



**CHHATRAPATI SHAHU INSTITUTE  
OF  
BUSINESS EDUCATION AND RESEARCH, KOLHAPUR  
RESEARCH CELL (RC)  
POLICY DOCUMENT**

**1. Title of the Policy**

Policy Document for Research Cell

**2. Introduction**

The Chhatrapati Shahu Institute of Business Education and Research (CSIBER) has long secured its position as an Institute of the first choice for students. Its institutional mission centers on providing professional education and training, particularly to students from and around Southern Maharashtra, a region that is predominantly rural, and to promote excellence and service. This foundational commitment to serving the regional community provides CSIBER with a unique, context-rich platform upon which to build global relevance.

The current strategic endeavor, mandated by the imperative of expanding academic boundaries, is the establishment of a specialized Research Cell (RC). This initiative is not merely an administrative reorganization but a fundamental strategic response to the national call for institutional re-energization. The RC is tasked with aligning CSIBER's scholarly and advisory activities with global quality standards, supporting the broader National Education Policy (NEP) objective of promoting India as a global study destination and restoring its historical role as a *Viswa Guru*. By focusing on applied research and high-value consultancy, the RC will serve as the crucial institutional mechanism enabling CSIBER to achieve global competitiveness while maintaining its service ethos.

**3. Vision**

The proposed structure for the RC is designed to transcend incremental improvements, targeting disruptive innovation and measurable international impact. The resulting Vision centers on establishing CSIBER as a hub for global thought leadership, while the Mission defines the concrete actions across three interconnected pillars.

*To emerge as an internationally recognized, interdisciplinary Centre for Applied Policy Research and Scholarly Excellence, pioneering context-specific, globally relevant solutions for the challenges facing the emerging digital and sustainable global economy.*

#### **4. Mission**

- i) Deepening International Scholarly Collaboration and Mobility:** Fostering competitive research collaboration and knowledge exchange, specifically targeting competitive funding that demands "out-of-box" solutions and long-term impact, such as the SERB-SUPRA scheme.
- ii) Transitioning Consultancy to Applied Policy and Data-Driven Solutions:** Developing an advanced consultancy portfolio that translates high-quality research into actionable policy advisory and technology-enabled services for industry and government partners worldwide.
- iii) Institutionalizing Grant Capture and High-Impact Research Quality:** Building the structural capacity and incentivization necessary to consistently capture major national and international grants and achieve publishing benchmarks that define global scholarly standing.

#### **5. Objectives**

- i) To provide a structured framework for conducting research at CSIBER.
- ii) To offer financial and infrastructural support for faculty and student research.
- iii) To encourage high-quality research publications and academic collaborations.
- iv) To comply with the guidelines of UGC, AICTE, and Shivaji University.
- v) To enhance the research and consultancy assignments in CSIBER.

#### **6. Scope of the Policy**

The scope of the Research Cell policy covers all stakeholders involved in research within the Institute. This includes:

- **Students:** They shall be the primary beneficiaries who will participate in workshops, seminars, and training sessions to enhance their Research knowledge and skills.
- **Faculty Members:** They shall engage as mentors, resource persons, and active participants in designing and delivering research initiatives.
- **Administrative Staff:** They shall support the cell's operations and also participate in research promotion programs.

- **Institute Leadership and Departments:** They shall collaborate in policy implementation, provide necessary resources and integrate the research within the broader institutional framework.
- **External Stakeholders:** Industry experts, Researchers, and Professors who shall contribute through guest lectures, collaborations or research programs.

The activities included under the cell's scope are:

- Research Techniques workshops and seminars
- Awareness programs about data analysis
- Research projects on interdisciplinary themes
- Encouraging students to undertake publishable research projects
- Collaborating with external research institutions and experts

## 7. Organizational Structure

- **Coordinator:** shall provide overall leadership and strategic direction to the cell, approve events and oversee budgets, liaison with institutional authorities, monitors progress and report to IQAC and Director.
- **Co-coordinator:** Shall assist the Coordinator with day to day operations, event logistics, communication, documentation and ensure continuity of activities.
- **Faculty Members:** Shall act as subject experts to mentor students, deliver sessions and support curriculum integration.
- **Student Members:** Shall be the active participants involved in organizing events, peer engagement, and outreach.
- **Administrative Assistant:** Shall handle overall administrative tasks such as scheduling, documentation, correspondence, record – keeping and financial accounting.
- **IQAC/Director:** the IQAC (Internal Quality Assurance Cell) shall monitor and ensure that the cell's activities align with institutional standards for quality and continuous improvement. The Director shall provide overall institutional support, approve major initiatives, allocate resources and facilitate integration of the cell's efforts within the broader academic and administrative framework. Further, they shall also act as superior authority to whom the Coordinator shall report on regular basis.

## 8. Roles & Responsibilities

List of Responsibilities for each role in the Research Cell:

- **Coordinator:**
  - Provide overall leadership and strategic direction to the cell.
  - Approve event proposals and manage relationships with institutional authorities.
  - Seek approvals for budget as well as actual expenses from the Director
  - Oversee budget planning, resource allocation, and financial controls.
  - Coordinate with faculty, students and external partners for program delivery.
  - Monitor progress, evaluate outcomes and report to IQAC or Director.
  - Ensure alignment of the cell's activities with institutional goals and policies.
- **Co-coordinator:**
  - Assist the Coordinator in planning and organizing activities.
  - Manage day-to-day operations, including communication and logistics.
  - Support event coordination, documentation and feedback collection.
  - Liaise between students and faculty members to facilitate participation.
  - Help track budgets and expenditures as per approved plans.
  - Step in for the Coordinator as and when needed to ensure continuity of operations.
- **Administrative Assistant:**
  - Handle administrative tasks such as scheduling meetings, maintaining records and managing correspondence.
  - Maintain documentation including attendance sheets, minutes, photographs and reports.
  - Assist with preparation and submission of financial documents and budget records.
  - Provide logistical support for events and workshops.
  - Help coordinate with finance departments for disbursement of approved budget

and reimbursements.

- Ensure smooth day to day functioning of the cell's activities through effective administration.

## 9. Procedures & Workflow

Core Processes & Workflow for Research Cell:

- **Event Approval:**
  - All proposed events, workshops and activities must be submitted in writing to the Coordinator with objectives, expected outcomes and estimated budget.
  - The Coordinator shall review proposals and seek feedback from faculty members, if needed.
  - Final approval shall be given by the Coordinator or the IQAC/Director depending on the scale and budget.
- **Reporting:**
  - After conclusion of each event a detailed report including participant feedback, outcomes and learnings must be prepared by the organizing team.
  - The organizing team shall submit all the reports to the Coordinator within a week of the event.
  - The Coordinator shall submit monthly consolidated reports to the IQAC/Director before 10<sup>th</sup> of the subsequent month.
- **Documentation:**
  - Register shall be maintained to record date wise events organized by the Cell.
  - All supporting documents such as attendance sheets, photographs, promotional materials and minutes of relevant planning meetings shall be maintained properly in a file by the Administrative Assistant.
  - Copies of event materials like handouts, presentations, and recorded sessions if available shall also be preserved.
  - All documentation shall be stored in a central repository accessible to cell members.
- **Budget Approval:**
  - Budgets are to be proposed along with event plans and submitted to the Director through the Coordinator for approval.
  - Expenses incurred must follow institutional financial guidelines and disbursement shall be made only after post approval of the appropriate authority.
  - Detailed financial records such as vouchers, bills, statements, etc. shall be filed

and maintained properly by the Administrative Assistant to facilitate audit and review of the same as and when required.

## 10. Record Keeping

Following documents shall be maintained by the Research Cell:

- **Minutes of Meetings:** Date wise minutes of the meeting need to be maintained in Minutes Book. Details including attendees, discussions and decisions taken in the cell meetings should also be recorded properly in the Minutes book.
- **Attendance Sheets:** Register needs to be maintained for recording attendance of participants (along with details such as name, designation, contact details, etc.) for every event, workshop and seminar.
- **Activity Reports:** Register needs to be maintained for comprehensive documentation of activities including objectives, methodology, outcomes, challenges, participant feedback, and recommendations for future events.
- **Event Photographs:** Event wise print-copies of photographs needs to be maintained as an evidence of events for institutional records, promotional use and audit purposes. Further, it should be ensured that prints of photos that clearly depict key moments and participants are given preference.
- **Budget Records and Financial Documents:** File needs to be maintained for filing detailed financial records such as copy of estimated budgets, approved budgets and actual budget utilization i.e. expense statement for each event. Further, the file should also contain supporting documents such as vouchers, receipts, bills, etc. to facilitate audit / review of the same
- **Other Supporting Documents:** Separate file also needs to be maintained for filing copies of event materials such as presentations, handouts, feedback forms, and certificates issued.

List of Records to be maintained:

- Minutes Book
- Event-wise Attendance Register of Participants
- Activity Report (as per specimen format)
- Event Photographs
- Other Documents File (copies of event materials like presentations, handouts, feedback forms, and certificates issued)

- Financial Record:
  - Budget File (Planned/ Estimated, Approved)
  - File of Authorized Expense Statement (Actual Expenses) along with supporting documents, Comparative Statement (Actual Expenses vis-à-vis Approved Budget)
  - File of Payment Vouchers with bills, receipts, etc.

**Coordinator Details**

Name : Dr. T.V.G. Sarma

Designation: Professor

Email : [tvgs@siberindia.edu.in](mailto:tvgs@siberindia.edu.in)

Phone : 9860113341

## **APPENDIX:**

### **Guidelines and Implementation Framework**

#### **1.0 Regulatory Compliance:**

- All research must adhere to ethical/legal standards as per UGC, AICTE, and Shivaji University, Kolhapur.
- Ethical Clearance Committee to be constituted for research involving human subjects, following Government of India norms.

#### **1.1 Publication Standards:**

- Faculty must publish a minimum of two research papers per academic year, at least one in Scopus or Web of Science.
- Failure to meet this requirement may affect career progression under Performance Appraisal.

#### **1.2 Research Committees:**

- The Research Committee working under the Research Cell (RC) will oversee the approval, monitoring, and quality assurance of research projects.

#### **2.0 Research Incentive Policy:**

- Faculty members publishing papers in a year will receive monetary incentives (subject to quality and indexation).
- Scopus/Web of Science-indexed journal articles will receive premium recognition/incentives.

#### **2.1 Seed Money Scheme:**

- Faculty may submit project proposals under the Seed Money Scheme with a maximum budget of ₹1,00,000.
- The Institute will provide up to 30% of the proposed budget as seed funding, post-approval.
- Projects must be completed within the stipulated time; failure will result in the recovery of disbursed funds.

#### **3.0 Research Facilities and Support:**

- Access to computer labs, internet, licensed statistical software, and a well-equipped library with online databases will be provided to the students and faculty of CSIBER. The Institute's three journals, namely, SAMR, CIJ and CIJE will encourage research paper publications through CSIBER Press.

### 3.1 Student and Scholar Engagement:

Research scholars/students will have:

- Open access to laboratories.
- Guidance from assigned faculty mentors.
- Support for research projects and collaborative work.

### 4.0 Academic and Collaborative Networking:

Eminent national and international researchers to be invited for:

- Guest lectures
- Collaborative workshops
- Joint research opportunities
- Faculty and Student exchange
- MoUs for promoting research

### 5.0 Monitoring and Reporting:

- Periodic review of research progress by Research Committee.
- Annual reporting of publications, projects, and outcomes in the Research Audit Report.

## 6.0 Incentive System for Research Publications

### 6.1 Publication Requirements

- All faculty members are required to publish a **minimum of two research papers per academic year in Scopus, Web of Science (WoS) and ABDC** journals.
- These publications will be considered as part of their performance evaluation.

### 6.2 Incentive Structure for Research Publications

#### A. Scopus Publication Incentives

Faculty members will receive monetary incentives based on publications in Web of Science or Australian Business Deans Council (ABDC) journals.

#### Incentive Structure

Scopus Tier	Incentive (₹)
Q1	₹50,000
Q 2	₹30,000
Q 3	₹20,000
Q4	₹10,000

## B. Conference and Book Chapters Incentives

Faculty members publishing in **Scopus-indexed**, Conference Proceedings or Chapters in edited books will receive incentives as given below:

Publication	Incentive (₹)
Conference Proceedings	₹10,000
Book Chapters	₹10,000

## C. Peer-Reviewed & National-Level Journal Incentives

Peer-reviewed journal publications will not receive an incentive, but will be considered as part of the performance appraisal. (with a maximum of three recognised)

## 6.3 Shared Incentive System for Research Publications

To encourage **collaborative research**, incentives will be distributed based on authorship contribution.

### A. Internal Collaboration (Same Institute)

- If multiple faculty members from the same institute co-author a paper, the incentive will be distributed equally.

## 6.4 Encouraging Student Research for Case Study Development & Publications (Scopus only)

To improve research outcomes among students, faculty mentors are encouraged to:

- Convert at least two of their mentees' project reports into case studies.
- Develop two research papers based on field-based projects.
- Selected papers will be published in the Case Study Insights book published by CSIBER.

## 7.0 Institutional Publication Ethics Policy

### A. Purpose

This policy aims to uphold the highest standards of research integrity, ensure trustworthy scholarly communication, and provide a fair, transparent, and accountable process for preventing and addressing publication-related misconduct at CSIBER.

### B. Scope

This policy applies to all students, faculty, research scholars, staff, visiting researchers, and collaborators engaged in research, writing, reviewing, or publication of scholarly work conducted under the auspices of CSIBER.

## C. Definitions

- Research Misconduct: Fabrication, falsification, or plagiarism in proposing, conducting, or reporting research.
- Authorship Misconduct: Gift, guest, ghost authorship, or denial of rightful authorship.
- Conflict of Interest (COI): Any financial, personal, or professional interest that may bias the design, conduct, or reporting of research or publication

## D. Guiding Principles

- Honesty, transparency, and accountability in all research and publication stages.
- Fair recognition of contribution and adherence to authorship criteria.
- Confidential, prompt, and fair handling of all allegations of misconduct.
- Commitment to Committee on Publication Ethics (COPE) guidelines in publication practices.

## E. Authorship & Contributorship

- Authorship must meet all the following criteria:
  - I. Substantial contribution to conception, design, data collection, analysis, or interpretation.
  - II. Drafting or critically revising the manuscript for intellectual content.
  - III. Final approval of the version to be published.
  - IV. Accountability for all aspects of the work.
- An Authorship Contribution Form (based on the **CRediT taxonomy**) must accompany every manuscript submitted through the institution.
- Any change in authorship (addition, removal, or order) after submission must be approved in writing by all authors.
- Authorship disputes will be resolved by the Research Cell (RC).

## F. Data Management & Transparency

- Researchers must maintain accurate, complete, and verifiable research data for a minimum of five (5) years after publication.
- Data availability statements must be included in publications, indicating whether data can be accessed or shared (subject to privacy or ethical restrictions).
- Use of institutional or trusted public repositories is encouraged for long-term data storage.

## **G. Conflict of Interest (COI)**

- All authors, editors, and reviewers must disclose financial and non-financial interests that could influence the research.
- A CSIBER COI Disclosure Form must be completed for all externally funded or collaborative research projects.
- The RC maintains COI records and ensures necessary disclosures in publications.

## **H. Use of Artificial Intelligence (AI) and Large Language Models**

- Any substantive use of AI in text generation, image creation, data analysis, or decision-making must be explicitly disclosed in the manuscript.
- Disclosures should include the AI model name, version, purpose of use, and human oversight applied.
- AI tools cannot be listed as authors. Researchers must follow COPE guidelines on AI-assisted writing.

## **I. Peer Review and Editorial Conduct**

- Editors and reviewers affiliated with CSIBER must maintain confidentiality, impartiality, and integrity.
- Misuse of privileged information (e.g., using ideas from reviewed manuscripts) constitutes serious misconduct.
- CSIBER will follow COPE's Ethical Guidelines for Peer Reviewers.

## **J. Reporting and Investigation of Allegations**

### **i) Reporting a Concern**

- a) Any member may report suspected misconduct to the Research Cell (RC) via email or a confidential online form.
- b) Reports should include manuscript identifiers, evidence, and relevant files.
- c) Acknowledgement will be sent within 7 calendar days.

### **ii) Preliminary Assessment (7–30 days)**

- a. The RC conducts initial fact-finding to determine credibility.
- b. If no basis is found, the matter is closed with written justification.

### **iii) Formal Investigation**

- a. If warranted, an Investigation Panel is constituted by the Director, including subject experts with no conflict of interest.
- b. The panel reviews evidence, interviews concerned parties, and submits findings within 90

days (extendable).

- c. Whistleblowers and respondents are protected under the Institutional Ethics Policy.

**iv) Outcomes and Sanctions**

- a. Depending on severity, actions may include correction, retraction, supervised training, suspension of research privileges, or termination.
- b. Journals and funding agencies will be informed where appropriate, following COPE retraction guidelines.

**v) Appeals**

- a. An appeal may be filed within 30 days of the decision.
- b. The Appeals Panel will conduct an independent review and communicate the final outcome to the Director.

**vi) Training & Capacity Building**

- a. **Mandatory Research Integrity and Publication Ethics Training** for all researchers and students during induction and periodically thereafter.
- b. Training will include case studies on plagiarism, authorship disputes, data management, and AI use.
- c. CSIBER will use recognized tools such as **Turnitin** for plagiarism checking.

**vii) Recordkeeping & Transparency**

- a. Records of investigations and corrective actions will be securely maintained for 7 years.
- b. Annual redacted summaries may be published as part of CSIBER's Research Integrity Report to promote transparency and accountability.

**viii) Cooperation with Journals and External Bodies**

- a. CSIBER will cooperate with journal editors, publishers, and funding agencies during investigations, ensuring confidentiality while upholding research integrity.
- b. Procedures will align with COPE flowcharts and best practice guidelines.

**ix) Implementation & Periodic Review**

- a. This policy will be implemented by the **Research Cell (RC)** in coordination with the Committee on Publication Ethics
- b. The policy will be reviewed every **three (3) years** or earlier if required by national or international regulatory changes.

## x) **Supporting Templates and Forms**

1. Authorship Contribution Form
2. Conflict of Interest (COI) Disclosure Form
3. Data Availability Statement Template
4. Misconduct Report Intake Form
5. Investigation Checklist (aligned with COPE flowcharts)
6. Ethical Policy Form

## xi) **Implementation & Monitoring**

- a. The Research Committee will oversee the implementation of the incentive system.
- b. Faculty members must submit proof of publication, including journal details, impact factor, and indexing confirmation.
- c. Incentives will be disbursed once the publication is verified by the institute's Research Committee.

## 8.0 Consultancy Policy

- a. **Consultancy Project** means a “paid assignment” given by an outside agency to a faculty member or Department(s) of the CSIBER on mutually agreed scope and terms & conditions and as per University norms.
- b. **Sponsor** means the agency or organization which offers a consultancy project
- c. **Consultant** means an individual or Department engaged to carry out a consultancy project.
- d. **Principal Investigator (PI)** means an individual faculty of the University, who with his expertise is instrumental in getting a consultancy project.
- e. **Co-Investigator (CI)** means a faculty member co-opted by the Principal Investigator (PI) to work jointly on the project.
- f. Each consultancy project will have a PI who will be a faculty member in the service of the university and who will be responsible for formulating the project proposal which may include:
  - i. Planning of the work to be done
  - ii. Identification of Investigators from University, and outside University (in case of collaboration).
  - iii. Estimation of Consultancy charges.

## **8.1 PROCEDURE**

- After mutual agreement between the sponsor and Institute expert, PI will take approval for undertaking the consultancy project from the Research Cell.
- Subsequently a Project Number will be assigned to the project.
- The agreed charges as per budget of the project shall be deposited by cheque in the name of Director, CSIBER along with a letter with a copy by the sponsor to the PI.
- Writing interim and final reports according to the project proposal. PI maintaining the record of the expenditure of the project and timely submission of all report(s) shall be the responsibility of the PI.
- Principal Investigator (PI) and CI(s) shall be responsible for proper management and satisfactory completion of work within the budget and the duration as per terms and conditions of the project.
- Approval of the Director on the recommendation of the Research Committee may be taken by PI to avail the services of persons not in the Institute's services as consultant, provided PI certifies that the services are of a nature for which the expertise is not available in the Institute.

## **8.2 REVENUE SHARING**

The revenue generated from consultancy services will be shared between the Institute and the faculty in the following ratio:

- 1) For providing service using personal expertise of the Faculty:- 30% (Institute): 70% (Faculty)

**Coordinator Research Cell**

**Director**