



# **SANTOSH**

**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

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**THE MINUTES OF THE 48<sup>th</sup> MEETING OF THE BOARD OF MANAGEMENT HELD ON  
27.06.2020 AT 3.00 PM IN THE CONFERENCE HALL, SANTOSH DEEMED TO BE  
UNIVERSITY, GHAZIABAD, NCR DELHI**

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The Members of the Board of Management who were present in the Meeting the Attendance list is attached in this regard.

At the outset, the Vice Chancellor Dr. Tripta S Bhagat, welcomed all the Members of the Board of Management.

The following Agenda Items were taken up for discussion:

**ITEM: 1**

**CONFIRMATION OF THE MINUTES OF 47<sup>th</sup> MEETING OF THE BOARD OF MANAGEMENT HELD ON 07.03.2020 AT 12.00 NOON**

The Minutes of the 47<sup>th</sup> meeting of the Board of Management held on 07.03.2020 at 12.00 Noon were circulated to all Members of the Board of Management for their information and comments, if any. No comments were received; hence, the Minutes **were confirmed**.

**ITEM: 2**

**ACTION TAKEN ON THE MINUTES OF 47<sup>th</sup> MEETING OF THE BOARD OF MANAGEMENT HELD ON 07.03.2020 AT 12.00 NOON.**

The Action Taken on the Minutes of 47<sup>th</sup> Meeting of the Board of Management held on 07.03.2020 at 12.00 Noon were circulated to all Members of the Board of Management for their information and comments, if any. No comments were received; hence, the Minutes **were confirmed**.

### **ITEM: 3**

#### **TO CONSIDER THE MINUTES OF THE 38<sup>TH</sup> ACADEMIC COUNCIL MEETING HELD ON 26.06.2020 AT 03:00 PM.**

The Members of the Board of Management considered in detailed the **recommendations / minutes** along with **AGENDA** of the 38<sup>th</sup> Academic Council held on 26.06.2020 at 3.00 PM and **approved** the same as under as indicated against each items:-

#### **A. TO CONSIDER THE RESEARCH POLICY – INTERNAL AND EXTERNAL GRANTS**

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The members of the Board of Management considered the **recommendations** of the Academic Council regarding Research Policy – Internal and External Grants – Santosh Deemed to be University in detailed and **approved the same as under:-**

#### **2.1 RESEARCH POLICY OF SANTOSH DEEMED TO BE UNIVERSITY**

Research culture in Santosh Deemed to be University shall be guided by research policy to demonstrate integrity, honesty and respect for human participants, proper acknowledgement of role of others, communication of research results.

#### **2.2 SCOPE OF THE POLICY**

- a. Basic, strategic and applied research undertaken either for fulfilling the requirements of academic degrees or for solving problems;
- b. Scholarly activities intended to expand knowledge boundaries by analysis, synthesis and interpretation of ideas and information by making use of rigorous methodologies;
- c. Creative activities involving the generation of new ideas, innovations, hypotheses, images, performances or artifacts, including design in any field of knowledge which leads to the development of new knowledge, understanding or expertise;
- d. Research projects of students undertaken as part of the curriculum or for enriching it; and
- e. Publication, presentation and communication of the research outcomes and related activities.

### 2.3 RESPONSIBILITIES OF INSTITUTIONS (MEDICAL AND DENTAL)

- a. Institution shall promote awareness of research guidelines and legislation in the conduct of research, open exchange of ideas between peers and respect for freedom of expression and inquiry and maintaining a cordial atmosphere in ethics related to research
- b. Each institution shall provide an appropriate research framework through which research is assessed for quality, safety, privacy, risk management, financial management and ethical acceptability. The framework shall clearly specify the roles, responsibilities and accountabilities of all those who play a part in research.
- c. Create quality human resources for scientific research
- d. Promote 'Entrepreneurship and Start-up culture in Santosh deemed to be University besides Incubators.
- e. Promote industrial collaborations involving active and mutually beneficial R&D projects through an University-level Consultancy Policy
- f. Aim to stand among the top-notch Research Universities across the globe and promote globalization of research and education to achieve Global visibility
- g. Ecosystem Development



- h. The research conduct framework shall demand compliance with laws, regulations, guidelines and codes of practice governing the conduct of research in the University, which shall be in consonance with the national guideline issued from time to time.
- i. Medical/ Dental College shall ensure the availability of the documents that help guide good research governance, conduct and management as & when required by the appropriate authority.

- j. There shall be a clear policy on collaborative research projects with other organizations, which requires arrangements to be agreed before a project begins. These arrangements shall cover financial management, intellectual property, authorship and publication, consultancies, ethics approval, and ownership of equipment and data and the like.
- k. Each institution shall have a well-defined process for receiving and managing allegations of research misconduct.
- l. There shall be a process for regular monitoring of the institution's performance with regard to these guidelines.
- m. Institutions shall provide formal training for all research staff including research trainees. Training shall include research methods, ethics, confidentiality, data storage and records retention, as well as regulation in force as per national guideline.
- n. Institutions shall promote effective mentoring and supervision of researchers and research trainees.
- o. Retain research data and primary materials. Each institution must have a policy on the retention of materials and research data.
- p. In general, Institutions shall retain the research data for 5 years from the date of publication.
- q. Institutions shall provide facilities for the safe and secure storage of research data and for maintaining records of where research data are stored.
- r. There shall be secure and safe disposal of research data and primary materials when the specified period of retention is over.
- s. In the research projects that involve more than one institutions, an agreement shall be developed which includes the storage of research data and primary materials within each institution.
- t. Each institution shall have a uniform policy on the ownership of, and access to, databases and archives that is consistent with confidentiality requirements, legislation, privacy rules and other guidelines in force from time to time.
- u. Institutions shall Promote responsible publication and dissemination of research findings and maintain an environment of honesty, integrity, accuracy and responsibility in the dissemination of research findings.
- v. Protect confidentiality and manage intellectual property
- w. Institutions shall ensure that all involved to the research are made aware of the nature and scope of confidentiality agreements
- x. Institutions shall maintain a policy that protects the intellectual property rights of the institution, the researcher, research trainees and sponsors of the research, as appropriate.

- y. Institutions shall ensure that the sponsors of research understand the importance of publication in research and do not delay publication beyond the time needed to protect intellectual property and other relevant interests.
- z. Institutions shall ensure that researchers are aware of contractual arrangements that restrict, delay or limit publication.
- aa. Institutions shall make available assistance, such as through a media relations or a science communication officer, to researchers when communicating research findings through the media.
- bb. When reporting research results for publicity purposes, institutions shall make every effort to acknowledge contribution of partner institutions and sponsors involved in collaborative research.
- cc. To be named as an author, a researcher must have made a substantial scholarly contribution to the work and be able to take responsibility for at least that part of the work they contributed. Attribution of authorship will depend to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of: conception and design of the project, analysis and interpretation of research data, drafting significant parts of the work or critically revising it so as to contribute to the interpretation.
- dd. The right to authorship shall not be tied to position or profession and shall not depend on whether the contribution was paid for or voluntary.
- ee. A person who qualifies as an author or co-author shall not be included or excluded as an author without their permission. This should be in writing, and include a brief description of their contribution to the work.
- ff. Institutions shall have a policy on the criteria for authorship, seeking to minimize disputes about authorship and helping to resolve them if they arise. Where a work has several contributors, one should be appointed executive author to record authorship and to manage communication about the work with the publisher.
- gg. Institutions shall have a policy for managing conflicts of interest. A range of responses is required, depending on the nature of a conflict, to prevent researchers from influencing decisions unfairly and to avoid unwarranted perception that a conflict of interest has been ignored.
- hh. In each case of conflict of interest case, encourage a full disclosure by those involved of the circumstances giving rise to concerns about the conflict of interest. This sometimes involves information that people are unwilling to disclose publicly, and a process involving disclosure to a small group in confidence should also be provided. Where those involved are unable or unwilling to make any disclosure at all, they should withdraw from processes that could be influenced by conflicts.

- ii. Where the circumstances constitute a conflict of interest, or may lead people to perceive a conflict of interest, the person concerned must not take part in decision-making processes. The most satisfactory approach is for complete withdrawal (eg leaving the room for the item), but some bodies allow some general discussion of the matter before the person withdraws. It is preferable that the person concerned shall not remain in the room, even if silent, while the matter is debated and decided.
- jj. A record shall be kept of how each conflict is managed in the proceedings, even if confidential information must be omitted. It is important that the possibility of a conflict is acknowledged in each case, along with an outline of how it was managed.
- kk. The policy shall aim to cover the full range of possible conflicts of interest, and shall be reviewed regularly to enable amendment informed by experience and legislative and regulatory developments in force from time to time.

#### **2.4 RESPONSIBILITIES OF RESEARCHERS**

- a. Researchers shall maintain high standards of responsible research and shall respect the truth and the rights of those affected by their research. They shall be able to manage conflicts of interest so that ambition and personal advantage do not compromise ethical or scholarly considerations and adopt methods that are suitable for achieving the goals of research proposal.
- b. Researchers shall follow proper practices for safety and security of all stake holders. They should cite the details of awards; degrees conferred and research publications accurately, including the status of any publication, such as under review or in press.
- c. Researchers shall comply with ethical principles of integrity, respect for persons, justice and beneficence.
- d. A researcher shall act timely when he/she comes to know about research misconduct keeping in mind the institutions research policies.
- e. The researcher shall decide which data and materials should be retained, although in some cases this might be determined by law, funding agency, and publisher or by convention in the discipline.
- f. When considering how long research data and primary materials are to be retained, the researcher must take account of professional standards, legal requirements and contractual arrangements in force.
- g. Researchers shall retain research data and primary materials for sufficient time as per the guide lines in force from time to time to allow reference to them by other researchers and interested parties. For published research data, this may be for as long as interest and discussion persist following publication.

- h. Research data should be made available for use by other researchers unless this is prevented by ethical, privacy or confidentiality matters.
- i. Research data shall be retained for at least the minimum period specified in the institutional policy.
- j. If the results from research are challenged, all relevant data and materials shall be retained until the matter is resolved. Research records that may be relevant to allegations of research misconduct must not be destroyed.
- k. Clear and accurate records of the research methods and data sources, including any approvals granted, during and after the research process must be maintained.
- l. Research data and primary materials be kept in safe and secure storage provided, even when not in current use. Researcher shall retain research data, including electronic data, in a durable, indexed and retrievable form. Researcher shall maintain a catalogue of research data in an accessible form, manage research data and primary materials according to ethical protocols and relevant legislation and maintain confidentiality of research data and primary materials.
- m. Researchers shall have a responsibility to their colleagues and the wider community to disseminate a full account of their research as broadly as possible. The account shall be complete, and, where applicable, include negative findings and results contrary to their hypotheses.
- n. Publication activities shall take into account of any restrictions relating to intellectual property or culturally sensitive data.
- o. Researchers shall, where feasible, also provide research participants with an appropriate summary of the research results
- p. Researchers shall take all reasonable steps to ensure that their findings are accurate and properly reported. If they become aware of misleading or inaccurate statements about their work, they shall correct the record as soon as brought to their notice. Researchers shall ensure that they cite other relevant work appropriately and accurately when disseminating research findings. Use of the work of other authors without acknowledgement is unethical.
- q. It is not acceptable to include the same research findings in several publications, except in particular and clearly explained circumstances, such as review articles, anthologies, collections, or translations into another language. An author who submits substantially similar work to more than one publisher, or who submits work similar to work already published, shall disclose this at the time of submission to the publisher.
- r. Researchers shall take all reasonable steps to obtain permission from the original publisher before republishing research findings by disclosing research support accurately

- s. A publication shall include information on all sources of financial and in-kind support for the research and any potential conflicts of interest. Researchers shall always acknowledge the host institution and funding sources of the research.
- t. Sometimes the confidentiality requirements of a sponsor may prevent or delay peer review until after the research results are delivered to the sponsor. In such cases, the researcher shall explain to the sponsor that the work has not been subject to peer review. Whenever a sponsor's confidentiality requirements prevent peer review of a research report before its delivery to the sponsor, the researcher shall inform the sponsor.
- u. Subject to any conditions imposed by the research sponsor, researchers shall seek to communicate their research findings to a range of audiences, which may include the sponsor, professional organizations, peer group, policy makers and the community.
- v. Researchers may be interviewed by the media, invited to participate in debates, and approached by individuals for comment. It is important that all these activities are considered and supported where ever possible. However, while it is straightforward to discuss research findings with peers, it is harder to do so effectively with other groups and the media, where the scope for misunderstanding is much greater and frequently there is no opportunity to review the report of discussions before it becomes public such occasion need to be intimated to the authority concern.
- w. Researchers shall seek opportunities and be ready to participate in workshops and other activities where professional assistance is provided in communicating with the media and the wider community.
- x. Discussing research findings in the public arena shall not occur until the findings have been tested through peer review. In discussing the outcomes of a research project, special care shall be taken to explain the status of the project — for example, whether it is still in progress or has been finalized.
- y. To minimize misunderstanding about research outcomes, researchers shall undertake to promptly inform those directly impacted by the research, including interested parties, before informing the popular media. Any restrictions on communications that have been agreed with the sponsor shall be honored.
- z. Researcher shall adhere to the authorship criteria of this Code and their institution's policies. Collaborating researchers shall agree on authorship of a publication at an early stage in the research project and shall review their decisions periodically if required.

- aa. Researchers shall offer authorship to all people, including research trainees, who meet the criteria for authorship listed above. Those offered authorship may accept or decline in writing. Authorship shall not be offered to those who do not meet the requirements set out above. Being head of department, holding other positions of authority, or personal friendship with the authors, providing a technical contribution but no other intellectual input to the project or publication, providing routine assistance in some aspects of the project, the acquisition of funding or general supervision of the research team does not qualify for authorship.
- bb. Researchers shall ensure that all those who have contributed to the research, facilities or materials are properly acknowledged, such as research assistants and technical writers. Where individuals are to be named, their written consent must be obtained.
- cc. Authors of web-based publications shall take responsibility for the publication's content and must be clearly identified in the publication and shall maintain signed acknowledgments of authorship for all publications

## **2.5 RESEARCH MISCONDUCT**

- a. Complaint that a researcher has not acted responsibly requires a response that may include, a discreet investigation, a formal inquiry, the imposition of a sanction or penalty, actions to remedy the situation
- b. Complaint or allegation relates to research misconduct if it involves an alleged breach of code of conduct of research with intention and deliberation, recklessness or gross and persistent negligence
- c. Serious consequences, such as false information on the public record, or adverse effects on research participants, animals or the environment.
- d. Research misconduct includes fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting the results of research, and failure to declare or manage a serious conflict of interest. It includes avoidable failure to follow research proposals as approved by a research ethics committee, particularly where this failure may result in unreasonable risk or harm to humans, animals or the environment. It also includes the willful concealment or facilitation of research misconduct by others.

## **2.6 INTRAMURAL RESEARCH GRANTS**

The Guidelines for grant of **Intramural Research Projects** Funds to the faculty members are as under including as approved / framed by the Board of Management in its meeting held on 19.02.2014:-

### 2.6.1 ENTITLEMENT FOR INTRAMURAL RESEARCH FUNDS :

All members of the Faculty are entitled for the grant of intramural research funds subject to the following preferences.

- a. Inter– departmental research projects.
- b. The faculty members should have at least **three years service before retirement** from the Institution.
- c. Research Projects connected with National / International Health priorities.
- d. Research Projects involving development/acquisition of new techniques or skill not available at the Institute.

#### (i) Under Graduate Summer Research Fellowships

- a. All UG Students [MBBS & BDS] will be eligible for the Summer Research Fellowship. The Notification for Summer Research Fellowships will be issued by Dean (Research) during the month of March every year. Interested students shall have to develop a feasible student research proposal in the format prescribed from time to time and submit three copies to Dean (Research), by 15<sup>th</sup> April for selection.
- b. **Duration:** Two months during Summer Vacation of UG students during or May-June of every year.
- c. **Number of Fellowships:** Maximum 2 per year from each year of study in the University. The period of Internship shall not be considered.
- d. The Fellowship is tenable only for the work conducted in the indicated department at Santosh Medical / Dental College and Hospital.
- e. During the tenure of fellowship, the fellow is expected to diligently engage in the identified topic of research, and has to report on his/her work and progress from time to time to Dean Research through the Guide and the Head of the Department concerned.
- f. On completion of the fellowship, the fellow is required to submit two copies of report of his/her Summer Research Project to the Dean (Research), duly certified by the Guide and Head of the Department concerned.
- g. UG students who complete their projects shall be encouraged to publish their research work in University Indexed Journal.
- h. **Criteria for selection:** The Research Coordination Committee shall decide on the criteria for selection of the research project for summer fellowship grants and shall also decide upon the fitness for the same.
- i. On satisfactory completion of the Research Project and on recommendation of the Research Coordination Committee, the payment of the fellowship shall be processed and paid to the student.
- j. He/she will be paid a fellowship of **Rs. 10,000/-** [fixed].

**(ii) Fellowship for JRFs and SRFs**

- a. JRFs and SRFs shall be open **only to candidates opting for full time Ph.D. programme of the Santosh Deemed to be University.**
- b. The provisional selection of the Ph.D. candidates for award of Ph.D. fellowships will be based on merit of the candidates through selection procedures for the selection of Ph.D. candidates by Entrance Examinations.
- c. The marks in the Ph.D. Entrance examinations and the Viva Voce presentation shall play a vital role in assessing the capability and caliber of the researcher in the nomination of JRF of the University.
- d. JRF will be provided a Fellowship Amount of **Rs.35,000/- per month** along with a contingency grant of **Rs.10,000/- per annum** for a duration of one year and on satisfactory performance, the same shall be extended for one more year on the recommendations of the RAC.
- e. After the successful satisfactory completion of 2 years of JRF, the scholar automatically shall be called SRF, who shall be entitled to be provided a Fellowship Amount of **Rs.40,000/- per month** for a duration of one year, along with a contingency grant of **Rs.15,000/- per annum.** Since, the minimum duration of Ph.D. course **three years** as per UGC Regulations 5<sup>th</sup> May 2016, hence, the maximum duration of fellowship (JRF/SRF) will be **three years.**
- f. **Number of JRFs:** Two per year from Medical disciplines and one from Dental discipline.

**(iii) Research Seed Money**

- a. All faculty members of Santosh Deemed to be University are eligible for the Research Seed Money. However, Faculty members shall also consider preparing major / minor research proposals to be submitted to various funding agencies for obtaining Extramural grants.
- b. Notification for research proposals will be issued by Dean Research of the University in the month of August every year to submit the Research Proposal in the **prescribed format** as per **Annexure - 1.**

Time schedule will be as under:-

- i) Dean Research will invite the applications for Research Grant by 01<sup>st</sup> August every year.
- ii) All applications must be received by 16<sup>th</sup> December.
- iii) Processing of applications by Dean Research – 20<sup>th</sup> January.
- iv) Research Projects review by Monitoring Cell – 15<sup>th</sup> February.
- v) Recommendations of the Monitoring Cell to be communicated to Research Coordination Committee – 28<sup>th</sup> February
- vi) Final decisions of the Research Coordination Committee to be communicated to the concerned Researcher – 15<sup>th</sup> March.

vii) Allocation of Intramural Research funds – 15<sup>th</sup> April.

viii) Research Projects to be operational by 1<sup>st</sup> May.

**Screening Committee (Ethical clearance):** Either they simultaneously apply to the Screening Committee (ethical clearance) and a copy of the same may be attached with the application forms or they may attach the ethical clearance, if they have obtained the same. In case the ethical clearance is not required then the reasons thereof may be indicated in the application.

- (i) No Research project submitted by the individual member of the Faculty shall ordinarily be allocated funds depending on the Research Project unless it possesses the Ethical Clearance of the University.
  - (ii) Supportive Staff salary, Equipments, Stationary, Printing, amount spend on patients may be provided as a part of research grant, if considered absolutely necessary.
- c. All Research Proposals will be considered by the Monitoring Committee for scrutinize for grant of seed money.
  - d. Those faculty members who applied for Research seed money but could not awarded, such faculty members will be eligible for the same subject to they apply afresh.
  - e. The Project period shall range from one year to two years depending on the duration and intensity of research from the date of sanction of the project for seed money.
  - f. The budget heads under which the grant would be provided are as follows:
    - Total maximum budget per project per faculty: Rs.1 lakh (break up as given below)
      - Laboratory Consumables / Field expenses: Maximum of Rs.70,000/-
      - Purchase of equipment : Rs.15,000/-
      - Data Management and report preparation : Rs.5,000/-
      - Travel expenses related to scientific presentations in other states : Rs.5,000/-
      - Publication costs (including page charges for Journal articles): Rs.5,000/-
  - g. The awardee of the Research Seed Money will be required to submit a report on the research done (2 copies) to the Dean Research and to publish the outcome of research in the indexed journals (Scopus / Web of Science / PubMed / UGC).

- h. Such faculty who has acquired the project grant shall have to be associated with the University for the subsequent two years.

**(iv) Publication support grants**

- a. All Faculty members will be eligible to apply on strictly following the publication guidelines of the University.
- b. Authors whose manuscripts / research articles are accepted in any of the indexed journals (SCOPUS / Web of Science / PubMed / UGC-CARE) with Impact Factor are eligible for this grant.
- c. The grant to be reimbursed shall include only publication charges as specified by the publishers of the respective indexed journals mentioned above. Either First Author or Corresponding Author is eligible for receiving this grant. If both First author and the corresponding author are from the Santosh Deemed to be University, either one of them shall become eligible on mutual consent with written communication.
- d. Faculty publishing research articles with students as co-authors / corresponding authors and students publishing research articles with faculty as co-authors shall not be eligible under the present scheme.
- e. The quantum of grant would be actual or Rs.10,000/- per publication whichever is less.
- f. A faculty who has received this grant shall be eligible again to avail this benefit only after 12 months from the date of publication of the previous research article for which he has received the said grant.
- g. It is mandatory for all faculty members of the University to publish a minimum of one publication in the indexed journals mentioned above.
- h. All professors in various departments of Santosh Deemed to be University shall publish at least one research article per year in the form of original Research communications, Review articles, Case reports, Letters to the Editor, Editorials etc. However all these shall only be in the indexed journals included in Scopus / Web of Science / Pub Med and UGC CARE list of journals.

**(v) Cash award for Faculty Awards**

Faculty members who have obtained awards at State / National / International awards / recognitions from professional bodies shall be granted a one-time cash award (through digital means) for each awards amounting to INR 15000/-, 25,000/-, 50,000/- respectively. The Monitoring Cell shall scrutinize and recommend to the Research Coordination Committee for the cash award to the faculty who receive State, National and International awards for research contributions from reputed professional bodies and agencies.

### **3. RESEARCH COORDINATION COMMITTEE**

There will be a **Research Coordination Committee** consisting of the Vice-Chancellor as Chairperson, the Registrar, the Finance Officer, Dean Medical, Dean Dental, one each faculty member from Pre-clinical, Para clinical and Clinical Departments and Dean Research as the Co-ordinator of the Committee. The RCC will finally recommend for the financial grant for **(i) Undergraduate Summer Fellowship Programme, (ii) Fellowship for JRFs & SRFs, (iii) Research Seed Money (iv) Publication Support Grants and (v) Cash Award** to the Academic Section for necessary action.

#### **3.1 FUNCTIONS OF THE RESEARCH COORDINATION COMMITTEE:**

The members of the Research Coordination Committee are to consider the following requests received from the faculty members for grant of intramural research grants:

- a. To sanction the Intramural research funding for the Research proposals recommended by the **Monitoring Cell**
- b. To make value judgments for the grant of Intramural funds for any Research Proposals received.
- c. To direct the Monitoring Cell to seek explanations / review of the Research that is being conducted.

#### **3.2 OPERATION OF THE RESEARCH PROJECTS:**

- a) A research project will ordinarily be allowed to operate for **not more than 3 years**.
- b) One faculty member can operate only **two** research proposals as Principal Investigator with Institute's support, at any given time.

#### **3.3 UTILIZATION OF FUNDS :**

- a) The expenditure of research funds shall be subject to the audit rules of the Institute. Full accounts shall be submitted with the annual/completion report.
- b) Any unspent funds may be utilized for strengthening the ongoing research facilities, at the specific recommendations of the Research Coordination Committee on research.
- c) Maintenance of Stock Registers
  - i. Each project should have separate stock register for assets, accession, consumable and non-consumable articles.
  - ii. Separate account should be opened for each article purchase on separate page with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one

article provided the accounts in respect of different articles are not mixed up on that page.

- iii. All entries in the stock book should be initialed by the Project-in-charge.
- iv. Physical verification of stock should be conducted at least once in a year; the result thereof should be reported to the Finance Officer.
- v. Equipments purchased specifically for each project will be the property of the University on the termination of the project unless the sponsoring body desire otherwise.

### **3.4 SUBMISSION OF ANNUAL REPORT AND EXTENSION :**

- a) An annual and final report in a prescribed format is required to be submitted on each Research Project. Annual reports for Research Project being requested for extension must be submitted by 16<sup>th</sup> December. Extension of the Research Projects will be subject to a **satisfactory progress** of the research project will be considered by the Research Coordination Committee. This should be communicated by 15<sup>th</sup> April.
- b) The Principal Investigator failing to submit the **final report** will be debarred from further sanctioning of Research Funds. No Research Project will be considered for extension unless the **annual report** is submitted.
- c) Any publications of data collected from the sanctioned Research Project shall acknowledge the grant from the University Research funds.
- d) A report of each publication shall be sent to the Dean Research.

**NOTE 1: All the study protocols of Clinical Subjects should contain the information as indicated in the Annexures – II, III, IV & V (as enclosed).**

**NOTE 2: The extension of application for Intramural Research Grant should be submitted in the Application Format as per Annexure – VI**

### **4. MONITORING CELL TO OVERSEE THE RESEARCH FUNDING AND AUDITING OF THE INTRAMURAL RESEARCH PROJECTS.**

Monitoring Cell consisting of Dean-Medical / Dean-Dental, One Senior Faculty [Clinical each from Medical/Dental College] and Dean [Research] as Coordinator to oversee the research funding and auditing of the intramural research projects with the directions that Monitoring Cell will consider the requests received from the faculty members for grant of Intramural Research Grants:-

- a. Review the Research proposals submitted for Intramural Research Funding.

- b. Make value judgment on the relevance and significance of the Research proposals submitted
- c. Monitor the progress of Research; Utilization of funding; Conduct reviews about the Research project and its progression to its researchers / co-researchers.
- d. Recommend to the Research Coordinating Committee for the increase in the Intramural Research Funding / Extension of the duration of the projects.
- e. To provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.

**5. EXTRAMURAL RESEARCH FUNDS**

- a. Extramural Research Funds Committee consisting of Dean Research as Convener and a senior most faculty member as one of the members of the Committee with the directions that the above Committee shall look after the applications / requests submitted by the students / faculty for obtaining the Extramural Research Funds from funding agencies viz. ICMR, DST, INSA, etc. and recommend such applications for the processing of extramural funds to the Academic Section for further necessary action.
- b. Approach National and International Organizations, such as UGC, ICSSR, ICHR, ICPR, DST, DBT, UNESCO and UNICEF, to fund major and minor research projects undertaken by the faculty / students.
- c. Invite industry to use the research facilities of the University and sponsor research projects.
- d. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
- e. Promote industrial collaborations involving active and mutually beneficial R&D projects through an University-level Consultancy Policy
- f. Ecosystem Development

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**APPLICATION FORMAT FOR INTRAMURAL RESEARCH FUNDING**

**SECTION – A**

1. Title of the Research Project :
2. Name and Designation of Principal Investigator :
3. Date of Joining as Faculty Member :
4. Name and Designation Co-investigators, if any :
5. Duration of Research Project including the time needed for processing of data :
6. Summary of the project (not to exceed 200 words as annexure) :
7. Amount of funds required per year :
8. Whether Principal Investigator was in receipt of research grant in the past. If so, mention the year and amount received & utilized :
9. Whether Principal Investigator has submitted a final report after the completion of the project. If so, a copy of the highlights of the report be attached with this form :

10. No. of Pubs. Of Principal Investigator :  
(Scopus / Web of Science / PubMed / UGC CARE List)

**11. Declaration :**

- a. I/we declare that the infrastructure necessary for carrying out of the above mentioned research projects are available with me/us.
- b. I/we agree to submit within, one month of termination of the Research Project a final report on the work and an annual report within one month of expiry of a year if the project goes for more than one year. Extension of the project will be subject to approval of the report by the Monitoring Cell/ Research Coordination Committee.
- c. The faculty members those who have not submitted the final reports in respect of earlier projects granted by the Institute, are not entitled for the Institute Grant in future till they submit the Final Report.

Signature of Co-Investigator (S)

Signature of Principal Investigator

Forwarded with remarks

Head of the department in which  
the Principal Investigator is working.

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**OUTLINES OF A STUDY PROTOCOL (CLINICAL SUBJECTS)**

All the study protocols should have the following Headings:

1. Title
2. Objectives (Research questions)
3. Hypothesis: The main hypothesis to be tested should be stated.
4. Review of literature and rationale of the study (Please start with a paragraph indicating how the literature was searched including the search strategy used and its yield, give strengths and limitations of the studies reviewed, and wherever applicable, include a table or graphic summary of the studies).
5. Study Design and details (As diagnostic test evaluation, case-control studies and randomized controlled trials are the most common study designs, their sub-headings are separately given in **Annexures**).
6. Sample size calculation (adjust for losses to follow up and mention interim analyses, if any).
7. Analysis Plan
8. Study period (based on admission rates of eligible patients justify how the recruitment, during the study period will meet the sample size).
9. Ethical consideration.
10. Budget.

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**Study design: Randomized controlled trail (specify: parallel design, cross over, factorial etc.).**

1. Eligibility criteria ( inclusion/exclusion criteria)
2. Patient recruitment (sampling frame, reject log etc.)
3. Consent procedure
4. Baseline assessment
5. Randomization (details of methods, including how concealment will be ensured)
6. Intervention
7. Choice of outcome (primary/secondary)
8. Measurement of outcome (reproducibility, blinding) (More subheadings may be added wherever needed e.g. run-in period in cross-over designs, wash out period etc.)

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**Study Design: Case Control Study**

1. Selection of cases :
  - a. Inclusion criteria
  - b. Exclusion criteria
  - c. Sampling frame
  
2. Selection of controls :
  - a. Inclusion/exclusion criteria
  - b. Matching, if any: numbers of controls
  - c. Sampling frame
3. Measurement of exposure (s) of interest
4. Measurement of potential confounders
5. Measurement of outcome variables
6. Potential biases and strategies for controlling them
7. Reliability and validity of measurements

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**Study design: Diagnostic test evaluation (cross-sectional study)**

1. Selection of cases (sampling frame, inclusion/exclusion criteria)
2. Selection of non-cases (controls) – sampling frame, inclusion/exclusion  
Criteria
3. Application of the candidate test
4. Application of gold standard
5. Reliability study of the candidate test observations

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**EXTENSION OF DURATION OF THE RESEARCH PROJECT /**

**PRELIMINARY RESEARCH PROJECT**

1. Title of the proposed research project.
2. Previous work/publications related to this project, if any.
3. Objectives of the proposed project.
4. Present knowledge, existing lacunae and relevant bibliography related to the problem.
5. Preliminary work done on the problem, if any, done by Principal/co-investigators.
6. Plan of work (includes design of study, number of cases/control selections of subjects, techniques to be employed, major equipment to be used, procedures for evaluation of data etc.
7. Budget requirements :

**CONTINGENCIES**

- a) Consumable (Provide the list of items required with all relevant details)
- b) Non-consumable
- c) Travel (Not for attending conference) – field work etc.
8. Year wise break up of budget if grant asked is for more than one year.

Signature of Co-Investigator (S)

Signature of Principal Investigator

Forwarded with remarks

Head of the Department in which  
the Principal Investigator is working.

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**B. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN BASIC ENDOSCOPIC PROCEDURES RELATED TO ABDOMINAL SURGERIES AND SURGERIES RELATED TO NASAL CAVITY AND PARANASAL SINUSES IN THE DEPARTMENT OF ANATOMY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI**

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value Added Certificate Course in “Basic Endoscopic Procedures Related to Abdominal Surgeries and Surgeries Related to Nasal Cavity and Paranasal Sinuses”** in the Department of **Anatomy**, Santosh Medical College & Hospital, Ghaziabad, NCR Delhi and **approved** the same as under:-

**1. Name of the Course**

“Basic Endoscopic Procedures related to Abdominal Surgeries and Surgeries related to Nasal Cavity and Paransal sinuses”

**2. Duration of the Course**

The course will be conducted for 4 hours for 4 days on Saturdays (1 PM to 5 PM). There shall be 2 batches in a year containing 4 candidates per batch.

**3. Eligibility Criteria**

All MBBS students and MBBS Interns will be eligible for the said course.

**4. Course Fee: INR 1500/- per student**

**5. Course Director: Dr. Nisha Kaul, Professor & Head**

**6. Course Methodology & Syllabus**

- Course Methodology includes Didactic Lectures, PPT presentations, Videos related to Endoscopic Procedures of Abdominal and Nasal Surgery, Hands on Cadaver by Qualified Faculty
- Course Syllabus includes Gross Anatomy of Anterior Abdominal Wall, Peritoneum, GIT & Associated Glands (Liver & Pancreas), Female reproductive system, Nasal Cavity, Osteology of Head & Neck, Basic Preliminary Knowledge of Endoscopic Instruments

**C. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE ELECTROMYOGRAPHY [EMG], NERVE CONDUCTION STUDIES [NCS], ELECTROENCEPHALOGRAM [EEG] AND EVOKED POTENTIAL [EP] IN THE DEPARTMENT OF PHYSIOLOGY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.**

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value-Added Certificate Course in Electromyography [EMG], Nerve Conduction Studies [NCS], Electroencephalogram [EEG] and Evoked Potential [EP] in the Department of Physiology, Santosh Medical College & Hospital, Ghaziabad, NCR Delhi approved** the same as under:-

**1. Name of the Course**

**“Electromyography [EMG], Nerve Conduction Studies [NCS], Electroencephalogram [EEG] and Evoked Potential [EP]”.**

**2. Duration of the Course: 48 Hours**

Six Months i.e., 2 hours in a week. There shall be 2 batches in a year containing 5 candidates per batch.

**3. Eligibility Criteria**

MD Psychiatry and MD Paediatrics students will be eligible for the above course.

**4. Course Fee: INR 3,000/- per student**

**5. Course Director: Dr. Rinku Garg, Professor & Head**

**6. Course Methodology & Syllabus**

Course Syllabus includes Physiology of electrical potentials with special regards to bio-signals like EEG, EMG, NCS and EP. Ability to perform recording of all of the signals from a human subject having expertise in setting up equipment and recording and analysis of signals.

**D. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN “CERTIFIED PROGRAM FOR HOSPITAL INFECTION CONTROL” IN THE DEPARTMENT OF MICROBIOLOGY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.**

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The members of the Board of Management considered the recommendations of the Academic Council to start a **Value-Added Certificate Course in “Certified Program for Hospital Infection Control” in the Department of Microbiology, Santosh Medical College & Hospital, Ghaziabad, NCR Delhi and approved** the same as under:-

**1. Name of the Course**

**“Certified Program for Hospital Infection Control”**

**2. Duration of the Course**

The course will be conducted with 8 hours Session for 3 days and there shall be 2 batches per year containing 50 candidates per batch. [After the scheduled curriculum]

**3. Eligibility Criteria**

The following are eligible to apply for the said programme:-

- MBBS & PG students
- Infection Control Team members

**4. Course Fee: INR 2500/- per student**

**5. Course Director: Dr. Dakshina Bisht, Professor of Microbiology**

**6. Course Aim & Objectives, Methodology & Syllabus**

- **Aim:** The aim of the course is to train the healthcare workers so as to provide a well supervised expertise in the field of hospital infection control.
- **Objectives:** This program is an endeavor to prepare healthcare professionals for implementation of hospital infection control activities in their day to day practices to prevent hospital acquired infections.

- **Course Syllabus:** Includes Prevention of HAIs, CSSD Infection Control Policy, HAI Surveillance and Prevention of HAIs, HAI surveillance data analysis, spillage management, Antimicrobial Stewardship, Environmental and Staff Surveillance, Disinfection Policy and Infection Control at laundry and kitchen, BMW, Needle stick injury and Hepatitis B Vaccination.
- The participants who fail to take up entire contact classes and evaluation process will not be certified.
- Certification details - “Certified Program for Hospital Infection Control”
- The candidates are required to bring along with them a prepared poster on any HIC related topic. Poster size should be 18” \*24”/46 \*61 cm.
- Publicizing mechanisms – pamphlets, Email, WhatsApp.

**E. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN FINE NEEDLE ASPIRATION AND EXFOLIATIVE CYTOLOGY IN THE DEPARTMENT OF PATHOLOGY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.**

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value-Added Certificate Course in Fine Needle Aspiration and Exfoliative Cytology in the Department of Pathology** Santosh Medical College & Hospital, Ghaziabad, NCR Delhi and **approved** the same as under:-

**1. Name of the Course**

**“Fine Needle Aspiration and Exfoliative Cytology”**

**2. Duration of the Course**

The course will be conducted with 4 hours Session for 4 weeks and there shall be 2 batches per year containing 20 candidates per batch. [After the scheduled curriculum]

### 3. Eligibility Criteria

- MBBS students who have passed Phase – II are eligible to apply for the programme.

4. **Course Fee:** Rs. 10,000/- per student

5. **Course Director:** Dr. Malay Bajpai, Professor

### 6. Objectives & Scope of the program:

The main objective of this course is to provide training in the Methods and Techniques of FNAC and exfoliative cytology and also exposure to screening of PAP smears. The scientific program includes lectures by eminent faculty covering various topics on FNAC and exfoliative cytology along with interactive slide microscopy, case discussions, demonstration of FNAC procedure and lab techniques.

### 7. Methodology & Syllabus

Includes Introduction and Basics of cytology, Procedure of FNAC, Stains used in cytology, Hands-on staining techniques, Exfoliative cytology basics, PAP smear procedure, Introduction to Bethesda system, Interesting slides discussion, Assessment and certificate.

## F. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN SKILLS IN PREVENTIVE GYNAE-ONCOLOGY IN THE DEPARTMENT OF OBSTETRICS & GYNAECOLOGY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value-Added Certificate Course in Skills in Preventive Gynae-Oncology in the Department of Obstetrics & Gynecology**, Santosh Medical College & Hospital, Ghaziabad, NCR Delhi **approved** the same as under:-

#### 1. Name of the Course

**“Skills in Preventive Gynae-Oncology”**

#### 2. Duration of the Course

16 Hours [4 hours Session, on every Saturday from 1.00 P.M to 5.00 P.M] and there shall be 4 batches per year containing 5 students per batch.

### 3. Eligibility Criteria

- Students pursuing MBBS / PG course in OBG & Interns are eligible to apply for the programme.

4. **Course Fee:** Rs. 500/- per student

5. **Course Director:** Dr. Neelima Aggarwal, Professor & HOD of Obstetrics & Gynecology

### 6. Course Methodology & Syllabus

- Course Syllabus includes cervical cytology, VIA/VILLI examination and colposcopy using our skill lab at Obstetrics & Gynecology.

**G. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN DELIVERING BAD NEWS SKILLS FOR LIFE-LIMITING SERIOUS ILLNESSES AND LIFE- ALTERING CHRONIC ILLNESSES IN THE DEPARTMENT OF PSYCHIATRY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.**

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The members of the Board of Management considered the recommendations of the Academic Council to start a **Value-Added Certificate Course in Delivering Bad News Skills for Life-Limiting Serious Illnesses and Life-Altering Chronic Illnesses in the Department of Psychiatry**, Santosh Medical College & Hospital, Ghaziabad, NCR Delhi and **approved** the same as under:-

#### 1. Name of the Course

**“Delivering Bad News Skills for Life-Limiting Serious Illnesses and Life-Altering Chronic Illnesses”.**

#### 2. Duration of the Course

16 Hours [4 hours Session, on Saturday from 1.00 P.M to 5.00 P.M] and there shall be **2 batches** per year containing **4 students** per batch.

#### 3. Eligibility Criteria

- MBBS qualified students.

4. **Course Fee:** Rs. 500/- per student

5. **Course Director:** A.K.Seth, Professor & HOD of Psychiatry

## 6. Course Methodology & Syllabus

- The health specialties including resident doctors of surgical and physical health care are exposed to deal with communication of bad news about critical patients, Breaking a bad new is a complex communication task which includes response to patient emotional reactions, exact verbal component of bad new, and dealing with the stress created by patient expectations for cure, multiple family member involvement, and dilemma of how to give the hope.
- The application of well-established principles of communication and counselling helps to prevent serious miscommunication, better patient expectations for involvement in treatment and assist professional manage difficult conversations.
- The Spike protocols, BREAKS Protocol, ABCD models are used as communication strategy for breaking bad news.

### H. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN GOOD ANGER MANAGEMENT SKILLS AMONG MEDICAL PROFESSIONALS DURING ANGRY PATIENT CARE IN THE DEPARTMENT OF PSYCHIATRY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value-Added Certificate Course in Good Anger Management Skills among Medical Professionals During Angry Patient Care in the Department of Psychiatry, Santosh Medical College & Hospital, Ghaziabad, NCR Delhi** and **approved** the same as under:-

#### 1. Name of the Course

**“Good Anger Management Skills among Medical Professionals during Angry Patient Care”.**

#### 2. Duration of the Course

16 Hours [4 hours Session, on Saturday from 1.00 P.M to 5.00 P.M] and there shall be **2 batches** per year containing **4 students** per batch.

#### 3. Eligibility Criteria

- MBBS qualified students.

#### 4. Course Fee: Rs. 500/- per student

#### 5. Course Director: A.K.Seth, Professor & HOD of Psychiatry

## 6. Course Methodology & Syllabus

The patients visit doctor with a hope to be relieved from the disease suffering with needful modern interventions. Patient faith in treating doctor may change into anger expression from mild irritation to violent life-threatening behavior if this hope is not met despite standard care provided. There are three different factors as physicians, patient and situational which may contribute to anger expression by patients. Early recognition of aggression and de-escalation techniques use prevents disruptive behavior and physical attack. These skills are useful in dealing with people who are highly agitated, frustrated, angry, fearful or intoxicated.

### I. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN PORCELAIN VENEERS IN THE DEPARTMENT OF PROSTHODONTICS & CROWN AND BRIDGE, SANTOSH DENTAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value-Added Certificate Course in Porcelain Veneers in the Department of Prosthodontics & Crown and Bridge**, Santosh Dental College & Hospital, Ghaziabad, NCR Delhi and **approved** the same as under:-

#### **Name of the Course**

**“Porcelain veneers”**

#### **2. Duration of the Course**

16 Hours [4 hours Session, on Saturday from 1.00 P.M to 5.00 P.M] and there shall be **3 batches** per year containing **10 students** per batch.

#### **3. Eligibility Criteria**

- BDS 3<sup>rd</sup> Year (Onwards)

#### **4. Course Fee:** Rs. 7000/- per student

#### **5. Course Director:** S.V.Singh, Professor & HOD of Prosthodontics & Crown and Bridge

#### **6. Course Methodology**

Didactic lectures, Practical exercise on dummy, hands-on training on typhodont models.

## 7. Course Syllabus

- Course Syllabus includes Porcelain Veneers – advantages, disadvantages, indications, contraindications, clinical procedures for tooth preparation, gingival retraction, impression taking, shade selection, laboratory procedure for the fabrication of veneers, etc.

### J. TO CONSIDER TO START A VALUE-ADDED CERTIFICATE COURSE IN AESTHETIC DENTISTRY IN THE DEPARTMENT OF CONSERVATIVE DENTISTRY AND ENDODONTICS, SANTOSH DENTAL COLLEGE & HOSPITAL, GHAZIABAD, NCR DELHI.

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The members of the Board of Management considered the **recommendations** of the Academic Council to start a **Value-Added Certificate Course in Aesthetic dentistry in the department of conservative dentistry and endodontics**, Santosh Dental College & Hospital, Ghaziabad, NCR Delhi and **approved** the same as under:-

#### 1. Name of the Course

**“Aesthetic Dentistry”**

#### 2. Duration of the Course

16 Hours [4 hours Session, on Saturday from 1.00 P.M to 5.00 P.M] and there shall be **3 batches** per year containing **10 students** per batch.

#### 3. Eligibility Criteria

- BDS Interns will be eligible for the above course.

#### 4. Course Fee: INR 15,000/- per student

#### 5. Course Director: Dr. Vijaya Dhar Bhatt, Professor & HOD of Conservative Dentistry & Endodontics

#### 6. Course Methodology

Didactic lectures, Practical exercise on dummy, clinical case.

## 7. Course Syllabus

- Smile designing,
- Digital Smile Designing (DSD) and Intra Oral Scanner
- Composites Restoration
- Diastema Closure
- Repair of Ellis Fractures
- Diagnosis and Treatment Planning for Aesthetic and Cosmetic Cases
- Laminates & Veneers
- Tooth Jewelry.

The meeting then came to an end with a vote of thanks to the Chair.

**Sd/-**

[Dr. V.P. Gupta]

Registrar & Member Secretary  
Santosh Deemed to be University,  
Ghaziabad

**Sd/-**

[Dr. Tripta S Bhagat]

Vice Chancellor  
Santosh Deemed to be University,  
Ghaziabad

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