

MANAGEMENT DEVELOPMENT INSTITUTE

Research Policy 2019

MDI GURGAON



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Management
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Institute

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Research Policy

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Introduction

Knowledge dissemination (Teaching and Training) and knowledge creation (Research) are the core responsibilities of an academician. An academician participating in cutting edge research activities can deliver the learnings from these to practitioners. In a Business School environment, this becomes even more important as we train a large number of active practitioners and are responsible for creating the next generation of business leaders.

International and national accreditation and ranking bodies demand high quality research and related outcomes to award much coveted accreditation and high rankings. These lead to increased global and national visibility, attracting high quality students and academicians. In the long run, this leads to increased consulting opportunities and international collaborations in every sphere.

Traditionally, research has been an important constituent of MDI's mission and vision. Consequently MDI expects its entire academic community to be research active and aims to carry out research work of a consistently high international standard that will contribute to the national goals of innovation, socio-economic development and environmental sustainability. Research involves three essential components for its sustained growth: research projects, research management, and research outcomes. This document lays out the policies at MDI to support the same.

1. Research Facilitation Fund

A Research Facilitation Fund (RFF) will be created for each individual faculty and will be maintained by the Research Office. This fund is in lieu of and supersedes the earlier rules related to Seed Money Grant and Conferences.

Rs. 3 Lakhs per faculty for every block period of 2 years, starting April 1 2019, will be allocated in their respective RFF at the start of the block period. Unutilised amount, from this Rs. 3 Lakh grant, remaining in this fund will lapse at the end of the period. "RFF Addition" incentive for publications (described in Section 3) can increase the amount of funds available in the RFF and will provide additional research support for faculty who have demonstrated capability in producing research output as per MDI Journal Categorisation (Section 3). Unutilised amount from the "RFF Addition" incentive will not lapse at the end of the period and will be carried over to the next period.

Funds available in RFF can be utilized by the faculty, as per the discretion of the faculty, for the following purposes:

- a) Hiring a research assistant as per prevailing MDI rules
- b) Reimbursement for copy editing fees (Journal Articles only), submission fees (Journal Articles only), data collection expenses, data purchase expenses.
- c) Utilized by the faculty for attending conferences and associated workshops / symposium (both national and international) and standalone workshops / symposium (national). The conference should have a peer review process for paper / abstract acceptance. The conference, associated publisher and the organising body should not be listed in any predatory journal list (such as Beall's List). All expenses related to these such as travel, stay, registration fees and TA/DA will be borne out of this RFF. All expenses to be paid out of the RFF on behalf of the faculty wherever possible.

For national/international conference attendance, the abstract / paper must have been accepted. Before attending the national/international conference, the faculty member has to present the full paper to all faculty (even though abstract may have been accepted), in the research meet. Post attending a workshop / symposium, the faculty member has to share their learnings in the research meet.

Further utilization of the RFF would be paused until the Faculty member completes the presentation.

- d) Undertake a research project and meet expenses for domestic travel, stay, TA/DA, fieldwork (within India) and data collection.

2. Research Office Responsibilities

- a. Research Office will play the role of nodal body for maintaining records of all faculty publications. For all Ranking, Accreditation and other report purposes, Research Office will provide necessary data.

Faculty members must intimate the Research Office and Library of any publication within one month of the publication being allocated a Digital Object Identifier (DOI) / Volume number.

Corporate communications office will be intimated by the Research Office, for public dissemination of news regarding the publication, after it has been categorized and accepted by the office.

- b. Conduct at least a monthly research meet to discuss latest trends in research in various fields of management. Eminent researchers from outside MDI Gurgaon may also be called to present their research.
- c. Research Office should assist faculty members in collecting necessary research related institutional data when faculty members are applying for research grants. The research office should provide administrative support to faculty in the conduct of research, submitting statements of accounts, liaising with finance and accounts, providing documents for the disbursement of grants.

3. Publication incentives

3.1 Introduction to Journal Categorisation

Research is an integral part of any academic institution. The reputation of an academic institution largely depends on research output of its academic community. Research is an ongoing activity and the measurement is possible only in terms of output in the form of publications. Publication of research in high quality journals is one of the key criteria for recognizing and rewarding academic research. In order to recognize and reward academic research, it is necessary to identify and categorize academic journals where faculty publish their research objectively.

The current policy classifies journals into five categories namely, A*, A, B, C, and D. This categorization is done with the twin objectives (a) to encourage high quality research by MDI faculty and (b) to enhance the reputation of MDI internationally. As MDI is already in the process of obtaining international accreditations, it is necessary that we follow internationally recognized journal ranking systems for measurement of research output by faculty. Also it is necessary to benchmark our research incentives scheme with top b-

schools in the country like IIMs and XLRI. This classification envisages a pyramid structure where few contributions in A* and A categories and high contributions in B, C, and D categories. However, work unit reward structure is planned in such a way that faculty will be motivated to raise their own bar to publish A and A* categories.

Previously, MDI used only Clarivate Analytics (formerly Thomson Reuters) JCR Impact Factor as the basis for journal classification. In this policy, scope has been widened by adopting multiple journal classification schemes. This is done to negate bias to any particular scheme as well as to offer wider choices for faculty to publish their research. This policy is based on the following four journal lists / citation based impact factor indices:

- (a) Financial Times 50 (FT 50) Journals
- (b) UT 24 Journal List
- (c) Clarivate Analytics JCR Impact Factor
- (d) Scopus CiteScore

The Australian Business Deans Council (ABDC) list was considered, but as it is under major revision and overhaul, it was not included in the current policy. In future, once the overhauled ABDC list is released and becomes stable, it may be considered for inclusion.

3.2 Brief Description of the Journal Ranking Schemes

- (a) Financial Times 50 (FT 50) Journals: FT 50 consists of 50 top journals in the area of management. This list is widely accepted and considered for various global rankings and accreditations. The list is updated on annual basis. Publishing in any of these 50 journals is considered to be the pinnacle of research performance for a faculty.
- (b) UT 24 Journals: Published by the Naveen Jindal School of Management at the University of Texas, Dallas, this is a list of 24 extremely high quality journals. It is considered very highly in the research community.
- (c) Clarivate Analytics JCR Impact Factor: The journal impact factor reflects the number of citable materials published by that journal and is considered as one of the most influential criteria in assessing the quality of any journal. For MDI Journal categorisation and incentives, only those journals which are listed in the Social Science Citation Index (sub category of the complete JCR list), will be considered. These journals are most relevant to research in the management domain and associated areas. There are approximately 3,200 journals listed in this particular sub category.
- (d) Scopus CiteScore: CiteScore metrics, which measure the impact of thousands of journals by calculating the average number of citations per article over a three-year period, can help researchers determine which journals they most want to publish in. For MDI Journal categorisation and incentives, only those journals which fall under the main category of "Social Sciences", will be considered. These are most relevant to research in the management domain and associated areas. There are approximately 11,200 journals listed in the particular category.

As all the above rankings are updated annually/periodically, the actual rank of the journal on the date of publication of a paper will be considered to determine the category of the publication.

3.3 Equivalence Table for Journal Classification and Incentives

For authoring an original article which is published in a journal present in the MDI Journal Classification, Faculty will receive incentives in two forms:

1. Work Units
2. Increase in the RFF for the individual faculty

The following table indicates the Journal Classification for MDI, equivalence with various journal lists and related incentives.

MDI Journal Classification	Equivalence	Work Units	RFF Addition
Class A*	FT 50 or UT Dallas 24	500 Work Units	Rs. 2 Lakh
Class A	JCR Impact Factor 1.75 and above or Scopus Citescore 2.0 and above	250 Work Units	Rs. 1 Lakh
Class B	JCR Impact Factor 0.5 and above and less than 1.75, or Scopus Citescore above 0.70 and less than 2.0	150 Work Units	Rs. 60,000
Class C	JCR Impact Factor 0 and above and less than 0.50 or Scopus Citescore above 0.15 and less than 0.70	50 Work Units	Rs. 20,000
Class D	Any Scopus or Web of Science indexed journal	25 Work Units	Nil

3.4 Incentives for other Research Outcomes

Research Outcomes other than Journal Article	Work Units
Teaching Case with Teaching Note in ACRC / Ivey / Harvard	40 Work Units
Magazine / Newspaper Articles	2 Work Units
Online Article*	2 Work Units
Research Book**	50 Work Units
Text Book**	50 Work Units
Edited Book**	50 Work Units
Chapter in Books	5 Work Units
Published Book Review	1 Work Units
Full Paper presented in Conference and published in the Conference Proceedings	10 Work Units

*The online medium should be maintained by a media house with a parallel offline presence. The online publication is shared with the Research Office within a week of its publication.

** The book should be published in the selected publishers list available with the Research Office. This list may be reviewed by the Research Committee as required.

3.5 Notes to Journal Publication and other Research Outcomes Tables

- a. A publication in any journal by a publisher, which is listed in a predatory journal / predatory publisher list (such as Beall's list), would not be eligible for incentives.
- b. In case a journal appears in more than one category, the highest category shall be accepted for work unit computations. Since journal lists and related categories are dynamic, and may vary from time to time, the corresponding category in the year of publication of the article would be considered for work unit computation.
- c. These work units are for publication by a single author. In case of multiple authors, the work units awarded to the MDI faculty will be equivalent to their share only, as described below:

Sharing of benefits amongst authors will be as follows.

N1: number of authors with domestic (Indian) affiliations

N2: number of authors with international affiliations - 1

The share of every MDI affiliated author will be $1/(N1+N2)$ of the assigned work units. This sharing criterion will not apply to RFF addition. Each MDIG faculty who is an author will receive the complete RFF addition as per the journal categorisation.

- d. MDIG affiliation must be present to be eligible for incentives
Faculty members should not mention area / program / title in their affiliation when publishing a Journal Article. Affiliation should be in the following style:
Faculty Name, Management Development Institute Gurgaon, Mehrauli Road, Gurgaon, Haryana 122007, India
The Scopus Affiliation ID for MDIG is 60069591. This may be mentioned while submitting the article and in the final copy editing stage. This will help ensure that the article is indexed under MDIG affiliation in the Scopus database.
- e. Work Unit Incentives for books will be available only for their first edition and not on revisions.
- f. Only books published in the period under work unit assessment to be considered for incentives.
- g. Not more than 2 chapters in any one book will be considered for work unit incentives.
- h. There is no minimum teaching load requirement to avail of these incentives.
- i. The journal categorisation should be reviewed every three years from 2019 onwards.

4. Research Projects

Research projects at MDI could be of two types:

- Doctoral research projects, which are undertaken by the doctoral (FPM or EFPM) students for their thesis work under the supervision of a Thesis Advisory Committee (TAC). The management of such projects has been described in detail in the Fellow Programme Guidelines.

- Sponsored research projects, which are sponsored either internally by MDI or externally by Government, public, private, national/international agencies and autonomous bodies. Generally, in such projects, most of the project cost including contractual and deputed staff, consumables and supporting services of MDI is borne by the sponsoring agency. Such projects are also commonly referred to be as 'funded projects'.

A sponsored or funded research project is managed by a project team consisting of a Principal Investigator (PI), also called as the 'project coordinator', and one or more Co-Principal Investigator or Co-Investigators, and project research staff (projects consultants and/or research associates).

4.1 Principal Investigator.

A Principal Investigator (PI) is a member of the MDI faculty with necessary expertise and competence to conduct a Sponsored Research work. Normally the faculty member who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI) under these Guidelines. In a special case, Principal Investigator may be appointed by the Director on the recommendation of the Dean (Research & Fellow Programme) and in consultation with concerned Area Chairperson for administrative reasons if the original PI leaves his/her service or is not available for the project for any other reason.

Roles and responsibilities of PI. While MDI is ultimately responsible for any sponsored project, it is the Principal Investigator (PI) who bears primary responsibility for directing both the research and administration of a grant, cooperative agreement, contract, or other sponsored project. Thus the PI is responsible for the following:

- a. The PI will, at his/her discretion, co-opt the names of other faculty members as Co-PIs or Co-Investigators with their consent.
- b. The PI will prepare the research project proposal in conformity with the rules, regulations and statutes of the funding institution and according to the guidelines of MDI for sponsored projects.
- c. All proposals for sponsored research shall be submitted to the sponsors through the Dean (Research & Fellow Programme).
- d. The PI shall be responsible for getting the project work completed satisfactorily within the sanctioned amount of research grant and project duration.
- e. The PI is responsible for the completion, accuracy, and timeliness of all reports required by the sponsor.
- f. The PI is responsible for ensuring that all financial aspects of the project are done in a timely manner so the financial reports can be submitted as required by the sponsor.
- g. The PI shall write to the sponsor for timely release of funds with a copy to the Dean (Research & Fellow Programmes).
- h. In consultation with the Dean (Research & Fellow Programmes), the PI shall ensure compliance with all applicable financial and administrative regulations and MDI policies and procedures.
- i. In consultation with the Research and Fellow Program Office, the PI shall approve final payment to subcontractors.

4.2 Co-Investigator or Co-Principal Investigator. Co-Investigator(s) or Co-Principal

Investigator(s) are amongst the working/retired faculty members of MDI co-opted by the Principal Investigator to work jointly with him/her and approved by the funding agency and/or Dean (Research). If the PI of a sponsored project retires or leaves MDI, its Co-Investigator or Co-PI will assume the powers and responsibilities of the PI with the approval of the Dean (Research).

4.3 Project Consultant.

A person with relevant professional qualifications and industry experience who is appointed for a specific period to carry out specific job in a sponsored project.

4.4 Project Research Associate.

A project research associate can be appointed in a sponsored project to carry out the work for fulfilling the objectives of the project, and should have the required qualifications and experience. A project research associate shall be appointed on contract only and shall be paid a consolidated salary per month. The tenure of appointment will be at the most for the remaining duration of the project subject to a maximum of eleven months. After completion of tenure, the process followed for selection and appointment needs to be followed again to appoint a Research Associate.

Selection of project research associate shall normally be made through a Selection Committee consisting of the PI, Dean (Research) and a senior faculty member of MDI. The selection process should conform to MDI norms as well as the guidelines provided by sponsoring agency. If appointed, an appointment letter shall be issued to the appointed project research associate, which should spell out all terms and conditions of the contract including the time limit. In special circumstances, a project research associate may be appointed with the permission of Dean (Research) for a short-term assignment on work hire on per hour basis or per unit-of-work basis.

The project research associate shall:

- a. Follow general code of conduct as approved for MDI staff.
- b. Maintain record and secrecy of the research findings/technical information and shall not get involved in unauthorized communication of any official document or information.

4.5. Rules and Regulations for Sponsored Research Projects

- a. The Accounts Department will keep a separate account for each research project, identified by a unique project code number, which they will communicate to the project Principal Investigator. (Accounts Department).
- b. It is recommended that at least two faculty members should undertake each externally funded research project and one of them will be designated as PI. If a faculty member has obtained an externally funded research project by their own efforts and wishes not to co-opt another faculty, then this is allowed subject to the faculty nominating another faculty member to take over the project in case of exigencies. If the designated PI happens to leave MDI, the other faculty member in the team or the nominated faculty will take over the role of PI, and shall induct one

more faculty members into the project. However, the faculty member leaving MDI will be encouraged to continue participating in the project for providing academic inputs and content until the completion of the project, so that the quality of research work being carried out is not affected. (Research & FPM Office).

- c. The PI shall keep track of the expenditure on the project. In order to facilitate this, the Accounts will provide details of the project expenditure every quarter or whenever they are asked for it by the PI. The expenditure report will show item-wise budget, receipts and expenditures on the project. The report will be sent to the Dean (Research) and also to the PI of the project. (Accounts Department).
- d. The Accounts will ensure that the project expense be kept within the funded amount as per the approved budget. If the expenditure exceeds the budgeted amount, the PI will be required to give a detailed explanation for this to Dean (Research) and the Director, and get the approval for the excess. The excess expenditure can be incurred only after the final approval by the Director. The excess amount should not exceed above 10% of the budgeted amount. If it does, it has to be incurred by the PI personally. (Accounts Department).
- e. On completion of the project, the PI shall submit the project report along with a covering letter to the funding agency. A copy of the same along with the utilization certificate prepared by the project team in consultation with the Accounts, shall be submitted by the PI to Dean (Research). (PI)
- f. The PI shall be responsible for expediting the acceptance of the report by the funding agency, and for the final settlement of dues, if any, from the funding agency. (PI)
- g. It is the responsibility of the PI to spend the amount funded for the project completely. In case of any unspent amount left, the PI shall submit an explanation for the same to the Director through Dean (Research). PI shall also advise the Accounts department for refund of excess amount to the funding agency as per the agency requirements, immediately after the closure of the project to maintain good relationship with the funding agency. (PI)
- h. The work units for the research project shall be claimed by the PI and other faculty in the project team only after the final closure of the project as indicated above. (Project faculty)

4.6 External Research Grants

- a. MDI actively encourages researchers to access external research grants, whether from official government sources (e.g. AICTE grants), corporate funding, research trusts or from other academic institutions in the form of individual or joint institutional research projects. Such external grants reflect external recognition of research competence and enhance both the researcher's reputation and the MDI's research standing.
- b. To enhance the chances of securing such grants, MDI researchers are encouraged to establish or join national and international research networks, and to collaborate with their local and international counterparts.
- c. Limit on number of Research Grants/Projects. To ensure that research project is completed on schedule, all researchers who are also full-time MDI faculty are limited to leading a maximum of two research projects at any one time. In addition,

these researchers can also participate in a maximum of two further projects as a member of the research teams.

- d. Any international travel by the Principal Investigator (PI), other faculty members in the project, and research associates hired for the project, if budgeted, shall be subjected to TA/DA allowances permitted by the funding agency. Any travel within the country by the PI and research associates hired for the project shall be subjected to TA/DA allowances prescribed by MDI. However, if budgeted, daily TA/DA allowance for faculty members involved in the project shall be 50% more than allowed as per MDI norms.

4.7 Nationally Funded Projects

- a. All research assignments shall be undertaken only in the name of MDI or a Centre of Excellence of MDI, including those received directly by the individual faculty members (hereafter referred to as Principal Investigators, (PIs).
- b. If the research project is large enough, FPM students who have finished their course work could be engaged as research assistants as per Fellow programme rules, on mutual consent of the Thesis Advisory/ FPM Committee.
- c. Research proposals should clearly indicate the scope of research, time-frame, budget and modalities of payment. Copy of the research proposals should be sent to the Research & Fellow Program Office for record-keeping purposes.
- d. After the funding is approved by the funding agency, the Research Project Approval Form along with all relevant supporting documents (including correspondence and funding details from the funding agencies) shall be filled in and submitted to the Director through Dean (Research) for approval. The Research Project Approval Form should clearly indicate amount of funding budgeted for the various activities such as the following:
 - i. Salary of research associates to be engaged specifically for the research project on ad-hoc basis.
 - ii. Travel expenses (both within and outside the country) including travel charges, TA/DA, and other conveyance charges as the case may be.
 - iii. Boarding and lodging charges for out of campus assignments as applicable.
 - iv. Cost for data collection activities such as conducting survey, design of questionnaire, etc.
 - v. Charges for photocopying, printing, binding and secretarial services, charges for stationery, telephones/ fax charges.
 - vi. Charges for the use of computer and other facilities.
 - vii. Charges for hiring research associate(s) for the assignment.
- e. The research project can start only after the approval of the Director. A Work Order for the research project shall be issued by the office of Dean (Research) on receipt of the entire correspondence duly approved by the Director. Copies of the Work Order shall be sent to the concerned PI, and Accounts Department of MDI.
- f. For engaging any external person(s)/part(ies) for performing data collection, analysis and secretarial work for which provision has been made in the project budget, following procedure will be followed:

- i. A Committee comprising of the PI of the project team, Dean (Research) (or his/her representative) and one member of the faculty not related to the project shall be formed to approve such arrangements.
- ii. A note containing the recommendation of the Committee and the name(s), terms of payment, duration of engagement of the person(s) shall be made available to the Registrar & Secretary in writing so that the payment of professional fees can be arranged.
- g. Any travel within the country by the PI shall be subjected to TA/DA allowances prescribed by MDI. However, if budgeted, daily TA/DA allowance for faculty members involved in the project (even if they are PI in the project), shall be 50% more than allowed as per MDI norms.
- h. Any travel within the country by the research associates hired for the project shall be subjected to TA/DA allowances prescribed by MDI.
- i. It is the responsibility of the PI of the project to ensure that any expenditure incurred on the project be appropriately debited by the Accounts Department under the correct project head.

4.8 Internationally Funded Projects

- a. All research assignments shall be undertaken only in the name of MDI or a Centre of Excellence of MDI, including those received directly by the individual faculty members (who may become the project's Principal Investigators).
- b. All proposals submitted for funding by international agencies (such as European Union, UN agencies, etc.) will be submitted under Director's signature or if submitted by a faculty member, under authorization by the Director to sign the proposal on behalf of MDI (unless the proposal is part of a Memorandum of Understanding already signed between MDI and any one of its collaborating international partners).
- c. Without loss of any generality, all the clauses mentioned above (Section 4.7) will also be applicable for projects funded by international agencies. Principal Investigators (PIs) shall submit Research Project Approval Form along with all relevant supporting documents including correspondences and funding details from the funding agencies to the Director through Dean (Research) for approval.
- d. In case of hiring of research associates and/or Fellow programme students for research projects funded by international agencies, it is required to specifically mention the traveling and other costs, and nature of duties as per the norms of the international agency. The travel related expenses (TA/DA) within the country shall be as per the travel budget approved by the funding agency for all members of the project team (including PI, research associates and/or Fellow programme students). For this purpose, the travel related cost must be specified in the budget. No changes in the travel budget shall be made once the project is approved by the funding agency.
- e. If the project requires international travel as budgeted, preference shall be given in the following order for granting foreign travel: PIs, other faculty members involved in the project, Fellow programme students engaged in the project, and research associates hired for the project, as long as it does not disturb the quality of research work to be carried out during the international travel.

- f. In case of Fellow programme students and research associates traveling abroad, the TA/DA will be based on actual expenditure incurred subject to budgeted funding amount for their international travel.
- g. The Accounts shall not process any TA/DA bills without appropriate supporting bills and approvals by the competent authority.

4.9 Reward for Successful Completion of Externally Sponsored Research Projects

If an externally funded (national or international) project is successfully completed by the project team, and the project report is submitted to the satisfaction of the funding agency, then certain work units are allocated to the project team members on the basis of the funding received in the project. The work units allocated for the project are calculated at the following rate:

Projects sponsored by an External Agency:

Number of work units (Notional only) - 10 Work Units per Rs. 1 Lakh funded.

5. Working Paper Series

5.1 Introduction

Working papers play a key role in the dissemination of knowledge developed by academics, researchers, practitioners and professionals. These papers are intended to provide new perspectives on perennial and future challenges in the fields of academics and to offer directions for further action and research.

A working paper is the documentation of a small piece of research (such as a conceptual paper, a literature review, etc.), which could be based on the output of a seed research project, research-in-progress of a nationally or internationally funded projects, or research review undertaken to support doctoral-level teaching or executive education programmes. It could also be an initial version of a research paper which has been produced for wider circulation for critiquing purpose (without the risk of loss of intellectual property, as a working paper can be protected under copyright protection).

This initiative targets both MDI faculty and FPM/EFPM scholars. MDI posits a premium on clear, readable writing as well as careful research and analysis. The policy guidelines will help our prospective authors develop papers that will be useful to our readers and have a significant impact on business and management practices.

5.2 Scope & Objectives

Working Papers will constitute an important component of MDI research output, and will be internally published by the Research Office. Faculty members are, therefore, encouraged to contribute to Working Paper series of MDI for wider circulation of their research-in-progress.

Manuscripts proposed for publication under MDI Working Paper Series should deal with the most dynamic trends of business and management practices at national and international context. The framework is flexible and offers room for analysis in various directions of the fields on which MDI operates. While the papers may offer theoretical insights as well as practical observations and experiences, the working paper particularly encourages articles that are a combination of both of these perspectives. Reflecting the interdisciplinary nature of the Institute, the MDI Working Paper Series

may have manuscripts from multiple disciplines of business and management, including Business Communication, Economics, Finance, Human Resource Management, Information Management, Marketing, Operations Management, Organizational Behavior, Public Policy & Governance and Strategic Management. However, the topics are not restricted to any particular field of management education; they may cover any related field such as environmental protection, social sciences, humanities etc.

5.3 Policy Guidelines, Terms & Conditions

Contributor / Author: Faculty and FPM /EFPM scholars desirous of contributing their working papers to this series should submit one copy of their paper via email to Research Office for reviewing, printing and publication. MDI faculty member in collaboration with researchers outside MDI, Gurgaon can also submit their working papers.

5.4 Registration of Research Topic

It is proposed that when a faculty begins on individual / joint research, there needs to be a formal registration of the intended Research Project with MDI. The details to be registered are the name of the Author (s), the area of the working paper and the broad topic / issues it relates to.

This registration could be done round the year and at least one month before research proposal submission. All registered topics may not result in Working Paper publications. There may be times when certain research initiatives do not see the light of the day. All of us are aware that this does happen for a variety of reasons, and this shall not be viewed adversely, at all. Therefore, the registration activity reflects the researcher's intention, and will not be viewed as a firmed commitment for submission. A copy of the registration form would be available with the research office.

5.5 Research Proposal Submission

A faculty member can submit a maximum of 2 working papers in a year. The first step is to submit the research proposal to the research office. The research proposal must include background of study, literature review, exploratory study if any, research questions, objectives, methodology, and time frames. The budget for the Research Project (if any) which will be drawn from the faculty's Research Facilitation Fund should be provided. The budget should include support for all the research related expenses of a research project such as data collection, online survey, appointing research associate et cetera.

5.6 Draft Working Paper Submission and Seminar Presentation:

This phase involves two deliverables from author(s). First, draft Working Paper must be submitted to the research office within one year of research proposal submission. Second, there should be an open presentation on the draft working paper. Drafts submitted for working paper publication will go through the external review process.

5.7 Working Paper Review Process:

The review process will include blind review of the draft working paper by one external reviewer. Every functional Area at MDI has to identify and submit a list of five external experts who can be approached for reviewing the papers submitted by authors from that particular area. At the time of submission, the author(s) are required to identify five reviewers from outside MDI and provide the list and contact details to the office. The office will use these two lists and the list of authors from the reference section of the

paper to identify a possible reviewer. The office will then request the selected reviewer to provide their comments on the working paper as per guidelines given below. Finally the recommendation, need for revision, or rejection reports of the external reviewers would be communicated to the author(s). The final decision about acceptance or rejection of the working paper will always be based on external reviewer's feedback.

5.8 Reviewers' Guidelines

Reviewers will be requested to give their attention to the following while preparing their evaluation report:

- a. The general structure of the argumentation in the paper, the interest of the research presented and the relationship with the life course approach
- b. The soundness of the theoretical approach and the state of the art of the literature review
- c. Whether the methodology is appropriate and/or innovative (sampling, data analysis)
- d. For empirical research papers, whether results are consistently derived and interpreted; for data descriptions and literature review papers, whether they are complete and informative; for methodological papers, whether they propose innovative tools
- e. Language and style

Additional references can be suggested by the reviewers. In case of outright rejection, reviewers will have to give compelling reasons.

5.9 Working Paper and Work Unit Points:

Upon publication of the working paper as a part of MDI's working paper series, author(s) will be rewarded 12.5 work unit points. In case of multiple authors, work unit points shall be distributed amongst all the authors as per the sharing norms for journal articles.

5.10 Intellectual Property Rights

- a. Copyright: The copyright of the working paper series will remain with the author.
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Annexure 1:
National / International Conference Approval

Annexure 2:
National/International Conference Approval (Funded)

Annexure 3:
Proforma for Approval of Tour Programmes

Annexure 4:
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Annexure 6:
Publication Submission for RFF

Annexure 7:
Proforma for obtaining permission for delivering lectures in other organisations and / or for attending meetings as Editor/Guest Editor of a Journal, Member of Editorial Advisory Boards or committees

Annexure 8:
National/International Conference Expenses
Submission Form

MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDABAD
National / International Conference/Workshop/Symposium Approval

1. Name of Faculty :
2. Name of the conference/Workshop/Symposium:
3. Conference/Workshop/Symposium Organised by:
3. Place & Date :
4. Title of the Paper :
5. Co-authors with affiliations (if any):

Please enclose the following:

- a. Conference/Workshop/Symposium brochure/details
- b. Full Paper/Abstract
- c. A copy of Acceptance letter/email

6. Proposed Expenditure :

Sr. No.	Activity	Proposed Amount
1.	Conference/Workshop/Symposium Registration Fee	
2.	Local Conveyance	
3.	National/International Travel Expenses	
4.	DA Allowances (Boarding expenses)	
5.	Lodging Expenses	
6.	Visa/ Insurance Expenses	
	Total Proposed Expenses	

I certify that the above expenses are subject to availability of funds in Research Facilitation Fund (RFF)

Date :/...../.....

(Signature of Faculty Member)

(OFFICE USE ONLY)

Budget Details as on Date:

Particular	Amount
Total budget in RFF (A)	
Expenses incurred so far (B)	
Expenses budgeted and approved but not incurred so far (C)	
Proposed Expenses (D)	
Balance Budget amount Available [A – (B+ C + D)]	

Chairperson Research & publication

A.O. / D.A.O.

Registrar:

Director:

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON
National/International Conference Approval (Funded)

1. Name of Faculty :
2. Name of the Conference :
3. Conference Organised by :
4. Title of the Paper :
5. Place & Date :
6. Name of the Funding Agency/Research Project:
.....
.....
7. Co-authors with affiliations (if any):
.....
.....

Please enclose Conference brochure/details.

Date :/...../.....

(Signature of Faculty Member)

(OFFICE USE ONLY)

Research Office

Dean (Research & Accreditation)

Director

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON
PROFORMA FOR APPROVAL OF TOUR PROGRAMMES

1. Name & Designation :

2. Purpose of Tour :

3. Places to be visited :

4. Duration of tour(dates) :

5. Entitlement of travel : (a) Road ☐ (b) Train ☐ (c) Air ☐

6. If mode of travel is other than the entitlement, please give reasons:

.....
.....
.....

Note: Please attach a copy of approval

Date :/...../.....

(Signature of Faculty Member)

(OFFICE USE ONLY)

Research Office

Dean (Research & Accreditation)

Director

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON RESEARCH PROJECT APPROVAL FORM

1. Name & Address of Funding Agency :.....
.....
.....
2. Principal Investigator/ Project Coordinator :
Other Team Members (if any) :.....
3. Project Title :.....
.....
.....
4. Project Duration :.....
Project Starting Date :.....
Project Closing Date :.....
5. Project Description / Objective(s) :.....
.....
.....
.....
.....
.....
.....
6. Project Deliverables :.....
.....
.....
.....

7. BUDGET

A. Total Grant / Value of the Project

Total Grant / Value of the Project	
Schedule of Grant (1 st Installment)	
Schedule of Grant (2 nd Installment)	
Schedule of Grant (3 rd Installment)	

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON

APPROVAL FOR HIRING RESEARCH ASSOCIATE

1. Name of Faculty :
2. Name of the Conference/Project/Event :
.....
.....
3. Name of the Funding Agency/Research Project :
.....
.....
4. Proposed salary of Research Associate : :
.....
5. Qualification of RA :
.....
6. Duration of Appointment :

Date :/...../.....

(Signature of Faculty Member)

(OFFICE USE ONLY)

BUDGET DETAILS:

Particular	Amount
Available Budget (A)	
Expenses incurred so far (B)	
Expenses budgets approved but not incurred so far (C)	
Proposed Expenses (D)	
Balance Budget Available [A – (B+C+D)]	

Research Office

Dean (Research & Accreditation)

Director

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON

PUBLICATION SUBMISSION FOR RFF

1. Name of the Faculty :
2. Co-authors (if any) :
3. Title of the Paper :
4. Title of the Journal (Volume/Issue/Page No):.....
5. Categorisation & Journal Information (Indicate below):
 - (a) Financial Times 50 (FT 50) Journals :.....
 - (b) UT 24 Journal List :
 - (c) Clarivate Analytics JCR Impact Factor :.....
 - (d) Scopus Cite Score :.....

MDI Journal Classification: A*____/A____/B____/C____/D____)

Note: Soft copy of the Research Paper must be submitted to Research Office

Date :/...../.....

(Signature of Faculty Member)

(OFFICE USE ONLY)

If approved, an amount of Rs. _____ may please be added to RFF fund of respective faculty member towards his/her publication.

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Proforma for obtaining permission for delivering lectures in other organisations and / or for attending meetings as Editor/Guest Editor of a Journal, Member of Editorial Advisory Boards or committees including international academic entities involved in approved academic activities as per H R Policy 2009 (revised)

1. Name of Faculty :

2. Organization :

.....

3. Purpose*

(a) Sessions/Lectures ☐

(b) Seminar ☐

(c) Selection Committee ☐

(d) Any other (pl. specify):

Date(s) :

No. of Days :

Period of Engagement:

5. Honorarium received / to be received :

Kindly attach the invitation letter.

Permission may please be given.

Date :/...../.....

(Signature of Faculty Member)

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Dean (Research & Accreditation)

Director

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON

NATIONAL/INTERNATIONAL CONFERENCE EXPENSES SUBMISSION FORM

1. Name of Faculty :
2. Name of the Conference :
3. Tour Approval Dates :
4. Tour Details:

Date	Departure Time	From	Arrival Time	Place of Arrival	Mode of Travel	Remarks

5. Expenses Details:

C. Expenses Details.					
Sr. No.	Activity		Budgeted Amount	Actual Expenditure Incurred	
1.	Conference Registration Fee				
2.	Local conveyance				
	Sr. No.	Details			Amount
	i)				
	ii)				
	iii)				
	iv)				
	v)				
	vi)				
	vii)				
		Total			
3.	Daily allowances				
4.	Lodging Expenses (if paid)				
	Total Incurred Expenses				

(Kindly attach Conference certificate, Report, Original bills, Boarding passes etc.,)

Date :/...../.....

(Signature of Faculty Member)

(OFFICE USE ONLY)

Research Office

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Director