

RESEARCH PROMOTION POLICY BY RESEARCH DEVELOPMENT CELL



GOVERNMENT DENTAL COLLEGE & HOSPITAL NAGPUR

Government Medical College Campus, Medical Square, Ajni Road,
Nagpur, 444003, Maharashtra, India

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1. PREAMBLE:

Government Dental College & Hospital, Nagpur is affiliated to Maharashtra University of Health Sciences, Nashik & recognized by Dental Council of India. Institute was established in the year 1968 with the vision of becoming institute of excellence in imparting dental education, providing state of art patient care and promoting advanced research & development at par with global standards. In order to achieve this goal, institute has framed research promotion Policy. The research promotion policy of the college aims to create and nurture a research culture among faculty & students.

2. OBJECTIVES:

- A.** To create an excellent research infrastructure & resources for facilitating inter, multi and transdisciplinary research
- B.** To develop new Centres of Excellence for research promotion
- C.** To maintain quality of research conducted by regularly monitoring of projects through appropriate committees.
- D.** To promote Academic and Industrial research collaborations for developing mutually beneficial research & development projects.
- E.** To recognize faculty & students for their research work by research award
- F.** Ensure publications in UGC recommended journals, indexed in PubMed/Scopus/Web of Science and/or with impact factor.
- G.** To create an environment for undertaking socially useful research with potential for commercialization

3. RESEARCH & DEVELOPMENT CELL (R&DC)

3.1 RESEARCH & DEVELOPMENT CELL CONSTITUTION: It shall consist of

- a. Chairperson
- b. Officer Incharge
- c. All Heads of the department - Member
- d. Six members Nominated by Dean
- e. Dean – Ex-officio member

3.2 TENURE:

- a. The members other than ex-officio members shall have term of three years & shall be eligible for re-nomination.
- b. Minimum 50% of the members will constitute the quorum
- c. The R&DC will meet at least once in academic session

3.3 RESPONSIBILITIES:

- a. To formulate rules, regulations & procedures for conducting research
- b. Identification of thrust areas for research & development
- c. Monitoring of UG, PG, Post-Doctoral & Fellowship research activities
- d. To conduct Research Methodology workshops for developing research acumen among faculty & students.

4. INCENTIVES & AWARDS:

In order to motivate & retain faculty members to contribute towards the quality research, the institute has a well defined incentive & award policy for faculty members & research scholars.

4.1 INCENTIVES FOR PUBLICATIONS

a. Faculty members publishing research papers or articles SCOPUS/UGC Indexed journals, shall be eligible for suitable incentive as per policy developed by Maharashtra University of Health Sciences, Nashik which is as follows

1. Recognized teachers, UGI PG students, and PhD scholars of affiliated colleges of Maharashtra University of Health Sciences, Nashik are eligible to receive the Award under this rule.
2. It is mandatory to submit the proposal for such award, along with original copy of research paper published in National or International Journal, forwarded through the Dean/ Principal of the college or institute of concerned teacher/ UG/ PG student.
3. For research papers published in journals having an impact factor above 2, grant to a maximum of Rs.20,000 will be awarded; for journals with an impact factor below 2, grant of Rs. 10,000 or article processing charges (APC) whichever is lower, will be awarded.
4. Those who have applied to the University for the Grant for paper publication, will be given the award after fulfilling the following conditions:
 - Professor/AssociateProfessor/Assistant Professor working in University affiliated colleges should be a recognized teacher by the University.

- The concerned teacher/ student should be the first/corresponding author of the paper published in the peer reviewed, indexed journal (copy of proof should be attached).
 - Document proof stating the Impact Factor of National/International Journal should be attached.
 - Award will be payable only in a year to the teacher/ student.
5. Composition of Publication Grant Scrutiny Committee: Proposal(s) received, duly complete in all respects, will be evaluated in June and December every financial year by the PGSC constituted for this purpose by the Honourable Vice Chancellor. This committee will also decide the total maximum numbers of proposal to be, recommended per financial year.
6. The Publication Grant Scrutiny Committee shall be as follows.
- Chairman: Pro- Vice Chancellor, MUHS, Nashik
- Member: Concerned Faculty Dean(s), MUHS, Nashik.
- Member Secretary: HOD, University Research Department.
- b. It applies to faculty members who publish while remaining on the college roll.
- c. The incentive would be appropriately distributed to authors in case of joint names in publication.

4.2 FINANCIAL SUPPORT FOR PARTICIPATION IN CONFERENCE/WORKSHOP:

The institute shall reimburse the registration amount for faculty in case of participation in conference or workshop.

The faculty member must submit the detailed proposal to Dean through HOD before proceeding for the event along with following relevant documents.

- Acceptance letter & event brochure

- Copy of abstract with full paper
- Invitation letter
- Estimated expenditure

Sanction letter from the office of the Dean shall be issued to the successful applicant.

The faculty member must submit detailed report of presentation, deliberations after participation. A copy of following documents should be submitted.

- Registration receipt
- Proof of Participation or presentation
- Detailed report of the event attended

4.3 ANNUAL BEST TEACHER AWARD:

Every Faculty will have an annual assessment based on various academic & research parameters. These parameters will be decided by Award committee. This award will include a certificate & medal as rewarded by committee.

4.4 SPECIAL PAID LEAVE:

Every faculty member is provided with special paid leave to attend conference/workshop at National or International level. The faculty member interested in availing special paid leave should forward his/her application through the HOD to Dean well in advance at least before 21 days.

4.5 RESEARCH GRANT:

4.5.1 LONG TERM RESEARCH GRANT FOR FACULTY:

Maharashtra University of Health Sciences, Nashik provides Long term Research Grant to Full time teachers for conducting research.

The University shall publish a Circular on the University website for each Academic Year, in the month of **JULY**.

The admissible amount of research grant per teacher/MUHS employee will be up to **Rs 1,00,000/-** (rupees one lakh) and will be admissible only once in the period of his/her entire service tenure.

This amount is issued towards the expenses related to materials and consumables required for completion of the project and should not be used for purchase of equipment or salaries of staff or subordinate. The actual rental charges/service charges for costly instruments of other service providers and the traveling expenses for the survey based projects can be included in budget.

On publication of the circular, desirous teachers from all faculties of Health Sciences/MUHS employee can apply to the University in the prescribed format through „proper channel“, i.e. through the concerned Head of the Institute, between **1st August and 15th September**.

Regular and University approved/recognised teachers from affiliated colleges, teachers from University Departments and MUHS employees shall be eligible to apply for this grant. Teachers reappointed after the age of superannuation and teachers who are registered under PG or PhD Course are not eligible to apply for this grant. All correspondences shall be done by e-mail after submission of the proposal.

Along with the application, the desirous teacher/MUHS employee should attach one copy of **outline of his/her Research (Synopsis)** along with one soft copy in the form of CD. The soft copy should mandatorily be prepared in PDF format only.

The synopsis should be prepared by using appropriate headings from the following heading list. It will be mandatory to prepare synopsis in **English language** only and on A-4 size paper by using 12 font size of Verdana or Times New Roman font.

Title of research project Name, Designation and Address of Chief Investigator and Co- investigator (if any)

Introduction.

Aims or objectives.

Review of Literature.

Material and Methods, including step-wise time schedule.

Details of available resources, including personnel and equipment

All concerned formats of case paper/consent letter/details of drugs to be used/standardised method of preparation of drug, etc.

Total financial tentative budget, with break-up under different heads, along with copy of quotations and contract for service.

It will be the prime duty of the Head of Institute, to ensure and ascertain that the synopsis prepared under this scheme by the teacher/MUHS employee is approved by the “**Institutional Ethical Committee (IEC)**”, before forwarding the application to the University. The constitution, composition and functioning of IEC shall be as per the rules and guidelines prepared by Indian Council of Medical Research (ICMR), New Delhi. Those synopses which are not recommended/cleared by IEC and are without proof of it shall be rejected outright.

4.5.2 SHORT TERM RESEARCH GRANT FOR STUDENTS:

Maharashtra University of Health Sciences, Nashik provides Song term Research Grant to provide an opportunity for undergraduate students to familiarize themselves with research methodology & techniques by being

associated for short duration on either ongoing or newly planned research programme under direct supervision of expert from health sciences.

The University shall publish a Circular on the University website for each Academic Year, in the month of JULY.

The admissible amount of research grant per student will be up to Rs 25,000/- and will be admissible only once in the period of his/her entire course.

This amount is issued towards the expenses related to materials and consumables required for completion of the project and should not be used for purchase of equipment or salaries of staff or subordinate. The actual rental charges/service charges for costly instruments of other service providers and the traveling expenses for the survey based projects can be included in budget.

On publication of the circular, desirous students who have not joined internship programme can apply to the University in the prescribed format through proper channel“, i.e. through the concerned Head of the Institute, between 1st August and 15th September.

Along with the application, the desirous student should attach one copy of **outline of his/her Research (Synopsis)** along with one soft copy in the form of CD. The soft copy should mandatorily be prepared in PDF format only.

The synopsis should be prepared by using appropriate headings from the following heading list. It will be mandatory to prepare synopsis in **English language** only and on A-4 size paper by using 12 font size of Verdana or Times New Roman font.

(i)	Title of research project
(ii)	Name, Designation and Address of Chief Investigator and Co-
(iii)	investigator (if any)
(iv)	Introduction.

(v)	Aims or objectives.
(vi)	Review of Literature.
(vii)	Material and Methods, including step-wise time schedule.
(viii)	Details of available resources, including personnel and equipment All concerned formats of case paper/consent letter/details of drugs to be used/standardised method of preparation of drug, etc. Total financial tentative budget, with break-up under different heads, along with copy of quotations and contract for service.

It will be the prime duty of the Head of Institute, to ensure and ascertain that the synopsis prepared under this scheme by the student is approved by the “**Institutional Ethical Committee (IEC)**”, before forwarding the application to the University. The constitution, composition and functioning of IEC shall be as per the rules and guidelines prepared by Indian Council of Medical Research (ICMR), New Delhi. **Those synopses which are not recommended/cleared by IEC and are without proof of it shall be rejected outright.**

4.6 TRAVEL GRANT:

This scheme is for providing financial assistance to permanent and approved teachers of affiliated Colleges and permanent and approved teachers working at University Regional Centres/Departments of Maharashtra University of Health Sciences, Nashik.

These rules shall come into force with effect from the date of its issuance and repeals all such rules and regulations issued earlier.

The financial assistance will be provided only to present research papers at International Conferences abroad. For presentation of poster or for only

participation as a delegate, the assistance will not be provided. The assistance will be provided only to First Author. Teachers reappointed after the age of superannuation at any affiliated College, will not be eligible to apply for financial assistance under this scheme.

The financial assistance for permanent teachers and principals of affiliated Colleges covered under section 2/35 and section 2/26 of MUHS Act – 1998, and teachers from University Regional Centres/ Departments will be limited to 50% of the total admissible expenditure, such as, travel expenditure and registration fee, once in five years, up to Rs.20,000/- only.

Application in the prescribed format, which is appended as Annexure A to this notification, should be forwarded through Proper Channel, to the Registrar, MUHS, Nashik, along with all necessary enclosures, two months prior to the commencement of the conference. Incomplete applications will not be considered and no correspondence will be entertained in this regard. Submission of a proposal does not automatically mean that it has the approval of the University. If the paper is coauthored by others, then a No Objection Certificate(s) from the co-author(s) is to be submitted along with the application.

Teachers selected for participation should travel by excursion category tickets in sectors by the cheapest air ticket (in any case not exceeding Air India fare). Actual TA along with DA will be admissible for travel from the College/University Headquarters to the nearest airport and back, as per provisions applicable under Circular No. 01/2011, dated 27.5.2011 or other rules amended from time to time.

5. PhD PROGRAM:

The institute is running PhD programme in 8 subjects in accordance with MUHS, Nashik guidelines & in accordance with UGC PhD regulations.

6. FELLOWSHIPS:

The institute offers fellowships in different disciplines in accordance with MUHS, Nashik guidelines & in accordance with UGC PhD regulations. The list is as follows

1. Fellowship in Oral Implantology
2. Fellowship in Sports Dentistry
3. Fellowship in Minor Oral Surgery
4. Fellowship in Micro-endodontics
5. Fellowship in Aesthetic Dentistry
6. Fellowship in Conscious Sedation
7. Fellowship in in Craniofacial Trauma
8. Fellowship in Cleft lip & Palate
9. Fellowship in Digital Dentistry

7. COLLABORATIONS:

7.1 ACADEMIC COLLABORATIONS

a) The Institute encourages its faculty members to conduct collaborative research with their peers from reputed Institutions. The Institute may also sign Memorandum of Understanding (MoU) with prominent Universities and Research Institutions, for conducting joint research in the areas of common interest.

b) Also, the Institute will make continuous efforts for International and National collaborations with prominent Universities in India and abroad for students. These collaborations aim to extend to the students an opportunity to study with the accredited partner universities and gain an in-depth exposure to a different study environment.

c) The Memorandum of Understanding usually encompasses the following aspects:

i) Exchange of students for academic excellence.

ii) Exchange of faculty for research and publications.

iii) Development of joint training programs.

iv) Full-time regular as well as optional courses to the under-graduate and postgraduate programs

7.2 INDUSTRIAL COLLABORATIONS

The Institute shall keenly work for industrial collaborations for developing their faculties/students to their full potential. The activities undertaken by university and industry together may include contracts, collaborative research projects, patent licensing, co-development and co-authorship.

The collaboration may include:

a) Two-way exchange of infrastructure and equipment

b) Helping industry managers to develop new areas of innovation for their companies

c) Carrying out regular site visits, maintaining university-industry contact during and after projects increases the likelihood of future collaboration

8. OUTREACH PROJECTS:

Various Departments in the institute organize Conferences, Seminars, Workshops, Short Term courses, activities on research related topics to develop the interest in research areas among faculty & students.

9. INSTITUTION INNOVATION COUNCIL:

Institution Innovation Council (IIC) was established in the institute to create awareness and offer assistance to academicians, researchers, entrepreneurs and innovators to identify, protect and manage Intellectual Property Rights (IPR) effectively. The main aim of IIC is to create a conducive environment for development of diverse varieties of research and innovation in the institute.

The objectives of this IIC are:

- a) Promotion of research and innovation through a balanced Patent and Intellectual Property management approach.
- b) Providing better eco-system for innovation and entrepreneurship by giving more freedom to researchers for Patents & copyrights
- c) Promoting research collaborations with National & International institutes & Universities.
- h) To lay down a transparent administration system for the ownership and control of intellectual properties and sharing of the revenues generated and owned by GDC&H, Nagpur.

9.1 SERVICES OF INSTITUTION INNOVATION COUNCIL

9.1.1 DESIGNING & FILING OF PATENTS, TRADEMARKS & COPYRIGHTS:

IIC has professionals to do patent searches (both from free and paid databases), patent specification drafting, patent filings and related works. IIC also carries out trademark search and filing trademark applications for logo, symbol, design,

image, sound, colour, slogan, smell, word, phrase or combination of these elements. IIC assists in copyright filing related to the original work of literary (books, lab manuals, etc)

9.1.2 AWARENESS PROGRAMME:

The IIC carries out awareness programs to create importance of IPR for faculty, students, research scholars.

10. CENTRES OF EXCELLENCE:

The institute has developed Centre of Excellence in various departments wherein all the faculties work in a specialized research area. These Centre of Excellence will act as a research areas for faculty, students and industry persons to conduct research. These include

Centre of Excellence in Microdentistry

Centre of Excellence in TMJ Arthroscopy

Centre of Excellence in Tobacco Cessation

Centre of Excellence in Cosmetic Dentistry

Centre of Excellence in Accelerated Orthodontics

11. RESEARCH AT UG AND PG LEVELS

There is an urgent need to motivate and encourage students to take research seriously at UG & PG LEVEL. In a huge and diverse country like India, promotion of research will help the nation evolve as a knowledge reservoir in the international arena. Inclusion of research component in the curriculum is a way

of promoting creativity among the undergraduates and postgraduates. Thus, group Research Project and individual Research Project are included in the final year curricula of the BDS and MDS programmes respectively. Students are encouraged to write Articles and take minor/major Research Projects to provide solutions to the problems of day to day life of society and industry by giving them suitable financial as well as infrastructural support.

12.RESEARCH MISCONDUCT

Research misconduct is defined as any fabrication, falsification or plagiarism in proposing, performing or reviewing research or in the reporting results of research. Research misconduct does not include an honest error or difference of opinion, authorship dispute that do not involve plagiarism. The Institute believes that the occurrence of misconduct is a threat to the basic principles of research. The Institute shall put in place a mechanism for taking action on all allegations of misconduct, and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are well defined and just for all parties involved.



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