



## EMPLOYEE DEVELOPMENT & TRAINING POLICY AND RESEARCH & PUBLICATION PROMOTION SCHEME

### LLOYD INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA

Our Institute is a firm believer that its most valuable resource is the human resource, and among those employees or personnel hold the prime position. The employee's efforts and time in teaching, research, innovation, and organizational responsibilities determine the quality of services that we offer to the students and community at large. Also, participation in workshops/ refresher courses/MOOCs/FDPs is suggested for updating knowledge.

In continuation of the practices adopted by the Institute to keep its employees/faculty inspired and motivated, schemes are being adopted are Employee Development & Training Policy and the Research & Publication Promotion Scheme. The details of the schemes are as follows:

#### 1. Objective

##### A. Employee Development & Training Policy

The Institute supports employee development by providing partial or full reimbursement of the cost of courses, seminars, and workshops that enable employees to improve performance in current jobs, prepare for career development, or meet the requirements of programs related to current performance or planned career development.

##### B. Research & Publication Promotion Scheme

The Institute supports the faculty members by providing financial incentives to promote scientific, academic, and society-oriented publications by the faculty in the form of research/ review papers, opinion articles, etc.. The objectives of the schemes are:

- a. The research and academic output of an institute are best quantified in terms of the research publications/ invited articles/ books authored or Case studies by its faculty.
- b. Publications in good, reputed periodicals/ journals are very valuable and add to the faculty members and the institute's profile.
- c. A publication in a journal with an Impact factor makes the paper/ article even more prestigious. The annual Journal Citation Report (JCR) by Thomson Reuters and SCImago Journal Rank (SJR) by SCOPUS are two authentic impact factor ratings.
- d. Higher publication output leads to a favorable response when applying for research grants, thus creating a positive and gainful cycle.
- e. They also carry weightage in accreditation (NBA/ NAAC) processes.

## **2. Scope**

The policy will cover all the full-time employees of the Institute. It will provide partial or full reimbursement and/ or academic leaves.

## **3. Eligibility**

The policy will be available to all the full-time employees who have completed one year of service and have been appraised by the Competent Authority for the continuation of services. Students, part-time staff, visiting faculty, and contractual employees will not be eligible for this.

**Training must be directly related to the performance requirements of the employee's current assignment, improve job skills, or respond to organizational needs as defined by the employee's supervisor.**

It may include;

- A formal course leading to academic credit or a certificate by a recognized/ reputed college, university, or technical/vocational institute.
- A seminar, workshop, or particular emphasis short-duration program presented by an approved provider.
- A training obtained at a conference or by a professional organization.
- Master program/Doctoral program
- FDP/ QIP

## **4. Procedure:**

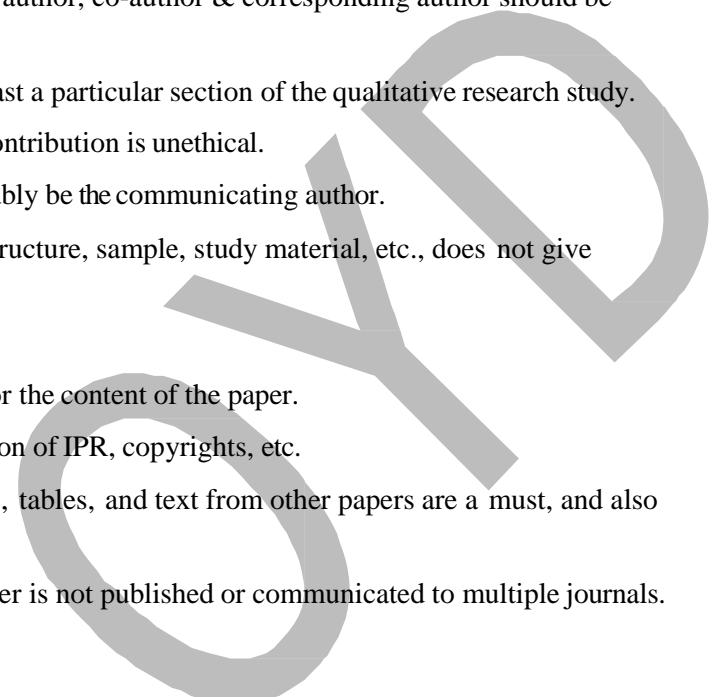
This procedure should be followed when employees want to avail the benefits of this:

1. Employees (or their supervisors) identify the need for training.
2. Employees and team leaders discuss potential training programs or methods and come up with suggestions.
3. At least 15 days before the intended training/workshop/conference/ program, etc., the employee or the supervisor briefly presents their proposal to the Group Director (GD). They might also have to complete a form.
4. GD reviews the proposal, with attention to budget and training content.
5. GD approves or rejects the proposal.
6. If GD approves, the employee will make arrangements for dates, accommodation, reserving places, etc.
7. No direct payments will be made from Lloyd to any organization/ Institute/ University. The employee will have to pay and send invoices or receipts to the Accounts Department, duly signed by the Supervisor and GD. The Accounts Department will approve employee reimbursement according to.
8. If an employee decides to drop or cancel an approved training/ workshop/ program, they'll have to inform their supervisor immediately. They'll also have to shoulder any fees or other charges made in this regard.
9. In cases where training ends with the examination, employees are obliged to submit the results. If they don't pass the exam, they can retake it at their own expense.

## **5. Terms and Conditions for Paper Publications**

### **A. Basis for authorship of papers**

The base of authorship is experimental work, data analysis & interpretation, theoretical inputs, originator of the idea, guidance, and review with scientific and technical methodologies.



- a. All contributors' names should be there in the list of authors in the research paper. However, a clear indication of the main author, co-author & corresponding author should be there.
- b. The author should have contributed at least a particular section of the qualitative research study.
- c. Adding the author's name without due contribution is unethical.
- d. In general, the first author should preferably be the communicating author.
- e. Contribution of the resources like infrastructure, sample, study material, etc., does not give entitlement of authorship.

#### **B. Responsibilities of authors**

- a. All the authors are equally responsible for the content of the paper.
- b. All the authors should ensure the protection of IPR, copyrights, etc.
- c. Proper permissions for reprinting figures, tables, and text from other papers are a must, and also should be cited properly.
- d. Authors have to ensure that the same paper is not published or communicated to multiple journals.

#### **C. Requisites-minimum publication**

It is advised to publish: -

- a. Minimum 02 papers published annually in journals (For choice of journal, refer to Point 5C i.e., choice of journals).
- b. Minimum 01 conference publication/presentation should be there.

#### **D. Choice of journals:**

It is advised to publish work in journals with high standards and repute.

- a. The minimum requirement is to publish a paper in UGC Listed journals.
- b. The publication in journals indexed in Scopus, Web of Science, ABDC Category, and SCI will be highly appreciable.
- c. Other attributes, such as the impact factor of the journal, the presence of eminent experts on the editorial board, etc., could also be guiding factors.
- d. The Institute strongly discourages publication in “predatory” journals, including those where publication is possible without a peer review or payment of charges.

#### **E. Plagiarism**

As per UGC/AICTE guidelines, any research work with a similarity index greater than 10 % must be avoided. Proprietary information, such as drawings, figures, data, tables, etc., has to be suitably acknowledged, and also, wherever necessary, copyright permission needs to be obtained. Self-plagiarism also must be avoided. Also, proper citation should be given for all the referred content/tables/figures, etc.

## 6. Benefits

### A. Academic/ On Duty Leave Policy for Research-Based Activities

An employee who has been permitted to avail of the benefits of this policy may avail of Academic Leaves/On-Duty Leaves as per the already laid down Leave Rules of the Institute or as given below:

Designation	Program	No. of Leaves	Limit
Assistant Professor	Workshop/FDP/ Conference/ Seminar etc.	6 days/year	Not more than 3 at any one time
Associate Professor & Professor	Workshop/FDP Conference/ Seminar etc.	5 days/ year	Not more than 3 at any one time

### B. Financial Benefit/Reimbursement:

#### a. Travelling allowance policy for research-based activities

The following traveling allowance reimbursements will be provided to the faculty member proceeding for any research-based or developmental activity, i.e. FDP and Workshop.

Designation	Travel Mode/Class	Maximum Limit*
Assistant Professor/ Equivalent Designation	Rail-AC-3Tier/ Road	Up to Rs. 3000/-
Associate Professor / Equivalent Designation	Rail-AC-3Tier/Road	Up to Rs. 4000/-
Professor/ Equivalent Designation	Rail-AC-3Tier/Road	Up to Rs. 5000/-
Director/ Principal	Air (Economy)/ Rail-AC-2Tier/Road	Up to Rs. 6000/-

\* Subject to Bill Submission.

#### b. Registration fees reimbursement policy for research-based activities

The following registration fee reimbursements will be provided to the faculty member for attending the FDP and Workshop and presenting a paper at any Conference/Symposium/Seminar etc.

S. No.	Type of Training/ Developing Activity	National	International	Maximum Limit
1.	Workshop/ FDP (Minimum 5 or more than 5 days)	50% of Registration Fees		Up to Rs. 10000/-
2.	Conference/Symposium/Seminar with paper presentation*	50% of Registration Fees		Up to Rs. 10000/-
3.	Conference/Symposium/Seminar with paper presentation & publication with ISSN/ISBN*	70% of Registration Fees		Up to Rs. 10000/-
4.	Conference/Symposium/Seminar with paper presentation & publication with ISSN/ISBN - Outside India *	NA	50% of Registration Fees	Up to Rs. 20000/-
5.	Additional Professional Qualification/ Training (5-7 days Max.)	Academic Fees		Up to Rs. 10000/-

\*Only the First Author would be considered in case more than one employee are mentioned as author/ co-authors.

### c. Paper publication fees reimbursement

To promote scientific, academic, and society-oriented publications by the faculty in the form of research/review papers, opinion articles, etc., the Institute will incentivize the faculty as per the below policy:

Publication	Maximum publication fee reimbursement
For Publication in UGC-CARE-listed Journals:	Rs. 5000/-
For Publication in Q3 & Q4 Scopus:	Rs.10,000/-
For Publication in Q1 & Q2 Scopus:	Rs.15,000/-
For Publication in Web of Science (ESCI)/ ABDC (B & C category):	Rs.20,000/-
For Publication in Web of Science (SSCI)/ABDC (A & A*) Journals:	Rs.25,000/-
Case Study Publication	In Case center: Rs.2000/- In Scopus Journals: Rs.5000/-
Chapters in edited books published by Elsevier, Taylor & Francis, Springer, & Publishers of repute.	Rs.5000/-
Publishing Books with reputed publishers.	10 times the cover cost of the book, with an upper ceiling cost not exceeding Rs. 10,000/-

#### Note:

- To claim the benefit, an employee needs to submit Form F-2 along with relevant documents and submit it within 15 days of the event.
- No benefit can be claimed as a right.
- The decision to approve or reject any application shall be the sole discretion of the Group Director/ Competent Authority.
- No DA shall be paid to any employee under this policy.
- The total reimbursable amount per employee will be as per the tables given above.
- The total reimbursable amount for the Institute will not exceed the total budget sanctioned for Employee Training & Development Activities and Research Promotion Activities.
- Employees availing of this policy benefit must provide evidence of satisfactory completion, endorsed by the supervisor, while submitting the claims.

**Advisory:** Since benefits under this scheme can be availed only once in an academic session, the employees are advised to keep a lookout for the upcoming activities/ training/ academic programs that they want to avail of and opt judiciously in consultation with their supervisors.

## 7. Submission of Proceedings /Documents Related to Training Programs

After attending conferences/workshops, all deputed staff must submit a copy of the proceedings, documents, etc., to the Research Cell. In addition, the staff is required to make a presentation on the conference or training program attended by the department during the weekly research talk.

## **8. Consultancy Projects/ Assignments Guidelines**

The following guidelines will be used for engaging in any consultancy assignments:

- a. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations (within India and abroad), primarily for their purposes.
- b. If any (full-time) faculty members raise funds through academic activities outside the institution, such as consultancy assignments, workshops, FDPs, and others. The financial split shall be 60:40 amongst faculty and institute after deduction of operational expenses.
- c. The time spent on consultancy and related assignments shall be on duty considerations.

**Claim under Research and Promotion Publication Scheme  
Form (F2)**

<b>Name of the faculty</b>	<b>Department</b>
<b>Designation</b>	<b>Joining Date</b>

**Mark the item of claim**

<b>Publication</b>	<b>Amount claimed</b>
For Publication in UGC-CARE-listed Journals	
For Publication in Q3 & Q4 Scopus	
For Publication in Q1 & Q2 Scopus	
For Publication in Web of Science (ESCI)/ ABDC (B & C category)	
For Publication in Web of Science (SSCI)/ABDC (A & A*) Journals:	
Case Study Publication	
Chapters in edited books published by Elsevier, Taylor & Francis, Springer, & Publishers of repute.	
Publishing Books with reputed publishers.	

<b>Training Development Activity</b>	<b>Amount claimed</b>
Workshop/FDP (Minimum 5 or more days)	
Conference/Symposium/Seminar with paper presentation	
Conference/Symposium/Seminar with paper presentation& Publication with ISSN/ISBN	
Conference/Symposium/Seminar with paper presentation & Publication with ISSN/ISBN outside India	
Additional Professional Qualification/ Training (5 – 7 days max)	
Any other (Please give details)	

*I hereby declare that the information provided by me and the enclosures attached are true and authenticated. For any false information, I shall be held liable, and I must reimburse the amount released through the research and publication promotion scheme of Lloyd.*

Signature of the faculty

**Necessary enclosures (photocopy only);**

1. Copy of the paper 2. Certificate of presentation (if applicable)
3. Copy of abstract booklet (pp. of paper/abstract) 4. Certificate of award (if applicable)

**For office use only**

Approved amount	
Sign. of Forwarding authority	
Sign. Of the Approving authority	