



ACROPOLIS
Enlightening wisdom

ACROPOLIS INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
(Run by: Teach for India Education and Research Samiti
A. B. Road Bypass, Near Toll Plaza, Manglia Square, Indore (M.P.) - 453771 | Tel: 0731-4730093, 01 Email: aimsr@acropolis.in, Website: www.aimsr.ac.in

RESEARCH POLICY


Principal

Acropolis Institute of Management
Studies & Research, Indore (M.P.)

- **Criteria for Annual Increment (All Points Need to be Complied with) –**
 1. **Regularity (Attendance)** – Number of LWP should be less than 15 in a year
 2. **Class Engagement (Teaching Work)** – Classes Engaged v/s Planned should not be less than 90%
 3. **Course Completion** – Percentage of course completed at the end of the teaching should not be less than 100%
 4. **Academic Activity** – Apart from regular academic classes at least 1 activity like seminar / workshop / expert lecture / FDP etc is organized or delivered.
 5. **Research (Paper Publication)** – At least two research papers by Professor / Associate Professor and at least one research paper by Assistant Professor in an academic year should be published as a first author.
 6. **Behavior and Departmental Work** – Marks awarded by the HoD / Principal on 10 point scale should not be less than 6.
 7. **Lecture Notes** – Prepared before the beginning of semester and approved by HoD.

- **One Time Appreciation Award of Rs.21000/- to the faculty for achieving any one of the following (Faculty Affiliation should be Acropolis Institute) –**
 1. Patent is granted in line with institute policy.
 2. Research paper is published in SCI / ABDC Journal as First Author.
 3. Published a Book with ISBN No as First Author.
 4. Grant is received for Lab development of worth Rs.5,00,000/-
 5. Consultancy/Project work of worth Rs.5,00,000/- excluding material and testing work.

- **One Time Appreciation Award of Rs.5000/- to the faculty for achieving any one of the following (Faculty Affiliation should be Acropolis Institute) –**
 1. Published 5 research papers with students.
 2. Assistant Professor who publishes more than one research paper in UGC approved journals or presents in a conference organized by Institute of national repute as a first author in an academic year without any financial assistance from the Institute.

***Note:**

- a. It is required that a faculty receives at least 65% marks in PMS. If someone fails to achieve this continuously for TWO years, his / her services may be discontinued without any notice.
- b. One time appreciation amount may be given to those faculties who achieve a high value in PMS score. The amount may differ on score and will be decided by management.



Ref. No.: AGI/VC/2023/

 Date: 05th October, 2023

Office Order

 It is hereby notified that as per approval accorded by the Chairman the revised Travelling Allowance Rules effective from 05th October, 2023 are as under:

Revised TA/DA Rules

S No	Category	Travel Entitlement	A Category City			B Category City			C Category City					
			Local Conveyance	DA	Lodging	Local Conveyance	DA	Lodging	Local Conveyance	DA	Lodging			
			Rs. Per km.	Maximum			Rs. Per km.	Maximum			Rs. Per km.	Maximum		
1	Director/ Principal/ HOD/Dean	1st AC/Air	15	2500	1500	3500	15	2000	1200	3000	15	1500	1000	2500
2	Professor	2nd AC/ Air with prior permission	12	1500	1200	2500	12	1500	1000	2000	12	1000	750	1500
3	Associate Professor	3rd AC	10	1000	1000	2000	10	1000	800	1500	10	800	600	1200
4	Assistant Professor	3rd AC	7	800	800	1500	7	800	600	1200	7	600	500	1000
5	Employee with Basic >= 18000	3rd AC	7	800	600	1200	7	800	450	1000	7	600	450	800
6	Employee with Basic >= 15000	Sleeper	-	400	500	1000	-	400	400	800	-	300	400	600
7	Class IV	Sleeper	-	300	400	600	-	300	350	500	-	200	350	400

Note:

- Local Transport (To & From) :
 - Indore Railway Station & Bus Stand : Max 100/Actual
 - Indore Airport : Max 300/Actual
- City Categories:
 - Metro City and Cities with Population >50L
 - State Capital, Cities with Population Between 20L-50L
 - All other
- Bill / voucher shall be required for the expenditure claimed.

M. K. Dube
 (Prof. M. K. Dube) 5.10.23
 Vice Chairman

Principal
 Acropolis Institute of Management
 Studies & Research, Indore (M. P.)

Copy to:

- Chairman
- Group Director
- Group Director, CDC
- All Directors/Principal
- All Deans/ HoDs
- All faculty & staff members
- Account Section, City Office



Ref. No.: AGI/VC/Estt/2023

Date: 13.06.2023

CIRCULAR

Following general terms and conditions of appointment are hereby notified once again for information and compliance of all faculty and staff members of Acropolis Group of Institutions:

1. That the appointment is full time and does not permit employee to work for any other organization (including Coaching, Tuition etc.) paid or honorary.
2. That employees have to remain available in the Institute during the working hours (as per shift timings) of the Institute or wherever needed under special circumstances as directed by the head of the department/Head of the Institute/Vice Chairman.
3. That the appointment can be terminated with one month's notice or payment of one month's salary in lieu thereof by the management during or after the probation period.
4. That an employee has to give three months notice or payment of three month's salary in lieu thereof for quitting the job and that employee will ordinarily be not relieved during the semester.
5. That in case if an employee is found violating the terms and conditions of the appointment and code of conduct or committing any act of insubordination/indiscipline or in case of unsatisfactory performance or provided any false information the services of the employee will be terminated without notice.
6. That maintaining confidentiality of data and information of the Institute is the responsibility of the employee.
7. That leaves and other facilities shall be applicable as per the rules of the Institute.
8. Employee will be required to perform the assigned duties like delivering lectures / managing laboratories / other administrative work etc.
9. Employee should have a personal computing facility (laptop etc. with necessary peripherals) to carry out college work smoothly.
10. Employee will not associate or identify with any political activities.
11. Employee shall dress professionally and behave in a disciplined manner befitting the post held.
12. Employee shall bear their own taxation, which shall be deducted from the salary.
13. The Management will be within its right to transfer the employee to another department / Institute.
14. The age of superannuation shall be as per Institute's policy.
15. Any change in the address, qualifications or other information needs to be communicated immediately in writing to appointing authority.
16. The promotion shall be subject to the promotion policy of the Institute.
17. The annual increment shall not be claimed by the employee as a matter of right but will depend upon the performance and contributions.
18. Employee should settle the advance issued within 15 days.
19. Employee need to submit performance report / PMS to HoD at the end of every semester.
20. No employee shall appear in any examination/ interviews or apply for any post outside the institution, without prior written permission of the head of the institute.
21. No employee shall approach, directly or indirectly, any member of the society, Governing Body without following the hierarchy for any routine permission/approval/work/grievance.


Principal




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22. All information regarding the remuneration and terms of employment are confidential and not to be divulged to any other employee.
23. That Management reserves the right to amend or alter these terms and conditions in the interest of the Institution.
24. All the employees are bound by the rules, regulations & standing orders of the Institute which are in force now or that may be introduced or amended from time to time.


13. 6. 23

(Prof. M. K. Dube)

Vice Chairman

Copy to:

1. Chairman
2. Group Director
3. Group Director-CDC
4. Director - AITR
5. Director - AFMR
6. Director - AIPER
7. Principal -AIMSR
8. Director - DBA
9. Addl. Director (Finance)
10. All Deans
11. All HODs
12. Dy. Registrar
13. Administrative Officer
14. All Faculty & Staff Members



Principal

Acropolis Institute of Management
Studies & Research, Indore (M.P.)



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Ref. No.: AGI/VC/2024/

Dated: 25th January, 2024

CIRCULAR

Research Policy approved by the Management is attached herewith for information of all the faculty members of Acropolis Group of Institutions.


(Prof. M. K. Dube) 25.1.24
Vice Chairman

Copy to :

1. Chairman
2. Group Director
3. Group Director - CDC
4. Director - AITR
5. Director - AFMR
6. Director - AIPER
7. Principal - AIMSRS
8. Director - DBA
9. Principal - AIL
10. All Deans
11. All HoDs
12. Dy. Registrar
13. All faculty members



Principal
Acropolis Institute of Management
Studies & Research, Indore (M.P.)

Acropolis Group of Institutions (AGI), Indore

Research Policy

Preamble

Research plays a pivotal role in shaping the academic environment, fostering innovation, and driving advancements in the management and technical education field. Research is essential for enhancing the quality of education. By conducting research, institutions can stay at the forefront of knowledge and impart cutting-edge practices to their students. Research helps develop new methodologies, frameworks, and theories to incorporate into the curriculum, ensuring students receive the most relevant and up-to-date education. Engaging in research allows faculty members to deepen their expertise, broaden their perspectives, and stay updated with the latest trends in their stream. It enables them to make valuable contributions to the field by publishing their findings in academic journals, attending conferences, and participating in scholarly discussions. This constant pursuit of knowledge and expertise translates into higher-quality teaching and mentorship, benefiting students and fostering a culture of continuous learning.

Moreover, research allows students to develop critical thinking, analytical skills, and a deep understanding of the concepts. Furthermore, research in higher educational institutions acts as a bridge between academia and Industry. Institutions can address real-world issues and offer practical solutions by collaborating with businesses, organisations, and government entities. Beyond the confines of the educational institution, research has far-reaching implications for society. Academic research can illuminate various social and economic issues, offering insights into effective and informed decision-making. It contributes to developing best practices, policies, and strategies that positively impact businesses, governments, and communities.

Objectives

Higher educational institutions engage in research to achieve various objectives, which may include:

1. **Advancement of knowledge:** Research in higher education aims to contribute to the existing body of knowledge by generating new insights, theories, and models. This objective involves exploring uncharted territories, pushing the boundaries of understanding, and expanding the intellectual landscape.
2. **Innovation and technological development:** Research in higher education often focuses on driving innovation and technological advancements. This objective involves developing new technologies, finding novel solutions to complex problems, and fostering entrepreneurship and industry collaboration.
3. **Addressing societal challenges:** Many higher educational institutions prioritise research that addresses critical societal challenges. This objective involves conducting research in areas such as public health, climate change, poverty alleviation, sustainable development, social justice, and inequality. The aim is to contribute to the betterment of society and improve the quality of life for individuals and communities.
4. **Educational improvement and pedagogical advancements:** Research in higher education plays a crucial role in improving teaching and learning practices. This objective investigates


Principal

effective teaching methods, curriculum design, assessment strategies, and educational technologies. The aim is to enhance the quality of education and provide evidence-based practices for instructors and educational policymakers.

5. **Collaboration and interdisciplinary research:** Higher educational institutions often aim to foster collaboration and multidisciplinary research. This objective involves promoting partnerships between different disciplines, faculties, institutions, and even across national boundaries. The aim is to encourage diverse perspectives, leverage collective expertise, and tackle complex problems that require multidisciplinary approaches.
6. **Training the next generation of researchers:** Research in higher education provides opportunities for training and mentoring the next generation of researchers. This objective involves engaging undergraduate and graduate students in research projects, promoting research skills and critical thinking, and nurturing a research culture within the institution.
7. **Economic development and industry partnerships:** Research conducted in higher educational institutions can contribute to economic development by fostering industry partnerships and knowledge transfer. This objective involves collaborating with businesses, startups, and government agencies to develop innovative products, services, and solutions that drive economic growth and competitiveness.
8. **Intellectual property and commercialisation:** Higher educational institutions may have intellectual property creation, protection, and commercialisation objectives. This objective involves patenting inventions, licensing technologies, and creating spin-off companies based on research findings, contributing to economic development and generating revenue for the institution.

Promotion of Research

Acropolis Group of Institutions (AGI) promotes research by establishing a vibrant research culture that values and recognises the contributions of researchers, encourages intellectual curiosity, supports innovative ideas, and fosters collaboration. AGI will allocate sufficient funding and resources to support research activities and offer incentives and rewards for research productivity, such as tenure and promotion policies that prioritise research output, which can motivate faculty members to engage in research actively. The group will also organise training and mentorship programs to develop research skills and cultivate a community of researchers. Encouraging interdisciplinary collaboration and partnerships within and outside the institution will help address complex research questions and leverage diverse expertise. Furthermore, promoting research dissemination through conferences, journals, and other platforms would enhance the visibility and impact of research findings. Lastly, engaging in industry partnerships and knowledge transfer activities could foster innovation, create practical research applications, and contribute to economic development. By implementing these strategies, the AGI can create an environment fostering research excellence, nurturing innovation, and advancing knowledge and societal development.

Research Promotion Committee (RPC)

The Research Promotion Committee (RPC) is crucial in nurturing a vibrant research culture, facilitating research excellence, and creating an enabling environment for researchers to thrive within



higher education institutions. In the Acropolis Group of Institutions (AGI), the RPCs will function at three levels

I) Department Level

- Chairperson –HOD
- Senior Faculty
- Senior Faculty

II) Institute Level

- Chairperson – Director
- Member 1- Concerned HOD
- Member 2- HOD/Senior Faculty

III) Group/Central Level

- Chairperson – Chairman
- Director AITR
- Director AFMR
- Director AIMSIR
- Director DBA
- Director AIPER
- Dean Law

The role of RPC would be:

1. **Research strategy development:** The RPC helps formulate and refine the institution's research strategy and priorities. This includes identifying research focus areas, setting goals and objectives, and aligning research activities with the institution's mission and vision.
2. **Funding and grant support:** The RPC assists researchers in identifying funding opportunities, both internal and external, and guides the application process. They may organise workshops, seminars, or training sessions to enhance researchers' grant writing skills and help them develop competitive proposals.
3. **Research ethics and compliance:** The RPC ensures that research conducted within the institution adheres to ethical standards and regulatory requirements. They may establish and oversee research ethics committees, review and approve research protocols, and provide guidance on research integrity, human subjects, animal welfare, and biosafety issues.
4. **Collaboration and partnerships:** The RPC fosters collaboration and interdisciplinary research by promoting networking opportunities, facilitating research partnerships within the institution and with external organisations, and encouraging joint research initiatives. They may also coordinate efforts to establish research centres or institutes to foster collaboration in specific fields.
5. **Research infrastructure and resources:** The RPC assesses and supports the development of research infrastructure, facilities, and resources necessary for conducting high-quality research. This includes advocating for adequate research funding, equipment, laboratory



spaces, access to specialised databases or libraries, and other resources essential for researchers' needs.

6. **Research dissemination and impact:** The RPC supports researchers in disseminating their findings through conferences, journals, and other scholarly outlets. They may organise research showcases, symposiums, or conferences to promote the visibility of research within the institution and the wider research community. They also encourage knowledge translation, and the utilisation of research outcomes to create a positive societal impact.
7. **Research training and capacity building:** The RPC supports the professional development of researchers, including organising workshops, seminars, and training programs on research methods, data analysis, publication ethics, and other relevant topics. They may also facilitate mentorship programs and opportunities for early career researchers to enhance their skills and research capabilities.
8. **Monitoring and evaluation:** The RPC monitors and evaluates the progress and outcomes of research activities within the institution. This includes tracking research performance indicators, assessing the impact of research projects, and providing feedback and recommendations for continuous improvement.

Any faculty member who wishes to benefit from the research policy will first approach the Institute/Department level RPC. After scrutiny, the Institute/department-level RPC will forward the eligible proposals to the Group/Central-level RPC, which will make final decisions on approvals.

Incentives on Publication

Incentives accompanied by a certificate of appreciation by the Head of the institution will be given to the faculty members who publish their research papers in referred journals.

The awards for faculty members are categorised as:



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For Research Publication

Management/Commerce/Law	Engineering / Pharmacy (Replace & by /)	Appreciation Amount (Rs)
FT 50 or ABDC A*	SCI	40,000
1) SCOPUS + WOS or i) ABDC A ii) ABDC B iii) ABDC C	(i) WOS/SCOPUS Journal (ii) WOS/SCOPUS IEEE Flagship Conference (iii) WOS/SCOPUS Conference	30,000 25,000 15,000
2) SCOPUS / WOS only	(iv) WOS/SCOPUS Book Chapter	10,000
UGC Care	UGC Care	3,000
Patent Grant (Applicant should be Institute)	Patent Grant (Applicant should be Institute)	25,000
Patent Publication	Patent Publication	5,000
AICTE/UGC or Any Other Sponsored Conference/Workshop/Seminar/Research Project Grant (Coordinator/Convenor/Co-convenors / Principal investigator)	AICTE/UGC or Any Other Sponsored Conference/Workshop/Seminar/ Research Project Grant (Coordinator/Convenor/Co-convenors / Principal investigator)	10% of the grant received or max. Rs 25,000, whichever is less

* If registration fee of the conference is sponsored by the institute then above appreciation amount will not be applicable.

For Book Publications

Particulars	Condition	Amount (Rs)
Book Publication (Text/Reference/Relevant to courses offered) with ISBN Number as a first author	Min 250 pages	15,000
Book Chapter in (Text/Reference/Relevant to courses offered) International Publisher like Wiley, Bentham, Taylor and Francis, Springer etc as first author or corresponding author	-	5,000

For Research Guidance

Particulars	Condition	Amount (Rs)
PhD Supervisor in a Govt. University [with the affiliation of the Acropolis]	After the award of the Degree to the scholar	10,000
PhD Co-supervisor in a Govt. University [with the affiliation of the Acropolis]	After the award of the Degree to the scholar	8,000

Note- 1) Incentive(s), including all, shall be granted only for a maximum of 2 categories each per year.

2) The decision of the scrutiny committee, constituted by the management, shall be the final

3) The affiliation should be with Acropolis in the publication, consultancy & PhD supervision

To avoid conflicts, for the publication of research papers/ books/ book chapters, the amount applicable shall be distributed among the authors with affiliation to Acropolis Institute of Technology & Research considering all authors as per the following guidelines:

- The first author and the corresponding author will get 40% of the amount. The remaining 60% is to be distributed equally among all authors including the first & corresponding author.

Faculty members are also encouraged to apply for research projects.

AGI will recognise and appreciate faculty members who receive awards from external institutions for their research presented at conferences by giving them certificates of appreciation.

Nomination of Faculty/Staff Member for Conferences/FDPs/ etc.

AGI provides full support and facilitates faculty and staff members' professional growth and knowledge enhancement. The Institute allows faculty and staff members to be nominated and sponsored for various professional development events, such as international conferences, faculty development programs (FDPs), etc. Under the institution's policy, the Institute covers expenses, including registration fees, travel, lodging, and dearness allowances, as per the prevailing HR Policy.

The decision of the RPC shall be final.

Research facilities

The Institute offers several provisions to support and enhance the research environment for faculty members.

- Faculty members are provided with necessary resources, including the library, for their research projects.
- The Institute nominates faculty coordinators to facilitate research activities who oversee various research-related events such as major research projects, summer internship projects, research methodology workshops, case writing workshops, conferences, and research paper contests.
- **status papers, and the registration of in-house cases on platforms of repute. The Institute also strives to list its journal on international e-resources like ProQuest, further expanding the reach and impact of research outputs. (Point not clear)**

Collaborative Research

Institutes and businesses recognise the importance of Institute-Industry Interaction in addressing challenges. They seek assistance from the Institute to find solutions for their problems. To facilitate this, the Institute has planned the following activities.

- (1) **Industry-Sponsored Project:** Through project sponsorship, the Industry can collaborate with experts from the institution to conduct research. The Industry provides financial support, and if a patent is registered, income from the patent is shared among the Industry, researcher, and

Institute. This arrangement offers benefits such as research exposure for the researcher, problem-solving for the Industry, and the potential for financial gain for all parties involved, ultimately benefiting society.

(2) **Interdisciplinary Research:** Interdisciplinary research is imperative in the present times as many research problems require collaboration across multiple disciplines. The Institute recognises the importance of conducting interdisciplinary research to yield fruitful outcomes. To facilitate this, the following steps will be undertaken: a) Identifying interdisciplinary areas of research, b) Identifying experts from relevant disciplines who can collaborate, c) Assessing infrastructure requirements for interdisciplinary research, and d) Exploring resource possibilities to support such research endeavours.

(3) **Collaborative Research:** With knowledge being generated globally, collaborative international research is crucial in fostering mutual learning and expertise sharing. To facilitate this, the Institute will establish Memorandums of Understanding (MoUs) with prominent research institutions and universities, enabling valuable collaboration and the exchange of knowledge and expertise.

Skill Development Training and MDP Policy

The Institute actively supports and promotes **Teaching Skill Development Training (TSDT)** training and Management Development Programs (MDPs) conducted by its faculty members as resource persons. Suppose the training assignment is received through the Institute. In that case, the concerned faculty member will receive payment equivalent to that of a visiting faculty with 10 years of experience/Ph.D., i.e., Rs. 800 per hour. **In cases where the faculty member directly receives a training assignment but requires leave from the Institute to attend, a 20:80 share will be applied (what if a faculty does not require leave).** The Institute will receive 20% of the training amount (after expenses), while the faculty member will receive 80%. If the training amount is less than Rs. 5000, the faculty member will contribute Rs. 500 (10% of the amount received, excluding expenses and tax) to the Institute.

All such proposals should be routed through the concerned institute only. In all cases, the faculty member must deposit the cheque or cash received with the Institute, which will then reimburse the faculty member. This process ensures accountability for training-related funds received by faculty members.

Research Misconduct

The Institute defines research misconduct as the act of fabricating or plagiarising research proposals, performance, review, or reporting of research results. However, it is essential to note that research misconduct does not include honest errors, differences of opinion, authorship disputes not involving plagiarism or violations of other institute policies. Research misconduct compromises the academic community's integrity and undermines scholars' credibility. Therefore, the Institute treats all allegations of research misconduct seriously and ensures that fair and well-defined procedures are in place for such cases' inquiry, investigation, and adjudication. To combat plagiarism, the Institute adheres to an anti-plagiarism policy aligned with the "Code of Ethics for Academic Integrity and Plagiarism" suggested by the UGC (University Grants Commission).


Principal

Propolis Institute of Management
Studies & Research, Indore (M. I.)