



Research Policy

Office of Research Innovation and Commercialization (ORIC)
Sindh Madressatul Islam University

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RESEARCH POLICY

Purpose	:	To provide guideline to academic research staff / Faculty members regarding research activities or reward on research outcomes.
Responsible Office	:	Office of Research Innovation and Commercialization (ORIC)
Contact Officer	:	Manager University Industry Linkage
Effective Date	:	July 2016

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Introduction

The prime aim of tertiary level education is not only to disseminate knowledge but also produce knowledge. Production of knowledge is initiated by generating innovative ideas which ultimately enhances critical thinking and analytical capabilities of the researchers. There are manifold benefits of conducting research. Not only does it enhance the knowledge but also it updates the knowledge itself. In addition, the research inculcates the capabilities of the critical & innovating thinking, analytical & logical reasoning and making a difference to our lives, to our economy, to our environment and to our society.

Sindh Madressatul Islam University, the Alma Mater of Quaid-i-Azam Muhammad Ali Jinnah, with a vision of “Research for Change in Society” has fostered research as an integral part of its strategies. The vision of research support programs encourages and maximizes support for research activities, which includes funding for publishing books, journals and travel grants for faculty, which would be helpful for academics who wish to attend conferences or need to reach other institutions for research purposes sharing their ideas, promoting dissemination of research at both national and international level and adding some knowledge to the scientific world.

The funding policy ensures that leading researchers get the recognition and rewards that they deserve and the opportunity to play a significant role in the global scientific community, encourages cross-institutional collaborations and help them lay the foundations of ingenious, innovative, collaborative, and creative initiative that demonstrates significant potential to enhance the research and creative activity portfolio of SMI University.

1. Office of Research Innovation & Commercialization (ORIC)

Following the directives of HEC and to bring Innovation & Commercialization in Research, a separate office is established to pursue the vision of “Research for Change in Society”. This office is called as Office of Research, Innovation & Commercialization (ORIC). ORIC seeks to develop institution-wide strategies to foster cutting-edge research, administering and monitoring internal and external research grants, contributing to the development of regional economy and society, satisfying national strategic needs, providing knowledge for the improvement of life for all, promoting interdisciplinary and collaborative research and ensuring ethical and responsible research practice.

1.1 Structure of the ORIC

ORIC is headed by the Director & is divided into two main branches –Research & Innovation & Commercialization.

1.2 Objectives of the ORIC

The objectives of ORIC are as follows:

- I. To Create Research Culture in University.
- II. To ensure that research is conducted which aims to solve Social, Management, Business, Environmental, Economical & Technological problems and thus bringing change in Society.
- III. Motivate & facilitate faculty & Research Students to conduct quality research.
- IV. Help each department to organize National & International Conferences annually.
- V. Launching Journals
- VI. Commercializing Research Work.
- VII. Creating Liaison between University & Industry
- VIII. Align research work at university with the needs of local & international corporations & industries.
- IX. Promote Collaboration with international universities, especially in the context of academia & research.
- X. Help & Assist in availing research projects.

2. Research Committee

a. Structure of the Committee of Research

The structure of the Research Committee will be as:

- All Dean (Members)
- All Professors
- Manager Research Operations
- Manager University Industry Linkage

b. Functions of the Research Committee

The main functions of Research Committee are as follows:

- To assess the worth of Conferences for availing official facilities.
- Evaluate the worth of Research proposal submitted for funding.
- Recommend the duty leave for faculty who are invited as Guest Speaker or Session Chair.
- Recommend the Remuneration amount for published Research papers.
- Recommend the Remuneration amount for published Books or chapters of books.
- Evaluate the faculty on their research activities and recommend one faculty from each faculty for the award of “University Best Researcher Award”.
- Recommend the case for “Specific Foreign Visits”.
- Nominate a Focal person for conducting official anti-plagiarism test.

3. Research Paper Publication in Journals

a. Introduction

For most researchers, publishing an article in a prestigious journal is likely to be recognized and rewarded with attention from one's peers. However, to encourage and promote the outstanding scientific publication the university has decided to offer incentives to researchers who have publications affiliated with SMI University in HEC recognized journals and indexed by the ISI indexed journals.

It is appreciate to all faculty members to publish research papers in HEC recognized journal or ISI indexed journal. Highest weightage will be given to papers published in journals with highest impact factor or placed by HEC in highest category.

b. Criteria for claiming publication incentives:

- I. Research paper will be verified for similarity index by research committee and if it is in permissible limit then application will be forwarded to ORIC office for the payment of publication charges and incentive payment
- II. The applicant should be serving SMIU at the time of claim and should have mentioned affiliation with SMIU in research paper.
- III. The Acceptance Letter and copy of research paper should be attached with the application and submitted with research committee.

C. Remuneration for Publications

To motivate researchers, incentives are offered on publications as per HEC criteria. These incentives are shown in following table:

TABLE '1'

Formula for the award of paper published in journals of Impact Factor

Type of Paper	Impact Factor	Maximum amount of award (Rs.)
Published in Impact factor Journal	1.0 and above	60,000
	0.9 – 0.99	55,000
	0.7 – 0.89	50,000
	0.5 – 0.69	40,000
	0.3 – 0.49	35,000
	0.1 – 0.29	30,000

TABLE '2'

Formula for the award of papers published in HEC approved local* journals (with duly assigned category)

Type of Paper	Category	Maximum amount of award (Rs.)
HEC approved Journal	X	20,000
	Y	15,000

* International Journals approved by HEC also fall in above category

* Publications in Dubious Journals are not to be considered as notified by HEC

4. Research Papers presentation in conferences

4.1 Introduction

Scientific seminars, conferences and symposia act as a welcome source of motivation and information for the academic and scientific communities. These events provide tremendous opportunity to exchange the scientific outcomes of knowledge creation and problem solving. Scientific conferences are ideal places to find out what has advanced in specific field, observe the various debates and controversies under way, meet interesting people, make contacts for the future, and, in general, interact with professionals in their fields. Beyond sharing inspiring stories, the *participants* see how others solved similar problems, which may *help* move them *past the roadblock in their own* research. The contacts *developed in these events* may result in *a new collaboration*. *It is always amusing to put the names one has read on papers for years with actual faces* at scientific conferences.

4.2 Objectives

The objectives of this program are as follows:

- To extend financial assistance to faculty to present their research works at national and international events.
- To share academic and research experiences and achievements at national as well as international level.
- To share scientific ideas with national and international research community and get exposure to latest trend and techniques in research.
- To explore opportunities for national and international academic collaborations.

4.3 Eligibility criteria for attending Conferences/ Seminars/ Workshop

Grants are available for SMI University faculty and administration unit to promote international research, partnership, and collaboration. For presentation of research papers at national and international forums and for interaction with veterans in the field, University teaching faculty, staff, and Ph.D. scholars are extended financial assistance, While evaluating an application for award of a travel grant, the following are the

major considerations;

- It is mandatory for faculty and post graduate students to present their at least one research paper in a conference annually.
- Faculty or post graduate students are encouraged to participate in the conferences.
- Faculty and post graduate students will be facilitated to participate in those conferences which are officially communicated to them through ORIC.
- If a faculty intends to participate in a conference, which was not communicated by ORIC, then the Research Committee will decide about availing the official facilities by the faculty.
- The faculty can participate in any conference on their own (without availing official facilities), provided that their classes should not be disturbed.

4.3 Guidelines for Claiming Research Travel Grant

- I. The applicant should have at least two research papers published in HEC recognized journals prior to applying for travel grant.
- II. Applicants need to fill-in Grant Application Form with appropriate information for participating in national or international conference.
- III. Travel Grant Application should be submitted with the research committee at least 08 weeks prior to the event date.
- IV. Incomplete applications will not be processed.

4.4 Supporting documents required for achieving travel grant

- I. Letter of Acceptance or email from the organizer in which mode of presentation (oral/poster) has been clearly mentioned.
- II. Documentary evidence indicating that your abstract/paper has been accepted based upon peer review by the technical committee of the event.
- III. Documentary evidence indicating that your abstract/paper would be published in Book of Abstracts/ Proceedings/ Journals for the conference. Online publication is also acceptable.
- IV. Copy of conference brochure containing aims, objectives and themes, charges of the registration and accommodation etc (website details of the conference are also acceptable).

- V. Full text paper (soft copy)
- VI. CV of the applicant with recent research work (2-3 pages).

4.6 Procedural Rules for Travel Grant

- i) University faculty members can avail a maximum of one (01) travel grant within an academic year.
- ii) A maximum of two (02) travel grants will be awarded for the same conference. However, one Travel Grant is permissible per department for the same conference.
- iii) In case there is more than one applicant from the same department, preference will be given to faculty member who has not availed travel grant during the last two years. In case of a tie, the decision will be made by the Head of Institution.
- iv) SMI University -ORIC has the right to verify the Similarity Index of the publication at random. In case the Similarity Index is higher than permissible limit; a clarification from the author will be sought before deciding the travel grant.
- v) For approved cases, the sanctioned amount will be reimbursed to the faculty member upon return / attending the event and upon filing the audited expenditure statement duly signed by the applicant, university auditor and head of department.
- vi) The reimbursement claims should be filed preferably within two months after the visit. No claim will be entertained after 6 months from the award of travel grant.
- vii) No re-appropriation in the approved budget heads is allowed.
- viii) If the visit is not performed for any reason(s), the same should be notified to ORIC positively within 15 days after the conference dates, failing which the grant is considered as availed.
- ix) The SMIU-ORIC will reimburse the registration fee to the applicant in case the applicant could not travel due to circumstances which were beyond control subject to the condition that registration fee is paid after the issuance of award letter. The circumstances may include:
 - a. Refusal of visa by the concerned embassy
 - b. Issuance of visa after the event dates,
 - c. Indefinite delay in issuance of visa

- d. Sickness or accident etc.
- e. After attending the event, the applicant has to submit his/her feedback about the event.

4.7 Event Evaluation

Evaluating an application for award of travel grant, following are the major considerations;

- Scope of the conference
- Repute of the organizers
- Relevance of the conference with the applicant's professional career
- Relevance of the paper with current job description of the applicant

5. Publication of a Book/Chapter of a Book

University encourages its faculty to write a book or a chapter of a book. For motivating faculty to write a book or contribute a chapter in a book, SMI University offer incentives.

5.1 Remuneration for publishing a book

If the Number of pages of Book are more then 250, Rs 100,000

If the Number of pages are less than 250, Rs 60,000

5.1 Remuneration for publishing a chapter of a book

For writing a chapter of book, incentives will be provided as per the recommendation of Research Committee or Higher Education Commission.

6. Collaboration with Corporate world & Industry

SMI University fosters a strong collaboration with industries to align its academic research with industry's needs. Regular meeting will be held between ORIC office and the authorities of industry to find the problems faced by the industry.

The prime aim of this collaboration is to:

- Convert the research conducted at university into projects and thus will find the market for the research.
- Seek advice from the corporations/ industries will be sought in offering and designing the courses.
- Have adjunct appointments of industry experts for teaching & conducting research at university.

7. Chairing a Session in a Conference

It is an honor for the faculty of university to be invited to chair the session in a national or international conference. While chairing the session, the faculty is representing the university and thus brings a good name and fame for university.

- Faculty is required to submit application for duty leave with Research Committee who will decide about it

8. Guest Speaker in Conference

Guest speaker session is an integral part of the conference. Mostly the experts of the domains are invited as guest speakers. When a faculty is invited for this, it contributes significantly only in the reputation of university.

9. Research Specific Foreign Visits

The regular faculty of SMI University will be allowed & sponsored for specific foreign visits. One faculty will be allowed for such visit in a year, preference will be given to senior faculty. The maximum time period for such visit is 06 months, which will be counted as duty leave. During that time period the faculty has to publish at least one research paper in ISI indexed journal, otherwise they have to refund all the expenses incurred on their visit.

10. University Best Researcher Award

To motivate faculty members to conduct more and more quality research, a Best Researcher award will be awarded to one faculty member from each faculty annually. This award will be presented to faculty member in Convocation of the university. The score on research activities will comprise as per HEC criteria:

- Research Projects Conducted
- Research papers published in ISI Indexed Journals
- Research papers published in HEC Recognized local Journals
- Participation in national & international conference/s.
- Books/s written
- Chapter of the Book written
- Number of PhD students produced
- Number of MS/MPhil Students Produced

The weightage of each activity will be assigned by the Research committee.

All the interested faculty is required to fill the Best Researcher Award Form and submit it with the Chairperson. Chairpersons of each department will nominate at least one faculty for the reward and forward it to Research committee. Research committee will finalize one name from each faculty for the award of best researcher.

11. Incentives for Faculty/Researcher from the revenue of Commercialization of Projects

If any Research is commercialized by ORIC then the revenue will be distributed between university and the researcher/s in 40: 60 ratio, respectively. The 60 percent of the revenue for faculty will be distributed with 50 percent for the first author and remaining 50% will be given to co- author/s equally, provided that all they should have shown their affiliation with Sindh Madressatul Islam University.

12. Patents for the Research

SMI University encourages faculty/researchers to obtain patents for their innovative ideas and research.

13. Initiating Project Proposals

SMI University has special focus on writing and availing projects. For this purpose faculty is encouraged, motivated & facilitated to write proposal for projects, nationally and internationally. In this regard ORIC is assigned responsibilities to:

- Collect information about national and international projects and disseminate it to departments concerned.
- Create liaison with all nationally & international agencies/organizations which provide funding for projects or sponsor projects.
- Sign MOUs with National and International Agencies, Organizations, NGOs etc.; for jointly writing and availing Research Projects.
- Co-ordinate externally funded research projects to faculty & professional researchers.
- Hire technical experts or their services to assist and help in writing the proposals for projects and availing them.
- The project proposals will be submitted with the Research Committee for evaluation. Later, the committee will send the proposal to the Competent Authority for signing and dispatching to concerned agency/organization.

14. Anti-Plagiarism Policy

The salient features of anti-plagiarism policy are as follows:

- A focal person, preferably a Professor, will be nominated by the University to officially conduct the similarity index of the research work.
- All the research materials i.e., theses, research papers etc. will be submitted with the research committee for verifying similarity index.

- Research committee will send these documents to the focal person for plagiarism test.
- The focal person will assess the similarity index on the criterion provided by the HEC.
- The permissible limit of similarity index is 18%.
- If the similarity index is higher than 18%, the author will be asked for justification. If convinced, the focal person can give him one chance to bring it down to 18% or less.
- The report duly signed by the focal person will be an official document and will be used for correspondence.
- This facility will also be provided to all supervisors of research work to conduct plagiarism test of the research work of research students, so that they can know the similarity index of their documents.

15. Research Journal

Research journals play a pivotal role in the dissemination of research outcome between the researchers and scholarly community and for the advancement of any discipline or profession.

Keeping in view the significance of knowledge building in different academic disciplines, every department of the university is required to publish its own journal providing scholars/researches of SMIU a tool for publishing their research work and to share their research outcome with other scientific researchers and policy makers. All of these journals are double blind peer reviewed journals.

Salient features of Research Journal policy are as follows:

15.1 Organizing Committee of the Journal

- The organizing committee of the journal comprises of Patron in Chief, Chief Editor, Managing Editor, Associate Editors and Manager Publication & Circulation.
- Patron-in-Chief of the Journal is the Vice Chancellor of the University.
- Chief Editor is the Dean of the Faculty concerned.
- Managing Editor is the Chairperson of the Department concerned.
- Associate editors are the three most senior faculty members, preferably PhDs, of the department.
- Manager Publication and Circulation is the Manager University Industry Linkage.

15.2 Constitution of the Editorial Board of Journal

- The Editorial Board comprises of five foreign and five local members.
- All the foreign members should be PhD.
- All the local members should be PhD & Professor.
- The consent of all the members should be received duly on the Consent Form of the Journal.

15.3 Review Committee

The members of the review committee will be:

- All the members of the Editorial Board can become the members of the review committee subject to their consent.
- At least 20 more PhDs from different universities.

15.4 Publication Ethics

Authors are expected to observe high standards of publication ethics. Falsification or fabrication of data, plagiarism including duplicate publication of authors' own work without proper citation, misappropriation, publishing the work without the consent of original author and publishing others' work on one's own name is unacceptable and unethical.

Any case of ethical publication misconduct will be treated seriously and dealt with in accordance of HEC guidelines.

15.5 Authorship

- All the authors should have been involved in the writing of the research paper & they must read and approve the final version.
- The major contributor of the paper should be nominated as the corresponding author.
- There should not be more than three authors in a research paper.
- All the authors should mention their affiliation.
- The Corresponding author should also provide his Contact No and mail id.
- All the communication will be made with the corresponding author.
- All the authors are responsible for the work.

15.6 Originality

- The manuscript which is submitted to Journal should be original, unpublished and is not in consideration elsewhere.
- All the authors are required to submit a statement that the manuscript submitted is original and has not been accepted or is currently being considered for publication elsewhere.

- Manuscript submitted to journal will be checked by editor or his associates using anti-plagiarism software (Turnitin).
- Plagiarism of more than 18% is not tolerated and the manuscript will be rejected by the editor.

15.7 Peer Review Process

Policy regarding the Peer Review Process is as follows:

- All the submitted research papers are initially received by the editor and his associate.
- If the submissions are not of high significance or not relevant to the journal or have similarity index of more than 18%; they may not be brought into the phases of evaluation and publication by the editor.
- The corresponding author will be informed about the grounds on which the paper is not sent to the reviewers.
- Research papers, which are not rejected by the editor, will be sent for peer review to one local and one foreigner reviewer.
- Research papers will not be sent to those reviewers who belong to any of the institution whose affiliation is mentioned by any of the author of the research paper.
- Based on the feedback of the reviewers a paper will be accepted or rejected.
- Acceptance or rejection of the research paper on the basis of the feedback of reviewers will be communicated to corresponding author.
- The average time for whole process- from submission to acceptance/rejection- is three months.

15.8 Remuneration for Reviewers

It is suggested that following fee structure may be followed:

- Rs.5000 /review to local reviewer
- \$100 /review to foreign reviewer

15.9 Confidentiality

All submissions will be treated as confidential document. They will be reviewed by the Editor, Editorial office staff and assigned peer reviewers; all of them are bound to treat the document as confidential.

16. Conferences

Each department is required to organize at least one national and one international conference.

17. Faculty Research Performance Evaluation

Forty percent of the performance evaluation of the faculty will be based on their research contribution. The criterion of research performance will be set by the Research committee and will be incorporated in the “Research Performance Evaluation Form”. This form will be administered among faculty through ORIC.

18. Incentives for Research Supervision

18.1 Supervision of Doctoral Students

Remuneration for supervising a doctoral student will be fixed by Research committee

18.2 Supervision of MS/MPhil Students

Remuneration for supervising a MS/MPhil will be Rs.7500 per student.