

## POLICY DOCUMENT

In order to inculcate a research culture, to monitor and address issues connected to research at KIMS, the Research Cell has been established. The aim of the RC is to foster a research culture in the institution and encourage faculty in research and initiate students to the basics of research. It also seeks to facilitate and recommend the adoption of such policies that advance the pursuit of research. RC is headed by a senior faculty who is actively involved in research. The RC carries out a number of activities to enhance the research output, as well as the quality of research in the institution. RC has been conducting a number of initiatives for research promotion.

### Vision

To strengthen the link between research and teaching by inculcating a strong research culture in the institution and building research competencies.

### Mission

To establish practices and mechanisms that will foster and facilitate research activities at all levels in the institution leading to an overall enhancement of academic quality.

### Objectives

- To develop research culture.
- To remove or reduce obstacles that hinder or discourage research and development.
- To increase graduate research activity.
- To encourage research and teaching linkages.

### Code of Ethics to Check Malpractices and Plagiarism in Research

KIMS is committed to producing and promoting research and scholarship of the highest order, unadulterated by plagiarism and other unethical practices, while endeavoring to maintain academic freedom and innovation. The college invites its faculty and students to abide by the highest standards of integrity in their conduct of academic research and/or support to academic research activities, which include, but are not limited to the following:

- No form of plagiarism is allowed. Plagiarism takes many forms namely, submitting another's work as one's own, paraphrasing or copying sizable parts of another's work without due acknowledgement, claiming credit for another's research, receiving credit/marks on group assignments without contributing fairly, using exact phrases,

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sentences, or paragraphs from a source without quotation marks and/or proper citation, substituting synonyms for the author's language while keeping to the same general language framework and meaning as found in the original.

- Use of proper plagiarism checks- both manual and technical – such as, use of software and other ICT enabled systems and procedures to check instances of plagiarism during review.
- Those faculty/students attending/participating any conference/ seminar/workshop, etc., representing the institution, permission must be obtained from the Principal.
- Faculty members who serve as reviewers/editors on editorial boards of any journals, need to adhere to the strictest standards to ensure good quality publications.
- KIMS, while organizing conferences and seminars on pressing issues calling for academic inquiry, and selecting papers for the same, should place strong emphasis on the standard of research, original thought and expression, and multiple layers of review.
- KIMS, keeps its faculty and students informed of appropriate guidelines for publication in various journals, including those recognized by the UGC.
- KIMS library is stocked with renowned journals from the world over, acting as a mirror for quality research and writing, for faculty and students - a veritable tool that they can employ by emulating the standards of these publications.

### **Research Promotion Policy for Faculty**

Koshys Institute of Management Studies firmly believes in encouraging a vibrant research culture for achieving excellence by exploring novel research paradigms and promoting research to address global, national and local challenges. The institution encourages research activities by providing the necessary infrastructural support to faculty. The research policy shall serve as an overall framework within which research activities may be carried out with enthusiasm.

Towards this endeavor, KIMS is committed to fostering a research culture on the campus by encouraging research initiatives across various departments. The prime objectives for incentivizing research are as follows:

- Ensure a positive research environment and ensure high quality of research and enhance focus on outcome based research.
- Provide robust and flexible framework conducive to research, faculty without PhD are encouraged to pursue and complete their PhD.
- Encourage research initiatives and foster systematic integration of the research experience in teaching and learning. Continuously improve research training and enhance research skills by organizing workshops, training programmes for faculty regarding research methodology, writing proposal, writing of publication, academic integrity, ethical practices etc.

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- Enhance support for organizing national and international conferences/workshops/seminars.
- Encouraging faculty members to pursue national and international collaborative research projects.
- Support in terms of technology and information needs - The entire college campus is Wi-Fi enabled. The library of the college is well-stocked with latest editions of books, e-journals and research databases for conducting research work.

### **Code of Ethics for Students**

Research Cell (RC) has developed code of ethics for student researchers to ensure minimal or no presence of misconducts. A few common misconducts in research work are plagiarism, fabrication, imitating someone's idea, hiding the actual source of information and so on. The Research Cell of Koshys Institute of Management Studies believes in a transparent and ethical way of conducting research. RC has developed the following code of ethics for student researchers:

#### ***Plagiarism***

It is a deliberate attempt of copying data from others' work without acknowledging them. RPC has mandated the plagiarism rate to be less than 10%. It is a general norm for most of the national and international publications.

#### ***Abuse of Intellectual Property Right***

It indicates violating the legal norm of copyright, trademark, moral right, patent or any sort of intellectual property right. A written consent is mandatory in case of using any intellectual property. Punitive actions will be initiated against students who fail to comply.

#### ***Misinterpretation***

It is a deliberate attempt at unfair interpretation of others' research ideas. Students are required to restrain themselves from such practices. Sharing or taking ideas is not a crime but the process should be transparent and duly acknowledged.

#### ***Personation***

This is a situation where the research work is submitted or published by someone other than the researcher. RC has instructed all the research guides to strictly monitor students' research activity and progress to avoid this misconduct.

#### ***Sabotage***

This is an act of damaging or disrupting someone's research work or experiment, intentionally. Students are required to restrain from sabotage.

  
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### **Research Promotion Policy for Students**

Research is an inevitable part of academics and to promote research, Koshys Institute of Management Studies has developed a dynamic research process. Students are a core part of it. Though it is a challenging task to promote research, especially at the undergraduate level, the Research Cell effectively implements the following process:

Class Mentors (Faculty) are encouraged to promote research culture among their mentees. Interested students are asked to enroll under the Student Research Forum. Advanced learners are also part of this forum.

#### ***Orientation Program***

Students are asked to submit their research interest after the enrollment process. An orientation program is conducted by RC where a research guide is allotted to the students based on their interest area. The allotted research guides take counselling sessions for their respective students and try to find out their level of understanding of research.

#### ***Guide-Student Interactions***

Students need proper guidance for successful completion of their research work and to ensure that RC closely monitors the Guide-student interaction records and their progress.

A quality research work cannot be produced without proper infrastructure and financial support. The Research Promotion Committee ensures that students get all the facilities they need for successful completion of their scholarly work.

#### ***Access of Computer Lab***

Students are allowed to use the computer lab for the research purpose during their free-time. They need prior permission from their research guide, class mentor and lab assistant. Students will get access to all the required software.

#### ***Library Support***

Library plays a pivotal role in the research process. Several secondary data sources are available in the library for research.

#### ***Language and Technical Assistance***

Research paper demands a formal tone of writing and proper formatting. RC ensured that students get all these support from experts.

### **Research Support and Services**

#### **1. Financial Incentive for Research Publications**

Faculty are encouraged to publish research work in reputed journals and are considered for financial incentives. For providing financial incentive to published work, the research journals should be listed in Scopus or UGC approved ones. Only if the faculty/staff acknowledge in the

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publication their Koshy Institute of Management Studies affiliation, this financial incentive will be provided. Before sending the work to any journal, faculty will have to submit the paper to RC for a plagiarism check. Only once approved by RC, the faculty can send the paper for publication. The faculty will have to submit a request in the specified format along with a copy of the published research

paper (reprint) as documentary evidence to the Research Cell and with its approval the author can collect the amount from the admin office. The contributors of the articles have to submit along with the application the indexing details and latest impact factor of the journal, from reliable sources. Financial incentive is provided only to the first author with Koshys Institute of Management affiliation, who is a regular/confirmed/temporary faculty of Koshys Institute of Management Studies. All journals ~~and~~ have ISSN numbers.

## **2. Financial support for presenting papers in seminars, and conferences and attending training programmes**

Faculty attending and presenting papers in conferences, with the approval of the college may be sanctioned financial assistance from the college towards Registration fee to the extent of Rs. 3000/- once in a semester, if no other financial assistance is availed towards published paper or research project. Registration fee receipt (in original) and attendance certificate need to be produced. Faculty desirous of availing financial assistance for attending seminars/symposia, should submit the application in the specified format forwarded through the Head of the Department. In general, financial support is provided only with the prior approval and for fulltime faculty. The same procedure will follow for the release of the financial assistance.

  
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