellow fails to complete his/her Ph.D. programme and leaves it midway, he/she has to refund the entire amount paid to him by the institution with interest at prevailing bank interest rate during his/her Teacher Fellowship. The teacher is allowed to rejoin or continue duty only after

submitting PhD thesis to the concerned university/ institute at the end of 6 months leave period or 3 years from the date of PhD registration whichever is earlier. Extension of one more year for thesis submission could be granted for a Teacher Fellow based on the justification, recommendation by the supervisor/guide and finalised by Director and Dean in consultation with the research committee.

4. Procedure for selection of faculty for teacher fellowship

The teacher applicant shall prepare an application for availing leave along with copy of the PhD registration and research progress report, if any. The members of faculty shall be selected on the basis of number of years of experience and their contribution to the institution. The members of faculty shall be finalised by the Director and the Dean in consultation with the research committee, without affecting the classes or working of the institution. Application form for Teacher Fellowship is given in TF Annexure - A.

5. Leave rules

Leave for pursuing PhD may be granted more than once provided that total period is 6 months or less. This leave may be combined with block leave and / or casual leave at the discretion of the teacher in consultation with the research committee and the approval of the Director and the Dean. When leave is taken in continuation of the block leave, the period of leave shall be deemed to begin on the expiry of the block leave.

6. Procedure for monitoring the progress of PhD

A teacher shall submit a research progress report duly signed by the supervisor/guide to the research committee on the completion of each stretch of leave period. A copy of the research document/ articles published/papers presented shall be enclosed with the report.

7. Conditions for availing Teacher fellowship

- The Teacher Fellow must give a 'Research Progress report' duly signed by the supervisor/guide, after the each stretch of leave with fellowship. In case of a negative report given by the supervisor/ Guide, the awarded Fellowship to the Teacher Fellow may be withdrawn by the institution.
- If a Teacher Fellow fails to complete Ph.D Programme and leaves it midway, he/she has to refund the entire amount paid by the institution during the Teacher Fellowship with interest at prevailing bank interest rate.
- A teacher on Leave shall not take up, during the period of that leave, any regular or part time appointment under an organisation in India or abroad.
- A teacher availing herself/himself of leave, shall undertake that s/he shall serve the institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after the award of PhD. This undertaking shall be done by executing

a bond in favour of the college. Proforma of the undertaking is given in TF Annexure - B. In case the faculty leaves the institution just before submitting thesis after availing teacher fellowship, he/she has to refund the entire amount paid by the institution during the Teacher Fellowship with interest at prevailing bank interest rate.

- The Teacher Fellow must publish at least 2 research papers in at least a indexed journal before submitting the thesis.
8. RBS faculty, who have completed 8 years of service with this institution, will be eligible for earned research leave of 10 days for every completed year of service and leave with a stipend of Rs 20,000 for a period of six months inclusive of the earned research leave, to pursue research leading to PhD subject to the condition that they submit their PhD thesis, 3 years from the date of PhD registration. Extension of one year could be granted for a Teacher Fellow based on the justification, recommendation by the supervisor/guide and finalised by the Director and Dean in consultation with the research committee. A special interest free loan facility will be available for faculty who have to proceed for leave to complete the Ph.D during the period they are drawing the stipend of Rs 20,000/-. This has been constituted to compensate the monetary difference between the full salary amount and the stipend amount during the eligible period. This can be repaid through EMI from the date of joining back after the eligible leave upto a period of 12 months. To avail this loan, the applicant must place his/her original PG Course Certificate in the custody of the college.

A teacher availing herself/himself of earned research leave, shall undertake that s/he shall serve the institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after the award of PhD. In case after availing the earned research leave, the faculty fails to submit the PhD thesis or leaves the institution without submitting PhD thesis or leaves without serving the institution for three years after the award of PhD, he/she has to remit the amount equivalent to the salary of the earned leave period with interest at prevailing bank interest rate. This undertaking shall be done by executing a bond in favour of the college. Proforma of the undertaking is given in TF Annexure C. The guidelines 3.2.2, 3.2.3, 3.2.4, 4, 6 & 7 are also applicable to the faculty, who have completed 8 years of service with this institution and who are availing earned research leave.

TF Annexure - A
APPLICATION FORM FOR TEACHER FELLOWSHIP

1. Name of the Teacher :
2. Date of Birth :
3. Male/Female :
4. Contact Details
 - a. Permanent Home Address:
 - b. Email:
 - c. Mob:
5. Date of appointment:
6. (i). Name of the Institution where the research work leading to Ph.D. degree is proposed to be undertaken : _____

Tel No with STD code Fax: _____

E-mail: _____

(ii). Name of the Department: _____

Tel. No: Fax: _____

E- Mail: _____
7. Subject or Title of research work for Ph. D.:
8. Extent of Ph.D. research work already completed and the time required to finish the rest:
9. Name and designation of the Supervisor with whom the research is proposed to be undertaken
10. Date of Registration for Ph.D.(Copy of Registration to be enclosed):
11. Any other information relevant to the research work leading to Ph.D. Degree, including details of research papers presented / published:

Signature
Name
Designation:
Place:
Date:-

TF Annexure - B

UNDERTAKING

I, (Full Name), hereby declare that I have read the rules regarding the award of Teacher Fellowship of Rajagiri College of Social Sciences and, in the event of the fellowship being awarded, I undertake to engage myself whole time for the work on the subject under the guidance of the Research Supervisor/ Guide during the tenure of the fellowship. I undertake that I shall serve the institution for a continuous period of at least three years from the date of resuming duty after the award of PhD. In the event of my failure to submit Ph.D. thesis within 3 years from the date of registration of PhD after availing teacher fellowships / leaving the institution without submitting PhD thesis after availing teacher fellowships / leaving the institution without serving for a period of three years from the award of PhD after availing teacher fellowships, I shall refund the entire amount paid to me by Rajagiri College of Social Sciences, and interest at the prevailing bank rate. I, further declare that, to the best of my knowledge and belief, the particulars given in the form are correct.

Place:

Date:

Signature of Teacher
(Applicant)

Signature of Director
(SEAL)



TF Annexure- C

UNDERTAKING

I hereby declare that I have read the rules regarding the award of Earned research leave under 'PhD research Assistance' of Rajagiri College of Social Sciences and, in the event of the earned research leave being granted, I undertake to engage myself whole time for the work on the subject under the guidance of the Research Supervisor/ Guide during the tenure of the fellowship. I undertake that I shall serve the institution for a continuous period of at least three years from the date of resuming duty after the award of PhD. In the event of my failure to submit Ph.D. thesis within 3 years from the date of registration of PhD after availing earned research leave / leaves the institution without submitting PhD thesis after availing earned research leave / leaves the institution without serving for a period of three years from the award of PhD after availing earned research leave, I shall remit the amount equivalent to the salary of the earned leave period and interest at the prevailing bank rate, to Rajagiri College of Social Sciences. I, further declare that, to the best of my knowledge and belief, the particulars given in the form are correct.

Place:

Date:

Signature of Teacher
(Applicant)

Signature of Dean
(SEAL)

