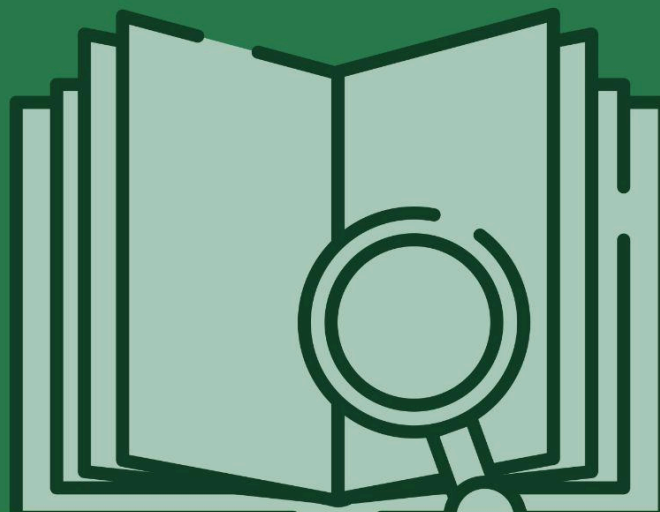




**MANDSAUR
UNIVERSITY**
DREAM. LEARN. LEAD.

RESEARCH & DEVELOPMENT POLICIES



**By Pass Square, Revas Devda Road, S.H.-31,
Mandsaur (M.P) 458001**

RESEARCH & DEVELOPMENT (R&D) POLICIES**Table of Contents**

Sr. No.	Particulars	Page No.
1	Preamble	3
2	Vision and scope of research at Mandsaur University	4
3	Research governance and institutional framework	5-11
4	Academic research integrity and plagiarism	11-14
5	Research funding and grants management	14-17
6	Publications, authorship norms, and open access	17-20
7	Ethics review and approval: standard operating procedures (SOPs)	20-25
8	Research data management and record- keeping policy	25-30
9	Intellectual property and research collaboration policy	30-37
10	Intellectual Property Rights (IPR) Cell SOP	37-42
11	Monitoring, review, and compliance mechanisms	42-45
12	Policy for Financial support and On-duty (OD) leaves for paper presentation in Conference/ Seminar/Symposium/Workshop/ FDP etc	45-46
13	Policy for Financial support for paper presentation in Conference/ Seminar/Symposium etc. via Online Mode	46-49
14	Journal Publication Policy (JPP-1)	49-53
15	Incentive Policy for books/book chapters/monographs	53-56
16	Incentive policy for patents published and granted (National and International)	56-58
17	Policy for University Research Fellowship (URF)	58-61
18	Policy for financial support from MU for organizing Seminar/ Conference/ Symposium/Workshop etc	61-63
19	Policy for financial support from MU for organizing Faculty Development Programs	63-65
20	University Seed Grant Policy for Sustainable Development Goals (SDGs)	65-78
21	Consultancy Policy	78-82



MANDSAUR UNIVERSITY, MANDSAUR

RESEARCH & DEVELOPMENT POLICIES

PREAMBLE

Research and innovation are integral to the mission of a University in advancing knowledge, fostering creativity, and addressing societal, economic, and environmental challenges. In alignment with the University Grants Commission (UGC) regulations, National Education Policy (NEP) 2020, National Assessment and Accreditation Council (NAAC) guidelines, and global best practices, the University recognizes research as a cornerstone of academic excellence and institutional development.

The University is committed to promoting a robust research ecosystem that encourages interdisciplinary inquiry, ethical research practices, innovation, and sustainability. Through this Research Policy, the University seeks to provide a structured framework to support quality research, capacity building, external funding, intellectual property generation, and societal impact, while contributing meaningfully to the United Nations Sustainable Development Goals (SDGs).

This Policy establishes clear guidelines for research governance, funding mechanisms, incentives, ethical compliance, and quality assurance, ensuring transparency, accountability, and continuous improvement in research activities. It aims to empower faculty members, research scholars, and students to pursue research of national and international relevance, thereby enhancing the University's academic reputation and societal contribution.

VISION AND SCOPE OF RESEARCH AT MANDSAUR UNIVERSITY

The University is dedicated to nurturing a robust, inclusive, and dynamic research ecosystem that promotes excellence across all disciplines. The University's research vision is to serve society through the creation, dissemination, and application of knowledge, fostering innovation that addresses contemporary local, national, and global challenges. Research activities span diverse domains including science, engineering, technology, humanities, social sciences, management, and allied fields, reflecting the University's strong multidisciplinary and interdisciplinary orientation.

This Research Policy is applicable to all stakeholders involved in research under the University's aegis, including faculty members and research scholars. The policy provides a comprehensive framework of principles, guidelines, and procedures to ensure that research activities are conducted in an ethical, systematic, and outcome-oriented manner, in consonance with nationally accepted academic standards.

Scope of the Policy

The scope of this policy encompasses the entire research lifecycle, from conceptualization and proposal development to execution, evaluation, publication, and dissemination of research outcomes. It strongly encourages interdisciplinary, collaborative, and translational research, promoting synergy across departments, institutions, industry, and societal stakeholders to address complex and emerging problems.

The University aspires to achieve national and international recognition for its research contributions while maintaining a strong commitment to societal relevance, sustainability, and nation-building. All research initiatives are expected to uphold the highest standards of academic integrity, originality, and rigor, in compliance with ethical norms and best research practices.

This policy has been formulated in alignment with the University Grants Commission (UGC) regulations, and is responsive to the quality benchmarks and assessment criteria prescribed by NAAC and NBA. Accordingly, it ensures that the University's research governance, practices,

and outputs not only comply with statutory requirements but also contribute meaningfully to continuous institutional quality enhancement.

RESEARCH GOVERNANCE AND INSTITUTIONAL FRAMEWORK

An efficient governance mechanism, which ensures functional autonomy, transparency, accountability, adaptability by strengthening interlinkages to create a conducive research environment. The HEIs can foster the human elements (faculty, staff, scholars, and students), logistics (land, buildings, and facilities), knowledge resources (research equipment, project utilities, and consumables), fund flow, etc. through a steady, proficient, effective governance (Rules, Norms, and Policies) and financial (Grants and Funds) management. Dedicated leadership and administrative structure for research, led by experienced researchers, are essential for establishing an effective and robust Research Governance in RDC at HEIs.

Research Advisory Council (RAC)

The Research Governance will have a Research Advisory Council (RAC) headed /chaired by the Vice-Chancellor or his/her nominee as the apex body of RDC. The Dean Research & Development, nominated by the Vice-Chancellor among the distinguished researchers from the university, will head / convene various committees to drive the governance. RDC may form multiple committees to smoothen its functioning with respective committee members nominated by the Dean R & D and approved by RAC. The organizational structure of RDC comprising of various committees for specified functions may be as under:

i) Committee-1: Finance & Infrastructure

Manage yearly R&D budgets, allocate funding, and maintain research infrastructure while monitoring resource utilization.

ii) Committee-2: Research Program & Policy Development

Advance research policies by promoting interdisciplinary programmes, funding proposals, quality publications, and hosting academic events.

iii) Committee-3 : Collaboration & Community

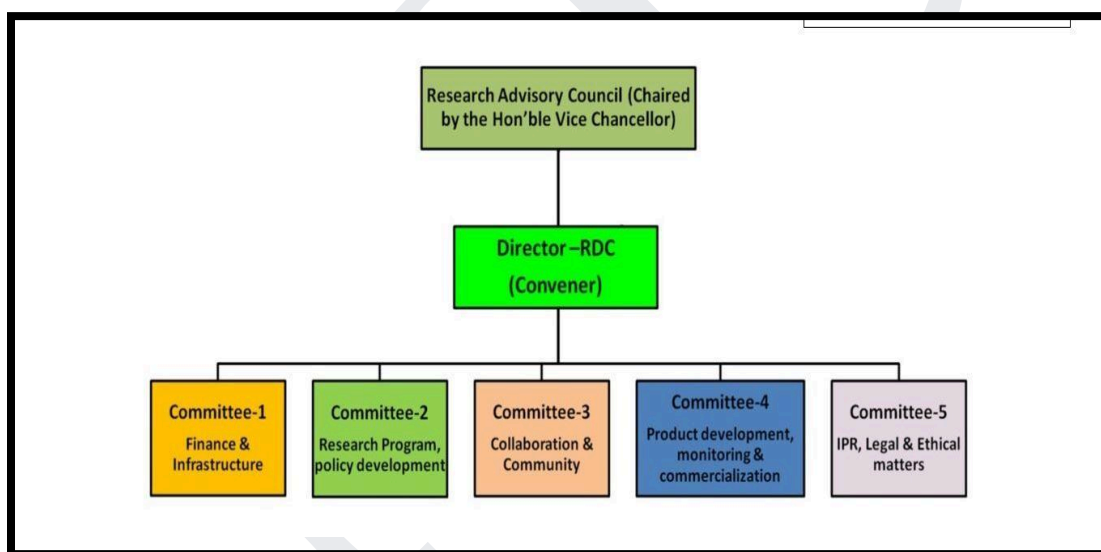
Drive community and industry impact through strategic MoUs, institutional collaborations, joint projects, and consultancies.

iv) Committee-4 : Product Development, Monitoring & Commercialization

Launch innovation centres and challenges to support product development, project monitoring, and startup commercialisation.

v) Committee-5 : IPR, Legal & Ethical Matters

Establish an IPR cell to manage patents, enforce research ethics, and run compliance and capacity-building programmes.



Constitution of Research Advisory Committee under the Research & Development cell of Mandsaur University: In order to promote quality research, innovation, and effective coordination of research activities in the University, the Research Advisory Committee (RAC) of Mandsaur University was constituted (vide office order of Registrar dated March 12, 2026) for the proper functioning and monitoring of research activities within the University. The

committee will oversee research policies, research collaborations, funding opportunities, and ensure adherence to ethical and academic standards in research.

Dean of Research & Development

The Dean Research & Development (DORD) is a senior academic functionary who heads the University's research division and is responsible for the implementation and coordination of research policies and initiatives, also prepare annual research plans and identify major research thrust areas. Acting as the executive arm of the Research Council, the Dean R & D facilitates inter-departmental coordination, oversees research support units such as grants management and industry collaboration, and ensures the effective operationalization of research strategies across the University. He shall be the overall head for the R&D, Ph.D, and IIC cells and recommend for any policy approval to Hon'ble Vice Chancellor or the competent authority through R&D Cell Executive and Ethics Committee.

R&D Cell Executive and Ethics Committee (REEC)

The R&D Cell Executive is responsible for taking decisions and recommendations on research and development activities, IIC cell activities, Ph.D cell activities, ethical implementation, monitoring research progress, coordinating research affairs with Dean R&D. It also resolves issues and discrepancies related to research activities, develops and implements research policies and frameworks, recommends budget allocation, monitors the utilization, reimbursement, and disbursement of allotted funds, appraises research performance, and recommends funding supports and incentives for faculty members. In case any event/activities/any new proposal taken up by the Research & Development Cell, PhD Cell and IIC Cell shall be duly discussed, action plan for execution and its implementation shall be managed by the R&D Cell Executive and Ethics Committee before approval and processing.

Following is the constitution of R&D Cell Executive & Ethics Committee for smooth conduct of day to day Research & Development activities and decision making of the University (vide office order of Registrar dated March 12, 2026) .

1. Dean, Research & Development – Chairperson
2. Head R&D Cell - Members Coordinator
3. Head IIC cell – Member
4. ADR /Head Ph.D Cell – Member
5. One Head / Dean - Member
6. One Professor / Associate Professor – Member
7. One Member from IQAC
8. One member nominated by dean R&D

Functions of the REEC:

1. Preparation, implementation and monitoring of R&D policies and approval for day to day, annual action plans for the same.
2. Following R&D policies related to financial support, incentives and reimbursements shall be discussed, verified and recommended to competent authorities through Dean R&D for approval.
 - A. Policy for Financial support and On-duty (OD) leaves for paper presentation in Conference/ Seminar/Symposium/Workshop/ FDP etc
 - B. Policy for Financial support for paper presentation in Conference/ Seminar/Symposium etc. via Online Mode
 - C. Journal Publication Award Policy (JPAP-1)
 - D. Incentive Policy for books/book chapters/monographs
 - E. Incentive policy for patents published and granted (National and International)
 - F. Policy for University Research Fellowship (URF)
 - G. Policy for financial support from MU for organizing Seminar/ Conference/ Symposium/Workshop etc
 - H. Policy for financial support from MU for organizing Faculty Development Programs
 - I. University Seed Grant Policy for Sustainable Development Goals (SDGs)
 - J. Consultancy Policy

Head Research Cell

The Head Research Cell will oversee university-wide research and development related IIC activities, monitor progress and report to the Dean R&D. Acts as nodal officer for R&D data maintenance, data analysis and documentation. Conduct R&D Cell Executive & Ethics Committee meeting, prepare MoM and action plan for the day to day and annual Research & Development activities and implementation of R&D policies in consultations with Dean R&D.

Departmental Research Coordinator

At the operational level, each Department designates a Research Coordinator to promote and monitor research activities within the discipline. These identify discipline-specific research priorities, mentor early-career faculty members and research scholars, ensure adherence to institutional research policies, and periodically report departmental research outcomes, achievements, and requirements to the Dean Research & Development.

Institutional Ethics Committee (Human Research)

The Institutional Ethics Committee (IEC) is an independent statutory body responsible for reviewing and approving all research proposals involving human participants to ensure ethical compliance. The Committee comprises faculty members from diverse disciplines along with external experts, including legal and medical professionals, in accordance with national ethical guidelines. No research involving surveys, interviews, clinical, biomedical, or behavioral studies on human subjects may commence without prior approval from the IEC.

Institutional Animal Ethics Committee (IAEC)

The Institutional Animal Ethics Committee (IAEC) oversees all research involving animal experimentation to ensure compliance with the guidelines prescribed by the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), Government of

India. All research projects involving animal subjects must receive prior approval from the IAEC before initiation, and must adhere strictly to approved protocols and welfare standards.

Institutional Biosafety Committee (IBSC)

The Institutional Biosafety Committee (IBSC) oversees biosafety for research involving genetically modified organisms (GMOs), recombinant DNA (rDNA), pathogens, and hazardous biological materials. Mandated by DBT guidelines and RCGM, it ensures compliance with national biosafety norms to protect researchers, the environment, and public health. IBSC reviews, approves, or rejects research proposals involving biohazards, assesses risk levels, and verifies containment facilities (BSL standards). It categorizes projects, monitors ongoing activities, and conducts lab inspections for protocol adherence. Reports all relevant GMO/LMO/rDNA activities to RCGM, notifies PIs of decisions, and addresses non-compliance. Evaluates facilities, personnel expertise, and risk management; ensures accurate application data and onsite oversight.

Internal Quality Assurance Cell (IQAC)

Although the Internal Quality Assurance Cell (IQAC) is not directly involved in the execution of research activities, it plays a crucial oversight role in monitoring and evaluating research performance as part of the University's overall quality assurance mechanism. The IQAC tracks key research indicators relevant to accreditation and ranking processes, including the volume and quality of publications, citation impact, funded research projects, patents, and research revenue. It ensures that research practices adhere to prescribed standards of quality and integrity and those institutional research outcomes align with NAAC and NBA assessment criteria.

The IQAC works in close coordination with the Dean Research & Development (DORD), Research Advisory Council (RAC), R&D Cell Executive and Ethics Committee (REEC) and other research governance bodies to recommend quality enhancement measures and to document the effective implementation of research policies. This documentation supports internal reviews, external audits, and accreditation-related submissions. IQAC is responsible to provide all

research related data to office DORD for the smooth functioning of the research cell. IQAC In Coordination with DORD shall conduct an audit once in a semester for verifying and maintaining Ph.D related data. The schedule will be in the month of August for the session Jan - June and in the month of February for the session July - December in every year.

The University's research governance framework is designed to ensure a balanced approach combining strategic oversight and active participation at all levels. While the RAC & REEC and senior research leadership provide policy direction and strategic guidance, Departmental Research Committees facilitate grassroots-level engagement of faculty members and research scholars. Ethical compliance, intellectual property management, and regulatory adherence are addressed through dedicated statutory committees and cells.

All research governance bodies function in a coordinated and transparent manner to foster a robust, ethical, and compliant research environment. Research policies, committees, and operational mechanisms are established in accordance with UGC regulations, and their functioning is subject to periodic review and continuous improvement to ensure effectiveness, accountability, and alignment with evolving academic and regulatory standards.

ACADEMIC RESEARCH INTEGRITY AND PLAGIARISM

Mandsaur University considers academic integrity to be fundamental and non-negotiable in all research and scholarly activities. All members of the academic community including faculty, research scholars, students, and staff are expected to uphold the highest standards of honesty, transparency, accountability, and ethical conduct in the generation and dissemination of knowledge. To ensure this, the University has adopted a comprehensive Code of Ethics in Research, incorporating strict anti-plagiarism measures in accordance with UGC regulations.

Key Principles and Policies

1. Originality and Prevention of Plagiarism

All scholarly outputs, including thesis, dissertations, research papers, project reports, and publications, must be original contributions of the author(s). Plagiarism defined as the use of another person's work, ideas, data, or expressions without appropriate acknowledgment is strictly prohibited.

The University fully adopts the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. In compliance with these regulations:

- Every student and research scholar must submit a declaration/undertaking affirming the originality of their work.
- The research supervisor must certify that the submitted work is free from plagiarism.
- All thesis and dissertations must be screened through UGC-approved plagiarism detection software prior to final submission.
- A similarity/originality report shall be generated and mandatorily attached with each thesis or dissertation at the time of submission.

2. Plagiarism Levels and Penalties

The University follows UGC-prescribed similarity thresholds to classify plagiarism and impose corresponding actions:

- **Similarity below 10% (Level 0):** Considered acceptable.
- **Similarity between 10% and 40% (Level 1):** The work must be revised or resubmitted after necessary corrections. No disciplinary action is initiated if rectified promptly; however, the submission shall not be accepted in its present form.

3. Anti-Plagiarism Tools and Research Repositories

The University subscribes to reliable plagiarism detection systems such as UGC-recommended ShodhShuddhi (Drillbit) platform. All research submissions, particularly theses and dissertations, must be screened using these tools.

In compliance with UGC mandates, the University maintains an Institutional Repository of research outputs. All approved Ph.D. thesis are uploaded to ShodhGanga (INFLIBNET) within the stipulated timeframe following award of the degree. Faculty members are encouraged to deposit their published research articles in the University's open-access repository to promote transparency and wider dissemination.

4. Training, Awareness, and Capacity Building

To foster a culture of ethical research, the University organizes regular workshops, orientation programmes, and training sessions on research ethics, citation practices, and responsible authorship. As mandated by UGC, all research scholars undergo a Research and Publication Ethics (RPE) course/module during their coursework. Faculty and students are sensitized to proper referencing standards and ethical research practices.

5. Research Misconduct beyond Plagiarism

The University's Code of Ethics also addresses other forms of research misconduct, including data fabrication, data falsification, misrepresentation of results, duplicate publication, and unauthorized or gift authorship. Such practices are considered serious violations. Researchers are required to record, analyze, and report data truthfully; any manipulation or suppression of research findings constitutes grave misconduct.

6. Use of Artificial Intelligence (AI) Tools

In light of the increasing use of AI-assisted tools, the University stipulates that undisclosed AI-generated content shall be treated as plagiarism or research misconduct. While researchers may use AI tools for limited assistance such as language editing or data analysis, any substantial AI contribution must be clearly disclosed. Fully AI-generated manuscripts, thesis, or

dissertations are not permissible. This policy aligns with evolving national guidelines, including those issued by AICTE and other regulatory bodies.

7. Enforcement and Redressal Mechanism

The University has constituted a Research Advisory Council to examine allegations of plagiarism or research misconduct. Any member of the University may report suspected violations.

The Panel conducts a fair and transparent inquiry, providing the concerned individual an opportunity to respond. Upon confirmation of misconduct, the Panel submits its recommendations to the competent authority (Vice-Chancellor / Dean R&D / Registrar), who may impose penalties ranging from academic sanctions to disciplinary action as per University service rules. Records of such cases are maintained, and repeat offenders are subject to escalating penalties.

Through these measures, the University ensures full compliance with UGC requirements on academic integrity and reinforces a research culture grounded in trust, responsibility, and ethical scholarship, which is essential for credible and impactful research outcomes.

RESEARCH FUNDING AND GRANTS MANAGEMENT

The University is committed to promoting high-quality research by providing structured support through internal funding mechanisms and by facilitating access to external research grants. A transparent and accountable system for research funding and grants management has been established to ensure the effective utilization of financial resources in furtherance of the University's research objectives.

1. University Seed Grants

The University allocates a dedicated portion of its annual budget for University seed grants aimed at initiating innovative and exploratory research. These grants are intended particularly to support early-career faculty members and to encourage the development of pilot studies and proof-of-concept projects.

Calls for proposals are issued periodically, and submissions are evaluated by a duly constituted committee comprising internal and, where appropriate, external subject experts. Proposals are assessed on the basis of scientific merit, originality, feasibility, and potential for external funding or societal impact. This mechanism enables researchers to generate preliminary results that can form the basis for securing larger extramural funding.

2. Faculty Development and Research Output Incentives

In addition to project-based funding, the University provides financial and institutional support for faculty development and research dissemination. Faculty members and research scholars may avail support for participation in national and international conferences, workshops, seminars, and training programmes, including travel grants and registration fee reimbursement, subject to prescribed norms.

The University also recognizes and incentivizes high-quality research outputs through publication incentives, awards, and recognitions. Support may be extended for publication charges in reputed journals, including those listed in SCOPUS, or Web of Science or SCI or PubMed, NAAS (>5 ranked journals for agriculture faculty), EEE etc, as per University guidelines.

3. External Research Grants

The University actively encourages faculty members to secure external research funding from national and international agencies. Potential funding bodies include, but are not limited to, DST,

DBT, CSIR, ICSSR, ICMR, AICTE, and other government agencies, as well as international organizations and collaborative funding programmes.

All extramural grant proposals must be routed through the appropriate institutional authority (e.g., Dean of Research & Development) to ensure compliance with University policies and statutory requirements. Upon approval and award of the grant, the University facilitates project implementation through the establishment of dedicated project accounts, financial management, and administrative and infrastructural support.

4. Collaborative and Industry-Sponsored Research

The University promotes collaborative research, consultancy, and industry-funded projects to enhance translational research and societal impact. Faculty members may undertake sponsored research or consultancy assignments in collaboration with industry, research organizations, or consortia, subject to prior approval and in accordance with the University's Consultancy and IPR Policies.

5. Reward and Recognition

The University recognizes and incentivizes faculty members for successfully securing competitive research grants as an integral component of academic performance, appraisal, and career advancement. Research funding obtained from internal and external agencies, along with resultant scholarly outputs, shall be accorded due weightage in performance evaluation systems, including promotions and recognitions, as per applicable regulations.

The University may adopt a structured, point-based assessment framework, wherein funded research projects, high-quality publications, patents, and innovations contribute significantly to faculty appraisal outcomes.. These initiatives are intended to foster sustained research engagement and excellence.

6. Ethics and Compliance in Research Funding

All research projects supported through internal or external funding must adhere strictly to ethical standards, statutory requirements, and sponsor-specific conditions. Principal Investigators (PIs) are responsible for obtaining all necessary ethical approvals and regulatory clearances prior to the commencement of research activities and utilization of project funds.

In cases involving human participants, animals, biohazardous materials, or sensitive data, clearance from the appropriate Institutional Ethics Committee (IEC), Institutional Animal Ethics Committee (IAEC), Institutional Biosafety Committee (IBSC) or other statutory bodies shall be mandatory. The University's research finance or grants management office shall release funds for such activities only upon submission of valid approval documentation. Additionally, compliance with sponsor-mandated requirements such as environmental clearances, biosafety approvals, or permissions from regulatory authorities including MoEF, where applicable—must be ensured throughout the project duration. Non-compliance may result in suspension of funding and other actions as per University rules.

PUBLICATIONS, AUTHORSHIP NORMS, AND OPEN ACCESS

The dissemination of research outcomes through scholarly publications is a fundamental academic obligation. The University has established well-defined norms to ensure ethical publishing practices, responsible authorship, and wider dissemination of knowledge through open access. The key policies and standard operating procedures governing publications are outlined below:

Quality of Publication Venues

Researchers are expected to publish their work in well-recognized (Scopus/Web of Science/SCI/PubMed/NAAS rated/ IEEE/Peer Reviewed etc) journals and conferences of repute. The University strongly discourages submissions to predatory, misleading, or non-credible publication outlets. Publications appearing in journals indexed in databases such as Scopus or Web of Science, or those with established impact metrics, as per the Clarivate Analytics are

encouraged. While the volume of publications is acknowledged, greater emphasis is placed on the quality, citation impact, and scholarly contribution of the work rather than sheer numbers.

Authorship Norms and Responsibilities

The University follows internationally accepted ethical standards for authorship. Authorship must genuinely reflect intellectual and scholarly contributions:

- Only individuals who have made significant contributions to the conception, design, execution, data analysis, or manuscript preparation should be listed as authors. Practices such as honorary, guest, or gift authorship including listing administrative heads without academic contribution are strictly prohibited.
- The corresponding author, typically the Principal Investigator or supervising faculty, bears responsibility for the overall integrity of the publication. They must ensure that all co-authors have reviewed and approved the final manuscript and that contributions are transparently acknowledged.
- For publications arising from student research (especially Ph.D. work), the student should ordinarily be the first author, with supervisors listed as co-authors, reflecting the student's primary intellectual contribution. In collaborative or interdisciplinary research, authorship order should be decided through mutual agreement based on the extent of contribution.
- Any disputes related to authorship will be resolved by the Departmental Research Committee or the committee formed by the Dean of Research & Development after examining documented evidence of contributions.
- All authors must clearly and consistently mention their affiliation with the University in every publication. Standardized institutional naming should be used to ensure accurate indexing and visibility.

Plagiarism and Academic Integrity

All publications must comply with the University's Academic Integrity and Plagiarism Prevention Regulations. Submitted manuscripts should be original, and any overlap with previous work including the authors' own published material must be minimal and appropriately cited. The University facilitates access to plagiarism detection software for manuscript screening. In cases where plagiarism is detected in submitted or published work, the University will initiate appropriate action, which may include informing the publisher, recommending retraction, and instituting disciplinary measures in accordance with the Code of Ethics.

Acknowledgement of Funding and Contributions

Researchers are required to acknowledge all financial support received for the research, including funding agencies and grant numbers. Contributions from individuals who do not qualify for authorship such as technical staff, field investigators, or participants—must be properly recognized in the acknowledgements section. This practice reflects ethical research conduct and transparency.

Open Access and Institutional Repository

The University actively promotes open access to research outputs to enhance visibility and societal impact:

- Faculty members and students are required to deposit the publisher-permitted or post-print versions of their research articles and conference papers in the University's Institutional Repository (IR).
- Theses and dissertations are made publicly accessible through platforms such as ShodhGanga and the University's digital library.
- Researchers are encouraged to publish in reputable open-access journals. However, due diligence is essential to avoid predatory open-access journals.

- Wherever feasible, researchers are encouraged to share datasets, methodologies, and supplementary materials to support transparency and reproducibility.

Promotion of Open Science Practices

In alignment with global open science initiatives, the University encourages practices such as preprint sharing (where permitted), publication in journals offering free reader access, and dissemination of research data or code through public repositories. These measures foster collaboration, accelerate knowledge exchange, and increase research impact.

University Publications and Research Outreach

The University may publish its own scholarly journals or annual research publications that adhere to rigorous peer-review standards. Faculty contributions to these platforms are encouraged. Additionally, notable research achievements may be highlighted through University press releases, newsletters, and digital media channels to enhance public engagement and outreach.

Monitoring, Reporting, and Records

Faculty members are expected to regularly update their publication records by depositing outputs in the IQAC or research cell. The University maintains a centralized database of publications, citations, h-index, and related metrics for institutional assessment, benchmarking, and compliance with accreditation and ranking requirements (such as NAAC and NIRF etc.).

ETHICS REVIEW AND APPROVAL: STANDARD OPERATING PROCEDURES (SOPS)

All research activities undertaken at the University must conform to accepted ethical principles and demonstrate social responsibility. Any research involving human participants, animals, biological hazards, or sensitive data requires prior ethical clearance from the appropriate

oversight body. The following SOPs govern the process of ethics review, approval, monitoring, and accountability.

Assessment of Requirement for Ethics Approval

Before initiating any research activity, the Principal Investigator (PI) or student researcher must evaluate whether the proposed study involves any of the following:

- Human participants, including surveys, interviews, focus groups, clinical or behavioral studies.
- Animal subjects, particularly vertebrate animals used for experimentation or testing.
- Biological materials, such as pathogens, recombinant DNA, genetically modified organisms, or human biological samples.
- Sensitive personal data, vulnerable populations, or interventions that may pose physical, psychological, social, or privacy-related risks.

If any of these elements are involved, obtaining ethics approval is mandatory. Studies based on secondary data containing identifiable personal information may also require ethical clearance to ensure data protection and legal compliance.

Identification of the Appropriate Ethics Committee

Depending on the nature of the research, proposals must be submitted to the relevant committee:

- Institutional Ethics Committee (IEC) – Human Research: Reviews biomedical, clinical, behavioral, and social science research involving human participants. The IEC functions in accordance with ICMR National Ethical Guidelines and comprises medical professionals, legal experts, social scientists, community representatives, and academic members.

- Institutional Animal Ethics Committee (IAEC): Registered with CPCSEA, this committee reviews all research involving laboratory animals, ensuring humane treatment and application of the principles of Replacement, Reduction, and Refinement (3Rs).
- Institutional Biosafety Committee (IBSC): Ensure compliance with national biosafety guidelines, such as India's "Rules 1989" under the Environment Protection Act, by reviewing research proposals for risk assessment and safety. They operate at the institutional level, reporting to higher bodies like the Review Committee on Genetic Manipulation (RCGM) under the Department of Biotechnology (DBT).
- In cases of uncertainty, researchers should seek guidance from the Head Research Cell or Dean Research & Development for appropriate routing.

Preparation of Ethics Application Dossier

Researchers must prepare a comprehensive ethics application including, but not limited to:

- Research Proposal Summary: Objectives, methodology, duration, and funding details.
- Participant Recruitment and Consent Plan: Inclusion/exclusion criteria and informed consent procedures. Draft consent forms must be provided in English and the local language, clearly outlining participant rights.
- Research Instruments: Questionnaires, interview schedules, assessment tools, or experimental protocols.
- Risk–Benefit Analysis: Identification of potential risks and strategies for mitigation, alongside anticipated benefits or knowledge outcomes.
- Data Confidentiality and Security Plan: Measures for safeguarding personal and sensitive data.

- Additional Documentation, where applicable:
 - Regulatory approvals and trial registration for clinical or biomedical studies.
 - Detailed animal study protocols including justification of sample size, anesthesia, pain management, and endpoint criteria.
 - Biosafety containment measures and safety protocols.
- Standardized Application Forms: Complete all required declarations, including adherence to the approved protocol.

Submission and Preliminary Review

The complete application dossier must be submitted to the respective committee before the prescribed deadline. Committees convene periodically based on workload. The Member Secretary conducts an initial screening to ensure completeness. Incomplete submissions are returned for revision. Eligible proposals are assigned to designated reviewers for in-depth assessment prior to the committee meeting.

Ethics Committee Review and Decision

Researchers (and supervisors, in the case of student-led research) may be invited to present or clarify aspects of the proposal. The committee evaluates:

- Scientific soundness and necessity of the study design.
- Adequacy of risk minimization measures.
- Clarity and appropriateness of the informed consent process.
- Safeguards for privacy, confidentiality, and data protection.
- Compliance with applicable ethical, legal, and regulatory frameworks.

Following deliberation, one of the following decisions is issued:

- **Approved:** The study meets ethical standards; an official approval letter is issued with any minor recommendations.
- **Approved with Conditions:** Approval is contingent upon specific modifications or clarifications. Final approval is granted after compliance is verified.
- **Deferred (Revise and Resubmit):** Significant concerns require revision and resubmission for reconsideration.
- **Rejected:** Proposals with fundamental ethical flaws or unacceptable risk-benefit ratios may be rejected outright.

No research activity may commence until written ethics approval is received.

Compliance during the Conduct of Research

Once approval is granted, researchers must:

- Adhere strictly to the approved protocol. Any amendments require prior committee approval.
- Obtain written informed consent from all participants or legal guardians.
- Ensure secure storage, anonymization, or coding of data as approved.
- Submit periodic progress or annual reports for ongoing studies.
- Promptly report any adverse events, protocol deviations, or participant complaints to the committee.
- Inform the committee if the project is discontinued or not initiated.

Study Completion and Closure

Upon completion of the research, a final report must be submitted to the ethics committee summarizing outcomes, confirming protocol compliance, and detailing data or biological

material disposition. Publications arising from the study must acknowledge the ethics approval. The committee may conduct post-study audits if required.

Ethical Oversight and Institutional Accountability

Ethics committees retain the authority to monitor, audit, suspend, or terminate research if ethical standards are compromised. Complaints or allegations of misconduct are investigated as per institutional procedures. All members of the University community share responsibility for upholding ethical standards and reporting non-compliance.

RESEARCH DATA MANAGEMENT AND RECORD-KEEPING POLICY

Effective management of research data and records is fundamental to maintaining research integrity, ensuring reproducibility of results, and safeguarding scholarly outputs. The University requires all researchers to manage research data responsibly throughout its lifecycle from planning and collection to storage, sharing, and long-term preservation in accordance with institutional policies and applicable national or international guidelines.

1. Data Management Planning

Researchers are expected to consider data management requirements at the earliest stage of a research project. This includes identifying:

- The type, format, and volume of data to be generated or collected.
- Methods for organizing, describing, and storing data.
- Ethical, legal, and confidentiality considerations.

For funded projects or large-scale studies, submission of a Data Management Plan (DMP) at the proposal stage may be mandatory. The DMP should outline data collection methods, metadata standards, data sharing and preservation strategies, and compliance with ethical and legal obligations, particularly when handling personal or sensitive data.

2. Research Records and Documentation

All research activities must be documented accurately and contemporaneously.

- Experimental and laboratory-based research must be recorded in bound laboratory notebooks or secure electronic lab notebooks, with entries dated and signed.
- Computational and theoretical research must maintain properly commented code, version histories, and execution logs.
- These records constitute the primary evidence of research activity and are essential for verification, reproducibility, and resolution of disputes.

Research records and primary data are considered the property of the University, with the researcher acting as custodian. Upon project completion or departure of a researcher, all original records and data must remain accessible to the department or University.

3. Data Storage and Backup

Research data must be stored using secure and reliable storage systems.

- Digital data should be maintained on University-provided servers, institutional cloud storage, or other approved secure platforms with routine backups.
- At least one backup copy must be maintained at a geographically or logically separate location.
- Physical data (such as samples, paper questionnaires, or consent forms) must be stored in secure facilities with controlled access.
- Unique or non-reproducible datasets should receive enhanced backup and preservation measures.

4. Data Security and Confidentiality

Researchers must take appropriate steps to protect sensitive and confidential information:

- Personal data must be anonymized or de-identified at the earliest possible stage.
- Any re-identification keys must be securely stored and accessible only to the Principal Investigator, and destroyed once no longer required.
- Sensitive data must be encrypted when stored electronically or kept in locked facilities if in physical form.
- Access to data must be restricted to authorized personnel only.
- Researchers must comply with applicable data protection laws and institutional guidelines.
- Online or device-based data collection must use password-protected systems and encrypted data transfer.
- Participant anonymity in surveys must be preserved unless identification is essential and explicitly consented to.

5. Ethical and Legal Use of Data

Use of research data must strictly adhere to the terms outlined in informed consent documents and data use agreements.

- Data collected for one purpose must not be reused for unrelated studies without appropriate approval and consent.
- Licensed or third-party datasets must be used strictly in accordance with contractual or licensing terms.
- Misuse, unauthorized sharing, or piracy of data is strictly prohibited.

- For international collaborations, researchers must ensure compliance with cross-border data transfer regulations applicable to the jurisdiction involved.

6. Data Retention and Archiving

The University mandates that raw research data and relevant analysis records be retained for a minimum of five (5) years following project completion or publication, whichever occurs later.

- Disciplines with longer statutory or regulatory requirements must follow those standards.
- Data supporting intellectual property or patents must be retained until all related IP protections expire.
- After the mandatory retention period, data may be securely destroyed unless deemed valuable for long-term preservation.
- Researchers are encouraged to retain high-value datasets beyond the minimum period when feasible.

7. Data Sharing and Open Data Practices

In line with national and global open science initiatives, the University encourages responsible data sharing.

- Non-sensitive data generated from publicly funded research should be made openly accessible in accordance with the National Data Sharing and Accessibility Policy (NDSAP) or funding agency requirements.
- Researchers should deposit datasets in recognized open repositories or designated funding agency portals, along with appropriate documentation.
- Even for non-funded research, voluntary data sharing through trusted repositories enhances transparency and research impact.

- The University library or research office will assist researchers in identifying suitable repositories and best practices for data citation.

8. Data Documentation and Metadata

Researchers must ensure that all datasets are accompanied by adequate documentation, including:

- Descriptions of variables, units, and methodologies.
- Codebooks for survey data.
- Instrument calibration details or experimental conditions.
- Metadata that enables understanding, reuse, and verification of data.

Proper documentation is essential for compliance with journal requirements and long-term usability of research data.

9. Software and Code Management

Where research involves software development or computational analysis:

- Version control systems (e.g., Git) should be used to manage code.
- Final versions of software and scripts must be archived alongside datasets to enable reproducibility.
- Open-source licensing of research code is encouraged wherever appropriate.

10. Institutional Support and Infrastructure

The University provides centralized support for research data management through:

- Secure data storage infrastructure with redundancy and backup.
- Guidance documents and templates for Data Management Plans.

- Training programs and workshops on research data management and open science tools.
- Institutional or integrated national data repositories for dataset archiving.
- Support for dataset citation, including assignment of persistent identifiers (DOIs).

11. Intellectual Property and Sensitive Data

For data with commercial potential or intellectual property implications:

- Researchers must coordinate with the University's IPR Cell.
- Public release of such data may be delayed until appropriate protections are secured.
- Data management strategies must align with IP and confidentiality obligations.

12. Data Handling on Researcher Exit

When a researcher (faculty member, scholar, or project staff) leaves the University:

- All primary research data and records must be handed over in an organized and accessible form to the department or supervisor.
- The University retains the primary copy of all data to meet retention and compliance requirements.
- Departing researchers may retain copies of data they contributed to, subject to institutional policies and confidentiality restrictions.

INTELLECTUAL PROPERTY AND RESEARCH COLLABORATION POLICY

Research activities at the University frequently generate novel knowledge, inventions, and creative outputs that may warrant protection as intellectual property (IP). At the same time, contemporary research increasingly relies on collaboration with other academic institutions, research organizations, and industry partners. This policy establishes a comprehensive

framework for Intellectual Property Rights (IPR) management and research collaborations, ensuring protection of innovations, transparency in partnerships, and equitable benefit sharing.

A. Intellectual Property Rights (IPR) Policy

1. Ownership of Intellectual Property

As a general principle, any intellectual property including patentable inventions, designs, software, technical know-how, and other protectable research outputs created using University resources or in the course of employment or academic engagement with the University shall be owned or co-owned by the University.

- If faculty members, staff, or students develop IP through the use of significant University facilities, funds, infrastructure, or official time, the University retains ownership or joint ownership of such IP.
- Inventors or creators shall be duly recognized as inventors/authors, while the University acts as the applicant or assignee for protection and commercialization purposes.

Exception: Scholarly works such as journal articles, thesis, dissertations, books, lecture materials, and similar academic outputs are generally owned by the authors, with the University retaining a non-exclusive, royalty-free license for academic and institutional use.

In cases of ambiguity, creators must consult the IPR Cell for ownership clarification.

2. Disclosure of Inventions

All faculty members, researchers, and students are required to promptly disclose any potentially protectable invention or innovation to the University's IPR Cell prior to any public disclosure (e.g., journal publication, conference presentation, or public demonstration).

- Disclosure must be made through an Invention Disclosure Form, which will be treated as confidential.

- The IPR Cell, supported by technical and legal experts, will assess the invention for novelty, patentability, and commercialization potential.
- Early disclosure is essential, as premature public disclosure may jeopardize patent rights in India and other jurisdictions.

3. Patent Filing and Institutional Support

Where an invention is found to be suitable for protection, the University will ordinarily facilitate and manage the filing of patents (national and/or international) or other appropriate IP registrations.

- The University bears the cost of filing and prosecution when it holds ownership or joint ownership.
- Patent drafting and filing are coordinated through registered patent professionals.
- Inventors are expected to cooperate fully by providing technical inputs and reviewing draft documents.
- For IP developed under sponsored research or collaborative projects, cost-sharing and ownership will follow the terms agreed upon in the funding or collaboration agreement.

4. Revenue Sharing from Commercialization

Any income generated from commercialization of University-owned IP such as royalties, licensing fees, equity, or assignment proceeds shall be shared between the University and the inventor(s).

- Revenue-sharing ratios are governed by the University's IPR Policy and may vary by case. When intellectual property is commercialized whether through licensing,

assignment to industry for production, or the creation of a startup any income generated from such IP, including royalties, licensing fees, or equity, shall be shared between the University and the inventor(s). The exact sharing ratio shall be determined in accordance with the University's IPR Policy or finalized on a case-to-case basis through mutual agreement.

- As a general principle, the University aims to appropriately recognize and reward the efforts of the inventor(s) while ensuring that a portion of the revenue is reinvested to strengthen research and innovation activities. Typically, a revenue-sharing model of 60:40 is followed, wherein 60% of the net income is allocated to the inventor(s) and 40% to the University. In certain cases, particularly to incentivize active commercialization efforts, the University may offer a higher initial share to the inventor(s), such as up to 80% during the initial years. All revenue-sharing arrangements are finalized by the University's IPR Cell in consultation with the inventor(s). Additionally, where patent filing and maintenance costs have been initially borne by the inventor(s), such expenses shall be reimbursed from the generated income prior to the distribution of revenues. As a guiding principle, the University seeks to reward inventors fairly while reinvesting in research and innovation. Typically, a significant portion of net revenue is allocated to inventor(s), with the remaining share retained by the University. Patent-related expenses incurred by the University are ordinarily recovered prior to revenue distribution.

5. Promotion of IP Awareness and Innovation

The University actively promotes innovation and IP creation by:

- Organizing training programs, workshops, and awareness sessions on patents, copyrights, and entrepreneurship.
- Recognizing patents filed/granted and technology transfers in faculty appraisal and promotion processes.

- Offering incentives or institutional support for patent filing and commercialization efforts.

6. Respect for Third-Party Intellectual Property

All researchers must respect intellectual property owned by others.

- Use of third-party copyrighted material, patented technologies, or proprietary software must be properly licensed or authorized.
- Open-source software must be used in compliance with applicable licenses.
- Material Transfer Agreements (MTAs) must be executed for receipt or sharing of research materials, especially biological or chemical materials.
- The University does not tolerate IP infringement, and researchers are encouraged to consult the IPR Cell for freedom-to-operate assessments when research has commercialization potential.

7. Startups, Spin-offs, and Conflict of Interest

Where inventors seek to commercialize University IP through startups or spin-off companies:

- The University may license IP to such entities under mutually agreed terms, including equity participation or deferred royalties.
- The University's incubation and innovation ecosystem may support such ventures.
- Faculty members must disclose any financial or personal interests that may give rise to conflicts of interest, in accordance with the Conflict of Interest Policy.
- Use of students, facilities, or research funds must remain compliant with academic and ethical norms.

8. Relinquishment and Exit of IP Rights

If the University elects not to pursue IP protection for a disclosed invention, it may relinquish its rights to the inventor(s), subject to written communication and any third-party obligations.

- Similarly, if an existing patent is abandoned, inventors may be given the option to assume ownership and maintenance at their own cost.
- All such transfers are documented formally.

B. Research Collaboration and MoU Guidelines

1. Collaborative Research Agreements

All external research collaborations must be governed by a formal Memorandum of Understanding (MoU) or project-specific agreement approved by the University.

These agreements define:

- Scope and objectives of collaboration
- Roles and contributions of each party
- IP ownership and exploitation rights
- Publication and confidentiality terms
- Financial arrangements, liabilities, and dispute resolution mechanisms

The Dean Research & Development, Legal Cell, and IPR Cell vet all such agreements to safeguard institutional interests.

2. Industry Collaboration and Consultancy

Industry-sponsored research and consultancy projects require special safeguards:

- Agreements specify IP ownership, licensing rights, and publication permissions.
- NDAs are executed where proprietary data or materials are involved.

- Consultancy projects follow the University's Consultancy Policy, including revenue sharing and overhead norms.
- IP generated under consultancy may vest with the sponsor, depending on contract terms, but the University avoids relinquishing IP without fair compensation.

3. Internal and Interdisciplinary Collaboration

Collaborations within the University are strongly encouraged and usually do not require formal MoUs.

- Roles, responsibilities, and resource sharing should nonetheless be documented in project proposals or internal approvals.
- Interdisciplinary research centers may be constituted to facilitate sustained collaboration.

4. International Collaborations

International research partnerships must comply with national regulations and institutional approval processes.

- Certain projects may require Academic Council approval or government clearances.
- Agreements address regulatory compliance, material exchange, mobility, and data transfer requirements.
- Researchers must coordinate through the Research Office or International Relations Office.

5. Publications and Data Sharing in Collaborations

Collaborative projects must ensure:

- Timely publication of research findings, subject to reasonable review periods for IP protection.

- Protection of confidential and proprietary information.
- Continued academic use of jointly generated data by University researchers, unless contractually restricted.

6. Acknowledgment and Institutional Representation

All publications, patents, and outputs arising from collaborations must properly acknowledge partner institutions and funding agencies. Researchers are expected to represent the University professionally and ethically in all collaborative engagements.

7. Monitoring and Compliance

The Research Office maintains a centralized repository of MoUs and research agreements.

- Agreements are periodically reviewed for compliance, renewal, or closure.
- Any disputes or breaches are escalated to University authorities for resolution.

INTELLECTUAL PROPERTY RIGHTS (IPR) CELL SOP

IPR Cell at Mandsaur University (MU) took the initiative to create an intellectual property rights (IPR) SOP and guidelines to facilitate patent, copyright and other IP related activities by encouraging the students and faculty members. MU recognizes the need to encourage the practical application and economic utilization of the research results and other creative work done in the University premises, for the benefit of the organization and inventors. The aim of the SOP is to lay down the rules, regulation & guidelines regarding formation of IPR cell in MU for processing of IPR application of students, research scholars and faculty members.

Vision

"To promote and facilitate a creativity and innovation friendly environment for the benefit of inventors in MU and encouraging developments in the fields of Science and Technology and other innovative areas."

Mission

To motivate faculty members, research scholars and students of MU to get actively involved in innovative research and developmental activities, serve the scientific community by embracing a higher degree of reputation, honesty and ethical standards.

Objectives

1. To create an awareness and disseminate knowledge on intellectual property and its related rights for faculties members, researcher scholars and students of the Institution.
2. To organize educational and outreach programs such as seminars, workshops, training sessions, and public events to promote IPR awareness and for capacity building
3. To provide guidance and support to faculty and students in filing, managing and obtaining IPR for their academic and creative works.
4. To coordinate between Inventors, IP consultants and authorities for filing and managing IPR.
5. To promote innovation and encourage patentable research and projects.

Structure of IPR cell

Dean Research and Development will nominate the IPR cell coordinator and members after getting approval from the Hon'ble Vice Chancellor (VC). Hon'ble VC will select the coordinator and member(s) (both from faculty & students) from MU for the active functioning of IPR cell.

Procedure of Cell Operation

1. Announcements and Activity Planning

The IPR Cell Coordinator will prepare a proposal outlining the cell's plan of activities for the academic year.

1. This proposal must be submitted to the Dean R&D for review and approval.
2. Once approved, the Cell may formally announce its planned initiatives and calendar of events for the year.

2. Registration of members

Each academic year, interested students may register to become IPR Cell members.

1. The appointment of key student office bearers such as the President and Secretary will precede the general registration.
2. An orientation session will be conducted to communicate the roles, duties, and responsibilities of members.
3. A formal register or digital log will be maintained with member details for administrative purposes.

c) Perspective Plan and Deployment

A perspective plan comprising proposed workshops, competitions, outreach programs, and administrative meetings will be developed.

- This plan will be drafted in consultation with IPR Cell members and relevant stakeholders, including faculty coordinators.
- Deployment of the plan involves scheduling, budgeting, resource allocation, and coordination with external experts if required.

d) Meetings

Regular meetings will be convened at least once every month or as per the needs of ongoing activities.

- The agenda for each meeting shall include:
 - Planning upcoming events
 - Reviewing the execution and outcomes of past events
 - Addressing member feedback and suggestions
 - Updating the status of pending IP filings or actions
- Minutes of the meetings shall be recorded and preserved for documentation and audit purposes.

Support for Intellectual Property Registration

- **Patent Filing:** The Cell assists in identifying potentially patentable projects and guides inventors through the filing process with patent offices.
- **Liaison Services:** Coordinates with patent attorneys, consultants, and legal entities for professional IP-related services.
- **Financial Support:** Where applicable, helps identify funding sources or institutional support for patent filing charges.
- **Copyrights & Trademarks:** Provides guidance on protecting written work, artistic creations, and brand identities

Record Maintenance and Reporting

- A comprehensive record of all Cell activities, member lists, IP filings, collaborations, and financial transactions will be maintained.
- Annual reports summarizing achievements, challenges, and future strategies will be submitted to the Dean R&D.
- Documentation will be used for NAAC, NBA, and other accreditations and evaluations.

Review and Improvement

- The functioning of the IPR Cell will be reviewed annually.
- Feedback will be collected from participants, faculty, and stakeholders to assess impact and improve effectiveness.
- Best practices will be adopted based on review findings to continually enhance Cell operations.

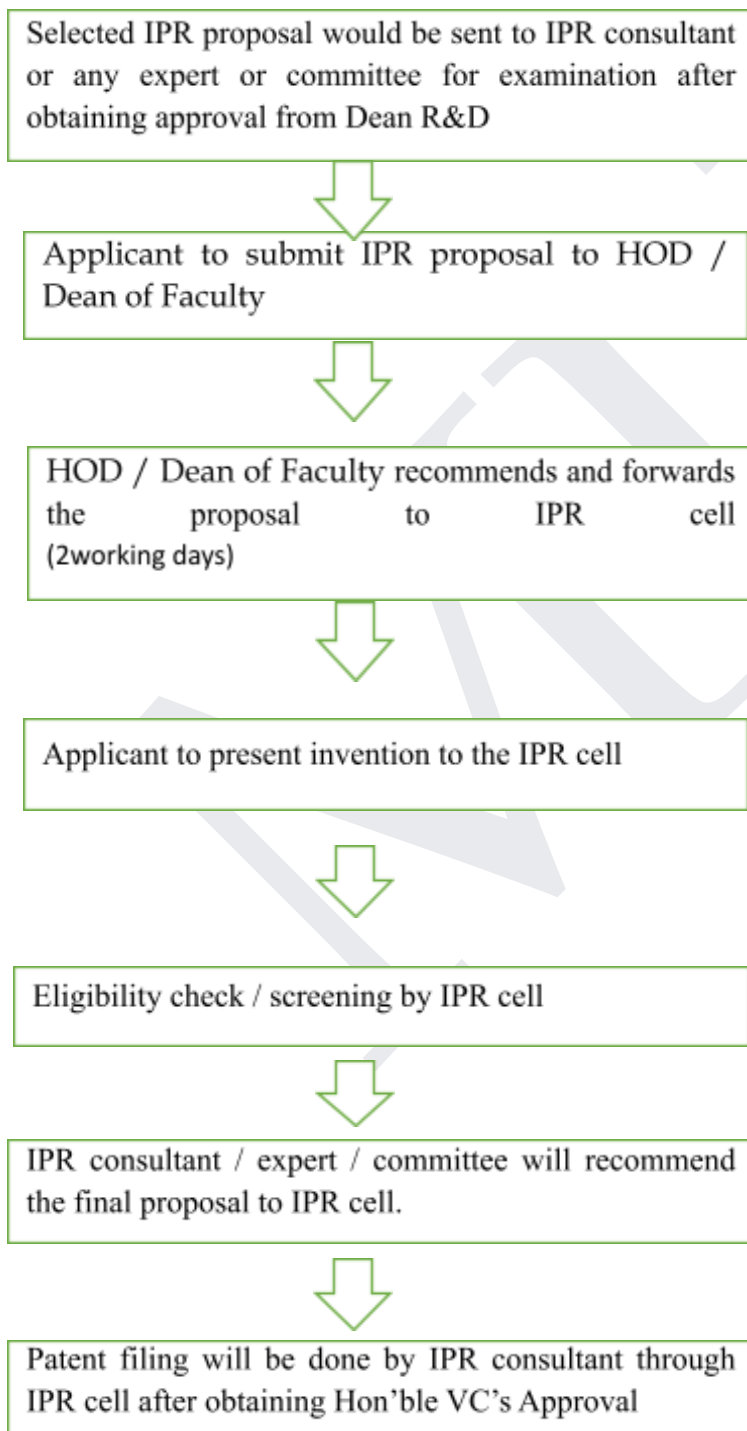
Application & IP filing

While filing for the IP, the name of the institute should be included in two categories:

Category	Applicant	Inventors/Creators/Authors
I	Mandsaur University	Faculty/ Staff/ Research Scholars/ Students with the Address of MU

II	Natural Persons	Faculty/ Staff/ Research Scholars/ Student/Industry Personnel with the Address of MU
----	-----------------	--

Guidelines for IPR filling



The IPR cell will also take a decision about the annual renewal of IPRs fully or partially, every year.

MONITORING, REVIEW, AND COMPLIANCE MECHANISMS

Effective implementation of the Research Policy and related procedures is essential to sustaining a strong research culture. The University has instituted systematic mechanisms for monitoring research activities, reviewing progress, and ensuring compliance with internal policies as well as statutory and regulatory requirements. These mechanisms promote accountability, transparency, and continuous improvement across the research ecosystem.

Annual Research Reporting

Each academic department and recognized research center shall prepare an Annual Research Report detailing its research activities and achievements. The report shall include key indicators such as publications, conferences and workshops organized, research grants received, patents filed or granted, completed student research projects, innovations, and awards. These reports are submitted to the Dean of Research & Development and the IQAC and are used to assess year-on-year progress, identify strengths, and determine areas requiring focused support or intervention.

Periodic Review by the Research Council

The Research Advisory Council play a pivotal role in monitoring overall research performance. The Council meets at least once or twice annually to review strategic initiatives, progress of major research projects and centers of excellence, compliance with ethical requirements, and adequacy of research infrastructure. Departments or Principal Investigators of major projects may be invited to present their progress and challenges. Based on these deliberations, the Council issues recommendations related to priority research areas, internal funding allocation, capacity building, and corrective measures where required.

Internal Audit of Research Processes

The University conducts periodic internal R & D audits through its Internal Audit mechanisms in coordination with the IQAC. These audits may include verification of:

- Conduct and documentation of Research Advisory Council/biannual Research Advisory Committee (RAC) meetings for Ph.D. scholars
- Plagiarism checks and ShodhGanga submissions for awarded Ph.D. theses
- Outcome reporting by recipients of internal seed grants
- Availability of ethical approvals for applicable research projects
- Proper utilization of research funds and financial compliance
- Publication /IPR quality
- Research Metrics data submitted by the department

These audits are developmental rather than punitive, aimed at strengthening adherence to procedures and identifying opportunities for process improvement. Audit findings are shared with the Research Council and concerned units for timely corrective action.

NAAC and NBA Compliance Monitoring

To ensure sustained accreditation readiness, the IQAC continuously monitors research-related indicators under NAAC Criterion on R&D and relevant NIRF & NBA criteria. This includes tracking publication quality and quantity, citation metrics, research funding, Ph.D. output, collaborations, IPR initiatives, and extension activities. The IQAC compiles data in prescribed formats and alerts University leadership to any gaps, enabling timely strategic interventions such as faculty development, infrastructure enhancement, or recruitment planning.

Policy Implementation, Compliance, and Review

The Dean of Research & Development, in consultation with the Research Advisory Council, oversees the implementation of this Research Policy. Awareness is ensured through circulars, orientations, and workshops for faculty members and research scholars. Any deviations from policy such as non-compliance with ethics approval requirements are addressed promptly, including suspension of activities until compliance is achieved and issuance of formal advisories where necessary.

The Research Policy shall be reviewed periodically, normally once every three years or earlier if required due to regulatory changes. A designated committee shall evaluate the policy against updated UGC regulations, NAAC/NBA frameworks, and emerging best practices, including developments related to digital research tools and artificial intelligence. Revised versions shall be approved by the Academic Council to ensure continued relevance and effectiveness.

Research Integrity and Ethical Oversight

Research integrity is monitored through multiple mechanisms. Plagiarism checks for theses are documented and archived by the Library or Research Office. Ethics Committees maintain records of approved projects and may seek interim reports or conduct monitoring visits. Any serious ethical concerns, adverse events, or protocol deviations are reviewed, with authority to suspend studies if required. Allegations of research misconduct are examined by a designated Inquiry Committee, ensuring timely investigation and reporting to the Research Advisory Council.

Mentorship, Feedback, and Capacity Building

The University monitors mentorship and support systems for early-career researchers and newly admitted Ph.D. scholars. Feedback mechanisms, including surveys or structured interactions, help identify challenges related to supervision, infrastructure, or research support. Identified issues are addressed through mentor training programs, policy refinements, or resource augmentation.

Recognition and Continuous Feedback

Outstanding research achievements such as publications in high-impact journals, major funded projects, patents, and national or international recognitions are systematically tracked and acknowledged through institutional platforms. Faculty feedback on research policies and procedures is encouraged and considered during policy reviews, reinforcing a participatory and responsive research environment.

External Regulatory Compliance

The University ensures compliance with requirements of external agencies by monitoring timely submission of reports to UGC and other statutory bodies, tracking patent filings with the Intellectual Property Office, and adhering to environmental, biosafety, and international collaboration regulations where applicable. These responsibilities form an integral part of the University's administrative and research governance oversight.

RESEARCH POLICIES

RULES, REGULATIONS & SOP's

1. Policy for Financial support and On-duty (OD) leaves for paper presentation in Conference/ Seminar/Symposium & for attending FDP etc.

A. Financial support and On-duty leaves will be granted to teaching faculty in the university for presenting papers in the Conference/ Seminar/ Symposium etc and for attending FDP organized by university/ institute/ organization of repute*. The category wise benefits are as under:-

- Maximum Rs. 15,000/- includes registration and TA (AC II train or AC bus) only will be sanctioned per year (both semesters). For this 5 days OD will be sanctioned per semester to Professor of the university.
- Maximum Rs. 10,000/- includes registration and TA (AC III tier train or AC bus) only will be sanctioned per year (both semesters). For this 5 days OD will be sanctioned per semester to Associate Professor of the university

- Maximum Rs. 5,000/- includes registration and TA (Sleeper train or bus) only will be sanctioned per year (both semesters). For this 3 days OD will be sanctioned per semester to Assistant Professor and Research Associates of the university.

B. The financial support and duty leaves can only availed only with the prior sanction of the Competent Authority (HOD through DORD through DOAA and Approved by Vice Chancellor) .

*Faculty members shall be eligible to apply for financial support for presenting research papers in conferences, seminars, workshops, symposia etc and for attending FDP of National/International repute (preferably sponsored by Govt agency) like;

a) UGC, AICTE, DST, DBT, CSIR, ICSSR, DRDO etc

b) National professional societies (IPA, APTI, ISCA, etc.)

c) Reputed universities and institutes (having NIRF ranking within 100, NBA accredited Institutes, NAAC accredited Universities with grade A⁺ & A⁺⁺, IITs, NITs, IISERs, IIMs, IISc, Central/State universities and Research laboratories etc)

d) International scientific associations (IEEE, Elsevier, Springer, ACM, WHO, UNESCO, etc.)

1.1 This clause supersedes the earlier requirement of a minimum of one year of service for availing financial support.

1.2 For the given clause 1.1, the reimbursement of expenditure will be immediately provided after completion of one year experience in the University.

2. Policy for Financial support for paper presentation in Conference/Seminar/Symposium etc. and for attending FDP via Online Mode

2.1 Participation through presenting research papers in academic events and for attending FDP conducted through **online or virtual mode** (online conferences, seminar, symposium, virtual

workshops, etc.) of National/International repute (condition applicable as mentioned above) shall also be considered eligible for financial support.

2.2 Financial support may cover only the registration fees (Condition as mentioned in Policy No.1).

2.3 Faculty must submit proof of participation, such as attendance certificates, presentation certificates, or screenshots of participation, along with the reimbursement form.

2.4 For online participation faculty members are allowed thrice in a semester and for offline once in a semester.

General Conditions (Applicable to Both Policy 1 &2)

1. Financial support will continue to be subject to budget availability and approval by the Competent Authority.
2. Faculty members must submit applications in advance for approval from the competent authority.
3. Preference may be given to events of national/international repute and those contributing directly to the faculty member's discipline, research area, or institutional ranking.

SOP for Policy No. 1 & 2

1. Eligibility Criteria

1. The paper is original and plagiarism-free.
2. The paper has been accepted after peer review (acceptance letter required).
3. The author(s) clearly mention the Department and Mandsaur University affiliation.
4. The paper presentation and FDP aligns with the academic/research objectives of the department/university.

2. Procedure

Step 1: Submission of Application

The applicant shall submit a **Conference Presentation Approval Application** at least:

- **40 days** prior (International)
- **30 days** prior (National)

Documents Required:

- Application form (Note for Approval)
- Abstract / Full paper
- Conference / FDP brochure/call for papers
- Acceptance letter/email
- Details of organizer and venue
- Plagiarism report
- Funding request (if applicable)

Step 2: Departmental Scrutiny

- HoI/HoD verifies:
 - Academic relevance
 - Quality of paper / FDP
 - Authenticity of conference / FDP
 - Previous OD / similar fund taken
- Recommendation forwarded to the Dean Research & Development.

Step 3: Approval by Research Advisory Council

- The financial support and duty leaves can only be availed with the prior sanction of the Competent Authority (HOD through DORD, through DOAA and Approved by Vice Chancellor)

Step 4: Intimation to Applicant

- Suggestions/Approval/Rejection communicated to HOD concern through mail.

3. Post-Presentation Compliance

Within **15 days** of return/presentation, the presenter must submit the following and settle the bills forwarded by HOD in account department with marking a copy of the documents to Office R&D :

- Registration receipt
- Certificate of presentation
- Conference proceedings/publication proof
- Report of conference outcomes
- Copy of published paper (if available)
- Geotagged photographs during presentation

Failure to comply may affect future approvals/funding.

4. Code of Conduct

- The presenter shall uphold the academic integrity and reputation of the university.
- Any misrepresentation or participation in predatory conferences will invite disciplinary action.

5. Record Maintenance

- All applications and approvals shall be documented by:
 - Department Office
 - IQAC & R&D Cell
- Data may be used for NAAC, NIRF, and Annual Reports.

3. Journal Publication Policy (JPP-1)

Criteria for receiving reimbursement /incentives under Journal Publication Policy

1. This policy is applicable for the teaching employee of the Mandsaur University, as well the constitute unit of Mandsaur University.

2. The incentives will be given at the end of each assessment year after the verification of the annual appraisal and assessment form as per the Annual Appraisal and Assessment Policy. Teaching employee should receive 'GOOD' remarks in PART I of Annual Appraisal & Assessment Policy from the reporting authority during the assessment period.
3. The incentives will be given for the publication of full-length (original) research papers/Review articles and not applicable for the short communication, editorial note / abstract note / case studies or any other categories
4. This reimbursement will be given to the faculty member(s) affiliated to Mandsaur University for the publication in the journals indexed in Science Citation Index (SCI) / Scopus / Web of Science (WoS)/Pubmed/NAAS (rated 5 or above)/ABDC (Category A, B)/IEEE and/or duly accepted by the regulatory or accreditation bodies for the purpose of accreditation or ranking of the institution. However, impact factor of these journals will be determined as per Thomson Reuters (Clarivate Analytics) list only. Full-length research papers (original) published in the above category journals, indexed conference paper will also be considered under this policy.
5. No reimbursement of publication charges or incentives shall be considered for the publication of articles by Research / Ph.D Scholars.
6. The reimbursement/incentive/application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development / RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.
7. Publication of a research paper by multiple authors, the incentive amount will be shared equally. No external members can claim the incentive amount, however, faculty member(s) affiliated to Mandsaur University can claim the incentive amount provided he or she should be the first or corresponding author. Awardees are encouraged to publish full length original research papers in collaboration with the central / state government or

private Universities, research institutions, institutes of eminence IITs, IIMs, NITs, and QS. ranked organizations, industries etc as a first or corresponding author.

8. All benefits of the policy will be lapsed if the faculty member resigns, under notice period or leaves the organization. Similarly students who have completed their diploma or degree courses cannot claim the award.
9. If even after disbursement of the award, if the awardee is found supplied any wrong, incorrect or incomplete information, whole amount of the award will be reclaimed back.
10. The policy can be withdrawn at any point of time without any formal notice to anybody. University reserves the right to modify or amend this policy in whole or in part at any time with or without notice.
11. Authors / faculty members are encouraged to publish papers after authenticating the journals and their indexing agencies prior publication. No publication charges / incentives will be reimbursed to any clone or predatory journals. Faculty members are encouraged to publish papers through direct communication with the actual journal publisher and their editorial team.
12. For claiming publication charge reimbursement, applicants / HOD must submit an application form for reimbursement with valid payment proof along with the invoice. Payment proof may include UPI receipt, bank transaction receipt, online payment confirmation, or any other authorized mode of payment receipt. The receiver's name mentioned on the payment receipt (including UPI receipt or any other payment mode) must exactly match the receiver's name mentioned on the invoice. Any mismatch in names may lead to rejection or clarification requirements before reimbursement approval. Also, submission of following documents is compulsory to claim any kind of reimbursement/incentive : -
 - a. Application form for reimbursement
 - b. Full length article/ Review article, Mandsaur University affiliation and address should be mentioned in the published paper.

- c. Current Valid Indexing proof (year of paper published and year of coverage should match), journal should not be out of coverage from indexing agency
- d. Active DOI proof (optional)
- e. Email Communication proof from the Editor / publisher
- f. Original Invoice generated by the publisher
- g. Original payment receipt

Publication Categories

Journals indexed in Science Citation Index (SCI) / Scopus / Web of Science (WoS) / ABDC/ IEEE as per the criteria		Category A: Paid journals			Category B: Free journals	
*Impact factor as per Thomson Reuters (Clarivate Analytics) list only		Processing/registration/publication charge (variable)**	#Publication incentive (Fixed) shall be divided among author	Impact factor incentive (Fixed)*	Publication incentive (Fixed) shall be divided among author	Impact factor incentive (Fixed)*
1	Paper with zero impact factor	Max Rs. 10,000/-	-	-	Rs. 10,000/-	-
2	Paper with impact factor less than 1		-	-		Rs. 2,000/-
3	Paper with impact factor between 1 and 2		Rs. 2,000/-	Rs. 4,000/-		Rs. 4,000/-
4	Paper with impact factor between 2 and 5		Rs. 4,000/-	Rs. 6,000/-		Rs. 6,000/-
5	Paper with impact factor between 5 and 10		Rs. 6,000/-	Rs. 8,000/-		Rs. 8,000/-
6	Paper with impact factor > 10		Rs. 8,000/-	-		Rs. 10,000/-
Journals indexed in Pubmed /NAAS (rated 5 or above) etc		Max Rs. 5000/-	-	-	-	-
Peer Reviewed Journals (Subject to approval)		Max Rs. 3000/-	-	-	-	-

Important Note:

**For each indexed journal publication, if article processing/registration/publication charge is paid less than the amount of Rs. 10,000/- then actual amount paid should be claimed, but if article processing/registration/publication charge is paid greater than the amount of Rs. 10,000/- then maximum amount of Rs. 10,000/- can be claimed by the author from the institution. #Incentive is applicable for First author & Corresponding Author (For multiple authors, the incentive amount will be divided among the number of authors), no incentive for zero or less than 1 impact factor publication.

**For each Journal indexed in Pubmed / NAAS (rated 5 or above) / ABDC (Category A & B) / IEEE journal publication, if article processing/registration/publication charge is paid less than the amount of Rs. 5,000/- then actual amount paid should be claimed (only once), but if article processing/registration/publication charge is paid greater than the amount of Rs. 5,000/- then maximum amount of Rs. 5,000/- can be claimed (only once) by the author from the institution. # No incentive is applicable for this category.

**For each non indexed (peer reviewed) journal publication, if article processing/registration/publication charge is paid less than the amount of Rs. 3,000/- then actual amount paid should be claimed (only once), but if article processing/registration/publication charge is paid greater than the amount of Rs. 3,000/- then maximum amount of Rs. 3,000/- can be claimed (only once) by the author from the institution. # No incentive is applicable for the non-indexed (peer reviewed) journal.

4. Incentive Policy for books/book chapters/monographs

To encourage faculty members of Mandsaur University to write books, book chapters, units in books, self-learning material monographs for publication by International and National publishers of repute (Scopus indexed, Springer, Elsevier, Wiley, Taylor & Francis, CRC Press, Oxford/Cambridge University Press, SAGE, Pearson, McGraw Hill, Springer India, Elsevier India etc), an incentive is given as follows:

4.1 Books (Authored / Edited)

Category	Incentive Amount (Rs.)
International Publisher (Single Author)	10,000/-
International Publisher (Multiple Authors/Editors)	8,000/- (shared proportionately)
National Publisher (Single Author)	8,000/-
National Publisher (Multiple Authors/Editors)	6,000/- (shared proportionately)

4.2 Monographs

Category	Incentive Amount (Rs.)
International Publisher	5,000/-
National Publisher	3,000/-

4.3 Book Chapters

Category	Incentive Amount (Rs.)
International Publisher	3,000/- per chapter
National Publisher	2,000/- per chapter

Incentive shall be paid only for one chapter per book per author.

SOP for Policy No. 4

1. Authorship Criteria

- Publication by multiple authors, the incentive amount will be shared equally. No external members can claim the incentive amount, however, faculty member(s) affiliated to Mandsaur University can claim the incentive amount.
- Only faculty members listing the **University affiliation** in the publication are eligible.

2. Frequency and Limits

- A faculty member may claim incentives for a **maximum of 1 publication from each category 4.1, 4.2 & 4.3 per academic year** under this policy.

- Revised editions of books are eligible only if **substantial content changes** are certified by the publisher.

3. Application Procedure

Applicants must submit the following details to Office R&D:

6. Application Form for incentive
7. Copy of the published book / chapter / monograph (or acceptance letter)
8. ISBN details
9. Publisher details
10. Proof of affiliation
11. Indexing/Publisher recognition proof (if required)

The incentive/application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development / RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.

4. Exclusions

The following are **not eligible**:

- Self-published books
- Vanity publishers or predatory publishers
- Conference proceedings published as books
- Non-academic or popular literature (unless approved)
- Publications completed before joining the University

5. Review and Amendments

The University reserves the right to:

- Revise incentive amounts
- Update the list of recognized publishers

- Modify policy clauses with approval from the Academic Council / Board of Management

5. Incentive policy for patents published and granted (National and International)

The objective of this policy is to:

- Promote a strong intellectual property (IP) culture
- Encourage innovation, invention, and commercialization
- Reward faculty members, researchers, and students for patent filing, publication, and grant
- Enhance the University’s research, ranking, and industry collaboration

Category	Incentive Amount (Rs.)
Indian Patent – Published	Patent filing cost + 5,000/-
International Patent (PCT/Foreign) – Published	Patent filing cost + 5,000/-
Indian Patent – Granted	Patent filing cost + 7,000/-
International Patent (PCT/Foreign) – Granted	Patent filing cost + 7,000/-
Patent Commercialized / Licensed	Patent filing cost + 10,000/-
Patent leading to Startup	Patent filing cost + 10,000/-
Patent with Industry Collaboration	Patent filing cost + 10,000/-

SOP for Policy No. 5

1. Types of Patents to be considered

1.1 National Patents

- Filed, published, or granted by the **Indian Patent Office (IPO)**

1.2 International Patents

- Filed through **PCT (WIPO)** or directly in foreign patent offices (USPTO, EPO, JPO, etc.)

2. Eligibility Criteria

A patent shall be eligible for incentives if:

- **Mandsaur University is named as Applicant/Assignee**
- At least one inventor is affiliated with the University
- Patent is filed/published/granted during the period of association
- The invention is not published prior to patent filing

3. Authorship & Sharing of Incentives

- Incentives shall be **shared equally** among inventors affiliated with the University
- External collaborators' share (if any) shall be governed by MoU/IP agreement
- Only **University-affiliated inventors** are eligible for incentives

4. Application Procedure

Inventors must submit the following to IPR Cell / Research Advisory Council

3. Application Form incentives
4. Patent Application Number
5. Publication / Grant Certificate
6. Proof of University affiliation
7. Copy of Patent Specification
8. Declaration of inventorship

Applications shall be reviewed by the IPR Cell / REEC.

The incentive/application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell//IPR Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development / RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.

5. Exclusions

The following are **not eligible**:

- Design registrations, trademarks, copyrights
- Patents not assigned to the University
- Abandoned or withdrawn patents
- Patents filed before joining the University
- Incremental or duplicate filings without novelty

6. Review and Amendments

The University reserves the right to:

- Revise incentive amounts
- Modify eligibility criteria
- Update procedures based on UGC / NAAC / DST / MoE guidelines

Any changes shall be approved by the Academic Council / Board of Management.

6. Policy for University Research Fellowship (URF)

The objective of the University Research Fellowship (URF) is to:

- Attract high-quality full-time PhD scholars
- Promote research excellence and innovation
- Support scholars who are not receiving external fellowships (UGC/CSIR/ICMR/DST etc.)
- Enhance the University's research output, NAAC & NIRF performance

Category	Fellowship Amount (Rs. / month)
URF – Junior (Initially for 2 Years)	15,600/-
URF – Senior	22,000/-

SOP for Policy No. 6

1. Duration of Fellowship

The tenure for URF-Junior will be initially two years and after two years URF-Junior will be promoted and continue as URF-Senior subject to the recommendation of supervisor, REEC, RAC and competent authority.

Fellowship shall **not exceed the maximum PhD duration** prescribed by UGC.

2. Eligibility Criteria

To be eligible for URF, a scholar must:

3. Be admitted as a full-time PhD scholar
4. Fulfill UGC minimum eligibility for PhD admission
5. Preference will be given to NET/ SLET/GPAT/GATE or equivalent candidates.
6. Not be receiving any other fellowship/salary
7. Maintain minimum attendance and residency
8. Submit required progress reports

3. Selection Procedure

4. URF shall be awarded based on:
 - a. Entrance test / interview performance
 - b. Academic merit
 - c. Availability of seats & funds
5. Final selection:
 - a. The application form (with all supporting documents as per policy) will be verified and recommended by the HOD/HOI/Departmental RAC to DORD office/Research Cell//Ph.D Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development / RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.
 - b. Appointment will be issued by the HR department

4. Renewal & Performance Review

Fellowship renewal is **annual** and subject to:

- Satisfactory **progress reports**
- Supervisor's/ HOD/ departmental RAC recommendations
- Minimum research output (minimum 2 research papers with impact factor in indexed journal per year)
- At least 1 patent published
- At least one major project compiled along with supervisor and submitted to funding body
- Teaching load (as decided / min 6 Hr) with good student feedback

Typical performance indicators:

- Coursework completion
- Visible Research milestones
- Publications / patents (where applicable)
- Seminar / Conference presentations

5. Responsibilities of URF Scholars

URF scholars shall:

- Devote full-time to research
- Follow University research ethics & plagiarism policy
- Assist in:
 - Teaching (limited hours)
 - Laboratory/tutorial work (as assigned)
- Acknowledge the University URF support in publications

6. Conversion to External Fellowship

- If a URF scholar is awarded an external fellowship (UGC/CSIR etc.):
 - URF shall be discontinued
 - Scholar may shift to external fellowship as per rules

7. Termination / Discontinuation

URF may be discontinued if:

- Progress is unsatisfactory
- Scholar violates university rules
- Scholar discontinues PhD
- Misconduct / plagiarism is proven

8. Review & Amendments

The University reserves the right to:

- Revise fellowship amounts
- Modify eligibility & conditions
- Amend the policy with approval of Academic Council / Board of Management

7. Policy for financial support from MU for organizing Seminar/Conference/Symposium/Workshop etc

The objective of this policy is to:

- Promote academic interaction, research dissemination, and knowledge exchange
- Encourage faculty and departments to organize high-quality academic events
- Enhance the University's research culture, visibility, and accreditation performance
- Support national and international academic collaborations

Proposals are invited twice in a year i.e. January & July Session.

The expenditure of the event should be managed by the amount received from registration fees of the participants. In case of any shortfall, then in that case only financial support from University will be entertained via submission of prescribed application form.

SOP for Policy No. 7

1. Application Procedure

Letter of Approval must be submitted at least 3 months in advance for national and 6 months in advance for international with:

- Prescribed Application Form
- Concept note & objectives
- Event schedule & brochure (draft)
- Estimated budget with justification
- Details of speakers/resource persons
- Details of external sponsorship (if any)

Approval Process:

- c. The application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell//Ph.D Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development / RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.

Approval depends on:

- Academic relevance
- Budget justification
- Past performance of the department
- Availability of funds

2. Disbursement of Funds

- Funds shall be released:
 - In advance or reimbursement mode, as approved
- All expenditures must comply with University financial rules
- Original bills and vouchers must be submitted

3. Reporting & Documentation

Within **15–30 days** after the event, the Convener must submit the following to IQAC & R&D cell:

- Event completion report
- Attendance details
- Photographs & brochure
- Utilization Certificate (UC)
- Statement of expenditure
- Outcomes (papers presented, MoUs, IPR, etc.)

Failure to submit reports may lead to:

- Recovery of funds
- Ineligibility for future support

4. Monitoring & Audit

- Events may be subject to internal audit
- Misuse of funds shall attract disciplinary action as per rules

5. Review & Amendments

The policy shall be reviewed periodically.

Any amendments require approval of the: Academic Council / Board of Management

8. Policy for financial support from MU for Organising Faculty Development Programs

The objective of this policy is to:

- Enhance teaching, research, and professional competencies of faculty
- Promote continuous capacity building and skill upgradation
- Encourage adoption of innovative pedagogies, research methods, and technologies

Proposals are invited twice in a year i.e. January & July Session.

The expenditure of the event should be managed by the amount received from registration fees of the participants. In case of any shortfall, then in that case only financial support from University will be entertained via submission of prescribed application form.

SOP for Policy No. 7

1. Application Procedure

Letter of Approval must be submitted **at least 3 months in advance** for national and 6 months in advance for international with:

- Prescribed Application Form
- Concept note & objectives
- Event schedule & brochure (draft)
- Estimated budget with justification
- Details of speakers/resource persons
- Details of external sponsorship (if any)

Approval Process:

- d. The application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell//Ph.D Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development/RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.

Approval depends on:

- Academic relevance
- Budget justification
- Past performance of the department
- Availability of funds

2. Disbursement of Funds

- Funds shall be released:
 - In advance or reimbursement mode, as approved

- All expenditures must comply with University financial rules
- Original bills and vouchers must be submitted

3. Reporting & Documentation

Within **15–30 days** after the event, the Convener must submit the following to IQAC & R&D cell:

- Event completion report
- Attendance details
- Photographs & brochure
- Utilization Certificate (UC)
- Statement of expenditure
- Outcomes (skill development, publication etc.)

Failure to submit reports may lead to:

- Recovery of funds
- Ineligibility for future support

4. Monitoring & Audit

- Events may be subject to internal audit
- Misuse of funds shall attract disciplinary action as per rules

5. Review & Amendments

The policy shall be reviewed periodically.

Any amendments require approval of the: Academic Council / Board of Management

9. University Seed Grant Policy for Sustainable Development Goals (SDGs)

The policy aims to:

- Encourage innovative, exploratory research aligned with one or more SDGs
- Support proof-of-concept, pilot studies, and prototypes
- Foster interdisciplinary and transdisciplinary collaboration
- Enable faculty and scholars to secure external funding

Category	Maximum Grant (Rs.)	Duration
Individual SDG Seed Grant	Up to 30,000/-	6–12 months
Interdisciplinary SDG Project	Up to 50,000/-	6–18 months

SOP for Policy No. 9

1. Eligibility

Eligible applicants include:

- Regular faculty members of the University (as Principal Investigator)
- Interdisciplinary teams (faculty across departments)
- Full-time PhD scholars (as Co-Investigators, under a faculty PI)

Conditions:

- Only one active Seed Grant per PI at a time
- Previous Seed Grant recipients must have submitted **final reports**

2. Roles & Responsibilities

- **Principal Investigator (PI):** The PI holds primary responsibility for the technical, scientific, and ethical conduct of the research. The PI must deliver project milestones within the timeline for which the project is sanctioned. The PI ensures all expenditures align with institutional guidelines and SDGs and have competent authority approvals.
- **Head of Department (HOD):** The HOD monitors project progress and ensures departmental infrastructure and other resources are accessible to the PI. The HOD reviews and signs off on progress reports, UC, expenditure statements, bills and account settlement and purchase related approval prior to institutional submission.

3. Budget Handling and Financial Compliance

3.1 Fund Management

- **Project Account:** Approved funds will be credited to a dedicated institutional ledger code unique to the project. No payment will be released to the personal account of the PI/CoPI.
- **Authorized Spending:** Financial procurement must follow standard institutional purchase and inventory processes after obtaining the approval from the competent authority through HOD/HOI/Dean.

3.2 Permissible & Non-Permissible Expenses

Permissible Expenses	Non-Permissible Expenses
Project-specific consumables and chemicals	Personal laptops, tablets, or mobile phones
External testing, fabrication, and analysis charges	Institutional overheads or departmental utilities
Minor equipment necessary for the project	International travel or hospitality expenses

4. Faculty exit (PI resignation or transfer)

If a PI leaves the university before the 6-month project without finishing the project, the project must be completed using one of the following mechanisms:

4.1 Project Handover

- **30-Day Notice:** The departing PI must notify the Research Cell and HOD in writing at least 30 days prior to their last working day.
- **Co-PI Assumption:** If a Co-PI is registered on the project, they will automatically assume the role of PI to complete the remaining duration.
- **HOD Appointment:** If no Co-PI exists, the HOD, in consultation with the Dean of Research, will appoint a qualified department faculty member as the new PI within 7 working days.

4.2 Institutional Restrictions

No Fund Transfer: Seed grant funds are non-transferable and cannot be moved to any external or new institution joining the departing PI.

5. Fund Refund & Project Closure

5.1 Unspent Balances

- **Automatic Reversion:** Any unspent or uncommitted balance remaining at the end of the 6-month project period automatically reverts to the university's central research fund.

5.2 Non-Performance & Project Abandonment

- **Refund Mandate:** If a project is abandoned, or if the PI fails to submit the required deliverables without a valid, approved extension, the university reserves the right to recall all spent funds from the departmental or PI contingency allocation.

5.3 Asset Ownership

- **Equipment Retention:** All capital equipment, software licenses, and durable goods purchased using the seed grant remain the permanent property of the parent department and university.

6. Application Procedure and approval process

Applicants shall submit:

1. Seed Grant Application Form as per **Call for Proposals under Seed Grant Scheme Aligned with SDGs announcement**
2. Submit the application as per the prescribed format covering the following primary details
 - SDG Mapping & SDG Justification
 - Timeline and milestones
 - Detailed budget with justification
 - Details of PI and Co-Investigators

Approval Process:

The application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell//Ph.D Cell and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the same to Dean of Research & Development/RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.

7. Evaluation & Approval

Proposals shall be evaluated by the REEC / RAC based on:

- Relevance to SDGs
- Innovation and feasibility
- Interdisciplinary approach
- Expected societal/environmental impact
- Potential for external funding / IPR

- Approval authority: Competent Authority/ Hon'ble V.C through REEC / RAC through DORD through HOD/HOI

8. Disbursement of Funds

- 60% upon approval
- 30% after mid-term review
- 10% after submission of final report and utilization certificate

All expenditures must comply with University financial rules.

9. Monitoring & Reporting

Grantees must submit:

- Mid-term progress report
- Final technical report
- Statement of expenditure & Utilization Certificate
- Outcomes achieved (publications, policy briefs, prototypes, IPR, community impact)

10. Report Submission & Utilization Certificate (UC)

10.1 Progress Reporting Timeline

- **Month 3 (Mid-Term Report):** Submission of a brief technical progress update mapping achievements against initial milestones.
- **Month 6 (Final Report):** Submission of a comprehensive final project report detailing methodology, results, publications, and future external grant formulations within 15 days of project closure.

10.2 Financial Closure (UC)

- **Submission:** A formal Utilization Certificate (UC) and an audited Statement of Expenditure (SoE) must be submitted within 30 days of project completion.
- **Signatures:** The UC must be signed by the PI, the HOD, and the university's internal Auditor or Finance Officer.
- **Sanctions:** Delayed submission of the UC freezes all future institutional funding requests for the participating department.

11. Expected Outcomes

Seed Grant projects are expected to result in:

- External funding proposals
- Research publications
- Patents, designs, or innovations

12. Review & Amendments.

Amendments require approval of the **Academic Council / Board of Management**.

**MANDSAUR UNIVERSITY**

MANDSAUR, PIN-458001, MADHYA PRADESH

FORMAT OF APPLICATION FOR UNIVERSITY SEED GRANT**Section A: Personal Information****Details of Principal Investigator (PI)**

1. Name of PI :
2. Department/Institute :
3. Date of Joining in the University
: (Regular/Contractual)
4. Sex :
5. Mobile No. :
6. E-mail Address :
7. Present Residential Address :
8. Professional Achievements (Briefly) :
9. Publications :

Details of CO-Principal Investigator (CO-PI)- If any

1. Name of Co-PI :
2. Department/Institute :

3. Date of Joining in the University
: (Regular/Contractual)
4. Sex :
5. Mobile No. :
6. E-mail Address :
7. Present Residential Address :
8. Professional Achievements (Briefly) :
9. Publications :



MANDSAUR
UNIVERSITY
DREAM. LEARN. LEAD.

MANDSAUR UNIVERSITY

MANDSAUR, PIN-458001, MADHYA PRADESH

Section B: General Information

1. Project Title (Should be focused not exceeding 25 words):
2. Name & Department of the PI/Co-PI (Maximum 2) in case of joint proposal
 - (i)
 - (ii)
3. Whether project activities require any clearance form relevant authorities in respect of any environmental/legal/ethical issues? Yes / No (If Yes, then provide details)
4. Category & Duration (months) proposed for the work:

Category	Duration	Tick any one
Individual SDG Seed Grant	6–12 months	
Interdisciplinary SDG Project	6–18 months	

5. SDG Alignment & Mapping

- Clearly specify the Sustainable Development Goal (SDG) addressed by the project:
- Primary SDG: United Nations Sustainable Development Goals Goal No. _____ (Title)
- Secondary SDG(s) (if any):
- SDG Justification (500 words):

6. Explain how your project contributes to achieving the selected SDG(s). Highlight local, regional, or global relevance.

7. Detailed budget with justification :

1. Non-Recurring Expenditure

Sl. No.	Name of the item	Tentative Cost (Rs.)	Justification

2. Recurring

Sl. No.	Item / Head of Expenditure	Tentative Cost (Rs.)	Justification

Total Estimated Budget Rs.= (Non-Recurring + Recurring)

Note:

- Requirement of resource equipment / chemical / material/ software or other must be purchased from the purchase department of MU as per norms and the items approval from the HOD/HOI & competent authority.
- In case of any requirement of testing service from outside / any field visit / field work / conference presentation related to the project, permission should be taken from HOD/HOI & competent authority in advance.



MANDSAUR UNIVERSITY

MANDSAUR, PIN-458001, MADHYA PRADESH

Section C: Technical Details

1. Title (not exceeding 25 words) :
2. **I. Statement of the problem** (Max.500 words)
 1. State the main problem you seek to address:
 2. Why is it important to solve it?

II. Suggested solution (Max.500 words):

(Describe how the proposal will lead to a novel and effective solution, **based on a scientifically and technically sound concept** and keeping in view of the necessity and local availability of resources, Outline your idea or solution you plan to develop.)

3. **Review of status**– (Max.1000 words):
4. **References** :
5. **Proposed Objectives** (Max.3 focused objectives be included):

i.	
ii.	
iii.	

6. **Methodology** (Max.1000 words) :
 (Describe how the project will address the societal challenges in a sustainable way. Also explain how and in what way, the project will contribute to the advancement of knowledge in the subject/topic. Support with defined steps/relevant process details, e.g. flow chart, model, survey procedure, protocols, engineering design/schematic/layout plan - as applicable to achieve the stated objectives)
7. **Work Plan with Timeline** (Max.1500 words):
 1. **Phase wise work plan of action with timeline and deliverables in tabular form.**
 2. **Technology Development/Adoption/Modification, if applicable**
 Information should be provided on the scale of operation, minimum economic viable scale, estimated cost and likely benefits of the proposed technological intervention):

3. Institutions/place where detailed lab/field testing or experiments will be carried out:

4. **Expected outcome (Max.300 words):**

8. **Environmental, Legal and Ethical Issues:**

(Explain any environmental, legal and ethical compliance issues. Please mention how these will be addressed & enclose clearance certificate from concerned authorities, if required)

ENDORSEMENT FROM THE HEAD OF DEPARTMENT

Certified that the research proposal titled “_____” submitted by Dr./Mr./Ms. _____ under the Seed Grant Scheme has been reviewed, verified, recommended and forwarded at the departmental level.

The applicant is a regular faculty member/researcher of the department and the proposed research work is relevant, feasible, and aligned with the academic/research objectives of the institution and SDG goals. The necessary departmental infrastructure and basic facilities required for carrying out the proposed work are available in the department.

Name and signature of Head of Department(s)

Date & Seal

CERTIFICATE FROM THE APPLICANT (PI & Co-PI)

Project Title: _____

- I/We agree to abide by the terms and conditions of the guidelines.
- I/We have not submitted this or a similar project proposal elsewhere for financial support.
- I/We have explored and ensured that equipment and basic facilities will be available as and when required for the purpose of the project. We shall not request more financial support under this project, for procurement of these items.
- I/We have enclosed the following materials:

ITEMS	NUMBER OF COPIES
o Endorsement from the Head of Department	1 (One)
o Copies of the Proposals	3 (Three)

Name & Signature of PI

Name & Signature of Co-PI

9. CONSULTANCY POLICY

PREAMBLE

Mandsaur University encourages its faculty and staff to engage in consultancy services that leverage their academic, research and professional expertise for the benefit of industry, government, and society. Consultancy activities enhance knowledge transfer, strengthen industry linkages, and contribute to professional development while generating revenue for both the individual and the University. This policy establishes a transparent and accountable framework to regulate consultancy assignments undertaken by university personnel.

KEY OBJECTIVES

- Knowledge Transfer: Apply academic expertise to real-world challenges.
- Capacity Building: Enhance professional development and practical skills of faculty and staff.
- Reputation & Partnerships: Strengthen industry linkage and institutional reputation

SCOPE

1. This policy applies to faculty members, HODs, HOIs, Deans, Directors, Staff, Research Associates affiliated to Mandsaur University.
2. Consultancy Services may be offered to Industries, Service Sector, Government Departments, non-government organizations and other National and International agencies in niche areas of expertise available in the University.
3. Consultancy services offered may cover a variety of activities such as Feasibility Studies, Technology Assessments, Assessment of Designs and / or Current Manufacturing Process, Material, Food, Energy, Environmental and Manpower Audits; Standardization and Calibration Services, Product Design, Process Development, IT Tools & Software Development; Staff Training & Development, Experimental and Field Based Studies/

Trials; Testing Services, General Troubleshooting, Human Resource Development Initiatives, Industry Upliftment, Capacity building programs, Demonstrations of technical Skills and Expertise to select groups in specific organizations, and so on.

4. Jobs which are too complex to handle, by virtue of certain constraints inherent in any academic and research environment-such as execution of certain types of works, should not normally be taken up irrespective of the availability of expertise and perceived needs of the clients.
5. Each project shall be undertaken either under Standard Terms and Conditions, or Specific Agreement or Memorandum of Understanding (MOU), describing the details of contract covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes resolution, liability, IPR matters, arbitration, and applicable law.

STANDARD OPERATING PROCEDURE (SOP)

1. Principles of the Policy

- Consultancy activities shall not conflict with academic duties or the university mission.
- The University shall protect its interests and brand reputation in contracts and deliverables.
- Consultancy undertaken should have demonstrable benefit to the University, faculty, staff, or society.
- Activities must adhere to ethical standards and institutional regulations (e.g., conflict of interest rules).

2. Approval and Authorization

- a. The application form (with all supporting documents as per policy) will be verified and submitted by the HOD/HOI to DORD office/Research Cell/ and further forwarded to R&D Executive Cell & Ethics Committee. REEC will further verify and recommend the

same to Dean of Research & Development /RAC to the Hon'ble Vice Chancellor / Hon'ble Chancellor for final approval.

2. Compliance:

Consultancy agreements, MoU should be executed on official University letterhead and signed through the authorized office before proceeding.

3. Consultancy Project Categories

Category I: Consultancy services which do not require university laboratory facility such as designs, proof checking, vetting of third-party designs, preparation of project reports, third party site visits, preparation of audit reports/skill-based study reports, and other similar assignments.

Category II: Consultancy services include such assignment that require institute hardware/software facilities (laboratory equipment/software) and similar assignments.

University reserves the right to add categories for providing consultancy services

4. Duration of Consultancy

1. The duration of any consultancy activity will be limited to that mentioned in the Approved agreement, and should be less than that which is Equivalent to 30 working days per academic year.
2. Any consulting assignment more than 30 days commitment or extension of time of Consulting assignment due to some exigencies needs prior approval from the director.

5. Roles and Responsibilities

Role	Key Responsibilities
Principal Consultant	<ul style="list-style-type: none"> • Prepare project proposal and budget. • Lead technical execution, monitoring, and reporting. • Coordinate with client and internal stakeholders. • Ensure compliance with timelines, deliverables, and quality standards. • Preparation and execution of consultancy MOU and agreement as per policy

	<ul style="list-style-type: none"> • Submission of final report/output to client; Financial closure and internal reporting
Co-Consultant(s) (if any)	<ul style="list-style-type: none"> • Support technical/field work as per the work plan. • Contribute to reports, data analysis, and client communication.
Dean / Head	<ul style="list-style-type: none"> • Scrutinize and approve consultancy proposals as per policy • Liaise with Finance, Legal, and other departments. • Monitor project progress and audit compliance. • Review contracts/agreements for institutional risk and alignment with policy.
Finance / Accounts Office	<ul style="list-style-type: none"> • Handle invoicing, receipt of payments, and internal cost allocation. • Maintain project-wise financial records and audit trail.
Project Team along with PC	<ul style="list-style-type: none"> • Assist in data collection, analysis, documentation, and fieldwork as assigned.

6. Revenue Sharing

The consultancy income (fees charged to clients) shall be shared between the University and the consultant & team based on the ratio

Particulars	Consultant & Team (Faculty / Staff) Share	University Share
Category I	70	30
Category II	40	60

7. Intellectual Property (IP) & Publication

1. IP Ownership:

Ownership and usage rights will be defined in the consultancy contract.

2. Publication:

Results from a consultancy project may be published with appropriate acknowledgment of the University.

8. Ethical Standards & Conflict of Interest

A. Consultants must disclose any potential conflict of interest and ensure that consultancy work does not interfere with their primary role.

B. Confidential information from consultancy must be safeguarded.

C. Ethical, legal, and professional standards must be maintained.

9. Monitoring & Review

The policy should be reviewed periodically (e.g., every 2–3 years) to ensure alignment with academic goals, legal requirements, and stakeholder needs.