

Approved by AICTE, Member AIU and AACSB, NBA Accredited

Vision: “To be a leading B-School in the region through the process of transformation of students into management professionals.”

Mission: “To prepare students for careers in Entrepreneurship and Business Management by providing an innovative learning environment”.

Roles & Responsibilities: Research Associate	
1.	Assist in acquiring, planning and execution of research projects (AICTE-funded, institutional, or sponsored projects)
2.	Conduct literature reviews, data collection, and data analysis
3.	Support preparation & formatting of research proposals, reports, manuscripts, references and technical editing and documentation
4.	Maintain research datasets and ensure accuracy and integrity of data and assist in interpretation of research findings
5.	Perform statistical analysis using tools (SPSS, R, Python, Excel) and prepare charts, dashboards, and visual representations of data
6.	Assist faculty in preparing research papers, research reports, presentations for journals and conferences, teaching support activities (labs, tutorials, case preparation)
7.	Prepare citations, references, and bibliographies using academic formats (APA, MLA, Chicago, etc.)
8.	Support submission to peer-reviewed indexed journals (Scopus, WoS, ABDC)
9.	Assist in industry-sponsored projects and consultancy assignments
10.	Support data-driven problem solving for industry partners
11.	Help in preparing case studies and applied research outputs
12.	Contribute to strengthening industry–academia collaboration
13.	Provide administrative and coordination support for research centers or labs.
14.	Participate in departmental research meetings and seminars
15.	Maintain research records required for accreditation body requirements
16.	Ensure compliance with institutional research ethics and guidelines
17.	Assist in organizing seminars, workshops, conferences, and research events.

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Ms. Rashmi Nair
HR-VJIM

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Prof. (Dr.) Bharat Bhushan Singh
Director - VJIM