

RESEARCH POLICY



MNR UNIVERSITY

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[Recognized by the UGC under Section 2(f)]

MNR Nagar, Fasalwadi-502294, Gr. Hyderabad, Sangareddy District, Telangana

CHAPTER - III

RESEARCH POLICY

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1 Background & Code of Ethics for Research

The **MNR University** is committed to promote research culture among the Faculty and students of the School of Engineering & Technology and Artificial Intelligence, School of Clinical Research, Medical and Health Sciences and School of Physiotherapy. The other Colleges/Schools existing under the MNR Educational Trust will be brought under the umbrella of the University in a phased manner. The Board of Research Studies of the University strongly believes that basic long-term research provides the University for future development of these Schools. The Research Policy aims to develop and promote scientific temper and research aptitude of all learners; to realize the vision and mission of the Institution and to identify research areas of academic, practical and socially relevant significance thus contributing to Nation development. It also aims at ensuring that the research activities of the Schools of the University conforms to all applicable rules and regulations of the University and National Research Policy under Ministry of Science & Technology, Government of India New Delhi as well as to establish the standards and norms relating to safe and ethical conduct of research. The University Research Policy provides a broad frame work to the research activities with the following objectives

- 1.1 To provide a proper coordination of all research activities of the Schools and aligning these to the vision and missions of the Schools and National development goals through The Board of Research Studies of the University.
- 1.2 To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or Government organizations.
- 1.3 To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies or involving external agencies/experts in such projects.
- 1.4 To create an awareness about Patents and Intellectual Property Rights and motivate them to apply for Patents.
- 1.5 To take initiative for granting study leave, sabbatical leave, duty leave, seed money, reduction in workload, etc. to deserving faculty members for advanced research.
- 1.6 To identify and establish linkages including MOU's for long term relationships with National and International research organizations for widening the scope of research opportunities and funding options available to the Faculty and Students of the School.
- 1.7 To promote collaborations with International and National Academic Institutions of Higher Learning and promote linkage with Industry.
- 1.8 To encourage & facilitate the publication of the research works in reputed academic International / National journals and also to facilitate the presentation of the research work through academic events such as workshops / seminars / conferences.

- 1.9 To create an ecosystem for innovations including Incubation Center and other initiatives for creation and transfer of knowledge.
- 1.10 To facilitate community oriented research initiatives and to transfer the research findings for the social and economic development of the community. To ensure the quality of all research activities of the Schools of the University and to observe the highest standards of ethics and integrity in the conduct of their research.
- 1.11 Code of Ethics for Research
All Students & Staff pursuing research in the Schools of the University are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them. Regarding paper publications, each student can avail the facility in the University Campus to check for plagiarism whenever a paper is to be published in Peer Reviewed Journals, the Journal will normally have a Committee to check the originality in the content.

An Ethics Sub-Committee shall be constituted and a Standard Operating Procedures (SOP) shall be adopted for monitoring research activities of the Schools of the University.

The objective of this SOP is to contribute to the effective functioning of The Board of Research Studies of the University of by ensuring a qualitative and consistent ethical review mechanism for health and biomedical research involving human participants.

2 Aims of the Policy

- 2.1 To provide a transparent, sustained and encouraging policy providing an enabling environment for research by staff and students.
- 2.2 To identify and prioritize the thrust areas for research to be conducted by the MNR University.
- 2.3 To provide essential infrastructure support for the research work.
- 2.4 To establish rational, transparent, merit based decision-making systems for evaluation and monitoring of the research projects.
- 2.5 To provide the financial and other support for research.
- 2.6 To promote the quality research and motivate the faculty members.
- 2.7 To Integrate Ph.D. & Post-Graduation Research into the main research systems and ~~provide~~ the necessary facilities.
- 2.8 To provide general guidelines for Publishing the Research outputs.

3 General Guidelines in publishing the Research Inputs

The authorship criteria will be strictly followed. A person can be included as author if he/she fulfills ALL of the following

- 3.1 Contribution in conceiving and designing of the study.

- 3.2 Contribution in acquisition, analysis or interpretation of data.
- 3.3 Contribution in the critical evaluation of intellectual content.
- 3.4 Take consent of all the authors for the publication and their Contribution is free from plagiarism.
- 3.5 The order of authors must be directly proportional to the contribution towards the research work.
- 3.6 A copy of the publication must be submitted to the Dean of the Schools/ The Board of Research Studies.
- 3.7 Due credit should be given to the Board of Research Studies of the University in the publication in the acknowledgment section.
- 3.8 It is mandatory that publication from any of the Schools of the University need to ensure to write Institutional affiliation as first respected Institution followed by the Board of Research Studies of the University.
- 3.9 Precautions to be taken while choosing journal for Publication
 - 3.9.1 It is encouraged to publish in good quality reputed journals.
 - 3.9.2 Need to be beware of predatory journals.
 - 3.9.3 It is encouraged to publish the research results in the journals which are indexed in Scopus/PubMed/Web of Science journals.
 - 3.9.4 Authors may decide the journal depending upon quality of the work.

4 The Board of Research Studies of the University

The Board of Research Studies of the University (as provided in Statute 11 of the First Statutes of the MNR University) formulates the proactive policy to promote the research, thus motivating the faculty members and students of each School under the University to undertake the activities by adopting the guidelines of this policy. The following special norms are given for research

- 4.1 Research funding will be provided as seed money for the projects on the approval of Advisory Board of Research studies headed by the Vice-Chairman, MNRET and Pro-Chancellor, MNR University
- 4.2 Institution of annual research awards and young researcher award and Best faculty award.
- 4.3 Financial support in the form of registration fees to be reimbursed for National and International Conferences.

5 Research Funding- Seed Money

The purpose of the seed money of the Board of Research Studies of the University is to enable researcher to carry out preliminary work. The data obtained from this preliminary work could be utilized for attracting extramural research funds from funding agencies such as **DBT**, **DST**, **ICMR**, **ICAR**, and **BGF**, **MGF** etc. or any other foreign funding agencies.

- 5.1 Seed money will be provided by the Board of Research Studies of the University **on approval by the Advisory Board headed by the Vice-**

Chairman, MNRET and Pro-Chancellor to principal investigators (PIs) who desire to undertake research. The duration for the project will be minimum 6 months to maximum 1 year.

- 5.2 Amount of seed money sanctioned will be up to Rs. 3 lakhs depending on merit of the project; however it can be increased or decreased depending on decision of screening committee in order to ensure the quality of project.
- 5.3 The PI should submit monthly progress reports and submit Fund Utilization Certificate and statement of expenditure along with project completion report.
- 5.4 The Board of Research Studies of MNR University will then provide a Project Completion Certificate.
- 5.5 In order to encourage full time research scholars for the Ph.D. work and for the post-doctoral research work, the Board of Research Studies of the University will provide fellowships of Rs. 20,000 to 35,000 respectively for at least 10 students.
- 5.6 The seed money can be availed through The Board of Research Studies of the University by submitting the application enclosed as an **Annexure A**.

6 Norms and Standards for Submission of Research Proposals

- 6.1 The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.
- 6.2 The funds earmarked under the particular heads shall be utilized for that purpose only.
- 6.3 On receipt of approval letter, the Principal Investigator should inform the Board of Research Studies of the University of his/her consent to undertake the project and send an Acceptance Letter.
- 6.4 All the assets generated out of the funds for the project including equipment, books and journals shall be the property of the host School and wherein of the Principal Investigator till the completion of the project will be In-charge. It may be retained in the laboratory of the investigator, but must be handed over to the School in case of his/her leaving the School.
- 6.5 The results of the study on the project supported by the School may be published by the Investigator/s with a due credit to School. In all such cases, the investigator/s shall acknowledge the support received from the Board of Research Studies of the University.
- 6.6 A spiral bound copy of the final report of work done on the project, along with a soft copy, shall be submitted to the Dean of the concerned School on completion of the research project.
- 6.7 A copy of the "Final Report" of the work done may be kept in the Library of the respective department and/or of the School. Also a copy of the same be kept in the Central Library of the University.

7 Research Incentives

Research has always been an integral part of our curriculum. In order to strengthen the research activities, The Board of Research Studies of the University proposes to award incentives to teaching staff members of all the Schools under the University for Various Academic & research achievements as per guidelines mentioned below

8 Eligibility for Incentives

- 8.1 Teaching staff of all Schools of the University with academic & research achievements.
- 8.2 For currently employed teaching staff only.
- 8.3 All research & academic achievements will be considered from 1st September to 31st August on every year.
- 8.4 Only for achievements forwarded with MNR University name.
- 8.5 The list of achievements & corresponding incentive to be paid on Teachers day on every year as mentioned below

9 Application for Incentives

Teaching staff members claiming the incentive have to submit an application along with the following documents to The Dean (Research & Development) MNR University

- 9.1 Copy of approval letter received from Publisher/Funding Agency/Organizer.
- 9.2 Copy of publication/paper presented/project description.
- 9.3 Copy of certificate/appreciation letter received.
- 9.4 Photograph of receiving the said award.
- 9.5 The Board of Research Studies of the University shall meet at least twice in an academic session and will consider all the applications received.
- 9.6 The Incentives for various achievements (as mentioned in enclosed Annexure-1) will be decided in The Board of Research Studies of the University meeting after scrutinizing the application & documents submitted by the staff members.
- 9.7 If there is more than one author of our institution for the same achievement, then the incentive will be shared equally among them.
- 9.8 Incomplete applications will be rejected.
- 9.9 The recommendation of The Board of Research Studies of the University will be submitted to Vice-Chairman of MNR Educational Trust, who is also the Chairman of the Advisory Board of Research, MNR Higher Education and Research Academy (HERA). On Approval of the Honorable Vice-Chairman, MNRET and the same will be forwarded to Finance Department.
- 9.10 The Finance Department shall release the incentives amounts to the concerned staff members.
- 9.11 List of incentives to the faculty of the schools is articulated in **Annexure B** along with the research policy.

10 Co-coordinating Bodies for Research Activities of the MNR University

- 10.1 **The Advisory Board of Research MNR Higher Education and Research Academy (HERA)** shall be headed by The Vice-Chairman, MNRET and there will be 3-5 external members of repute at National and International level as members of the Advisory Board of Research.
- 10.2 **The Board of Research Studies of the University** (as provided in the Statute 11 of the First Statutes of MNR University) shall be headed by the Vice-Chancellor with The Director (Research & Development) being the member and has overall responsibility to oversee and monitor research affairs. It is also responsible for the implementation of the Research Policy and advises the Advisory Board of Research on research matters. The Registrar of the University will be Member Secretary. It has the following responsibilities
- 10.3 **Responsibilities of The Board of Research Studies of the University**
The Board of Research Studies of the University shall invite research proposal for funding/ incentives under this policy and make recommendation to the Advisory Board of Research. Further, it has the following responsibilities
- 10.3.1 Updating the research policy and operational procedures which shall assist in setting out research priorities, securing funding, planning research
 - 10.3.2 Providing capacity building and monitoring research projects
 - 10.3.3 Facilitating funding for research
 - 10.3.4 Establishing research priorities and agenda
 - 10.3.5 Organizing seminars and conferences at the University
 - 10.3.6 Dissemination of research findings and conference/seminar outputs;
 - 10.3.7 Coordinating research and consultancy services;
 - 10.3.8 Motivation of staff and students to do research;
 - 10.3.9 Strengthening capacity building in research;
 - 10.3.10 Promoting high quality publications
 - 10.3.11 Filing patents

11 Plagiarism Check

The Board of Research Studies of the University ensures a complete review of various ethical aspects of the project proposals received and execute the same without bias and influence, that could affect their objectivity. The Board of Research Studies of the University has provided plagiarism detection kit available at Central Library, to check research proposals and manuscripts to be sent for funding agencies and publications respectively. It is mandatory for all the faculty and students to get the plagiarism check before submitting document to the respective authority.

12 The Institution Ethics Committees (Affiliated to CDSCO & DHR)

The Board of Research Studies of the University constituted the following Committees

- 12.1 Institutional Ethics Committee (IEC) is duly approved by CDSCO (Central Drugs Standard control organization Under Directorate General of Health

Services, Ministry of Health and Family welfare, India which is required for conducting clinical Trials, New Drugs Screening, Medical Devices, and Testing Evaluation etc.

- 12.2 Institutional Ethics committee (IEC) affiliated to DHR: Department of Health Research (DHR) under Ministry of Health and Family welfare, India responsible for conducting all Biomedical & Health Research involving human Participants in accordance with the ICMR, National Ethical Guidelines for Biomedical & Health Research Act 2017. This committee also serves to monitor PG students' research activities in the campus.
- 12.3 CPCSEA Committee (Committee for the purpose of Control and Supervision of Experiments on Animals: MNR University campus, Sangareddy is having animal house facility, we also have the Ethics Committee to monitor the research related activities associated with animal models. For this purpose, an ethics committee constituted which is as per the guidelines and affiliation with the CPCSEA.

13 Extramural Funding

The Board of Research Studies of the University encourages staff to attract research grants from extramural funding agencies. Any researcher fulfilling eligibility criteria of funding agencies is free to apply for external funding. Research proposal is to be routed through the Director (Research and Development) and sent to the funding agencies after presenting to the Advisory Board of Research, MNR-HERA and on getting their approval. The Board of Research Studies gives seed money through MNR-HERA and MNRET for completing preliminary work and apply for external funds to pursue his/her research and excel in their field. The Board of Research Studies of the University supports the travel expenses for presenting the research proposal before funding agency task force committee meeting anywhere in India. However, for presenting progress report of the sanctioned project the money is to be utilized from travel grant asked from the project. Principal Investigator (PI) of the project is supposed to give the budget for the project in two important headings [a] Non recurring such as Equipment accessories etc. and [b] Recurring which includes Consumables, Manpower, Travel, Contingency and Overhead expenses.

The Equipment and accessories bought from the project is to be retained in the laboratory, department/Institution and is to be made available to other researchers as well. It becomes the property of The Board of Research Studies of the University after the completion of the project. In case the equipment cost exceeds from the budget provision made in the project proposal, The Board of Research Studies of the University may consider paying the difference depending upon the need and utility of the same. However it will be decided on case to case basis.

Consumables brought from the project are to be utilized for research purposes only to

complete the objectives of the project and to carry out planned research work. The left-over consumables are to be handed over to the Central Stores of the University. Manpower (JRF/ SRF/ Project Assistant /Post-doctoral fellow) asked for the smooth running of the project will be paid fellowship/salary as per norms of the funding agency in question. However, there is no binding on The Board of Research Studies of the University to pay the same salary to the JRF/ SRF. Project assistant / Post-doctoral fellow recruited by MNR-HERA directly. This will depend on the kind of work, nature of the project and qualifications and experience of the person recruited.

As per the norms of funding agencies provision is to be made for overhead charges varying from 10% to 15%. However, it will depend on case to case basis or may vary to higher or lower side depending on utilization of infrastructure made available by The Board of Research Studies. The rate at which the institutional charge shall be levied on the extramural project shall be decided by the Dean of the Schools in consultation with the Principal Investigator based on the expected usage of the University's equipment and other facilities.

14 Concluding Remarks

The Board of Research Studies of the University- Research Policy will entrench and strengthen a research culture at MNR University by developing a strong multidisciplinary research culture and encourage synergy. It will encourage academic staff to undertake research both at National/International level with a specific role in responding to the requirements and needs of the communities.

Through this research policy, it is anticipated that staff will be more oriented to the solution of practical problems rather than instruction in merely scientific and academic subjects. The policy will further ensure an annual allocation of funds for "Research and Development" from The Board of Research Studies and generate additional external funding to supplement University Research. It is anticipated that the research policy will provide the framework which underpins the conduct of research at MNR University.

ANNEXURE - A

Application for Seed Funding from The Board of Research Studies (For Internal Faculty only)

1. Title of the Study:
2. Name of the PI and affiliation:
3. Contact Details of PI: Phone number: E-mail ID:
4. Project Code (for Office Use only):
5. Timelines of the Proposed work (Max: 12 months):
6. Objectives of the proposed Project:
7. Month wise work Plan:

S. No	Month & Year	Detailed Milestone	Time Required
1			
2			
3			
4			
5			
6			

8. Required equipment's to carry out the Proposed Objectives
Are these equipment's available in respected departments or in The Board of Research Studies. If not, please propose where and how you are going to carry out the objectives?
9. Do you require any collaboration with any Institution or University, if yes, did you find any collaborator? If yes, please mention the details?
10. Work plan/Methodology
11. List of required chemicals/reagents/enzymes/ any other items with numbers
12. Did any committee approval (Institutional Ethics committee (affiliated to DHR & CDSCO) /IBSC) require carrying the Objectives?
13. Does the study involve outsourcing or working outside the MNRU campus? YES/NO: if yes, please furnish the details?
14. Do you require any additional Manpower to carry bench work? If Yes Please provide the Qualification and Subject Expert of the proposed candidate along with Remuneration /Fellowship to be paid.

15. Budget Details as per the below format

Heads	June-20__		July-20__		Aug-20__		Sep-20__		Oct-20__	
	Qty.	Price	Qty.	Price	Qty.	Price	Qty.	Price	Qty.	Price
Equipment (Below 2 Lakhs only)										
Manpower										
Name of Item required with Specifications, Make,Model etc.										
Travel										
Miscellaneous items if any										
Outsourcing										
Total										

Annexure - B

Incentives for Various Academic & Research Achievements

S. No	Achievements/Activities	Sub-Category	Incentive
1	Research Publications (As 1 st /2 nd /3 rd /corresponding author in Pub Med indexed journals). If there are more than one author for a single publication, incentive will be divided among the authors.	Indexed National Journals	Rs. 5,000/-
		Indexed International Journals	Rs. 20,000/-
2	Research Publications (As 1 st /2 nd /3 rd /corresponding author in Scopus, Medline, Copernicus and Web of Science) Indexed Journals). If there are more than one author for a single publication, incentive will be divided among the authors.	Indexed National Journals	Rs. 5,000/-
		Indexed International Journals	Rs. 10,000/-
3	Publishing Review articles (PubMed indexed only)	Indexed National Journals	Rs. 5,000/-
		Indexed International Journals	Rs. 10,000/-
4	Paper Presentations in Conference/ Symposium	State level	Rs. 3,000/- (within Hyderabad)
			Rs. 5,000/- (outside Hyderabad)
		National level	Rs. 5,000/- (within Hyderabad)
			Rs. 10,000/- (outside Hyderabad)
		International (Conducted in India)	Rs. 20,000/-
		International (Conducted in Abroad)	Rs. 50,000/-
5	Guest lecturers delivered / invited lecturers delivered in Conferences	National level	Rs. 5,000/-
		International (Conducted in India)	Rs. 20,000/-
		International (Conducted in Abroad)	Rs. 50,000/-
6	Awards Received for best papers/ presentations (In addition to incentives mentioned in clause-4)	National level	Rs. 5,000/-
		International (Conducted in India)	Rs. 10,000/-

S. No	Achievements/Activities	Sub-Category	Incentive
	above)	International (Conducted in Abroad)	Rs. 25,000/-
7	Grants received on Research projects	From funding agencies / industries	10% of the total fund sanctioned.
8	Patents	After approval from the patent office	30% Incentive on the Royalty amount received by the Institution for commercial utilization of the patented product / process etc.
9		Until the commercial utilization	The filing expenses to be reimbursed after getting approval.
10	Publication of Book / Book Chapters	National Publishers	Up to 100 pages Rs. 5,000/- 101 to 500 pages Rs. 10,000/- 501 to 1000 pages Rs. 15,000/- Above 1000 pages Rs. 20,000/-
		International Publishers	Up to 100 pages Rs. 10,000/- 101 to 500 pages Rs. 15,000/- 501 to 1000 pages Rs. 20,000/- Above 1000 pages Rs. 25,000/-
11	For Organizing Conference / Workshops / Symposium - Incentive to the Convener	State level	Rs. 5,000/-
		National level	Rs. 10,000/-
		International	Rs. 15,000/-
		(If any fund is received from funding agencies, 5% of the total fund received will be given to the convener as personal encouragement)	
12	Innovative ideas in teaching	Points to be decided at the Board of Research Studies meeting considering their importance of the contribution of their research skills for educating the students	

S. No	Achievements/Activities	Sub-Category	Incentive
13	Getting collaboration/MOU with various Organizations in individual capacity	National Organizations	Rs. 10,000/-
		International Organizations	Rs. 20,000/-
14	Ph. D.	Acquiring Ph.D.	Rs. 10,000/-
		Guiding Ph.D.	Rs. 10,000/-
15	Publishing in house journals	JRMAS (medical) IJRAD (Dental)	Rs. 1000/
16	Any other activities	Points to be decided at the Board of Research Studies meeting considering the importance of the contribution to the MNRU	

Note: All the above achievements must be in the name of MNR University only

Signature of PI:

Signature of Director (Research & Development)

Signature of Vice-Chancellor

Signature of the Chairman, Advisory Board of Research MNR-HERA & Vice Chairman MNRET & Pro-Chancellor, MNR University