
RESEARCH POLICY AND GUIDELINES

**LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION
CHENNAI**

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In Pursuit of Excellence and Ethics

SCOPE

The provisions within this document will cover all full-time faculty. For part-time faculty, appropriate pro rata arrangements will apply.

RATIONALE

LIBA's objective is to establish itself as a leader in management research in India. To achieve this, a comprehensive research strategy has been put in place relating to:

- Attracting and hiring full-time faculty with the potential to do meaningful research that will be recognized by their peers
- Providing faculty with the working environment, funding, mentorship and other support to realize their full potential as researchers in their respective fields
- Ensuring that the research results is effectively and widely disseminated
- Establishing institutional collaborations and joint programs inside and outside India

FORMATION OF A RESEARCH COMMITTEE

A 3 member Research committee will be appointed by the Director to take up the promotion of Research and Consultancy for LIBA. The committee will jointly take any decisions regarding the research and consultancy and recommend to the Director for the approval. The committee will meet thrice in a year to review the research progress. The guidelines for the publication incentives are as per the Annexure.

SUPPORT FOR RESEARCH

LIBA aims to promote research through the following steps:

- 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.

- Seed money of upto Rs.30,000/- could be granted to work in areas where faculty want to prepare a proposal for larger grants in their areas of interest.
- Upto 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.
- Faculty workload - Faculty may avail of reduced teaching assignments during the penultimate and completion period of the research study after due submission to the Dean and subject to the approval of the Director.
- 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.
- Research Incentive Plan – Publications in journals are incentivized monetarily with up to Rs. 1.5 Lakh for articles published in FT 50 list of journals, Rs. 1 Lakh for A category journals recognized as top in their field and Rs.60,000/- for articles published in B category.
 - For other articles published in Scopus-indexed journals, the publication fees will be granted.
- In order to promote pedagogical research, publication of case-studies are encouraged. Cases accepted and uploaded to ET Cases / The Case Centre or such online websites of repute will be awarded a sum of Rs.10,000/- per case. Cases published in journals recognized as top in their field will be incentivised monetarily between Rs.20,000/- to Rs. One lakh.

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 so as to enable them to perform their official functions and duties in a more efficient, timely, and cost-effective manner.

(1) Travel Approval and Claim (Academic Conferences - International)

- (a) Faculty members who are presenting papers in International Conferences are eligible to claim upto a maximum of Rs. 2 Lakhs each year.

(b) The total expenditure claim on International and National conferences cannot exceed Rs. 2 Lakhs each year.

(c) The faculty members are eligible for the following expenditure claim

<i>Category</i>	<i>Maximum Allowance</i>
Air Travel (By Economy Class/All Airlines)	Rs. 80,000
Accommodation	Rs. 50,000
Conference registration	Rs. 50,000
Dearness Allowance per day	Rs. 20,000
Visa Charges	Rs. 10,000

(2) Travel Approval and Claim (Academic Conferences - National)

(a) Faculty members who are presenting papers in International/ National Conferences organized in India are eligible to claim upto a maximum of Rs. 1 Lakhs each year.

(b) The faculty members are eligible for the following expenditure claim

<i>Category</i>	<i>Maximum Allowance</i>
Air Travel (By Economy Class/All Airlines)	Rs. 20,000
Accommodation	Rs. 25,000
Conference registration	Rs. 25,000
Dearness Allowance	Rs. 10,000

c) Faculty members who are planning to attend International/ National Conferences and claim from LIBA are required to seek prior approval from the Director with a formal note submitting relevant documents and a tentative budget for the same.

(3) Travel Approval and Claim (Other than conferences)

(a) Faculty members, supporting staff, and others (e.g., consultants/contract/part-time staff), who need to travel for official purposes, are required to seek prior approval from the Director with a formal note submitting relevant documents (if any) and a tentative budget forwarded by their supervisor(s).

- (b) Once approved, sufficient advances can be claimed as per the approved budget and procedures.
- (c) Upon completion of travel, travel claims along with vouchers/bills/boarding pass need to be submitted to the Office of Finance Controller within 10 days for due verification and early payment.

(4) Mode of Travel

<i>Staff Category</i>	<i>Mode of Travel</i>
Faculty Members/Senior Consultants	Economy Airfare/Train (II-AC)/Taxi
Technical Staff/Junior Consultants	Train (III-AC)/Bus (AC)/Auto
Other Staff	Train (II Class)/Bus/Auto

The faculty/staff/others, who choose to use their own vehicles, in the discharge of their official functions locally, will be eligible for voucher-free allowance at the following rates:

- (a) 4 Wheelers: Rs. 20/- per kilometre
- (b) 2 Wheelers: Rs. 10/- Per Kilometre

(5) Lodging, Boarding, and Daily Allowance

The actual expenses for lodging and boarding will be reimbursed subject to the following limits:

(a) Lodging

<i>Staff Category</i>	<i>Metros</i>	<i>Tier II</i>	<i>Other Places</i>
Faculty Members/Senior Consultants	Rs. 6000/-	Rs. 4000/-	Rs. 3000/-
All Others	Rs. 3000/-	Rs. 2000/-	Rs. 1500/-

(b) Boarding

<i>Staff Category</i>	<i>Metros</i>	<i>Tier II</i>	<i>Other Places</i>
Faculty Members/Senior Consultants	Rs. 2000/-	Rs. 1000/-	Rs. 600/-
All Others	Rs. 1200/-	Rs. 600/-	Rs. 400/-

Besides lodging and boarding allowances, daily allowance (which can cover incidentals, local travels, and contingencies) can be allowed on a voucher-free basis at the following rates:

(c) Daily Allowance

<i>Staff Category</i>	<i>Metros</i>	<i>Tier II</i>	<i>Other Places</i>
Faculty Members/Senior Consultants	Rs. 600/-	Rs. 400/-	Rs. 300/-
Technical Staff/Junior Consultants/Others	Rs. 300/-	Rs. 200/-	Rs. 150/-

(6) Exceptions

Exceptions to the mode of travel and in the rates for lodging, boarding, and daily allowances or on other aspects can be permissible subject to the approval of the Director on a reimbursement basis or case by case basis.

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 externally-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.

(1) Funded Research Projects

LIBA will provide internal funding support to develop proposals, prepare paper, case materials, and small studies based on short concept note with brief budget submitted to Dean (Research). While preparing externally funded research proposals, faculty/staff time has to be a part of the budget. Faculty/staff time can be valued as twice or 1.5 times of actual gross salary, depending on faculty/staff category, salary level, project duration, and funding agency. Travel and field-based projects need to follow LIBA Policy on Travel and Allowances. The budget needs to include 10 to 15 percent overhead.

(2) 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.

(3) Consultancy Rates

As per LIBA Policy on Consultancy, depending on the nature of the agency, place of assignment, and staff category, the following rates (which set the minimum level) will generally apply:

S.No	Type of Agency/Assignment	Staff Category	Rate(per day)*	
			International (US\$)	National (Rs)
(a)	International Agencies (Overseas Assignment)	Faculty Members/Senior Consultants	700	-
		Technical Staff/Junior Consultants	400	-
		Other Staff	200	-
(b)	International Agencies (Domestic Assignment)	Faculty Members/Senior Consultants	500	18000
		Technical Staff/Junior Consultants	250	10000
		Other Staff	125	6000
(c)	National Agencies (Corporate Sector)	Faculty Members/Senior Consultants	-	12000
		Technical Staff/Junior Consultants	-	6000
		Other Staff	-	3000
(d)	National Agencies (Government and Semi-Government Bodies)	Faculty Members/Senior Consultants	-	9000
		Technical Staff/Junior Consultants	-	4000
		Other Staff	-	2000

*Includes only the consultancy fee. Hospitality charges to be borne by the client and if LIBA has to incur then it has to be added

(4) Incentives and Income Sharing

For projects with faculty/staff time in budget, they can have 40 percent of their actual salary. Faculty/staff will share income from consultancies on a 60:40 basis for (a) and 70:30 for (b), (c), and (d). For lump sum/monthly consultancy income, income sharing or its



exemption can be decided by the Director, considering amount, duration, work nature, and other aspects. Fellowships/payments involved in LIBA's international exchange programs or collaborative activities are exempt from income sharing requirement.

(5) Research-Consultancy Linkage

For creating a strong functional linkage between research and consultancy, LIBA will use a major part of the income from funded research and consultancy for promoting faculty research and publications through the creation of a strong research support system with research assistants and related facilities.

(6) Exceptions

The Director can decide on any exceptions to the above rules or on other aspects, depending on case by case basis.

Annexure

Guidelines for journal publications –

Scimago	Scopus indexed category	ABDC category	Incentive
Q1	Citescore > 2.00	A*/ FT 50	₹ 1,50,000
Q1	1.5 – 1.99	A	₹ 1,00,000 – 1,10,000
Q2	1.0 -- 1.49	B	₹ 60,000 – 65,000
Q3	0.5 – 0.99	C	₹ 35,000 - 45,000
Q4	0.26 – 0.49	-	₹ 25,000
Q4	0.01 – 0.25	-	₹ 20,000

1. To know the citescore of the journal in Scopus, refer to *Column N* of the citescore excel file.
2. Before submitting, check that the targeted journal appears in both Scopus and ABDC lists (your publication's future is safe if the journal is present in both listings).
3. In case of mismatch between ABDC and Scopus, the higher rating will be considered to benefit the scholarly publication. For instance, if a journal is rated B in ABDC but citescore is 0.68, then the higher rating (B in this case) will be considered for the purpose of incentive.
4. In case of multiple internal authors, the incentive will be provided for the paper published.
5. The guidelines for incentive are limited to faculty and research associates. Incentives are not applicable for research scholars or MBA students - they are encouraged to publish papers for their academic growth and credibility.

Guidelines for attending conferences–

1. Researchers are encouraged to target reputed international and national conferences in their domains.
2. The conference must highlight *blind review* as part of the selection process.
3. Researchers are encouraged to apply to national conferences organized by IIMs, IITs, government funded agencies and other top B-schools in India (a benchmark to be followed is the NIRF ranking).
4. Contact the research committee to get approval before submitting the abstract to the conference. Seeking approval should be initiated at least 15 days before the abstract submission deadline.

Guidelines for attending seminars/ workshops/Faculty Development Programs (FDPs) –

1. Contact the research committee to get approval before submitting the proposal. Seeking approval should be initiated at least 15 days before the submission deadline.
2. The applicant must clearly outline how the workshop/ seminar/ FDP will add value to the applicant and to the Institute.



A handwritten signature in blue ink, appearing to read "P. Christie".

Fr. P. Maria Joseph Christie, S.J

Director

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