



MNR DENTAL COLLEGE AND HOSPITAL

“NAAC ACCREDITED”

(Recognized by MH&FW, Govt. of India & Affiliated to KNR University of Health Sciences)

MNR Nagar, Narsapur Road, Fasalwadi, Sangareddy 502294

CERTIFIED GUIDELINES OF MEDICAL PUBLICATIONS



**MNR
FOUNDATION FOR
RESEARCH &
INNOVATION
(MNR-FRI)
SPONSORED BY
(MNR
EDUCATIONAL
TRUST)**

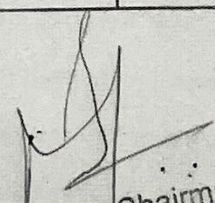
**RESEARCH
POLICY
2021-2022**

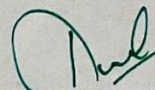

PRINCIPAL

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BACKGROUND:

The MNR-FRI is committed to promoting research culture among the faculty and students of MNR Higher Education Institutions including Medical, Dental, Pharmacy, Homoeopathy, Nursing, Physiotherapy, Engineering, Basic, and Life Sciences Institutions. FRI hopes strongly believes that basic long-term research provides the foundation for the future development of these Institutions. The research policy of the FRI Institution 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 national development. It also aims at ensuring that the research activities of the institution conform to all applicable rules and regulations of the affiliating University and National Research Policy under the Ministry of Science & Technology, Government of India, New Delhi as well as to establish the standards and norms relating to the safe and ethical conduct of research. Our research policy provides a broad framework to the research activities with the following objectives:

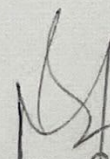
1. To provide proper coordination of all research activities of the Institution and aligning these to the vision and missions of the Institution and national development goals through MNR-FRI
2. To identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry, or government organizations.
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.

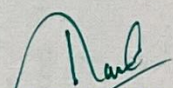
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4. To create an awareness about patents and Intellectual Property Rights and motivate them to apply for patents.
5. To take initiative for granting study leave, sabbatical leave, duty leave, seed money, reduction in workload, etc. to deserving faculty members for advanced research.
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 Institution.
7. To promote collaborations with International and national academic institutions of higher learning and promote linkage with Industry.
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.
9. To create an ecosystem for innovations including an Incubation center and other initiatives for the creation and transfer of knowledge.
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 Institution and to observe the highest standards of ethics and integrity in the conduct of their research, all researchers must follow the following Code of ethics.

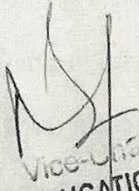

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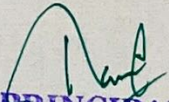

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Code of Ethics for Research

All students & staff pursuing research in the Institution 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 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 committee has been constituted and a standard operating procedure (SOP) is adopted for monitoring research activities of the Institution. The objective of this SOP is to contribute to the effective functioning of the Committee by ensuring a qualitative and consistent ethical review mechanism for health and biomedical research involving human participants.


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Foreword

Health is considered very important from the point of view of national development. Maintenance of health using appropriate strategy forms a core of any development policy. Every preventive, therapeutic, primitive, rehabilitative strategy should be based on evidence-based research in appropriate areas. Hence investment in health research should not be looked at as non-productive but should be envisioned as a long-term investment for the well-being of society. MNR Educational Trust is committed to subscribe to this aim by framing tailor-made health policy suitable for the local conditions, which is essential for prioritizing, executing, and monitoring the health research conducted at MNR Educational Trust and its constituent Institutions. This policy is therefore expected to help in achieving the ultimate aim of a "healthy nation" in a systematic manner with optimized and focused efforts.

The purpose of this document is to present a research policy framework taking into consideration various constituent units in the diverse fields of health science for the design, management, optimizing infrastructure and development at MNR Educational Trust, Sangareddy, Telangana State.

MNR Educational Trust encourages faculty members to participate in research, publish their work and participate in national and international conferences to present the research data and generate new concepts in the emerging areas if required by collaborating with other National and Foreign universities.

Vice Chairman

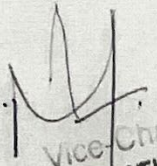
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AIMS OF THE POLICY:

- Provide a guideline for the conductance and publication of the research work.
- Define and prioritize the areas for research to be conducted in the Educational Trust.
- Provide essential infrastructure support for the research work.
- Establish rational, transparent, merit-based decision-making systems for the allocation of financial and other support for research.
- Promote quality research and motivate the faculty members.
- Integrate Ph.D. & Post-graduation research into the main research systems and provide the necessary facilities.

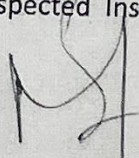

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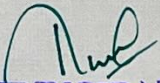

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GENERAL GUIDELINES IN PUBLISHING THE RESEARCH OUTPUTS:

Authorship criteria should be strictly followed. A person can be included as an author if he/she fulfills ALL of the following:

- a. Contribution in conceiving and designing of the study.
- b. Contribution in acquisition, analysis, or interpretation of data.
- c. Contribution in the critical evaluation of intellectual content.
- d. Take consent of all the authors for the publication and their contribution is free from plagiarism.
- e. The order of authors must be directly proportional to the contribution towards the research work.
- f. A copy of the publication must be submitted to the Principal of the Institution /MNR-FRI.
- g. Due credit should be given to the MNR Educational Trust in the publication in the acknowledgment section.
- h. It is mandatory that publication from any constituent Institution of the campus need to ensure to write Institutional affiliation as first respected Institution followed by MNR Educational Trust.


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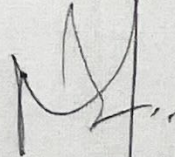
PRECAUTIONS TO BE TAKEN WHILE CHOOSING A JOURNAL FOR PUBLICATION:


- It is encouraged to publish in good quality reputed journals
- Beware of predatory journals.
- It is encouraged to publish the research results in journals which are indexed in Scopus/PubMed/Web of Science journals.
- Authors may decide the journal depending upon the quality of the work.

THE RESEARCH SUPPORT BY MNR EDUCATIONAL TRUST:

The MNR Educational Trust has designed the proactive policy to promote the research, thus motivating the faculty members and students of each Institution to undertake the activities by adopting the guidelines of this policy. The following special norms are given for research:

- Research funding will be provided as seed money for the projects.
- Installation of annual research awards and young researcher awards and best faculty awards.
- Financial support in the form of registration fees to be reimbursed for National and International conferences.

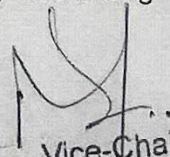

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RESEARCH FUNDING:

MNR EDUCATIONAL TRUST SEED MONEY:

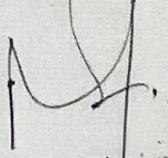
- The purpose of the seed money is to enable researchers to carry out preliminary work. The data obtained from this preliminary work could be utilized for attracting extramural research funds from funding agencies such as DBT, DST, ICMR, ICAR, BGF, MGF, etc., or any other foreign funding agencies.
- Seed money will be provided by MNR Educational Trust to principal investigators (PIs) who desire to undertake research. The duration for the project will be a minimum of 6 months to a maximum of 1 year.
- Amount of seed money sanctioned will be up to Rs. 3 lakhs depending on the merit of the project; however, it can be increased or decreased depending on the decision of the screening committee in order to ensure the quality of the project.
- The PI should submit monthly progress reports and submit utilization certificate and statement of expenditure along with project completion report.
- MNR Educational Trust will then provide a project completion certificate.
- In order to encourage full-time research scholars for the Ph.D. work and for the post-doctoral research work, MNR Educational Trust will provide fellowships of Rs. 20,000 to 35,000 respectively for at least 10 students.
- The seed money can be availed through MNR-FRI by submitting the application enclosed as an **Annexure A**



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NORMS AND STANDARDS FOR SUBMISSION OF RESEARCH PROPOSALS:

- The Principal Investigator shall be responsible for all academic activities and he/she shall be expected to complete the project within the stipulated period.
- The funds earmarked under the particular heads shall be utilized for that purpose only.
- On receipt of the approval letter, the Principal Investigator should inform the MNR-FRI of his/her consent to undertake the project and send an Acceptance Letter.
- All the assets generated out of the funds for the project including equipment, books, and journals shall be the property of the host institution, and wherein 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 Institution in case of his/her leaving the Institution.
- The results of the study on the project supported by the Institution may be published by the Investigator/s with due credit to Institution. In all such cases, the investigator/s shall acknowledge the support received from the MNR Educational Trust.
- A spiral-bound copy of the final report of work done on the project, along with a soft copy, shall be submitted to the Principle of the Institution on completion of the research project.
- A copy of the "Final Report" of the work done may be kept in the Library of the respective department and/or of the Institution.

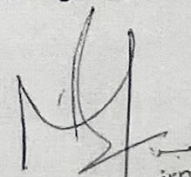

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RESEARCH INCENTIVES:

Research has always been an integral part of our curriculum. In order to strengthen the research activities, MNR Educational Trust through MNR Foundation for Research & Innovation (MNR-FRI) proposes to award incentives to teaching staff members of all Institutions under MNR Educational Trust for various academic & research achievements as per guidelines mentioned below: -

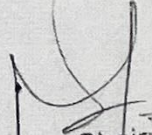
1. Eligibility for Incentives: -
 - a. Teaching staff of all institutions located at MNR Higher Education & Research Campus, Sangareddy with academic & research achievements.
 - b. For currently employed teaching staff only.
 - c. All research & academic achievements will be considered from 1st August to 31st July of every year.
 - d. Only for achievements forwarded with MNR Institutions name.
 - e. The list of achievements & corresponding incentive to be paid on Teachers day on every year as mentioned below.
2. Applying for Incentive: -
 - a. Teaching staff members claiming the incentive have to submit an application along with the following documents to **Dr. V. Alagarsamy, Director, MNR-FRI.**
 - i. Copy of approval letter received from publisher/Funding Agency/Organizer
 - ii. Copy of Publication/paper presented/project description,
 - iii. Copy of Certificate/appreciation letter received.
 - iv. Photography of receiving the said award.

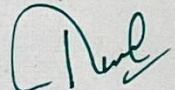

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- b. The Executive Committee of MNR-FRI will meet on the 3rd of every month (if the 3rd is a holiday on a subsequent working day) at 2 pm & will consider all the applications received on or before the end of the previous month.
 - c. The Incentives for various achievements (as mentioned in enclosed Annexure-1) will be decided in the MNR-FRI Executive Committee meeting after scrutinizing the application & documents submitted by the staff members.
 - d. Incomplete applications will be rejected.
 - e. The recommendation of the executive committee will be submitted to Vice-Chairman for approval & will be forwarded to the account section.
3. List of incentives to the faculty of MNR Educational Trust is articulated in **Annexure B** along with the Research Policy.

COORDINATION OF RESEARCH ACTIVITIES:

- The Advisory Board of Research will be headed by **Vice-Chairman** and **Director (MNR-FRI)** as a Member Secretary.
- Apart from Advisory Board, there will be 3-5 external members of repute at the National and International level as members of the Board of Research.
- The Director (Research) has overall responsibility to oversee and monitor research affairs in MNR Educational Trust and also responsible for the implementation of the Research Policy and advising the academic board on research-related matters.
- Furthermore, the Board of Research shall be responsible for:
 1. Updating the research policy and operational procedures which shall assist in


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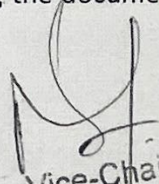

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setting out research priorities, securing funding, planning research, providing capacity building and monitoring research projects;

2. Facilitating funding for research;
3. Establishing research priorities and agenda;
4. Organizing seminars and conferences at the campus;
5. Dissemination of research findings and conference/seminar outputs;
6. Coordinating research and consultancy services;
7. Motivation of staff and students to do research;
8. Strengthening capacity building in research;
9. Promoting high-quality publications.
10. Filing patents

PLAGIARISM CHECK:

MNR FRI ensures a complete review of various ethical aspects of the project proposals received and execute the same without bias and influence, which could affect their objectivity. MNR Educational Trust has provided a 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 the document to the respective authority.


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THE INSTITUTION ETHICS COMMITTEES (Affiliated to CDSCO & DHR):

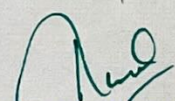
The MNR Educational Trust is constituted with the following committees as follows;

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.
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.
3. CPCSEA Committee (Committee for the Purpose of Control and Supervision of Experiments on Animals: AS MNR Higher education campus, Sangareddy is having an 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.

EXTRAMURAL FUNDING

MNR Educational Trust encourages staff to attract research grants from extramural funding agencies. Any researcher fulfilling the eligibility criteria of funding agencies is free to apply for external funding. The Research proposal is to be routed through Director-Research to MNR-FRI and sent to the funding agencies after presenting to the institutional scientific research committee and getting their approval. Trust gives seed money for completing preliminary work and apply for external funds to pursue his/her research and excel in their field. MNR Trust supports the travel expenses for

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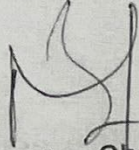

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presenting the research proposal before the funding agency task force committee meeting anywhere in India. However, for presenting the progress report of the sanctioned project the money is to be utilized from travel grant asked from the project. The 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 MNR Educational Trust after the completion of the project. In case the equipment cost exceeds from the budget provision made in the project proposal, MNR Educational Trust 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 Institution. 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 MNR Educational Trust to pay the same salary to the JRF/ SRF. Project assistant / Post-doctoral fellow recruited by MNR-FRI 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


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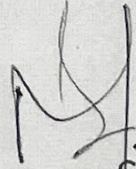

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to higher or lower side depending on utilization of infrastructure made available by MNR Educational Trust. The rate at which the institutional charge shall be levied on the extramural project shall be decided by the Principle of the Institution in consultation with the principal Investigator based on the expected usage of the Institution's equipment and other facilities.

CONCLUDING REMARKS:

The MNR Educational Trust Research Policy will entrench and strengthen a research culture at MNR-HERA campus, Sangareddy 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 MNR Educational Trust and generate additional external funding to supplement Trust Research. It is anticipated that the research policy will provide the framework which underpins the conduct of research at MNR-HERA Campus, Sangareddy, Telangana State.


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Application for Seed funding from MNR Education Trust
 (Through MNR-FRI)
 (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:
9. Are these equipment's available in respected departments or in MNR-FRI? If not, please propose where and how you are going to carry out the objectives?
10. Do you require any collaboration with any Institution or University, if yes, did you find any collaborator? If yes, please mention the details?
11. Work plan/Methodology:

12. List of required chemicals/reagents/enzymes/ any other items with numbers:
13. Did any committee approval (Institutional Ethics committee (affiliated to DHR & CDSCO) /IBSC) require carrying the Objectives?
14. Does the study involve outsourcing or working outside the MNR campus?
YES/NO: if yes, please furnish the details?
15. 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.
16. Budget Details as per the below format:

Heads	June-2021		July-2021		Aug-2021		Sep-2021		Oct-2021	
	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										

Signature of PI:

Signature of Research Director (MNR-FRI)

Signature of the Vice Chairman