



**MAHARISHI MARKANDESHWAR**  
**(DEEMED TO BE UNIVERSITY)**  
**MULLANA-AMBALA, HARYANA (INDIA) - 133203**  
(Established under Section 3 of the UGC Act, 1956)  
(Accredited by NAAC with Grade 'A')

**Latest regulations** for allowing **financial assistance to the teachers** of **MM (Deemed to be University)** for attending the **National/International Conferences/ Seminars.**

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1. Out of the grant allocated by the University annually, 25% teachers of each single Department/Institute (like MMIM, MMIP&R, MMIN, MMCN, MMIT&BM(HM), MMIT&BM(MCA), MMCP) and 25% teachers of each Department of Multi Departments Institute (like MMEC, MMCD&R, MMIMS&R) may be allowed in a year for participation in an International/National Conference/Seminar/Symposia which are organized within the country at the discretion of the competent authority on merit of each case.

2. Only such teachers will be eligible to avail the benefit under this scheme:

- (i) who have been **regularly appointed** in grade or on consolidated salary and have **rendered at least two year's service** in their respective institutions; **and**
- (ii) whose **papers have been accepted for oral presentation** in the said Conference/Seminar **and will appear in some scopus/web of sciences indexed Journal.**

**(nothing for the staff member who will chair the Conference)**

**Note:** The condition at Sr. No. (i) above can be relaxed on merit of each case at the discretion of the Competent Authority.

3. The faculty allowed to attend the Conference/Seminar under this scheme may be allowed **financial assistance** by the University at the following **rates:**

- (a) **Professors:** Travel expenses upto **AC-II tier** or by air whichever is less with **registration fee** subject to a maximum of **Rs.15,000/-** limited to actual fare and registration fee against receipts.
- (b) **Readers/Associate Professors:** Travel Expenses upto **AC-III tier** or by air whichever is less with **registration fee** subject to a maximum of **Rs.10,000/-** limited to actual fare and registration fee against receipts.

(c) **Lecturers/Assistant Professors** (with PG degree in the case of Dental College) Travel expenses by second class rail with **actual registration fee** subject to a maximum of **Rs.8,000/-** limited to actual fare and registration fee against receipts.

**Note: (i)** No local journey or any other expenses will be allowed in any case. All such expenses, if any, will have to be borne by them from their own sources.

**(ii)** Registration Fee will be allowed with the exclusion of the accommodation and hospitality, etc. if included in the Registration charges.

4. **No** teacher will be allowed to avail the financial assistance **under both the categories** under **clause 3 and 4 above** in the same year. The amount of **financial assistance** received, if any, under the above heads from the **host institution** or from **anyother source** will stand **reduced** to this extent.

5. The teachers will be allowed **Academic Leave** or **anyother kind of leave** as may be due to them for attending the Conference/Seminar/Symposia under this scheme.

6. The teachers concerned attending any programme under this scheme will, in consultation with the respective Head of the Department/Institution, ensure that in their absence their **classes** are assigned to someother teacher(s) and **do not remain unmet** in any case. **Complete workload arrangement with signatures of the faculty member, who have agreed to take adjustment classes duly recommended by HOD should be enclosed with the application for leave/financial support.**

7 Requests for availing financial assistance under this scheme should be submitted through proper channel ordinarily **15 days prior to the date of departure** for allowing to attend the programme on the prescribed **Proforma** at **Annexure 'I'** alongwith a photocopy of the **invitation letter** with details of financial support offered, if any, by the organizers or any other agency. However, in case the Head of the Department/Institution happens to be out of station and the time is short, request for sanction of financial assistance may be submitted direct.

8. Requests for sanction of financial assistance for participation in any **workshop/training programme**, etc. are not covered under this scheme.

9. The teachers concerned will submit the **accounts** for the reimbursement of the charges under this scheme with supporting documents including receipts, certificate of participation/paper presentation, etc. **within a week** from the date of return from the programme.

## INTERNATIONAL CONFERENCE/SEMINAR ABROAD

### Eligibility

1. Regular Teachers of the MMU Institutions with three years service in the Institute will be entitled to avail the travel grant under these guidelines.
2. Eligible Teachers will be entitled to avail the travel grant only once in three years.
3. Only those teachers who have been invited for participation in the programme for **oral** presentation of Research Paper **published in a Journal which is indexed in scopus/web of sciences** will be entitled to avail the travel grant.
4. Only those who have sought prior permission of the competent authority for participation in the programme will be entitled to avail the benefit of travel grant.
5. **The teacher availing the benefit should work atleast for 1 year after availing the benefit otherwise he/she has to deposit the amount.**

### Extend of Benefit


1. The benefit of travel grant for participation in the programme will be limited to the 50% of the following expenditures subject to a maximum of **Rs.50,000/- only** for one single programme in three years:
  - (a) Both ways Air Fare
  - (b) Registration Fee
2. The Programme commencing in a year and expiring in the subsequent year will be counted to have been availed in the subsequent year.

### Admissibility

1. Academic leave to the extent admissible will be allowed for participation in the programme.

### Release of Claim

1. Claim of payment will be released on submission of the following documents:
  - (a) Certificate of participation & Presentation of Paper in the Programme.
  - (b) Attested copy of the Air Ticket/ **Boarding Pass.**
  - (c) Attested Copy of the Receipt/documents of Payments of Registration Fee.
  - (d) **Photocopy of the paper published in scopus/web of sciences indexed journal or proceeding in the proof thereof.**

  
Registrar  
Maharishi Markandeshwar  
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Mullana-Ambala 133-207

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**Research Promotion Policy – 2022**

**INTRODUCTION**

To further improve the Research & Development culture in the MM (DU), suggestions on Research Promotion Policy 2018 were invited from faculty members of various cadres from all the Institutions of the MM (DU). The suggestions received as such were discussed in the meeting held on 04.09.2021 and a consensus has arrived.

**PREAMBLE**

Research & Development is considered as one of the most essential activities in any University leading to the creation and dissemination of knowledge. In line with the vision of the MM (DU), Research Promotion Policy which was initially introduced in 2018 helped in improving the overall research output of MM Group of Institutions. However, need was being felt to make it more inclusive and effective to address some common concerns of the stakeholders and to make it more liberal to further enhance the research output of the MM (DU). Keeping in view the vision and mission of MM (DU), the Research Promotion Policy 2022 has been updated as under:

**POLICY POINTERS**

1. An amount equal to 3.5% of the total tuition fee collected in an academic year in MM(DU) has been earmarked for Research & Development.

**2. RESEARCH PUBLICATIONS**

- a. Although each and every faculty member will be engaged in R&D activities keeping in view the norms and expectations of the statutory bodies, a Research and Development Cell has been established in the MM(DU) comprising faculty members from various departments having high inclination for R&D activities. The members of the cell will be given 60:40 time partitioning for Research and Teaching.
- b. Each Faculty member will publish minimum two research papers indexed in SCOPUS / WOS/ PUBMED/ UGC CARE approved database in each calendar year.



- c. Faculty members acting as Research Supervisors will publish at least one additional paper indexed in SCOPUS/ WOS/ PUBMED/UGC CARE UGC CARE approved database per Research Scholar as co-author. In the first year of Registration for Ph.D, submission of a Review Paper indexed in SCOPUS / WOS/ PUBMED/ UGC CARE approved database will be considered adequate.
- d. Departments having PG program will allocate Research Mentors to the PG students in a group of two. Each group will aim at publishing one Research Paper/ Case Report/ Review/ Editorial with Research Mentor as co-author in a SCOPUS/ WOS/ PUBMED/ UGC CARE Indexed Journal and one Paper in a Conference Proceeding with ISSN Number.
- e. Departments not offering PG program but having Professional UG Program must encourage pre-final year and final year students in a group of not more than 4 students to publish individually or collectively one research paper in each academic year in a SCOPUS/ WOS/ PUBMED/ UGC CARE Indexed Journal/ Conference Proceeding with ISSN Number with faculty members acting as Research Mentors.
- f. MM(DU) shall pay cash incentive as per the Table given below, for any publication in a SCOPUS/ WOS/ PUBMED/ UGC CARE Indexed Journal/ Conference Proceeding with ISSN Number/Book or book chapter with ISBN Number, to the faculty member/ Research Scholar/ Student. Research Scholars/Students will also be eligible for incentive, so that they are encouraged to undertake R&D activities including Quality Research Publications.

Category	Number of Publications	Incentive (Rs.)
Original Research Paper/ Review Article in SCOPUS/WOS/PUBMED	Upto 3	5000.00 each
	4 and above	7500.00 each
Case Report/Case Series/Meta-Analysis/Editorial in SCOPUS/WOS/ PUBMED or a UGC CARE publication	Upto 3	3000.00 each
	4 and above	5000.00 each
Book with ISBN Number	--	7500.00 each
Book Chapter with ISBN Number	--	2500.00 each
Paper in Conference Proceeding with ISSN Number	---	2500.00 each

- g. If there are more than one authors, the amount of incentive shall be distributed to only First author and corresponding author as under:

$$\text{Share of an author in the incentive amount} = \text{Total Incentive amount} / \text{Number of authors}$$

**Note-1:** Incentive shall be provided to the Research Scholars / Students, if the date of acceptance of research publication falls on or before the date of award of degree. However, claim for incentive will be lodged only after publication of the research paper. If Research Scholars / Students is not on the rolls of MM(DU) on the date of publication, then his/her share will be forfeited.

**Note-2:** If faculty member is not on the rolls of MM(DU) on the date of publication, no incentive shall be given to her/him.

**Note-3:** If the Thomson Reuters impact factor of the publication is more than 3.0 or NAAS rating is more than 6.0, the publication charges will be re-imbursed subject to a maximum of Rs. 3,000/- on production of the receipt of the same, in addition to the incentive mentioned above in 2f.

### **3. PATENTS**

The cost of filing/publishing Patent by faculty member(s) / Research Scholar(s) / Student(s) shall be borne by the MM(DU) with the condition that all patent rights will belong to the MM(DU). In case of Technology Transfer for commercial purpose, the royalty earned may be shared between MM(DU) and Inventor(s) on pre and mutually agreed terms and conditions with Inventor(s)' share not exceeding 50%. MM(DU) shall pay a cash incentive of Rs. 10000.00 for any Patent awarded to the concerned faculty member(s) / Research Scholar(s) / Student(s). In case of multiple authors, the distribution of incentive shall be same as in 2g above.

### **4. COPYRIGHT**

The cost of filing Copyright by faculty member(s) / Research Scholar(s) / Student(s) shall be borne by the MM(DU) with the condition that all IP rights will belong to the MM(DU). In case of Knowledge / Technology Transfer for commercial purpose, the royalty earned may be shared between MM(DU) and Author(s) on pre and mutually agreed terms and conditions with Author(s)' share not exceeding 50%.

### **5. OWNERSHIP OF INTELLECTUAL PROPERTY**

Any Intellectual property or an innovation generated by faculty member(s) / Research Scholar(s) / Student(s) will be assigned to the MM(DU). In case of a project sponsored by a Government/Non-government agency, it may be a joint application as per the agreement governing such sponsorship. The student will own the copyright of the thesis/dissertation/project report/term paper. However, MM(DU)'s name must be duly acknowledged in books, articles, monographs, lectures, other communications, etc. produced by the staff during the course of teaching and research using the usual resources of MM(DU).

## 6. RESEARCH PROJECT GRANTS BY EXTERNAL AGENCIES

- a. All faculty members shall endeavor to submit Research Projects for award of grants from external agencies such as DST, DBT, UGC, CSIR, AICTE, ICMR, various Ministries, State Governments, etc. and international funding agencies.
- b. Each department shall prepare a list of external funding agencies who normally provide Research Project Grants in their domain.
- c. Project Investigator and Co-Investigator shall be given an incentive of 1% of the Net grant received by the MM(DU) after submission of the UC to the funding agency.
- d. Incentive for Research Project Grant shall be shared among PI and Co-PI as under:

Sr. No.	No of Investigator(s)	Incentive Percentage
1	Only PI	100%
2	One PI and One Co-PI	PI 60% and Co-PI 40%

## 7. SEED MONEY/INTRAMURAL PROJECT GRANT

- a. Each Research Guide shall be given a one-time Seed Money/Intra-mural project grant of up to Rs. 1,00,000/- for a specified period, which will be utilized only for purchase of small equipment, testing charges and consumables. Seed Money shall be given in the form of Temporary advance not more than Rs 10000/- in a single instance, which must be settled by the Research Guide before close of financial year. Unutilized grant will be given in the next financial year.
- b. It will be mandatory for the Research Guide to seek the approval of Director/ Principal of the concerned institute through Head of the Department for any such expenditure. Research Guide shall also provide a certificate that the goods/ services have been procured at minimum market price.

## 8. ANNUAL AWARDS/INCENTIVES

- a. Following Annual Research Awards in addition to the incentives already awarded shall be instituted in MM(DU) for a Calendar Year, which will be given tentatively in the month of February every year on the basis of the cumulative score over the period of January 1 - December 31 of the particular year. However, mid-term appraisals will be carried out at various levels.

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Sr. No.	Name of the Award	Incentive	Minimum Qualifying Criteria	Remarks
1	Best performing department of the MM(DU)	Research equipment worth Rs. 20,000,00/-	1000 points	Common for all Faculties
2	Best University Researcher Award for Teachers	Rs 100,000/- plus Certificate	100 Points	Common for all Faculties
4	Highest Cumulative Citations in that particular year (SCOPUS/ WoS)	Rs 25,000/- plus Certificate	50 Points	Common for all Faculties
5	Best Faculty Researcher Award for Teachers	Rs 25,000/- plus Certificate	50 Points	One for Each Faculty
6	Best Rising Researcher Award for Teachers (Age Limit 35)	Rs 10,000/- plus Certificate	50 Points	- One for Each Faculty - Two for Larger Faculties such as Medical, Dental, Engg.
7	Best Researcher Award for Students including Research Scholars	Rs 10,000/- plus Certificate	50 Points	- One for Each Faculty - Two for Larger Faculties such as Medical, Dental, Engg.

**Note:** If a faculty member is entitled for more than one Best Researcher Award, he/ she will get only the highest award.

b. Weightage for Research Points shall be as under:

Sr. No.	Description	Points Earned
1	Research Paper published in SCOPUS /WOS /PUBMED/NAAS Indexed Journal with Thomson Reuters (TR) impact factor more than 3.0	10 Per Paper
2	Research Paper published in SCOPUS /WOS /PUBMED/NAAS rating more than 6.0 Indexed Journal with TR impact factor upto 3.0	8 Per Paper
3	Research Paper published in SCOPUS /WOS /PUBMED Indexed Conference proceeding/ Case Report/ Case Series/ Meta-Analysis/ Editorial/ UGC CARE publication/ NAAS rating 4.0 to 6.0 Indexed Journal	05 Per Paper


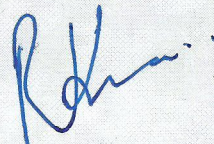
*Handwritten signature and mark*



4	Patent Awarded	10 Per Award
6	Research Project Grants from external agencies	0.25 Per Rs. 100000/-
7	Book with ISBN Number	8
8	Book Chapter with ISBN Number	2
9	Paper in Conference Proceeding with ISSN Number	2

- c. If more than one faculty member/ student / research scholar from MM(DU) shares Journal/ Conference Publication, Patent Awarded and/or Research Project Grants received by MM(DU), the points awarded shall be on pro-rata basis with equal weightage except in case where differential weightage has been assigned as in case of 2g and 6d above.
- d. If a faculty member scores more than 50 points in a single calendar year, as per details given above, he/she will be entitled to the reimbursement of a maximum of Rs. 5000/- as the membership fees of one professional organization/society.
- e. The number and amount of any award may be increased or decreased.
- f. Dispute / Clarification required, if any, shall be resolved by the Research Task Force.
- g. Constitution of the Research Task Force:

Sr. No.	Name and Designation	Remarks
1	Vice Chancellor	Chairman
2	Nominee of MMT	Member
3	Managing Director, MMT	Member
4	Three Deans of Faculty	Member
5	Head, Research and Development Cell, MM(DU)	Member
6	Registrar, MM(DU)	Member Secretary

  
  
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