RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

Research Promotion Policy

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

Rajagiri College of Social Sciences (Autonomous)
(Affiliated to Mahatma Gandhi University, Kottayam, Kerala, India)
Rajagiri P.O., Kalamassery, Kochi - 683104
www.rajagiri.edu

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS) KALAMASSERY

BINOY JOSEPH Ph. D
Principal
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683104

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

TABLE OF CONTENTS

Sl.no.		Page No.
I	Introduction	3
2.	Monetary Incentives	3
3.	Research Points	4
4.	Conferences /Seminars/Workshop	5
5.	Working Papers	5
6.	Cases / Books	6
7.	Organising Conferences	6
8.	Teacher Fellowship for Pursuing PhD	6
9.	Consultancy Projects	7
10.	Seed Money – Major Research	7
11.	Seed Money – Minor Research	11
12	Code of Ethics to check malpractices and plagiarism in Research	16
13.	Annexures	
	Annexure 1: Request for Attending Conference/Seminar/FDP	20
	Annexure 2: List of International / National Conferences In India & Overseas	21
	Annexure 3: Format For Approval of Working Papers	27
	Annexure 4: List of National Book Publishers	28
	Annexure 5: Format for Approval of Conduct of Conference / FDP	29
	Annexure 6: Guidelines for the Grant of Teacher Fellowships for Pursuing PhD	30
	Annexure 7: Application Form	36
	Annexure 8: Research Proposal - Part I	39
	Annexure 9: Research Proposal - Part II	40
	Annexure 10: Research Proposal - Part III	41
	Annexure 11: Agreement of Commitment	42
	Annexure 12: Progress Report	44
14.	Summary of revisions of this policy	45

I. INTRODUCTION

RCSS management expects its members of faculty to engage in high-quality research and publish 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 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 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. The 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 both the databases ABDC & ABS then the highest rank will be considered for calculation of monetary incentives.

Journal Category	**Incentive(Rs)**
Financial Times 50	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 needs 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 proof of the journal category to support his claim for a monetary incentive.

III. RESEARCH POINTS

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

Sl. No.	ITEM	Points
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 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

12. 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 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 authors will get 30 research points. If the same publication would have had 3 authors then each of the authors will get 15 research points.)

13. 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.
14. 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.
15. 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.
16. 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)
17. 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.
18. The faculty member needs to produce proof of publication to support his claim for research points.

IV. CONFERENCES/SEMINARS/WORKSHOP/FDP/ SUMMER SCHOOL

19. A faculty can participate annually in two international conference/seminar/workshop and two national conferences/seminars/ workshop.
20. Only a confirmed member of faculty and with a minimum two years of service at Rajagiri is eligible to participate in these conferences/seminars. However, for the first two years 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 Rajagiri will be recovered from him/her.
21. A full-time faculty on contract is also eligible to participate in these may 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 Rajagiri 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.
22. 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 R e s e a r c h Committee. 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.
23. The faculty concerned will coordinate with and/or inform other activity heads at Rajagiri to appropriately take care/make arrangements of his/her activity at Rajagiri while he/she is away for attending this conference/seminar.
24. Rajagiri will bear/reimburse the expenditures for registration, travel, daily allowance, lodging costs and local conveyance associated with the conference/seminar as per

Rajagiri rules on
travel entitlements subject to the condition that any part of the expenses/costs are not 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.

25. However the first preference for Faculty attending conference/seminar abroad will be to obtain U.G.C / AICTE funding.
26. A copy of the full paper should be submitted to Chairman (Research Committee) before leaving for the conference/ seminar.
27. In case attending a conference/seminar does not require any financial support from Rajagiri, such as, through external funding or drawn from an individual research/faculty development schemes, the same may be permitted.
28. 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

29. 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)

30. Working papers should be written as per the guidelines of the journal in which the faculty is planning to publish.
31. 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)
32. 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 PowerPoint 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

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

VII. ORGANISING CONFERENCES

34. 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

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

IX. CONSULTANCY PROJECTS

36. Suitable incentives 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.
37. Concerned faculty should fill the revenue sharing format and get it approved by the Director (Rajagiri College of Social Sciences). The expense incurred (travel, food, etc.) can be deducted from the revenue before 60:40 split.

X. FACULTY RESEARCH PROGRAMME UNDER MAJOR RESEARCH PROJECT (SEED MONEY)

Rajagiri College of Social Sciences (Autonomous) envisages a responsive role with a vision to promote faculty scholarship and intellectual contributions through academic research in all the functional areas. In its endeavour to promote academic research and publication, Rajagiri encourages its faculty members to undertake various research assignments that can have an impact on the society, business and other stakeholders. This research assignment has its focus on wide ranging topics related to the economy, society, industry, Government agencies etc. in the form of Major Research Projects (MRPs). The research assignments undertaken by the members of the faculty are expected to be scholarly, in the sense that they are based on generally accepted research principles, validated by peers and are disseminated to the appropriate audience. Faculty are also expected to initiate innovation throughout their research assignment, and to ensure that the research output contributes to theory, practice and teaching-learning process.

The research projects executed by faculty members of Rajagiri College of Social Sciences, in various **domain areas in management such as finance and economics, marketing, human resource management, operations management, Information Systems, business analytics, general management, and other academic disciplines such as social work, computer sciences, library science, commerce and psychology** are expected to add significant value to the existing body of knowledge, thereby contributing to the society at large.

The research funding initiatives of RCSS intend to facilitate its faculty members to carry out pure and applied research in social sciences and **collaborate with academic and research institutions of national and international repute.**

This policy provides the guidelines for faculty members who wish to undertake the Faculty Research Programme under Major Research Project s.

GUIDELINES FOR MAJOR RESEARCH PROJECTS

Faculty Research Programme, under Major Research Project is a continuing programme and any eligible faculty member can apply for financial support with well-prepared proposals at any time during the academic year from June to May. The proposals will be reviewed in three cycles – in February, June and October every year. The Major Research Project has the following specific objectives.

- To promote research among faculty members of RCSS (Autonomous)

- To facilitate faculty publication in high ranking journals

- To enable members of faulty to maintain faculty currency and relevance in the teaching - learning process

Eligibility

Any faculty member of RCSS (Autonomous) who has put in a **minimum of 1 year continuous service and has been confirmed in service and does not have any ongoing projects/grants** from RCSS (Autonomous) or outside can submit a proposal for financial support under Major Research Project .

Project Duration and Number

Duration of the research project will be 24 months extendable up to a maximum of 6 months with prior written permission of the Research Director. The maximum number of Major Research Project s that can be approved during any academic year is limited to **One** per domain area, but the research committee can consider additional requests for MRP subject to the availability of funds.

Financial Support for Major Research Project (Seed Money)

Faculty Research Programme, under Major Research Project offers two types of financial support for Research: Research expenses and Research allowance subject to a maximum of Rs. 500000 (Five Lakhs only)

- Research expenses to meet the cost of conducting the research including expenses on travel, data collection, printing and stationery, source materials etc. as detailed in the proposal subject to a **maximum of Rs. 500000/-**(Rupees Five lakhs only).

Conditions Applicable

- **No special leave** would be permissible for carrying out Major Research Project.
- **No exemption from regular work** assignments is allowed.

- **One research paper, related to the area of research project, has to be published in ABDC/SCOPUS/WoS/ABS indexed journal** within a period of six months from the date of submission of the research report.
- The outcome of research can also be **published as patents.**
- Agreement of Commitment has to be executed. This is an undertaking by the faculty member concerned to complete the research within the specified or extended time period (up to three months under exceptional circumstances) and to **refund the funded amounts in full in the event of the principal investigator discontinuing service, either during the research period, or within a period of 1 year from the completion of the Major Research Project.**
- Progress Report with prescribed details to be submitted every three months till the completion of the Research.
- Where the proposal is submitted jointly with any other faculty member, it would be treated as an individual proposal in the name of the Principal Investigator who shall be responsible for compliance with the regulations.

- No new proposal shall be considered under the scheme where the proposer (principal investigator or the co-investigator) is yet to complete an already approved proposal.
- Under normal circumstances, repeat grant for Major Research Project s shall be given only after a gap of two years after the completion of the previous project. However, the review committee can consider the application of a faculty member after one year, provided the number of applications from the respective domain area during the period is less than the maximum limit.
- The Application should be given to the Research Director, who shall constitute a Review committee for such proposals.
- If in a particular academic year, the number of proposals coming from any particular domain area is less than the maximum limit specified, research committee can consider proposals from other domain areas.
- **Publication in ABDC/SCOPUS/ABS category journal, resulting from the FRP under Major Research Project, will be eligible for monetary incentive under Rajagiri Research and Publication Policy and the maximum incentive amount will be calculated as the difference between the total incentive applicable to the category and the amount sanctioned for the major research project.**
- **In the event of non-submission of the project report within the stipulated time, the Principal investigator is obliged to refund the entire amount claimed under the policy.**
- **Data collection expenses through outside agencies will not be eligible for financial support from RCSS**

Research Proposal

The research proposal must be related to any subject in the field of study of the faculty member and must be contributing to academic advancement. Topics of practical significance that could demonstrate industry interest would be preferred. The proposal must ideally be extendable as a PhD resource material. The research report must be completed within a maximum time limit of 24 months (extendable up to a maximum of 6 months) from the start date of the Major Research Project after acceptance of the proposal.

Proposals not selected in its original form are eligible for resubmission after due revision as may be suggested by the review committee for approval.

Evaluation and Selection Criteria

Research proposals will be selected based on the following criteria:

- Capacity to contribute to the existing body of knowledge
- Conceptual and theoretical soundness
- Methodological rigor
- Practical significance for application
- Feasibility of the study in terms of time, scope, finance, etc.

Procedure for Approval

The application and the proposal (Annexure 7, 8) prepared by the faculty member in the prescribed format needs to be discussed in the concerned Domain/Department. Once the domain/department approves the proposal, it can be submitted to the Research Director. The proposal after initial scrutiny by the Research Director and rectification, if any, will be advised

for presentation by the
Principal Investigator. After the presentation, the proposal will be reviewed by a Review Committee constituted by the Research Director, and if felt necessary, will be sent to a panel of external experts for further review. Based on such review, the proposal shall be either approved or be returned with suggestions for modification and resubmission or be rejected. The decision of the Review Committee and Research Director shall be final and no further communication shall be entertained on the matter. In the case of interdisciplinary proposals, the primary discipline indicated in the proposal shall be treated as the Domain/Department it belongs to. For accepted research proposals, the principal investigator will be formally advised (Annexure-10) detailing the terms and conditions of the approval. On compliance with the requirements detailed in the approval advice, approval note for financial support (Annexure-11, 12) will be processed for payment by the Finance Department.

Submission Requirements

The Research Proposal must be submitted strictly in accordance with the guidelines and in the prescribed formats. Faculty members can submit proposals either individually or in a team of two, from the same department or from two different departments. In the case of joint research proposals, one of the faculty members will be the Principal Investigator. The Principal Investigator is obliged to meet all the contractual requirements of the project. Budgetary estimates for cost and time must be realistic and will be evaluated by the Review Committee effecting changes thereon. The project proposal must necessarily include the Application Form in the specified format (2 copies) and the Research Proposal with all details as specified (4 copies). Formats for these are available herein. In addition, a soft copy of all the documents (in MS Word, Font - Arial, Size – 12 points) on A4 size paper should be submitted to the Research Director. The length of the research proposal should not exceed 10 pages.

NB: Kindly note that all the documents should be word-processed (font: Arial. Size 12 point), single-sided, one and a half-space on A4 paper.

Major Research Project Time Cycle

	Cycle 1	**Cycle 2**	**Cycle 3**
Last date to submit the Application and Proposal	10 February	10 June	10 October
Last date for convening of Review Committee meetings and final approval by the Committee	27 February	27 June	27 October
Last date for the completion of documentation, signing of agreement, selection of start date, and release of the first instalment of financial support	10 March	10 July	10 November
Last date for the submission of First Progress Report along with expenditure records	15 June	15 October	15 February
Last date for the submission of Second Progress Report along with expenditure records	15 September	15 January	15 May

Last date for the submission of Third Progress Report along with expenditure records	15 December	15 April	15 August
Last date submission of Final Report along with progress report and expenditure records	15 March	15 July	15 November
Last date for the presentation of the Report to the Review Committee	20 February	20 July	20 November
Submission of the revised report, in case of suggested modifications.	1 March	1 August	1 December

XI. FACULTY RESEARCH PROGRAMME UNDER MINOR RESEARCH PROJECT (SEED MONEY)

Rajagiri College of Social Sciences (Autonomous) envisages a responsive role with a vision to promote faculty scholarship and intellectual contributions through academic research in all the functional areas. In its endeavour to promote academic research and publication, Rajagiri encourages its faculty members to undertake various research assignments that can have an impact on the society, business and other stakeholders. This research assignment has its focus on wide ranging topics related to the economy, society, industry, Government agencies etc. in the form of Minor research projects and Major Research Projects (MRPs). The research assignments undertaken by the members of the faculty are expected to be scholarly, in the sense that they are based on generally accepted research principles, validated by peers and are disseminated to the appropriate audience. Faculty are also expected to initiate innovation throughout their research assignment, and to ensure that the research output contributes to the theory, practice and teaching-learning process.

The research projects executed by faculty members of Rajagiri College of Social Sciences, in various **domain areas in management such as finance and economics, marketing, human resource management, operations management, Information Systems, business analytics, general management, and other academic disciplines such as social work, computer sciences, library science, commerce and psychology** are expected to add significant value to the existing body of knowledge, thereby contributing to the society at large.

The research funding initiatives of RCSS intend to facilitate its faculty members to carry out pure and applied research in social sciences and **collaborate with academic and research institutions of national and international repute.**

This policy provides the guidelines for faculty members who wish to undertake the Faculty Research Programme under Minor Research Projects.

GUIDELINES FOR MINOR RESEARCH PROJECTS

Faculty Research Programme, under Minor Research Project, is a continuing programme and any eligible faculty member can apply for financial support with well-prepared proposals at any time during the academic year from June to May. The proposals will be reviewed in three

cycles – in February,
June and October every year. The Minor Research Project has the following specific objectives.

- To promote research among faculty members of RCSS (Autonomous)
- To facilitate faculty publication in high ranking journals
- To enable members of faulty to maintain faculty currency and relevance in the teaching-learning process

Eligibility
Any faculty member of RCSS (Autonomous) who has put in a **minimum of 1-year continuous service and has been confirmed in service and does not have any ongoing projects/grants** from RCSS (Autonomous) or outside can submit a proposal for financial support under Minor Research Project.

Project Duration and Number
The duration of the research project will be 12 months extendable up to a maximum of 3 months with the prior written permission of the Research Director. The maximum number of minor research projects that can be approved during any academic year is limited to **three** per domain area, but the research committee can consider additional requests for MRP subject to the availability of funds.

Financial Support for Minor Research Project (Seed Money)
Faculty Research Programme, under Minor Research Project, offers two types of financial support for Research: Research expenses and Research allowance subject to a maximum of Rs. 50,000 (Fifty Thousand only)

1. Research expenses to meet the cost of conducting the research including expenses on travel, data collection, printing and stationery, source materials, etc. as detailed in the proposal subject to a **maximum of Rs. 26,000/-**(Rupees Twenty six thousand only). This amount will be disbursed as 25% in advance and the balance progressively, as detailed hereunder, based on actual expenditure incurred duly supported by original bills and vouchers.

2. Research Allowance of Rs. **2,000/- per month for a period of 12 months** from the date of commencement of the project, subject to the submission of the quarterly progress reports. This

allowance is exempt from Income Tax under Section 10(14) of the Act. No allowance shall be payable for the extended period if any.

Disbursement of Research Expenses and Research Allowance

Research Expenses will be disbursed as under:

- 25% on signing the Agreement of Commitment & providing activity plan for the entire project
- 50% on satisfactory progress made, at the end of first six months

- 25% on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers.

[If the project is ready for data collection at agreement signing stage itself, 50% on signing the Agreement of Commitment & providing activity plan for the entire project and the remaining 50% on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers].

Research Allowance will be disbursed as under:

The financial support of Rs. 2,000 (Rupees two thousand only) per month (up to maximum research period of 12 months from the start date) towards Research Allowance will be disbursed in three equal instalments and the first disbursement shall be made on signing the Agreement of Commitment & providing activity plan for the entire project. Second instalment will be based on satisfactory progress made at the end of first six months and Last instalment will be paid on satisfactory completion of the project and submission of the project report in the prescribed format along with the actual bills and vouchers.

Conditions Applicable

- **No special leave** would be permissible for carrying out minor research project.
- **No exemption from regular work** assignments is allowed.
- **One research paper, related to the area of research project, has to be published in ABDC/SCOPUS/WoS/ABS indexed journal** within a period of six months from the date of submission of the research report.
- Agreement of Commitment has to be executed. This is an undertaking by the faculty member concerned to complete the research within the specified or extended time period (up to three months under exceptional circumstances) and to **refund the funded amounts in full in the event of the principal investigator discontinuing service, either during the research period, or within a period of 1 year from the completion of the Minor Research Project.**
- Progress Report with prescribed details to be submitted every three months till the completion of the Research.
- Where the proposal is submitted jointly with any other faculty member, it would be treated as an individual proposal in the name of the Principal Investigator who shall be responsible for compliance with the regulations.
- No new proposal shall be considered under the scheme where the proposer (principal investigator or the co-investigator) is yet to complete an already approved proposal.

- Under normal circumstances, repeat grant for Minor Research projects shall be given only after a gap of two years after the completion of the previous project. However the review committee can consider the application of a faculty member after one year, provided the number of applications from the respective domain area during the period is less than the maximum limit.
- The Application should be given to the Research Director, who shall constitute a Review committee for such proposals.
- If in a particular academic year, the number of proposals coming from any particular domain area is less than the maximum limit specified, research committee can consider proposals from other domain areas.

- **Publication in ABDC C/SCOPUS Q4/ABS 1 category journal, resulting from the FRP under Minor Research Project, will not be eligible for monetary incentive under Rajagiri Research and Publication Policy. If the publication is in ABDC B or above category journal, it will be considered for monetary incentive, and the maximum incentive amount will be calculated as the difference between the total incentive applicable to the category and Rs. 50,000.**
- **In the event of non-submission of the project report within the stipulated time, the Principal investigator is obliged to refund the entire amount claimed under the policy.**
- **Data collection expenses through outside agencies will not be eligible for financial support from RCSS**

Research Proposal

The research proposal must be related to any subject in the field of study of the faculty member and must be contributing to academic advancement. Topics of practical significance that could demonstrate industry interest would be preferred. The proposal must ideally be extendable as a PhD resource material. The research report must be completed within a maximum time limit of 12 months (extendable up to a maximum of 3 months) from the start date of the Minor Research Project after acceptance of the proposal.

Proposals not selected in its original form are eligible for resubmission after due revision as may be suggested by the review committee for approval.

Evaluation and Selection Criteria

Research proposals will be selected based on the following criteria:

- Capacity to contribute to the existing body of knowledge
- Conceptual and theoretical soundness
- Methodological rigor
- Practical significance for application
- Feasibility of the study in terms of time, scope, finance, etc.

Procedure for Approval

The application and the proposal (Annexure 7, 8) prepared by the faculty member in the prescribed format needs to be discussed in the concerned Domain/Department. Once the domain/department approves the proposal, it can be submitted to the Research Director. The proposal after initial scrutiny by the Research Director and rectification, if any, will be advised

for presentation by the Principal Investigator. After the presentation, the proposal will be reviewed by a Review Committee constituted by the Research Director, and if felt necessary, will be sent to a panel of external experts for further review. Based on such review, the proposal shall be either approved or be returned with suggestions for modification and resubmission or be rejected. The decision of the Review Committee and Research Director shall be final and no further communication shall be entertained on the matter. In case of interdisciplinary proposals the primary discipline indicated in the proposal shall be treated as the Domain/Department it belongs to. For accepted research proposals, the principal investigator will be formally advised (Annexure- 10) detailing the terms and conditions of the approval. On

compliance of the requirements detailed in the approval advice, approval note for financial support (Annexure-11.12) will be processed for payment by the Finance Department.

Submission Requirements

The Research Proposal must be submitted strictly in accordance with the guidelines and in the prescribed formats. Faculty members can submit proposals either individually or in a team of two, from the same department or from two different departments. In the case of joint research proposals, one of the faculty members will be the Principal Investigator. The Principal Investigator is obliged to meet all the contractual requirements of the project. Budgetary estimates for cost and time must be realistic and will be evaluated by the Review Committee effecting changes thereon. The project proposal must necessarily include the Application Form in the specified format (2 copies) and the Research Proposal with all details as specified (4 copies). Formats for these are available herein. In addition, a soft copy of all the documents (in MS Word, Font - Arial, Size – 12 point) on A4 size paper should be submitted to the Research Director. The length of the research proposal should not exceed 10 pages.

NB: Kindly note that all the documents should be word-processed (font: Arial. Size 12 point), single sided, one and a half space on A4 paper.

Minor Research Project Time Cycle

	Cycle 1	Cycle 2	Cycle 3
Last date to submit the Application and Proposal	10 February	10 June	10 October
Last date for convening of Review Committee meetings and final approval by the Committee	27 February	27 June	27 October
Last date for the completion of documentation, signing of agreement, selection of start date, and release of the first instalment of financial support	10 March	10 July	10 November
Last date for the submission of First Progress Report along with expenditure records	15 June	15 October	15 February
Last date for the submission of Second Progress Report along with expenditure records	15 September	15 January	15 May
Last date for the submission of Third Progress Report along with expenditure records	15 December	15 April	15 August
Last date submission of Final Report along with progress report and expenditure records	15 March	15 July	15 November
Last date for the presentation of the Report to the Review Committee	20 February	20 July	20 November
Submission of the revised report, in case of suggested modifications.	1 March	1 August	1 December

XII. CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

PREAMBLE

Rajagiri College of Social Sciences (Autonomous) is committed and determined to encourage and uphold high standards of righteousness and accountability in the conduct of academic research and is keen to embed and promote the culture of honesty, integrity and transparency in all its institutional activities. The college endeavours 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 X 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 assignment/ final project report/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.

PLAGIARISM:
DEFINITION AND SCOPE

Rajagiri College of Social Sciences (Autonomous) 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.

- Rajagiri College of Social Sciences (Autonomous), 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, piece of software, 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

- Rajagiri College of Social Sciences (Autonomous), 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.

- The software is
  made accessible to all those who engaged in research work including student, faculty, researcher and staff.
- 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.
- The college has developed a policy on plagiarism as approved by the college IQAC.

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 College Academic Integrity Panel (AIP). Upon receipt of such a complaint or allegation the AIP shall investigate the matter and report the matter to the College IQAC.

The College can also take suomotu 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 AIP.

PENALTIES

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and 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 Academic Integrity Panel (AIP) 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. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years
Level 3: Similarities above 60%	• Shall be asked to withdraw manuscript. • Shall be denied a right to two successive annual increments. • Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years

RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS) KALAMASSERY RAJAGIRI

BINOY JOSEPH Ph. D
Principal
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683104

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

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 is more than 2 years: YES/NO
C. Conference/Seminar Type (Please √ as appropriate):

□National (with paper presentation)* □National (without paper presentation)
□ International* Conference/Seminar will fall in the Calendar Year _____

D. 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. 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/Principal**

*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 & BUSINESS POLICY

National/ International Conferences (conducted 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/

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

DETAILS OF SELECTED NATIONAL AND INTERNATIONAL CONFERENCES IN ECONOMICS & BUSINESS POLICY

International (conferences held 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 (FOREIGN COUNTRIES)

1. International Conference on Applied Financial Economics; http://www.ineag.gr/AFE/index.php
2. World Finance Conference; http://www.world-finance-conference.com
   International Finance Conference; http://ifc7.sciencesconf.org/
3. Financial Management Association conferences; http://www.fma.org/
4. Annual Conference on Financial Economics and Accounting; http://www.afajof.org/view/events.html?page=5
5. Enterprise Risk Management Symposium- www.ermsymposium.org/
6. International Conference organised by International Finance and Banking Society; www.ifabsconference.com/
7. International Risk Management Conference organised by The Risk, Banking and Finance Society; www.the risksociety.org;
8. Australasian Finance and Banking Conference (AFB Conference), Australia
9. https://www.business.unsw.edu.au/about/schools/banking-finance/seminars-conferences/australasian-finance-banking-conference
10. EBES (Eurasia Business and Economics Society) Conference; http://www.ebesweb.org/

C. MARKETING INTERNATIONAL CONFERENCES (FOREIGN COUNTRIES)

1. European Marketing Academy (EMAC) organises an Annual Conference that is 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. The aim is to attract people from specific regions and help research in specific fields of marketing. The 4th EMAC Regional Conference will take place in Saint Petersburg, Russia on September, 25-27, 2013.
   Website: http://www.emac-online.org/r/default.asp?iId=FKKKFF
3. American Marketing Association's Annual Marketing Conference, this event bring together marketers and researchers to discuss the industry's latest thinking and innovations.
   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. Features of the annual conference include refereed paper sessions, research-in-progress sessions, panels, workshops, and other special invited sessions.
   The Academy also sponsors the World Marketing Congress as well as special conferences on retailing, Culture and international Marketing, Quality of Life, and History of Marketing Thought. The Cultural Perspectives in Marketing Conference is held once every two years in the even years. The World Marketing Congress is held once every two years in the odd years.
   Information about Conferences upcoming in the next year is available on the AMS home page at http://www.ams-web.org/index.cfm.
5. The Lupcon Center for Business Research (LCBR), European Marketing conference announced that the LCBR European Marketing Conference 2013 which will take place in Frankfurt, Germany, on August 15-16, 2013. It organises International Marketing conference every year and information is available at: http://www.lcbr-online.com/index.htm

6. The Academy of Marketing (AOM) holds an Annual Marketing Conference and Doctoral Colloquium. This is traditionally held in July and is hosted by a different Institution each year.
   http://www.academyofmarketing.org/
7. International Marketing Trends Conference is a unique think tank that interacts with leading business professionals, top academic experts, researchers and benefits from a wide panel of views and experiences. The success of the Conference has been encouraged by the convivial setting, alternatively in Paris (France) and in Venice (Italy). Information for upcoming conference in 2014 is available at: http://www.marketing-trends-congress.com/

INTERNATIONAL / NATIONAL (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 (INDIA)

1. Society of Operations Management (SOM)
   https://www.iiitm.ac.in/index.php/629-20th-international-conference-of-som
2. Project Management Institute (PMI-India) Conference
   http://www.pmi.org.in/events/conference2016/
3. COSMAR (IISc)
   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 (FOREIGN COUNTRIES)

1. POMS (Production and Operations Management Society)
   a. http://www.poms.org/
2. EurOMA Conference
   a. http://euroma2017.org/
3. Decision Sciences Institute Conference
   a. http://dsi-annualmeeting.org/
4. International Conference of Management and Behavioural Sciences - "An Interdisciplinary Conference"
5. INFORMS (Institute for Operations Research and Management Sciences) Conference on Business Analytics and Operations Research shows how to "Apply Science to the Art of Business." It features presentations on real-world applications of analytic solutions, presented by industry and university leaders. Information for upcoming conference is available at: https://www.informs.org/Attend-a-Conference/Community-Conferences.

6. Statistics and Operational Research International Conference (SORIC) 2013 Sarawak, Malaysia
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)

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)

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-connferences.org/eceg/eceg2013/eceg13-home.htm

NATIONAL / INTERNATIONAL CONFERENCES (INDIA)

The Annual conferences conducted by the following top 20 Business Schools in India

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

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

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 Wo r king Paper: Yes/ No
   b) Suggested Modifications:

6) Signature of the members of the Research Committee:

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

---

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

_____

Dean/HOD _____

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

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

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)	

---

9. The organising of the conference/ FDP is approved /disapproved

_____ **Dean**

_____ **Director**

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. RCSS 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. RCSS 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. RCSS 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.

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

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:-

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

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.

Signature of Teacher
(Applicant)

Place:
Date:

Signature of Director
(SEAL)

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

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.

Signature of Teacher
(Applicant)

Place:
Date:

Signature of Dean
(SEAL)

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

ANNEXURE 7

Rajagiri College of Social Sciences (Autonomous)

Minor Research Projects/Major Research Projects (Seed Money)

APPLICATION FOR FINANCIAL SUPPORT UNDER MINOR RESEARCH PROJECT/MAJOR RESEARCH PROJECT

Research Topic:

Proposed Duration: (months): Proposed Start Date:

I. Personal Details: Principal Investigator

1. Name: Mr/Ms/Dr:

2. Designation:

3. Department:

4. Permanent Address:

5. Telephone: Res:

Mob:

6. Email:

7. Date of Joining: 8. Age:

9. Educational Qualifications:

Degree	Year of passing	Class /Grade	Name of the Institution/University	Specialization
Degree				
P G				
M Phil				

Ph D				

10. Have you registered for or completed MPhil/PhD? (If yes, give topic details):

II. Personal Details: Co-Investigator

1. Name: Mr/Ms/Dr:

2. Designation:

3. Department:

4. Permanent Address:

5. Telephone: Res:

Mob:

6. Email:

7. Date of Joining:

8. Age:

9. Educational Qualifications:

Degree	Year of passing	Class /Grade	Name of the Institution/University	Specialization
Degree				
P G				
M Phil				
Ph D				

10. Have you registered for MPhil/PhD? (If yes, give topic details):

Research Interest:

- What interests you to select this topic?
- What are the practical applications of this research?
- Are you conversant with the relevant Research Methodology?
- Would you need any training or technical assistance to do this research? (If yes, give details)

Undertaking:

I/We confirm that all details furnished in this application are true to the best of my/our knowledge and belief and I undertake to abide by the terms and conditions of the scheme, if the project is approved for financial support.

Date: Co- Investigator Principal Investigator

(NB: This application must be made in duplicate and must attach synopsis of the research project including time and cost budgets in the prescribed format in quadruplicate.

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

ANNEXURE 8
Rajagiri College of Social Sciences (Autonomous)
Minor Research projects/Major Research Projects (Seed Money)

Research Proposal
Part–I

1. Title
(The title should be short and precise indicating the main focus and scope of the study.)

2. Abstract
(A brief summary of the research topic and the background leading to the research hypothesis or study in not more than 350 words)

3. Introduction to the Study
(An introduction elaborating the relevance and significance of the research issue and placing it in the wider academic/applied context must be provided.)

4. Literature Review
(It implies review of earlier works on the research issue in order to understand the theoretical and academic advancements in the area of the study. Literature survey is expected to be an engagement with the findings and arguments of the scholars to identify the research gap on the area to be investigated in the proposed study.)

5. Statement of the Problem
(The problem to be investigated should be derived from the literature survey and should be clearly contextualized in the theoretical framework of the discipline.)

6. Conceptual and Theoretical Framework
(The concepts to be used to address the research problem and their operationalization within the theoretical context of the discipline should be clearly mentioned)

7. Specific Objectives
(A set of specific objectives derived from the research question must be enlisted)

8. Hypotheses (if any)
(If any. What the research is supposing or assuming to be concluded?)

9. Research Methodology
The proposal should clearly indicate the research design, population of the study, sampling frame, sampling methods, sample size, units of observation, the sources and types of data, tools and techniques of data collection, the nature of data analysis including the statistical techniques, if any, proposed to be used in data processing, specific packages of data analysis, indices/scaling techniques etc.)

10. Reference
(A detailed bibliography of all literature used in the study must be provided at the end of the proposal in APA Style.)

Date: Principal Investigator Co-Investigator

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

ANNEXURE 9

Rajagiri College of Social Sciences (Autonomous)

Minor Research projects /Major Research Projects (Seed Money)

Research Proposal - Part II

BUDGET ESTIMATES

Sl. No	**Item Particulars**	**Amount**	**Remarks (office use)**
1.	Travel (Not to exceed 30% of the total estimate)		
2.	Data processing		
3.	Stationery/Printing/ Communication etc.		
4.	Books, Journals, other academic materials (expense not to exceed 40% of the total estimate)		
5.	Contingency expenses including postage (not to exceed 10% of the total budget)		
	TOTAL		

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

ANNEXURE 10

Rajagiri College of Social Sciences (Autonomous)

Minor Research projects /Major Research Projects (Seed Money)

Research Proposal – Part III

ACTIVITY PLAN

Project Title:

Specify months (From start date)	**Progress**	**Remarks (For experts use)**
Quarter -1	1. Literature review 2. Frame work development	
Quarter -2	1. Tool development 2. Tool testing &Pilot study 3. Progress report submission	
Quarter -3	1. Data collection 2. Data analysis	
Quarter -4	1. Report writing 2. Presentation preparation	

Date: Principal Investigator Co-Investigator

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

ANNEXURE 11

Rajagiri College of Social Sciences (Autonomous)
Minor Research Projects /Major Research Projects (Seed Money)
AGREEMENT OF COMMITMENT

1. I, ----------, working in Rajagiri College of Social Sciences (Autonomous), as ---------- ---------- in the Department of ---------- -- hereby agree to undertake the project entitled ---------- ---------- ---------- ----------sanctioned to me by RCSS (Autonomous) , Rajagiri Valley P O, Kakkanad, Kochi, Kerala – 682 039 vide letter No.---------- ---------- dated ----------.
2. I have read and fully understood all the rules and regulations of financial support for minor Research Projects under Faculty Research Programme of RCSS (Autonomous). I hereby agree to follow all these rules and regulations and such other rules framed by RCSS (Autonomous).
3. I agree to attend the quarterly Review Meetings to be conducted by RCSS (Autonomous) and shall make presentation on the progress of the research project.
4. I agree to submit three copies of the final report to be prepared by me to the RCSS (Autonomous) within three months of the date of expiry of the period of the project.
5. I agree to submit the raw data in the form of schedules or notes or processed on electronic devices such as CDs, Floppies, tapes etc. to RCSS (Autonomous) at the end of the project, if so required.
6. I agree that all the assets created out of the project funds shall be the property of RCSS (Autonomous) and after the completion of the project the same will be transferred to RCSS (Autonomous).
7. I agree to submit to RCSS (Autonomous) copies of all research papers/articles, which may be brought out from the project data and to acknowledge in such papers/articles, the financial support provided to me by RCSS (Autonomous).
8. I agree to refund to RCSS (Autonomous) the money released to me, if I fail to complete the project within the time allowed by RCSS (Autonomous) or any of the terms of this agreement are contravened by me except for any unforeseen/extraordinary circumstances brought to the notice of the RCSS (Autonomous) in writing

Signature of the Principal Investigator

Place:

Date:

MAJOR RESEARCH PROJECT SCHEDULE

Financial Support: Rs. 500000/- (Rupees Five Lakh Only)

Signed by the Principal Investigator in presence of:

1.

2.

NOTARISED

MINOR RESEARCH PROJECT SCHEDULE

Financial Support: Rs. 50, 000/- (Rupees Fifty Thousand Only) under the two heads

(i) Research Expense: **Rs. 26,000/-** (Rupees Twenty Six thousand Only)

(ii) Monthly Research Allowance at the rate of **Rs 2000/-** from---------- to ----------
Totaling to **Rs. 24,000/-** (Rupees Twenty-Four Thousand Only).

Signed by the Principal Investigator in presence of:

1.

2.

NOTARISED

RCSS
RAJAGIRI COLLEGE OF SOCIAL SCIENCES (AUTONOMOUS)

ANNEXURE 12

Rajagiri College of Social Sciences (Autonomous)

Minor Research Projects/Major Research Projects (Seed Money)

PROGRESS REPORT

Name of the Researcher	
Designation	
Department	
Project Title	
Start date and scheduled end date	
Report for the three months ended	
Activities done (List down period-linked specific activities undertaken with reference to the plan submitted. Attach documents in support	1. 2. 3.
Expense details during the period (Attach supporting vouchers)	
Activity Plan for the next three months commencing from the close of the current report period	1. 2. 3.
Financial budget for the next three months period	
Special notes/comments/requests if any.	
Signature and Date	

NB: 1. For activities done, list only brief details – for example literature review detailed

write up is not expected, but a bibliography with mention of topics covered /reviewed must be attached. For independent study visits – mention institutions visited and a brief indication of data collected. Actual data need not be submitted.

2. Financial Budget must state estimated expenses for the projected activities must be stated item wise – E.g. Development and printing, data support, stationery, travel, etc.
3. Attach a separate sheet, if space in the format is insufficient.

XIV SUMMARY OF REVISIONS OF THIS POLICY

- 2011-12: First Research and Publications Policy which offered incentive system for publications and research output in the year 2011-12.
- 2014-15. Research policy was revised and a new policy based on credits and monetary incentives was formulated
- 2016-17: Revisions and amendments are done catering to the changes in research regulation by various government and other agencies

BINOY JOSEPH Ph. D
Principal
Rajagiri College of Social Sciences
(Autonomous)
Rajagiri P.O., Kalamassery-683104