



Annexure

BOM 23 /2013 dtd 15.06.2013

## **MGM INSTITUTE OF HEALTH SCIENCES**

(Deemed University u/s 3 of UGC Act 1956)

Grade "A" Accredited by NAAC

### **Research Promotion Policy**

Approved vide BOM-29/2013 dtd 15.06.2013

(As Amended upto June 2019)

**Dr. Rajesh B. Goel**  
Registrar

**MGM Institute of Health Sciences**  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209

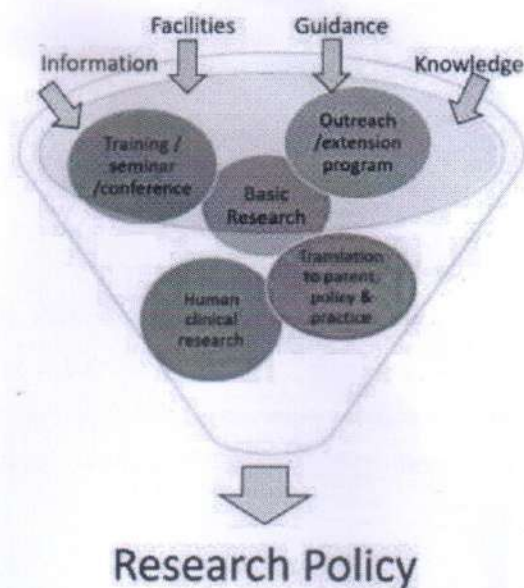


### **Research Promotion Policy**

The progress of the institution depends on its sustained growth of education and research in science and technology. Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. MGMIHS ensures that all the core and inter disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking.

Research and developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our Institute as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Scientific research endeavors carried out by MGMIHS faculty, staff, students, post-doctoral fellows, scholars, scientists and other employees is governed by policies and procedures that include, but not limited to, standards of conduct; conflict of interest and commitment; intellectual property; sponsored research





## PURPOSE

The purpose of the Research Policy is to create inductive and favorable atmosphere of research among faculty and researchers in MGMIHS. The policy shall serve as an overall framework within which research activities may be carried out.

## SCOPE

The research policy implementable in all campuses of MGMIHS.

## OBJECTIVES

- To create an enabling environment within the Institute in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish Research Centers within the Institute with potential for Excellence.

- Forge interdisciplinary collaborations and partnerships with widely nationally and globally.
- To maximize funding support for research through external and internal sources for maximizing research output
- Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of the Institute in alignment with the national thrust areas
- Protection of intellectual property (IP)/copyrights/designs generated as a result of research conducted at MGMIHS
- Encourage and facilitate research collaborations within different Institutes of the University along with reputed Institutes, Universities and Research Organizations both in India and abroad

**R&D is organized into six categories:**

- I. Academic Research**
- II. Sponsored Research**
- III. Extension and Extramural**
- IV. Excellent Centers**
- V. Consultancy**
- VI. IPR & copyright**

We have developed various policies and resources to promote and support these high standards and commit to ensuring that our own internal processes and practices help to improve the reproducibility and rigor of the research which we fund.

Each research area is monitored by Research Directorate. The R&D board is headed by the Vice Chancellor. The Research Board takes all strategic decisions, corrective actions, preparing, updating policies as per the UGC norms.

## **POLICY FOR PROMOTION OF RESEARCH**

### **I. Research Infrastructure:**



It is necessary that a state-of-the-art research facilities is developed, maintained and continuously upgraded to enable and facilitate recent trend research for generation of new knowledge, products, tools and technologies.

## **II. Generation and Utilization of Funding Resources for Research**

All faculty members are expected to apply for funding from external sources to support research activities. In exceptional cases, Institute may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas/concepts into products/technology for economic and/or societal benefits. Below mentioned procedure to be followed:

- The applications should be submitted in duplicate copies to research cell and ethical committee.
- The scientific/ethical committee will meet every three months for approval of these proposals.
- For research grant/seed money faculty should submit the research proposal as per guidelines along with application for grant in prescribed format. **Annexure 1.**
- After presentation before scientific/ethical committee and approval faculty will receive the grant approval. **Annexure 2**
- The funds will be released in six monthly installments after submission of progress reports. The first installment will be released along with sanction letter. **Annexure 3**
- At the completion of the project, the final report along with utilization certificate should be sent in the prescribed format not later than three months of completion of project. 10% grant would be withheld for release after receipt of the final report. **Annexure 4**
- The grants will be given to the departments for organizing conference/workshop after submitting application in prescribed format and approval by authorities. **Annexure 5**
- For conference/workshop organized by college alone, the departments will be allowed to use the infrastructure free of charge.
- For conference/workshop organized jointly with other associations, 50% concession will be given for using infrastructure.
- Faculty presenting poster/paper in conference will be given registration fees after submitting application and attaching the proofs. **Annexure 6**

- Faculty will get the allowance for maximum two conferences/workshops in a year (one national and one state)
- **Resolution no 3.4 in BOM 33/2014 dtd 17.01.2014**

### **III. Utilization and Dissemination of Research Outcomes:**

While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels(students, faculty and staff) in various domains (Medical/Physiotherapy/Nursing/Biomedical Sciences, etc ), it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of the Institute, both at national and global levels. This may include

- Protection of Intellectual Property (IP) generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use under the Institute guidelines as detailed separately in the Policy for Intellectual Property Research Policy.  
**Resolution no. 4.14 of BOM 53/2018 dtd 19.05.2018**
- Publication for peer-reviewed Articles:
- To publicize the research outcomes and gain recognition among peers for the quality of research being undertaken at the Institute in time with the Publication Guidelines. Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad following the Institute Policy for Publication of Research.
- Presentation of Research Findings at Symposia/Conferences and similar forums for sharing research outcomes, inviting comments and suggestions from peers in related fields, and forging collaborations with eminent researchers outside the Institute, following the guidelines as detailed in the University Policy for Publication of Research.  
**(Resolution no. 3.4b BOM 39/2015 dtd 24.02.2015)**
- Publication of Monographs/Books/Book Chapters for compiling advances in a specific area of research and its dissemination to specific target audiences. Management has resolved to strengthen the research work and to encourage all faculties to publish in journals which are indexed in Scopus and PubMed. **(Resolution no. 4.12 of BOM 53/2018 dtd 19.05.2018)**



**IV. Incentives for outstanding research**—Research Incentive Schemes It is important for a progressive University to motivate member of the faculty to publish regularly, innovate and to effect patentable work. Also a progressive improvement in the quality of publications and scale / shade of innovation is essential in a world of competition and ranking framework. Providing incentives to improve research performance and stimulate faculty members into continued research pursuits and attract quality employees are valued by employees / stakeholders. For this purpose, outstanding research contribution done by faculty, researcher and research scholar is recognized and the institute provides incentive to faculty, researcher and scholars. ( **Resolution no. 7 of BOM 52/2018 dtd 13.01.2018, Resolution no. 9 of BOM 54/2018 dtd. 30.07.2018 and Resolution no. 16 of BOM 55/2018 dtd 27.11.2018**)

The incentives are identified as under

- A) incentive in terms of financial support
- B) Monetary rewards to faculty writing text book, chapters
  - Short books/mongraphs – Rs. 50,000/-
  - Chapter in a book – Rs. 10,000/- per chapter
  - Standard text book – Rs. 1,00,000/- per book
- C) Provide incentive of Rs. 10,000 per paper published as first author in PubMed/Scopus/Indexed journal.
- D) Incentive given for best scientific paper
  - Rs. 25,000/- for faculties,
  - Rs. 15,000/- for PG/ PhD scholar
  - Rs. 10,000/- for UG student
- E) incentives in terms of additional salary increment
- F) incentives in terms of career advancement / promotion
- G) incentives in terms of certificate of recognition / commendation certificate with cash award
- H) Incentive in terms of funding seed money for carrying out pilot studies.
- I) incentives in terms of funding for ongoing research
- J) The Institute may also consider allocating reduced Academic work load to a faculty member handling more than one extramural major research project.

- V. **To provide encouragement for faculty doing Ph.D.:** Faculty members are encouraged to pursue the PhD and incentive is given in the form of concession in the tuition fees and relief from MGMIHS CET. (**Resolution 7.2 BOM 33/2014 dtd 17.01.2014**)
- VI. **Promotion in career advancement on submission of PhD thesis:** Faculty member of any department will be promoted/salary increment on submission of PhD thesis provided he satisfies other requirements as and when formulated
- VII. **Full –Time Ph.D. Programme:** Every year fulltime scholars will be taken to pursue Ph.D. in the college under MGMIHS, based on entrance. Following policy will be adopted. Selected candidates will be paid a stipend of Rs.10,000 per month for 3 years on case to case basis as recommended by the Guide approved by the management. In exceptional cases based on the recommendation of the guide, duration shall be extended by one year.
- VIII. **Financial support for patents:** Any faculty desirous of applying for Indian patent will be given full financial support. However, the license will be held jointly in the name of the inventor and the Institution.
- IX. **Sabbatical/ duty leave-** Study leave/sabbatical leave is granted to an employee to pursue higher studies with a guarantee to resume them in job on completion of the leave. Such leaves are granted to an employee in accordance with company policies and may be paid or unpaid sabbatical leave. The sabbatical leave would be exclusively for scientific or academic work at any relevant institution in India or abroad. The facility of sabbatical leave may be extended to include work on other activities of the innovation chain with industry, consultancy organizations, financial institutions, project engineering firms, technology marketing/transfer agencies, etc. The Rule provides for grant of study leave with or without wages at discretion of the employer. The study leave or duty leave will be granted to participate and present the research papers in conferences, field visits, industrial visits, research laboratories, libraries etc.
- X. **Procurement of resources** like equipment, research journals, softwares, etc. MGMIHS encourages and supports its researchers to undertake sponsored research and



consultancy projects from external funding agencies. The Institute provides specialized administrative, institutional and infrastructural support in managing of sponsored research.

- XI. **Student research project funding:** Institute offers assistance to students for summer training/mini-projects/dissertation projects conducted within its constituent institutions. Bachelors and Masters Students can seek help from respective faculty members for mini-projects/dissertation only in the final semester and for summer training during the vacation period of any semester. As our institute is a self-financing institute, in order to promote research at the institute, our students and faculties are provided seed money in the form of concessional charges for utilizing specialized facilities/test in-house MGMIHS encourages its students to apply and appear for reputed fellowship/research programs of DST, DBT, CSIR, ICMR etc.
- XII. **Facilitation for submitting the research project to funding agency and consultancy:** MGMIHS encourages researchers to apply for extra-mural research grant to various national and international funding agencies as well as private industries to undertake interdisciplinary collaborative national and international research/consultancy projects. Institute also provides seed money as internal funding facility to its academic staff members. The policy on consultancy is separately notified by the institute.

**Dedicated research centres:** The Institute would like to create an environment for each department and an institution where they work in a specific research area and be known as a specialist organization. This will conduce to focus on specific research activities in the specialized areas. Strengthen infrastructure in niche areas and evolve as centers of excellence. Some of the areas include cellular and molecular biology, regenerative medicine, herbal drugs, sustainable rural health, nanotechnology, and translational and clinical research.

The management suggested the establishment of “MGMIHS Incubation and Innovation Centre” (MGMIHS-IIC) center to promote interdisciplinary and multi-disciplinary research at MGMIHS at both campus. **(Resolution no. 6 BOM 52/2018 dtd 13.01.2018)** . The centre was inaugurated on **18<sup>th</sup> March 2018** as per the directives of

Ministry of Human Resource Development (MHRD), Govt. of India. MGMIHS was registered under **Institutions Innovation Council (IIC) in the year 2018-19** to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). This Centre focuses upon unmet needs and imparts thrust to innovation and fulfils the needs of building Entrepreneurial mindset among various stakeholders including students and faculty members.

### **XIII. Budget allocation for Research & Development**

Institute follows a budgeting process. Heads of all constituent Units submit their fund requirements for all ongoing as well as new requirements (w.r.t. budget provisions to procure necessary equipment for experimental projects, travel support for faculty attending conferences, internal funding, subscribe research journals up to date to strengthen the library, reference books and text books & journals and towards research expenditure) of their respective Units in the preceding year.

Such information from all the constituent Units is compiled and a feasible budget for all item heads for each unit is worked out. While finalizing the budget, the following inputs are taken into account:

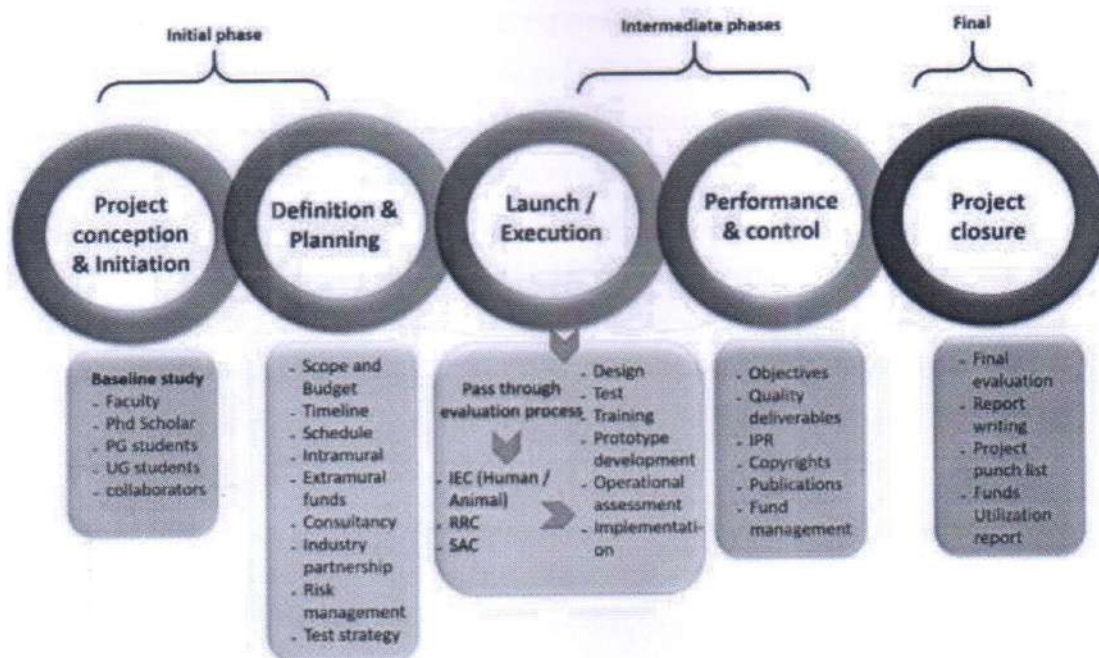
- Likely cash inflow from Govt and non-Govt funding, consultancy, alumni funding, sponsorships / grants, bank & deposit interests etc.
- Provision is made for IPRs and Copy Rights in the budget.
- Cash outflow based on already running academic programs, new capital requirements viz. civil works, instruments / equipment, books & journals, etc., enhancement in academic and administrative expenditures, maintenance, depreciation, etc., repayment of running loans, interest etc.
- If there is a deficit due to difference between cash inflow and out flow, the Finance Committee discuss various options to meet the fund deficit,
- The budget is then recommended to the Board of Management for its approval.
- The BOM then deliberate upon and approve the Budget.



### Monitoring

The implementation and deviations from the planned budgets at all levels will be monitored at the level of Heads, Deans, Registrar, Finance Officer, Registrar and VC and discussed at the FC and BoM. VC may call periodic meetings of all concerned to monitor the progress and issue suitable instructions. Any major corrective measure will be applied after approval of the BOM, if required.

### Flow Chart for Research/Project, Budget Assigned & Its Utilization For Implementation And Monitoring



#### XIV. Other benefits

- Faculty members are provided financial support for filing of patents/copyrights, by the institute.
- Financial support to students for participating in prestigious research competitions.
- Financial support for invited subject experts in the field of research.
- The faculties are encouraged and assisted to undertake the research projects from the National and International funding agency like UGC, DBT, BRNS, DST, SERB, etc

- Institution has an entrepreneurship development cell, industry institute interaction cell that encourage forging a relationship between the industry and the institution. Individual department interacts with industry to ascertain its needs to fill the gap in the respective field of research.
- The gap is filled by arranging workshops/conference addressed by industry personals.
- Industry institution relationship works in the following areas: Industrial, field visits for students and faculties.
- Consultancy and sponsored projects will be considered as per the consultancy policy.
- Project conceived by the students are used as case study in few industry. Expert lectures by industry personals for students.
- Chemicals/consumable items required for research work for our students and faculties are provided under the category of seed money.
- Chemicals/consumable items required for research work for our students and faculties are provided under the category of seed money for the project of MGMIHS incubation and innovation (**Resolution no. 16 of BOM 55/2018 dtd 27.11.2018**)
- Charges for specialized investigations for which facilities do not exist in the host institute
- Publication charges/ reprints/ off-prints of research papers published as an outcome of the research.
- Establish policies on innovation, patent, academic integrity and commercialization of technology through consultancy.
- Allocate resources and incentivize research that will attract distinguished faculty and research scholars to develop a culture of research and help achieve national and international recognitions by getting highly acclaimed awards.
- Establish Chairs and fellowships that can help nurture research at the Institute and its constituent colleges.
- Comply with all legislative framework associated with conduct of research in ethical manner by following required processes and guidelines provided by the Institute and other agencies from time to time.
- To enhance quality research output, student mentorship/internship shall be facilitated to encourage undergraduate/postgraduate students to pursue research activities leading to tangible output.



- The institute shall assist the faculty member / research teams in mustering support from Venture Capitalists / Angel Financiers in taking the IPR assets into start-ups, further scale up actions and securing royalty.

## **Annexure 1**

### **FORMAT FOR SUBMITTING RESEARCH PROPOSAL**

1. **Title of the project** should be clearly spelt out having maximum 25 words.
2. **Objectives**
3. **Background/Rationale** - Summary of the proposed research (Maximum 250 words) indicating overall aims of the research and importance of the research proposal.
4. **Present knowledge and relevant bibliography** including full titles of articles relating to the project.
5. **Description of the project:** Maximum 700 words. This will include the design of study, indicating the total number of cases/samples to be studied, the mode of selection of subjects specially, equipment and other materials to be used, outcome measures, techniques to be employed for evaluating the results including statistical methods, budget etc.



**Annexure 2**

**APPLICATION FOR RESEARCH GRANT**

**Name of Principal Investigator-**

**Title of the project-**

**Name of Department-**

**Designation-**

**E-mail address-**

**Mobile-**

**Name of co-investigator/s-**

<b>Sr. No.</b>	<b>Name of co-investigator</b>	<b>Designation</b>	<b>Department</b>

**List of important publications of last 5 years of the all the investigators in the relevant fields**

Duration of project-

SAC Clearance of ethical committee- Yes/No

Budget requirements (with detailed break-up and full justification):

(i) Staff

(ii) Contingencies-

Recurring

Non-recurring (equipment)

(iii) Travel

(iv) Miscellaneous charges-

Signature

Principal Investigator

Head of Department

### **Annexure 3**

#### **RESEARCH PROGRESS REPORT**

1. Research Project title
2. Principal Investigator (name)
3. Co-investigators (name)
4. Date
5. Duration
6. Objectives of the proposal
7. Methodology
8. Interim modification of objectives/methodology (with justifications)
9. Summary on progress (during the period of report)
10. Applied value of the project
11. Research work which remains to be done under the project
12. Any publications.
13. Any patents applied for
14. If additional budget or staff is required for the remaining part of the research work, please give justifications and details.

Date:

Signature

Designation



**Annexure 4**

**FORMAT FOR UTILISATION CERTIFICATE**

(ANNUAL/FINAL)

Certified that out of Rs \_\_\_\_\_ of grants-in-aid sanctioned during the year \_\_\_\_\_ in favor of \_\_\_\_\_ under Letter No \_\_\_\_\_, a sum of Rs \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs . \_\_\_\_\_ remaining un-utilized at the end of the year has been surrendered to Institution (vide cheque No \_\_\_\_\_ Dated \_\_\_\_\_)

Signature

Signature

Principal Investigator

Accounts Officer

**Annexure 5**

**APPLICATION FOR GRANTS SEED MONEY FOR ORGANIZING  
CONFERENCE/WORKSHOP**

Name of Department-

Title of seminar/conference/workshop-

Type – Local/State/National/International

Date- \_\_\_\_\_ to \_\_\_\_\_

Duration- Days

Approximate no. of delegate's attending-

Name of Chairperson-

Designation-

Mobile-

Name of Organizing Secretary-

Designation-

Mobile-

Grant requested/ seed money-

The Organizing Secretary would have to submit a brief summary of scientific activity  
& copy of proceedings report within a period of three months

Name of the authority in whose favor payment of grant is to be released.

**Signature of  
Organizing Secretary**

**Signature of  
Organizing Chairperson**

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For office use

Approved/Not approved  
Grant sanctioned-

Signature



## Annexure 6

### FINANCIAL SUPPORT TO PARTICIPATE IN CONFERENCE OR WORKSHOP

1. Name and designation of applicant:
2. Name of conference / workshop, venue, dates and the parent professional organization:
3. Your role in conference or workshop: (Chair a session/present a paper/ attend as a delegate only)
4. Title of paper to be presented (Pl attach copy of abstract):
5. Whether the abstract has been accepted (Yes/No): If Yes, Please attach copy of such communication.
6. Authors (in order) of abstract:
7. Whether work was reviewed and approved by RRC or SAC (Yes/No):
8. If yes, the meeting in which it was discussed and approved:
9. Whether project was approved by Ethics Committee (Clinical and/or Animal) (Yes/No):
10. If yes, meeting in which it was approved:
11. Whether permission of administrative authority/medical superintendent has been obtained to utilize clinical material/patient data in the study with due acknowledgement?
12. What was the source of funding for pursuing research in order to produce the paper?
13. Financial support requested to participate in meeting: Registration fee: Travel: Accommodation per Diem:
14. Number of publications of principal author during last three years:
15. Has the applicant availed financial support from MGMIHS during the current year/previous years?
16. Are you getting/applied for financial support for this purpose from any other source, if so, give details.
17. Signed consent and declaration from all co-authors:

### **Declaration**

We, the authors of the above mentioned abstract declare that the information provided above is true. We undertake the responsibility for integrity of the data presented. We also declare that the study reported has been carried out as per the Institutional Ethics Committee Guidelines. We also declare that no faculty member or scientist who has made significant contribution to the work included in this abstract has manuscript has been left out or denied authorship or acknowledgement, as the case may be.

Names and signatures of all authors:

I recommend for providing financial support for the above mentioned paper for publication and/or presentation in the Conference/Workshop.

Head of the Concerned Department.

I approve financial support to participate in National Conference/Workshop.

Dean MGM Medical College

Please send a copy of the approval to:

Research Secretariat MGMIHS, Navi Mumbai

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REQUEST FOR FINANCIAL SUPPORT FOR PARTICIPATING IN INTERNATIONAL CONFERENCES SHOULD BE SENT TO THE VICE CHANCELLOR, MGMIHS THROUGH PROPER CHANNEL.

APPLICATION SEEKING FINANCIAL SUPPORT SHOULD BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE CONFERENCE.