



**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.**

- : -

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, MMCDS&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.

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- (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 **any other source** will stand **reduced** to this extent.
5. The teachers will be allowed **Academic Leave** or **any other 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 some other 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.**

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Research Promotion Policy – 2018-19

INTRODUCTION

To improve the Research & Development culture in the University, Suggestions/Recommendations on Research Promotion Policy were invited from all the Directors/Principals/Deans of all the Institutions of University vide email circulated on 23.08.2018. The received suggestions/recommendations were discussed in the meeting held on 19.09.2018 and a consensus was arrived. The Policy has been also approved by Finance Committee meeting held on 21.11.2018 vide Res. No. 6.

PREAMBLE

Research & Development is considered as one of the most essential activity in University leading to creation and dissemination of knowledge. R&D Output such as Research Publications, Patents, Copyrights, Technology Transfer etc. in terms of quality and quantity determine the success of a University. MMDU Vision which aims to prepare students with an integrated and technology oriented education for a better career encompasses interdisciplinary applied research. Keeping in view the vision and mission of MMDU following Research Promotion Policy 2018-19 is notified.

POLICY POINTERS

1. An amount of equal to 2.5% of the total tuition fee collected in an academic year in MMDU shall be earmarked for Research & Development including purchase of equipment, consumables and operational expenses.

2. RESEARCH PUBLICATIONS

- a. Although each and every faculty member will be engaged in R&D activities keeping in view the norms / expectations of the statutory bodies, a special Research Task Force (RTF) will be established in each department consisting of faculty members having high inclination for R&D. The members of RTF may be given reduced teaching workload.
- b. Each Faculty member will publish minimum one research paper in SCOPUS / WOS/ PUBMED Indexed Journal in each academic year.
- c. Faculty members who are acting as Research Supervisors will publish at least one additional Research paper in SCOPUS/ WOS/PUBMED indexed Journals per Research Scholar as co-author. In the first year of Registration for PhD, submission of Review Paper in SCOPUS / WOS/ PUBMED Indexed Journal will be considered adequate.

- d. Departments having PG program will allocate Research Mentors to the PG students in a group of two. Each group of two PG students will aim at publishing one Research Paper with Research Mentor as co-author in SCOPUS / WOS/ PUBMED Indexed Journal / Conference. Research Papers so published in Journal only will count towards the requirement of minimum research paper by each faculty member in each academic year.
- 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 one research paper in each academic year in SCOPUS / WOS/ PUBMED Indexed Journal / Conference with faculty members acting as Research Mentors.
- f. If a Research Paper is accepted by SCOPUS/ WOS/ PUBMED Indexed Journal/ Conference, the same shall be reported by the concerned faculty member to the Head of Institution concerned through HOD along with the details of publication charges if any.
- g. **MMDU shall pay Rs 5000/- per Research Paper published in SCOPUS / WOS/ PUBMED Indexed Journal / Conference to the faculty member(s) as incentive but s/he/they will bear the cost of Publication Charges** if any, for which prior approval of the Research Supervisor will be required before submitting the Research Paper. However MMDU shall make the payment for registration charges if any which will be adjusted in the incentive payable as per details given in clause 2h below. If there are more than one faculty member as author/ co-author, the amount of incentive shall be distributed as under:

S.No.	Number of Authors	Incentive Distribution`
1	Two Faculty Members on the rolls of MMDU	50% each
2	Three or More Faculty Members on the rolls of MMDU	Equal Amount to be distributed among first author, second author and corresponding author.

- h. MMDU shall pay the publication charges, if any, to the Journal/ Conference directly with following terms and conditions:

S.No.	Publication Charges Per Paper	Payment Procedure
1	Rs 5000/-	MMDU shall pay the publication charges to the Journal/ Conference directly through Accounts Branch on the recommendation of Head of the Institution concerned.
2	More than Rs 5000/-	Concerned faculty member shall deposit the amount excess of Rs 5000/- in the Accounts Branch on the recommendations of Head of the Institution concerned and Accounts Department

		shall pay the publication charges to the Journal/ Conference directly
3	Less than Rs 5000/-	MMDU shall pay the publication charges to the Journal/ Conference directly through Accounts Branch on the recommendation of Head of the Institution concerned. Balance amount shall be credited in the salary account of faculty member(s) as per recommendation of Head of the Institution concerned.
4	No Publication Charges	Rs 5000/- shall be credited in the salary account of faculty member(s) as per recommendation of Head of the Institution concerned.

- i. For the purpose of award of incentive for faculty in Medical and Dental Sciences, Case Report published in SCOPUS/ WOS/ PUBMED Indexed Journals shall also be considered. However, for such papers published, incentive of Rs 3000/- per paper/ report shall be given. In case of multiple authors, the distribution of incentive shall be same as in 2g above.

3. PATENTS

The cost of filing Patent by faculty member(s) shall be borne by the MMDU with the condition that faculty member(s) shall be considered as Inventor and MMDU shall be considered as Owner. In case of Technology Transfer for commercial purpose, the royalty earned may be shared between MMDU and Inventor(s) on pre and mutually agreed terms and conditions with Inventor(s)' share not exceeding 50% with the condition that the entire cost for development of patent will be borne by MMDU. However, it will be mandatory for the Inventor(s) to seek the approval of competent authority.

4. COPYRIGHT

The cost of filing Copyright by faculty member(s) shall be borne by the MMDU with the condition that faculty member(s) shall be considered as Author and MMDU shall be considered as Owner. In case of Knowledge / Technology Transfer for commercial purpose, the royalty earned may be shared between MMDU and Author(s) on pre and mutually agreed terms and conditions with Author(s)' share not exceeding 50% with the condition that the entire cost for development of Copyright will be borne by MMDU. However, it will be mandatory for the Author(s) to seek the approval of competent authority.

5. RESEARCH PROJECT GRANTS BY EXTERNAL AGENCIES

- a. All Professors, Associate Professors and Assistant Professors with Doctorate Degree shall endeavor to submit Research Projects for award of grants from external agencies such as DST GOI, DBT, DRDO, ISRO, TIFAC, SERB, UGC, AICTE, CSIR, ICSSR, DST State Government 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-Project Investigator(s) shall be given an incentive of the total grant received by MMDU/ MM Trust as per details given below:

S.No.	Grant Received	Incentive Percentage
1	Upto Rs 1 Lakh	10%
2	Rs 1 Lakh to Rs 10 Lakh	5% subject to minimum Rs 10000/-
3	Rs 10 Lakh to Rs 50 Lakh	3% subject to minimum Rs 50000/-
4	More than Rs 50 Lakh	2% subject to minimum Rs 150000/-

- d. Incentive for Research Project Grant shall be shared among PI and Co-PI(s) as under:

S.No.	No of Investigator(s)	Incentive Percentage
1	Only PI	100%
2	One PI and One Co-PI	PI 60% and Co-PI 40%
3	One PI and Two Co-PIs	PI 50%, Co-PI 25% each
4	One PI and More than Two Co-PIs	PI 40% and 60% distributed equally among Co-PIs

6. SEED MONEY

- a. Each Research Guide shall be given a Seed Money upto Rs. 1,00,000/- per Research Scholar in the first year of Registration, which will be utilized only for purchase of small equipment, testing charges and consumables. Unutilized Seed Money 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.

7. BEST RESEARCHER AWARD

a. Following Annual Research Awards shall be instituted in MMDU

S.No.	Name of the Award	Incentive	Minimum Qualifying Criteria	Remarks
1	Best University Researcher Award for Teachers	Rs 100,000/- plus Citation	100 Points	Common for all Faculties
2	Best Faculty Researcher Award for Teachers	Rs 25,000/- plus Citation	50 Points	One for Each Faculty
3	Best Rising Researcher Award for Teachers	Rs 10,000/- plus Citation	50 Points	One for Each Larger Faculty such as Medical, Dental, Engineering
4	Best Researcher Award for Students including Research Scholars	Rs 25,000/- plus Citation	50 Points	One for Each Faculty


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:

S.No.	Description	Points Earned
1	Research Paper published / accepted in SCOPUS /WOS /PUBMED Indexed Journal	10 Per Paper
2	Research Paper published / accepted in SCOPUS /WOS /PUBMED Indexed Conference	05 Per Paper
3	National Patent Awarded	50 Per Award
4	International Patent Awarded	100 Per Award
5	National Patent Published	10 Per Award
6	International Patent Published	20 Per Award
7	Copyright Awarded	10 Per Award
8	Research Project Grants received by MMDU from external agencies	1 Per Rs 10000/-

- c. If more than one faculty member from MMDU shares Journal / Conference Publication, Patent Published / Awarded and / or Research Project Grants received by MMDU, 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 5d above. For awarding points to faculty members, the name of the students and research scholars shall not be considered.
- d. If more than one student / research scholar from MMDU shares Journal / Conference Publication, Patent Published / Awarded and / or Research Project Grants received by MMDU, the points awarded shall be on pro-rata basis with equal weightage. For awarding points to student / research scholar, the name of the faculty members shall not be considered.
- e. Dispute / Clarification required, if any, shall be resolved by the Research Task Force.
- f. Constitution of the Research Task Force.

S.No.	Name and Designation	Remarks
1	Vice Chancellor	Chairman
2	Secretary MMT	Member
3	Managing Director MMT	Member
4	Vice Chancellor, MMU, Sadopur, Ambala	Member
5	Vice Chancellor, MMU Solan, HP	Member
6	Pro Vice Chancellor, MMDU	Member
7	Prof Jyoti Sarin, Principal, MMIN, MMDU	Member
8	Dr Amit Mittal, Vice Principal MMIMSR	Member
9	Dr Debdutt Dass, Principal, MMCDSR	Member
10	Prof. NK Batra, Dean Academics and HOD Mech. Engg, MMDU	Member
11	Prof Sanjeev Gupta, Professor Dermatology, MMDU	Member
12	Registrar, MMDU	Member Secretary


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