

14.07.2022

Research & Publication Policy

(Revised)

Scope

The provisions within this document will cover all full-time faculty, research associates, teaching assistants and those involved in research and publications.

1. Rationale

LIBA's objective is to establish as a leader in management research in India by becoming a knowledge creator through quality research publications. LIBA is committed to the pursuit of excellence with ethics in research and aims to achieve international recognition through interdisciplinary and collaborative research programmes across all functions of management leading to quality teaching, publications and consultancy. To achieve this, a comprehensive research strategy has been put in place relating to:

- Attract and hire full-time faculty with the potential to do meaningful quality research that will be recognized globally
- Promote impactful research publications to disseminate research results effectively and globally
- Establishing institutional collaborations inside and outside India leading to collaborative research projects

2. Guidelines for Funded Research and Consultancy

The LIBA Policy on Funded Research and Consultancy is designed to encourage its faculty and technical staff to (a) undertake internal and external funded research projects and national/international consultancies and (b) provide their expert services to development agencies, corporate sector, and government bodies in policy formulation, program evaluation, and project implementation. Research projects and consultancies will provide LIBA faculty and staff with opportunities to apply their professional expertise in practical contexts, derive some monetary benefits, and generate some additional resources for the development of the Institute. The evaluation criteria are as per the **Annexure I**.

*Forwarded
per [Signature]
11/9/22*

[Signature]
02/09/2022
Director

a) Funded Research Projects

LIBA will provide internal funding support to project proposals, prepare for publications, case materials, and small studies based on short concept note with brief budget submitted to Chair-Research & Publications. Any expense related to the projects that are internally funded need to follow LIBA Policy on utilization of research grants as per **Annexure II**. The budget needs to include 15 percent overhead. The evaluation criteria for internally funded projects are as per the **Annexure I**.

b) Consultancy Policy

LIBA prefers to promote institutional consultancies (i.e., consultancies undertaken through the Institute) to enhance its brand. However, individual consultancies can also be undertaken with the formal permission of the Director and subject to consultancy rules of the Institute. Faculty/staff will share income from consultancies on a 60:40 basis.

3. Guidelines for Travel and Allowances

The LIBA Policy for Travel and Allowances aims to provide safe, comfortable, and reasonable travel and allow the faculty members, staff, and others functionally or operationally associated with the Institute to enable them to perform their official functions and duties in a more efficient, timely, and cost-effective manner.

i. Academic Conferences – International conferences held outside India)

- a. Faculty members who are presenting papers in International Conferences held outside India are eligible to up to a maximum of Rs. 2 Lakhs each year.
- b. The faculty members are eligible for claiming Air travel (economy class), food & accommodation, conference registration and Visa charges equating upto ₹ 2 lakhs per year.
- c. More than one faculty member cannot claim the allowance for the same conference article accepted for presentation.


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ii. International Conferences, FDPs and Workshops held in India

LIBA encourages faculty/RA/TA to participate in International Conferences, FDPs & Workshops organised by institutes of National repute held in India.

- d. Faculty members who are presenting papers in International/ National Conferences organized in India are eligible to claim upto a maximum of ₹ 25,000 per conference.
- e. The faculty members are eligible for claiming for two conferences per year.
- f. The faculty members are eligible for claiming Travel (Air Travel-economy class, Train-II tier A/c), food & accommodation and conference registration equating upto ₹ 25,000 per conference.

4. Promotion of Quality Research

LIBA aims to promote quality research through the following steps,

- i. Mini Projects – projects of short-duration of upto 3 months and not exceeding 8 months will be funded through internal funds of upto Rs. One lakh per annum.
 - Up to two projects could be taken up per year on an automatic approval within the given budget and faculty can apply for additional grants for subsequent projects after submission of detailed reports. A research seminar (peer-review presentation) is to be conducted at the end of the project.
- ii. Faculty Grant for Action Research of up to Rs 3 lakhs for a period of 8 to 10 months and not exceeding 10 Months will be funded through internal funds of up to Rs. 3 lakh per faculty per annum.
 - The research grant shall be awarded to LIBA full-time faculty who in turn will be the Principal Investigator (PI) of the project and can collaborate with a maximum of 3 other investigators/researchers who can be faculty, research associates and/or teaching assistants. The policy on utilization of funds is provided in **Annexure II**.


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- iii. Faculty may belong to the either Tier-I, Tier-II, Tier-III aiming to work towards one's teaching and research strengths subject to the approval of the Director. The teaching and research load for faculty, research associates and teaching assistants are as follows,
- Tier I faculty shall have a teaching load of 90 hours and shall publish a minimum of 3 journal articles (indexed in both Scopus & WoS)
 - Tier II faculty shall have a teaching load of 120 hours and shall publish a minimum of 2 journal articles (indexed in both Scopus & WoS)
 - Tier III faculty shall have a teaching load 180 hours and shall publish a minimum of 1 journal publication (indexed in both Scopus & WoS)
 - Research associates and Teaching assistants shall work towards publishing a minimum of 4 journal publications (indexed in both Scopus & WoS)
 - Research Incentive Plan – Publications in journals are incentivized monetarily with upto Rs. 1.5 Lakh for articles/cases published in **Scopus, Web of Science (WoS) and FT 50 list of journals** as in table 1 below.

Table 1: Incentive for Publication

Scopus / WoS Quartiles	Incentive in INR
FT 50	₹ 1,50,000
Q1	₹ 1,00,000
Q2	₹ 50,000

Note:

- Incentives for journal publications will be provided for the publications which are apart from the workload of the faculty/RA/TA
 - Multiple claims on one publication will not be encouraged.
- iv. Faculty, Research associates and Teaching assistants are encouraged to publish their research only in journals indexed in **Scopus and WoS** databases preferably in **Management category**.
- v. **Publications without peer review system, archival policy, DOI and/or do not follow the COPE guidelines for publication ethics are not entertained.**


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- vi. Faculty Development Fund – An annual development allowance of Rs.50,000/- is provided for each faculty member to attend national and international conferences or taking any online courses for accreditation and furthering their knowledge in their respective areas of study.
- vii. To promote pedagogical research, publication of case-studies with Scopus and WoS indexing are encouraged. Further cases published and linked in the course plan will be incentivised monetarily @ ₹20,000 per case.

Publication load attainment

Faculty are encouraged to conduct and disseminate research via publications with internal and external faculty members.

- For every publication indexed both in Scopus and Web of Science databases the weightage is 100% in terms of Publication Units (PU). Publications indexed only in Scopus or only in WoS carry only 50% weightage.
- For every publication involving internal collaboration, the per faculty contribution is divided equally between each of the collaborating internal faculty.



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Annexure I

Evaluation Criteria for funded projects

LIBA aims at providing seed money for full-time faculty as a Research Grant for action research, Mini Projects and Centre initiated funding to promote quality research. The research grant shall be awarded to LIBA full-time faculty who in turn will be the Principal Investigator (PI) of the project and can collaborate with a maximum of 3 other investigators/researchers who can be faculty, research associates and/or teaching assistants. Each proposal is to be submitted with the basic information on the title, description of what the proposal is about, name and designation of the researchers involved in the project, timeline and references along with the detailed budgeting.

The evaluation and approval of each proposal shall be based on the proposal meeting the following **evaluation criteria**.

1. Research articles, Conference proceedings to be published as a part of the proposal
2. Research Seminars, Workshops to be organised as a part of the proposal
3. How the outcome of the project contributes towards satisfying LIBA's NBA, NIRF, AACSB and AICTE ranking requirements
4. Linkages to the Businesses today
5. Societal impact of the proposal

The funds shall be approved for utilization under the proposal based on the suggestions on evaluation report for each proposal as suggested by the evaluation committee.



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Annexure - II

Guidelines for Utilization of Research Grant

Grant can be used for the below mentioned categories of expenses

- Bills/Receipts to be submitted to the accounts section within one month of purchase.
- All bills/ cover notes to be countersigned by all the Investigators.
- Unspent balances shall be returned to the Institution

The Research grant can be utilized for the following subject to the ceiling of sanctioned Research Grant budget head:

1. Support for travel, registration, accommodation to participate in conferences, symposiums, workshops, seminars, training, short-term courses, fieldwork and other programs aiding the research work. Eligible for II tier A/c rail fare based on approval of assessment committee.
2. Technical Help (Statistician), Research Assistants – Payment, Language editing and Proof-reading are permissible.
3. Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
4. Photographic materials, stationery, consumables and postal charges related to research.
5. Publication related expenses such as Article Processing Charges (APC) related only to open access publishing a maximum of up to ₹ 50,000/-
6. Capital Expenditure on prior approval of the Director for specific equipment not available at LIBA, for which the invoice must be raised in the name of LIBA and the same equipment should be returned to LIBA in good condition after the period of research.


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