



KASTURBA MEDICAL COLLEGE

MANIPAL

(A constituent unit of MAHE, Manipal)

Research Bulletin v1.0

by

**Research Cell
Kasturba Medical College, Manipal**

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About this Document:

This document is prepared with the inputs from the respective departments/institutions/offices of MAHE to help the faculty and researchers of Kasturba Medical College, Manipal. They may find it useful while searching for relevant support for their research related activities. The information may subject to change and the document will further be updated in due course. It is advisable to call the contact person in the respective office/institution/department beforehand to confirm if there is any recent change in the procedures or instructions. You may mail your feedback to Research Cell, Kasturba Medical College, Manipal (research.kmc@manipal.edu). We are happy if you find this document helpful.

1. Office of International Affairs

1.1 Vision and Mission

Vision

Comprehensive and unified framework for seamless international operations to collaborate with global community providing excellence in medical education, promoting transdisciplinary and translational research and faculty development for better patient care.

Mission

Student Motility Center is committed to synchronize and provide directions for international operations across all constituent departments of KMC, Manipal while catering to international visiting students, promoting faculty mobility and fostering global academic as well as research collaborations.

1.2 How to set up an International Collaboration

Student Mobility Center requests OIAC for a letter of introduction to the global health administration of the partner university.

After introduction, the SMC writes to the contact person at the partner university introducing KMC, Manipal, describing core academic and research areas in which collaboration is sought. Once the partner university responds, common areas for partnerships are explored through email, online meetings and in- person meetings. A general agreement is drafted with help of international agreements section of OIAC and MAHE legal cell.

Officers for execution of the agreement are identified in both the institution. Once the draft is approved by the agreements and legal team on both sides, the authorized signatories sign the document. The Vice Chancellor, Director of international affairs and Dean of KMC, Manipal are the authorized signatories. The actual signatory depends on the signing authority at the partner university. A fully executed agreement is archived at OIAC with copies to the registrar's office, Dean's office and SMC. The Dean's office updates the same on the website.

Specific agreements are drafted as and when required and duly signed and executed as mentioned above. Specific academician or researcher (principal investigator) associated with the agreement acts as witness in the agreement. The witness (PI) is expected to provide periodic progress reports on the project regarding its outcome.

The SMC coordinates visits from international delegates with the help of OIAC. After an initial meeting with the administrative representatives from partner/future partner

universities, core areas of mutual interest are identified in research, teaching and patient care. A team of leads are identified on both ends and further dialog is promoted. The initial meetings are generally face to face while the collaborators are encouraged to improve rapport and brainstorm through online meetings and emails. Joint research proposals and publications are encouraged. SMC assists in drafting the bilateral agreements, legal and financial approvals and final execution of memoranda of understanding between the institutions.

1.3 How to plan student exchange and PhD program in collaboration with any foreign university

The international medical students from different parts of the world (the Netherlands, Australia, USA, UK, Nigeria, Congo, South Africa, Srilanka, Malaysia and France) have visited KMC, Manipal in the last academic year.

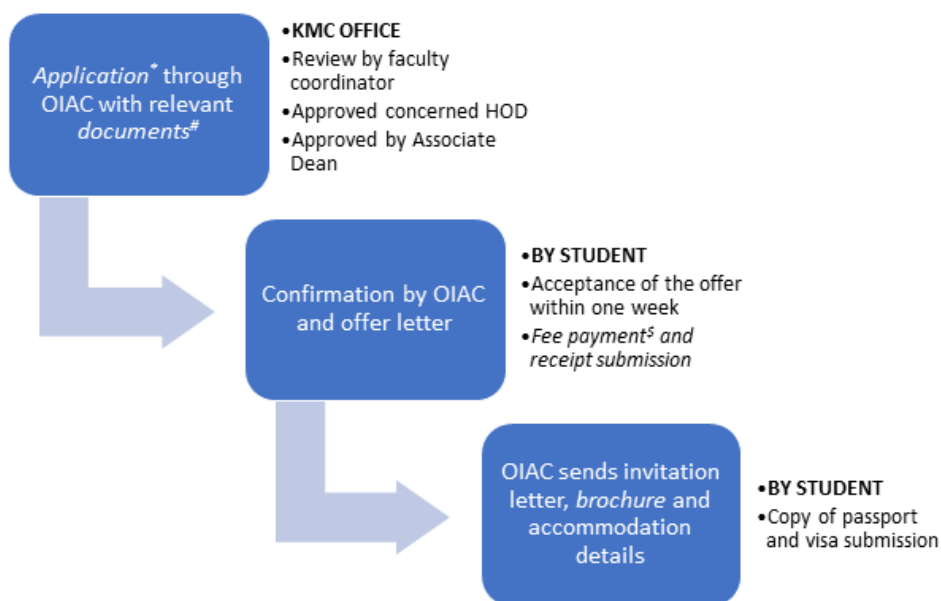
The international students approach different clinical sponsors for electives depending on their area of interest. However, they are routed through the office of international affairs and collaborations. They are required to apply through OIAC which is then forwarded to the SMC. This process is elaborated in the link provided. <https://manipal.edu/kmc-manipal/programs/program-list/medical-ug-electives.html>

Once the student arrives at KMC, Manipal and reports at Dean's office, the student receives a bonafide certificate and a schedule of elective rotation as per the requirement. The details of faculty co-ordinators of SMC and OIAC, department co-ordinators for the elective and directions to the place where they begin elective are explained to them. The coordinators interact with inbound students providing guidance regarding their application process, accommodation, tuition fee, postings schedule, stay and safety while working on campus.

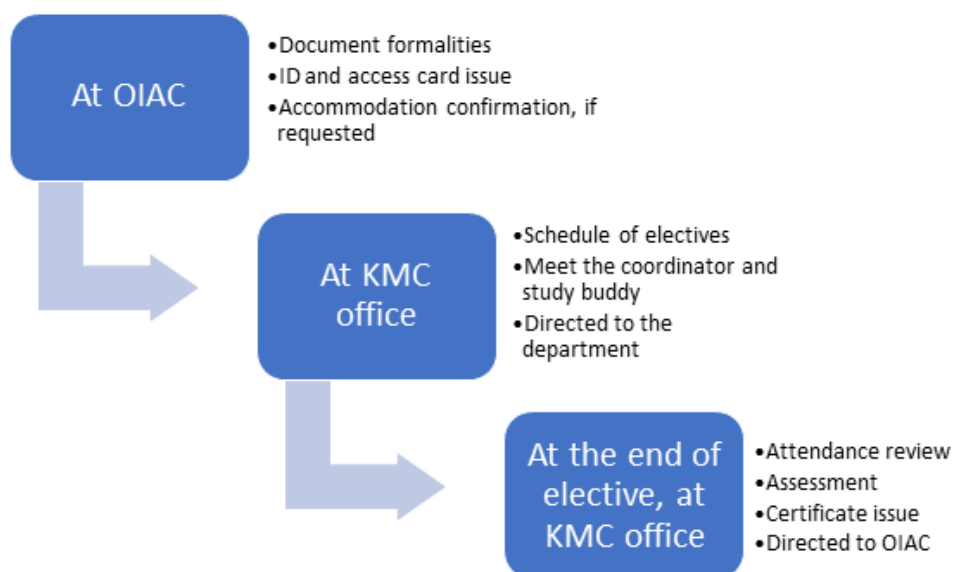
The student must follow the rules as described in the link given above. An end posting assessment is conducted by the concerned faculty at the clinics and an assessment report is sent to the dean's office along with attendance. This is compiled and a final assessment report is given to the visiting student at the end of elective posting.

Inbound: Please refer to the visiting student application package (attached) for more details. Please note that the applications are now approved by the Dean.

Pre-acceptance:



Upon arrival:



1.4 How to invite and utilize the expertise of a foreign adjunct faculty

A foreign adjunct faculty may be invited for lectures, workshops and conferences as resource person. The head of the department or coordinator of special centers may send an official invitation through Dean, KMC, Manipal. The invitation must describe the purpose of the visit, date, time, venue, and expected outcome.

Once the invite is accepted, an event id must be created by the HOD or faculty assigned by the HOD. The event must be publicized among faculty and students of MAHE through exchange viewer. The same may be posted on official handle of social media (contact: Dr Ganesh Mohan; ganesh.mohan@manipal.edu for Twitter) and college website (contact: Dr G. Shiva Prakash; shiva.g@manipal.edu for website update). A record of such visit must be maintained at the department office. If the adjunct faculty is an alum of the institution, the same must be given due credit and alumni coordinators and SMC coordinators must be informed. **A brief report of the event with photographs must be submitted to SMC at the end of the event, no later than 1 week after the completion of the event.**

An effort must be made to identify areas for further collaborations in research and education. If multi-institutional collaboration is being explored, OIAC must be informed to streamline the visit.

1.5 Any regulations for International collaborations and data exchange

International research proposals must obtain ethical approval from both the institutions. Any exchange of data, biological material and reagents/equipment must be pre-approved by the Ministry of Health and Family Welfare. Such stipulations must be elaborated in the specific agreements. The PI must enter the details of the project in Research Management Portal, inform the Research Cell and SMC before the commencement of the project. The PI is expected to provide periodic progress reports on the project regarding its outcome.

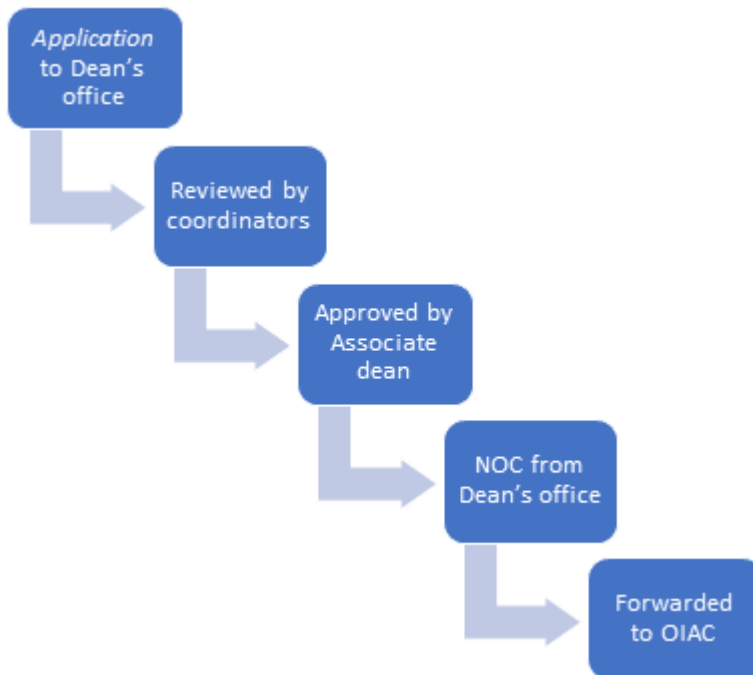
1.6 How to plan student's electives abroad

The outbound students have 4 options of applying for international electives

1. Apply through OIAC to partner universities

- a) Apply through visiting student application service- an initiative by Association of American Medical Colleges
- b) Apply through OIAC to non-partner universities
- c) Apply privately without the institutional reference

The students are supported by providing administrative assistance and by granting leaves. The aspiring outbound students are counseled regarding best possible elective options in their field of interest. They are also informed about funding opportunities, attendance claims and possible research areas. They are assisted with administrative process and their applications are routed through the institute and the international office.



Kasturba Medical College, Manipal, is the only medical college in the country to be recognized by the American New York State education department (NYSED) which gives unrestricted allowance on the duration of clerkship/elective experience for KMC students seeking long-term clinical clerkship placements in the state of New York.

Partner medical school for visiting students' application services (VSAS) is an initiative of Association of American Medical Colleges (AAMC) KMC, Manipal is part of the Visiting Student Application Services, an initiative of AAMC.

Students are requested to follow the below mentioned steps to register to VSAS:

Please write an application (email) addressed to the Dean requesting invite for registration VSAS and send it to undergraduate section (sis.kmc@manipal.edu) with a copy to Student Mobility Center (smc.kmcm Manipal@manipal.edu).

The following details are required for VSAS registration:

First name:
Middle name:
Last name:
Email address to which the invite has to be sent:

Expected date of completion of internship:
Contact number:

The request will be processed by home institution administrators after approval from the Dean. The invitation link is valid for 1 month once the student receives it.

Global Education in Medicine Exchange (GEMx) is an ECFMG initiative. It is a global partnership for exchange in Medical education that connects medical schools and students around the world. Please contact the SMC coordinators for registration.

1.7 Any regulations for foreign faculty/guests to visit campus as a speaker/collaborator

A valid visa is required for a foreign faculty visit, for which letter of invite may be issued by OIAC. A request from HOD/coordinator of centers, for letter of invites to be addressed to Dean and mailed to SMC, which will then be forwarded to OIAC. **If any live procedure demonstration or hands on workshop involving patients is planned, prior permission from MCI must be obtained.** This procedure to obtain MCI permission takes a minimum of 120 days. Hence, the organizers of such events are requested to contact SMC atleast 5 months before the event.

1.8 How to arrange the stay and travel for a foreign faculty (not adjunct)

If the foreign faculty is visiting only KMC, Manipal, a request for local travel (airport pickup and drop off, please mention the travel itinerary) and accommodation (please specify if FIVV/NIH accommodation) must be made to the Dean. This request is then forwarded to the registrar. Upon the registrar's approval, MAHE transport will arrange for airport pickup and drop off. Dean's secretary will make arrangements for accommodation. If the foreign faculty is part of a multi-institutional delegation or visiting multiple institutions of MAHE, the OIAC must be informed well in advance (as early as the visit is planned and air tickets are booked by the guest) so that travel and accommodation arrangements may be made by OIAC. Please note that the faculty must be visiting multiple institutions for OIAC to make these arrangements and the office has to be informed early.

1.9 How to arrange the stay and travel for a foreign student, joining temporarily as a researcher

A foreign student on a temporary research visit will be issued a letter of offer by OIAC (once his application is reviewed and approved by the PI). After the student accepts the offer, he/she will be sent a letter of invite (for visa) and offered airport pickup and drop off as well as accommodation at NIH at the rates defined by OIAC. If the student agrees for this, then further arrangements are made by OIAC.

1.10 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

SMC meets every quarter with all its departmental coordinators. A quarterly report of all its activities is sent to OIAC in the prescribed format (MICRO). International Students Day is celebrated 2nd Saturday of August every year.

1.11 Office address and Contact person with phone number and email (may be multiple for different affairs)

a) Student Mobility Center (SMC) address:

Student Mobility Center
Room number 3, Ground floor,
KMC faculty rooms, Administrative block,
Kasturba Medical College,
Manipal, Udupi, Karnataka - 576104

SMC coordinators:

Name	Email id	Contact no
Dr. Sindhura Lakshmi K.L, Associate Professor, Dept. of Pathology, KMC	sindhura.lakshmi@manipal.edu	8095136096
Dr. Freston Marc Sirur, Assistant Professor, Dept. of Emergency Medicine, KMC	freston.sirur@manipal.edu	9604200840
Mrs. Nandini Prashanth Bhat, Tutor, Dept. of Anatomy, KMC	nandini.bhat@manipal.edu	9449079477

b) Dean office:

Name	Email id	Contact no
Dr. Sharath Kumar Rao K, Dean, KMC	sk.rao@manipal.edu dean.kmc@manipal.edu	0820 2922367

c) Office of International Affairs, 3rd floor, Edu building, MAHE, Manipal

Name	Email id
Dr. Raghu Radhakrishnan	raghu.ar@manipal.edu ; director.intl@manipal.edu
Mrs. ShantalaPai	shantala.pai@manipal.edu
Ms. Joyce	intl.incoming@manipal.edu
Ms. Riya	intl.office@manipal.edu
Ms. Preeti	intl.collaborations@learnermanipal.onmicrosoft.com

2. Directorate of Research, MAHE

2.1 Vision and Mission (In alignment with university)

Vision

- Global leadership in human development, excellence in education and healthcare.

Mission

- Be the most preferred choice of students, faculty and industry
- Be in the top 10 in every discipline of education, health sciences, engineering and management.

2.2 Documents available for applying any research grant

[Repository List.xlsx](#) (Please refer Appendix 15.1)

2.3 Facilities available in DoR for faculty/Researchers

All Database management systems such as, Scopus, Scival, Web Of Science, PURE etc.,

2.4 Information available in DoR for faculty/Researchers

All publication related Data

2.5 How DoR can help in research trouble shooting

They can help in coordination if any or answering the queries from case to case basis

2.6 Prizes and awards for the faculty publications

[Incentive Policy Attached](#) (Please refer Appendix 15.2)

2.7 Prizes and awards for the student publications

[Same as above](#) (Please refer Appendix 15.2)

2.8 When and How to enter into RMS portal and get UTN number

[To be applied while applying for grant/Publication. RMS Handbook attached](#) (Please refer Appendix 15.3)

2.9 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

Institutional Research Activity Group meetings are conducted every quarter; seminars and workshops are conducted for various publications. Same is informed through mail as and when planned to all institutions.

2.10 Office address and Contact person

Directorate of Research,
Ground Floor, Advance Research Centre,
Manipal, Karnataka – 576104

Contact Number- 0820 29 23439, office.dor@manipal.edu

Contact person

Name	Email id
Dr. Bharti Deputy Director Research Health Science	bharti.magazine@manipal.edu
Dr. Santosh KV Deputy Director Research Technical	santhosh.kv@manipal.edu

3. Center for Doctoral Studies, DoR, MAHE

3.1 Vision and mission

Vision

The Centre for Doctoral studies aims to drive a doctoral program which is outstanding and capable of producing scholars who will foster and sustain research culture to match global standards.

Mission

Offer a robust doctoral program by selecting, enrolling, supporting and retaining academically distinguished students; with a focus on strengthening the doctoral program both in terms of quality and numbers

3.1 Rules and regulations for PhD program in MAHE

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

[MAHE PhD Guidelines](#) *(Please refer appendix 15.4)*

3.2 Types of grants/funding offered for PhD program

Nil

3.3 Essential information and links

www.manipal.edu/phd

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

3.4 Rules for full-time PhD program

Page 2 of guidelines *(Please refer appendix 15.4)*

3.5 Rules for part-time PhD program

Page 3 of guidelines *(Please refer appendix 15.4)*

3.6 Rules for foreign faculty as co-guide

Page 5 of guidelines, but can only be a co-supervisor (*Please refer appendix 15.4*)

3.7 Rules for application as PhD guide

Page 05 of guidelines (*Please refer appendix 15.4*)

3.8 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

3.9 Office address

The Director
Centre for Doctoral Studies
Ground Floor, Advanced Research Centre
Manipal Academy of Higher Education
Manipal - 576104
Tel: +918202922017

4. Intellectual property rights (IPR), DoR, MAHE

4.1 Vision and Mission

Vision

- To improve potential for commercializing research carried out within the Manipal Academy of Higher Education system.

Mission

- To support commercialization of research generated after assessing market potential, including potential for securing various forms of Intellectual Property, within Manipal Academy of Higher Education by coordinating with researchers from Health Sciences, Technology, Management and other research disciplines.

4.2 Rules and regulations for IPR/Copyright in MAHE

Standard Operating Procedure for filing patent applications from Manipal Academy of Higher Education

Stage 1

- Inventor submits an abstract of invention to Technology Transfer Office in Invention Disclosure Form

Stage 2

- Technology Transfer Office Carries out a Prior Art Search
- Prior Art Search Report is sent to the Investigator

Stage 3

- Based on the Prior Art Search report, Inventor(s) decided whether to proceed with filing patent application or need to make changes

Stage 4

- Decision to file a patent application is communicated to the Technology Transfer Office

Stage 5

- Technology Transfer Office identifies a suitable partner among the selected partners for filing patent application
- The decision to file a patent application is communicated to finance/legal department and office of Directorate of Research. The finance department may make appropriate provision to pay the professional fees to the partner in consultation with the inventor. Technology Transfer Office shall be kept informed by Finance department of actions taken.

Stage 6

- The inventor provides required data to Technology Transfer Office/Partner

Stage 7

- Technology Transfer Office/Inventors/Partners shall coordinate for further processing of applications
- Technology Transfer Office monitors the process of patent application process till its outcome

- An inventor is the one who conceives the invention and co-inventors should have contributed to the conception of invention, wherein the inventor and co-inventors have contributed at least to one claim of the invention. As a practices, it is not necessary to include name as inventor of those individuals who have merely performed tasks as instructed unless there is an intellectual contribution; or as a matter of power or position someone cannot claim inventorship unless they contribute intellectually as described above.

- Prior Art search is a technique to understand prior published literature globally, which includes but not limited to, patent applications, granted patents, published articles, conference presentations, news items, information shared through online mode, information passed on to oral transmission or any other such publicly available literature to ensure novelty of proposed patent application.

Prior art search can be carried out using free and paid databases. However, it requires careful use of keywords with their synonyms and skills to screen through several documents quickly.

4.3 Essential information and links

- [IDF Template Invention Disclosure Form](https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/IDF-Template%20-%20MAHE.docx) (Please refer appendix 15.5)
- [https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/IDF-Template%20-%20MAHE.docx](https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/NDA%20Template%20-%20MAHE.pdf)
- [NDA Template Name, Designation and Affiliation](https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/NDA%20Template%20-%20MAHE.pdf) (Please refer appendix 15.6)
- <https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/NDA%20Template%20-%20MAHE.pdf>
- [List of copyright applications filed - registered](#) (Please refer appendix 15.7)
- [List of Patents filed by MAHE](#) (Please refer appendix 15.8)
- [Intellectual Property Policy](#) (Please refer appendix 15.9)

4.4 Who can approach

Anyone in role of MAHE.

4.5 Any supporting agencies (contact address and links) – NIL

4.6 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc) - Meetings and Seminars are arranged on invitation from different institutions

4.7 Office address

Address

Directorate of Research
Ground Floor
Advanced Research Center
MAHE, Manipal – 576104
Phone Number - 0820 29 23439

Contact person:

Dr. Manthan Janodia

Coordinator, Technology Transfer Office

Email - manthan.j@manipal.edu

Office of the Directorate of Research

Email - research.hlthsci@manipal.edu

Email - research.tech@manipal.edu

Email – office.dor@manipal.edu

Finance Department, MAHE

5.1 Documents available for application for any grants/funding

[Repository List.xlsx](#) (Please refer Appendix 15.1)

5.2 Help available for application for any grants/funding (budgeting/financial correspondence/Utilization certificate/audit of the project etc.)

- Quick Identification of funding agencies through the GO portal
- Improved quality and time spent by the PI on applications with services such as budgeting, providing the required supporting documents, and other services relevant to the project submission as the case may be
- Coordinated institutional approvals and signatures wherever applicable
- Research management post research grant awarded to the applicant
- Review of research grant proposals, which did not qualify for funding a suggesting improvement in the proposal or alternative-funding agency for re-submission. The committee appointed by the Vice Chancellor/Registrar, MAHE shall review and provide their comment to the application for re-submission

5.3 Rules for exporting and importing items (related to customs)

Under the purview of Purchase department, MAHE

5.4 Office address and Contact person

Name	Email id	Contact no
Ms. Nirupa J Srinivas AGM - Finance Student Finance, 1 st Floor, Manipal Edu Building, Manipal, Karnataka - 576104	nirupa.srinivas@manipal.edu	0820-29-22767
Ms. Pooja Shanbhag Coordinator- Grants Office, Grants Office, Directorate of Research, Ground Floor Advance research Center, Manipal, Karnataka - 576104	pooja.shanbhag@manipal.edu	0820-29-37733

6. Central Library, MAHE

6.1 Objectives

The objectives of the Health Sciences Library are:

- To acquire, manage, provide and disseminate health sciences information to students, faculty and research scholars of the constituent Health Sciences Institutions of MAHE at Manipal. Currently these include Medical, Dental, Pharmacy, Nursing, Allied Health Sciences and Life Science institutions.
- To provide timely, accurate and current information and materials to users for education, teaching and research.
- To provide information services and access to bibliographic and full text digital and printed resources to support the scholarly and informational needs of Health Sciences institutions of MAHE, Manipal.
- To support and facilitate the research, learning, teaching and administrative activities of the University by organizing, maintaining and providing access to appropriate literature and information resources in such a way as to provide optimum benefit for library users.
- To provide an appropriate and comfortable environment and facilities for the use of library services and for individual and group study.

6.2 Kinds of services provided

SEARCH - The Health Sciences Library provides the following value added services to its users in addition to all routine type of services.

A. Reference Service:

- Reference service is a personal aid provided to the user by the library staff in interpreting library collection for study and research.
- The library staff assists the user to locate needed information from the available information resources. On the basis of collection, library provides reference service to its users.

B. Current Awareness Service:

Currently the library offers the following current awareness services to the users.

- Display of new additions in the library

- Publishing of 'new acquisition' in library micro site

C. Circulation:

- The books are issued to Interns, Postgraduate Students, Research Scholars and Faculty Members.
- Bound/unbound journals, audio-visual materials and CD-ROMs are for in-house use only.

D. Photocopying:

Through this service, users can get photocopies of articles from journals and books as and when required.

E. Fax:

Users can avail this facility for sending and receiving fax in the library.

F. Inter - Library Loan/Document Delivery:

- Library helps to obtain photocopies of the references from DELNET (Developing Library Network), New Delhi, and from other libraries.
- Further, the library augments its collection by acquiring reading materials not available for the use of its Faculty Members and Research Scholars and Postgraduate Students from several out-side sources on an inter-library loan basis.

G. Computer Services:

The computer lab of the library offers computer services to users such as word processing, laser printing, color laser printing, dot matrix printing and document scanning.

H. CD-ROM Access:

The CD-ROM collection of the library contains the multi media CDs, DVDs and full text databases include back volumes of medical journal articles, review articles, textbooks, etc.

I. Internet Access/Wi-Fi:

- The Library has a separate **Internet Browsing** section.
- Twenty nine [29] desktop computers are reserved for use of the students, six [6] for the faculty members and six [6] for the postgraduate students.
- Also twenty one [21] desktop computers are reserved for use of the students for accessing e-resources subscribed by the library in all the internet kiosks provided at Level I - IV reading halls.
- Further, Wi-Fi facility also available in all the reading halls.

J. EZProxy/Off Campus Remote Access:

EZProxy/ Off Campus Remote Access: Access to the e-resources subscribed by the Health Sciences Library, MAHE, Manipal is available to the faculty members, postgraduate students and research scholars of the Health Sciences Institutions of MAHE at the Manipal campus.

K. EPAC (Electronic Public Access Catalogue):

This is Public Access Catalogue of Health Sciences Library. Users can search all the print resources (books, journals, back volumes of journals, WHO publications, etc.) of the Health Sciences Library and other libraries of MAHE through Library's online catalog – the EPAC (Electronic Public Access Catalogue).

EPAC could be accessed through Library web page -

<http://libportal.mahe.manipal.net/KMC/index.asp>

or directly through - http://172.16.19.56/epac/epac_selorg.asp.

L. Training in Accessing e-Resources:

Library arranges for training sessions from time to time to the users in conducting effective literature search using e-resources.

M. Author Workshops:

Library organizes author workshops in collaboration with various publishers for supporting library users in their article publishing process.

For further information refer the Website: <http://1.186.28.31/KMC/services.asp>

6.3 Online software available**A. Turnitin**

Library checks the originality of the documents on request using Turnitin anti plagiarism software.

B. Mendeley (Free reference manager)**C. Grammarly**

Grammarly is the world's leading automated proofreader. It checks for more than 250 types of spelling, grammar, and punctuation errors, enhances vocabulary usage, and suggests citations.

Grammarly is an online grammar and spelling checker that improves communication by helping users find and correct writing mistakes.

D. Research To Publication

Research to Publication is an online educational tool to help the researchers to design, conduct and report on research that journal editors will want to publish. It includes narrative videos and learning exercises across many topics, including what editors look for, publication ethics and how to conduct a medical trial.

For further information refer the Website: <http://1.186.28.31/KMC/index.asp>

6.4 Research related workshops/programs-

A. Information Literacy Programs-

Conducted to raise awareness on the subscribed electronic resources among the library users and to empower them with literature search skills following Information Literacy Programs have been conducted in the library under research support services series.

<http://1.186.28.31/KMC/annualreport.asp>

B. Author workshop

7. Purchase Department, MAHE

The Purchase Department is responsible for procurement of materials in a timely and cost-effective manner. It is the first constituent of Manipal Academy of Higher Education to receive ISO 9001:2000 certification. It is administered by the Director, Purchase and Deputy Director, Purchase. In support of the Manipal Academy of Higher Education group of institutions, purchase department is committed to provide timely and cost effective procurement & delivery services in respect of equipment, materials, items, documents and other service requests meeting customer requirements and continually improve our services to enhance customer satisfaction

Manipal Academy of Higher Education follows the centralized purchasing for all its major purchases especially capital equipment of high value and medium value.

The scope of the purchase department is:

1. Purchase of indigenous and imported medical and non-medical capital equipment
2. Procurement of medical and chemical consumables
3. Procurement of non-medical items including printing, stationery, engineering and maintenance requirements, IT Products, Kitchen items, housekeeping requirements, fixation of rates for food items.

7.1 Documents available for application for any grants/funding

The purchasing information regarding the items is as obtained as a mail from the indents/requests from the indenting departments/Institutions and scrutinized by respective Group-in-Charge and approved by Director-Purchase before sending the inquiries.

The indent for procurement of items must be sent through the proper channel* either *mail or written letter* to purchase.mahe@manipal.edu.

The items required for the research must be specifically mentioned as in the grant. These items can be procured with the grant amount received.

(*Proper channel- User to HOD, HOD to HOI, HOI will consolidate the budget and checks for the need, compiles it and sends the copy to Purchase department)

7.2 Help available for application for any grants/funding (Procurement of the equipment/consumables/etc.)

A. User Department places indent for procurement of items (The purchasing information regarding the items is as obtained from the indents/requests from the indenting departments/ Institutions) required for the research, which contains required details for procurement. The items required for the research must be specifically mentioned as in the grant. These items can be procured with the grant amount received.

* Due to urgency sometimes the items are procured by the Dept. and thereafter Indents are forwarded to the Purchase Dept. Under such circumstances the Dept. should endorse the remarks "Indents for regularization only" on their indents.

B. After receipt of indent, purchase department floats enquiry on likely /recommended external provider/ Manufacturer.

C. The quotations received from the external providers.

(The quotation contains following items

- *Quotation Ref. and Date*
- *Item description, quantity, unit cost, taxes, freight, mode of transportation, packing and forwarding, terms of payment, discount, delivery period, warranty, installation, validity, date of expiry of products wherever it is applicable.)*

D. Comparative Statement is prepared wherever necessary.

E. Comparative Statement with quotations/catalogues is forwarded to users.

NOTE: MAHE has established a process for evaluating the purchase equipment's for its lifetime performance, which includes but not limited to

- Average Energy Use / Day / Month / Year
- Average Fuel consumption / Day / Month / Year
- Efficiency of equipment's
- Annual Maintenance contract Comprehensive / Non comprehensive
- Warranty Cost
- Resale value
- Guarantee norms
- Buyback Policy
- Replacement Policy
- Eco-friendly packaging
- Adherence to compliance obligations
- Disposal at end of life cycle of product (Less hazardous)

F. After approval, in case of consumables price will be negotiated if required.

G. For Capital Items – User dept. selects the items on technical & commercial basis & gets Head of Institution's approval and forwards it to Purchase Dept. After the approval of users, the documents will be forwarded to concerned technical departments if required for technical evaluation. On receipt of approval, put up to Director Purchase for price negotiations with the external provider/local agency wherever necessary. Approval of Institutional Purchase Committee / post facto approval is obtained.

H. Documents are then forwarded to Finance Dept. for Sanction from the grant amount received. In case of indents received through online the finance sanction is obtained after preparing purchase order but before releasing the Purchase order

I. After giving sanction Purchase Requisition is returned to Purchase Dept.

J. After the receipt of Capital Sanction Purchase Order is prepared.

K. Amendments to supply orders

- L. Delivery of goods.

7.3 Purchase procedures for Imported items

- A. Receipt of Purchase Requisition from user dept. (for capital items, accessories & spare parts).
- B. Floating enquiry on recommended supplier / manufacturer – for capital items minimum 3 quotes are required for comparison. For spares & accessories, contacting the supplier who has supplied the main equipment for quotation.
- C. For capital items – along with the quotation, we also ask them to fill the Vendor Evaluation form & Catalogue of the system quoted.
- D. Preparing the Comparative Statement and forwarding the same to the user dept. along with quotes for verification / selection.

NOTE: MAHE has established a process for evaluating the purchase equipment's for its lifetime performance that includes but not limited to

- Average Energy Use / Day / Month / Year
 - Average Fuel consumption / Day / Month / Year
 - Efficiency of equipment's
 - Annual Maintenance contract Comprehensive / Non comprehensive
 - Warranty Cost
 - Resale value
 - Guarantee norms
 - Buyback Policy
 - Replacement Policy
 - Eco-friendly packaging
 - Adherence to compliance obligations
 - Disposal at end of life cycle of product (Less hazardous)
- E. User dept. selects their requirement and forwards the paper back to Purchase Dept.
- F. Negotiating the cost.
- G. Finance Approval / Sanction No. to be obtained.
- H. Issue of Purchase Order on the recommended vendor. There are various types of Purchase orders. Usually PO will be issued on Ex-works; FOB (Free On Board), C&F (Cost & freight); CIF (Cost, Insurance & Freight). . In the quotations, the external provider mentions the different purchase order. The Purchase department compares the charges and decides on the type of purchase order.
- Under Ex-Works Order, we have to appoint freight agent to collect the parcel from the premises / factory of the supplier and transit insurance to be covered.

- Under FOB – the price covered by the supplier up to the Shipper’s airport. We have to appoint our freight agent to collect the parcel from the shipper’s airport up to Indian Airport. Transit Insurance in our cost.
 - Under C&F – Cost & Freight included & Shipper’s responsibility up to Indian Port; Insurance on our part.
 - Under CIF – Cost, Insurance & Freight covered up to Indian Port by the shipper.
- I. Payment: Usually we follow 4 methods of payment; the external provider insists on the mode of payment depending on the value of the item.
- Advance payment through Wire Transfer – After issue of Purchase Order, supplier forward the Order Confirmation / Proforma Invoice with their bank details to arrange the payment.
 - Payment through irrevocable Letter of Credit.
 - Payment against Cash Against Documents.
 - Net 30 days. Payment through wire transfer on 30th day of Invoice.
- J. Transit insurance risk to be covered if required.
- K. Soon after getting the shipment documents (Air Way Bill, Invoice & Packing List), the same will be forwarded to our clearing agent to handle custom clearance.
- L. Duty Exemption Certificate: We have DSIR Certificate (purely for research items) & SEIS Certificate under which we are clearing the consignment duty free. (Given to customs, Users do not need the Certificate)
- M. Custom duty if any has to be paid during clearance.
- N. Soon after the custom clearance, e-waybill will be prepared to move the parcel from the port to final destination.
- O. Requesting the supplier to undertake the installation for capital items. Pre-installation requirements if any have to be fulfilled.
- P. Installation Report has to be signed by the user and also the bio-medical engineer.
- Q. Payment of custom clearance bill.
- R. 1Sending the Bill of Entry to the bank towards documentary evidence of import.
- S. Preparing the Statement of Expenditure on the backside of the Invoice and forwarding to the user dept. for certification.
- T. On receipt of Certified Invoice with Installation Report, the same has to be sent to the Finance Dept. for accounting.
- U. Complaints / Discrepancy if any has to be referred to the supplier.
- V. Incase repair has to be undertaken in the factory of the manufacturer, the item has to be exported back to the supplier through customs after getting the approval (GR Waiver) from the bank

***The department will be in direct contact with the vendors for the further services. In case the supplier/provider does not fulfill the commitments for servicing, the user department must communicate with the supplier and sort out the issues.**

7.4 Office address and Contact person with phone number and email (may be multiple for different affairs)

Office address:

Purchase department
3rd floor, Manipal Edu Building
Manipal, Karnataka - 576104

Contact person-

Vittaladas Bhat G
Deputy Director Purchase

Contact No. - +91 820 2922446

Email id- vittaladas.bhat@manipal.edu
purchase.mahe@manipal.edu

8. Grant Clinic, KMC

8.1 Vision and Mission

This committee's mission is to promote research, advice on how to continue research and provide guidance with research methodology/grant writing.

8.2 Formation

This is a committee that was created in February, 2020 as a part of Research Cell.

8.3 How to approach

- Your department office has the Grant Clinic Application Form. (PDF attachment)
- It is mandatory to fill it completely and send it to Research Cell.
- You can also send the full proposal that you have already written planning for a grant (if you have it) for better evaluation of your case.
- Grant consultants volunteer for the requested appointment based on their expertise and availability on the closest Mon/Fri/Sat between 2:30-5:00 p.m.
- Occasionally, an expert is invited for his/her advice if necessary. We highly discourage last minute applications, as they are under-evaluated due to lack of time and/or consultant unavailability.

8.4 Kinds of help provided

We can help you in choosing a suitable Grant to apply for if you are unsure, advice to improve your grant proposal writing and guide you to the right place(s) or person(s) where you can find relevant information.

8.5 Who can approach

Person writing the grant (Interested faculty/ Post doctorate/ Ph.D. student / PG student)

8.6 The follow-up process

You should attend the appointment along with the main PI. Attendance of CO-I is optional.

8.7 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

Meetings are held as required. Update on any form etc. is done routinely. Appointments are addressed at the earliest after the application is received.

8.8 The feedback

After completion of appointment the applicant fills a feedback form. This helps us to improve our future performances.

8.9 Office address and contact person

Research Cell,
KMC, Manipal

Email: research.kmc@manipal.edu

Phone: 22540

For queries (via Research Cell only) - Dr. Ranita Ghosh Dastidar, Ph. No. 082029-22008;

Application has to send to research.kmc@manipal.edu and forwarded to grantclinic.kmc@manipal.edu to arrange for the appointment day, time and location.

9. Legal Department, MAHE

The Legal Department at Manipal Academy of Higher Education oversees the legal functioning of the departments, ensures statutory compliance, liaises with authorities and manages legal cases at various courts, forums, Adalats and tribunals.

9.1 Vision and Mission

The Personal and Legal Cell at Manipal Academy of Higher Education ensures that the University's mission, vision and values are upheld in everyday activities

9.2 Kinds of help provided for Research (MoU, Agreement etc.)

- We help in preparation of agreement/ MoU for the researchers.
- Verification of documents needed for grant amount release.
- If any resolution from the MAHE trust is required for processing the grant the legal cell provides it.
- In case of dispute or disparity between granter and grantee the legal department comes to help. Disputes resolutions are mentioned in the clause in the MoU.

9.3 Who can approach

Person who has applied for the grant (Interested faculty/ Post doctorate/ Ph.D. student / PG student)

9.4 How to approach

- The granting authority requests for a written document/MoU/ agreement from the institution.
- The PI has to send the application to the legal department through mail.
- The competent person in the legal cell will take up the application and it is given priority based on the time bound of the application
- This document/ MoU/ agreement will be then prepared and verified by legal cell and provided to the PI before the release of grant fund.
- Any disputes between the investigators must be resolved by themselves by mutual consent.

9.5 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

Meetings are held as required. Updates on any form etc. are done routinely.

9.6 Office address and Contact person

Office address-

Personal and Legal Cell,
3rd Floor,
Manipal Edu Building

Contact person-

N Chandrashekar Prabhu
Deputy Director – Legal
Manipal Academy of Higher Education
Contact No- 08202922434/ 22821
Email Id- legal.mahe@manipal.edu
chandra.prabhu@manipal.edu

10. Human Resources Department (HRD), MAHE

10.1 Vision and mission

The Human Resources Department at Manipal Academy of Higher Education ensures that the University's mission, vision and values are upheld in everyday activities, like providing service to the University staff and employees.

It also manages organizational development, with the objective of developing and implementing progressive HR policies and procedures designed to foster excellence in a diverse work force.

10.2 Kinds of help provided for research (recruitment/replacement/renewal of Manpower for any project/Salary or Emoluments/ Advertisement etc.)

- We can help you in choosing a suitable candidate for your department by assisting in job posting, recruitment, screening, interview and placing the worker.
- We help to upload the job advertisement on career portal of Manipal.
- The received Resumes are sent to the PI or the department for short-listing the resumes.
- We also schedule the recruitment and form a committee to conduct the interview.

10.3 Who can approach

- Principal Investigator (Running the project and who have received the grant amount)
- Candidate (In case of salary delay)

10.4 How to approach

By email or written letter through a proper channel

- Request for candidate must be submitted by Principal Investigator to the Head of the Department.
- Later approved by the Head of the Institution (HOI)
- HOI sends it to the registrar for the further process.
- Advertisement for the vacancy will be posted on manipal.edu career site. IT department will take 1 day to post the advertisement.
- The advertisement is posted for 1 week on the career portal.
- After receiving the CV from the candidates it is further sent to the PI for shot listing. PI takes 2 days for screening the CV.
- Once the short listing is done the candidates are informed and recruitment is scheduled.
- Call letter is set to the selected candidate and is given 1 week for interview.
- A committee is formed to conduct the interview in scheduled date.

- After selection of the candidate offer letter is sent and 1-week time is given to join the institution.
- The candidate along with his appointment order has to report to the PI. The PI sends the candidate to the HR office of the concerned department. These documents are further sent to HRD and finance department.
- **In case, PI wants any advertisement in national portal/newspaper**
 - The PI has to send a request letter to HRD department.
 - HRD department connects with the advertisement agency and receives a code for advertising.
 - The PI is responsible for the payment for the advertisement.
- **In case, PI wants a very urgent selection and interview,**
 - Sometimes the funding agency/PI does not need advertisement. In that case the PI can send the CV of the person whom they have already selected to the HRD.

10.5 Workflow over the year Meeting/Seminars/Workshops/Contact program/Training etc)

Meetings are held as required. Updates on any form etc. are done routinely.

10.6 Office address and Contact person with phone number and email (may be multiple for different affairs)

Deputy Director- HR
Manipal Academy of Higher Education
Manipal-576104
Contact No.- 0820-2922022
0820-2922525

Email id-
jobs@manipal.edu
hrd@manipal.edu

11. Manipal - Government of Karnataka Bioincubator, MAHE

11.1 Vision and Mission

Vision

To transform innovative ideas or technology to an enterprise through strategic implementation along with adequate mentoring through eminent incubation service and affordable high-end incubation facilities.

Mission

To create an entrepreneurship ecosystem with professional services that aids the transformation of innovative ideas to scalable technology and knowledge-based enterprises.

11.2 Formation

Manipal - Government of Karnataka Bioincubator, under MUTBI Society, Manipal Academy of Higher Education (MAHE), has established Bioincubation space in 2018, with basic infrastructure of 10,000 sq. ft. area. Thrust areas identified for Bioincubator are Biopharma, Biomedical Devices, Dental Innovation, Biotechnology, Disease Diagnosis and Medical Healthcare based on the readiness of multidiscipline entrepreneurial ecosystems of Manipal, with expertise in Health Sciences, Pharma, Medical, Dental, Engineering, Life Sciences, Management and Basic Science.

It aims to upscale innovations specializing in technology to propel innovative ideas towards product development and commercialization. Government of Karnataka extends its support to create central instrumentation facility for multidisciplinary technology platform in the thrust areas. Manipal - Government of Karnataka Bioincubator envisaged to expand multidisciplinary platforms for assistance services to early-stage researchers and innovators to convert their ideas to products and services, and guide them to the market there by conforming to economic development of our nation.

The Governing body

The Governing body is responsible for monitoring, implementation and execution of the proposals. The members of the governing body constitute of the head of the Host institution, mentors, entrepreneur's representatives of Government of Karnataka (KBITS/Dept of IT and BT), CEO, TBI member secretary etc.

The Project Management Committee (PMC)

The Project Management Committee (PMC) is responsible for selection of start-ups for the Bioincubator. The PMC constitute of the head of the host institution, representatives of KBITS/ Dpt. of IT and BT, senior faculties, technical experts, business experts and the CEO of the incubator.

Mentor Network

Incubator will facilitate liaison with mentors, professionals and experts from the focused domain and thrust areas along with technical, legal, financial, corporate and other relevant mentors to make available to the our Incubates. For mentor service please contact us with your topic of innovation.

PROGRAMS:

A. **Pre-incubation program (3-6 Months):** Pre-incubation programme is the first stage support from Bioincubator to the any individual who has a promising innovative idea with commercial potential and also who wants to be an entrepreneur. Through this program an idea or pre-proof of concept will be converted to its mature stage through rigorous mentoring, which not only reshaping of their innovation/business plan/ model but also to forecast the techno-commercial feasibility of product process or services. This program also gives an opportunity to innovator to do some preliminary test/validate their project idea with access to infrastructure equipped with basic instrumentation facilities, and guidance from mentors and technical experts of the relevant field. Thus Pre-incubation programme create a potential pipe line of entrepreneur with innovative ideas and workable business plan.

B. **Proof of concept, Prototype Development & Refinement & Validation / Trials (18-24 Months):** Incubation programme designated to generate enough validation data to foster entrepreneurs with a viable idea transforming to a viable prototype, product/ technology or service and ready to offer it to the market. To make a successful entrepreneur Bioincubator will support the incubatee with a set of specialised services including mentoring, technical supports, managements services, intellectual property managements, business development, networking activities, financial advisory services, legal, regulatory, compliances and other required services.

C. **General Programmes:** Bioincubator offers regular well formulated programs like IP Clinics, Entrepreneurship Awareness Camps (EAC) Ideation clinic, etc to create positive support ecosystems with programmed organizational development for sustainable business models.

Team

1. Dr. Manesh Thomas, Chief Executive
2. Mr. Vandith G, Operations Manager
3. Dr. Divya Padma, Technical Manager
4. Mr. Yashwith Shetty, Secretary

11.3 How to approach

A. For applying for incubation:

Step 1: Download the application and submit to the MGOKB office.

Can download application here :

<http://bioincubator.manipal.edu/InvitingApplications>

Step 2: Share the filled application form with Operations Manager

Step 3: Fill in the Business Plan template shared by the Bioincubator

Step 4: Pitch your idea to Bioincubator Incubatee Selection Committee

Step 5: Once selected you would be incubated for

incubation

B. For using the laboratory facility/instruments

Send a mail to Technical manager at tm.bioincubator@manipal.edu and enquire about the charges and availability.

11.4 Kinds of help provided

- A. Mentoring services
- B. Funding
- C. Grant Proposal writing
- D. Connect to IPR Services, Legal, Regulatory services
- E. Laboratory facilities
- F. Dedicated Incubation Laboratories
- G. Shared Laboratory Incubation spaces
- H. Tissue culture Laboratories
- I. Instrumentation facility

Currently available instruments for researches of KMC

1	Microwave oven
2	Vortex mixer
3	Hot plate stirrer
4	Refrigerator
5	pH meter
6	Low speed Centrifuge (non-refrigerated)
7	Freezer (-20 ⁰ C)
8	Ultrasonic Cleaner
9	Weighing balances
10	Water bath
11	Microfuge (non-refrigerated)
12	Hot air oven
13	Fume Hood
14	Laminar air flow Cabinet
15	Rotary shaker
16	Bacteriological incubator

17	Temperature controlled orbital shaker
18	PCR Thermocycler
19	Microfuge (Refrigerated)
20	Stability study chambers
21	CO2 Incubator
22	High speed homogenizer
23	Biosafety cabinet
24	Autoclave
25	Double Beam Spectro-photometer UV- Visible
26	Freezer (-80 ⁰ C)
27	Probe sonicator
28	Spray Dryer
29	Rotary flash evaporator
30	Liposome Extruder
31	Dissolution test apparatus (USP Apparatus 3)
32	Ultrapure Water Purification system
33	Lyophilizer
34	High speed centrifuge (refrigerated)

Upcoming Facility/Instruments

1	3D Bioprinter
2	Inverted Microscope with cameras
3	Thermo Gravimetric Analyzer
4	Upright Microscopes
5	Osmometer
6	Spin Coater
7	Plasma Cleaner
8	Shore Hardness Tester A
9	Laboratory Bioreactor
10	Gel Documentation system
11	Melt flow Index tester
12	Karl Fischer Apparatus
13	Electrophoresis Units (Horizontal and Vertical)

The benefits offered with membership

- 1) Certificate of membership with Manipal-GoK Bioincubator
- 2) Access to avail mentorship and advisory services
- 3) Monthly updates on technical and non-technical events to be conducted by the

Bioincubator

- 4) Discounts on all technical and non-technical events conducted by the Bioincubator.
- 5) Monthly updates on upcoming govt. grants. Networking meets

11.5 Essential information and links

Bioincubator Membership link: <https://tinyurl.com/sbuk957>

Website: www.manipal.bioincubator.edu

LinkedIn: <https://www.linkedin.com/in/manipal-gok-bioincubator-k-tech-innovation-hub-b05470171/>

11.6 Who can approach?

All students, faculty, innovators, researchers and start-ups.

11.7 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

- Insight on Entrepreneurship Series 1 – 5
- Technical Workshops
- Technical Talks
- Awareness Talks on Innovation, Entrepreneurship and Role of Incubators
- Grant Writing Clinic

11.8 Office address and Contact person

Address:

Manipal Government of Karnataka Bioincubator

3rd Floor, Advanced Research Centre

Near New International Hostel

(NIH) MAHE, Manipal 576104

Contact Person:

Name	Email id	Contact no
Dr. Manesh Thomas, Chief Executive	bioincubator@manipal.edu	08202937726
Mr. Vandith G, Operations Manager	bioincubator@manipal.edu	08202937725

Dr. Divya Padma, Technical Manager	bioincubator@manipal.edu	08202937723
Mr. Yashwith Shetty, Secretary	bioincubator@manipal.edu	08202937724

12. Manipal Universal Technology Business Incubator (MUTBI)

12.1 Objective

MUTBI has the following objectives:

- Nurture entrepreneurship skills of students, faculty and people of the region
- Provide seed funding for feasible ideas/products/proposals
- Provide infrastructure resources to incubatee startups
- Facilitate market survey, product marketing, patenting, financial and legal services
- Arrange for funding from external agencies, angel investors and venture capitalists.

12.2 Formation

Looking at the entrepreneurial skills of students and faculty members, Technology Business Incubator (TBI) was established.

MUTBI is operational since March 2010, with support from National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science & Technology (DST), Govt. of India.

12.3 How to approach.

Person who are interested in carrying out technology development which are intended for commercialization can approach directly at the office or mail to MUTBI and get appointment for discussion.

12.4 Kinds of help provided

The thrust areas of MUTBI are

- Information Technology
 - Healthcare
 - Medical devices
 - Agriculture
 - Renewable energy
 - Energy conversion systems
 - MEMS/Nanotechnology.
- If you have an intention to do a business we help you to build a team, look at the problem and work.

- Pre Incubation- Initial stage of product development and startup formation (3-6 months). Co-working space and mentoring would be provided. Based on the progress and need, funding will be provided.
- Incubation- Proposals from good team with appropriate prototype, innovation and traction would be considered for incubation. (18 months) Dedicated space (for office), mentoring and other support against rent and equity.
- Helps in registering the startup and patent will be held up by the startups.
- Provides network support for startups.
- Funding- seed money to Startups as loan or against equity upto Rs 25 lakh.

❖ **NIDHI-EIR- (National Initiative for Developing and Harnessing Innovations- Entrepreneur In Residence program)**

Government funded fellowship amount up to Rs 30,000 per month for one year for the graduates.

Eligibility- Minimum 4 years of formal full time UG / 3 years degree or diploma with 2 years full time work experience post degree. Basic degree should be in science and engineering

Facilities and Supports

MAHE facilities like Innovation Center, Central instrumentation and Technology Transfer Office are available in the ecosystem and MUTBI provides need based financial support.

- a. Innovation Center:** Innovation Center helps in creating the pipeline for entrepreneurship. The innovation center fosters creative thinking and innovation through open network of students, faculty members and community members.

Idea Café encourages interdisciplinary teams to meet, network and brainstorm complex problems. Regular weekly evening seminar series are arranged for innovators and entrepreneurs to gather and share their ideas and challenges.

- b. Central Instrumentation:** Central facilities include Scanning Electron Microscope, X-ray Diffractometer, In Chromatography, Nuclear Magnetic Resonance, Atomic Force Microscope, Spectrophotometer, Micro gravure, RF Sputtering Unit, Nanofiber Electrospinning Unit, Spin Coater and Thermal Camera and Injection Moulding Machine. Apart from this, other instruments/equipment/machines available at various Institutes/Departments/Centers of MAHE are also available for working.

- c. Technology Transfer Office:** Supports commercialization of project work/research generated after assessing market potential, including potential for securing various forms of Intellectual Property, within our ecosystem by coordinating with experts from Health Sciences, Technology, Management and other disciplines. Technology developed within and using MAHE facilities are governed by MAHE policy for faculty members and students.

- d. Financial support:** MAHE supports innovations through small amount of funding during initial stage and preincubation as per policy. MUTBI financial support include

- Seed support as loan/against equity up to Rs. 25 lakh for product development / commercialization/scale up.

- Graduates who are aspiring to become entrepreneurs will be supported with fellowship amount of Rs 10,000 - Rs 30,000 per month under the NIDHI-EIR program of DST.

12.5 Essential information and links

Website- <https://manipal.edu/mu/important-links/innovation-entrepreneurship/mutbi.html>

12.6 Who can approach

Manipal Universal Technology Business Incubator (MUTBI) is an initiative of Manipal Academy of Higher Education (MAHE), Manipal, to provide services to students, faculty, alumni as well as people of the region to start their own Venture in line with the social objectives of Government of India.

12.7 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

In order to create constant awareness and also to keep the spirit of innovation and entrepreneurship, MAHE organizes various events/programs through Institutes/Innovation center/ MUTBI.

- a. **Theme based** (wearable device, dentistry, local needs) **hackathons** are regularly organized to find solutions to problems. Winning teams are provided with funding to develop prototype.
- b. **Entrepreneurship Awareness and Development programs** are organised for students and faculty members to keep them abreast of startup ecosystem.
- c. **Innovation Festival and Entrepreneurship Summit:** During this two day event, innovators, display their prototypes to students/faculty members/visitors. Also industry experts/entrepreneurs participate in panel discussion and interact with budding students who aspire to become entrepreneurs. Pitch sessions are also planned for students/faculty members to share their proposals in front of experts.

12.8 Office address and Contact person with phone number and email

Manipal Universal Technology Business Incubator (MUTBI)
4th Floor, Advanced Research Center
Madhav Nagar, Manipal - 576 104
Ph: + 91 820 2925051

E-mail: mutbi.mit@manipal.edu

Web: <http://www.mutbimanipal.org>

Contact person-

Dr. Shrihari Upadhyaya

ys.upadhyaya@manipal.edu

13. Manipal Universal Press, MAHE

The publishing program at Manipal Universal Press (MUP) strives to strengthen and serve the academic community, contributing to MAHE's objective of excellence in global scholarship.

13.1 Who can approach

The academic Division of MUP includes publishing in disciplines ranging from Engineering, Medicine, Management, Education, Humanities, and Social Science to journals which incorporate exemplary research in Medicine and Health Sciences..

13.2 Kinds of help provided

Editorial services-

- Plagiarism Check
- Proofing (punctuations, numerals, symbols)
- Structuring (syntax, parts of speech, presentation, readability check and fine-tuning of language)
- Formatting (character, line and paragraph spacing, and levels of classification etc.)
- Grammar and spell check (usage of abbreviations, foreign words and language uniformity)
- Avoiding redundancy, jargon and clumsy words, rephrasing complex sentences
- Reader friendliness and refinement

Design and Production Service-

- We offer end-to-end design and production services in
- Invitations
- Brochures
- Flyers
- Posters
- Banners
- Hoardings
- Conference Proceedings
- Magazines
- Newsletters
- Annual Reports
- Prospectus
- Planners (Calendars, Diaries etc)
- Directories
- e-Publishing

These services are rendered by our skilled team of graphic designers utilizing the latest tools and machines as per the set industry norms.

13.3 Office address with phone number and email

Manipal Universal Press
5th Floor,
Advanced Research Centre,
Manipal Academy of Higher Education,
Manipal, Karnataka, India 576 104

Email id- mup@manipal.edu
supportmup@manipal.edu

Contact No.- (0820) 2922516
(0820) 2922954

14. Research Coordinators, Research Cell, KMC

Sl no.	Name	Email id	Contact number
1.	<u>Innovation Cell / Hackathon</u>		
	Chief- Dr. Zeeshan Hameed BM, Associate Professor Department of Urology	zeeshan.hameed@manipal.edu	9741970101
	Dr. Soniya Shenoy, Assistant Professor Department of Psychiatry	sonia.shenoy@manipal.edu	9844056794
	Dr. Sandesh U Assistant Professor Department of Anaesthesiology	sandesh.shet@manipal.edu	9845611959
	Dr. Mohan V Bhojaraj Assistant Professor Department of Nephrology	mohan.vb@manipal.edu	9902548725
	Dr. Nitin Gupta Assistant Professor Department of Infectious Diseases	nitin.gupta@manipal.edu	7838340627
	Dr. Sandeep Kumar B K Associate Professor Department of Paediatrics	kumar.sandeep@manipal.edu	8197120018
	Dr. Suyog Shetty Assistant Professor Department of Urology	suyog.shetty@manipal.edu	7561807182
	Dr. Shubhashree Uppangala Assistant Professor Department of Clinical Embryology	shubha.u@manipal.edu	9480009731
2.	<u>UG Publication Division</u>		
	Chief- Dr. Revathi P Shenoy Associate Professor Department of Biochemistry	revathi.shenoy@manipal.edu	9449367734

	<p>Dr. Eshwari K Assistant Professor Department of Community Medicine</p> <p>Dr. Naveen Kumar A N Professor & Head Department of Surgical Oncology</p> <p>Dr. Sadhana Holla Assistant Professor Department of Pharmacology</p> <p>Dr. Sivakumar G Assistant Professor Department of Physiology</p>	<p>eshwari.k@manipal.edu</p> <p>naveenkumar.an@manipal.edu</p> <p>sadhana.holla@manipal.edu</p> <p>sivakumar.g@manipal.edu</p>	<p>9880460083</p> <p>9969523579</p> <p>8746828049</p> <p>9844171014</p>
3.	<p><u>PG Publication Division</u></p> <p>Chief-Dr. Muralidhar Kulkarni Associate Professor Department of Community Medicine</p> <p>Dr. Mohan Babu Amberkar Associate Professor Department of Pharmacology</p> <p>Dr. Shalini Assistant Professor Department of Medical Genetics</p> <p>Dr. Devaraj K Assistant Professor Department of OTO Rhino Laryngology</p> <p>Dr. Barnini Banerjee Associate Professor Department of Microbiology</p> <p>Dr. Badareesh L Associate Professor Department of General Surgery</p>	<p>murali.kulkarni@manipal.edu</p> <p>mb.amberkar@manipal.edu</p> <p>nayak.shalini@manipal.edu</p> <p>devaraja.k@manipal.edu</p> <p>barnini.banerjee@manipal.edu</p> <p>badareesh.l@manipal.edu</p>	<p>9844810917</p> <p>9886369607</p> <p>9964043502</p> <p>9999662597</p> <p>9916618746</p> <p>9844774035</p>

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15. Appendix

15.1 Repository list

Sr. No.	List of Documents	List of Dynamic Data (of last 3 to 5 years)	Policy
1	Form 12 A	BOM Members	Anti Bribery Policy
2	Gazzate	Trust Trustees	Anti Child Labour policy
3	Bank Details	Annual Reports	Financial Policy
4	Address Proof	Audited Financial Reports	Recruitment Policy
5	CA Certificate	HR Details	Purchase policy
6	FCRA Certificate	Budget	Redressal of Sexual Harrasment Policy
7	SIRO Recognition and Registration	IT Receipts	Academic Dishonesty & plagiarism Policy
8	GST Certificate	Sanction Letters/orders from the agencies	Research Incentive Policy
9	Millenium Alliance Brochure	List of Govt. Grants	Faculty Award Incentive Research Policy (FAIR - Revised)
10	DSIR Certificate	List of National Grants	MAHE Research Policy
11	NGO Darpan Registration Details	List of International Grants	Intellectual Proptert Policy
12	Agency Profile	List of Erasmus CBHE Grants	Academic Harrasment policy
13	PAN	NAAC Self Study Report	
14	PFMS Registration	Quality Assurance Report	
15	SIRO Certificate		
16	Trust Deed		
17	Trust Registraion Certificate		
18	MOA		
19	Statutory Auditors Appointment		
20	TAN		
21	NAAC Certificate		
22	List of regulatory / accrediting bodies for our colleges		
23	GST Certificate		

15.2 Incentive policy



Incentive for Research Publication – Revised (With effect from 1st August 2020)

1) Objectives:

- 1.1) To encourage faculty members and students of Manipal Academy of Higher Education (MAHE) to publish their research outcomes in quality journals, as provided in the MAHE approved list of journals.
- 1.2) To improve the quality and citations of research publications from MAHE.

2) Applicability:

- 2.1) The faculty and student publications having MAHE affiliation, published in MAHE approved journals list after August 01, 2020 shall be considered for Incentive points.
- 2.2) Short surveys, letter to the editor, erratum, replies to articles, conference abstracts and articles in press **do not** qualify for incentive points.
- 2.3) Faculty members who are relieved on retirement/ resigned and relieved from their duties (with an unmarred service record) and publish their research work after August 01, 2020 are eligible to receive the incentives. However, the claim for incentives can be made within one year of relieving. Students may also apply within one year of being awarded the degree. Therefore, the eligible faculty members/students shall claim their incentive points within one year from the date of relieving as mentioned in this clause, failure of which will make them ineligible to claim incentives thereafter.

3) Eligibility:

- 3.1) Fulltime faculty members/ students who are on the rolls of MAHE including faculty members appointed under post retirement engagement policy are eligible for incentive points.
- 3.2) For faculty members, incentive points will be awarded for the articles published only after meeting the requirements of minimum two mandatory publications, annually (Calendar year Jan-Dec). The mandatory publications shall include only research and review articles published in the MAHE approved journals list.
- 3.3) Fulltime PhD scholars of MAHE are eligible for incentive points after fulfilling their mandatory requirement of minimum two publications in MAHE approved journal list.
- 3.4) Students enrolled for Post-graduation/ PG Diploma and Super-specialty courses of MAHE are eligible for incentive points after fulfilling their mandatory requirement of minimum one publication in MAHE approved journal list.
- 3.5) All undergraduate students of MAHE are eligible for incentive points for research publication published in MAHE approved journal list.

4) Responsibility:

- 4.1) The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval, if applicable, and background checks about the potential, possible, or probable predatory scholarly journals before communicating the manuscript.
- 4.2) The names of authors eligible for incentive points must be furnished by the first author or corresponding author while uploading the paper on Research Data Management System within a month from the time of publication.
- 4.3) MAHE shall reserve the rights to revise the research incentive policy periodically.
- 4.4) Incentive points shall be awarded only after the paper (with Volume and page number) appears in Scopus.
- 4.5) MAHE approved list of journals would be updated in January and July every year and communicated across the university.

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- 4.6) Publications having no proper/correct affiliation of MAHE authors (includes first author, coauthor(s) and corresponding author) shall not be awarded incentive points,

5) Maximum Incentive:

- 5.1) Original research articles, review articles published in MAHE approved journals list only qualify for the maximum award incentive as per the cap provided.

Percentile as per Cite Score [Annexure III]	First Author (a)	Corresponding Author (b)	Co-Author(s) (c)**	Maximum Incentives (Per paper)
Q1 (Top 1%)	36	36	36	108
Q1 (Top 10%)	24	24	24	72
Q1 (75-89%)	18	18	18	54
Q2 (50-74%)	12	12	12	36
Q3 (25-49%)#	6	6	6	18

Authors can claim incentive points for a **maximum of three papers in a calendar year** for papers published in Q3 journals.

** The incentives to be equally shared among MAHE affiliated co-authors.

Note: In case of single author paper, an author can claim incentives either as first author or corresponding author.

Faculty members can publish papers in Q4 journals of MAHE approved list, towards meeting their minimum two annual publication requirements. There shall be no reimbursement of APC and incentive points for these papers published in Q4 journals.

Two papers captured in Scopus (published in the MAHE approved list of journals), with minimum points, for a faculty member in a given calendar year (Jan to Dec) would be counted towards mandatory requirement. Faculty members can claim incentive points for the remaining papers thereafter, excluding mandatory papers, as mentioned above.

- 5.2) The maximum incentive award for **short communication and case reports** published in MAHE approved journal list are given below. The papers published in this category will not attract additional reward incentive.

Percentile as per Cite Score	First Author	Corresponding Author	Co-Author(s)**	Maximum Incentives
Q1 and Q2	4	4	4	12

** The incentives to be equally shared among MAHE affiliated co-authors

Note: In case of a single author paper, an author can claim incentives either as first author or corresponding author.

- 5.3) Additional points or reward incentives are given to the papers published as listed below. The additional incentive points shall be equally distributed among all MAHE affiliated authors.

- Corporate collaborations (National/International) - (10%)
- International Collaborations with Universities ranked among Top 500 in QS rankings (at the time of publication) - (15%)
- International Collaborations with Universities ranked among Top 100 in QS rankings (at the time of publication) - (25%)

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d) MAHE affiliated authors who publish 08 or more papers (only research/review article) in a calendar year - (20%)

5.4) Additional incentive points would be given to authors for papers published in journals, 'Nature' and 'Science' as listed below. The additional incentive points shall be equally distributed among all MAHE affiliated authors.

Journal	First Author	Corresponding Author	Co-Author(s)	Maximum Incentives
Nature (ISSN:0028-0836)	20	20	10*	50
Science (ISSN:0036-8075)	20	20	10*	50

* In case of only co-authors from MAHE listed in papers published in Nature and Science. If more than one MAHE affiliated co-authors are listed, 10 points would be equally distributed among all co-authors.

Note: In case of a single author paper, an author can claim incentives either as first author or corresponding author

These research incentive points would be carried forward to the next calendar year.

6) Books/ Book Chapters:

Books/Book Chapters published in Scopus indexed books shall receive incentive points as mentioned below.

Type of publication	Author
Book Chapter**	03
Book (Edited*/Authored**)	09

* For an Edited Book, only MAHE faculty members who are Editors shall receive incentive points. In the case of more than one Editor for a particular book, maximum points shall be equally distributed among all MAHE affiliated Editors.

** MAHE affiliated author shall receive full incentive points. In case of multiple authors from MAHE for the same book/book chapter, the maximum points will be equally distributed among MAHE affiliated authors.

7) Plagiarism and related issues:

In the event of any conflict about authorship or complaints related to scientific misconduct, a committee shall be appointed by the Directorate of Research under the direction of the university to investigate the matter as per the policy adopted by MAHE.

8) Incentive points for attendance in International conference:

- 8.1) Accumulated incentive points can be encashed with the approval of Head of Institution and the Registrar, MAHE. One incentive point is equivalent to Rs.1000 (INR one thousand only).
- 8.2) The points when not encashed could be accumulated to attend specialty conference(s) (conference organized by Professional Bodies/ Associations or conferences based on MAHE guidelines on attending conferences) only after prior approval from the Institutional Research Committee (IRC)/Head of the Institution and the Registrar, MAHE.

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- 8.3) Scheme for redemption of accrued points for participating in International Conferences is detailed in a tabular format below.
- 8.4) Only economy airfare and conference registration charges will be covered under this scheme.
- 8.5) The accommodation charges and per diem allowance shall be utilized from the annual conference entitlement as per the 'Travel Expenses Reimbursement' policy of MAHE.

Points* required	Country / Region
30	Within SAARC and Middle Eastern Countries excluding Turkey and Egypt
48	Within SE Asian Countries, Africa, Turkey, Egypt and other Asian countries
72	Within Europe, Australia, New Zealand
96	Within North America, South America, Central America, Latin America and Caribbean Countries

* Points earned through publications and granted patent incentive

9) Article Processing Charges (APC):

The faculty author(s) can utilize the incentive points to meet APC for journals included in MAHE approved journals list (excluding Q4 journals) only, upon approval from the Directorate of Research, MAHE, Manipal. Reimbursement of APC from the Conference entitlement policy of MAHE will be applicable only towards journals (excluding Q4 journals) in MAHE approved journals list, subsequent to approval from the Directorate of Research, MAHE, Manipal.

10) The existing incentive points:

The existing incentive points accrued by the faculty members as on Jul 31, 2020 shall be carried forward to be incentivized/encashed according to the new policy effective as on Aug 1, 2020.

Annexure I: MAHE Policy on Academic dishonesty and Plagiarism

Annexure II: Ethics in research [Data Integrity and Management]

Annexure III: MAHE approved list of Journals

This policy supersedes all earlier circular(s) on the subject (including FAIR and PRAISE).

REGISTRAR

REGISTRAR

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15.3 Research Data Management System (RMS)



Research Data Management System

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Research Data Management System

Introduction:

Research Data Management System (RMS) helps in activities associated with tracking the Research work at Manipal University. RMS is developed to streamline the research activity related data collation, data verification process and data reporting. This software helps to enable the staff members to record their Project grant data.

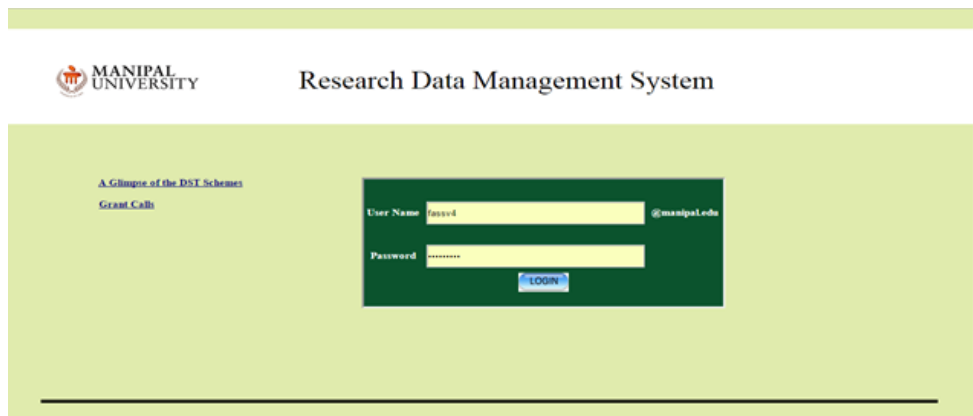
RMS User Manual:

This document is mainly to help the user know how to use this application, which is described below in the following steps.

It also contains the detailed instructions regarding the usage of the system and the screenshots of it, which is helpful to understand the software easily.

Faculty Login:

The user must enter his/her Manipal Edu mail id and the corresponding password to enter the application. Depending on the user role, the login will direct the user to the respective sections of the application.





Research Data Management System

Publication:

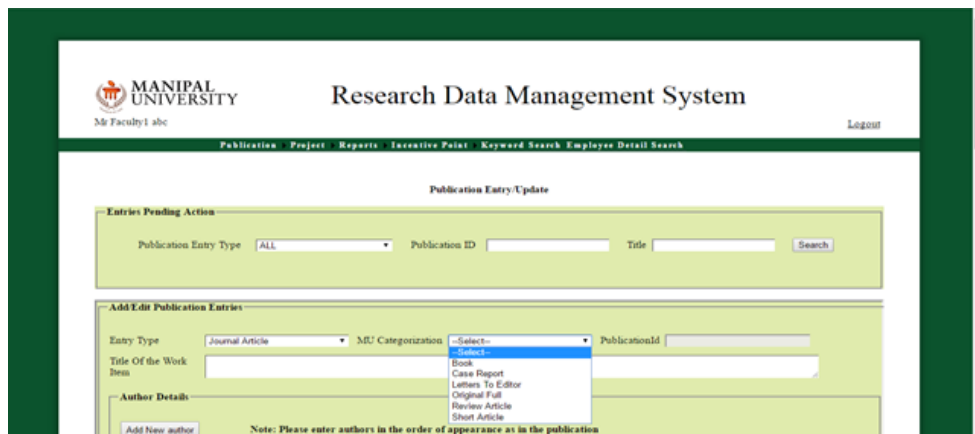
The faculty members can add/edit the publication they worked on and submit the publication for the approval. The respective Research coordinator can approve/rework the publication entries. Approved publication will be now available for the library clerk for uploading them to the E-Print.

Publication Entry:

- To create a new publication entry, use the publication entry option on the top navigation.
- Enter the required basic information in the publication entry page.
- Faculty can do the publication entry, update and search.



- Select publication entry type, MU categories





Research Data Management System

Add new author:

- Faculty can add new author (MU/NonMU) and select author type as primary author or co-author. He also has the right to add new authors and also remove authors.

Journal Publication details:

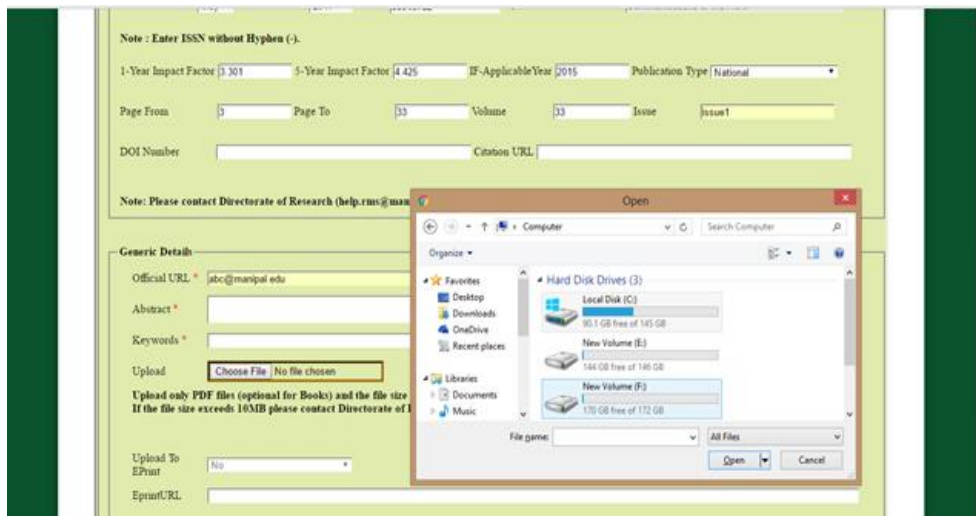
- Journal details entry can be done by entering ISSN id or he can select the Journal from the available search window



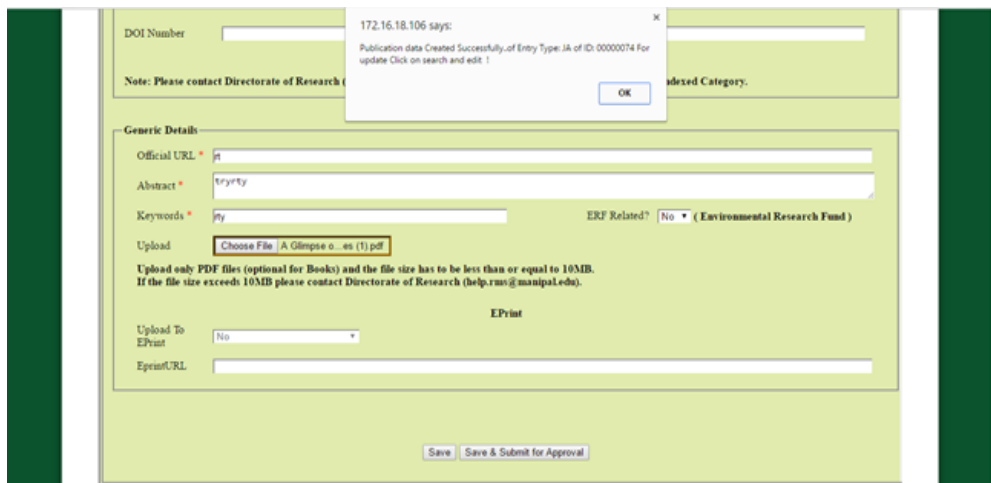
Research Data Management System

Upload:

- Choose the file to upload.



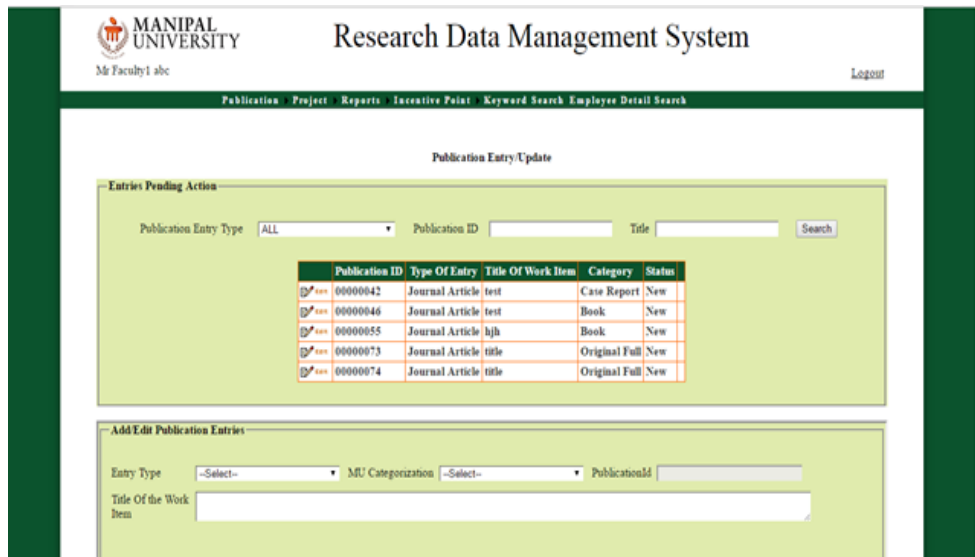
- After entering the required information on click of save button will give alert message as Publication data created successfully with Entry type and Publication ID.



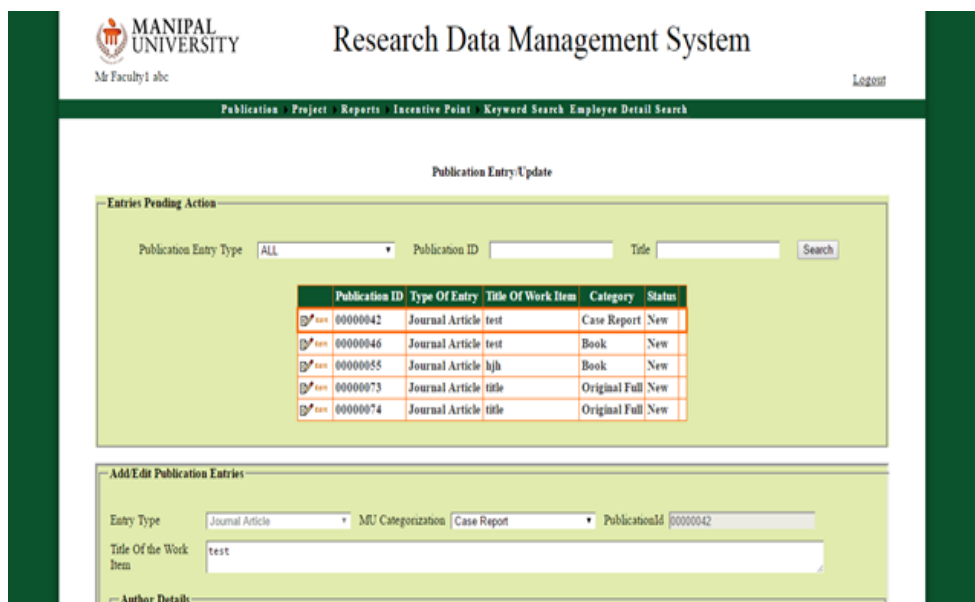
- On Search page faculty can search the list of the saved items.



Research Data Management System



- Selecting 'Edit' button will open details of respective Publication entry – user can edit if any changes requires.



- After all the details are saved faculty has the option to submit or self-approval depending on the condition



Research Data Management System

Generic Details

Official URL:

Abstract:

Keywords:

Upload: | A Glimpse o... as (1).pdf

Upload only PDF files (optional for Books) and the file size has to be less than or equal to 10MB. If the file size exceeds 10MB please contact Directorate of Research (help.rmc@manipal.edu).

ERF Related? (Environmental Research Fund)

EPrint

Upload To EPrint:

EprintURL:

- After submitting it will display alert message saying Publication submitted successfully.

The page at 172.16.19.139 says:

Publication Submitted Successfully, of Entry Type: JA of ID: 00000002

Publication Entry: Update

Search

Publication Entry Type: Publication ID:

PublicationID	TypeOfEntry	PubJournalID	PubInJAMonth	PubInJAYear	ImpactFactor	Status
00000003	JA	1000-9000	1	2018		New

Entry Type: MU Categorization: PublicationID:

Title Of the Work Item:



Research Data Management System

Evaluation Form Download

- After the article is uploaded to e-print evaluation form can be downloaded

The screenshot shows the 'Print Evaluation Form' page. At the top, there is a search bar with 'Publication ID' and 'Title' fields, and a 'Search' button. Below the search bar is a table with the following data:

	PublicationID	Type Of Entry	Title Of Work Item	Category	Status	Student Publication
View	00000068	Journal Article	ryh	Original Full	Approved	Y
View	00000066	Journal Article	fgh	Book	Approved	N
View	00000065	Journal Article	gkv	Case Report	Approved	N
View	00000064	Journal Article	ty	Letters To Editor	Approved	N
View	00000062	Journal Article	kljklj	Letters To Editor	Approved	N

Research Coordinator(RC) Login:

The screenshot shows the login page for a Research Coordinator. It features a login form with the following fields and elements:

- User Name:** A text input field containing 'fmsu2' and a dropdown menu showing '@manipal.edu'.
- Password:** A password input field with masked characters '*****'.
- LOGIN:** A blue button to submit the login information.

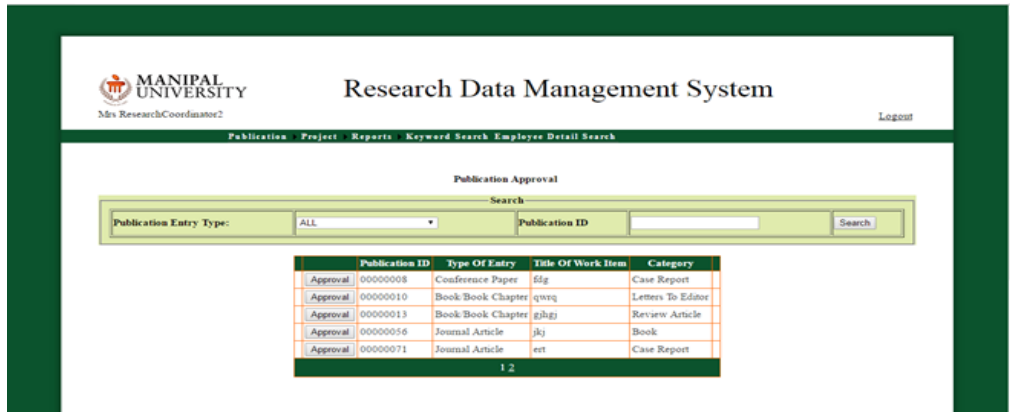
On the left side of the page, there are links for 'A Glimpse of the DST Schemes' and 'Grant Calls'.



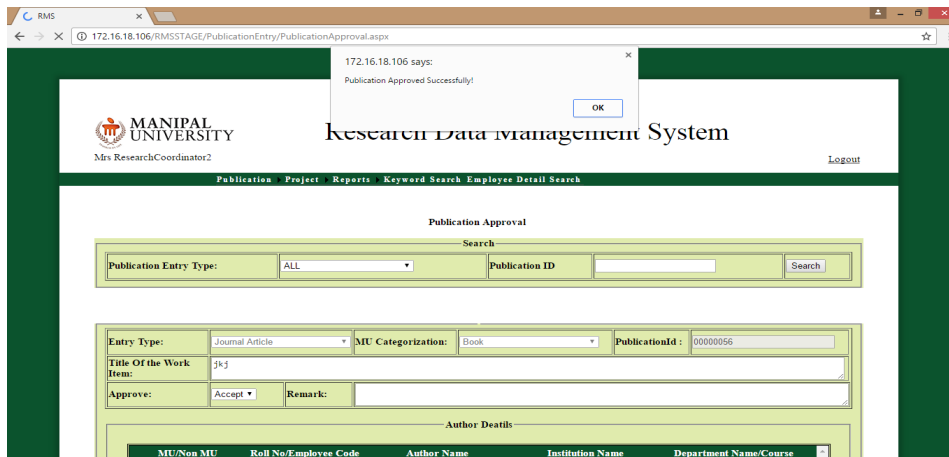
Research Data Management System

Publication Approval:

- The submitted publication details are sent to the RC for approval. On click of Search button the publication which are pending for approval are listed out.



- Selecting 'approval' button will open details of respective Publication entry. On click of approval it will alert message as Publication approved successfully.
- If approval is rejected, then it will send back file to author.

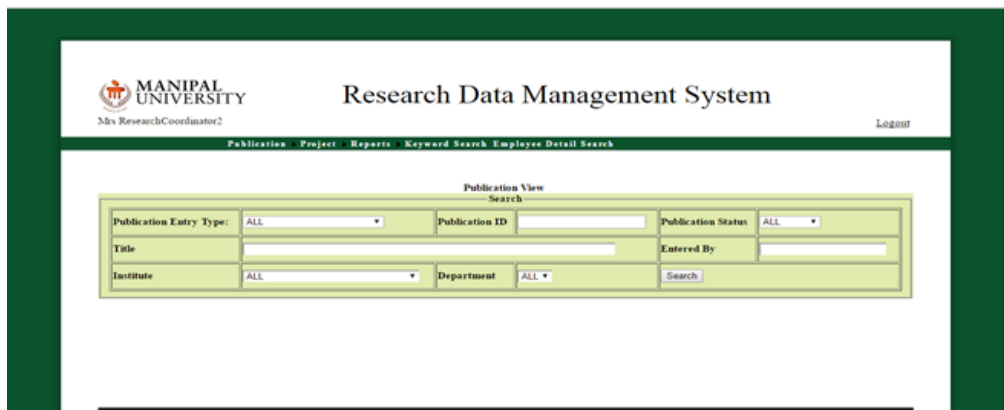




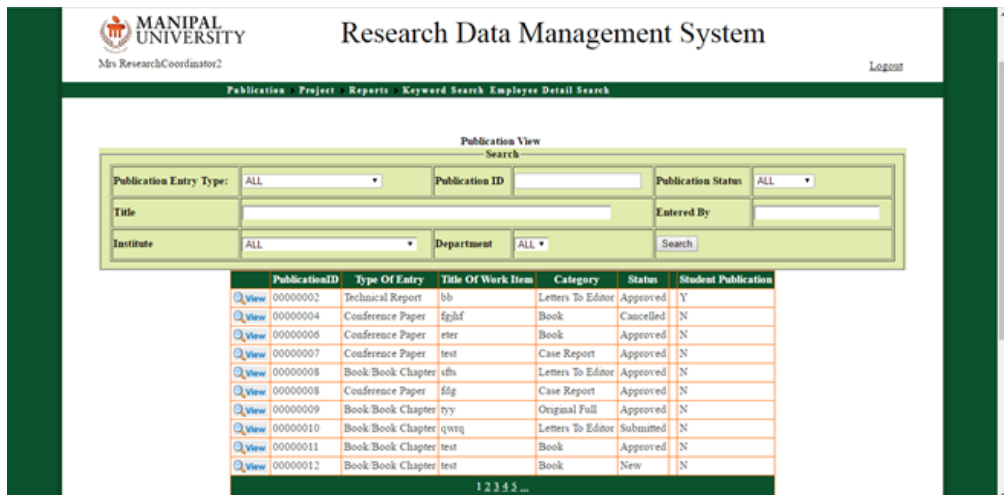
Research Data Management System

Publication View:

- User can search by entering publication entry type or publication status which is approved, cancelled, submitted etc.



- On click of Search button the publication entry details will be listed out.





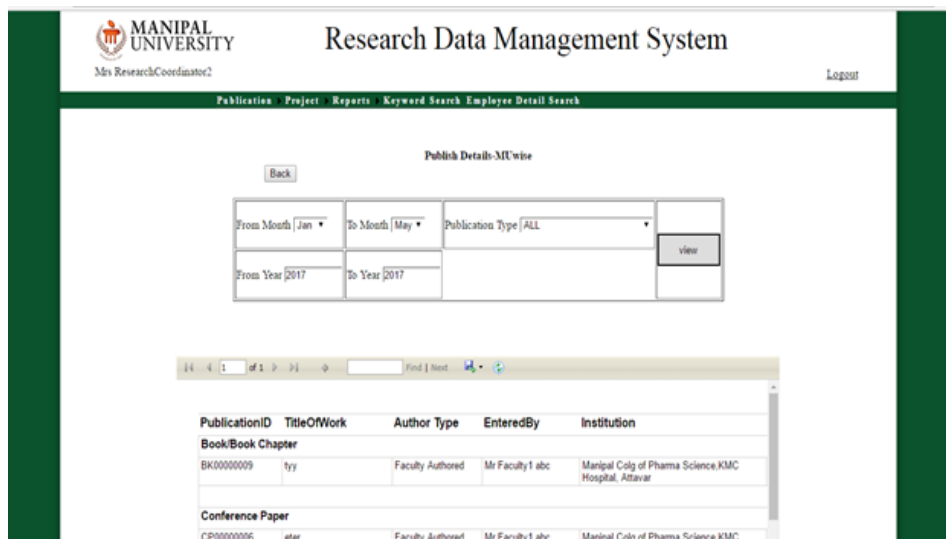
Research Data Management System

Publications Reports:

- User can view report by MU wise, Employee Id wise, Institute-Department wise, Journal wise, Continent-wise, Faculty Authored - Journal wise, Student Authored-Journal wise.



- **MU wise:**





Research Data Management System

- **Journal wise:**

The screenshot shows the 'Publish Details-Journalwise' page. It includes a navigation menu with 'Publication', 'Project', 'Reports', 'Keyword Search', and 'Employee Detail Search'. The page title is 'Research Data Management System'. Below the title, there are search filters for 'From Month', 'To Month', 'Indexed', 'From Year', 'To Year', and 'Status'. A 'view' button is present. Below the filters is a table with the following data:

PublicationID	TitleOfThe Publication	Category	Publication Type	Entered By	Author
JA0000036	test	Case Report	National	MR FACULTY1 ABC	MR FACULTY1 ABC MR. SUDHAKARA MR. BALAJI B BHAVYA BALAJI

- **Faculty Authored - Journal wise:**

The screenshot shows the 'Publish Details-Faculty Authored Journalwise' page. It includes a navigation menu with 'Publication', 'Project', 'Reports', 'Keyword Search', and 'Employee Detail Search'. The page title is 'Research Data Management System'. Below the title, there are search filters for 'From Month', 'To Month', 'Indexed', 'From Year', 'To Year', and 'Status'. A 'view' button is present. Below the filters is a table with the following data:

PublicationID	TitleOfThe Publication	Publication Type	Entered By	Author Name	Author
JA0000036	test	Case Report	MR FACULTY1 ABC	MR FACULTY1 ABC MR. SUDHAKARA UPADYA P MR. BALAJI B	CO-Author CO-Author CO-Author



Research Data Management System

- **Student Authored - Journal wise:**

The screenshot shows the 'Publish Details-Student Authored Journalwise' page. It includes a search form with fields for 'From Month', 'To Month', 'Indexed', 'From Year', and 'To Year'. Below the form is a table listing publications.

PublicationID	TitleOfThe Publication	Publication Type	Entered By	Author Name	Auth
JA00000038	test	Review Article	MR FACULTY1 ABC	MR SUDHAKARA UPADYA P	CO-Author
				DR. DEEPAK RAO B	CO-Author
				ROHIT SANJAY JAIN	Primary Au

- **Journal publication inter Institution wise:**

The screenshot shows the 'Journal Publication Details- Inter Institutions' page. It includes a search form with 'From Date' and 'To Date' fields. Below the form is a table listing publications.

Publication ID	Title of the publication	Keywords	Name of the Journal	Category	Emplic
00000197	test	test	AIAA Journal	Original Full	Mahe0 110021
00000198	test1	test	Communications of the ACM	Letters To Editor	Mahe0 110021



Research Data Management System

Department Wise-Incentive Points

- This Report can be viewed by RC, RDC, OFFICE Role.
- This Report will show the Details of total Points gained according to the publication date wise.

MANIPAL ACADEMY of HIGHER EDUCATION
(Chartered by the University under Section 3 of the UCAA Act, 1956)
 Mrs ResearchCoordinator2

Research Data Management System Logout

Patent Seed Money Publication Project Reports View Profile Search

Department Wise-Incentive Points

Back

Institution | ALL | Dept | ALL | Inclusive of Student | Yes | view

From Date | 20/12/2016 | To Date | 20/12/2018

Note : * Indicates Student

14 < 1 of 2 ? > Find | Next

Sr.No	Name	EmployeeCode	Institution
1	Dr. Srinivas Althai K	MAHE0000147	I C A S

Institution Wise Incentive Point Details

- This Report can be viewed by RC, RDC, OFFICE Role.
- This Report will show the Details of Fair Points, Praise Points, Patent Points, Adjustment Points, Additional Points, Utilization points, New schema Points and the Current balance of Faculty and Student.

MANIPAL ACADEMY of HIGHER EDUCATION
(Chartered by the University under Section 3 of the UCAA Act, 1956)
 Mrs ResearchCoordinator2

Research Data Management System Logout

Patent Seed Money Publication Project Reports View Profile Search

Institution Wise Incentive Point Details

Back

Institution | ALL | Dept | ALL | Member Type | ALL | view

Note : * Indicates Student

14 < 1 of 2 ? > Find | Next

Sr.No	Name	EmployeeCode	Institution
1	Dr. Srinivas Althai K	MAHE0000147	I C A S



Research Data Management System

- **Article Wise FAIR-PRAISE Points**
 - This Report can be viewed by RC, RDC, OFFICE Role.
 - This Report will show the Details of Article Wise Fair Points, Praise Points of Faculty and Student.

Post-approval:

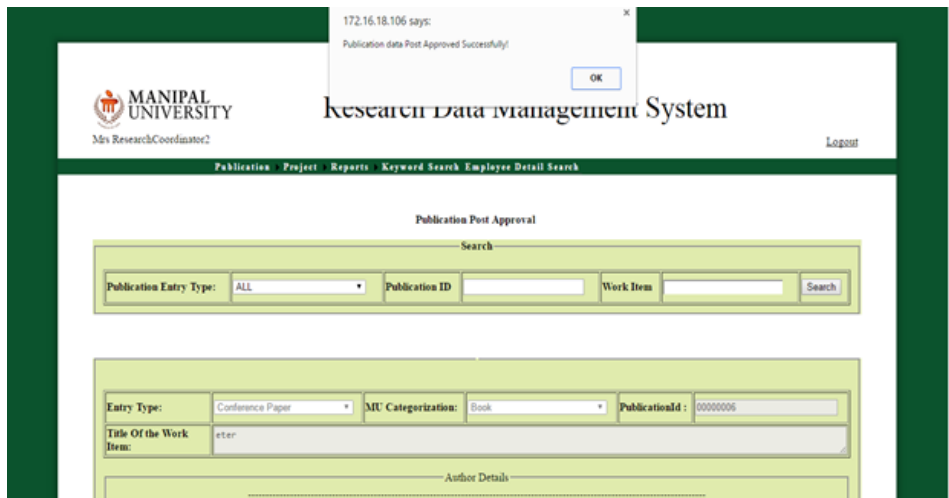
- Research coordinator have rights to post-approve. He will be provided an option to edit the Author details of Publication entry to add any missing authors to the list.
- Selecting ‘**Post Approval**’ button will open details of respective Publication entry – user can edit if any changes requires.

PublicationID	Type Of Entry	Title Of Work Item	Category	Student Publication
Post Approval 00000006	Conference Paper	eter	Book	N
Post Approval 00000008	Book:Book Chapter	sls	Letters To Editor	N
Post Approval 00000008	Conference Paper	slg	Case Report	N
Post Approval 00000009	Book:Book Chapter	ryy	Original Full	N
Post Approval 00000016	Journal Article	test	Case Report	N



Research Data Management System

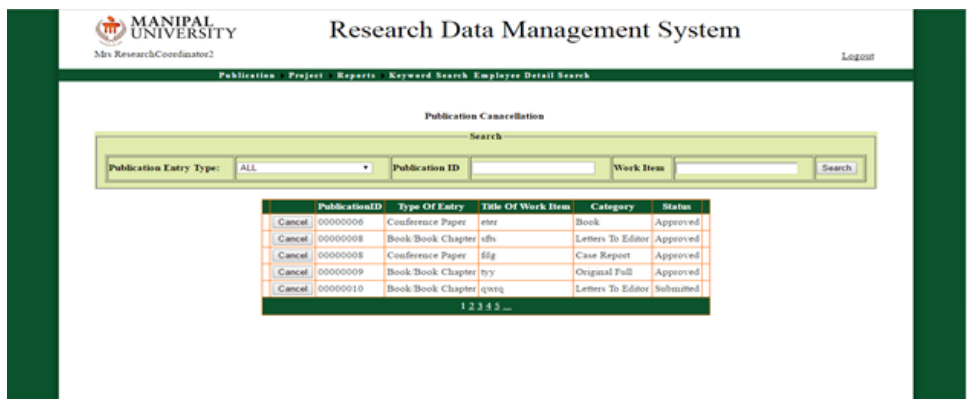
- On click of save button it will display alert message saying Publication data post approved successfully



Publication Cancellation:

RC have rights to cancel the publications.

- The publication details are sent to the RC for Cancellation. On click of Search button the publication which are pending for cancellation are listed out.



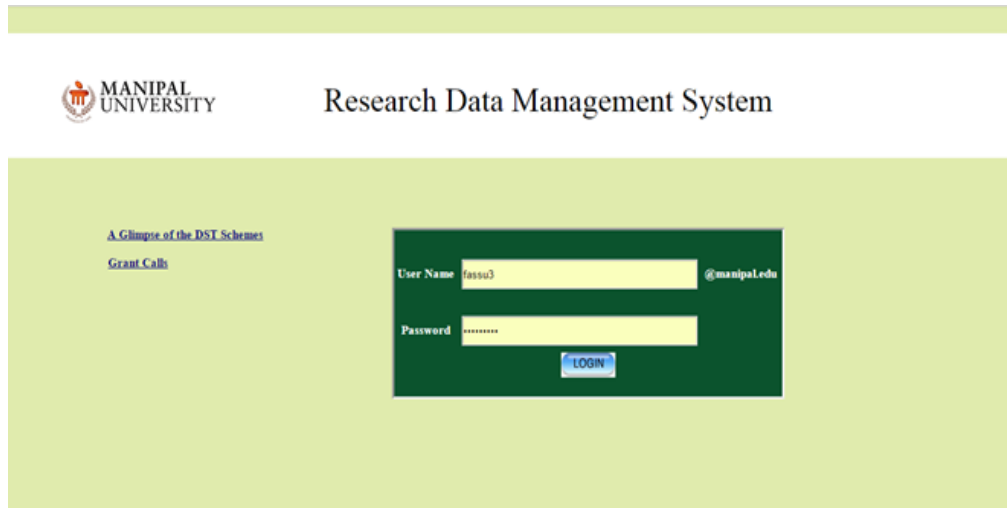
- On click of 'Cancel' button respective publication details are displayed. By entering remarks on cancellation, it will popup message saying publication data cancelled successfully



Research Data Management System



Research Director Clerk Login:

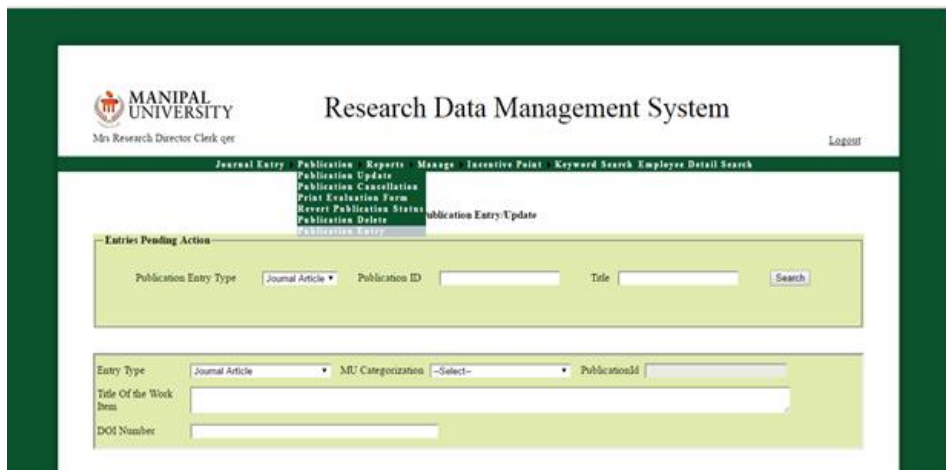




Research Data Management System

Publication Entry By RDC

- Student publication details can be entered by research directorate clerk.



- Upload to Eprint and EprintURL entry option is given to Student publication entry page for RDC role.



- Student publication entered by RDC is also applicable for incentive points entry.



Research Data Management System

172.16.18.106 says:
Incentive Point Saved successfully

OK

00000160

title

Journal Publish Details

Upload To E-Print Yes No

ISSN 00010782 Name Of Journal Communications of the ACM SNIP SJR

Publish Month Nov Publish Year 2017 1-Year Impact Factor 4.027 5-Year Impact Factor 6.469 IF-Applicable Year 2016

Author Details

Type	Author Name	Institution	Department/Course	Corr Auth	Author Type	Base Point	SNIP/SJR Point	Total Po
MU-Student	BHAVYA BALAJI	Kasturba Medical College	MBBS	No	CO-Author	2		2.00
MU-Student	DEVESH BHASKAR YERRA	Kasturba Medical College	MBBS	Yes	First Author	2		2.50
MU-Student	asha	KMC Hospital, Attavar	ADMINISTRATION	No	CO-Author	2		2.00

Save Approve

Publication Delete

- The duplicate publication details can be deleted.
- The publication details only with cancelled status are deleted.

MANIPAL UNIVERSITY
Mrs Research Director Clerk qer Logout

Journal Entry Publication Reports Manage Incentive Point Keyword Search Employee Detail Search

Publication Update
Publication Cancellation
Print Evaluation Form
Revert Publication Status
Delete Publication
Publication Entry

Search

Publication Entry Type: ALL Publication ID Search

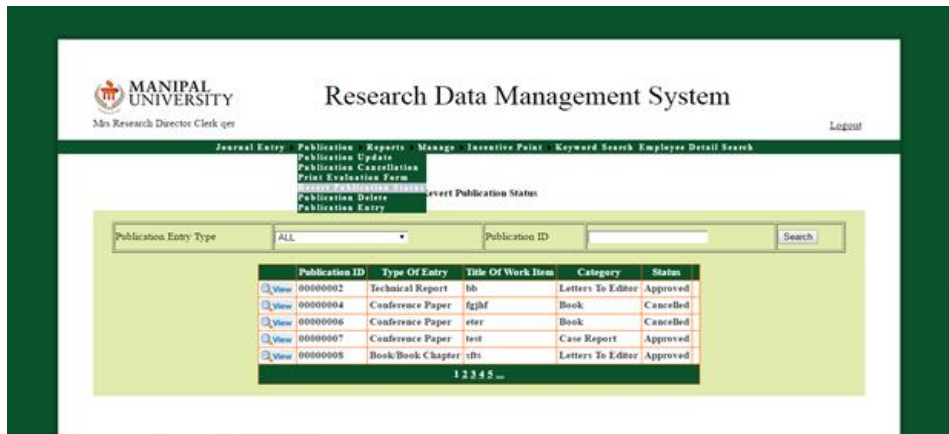
	PublicationID	Type Of Entry	Title Of Work Item	Category	Status
Delete	00000004	Conference Paper	Epjh	Book	Cancelled
Delete	00000006	Conference Paper	eter	Book	Cancelled



Research Data Management System

Revert Publication Status

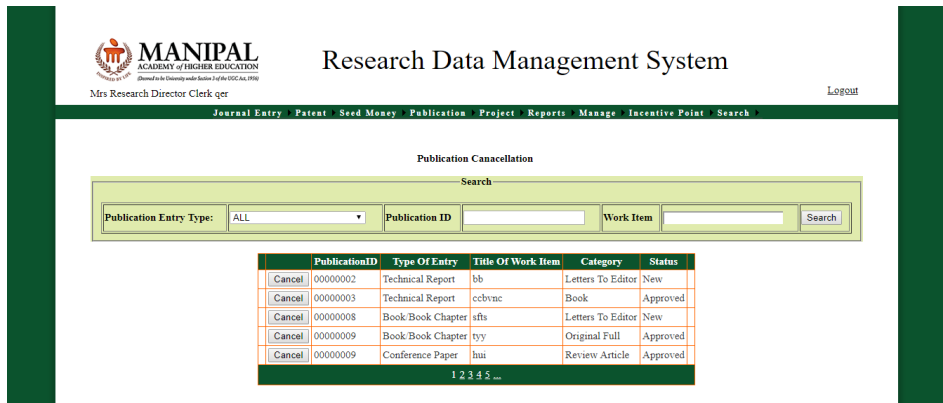
- Publication which is approved status can be reverted to new. The article is again send to author. They have to submit the publication details again.



Publication Cancellation:

RDC have rights to cancel the publications.

- The publication details are sent to the RDC for Cancellation. On click of Search button the publication are listed out.



- On click of 'Cancel' button respective publication details are displayed. By entering remarks on cancellation, it will popup message saying publication data cancelled successfully



Research Data Management System

Managing Journal:

MANIPAL UNIVERSITY
Mrs Research Director Clerk qer

Research Data Management System

Logout

Journal Entry Publication Reports Manage Incentive Point Keyword Search Employee Detail Search
Upload JC Report Search Journal Index Agency Message Alerts View Impact Factor

Managing Journal

ISSN: Title:

Category: --Select-- Abbreviated Title:

Year: Impact Factor: Five Year Impact Factor:

Comments:

Clear Save/Update

- Search the journal by selecting ISSN id or by selecting the journal name.

MANIPAL UNIVERSITY
Mrs Research Director Clerk qer

Research Data Management System

Logout

Journal

Search Journal Name: Search EXIT

ISSN	Title	Abbreviated Title
Select *****	JOHNSON MATTHEY TECH	JOHNSON MATTHEY TECH
Select 00010782	Communications of the ACM	COMMUN ACM
Select 00011452	AIAA Journal	AIAA J
Select 00011541	AICHE Journal	AICHE J
Select 00012092	AORN Journal	
Select 00012343	Archiv fur Rechts- und Sozialphilosophie	
Select 00012491	ASHRAE Journal	ASHRAE J
Select 0001253X	ASLIB PROC	ASLIB PROC
Select 00012610	Planning	
Select 00012815	Tissue Antigens	TISSUE ANTIGENS

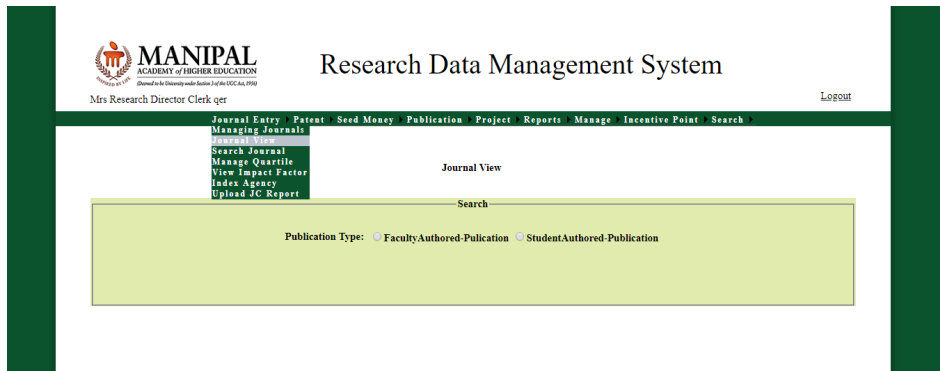
Clear Save/Update



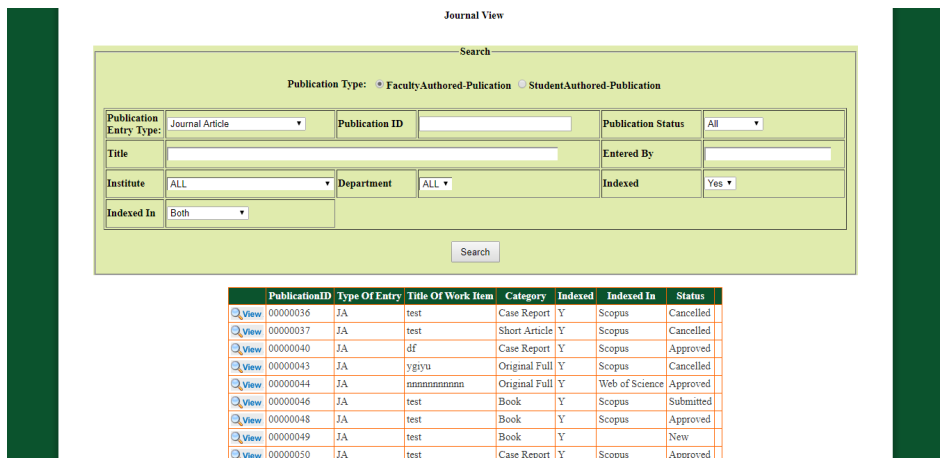
Research Data Management System

Journal View:

- Journal View will list out the faculty authored publication and Student authored Publication



- First we need to select the publication type



- Onclick of the search button will list out the publication based on the publication type.



Research Data Management System

Search Journal:

- Here we can search the journals by entering the Journal category or by Entering the ISSN value

ISSN	Year	Abbreviated Name	Title	Impact Factor	5-Year Impact Factor
00012		Others	AORN Journal	0.753	-
00012092	2017	.	AORN Journal	0.794	-
00012815	2014	TISSUE ANTIGENS	Tissue Antigens	2.137	2.039
00012815	2015	TISSUE ANTIGENS	Tissue Antigens	2.046	2.17
00012815	2016	TISSUE ANTIGENS	Tissue Antigens	1.596	1.68
00012815	2017	TISSUE ANTIGENS	Tissue Antigens	1.348	1.508
00012998	2014	SEMIN NUCL.MED	Seminars in Nuclear Medicine	3.342	3.751
00012998	2015	SEMIN NUCL.MED	Seminars in Nuclear Medicine	2.85	3.112
00012998	2016	SEMIN NUCL.MED	Seminars in Nuclear Medicine	3.63	3.5
00012998	2017	SEMIN NUCL.MED	Seminars in Nuclear Medicine	4.558	3.727

- On click of the search button the Journals are listed out.

View Impact Factor:

- Research director clerk can view the impact factor details.

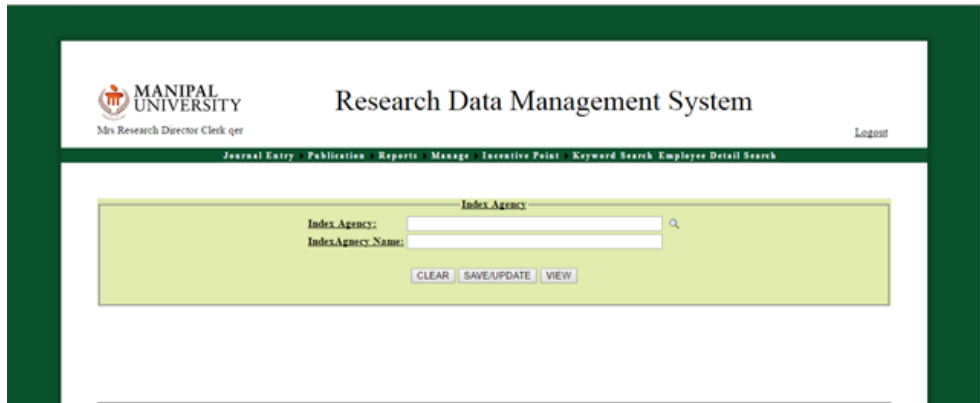
ISSN	Abbreviated Name	Title	Year	ImpactFactor	5-Year Impact Factor
*****	JOHNSON.MATTHEY.TECH	JOHNSON.MATTHEY.TECH	-	-	-
00010782	COMMUN.ACM	Communications of the ACM	2014	3.621	3.609
00010782	COMMUN.ACM	Communications of the ACM	2015	3.301	4.425
00011452	ALAA.J	ALAA Journal	2014	1.207	1.372
00011452	ALAA.J	ALAA Journal	2015	1.326	1.554
00011541	AICHE.J	AICHE Journal	2014	2.748	2.689
00011541	AICHE.J	AICHE Journal	2015	2.98	2.856
00012092	.	AORN Journal	-	-	-
00012343	.	Archiv für Rechts- und Sozialphilosophie	-	-	-
00012491	ASHRAE.J	ASHRAE Journal	2014	0.19	0.204



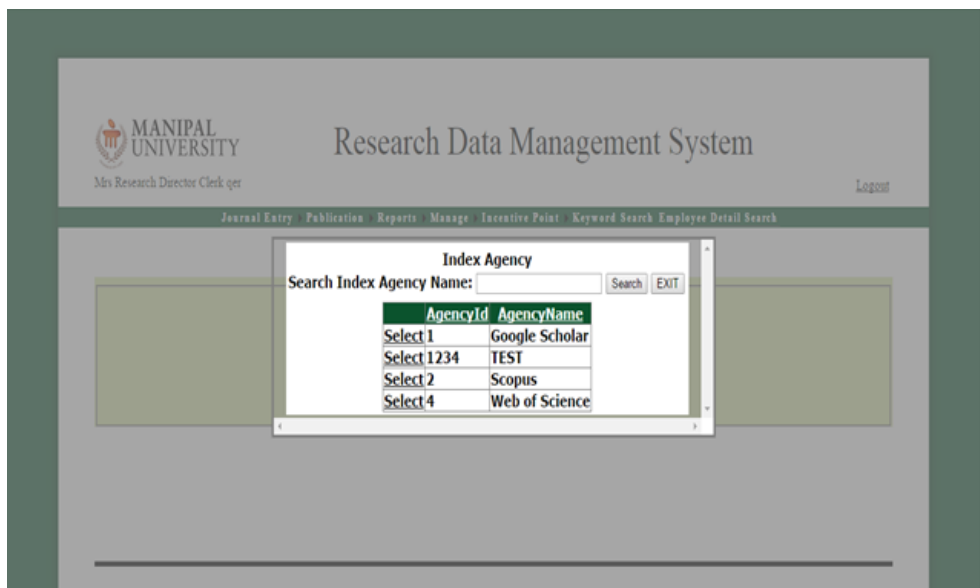
Research Data Management System

Index Agency:

User can add index agency details.



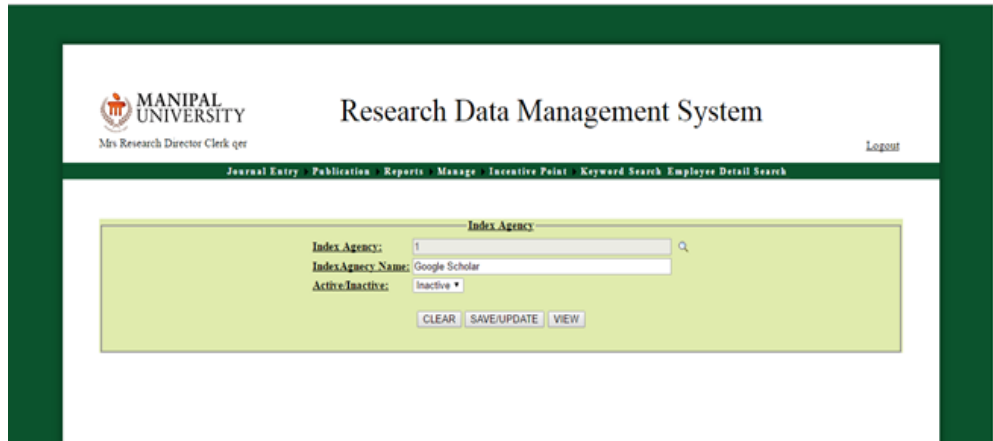
- Index agency in this user can select by searching agency id.



- After selecting the index agency here have option to save/update and view.

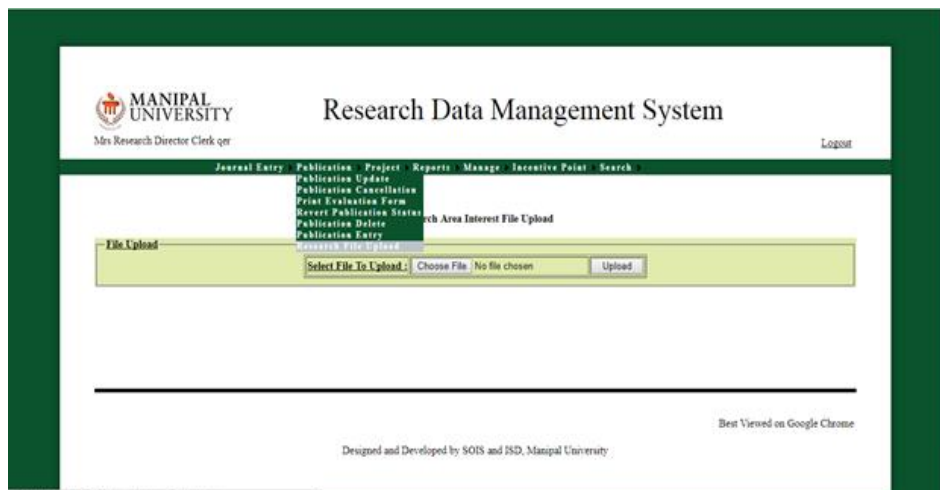


Research Data Management System



Research File Upload

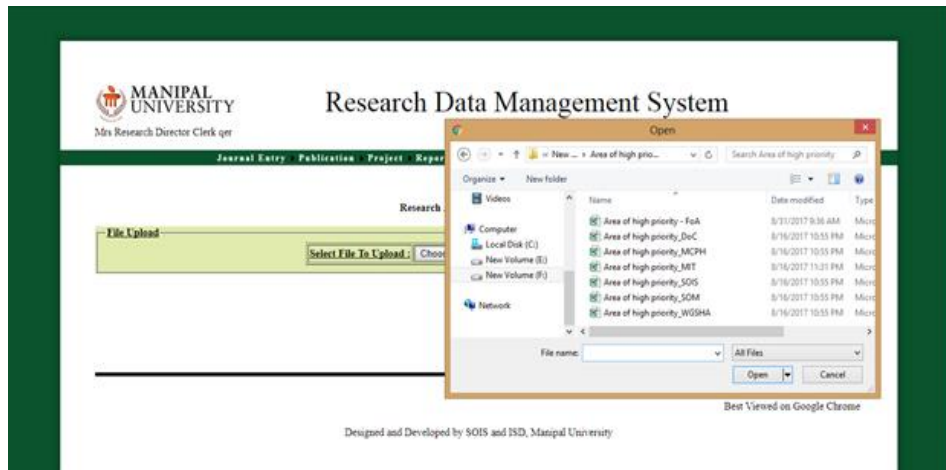
- New link is provided to upload excel file of Area of research interest.



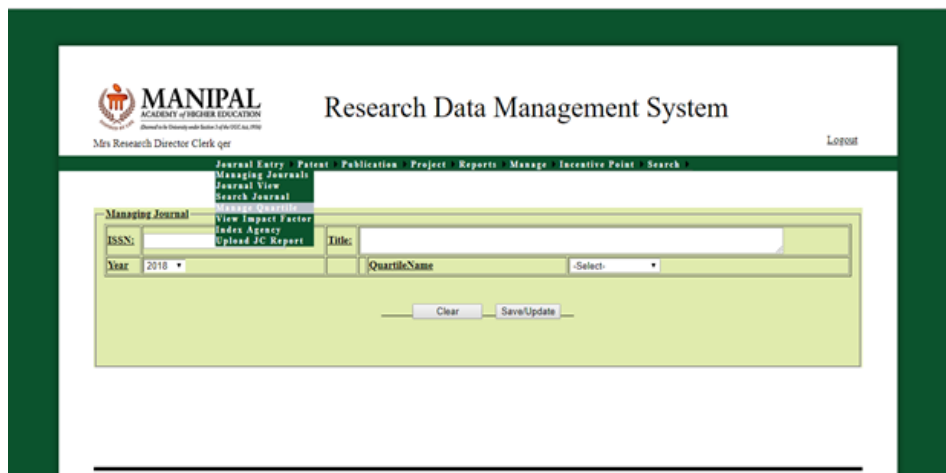
- Choose the excel file which need to be uploaded.



Research Data Management System



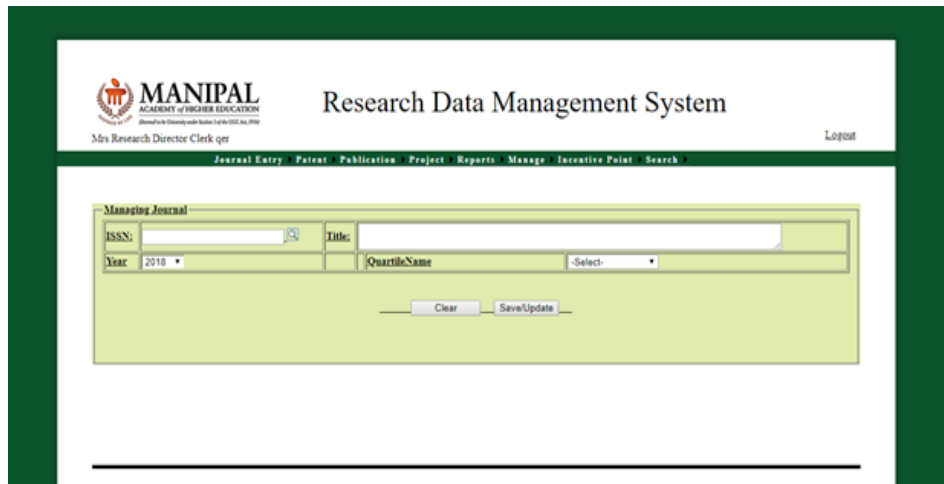
Manage Quartile:



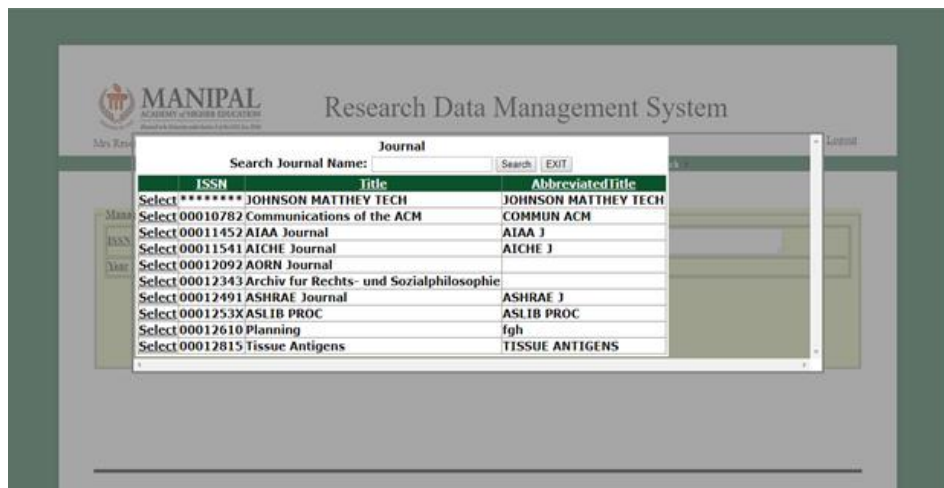
- To update the quartile value, Manage Quartile link is given to RDC Role.



Research Data Management System



- On Click of the image button list of journals with ISSN value will be displayed.

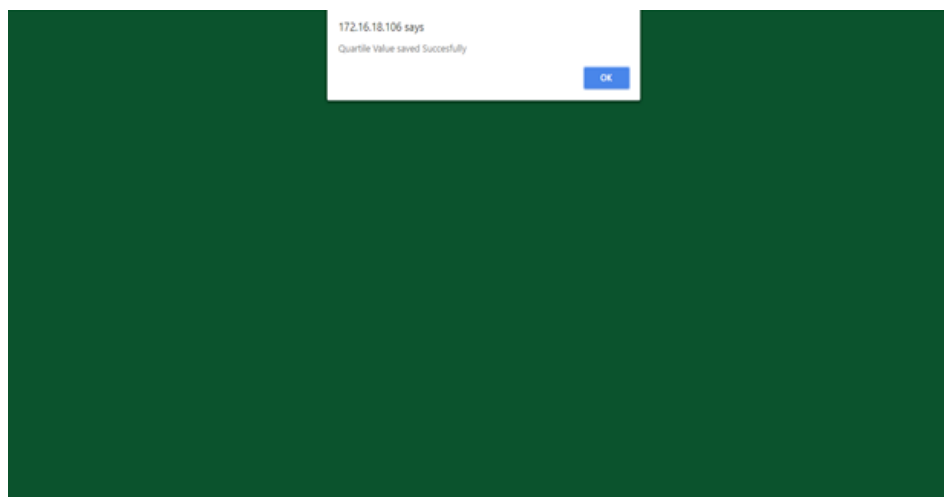


- Click on the select to select the journal value.



Research Data Management System

- Select the respective quartile value then click on Save/Update Button.



- On click of Save/Update button it will show alert message as Quartile Value saved successfully.



Research Data Management System

Manage User

- To Manage the User, Manage User link is given To RDC

- RDC Can Enter the New User Details or Update the existing User details.
- On click of the View Button will show the existing User Details

Upload JC Report:

- RDC can Upload the Impact factor of journals by excel sheet

- Choose the excel file then click on Upload button.



Research Data Management System

Auto Approval Settings

The screenshot shows the 'Auto Approve' form within the Research Data Management System. The user is logged in as 'Mrs Research Director Clerk qcr'. The navigation menu includes: Journal Entry, Patent, Seed Money, Publication, Project, Reports, Manage Agency, Incentive Point, Search, Manage User, and AutoApproval Settings. The form fields are: InstituteName (dropdown), DepartmentName (dropdown), AutoApprove (Yes/No dropdown), and Remarks (text input). An INSERT button is located at the bottom of the form.

- RDC can manage the Auto Approval Settings
- Select the Institution and department then select auto approve to Yes/No, Enter the Remarks Then Click on the Insert Button to save the Changes.

Admin Login:

User File Upload

- User File Upload is given to Admin Role On click of the Upload button the HR Data(Faculty details) From One Server are Copied To the RMS Database.

The screenshot shows the 'Upload User Data' page. A note states: 'Note: To update HR data click on upload button'. Below the note is an 'Upload' button. A table titled 'Previously updated user record(Max. 10)' displays the following data:

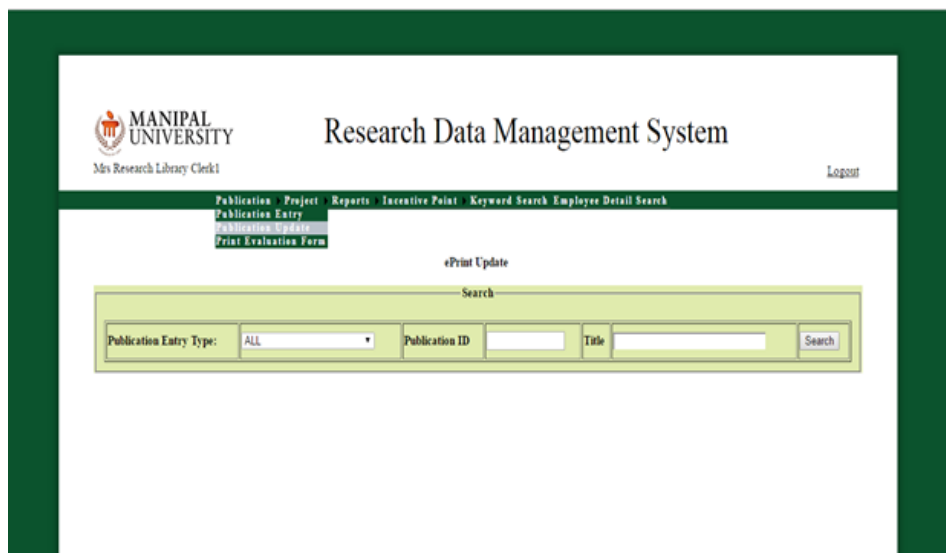
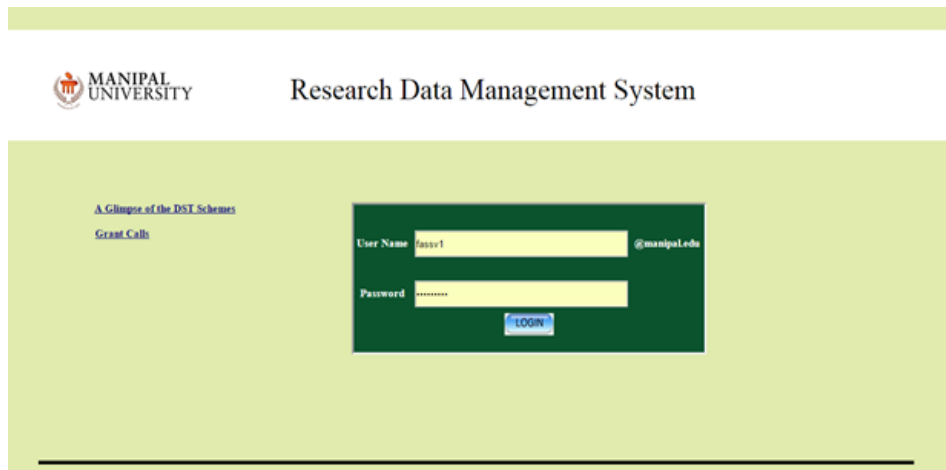
Date	New Record	Updated Record	Download File
04/11/2016 14:12:01	25	19	No File Generated
03/10/2016 17:13:07	35	25	No File Generated
06/09/2016 10:31:01	42	111	No File Generated
19/08/2016 17:15:13	130	2155	No File Generated

At the bottom of the page, it says 'Best Viewed on Google Chrome' and 'Designed and Developed by SOIS and ISD, Manipal Academy of Higher Education'.



Research Data Management System

Library clerk login:



- Publication with approved status are listed out
- User must select upload to E-Print option as Yes and has to enter Eprint URL then save it.



Research Data Management System

- After save it will show alert message as publication data uploaded successfully!!

PublicationID	Type Of Entry	Title Of Work Item	Category	Status
00000001	Book/Book Chapter	th	Letters To Editor	Approved
00000008	Conference Paper	fdg	Case Report	Approved
00000011	Book/Book Chapter	test	Book	Approved
00000039	Journal Article	test	Case Report	Approved
00000040	Journal Article	df	Case Report	Approved

- Faculty has given the option to insert, view and edit the research data. On click of Member Id user details, Publication details and Project details are shown in popup window.



Research Data Management System

Make ID	Author Name	Email Id	Institution	Department	ORC ID	Scopus ID1
Mabe021	FACULTY1 ABC	fasm4@manipal.edu	Manipal Colg of Pharma Science	Pharmacology	0000-0002-257189041911	
Mabe022	RESEARCHCOORDINATOR2	fasm2@manipal.edu	Manipal Colg of Pharma Science	Pharmacology	435046	4363

Publication ID	Entry Type	Title	View PDF	E-Print URL
00000025	Journal Article	test	View	test
00000027	Journal Article	test	View	test
00000028	Journal Article	test	View	fg
00000029	Journal Article	test	View	gd
00000040	Journal Article	df	View	ji
00000041	Journal Article	test	View	jk
00000042	Journal Article	test	View	



Research Data Management System

MANIPAL UNIVERSITY Research Data Management System

Mr Faculty1 abc Logout

Publication Project Reports View Profile Search

View and Manage Profile

Researcher ID Profile

Mame ID: Mame021
 ORCID: 0000-0002-25
 Scopus ID1: 57189041911
 Scopus ID2: 57189041911
 Scopus ID3: 57189041911

Note: Please merge multiple Scopus IDs, update ORCID too if there is any change

Domain & Area of Research Interest

Domain: Climate Modelling;women empowerment;Entrepreneurship;Environmental humanities;Hospitality;Sustainable Marketing;Hospitality;Gender and woman's studies;Research on Higher education;yyujeryt;testikk

Note: Enter Domain separated with colon(,)

Area of Research Interest:

Incentive Point:

- Research director clerk have rights to Incentive point entry, Article wise and Member wise point adjustment, Incentive point view.

MANIPAL UNIVERSITY Research Data Management System

A Glimpse of the DST Schemes Grant Calls

User Name: @manipal.edu

Password:



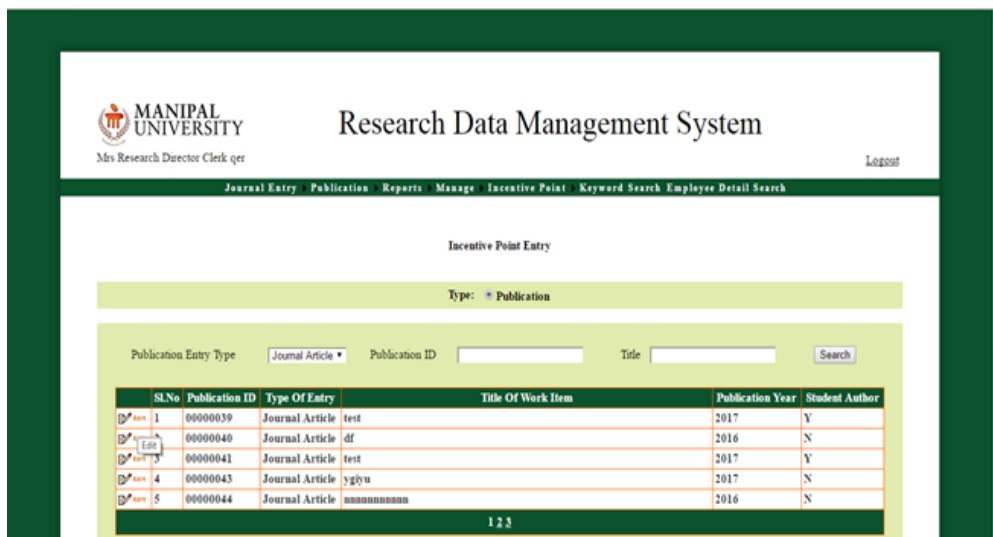
Research Data Management System

Incentive Point Entry/Approval:

- Incentive point entry can be done only after uploading to e-Print.
- Incentive point entry will be done Publication wise and only for Journal Articles.



- On click of Search button the publication which are approved are listed out.



- Selecting 'edit' button will open details of respective Publication entry – user can enter Base point and SNIP/SJR point and save it.



Research Data Management System

Publication Details

Entry Type: Journal Article | MU Categorization: Book | PublicationId: 00000054
 Title Of the Work Item: test

Journal Publish Details

Upload To E-Print: Yes No
 ISSN: 00010782 | Name Of Journal: Communications of the ACM | SNIP: | SJR: |
 Publish Month: Mar | Publish Year: 2017 | 1-Year Impact Factor: 3.301 | 5-Year Impact Factor: 4.425 | IF-ApplicableYear: 2015

Author Details

Type	Author Name	Institution	Department/Course	CorrAuth	AuthorType	Total Point	Base Point	SNIP/SJR Point
IJ-Staff	Mr SOLS	School of Life Sciences	ADMINISTRATION	No	CO-Author	0.5	0.5	
IJ-Student	BHAVYA BALAJI	Kasturba Medical College	MBBS	Yes	First Author	2.50	2	0.5
IJ-Staff	Dr Faculty	KMC, Manipal	Admissions	No	CO-Author	1.00	1	

Buttons: Save, Approve

- For Pre July Publications Incentive Point Entry is done according to the old schema.
- Changes in points entry system from October 2017 as per new policy is implemented.

Entry Type: Journal Article | 172.16.18.106 says: | PublicationId: 00000154
 Title Of the Work Item: test

Journal Publish Details

Upload To E-Print: Yes No
 ISSN: 00010782 | Name Of Journal: Communications of the ACM | SNIP: | SJR: |
 Publish Month: Oct | Publish Year: 2017 | 1-Year Impact Factor: 4.027 | 5-Year Impact Factor: 6.469 | IF-ApplicableYear: 2016

Author Details

Type	Author Name	Institution	Department/Course	CorrAuth	AuthorType	Base Point	SNIP/SJR Point	Total Point
MU-Staff	Mr Faculty1 abc	Manipal Colg of Pharma	Pharmacology	No	First Author	12	1	13.00
MU-Staff	Ms Savitha	MAHE - University Office	Accounting & Finance	Yes	CO-Author	12	1	13.00

Buttons: Save, Approve

- Changes in points entry system from Post July 2018 as per new policy is implemented.
- For Post July 2018 Publications Incentive Point Entry is done according to the quartile value.



Research Data Management System

Publication Details

Entry Type: Journal Article | MAHE Categorization: Original Full | PublicationId: 0000236

Title Of the Work Item: p/h

Journal Publish Details

Note: Quartile Value not found please Update the Quartile Value.

Upload To E-Print: Yes / No

ISSN: 0001253X | Name Of Journal: ASLIB PROC | SNIP: | SJR: |

Publish Month: July | Publish Year: 2018 | 1-Year Impact Factor: 1.147 | 5-Year Impact Factor: 0.8 | IF-Applicable/Year: 2015

Quartile:

Author Details

Type	Roll No/Employee Code	Author Name	Institution	Department/Course	CorrAuth	AuthorType	Base Point
MAHE-Staff	Maha021	Mr Faculty1 abc	Manipal Coly of Pharma	Pharmacology	Yes	CO-Author	
MAHE-Staff	11902458	Dr Nagendra	MAHE - University Office	Accounting & Finance	No	First Author	

Save | Approve

- If the Quartile value is not present, then Note will be displayed as The quartile value not found please update the quartile value.

Publication Details

Entry Type: Journal Article | MAHE Categorization: Review Article | PublicationId: 0000227

Title Of the Work Item: fit

Journal Publish Details

Upload To E-Print: Yes / No

ISSN: 00011452 | Name Of Journal: ASAA Journal

Publish Month: July | Publish Year: 2018 | 1-Year Impact Factor: 1.638 | 5-Year Impact Factor: 1.978 | IF-Applicable/Year: 2016

Quartile: Q2(Top 25-49)

Author Details

Type	Roll No/Employee Code	Author Name	Institution	Department/Course	CorrAuth	AuthorType	Base Point
MAHE-Staff	Maha021	Mr Faculty1 abc	Manipal Coly of Pharma	Pharmacology	Yes	CO-Author	12.00
MAHE-Staff	11902194	Ms Savitha	MAHE - University Office	Accounting & Finance	No	CO-Author	3.00
MAHE-Staff	11902213	Ms Vinutha	MAHE - University Office	Accounting & Finance	No	First Author	12.00
MAHE-Staff	11902458	Dr Nagendra	MAHE - University Office	Accounting & Finance	No	CO-Author	3.00

Save | Approve

- The Author can claim points for a maximum of 2 papers in a calendar year for the papers published in Q4 journals.
- The Author can claim points for a maximum of 4 papers in a calendar year for the papers published in Q3 journals.



Research Data Management System

Type	Author Name	Institution	Department/Course	Corr Auth	Author Type	Total Point	Base Point	SNIP/SJR P
MU-Staff	Mr Faculty1 abc	Manipal Colg of Pharma S	Pharmacology	No	CO-Author	1.00	1	
MU-Staff	Dr Dinesh Rao B	School of Information Sci	School of Information Sci	No	CO-Author	2.00	2	
MU-Staff	Mr. Sathyendranath Malli	School of Information Sci	School of Information Sci	Yes	First Author	1.00	1	

- On click of save button it will show alert message as Incentive point saved successfully.

- On click of Approve button it will show alert message as Incentive point approved successfully.



Research Data Management System

SNIP/SJR Point Entry:

- Publications for which Incentive point entry is already done are applicable for SNIP/SJR Point Entry.

The screenshot shows the 'SNIP/SJR Point Entry' search page. At the top, there is a navigation menu with options like 'Journal Entry', 'Patent', 'Publication', 'Project', 'Reports', 'Manage', 'Incentive Point', 'Search', 'Incentive Point Entry', 'MemberWise Point View', 'Team Wise Point View', 'Team Wise Point Adjustment', 'Additional Point Award', 'MemberWise Point Adjustment', and 'Additional Reward Incentives'. Below the menu, the user is logged in as 'Mrs Research Director Clerk qqr'. The main content area has a 'Type' dropdown set to 'Publication'. There is a search bar with 'Publication Entry Type' set to 'Journal Article', a 'Publication ID' field, a 'Title' field, and a 'Search' button. Below the search bar is a table with the following data:

Sl.No	Publication ID	Type Of Entry	Title Of Work Item	Publication Year	Student Author
1	00000047	Journal Article	test	2017	Y
2	00000061	Journal Article	hyujyuy	2017	Y
3	00000067	Journal Article	fgh	2017	Y
4	00000068	Journal Article	ryh	2017	Y
5	00000072	Journal Article	zxc	2017	N

- On click of the search button list of articles for which Incentive point entry is already given will appear. Click on the edit button to view the details of the article.

The screenshot shows the 'Publication Details' form for the article with ID 00000072. The form is divided into three sections: 'Publication Details', 'Journal Publish Details', and 'Author Details'. The 'Publication Details' section includes fields for 'Entry Type' (Journal Article), 'MAHE Categorization' (Original Full), and 'PublicationId' (00000072). The 'Journal Publish Details' section includes 'Upload To E-Print' (Yes/No), 'ISSN' (00010782), 'Name Of Journal' (Communications of the ACM), 'SNIP', 'SJR', 'Publish Month' (Apr), 'Publish Year' (2017), '1-Year Impact Factor' (3.301), '5-Year Impact Factor' (4.425), and 'IF-Applicable Year' (2015). The 'Author Details' section includes a table with the following data:

Type	Author Name	Institution	Department/Course	CoerAuth	AuthorType	SNIP/SJR Point	Total Point
MAHE-Staff	Mr Faculty1 abc	Manipal Coll of Pharma	Pharmacology	Yes	First Author	1	1.00

At the bottom of the form is a 'Save' button.



Research Data Management System

Journal Publish Details

Upload To E-Print Yes No

ISSN [001293X] Name Of Journal [ASL&B PROC] SNIP [] SJR []

Publish Month [July] Publish Year [2018] 1-Year Impact Factor [1.147] 5-Year Impact Factor [0] IF-Applicable Year [2015]

Author Details

Note: Post July 2018 Papers are not applicable for SNIP point entry -

Type	Author Name	Institution	Department/Course	Corr Auth	Author Type	SNIP/SJR Point	Total Point
MAHE-Staff	Mr Faculty1 abc	Manipal Coll of Pharma	Pharmacology	Yes	First Author	0	0.00
MAHE-Staff	Mr Dinesh Naik	MAHE - University Office	Accounting & Finance	No	CO-Author		
MAHE-Staff	Ms Vinutha	MAHE - University Office	Accounting & Finance	No	CO-Author		
MAHE-Staff	Ms Savitha	MAHE - University Office	Accounting & Finance	No	CO-Author		

Save

- Post July 2018 Papers are not applicable for SNIP/SJR point Entry.
- After entering the SNIP/SJR Point click on the save button.

172.16.18.106 says
SNIP/SJR Point Saved successfully

Publication Details

Entry Type [Journal Article] Title Of The Work [] Item []

Journal Publish Details

Upload To E-Print Yes No

ISSN [0010782] Name Of Journal [Communications of the ACM] SNIP [] SJR []

Publish Month [Apr] Publish Year [2017] 1-Year Impact Factor [3.301] 5-Year Impact Factor [4.425] IF-Applicable Year [2015]

Author Details

Type	Author Name	Institution	Department/Course	Corr Auth	Author Type	SNIP/SJR Point	Total Point
MAHE-Staff	Mr Faculty1 abc	Manipal Coll of Pharma	Pharmacology	Yes	First Author	1	1.00

Save

- On click of the Save Button it will show alert message as SNIP/SJR Point Saved successfully.



Research Data Management System

Additional Reward Incentive Point:

- The articles published after July 2018 are applicable for ARI point Entry.



- On click of the search button list of articles published after July 2018 will appear.



- Additional reward incentives are not applicable for the Journals in Q4 Quartiles.



Research Data Management System

The screenshot shows a web form with three main sections:

- Entry Type:** Journal Article, MAHE Categorization: Original Full, PublicationId: 0000255. Title of the Work Item: hJ.
- Journal Publish Details:** Upload To E-Print: Yes/No. ISSN: 00012491, Name Of Journal: ASHRAE Journal, SNIP, SJR. Publish Month: July, Publish Year: 2018, 1-Year Impact Factor, 5-Year Impact Factor, IF-Applicable Year. Quartile: Q3(Top 50-74).
- Author Details:** A table with columns: Type, Author Name, Institution, Department/Course, Corr Auth, Author Type, ARI Point, Total Point.

Type	Author Name	Institution	Department/Course	Corr Auth	Author Type	ARI Point	Total Point
MAHE-Stub	DEVESH BHASKAR YERRA	Kasturba Medical College	MBBS	No	First Author	1	1.00
MAHE-Stub	SUSHANTH BODAGALA	Kasturba Medical College	MBBS	Yes	CO-Author	1	1.00

- Additional reward incentives are applicable only for the Journals in Q1 or Q2 or Q3 Quartiles.

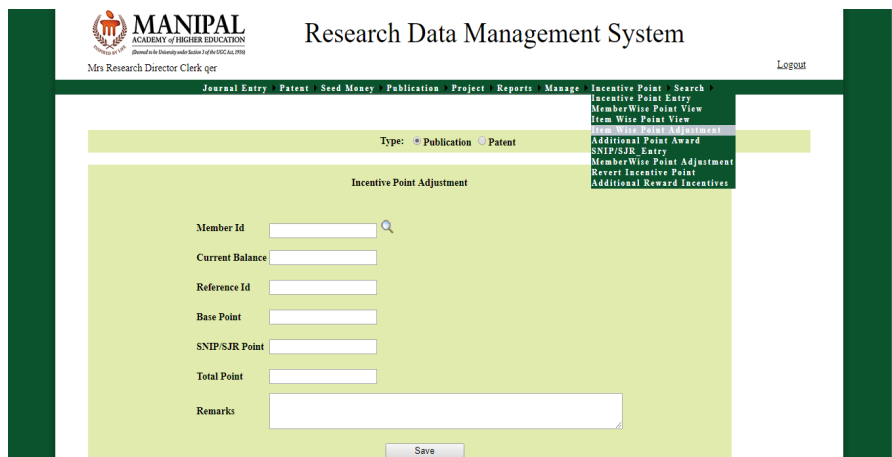
This screenshot shows the same form as above, but with a success alert message: "172.16.18.106 says Additional Reward Incentive Point Saved successfully". An "OK" button is visible next to the message. The form fields remain the same.

- After entering the ARI Points click on the save button it will show alert message as Additional Reward Incentive Point Saved successfully.

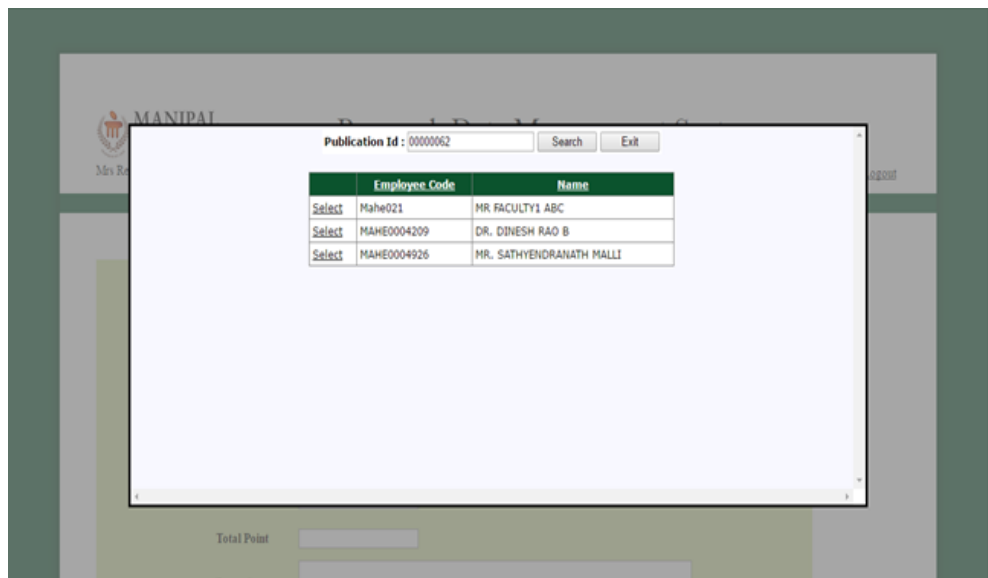


Research Data Management System

Item wise point adjustment:



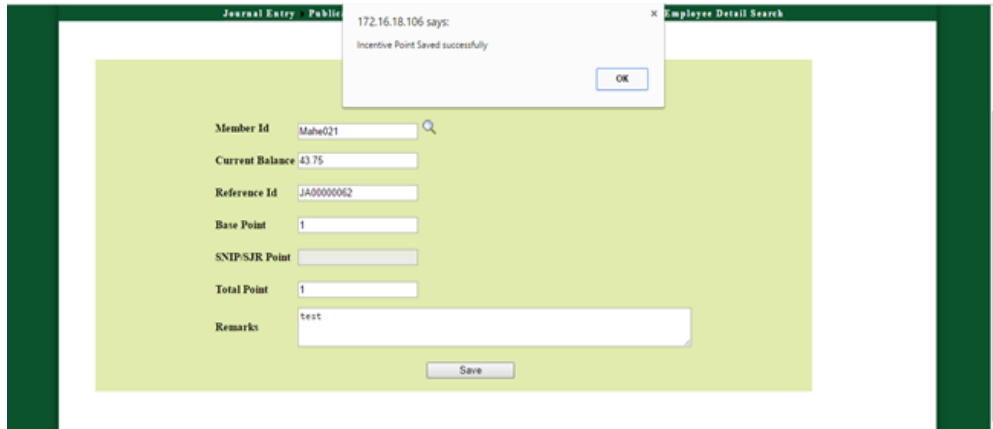
- Select the type as Publication.
- Points adjustment can be done by entering Publication Id/ from the available popup search window.



- User can edit Base point and SNIP/SJR points and Save it. After save an alert message shows as Incentive point saved successfully.



Research Data Management System



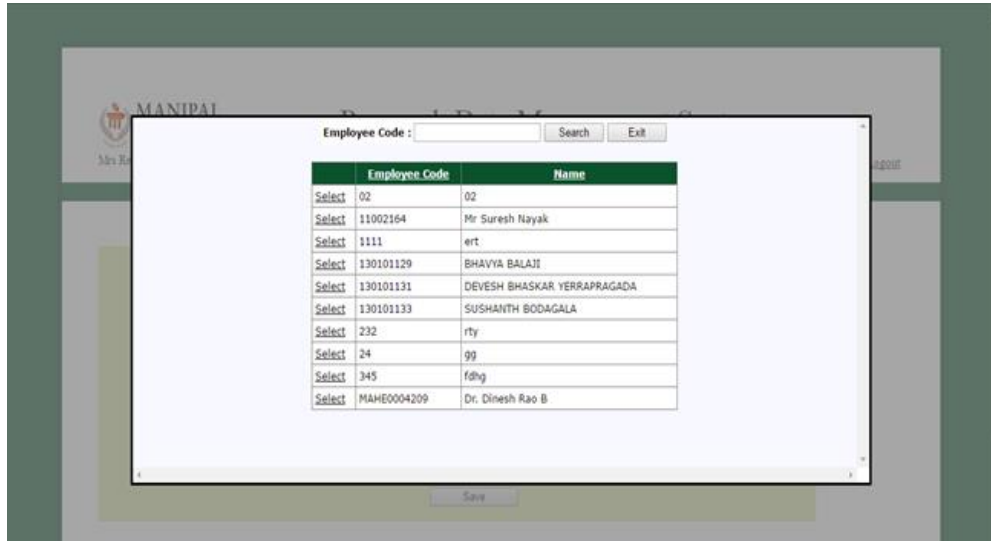
Member wise point adjustment:

- Points adjustment can be done by selecting Member Id from the available popup search window.

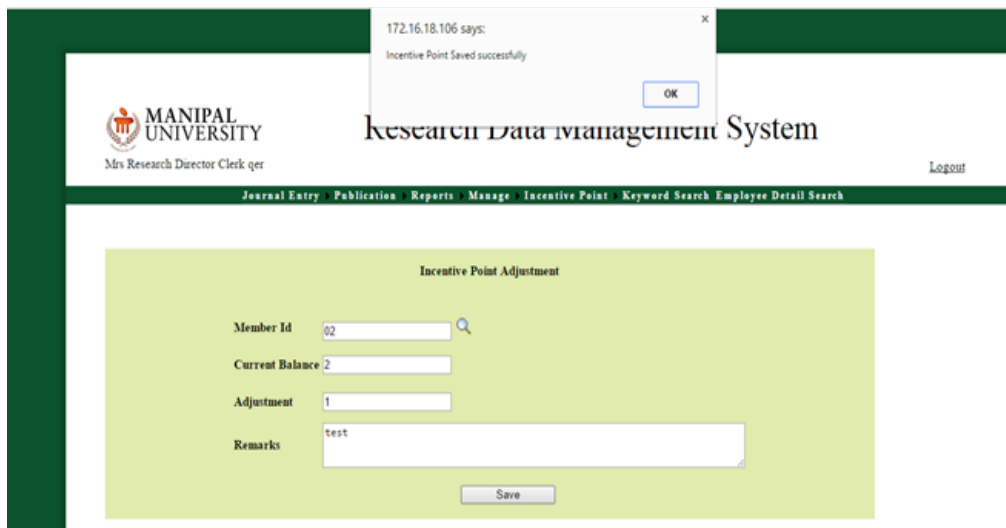




Research Data Management System



- User can edit Adjustment and click of save button an alert message shows as Incentive point saved successfully.





Research Data Management System

MemberWise Point View:

- Enter Employee Code and On click of Search button Article wise points, Points transaction detail can be viewed.

The screenshot displays the 'MemberWise Point View' interface. At the top, there is a navigation menu with options like Journal Entry, Patent, Seed Money, Publication, Project, Reports, Manage, Incentive Point, and Search. Below the menu, there is a search bar for 'Employee Code/Roll No' with the value 'maha021' entered. A 'Search' button is next to it. Below the search bar, there is a table showing 'Employee Details' and 'Points Migrated (Feb 2017)'. The table has columns for 'Employee Code/Roll No', 'Member Name', 'Old Scheme Point', 'New Scheme Point', 'New Scheme Points', and 'Old Scheme Points'. The data row shows 'Maha021', 'FACULTY1 ABC', '10', '20', '595.49', and '10'. Below this, there is a section for 'Article Wise Points' with a table listing various publications with columns for 'Publication Id', 'Title', 'Month & Year of Publication', 'Publication Category', and 'Points'.

Publication Id	Title	Month & Year of Publication	Publication Category	Points
JA0000040	df	6 - 2016	Case Report	1.1
JA0000045	er	3 - 2017	Letters To Editor	3.1
JA0000061	byujwy	3 - 2017	Case Report	0.67
JA0000062	kikjkjl	3 - 2016	Letters To Editor	3
JA0000064	try	3 - 2017	Letters To Editor	4
JA0000066	gh	3 - 2016	Book	6
JA0000068	ryh	3 - 2017	Original Full	1
JA0000071	ert	4 - 2017	Case Report	5
JA0000077	rye	4 - 2017	Original Full	5

Item-Wise Point View:

- Select the type as publication.
- Enter Publication Id and click on search will display Publication details and Author details.

The screenshot displays the 'Item-Wise Point View' interface. At the top, there is a 'Type' selector with 'Publication' selected. Below it, there is a search bar for 'Publication Id' with the value '0000219' entered. Below the search bar, there is a section for 'Publication Details' with a table showing various fields like 'PublicationId', 'Title', 'MAHE Categorization', 'Publish Month', 'Publish Year', '1-Year Impact Factor', '5-Year Impact Factor', 'IF-Applicable Year', 'Publication Type', 'Page From', 'Page To', 'Volume', 'Issue', and 'Quartile'. Below this, there is a section for 'Author Details' with a table showing columns for 'SlNo', 'Employee Code/Roll No', 'Member Name', 'IsCorr Author', 'Author Type', and 'Point'.

SlNo	Employee Code/Roll No	Member Name	IsCorr Author	Author Type	Point
1	11002175	MR DINESH NAIK	No	CO-Author	4
2	Maha021	MR FACULTY1 ABC	Yes	First Author	3



Research Data Management System

Additional point award:

- An additional incentive of 25% of the incentive points is calculated once in a year, would be awarded to authors who publish 6 papers or more.

The screenshot shows the 'Additional Point Award' form within the Research Data Management System. The form is titled 'Additional Point Award' and contains the following fields: Member Id (text input), Year (dropdown menu with 'Select' as the current selection), Current Balance (text input), Points Awarded (text input), and Remarks (text area). There are 'Save' and 'Clear' buttons at the bottom of the form. The system header includes the Manipal University logo, the title 'Research Data Management System', and a 'Logout' link. A navigation menu is visible at the top, with 'Incentive Point' selected.

- Enter Member Id, Remarks and select year from dropdown. On click of save it will display alert message as Additional point award updated successfully.

The screenshot shows the 'Additional Points Award' form after data entry. The form is titled 'Additional Points Award' and contains the following fields: Member Id (text input with value 'mahal021'), Year (dropdown menu with '2017' selected), Current Balance (text input with value '44.75'), Points Awarded (text input with value '2.55'), and Remarks (text area). There are 'Save' and 'Clear' buttons at the bottom of the form. The system header includes the Manipal University logo, the title 'Research Data Management System', and a 'Logout' link. A navigation menu is visible at the top, with 'Incentive Point' selected.



Research Data Management System

Incentive point utilization:

Utilization points entry can be done by HR.

- For Role – HR – has the access to both Faculty and Student of respective institute to Deduct the point.
- Added Role – HRF – has the option only for Faculty point utilization entry for respective Institute
- Added Role – HRS – has the option only for Student point utilization entry for respective Institute
- Added Role – IPV – has the option to view the Incentive point details of Faculty and Student for respective Institute

A Glimpse of the DST Schemes
Grant Calls

User Name fssu2 @manipal.edu
Password *****
LOGIN

- Select Member Id from the available popup search window and enter Utilization point, Remarks and then save it.



Research Data Management System

MANIPAL UNIVERSITY Research Data Management System

Dr HR Logout

Reports : Incentive Point

Incentive Point Utilization

Member Id

Old Scheme(Prior to April 2013)

New Scheme

Type: New Scheme Old Scheme

Utilization Date

Utilization Point

Remarks

Save

Search Employee Code/Roll No: Search Name: Search Exit

	Employee Code	Name
Select	MAHE0004209	DINESH RAO B
Select	MAHE0004926	SATHYENDRANATH MALLI
Select	MAHE0008359	BALAJI B
Select	MAHE0010507	SUDHAKARA UPADYA P
Select	MAHEL1B1	RESEARCH LIBRARY CLERK1

- On click of save button it will show alert message as Utilization point entered successfully.



Research Data Management System

172.16.18.106 says:
Utilization point entered successfully

MANIPAL UNIVERSITY
Dr HR

Research Data Management System

Logout

Reports > Incentive Point

Incentive Point Utilization

Member Id: MAHELUB1

Old Scheme(Prior to April 2013): 0

New Scheme: 2

Type: New Scheme Old Scheme

Utilization Date: 12/05/2017

Utilization Point: 0.1

Remarks: test2

Save

- After getting alert message Points Utilization History can be viewed.

MANIPAL UNIVERSITY
Dr HR

Research Data Management System

Logout

Reports > Incentive Point

Incentive Point Utilization

Member Id: MAHELUB1

Old Scheme(Prior to April 2013): 0

New Scheme: 1.9

Type: New Scheme Old Scheme

Utilization Date: 12/05/2017

Utilization Point:

Remarks:

Save

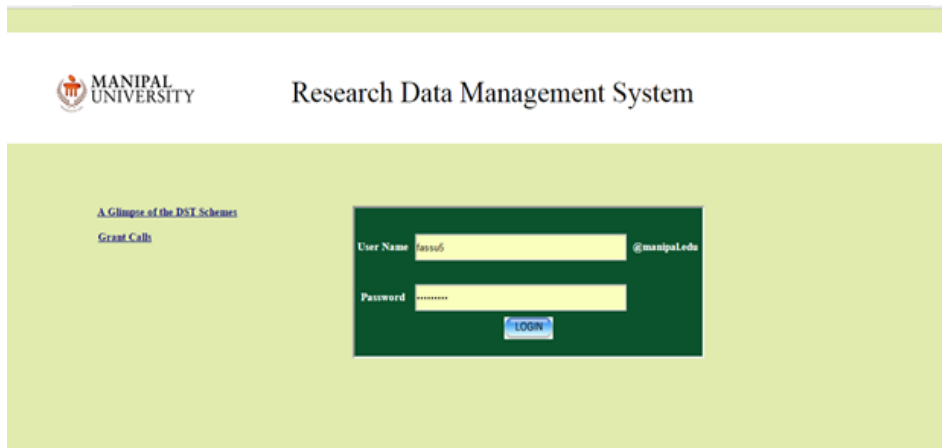
Points Utilization History

SLNo	Transaction Type	Reference Id	New Points Utilized	Old Points Utilized	Utilization Date	Remarks
1	Utilization New Point	UTN1000006	0.1		12/05/2017	test2
		Total	0.1			

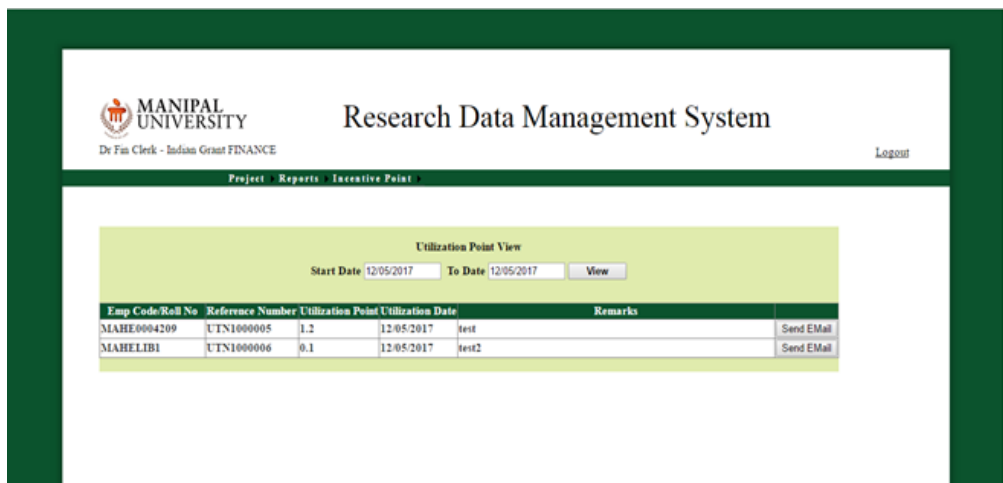


Research Data Management System

Utilization Point View:



- Utilized points can be viewed by selecting Start date and End date. On click of view button Utilization point view details are displayed.
- Finance Clerk can send utilization points detailed mail to respective user.

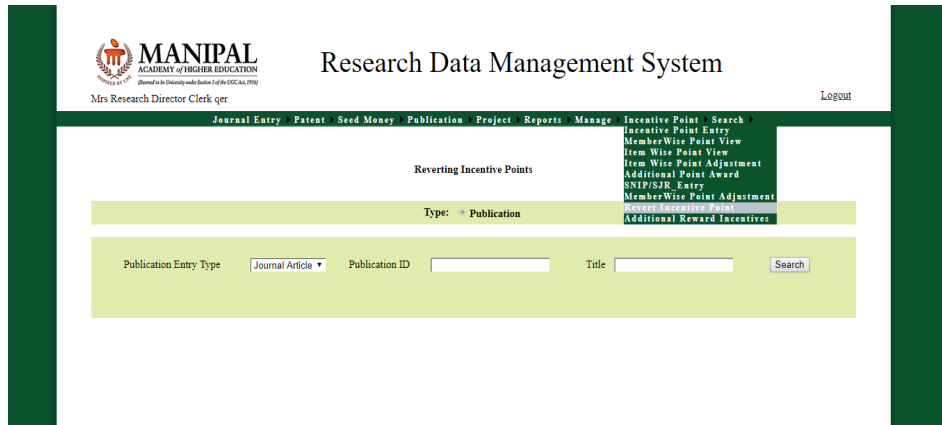




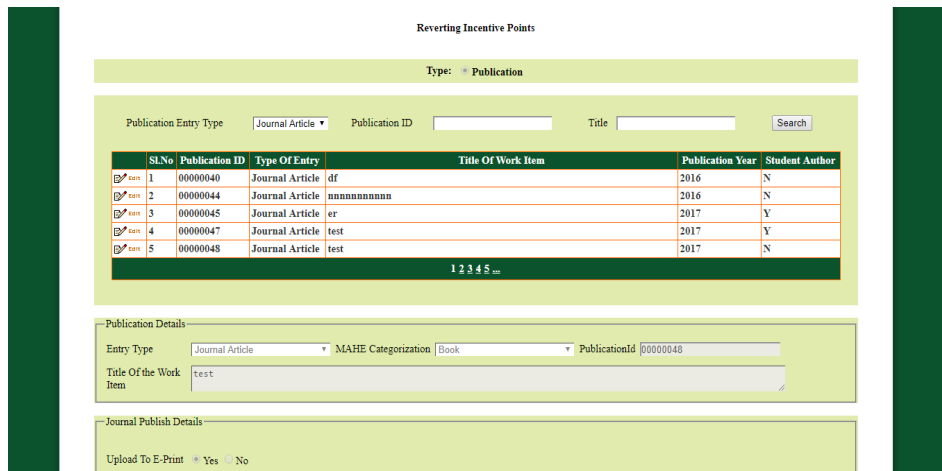
Research Data Management System

Revert Incentive Point:

- To Revert the already Entered incentive points revert incentive point link is given to RDC



- Onclick of the search button Publications with Incentive point already given are listed out.
- Click on the Edit button to view the details.



- Authors with Reverting points and the old current balance and after Reverting the points new current balance are shown
- In case of additional points are given to any of the authors then additional points also reverted.



Research Data Management System

Quartile Q3(Top 50-74)

Author Details

Type	Roll No/Employee Code	Author Name	Institution	Department/Course	Corr:Auth	AuthorType
MAHE-Staff	Mahe021	Mr Faculty1 abc	Manipal Colg of Pharma	Pharmacology	No	CO-Author
MAHE-Staff	11002175	Mr Dinesh Naik	MAHE - University Office	Accounting & Finance	No	CO-Author
MAHE-Staff	11002194	Ms Savitha	MAHE - University Office	Accounting & Finance	No	CO-Author
MAHE-Staff	11002213	Ms Vinutha	MAHE - University Office	Accounting & Finance	No	CO-Author
MAHE-Staff	11002458	Dr Nagendra	MAHE - University Office	Accounting & Finance	No	CO-Author

Roll No/Employee Code	Author Name	Old CurrentBalance	Reverting Points	AdditionalPoint	UpdatedAdditionalPoint	New CurrentBalance
Mahe021	Mr Faculty1 abc	505.49	6	22.75	0.0	476.74
11002175	Mr Dinesh Naik	35.25	0.75	0.0	0.0	34.5
11002194	Ms Savitha	915	0.75	0.0	0.0	914.25
11002213	Ms Vinutha	24.38	0.75	5.88	0.0	17.75
11002458	Dr Nagendra	19.19	0.75	4.44	0.0	14

Cancel/Remarks

Remarks

Save

- Enter the remarks then click on the save button.



Research Data Management System

Contact Information

CSD OFFICE

Academic Block 5,

MIT Campus,

Manipal: – 576104.

Udupi District

Phone No: 0820 - 2925037

15.4 MAHE PhD guidelines

Manipal Academy of Higher Education (MAHE)

Ph. D. Regulations

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Ph.D. Program at Manipal Academy of Higher Education

The Manipal Academy of Higher Education offers Ph.D. programs in various disciplines through its constituent institutions and departments.

Complete and updated information on Ph.D. and doctoral training program will be available at all times at

<https://manipal.edu/mu/academics/phd-mahe.html>

Handbook

The handbook is intended for prospective and present Ph.D. candidates, but the information will also be useful for supervisors, academic staff and administrative support staff. Members of expert evaluation committees and support staff involved in organising the public defense of thesis will also find useful information. The handbook focuses on the Ph.D. candidate and is therefore structured to meet their needs.

The following documents are available at

<https://manipal.edu/mu/academics/phd-mahe/handbook-downloads.html> from the website and are available as annexures in the handbook.

1. Application form
2. Format for PhD protocol submission
3. Course work grade sheet template
4. DAC meeting template
5. Progress report template
6. Synopsis
7. Thesis cover page
8. Certificates
9. Declaration regarding plagiarism
10. Manipal Academy of Higher Education plagiarism policy

1. **Designation of the Course: Doctor of Philosophy (Ph.D.)**

The degree awarded by the Manipal Academy of Higher Education (MAHE), conferred upon a candidate after having satisfactorily completed the prescribed course of study and meeting with other conditions laid down by the University qualifies for the award of Doctor of Philosophy abbreviated as Ph.D.

2. **Admission & Eligibility**

A candidate seeking admission to the Ph.D. program must have

- A postgraduate degree or equivalent from universities/institutions recognized by UGC
- Postgraduate degree in Medical or Dental Sciences
- MBBS or BDS or an undergraduate degree which is of at least 5 years' duration
- Pharm. D. / Pharm. D. (Post Baccalaureate)

3. **Categories of candidates**

3.1 Full time candidates

Category 1:

Candidates with UGC - CSIR - NET-JRF/ ICMR -JRF / DBT-JRF (BET)/JEST / INSPIRE Fellowship/qualified any of the UGC recognized national or state level eligibility test with a valid fellowship at the time of admission. Such candidates are exempted from the qualifying written test conducted by Manipal Academy of Higher Education and their selection would be by a panel of experts through interview

Category 2:

Candidates who qualify the MAHE Eligibility Test for Ph.D. programme. These candidates are eligible for grant in aid instituted by MAHE under the Dr TMA Pai Ph.D. Scholarship Programme. More than 150 fellowships per year would be awarded to eligible candidates, who would be called the Dr TMA Pai PhD scholars. Call for submitting application for Dr TMA Pai Scholarship would be made in leading newspapers and the university website. There would be two calls annually, one in February and the second in August. Selection of shortlisted candidates would be finalized through written test / interview.

Category 3:

Candidates who work in a funded project within the University or in research centres who are affiliated and collaborating with MAHE.

Category 4:

Integrated M Sc PhD program:

MAHE offers integrated M Sc -PhD programs at the Manipal Centre for Natural Sciences, Kasturba Medical College and School of Life Sciences.

<https://manipal.edu/mu/academics/centers-of-excellence/mcns-manipal/programs/program-list.html>

<https://manipal.edu/kmc-manipal/programs/program-list/msc-clinical-embryology.html>

<https://manipal.edu/sls-manipal/programs/program-list/master-of-science--m-sc--by-research-in-life-sciences-.html>

Category 5: Jointly awarded PhD or Co-supervised PhD with International Universities.

3.2 Part time candidates

Candidates who are the faculty/employees of MAHE in pursuit of advancing their academic qualification are eligible to induct into the Ph.D. programme, upon recommendation from the Institutional Head, Research Supervisor and Doctoral Advisory Committee. This provision is for those candidates who shall take an undertaking that their routine responsibilities would be duly attended and under no circumstances compromised. The university shall reserve the rights to reconsider the registration of candidates who do not adhere to these guidelines.

4. Duration of the Program

The duration of the program will be from the time of registration till the submission of thesis.

- 4.1 The minimum duration for the postgraduates qualified for Full Time Ph.D. shall be 3years from the date of registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee(DAC). The maximum duration shall not exceed 6 years.
- 4.2 The minimum duration for the postgraduates qualified for Part Time Ph.D. shall be 4years from the date of registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC). The maximum duration shall not exceed 7 years.

5. Admission to the Doctoral Programme

Admission to MAHE Ph.D. programme will be undertaken on the following basis:

- 5.1 Applications for the Ph. D. program will be received by the University throughout the year and will be processed quarterly.
- 5.2 Research Scholars sponsored by funding agencies must submit their application along with a synopsis of the project and details of funding. This refers to individual Junior Research Fellowship holders (UGC/CSIR/ICMR/ DBT/Inspire Fellowship) selected on the basis of interview. There will be no separate notification by MAHE.
- 5.3 Whenever University faculty members have research grants with provision for appointing research scholars, the selection of candidates will be based on the guidelines of funding agency and of MAHE.
- 5.4 MAHE employees who seek admission to Ph.D. program must submit their application through proper channel.
- 5.5 Candidates selected under the Dr TMA Pai Ph.D. Scholarship scheme, must submit a copy of their scholarship approval along with their application.
- 5.6 Candidates intending to carry out research in collaborative research centres must submit a no objection letter from the appropriate authority of such centre. The applications must be forwarded by the research centres.

6. Registration Procedure

- 6.1 Every candidate has to register through one of the constituent institutions of MAHE.
- 6.2 There must be one registered supervisor / Co-supervisor from MAHE institution. (Procedure for registration of supervisor / co-supervisor is given in section 7.)
- 6.3 The candidate has to submit the following to the Head of Institution/Research Coordinator of the respective MAHE institution.
 - I. The application in the prescribed format
 - II. Copies of the Master's degree certificate
 - III. Copies of the master's degree marks / grade sheets
 - IV. Two copies of the research proposal\$ (soft, black bound, 15 20 pages)
 - V. Soft copy of the research proposal
 - VI. Plagiarism check/Similarity index report signed by the candidate and supervisor

The research proposal should highlight the proposed research plan clearly stating the following:

- I. Introduction to the proposed research
 - II. Literature survey
 - III. Research gaps identified
 - IV. Objectives
 - V. Detailed methodology
 - VI. Expected outcomes
 - VII. Importance of the proposed research
 - VIII. Research plan schedule
 - IX. Pilot study/Preliminary work done
 - X. Expenses and funding
 - XI. References
- 6.4 The research proposal should be explanatory, about 10 15 pages, printed on A4 size paper, 1 inch margins on all the sides with black soft bind. Font size for headings should be 14Bold, subheadings should be 12 Bold and text should be 12 normal with 1.5 line spacing. The references should follow a standard format and all the references should be cited in the text.
 - 6.5 If the proposal involves use of animals or human subjects/materials, proper ethical approval should be submitted along with the application.
 - 6.6 If the proposal involves use of transgenics / recombinant DNA technology, institutional bio-safety committee approval should be submitted.
 - 6.7 The Head of Institution/Research coordinator in consultation with the Supervisor will form a Doctoral Advisory Committee (DAC) for each candidate (Organization of DAC is given in Section 10).
 - 6.8 The Head of Institution/Research coordinator will arrange for a protocol presentation by the candidate at the institution. The institutional research committee and DAC should be a part of this meeting. It is advisable to have an external member to be a part of this meeting in order to get an outsider's perspective and feedback. Participation of this member through online mode is acceptable.
 - 6.9 Once the proposal is accepted, the Head of Institution/Research coordinator will send the following documents:
 - I. Covering letter from the Head of the Institution
 - II. Copy of the signature sheet of DAC members
 - III. Recommendations of the DAC
 - IV. List of DAC members with address, phone number and e-mail ID

- V. Sanction letter of funding (if any)
- VI. Duly completed application form
- VII. Change of name affidavit (if there is any change)
- VIII. Copy of the Master's degree certificate
- IX. Copies of Master's degree marks / grade sheets
- X. One copy of the research proposal (soft, black bound, 15-20 pages)
- XI. Soft copy of the research proposal
- XII. Plagiarism check/similarity index report signed by the candidate and supervisor to:

Director, Centre for Doctoral Studies
 Ground Floor, Advanced Research Centre
 Manipal Academy of Higher Education
 Manipal-576104 |Karnataka |India
 Tel: +918202922017
 Email: cds.mahe@manipal.edu

- 6.10 The candidate will be called to present the research proposal to the MAHE-Ph.D. Protocol Approval Committee (PPAC) on a date notified by the University.
- 6.11 Presence of Supervisor/Co-Supervisor is mandatory during the presentation.
- 6.12 Final registration will be permitted after approval by the MAHE - PPAC
- 6.13 If approved, the date of presentation at MAHE - Ph.D. Committee will be the date of registration.
- 6.14 If modifications are suggested, date of submitting the modified proposal to the Office of Director, Centre for Doctoral Studies (CDS), MAHE will be the date of Registration.

7. Recognition of Supervisor

- 7.1 Eligibility:
 - a) For Non-Medical: Five research publications in SCOPUS indexed Journals after Ph.D. registration of which three should be after award of PhD or should have completed atleast two years post-doc research. All the five papers should be a first author publication or corresponding author publication.
 - b) For Medical/Dental: Must be a postgraduate medical teacher as per MCI/DCI guidelines (or 5 years teaching experience after MD/MS/MDS) and have 5 original research publications in SCOPUS indexed Journals. All the five papers should be a first author publication or corresponding author publication.
- 7.2 The Completed application must be submitted to the Head of Institution/ research coordinator of the respective institution through proper channel along with
 - a) Attested copies of the Degree Certificates
 - b) Copies of Five original research articles in Scopus Indexed Journals in the relevant field.
- 7.3 The Head of Institution/Research coordinator, along with a separate recommendation letter, has to send the application to:

Director, Centre for Doctoral Studies
 Ground Floor, Advanced Research Centre
 Manipal Academy of Higher Education
 Manipal-576104 |Karnataka |India
 Tel: +918202922017
- 7.4 The Director, CDS, MAHE will forward the applications to MAHE-Ph.D. Core Committee(PCC) for approval.
- 7.5 A formal communication will be sent to the approved Supervisor.

- 7.6 Director, CDS, will obtain the approval of the MAHE Academic Senate.
- 7.7 Guidelines for recognized Supervisors:
- 7.7.1 A recognized Supervisor should have
- a) Not more than 8 Ph.D. students registered with him as Supervisor at any given time as a Chief Supervisor
 - b) Not more than two students per calendar year
- 7.7.2 The supervisor and the co-supervisor(s) should not be closely related to each other and to the candidate.
- 7.7.3 The supervisor should not have completed 65 years of age at the time registration of the candidate.
- 7.8 In case of absence of the supervisor for a prolonged period of time, the Vice-Chancellor may appoint another Supervisor who is qualified, with the recommendation of the DAC.
- 7.9 If no new candidate registers under a supervisor for a period of 5 years from the date of registration of a previous candidate, guideship will be discontinued.
- 7.10 Obligation of the Research Supervisor
The Supervisor is expected to supervise the progress of the student at every stage of the programme. He is expected to inculcate ethics and good conduct of research. The other responsibilities include:
- a) Constitution of the DAC in consultation with the DAC chairperson (See 8.1a)
 - b) Conducting six-monthly DAC meetings and submission of the minutes of meetings.
 - c) Submission of the panel of 10 examiners along with their CV and list of publications with the approval of DAC six months before the submission of thesis.
 - d) Organization of an open pre-submission presentation of the candidate.

8. Doctoral Advisory Committee (DAC)

- 8.1 The Doctoral Advisory Committee has to be constituted for each research candidate, consisting of
- a) Chairman* (Head of the Institution or his nominee)
 - b) Research Coordinator for Ph.D. programme
 - c) Head of the Department
 - d) Supervisor
 - e) Co-Supervisor (if recommended)
 - f) Two Subject Experts(should have a Ph.D. / MD / MS / MDS / MCh / DM degree)
- *If the HOI is the supervisor, a university representative will be the chairperson.
- 8.2 The candidate should present the research proposal to the DAC
- 8.3 The committee may recommend/suggest modification/reject the proposal
- 8.4 If recommended, the candidate's application along with supporting documents(given in section 6.9) has to be sent to Director, CDS, MAHE.
- 8.5 After the approval of MAHE-Ph.D. committee, the DAC will meet twice a year to monitor the progress of research work of the candidate. The candidate has to present the progress to the DAC once in 6 months.
- 8.6 Every six months, proceedings of the DAC meeting along with the report submitted by the candidate has to be forwarded to the Director, CDS, MAHE.
- 8.7 At the end of research work, the candidate has to present the complete work to the DAC, called Pre-Synopsis presentation.
- 8.8 Copies of the DAC recommendation should be sent to the candidate, Director, CDS, MAHE and Registrar-Evaluation, MAHE.
- 8.9 Obligation of DAC

The members of the DAC have to be proactive in enhancing the quality of the research work, publications and thesis through periodic evaluation. The DAC meeting must be conducted with a minimum of 4 members participating.

Specific functions:

- a) To review the research proposal and finalize the topic of research
- b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- c) To periodically review and assist in the progress of the research work of the research scholar
- d) A research scholar shall appear before the Doctoral Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
- e) In case the progress of the research scholar is unsatisfactory, the Doctoral Advisory Committee shall record the reasons for the same and suggest corrective measures.
- f) If the research scholar fails to implement these corrective measures, the Doctoral Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

9. Course Work and Seminar

- 9.1 The candidate has to complete a course work of 12 credits during the first year of research work. (Credits are based on the workload of the learner, with one credit point generally corresponding to 35 to 40 learning hours)
- 9.2 One or two (Only) of the courses can be chosen from the list provided below. These are offered at the MAHE Campus (for students in the Manipal Campus).
- 9.3 The specific courses pertaining to thesis work may be in the form of hands on training/attending workshops / MOOCs suggested by the DAC. Some of the credits can be obtained through course work done outside the home institution, preferably in a well-known research institute, pertaining to the candidates' area of research.
- 9.4 The course work must include "Research Methodology" as one of the courses with a minimum of four credits.
- 9.5 The minimum requirement for PhD related coursework is 55% in institutions where marking scheme is followed. In institutions following MAHE 10-point grading system, the PhD candidate should complete the coursework suggested by the DAC with a minimum CGPA of 8. Minimum grade allowed in any of the coursework taken shall be C. For students who do not qualify, the DAC should suggest that the course may be repeated or take alternate courses that are equivalent and ongoing, to avoid delay in coursework completion.
- 9.6 The DAC Chairman will issue the comprehensive grade sheet, in the format specified by the university, to the candidate after successful completion of course work by the candidate, a copy of which is to be sent to Director, CDS, MAHE.

Sl. No.	Course	Offered at	Contact details	Number of credits
01	Certificate course in Biostatistics, Epidemiology and Research methodology	Department of Statistics, MU	stats.mahe@manipal.edu	Six
02	Certificate course in Bioinformatics	School of Life Sciences, MU	office.mlsc@manipal.edu	Three
03	Project Management	Department of Humanities and Social Science, MIT	humanities.mit@manipal.edu	Four
04	Advanced Research Methodology			Four
05	Certificate course in Bioethics	Centre for Bioethics, MU	bioethics.mu@manipal.edu	Two/Four
06	Academic research and writing	Manipal Centre for Philosophy and Humanities	office.mcph@manipal.edu	Three
07	Systematic review and meta analysis	PHESA	ph.cochrane@manipal.edu	Four
08	Certificate course in Biosecurity	Department of Public Health	publichealth.mu@manipal.edu	Five

9.7 A seminar related to the research work has to be given by the Ph.D. candidate on completion of research work, before submission of synopsis and thesis, at the institution, which is open to all and mandatory for the DAC members to participate.

10. Progress Report

- 10.1 The candidate has to submit the progress report of the research to the Director, CDS, every six months through proper channel.
- 10.2 The progress report must contain the details of the work carried out in the previous six months. It should be explanatory in about 10-12 pages/3000-3500 words and should be soft, black bound.
- 10.3 The progress report has to be shared with the DAC members prior to the presentation.
- 10.4 The HOI/ research coordinator/supervisor will arrange for the meeting of DAC. The candidate has to present the progress of the research to the DAC on the prescribed date.
- 10.5 The following documents need to be forwarded to the Director, CDS, MAHE:
 - i. Copy of the signature sheet of DAC meeting

- ii. Recommendations of the DAC
- iii. One copy of the progress report

11. Fee Structure

The candidate has to pay the prescribed fee to MAHE through online transfer. The details for online transfer are given below:

Beneficiary Name & Address	Manipal Academy of Higher Education
Bank Account Number	007201000089
Name of Bank	ICICI Bank Ltd
Branch Name & Address	Manipal Branch Kasturba Hospital Complex, Main Road Manipal-576104, Udupi District
RTGS/NEFT IFSC Code	ICIC0000072
MICR Code	576229002
Account Type	SB
Swift Code	ICICINBBXXX
E-mail Intimation	sfin.fee@manipal.edu; sfin.mahe@manipal.edu

12. Extension of Programme Duration

- 12.1 Two months grace period will be given for thesis submission after the due date for submission. This grace period is not applicable to the candidates who have taken extension.
- 12.2 The programme duration may be extended beyond 3 years (for full time) / 4 years (for part time) on the recommendation of DAC if there are genuine reasons. However, the approval for extension must be obtained from the university.
- 12.3 Additional course fee has to be paid by the candidate for the extended period at prorate monthly.

13. Cancellation of Registration

- 13.1 Registration will be cancelled if there is no progress in work as evidenced by non-submission of progress reports/recommendation of the DAC
- 13.2 Registration will be cancelled if the candidate fails to submit the thesis before the maximum stipulated period.

14. Grace Period

- 14.1 Two months grace period will be given for thesis submission after the due date for submission.
- 14.2 After the grace period, the course fee has to be paid by the candidate at prorated monthly.

15. Synopsis Submission Guidelines

- 15.1 The candidate has to give an open pre-synopsis presentation at the institution. It should be notified well in advance to enable participation of other researchers. The presence of DAC members in this meeting is mandatory.
- 15.2 Two first author journal publications indexed in SCOPUS or Web of Science, in the field of research are mandatory for submitting the synopsis and thesis. The publications shall be related to the subject of the thesis. One of the two papers could be a review paper.

Quality of the paper:

If a candidate has ONE original article as first author in a journal in first quartile, with impact factor more than 3, he/she will be allowed to submit the thesis. The articles must be published/ accepted for publication before submission of thesis to Registrar-Evaluation

- 15.3 Ph.D. scholars must make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 15.4 The DAC must approve the synopsis by analyzing the contribution of the research in the form of visible outputs like Publications, Patents, etc. or suggest modifications.
- 15.5 The candidate has to incorporate all the suggestions of DAC before submission of the synopsis.
- 15.6 The following documents are to be sent to The Director, CDS:
 - i) DAC recommendations
 - ii) Copies of 2 publications having MAHE affiliation
 - iii) Copies of conference attendance certificates
 - iv) Plagiarism check/Similarity index report with the signatures of the candidate and supervisor.
- 15.7 The candidate has to submit the following to:
 - The Registrar (Evaluation)
 - MAHE
 - 2nd Floor, Manipal.edu building, Madhav Nagar, Manipal - 576 104.
 - i) DAC recommendations
 - ii) 2 hard copies of synopsis
 - iii) One soft copy in PDF format along with thesis
(refer section 16.1 for number of copies of thesis)

16. Thesis and Examination

- 16.1 Each candidate for the award of degree of Doctor of Philosophy shall submit two(02) copies of his thesis and one soft copy in PDF format (one or more files

- of less than 10 MB size each), not earlier than the prescribed minimum period and not later than the prescribed maximum period.
- 16.2 Full time candidates and Research Scholars have to submit the No Dues certificate from the library, hostel and laboratories of the institution through which the candidate has registered, the Finance Department of MAHE and NOC from Director, CDS, along with the thesis.
 - 16.3 The supervisor in consultation with the Doctoral Advisory Committee shall submit a panel of examiners with their brief CV and list of publications in the relevant field, at least ONE month before the expected date of submission of the thesis. The panel shall include 10 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included. International examiners, if included, should be in addition to the 10 Indian examiners.
 - 16.4 The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.
 - 16.5 A board of two examiners shall be appointed by the Registrar- Evaluation for assessment of the thesis. The University reserves the right to select suitable examiners who may not figure in the submitted list.
 - 16.6 The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners. On acceptance of the willingness, the thesis will be sent to them.
 - 16.7 The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after revision, he/she shall state the points on which revision is needed.
 - 16.8 The examiner may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications on the points raised by him/her. These questions / comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.
 - 16.9 If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.
 - 16.10 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
 - 16.11 If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.
 - 16.12 In case of re-submission / rejection / modifications, the candidate has to submit one soft copy of the thesis in PDF format (one or more files of less than 10 MB size each).
 - 16.13 After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the field of research work.
 - 16.14 The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.

- 16.15 When the thesis is approved, the candidate has to submit the final thesis (TWO copies in case of MAHE institutions, ONE copy in case of research centres) along with a soft copy in PDF format during the defense viva examination.
- 16.16 If the report from any one of the external examiners is not received within four months, the thesis will be sent to another examiner from amongst the approved panel.
- 16.17 The board of examiners for the viva voce examination shall consist of one external and one internal examiner. Ordinarily, the Supervisor/Co-Supervisor(s) of the thesis / any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will be the external examiner at the viva voce-examination.
- 16.18 The topic, date and the time of the defense of thesis shall be announced by the University well in advance so that the faculty members and other interested in the topic of the thesis can be present.
- 16.19 At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
- 16.20 Those attending the public defense, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners.
- 16.21 The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defense of thesis.
- 16.22 However, the result of the examination shall be decided solely by the members of the board of examiners.

17. Originality of work

Plagiarism in the thesis in any form or part thereof is viewed seriously and penalized as per MAHE norms.

The plagiarism policy can be downloaded at

<https://manipal.edu/mu/academics/phd-mahe/handbook-downloads.html>

While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

All PhD theses submitted should be accompanied by a similarity index report where the similarity should not exceed 15%. While scanning for exact matches, option to be selected is "less than 3 words". Bibliography and words quoted can be excluded. First author papers which are included as annexures can be excluded

18. Publication of Thesis

- 18.1 The thesis shall not be published as a whole, without the permission of the University.
- 18.2 The university may grant permission for the publication under such conditions as it may impose.

19. Results

- 19.1 The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy, only on the unanimous recommendations of the members of the board of examiners after the viva voce examination.
- 19.2 In case, the examiners are not satisfied with the performance of the candidate in the above examinations, the candidate shall be required to reappear for another viva-voce examination after a period of two months provided such specific recommendation is made by the board of examiners.

20. Award of Degree

- 20.1 Candidates who qualify for Ph.D. degree under the seal of the university and signed by the Vice Chancellor at the next convocation held for conferring degrees.
- 20.2 The TITLE OF THE THESIS shall be indicated in the degree certificate. The degree certificate shall not indicate the subject or specialty.

15.5 Invention Disclosure Form (IDF) Template

Manipal Academy of Higher Education Invention Disclosure Form

Internal Reference Number:

Date of Submission:

Stage of completion of project:

Ideation

Ongoing work

Prototype

Working model

Results Validated

Submitted by: Please provide Name and Designation

Role: Lead Inventor Co-inventor

A patent application must meet the following criteria in order to apply for patent:

New: The work must be new and have not been disclosed earlier, anywhere, in any form.

Useful: The work should generally be useful to company/industry/society and not merely for additional research/promotion.

Unobvious: Inventors should have identified unique aspects of the work in their research domain and should not be obvious to persons ordinarily skilled in the art.

Following details must be provided by the inventor(s) who wishes to apply for patent:

1. **Title of Invention:**

2. **List All Inventors**

(An inventor may be a Faculty member, Research Scholar, Student or staff associated with MAHE. Please list only those inventors who have intellectually contributed to the essential element of the invention. People whose services were paid for may be excluded from the list of inventors. In case of collaborative projects with inventors from institutions other than MAHE, a NOC from the Head of the collaborating institution must be obtained in advance with explicit written permission to file patent in the name of MAHE.)

Inventor 1:

Name:

Designation:

Manipal Academy of Higher Education Invention Disclosure Form

Department:
Contact Details:
Email and phone number
Nationality

Inventor 2:

Name:
Designation:
Department:
Contact Details:
Email and phone number
Nationality

Inventor 3:

Name:
Designation:
Department:
Contact Details:
Email and phone number
Nationality

Inventor 4:

Name:
Designation:
Department:
Contact Details:
Email and phone number
Nationality

(Please include additional names and details of inventors as needed)

3. Is this a funded project? **Yes** **No**
(If this work is part of a funded project, please state the terms for filing of IPR. If no terms related to IPR are mentioned, have you obtained a NOC from the funding agency to file IPR in the name of MAHE?)

4. Is this work bound by any contractual agreement? Yes No NA

5. Is the invention a product or a process? Product Process

6. Has this work disclosed to public before? Yes No
(Disclosure includes, but is not limited to, publication in a journal, presentation in conference, conference proceedings, newsletters, transmission to third parties not involved in research either through, electronic, written or oral communication, or newspaper articles.)

7. Description of the Invention (NOT MORE THAN 400 WORDS)

Manipal Academy of Higher Education Invention Disclosure Form

(Description of invention shall focus on the following points in order to carry out prior art search)

- Keywords: 5-7 important key words with ALL synonyms of the keywords
- Field of Invention:
- Purpose of the invention:
- Technical aspects of the invention:
- The problem with existing technology (method, process, technique or device)
- Advantages/Benefits of your work and how it solves the problems over existing technology(ies):
- Commercial potential or economic application of your work:

8. Is costing of the work done?

9. Has the work been systematically documented? Yes No
If yes, where is the work documented?

10. Date of Start of Project:

11. Is the project complete? Yes No. If no, expected date of completion

12. Is there any patent filed by the inventors before? No Yes. If Yes, please provide details

13. Industry sector to which the work could be useful

**14. Can you list a few companies that would be interested in licensing the work?
Have you contacted any companies regarding this work?**

I/We hereby declare that the information provided above is factual to my/our knowledge and no available information is omitted from the disclosure.

TO BE SIGNED BY ALL INVENTORS and send to

Manthan D Janodia

Coordinator, Technology Transfer Office, Directorate of Research, MAHE

Professor, Department of Pharmacy Management, MCOPS, Manipal

Email: manthan.j@manipal.edu ; techtransfer.mu@manipal.edu

15.6 Name, Designation and Affiliation (NDA) form

CONFIDENTIALITY AGREEMENT

This CONFIDENTIALITY AGREEMENT is made on and executed at
By and Between

_____ (name, designation and affiliation) of the individuals to be included) (hereinafter referred to as "_____ " which expression shall where the context so admits include its successors and permitted assigns) acting through its Authorized Representative hereinafter referred to as "_____ " (which expression and term shall include its successors, permitted assigns, administrators, representatives and assigns) of the One Part;

and

Name, Designation and Affiliation hereinafter referred to as "_____ " (which expression and term shall include its successors, permitted assigns, administrators, representatives and permitted assigns) of the Other Part;

The (name of individuals)_____ and the (name of individuals)_____ hereinafter be individually referred to as a "Party" and collectively as "Parties", as the context may require. Party disclosing the information is referred to as "the Disclosing Party" and the party receiving such disclosed information is referred to as "the Receiving Party or Recipient".

- A. The _____ and _____ hereto are engaged into a agreement dated (herein after referred to as the wherein the _____ is sharing some confidential information and is framing formulas and compositions for and on behalf of the _____ which requires the disclosure of information relating to the parties hereto which the _____ - desire to be kept confidential. (blank spaces should include names of individuals who are disclosing the idea as well as receiving party getting to know about the idea)
- B. Therefore in consideration of mutual premises of the parties and other good and valuable consideration, concerning the possibility of collaboration, to enable parties to investigate their potential interest in cooperation for (collaboration) the parties hereby agree as follows:

1. Definitions:

- A) Confidential Information: The term "Confidential Information" as used in this Agreement shall, without limitation, mean and include any and all
- (i) Proprietary information.
 - (ii) Non-public and/or un-published information.
 - (iii) Trade secrets.
 - (iv) Technical/ process/ plans/ scientific data/ formulation/ composition and information;
 - (v) Know-how;
 - (vi) Patent and other intellectual property related information.
 - (vii) Designs, drawings, engineering details;

- (viii) Commercial, financial information and business plans/ sales and marketing plan any business information;
 - (ix) Any materials transferred by the Disclosing Party.
 - (x) Software, source codes, designs, algorithms, formulae and any other Information received/ disclosed under obligations of confidentiality.
 - (xi) Information relating to the Business Transaction and any other information including information relating to its affiliates and subsidiaries disclosed by the Disclosing Party, including its affiliates and subsidiaries, of the Receiving Party, prior to or after the Effective Date.
 - (xii) In addition to the above, the Disclosing Party may designate, in writing, the Confidential Information as "Confidential" by an appropriate legend. Confidential Information shall also include all copies, summaries, records, descriptions of the Confidential Information including any and all discoveries, results, deductions, reports, papers, documents comprising or incorporating, in whole or in part, Confidential Information and/ or information derived from Confidential Information. Information, which is generally understood to be confidential or by its very nature is to be deemed to be Confidential Information. Materials means including without limitation, documents, drawings, models, apparatus, sketches, designs and lists furnished to the recipient by the owner and any tangible embodiments of the disclosing party's Confidential Information created by the recipient.
 - (xiii) Prices quoted/ agreed between the Company and MAHE will be kept confidential and should not be disclosed to any third party by the MAHE.
 - (xiv) Material purchased from MAHE by the Company will not be divulged to any third party by MAHE.
- B) Party: The party means that discloses the information is referred to as the "Disclosing party" and the party who receives the information is referred to as the "Receiving party or Recipient".
- C) Effective Date: Effective date means the date on which this Confidentiality agreement is signed or any confidential information is disclosed or whichever is earlier.
2. The Company and MAHE hereto agree to hold in confidence and not to use, except in furtherance of the Business Transaction, and not to disclose to any third party any Confidential Information of the disclosing party without the written consent of such other party.
3. The Confidential Information may be disclosed to the employees and/ or representatives and/ or consultants to the parties hereto having a need to know the same in furthering the Business Transaction so long as such employees, representatives or consultants are obligated to hold in confidence and not to use, except in furtherance of the Business Transaction, or to disclose such Confidential Information.
4. The Confidentiality Agreement shall become effective on the Effective Date, and the confidentiality obligations under this Agreement shall remain in effect during the existence of this agreement.

5. The Disclosing party warrants that it is the owner of all confidential information disclosed by it to the receiving party under this agreement and that it has the right to disclose the confidential information without any obligation to any third party and receiving party on its part agrees to receive such confidential information subject to terms and conditions set out in this agreement.
6. The Recipient acknowledges and undertakes to use all reasonable endeavor to effect and maintain adequate security measures to safeguard such Confidential Information from unauthorized access, use and misappropriation;
7. The obligations as to confidentiality use and disclosure shall not be applicable to Confidential Information received by either party that:
 - (a) At the time of disclosure of such information to receiving party is generally available to the public or thereafter becomes generally available to the public through no wrongful act of the receiving party or its employees, representatives or consultants;
 - b) is already known to the Recipient with no obligation of confidentiality at the date it was disclosed by or obtained from the Disclosing Party;
 - c) Is required by law, Judicial/ Quasi Judicial Court, competent authority or governmental authority to be disclosed only to the extent of such requirement and following prompt notice to the other party in order to allow such party to obtain an appropriate protective order or other reliable assurance that Confidential treatment shall be accorded the Confidential Information.
8. Upon termination of the discussions and negotiations in relation to the Transaction, the Recipient will promptly deliver to the Disclosing Party all Materials supplied by the Disclosing Party incorporating any Confidential Information and all copies of it. Any Confidential Information contained in any materials and documentation prepared by or on behalf of the Recipient or recorded in any memory device will be destroyed or erased. Within fourteen days of request, the Recipient shall certify in writing to the Disclosing Party that it has fully complied with its obligations under this Clause. Notwithstanding the return, destruction of Confidential Information, the Recipient will continue to be bound by its obligations of confidentiality and other obligations hereunder;
9. The Recipient confirms that the duty of confidentiality imposed by this Agreement extends to any Confidential Information which has been, or may have been, supplied to the Recipient before the date of this Agreement despite the absence of a written agreement, this Agreement merely recording in writing the oral confidentiality obligations under which the Recipient received the Confidential Information;
10. Save as otherwise contrary provided in this Agreement, the Recipient will not, under any circumstances, without first obtaining the Disclosing Party's prior written consent, make or permit others to make any reference to the subject matter, or existence, of this Agreement, or the Confidential Information or use or

- permit others to use the name of the Disclosing Party in any public announcements, promotional, marketing or sales materials or efforts;
11. Neither the Recipient nor its affiliates will solicit for employment or cause to be solicited for employment any person employed by the Disclosing Party or its associate companies provided that the foregoing shall not prohibit general solicitations or advertisements of employment (or hiring as a result thereof) not specifically directed at such persons;
 12. Nothing herein shall be construed as granting any license under any patent or patent application, trademarks, business marks, formulas, compositions or any rights in or to use any Confidential Information, other than as specifically granted herein, nor shall either party have any obligation to enter into any other or subsequent agreement with the other party hereto or be prevented from entering into similar or other agreements with third parties.
 - 13A Unless otherwise expressly provided in a subsequent writing signed by both parties, should any inventions, improvements, discoveries or other developments be created as a result of discussions between the Company and MAHE (hereinafter "Work Product"), the Company and MAHE agree that such Work Product and all intellectual property rights therein and thereto, shall be in Company name sole and exclusive property, regardless of whether such Work Product is conceived, made, authored or reduced to practice solely by the Company or solely by MAHE, or jointly by the Company and MAHE. The Company shall reimburse the MAHE for its expenses in cooperating with the Company to secure the Company's intellectual property rights to the Work Product. However, at no time nor under any circumstances will there be any contingent or continuing fees such as royalties, commissions or profit participation, payable by the Company in connection with such Work Product.
 13. Upon termination of the Business Transaction, each party shall, upon request, return all written or tangible records reflecting Confidential Information of and received from the other party and destroy any notes or other materials prepared by the receiving party which contain any Confidential Information, except for one copy that may be retained in its corporate legal files in order to be able to monitor its obligations hereunder.
 14. This agreement shall remain in full force and effect for a period of three years from the effective date, unless terminated earlier.
 15. Either Party of the agreement is at liberty to terminate this agreement, without stating any reason whatsoever, by serve a 30 days prior written notice to the Receiving Party, however the termination obligation on the parties shall remain same as mentioned and described under this agreement;
 16. Parties to the agreement are agree and undertake that the benefits of this agreement shall not be assigned to any third party without prior written approval of the other party;
 17. Each party acknowledges and agrees that in the event of any breach of this Agreement, including the actual or threatened disclosure of the Confidential

Information of the Disclosing party, irreparable loss, injury and/ or damage will occur such that no remedy of law will afford adequate protection against, or appropriate compensation for, such injury and aggrieved party shall be entitled to specific performance or injunctive relief as may be granted by a court of competent jurisdiction. The Recipient Party agrees to reimburse the reasonable legal fees and other costs incurred by the Disclosing Party in enforcing the provisions of this agreement.

18. If any provision of this Agreement is declared void or unenforceable, such provision shall be severed from this Agreement which shall remain in full force and effect.
19. Any confidential information disclosed by the Disclosing party to the Receiving Party as part of the Business Transaction will be stamped "Confidential" and will be treated by the Receiving Party according to the same standard as outlined for the confidential information disclosed by the Receiving Party to the Disclosing Party.
20. This Agreement may not be amended or modified except in writing and shall be binding upon the parties hereto their successors, and assignee;
21. Dispute if any arising out of this agreement shall initially be resolved amicably by mutual discussions between the authorized representatives of Parties to the Agreement within 30 days from the date of dispute raised or notified between the parties. However in the event, such dispute cannot be resolved amicably by mutual discussions, between the parties within said 30 days from the communication of the dispute in respect to this agreement shall be referred to and finally settled in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended, re-enacted from time to time in force (or any successor legislation thereto). The language of the arbitration shall be English and the decision of the arbitrators shall be final and binding on the parties. The parties hereby agree that the place of arbitration shall be at New Delhi.
23. This Agreement shall be governed by and construed in accordance with the laws of India. The parties hereby submit to the exclusive jurisdiction of New Delhi courts.

IN WITNESS WHERE OF, the parties hereto have caused these presents to be executed as of the date hereof.

**On behalf of
Disclosing party**

**On behalf of
Receiving party**

Name :
Title :
Date :

Name :
Title :
Date :

15.7 List of copyright applications**List of copyright applications filed/registered by Manipal Academy of Higher Education**

Sl. No.	Name	Title of Work	Class of Work	Status
1	Mr. Kiran S	Graded-Word and Nonord Resading Test in Kannada	Literacy/Dramatic Work	Registered
	Mr. Gopee Krishnan			
	Dr. B. Rajashekhar			
2	Dr. Ramesh S. Ve	Manipal Vanishing Optotype C Chart	Artistic Work	Registered
	Ms. Krithica S			
	Ms. Nithya R			
3	Dr. Ramesh S. Ve	Manipal Vanishing Optotype Chart	Artistic Work	Registered
	Ms. Krithica S			
	Ms. Nithya R			
4	Dr. Premjit Bhakat	Development and validation of tool for tablet based smart D-15 color vission assessment	Literary/Dramatic Work	Applied
	Dr. B Hemanth Reddy			
	Dr. Sumanth Kumar M			
5	Dr. G Srikanth	Anaphylaxis - Medical emergency video	Cinematographic Film	Registered
6	Dr. Bhamini Rao	Educational Handout/Information brochure for parents and caregivers for promoting developmental milestones from birth to three months infants	Literary/Dramatic Work	Registered
7	Dr. John Solomon	An early mobilization algorithm for patients with traumatic brain injury	Literary/Dramatic Work	Registered
8	Prof. Mani Kandan	Development and validation of physical activity measurement scale in stroke survivors	Literary/Dramatic Work	Registered
9	Mr. Parameshwar Anche	A comprehensive assessment tool for Diabetic Foot Syndrome (M-CDFAT)	Literary/Dramatic Work	Registered
	Mr. Animesh Hazari			
	Dr. Arun G Maiya			
10	Dr. Srinivas G	ThrustMIT/ThrustMIT	Artistic Work	Applied

	Mr. Amogh Govil			
11	Dr. Arun Shanbhag	Innovation Day - List of participating innovations	Literary/Dramatic Work	Registered
12	Dr. Manthan Janodia	Research outcome from an institution - Publish/Sale/License/Technology Transfer	Literary/Dramatic Work	Applied
13	Dr. Senthil Kumaran D	Physiotherapists' perceptions of problem in ICF Domain in patients with Stroke Questionnaire	Literary/Dramatic Work	Registered
14	Dr. Bhamini Krishna Rao	Task Based Exercise Manipal for people with Stroke	Literary/Dramatic Work	Registered
	Dr. Senthil Kumaran D			
15	Dr. Senthil Kumaran D	Pateinets's perceptions of problems in ICF Domain following stroke Questionnaire	Literary/Dramatic Work	Registered
16	Dr. Vinita A Acharya	Manipal Assertiviness Rating Scale	Literary/Dramatic Work	Registered

15.8 List of Patents filed by MAHE**List of Patent applications filed by Manipal Academy of Higher Education**

Sl. No.	Name of Inventor(s)	Title of Invention	Patent Application No.	Date of Filing	Status
1	Mradul Tiwari	A formulation of copper and risedronate combination for treatment of bone disorders through topical delivery	201641009686	21-Mar-16	Filed with IPO
	Nayanabhirama Udupa				
	Kiran Avadhani				
	Josyula Venkata Rao				
2	Suprabha Suresh Nayak	Interleukin 12 secreted by stimulate peripheral blood mononuclear cells(PBMC) as biomarker for differentiation of patients with intestinal tuberculosis and Crohn's disease	201641009687	21-Mar-16	Filed with IPO
	Cannanore Ganesh Pai				
3	Monika Reddy Bhuma	A modified forceps for maxillary molar extractions	201641020069	13-Jun-16	Filed with IPO
	Joanna Baptist				
	Ravikiran Ongole				
4	Aparna Ichalanged Narayan	The process of measuring dimensions of a dental implant	201641017658	23-May-16	Filed with IPO
	Dr. Satish B Shenoy				
5	Kapaettu Satyamoorthy	peptides for promoting angiogenesis and a method of synthesizing the same	201641023518	8-Jul-16	Filed with IPO
	Manjunath Bandu Joshi				
	Kamalashile Shreesha Bhat				
	Raghuvir K Arni				
6	Setlur Govind Biligiri	A method of producing colchicine from an endophytic phomopsis using epigenetic modifiers	201641023516	8-Jul-16	Filed with IPO
	Thokur Sreepathy Murali				
	Deepika V Bhat				
7	Kapaettu Satyamoorthy	A system and method for identification of proteins unstained page by laser induced autofluorescence	201641023520	8-Jul-16	Filed with IPO
	Krishna Kishore Mahato				
	Manjunath Siddaramaiah				
	Manjunath B Joshi				
	Subhash Chandra				
8	Anirbit Datta	System and method of measuring soft palatal angulation	201641026037	29-07-2016	Filed with IPO
	Prashanti Eachempati				
	Kiran Kumar Krishnappa Salian (Karnataka)				
9	Govindaraja Charyulu Eachempati		201641027171	9-Aug-16	
	M Srinivas Kini				

	Champak Gogoi	A method of extracting pectin from orange peel through sonication			Filed with IPO
10	Santhosh Kumar	Device and Method for detection of bad breath	201641033269	29-Sep-16	Filed with IPO
	Kanishk Gupta				
	Pratibha P K				
	Subraya Bhat Giliyar				
	Hitesh Kumar Gatty				
11	Sivasankaran Sankaranarayanaier	A ultrasound assisted process of water splitting and catalytic hydrogenation for synthesis of hydrogen peroxide	201641034424	7-Oct-16	Filed with IPO
12	Chethan Gejjalagere Honnappa	A novel multi-target synthetic small molecule anti-inflammatory agent and a simple one step process for its synthesis	201641036333	25-Oct-16	Filed with IPO
	Unnikrishnan Mazhuvancherry Kesavan				
13	Mr. Subhankar Biswas	Method of preparing an analogue of Quercetin that specifically inhibits HDAC-8 enzyme	201741001295	12-Jan-17	Filed with IPO
	Dr. Neetinkumar Dnyanoba Reddy				
	Dr. Jayashree Bellur Srinivas Iyengar				
	Dr. Chamallamudi Mallikarjun Rao				
	Dr. Karkala Sreedhara Ranganath Pai				
14	Mrs. Indira Subhakrishna Ballal	A formulation of dietary supplement for glycemic control in prediabetics and patients with type 2 diabetes	201741001752	17-Jan-17	Filed with IPO
	Mr. Subhas Krishna Ballal				
	Mr. Nayanabhirama Udupa				
	Mr. Saleemulla Khan				
	Mr. Piccheshwar Rao				
15	Ms. Akhila Hosur Shruneswara	A nontoxic, non-ulcerogenic, pleiotropic novel synthetic small molecule for treating chronic inflammation	201741000101	1-Feb-17	Filed with IPO
	Dr. Chethan Gejjalagere Honnappa				
	Dr. Chandra Sekhar Misra				
	Dr. Mazhuvancherry Kesavan Unnikrishnan				
16	Dr. Pankhuri	A foam ice pack and a method of preparing thereof	201741004005	2-Mar-17	Filed with IPO
	Dr. Abhay Taranath Kamath				
	Dr. Deepika Pai				
17	Dr. Kanishk Gupta		201741006220	22-Feb-17	

	Mr. Rahul Gajula	A full mouth rotary bristle tooth brushing assembly			Filed with IPO
	Ms. Jaskirat Kaur				
	Mr. Sumit Sdashiv Shinde				
	Dr. Santhosh Kumar				
	Dr. Nabeel Abdur Rashid				
18	Mr. Venkatachalam Hillemane	A process for synthesis of flavonol and its anti-inflammatory activity	201741008642	13-Mar-17	Filed with IPO
	Dr. Jayashree Bellur Srinivas Iyengar				
	Dr. Chandra Sekhar Misra				
19	Dr. Ramya Shenoy	A Dental Device	201741008796	17-Mar-17	Filed with IPO
	Ms. Nikita Rungta				
	Mr. Ashwin Kumar Devaraj				
	Mr. Suhan				
	Dr. Dilip Naik				
20	Dr. Bharath Raja Guru	Formulation of Isoniazid Derivatives in Biodegradable Polymers	201741016102	8-May-17	Filed with IPO
	Dr. Santhosh Laxman Gaonkar				
	Dr. Sushruta Hakkimane				
	Dr. Vishnu Prasad Shenoy				
21	Dr. Gadicherla Srikanth	Guiding device for dental anesthesia	201741019238	1-Jun-17	Filed with IPO
	Dr. P Kalyan Chakravarthy				
22	Mr. Shreyas Suresh Rao	A system and method for linked data process to explore interdisciplinary research collaborations across enterprises	201741019854	6-Jun-17	Filed with IPO
	Dr. Ashalatha Nayak				
23	Ms. Ramya Lokesh	A system and method for online recognition of kannada handwritten characters	201741021107	16-Jun-17	Filed with IPO
	Dr. Kumara Shama				
24	Mr. Muthu Selvakumar	High Power Magnetic/Electromagnetic Electrochemical Supercapacitor	201741024197	10-Jul-17	Filed with IPO
	Ms. Sowmya				
	Dr. Denthaje Krishna Bhat				
	Der. Nedumaram Gopalan Renganathan				
25	Mr. Soorya Annadurai	A method for generation and Identification of Hexresponse Codes	201741026396	25-Jul-17	Filed with IPO
26	Mr. Jaivrat Gupta	A self-holding suction tube in dentistry	201741031724	7-Jul-17	Filed with IPO
27	Mr. Praveen Shenoy	Triphibious Vehicle	201741027807	4-Aug-17	

	Mr. Lukhman Abdul Samad Khan				Filed with IPO
	Mr. Sabdar Aziz Shaik				
	Sayyed Mohammed Afran				
	Mr. Kamlesh Kumar				
28	Dr. Aditi Chopra	A method of Synthesizing Adhesive Dental Splint Composition	201741018781	29-May-17	Filed with IPO
29	Dr Sudha Warriier	Method For Derivation Of Human Cardiomyocytes From Perinatal Stem Cells	201741000154	1-Mar-17	Filed with IPO
30	Dr. Govindakarnavar Arunkumar	Virus like particles for influenza and the method of preparation thereof	201741033978	27-Oct-17	Filed with IPO
	Dr. Anitha Jagadesh				
	Dr. Abdul Ajess Abdul Salam				
31	Dr. Shama Prasada Kabekkodu	Differentially Methylated Markers for detection and screening of cervical cancer	201741037480	24-Oct-17	Filed with IPO
	Dr. Samatha Bhat				
	Dr. Puthiya Mundyat Gopinath				
	Dr. Kapaettu Satyamoorthy				
	Dr. Thanvanthri Gururajan Vasudevan				
	Dr. Parvathi Vinod Bhat				
	Dr. Deeksha Pandey				
32	Dr. Kapaettu Satyamoorthy	Micro RNA Markers for detection and screening of Cervical Cancer	201741037416	23-Oct-17	Filed with IPO
	Dr. T G Vasudevan				
33	Dr. Sudha Warriier	Method for derivation of central nervous system cell types from human perinatal mesenchymal stem cells	201741029814	23-Aug-17	Filed with IPO
34	Dr. Srinivas Mutalik	Ligand Conjugated Liposomal Composition of a typical Antipsychotic Drug	201741044417		Filed with IPO
	Ms. Renuka Managuli				
35	Mr. Ganesh Aroor	Pantograph Suspension System and Method for Vehicles	201741047120	28-Dec-17	Filed with IPO
	Mr. Akshay Saxena				
36	Mr. Ravishanker Baliga Bantwal	Improved serial staging technique for multi-stage launch vehicle	201841002276	19-Jan-18	Filed with IPO
	Mr. Prabhpreet Data				
37	Ms. Keerthana Prasad	A system and method for automatic blood smear analysis based on image analysis	201841002277	19-Jan-18	Filed with IPO
	Ms. Roopa Hegde				

	Mr. Harishchandra Hebbar Ninnikallu				
38	Mrs. Indira Subhkrishna Ballal	Fat free cookies for glycemic control in pre diabetics and early type 2 diabetic patients	201841002235	19-Jan-18	Filed with IPO
	Dr. Subhas Krishna Balla				
	Dr. N. Udupa				
	Dr. Saleemulla Khan				
	Dr. Basavaraj Shivayogi Hadpad				
	Mr. Kuppuswamy Thirugnanasambantham				
	Mr. Valsraj Payini				
39	Chittor Vishnu Satya Chaitanya	A Modified Booth Algorithm Based Multiplier Unit	201841002183	Jan 18, 2018	Filed with IPO
	Mr. Suderasan Chidambaram				
	Mr. Payyalore Raman Venkateshwaran				
	Dr. Keerthana Ilanthodi				
40	Dr. Srinivas Mutalik	Nano structured lipid carriers containing a typical antipsychotic drug for oral administration	201841005172	12-Feb-18	Filed with IPO
	Dr. Renuka Managuli				
41	Dr. Ranajit Das	Generation of ancestry informative marker panel for South Asians	201841005167	12-Feb-18	Filed with IPO
	Dr. Prinyanka Upadhyay				
42	Dr. Srinivas Mutalik	Multifunctional Nanoparticulate Sunscreen compositions containing Green Tea Polyphenol and Hyaluron	201841008513	8-Mar-18	Filed with IPO
	Dr. Renuka Managuli				
43	Dr. Evit Rajan John	Electric Toothbrush with customizable handle for patients with special needs	201841016406	May 1, 2018	Filed with IPO
	Ms. Nivedita J S				
	Dr. Lokendra Gupta				
44	Dr. Sathya Shankar Sharma	Hybrid heat treatment method for age hardenable alloy matrix ferrous metal powder reinforced composites	201841019026	May 21, 2018	Filed with IPO
	Dr. Rajesh				
45	Dr. Karthik Arumugam	A Novel Targeted Drug Delivery System for Rivastigmine in Liposomes and Nanoparticles Form for the Treatment of Alzheimer's Disease			
	Dr. Mallikarjuna Rao Chamallamudi				
	Dr. N. Udupa				
	Dr. Subramanian Ganesan				
46	Dr. Ramesh S Ve	Home Based Vision Screener - HVS	201841021748	June 11, 2018	Filed with IPO
	Dr. Siddalingaswamy P C				

	Ms. Krithica Srinivasan				
	Mr. Gopinath Madeswaran				
	Mr. Asjad Nabeel				
	Mr. Arun Kumar P				
47	Dr. Ajeetkumar Patil	A novel sensitive and quantitative detection of Pyridoxine (Vitamin B6) by interaction with CdTe quantum dots			Filed with IPO
	Dr. Suresh Diwakar Kulkarni				
	Dr. Sudarshan Kini				

15.9 Intellectual Property Policy



**MANIPAL
UNIVERSITY**

Deemed-to-be-University under Section 3 of the UGC Act, 1956

Ref: MU/REG/CIR-(T)
Date: December 22, 2016

CIRCULAR

Sub: Manipal University Intellectual Property Policy



In anticipation of approval of the Executive Committee of Manipal University, the University has revised Manipal University Intellectual Property Policy.

The details of the revised policy are enclosed with this circular for your information, records and to be notified to all concerned (*faculty members, staff, research scholars, students, visiting scholars, fellows, etc.*).

This will be applicable to all the constituent institutions, centres of excellence, and teaching departments of MU, Manipal and will come into force with effect from January 1, 2017. This will supersede all earlier circulars on the subject.

Dr. Narayana Sabhahit
Registrar

To:

✉ Heads of Institutions | Centres of Excellence | Teaching Departments under MU

Copy for information to:

✉ Pro Chancellor | Vice Chancellor | Pro Vice Chancellor, MU

Copy to:

- ✉ Director(s) – Research (Health Science | Technical), MU, Manipal
- ✉ Director(s) – Finance | Quality & Compliance, MU, Manipal
- ✉ Chief Innovation Office, Innovation Centre, MU, Manipal
- ✉ Deputy Director – HR | Legal, MU, Manipal
- ✉ Coordinator, Technology Transfer Office, Directorate of Research, MU, Manipal
- ✉ EC file

Encl: as above



MANIPAL UNIVERSITY

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Manipal University Intellectual Property Policy

(With effect from January 1, 2017)

The contemporary and stated Intellectual Property Policy of Manipal University (MU) endeavors to facilitate the protection and upliftment of intellectual properties generated during the scientific pursuit (of knowledge/resource) in the university and offer scope for ingenuity and commercialization. It targets the provision of unbiased intercession between the various interests involved.

In order to lessen the possibility of adopting a specification or other technology which might infringe on a patent or other IPR, MU will, in the course of carrying out its program of work, and in accordance with such Policies and Procedures of the University as may be in place from time to time, issue calls to its staff and faculty to disclose patents or other IPR ("patent calls") which are owned by them, or of which they might be aware, which might be infringed by the implementation of a specification proposed for adoption. Such a patent call shall be made at such times as the MU's policies and procedures shall provide.

1) Applicability:

The Policy on Intellectual Property (IP) is applicable to following personnel:

- 1.1 Employees, faculty members, staff (permanent and temporary), visiting scholars, fellows, research scholars and students associated with MU and include, but is not limited to, those who are directly under the University payroll and/or receive assistance in the form of fellowships, scholarships, honorarium, either from MU or from outside government and private institutions/agencies.
- 1.2 Employees, faculty, staff, research scholars, visiting scholars, fellows or students who are making use of MU facility and resources, and include financial support to generate, file and prosecute any form of intellectual property and invention related issues.
- 1.3 Various forms of intellectual property under this policy include, but does not limit to, Patent, Copyright, Trademark / Service Mark, Design Registration, Trade Secret, Confidential Information, Integrated Circuit Layout and Plant Varieties.

2) Ownership of IP:

An invention for which an intellectual property application is filed where in the University resources like space, equipment, facilities, are utilized and when the applicant(s) receive financial support towards professional and statutory fees for acquiring such intellectual property, the assignee of such intellectual property will be MU.

Individual(s), who obtains a patent or any other form of intellectual property or introduces an invention into public domain without use of resources from the University or outside their regular assigned duties during official hours under terms of their appointment with the university, and without substantial involvement by university personnel, shall retain full IP rights.

3) Copyrights:

Any original work of intellectual nature can be protected under copyright law. Ideas per se are not copyrightable but only in their expressed form.

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When the copyrightable pedagogical, scholarly, computer software, integrated circuit layouts, designs, films, cassettes and other such literary and artistic works, specified as copyrightable works under relevant Copyrights Act as amended from time to time by the government, which are created for Manipal University, the author shall retain ownership of their original work, while at the same time granting Manipal University and all implementers of its specifications full rights to revise, modify, and create derivative works based on that original work, under the Manipal University's own copyright.

If the university foresees a gainful return from copyrights, it may initiate steps to file and protect such copyrights and share the financial rewards with the inventor on terms and conditions of the university as specified from time to time.

When the copyrightable work is generated for an external sponsor/university/company of foreign country/India then ownership will be jointly shared according to the agreement between external sponsor and the university.

In case of copyrightable work created by non-Manipal University personnel without absolute intellectual contribution of Manipal University personnel and Manipal University resources the respective author shall retain his/her ownership.

Copyrights on books and publications authored by Manipal University personnel shall be in the name of the respective authors.

4) Trade Secrets:

MU employees are expected not to reveal Tradeseecret information of the University to commercial entities or any third party, nor shall they sign non-disclosure agreements. MU shall take relevant measures to ensure that the Tradeseecret of the University is protected. If outside entities or third party asks employees of MU to sign non-disclosure agreement, employees/staff/ research scholars and students shall communicate all such requests to Technology Transfer Office, Directorate of Research, and Personnel and Legal department for discussion and legal approval before signing these agreements.

5) Inventions and Patents:

An idea when manifested in tangible form is patentable provided it fulfills the below criteria for patentability:

- Non-obviousness (the invention should be non-obvious to the person skilled in the art)
- Utility (it should be commercially applicable) and
- Novelty (invention may relate to a new product or an improvement of an existing one or a new process of manufacturing an existing or a new product)

If such a patentable invention is developed at MU, and qualifies for protection under the relevant Acts of government related to patents, then patent belongs to MU. It can be in the form of know-how, solutions, processes, genetically engineered microorganisms, scientific or technological developments, business models and other forms as the need arises. The filing of a patent application shall be with the researcher as named inventor.

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In such instance or instances where the patent is owned by the university, the inventor or inventors have the right on such form of intellectual property till the time protection of such intellectual property is agreed upon by the University and inventor(s) or the life of such intellectual property according to relevant Acts has expired. The university also reserves the right to initiate discussions on sale/license or technology transfer of patents or other forms of intellectual property, as the case may be, and which are deemed suitable for such activity. In an event of successful outcome through sale/license or technology transfer, the revenue sharing from either sale/license or transfer of technology shall be as specified in the royalty sharing clause mentioned below.

Whenever there is any patentable invention obtained under research or a related activity between an external sponsor and the University, then it is subject to agreement between the involved parties.

Party shall grant to each of the other parties and their respective affiliates, a nonexclusive, worldwide, perpetual, irrevocable, non-sub licensable license under any (if any) of such party's claims in its contributions, solely to make, have made, use, import, offer to sell, sell and otherwise distribute and dispose of compliant portions as agreed upon; provided that such license need not extend to any part or function of a product in which a compliant portion is incorporated that is not itself part of the compliant portion. Such license shall be granted on a royalty-free basis or will be subject to otherwise reasonable and nondiscriminatory terms.

6) Royalty Sharing:

Net revenue received by the University through sale/license or technology transfer of intellectual property of such inventions or creative works, royalty shall be distributed as follows, unless otherwise specified in arrangements for commissioned works.

	Royalty sharing percentage
Inventor	50%
University*	50%
Total	100%

*50% share of the University shall be distributed as: (a) to the inventor(s) department (10%), (b) to the inventor(s) Institution (10%) and (c) to Manipal University (30%). In case of an Intellectual Property jointly held by the constituent institutions of Manipal University, the distribution of share to inventor(s) department and inventor(s) institution have to be communicated by the lead investigator to the University. In no case such share should cumulatively exceed 20% of the allotted share.

In an event when more than one inventor contributes for the generation of the intellectual property then the percentage of royalty shall be equally shared among the inventors, contingent upon such invention being sold, licensed or transferred under technology transfer agreement with third party(ies). No royalty shall be claimed by the inventor(s) for patents which fail to generate interest for sale, licensing or technology transfer.

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7) Technology Transfer:

MU reserves the right to initiate and commercially leverage intellectual property of the university or jointly owned with other institute/university/industry under the agreements dealing with technology transfer, licensing and revenue sharing models in consultation with the named inventors.

In the case of sponsored activity, the sponsored industry/organization will have the first right to commercially leverage the intellectual property or products originating from the collaboration activity, whether or not the same have been formally protected by patent(s).

In the case of sponsored activity, if the sponsored industry/organization fails to commercially leverage the intellectual property or products within **one** year from the first date of development of the technology, then MU shall reserve the right to transfer the said know-how to a third party for its commercial advantage. However, Manipal University shall share the net revenues derived henceforth with the sponsored organization/industry as per the **agreement regarding technology transfer**.

8) Conflict of Commitment and Interests:

To manage and minimize conflict over intellectual property rights, all potentially patentable inventions created or discovered by faculty in the course of their University activities, or with use of University resources, must be disclosed to the University on a timely basis ("Patent calls").

The inventor(s), to the respective Heads of Institutions, should disclose any conflict of interest or any potential conflict of interest.

MU discourages its employees, faculty members, staff (permanent and temporary), visiting scholars, fellows, research scholars and students against any legal recourse. In case of any disputes regarding the implementation of intellectual property policy, efforts shall be made to address to the concerns of the inventor(s) by developing and incorporating an arbitration mechanism and arrangement, or any other suitable mechanism as agreed upon by the parties and arrive at an amicable solution. The decision taken in this regard by the competent authority of MU or through arbitration shall be final and binding to all the parties under dispute.

9) Infringement:

MU shall retain the right to engage in or abstain from any lawsuit concerning patent and license infringements.

MU shall ensure that Manipal University personnel have an insurance clause built into the agreement with the licensee(s) while transferring technology or copyrighted material to licensees.

10) Modus Operandi:

All applications for patents should be dispatched to respective Head of Institution, irrespective of whether the inventions have resulted from the in-house research/project, or projects under sponsored activity. The Head of Institution must ensure that the foreseeable intellectual property under discussion is not revealed in public domain or discussed with people not connected with the research pertaining to intellectual property.

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The application for patent or any other form of intellectual property shall be analyzed/inspected by the Intellectual Property Advisory Board of Manipal University comprising the following:

Sl. #	Names of persons	Designation
1	Vice Chancellor, Manipal University	Chairman
2	Registrar, Manipal University	Member
3	Chief Innovation Officer, Innovation Center, Manipal University	Member
4	Head of Institution of the Institute concerned	Member
5	Coordinator, Technology Transfer Office	Convener
6	Representatives of Directorate of Research, Personnel and Legal Department and Human Resources Department may be consulted on case to case basis	

The inventor(s) are required to make a brief presentation of their invention to the Intellectual Property Advisory Board of the University. Based on the outcome reached through discussion by the Board members with the research team, further processing of the application shall commence through the approved attorney or agency by the University.

If the inventor(s) decide to abandon or withdraw the application for a patent at any stage after filing of application, prior approval of the Intellectual Property Advisory Board is mandatory.

11) Incentive Awards for Granted Patents:

- a. 18 points or INR 18,000 shall be awarded for each granted patent.
- b. All the members listed as inventors in granted patent shall receive 18 points each or INR 18,000 each.
- c. The points are awarded to the inventor(s) affiliated to Manipal University only for the granted patents, filed through the Technology Transfer Office, Directorate of Research, Manipal University.
- d. The certificate of grant of patent must be submitted along with the evaluation form to claim incentive award. (Annexure 1)
- e. No incentive shall be awarded for filed patent applications.

Manipal University reserves the right to modify the above policy as deemed fit from time to time.

Annexure I: Evaluation form to claim incentives for Patent

Annexure II: Bank Account details of Students

Gabhahit

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**MANIPAL
UNIVERSITY**

With effect from January 1, 2017

Evaluation form to claim incentives for Patent

- **PATENT Number:**
- **Title of the Patent/IPR Granted:** _____
- **Granted in:** _____ (mention the country(ies) in which filed)

	Names of Inventors	Types of Inventors	Department	Institution	EMP Code/Registration No. of Student
1					
2					
3					
4					
5					

Declaration by the submitting Inventor:

The patent/IPR grant is an outcome of my/our innovative work. The work described is Novel. I/We have taken due care to ensure that the patent does not infringe upon the existing patent and/or is not a part of existing literature or prior art.

Name: _____ Designation: _____

Department: _____ Institution: _____

Email ID: _____ Signature with date: _____

For the use of forwarding office only:

Name & Signature of the Guide/HoD/HoI

Name & Signature of Head of Institution

For the use of Directorate of Research only:

Total number of points:

Coordinator - TTO

DoR, MU (signature with date)

Director Research – (Health Sciences / Technical)

Manipal University (signature with date)

Bank Account details of Students (in case of student inventors named in the granted patents)

Registration Number:

Details of Account Holder:

Name of Account Holder	
Account Number of above account	
Bank Name	
Branch name & Code	
Branch Address	
MICR Code	
IFS Code No. of the Branch	
Complete Contact Address of the student	
Handheld/Telephone No.	
E-Mail	