



Research Policy – for Working from home

- The facility of Working from home (WFH) is being provided to promote research culture and research outcomes.
- Only those faculty members who have published atleast one paper in Scopus/ ABDC/ Web of Science journals in the past are eligible for WFH policy
- Interested Faculty member would get one day per week between (Tuesday to Thursday) to work from home towards enhancing effective research contributions.
- The day would be decided based on academic engagements and other official engagements and would reflect on their time table.
- The faculty members could use this facility towards the following:
 - Quality publications
 - Conference paper writing
 - Case writing
 - Funded project Proposals
 - Collaborative research aspects
 - Any other research requirements of the institution.
- This designated day needs to be used only for above mentioned activities and not for any other academic work like class preparation, valuation, mentoring etc.
- Using this facility for any other personal work would account for Casual Leave.
- Faculty members are not entitled to use this facility for accomplishing their PhD work.
- The faculty member can be called upon for other institutional work from home like online interviews etc. not exceeding 4 hours.
- The faculty member should be available for any official work on the campus if needed.
- Every faculty member has to update the template available in MyISME with the relevant work done towards their research contribution along with supporting documents before 30th of every month in accordance with the plan submitted.
- In case if the report is not received by 30th of the month all the four days would be marked as Academic Leave and on exhaustion of Academic Leave it will be marked as Casual Leave.
- If research deliverables are not achieved by any faculty over a period of two months, the facility of WFH will be withdrawn from the faculty and the faculty will be asked to carry out research work from the campus. The WFH days over the previous two month period will be considered as Academic Leave.



- Faculty are not allowed to work from home except the day assigned as Research Day. The designated day cannot be changed with any other day in the week unless any special instruction comes from Management.
- Faculty availing WFH Research Day cannot avail academic leave unless there is a formal training, approved workshops / formal presentation (for PhD work).
- When Faculty take a CL in a week / go on an approved academic leave that weeks' WFH research day should not be availed.
- This policy is renewed for the academic year 2023 with effect from July 2023 to June 2024.
- This policy can be withdrawn at any time if not found working in practice.
- The following deliverables will be reviewed periodically for all those availing WFH day:

Minimum Deliverables Expected:

- Two Quality publications in a Scopus / ABDC/ SSCI/ WoS indexed journal between 1st July 2023 to end of June 2024
- Guiding minimum one student to publish in conference / UGC approved journal
- Minimum of one case publication desirable
- Apply for funded projects as and when applicable

Review:

- A bi-monthly review will be done
- End of March: To ascertain if the Faculty is on track to achieve the minimum deliverables. If the Faculty is not on track to achieve the deliverables, the WFH for research will be withdrawn
- End of June: If deliverables are not being achieved for the year, the WFH for research will be withdrawn

Note:

1. Submissions done during the WFH review period, once published would account for the submission/review period only. It will not be carried forward for the subsequent year count.
2. WFH for research can be reinstated for a Faculty if past deliverables are achieved and there is potential to achieve future deliverables in the time frame mentioned.

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