



CENTRE FOR RESEARCH
CAIAS

CENTRE FOR RESEARCH **RESEARCH PROMOTION POLICY 2025**

CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

Christ Nagar, Hullahalli, Begur - Koppa Road, Sakhalwara, Post, Bengaluru, Karnataka 560083

www.caiaas.in, Ph: +91 8884444462 / +91 8884421057 / +91 884421052 / 53.

research@caiaas.in

RESEARCH PROMOTION POLICY 2025



**CENTRE FOR RESEARCH
CAIAS**

Drafting and Approval Committees

Drafting Committee

Dr. Reshmi V Suresh – Research Coordinator, Centre for Research, CAIAS

Mr. Abhijith P. – Member, Centre for Research, CAIAS

Verified By- Expert Committee

Approval Committee

Fr. Antony Davis CMI – Principal, CAIAS

Dr. Binu P. Paul – Dean - Academics, CAIAS

Dr. Reshmi V. Suresh – Research Coordinator, Centre for Research, CAIAS

The *Research Promotion Policy 2025* came into effect from the academic year 2025, following the formal approval by the competent authorities of CAIAS. The policy shall remain in force until it is amended, revised, or superseded by a subsequent version as approved by the institution.

All provisions contained herein are applicable to all faculty members and students of CAIAS and must be adhered to in all research-related activities undertaken under the banner of the institution.

Preamble and Policy Declaration

The *Research Promotion Policy 2025* of Christ Academy Institute for Advanced Studies (CAIAS), Bengaluru, has been carefully drafted, reviewed, and approved by the Centre for Research. It reflects the institution's ongoing commitment to fostering a strong, ethical, and inclusive research culture across all disciplines. This policy provides a structured framework to guide research activities undertaken by faculty and students, ensuring high standards of academic integrity, innovation, and societal relevance.

Recognizing the critical role of research in advancing knowledge, promoting innovation, and contributing to community development, the policy is designed to encourage active participation in research. It sets out clear guidelines and incentives for research contributions, supports both individual and collaborative research efforts, and facilitates institutional and external funding opportunities. Furthermore, it emphasizes the importance of ethical practices, including the responsible use of emerging technologies such as Artificial Intelligence, and promotes interdisciplinary and applied research with real-world impact.

This policy includes comprehensive provisions related to research points and incentives, publication norms, academic event participation, working papers, consultancy services, externally funded projects, seed money schemes, student research initiatives, and the institutional code of research ethics.

This *Research Promotion Policy 2025* came into effect from the academic year 2025, following the formal approval by the competent authorities of CAIAS. It will remain in force until it is revised or superseded by a subsequent version. All provisions outlined in this policy are applicable to all CAIAS faculty members and students and are to be followed in all research activities conducted under the institution's name.

Fr. Antony Davis CMI
Principal, CAIAS

Foreword

In today's fast-changing academic and professional world, research remains a vital driver of growth, innovation, and excellence. At Christ Academy Institute for Advanced Studies (CAIAS), we are committed to fostering a vibrant research environment that supports not only the intellectual development of our faculty and students but also contributes to societal progress.

This Research Promotion Policy has been carefully designed to provide clear guidelines, resources, and support systems that encourage meaningful and responsible research. It covers all aspects of the research process - from idea generation and ethical standards to collaboration and dissemination - reflecting CAIAS's comprehensive approach to scholarship.

By establishing this framework, we aim to strengthen CAIAS's position as a hub of academic excellence, generating impactful knowledge and innovative solutions to address contemporary challenges through research. We are confident that the Research Policy will create an ecosystem of continuous learning, unlearning and relearning through scientific inquiries and support our academic community to contribute to a thriving culture of research and discovery.

Binu P Paul Ph.D.

Dean – Academics, CAIAS

From the Research Coordinator

It is with great pride and enthusiasm that we present the *Research Promotion Policy 2025* of Christ Academy Institute for Advanced Studies (CAIAS). This policy is the result of a collaborative and rigorous process aimed at creating a supportive and transparent framework that encourages research excellence at every level.

Our goal with this policy is to provide clear guidelines, incentives, and ethical standards that will not only motivate researchers but also ensure the integrity and quality of their work. In an era marked by rapid technological change and interdisciplinary challenges, it is imperative that our research activities remain relevant, impactful, and aligned with the highest standards of academic rigor.

We are confident that this policy will serve as a cornerstone in strengthening CAIAS's research culture, fostering innovation, and enhancing the academic profile of our institution. We encourage every member of our academic community to engage with this policy actively and contribute to a vibrant research ecosystem that benefits both the institution and society at large.

Dr. Reshmi V. Suresh

Research Coordinator, Centre for Research, CAIAS

CONTENTS

Sl. No	Page No.
<i>About the Centre for Research</i>	11
1. Introduction	13
2. Research Points and Incentives	14
3. Publications – General Guidelines	17
4. Conferences/Workshops/ Seminars/ Colloquiums/ FDPs/ MDPs	19
5. Working papers	21
6. Consultancy Projects	22
7. Externally Funded Projects	23
8. Minor and major projects through the seed money scheme	24
9. Research ethics and usage of AI	35
10. Student Research and Best Student Research Award	37
Annexures	44-78

List of Tables

Table No.	Table Title	Page No.
Table 1	Research Points and Incentives	14
Table 2	Consultancy Revenue Sharing	22
Table 3	External Funded Projects Secured by CAIAS Faculty Members	23
Table 4	Seed Money Scheme	26
Table 5	Number of Projects Granted under the Seed Money Scheme	26
Table 6	Allocation of Heads of Expenditure	27
Table 7	Scoring Criteria and Research Points for the Best Student Researcher Award	40

List of Figures

Figure No.	Figure Title	Page No.
Figure 1	Scopus Identifier of the CAIAS	17
Figure 2	Google Scholar Homepage	18
Figure 3	ResearchGate Homepage	18

List of Annexures

Annexure No.	Annexures	Page No.
Annexure I	Workshop/FDP/MDP Expected Impact Form (Pre-Event)	44
Annexure II CAIAS Seed Money Scheme	Part I - Proposal for Major/Minor Project	46
	Part II- Estimated Budget	53
	Part III A - Project Action Plan- Major Project	54
	Part III B - Project Action Plan- Minor Project	56
Annexure III CAIAS Seed Money Scheme	Agreement of Commitment	58
Annexure IV CAIAS Seed Money Scheme	Quarterly Progress Report	60
Annexure V CAIAS Seed Money Scheme	Utilisation Certificate	62
Annexure VI CAIAS Seed Money Scheme	Major/Minor Research Project - Executive Summary	64
Annexure VII CAIAS Seed Money Scheme	Final Project Report Writing and Printing Guidelines	66-78



Vision

“Scientific Inquiry for the Greater Common Good”

Mission

The *Centre for Research, CAIAS* aims to enable researchers to address societal needs through impactful scientific inquiry. The Centre will actively engage with diverse stakeholders through purposeful networking, facilitate focused research funding, and promote the identification, formulation, and resolution of real-world problems. The Centre will encourage both pure and applied research aimed at pushing the frontiers of knowledge, and will document and disseminate the contributions of researchers, with the purpose of nurturing a scientific bent of mind that seeks socially conscious sustainable solutions.

About the Centre for Research

The Centre for Research at Christ Academy Institute for Advanced Studies (CAIAS), established in June 2025, marks a significant milestone in the institution's dedication to cultivating a vibrant academic research culture. With the aim of empowering faculty and students to make a meaningful impact, the centre offers a comprehensive platform that supports research across various disciplines. It plays a key role in guiding researchers through all phases of the research process — from problem identification, research design, data management, analysis, dissemination, and real-world application. Through its structured policy framework, the Centre actively encourages the acquisition of third-party funding, interdisciplinary collaborations, and socially relevant projects, thereby strengthening CAIAS' mission to make a positive contribution to science and society.

Since its inception, the Centre has launched several important initiatives, including awarding seed grants for major and minor research projects, promoting internal colloquia via the working paper series, and integrating research findings into teaching practice. These activities not only motivate faculty to produce high-quality publications but also improve student learning by bridging the gap between theory and practice. A key focus is on research ethics. Clear guidelines- especially concerning the responsible use of artificial intelligence - ensure transparency, integrity, and accountability. By fostering a research environment grounded in academic excellence and societal relevance, the Centre for Research at CAIAS aims to enhance the institution's research profile and drive meaningful change.

FIVE PILLARS OF THE CENTRE FOR RESEARCH, CAIAS

Scholarly Collaborations & Networking	Capacity Building	Quality Publications	Funding and Grants	Visibility & Branding
The centre promotes interdisciplinary and inter-institutional collaborations, nurturing meaningful engagement with academic, industry, and societal stakeholders.	Through training, workshops, and mentoring, the Centre strengthens the research capabilities of faculty and students at all levels.	Emphasis is placed on producing high-quality publications that contribute meaningfully to global knowledge and reflect scholarly distinction.	The Centre actively facilitates access to internal and external funding opportunities to support impactful and sustained research initiatives.	Through multi-platform dissemination, institutional branding, and the recognition of scholarly work, the Centre ensures greater visibility and impact of research outcomes.

RESEARCH PROMOTION POLICY 2025

1. INTRODUCTION

The research policy at Christ Academy Institute for Advanced Studies (CAIAS) is designed to cultivate a rigorous and sustained culture of academic research among faculty members and students. It aims to cover all relevant academic disciplines and promotes high-quality publications, efforts to secure external research funding and collaborations, and the development of socially relevant projects with measurable outcomes. The Centre for Research is committed to creating a strong research environment that supports impactful inquiry into current challenges and ensures effective dissemination of findings to maximise societal benefits. This policy offers a comprehensive and structured framework to assist researchers throughout the entire research process, from formulating research questions to sharing results. It also seeks to enhance the institution's research profile by encouraging practices that boost citation indices and increase the visibility and academic reputation of Christ Academy Institute for Advanced Studies.

The Centre allocates seed funding for research through major and minor projects to encourage faculty members to undertake both basic and applied research and publish their findings in reputable scholarly platforms. Additionally, through the working paper series, the centre offers researchers opportunities to present their ongoing research and funded projects at internal colloquiums and seminars, enabling them to gain feedback from peers. The Centre also stresses the integration of research into teaching and learning, ensuring faculty members incorporate their findings into the course curriculum, provide students with up-to-date knowledge, and prepare them in their respective fields.

The Centre for Research is dedicated to maintaining the highest standards of research ethics to ensure academic integrity across all scholarly activities. Specific guidelines have been put in place to govern the responsible use of Artificial Intelligence (AI) in research carried out by faculty and students, including its application in academic projects. These measures aim to encourage ethical, transparent, and accountable research practices in the changing academic landscape.

2. RESEARCH POINTS AND INCENTIVES

The research points to be achieved by the faculty members and the incentives provided by the institute are listed in Table 1.

Table 1. Research Points and Incentives

Sl. No	Category	Type	Maximum score for Appraisal	Incentive Amount
1	Publications			
	Research paper published in Journal indexed in Scopus / Web of Science / ABDC (A*, A, B) as First/ Second/Third Author <i>Note: If multiple CAIAS staff members are co-authors, the amount must be divided among them. The impact factor to be determined as per JCR at the time of publication.</i>	Paper with an impact factor >10	30	Rs. 50,000/-
		Paper with an impact factor between 5 and 10	25	Rs. 40,000/-
		Paper with an impact factor between 2 and 5	20	Rs. 30,000/-
		Paper with an impact factor between 1 and 2	15	Rs. 25,000/-
		Paper with an impact factor less than 1	10	Rs. 20,000/-
		Paper in refereed journals without impact factor	5	Rs. 15,000/-
	Book (Scopus Indexed) Authorship- First/Second/Third author		7	Rs. 20,000/-
	Book Chapter (Scopus Indexed) Authorship- First/Second/Third author		5	Rs. 15,000/-
	Books published by reputed international and national publishers with ISBN. Authorship- First/Second/Third author. <i>(Textbooks and guides prepared as per the syllabus of a specific institution will not be considered for appraisal/acknowledgement under the book category. Reference books published by a reputed national or international publisher with ISBN will be considered.)</i>		3	Rs. 5,000/-
2	Conference			
	Research Paper presentation in reputed National & International conferences with Scopus Indexed proceedings. Authorship- First/Second/Third author <i>Note : If multiple CAIAS staff members are co-authors, the amount must be divided among them.</i> <i>Title must be relevant to the discipline.</i>		3	Rs.10,000/-

	Research Paper presentation in reputed National & International conferences without Scopus Indexed proceedings. <i>Note : Maximum of two papers / year under this category is eligible for Incentive. If multiple CAIAS staff members are presented, the amount must be divided among them. Title must be relevant to the discipline.</i>	2	Rs. 4,000/-
	Keynote Speaker	2	-
3	Faculty Development Program (FDP)/ Management Development Program (MDP)		
	FDP/ MDP (must be in offline mode for a minimum of 5 days other than CAIAS). <i>Note: The FDP/ MDP should be organised by an internationally/ nationally reputed institution on a relevant topic.</i> <i>A prior approval from HoD/Dean Academics is mandatory.</i> <i>A Maximum of one paper /year under this category is eligible for the incentive.</i>	2	Registration fee upto Rs.3000/- (Registration receipt to be submitted for claim)
	Continued Education / Upskilling <i>Note: Certificate programme from reputed National and International Institutions/Universities relevant to the area of specialisation, with prior approval from HoD / Dean Academics.</i>	2	-
4	Patents		
	Patents Published (Principal Investigator)	2	Rs. 3,000/-
	Patents Granted (Principal Investigator)	5	Rs. 6,000/-
5	Consultancy		
	Less than 1 Lakh	2	90%
	1 Lakh to 3 Lakhs	3	80%
	3 Lakhs to 5 Lakhs	4	70%
	More than 5 Lakhs	5	60%
6	External Funded Projects		
	Less than 1 Lakh	2	5% of the total amount or Rs.50,000 whichever is lesser.
	1 Lakh to 3 Lakhs	3	
	3 Lakhs to 5 Lakhs	4	
	More than 5 Lakhs	5	

7	Supervisor		
	Guided PhD (The scholar should have submitted the thesis)	3	-
8	SEED Money		
	All departments are eligible for one major and one minor research project per academic year under SEED Money Grant.	-	Minor Project- Up to Rs.50,000/- Major Project – Up to Rs.2,00,000/-
9	Best Student Research Award (For CAIAS Students)		
	1st	-	Rs.20,000/-
	2nd		Rs.15,000/-
	3rd		Rs.10,000/-

- 2.1** To claim research points and incentives, affiliation with Christ Academy Institute for Advanced Studies is mandatory.
- 2.2** In cases where multiple faculty members from CAIAS are involved in a research activity, all such faculty authors will be eligible for the research points as specified in Table 1. The corresponding incentive amount will be equally distributed among all CAIAS faculty authors.
- 2.3** It is mandatory for all faculty members to publish at least **two research articles indexed in Scopus/Web of Science, each academic year** (The title indexation of the paper with correct affiliation details is mandatory).
- 2.4** It is compulsory for all faculty members to earn a minimum of **25 research points** each academic year. The research score will be considered for faculty appraisal purposes.
- 2.5** Faculty members who do not secure at least 25 research points will receive an intimation from the Centre for Research during that specific academic year, and they will be required to attain **50 research points** in the following academic year.

2.6 Research points for staff appraisal will be calculated based on research activities carried out between 1st April and 31st March each year.

3. PUBLICATIONS- GENERAL GUIDELINES

3.1 The publication of the article should have the affiliation clearly stated as ‘Christ Academy Institute for Advanced Studies, Bangalore’. The Scopus identifier of the institution is shown in Figure 1 below.

Figure 1. Scopus Identifier of the CAIAS



3.2 In cases where a faculty member is pursuing a Ph. D. and the respective Ph. D. awarding institution requires exclusive affiliation, the faculty member is encouraged to include Christ Academy Institute for Advanced Studies as the **secondary affiliation** wherever permissible. This would help the faculty to claim research points as per section 2 of the CAIAS research policy.

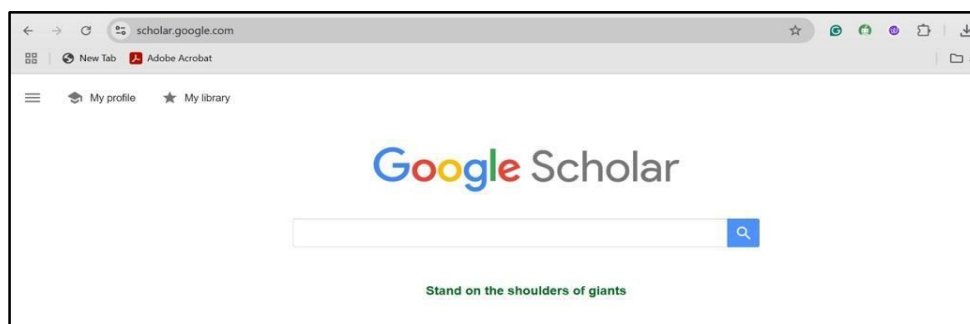
3.3 To claim research points, the faculty member is required to submit a valid proof of publication and indexation as supporting documentation.

3.4 One research paper cannot be claimed under multiple heads to calculate the research points.

3.5 Faculty members and students are required to maintain an up-to-date Google Scholar profile with Christ Academy Institute for Advanced Studies as their institutional affiliation to increase the citations and the visibility of their research. All articles, conference presentations, and other research outputs must be updated on the Google Scholar platform within one month of publication or presentation.

Google Scholar: <https://scholar.google.com/>

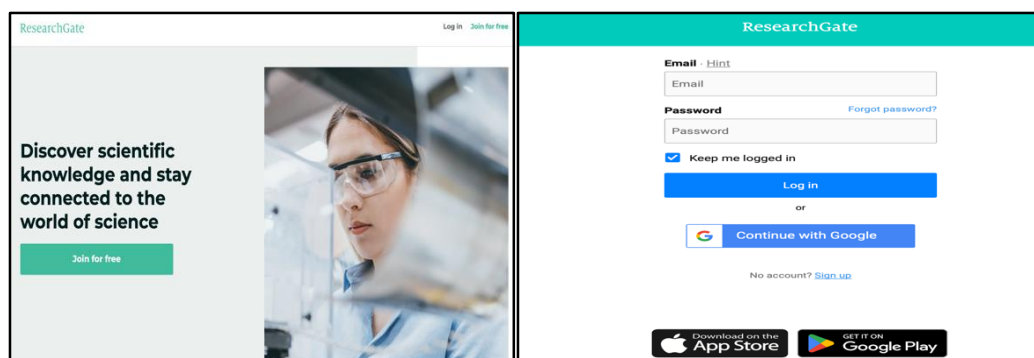
Figure 2. Google Scholar Homepage



3.6 Similarly, an updated ResearchGate profile with affiliation to Christ Academy Institute for Advanced Studies must be maintained. All research articles and presentations should be uploaded to the ResearchGate platform within one month of publication or presentation to increase citations and to engage in scholarly networking.

ResearchGate: <https://www.researchgate.net/>

Figure 3. ResearchGate Homepage



3.7 When a journal is indexed on multiple platforms, the researcher may claim the highest ranking among them to calculate research points.

3.8 The authors, regardless of their positions in the authorship. In cases where multiple faculty members from CAIAS are involved in a research activity, all such faculty authors will be eligible for the research points as specified in Table 1. The corresponding incentive amount will be equally distributed among all CAIAS faculty authors regardless of their positions in the authorship.

3.9 Faculty members must verify that the journals chosen for publication are not predatory. It is recommended to directly check the journal details on the official websites of Scopus, Web of Science, ABDC, ABS, or other reputable indexing platforms and confirm the authenticity of the journals.

- 3.10** In the case of language faculties (e.g., Kannada, Hindi, and Sanskrit), where the number of journals indexed in reputable platforms is limited, the Centre for Research reserves the right to evaluate the peer-review process and quality of publications on a case-by-case basis during the scrutiny stage.
- 3.11** The title of the research paper or book must be relevant to the faculty member's academic discipline. Interdisciplinary studies will be evaluated on a case-by-case basis, with emphasis on the novelty of the research and its scholarly contribution.
- 3.12** Summaries of research outputs, including articles, case studies, reviews, and similar works, should be shared via CAIAS's official social media channels. This can be done through short-format discussions such as videos, written pieces, or other engaging formats to enhance research visibility and outreach.
- 3.13** Research findings related to classroom teaching and learning processes may be presented and discussed among CAIAS faculty at an open symposium to promote the practical application of research results. The selection of these research works will be managed by the Research Committee under the supervision of the Dean-Academics.

4. CONFERENCES/ WORKSHOPS/ SEMINARS/ FACULTY DEVELOPMENT PROGRAMS (FDPs)/ MANAGEMENT DEVELOPMENT PROGRAMS (MDPs)

- 4.1** Faculty members are encouraged to attend conferences, workshops, seminars, FDPs, and MDPs that are relevant to their academic discipline.
- 4.2** A faculty member may participate in events mentioned in Section 4 in offline mode by considering the permissible ODs as per HR policy. Attending all the events listed in Section 4 in offline mode requires the prior permission of the Dean of Academics. It is mandatory that such events are organised by reputable institutions.
- 4.3** The Centre for Research encourages faculty members to present research papers that closely align with their primary academic discipline. Presenting at conferences outside of the primary discipline is also encouraged, provided the faculty can substantiate the relevance.
- 4.4** Faculty members are encouraged to attend offline FDPs with a minimum duration of five days. Attending online FDPs organised by Tier 1 institutions or renowned experts in the

field is also recommended. To be eligible for career progress incentives, online FDPs must be approved by the Dean - Academics.

4.5 Prior approval from the Dean - Academics is mandatory to attend any of the events mentioned above in **offline** mode. Approval will be granted based on the relevance of the event's theme, the faculty member's academic discipline, and the potential for academic and research contributions. Requests must be submitted in the prescribed format (see Annexure I).

4.6 Both confirmed faculty members and those on probation may attend the events listed in Section 4, subject to the specified criteria.

4.7 Faculty members are responsible for ensuring the hassle-free delivery of their academic duties and must make necessary arrangements for their classes while attending such events.

4.8 CAIAS will reimburse the registration fees for 1 FDP/MDP (Minimum 5 days) participation in a year (Up to Rs. 3000/-), upon submission of the following documents:

- Proof of registration with CAIAS affiliation (preferably confirmation e-mail)
- Fee payment receipt
- Participation certificate with CAIAS affiliation

All documents must be uploaded to the ERP (Advanced profile) system within five working days from the event date.

4.9 Faculty members who wish to attend any of the events under Section 4 without financial support from CAIAS may still apply for permission to attend. Such cases will be reviewed on a case-by-case basis by the Research Coordinator and approval by Dean-Academics. If participation is funded externally (e.g., through individual research grants or faculty development schemes), approval may be granted upon submission of valid supporting documents.

- 4.10** The primary objective of participating in the events listed in Section 5 should be to enhance research potential, contribute to scholarly publications and networking, and secure research grants.

4.11 Conferences Organised by Departments

The academic departments of CAIAS are encouraged to organise national and international conferences aligned with their respective disciplines. Conference proposals should be submitted to the Centre for Research for review and approval. All affiliations and publications emerging from these conferences - such as journal articles, books, book chapters, and conference proceedings - must comply with the guidelines prescribed by the Centre for Research.

5. WORKING PAPERS

- 5.1** A research paper that has been completed and submitted to a reputable journal, and is currently awaiting review comments, undergoing revisions based on reviewer feedback, or pending the final decision from the editor, falls under the category of a working paper.
- 5.2** Faculty members, at their discretion, may present the concepts and details of their working papers as part of the 'Working Paper Series' organised by the Centre for Research. Abstracts may also be shared through the official CAIAS social media platforms in the form of short-duration videos or write-ups. This initiative aims to increase the visibility of research outputs and invite peer feedback to enhance the quality of the final publication.
- 5.3** Faculty are encouraged to use the Working Paper Series as a forum to clarify doubts and seek input on methodological or technical issues encountered during the research process.

Note: *It is entirely the faculty member's decision to disclose research details prior to final publication. The Centre for Research does not accept responsibility for any issues arising from such disclosures.*

6. CONSULTANCY PROJECTS

- 6.1** Faculty members may undertake consultancy projects or funded projects from industries or research organisations. It is mandatory to include the affiliation of Christ Academy Institute for Advanced Studies in all related documents. Documentation for consultancy or funded projects must be submitted to the CAIAS centre for research in a timely manner.
- 6.2** Leave required for travel and related work associated with consultancy or funded projects will be reviewed by the Dean - Academics and approved on a case-by-case basis. The special casual leave mentioned in the HR policy should be utilised in this regard.
- 6.3** Income generated from consultancy projects, after deducting travel and other consumable expenses (with valid proof), will be shared between the faculty member and CAIAS according to the following criteria:

Table 2. Consultancy Revenue Sharing

Revenue generated through consultancy	Research Points	Sharing Ratio (Faculty: CAIAS)
Less than 1 Lakh	2	90: 10
1 Lakh to 3 Lakhs	3	80: 20
3 Lakhs to 5 Lakhs	4	70: 20
More than 5 Lakhs	5	60: 40

- 6.4** Deductions for expenses from the total consultancy revenue must be backed by proper documentation and proof of expenditure.
- 6.5** OD for official travel related to consultancy will be in accordance with the HR policy. The total revenue from the consultancy, the duration of travel required, and the quality of the consultancy project will be considered when granting permission.
- 6.6** Faculty members must make the necessary arrangements to ensure that class responsibilities are fulfilled and adjusted appropriately during any leave taken for consultancy purposes.

7. EXTERNALLY FUNDED PROJECTS

7.1 Faculty members may undertake externally funded projects from industries, research organisations, or other granting bodies. It is mandatory to include the affiliation of Christ Academy Institute for Advanced Studies in such funding documents. The documents related to funded projects must be submitted to the CAIAS Centre for Research in a timely manner.

7.2 Leave required for travel and related work associated with funded projects will be reviewed by the Dean - Academics and approved on a case-by-case basis. The special casual leave mentioned in the HR policy should be utilised in this regard.

7.3 Income generated from funded projects, after deducting travel and other consumable expenses (with valid proof), will be shared between the faculty member and CAIAS according to the following criteria:

Table 3. External Funded Projects Secured by CAIAS Faculty Members

Funded project	Research Points	Criteria
Less than 1 Lakh	2	Faculty is entitled to 5% of the total amount or Rs. 50,000, whichever is lower. Note: The institution will retain the remaining amount to meet the project expenses.
1 Lakh to 3 Lakhs	3	
3 Lakhs to 5 Lakhs	4	
More than 5 Lakhs	5	

7.4 Deductions for expenses from the total funded project revenue must be supported by appropriate documentation and proof of expenditure (in accordance with the rules prescribed by the funding agency).

7.5 OD for official travel related to funded projects will adhere to the HR policy. Permission will be granted based on the total revenue from the funded projects, the duration of travel required, and the quality of the project outcome.

7.6 Faculty members must make arrangements to ensure that class responsibilities are fulfilled and properly adjusted during any leave taken for funded project-related activities.

8. CAIAS SEED MONEY SCHEME: MINOR AND MAJOR PROJECTS

CAIAS provides seed funding to researchers as an internal research support scheme to promote high-quality research and publications in leading journals by faculty. The projects funded through this seed money scheme mainly focus on impactful research in Management Studies, Commerce, Science, Computer Science, Arts and Humanities, including Languages. Within each discipline, the Centre for Research designates priority areas, and faculty may submit proposals aligned with these focuses. The seed money scheme (department-wise) offers funding for both major and minor research projects. Annually, the Centre for Research will notify the priority areas through official communication. The required documents must be submitted in accordance with Annexure II (Part I, II, IIIA or IIIB) and Annexure III.

8.1 Eligibility for Seed Money

8.1.1 A maximum of two faculty members is allowed per project proposal. After the award of a major or minor project, the primary faculty member will be designated as the ‘project director’, and the secondary faculty member as the ‘Co-project director’.

8.1.2 Only faculty members of CAIAS with a minimum of one year of service, who have been confirmed in service, and who do not have any ongoing projects or grants (from CAIAS), are eligible to submit proposals for research projects under the seed money scheme.

8.1.3 Both the project director and the co-project director must hold a Ph.D. degree. In case of a shortage of applications from faculty with Ph.D. and the required publication records (*see 8.1.4*), non-Ph.D. holders may be considered. The decision of the CAIAS Centre for Research will be final in this regard.

- 8.1.4** Applicants must demonstrate a substantial research record, evidenced by high-impact publications such as research articles, books, or book chapters indexed in reputed platforms like Scopus or Web of Science. Applicants must have at least one Scopus- or Web of Science-indexed publication and one ISBN-listed book (as first, second, or third author) to be eligible to apply for seed money.
- 8.1.5** Non-academic participants, such as stakeholders or local community members, may be included in the research team as key informants. Their inclusion is solely at the discretion and responsibility of the project director.
- 8.1.6** CAIAS does not assume any financial or non-financial responsibility for external participants. In the event of misconduct by such individuals, the Centre for Research reserves the right to take appropriate action, including the cancellation of project funding.

8.2 How to Apply

- 8.2.1** Applications will be invited through an official notification from the Centre for Research, CAIAS, to all faculty members annually.
- 8.2.2** Applicants are required to submit an online application along with the research proposal, annexures, and other necessary documents in the prescribed format. If required by the Centre for Research, hard copies must also be submitted within the specified deadline.
- 8.2.3** Researchers may apply for only one project at a time (either a major or minor project).
- 8.2.4** For any ongoing or completed project under CAIAS seed money scheme, the cooling-off period before applying for another project is one year for the Project Director. This period will be calculated from the date of submission of the final report. However, this restriction will not apply to minor projects with a duration of 12 months or less. The project director can, however, be a co-director in another project even during the cooling-off period.

8.3 Duration and Budget

Two types of projects are granted in each academic year. The details related to duration and maximum grant amount are as follows:

Table 4: Seed Money Scheme

Project Type	Duration	Budget
Major Project	24 months	Up to Rs. 200000/-
Minor project	12 months	Up to Rs. 50000/-

8.4 Number of Projects

The maximum number of major/minor projects granted by CAIAS per academic year (from 1st June to 31st May), department-wise, is as follows:

Table 5. Number of Projects Granted under the Seed Money Scheme

Department	Number of minor projects/academic year	Number of major projects/academic year
Department of Management Studies	1	1
Department of Commerce	1	1
Department of Arts & Humanities	1	1
Department of Science	1	1
Department of Computer Applications	1	1

8.5 Procedure for Awards

- 8.5.1** The award process will consist of several stages before the final results are announced. All applications submitted to the CAIAS Centre for Research will be screened and assessed by an expert panel under the supervision of the Centre for Research. The panel includes the Head of the Institution, the Dean of Academics, Members of the Centre for Research, and one or more External Advisory Member(s).
- 8.5.2** Shortlisted applicants will be invited to present their proposals at the Centre for Research.

- 8.5.3** The expert panel will recommend awards and approve the budget for the proposed study based on the review of the applications.
- 8.5.4** The Centre for Research will publish the merit list of selected candidates and the awarded funding.
- 8.5.5** Only successful candidates will be notified individually through a provisional award letter, which will detail the formalities and documents necessary to start the project.
- 8.5.6** The expert panel will review the research publications of applicants. Priority will be given to those with publications in reputable journals indexed in Scopus and Web of Science. In the event of a tie between two qualified applications, the journal's impact factor will be the deciding criterion.
- 8.5.7** The CAIAS Centre for Research reserves the right to withhold project grants if an insufficient number of qualified proposals are received in an academic year.

8.6 Budget and Heads of Expenditure

- 8.6.1** The grant amount will be disbursed in instalments, depending on fund availability, project phases, and duration, as specified in the award letter. The Centre for Research reserves the right, based on expert opinion, to convert or extend a minor research project into a major research project.
- 8.6.2** The detailed budget estimates, including proportionate heads of expenditure, must be prepared by the Project Director. Project Directors who prefer to work without research personnel, especially under minor projects, should prepare proportionate budget allocations accordingly (See Table 6).

Table 6. Allocation of Heads of Expenditure

S.No.	Heads of Expenditure	Value (Rs.)
1	Research staff: Full-time/part-time/hired services	Not exceeding 45% of the total budget
2	Fieldwork	Not exceeding 35%
3	Research Equipment and study material (Computer, Printer, etc.)	Not exceeding 10%

4	Contingency	Not exceeding 5%
5	Workshop/ Seminar/Conference	Approx. 5%
	Grand Total	100%

Note: The Project Director may re-allocate expenditure between sub-heads, subject to a maximum of 10% of the allocated amount for that specific budget head. Re-appropriation exceeding 10% requires prior approval from the CAIAS Centre for Research.

8.7 Project Staff and Remuneration

- 8.7.1** Project staff may be appointed by the Project Director on a full-time or part-time basis for the duration of the research project, as deemed necessary by the Project Director.
- 8.7.2** The allocation for budget heads such as fieldwork (travel, logistics, boarding, survey preparation, consultancy), equipment and study materials (computers, printers, source materials, books, journals, software, data sets), workshops/seminars/publications, and contingency charges must be decided by the project director.
- 8.7.3** The Project Director is responsible for determining the consolidated monthly remuneration of the project staff and ensuring timely payment.
- 8.7.4** If the project staff use CAIAS library facilities or other infrastructure, prior permission must be obtained from the CAIAS Centre for Research.

8.8 Qualifications of the Project Staff

- 8.8.1** A postgraduate degree in the relevant discipline with at least 55% marks. Preference should be given to applicants with NET, Ph.D., and substantial research experience and interest.
- 8.8.2** The interview, appointment, and payment of remuneration to the project staff are the sole responsibility of the Project Director.
- 8.8.3** The CAIAS Centre for Research will not be held responsible, financially or otherwise, for project staff appointed under any project.
- 8.8.4** All stakeholders in the project must adhere to the research ethics outlined in the CAIAS Research Policy.

8.8.5 The Project Director or Co-Project Director must not assign project staff to academic or other work unrelated to the sanctioned project. Strict action will be taken in case of any violation of this clause.

8.8.6 All equipment and books purchased with project funds will remain the property of CAIAS.

8.8.7 A detailed stock report, signed by the Project Director, will be maintained at the Centre for Research.

8.9 Joining and Release of Grants

8.9.1 The Project Director must formally join the project as per the commencement date notified by the CAIAS Centre for Research by submitting the required documents:

- An undertaking on ₹200 stamp paper duly notarized has to be submitted within the given date in the prescribed format (Annexure III).
- Project funds will be disbursed into the salary account of the Project Director in instalments as per the Award Letter.

8.9.2 Extension of the joining period may be granted only under exceptional circumstances, up to a maximum of 1 month, by the CAIAS Centre for Research.

8.9.3 The Project Director must ensure that all expenditures align with the approved budget heads and CAIAS rules. A Utilisation Certificate in the prescribed format (Annexure V) must be submitted for the entire sanctioned amount at the time of final submission of the project report.

8.10 Monitoring of Research Projects

8.10.1 The project will be monitored through periodic progress reports submitted in the prescribed format (Annexure IV). If the progress is unsatisfactory or CAIAS guidelines are violated, the project may be terminated. In such cases, the entire grant must be refunded with 10% penal interest.

8.11 Mandatory publication requirements from minor and major projects

- 8.11.1** For minor projects, at least one research paper related to the project title must be published in a Scopus or Web of Science-indexed journal within 6 months of submitting the final report.
- 8.11.2** For major projects, three research papers related to the project title must be published in Scopus or Web of Science-indexed journals within 6 months of submitting the final report.
- 8.11.3** The title of the paper should be indexed in Scopus and Web of Science with the affiliation of the Christ Academy Institute for Advanced Studies. In case, the title indexation takes considerable time in Scopus and Web of Science, the acceptance letter from the journal related to the double peer-reviewed process such as the email communications related to submission, review comments, revised submission, acceptance, and any other related documents required by the centre for research are to be timely submitted by the project director. The waiting period for indexation is included in the 6-month extension period mentioned in sections 8.11.1 and 8.11.2 of the research policy. The final instalment of the grant will be disbursed once the title indexation is complete in Scopus or Web of Science.
- 8.11.4** All publications resulting from the project should be with the affiliation of ‘Christ Academy Institute for Advanced Studies.
- 8.11.5** It is mandatory to acknowledge the financial support of the CAIAS Centre for Research, along with the grant number, in the acknowledgement section of the research paper. Articles published without such acknowledgement will not be considered.
- 8.11.6** It is mandatory that the project director or co-project director be listed as the first or second author on the paper. External researchers from other reputable institutions may be added as authors (starting from the third author onwards) based on their significant contributions to the study.
- 8.11.7** For adding a second affiliation by CAIAS faculty members in research papers under the seed money scheme, pre-approval from the Centre for Research is required.

- 8.11.8** Publication details should be submitted to the Centre for Research in a timely manner. Failure to include the proper acknowledgement will result in the blacklisting of the scholar, disqualifying them from future CAIAS funding schemes.
- 8.11.9** Failure to meet publication requirements will necessitate a full refund of the project fund to the CAIAS Centre for Research.
- 8.11.10** Research outcomes must be published as patents and applied for granting; however, additional funding support will not be provided for this from the Centre for Research.
- 8.11.11** The entire research project should be published as a monograph or ISBN at the completion of the project with a reputed publisher at the national/international level. Affiliation with the Christ Academy Institute for Advanced Studies is mandatory.

8.12 Completion of the Study

8.12.1 Upon completion of the study, the Project Director must submit the following:

- a)** One hard copy of the **Executive Summary**, along with soft copies in both PDF and Word formats.
- Executive summary of minor project reports- Maximum 10 pages including references.
 - Executive summary of major project reports- Maximum 25 pages including references.

The sample formats of the executive summary are given in Annexure VI.

- b)** One hard-bound copy of the **Final Report**, along with soft copies in both PDF and MS Word formats.
- Minor Project Reports- Minimum 100 pages
 - Major Project Reports- Minimum 200 pages

The sample final project report formats are given in Annexure VII.

- c)** A plagiarism report for the final project report, certified by the CAIAS Library, must be attached to the project report. Reports with plagiarism exceeding 10% will not be

accepted. The plagiarism should be certified by a standard plagiarism detection software (Eg: Turnitin) or any other prescribed software from the CAIAS Library at the time of submission. The AI usage in the project report should be less than 20%. The Centre for Research reserves all rights to cross-examine any plagiarism and AI usage in the report. Any unethical behaviour or violation of plagiarism and AI policies will be taken seriously and may result in the cancellation of the seed money award and the refunding of the full project funding.

8.12.2 The report will be reviewed by an external expert appointed by the CAIAS Centre for Research. The expenses and remuneration of the external evaluator shall be borne by the project director from the allocated seed money.

8.12.3 If the expert suggests modifications in the report during the evaluation, the Project Director must incorporate the recommended changes within the stipulated time and resubmit the following:

- a) One hard copy of the updated Executive Summary.
- b) A revised soft copy of the final report in both PDF and Word formats, and one hard-bound copy.
- c) Soft copies of any datasets used, accompanied by a detailed data definition document and any relevant documentation.
- d) Short video explaining the research problem, methodology, and the theoretical and practical implications of the study (with support from the CAIAS media team).

8.12.4 Once the external expert has approved the final project report, the project directors have to do an open presentation hosted by the Centre for Research to the CAIAS research community.

8.13 Other guidelines related to the seed money scheme

8.13.1 All project-related communication must be directed through the Project Director.

8.13.2 The CAIAS Centre for Research may request verification of accounts and relevant documents when required.

8.13.3 Final reports submitted by the Project Director will be evaluated by an expert appointed by the Centre for Research before the final instalment is disbursed.

8.13.4 The Project Director is personally responsible for completing the project on schedule. Project reports cannot be submitted for degree/diploma requirements or external funding by any project team member. However, data from the project may be used for academic purposes if proper acknowledgement is provided.

8.13.5 If researchers fail to successfully complete the project and submit the required documents within the specified timeframe, both the Project Director and Co-Director will be blacklisted, and legal action may be taken to recover the grant.

8.13.6 The grant must be fully utilised within the approved project duration. Any unspent funds must be refunded to the CAIAS Centre for Research upon project completion.

8.13.7 If the grant is misused or not utilised for the intended purpose, the Project Director will be required to refund the full amount with 10% interest per annum.

8.13.8 The project duration includes the period needed for writing the Final Report. In exceptional cases, based on the quality of publications already produced from the project, a no-cost extension may be granted for finishing the report writing part:

- Up to 3 months for Minor Projects
- Up to 6 months for Major Projects

Requests for extension must be submitted at least 3 months before the planned project completion date, accompanied by a progress report and supporting documents explaining the reason for the delay. Retrospective extensions are not permitted.

8.13.9 No special leave is granted for undertaking minor or major research projects. No exemption from regular institutional responsibilities is permitted.

8.13.10 International trips are not covered within the project budget. However, data collection outside India may be permitted if essential to the proposal, without additional funding.

8.13.11 Requests for additional funding beyond the approved budget will not be considered.

8.13.12 The Project Director may not alter the approved title or research design without prior approval from the CAIAS Centre for Research.

8.13.13 Regarding Project Transfer or Appointment of a Substitute Project Director:

a) A substitute Project Director may be appointed only in exceptional circumstances at the request of the existing Project Director.

b) The CAIAS Centre for Research may also appoint a substitute Project Director if the original Director is deemed unable to continue.

c) In cases of disputes between the Project Director and Co-Project Director that impede progress or quality, the Centre for Research may cancel the ongoing seed money award, invite new applications, and revise funding. Decisions by the CAIAS Centre for Research on these matters shall be final and binding. Refund of the already availed seed money is mandatory in such cases.

8.13.14 The CAIAS Centre for Research reserves the right to reject any application without stating reasons. The Centre's decisions on the seed money scheme are final. The final authority for interpreting these guidelines rests with the CAIAS Centre for Research. The Centre reserves the right to amend any provisions of the seed money scheme as necessary.

8.13.15 Incomplete applications will not be considered.

8.13.16 No inquiries about proposal status will be entertained until the official results are announced. Any lobbying attempts will result in disqualification.

8.13.18 The CAIAS Centre for Research reserves the right to publish any funded research projects, subject to expert recommendations.

8.13.19 The copyright of the final report and related outcomes will belong to the CAIAS Centre for Research.

8.13.20 All publications or dissemination of research findings shall be at the discretion of the CAIAS Centre for Research.

9. RESEARCH ETHICS AND USAGE OF AI

9.1 Research Ethics and Plagiarism

9.1.1 All research must uphold the highest standards of academic integrity, honesty, and accountability. Faculty and student researchers are expected to ensure that their work is original, methodologically sound, and ethically conducted, with due responsibility at every stage of the research process.

9.1.2 The Centre for Research aligns with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, plagiarism includes the unacknowledged use of others' ideas, text, or data, whether published or unpublished. Similarity must not exceed the permissible threshold of 10% in any of the research outputs that involve the affiliation of Christ Academy Institute for Advanced Studies. Any plagiarism issues must be thoroughly reviewed and corrected.

Academic penalties for plagiarism shall apply in accordance with the severity of the offence:

Similarity of 10%–40%: Resubmission with a formal warning.

Similarity of 40%–60%: Temporary debarment from academic activities and submission.

Similarity above 60%: Cancellation of registration or academic recognition, along with institutional disciplinary action.

9.1.3 Faculty and supervisors hold direct responsibility for guiding and upholding ethical research practices among students and collaborators. They must guarantee that all research outputs and project reports by the students they supervise are checked for plagiarism using approved tools and meet standards of academic integrity and proper citation.

9.1.4 Authorship must reflect substantial academic contribution. Only individuals who have made significant intellectual input to the conception, design, analysis, or interpretation

of the research shall be included as authors. Guest, Gift or honorary authorship is strictly unethical and prohibited.

9.1.5 Research data, including primary datasets and supporting documents, must be retained securely for a minimum period of three years from the date of publication or project completion. Researchers must be able to provide these records upon request for verification or audit purposes.

9.1.6 The Centre for Research encourages faculty members to undertake collaborative or interdisciplinary research with internal and external researchers. It is the responsibility of the authors to ensure that there is clarity in roles, authorship, data-sharing rights, and mechanisms for resolving conflicts of interest. Any conflicts between the authors that affect the integrity of the institution will be treated as a violation of research ethics and subject to review by the Centre for Research.

9.2 AI in Research

9.2.1 All research activities involving the use of Artificial Intelligence (AI) must include a clear and explicit disclosure of the nature, scope, and purpose of such use. This applies to all stages of research, including literature review, data analysis, content generation, and writing assistance. Omission or misrepresentation of AI involvement constitutes a breach of academic integrity.

9.2.2 AI tools are to be used strictly under human supervision. Researchers are required to critically evaluate, verify, and validate all AI-generated outputs before incorporating them into scholarly work in which institutional affiliation is included. Reliance on AI must never replace the researcher's analytical judgment or scholarly responsibility.

9.2.3 The use of AI must adhere to all applicable institutional, national, and international guidelines on IPR. Researchers must ensure that data input into AI systems is obtained lawfully and ethically, with particular attention to issues of consent, copyright, and the protection of sensitive information.

9.2.4 The fabrication of data, references, or findings through AI, or the use of AI to bypass academic rigour, is strictly prohibited. Submitting AI-generated content as original

work without appropriate acknowledgement or oversight is a form of academic misconduct and will attract appropriate sanctions.

- 9.2.5** Access to AI tools for research purposes shall be governed by the institution through regulated and accountable channels. Researchers must use only those AI platforms approved or provided by the institution, and AI shall not be employed in peer review processes, student assessment, or authorship claims where it compromises academic standards or misrepresents human contribution.

9.3 Retraction of Research Papers

- 9.3.1** Due to unethical practices such as data manipulation, plagiarism, authorship violations, peer review manipulation, or serious methodological errors, will be considered a serious breach of academic integrity.
- 9.3.2** Any publication retracted or removed from reputable indexing platforms (e.g., Scopus, Web of Science) due to such violations will attract negative academic weightage and may lead to disciplinary review.
- 9.3.3** To safeguard the reputation of the institution and its researchers, faculty members must refrain from publishing in predatory journals and ensure that all research work complies with established ethical and quality standards.

10. STUDENT RESEARCH AND BEST STUDENT RESEARCH AWARD

10.1 STUDENT RESEARCH

- 10.1.1** Faculty members have a fundamental role in preparing students for ethical and impactful research. They are expected to mentor students through each stage of the research process, from formulation of questions to publication and presentation. Faculty guidance is essential in ensuring the academic rigour, ethical standards, and technical soundness of student research.
- 10.1.2** Students must ensure that all research work, including publications, paper presentations, UG-PG projects, internship reports, consultancy works, and participatory contributions, is with the affiliation of Christ Academy Institute for Advanced Studies. Accurate representation of institutional affiliation is mandatory for academic recognition and eligibility for institutional awards.

- 10.1.3** All research outputs must be original and free from plagiarism; students are required to validate their work through plagiarism detection tools before submission. Work submitted to predatory journals or unverified conferences will not be acknowledged for academic credit.
- 10.1.4** Research paper presentation in state, national, or international workshops, seminars, symposiums, and conferences is strongly encouraged. Students should maintain an active presence in such events and submit relevant participation certificates with institutional identification. Documented involvement in these platforms enhances the academic profile and research acumen of the student.
- 10.1.5** Students are expected to publish their work only through reputed platforms indexed in Scopus, Web of Science, ABDC, or ABS. The Centre for Research notifies the nomination for the Best Student Research Award in every academic year. Students can submit the details as per the notification issued by the centre for research from time to time. Incomplete or unverifiable entries will not be considered, and no personal intimation will be given in such instances.
- 10.1.6** Research outputs, including publications, conference presentations, patents, and grants, must be disclosed transparently and supported by official documentation as required by the Centre for Research. Students are also encouraged to obtain appropriate faculty validation when collaborative or interdisciplinary work is involved.
- 10.1.7** To enhance the visibility of student research, significant accomplishments such as award-winning papers, publications, and funded projects may be featured on the institution's official website and social media platforms. This public dissemination serves to recognize excellence, inspire peers, and contribute to the academic reputation of Christ Academy Institute for Advanced Studies.

10.2 BEST STUDENT RESEARCH AWARD

About the Award

Christ Academy Institute for Advanced Studies (CAIAS) recognises the importance of nurturing research aptitude among students and has established the CAIAS Best Student Researcher Awards. These awards are aimed at promoting academic excellence and

innovation at both the undergraduate and postgraduate levels. Staying true to the pursuit of academic excellence, CAIAS encourages students to collaborate with faculty members on research projects, fostering a culture of learning beyond the curriculum and interdisciplinary inquiry. Faculty guidance is regarded as integral to the student research process, ensuring academic rigour and ethical standards. Such collaborations not only enhance the quality of research output but also help students gain deeper insights and practical knowledge in their respective fields. This prestigious award is presented annually to students whose research contributions demonstrate exceptional quality, relevance, and societal impact. Administered by the Centre for Research, the award encourages students to engage in meaningful research endeavours, publish in reputable platforms, and actively participate in the scholarly community.

10.2.1 Cash Awards

Best Student Researcher Awards

First Prize: Rs. 20000/-

Second Prize: Rs. 15000/-

Third Prize: Rs. 10000/-

10.2.2 Eligibility

Open to all bona fide students of CAIAS across all departments.

10.2.3 Affiliation Requirement

All publications and conference certificates must mention the student's affiliation as Christ Academy Institute for Advanced Studies, Bangalore. This is a mandatory requirement for claiming research points. Students are advised to refer to the institution's Scopus identifier (Figure 1) to include the correct affiliation details when submitting research articles for publication and presentations.

Figure 1. Scopus Identifier of the CAIAS



All submissions for the award must be supported with valid documentation such as published articles, certificates, or project grant approvals.

10.2.4. Academic Year Basis

Only research activities undertaken and completed during the academic year from 1st June to 31st May will be considered for the award.

10.2.5 Types of Research Activities Considered and Scoring Criteria

To be eligible for the Best Student Researcher Awards, students must engage in research activities that demonstrate academic rigour, innovation, and relevance. Ideally, the title of the research paper or book should align with the student's academic discipline. Interdisciplinary studies will be assessed on a case-by-case basis, highlighting the novelty of the research and its scholarly contribution.

The following categories will be considered for the research award:

- a. Research Publications
- b. Research Paper presentations in Conferences, Colloquiums, and Seminars
- c. Patents

The scoring criteria are shown below:

Table 7: Scoring Criteria and Research Points for the Best Student Researcher Award

	Research Scoring Criteria	Score per research criteria*
1	Publications	
	Research paper published in Journal indexed in Scopus / Web of Science / ABDC (A*, A, B) as First/ Second/Third Author	
	Paper with impact factor >10	30
	Paper with an impact factor between 5 and 10	25
	Paper with an impact factor between 2 and 5	20
	Paper with an impact factor between 1 and 2	15

***Note:** If multiple CAIAS students are co-authors, the research points must be divided among them. The impact factor*

	<i>to be determined as per JCR at the time of publication.</i>	Paper with an impact factor less than 1	10
		Paper in refereed journals without impact factor	5
	Book (Scopus Indexed)		
	Authorship- First/Second/Third author		7
	Book Chapter (Scopus Indexed)		5
2	Authorship- First/Second/Third author		
	Books (published by reputed international and national publishers with ISBN). Authorship- First/Second/Third author <i>(Textbooks and guides prepared as per the syllabus of a specific institution will not be considered under the book category. Reference books published by a reputed national or international publisher with ISBN will be considered.)</i>		3
	Research Paper Presentations		
	Research Paper presentation in reputed National & International conferences/ Colloquiums/ Seminars with Scopus-indexed proceedings. Note : <i>If multiple CAIAS students are co-authors, the research points must be divided among them.</i> <i>Title must be relevant to the discipline.</i>		5
	Research Paper presentation in reputed National & International conferences without Scopus Indexed proceedings. Note : <i>If multiple CAIAS students are co-authors, the research points must be divided among them.</i> <i>Title must be relevant to the discipline.</i>		2
	Best paper awards		3
	3 Patents		
	Patents Published Authorship- First/Second/Third investigator		2
	Patents Granted Authorship- First/Second/Third investigator		5

***Note:** Students may submit any number of research activities under each category.

10.2.6 Shared Authorship and Non-Duplication Clause

Regarding co-authored work involving multiple CAIAS students, the total research score will be equally divided among all student contributors from CAIAS.

A single research activity can be claimed under only one category. Multiple claims for the same activity under different criteria will not be entertained.

10.2.7 How to Apply

The Centre for Research will release an online application form for the Best Student Researcher Awards at the end of each academic year. Eligible students must submit their applications online along with all the necessary supporting documents as specified by the Centre for Research, within the stipulated deadline.

10.2.8 Evaluation Process and Final Decision

10.2.8.1 The Centre for Research will constitute an 'Expert Committee' to scrutinise and evaluate all applications based on the submitted documentation and scoring criteria.

10.2.8.2 The application will undergo scrutiny in two stages. In the first stage, the research scores of all applicants will be reviewed. Students who achieve a minimum of **10 research points** will be nominated for the second stage. The nominated list will be assessed by the expert committee established by the Centre for Research in the second stage, and cash awards will be given for first, second, and third positions.

10.2.8.3 In case of a tie, the quality of the research activities and the journal's impact factor will be considered for the final decision.

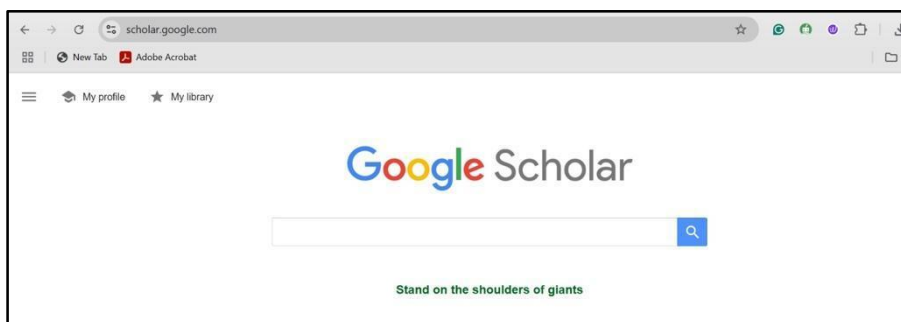
10.2.8.4 The decision made by the Centre for Research will be final and binding.

10.3 Visibility of the Research

10.3.1 Students are required to maintain an up-to-date Google Scholar profile with Christ Academy Institute for Advanced Studies as their institutional affiliation to increase the citations and the visibility of their research. All articles, conference presentations, and other research outputs must be updated on the Google Scholar platform within one month of publication or presentation.

Google Scholar: <https://scholar.google.com/>

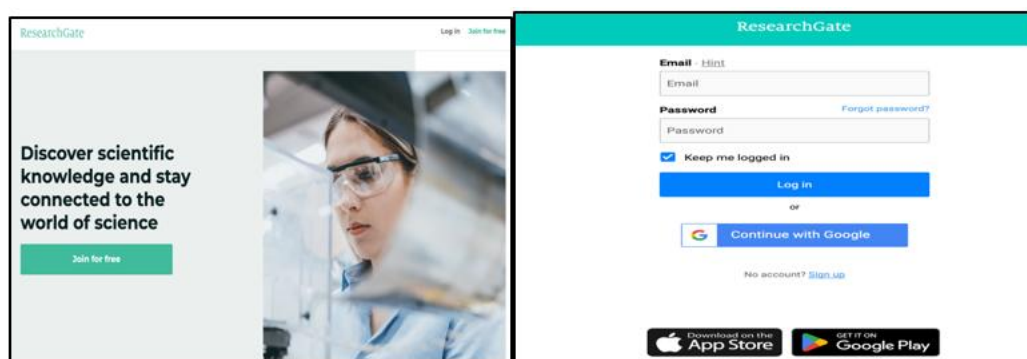
Figure 2. Google Scholar Home Page



10.3.2 Students must maintain an updated ResearchGate profile affiliated with Christ Academy Institute for Advanced Studies. All research articles and presentations should be uploaded to the ResearchGate platform within one month of publication or presentation to increase citations and engage in scholarly networking.

ResearchGate: <https://www.researchgate.net/>

Figure 3. ResearchGate Home Page



10.4 Research Ethics

The Centre for Research, CAIAS mandates that all students conduct their research with the highest academic integrity and ethical responsibility standards. Students must uphold honesty, transparency, and accountability in the collection, analysis, and reporting of data. Plagiarism, data fabrication or falsification, and any unethical treatment of participants are strictly prohibited and will invite disciplinary action. Prior ethical clearance is mandatory for all studies involving human or animal subjects.



CENTRE FOR RESEARCH



ANNEXURE I

WORKSHOP/FDP/MDP EXPECTED IMPACT FORM (PRE-EVENT)

SECTION A: Event Details

1. Type of Event:

FDP

MDP

WORKSHOPS

2. Name of the Faculty :

3. Department :

4. Employee ID :

5. Title of the Workshop/FDP/MDP :

.....
.....

6. Organiser(s) with venue :

7. Date (s) of Event : From.....To

8. Registration Fee (in Rs.):.....

SECTION B: Motivation and Relevance

9. Why did you choose to attend this event?

.....
.....

10. How does this event align with your academic/research goals?

.....
.....
.....

11. Which of the following do you expect to improve through this event? (Select all that apply)

Parameters	Yes/No
Subject Knowledge	
Pedagogical Skills	
New Research Methods	
Use of Technology in the Classroom	
Curriculum Enhancement	
Industry Exposure and Best Practices	
Networking Opportunities	
Any Other (specify)	

SECTION C: Expected Individual Impact

12. What new knowledge or skills do you expect to gain?

.....

.....

5. How do you plan to apply the learnings in your teaching or research?

.....

.....

6. Do you foresee any specific courses or modules being enhanced as a result? If yes, mention them.

.....

.....

SECTION C: Expected Institutional Impact

7. How will your participation benefit your department/institution?

.....

.....

8. Would you be willing to conduct an internal knowledge-sharing session post-event?

Yes No

9. Suggestions for institutional support to maximize the impact of such programs:

.....

.....

Declaration

I hereby declare that the information provided is accurate, and I am committed to utilizing the workshop/FDP experience for academic and institutional enhancement.

Signature of Faculty: _____

Date: _____

Approved by:

Research Coordinator

Dean-Academics



CENTRE FOR RESEARCH
CAIAS SEED MONEY SCHEME



ANNEXURE II

PART I

PROPOSAL FOR MAJOR/MINOR PROJECT

Type of Project : Major Minor

Title of the study :

(Give a tentative and precise title directly depicting the main focus of the study in less than 15 words)

I. Details of the Project Director

1. Name :
2. Designation :
3. Department :
4. Email ID :
5. Date of Joining :
6. Area of specialisation :
7. Details of Ph.D. (wherever applicable)

7a. Ph.D. Awarded : Yes No
(If Yes, give title of the study):

7b. Ph.D. Pursuing : Yes/ No
(If yes, Stage of completion : Initial stage Intermediate stage Final submission stage)

Topic details:

7c. Not registered for Ph.D. :

8. Educational Qualifications

Degree	Year of Passing	Class/ Grade (if applicable)	Name of the Institution/ University
Post Doc			
Ph. D.			

M. Phil			
PG			
Degree			

9. Additional Qualifications (if any)

Qualifications (If any)	Month and year of Qualification
UGC NET - JRF	
UGC NET	
CSIR	

II. Details of the Project Co-Director

10. Name :
 11. Designation :
 12. Department :
 13. Email ID :
 14. Date of Joining :
 15. Area of specialisation :
 16. Details of Ph.D. (wherever applicable)

7a. Ph.D. Awarded : Yes No
 (If Yes, give title of the study):

7b. Ph.D. Pursuing : Yes/ No
 (If yes, Stage of completion : Initial stage Intermediate stage Final submission stage)

Topic details:

7c. Not registered for Ph.D.:

17. Educational Qualifications

Degree	Year of Passing	Class/ Grade (if applicable)	Name of the Institution/ University
Post Doc			
Ph. D.			
M. Phil			
PG			
Degree			

18. Additional Qualifications (if any)

Qualifications (If any)	Month and year of Qualification
UGC NET - JRF	
UGC NET	
CSIR	

III. Details of proposed research work

a.	Title	
b.	Abstract <i>(Concise summary of the research problem, objectives, methodology, and expected outcomes in less than 250 words)</i>	
c.	Introduction & Background of the study (Brief context, research questions, and relevance of the study)	
d.	Review of Literature <i>(5 recent literature related to the topic)</i>	

	▪ <i>What has previous research found out about the problem?</i> ▪ <i>What methods and samples did they use?</i> ▪ <i>What are your main variables of interest and what do we know about them from previous research (include conceptual definitions of terms if applicable)?</i> ▪ <i>Add critiques of other research (i.e., strengths and weaknesses of previous research).</i>	
e.	Research Gaps & Statement of the Problem <i>An overview of what we don't know (i.e., gap/gaps in the literature you plan to address in your project).</i> <i>(Include Hypotheses if applicable)</i>	

f.	Research Objectives <i>(Based on the research questions and general review of literature, derive specific objectives that you plan to address in this research)</i>	
g.	Theoretical Framework & Conceptual Formulation – Draft idea <i>(if applicable)</i>	
h.	Research Methodology ▪ <i>Will this be a qualitative, quantitative, or mixed-method study? What is your rationale?</i> ▪ <i>Population, sampling design (sampling frame, units of observation, and sampling method, sample size) - if applicable</i>	

	▪ <i>Data collection (proposed methods and tools)</i> ▪ <i>Include a copy of any measurement instrument you plan to use and explain how it is scored and whether there are any norms or cut-off scores. If you use a behaviour-counting procedure, be sure to provide a rationale.</i> ▪ <i>Data analysis (tools/software)- if applicable</i>	
i.	Expected Outcomes <i>Theoretical/ practical contributions</i>	
j.	Proposed publications/presentations	
k.	Informed consent <i>Provide details if informed consent is required for your study. Informed consent involves the process of clearly informing participants about the nature, purpose, potential risks, and benefits of the research, and obtaining</i>	

	<i>their voluntary agreement to participate.</i>	
l.	Ethical Considerations <i>Outline any ethical issues relevant to your project. This may include matters related to privacy and confidentiality, handling of sensitive data, potential risks to participants, or use of vulnerable populations. Specify how you plan to address these concerns and ensure compliance with ethical standards.</i>	
m.	References <i>(APA 7th Edition/ MLA 9th Edition/Chicago style according to the academic discipline)</i> <i>Include 10-15 most relevant references</i>	

Declaration

I hereby declare that the information provided in this proposal is true and complete to the best of my knowledge. I understand that any false information or misrepresentation may lead to disqualification or withdrawal of the approved support at any stage.

Date:

Signature

Signature

(Project Director)

(Project Co-Director)

CAIAS SEED MONEY SCHEME

PART II

ESTIMATED BUDGET

Minor

Sl. No	Particulars	Criteria	Estimated amount	Remarks (Office use)
1	Research staff: Full-time/part-time/hired services	Not exceeding 45% of the total budget		
2	Fieldwork	Not exceeding 35%		
3	Research Equipment and study material (Computer, Printer etc.)	Not exceeding 10%		
4	Contingency	Not exceeding 5%		
5	Workshop/Seminar/Conference	Approx. 5%		
	Grand Total	100%		

Note: The Project Director may re-appropriate expenditure from one sub-head to another, subject to a maximum of 10% of the allocated amount under that particular budget head. Re-appropriation beyond 10% will be scrutinised case-by-case by the Centre for Research, CAIAS.

Signature

(Project Director)

Signature

(Project Co-Director)



CENTRE FOR RESEARCH
CAIAS SEED MONEY SCHEME
PROPOSAL FOR MAJOR/MINOR PROJECT
ANNEXURE II
PART III A



PROJECT ACTION PLAN- MAJOR PROJECT

(To be submitted along with the proposal)

Timeline		Expected Progress	Remarks <i>(For the expert committee use)</i>
Year 1	First progress (1-6 months)	1. Research Problem Finalisation 2. Review of Literature 3. Research design finalisation 4. Progress report submission and review presentation	
	Second progress (6-12 months)	1. Variables, measurement instruments finalisation 2. Theoretical framework and conceptual formulation (if applicable) 3. Pilot study (if applicable) 4. Finalization of methodology, specifically population, sampling, data collection tools etc. 5. Progress report submission and review presentation	
	Third progress	1. Data collection 2. Data analysis	

Year 2	(13-18 months)	3. Progress report submission and review presentation	
	Fourth progress (Pre-submission presentation) (19-24 months)	1. Report writing and submission, along with publications 2. Plagiarism checks 3. Final presentation	
Final submission and presentation			

Note: The project directors should plan and prepare publications and paper presentations, considering the total timeline for minor and major projects. The provisions mentioned in Section 8.11 apply in this respect.

Date:

Signature

Signature

(Project Director)

(Project Co-Director)

(Office use only)

Approved by:

Signature

(Head, Centre for Research, CAIAS)



CENTRE FOR RESEARCH

CAIAS SEED MONEY SCHEME

PROPOSAL FOR MAJOR/MINOR PROJECT



ANNEXURE II

PART III B

PROJECT ACTION PLAN- MINOR PROJECT

(To be submitted along with the proposal)

Timeline		Expected Progress	Remarks <i>(For the expert committee use)</i>
Quarter- I	First progress (1-3 months)	1. Research Problem Finalisation 2. Review of Literature 3. Research design finalisation 4. Progress report submission and review presentation	
Quarter- II	Second progress (3-6 months)	1. Variables, measurement instruments finalisation 2. Theoretical framework and conceptual formulation (if applicable) 3. Pilot study (if applicable) 4. Finalization of methodology, specifically population, sampling, data collection tools etc. 5. Progress report submission and review presentation	

Quarter-III	Third progress (6-9 months)	1. Data collection 2. Data analysis 3. Progress report submission and review presentation	
Quarter-IV	Fourth progress (Pre submission presentation) (10-12 months)	1. Report writing and submission, along with publications 2. Plagiarism checks 3. Final presentation	
Final submission and presentation			

Note: Publications and paper presentations are to be planned and prepared by the Project directors, considering the total timeline for minor and major projects. The provisions mentioned in Section 8.11 apply in this respect.

Date:

Signature

Signature

(Project Director)

(Project Co-Director)

(Office use only)

Approved by:

Signature

(Head, Centre for Research, CAIAS)



CENTRE FOR RESEARCH **ANNEXURE III**



CAIAS SEED MONEY SCHEME (MINOR / MAJOR RESEARCH PROJECTS) **AGREEMENT OF COMMITMENT**

1. I,(Name of the Faculty) Working in Christ Academy Institute for Advanced Studies, Bangalore as(Designation) in the Department of, hereby agree to undertake the project
.....
.....
.....
..sanctioned to me by Centre for Research, Christ Academy Institute for Advanced Studies, Bangalore, vide letter No.....dated
2. I have read and fully understood all the rules and regulations concerning financial support for Minor and Major Research Projects under the Seed Money scheme of Christ Academy Institute for Advanced Studies, Bangalore. I hereby agree to adhere to all the rules and regulations of the Seed Money policy and any other guidelines established by the Centre for Research from time to time.
3. I agree to attend the quarterly Review Meetings organised by the Centre for Research and will present updates on the progress of my research project.
4. I agree to submit copies of the executive summary, final report, and any relevant publications as required by the Centre for Research within the specified deadlines outlined in the seed money policy.
5. I agree that all assets, including durable stationery and electronic devices purchased with the project's funds, shall belong to the Centre for Research. After the project is completed, the same assets will be transferred to the Centre for Research.

6. I agree to refund the project fund to the Centre for Research if I fail to complete the project within the permitted time or if any terms of this agreement are breached, except in cases of unforeseen or extraordinary circumstances brought to the notice of the Centre for Research in writing.

Name and Signature of the Project Director:

Name and Signature of the Co-Project Director:

Place:

Date:



CENTRE FOR RESEARCH
CAIAS SEED MONEY SCHEME



ANNEXURE IV

QUARTERLY PROGRESS REPORT

(To be submitted during the progress presentations)

1	Type of Project (<i>Tick the appropriate option</i>)	☐ Minor ☐ Major
2	Month and Year of Grant	
3	Research Grant No.	
4	Name of the Project Director	
5	Name of the Project Co-Director	
6	Project Title	
7	Progress during the given Quarter (Explain the progress in detail with sub-headings if necessary. E.g.: Review of literature, Conceptual Formulation, Sampling frame, etc. Maximum 1000 words	

8	Publications details related to the project during the progress period (if any)	
9	Paper presentation/patents/ any other project-related research achievements during the progress period (if any)	
10	Activity Plan for the next Quarter	
11	Special notes from project directors (if any)	

Date

Signature

Signature

(Project Director)

(Project Co-Director)

(Office use only)

Approved by:

Signature

(Head, Centre for Research, CAIAS)



CENTRE FOR RESEARCH
CAIAS SEED MONEY SCHEME
ANNEXURE V



UTILISATION CERTIFICATE

(To be submitted along with the final project report)

Type of Project : Major Minor

Project Title :

Sanction Order No. & Date :

Granted Amount (in Rs.) :

Grant Period From–To :

Expenditure Summary

Sl. No	Particulars	Criteria	Sanctioned amount	Amount Utilised	Balance amount
1	Research staff: Full-time/part-time/hired services	Not exceeding 45% of the total budget			
2	Fieldwork	Not exceeding 35%			
3	Research Equipment and study material (Computer, Printer etc.)	Not exceeding 10%			
4	Contingency	Not exceeding 5%			
5	Workshop/ Seminar/Conference	Approx. 5%			
6	External evaluation of the				

	project or any other				
	Grand Total	100%			

Note:

1. Attach the transaction details for refunding the unspent amount.
2. Attach the original bills of the expenditure.

Declaration

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief, and I have surrendered the unspent amount to the Christ Academy Institute for Advanced Studies.

Date**Signature****(Project Director)****Signature****(Project Co-Director)*****(Office use only)*****Approved by:**

Signature

(Head, Centre for Research, CAIAS)

ANNEXURE VI



**CENTRE FOR RESEARCH
CHRIST ACADEMY INSTITUTE FOR
ADVANCED STUDIES**



CAIAS SEED MONEY SCHEME

Major/Minor Research Project

Executive Summary

(TITLE OF THE PROJECT)

(Project award No.)

By

Name of the Project Director

Project Director

Designation

Department

Institution

Name of the Project Co-Director

Project Co-Director

Designation

Department

Institution

May 2026

EXECUTIVE SUMMARY

- Provide a concise overview of the entire project.
- Include the project title, objectives, methodology, key findings, major outcomes, and conclusions.
- Should not exceed 1–2 pages.
- Write in a way that is understandable to a non-specialist audience.
- Give page numbers excluding the title page

ANNEXURE VII

FINAL PROJECT REPORT WRITING AND PRINTING GUIDELINES

Report contents

- Title page
- Declaration (by project directors)
- Declaration of Research Ethics (by project directors)
- Certificate of Completion (from Centre for Research)
- Acknowledgement
- Table of Contents
- List of Tables
- List of Figures
- Abbreviations
- Executive Summary
- Chapter 1: Introduction
- Chapter 2: Review Of Literature
- Chapter 3: Research Methodology
- Chapter 4: Results
- Chapter 5: Findings And Discussion
- Chapter 6: Conclusions And Recommendations
- References
- Appendices

Font and paragraph spacing

- Headlines: Times New Roman, font size 14, Bold
- Main text: Times New Roman, font size 12, Justify alignment
- Line Spacing: 1.5
- Page numbers starting from the executive summary

Page Limit

- Major project: 200 pages
- Minor project: 100 pages

Report Printing

- Hardbound in Bond paper
- Single side: Title page, Certificate Declaration of Research Ethics, Acknowledgement, Table of Contents, List of Tables, List of Figures, Abbreviations
- Double side - Excutive summary onwards
- Outer Cover: White



CENTRE FOR RESEARCH
CHRIST ACADEMY INSTITUTE FOR ADVANCED STUDIES

Major/Minor Research Project Report

(TITLE OF THE PROJECT)

(Project award No.)

By

Name of the Project Director

Project Director

Designation

Department

Institution

Name of the Project Co-Director

Project Co-Director

Designation

Department

Institution

May 2026

DECLARATION

I hereby certify that the research project titled “[Project Title]”, funded by the Centre for Research, Christ Academy Institute for Advanced Studies, Bangalore, has been completed in accordance with the approved objectives and guidelines. The findings presented in this final report are original and based on the work carried out during the project period. I further declare that the funds have been utilised appropriately. All relevant documents, including the utilisation certificate and supporting records, are enclosed for verification.

Place:

Date:

Project Director

Project Co- Director

DECLARATION OF RESEARCH ETHICS

I hereby declare that this research project titled “[*Project Title*]” was conducted in compliance with ethical guidelines. Informed consent was obtained from all participants, and data collected was used solely for academic purposes with due confidentiality. All sources have been properly cited, and the study upholds the principles of honesty, integrity, and academic responsibility as per the norms of Christ Academy Institute for Advanced Studies, Bangalore. No part of this research involves plagiarism or data manipulation. The study was carried out with respect for the rights and dignity of all individuals involved.

Place:

Date:

Project Director

Project Co- Director



CERTIFICATE OF COMPLETION

This is to certify that the Major/Minor research project titled “.....” has been successfully completed by Dr.....[Project Director] and Dr..... [Project Co-Director], Christ Academy Institute for Advanced Studies, Bangalore. This project was funded by the Centre for Research under the institutional research funding scheme for the academic year..... The project has been carried out in accordance with the approved objectives and guidelines, and the final report submitted is found to be satisfactory.

The Centre has received the final report, publication details, utilisation certificate, and all necessary supporting documents as per the prescribed norms.

Place:

Date:

Name and Signature:

(Head, Centre for Research, CAIAS)

ACKNOWLEDGEMENT

(Acknowledge the support of Centre for Research, Christ Academy Institute for Advanced Studies, collaborators, research assistants, etc.)

Project Director

Project Co- Director

TABLE OF CONTENTS

Chapter No:	Contents	Page No:
	Executive Summary	
1	Introduction	
2	Review of Literature	
3	Research Methodology	
4	Results	
5	Findings and Discussion	
6	Conclusion	
	References	
	Appendices	

LIST OF TABLES

Table No:	Table Title	Page No:
1.1		
1.2		
1.3		
2.1		
2.2		

LIST OF FIGURES

Figure No:	Figure Title	Page No:
1.1		
1.2		
1.3		
2.1		
2.2		

ABBREVIATIONS

(Sample format)

AI	Artificial Intelligence
CAGR	Compound Annual Growth Rate
CSR	Corporate Social Responsibility
DV	Dependent Variable
EFA	Exploratory Factor Analysis
GDP	Gross Domestic Product
HRM	Human Resource Management
ICT	Information and Communication Technology
IV	Independent Variable
KMO	Kaiser-Meyer-Olkin Test
MNC	Multinational Corporation
MSME	Micro, Small and Medium Enterprises
NPV	Net Present Value
PCA	Principal Component Analysis
PLS-SEM	Partial Least Squares Structural Equation Modeling
R&D	Research and Development
SDGs	Sustainable Development Goals
SPSS	Statistical Package for the Social Sciences
SWOT	Strengths, Weaknesses, Opportunities, and Threats
UNDP	United Nations Development Programme
VIF	Variance Inflation Factor

EXECUTIVE SUMMARY

(Use the same executive summary submitted)

- Provide a concise overview of the entire project.
- Include the project title, objectives, methodology, key findings, major outcomes, and conclusions.
- Should not exceed 1–2 pages.
- Write in a way that is understandable to a non-specialist audience.

CHAPTER 1: INTRODUCTION

- Background of the study
- Statement of the problem
- Research questions
- Objectives of the study/hypotheses
- Significance of the study (especially practical/social relevance)
- Scope and limitations
- Structure of the report

CHAPTER 2: REVIEW OF LITERATURE

- Review of past studies
- Theoretical foundations
- Identification of research gaps
- Conceptual framework/research model (if any)
- Development of hypotheses (if applicable)

CHAPTER 3: RESEARCH METHODOLOGY

- Research design (qualitative, quantitative, or mixed methods).
- Data sources (primary/secondary)
- Sampling design and sample size
- Data collection methods (survey, interviews, case studies, etc.)
- Tools/instruments used (The measures used in the study should be from top-tier articles, and the source must be clearly cited).
- Reliability and validity
- Analytical techniques

CHAPTER 4: RESULTS

(Modify the contents according to the topic)

- Descriptive statistics
- Inferential analysis (e.g., Regression, SEM, thematic coding, etc.)
- Interpretation of results in light of the objectives

CHAPTER 5: FINDINGS AND DISCUSSION

(Modify according to the topic)

- Key empirical findings
- Interpretation in relation to theory and past literature
- Discussion on how the findings address the research questions
- Theoretical and Practical Implications

CHAPTER 6: CONCLUSIONS AND RECOMMENDATIONS

- Summary of key findings
- Conclusions based on evidence

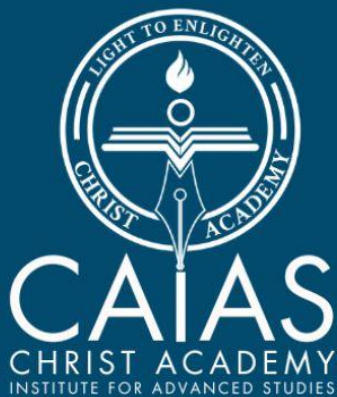
- Recommendations for industry/institutional partner
- Policy implications (if any)
- Scope for future research

REFERENCES

- Use APA 7th Edition citation style (Other than Faculty of Arts & Humanities)
- Faculty of Arts & Humanities use MLA 9th Edition

APPENDICES

- Copy of questionnaire/interview guide (*if any*)
- Tools/instruments used Procedures followed for analysis (*if any*)
- Data analysis tables (*if any*)
- Additional charts or graphs (*if any*)
- Field notes or transcripts (*if any*)
- Photographs (*if applicable*)



Christ Nagar, Hullahalli, Begur - Koppa Road, Sakkalwara, Post, Bengaluru, Karnataka 560083
www.caias.in, Ph: +91 8884444462 / +91 8884421057 / +91 884421052 / 53.
research@caiias.in