SURENDERA DENTAL COLLEGE AND RESEARCH INSTITUTE

Research Promotion Policy

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Research Promotion Policy

The progress of the institution depends on its sustained growth of education and research in science and technology. Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. SDC&RI ensures that all the core and inter disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking.

Research and developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our Institute as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Scientific research endeavors carried out by SDC&RI faculty, staff, students, scholars, and other employees is governed by policies and procedures that include, but not limited to, standards of conduct; conflict of interest and commitment; intellectual property; sponsored research.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

PURPOSE

The purpose of the Research Policy is to create inductive and favorable atmosphere of research among faculty and researchers in SDC&RI. The policy shall serve as an overall framework within which research activities may be carried out.

SCOPE

The research policy implementable to SDC&RI.

OBJECTIVES

- To create an enabling environment within the Institute in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and researchers in their research activities.
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Establish Research Centers within the Institute with potential for Excellence.
- Interdisciplinary collaborations and partnerships nationally and globally.
- To maximize funding support for research through external and internal sources for maximizing research output
- Integrate research activities undertaken by the undergraduate, post-graduate and doctoral students with the research focus of the Institute in alignment with the national thrust areas
- Encourage and facilitate research collaborations within different Institutes of the University.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

R&D is organized into six categories:

I. **Academic Research**
II. **Sponsored Research**
III. **Extension and Extramural**
IV. **Excellent Centers**
V. **Consultancy**
VI. **IPR & copyright**

We have developed various policies and resources to promote and support these high standards and commit to ensuring that our own internal processes and practices help to improve the reproducibility and rigor of the research which we fund.

POLICY FOR PROMOTION OF RESEARCH

I. Research Infrastructure:

It is necessary that a state-of-the-art research facilities is developed, maintained and continuously upgraded to enable and facilitate recent trend research for generation of new knowledge, products, tools and technologies.

II. Generation and Utilization of Funding Resources for Research

All faculty members are expected to apply for funding from external sources to support research activities. In exceptional cases, Institute may provide financial support.
Below mentioned procedure to be followed:

- The applications should be submitted in duplicate copies to research cell and ethical committee.
- The scientific/ethical committee will meet whenever desired for approval of these proposals.
- For research grant/seed money faculty should submit the research proposal as per guidelines along with application for grant in prescribed format. **Annexure 1.**
- After presentation before scientific/ethical committee and approval faculty will receive the grant approval. **Annexure 2**
- The funds will be released in the form of money or materials required if found suitable

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

by BOM after submission of progress reports. **Annexure 3**

- The funds will be released in three parts –
  1. 50% of the total project cost shall be disbursed initially as a part of First installment.
  2. Later, the second installment of 25% shall be handout after 50% completion of the project or 6 months duration which ever is earlier.
  3. Finally, the last installment of 25% shall be released after the completion of 90% of the project. **Annexure 4**
- The grants will be given to the departments for organizing conference/workshop after submitting application in prescribed format and approval by authorities. **Annexure 5**
- For conference/workshop organized by college alone, the departments will be allowed to use the infrastructure free of charge.
- Faculty presenting poster/paper in conference will be entitled for paid leave to attend the conference, aftersubmitting application and attaching the proofs. **Annexure 6**

III. Utilization and Dissemination of Research Outcomes:

While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels(students, faculty and staff) in the institute, it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of the Institute, both at national and global levels. This may include

- Publication for peer-reviewed Articles:
- To publicize the research outcomes and gain recognition among peers for the quality of research being undertaken at the Institute in time with the Publication Guidelines. Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad following the Institute Policy for Publication of Research.
- Presentation of Research Findings at Symposia/Conferences and similar forums for sharing research outcomes, inviting comments and suggestions from peers in related fields, and forging collaborations with eminent researchers outside the Institute.
- Publication of Monographs/Books/Book Chapters for compiling advances in a specific area of research and its dissemination to specific target audiences. Management resolved to strengthen the research work and to encourage all faculties to publish in journals which are indexed in Scopus and PubMed.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

IV. **Incentives for outstanding research**–Research Incentive Schemes is important for the institute to motivate member of the faculty to publish regularly, innovate and to effect patentable work. Also a progressive improvement in the quality of publications and scale / shade of innovation is essential in a world of competition and ranking framework. Providing incentives to improve research performance and stimulate faculty members into continued research pursuits and attract quality employees are valued by employees / stakeholders. For this purpose, outstanding research contribution done by faculty, researcher and research scholar is recognized and the institute provides incentive to faculty, researcher and scholars.

The incentives are identified as under

A) Incentives in terms of career advancement / promotion

B) Incentives in terms of additional salary increment

C) Incentives in terms of certificate of recognition / cash prize for bringing Research Grant to the Institution.

D) Incentives in terms of funding for ongoing research.

E) The Institute may also consider allocating reduced Academic work load to a faculty member handling more than one extramural major research project.

F) Incentive given for best scientific paper

- Rs. 5,100 for PG/Phd scholar
- Rs. 5,100 for UG student

V. **To provide encouragement for faculty doing Ph.D.:** Faculty members are encouraged to pursue the PhD and incentive is given in the form of extra paid leaves.

VI. **Promotion in career advancement on submission of PhD thesis**: Faculty member of any department may be promoted/salary increment on completion of PhD thesis.

VII. **Financial support for patents:** Any faculty desirous of applying for Indian patent will be given full financial support. However, the license will be held jointly in the name of the inventor and the Institution.

DIRECTOR/PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

VIII. **Procurement of resources** like equipment, research journals, softwares, etc. SDC&RI encourages and supports its researchers to undertake sponsored research and consultancy projects from external funding agencies. The Institute provides specialized administrative, institutional and infrastructural support in managing of sponsored research.

IX. **Student research project funding**: Institute offers assistance to students for summer training/mini-projects/dissertation projects conducted within its constituent institutions. Bachelors and Masters Students can seek help from respective faculty members for mini-projects/dissertation only in the final semester and for summer training during the vacation period of any semester. As our institute is a self-financing institute, in order to promote research at the institute, our students and faculties are provided seed money in the form of concessional charges for utilizing specialized facilities/test in-house.

SDC&RI encourages its students to apply and appear for reputed fellowship/research programs of DST, DBT, CSIR, ICMRetc

X. **Facilitation for submitting the research project to funding agency and consultancy:** SDC&RI encourages researchers to apply for extra-mural research grant to various national and international funding agencies as well as private industries to undertake interdisciplinary collaborative national and international research/consultancy projects. The management suggested the establishment of "SDC&RI Incubation and Innovation Centre" (SDC&RI-IIC) center to promote interdisciplinary and multi- disciplinary research at SDC&RI.

XI. **Budget allocation for Research & Development**

Institute follows a budgeting process. Heads of all constituent Units submit their fund requirements for all ongoing as well as new requirements (w.r.t.budget provisions to procure necessary equipment for experimental projects, internal funding, subscribe research journals up to date to strengthen the library, reference books and text books & journals and towards research expenditure) of their respective Units in the preceding year. Such information from all the constituent Units is compiled and a feasible budget for all item heads for each unit is worked out. While finalizing the budget, the following inputs are taken into account:

- The budget is then recommended to the Board of Management for its approval.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

- The BOM then deliberate upon and approve the Budget.

Monitoring

The implementation and deviations from the planned budgets at all levels will be monitored at the level of Heads, Director Principle, and Management. Any major corrective measure will be applied after approval of the BOM, if required.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Annexure 1

FORMAT FOR SUBMITTING RESEARCH PROPOSAL

1. **Title of the project** should be clearly spelt out having maximum 25 words.

2. Objectives

3. **Background/Rationale** - Summary of the proposed research (Maximum 250 words) indicating overall aims of the research and importance of the research proposal.

4. **Present knowledge and relevant bibliography** including full titles of articles relating to the project.

5. **Description of the project**: Maximum 700 words. This will include the design of study, indicating the total number of cases/samples to be studied, the mode of selection of subjects specially, equipment and other materials to be used, outcome measures, techniques to be employed for evaluating the results including statistical methods, budget etc.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Annexure 2

APPLICATION FOR RESEARCH GRANT

Name of Principal Investigator-

Title of the project-

Name of Department-

Designation-

E-mail address-

Mobile-

Name of co-investigator/s-

Sr. No.	Name of co-investigator	Designation	Department

List of important publications of last 5 years of the all the investigators in the relevant fields

Duration of project-

SAC Clearance of ethical committee- Yes/No

Budget requirements (with detailed break-up and full justification):

(i) Staff

(ii) Contingencies-

Recurring

Non-recurring (equipment)

(iii) Travel

(iv) Miscellaneous charges-

Signature

Principal Investigator

Head of Department

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Annexure 3

RESEARCH PROGRESS REPORT

1. Research Project title
2. Principal Investigator (name)
3. Co-investigators (name)
4. Date
5. Duration
6. Objectives of the proposal
7. Methodology
8. Interim modification of objectives/methodology (with justifications)
9. Summary on progress (during the period of report)
10. Applied value of the project
11. Research work which remains to be done under the project
12. Any publications.
13. Any patents applied for
14. If additional budget or staff is required for the remaining part of the research work,please give justifications and details.

Date:

Signature

Designation

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Annexure 4

FORMAT FOR UTILISATION CERTIFICATE

(ANNUAL/FINAL)

Certified that out of Rs_____of grants-in-aid sanctioned during the year_____in favor of _____ under Letter No_____, a sum of Rs _____has been utilized for the purpose of_____for which it was sanctioned and that the balance of Rs _____remaining un-utilized at the end of the year has been surrendered to Institution (vide cheque No_____Dated_____)

Signature

Principal Investigator

Signature

Accounts Officer

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Annexure 5

APPLICATION FOR GRANTS SEED MONEY FOR ORGANIZING CONFERENCE/ WORKSHOP

Name of Department-

Title of seminar/conference/workshop-

Type – Local/State/National/International

Date-_____to_____ Duration- Days

Approximate no. of delegate's attending-

Name of Chairperson- Designation-

Mobile-

Name of Organizing Secretary- Designation-

Mobile-

Grant requested/ seed money-

The Organizing Secretary would have to submit a brief summary of scientific activity & copy of proceedings report within a period of three months

Name of the authority in whose favor payment of grant is to be released.

Signature of
Organizing Secretary

Signature of
Organizing Chairperson

For office use

Approved/Not approved

Grant sanctioned-

Signature

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Annexure 6

FINANCIAL SUPPORT TO PARTICIPATE IN CONFERENCE OR WORKSHOP

1. Name and designation of applicant:
2. Name of conference / workshop, venue, dates and the parent professional organization:
3. Your role in conference or workshop: (Chair a session/present a paper/ attend as a delegate only)
4. Title of paper to be presented (Pl attach copy of abstract):
5. Whether the abstract has been accepted (Yes/No): If Yes, Please attach copy of such communication.
6. Authors (in order) of abstract:
7. Whether work was reviewed and approved by RRC or SAC (Yes/No):
8. If yes, the meeting in which it was discussed and approved:
9. Whether project was approved by Ethics Committee (Clinical and/or Animal) (Yes/No):
10. If yes, meeting in which it was approved:
11. Whether permission of administrative authority/medical superintendent has been obtained to utilize clinical material/patient data in the study with due acknowledgement?
12. What was the source of funding for pursuing research in order to produce the paper?
13. Financial support requested to participate in meeting: Registration fee: Travel: Accommodation per Diem:
14. Number of publications of principal author during last three years:
15. Has the applicant availed financial support from SDC&RI during the current year/previous years?
16. Are you getting/applied for financial support for this purpose from any other source, if so, give details.
17. Signed consent and declaration from all co-authors:

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)

Declaration

We, the authors of the above mentioned abstract declare that the information provided above is true. We undertake the responsibility for integrity of the data presented. We also declare that the study reported has been carried out as per the Institutional Ethics Committee Guidelines. We also declare that no faculty member or scientist who has made significant contribution to the work included in this abstract has manuscript has been left out or denied authorship or acknowledgement, as the case may be.

Names and signatures of all authors:

I recommend for providing financial support for the above mentioned paper for publication and/or presentation in the Conference/Workshop.

Head of the Concerned Department.

I approve financial support to participate in National Conference/Workshop.

Director Principal
Surendera Dental College

Please send a copy of the approval to:

Research Secretariat SDC&RI, Sri Ganganagar

REQUEST FOR FINANCIAL SUPPORT FOR PARTICIPATING IN INTERNATIONAL CONFERENCES SHOULD BE SENT TO THE VICE CHANCELLOR, SDC&RI THROUGH PROPER CHANNEL.

APPLICATION SEEKING FINANCIAL SUPPORT SHOULD BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE CONFERENCE.

DIRECTOR PRINCIPAL
SURENDERA DENTAL COLLEGE
& RESEARCH INSTITUTE
SRI GANGANAGAR (RAJ.)