



PML SD
Business
School
Chandigarh
[AICTE Approved]

FDP & RESEARCH

SOP

PML SD Business School

[Signature]
28/01/2025
Director



PML SD Business School, Chandigarh

FDP and Research

Standard Operating Procedures (SOPs)

A. Objectives of the Committee

1. To design as well as conduct Conferences/Workshops/ Training Programs/Refresher Courses for faculty development in general management principles, pedagogical techniques (including case method), cutting-edge research methods, and advanced topics in specialized areas.
2. To support the research activities of the faculty members such as assistance and incentives for Paper Publication, Paper Presentation, Publication and Grant of Patents & Copyrights, Ph.D. Guidance, Book/Chapter/Case Publication, Conference/ Workshops/ Training Programs/Refresher Courses, etc.).

B. Design as well as Conduct of FDPs/Workshops/Training Programs/Refresher Courses/etc.)

- I. The Chairperson should plan with the members of the research committee about the conduction of Conferences/Workshops/ Training Programs/Refresher Courses inside the institute.
- II. All the programs need to be approved by the Director of the Institute with the planned date and appropriate budget.
- III. The program plan should be ready at least two months (6 months in case of organization of the conference) ahead to provide the details to prepare Conferences/Workshops/ Training Programs/Refresher Courses Calendar. The plan should include the details. (See Annexure- I)
- IV. The brochure/flyer needs to be prepared at least one month (3 months in case of organization of the conference) before the program and circulated among the target participants.
- V. Necessary arrangements for travel and accommodation for resource persons from outside should be planned along with the in-house arrangements. This includes infrastructure arrangements, refreshment arrangements and communication to the participants through e-mail.
- VI. After the conduct of the program, the bill settlements should be made within 15 days of completion of the program.
- VII. The program report should comprise of all the details such as resource persons, participants, approval copies, certificate copies, feedback from the participant as in the standard format.

C. Assistance and incentives for Paper Publication, Paper Presentation, Publication and Grant of Patents & Copyrights, Ph.D. Guidance, Book/Chapter/Case Publication, Conference/Workshops/Training Programs/Refresher Courses, etc.)

General Rules:

1. Faculty should discuss with the research committee members at least one month ahead of the date for the conference/training program/workshops/refresher course/etc.

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2. The duly filled form to take permission to attend the same should be signed by the applicant and shall be approved by the Director of the institute (See Annexure-II)
3. The research work being presented/published/patented or research guidance must have been carried out by the faculty on the role of PML SD Business School, Chandigarh.
4. Benefits of the scheme should be available to those faculties who have rendered continuous one year service at PML SD Business School, Chandigarh.
5. Academic leave for attending conferences/paper presentations/workshops/refresher course/training programs/faculty exchange programs, etc. will be approved by the Director on the recommendations of the Research Committee.

(C-I) Research Publication in FT50/ABS/ABDC/SCI / Scopus / WOS / SSCI and UGC care

- a. **Paper Publication:** Every faculty member is required to publish minimum two research papers during the academic year in FT50/ABS/ABDC/SCI / Scopus / WOS / SSCI and UGC care
- b. **Book /Book Chapter/Case Publication:** Faculty members are encouraged to contribute towards the publication of book /book chapter or case publication.

(C-II) Paper presentation within India and outside India

1. Every faculty member is required to present minimum two paper presentations in an academic year either at the national level or international level.
2. Paper presentation will include both online presentation and in-person presentation.

(C-III) Promotion of Filing of Patents & Copyrights

Faculty members are encouraged to contribute towards the publication as well as grant of patents and copyrights.

(C-IV) Research Project Grants by Extramural Funding Agencies

1. All Professors, Associate Professors and Assistant Professors shall endeavor to submit Research Projects for award of grants from external agencies such as DST, DBT, DRDO, ISRO, ICMR, UGC, AICTE, CSIR, ICSSR, DST State Government etc. and international funding agencies.
2. Project Investigator and Co-Project Investigator(s) shall be given an incentive of the total grant received by PML SD Business School on pro-rata basis as per details given below:

S.No	Grant Received	Incentive percentage
1.	Upto ₹ 1 lakh	₹5,000/-
2.	Above ₹ 1 lakh to ₹10 lakh	₹10,000/-
3.	Above ₹ 10 lakh to ₹ 50 lakh	₹ 25,000/-
4.	More than 50 lakh	₹ 50,000/-

Incentive for Research Project Grant shall be shared among PI and Co-PI(s) as under:

S.No	No of Investigator(s)	Incentive Percentage
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1.	Only PI	100%
2.	One PI and One Co-PI	PI 60% and Co-PI 40%
3.	One PI and Two Co-PIs	PI 50%, Co-PI 25% each
4.	One PI and More than Two Co-PIs	PI 40% and 60% distributed equally among Co-PIs

(C-V) Seed Money

Each faculty member of an institution may apply for intramural grant on prescribed proforma up to a maximum of Rs.50,000/- for undertaking a research project in the PML SD Business School. The project has to be recommended by the Research Committee and to be forwarded to the office of the Director for final approval and sanctioning of the Grant.

(C-VI) Assistance for Attending the Conference/FDPs/Workshops/Training Programs/ Refresher Course, etc.)

1. If a faculty member enrolls and successfully completes a course on Swayam portal of Government of India, the examination fee of SWAYAM course shall be reimbursed on the productivity of pass certificate with at least 50% marks.
2. Academic leave for attending conferences/paper presentations/workshops/refresher course/training programs/faculty exchange programs, etc. will be approved by the Director on the recommendations of the Research Committee.

Annexure- I

Program plan details

S.No	Name of the Program	Responsibility	Date and Duration	Resource Person(s)
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Annexure- II

S.No	Name of the Program	Date and Duration	Registration Fees	Organizing Body	Travelling Expenditure (if required)
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