

Research and Consultancy Policy


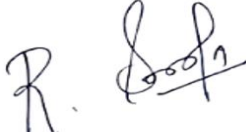

**Institute of Health Management Research (IIHMR)
Bangalore**

1st April, 2022

Near Thimma Reddy Layout, Hulimangala Post, Electronic city Phase-I, Bangalore
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Table of Contents

1.	Preamble.....	1
2.	Vision	1
3.	Mission.....	1
4.	Purpose.....	2
5.	Policy and Guidelines	3
5.1	Undertaking Research	3
5.2	Proposal for Research Funding	3
5.3	Recruitment and Promotion.....	4
5.4	Research Advisory Committee.....	4
5.5	Periodic Review of Research Output	5
5.6	Student Research.....	5
5.7	Research Publications.....	5
5.8	Enhancing Research Capability.....	5
5.9	Support for Publication and Conference Participation.....	6
5.10	Ethics in Research and Publications.....	6
5.11	Plagiarism Check.....	6
5.12	Implementation Guidelines	6
	Annexure 1	7
	Standard Operating Procedures (SOPs) for Conduct of Research	7
	Annexure 2.....	13
	In-house Research Grant Guidelines.....	13
	Annexure 3 Consultancy Approval Form	19
	Annexure 4.....	21
	Publication Policy.....	21

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1. Preamble

Research is the foundation of knowledge that brings new energy, facilitates knowledge creation, promotes research publications, develops collaborations and becomes part of an active community that shares the mission objectives. Research and innovation are the key for economic growth, and the success of any organization depends upon quality research activities. Institutions with innovative faculty and large research components can sustain, survive and emerge successful in today's competitive scenario. Taking these into consideration, the following Research Policy of the is formulated.

Established in 2004, Institute of Health Management Research (IIHMR) - Bangalore is a premier and pioneering health management research institution in program management and evaluation research in in South India under the aegis of IIHMR Society. The Institute is the leading academic, research institution in the country to improve management practices in health and related systems and embarked upon developing knowledge and skills of management among health managers, planners, decision-makers, trainers and research scientists at the national and international levels. A critical mass of professionally trained health and hospital managers has been produced by IIHMR. The Institute strives to achieve excellence in research, undertake consultancy, and instill a spirit of collaborative and interdisciplinary research among its faculty and students.

The IIHMR has a unique organization culture that enshrines core values and ethos of autonomy, accountability, openness, and transparency. The multi/interdisciplinary teams of faculty and research staff constitute an enabling environment for learning and professional growth and development. The faculty is multidisciplinary that represents public health, management, economics, statistics, demography, and social and behavioral sciences.

2. Vision

To create a leading health management education and multidisciplinary research institution that will best serve the betterment of society.

3. Mission

Institute of Health Management Research, Bangalore is an institution dedicated to improvement in standards of health through better management of health care and related programs. It seeks to accomplish this through management research, training, consultation, and institutional networking

from national and global perspectives. To establish IIHMR Bangalore as hub for research and practice that will help attain academic excellence in public health, digital health, pharmaceutical management and hospital management.

The Institution aims to enhance healthcare delivery through multidisciplinary research, education, innovation, and policy development.

The guiding principles for achieving this goal are the following: To conduct cutting-edge research to address current challenges in public health, digital health, pharmaceutical management and hospital management.

- Strengthen and establish national and international collaborations
- Building partnerships with healthcare organizations, policymakers, and communities to implement research findings and positively impact communities.
- Participate in program and policy relevant research and enhance research output
- Participate in programs and events of public health importance
- Establish field action/demonstration sites through research programs
- Disseminate research findings among professionals, researchers, academia, policy makers, students and community

This document outlines the activities to be undertaken by the faculty members and students of IIHMR Bangalore to facilitate conduct of research in accordance with the SOPs and principles of ethics.

4. Purpose

The overall purpose of Research Policy is to provide a framework for the governance and conduct of research, as well as promote the positioning of research as a priority pursuit in the institute.

The specific objectives are to:

1. Foster a positive research culture and practices
2. Create an enabling environment for the conduct of research.
3. Strengthen research management and coordination.
4. Enhancing Research Capability of Students and Faculty.
5. Mobilize and manage funds for good quality research and

6. Elevate the institution's visibility regarding ongoing research initiatives.

5. Policy and Guidelines

5.1 Undertaking Research

The conduct of research is one of the three core activities undertaken by faculty in the Institute viz. teaching, research and training. Hence this Research Policy provides guidelines with the aim of promoting adherence to good practices in the industry and to systematically track research engagement undertaken in the Institute. Faculty members of the Institute are expected to undertake research, leading to quality publications in highly indexed journals or, presentations in National/International conferences of repute, generation of Intellectual property with potential for commercialization, and socially useful outcome. All faculty shall, where appropriate, seek research funds in support of their research. The requirement to undertake research is a career expectation and will be balanced with the other obligations of including teaching and administrative responsibilities (*Annexure 1: Standard Operating Procedures (SOPs) for Conduct of Research*).

5.2 Proposal for Research Funding

Faculty members shall develop proposals and apply for research funding. Funds for the conduct and enhancement of research skills as well as management/administration of research related activities shall be generated both within and beyond the Institute.

The Institute seeks grants through three types viz., *Research Grant from external agencies, In-house research grant, and Consultancy*. Faculty members shall develop proposals and apply for research funding on the below discussed type of research.

- ***Research Grant from External Agencies:*** This refers to contractual funds received to conduct scientific inquiry from an external agency through any one of the following.
 - Request for proposals (RFPs) or call for proposals by government, private, UN and national/international agencies. Dean Research shall maintain a track the RFPs/grants regularly and furnish faculty with information for timely action/submission of the proposal.
 - IIHMR shall build strategic alliances with institutions through partnership agreement with suitable partner organizations to bid for project by through consortium, wherever applicable.

- The Institute shall register on relevant external RFP publishing platforms.
 - Faculty shall also approach external agencies such as development partners, CSR, Government of India, State governments, UN and private organizations/individuals to fund research in emerging need areas with concept note, white paper and research brief.
- **In-house Research Grant:** This supports the faculty for development of innovative research proposals that addresses research questions in-line with the vision and mission of IIHMR Bangalore; and act as seed money stimulating further grant applications and development of larger research projects. (*Annexure 2: In-house research grant guidelines*).
 - **Consultancy:** This refers to services including research, training and advisory activities demanded by an external entity from the Institute or the faculty. *Institution Level Consultancy:* Based on the client organization requirements, the Institute takes up management consultancy projects including quality systems, accreditation, market research and operations management. *Individual Consultancy:* Faculty is advised to seek approval from the Director to take up individual consultancy projects. (Refer to HR Manual Clause No. 21; Annexure 3: Consultancy Approval Form).

5.3 Recruitment and Promotion

The Institute shall recruit faculty members and researchers who have demonstrable/demonstrated capability in research. Research output shall be considered as one of the criteria for faculty recruitment and promotion along with other academic requirements. The quality output, especially research publications, may be assessed on the established yardsticks such as indexed journal (Scopus, Web of Science, UGC care listed journal), impact factor, H-index, which will be reviewed from time to time as appropriate.

5.4 Research Advisory Committee

The Research Advisory Committee (RAC) of the Institute comprising external and internal researchers shall continue to support research activities of the Institute.

Objectives of the RAC are as follows:

- Provide strategic direction and oversight for research initiatives of the Institute
- Encourage collaboration among researchers, departments, and external partners to enhance research outcomes

- Support the development of research skills and capabilities within the organization through training and mentoring

5.5 Periodic Review of Research Output

Periodic review of research projects shall be carried out by Director and Dean – Research and Consultancy and provide such information to the IQAC of the Institute periodically for course correction, if any.

5.6 Student Research

To encourage research culture and to enhance quality research output, seminars, workshops and training programs shall be organized for students. Also, students shall be encouraged to present posters/papers in conferences along with their mentor/faculty members related to their specialization.

5.7 Research Publications

Faculty and Research Officers shall publish articles in journals indexed by UGC Care list/Scopus/Web of Science/PubMed. Faculty and Research Officers are encouraged to develop policy briefs, working papers, research briefs, books and book chapters with ISSN/ISBN. Students are encouraged by the faculty to publish their research jointly with faculty.

5.8 Enhancing Research Capability

The Institute shall organize workshops on proposal writing, data analysis (using statistical software such as SPSS/AtlasTi, NVivo etc.), scientific writing, and related research competencies for developing Faculty, Research Officers and Students. Institute shall organize project management programs, implementation science workshops and others to strengthen faculty, research officers and students research capabilities.

The Institute shall encourage Faculty and Research Officers to participate in Orientation/ Refresher/Research methodology course/Faculty Development Programs/Case Study writing workshops organized under the UGC supported NPTEL /ATAL etc.

Institute shall organize or collaborate with other organizations in conducting seminars/webinars, discussion forums, conferences, and workshops. The faculty are encouraged to invite renowned researchers/academicians to interact with faculty, research officers, and students and present their research work.

5.9 Support for Publication and Conference Participation

Institute shall encourage faculty to publish their research work through article publication charges, conference participation, and publication rewards (Annexure 4: Publication Policy).

5.10 Ethics in Research and Publications

All faculty and researchers shall adhere to the guidelines of “*National Ethical Guidelines for Biomedical and Health Research Involving Human Participants*”.

It is expected that each researcher, including faculty, research officers and students - shall follow academic honesty in his/her research work and shall adhere to the highest ethical standards of data integrity, ethical guidelines, publication ethics etc. Research misconduct such as plagiarism, fabrication, or falsification of research data will be viewed seriously. It is the responsibility of institutions and faculty to prevent and detect its occurrence.

5.11 Plagiarism Check

To ensure plagiarism free work by faculty/researchers/research officers and Students, the Institute shall provide ‘plagiarism check software’ and train personnel to verify the manuscripts before submitting for publication.

5.12 Implementation Guidelines

The policy shall become effective upon approval by the Director. This policy shall be implemented in a manner consistent with the mandate, vision, mission, and strategic plans of the Institute. Any amendment to the policy shall be made on the advice of the Director, IIHMR Bangalore and RAC. Progress and achievements of the objectives of the research department shall be reviewed periodically, presented by the Dean – Research and Consultancy to the Director of the Institute.

Annexure 1

Standard Operating Procedures (SOPs) for Conduct of Research

RFP/Grant Proposal Tracking

Scope and Objective

- The purpose of this process is to streamline the RFPs/Grant Proposal tracking by the research department.
- The main objective of this process is to grab the maximum possible market-driven research opportunities by responding to RFPs/Grants

Role and Responsibilities

Role (Designation)	Responsibilities
Dean Research	<ul style="list-style-type: none"> ✓ Identify list of websites/sources for RFP/Grant tracking ✓ Reconnect with the previous funders for Grant opportunities ✓ Develop format for RFP/Grant tracking ✓ Identify RO to track the RFPs/Grant proposal call ✓ Reviews and shortlist the RFPs/Grants ✓ Assigns the RFPs/Grant proposal writing to Faculty and Team
Research Officer	<ul style="list-style-type: none"> ✓ Track RFPs (based on scope of research at the Institute) ✓ Maintains database of RFPs//Grants tracked ✓ Regularly browse websites to discover and build RFP opportunities.
Librarian	<ul style="list-style-type: none"> ✓ Tracking of RFPs (based on scope of research at the Institute) ✓ from newspaper
Faculties	<ul style="list-style-type: none"> ✓ Suggest RFP tracking websites or support in identifying missed RFP calls to maximize RFP tracking.

Process Flow

- RO would track the RFPs/Grant Proposal writing opportunities from the identified sources/websites on daily basis in the format developed. Likewise, the librarian would also review the newspapers for RFPs/grants/tenders and share to Dean Research and RO.
- RO would collate the RFPs/Grants/tenders and share with Dean Research and to all the faculty every day except on 2nd and 4th Saturdays, Sundays and other holidays.
- Dean Research would review the RFPs/Grant Proposal writing opportunities on the same day and shortlist the RFPs/Grants based on the capability of the team, feasibility, timeline, locations to respond.

- Dean Research would discuss the shortlisted RFPs/Grants with the Faculty/ROs as soon as possible on the same day or on the next day. Following are the 2 ways of responding to the

RFP viz., i) once a faculty member gets to know about RFP, s/he will inform the Dean (Research) and the Director expressing an interest to apply for the same. S/he will form a team based on mutual interest and requirement of the RFP ii) Also, Dean in discussion with the Director shall identify the PI and the team to respond to the RFP.

Daily RFP Tracking and Reporting Format					
S.No	RFP Tracked Date	Website	RFP link	Funding Agency	Last Date
1.					
2.					
3.					

Proposal Development and Submission

Scope and Objective

- The purpose of this process is to streamline the proposal development and support faculty in proposal writing and submission.
- The main objective of this process is to submit Technically and Financially sound proposal to maximize the conversion rate of proposals for funding.

Role and Responsibilities

Role (Designation)	Responsibilities
Dean Research	<ul style="list-style-type: none"> ✓ Support faculty to develop the assigned proposal (against the RFP/Grants) ✓ Support faculty to identify funding agency for the submission of concept proposals, expansion of studies or resubmission of rejected proposals to other agencies. ✓ Identify and assign an RO if required to support the faculty in proposal development based on the need and engagement in research activities ✓ Review Technical and Financial proposal developed
Research Officer	<ul style="list-style-type: none"> ✓ Supports Faculty in review of relevant literature, provides background, research and institutional details and documents required for the proposal submission

	<ul style="list-style-type: none"> ✓ Maintain database of proposal (soft and hard copy) submitted in the format developed ✓ Maintains soft and hard copy of the Technical and Financial proposal ✓ Documents periodically the status of proposal submitted.
Faculties	<ul style="list-style-type: none"> ✓ Ensure the review of the proposal by Dean Research/Director and incorporation of comments to improve quality and maximize the chances of getting it.

Process Flow

- Prepare a technical proposal as per the specifications given in the RFP/grant/consulting assignment
- Prepare a study budget in consultation with finance person (Assistant Account Manager-A & F) of the Institute. Faculty should follow the financial norm (e.g. rate of professional fee, institutional overhead of institute) for preparing the budget.
- The draft technical and financial proposal shall be submitted and presented to the director's office and Dean 7 days prior to the submission date for review and feedback. Based on the feedback received, Faculty (Project lead) shall revise and submit the Technical and Financial Proposal, cover letter and other required documents through Director office.
- Faculty (Project lead) in coordination with Director office would submit the proposal to the funding agency one or two days prior to submission deadline. Faculty (Project lead) would ensure that Dean Research and Faculty (Project lead) are in CC while submitting the proposal through Director office.
- Dean Research would ensure that the RO documents soft and hard copy of the submitted proposal.
- Faculty (Project lead) would coordinate with the Director office to track the status of the proposal submitted through emails preferably (phone calls if available) and inform formally in written to Dean Research on final acceptance/rejection of proposal
- Faculty (Project Lead) along with their team members, and Dean Research would present the proposal/attend meetings with funding agency if requested/needed).

Project Execution, Management and Closure

Scope and Objective

- The purpose of this process is to support faculty (project lead) in Project Execution and Management.

- The main objective of this process is to submit Technically and Financially sound proposal to maximize the number of proposals for funding.

Role and Responsibilities

Role (Designation)	Responsibilities
Dean Research	<ul style="list-style-type: none"> ✓ Identify/assign a RO if required to support the faculty in project implementation based on the need and engagement in research activities ✓ Review the progress of proposal and budget utilization as per the timeline ✓ Provide inputs/support if required in timely completion of the project
PI	<ul style="list-style-type: none"> ✓ Submit MOU, Final technical and Financial Proposal including (soft and hard copy) to the research department ✓ Submit internal budget (soft and hard copy) to the dean research for review and then submit the same to Finance department ✓ Update the Project progress, Budget Utilization to the Project Team, Dean Research, and Director
Research Officer	<ul style="list-style-type: none"> ✓ Support Faculty to maintain database of MOU, Final technical and financial proposal including internal budget (soft and hard copy) submitted in the format developed ✓ Maintains soft and hard copy of the Technical and Financial proposal

Process Flow

PI shall follow the below process flow

- Signing of the MOU in presence of project team, Dean Research, Directors and all Faculties (if needed)
- Sharing of MOU with the Research Department, Director Office and Finance for documentation purpose
- Internal budget preparation submits for review and approval by the Research Dean and Director.
- Submit the final internal budget to Dean Research and Finance department
- Present the Project details in the ‘Project Initiation Seminar’ to all the Faculty and ROs within one month of the study’s initiation (can be opened up to students as well based convenience).

- Present the progress in the 'Quarterly Project Progress Presentation' along with budget utilization to Director, Dean Research and Accounts Manager for those projects less than or equal to 1 year. For projects with duration of more than 1 year, the progress presentation shall be once in 6 months and budget utilization quarterly once.
- Present the 'Final Project Presentation' one month before completion for long-term projects (more than 1 year) and 15 days before for short-term projects (less than 1 year).
- Submit a soft copy of the final report along with a cover page design to the research department.
- Submit the closure report obtained from the client to the research department.

Annexure 2

In-house Research Grant Guidelines



SEED MONEY POLICY

Institute of Health Management Research,
Bangalore



March 10, 2017
Version 1.0

Prepared by:

Reviewed & Approved by:



Seed Money Policy

Table of Content

S.No	Description	Page No
1.	Introduction	2
2.	Objectives	2
3.	Awards	2
4.	Eligibility	2
5.	Application Process	3
6.	Submission Deadlines	3
7.	Selection Criteria	3
8.	Evaluation	3
9.	Conditions	4
10.	Expected Deliverables	5

1. Introduction

The Seed Grant Scheme of the Institute of Health Management Research, Bangalore (IIHMR, B) is designed to stimulate competitive research in upcoming strategic areas of national or international importance, to promote innovative product development and technology transfer, and/or to facilitate the start of research programs that will potentially develop into the creative ecosystem on their own through external funding. The scheme is open throughout the year and the faculty are expected to send the proposal for review once a year with a panel chaired by the Director, IIHMR, Bangalore.

2. Objectives

- To aid a faculty to initiate a research process that has the potential to attract funds from external agencies.
- To testify an innovative idea and to generate preliminary results before submitting proposals to external agencies.
- To promote inter-faculty collaboration in emerging areas.
- To promote the generation of IPR and product/process development.
- To attract and retain talent.

3. Awards

- Grants shall be awarded with a maximum value of INR.3 Lakhs.
- The duration of the grant will be for 1 year. It could be extended after a complete review of the outcomes.

4. Eligibility

- Any full-time Faculty Member and Research Officers of IIHMR, Bangalore after completing 1/2 years from the the data of joining the Institute is eligible to apply for the seed funding.
- Only IIHMR, Bangalore Faculty or RO can be the PI. Participation by students of any category is encouraged but they may be only named as personnel in the project. They can be added as volunteers in the project who will be part of the project without any financial benefits.

- At any time, a PI can submit only one application. As a co-investigator, any number of projects can be applied.
- The PI at the time of submission of the application shall not have a running project funded by the seed-funding scheme in which he or she is the PI.

5. Application Process

- The message of the call for proposals will be circulated through the Director to all the faculty members.
- Proposals should be submitted as per the guidelines
- The full proposal would be reviewed by a selection committee that would consist of one or two external expert. The PI would be invited to make a presentation before the selection committee.
- Decision on the grant award would be announced through email by the Director IIHMR, Bangalore.

6. Submission Deadlines

Proposals would be invited a maximum once in a year. A decision will be made within 2 weeks of the submission deadline of the application.

7. Selection Criteria

- Innovative and interdisciplinary and multidisciplinary research
- Promise of innovative research that can attract external funds
- Potential to generate intellectual property like Product, Patent, WOS and Scopus papers.

8. Evaluation

- The selection committee would comprise of three or more internal faculty members/experts who may seek inputs from internal and/or external reviewers
- The proposal would be rated for intellectual merit and its broader impact.
- The selection committee may if required, discuss proposal with the external experts, and may seek further information from the PI before making a final decision.

9. Conditions

- The decision of the selection committee would be conveyed to the PI who will be the contact person for all administrative matters regarding the project.
- The PI is responsible for the conduct of the research in accordance with the institute's research policy.
- The funds have to be utilized within the stipulated period in accordance with the approved budget.
- The PI should submit a progress report every quarter in the prescribed format for evaluation by the committee mandated to monitor individual projects. In case it is found that proper efforts are not being made further release of funding may cease.
- The PI should report the progress or outcomes at the end of one year after the termination of the seed grant, including grants received and publication/IPR arising out of the seed grant.
- In any research communication arising out of the funded project, the contribution of the institute should be duly acknowledged.
- In case PI leaves the institute before the completion of project, a co-investigator from IIHMR, Bangalore would assume responsibility as PI.

10. Expected Deliverables

- Final Report (Soft and Hard copy)
- Publication in peer-reviewed journals/intellectual property generation including product/process development. Any IP emerging out of research funded by Institute would be owned by IIHMR, Bangalore. Such IPR would recognize contributions by all researchers as "inventors", and any resulting royalties would be shared by IIHMR, Bangalore with the inventors.

Annexure 3

Consultancy Approval Form

IIHMR BANGALORE

CONSULTANCY APPROVAL FORM

1. Title of Consultancy assignment: _____

2. Contact person of the client organization: _____

3. Designation of contact person and _____
Name address of client organization: _____

4. Likely date of commencement: _____

5. Completion date of consultancy assignment: _____

6. Consultant's Name: _____

Budget heads of consultancy assignment	(a) Consultancy Fee		
	No. of days	Rate/day	Fee (Rs.)

b) Research staff : _____

c) Travel & Daily Allowance : _____

d) Computer and
Communication charges : _____

e) Other (specify) : _____

Total : _____

Payment Schedule : _____

Approved by

Signature of Consultant:

Director

Name: _____

Designation: _____

Date:

Date:

Note:

1. Consulting fee below Rs. 4,000/- a day's should not be accepted unless in deserving cases. Director may permit lower or higher rate in certain cases of assignment.
2. A copy of proposal and contract of consultancy assignment (duly signed) should be annexed with this approval form.
3. The consulting time allowed for each faculty member per annum is 30 days including vacations, holidays and paid leave.
4. Project detailed report should be submitted.
5. She/he should be available in phone or mail communication for critical activities of IIHMR Bangalore.
6. How this project is helpful for IIHMR Bangalore students.

Annexure 4

Publication Policy

POLICY ON PROMOTING PUBLICATIONS-APRIL 01,2022

1. Preamble:

The existing policy to promote publication in IIHMR Group of Institutes was developed to give extra fillip to publications in 2002. Hence, the policy is due for a review. Thus, some of the incentives for various publications have been revisited and revised. The new norms will be applicable effective from date of approval for faculty and research staff.

2. Objective:

To give special thrust to develop a culture for publishing in IIHMR Group of Institutes, which is a vital for obtaining good rankings and for securing large grants at national and international levels, and thus improve the profile of the IIHMR.

3. Promotion of Knowledge Creation and Dissemination

IIHMR is committed to promote and foster knowledge creation in the field of Hospital & Health Management, Health IT Management, Pharmaceutical management, and Social Development. IIHMR has strived since its inception in 1984 to identify research gaps in the areas of health and hospital and related domains and contributed through research, knowledge creation and dissemination. The faculty and research scholars are encouraged to participate in writing scientific papers and publish a minimum of two scientific articles in peer-reviewed indexed journals of high repute every year. Emphasis is given on writing scientific manuscripts on policy relevant domains or related to research projects undertaken. The manuscripts could be anything ranging from systematic or narrative reviews, secondary data analysis, qualitative or quantitative primary data, to policy dialogues, white paper, working paper, or viewpoints or perspectives.

For publication in open access journals, publications fees can be charged to the research project. This will be possible provided publication fees is earmarked as a budgetary item in the approved budget. If the same is not present, there should be a written communication from the funding body that the balance funds, if any, may be utilized for this purpose. In case of non-availability of funds, the authors may decide to contribute at their personal levels. There will be no provision of institutional funds to contribute towards publication of manuscripts.

4. Incentive Policy and Guidelines:

IIHMR values academic excellence and strives to promote and foster this culture. In order to achieve that, it has decided to reward faculty members for their achievement on completing PhD while in service of IIHMR Group of Institutes, and publishing research papers in credible scientific journals. The reward and cash incentives are decided on the following criteria

4.a. On completing PhD Degree when in service of IIHMR Group of Institutes (On or after the announcement of the Publication policy)

For the purposes of incentive under this clause, ordinarily, the degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly designated Committee constituted by the President/Director of the campus shall certify the credibility of the Institution awarding the degree. The faculty/Research staffs undertaking their PhD pursuit are advised to check with the University/Institute about the Institution they are registered under, to ascertain the credibility of such Institution.

For the purposes of the award, a PhD will be deemed to have been completed when a Certificate of Successful Thesis is formally issued by the Institution awarding the degree.

A One-time ex-gratia award of Rs.25, 000/- shall be given, provided the faculty/Research staffs has served for a minimum of three years with the IIHMR Group of Institutes and submitted the thesis within the stipulated time of 5 years from the date of registration.

One additional increment payable when the next regular increment falls due upon successful completion of PhD.

4.b On Publishing of Book

Rs. 25,000/- if the book is published by an international publisher.

Rs. 15,000/- if the book is published by a national publisher.

Rs. 7,500/- if the book is published by Regional / Local publishers.

In case the book is not as per the list, a designated committee constituted by the President/Director of the campus shall ascertain the international, national, and regional standing of the book.

4.c On publishing Research Paper/Report in Scopus Indexed National/International journals:

Rs.20,000/- for each paper/report published in any of the Scopus Indexed International Journals. Rs.10,000/- for each paper/report published in any of the Scopus Indexed National Journals.

In case the Journal is not as per the list, a designated committee constituted by the President/Director of the campus shall ascertain the international and national standing of the Journal.



The comprehensive list of journals will take into account the quality of the journal, the publishing University, age of the Journal, impact Factor etc.

4.d On Publishing Article:

Rs. 3,000/- for International Magazine/Newspaper.

Rs. 1,500/- for National Magazine/Newspaper.

4.e On presenting a paper at National/ International Seminars/Conferences:

Rs.2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

5. Guidelines for claiming the incentives

The papers published by the faculty/research scholars in two academic sessions will be considered for reward and cash incentives ONLY if the affiliation of the author(s) is of IIHMR.

IIHMR will collect information about the research articles published in peer-reviewed and Indexed journals. If the research article is based on a project undertaken while at IIHMR, it will be considered eligible ONLY if it is published or accepted for publication within 2 years from the date of completion of the project.

A Reward Committee will rate all publications based on the merit of the Journal and citation index. The committee will select research papers for reward and cash incentive in three categories. Category A, B and C. Research publications in predatory journals and journals not included in the approved list of the UGC will be summarily rejected and will not be considered for reward and cash incentive.

All papers recommended by the committee will be rewarded at the time of annual convocation/Foundation Day of the respective campus.

When a publication has multiple authors, the incentive shall be divided equally among the first three authors. Only IIHMR authors shall qualify for the award.

The award shall apply to any number of publications, subject to the condition of Intellectual Property Rights. Plagiarized works, claims on duplicated papers with different titles of the same content in



different journals, seminars and such other irregularities shall attract severe disciplinary action, including recovery of awards made earlier and loss of position at the Institute.

The Author(s) shall make a presentation of the paper in the University/Institute before submitting the claim for incentive.

Appeals, if any, relating to the application of the incentive system, will be addressed by the designated Committee of the University/Institute, with oversight by Head of the campus.

The Scientific Committee of IIHMR will prepare a detailed list of relevant journals indexed in Scopus, Web of Science, PubMed, Google scholar and similar electronic databases. The list of the Journals classified into category A, B and C will be shared with faculty at the beginning of each academic session. The list of predatory journals also will be shared. The scientific committee will also suggest evaluation criteria for reward and cash incentive.

6. Guidelines for claiming right of travel for paper presentations in National or International Seminars/ Conferences

When a paper being presented has multiple authors, the right of travel for presentation of the paper will be restricted to the first author; and if the first author so permits, to the second author in lieu of the first. In case of papers with multiple authors, the travel amount will be divided equally between the first three.

Author(s) shall make a presentation of the paper in the designated committee before submitting the travel plan for paper presentations.

7. Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences

For the faculty attending national conferences as a first author, the University/institute will pay the registration charges (maximum ceiling of Rs. 1000/- per paper) and eligible DA with minimal air fare at actual for presenting the paper.

For the faculty attending international conferences held in India as a first author, the University/institute will pay the registration charges (maximum ceiling of Rs, 3000/- per paper) and eligible DA with minimal air fare at actual for presenting the paper.

For the faculty merely participating in international conference, the Institute shall pay travel grant (DA with minimal air fare at actual) within India plus registration fee maximum of Rs 3000/- of the faculty members, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the

project/research budget.

Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50000/-) whichever is less and registration fee of maximum of Rs.5000/- for paper presentation, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.

When more than one faculty wishes to present a single paper, the travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

The designated committee for publication will be constituted at each campus by the respective Campus Heads.

Dated : April 1, 2022



Dr. S.D. Gupta
Trustee Secretary

*Indian Institute of Health Management Research
Policy on Promoting Publications – April 01, 2022*