FLAME UNIVERSITY

Research Policy

2023-24

FLAME Pune

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Research Policy: 2023-24

The research policy at FLAME University is aligned with its vision and values and is focused on societal upgradation. It is an expectation that problems of the future will be found and addressed via means of inter-disciplinary research.

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty members are FLAME University. The policy shall serve as an overall framework within which research activities may be carried out.

Scope

This policy is applicable to all the regular fulltime faculty members, i.e., Assistant Professors, Associate Professors and Professors of FLAME University.

Academic Specialists and faculty members belonging to the practice stream are not evaluated against research and, therefore, this policy is not applicable to them.

Objectives

The primary objective of this policy is to build an environment conducive to creating new knowledge, and facilitate dissemination of the same within and outside FLAME University via:

i. Develop a research culture and awareness among the faculty members.
ii. Publications in journals of national and international repute.
iii. Books and book chapters, published by reputed national and international publishers.
iv. Paper presentations in conference in India and overseas.
v. To create an environment to undertake socially useful research with potential for monetization.
vi. To encourage interdisciplinary collaborations within FLAME faculty members as well as to forge partnerships with those outside.

Policy Guidelines

Undertaking Research

All fulltime faculty members at FLAME University are expected to undertake research that is aligned with the University research agenda. The research work must lead to quality publications, presentations in national and/or international conferences, as well as create Intellectual Property (IP).

Obligations of Faculty and Researchers

All fulltime faculty members are expected to publish at least ONE of the following each academic year, either solely or jointly with faculty members at FLAME University or other universities/organizations:

i. An article in a journal that is indexed by SCOPUS® and/or Web of Science (Clarivate Analytics) or in the UGC-CARE list.
ii. A book published by a reputed national or international publisher.
iii. A book chapter in a book or an edited volume, published by a reputed national or international publisher.

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iv. A case study published in reputed case portals (such as Harvard Business Publishing, Ivey Publishing etc.) or in a journal that publishes case studies indexed by SCOPUS®.

The quality and quantity of research items listed above will be used to evaluate faculty members during their annual appraisals, along with their other academic responsibilities (such as teaching and services).

While not used in faculty member evaluation, FLAME University encourages all fulltime faculty members to author and disseminate opinion pieces. Such opinion pieces may be submitted to the Branding and Communications department for consideration of publication with national dailies and relevant trade magazines.

Research Funding

FLAME University provides two types of funds to fulltime faculty members to carry out their research activities:

1. Seed Money/ Research Allowance

i. Regular faculty members at FLAME University are eligible for the award of a minimum of Rs.100,000 each academic year as seed money. The seed money may be used against research related expenses.

ii. A faculty member wanting to utilize the seed money must apply formally using the Research Requisition app on the community portal (my.FLAME.edu.in->research-> research requisition)

iii. The faculty member may use the same application to track the status of any research requisition. Procurements for research activities are directly paid for by FLAME University, and the faculty member may not be required to incur any expense. However, in a few situations, a faculty member may incur an expense and will therefore be required to submit a requisition for reimbursement. Such reimbursements may also be requested using the same app. In such situations, the faculty member must get a written (email) approval before committing the expense.

iv. At no point must a faculty member commit an amount more than what is in his/her seed money account. Unused amount, if any, will be rolled over to the next academic year.

v. A faculty member can accumulate this seed money/research allowance for 2 years, at the end of which any unused amount will lapse. for example, the seed money/research allowance of Rs.100000, awarded at the beginning of academic year 2021-22, can be carried forward till the end of academic year 2022-23 only.

vi. Faculty members joining FLAME University during the academic year will be awarded the full seed money (i.e., the amount is not prorated).

vii. Faculty members with proof of consistent scholarly publications (to be determined as such by the Research Committee) during their tenure at FLAME University are eligible for an additional award ranging from Rs.1,00,000 to Rs.5,00,0000/- each academic year as research grant which will be contingent upon the quality of publication and overall research output. This additional amount is awarded at the beginning of each academic year on the completion of the annual appraisal of the previous year(s).

2. Research Grants from External Agencies

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i. In addition to seed money, FLAME University also encourages faculty members to apply for research grants sponsored by external agencies. Such research grants may also be applied for using the community portal (my.FLAME.edu.in->research-> research grant).

ii. Research grant applications are reviewed by a team of two knowledgeable members of the research committee. This committee will make their recommendations to the Dean and the Vice Chancellor, who will then act on the basis of the recommendation.

Ethics in Research

All research activities at FLAME University must follow the ethical principles. Please refer to the Institutional Review Board (IRB) and Plagiarism related policy documents (available on the community portal) for more details.

1. Seed Money Usage

The seed money awarded to a faculty member may be used for the following:

i. Purchase of assets including items such as hardware, software, or databases. All faculty must use the standard FLAME research requisition app (on the community portal). Items purchased in this category will remain assets of FLAME University. In the event of resignation prior to the completion of the grant period, the faculty member may, if permitted by the University policy, re-purchase the items by paying an amount as determined by FLAME Finance team.

ii. Research Staff. The hiring of research associate(s)/interns must follow the FLAME Research and Teaching Staff Hiring Policy. The faculty member will need to liaise with the Dean of the Faculty and the HR team to formalize new hire.

iii. Publication Charges. While FLAME encourages faculty to publish in reputed journals indexed by SCOPUS® and/or Web of Science (Clarivate), we do understand some faculty may want to publish their work elsewhere. Some reputed journals may have publication charges. These charges may be approved by the Dean of the faculty and Vice Chancellor, if they deem it fit, and the same may be paid for utilizing the seed money.

iv. A faculty member may use the seed money to attend national and/or international conferences, workshops and orientation programs. The seed money may be used to cover expenses such as registration fees, visa, return airfare, hotel accommodation, food and local conveyance.

v. Purchase of Reference Materials (Books, articles etc.). Before applying to procure new reference material for research work, a faculty member may check with the Head-Library Services, to determine whether the item(s) required are available with the library.

vi. **Purchase of software, databases and online tools**: Before applying to procure new software, databases or online tools for research work, a faculty member may check with the IT services to determine whether the items(s) required are available with them. The IT team will be responsible for procuring the item(s) if the same is not available in stock.

vii. **Editing Services**: Some faculty members may find it necessary to utilize editing services. The research grants may be used for the same.

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viii. **Book Subvention Grants**: Some publishing houses may require a faculty member to contribute money towards publication of their books. The research grants may be used for the same

ix. **Field Work**: Research grants may be used by faculty members, or their research staff (research associates/interns), to meet field work expenses.

x. FLAME University Guest House. Using the FLAME Guest House to accommodate visiting researchers/collaborators. for further details, please refer the Guest House Policy.

xi. Membership of professional bodies

xii. Certification related expenses

xiii. Any other expense that is considered as progressing research at FLAME University.

2. Seed Money Exclusion

The seed money is not designed to provide funds for:

i. Faculty members that have resigned and are serving their notice period.

ii. Office furniture, vehicles – purchasing and hiring/renting.

iii. Non-research related expenditure, like tuition fee, expenses for degree awarding programs etc.

iv. for pursuing PhD and other personal qualification.

ANTI-PLAGIARISM POLICY

The policy in this document will be referred to as the FLAME Plagiarism Policy. This document is in alignment with the guidelines mandated by the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

Objective

This policy is meant to ensure the administration of ethical research and publication practices at FLAME University. The purpose of this policy is also to:

- Create awareness about the regulations for ethical research practices
- Deter academic misconduct.

Scope

The FLAME Plagiarism Policy applies to FLAME faculty members and research professional staff. While student assignments are NOT covered under this policy, student research involving FLAME University faculty members and research professionals will be covered in this policy. for plagiarism concerning student assignments, please refer to the current version of academic handbook.

Definition

As per UGC regulations, UGC 2018, plagiarism is defined as an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism.

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Types of Plagiarism

i. Accidental/unintentional: An author may not be aware that he or she is plagiarizing. This may be due to a lack of awareness about plagiarism and 'know-hows' of how to avoid it, absent willful intent.
ii. Blatant: When someone is aware that he or she is plagiarizing and purposefully presents, misrepresents or copies someone else's work as his or her own without due acknowledgement, citation or quotations.
iii. Self: Self-plagiarism is when an author uses his/her previous work for a new publication without proper citation of the original work.

Exclusions from Plagiarism

As per the UGC Regulations 2018, the similarity checks for plagiarism shall exclude the following:

i. All quoted work reproduced with all necessary permission and/or attribution.
ii. All references, bibliography, table of content, preface and acknowledgements.
iii. All generic terms, laws, standard symbols and standards equations

Note: The research work carried out by the faculty and staff shall be based on original ideas, which include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

Faculty and Research Professionals Responsibility

It is the responsibility of the faculty member and research professional to ensure that the material prepared by him/her is checked for plagiarism before it is sent out for consideration/publication. All FLAME University faculty member/research professional would need to check for plagiarism for all academic/ research items being published. Following is a suggestive list of academic/research is given for reference.

i. An article submitted to a journal
ii. An article submitted to a conference for consideration for presentation in the conference and/or publication in conference proceedings.
iii. A book chapter or book manuscript
iv. White papers, opinion pieces and blogs, news articles in print and digital media
v. A proposal for internal or external funding
vi. A report
vii. Assignments, reports, book reviews, dissertation, thesis and any such materials as part of PhD work, being submitted to FLAME University or any other university where the faculty member is registered as a doctoral candidate.

In the case of creative works, such as in the Fine and Performing Arts, the faculty member is expected to remain vigilant to avoid complaints of intellectual theft and plagiarism.

Policy Guidelines

As per UGC Regulations, every University is expected to follow a technology-based mechanism (i.e., software or similar tools) to check for plagiarism. FLAME University uses Turnitin

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plagiarism-checking tool, and the same will be used to measure a 'Text Similarity Count'. FLAME University faculty members and research professionals wishing to access these tools may approach IT services or the Head, Library, FLAME University.

For any material whose authorship is claimed by a faculty member and research professional, plagiarism is classified into the following:

Level 0 Violation: Similarities less than 10% - No violation

Level 1 Violation: Similarities between 10% and 40%

Level 2 Violation: Similarities between 40% and 60%

Level 3 Violation: Similarities exceeding 60%.

See the Penalty guidelines section of this document for penalties for similarities that exceed 10%.

Process of Plagiarism Prevention

The following process guides faculty members and research professionals through performing a plagiarism check:

Faculty members and research professionals may review the plagiarism report generated by the tools, and make necessary changes to their material, or provide relevant citations as required, till the required threshold is met.

ii. University has Academic and Professional Integrity Committee (APIC) to investigate the plagiarism related complains.

iii. APIC shall investigate cases of plagiarism, and will follow the principles of natural justice while deciding about the allegation of plagiarism against a faculty or researcher professional.

iv. After investigation of a case of plagiarism, the APIC will send a report to the Vice Chancellor that contains their recommendation on penalties to be imposed on the faculty or researcher professional. This report is due within 30 days from the date of the receipt of the original complaint. The Vice Chancellor may take actions based on the facts presented in the report.

v. The APIC shall provide a copy of the report to the person against whom inquiry report is submitted.

vi. Penalties shall be imposed on the faculty member/research professional 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.

Penalty Guidelines

The APIC shall impose penalty considering the severity of the Plagiarism as per the following guidelines.

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i. Level 0 violation:

a. Minor similarities, no penalty.

ii. Level 1 violation:

a. Withdraw manuscript submitted for publication
b. No promotions and increments for one year
c. Shall not be allowed to be a supervisor to any new Master's, PhD student/ scholar for a period of one year.

iii. Level 2 violation:

a. Withdraw manuscript submitted for publication
b. No promotions and increments for two years
c. Shall not be allowed to be a supervisor to any new Master's, PhD student/scholar for a period of two years.

iv. Level 3 violation:

a. Dismissal from service.

Penalty on Repeated Plagiarism

The faculty members or research professional concerned will be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the current one committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Penalty in case where the Benefit or Credit has already been obtained

If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit will be withdrawn.

Case Against the Vice Chancellor

In the event of a complaint of plagiarism against the Vice Chancellor, the matter will be investigated by/referred to the Governing Body/President of FLAME University.

Case Against APIC Member

If there is any complaint of plagiarism against any member of APIC, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated. The Vice-Chancellor will find a suitable replacement for this member. A suitable action, in line with this policy, shall be recommended by the APIC.

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