



## **MGM INSTITUTE OF PHYSIOTHERAPY**

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(Affiliated to Maharashtra University of Health Sciences, Nashik)

# **Policy for Research Innovation and Extension**

DOC No.	SOP/MGMIOP/IQAC/RIE/032
Issue No.	1
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### Preamble:

Research is an integral part of any higher education institution, as they contribute to the intellectual growth of the profession. Scientific researches, scholarly research activities publication of qualitative researches by faculty members depicts the scholarly vigor of the academic institution.

MGM Institute of Physiotherapy, Aurangabad is committed to the pursuit of excellence in research and aims to achieve credible professional recognition across the globe through scientific research and publications. The following research polices are adapted in the institution to foster research innovation and research acumen environment in the system.

To strengthen and streamline the research activities in MGM Institute of Physiotherapy, three committees are constituted which shall drive the institution towards the research and innovation domains.

The annual fund earmarked for the **Research Innovation and Extension** will be Eight lakh and eighty thousand rupees (Rs.8,80,000/-)

Committees	Roles & Responsibilities	Nominees
Research Advisory Body	<ul style="list-style-type: none"> <li>a) To create an conducive environment in the institution for promotion of research;</li> <li>b) To encourage and support the intellectual and research interests of the faculty for their professional advancements; and</li> <li>c) To provide and sanction necessary academic, administrative and financial support to the faculty member for promoting research.</li> <li>d) To frame and approve the research policies of the institution based on the recommendations by IRC</li> </ul>	<p><b><u>Chairman</u></b> Dr.P.M.Jadhav Hon'ble Vice Chairman, MGM</p> <p><b><u>Member Secretary</u></b> Dr.Sarath Babu.V Principal, MGMIOP</p> <p><b><u>Member</u></b> Mrs.Prerana Dalvi Administrator, MGMIOP</p>
Institutional Research Committee (IRC)	<ul style="list-style-type: none"> <li>1. Evaluate, advice, and implement research policies, practices, and procedures in the institution to foster research culture;</li> <li>2. To inform the faculty on the</li> </ul>	<p><b><u>Chairman</u></b> Dr.Sarath Babu.V Principal, MGMIOP</p>

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	<p>availability of research and professional development support, and to assist the faculty member to secure the support;</p> <p>3. Organize / conduct programs, seminars, workshops in Research methodology, Statistics, Manuscript writing for faculty members.</p>	<p><b><u>Members</u></b></p> <p>Dr.Surendra Wani Dr.Vaibhav Kapre Dr.Ashwini Kale Dr.Doss Prakash S</p> <p><b><u>Students Representatives</u></b></p> <p>One student each from Final year and PG</p>
Institutional Ethical Committee (IEC)	<p>1.Evaluate, advice, and implement research policies, practices, and procedures in the institution to foster research culture;</p> <p>2.To inform the faculty on the availability of research and professional development support, and to assist the faculty member to secure the support;</p> <p>3.Organize / conduct programs, seminars, workshops in Research methodology, Statistics, Manuscript writing for faculty members.</p>	<p><b><u>Chairman</u></b></p> <p>Dr.Sarath Babu.V Principal, MGMIOP</p> <p><b><u>Member Secretary</u></b></p> <p><u>Dr.Surendra Wani</u></p> <p><b><u>Members</u></b></p> <p>Dr.Vaibhav Kapre Dr.Ashwini Kale Dr.Doss Prakash</p>

The following policies are recommended by the IRC

1. Policies for national / international fellowships and certificate courses
2. Policies for participation in conferences / workshops / seminars / symposia
3. Policies for faculty / student research projects
4. Policies for promoting book publications & authoring chapters in book
5. Policies for organizing workshop / CPD activities in the department
6. Policies for outreach activities
7. Policies for Intellectual Property Rights
8. Policies for faculty exchange programs

## **Budget Proposal and Policies for Research Innovation and Extension**

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## Objectives:

1. To promote the “research culture” in the institute through adequate resources available, encouraging active research involvement of faculties.
2. To recognizing any achievement of faculty through research.
3. To collaborate with other agencies, institutes, research bodies for sharing research facilities and undertaking collaborative research.
4. To provide support in terms of financial to enable faculty:
  - To submit project proposals and approach funding agencies for mobilizing resources for research
  - To publish quality research and present their work in the national and international conferences
  - To encourage book publications
  - To involve in extension activities which has an educational values especially in rural area
  - To promote the recent development in the field through “workshops” and other professional development programs

**Budget allotment for Research Innovation and Extension**

Sr.No	Policy	Allotted Budget
1	Policies for national / international fellowships and certificate courses	Rs.1,00,000
2	Policies for participation in conferences / workshops / seminars / symposia	Rs.1,00,000
3	Policies for faculty / student research projects	Rs.2,50,000
4	Policies for promoting book publications & authoring chapters in book	Rs.50,000
5	Policies for organizing workshop / CPD activities in the department	Rs.2,00,000
6	Policies for outreach activities	Rs.90,000
7	Policies for Intellectual Property Rights	Rs.40,000
8	Policies for faculty exchange programs	Rs.50,000
	<b>Total</b>	<b>Rs.8,80,000/-</b>

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## **1. Policies for national / international fellowships / workshops / certificate courses**

- 1.1. Faculty members are encouraged to pursue national and international fellowships / short term certificate courses from institutes of eminence which are recognized globally and nationally for their academic and professional credibility.
- 1.2. National fellowships / short term certificate courses from UGC recognized institutes are mostly preferred.
- 1.3. The fellowship should be on the core thrust areas and emerging scientific trends of Physiotherapy.
- 1.4. Distance learning / Online & offline diploma and certificates are also encouraged. However the diploma and certificate courses should be obtained from a professional competent authority. And the discretion of incentives would be at the IRC.
- 1.5. The institute shall monetarily reward the faculty members who successfully completed fellowship / certificate courses. The details of the reward for each department are as follows and this will be maximum amount allocated for each designation.

<b>Designation</b>	<b>Amount</b>
Professor	Rs.10,000/-
Associate Professor	Rs.7,000/-
Assistant Professor	Rs.5,000/-

- 1.6. The faculty member should have completed minimum one year of service in MGM Institute of Physiotherapy for the eligibility of the fellowship monetary reward.
- 1.7. The fellowship / certificate / diploma courses details along with relevant documents should be submitted to the IRC duly signed by the respective head of the department before attending the fellowship course for the approval.
- 1.8. Special leave of 15 days in the academic year will be sanctioned to attend the fellowship courses in person.
- 1.9. The faculty member should submit the detailed report of the fellowship with certificate to the IRC. Further, the faculty member should present the gist of the fellowship to the IRC members.
- 1.10. The fellowship awardee faculty member should mandatorily organize minimum of one workshop / seminar free of professional charges for the undergraduate and postgraduate students after successfully completing the fellowship / diploma / certificate courses.
- 1.11. The monetary reward will be sanctioned only after successful completion of the fellowship / diploma / certificate courses and submitting the course certificate. If a certificate course is completed by many faculty member with similar designation, the senior faculty member in the same designation group will eligible for the monetary reward in the given academic year.
- 1.12. One monetary reward will be applicable to each faculty member, even he / she enrolls in more than one fellowship or short term courses in an academic year.
- 1.13. The decision of the IRC is final and subject to approval from the RAB in sanctioning the fellowship reward. However, there will be no incentives for

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workshops mandated by MUHS.

- 1.14. The annual fund earmarked for the fellowship / diploma / certificate reward will be one lakh rupees (Rs.1,30,000/-)

## **2. Policies for participation in conferences / seminars / symposia**

2.1 The faculty members are encouraged to attend scientific forums (conferences / workshops / seminars / symposia) every academic year to acquire new knowledge in their respective specialty as delegates and also to disseminate the knowledge to the scientific community as resource persons in scientific forums including online virtual conferences.

2.2 Prior IRC approval is mandatory by the authors to present their research works in any conference / scientific forums.

2.3 Special leave of 08 days will be sanctioned to each faculty member to attend scientific forums per academic year.

2.4 The faculty members who present scientific papers and posters in the conferences will be reimbursed with actual conference registration fees. The faculty member who wins prizes in the scientific category will be rewarded with conference registration fees along appropriate travel allowance as mentioned in the table below.

Designation	Amount
Professor and Associate Professor	Second class AC train fare charges (To & Fro)
Assistant Professor	Third class AC train fare charges (To & Fro)

2.5 The institute shall reward the faculty members who are invited as Guest Speakers / Keynote speakers in the conference with an incentive of Rs.3,000/-

2.6 The reimbursement of the conference registration fees and travel allowance will be made after the submission of the following documents – Photocopies of certificate participation / appreciation certificate, travel tickets, registration fees receipt

2.7 The faculty member shall inform the conference participation details to the IRC through respective Head of the Department.

2.8 If a faculty member accompanies a student group above 10, he / she will be eligible for the reimbursement of conference registration fees, actual travel allowance, and hotel accommodation charges.

2.9 The faculty member should have completed minimum three months of service in MGM Institute of Physiotherapy for the eligibility of the mentioned rewards.

2.10 The decision of the IRC is final and subject to approval from the RAB in sanctioning the fellowship reward.

2.11 One monetary reward will be applicable to each faculty member, even he / she enrolls in more than one conference participation in an academic year.

2.12 The maximum registration fees reimbursed for conferences organized in India will be Rs.10,000/- & conferences organized from other countries will be of Rs. 15,000/-

2.13 If a faculty member has been invited for delivering guest lecture, he / she can avail special leaves.



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2.14 The annual fund earmarked for participation in scientific forums will be one lakh rupees (Rs.1,00,000/-)

### **3 Policies for research & journal publications**

#### **3.1 – Research Policy**

- The faculty member shall conduct scientific interdepartmental and inter-institutional collaborative research in their area of interest and choice.
- The research study can be carried out by an individual, or shall be carried out along with other faculty members as research co-workers, or in collaboration with other institutions.
- All the research studies in the institution should comply to the standard research protocols of obtaining necessary permission from Head of the Department, Institutional Ethical Committee (IEC) and the Principal / institution head.
- The research synopsis should get IEC approval certificate.
- The scientific study should be registered with Clinical Trials Registry of India if the study is Randomized Controlled Trial (RCT).
- In case of collaborative researches, proper consent and authorization should be obtained from both the institutions.
- The researcher shall utilize the facility, infrastructure, equipments, clinical materials associated with MGM Institute of Physiotherapy and MGM Hospital. However, a prior & official written permission should be obtained from the concerned authorities through the Principal, MGMIOP.
- The institute shall purchase necessary instruments or equipments for exclusive and innovative research projects. The research project proposal should be submitted to IRC through respective HoD for necessary consideration.
- The treatment protocol charges will be offered at concessional charges for patients taking part in the research project. The researcher should write a letter of requisition endorsed by the guide and submit to the IRC for necessary approvals.
- The research seed money of Rs.2000/- will be sanctioned for minor research projects and Rs.5000/- will be sanctioned for major research projects towards their administrative and miscellaneous expenses.
- The research should be mandatorily published in an indexed journal within one year of the research completion.
- The annual fund earmarked for research projects will be fifty thousand (Rs.50,000/-)

#### **3.2 – Publication Affiliation & Authorship Policy**

The faculty member shall indicate his / her affiliation as an employee of MGM Institute of Physiotherapy, Aurangabad.

- The authors should be preferably the communicating author, and the communication address shall be MGM Institute of Physiotherapy, Aurangabad.
- Only the first author and second author will be considered and taken into account for academic credits, incentives, rewards and promotions by

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MGMIOP.

- c) All the authors should have made substantial intellectual contribution to the research and manuscript publication.

### 3.3 – Authorship Credit & Authorship order policy

- a) An author must take responsibility for at least one component of research publication work.
- b) Authorship decision should be based on scholarly importance of the professional contribution and not just the time and effort made.
- c) The authorship credit should be based on
  - 1) Substantial contributions to research conception and design, acquisition of data, or analysis and interpretation of data;
  - 2) Drafting the article / manuscript and revising it critically for important intellectual content
  - 3) Final approval of the manuscript version to be published.

### 3.4 – Student as authors

- a) To include student as an author on a scholarly publication, the student should have made a professional contribution that is creative and intellectual in nature, which is integral to completion of the paper.
- b) Examples of professional contributions include developing the research design, writing portions of the manuscript, integrating diverse theoretical perspectives, developing new conceptual models, designing assessments, contributing to data analysis decisions, and interpreting results.
- c) Tasks as inputting data, carrying out data analyses specified by the supervisor, and typing are not considered professional contributions and may be acknowledged by footnotes to the manuscript.
- d) The guide / supervisor should provide the student with information related to how authorship decisions are made, the nature of professional and nonprofessional contributions to publications, the meaning of authorship credit and order, and the importance of both parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. This information will provide the student with the knowledge necessary to exercise his or her autonomy and to choose whether to participate in the authorship determination process.
- e) Students will normally be first authors on research publications that arise from their under graduate or postgraduate thesis work provided they meet journal requirements and the MGMIOP authorship guidelines.
- f) In matter of differences / controversies in authorship credit and order, the research committee appointed by institute shall look into the matter.

### 3.5 – Choice of Journals selection policy

- a) The faculty members are expected to publish his / her work in journals of high standards. The minimum requirement would be that the papers are

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independently and critically peer reviewed.

- b) MGMIOP advocates the research should be published in these journals
  - ✓ indexed in Scopus (or) MedLine
  - ✓ listed UGC-CARE (Consortium for Academic and Research Ethics) with these subject area domains – Health Profession, Medicine, Neuroscience, Nursing, and Psychology consisting of 14,856 journal list. (Refer UGC CARE website list)
  - ✓ listed in PUBMED which should be under the above mentioned five domains

### 3.6 – Plagiarism policy

- a) MGMIOP has zero tolerance Policy towards Plagiarism.
- b) It is the accountability and responsibility of the faculty members / authors to ensure that any kind of plagiarism should be avoided.
- c) This plagiarism shall affect the author's credibility and also the institute's credibility. The final onus shall be on the first author.
- d) Proprietary information such as drawings, figures, data, tables etc., have to be suitably acknowledged and also wherever necessary, copy right permission should to be obtained.
- e) The offense is liable for disciplinary action as per the new policy (2018) norms accepted by UGC, India.

### 3.7 – Publication based appraisal / promotion policy

- a) MGMIOP has decided to include faculty scientific publications as one of the Academic Performance Index (API)
- b) This publication API carries substantial weight and shall be considered for the yearly appraisal and promotions of the faculty members.
- c) Hence it is mandatory, that every faculty member shall publish minimum of one research article in recommended scientific journals.

### 3.8 – Incentive policy for journal publication

- a) Incentive policy for journal publication shall come into effect with objective of encouraging faculty members to publish their research articles and support them monetarily in this endeavor.
- b) Research publication in SCOPUS / Web of Science / PUBMED journals will be rewarded Rs.15,000/- to the Principal Investigator (PI). If the PI is a student, then the faculty co-investigator will receive Rs.10,000/-
- c) Research publications in Q1 SCOPUS journals will be rewarded Rs.20,000/-
- d) Research publication in UGC care journals will be rewarded Rs.5,000/-
- e) A publication reward of Rs.5,000/- for case report, letter to editor, review article, narrative review in SCOPUS / WoS / PUBMED journals.
- f) A publication reward of Rs.3,000/- for case report, letter to editor, review article, narrative review in UGC care journals.
- g) This incentive and monetary benefit will be subject to approval from Institutional Research Committee.
- h) The annual fund earmarked for research publication will be two lakh fifty

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thousand rupees (Rs.2,50,000/-)

#### **4 Policies for promoting Academic book publications & authoring chapters**

- 4.1 The faculty members are encouraged to publish books or contribute to the book by authoring chapters and sections.
- 4.2 The author of the book will be rewarded Rs.15,000/- as book publication incentive and the co-author of the book will be rewarded with Rs,10,000/- as cash incentive.
- 4.3 The faculty member who contributed to books as authoring chapters will receive Rs.5000/- as cash incentive.
- 4.4 The faculty authors should have their author affiliation as MGM Institute of Physiotherapy in the books.
- 4.5 The books shall be published preferably from a standard publishing book house with high quality content and production.
- 4.6 The annual fund earmarked for promotion of book publications will be fifty thousand (Rs.50,000/-)

#### **5 Policies for organizing workshop / CPD activities in the department**

- 5.1 Each department shall organize minimum one scientific workshop / one CPD activity in their respective department
- 5.2 The department head should lead and steer this departmental activity and provide appropriate guidance to the junior faculty members to organize the event.
- 5.3 The financial resources to organize this departmental activity can be managed through the registration fees from the participants; and the RAB shall contribute Rs.25,000/- to each department in every academic year to organize the event.
- 5.4 The management shall contribute Rs.75,000/- to organize international workshops / conferences every academic year to the institute, and the remaining funds can be managed from the delegates / participants registration fees.
- 5.5 The annual fund earmarked for organizing CPD activity will be two lakhs (Rs.1,70,000/-)

#### **6 Policies for outreach activities**

- 6.1 The institute shall contribute extensively for outreach activities to bridge the gap in healthcare.
- 6.2 Each department should organize any one outreach activity in their respective domain to reach out to the underprivileged. The outreach activity may be a free camp, public awareness campaign and more
- 6.3 The department of community physiotherapy shall take the lead role of outreach activities of the institution by engaging with appropriate stakeholders in the community.
- 6.4 The annual fund earmarked for outreach activities will be ninety thousand only (Rs.90,000/-)

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## **7. Policies for encouraging Intellectual Property Rights (IPR)**

7.1 The institute shall encourage the faculty members towards filing IPR in their respective research thrust areas.

7.2 The IRC shall organize programs / events / seminar to create awareness about the importance of IPR and their benefits to the faculty member, institute, and the society at large.

7.3 The faculty members shall file any their research and creative works for patents and copyrights respectively.

7.4 The ownership / author affiliation to the patents and copyrights should be MGM Institute of Physiotherapy, Aurangabad.

7.5 The principal faculty member shall receive Rs.1000/- for each copyright and Rs.25,000/- per patent as cash incentive towards his / her IPR.

7.6 The annual fund earmarked for organizing CPD activity will be Forty Thousand only (Rs.40,000/-).





## **8. Policies for faculty exchange program**

8.1 The institute and IRC shall work in facilitating faculty exchange programs with reputed universities / institutes from India and abroad.

8.2 The faculty member will be deputed from MGMIOP to the collaborated universities for a brief period with an opportunity to learn / teach their areas of special interest. Similarly, the faculty member from collaborated institutions will be in MGMIOP to teach our students in their core thrust areas mutually benefitting the institutions.

8.3 The expenses for the faculty exchange program will be borne by both the partner institutions.

8.4 The annual fund earmarked for organizing CPD activity will be Fifty thousand only (Rs.50,000/-).

Prepared by	Checked by	Recommended by	Approved by
			
IQAC Coordinator (Dr.Doss Prakash)	Principal MGMIOP (Dr.Sarath Babu)	Administrator MGMIOP (Mrs.Prerana Dalvi)	Vice-Chairman Mahatma Gandhi Mission (Dr.P.M.Jadhav)