



**N.K.P. Salve Institute of Medical Sciences & Research Centre and
Lata Mangeshkar Hospital**

Digdoh Hills , Hingna Road Nagpur - 440019

Phone (07104) 306100, 244290, Fax- (07104) 306111 mail: nkpsims1@rediffmail.com / web site ; www.nkpsims.edu.in

Ref. _____

Date : _____

To
The Chairman
VSPM AHE
Nagpur.

Date: 9th July 2018

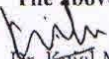
Subject: Proposed amendments to research policy.

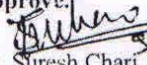
Respected Sir,

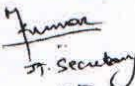
A meeting of the research committee was held to discuss various issues regarding travel grant, publication fees etc. The following decisions were taken which have been approved by the college council and are being submitted to you to be added to the existing research policy document and for your kind approval.

1. Amendment in Conference and Workshop grants: In addition to the already existing policy (1a, 1b, 1c) the following eligibility criteria to be added as (1d) – teaching staff members with 20 years of teaching experience and atleast 10 research publication as per MCI guidelines (as 1st or 2nd author or corresponding author and indexing as per MCI) would be given **grants even if they do not comply with 1b and 1c** (ie: paper/poster presentation etc).
2. Amendment in matter titled “ Grants” That the limit of travel grants per year has been increased as follows:
 - a. Professor from Rs. 25,000/- to Rs.30,000/-
 - b. Associate Professor from Rs. 20,000/- to Rs. 25,000/-
 - c. Lecturer / SR from Rs. 15,000/- to Rs. 20,000/-
 - d. Tutor from Rs. 10,000/- to 15,000/-
 - e. Overseas travel: 50% of travel and registration expenses upto a maximum of Rs. 50,000/- to teaching staff members presenting paper/poster/or invited as faculty.
 - f. Amendment in point 4 of policy: The publication fees to be increased from Rs. 10,000/- to Rs. 15,000/- per year.

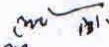
The above will be applicable from 1st January 2018. Kindly approve.


Dr. Kajal Mitra
Dean
NKP SIMS & RC


Dr. Suresh Chari
Director, Research & MET
NKP SIMS & RC

Recommended

Secretary
12/7


Secretary

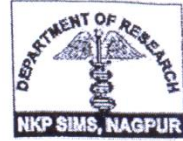

Hon. Chairman



DEPARTMENT OF RESEARCH

N.K.P. Salve Institute of Medical Sciences & Research Centre

Digdoh Hills , Hingna Road Nagpur - 440019 Phone (07104) 236290, 236291, Fax- (07104) 232905 mail: nkpsims1@rediffmail.com
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Patron & Dean
Dr. Kajal Mitra

Director & Chairman
Dr. Suresh Chari,
sureshchari2@gmail.com
Mob: 09422109500

Secretary
Dr. Madhur Gupta
Joint Secretary
Dr. Tanuja Manohar

Committee Chairpersons

Inst. Review Board
Dr. Mrs. A. Borkar
HOD Pharmacology

PG Research
Dr. Nitin Deosthale
Prof. ENT

UG Research
Dr. Mrs. A. Kawthalkar
Asso. Prof Gyneacology

Purchase
Dr. Mrs K. Bothale
Asso. Prof. Pathology

Training Programs
Dr. A. Saoji
Asso. Prof. PSM

**Staff Research
Presentation**
Dr. Mrs.A. Edbor
Asso. Prof. Paediatrics

Pn.D Program
Dr. U. Hassani
Asst. Prof. Microbiology

From:
Department of Research
NKP SIMS, Nagpur

Nagpur, May 13th 2016

Dear Colleague,

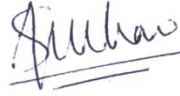
We have great pleasure in placing before you the Policy & Protocol document of Department of Research, NKP SIMS, Nagpur.


The following pages elaborate the research policies that can be useful while availing travel grants and research incentives.

The protocols have been drawn in a simple flowchart format to make it easy for users to understand the process of following the policies.

We look forward for your active participation in research which is an integral part of any education system.


Dr. Kajal Mitra
Dean
& Patron


Dr Suresh Chari
Director Research


Dr Madhur Gupta
Secretary,
Dept of Research

Department of Research

Patron & Dean

Dr K Mitra

Director & Chairman

Dr Suresh Chari

Dept. of Research & MET

Secretary

Dr Madhur Gupta

Prof. & HOD Dept. of Biochemistry

Jt. Secretary

Dr. Tanuja Manohar

Asso. Prof. Dept. of Medicine

Inst. Review Board

Dr Mrs A Borkar

HOD Pharmacology

PG Research

Dr N Deosthale

Prof ENT

UG Research

Dr Mrs A Kawathalkar

Asso. Prof. Gyneacology

Purchase

Dr Mrs. K. Bothale

Asso. Prof. Pathology

Training programs

Dr A Saoji

Asso. Prof PSM

Staff Res Presentation

Dr Mrs.A.Edbor

Asso. Prof. Peadiatric

PhD Program

Dr. U. Hassani

Asst. Prof. Microbiology

Department of Research

Subcommittees

Staff Research Review Committee (Six monthly)

Dr. Suresh Chari

Dr. Madhur Gupta

Dr. Ajit Saoji

Dr. Nitin Deosthale

Dr. Anjali Edbor

Dr. Umesh Hassani

UG Research Scrutiny Committee

Dr. Suresh Chari

Dr. Madhur Gupta

Dr. Anjali Kawthalkar

Dr. Ajit Saoji

Dr. Deepali Onkar

Dr. Sameer Dwidmuthe

Staff Research Purchase Committee

Dr. Suresh Chari

Dr. Madhur Gupta

Dr. Kalpana Bothale

Panacea Journal of Medical Science, Review Committee

Dr. Suresh Chari

Dr. Madhur Gupta

Dr. Arti Narde

Dr. Manju Chandankhede



VSPM ACADEMY OF HIGHER EDUCATION

Soc. Regd. No. MAH 732/71 (NGP) BPT Regd. No. F - 1349 (NGP)

5, Y.M.C.A. COMPLEX, SITABULDI, NAGPUR - 440 001.

Phone No. : (0712) 2536409, 2530347, 2544946. Fax : 0712-2552087

E-mail : vspmahe@gmail.com

Ref. No. VSPM AHE/448 /2016

Date 22nd April 2016

RESEARCH ALLOWANCES AND INCENTIVES

Basic Guidelines w.e.f January 2016

To
The Dean
NKP SIMS
Nagpur.

NKP SIMS
Copy Received
Invoice No. 1372
Date 25/04/2016

Deputy Director

Sub: Seeking of approval for guidelines for conference travel grants and incentives

Ref: your letter No NKP/Dean/ESH/366/2016 dt 20th April 2016

Dear Sir,

With reference to the above , you are informed as under:

The accounts dept of NKPSIMS will maintain a independent "VAHE Research Grants for NKPSIMS" of Rs 20 lakhs per annum that will be used exclusively for the purpose of promotion of research in the institute like travel grants to teaching staff for conference/ workshop and research incentives. Special permission with justification can be sought in case the amount exceeds Rs 20 lakhs in any year. The following will be strictly followed while disbursing the amount through this account (except annual research allowance of Rs 10,000 per teaching staff per year that shall be given directly by the management after verifying the list submitted by research committee of NKP SIMS through Dean)

1. **Conference / Workshop grants:** For the purpose of attending conference/workshop to only those
 - a. Who have completed at least 2 years of continued full time service in the institute with good academic record
 - b. Who are presenting paper or poster in a conference or attending workshop on topics which will be useful to the institute as justified by the HOD.
 - c. And / or who are invited as faculties or guest speakers (excluding chairpersons or co chairpersons) and if the grants are not already provided by the conference committee.

Note:

1. All teaching staff to take prior permission at least 4 weeks before the conference/ workshop in prescribed format.
2. All teaching staff members will have to give an undertaking that they have not received any grants for the same conference from any other agency.
3. Applications should be addressed to Dean (except in case of overseas travel in which case it will be addressed to Secretary VAHE) forwarded through office of Director Research & Dean in the prescribed format entitled "request for conference / workshop grants".

A.P. Dabur

4. No refund for conference / workshop will be granted in case the faculty does not attend the conference / workshop due to any reasons other than MCI/MUHS inspection.

<u>GRANTS:</u>	Professor –	Rs 25,000/- per year
	Associate Professor –	Rs 20,000/- per year
	Lecturer/SR –	Rs 15,000/- per year
	Tutor -	Rs 10,000/- per year

Overseas travel – 50% of travel and registration expenses to a maximum of Rs 35,000/-.

- Professor to get overseas travel grant once in a year, Associate Professor and Lecturer once in two years.
 - The teaching staff before seeking the approval for funding from the institute should explore all other avenues of funding like ICMR etc.
 - If the teaching staff gets full funding from any other agency then he/she will not be entitled for this grant.
 - The teaching staff will have to give an undertaking that he has not received any grant from any funding agencies.
 - All applications for overseas travel will be addressed to Secretary VSPM for permission through proper channel.
2. **Publication incentive** to first author (in indexed journal and indexing as per MCI): **in the prescribed format entitled “REQUEST FOR INCENTIVES”**

	Incentive	Amount
a	Original article	Rs 5000/-
b	Case report	Rs 3000/-
c	Review article	Rs 2500/-
d	Original article in Pubmed indexed journal	Rs 15,000/-
e	Case report in Pubmed indexed journal	Rs 5000/-
f	Review article in Pubmed indexed journal	Rs 4000/-
g	Book/ textbook related to medical education	Rs 3000/-
h	Chapter in book/ textbook related to medical education	Rs 2500/-
i	Owner of “patent” of issues related to health sciences or medical education	Rs 12,000/-

- Incase PG/UG students research work is published in an indexed journal, then the guide is entitled for incentive even if his/her name is as second author. The incentive would be as mentioned in a and d.
3. **Annual Study Allowance:** Rs 10,000/- each for principal investigator and first co-investigator for ongoing projects in a calendar year and as scrutinized and recommended by the staff research review committee and forwarded to Secretary VAHE through Dean.

Abhishek

4. **Publication fees:** Maximum of Rs 10,000/- per calendar year for the first author as publication charges to be paid to the journal at the time of the publication **in the prescribed format entitled "REQUEST FOR PUBLICATION CHARGES"** along with receipt of publication fees paid to the journal.
5. **PG students:** Rs 15,000/- per PG student for their thesis research projects only for chemicals/kits. **in the prescribed format entitled "REQUEST FOR PG RESEARCH ALLOWANCE"**
6. The PG student has to
 - a. Apply for the above to Director Research for sanction
 - b. Once sanctioned the PG student will initially bear the amount for the same, which will be reimbursed on submission of relevant bills after completion of his/her thesis work and when the related work has been sent for publication.
7. **UG students:** Rs 5000/- for NKP-Short Term Student ship(NKP- STS), a 2 months short term research project between May and September of each year. Only those students whose application for research fellowship has not been approved on application by ICMR STS or MUHS STS are eligible to apply for NKP STS **in the prescribed format entitled "REQUEST FOR NKP-STS"**. They would be entitled for the incentive and certificate subject to approval by scrutinizing committee.
8. **Funding agency:** Rupees 15,000/- for the principal investigator/collaborator from department whose project is approved & sanctioned by National or International funding agency (eg: ICMR, DST, DBT etc). Amount to be given on completion of the project.
9. **Collaborative project:** Rupees 10,000/ for the principal investigator/ collaborator from department whose project is of collaborative nature with agencies/institute/laboratory of repute. amount to be given on completion of the project.
10. **RD Innovation Fund for Academic Research & Development:** For UG & PG students academic research project. The duration of the project will be for one year. The grant amount is for maximum of Rs one lakh for academic research project. The project should be related to existing practices in the hospital, which would in some way be useful in implementing new avenues and methods in the hospital (evidence based medicine) approved by the research committee and forwarded through Dean to Secretary VAHE.
11. All the above wherever necessary will be in prescribed formats to be sent to Dean NKP SIMS through Dept of Research for sanction except oversea travel that has to be addressed to Secretary VAHE

These guidelines overrule all earlier similar research guidelines.

AR Deshmukh
Dr Amol Deshmukh
Secretary
VAHE
Nagpur

Dr Chazi Sir /
CEO. Finance /
26/4
27/4

Protocol for Staff Research Review Meeting (January to July every year)

Reference VSPM AHE /448/2016/dt. 22/4/2016

1st week of January and July
Dept of Research to send schedule of review meeting to all Depts



3rd / 4th week of January and July
Dept of Research to conduct review of progress of ongoing projects of faculty



1st week of February and August
Dept of Research completes compilation of data.



3rd week of February and August
Research committee members analyse data
Dept of Research to send progress of project of faculties to Depts.



4th week of February
Dept of Research recommends names of teaching staff for study allowance to
Hon Secretary VAHE through Dean

Protocol for Travel Grant (within India)

Reference VSPM AHE /448/2016/dt. 22/4/2016

Faculty to apply for prior permission atleast 4 week before Conference/ Workshop in RC form no. 1 attaching letter as guest lecture / Faculty & conference brochure.



Faculty should proceed for conference / workshop only after sanction of prior permission.



Within 10 days of return faculty to submit RC form no. 2 along with all relevant bills and documents and copy of sanctioned prior permission.



Dept of Research to verify & send received document to Dean Office.



Dean office to process & return documents to Dept of Research



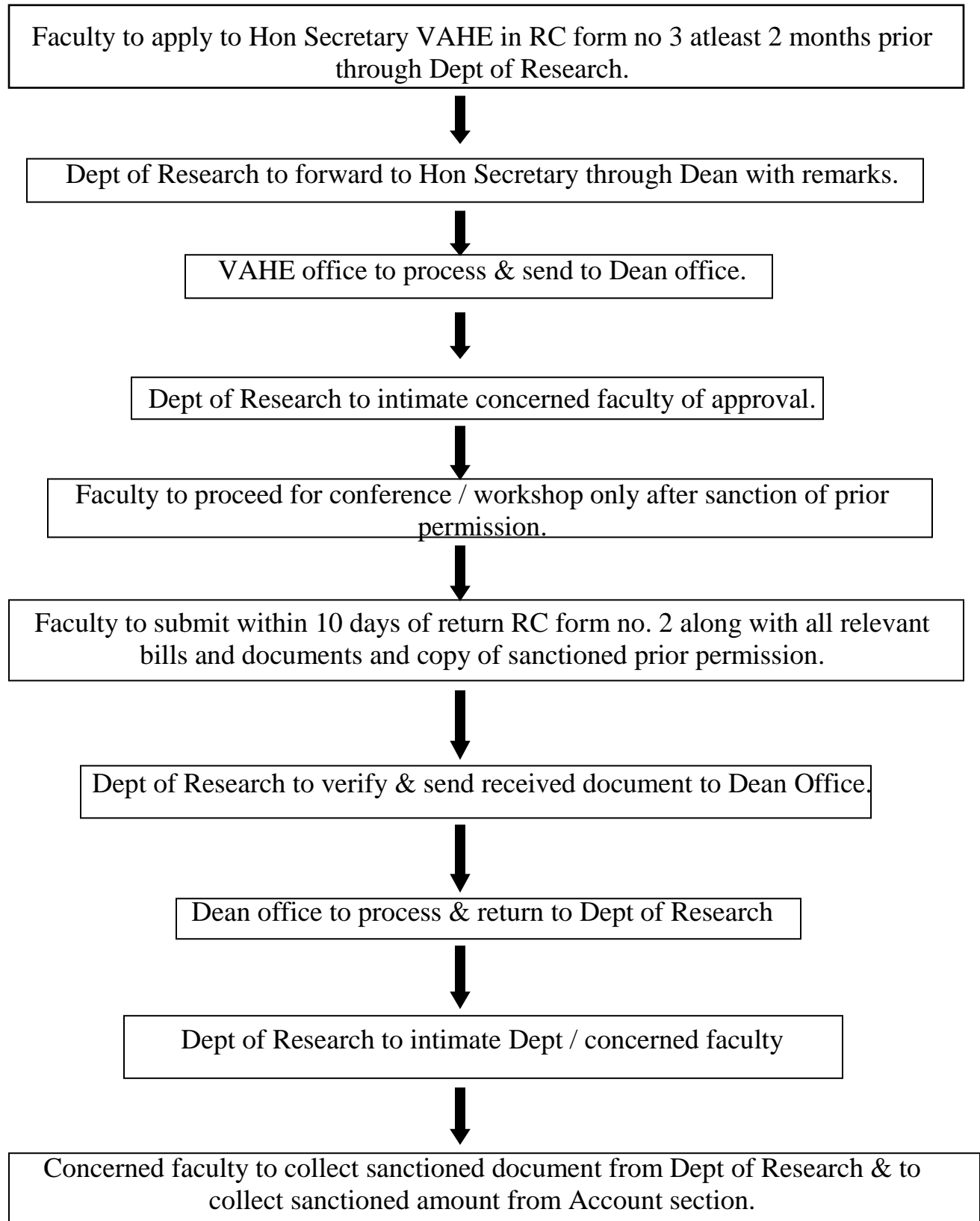
Dept of Research to intimate Dept / concerned faculty



Concerned faculty to collect sanctioned document from Dept of Research & to collect sanctioned amount from Account section.

**Protocol for Prior Permission & Travel Grant for Conference / Workshop
(Overseas travel)**

Reference VSPM AHE /448/2016/dt. 22/4/2016



Protocol for Publication Fees
Reference VSPM AHE /448/2016/dt. 22/4/2016

Faculty to send for publication in indexed journal
(Indexing as per MCI Guideline).



Once accepted for publication



Pay publication fees amount to Journal
(Maximum upto Rs. 10,000/- year)



Apply in RC form no 4 along with receipt of publication fees paid.



Dept of Research to verify & send to Dean Office.



Dean office to process & return to Dept of Research.



Dept of Research to intimate Dept / concerned faculty.



Concerned faculty to collect sanctioned document from Dept of Research & to
collect sanctioned amount from Account section.

Protocol for Research Incentive for Publications

Reference VSPM AHE /448/2016/dt. 22/4/2016

Apply for incentive for publication to Dept of Research in RC form no 5 along with photocopy of complete article.
(Article published in Indexed Journal: indexing as per MCI Guideline)



Dept of Research to verify & process.



Dept of Research to Issue Research Incentive quarterly.



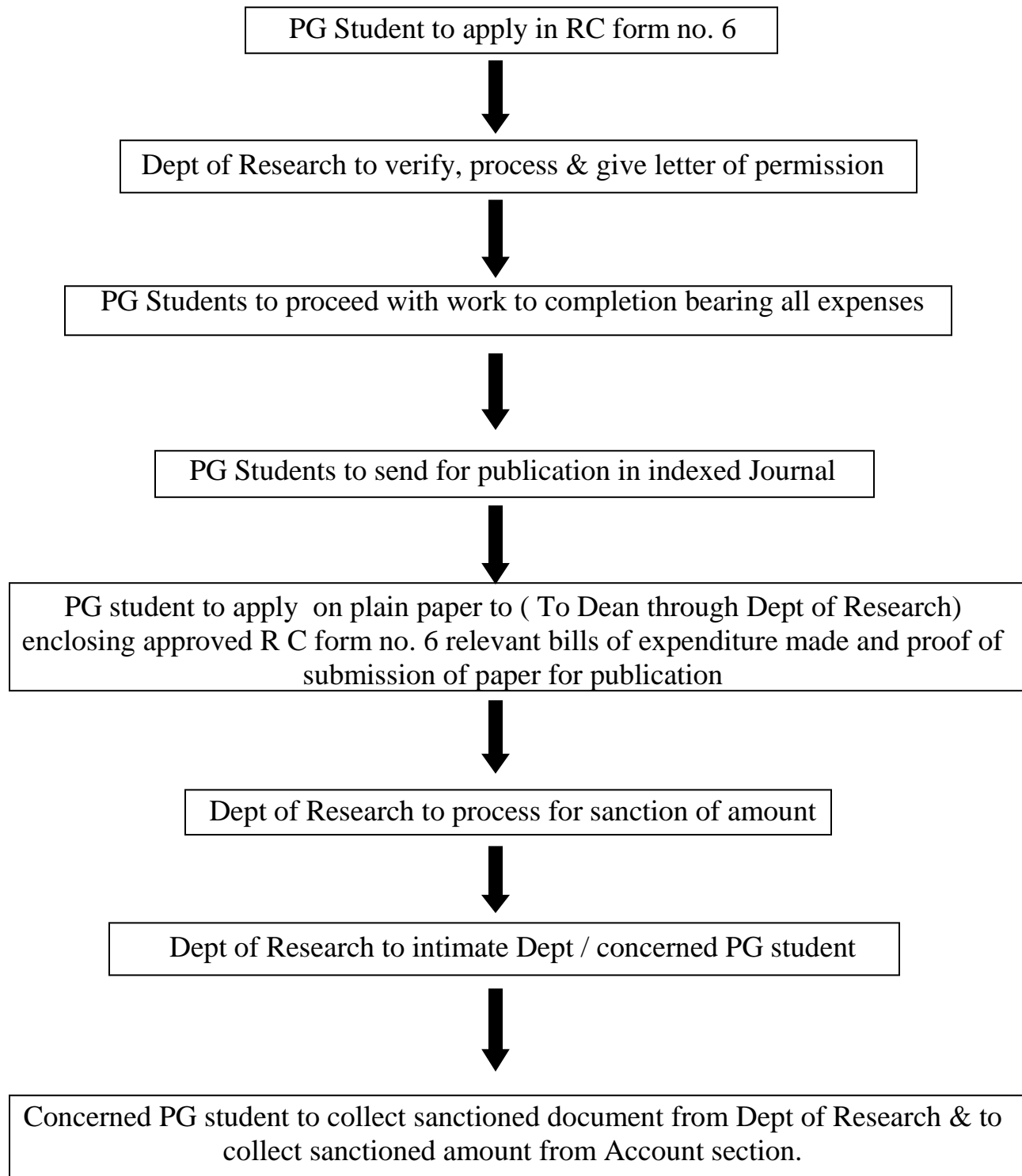
Dept of Research to inform concerned faculty / Dept.



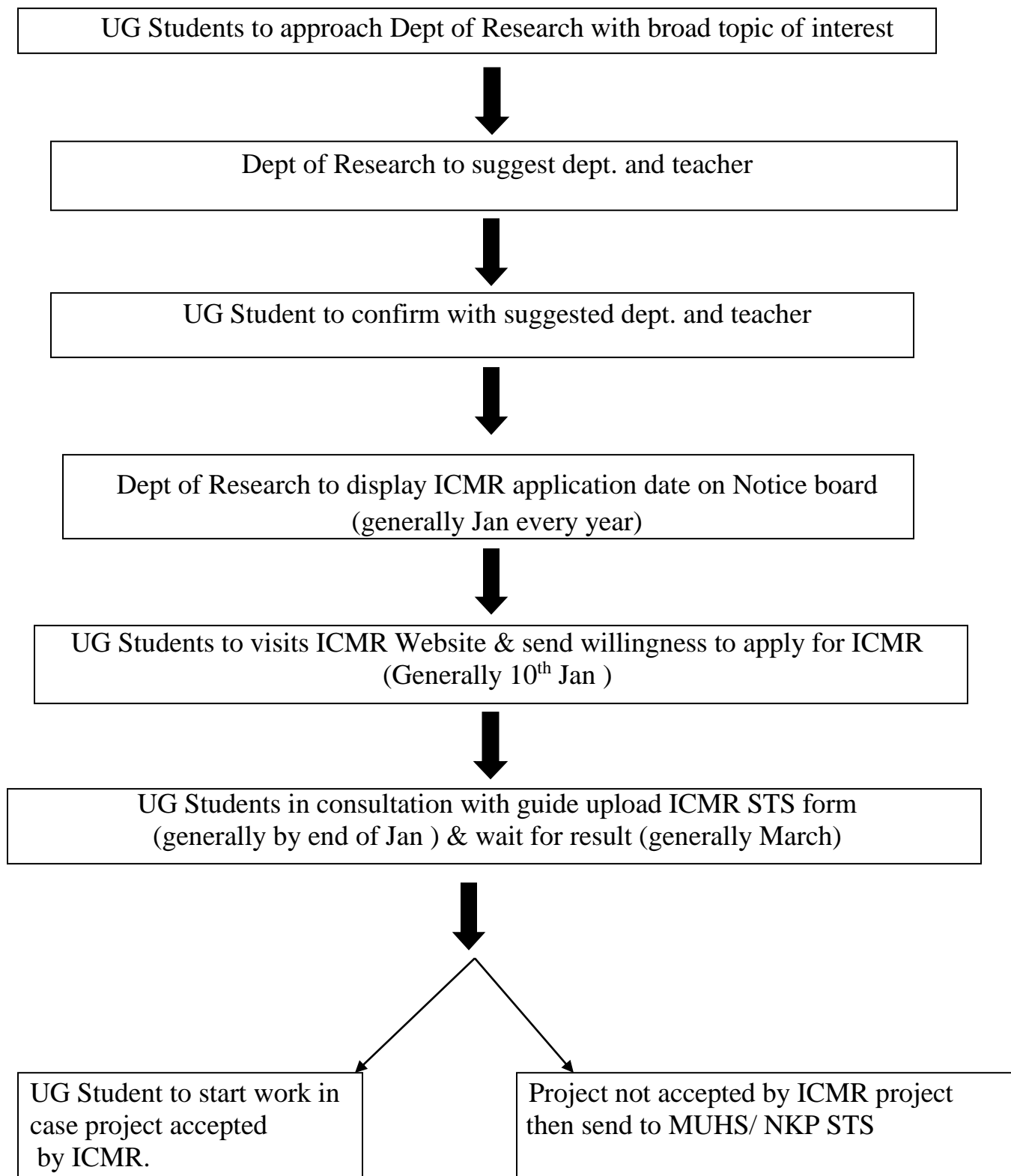
Concerned faculty to collect incentive from Dept of Research

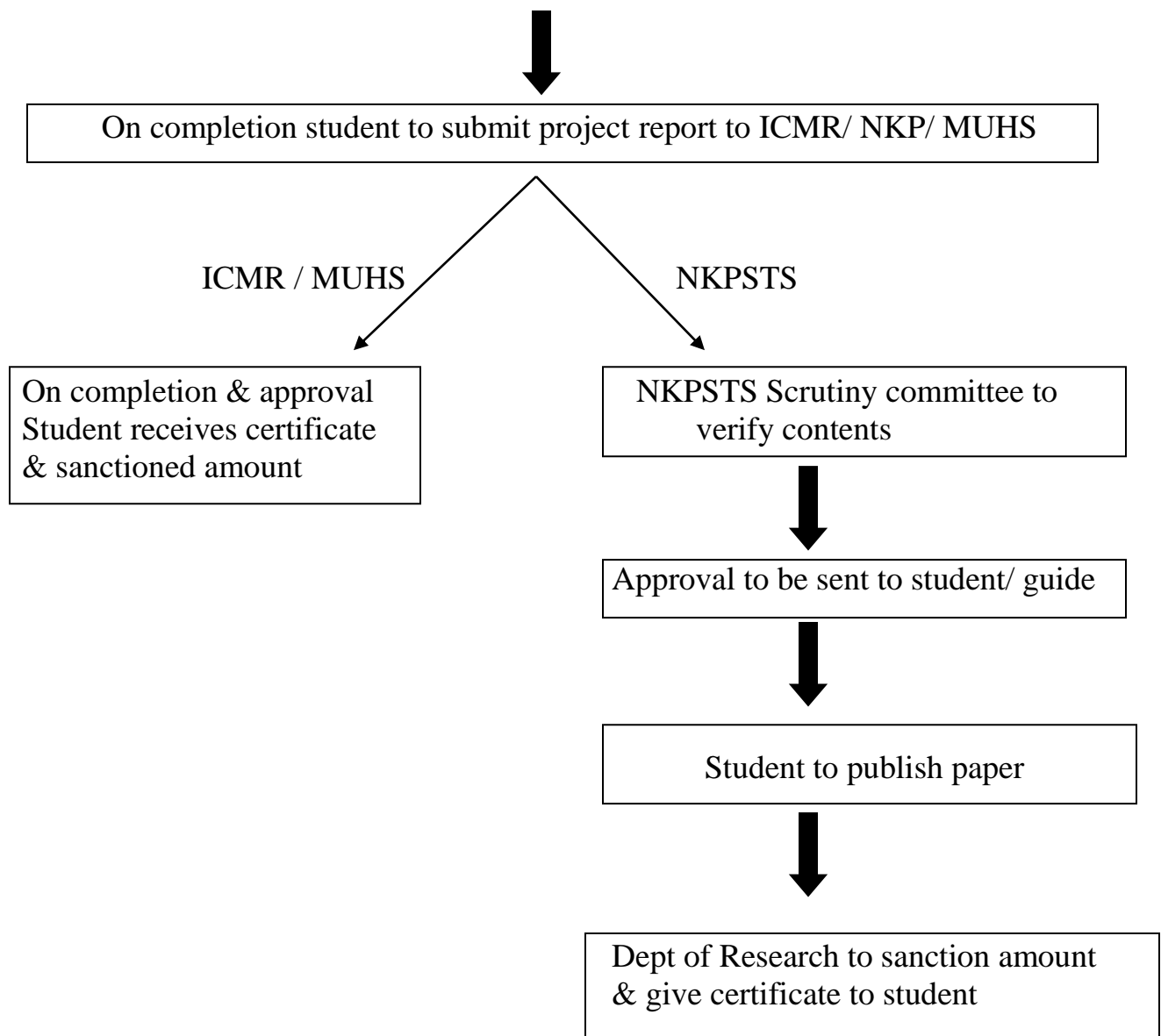
Protocol for PG Research Allowance

Reference VSPM AHE /448/2016/dt. 22/4/2016



Protocol for UG Research
Reference VSPM AHE /448/2016/dt. 22/4/2016





Protocol for Staff Research Presentation

Reference VSPM AHE /448/2016/dt. 22/4/2016

Dept of Research to prepare Staff Research Presentation time table



Faculty who in Presenting to submit abstract one week before to dept. of Research
(Both Hard & Soft copy)



Individual presentation as per schedule



Dept of Research to prepare staff Research booklet

Research Methodology Workshop
Research Cell (Training) & Department of Community Medicine
N.K.P. Salve Institute of Medical Sciences& R.C; Nagpur

Steps to conduct Three Days Research Methodology Workshop
(Certificate workshop recognised by MUHS)

Sr. no.	Steps	Time period
1.	Letter to dean for permission	1 month prior
2.	Formulation of time table	1 month prior
3.	Letter to MUHS MET Pune for permission	1 month prior
4.	Letter to MET, NKPSIMS for information and permission of 'Inspire' hall	1 month prior
5.	Letter to dean for advance for conducting the workshop	1 month prior
6.	Letter to Administrative Officer for arrangements in the hall	1 month prior
7.	Letter to all HODs for names of participants from respective departments	1 month prior
8.	Letter to all faculties along with time table	15 days prior
9.	Formulating list of participants and faculties	10 days prior
10.	Arrangements of catering for 3 days: breakfast+ lunch+ tea	10 days prior
11.	Circulation of list of participants and details of workshop to all departments	8 days prior
12.	Purchase of workshop kit: folder+ writing pad+ pen	8 days prior
13.	Formulating groups, group activity and exercises	4 days prior
14.	Formatting and Printing of certificates, pre-test, post-test, feedback form, evaluation sheet, attendance sheet provided by MET Pune	2 days prior
15.	Reminder to faculties	1 day prior
16.	Conduction of 3 day workshop	3 days
17.	Thank you letters to faculties	Next day
18.	Sending the report of workshop, attendance sheet, copy of certificates to MET Pune	within 15 days of workshop
19.	Distribution of certificates to the participants and faculties	within 2 months

Prof & Head
Dept. of Community Medicine

NKP Salve Institute of Medical Sciences and Research Center,
3 DAYS RESEARCH METHODOLOGY WORKSHOP
Recognized by MUHS

ay: 1

Sr. No.	Activity	Topic	Time
1.	Registration Break fast & Pretest		9 .00 - 9.30
2	Icebreaking	Introduction of Participants	9.30 - 9.45
3	Lecture 1	Introduction to research methodology and Selection of Research Topic	9.45 -10.45
4	Lecture 2	Overview of study designs & Descriptive studies	10.45-11.30
6	Lecture 3	Case control studies	11.30-12.30
7	Lecture 4	Clinical trials & Experimental studies	12.30 - 1.15
8	LUNCH		1.15 - 1.45
9	Group Activity -1	Participants will be divided into 4-5 groups. <ul style="list-style-type: none"> • Each group will discuss among itself and come out with at least two research questions and related hypothesis. • Indicate why the topic was selected by the group over other topic • Indicate the type of study with reasons thereof • Indicate dependent and independent variable included in the study. 	1.45 - 2.45
10	Lecture 5	Types of Data & Data presentation	2.45 - 3.45
11	Lecture 6	Literature Search	3.30 - 4.45

Day: 2

Sr. No.	Activity	Topic	Time
1.	Breakfast		09.00- 9.30
2	Group Activity-2	Participants will be divided into groups as in GA 1. Each group will try to search references related to the topics finalized and discussed in GA 1	9.30 - 10.15
3	Lecture 7	Sampling Methods and sample size	10.15 - 11.15
4	Group Activity 3	Participants will be divided into groups as in GA 1. Each Group will discuss and present <ul style="list-style-type: none">• Sampling method adopted for the study/studies selected in GA 1\• Discuss and present sample size determined for the study• Present at least three dummy tables generated• (Tea may be served during group activity)	11.15 - 12.15
5.	Lecture 8	Inferential Statistics	12.15 - 1.15
6.	LUNCH		1.15 - 1.45
7	Lecture 9	Writing Scientific research Paper	1.45 - 2.15
8	Group Activity	Inferential Statistics	2.15 - 2.45
9.	Lecture 10	Questionnaire Designing	2.45 - 3.45
10.	Lecture 11	Qualitative Research	3.45 - 4.45

Day: 3

Sr. No.	Activity	Topic	Time
1.	Breakfast		9.00- 9.30
2.	Lecture with Exercise for groups. 11	Ethical issues in Medical research	9.30 – 10.45
3.	Lecture 12	Evaluation of Diagnostic test	10.45 - 11.45
4.	TEA		11.45 -12.00
5.	Lecture 13	Dissertation Writing	12.00-12.45
6.	Lecture 14	Critical evaluation of Journal Article	12.45- 1.30
7.	LUNCH		1.30- 2.00
8.	Group Activity 5	Two journal articles (Different study designs) will be presented and discussed by members	2.00 -3.15
9.	Lecture 15	Computer assistance in data analysis	3.15 - 4.00
10.	Presentation by participants	Research topics	4.00 – 4.30
11	Post test & Valedictory		4.30 -5.00

INSTRUCTION FOR PARTICIPANTS:

- 1) 100% attendance is compulsory for all three days.
- 2) Participants should remain present all throughout the day on all three days.
- 3) Attendance will be taken at the start and end of the session on all three days.
- 4) If any one remains absent for part of the session, the certificate will not be issued to the participant.
- 5) No reason will be accepted for the absence of participant.
- 6) **All participants should come with laptop with data card.**
- 7) **VENUE : 'Inspire' Hall, NKP SIMS, Nagpur.**

Research Methodology Workshop
Research Cell (Training) & Department of Community Medicine
N.K.P. Salve Institute of Medical Sciences & R.C; Nagpur

Topics to be covered for 2nd MBBS One Day Research Methodology Workshop

1. Formulating research question : 60 minutes with activity
2. Study designs : 1 hour
3. Basic statistics : 1 hour
4. Literature search : 60 minutes hands on
5. Writing a 'research protocol' : 2 hrs hands on

Prof & Head
Dept. of Community Medicine

Department of Research & Medical Education Technology Unit
NKP Salve Institute of Medical Sciences, Nagpur
Digdoh Hills, Hingna Road Nagpur 440019. 07104 236290, 236291. Fax 232905

Patron
Dr Kajal Mitra, Dean
mitrakajal@gmail.com
9371615705

Director
Dr Suresh Chari
sureshchari2@gmail.com
09422109500

Date: 29/2/16

To
All Heads of Departments
To be circulated to all Teaching staff members

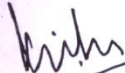
Dear Sir/ Madam

Hon Secretary VAHE has suggested that research should be held in one or two specific areas and as far as possible most of the research topics of staff research projects and / or PG thesis be related to these identified core area(s) of the department that could eventually become the strength of the department in that area and or topic.

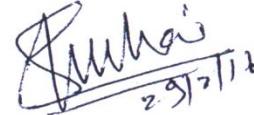
He further suggested that emphasis should be given to research directed towards Evidence Based Medicine (EBM) that could lead to suggestive changes in practices relevant to local scenario. Such evidence based research topics could also be given to PG students or could be a staff research project.

We are enclosing herewith a note from Professor and Head, Dept of PSM which gives an example of kind of research expected with EBM in mind.

Kindly go through the document and try and give at least one topic per department which is EBM based.



Dr Kajal Mitra
Dean



Dr Suresh Chari
Director Research and MET

Copy to
Hon. Secretary
VSPM AHE

Note on possible research in EBM

Dr Ajeet Saoji, Prof and Head, Dept of PSM, NKP SIMS, Nagpur

”Evidence based medicine”(EBM) conveys the idea that up-to-date evidence can be used and applied consistently in clinical practice, in combination with the clinician’s individual expertise and the patient’s own preferences and expectations, to achieve the best possible outcomes. Evidence is provided by original research and by systematic reviews that find, select, judge, and integrate the evidence on any topic.

Hence, we move from evidence to practice

Clinical practice has long been dominated by expert opinion, and there are many examples where common interventions propounded by expert opinion were ineffective or harmful.

Example: Bed rest was the mainstay of back pain treatment until RCTs showed that staying active is more beneficial.

One common implementation of EBM involves the use of clinical practice guidelines during medical decision making to encourage effective care. The Institute of Medicine (IOM) defines *clinical guidelines* as “systematically developed statements to assist practitioner and patient decisions about appropriate health care for specific clinical circumstances.” An expert committee does the work of shifting through the scientific literature for clinicians and offers coherently sequenced recommendations based on the best available evidence aimed at everyday decision-making situations.

Example: Asthma is an ideal disease for clinical practice guideline development and implementation, for the following reasons. First, it is a serious public health concern: It is the most common chronic illness of early childhood; second, some of the old principles of asthma treatment have been revised in recent decades. Finally, recent studies show that from more than 100 different pediatric guidelines, asthma guidelines are among the best known.

Hence, request to all departments to select topics for research (individual/PG thesis) of current value/interest and search for new evidences, with prevalent factors from this part of geographical area. Each department should also practice and develop clinical practice guidelines for common/routine health care procedures.

To
Dean, NKP SIMS, Nagpur
Through, Department of Research and MET

REQUEST FOR PRIOR PERMISSION TO ATTEND
CONFERENCE/ WORKSHOP

1	Name of Teaching Staff Member:	
2	Designation:	
3	Department:	
4	Name of the conference/workshop	
5	Dates of the conference/workshop	
6	Oral /Poster presentation (as presenter) /guest speaker/faculty/workshop participant	
7	Title of presentation:	

Signature of staff member
Date:

Signature of HOD

.....
FOR OFFICE USE
.....

May be sanctioned for prior permission only:

Secretary, Research cell

Sanctioned

Director, Research and MET

Dean

.....
Enclosures:- Invitation letter as guest speaker/workshop participant/ faculty where applicable.

Note: 1. This permission is only for the purpose of records with dept. of research . Hence leave application should be submitted separately to H R dept.

1. Staff members should submit all relevant bills and documents within 10 days of their return from the conference/ workshop to Dept. of research (in R.C. form 2) along with copy of prior permission (R. C. Form 1)for availing travel grants.

To
Dean, NKP SIMS, Nagpur
Through, Department of Research and MET

REQUEST FOR GRANT FOR CONFERENCE/ WORKSHOP
(After attending conference/workshop)

1	Name of Teaching Staff Member:	
2	Designation:	
3	Department:	
4	Name of the conference/workshop	
5	Dates of the conference/workshop	
6	Oral /Poster presentation (as presenter) /guest speaker/faculty/workshop participant	
7	Title of presentation:	
8	Details of amount requested: i. Registration fees: ii. Travel: iii. Accomodation iv. Total:	
9	Have you availed any amount earlier in the <u>calendar year</u> for conference/ workshop: if yes, amount :	

I hereby declare that I have not received any funds for the same conference / workshop from any other agency.

Signature of staff member
Date:

Signature of HOD

~~FOR OFFICE USE~~

Admissible amount:
Earlier grant availed:
Amount that can be sanctioned:

Secretary, Research Cell

Permitted

Director, Research and MET

Dean

Note: Staff members should submit this form along with all relevant bills and documents within 10 days of their return from the conference/ workshop along with copy of prior permission for availing travel grant

To
Secretary
VAHE, Nagpur.

Through Department of Research and MET and Dean NKP SIMS, Nagpur

**REQUEST FOR PRIOR PERMISSION TO ATTEND
CONFERENCE/ WORKSHOP (overseas)**

1	Name of Teaching Staff Member:	
2	Designation:	
3	Department:	
4	Name and venue of conference of the conference/workshop	
5	Dates of the conference/workshop	
6	Oral /Poster presentation (as presenter) /guest speaker/faculty/workshop participant	
7	Title of presentation:	
8	How your attending this conference/ workshop will be useful to the department/ institute.	

Signature of staff member
Date:

Signature of HOD

.....**FOR OFFICE USE**.....

Director, Research and MET

Signature of Dean

Remarks

Secretary VAHE

.....

Enclosures:- Invitation letter as guest speaker/ faculty/ workshop participant where applicable.

Note: Staff members should submit in RC form 2 all relevant bills and documents within 10 days of their return from the conference/ workshop to dept. of research along with copy of prior permission for availing grants.

To
Dean, NKP SIMS, Nagpur
Through, Department of Research and MET

REQUEST FOR SANCTION OF PUBLICATION FEES IN JOURNAL

1.	Name of Teaching Staff Member:	
2.	Designation:	
3.	Department:	
4.	Name of Journal:	
5.	Indexed Yes / No	
6.	Indexing agency:	
7.	Publication fees required by Journal (enclose letter):	
8.	Have you availed any amount towards publication fee earlier in this <u>calendar year?</u> Yes/ No	
9.	If yes: amount:-	

Signature of staff member
Date:

Signature of HOD

-----**FOR OFFICE USE**-----

Admissible amount:
Earlier grant availed:
Amount that can be sanctioned:

Secretary, Research cell

Permitted

Director, Research and MET

Dean

Note : Please enclose receipt of publication fees paid .

To,
Department of Research and MET
NKP SIMS, Nagpur

REQUEST FOR RESEARCH INCENTIVE

1.	Name of Teaching Staff Member:	
2.	Designation:	
3.	Department:	
4.	<p>Incentive requested as first author and in indexed journal as per MCI or 2nd author in case of UG/PG original research publication only if the staff is the guide:- Tick appropriate item</p> <p>a. Original article. b. Case report. (maximum of two per year) c. Review article. d. Book/ textbook related to medical education. e. Chapter in book/ textbook related to medical education. f. Original article in pub med indexed journal. g. Case report in PubMed journal. (maximum of two per year) h. Owner of “patent” of issues related to health sciences or medical education. i. Completed “funding agency” project: j. Completed project of collaborative nature:</p>	
5.	Title of publication/Patent/ book/chapter	
6.	Name of the journal with ISSN no / book/ patent agency	
7.	Indexing agency:	

Signature of staff member
Date:

Signature of HOD

.....**FOR OFFICE USE**.....

Verified and forwarded to Dean

Secretary, Research Cell

Director, Research and MET

.....
Note: To submit photocopies of published paper

To,
Department of Research and MET
NKP SIMS, Nagpur

REQUEST FOR PG RESEARCH ALLOWANCE

1.	Name of PG student:	
2.	Department:	
3.	Name of Guide:	
4.	Project Title:	
5.	List of chemicals/ kit required with cost:	

Signature of PG student
Date:

Name and Signature of guide

Signature of HOD

~~FOR OFFICE USE~~

Approved

Secretary, Research cell

Director, Research and MET

Dean

Note:

1. PG students are entitled for Rs 15,000/- for their thesis research projects only for consumables.
2. Once sanctioned the PG student will initially bear the amount for the same, which will be reimbursed on submission of copy of sanctioned letter, relevant bills after completion of his/her thesis work and when the related work has been sent for publication.

Department of Research & Medical Education Technology Unit
NKP Salve Institute of Medical Sciences, Nagpur
Digdoh Hills, Hingna Road Nagpur 440019. 07104 306100, 244290 Fax- 30611

Patron
Dr Kajal Mitra, Dean
mitrakajal@gmail.com
sureshchari2@gmail.com
9371615705

Director
Dr Suresh Chari

09422109500

**NKP-SHORT TERM STUDENTSHIP
APPLICATION FORM**

Name (In block letters)
Batch: Cell no:.....
Postal Address:.....
.....
.....

Instructions:

- 1. On a separate sheet submit project details in the following format:**
Title of Project, Authors, Introduction, Objectives, Methodology, outcome / impact, References.
2. Submit to Dept of research NKP SIMS for approval
3. Project once submitted and accepted needs to be approved by Institutional Ethics Committee.

Signature of the Students

Date:

.....
.....

To be filled by the Guide

I agree to accept the applicant Mr. / Ms.
and offer him/her all facilities and guidance for carrying out research during the vacation.

He/ She is presently studying in MBBS Year of NKP SIMS. This project has not been accepted earlier by any other research funding agency.

Signature of Guide
Name and Designation
research

Signature of HOD
with Stamp

Signature of
Chairperson UG

