



Manipal University Jaipur Academic Freedom Policy

Introduction

Academic freedom serves as a foundational principle for intellectual exploration, critical thought, and the pursuit of knowledge within a university environment. Manipal University Jaipur is devoted to upholding and protecting the principles of academic freedom, ensuring that faculty members have the autonomy to select their research areas and to openly discuss and teach about their findings without fear of censorship, intimidation, or retribution.

Purpose

This policy outlines the principles and procedures governing academic freedom at Manipal University Jaipur seeks to provide a clear framework for the protection and promotion of academic freedom within our academic community.

Policy Statements

1. Freedom of Research
 - a. Faculty members at Manipal University Jaipur have the right to choose their areas of research based on their expertise, interests, and academic judgment.
 - b. Research endeavors must adhere to the highest ethical standards and comply with all applicable laws and regulations.

2. Freedom of Expression
 - a. Faculty members have the right to express their ideas, opinions, and research findings openly, both within and outside the university.
 - b. Public speaking engagements, writing, and media appearances related to a faculty member's research are encouraged and protected under this policy.

[Handwritten Signature]





3. Freedom of Teaching

- a. Faculty members have the liberty to determine their teaching methods.
- b. A commitment to respect diverse perspectives and fostering open, inclusive dialogue in the classroom is essential.

4. Protection from Retaliation

- a. Manipal University Jaipur will not tolerate any form of retaliation against faculty members for expressing their research findings, opinions, or ideas.
- b. Any allegations of retaliation will be thoroughly investigated and addressed promptly.

Procedures and Accountability

1. Dispute Resolution

- a. In cases where academic freedom is believed to be compromised or violated, faculty members may seek resolution through established university channels, including the Faculty Senate, department heads, or deans.
- b. The university is committed to impartial and fair resolution processes, ensuring due process and protection for all parties involved.

2. Education and Awareness

- a. Manipal University Jaipur will provide ongoing education and training on academic freedom to all faculty, staff, and students to promote a culture of understanding and respect for these principles.

3. Periodic Review

- a. This policy will be periodically reviewed to ensure its continued relevance and effectiveness in safeguarding academic freedom.

Conclusion

T. A. Sun





MANIPAL UNIVERSITY JAIPUR

(University under Section 2(f) of the UGC Act)

Manipal University Jaipur is dedicated to fostering a vibrant academic environment where the pursuit of knowledge, free expression of ideas, and the freedom to explore research areas are cherished and protected. This policy reflects our commitment to the principles of academic freedom and provides a framework for its promotion and preservation within our institution.

Appendix: Definitions

1. **Academic Freedom:** The principle that scholars and educators have the right to pursue their research, express their ideas, and engage in open discourse without fear of censorship, coercion, or discrimination.
2. **Faculty Members:** Individuals employed by the university in academic roles, including professors, lecturers, researchers, and teaching assistants.
3. **Retaliation:** Any adverse action or treatment, including but not limited to demotion, suspension, termination, or harassment, taken against a faculty member in response to the exercise of their academic freedom rights.

Version History

Number	Year	Major revision
Version 4.0	2023	Focus on inclusivity
Version 3.0	2022	Modifications as per Performance Management System
Version 2.0	2021	Inclusion of Digital Maturity framework due to COVID-19
Version 1.0	2020	Initial policy

Approval

AS





**MANIPAL UNIVERSITY
JAIPUR**

MUJ/REGR/1403/2018/ 47

August 21, 2018

CIRCULAR

Sub : Guidelines : Faculty Award Incentive for Research (FAIR) Publications

Ref : Decision taken in the 18th Board of Management Meeting

With reference to the above, the Board of Management of MUJ has approved the guidelines for improving the quality and citations of faculties research publications. This office letter No. MUJ/REGR/1467/2018 dated August 20, 2018 containing the above guidelines is circulated herewith for information of all concerned.

These guidelines will be effective from July 01, 2018. All are requested to comply with the guidelines.



**Registrar
Manipal University Jaipur**



Encl : Seven Sheets

To:

All Deans,
All Directors,
All HoDs,
CoE,
Head HR,
CF&AO & PhD Section.

Copy to:

AR to President – for kind info of President
Pro-President
Registrar Office (Office File)



Faculty Award Incentive for Research (FAIR) Publication

Preamble: Rapid growth in scientific knowledge is an indication of quest for innovations which has an impact on economic and societal development. Science, technology and innovation is often initiated in the University research environment and it is also the mission of Manipal University Jaipur. Research and development activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students of our University as these are often incorporated in the courses. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, policy on research incentives for faculty/students is implemented.

1) Objectives:

- 1.1 To encourage faculties of Manipal University Jaipur (MUJ) to publish their research works in reputed journals, which are indexed in Scopus or listed in the latest Journal Citation Report (JCR) by Clarivate Analytics.
- 1.2 To create an enabling environment within MUJ in order to foster a research culture as well as to provide required support through research framework and guidelines.
- 1.3 To improve the quality and citations of research publications from MUJ.
- 1.4 To ensure efficient and effective support system to facilitate faculties and researchers in their research activities.
- 1.5 To nurture an environment of undertaking socially useful research with potential for commercialization.
- 1.6 To benchmark research output towards the most influential, highly cited publications within similar fields of disciplines.





2) Applicability:

- 2.1 The journal publications having MUJ affiliation, which are indexed in Scopus or Journals appearing in Journal Citation Reports (JCR) by Clarivate Analytics published after July 1, 2018 shall be considered.
- 2.2 Short surveys, letters to the editor, book chapters, erratum, replies, conference papers (abstracts, proceedings) etc. **do not** qualify for FAIR publication.
- 2.3 The faculty research articles published (online/print) after July 1, 2018 having MUJ affiliation where the faculty author has been relieved (on retirement/resigned) from their duty, having unblemished service record and not more than one year lapsed and is on roll with any institution within Manipal group shall also be considered for FAIR Publication.

3) Eligibility:

- 3.1 Fulltime faculty members who are on the rolls of MUJ and faculty members appointed on contract basis, including faculty members appointed under post retirement engagement policy are eligible for FAIR publication.
- 3.2 Faculty of MUJ can either avail the award incentive under Faculty Award Incentive for Research (FAIR) Publication policy, or Publication Research Award Incentive for Students to Excel (PRAISE), but not both.

4) Responsibility:

- 4.1 The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval [See Annexure I] and background checks about the potential, possible, or probable predatory scholarly open access journals before communicating the research publication. Paper published in discontinued Scopus journals or those not listed in the latest release of JCR at the time of communication shall not be considered for award incentives [See Annexure II, III].
- 4.2 Directorate of Research (DoR) shall update the FAIR Publication award incentives and inform the Department of Human Resources (HR), MUJ.
- 4.3 MUJ shall reserve the rights to revise the incentive policy periodically.



5) Maximum Cash Incentive:

5.1 Original research articles, review articles and full length conference papers, published in Scopus or JCR (by Clarivate Analytics) listed journals only qualify for the award incentive as per the cap provided.

Amount in INR

Sr. No.	Percentile as per Cite Score [Annexure IV]	First Author (a)	Corresponding Author (b)	Faculty Co-Author(s) (c)	Student Co-author(s)** (d)	Maximum Incentives (Per paper)
1.	Q4 (Top 75) [#]	3000	3000	1500	1500	9000
2.	Q3 (Top 50-74) ^{##}	6000	6000	3000	3000	18000
3.	Q2 (Top 25-49)	12000	12000	6000	6000	36000
4.	Q1 (Top 10-24)	18000	18000	9000	9000	54000
5.	Q1 (Top 2-9)	24000	24000	12000	12000	72000
6.	Q1 (Top 1)	36000	36000	18000	18000	108000
7.	Category E*	3000	3000	1500	1500	9000

#Authors can claim award incentives for a maximum of two papers in calendar year for papers published in Q4 journals.

Authors can claim award incentives for a maximum of four papers in calendar year for papers published in Q3 journals.

*****Category E is reserved for article published in UGC approved journals which are not contained in first six categories. List of journals (maximum ten journals) within the category E should be provided by the Departmental Research Committee (DRC) in the beginning of each calendar year with proper justification, which will be authorized by DoR. Authors can claim award incentives for a maximum of two papers in calendar year for papers published in E category.





**The student co-author(s) incentive must be claimed through the PRAISE policy. The student(s) is/are entitled to, is the same as is mentioned in the PRAISE policy.

5.2 If first author and corresponding author are same then he/she will be paid as per (a) or (b). While the first author and the corresponding author are eligible for the award incentive as stated, the co-authors, both (student as well as faculty) will share the specified award incentive equally.

5.3 The maximum award incentive for **short communication and case reports** is as given below:

Amount in INR					
Percentile as per Cite Score	First Author (a)	Corresponding Author (b)	Faculty Co-Author(s)	Student Co-Author(s)*	Maximum Incentives
Q1 and Q2 (Top 0-49)	4000	4000	2000	2000	12000

*The student co-author(s) incentive must be claimed through the PRAISE policy. The student(s) is/are entitled to, is the same as is mentioned in the PRAISE policy.

6) Maximum Incentive Points Awarded for Published Papers:

- 6.1 Rs.1000 (INR one thousand only) of cash incentive is equal to one incentive point.
- 6.2 While the first author and the corresponding author get full cash incentives/points for original paper, the co-author must share the cash incentives/points equally.
- 6.3 While the first author and the corresponding author get full cash incentives/points for short communication and case reports, the co-authors must share the cash incentives/points equally.
- 6.4 The Cite Score value of journal provided by Scopus decides the points awarded to the original full paper/review article.
- 6.5 For faculty members, an additional incentive of 25% of the cash incentives/points accrued in a single calendar year would be awarded to authors who publish 6 full



papers or more (excluding short communication and case reports). Only additional points will be carried forward to the next calendar year.

- 6.6 Faculty with maximum FAIR Publication points shall be recognized during awards day at the institution or intimated subsequently on recommendation by DoR.

7) Plagiarism and related issues:

In the event of any conflict about authorship related to scientific misconduct, a committee shall be constituted by DoR under the direction of the university to investigate the matter as per the policy adopted by MUJ.

8) Incentive points for International Conference (Abroad):

- 8.1 The points when not encashed, can be accumulated to attend a conference/research event after prior approval from DoR.
- 8.2 Scheme for redemption of accrued points for participating in international conferences is detailed in a tabular format.
- 8.3 Only economy airfare, conference registration charges and visa fees will be covered under this scheme.
- 8.4 The accommodation charges and per diem allowance shall be utilized from PDA policy of MUJ as per the entitlement.
- 8.5 The points required for international conference as an incentive is in lieu of cash award.

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

* Points earned through FAIR Publication

9) Incentive points for publication and professional editing charges:

The faculty author(s) can also utilize the incentive points to meet publication and professional editing charges for Scopus/JCR indexed journal articles (restricted to Q1 and Q2 only as per 5.1) upon approval from the Directorate of Research, MUJ. This is in lieu of cash award.





10) Custodian of Policy/Research Management

The implementation and updating of research policy shall be carried out by Directorate of Research, MUJ.

Annexure I: MUJ Policy on Academic Dishonesty and Plagiarism

Annexure II: Link of the Scopus Discontinued List

<https://www.elsevier.com/solutions/scopus/content>

Annexure III: Link to Journal Citation Report (JCR) by Clarivate Analytics

<https://jcr.incites.thomsonreuters.com/JCRJournalHomeAction.action>

Annexure IV: Link to Cite Score / Percentile

<https://www.scopus.com/sources>

File No. : MUJ/REGR/1467/2018

Dated : 21 August 2018



Suhag
Registrar

Manipal University Jaipur



Manipal University Jaipur Policy on Academic Dishonesty and Plagiarism

1. Preamble:

The Manipal University Jaipur is committed to academic excellence and high standards of ethical conduct in research and scientific work. Scientific misconduct relates to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the national and international scientific community, either in performing or reporting research from Manipal University Jaipur. Manipal University Jaipur expects that its faculty, research scholars and students will adhere to the highest national and international standards of good scientific conduct for their work and actions. Academic excellence of the University shall be maintained on implementation of the University Policy on Academic Dishonesty and Plagiarism.

2. Prevention:

It is the author's and co-author's responsibility to prevent any complaint of plagiarism and academic dishonesty while publishing papers/manuscripts, books or making paper presentation in a conference/seminar. The authors are also responsible for any act of plagiarism, cheating, fabrication, academic dishonesty and research misconduct. Matters related to faculty/student plagiarism, authorship issues and actions of research misconduct will be dealt by the departments and institutions. Departmental Research Committee (DRC) will scrutinize authorship, affiliations, acknowledgement, suitability, improvement and other issues.

3. Disciplinary Actions:

The Registrar of Manipal University Jaipur will appoint an enquiry committee, in consultation with the President, MUJ, to investigate and suggest punitive actions whenever an act of plagiarism or academic dishonesty is reported. The Dean of the respective faculty and Head of the respective department will help the enquiry committee to prevent and curb any type of plagiarism and academic dishonesty. Disciplinary action will be taken as per the recommendations of the enquiry committee after approval of the President.

This policy is framed in order to maintain the academic excellence and honesty at Manipal University Jaipur. This policy may be amended from time to time as per the requirements and circumstances.





**MANIPAL UNIVERSITY
JAIPUR**

MUJ/REGR/1403/2018/48

August 21, 2018

CIRCULAR

Sub : Guidelines :Publication & Research Award Incentive for Students to Excel (PRAISE)

Ref : Decision taken in the 18th Board of Management Meeting

With reference to the above, the Board of Management of MUJ has approved the guidelines for improving the quality and citation of student's research publications to fulltime & part-time PhD scholars / research fellows / students enrolled for post-graduation program / all undergraduate students of MUJ. This office letter No. MUJ/REGR/1467/2018 dated August 20, 2018 containing the above guidelines is circulated herewith for information of all concerned.

These guidelines will be effective from July 01, 2018. All are requested to comply with the guidelines.

Registrar
Manipal University Jaipur



Encl : Five Sheets

To:

All Deans,
All Directors,
All HoDs,
CoE,
Head HR,
CF&AO & PhD Section.

Copy to:

AR to President – for kind info of President
Pro-President
Registrar Office (Office File)



Publication and Research Award Incentive for Students to Excel (PRAISE)

Preamble:

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation is often initiated in the University's research environment and it is also the mission of Manipal University Jaipur. Research and development activities create and disseminate new knowledge in diverse fields, promote innovation. These in turn will enhance learning and teaching among students and faculty members of the University. Research is the foundation of knowledge that brings new energy, builds state of the art lab facilities, promotes research publications, develops collaborations and becomes part of active community, focused on achieving the mission objectives. Taking the above into consideration, guidelines on research incentives for faculty/students has been formulated.

1) Objectives:

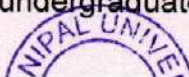
- 1.1 To inculcate and promote research perception among the students of Manipal University Jaipur.
- 1.2 To improve the quality and citations of student research publications.
- 1.3 To encourage students to publish their research work in reputed journals, which are indexed in Scopus or listed in Journal Citation Report (JCR) by Clarivate Analytics.

2) Applicability:

- 2.1 The journal publications which are indexed in Scopus or listed in the latest Journal Citation Report (JCR) by Clarivate Analytics, published after July 01, 2018, where the student is an author with MUJ affiliation, shall be considered for PRAISE.
- 2.2 The student research articles with MUJ affiliation, where the student is author and on rolls of MUJ, and published after July 01, 2018 shall be considered for Publication and Research Award Incentive for Students to Excel (PRAISE).
- 2.3 Graduated students will be considered for PRAISE provided they publish their research article (s) with MUJ affiliation within one academic year of their programme completion.

3) Eligibility:

Fulltime and Part-time Ph.D. scholars / research fellows / students enrolled for post-graduation program / all undergraduate students of MUJ are eligible for PRAISE.





4) Responsibility:

- 4.1 The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval [See Annexure I] and background checks about the potential, possible, or probable predatory scholarly open access journals before communicating the research publication. Paper published in discontinued Scopus journals or those not listed in the latest release of JCR at the time of communication shall not be considered for incentives [See Annexure II, III].
- 4.2 The names of student authors eligible for PRAISE are to be furnished by the supervising faculty/corresponding author.
- 4.3 Directorate of Research (DoR) shall intimate the departments about the students who are recipients of the award incentives for further processing.
- 4.4 Students who are recipients of PRAISE shall receive a certificate of appreciation from nominated competent authority at the institutional level on the annual awards day.
- 4.5 MUJ shall reserve the rights to revise the award incentive guidelines periodically.

5) Incentive for published papers:

- 5.1 Original research articles, review articles and full length papers published in Scopus or JCR listed journals (by Clarivate Analytics only) qualify for the award incentive as per the slab:

Amount in INR

Sr. No.	Percentile as per Cite Score [Annexure IV]	First Author (Student) (a)	Corresponding Author Faculty (b)	Faculty Co-Author(s)* (c)	Student Co-Author(s) (d)	Maximum Incentives (Per paper)
1	Q4 (Top 75)#	3000	3000	1500	1500	9000
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Authors can claim points for a maximum of two papers in an academic year for papers published in Q4 journals.





##Authors can claim points for a maximum of four papers in an academic year for papers published in Q3 journals.

*Category E is reserved for article (maximum 2 in an academic year) published in UGC approved journals which are not contained in first six categories. The list of Journals (maximum ten journals) of category E should be provided by the Departmental Research Committee (DRC) in the beginning of each calendar year with proper justification, which will be authorized by DoR. Authors can claim award incentives for a maximum of two papers in calendar year for papers published in E category.

** The award incentives/points that a faculty is entitled to, is the same as is mentioned in the FAIR guidelines.

5.2 The maximum award incentive for short communication and case reports is as given below:

Amount in INR					
Percentile as per Cite Score	First Author (Student) (a)	Corresponding Author (Faculty) (b)	Faculty Co-Author(s) ⁺	Student Co-Author(s)	Maximum Incentives
Q1 and Q2 (Top 0-49)	4000	4000	2000	2000	12000

⁺ The incentive/points that a faculty is entitled to, is the same as is mentioned in the Faculty Award Incentive for Research (FAIR) Publication.

5.3 While the first student author and the corresponding author are eligible for the award incentive as stated, the co-authors, both the student as well as faculty shall share the specified incentive equally.

5.4 Short note, letters to the editor, book chapters, short surveys, erratum, replies and conference papers (abstracts, proceedings) etc. **do not** qualify for the award.

6) Plagiarism and related issues:

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





7) Custodian of Guidelines / Research Management

The implementation and updating of research guidelines shall be carried out by Directorate of Research, MUJ.

Annexure I: MUJ Policy on Academic Dishonesty and Plagiarism

Annexure II: Link of the Scopus Discontinued List

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File No. : MUJ/REGR/1467/2018

Dated : 21 August 2018



Suhag

Registrar

Manipal University Jaipur



Manipal University Jaipur Policy on Academic Dishonesty and Plagiarism

1. Preamble:

The Manipal University Jaipur is committed to academic excellence and high standards of ethical conduct in research and scientific work. Scientific misconduct relates to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the national and international scientific community, either in performing or reporting research from Manipal University Jaipur. Manipal University Jaipur expects that its faculty, research scholars and students will adhere to the highest national and international standards of good scientific conduct for their work and actions. Academic excellence of the University shall be maintained on implementation of the University Policy on Academic Dishonesty and Plagiarism.

2. Prevention:

It is the author's and co-author's responsibility to prevent any complaint of plagiarism and academic dishonesty while publishing papers/manuscripts, books or making paper presentation in a conference/seminar. The authors are also responsible for any act of plagiarism, cheating, fabrication, academic dishonesty and research misconduct. Matters related to faculty/student plagiarism, authorship issues and actions of research misconduct will be dealt by the departments and institutions. Departmental Research Committee (DRC) will scrutinize authorship, affiliations, acknowledgement, suitability, improvement and other issues.

3. Disciplinary Actions:

The Registrar of Manipal University Jaipur will appoint an enquiry committee, in consultation with the President, MUJ, to investigate and suggest punitive actions whenever an act of plagiarism or academic dishonesty is reported. The Dean of the respective faculty and Head of the respective department will help the enquiry committee to prevent and curb any type of plagiarism and academic dishonesty. Disciplinary action will be taken as per the recommendations of the enquiry committee after approval of the President.

This policy is framed in order to maintain the academic excellence and honesty at Manipal University Jaipur. This policy may be amended from time to time as per the requirements and circumstances.





MUJ/REGR/1467/IPR/2019/12

Feb 11, 2019

CIRCULAR

POLICY ON INTELLECTUAL PROPERTY RIGHT

To facilitate applications of faculty members / researchers to file IPR Intellectual Property Disclosure Form (IPDF) and Financial Claim Form has been prepared as well as minor change in constitution of IPR Cell.

In view of the above, IPR Policy has again been revised and forwarded for your information, records and for notifying to all concerned (faculty members, staff, research scholars, students, visiting scholars, fellows, etc.). Applicability of the policy will remain same i.e. from May 01, 2018.

This supersedes earlier policy issued vide MUJ/REGR/1567/IPR/2018 dated May 03, 2018 and MUJ/REGR/1567/IPR/2018 dated Dec 13, 2018.

Dr H Ravishankar Kamath
Registrar

Encl: Revised IPR Policy

To:

President

Pro-President

All Deans, All Directors, All HoDs, CoE,

Chief Coordinator Entrepreneur Cell,

Coordinator Research Projects,

Coordinator PhD,

Deputy Registrar,

Head HR, CF&AO & L&CO



Policy on Intellectual Property Rights

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

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

1) Applicability:

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

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





2) Ownership of IP:

- 2.1 An invention for which an intellectual property application is filed where in the University resources like space, equipment, facilities, are utilized and when the applicant(s) receive financial support towards professional and statutory fees for acquiring such intellectual property, the assignee of such intellectual property will be MUJ.
- 2.2 Individual (s) who obtains a patent or any other form of intellectual property or introduces an invention into public domain without use of resources from the University or outside their regular assigned duties during official hours under terms of their appointment with the university, and without substantial involvement by university personnel, shall retain full IP rights.

3) Copyrights:

- 3.1 Any original work of intellectual nature can be protected under copyright law. Ideas per se are not copyrightable but only in their expressed form.
- 3.2 When the copyrightable pedagogical scholarly, computer software, integrated circuit layouts, designs, films, cassettes and other such literary and artistic works, specified as copyrightable works under relevant Copyrights Act as amended from time to time by the government, which are created for Manipal University Jaipur, the author shall retain ownership of their original work, while at the same time granting Manipal University Jaipur and all implementers of its specifications full rights to revise, modify, and create derivative works based on that original work, under the Manipal University Jaipur's own copyright.
- 3.3 If the University foresees a gainful return from copyrights it may initiate steps to file and protect such copyrights and share the financial rewards with the inventor on terms and conditions of the university as specified from time to time.
- 3.4 When the copyrightable work is generated for an external sponsor/ university/company of foreign country/India then ownership will be jointly shared according to the agreement between external sponsor and the university.
- 3.5 In case of copyrightable work created by non-Manipal University Jaipur personnel without absolute intellectual contribution of Manipal University Jaipur personnel and Manipal University Jaipur resources, the respective author shall retain his/her ownership.





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

4) Trade Secrets:

MUJ employees are expected not to reveal trade-secret information of the University to commercial entities or any third party, nor shall they sign non-disclosure agreements. MUJ shall take relevant measures to ensure that the trade-secret of the University is protected. If outside entities or third party asks employees of MUJ to sign non-disclosure agreement, employees / staff / research scholars and students shall communicate all such requests to Intellectual Property Rights Cell (IPR Cell) for discussion and legal approval before signing these agreements.

5) Inventions and Patents:

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

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

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

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



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

6) Royalty Sharing:

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

	Royalty sharing percentage	Policy for sharing Royalty
Inventor	70%	This will be reviewed after three years
Inventor(s) department	10%	
*Inventor(s) school	10%	
University (MUJ)	10%	
Total	100%	

*In case, the inventor(s) is/are not associated with any school, royalty sharing of the university (MUJ) will be 20% of the total amount.

- 6.2 In case of an Intellectual Property jointly held by the constituent institutions (schools/departments) of Manipal University Jaipur, the distribution of share to inventor(s) department and inventor(s) school have to be communicated by the lead investigator to the University. In no case such share should cumulatively exceed 20% of the allotted share.





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

7) Technology Transfer:

- 7.1 MUJ reserves the right to initiate and commercially leverage intellectual property of the university or jointly owned with other institute/university/industry under the agreements dealing with technology transfer, licensing and revenue sharing models in consultation with the named inventors.
- 7.2 In the case of sponsored activity, the sponsored industry/organization will have the first right to commercially leverage the intellectual property or products originating from the collaboration activity, whether or not the same have been formally protected by patent(s).
- 7.3 In the case of sponsored activity, if the sponsored industry / organization fails to commercially leverage the intellectual property or products within **one** year from the first date of development of the technology, then MUJ shall reserve the right to transfer the said know-how to a third party for its commercial advantage. However, Manipal University Jaipur shall share the net revenues derived henceforth with the sponsored organization/industry as per the agreement regarding technology transfer.

8) Conflict of Commitment and Interests:

- 8.1 To manage and minimize conflict over intellectual property rights, all potentially patentable inventions created or discovered by faculty in the course of their University activities, or with use of University resources, must be disclosed to the University on a timely basis ("Patent calls").
- 8.2 The inventor(s), to the respective Heads of Institutions, should disclose any conflict of interest or any potential conflict of interest.
- 8.3 MUJ discourages its employees, faculty members, staff (permanent and temporary), visiting scholars, fellows, research scholars and students against any legal recourse. In case of any disputes regarding the implementation of intellectual property policy, efforts shall be made to address to the concerns of the





inventor(s) by developing and incorporating an arbitration mechanism and arrangement, or any other suitable mechanism as agreed upon by the parties and arrive at an amicable solution. The decision taken in this regard by the competent authority of MUJ or through arbitration shall be final and binding to all the parties under dispute.

9) Infringement:

- 9.1 MUJ shall retain the right to engage in or abstain from any lawsuit concerning patent and license infringements.
- 9.2 MUJ shall ensure that Manipal University Jaipur personnel have an insurance clause built into the agreement with the licensee(s) while transferring technology or copyrighted material to licensees.

10) Modus Operandi:

- 10.1 All applications for patents should be dispatched to Head of Institution, irrespective of whether the inventions have resulted from the in-house research/project, or projects under sponsored activity. The Head of Institution must ensure that the foreseeable intellectual property under discussion is not revealed in public domain or discussed with people not connected with the research pertaining to intellectual property.
- 10.2 The application for patent or any other form of intellectual property shall be analyzed / inspected by the Intellectual Property Rights Cell (IPR Cell), comprising the following:

SI.#	Names of persons	Designation
1	President, Manipal University Jaipur	Chairman
2	Pro President, Manipal University Jaipur	Member
3	Registrar, Manipal University Jaipur	Member
4	Director (Research), Manipal University Jaipur	Member
5	Deputy Director (Research), Manipal University Jaipur	Member
6	Invited Member(s)	Member

- 10.3 The inventor(s) are required to make a brief presentation of their invention to the IPR Cell of the University. Based on the outcome reached through discussion by the Board members with the research team, reimbursement of application fees may be approved by DoR, leading to commencement of further processing of the application through the approved attorney or agency.





10.4 If the inventor(s) decide to abandon or withdraw the application for a patent at any stage after filing of application, prior approval of the IPR Cell is mandatory.

11) Incentive Awards for Granted Patents:

11.1 18 points or INR 18,000 shall be awarded for each granted patent.

11.2 All the members listed as inventors in granted patent shall receive 18 points each or INR 18,000 each.

11.3 The points are awarded to the inventor(s) affiliated to Manipal University Jaipur only for the granted patents, filed through IPR Cell, Manipal University Jaipur.

11.4 The certificate of grant of patent must be submitted along with the evaluation form to claim incentive award. (Annexure III)

11.5 No incentive shall be awarded for filed patent applications.

12) This policy supersedes earlier policy issued vide MUJ/REGR/1467/IPR/2018 dated May 03, 2018 and MUJ/REGR/1467/IPR/2018 dated December 11, 2018.

Manipal University Jaipur reserves the right to modify the above policy as deemed fit from time to time. The Policy will be effective from May 01, 2018.

File No.: MUJ/REGR/1467/IPR/2019

Dated: February 11, 2019

Registrar

Manipal University Jaipur



Enclosures

Annexure-I : Financial Claim Form for Intellectual Property Rights (IPR) Applications

Annexure-II : Intellectual Property Disclosure Form

Annexure-III : Evaluation Form to Claim Incentives for Patent

Annexure-IV : Bank Account Details of Students



Financial Claim Form for Intellectual Property Rights (IPR)
Applications

<u>Personal Details:</u>		
1.	Full Name of Inventor(s)	
2.	E-mail ID	
3.	Contact Number	
4.	Employee ID	
5.	Designation	
6.	Department	
7.	School/Faculty	

<u>IPR Details:</u>		
1.	Type of Intellectual Property Rights (IPR) (Patent/Copyright/Trademark/Design/Others)	
2.	Filing Status (Provisional/Full)	
3.	Area of Invention	



9.	Attached Intellectual Property Disclosure Form	
10.	Attached Search Report by IPR Attorney	
11.	Any Other Relevant Documents (If any)	
<p><u>Declaration:-</u></p> <p>The undersigned hereby declare that,</p> <p>(a) The data mentioned above are correct to the best of my knowledge.</p> <p>(b) The invention is original and has not been previously submitted, filed or claimed.</p>		
(Name of the First Inventor)		(Signature with date)
Comments of the Deputy Director of Research with signature:-		
Recommendation from Directorate of Research:-		
Recommendation from Pro-president:-		
Comments from finance office :-		
Amount transferred:		Date of transfer:
		(Signature with date)
DoR for information and record:-		

Enclosures:-

1. Duly signed IPR Search Report from IPR Attorney.
2. Filing Quotation/Receipt.
3. Intellectual Property Disclosure Form.



Intellectual Property Disclosure Form

This form should be used by Researchers/Inventors of Manipal University Jaipur and completed with a view to securing and obtaining intellectual property protection for the same. This form is essentially designed to help the Researchers/Inventors to organize their thoughts about their invention in a structured manner. The Inventors are encouraged to explain their invention in an extremely simplistic manner and in complete terms so as to allow a person not familiar with the relevant technology to easily understand the disclosed invention. The disclosed invention would enable IPR Attorneys in assessing its novelty and drafting an intellectual property application on the same.

This invention disclosure form contains information that is proprietary and highly confidential. Unauthorized possession, viewing, or distribution of the form is strictly prohibited.



GUIDELINES TO FILL THE INTELLECTUAL PROPERTY DISCLOSURE FORM

Following are some guidelines that would help you in disclosing your invention in this intellectual property Disclosure Form (IPDF):

- Please consider IPR Attorneys as people who do not have any understanding of the technology in which your invention has been made, while disclosing the invention. Kindly disclose your invention to the fullest possible.
- Please do not limit yourself only to the specific method/process, formulation/ composition, product/device or prototype that you have invented, while disclosing your invention but also consider identifying all the possible modifications/alternatives of your invention. Kindly explain all the identified modifications/alternatives in detail as well.

Note:

- *Please remember your competitors could easily design around your invention and come up with alternatives/modification, which when not properly disclosed in the IDF may provide your competitors with competitive advantages over your invention.*
- *The best way you could think of the alternatives/modifications is to consider yourself as your own competitor!!*
- Inventors are encouraged to use ordinary and known technical terms to describe their invention. In case, some unusual terms are used then their appropriate definition must be provided.
- The invention must be explained with reference to the properly labeled drawings and flowcharts.
- The IPDF is divided into following sections:

Sections	Purpose
Section- I	For disclosing details on the Applicant/Assignee and Inventor
Section-II	For disclosing details on invention
Section-III	Miscellaneous information



SECTION-I: DETAILS OF THE ASSIGNEE/APPLICANT AND INVENTORS

Please provide below complete details of the Assignee/Applicant to which the invention is assigned by the inventors.

Name of the Assignee/Applicant	MANIPAL UNIVERSITY JAIPUR
Registered address of the Assignee	
Name of the Department and School/Faculty from where the invention is originating	
Name of the Head of Department (HOD)	
Contact details of HOD	
Email ID of HOD	

Please provide details of all the inventors who have contributed to the invention. Feel free to add details of any additional inventors if required.

Name of the first inventor (surname followed by first and middle names)	
Nationality	
Address for communication	
Permanent address	
Contact details	
Email ID	

Name of the second inventor (surname followed by first and middle names)	
Nationality	
Address for communication	
Permanent address	
Contact details	
Email ID	





Name of the third inventor (surname followed by first and middle names)	
Nationality	
Address for communication	
Permanent address	
Contact details	
Email ID	

Name of the fourth inventor (surname followed by first and middle names)	
Nationality	
Address for communication	
Permanent address	
Contact details	
Email ID	





SECTION-II : INFORMATION OF THE INVENTION

1. Please provide a short title of the invention in not more than 15 words. The title should be clear and succinct.
2. Please write a brief background of the technology on which the invention has been made.
3. What are the existing problems of the technology that your invention proposes to solve? Have any previous attempts been made to solve these problems? Yes/No
If YES, how and by what means and what are their drawbacks/deficiencies?
4. How your invention proposes to overcome the above noted problems?
5. Have you conducted any prior art search¹ at your end on your invention? If YES, please provide us details of the prior art patents, published literature, catalogues, articles, etc. Please list down any competitor's patent or non-patent literature if you are aware of.
6. Does your invention relate to an Apparatus/Device/System; Method/Process; Formulation/Composition; or a combination of the above or others? Please specify.



¹ Prior art search- This is a kind of search that inventors may conduct/undertake at their end to ascertain whether their invention is new and inventive over existing technologies.

SECTION-III: MISCELLANEOUS INFORMATION

Attestation:

I/We hereby verify that the foregoing information and details are true and correct. I/We understand that in accordance with my/our terms of employment and associated agreement (s), the intellectual property rights to this invention belong to Manipal University Jaipur.

Full name of the first inventor	
Signature	
Date	

Full name of the second inventor	
Signature	
Date	

Full name of the third inventor	
Signature	
Date	

Full name of the fourth inventor	
Signature	
Date	

Full name of the HOD	
Signature	
Date	

Full name of the Deputy Director (Research)	
Signature	
Date	





Full name of the Director (Research)	
Signature	
Date	

Remarks by the Director (Research): Provide views on the invention (if possible)

Remarks by the Pro-President: Provide views on the invention (if possible)



Annexure-III

With effect from _____

Evaluation Form to Claim Incentives for Patent

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

Declaration by the submitting Inventor:

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

Name : _____ **Designation :** _____

Department : _____ **Institution :** _____

Email ID : _____ **Signature with date :** _____

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

For the use of Directorate of Research only:

Total number of points:

Deputy Director, Research

(Signature with date)



Director Research

(Signature with date)

Bank Account Details of Students**(In case of student inventors named in the granted patents)****Registration Number:****Details of Account Holder:**

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



PERFORMANCE MANAGEMENT SYSTEM 2022-2023

(Assessment Period Jan-2022 - Dec-2022)

(To be filled in by the appraiser and the appraisee jointly)

NAME OF THE FACULTY					
EMPLOYEE CODE					
DESIGNATION					
DOJ (DD-MMM-YYYY)					
DEPARTMENT					
PhD STATUS (Tick as applicable)		AWARDED	SUBMITTED	PURSUING	NOT REGISTERED
ADDITIONAL RESPONSIBILITY HELD If Yes, Provide Details		YES () / NO ()			
NUCLEUS MEMBER If Yes, Provide Details		YES () / NO ()			
SMILE PARTICIPANT If Yes, Provide Batch Number		YES () / NO ()			
FDP ATTENDED If Yes, Provide numbers		YES () / NO ()			
NAME OF HOD (APPRAISER)					

FACULTY WITHOUT ADDITIONAL RESPONSIBILITIES:

Designation	Academics		Research and Consultancy		Administration (Nucleus Member)		Competency	
	Max. Points	Weight Range	Max. Points	Weight Range	Max. Points	Weight Range	Max. Points	Weight Range
Assistant Professor	100	0.4 - 0.6	100	0.2 - 0.4	100	0 - 0.2	100	0.2
Assistant Professor (Senior Scale)	100	0.4 - 0.6	100	0.2 - 0.4	100	0 - 0.2	100	0.2
Assistant Professor (Selection Grade)	100	0.3 - 0.6	100	0.3 - 0.5	100	0 - 0.2	100	0.2
Associate Professor	100	0.2 - 0.6	100	0.3 - 0.5	100	0 - 0.2	100	0.3
Associate Professor (Senior Scale)	100	0.1 - 0.4	100	0.3 - 0.6	100	0 - 0.3	100	0.3
Professor	100	0.1 - 0.4	100	0.3 - 0.6	100	0 - 0.3	100	0.3

FACULTY WITH ADDITIONAL ADMINISTRATIVE RESPONSIBILITIES:

Academic Administrative Groups	Academics		Research and Consultancy		Administration		Competency	
	Max. Points	Weight Range	Max. Points	Weight Range	Max. Points	Weight Range	Max. Points	Weight Range
Group - 1*	100	0.1 - 0.3	100	0.1 - 0.3	100	0.3- 0.5	100	0.3
Group - 2*	100	0.1 - 0.3	100	0.1 - 0.3	100	0.2- 0.4	100	0.4
Group - 3*	100	0.1 - 0.3	100	0.1 - 0.3	100	0.2 - 0.4	100	0.4
Group - 4*	100	0.2 - 0.4	100	0.1 - 0.3	100	0.2 - 0.3	100	0.3
Group - 5*	100	0.2 - 0.4	100	0.1 - 0.3	100	0.2 - 0.4	100	0.2

(# The weightage defined under competencies is a Fixed Weightage as per levels/designations. The balance weightage can be picked up as per individual's requirement.)

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

- *Group - 1** : Heads of the Departments (HoDs)
- *Group - 2** : Directors of the Schools
- *Group - 3** : Directors of the Directorates, Heads of the Sections (Director Admissions, CoE, E-Cell, etc.)
- *Group - 4** : Deputy Registrar, Deputy CoE, Deputy Directors of all Directorates
- *Group - 5** : Assistant Registrar, Advisor Central Library, Web Master and Assistant Directors of all Directorates

FINAL SUMMARY SCORE							
Sr. No.	Performance Criteria	Max. Points	Agreed Weightage (A)	Total Points Earned Self -Rating (B)	Total Points Earned Appraiser's Rating (C)	Total Score (A x C)	Comments
1.	Academic	100					
2.	Research	100					
3.	Administration	100					
4.	Competency	100					

Appraisee : Name & Signature	Appraiser 1 (HoD) : Name & Signature
Appraiser 2 (Director) : Name & Signature	Reviewer (Dean) : Name & Signature
HR Comments on Performance (Year Wise) : Performance Rating at the time of Joining:	
Year	
Rating	
Name & Signature	

Note : Please fill the points earned in the respective Form and insert the points earned in the respective performance criteria of the 2nd Page of PMS Form.

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

FORM - A
I. ACADEMICS DETAILS:

Sl.No	Parameter	Maximum Points	Points Earned		Remarks
			Self-Rating	Appraiser's Rating	
1	Academic Engagement*	15			
2	Updating Course file*	05			
3	Assessment of course attainment*	05			
4	Updating AMS/DMS and attendance register*	05			
5	Student feedback*	05			
6	Student performance*	05			
7	Individual Development objectives of last year Fully achieved/ Partially achieved/Not at all achieved*	05/03/00			
8	Dept Responsibility allocated by HoD* (Academic Administration as per part II)	30			
9	Attendance detainees	05			
10	Online certification courses including Industry certified courses <ul style="list-style-type: none"> One 4-week Coursera Course will score 5 Marks. 1 Industry Certification will score 10 Marks 	15			
11	Introducing new course in the AY	10			
12	Any other work/responsibility assigned by Director/HoD	10			

The parameters with * are mandatory.

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

II. ACADEMIC ADMINISTRATION DETAILS:

S.No	Parameter	Maximum Points	Points earned		Remarks
			Self-Rating	Appraiser's Rating	
1	B. Tech Workshop Coordinator/Lab In-Charge	05			
2	UG/PG Course coordinator	05(Max 1)			
3	Faculty Mentor	05			
4	Time-Table Coordinator	05			
5	UG/ PG Program Coordinator	05			
6	Project/Dissertation/Internship (UG/PG) Coordinator	05			
7	Department Library Coordinator	05			
8	Convener/Co-convener of Conference, FDP, Workshop	10/05 (Max 1)			
9	Committee Member for Conference, Workshops, Seminars etc.	05 (Max 2)			
10	Department Examination Coordinator	10			
11	BoS Coordinator / Department Research Coordinator / Registration Coordinator / Admission Coordinator / Alumni Coordinator/ Faculty Board coordinator/ Class Coordinator/ International /E Cell Coordinator/ Coordinator for any other Functional Directorate	10			
12	Students Club coordinator	5			
13	OBE Coordinator	5			
14	Q&C- NAAC/NIRF/NBA Coordinator	10			
15	Developing E Content for NPTEL/SWAYAM/E PG Pathshala/MOOC/other Govt Recognized Portal ETC COURSES	30			
16	Extension and Outreach Programs conducted in collaboration with Industry, Community, and Non-Government Organizations through NSS / NCC / Red Cross / YRC etc. (Number of Activities)	10			

□ **Total score to be limited to 30 points**

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

FORM - B : Research and Consultancy

S. No.	Parameter	Maximum Points			Points Distribution			PMS assessment Automated/Manual	
		Quartile	Percentile	Maximum Points	First Author 60%	Corresponding Author 60%	Co-authors 40%		
1	<p>Assessment of Journal publication with MUJ affiliation</p> <ul style="list-style-type: none"> Maximum points are distributed in 60:40 Ratio, 60% for First & Corresponding authors and 40% for Co-authors. If the same faculty is both, the first author as well as the corresponding author, then points will be allotted only for one of the case. In case there are more than one corresponding authors, who are MUJ faculty then points will be divided equally among them. Sharing of the points among the co-authors authors as “Maximum points/N” (excluding the student author and Non-MUJ Authors) Maximum Points will be given for the sole MUJ authors either of First Author or Corresponding Authors If a faculty is the sole author, he will get full points for the publication SCOPUS/WoS/ABDC*/FT50*/SSCI*/AHCI* indexed journal publications will only be considered *those which are indexed in SCOPUS will only be considered under this category. SCI/SCIE indexed WoS are considered, others will go to serial number 17. 	Q1	99%	30	18	18	12	<p style="text-align: center;">Automated</p> <p>All the approved entries of Journal Publication will be considered for PMS Assessment, Points will be reflecting automatically as the Maximum point descriptions in the Faculty Profile “PMS View</p>	
			90%-98%	28	17	17	11		
			75%-89%	26	16	16	10		
			Q2	50%-74%	24	15	15		09
			Q3	25%-49%	22	14	14		08
			Q4	≤ 24%	20	13	13		07

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

S. No.	Parameter	Maximum Points	PMS assessment Automated/Manual
2	Assessment of IPR (Category-I) <ol style="list-style-type: none"> 1. Patent Granted 2. Design Registered and Published 3. Copyright Registered <ul style="list-style-type: none"> • Sharing of the points among all inventors as “Maximum points/N” excluding the student inventor and non-MUJ inventors • Only MUJ as first applicant in all the IPR filing will be considered in PMS Assessment • Highest IPR status attained will only be considered in the PMS assessment cycle • If an IPR is granted in the next PMS cycle, then the inventor(s) is eligible for points against patent granted in the next PMS cycle 	<ol style="list-style-type: none"> 1. 40 points per patent granted & sharing of Points 40/N with no capping. 2. 15 points per Design Registered & sharing of Points 15/N with maximum capping of 30 points. 3. 5 points per Copyright & sharing of Points 5/N with capping of 10 points. 	<p style="text-align: center;">Automated</p> <p>All the approved Granted/Registered/Published entries of Patent/Copyright/Design will be considered for PMS Assessment, Points will be reflecting automatically as the Maximum point descriptions in the Faculty Profile “PMS View”.</p>
3	Assessment of IPR (Category-II) <ol style="list-style-type: none"> 1. Patent published 2. Patent Filed <ul style="list-style-type: none"> • Sharing of the points among all inventors as “Maximum points/N” excluding the student inventor and Non-MUJ inventors • Only MUJ as first applicant in all the IPR filing will be considered in PMS Assessment 	<ol style="list-style-type: none"> 1. 25 points per patent published & sharing of Points 25/N with capping. 2. 10 points per patent filed & sharing of Points 10/N with maximum capping of 20 Points. 	<p style="text-align: center;">Automated</p> <p>All the approved Published/Filed entries of Patent will be considered for PMS Assessment, Points will be reflecting automatically as per the Maximum point descriptions in the Faculty Profile “PMS View”.</p>

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

S. No.	Parameter	Maximum Points	PMS assessment Automated/Manual	
4	Assessment of External Research Grant /Funding Received	Amount transferred in PMS Assessment year	Manual Entry Points will be reflecting after the manual verification of the sanction letter and Money received proof from MUJ Finance as per the Maximum point descriptions in the Faculty Profile "PMS View".	
		PI		10 points per lakh
		Co-PI		5 points per lakh
5	Assessment of External Research Grants Applied <ul style="list-style-type: none"> (Maximum capping of 15 points as PI and Co-PI) 	Date of Applied in PMS Assessment Year	Automated All the approved Applied entries of Research Project/Industry Project will be considered for PMS Assessment, Points will be reflecting automatically as per the Maximum point descriptions in the Faculty Profile "PMS View".	
		PI		1 point for 2 lakhs with a maximum of 10 points
		Co-PI		0.5 point for 2 lakhs with a maximum of 5 points
6	Assessment of Guide and Co- Guide PhD awarded of the MUJ ResearchScholar <ul style="list-style-type: none"> Date of Final Defense of the Thesis will be considered for the assessment. 	<ul style="list-style-type: none"> 10 Points for Guide (No Capping) 5 Points for Co-Guide (No Capping) 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View".	
7	Assessment of PhD Awarded <ul style="list-style-type: none"> Final defense date to be considered 	<ul style="list-style-type: none"> 20 Points to Faculty for PhD Awarded 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View".	

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

S. No.	Parameter	Maximum Points	PMS assessment Automated/Manual
8	Assessment of full book publication, published by a standard publisher with ISBN (Not a conference proceeding) <ul style="list-style-type: none"> Sharing of the points among all authors/Editors as “Maximum points/N” excluding the student author and Non-MUJ Authors/Editors Only reputed academic & professional publishing houses will be considered Publication through Lap Lambert, Amazon Kindle, Amazon Publishing Online service, local unknown publishing houses will not be entertained Theses, Project reports etc. converted in book form are not permitted 	For Scopus full book publication <ul style="list-style-type: none"> 10 points/book for author and sharing of points 10/N with a capping of max 3 [all chapters contributed by author(s)] 6 points/book for editor and sharing of points 6/N with a capping of max 3 [contributory chapters from different authors] For Non-Scopus full book publication <ul style="list-style-type: none"> 6 points/book for author and sharing of points 6/N with a capping of max 3 [all chapters contributed by author(s)] 4 points/book for editor and sharing of points 4/N with a capping of max 3 [contributory chapters from different authors] 	Automated All the approved entries of Full book Publication will be considered for PMS Assessment, Points will be reflecting automatically
9	Assessment of book chapter in a Scopus indexed book (Not a conference proceeding) <ul style="list-style-type: none"> Sharing of the points among all authors as “Maximum points/N” excluding the student author and Non-MUJ Authors 	For Scopus indexed book chapter publication <ul style="list-style-type: none"> 5 points/book chapter for all authors with sharing of points 5/N, with a capping of max 3. 	Automated All the approved entries of book chapter publication will be considered for PMS Assessment, Points will be reflecting automatically
10	Assessment of book chapter in Book Series <ul style="list-style-type: none"> Sharing of the points among all authors as “Maximum points/N” excluding the student author and Non-MUJ Authors 	For Non-Scopus indexed book chapter publication <ul style="list-style-type: none"> 3 points/book chapter and sharing of points 3/N, Maximum 3 chapter will be considered 	Automated All the approved entries of book chapter publication will be considered for PMS Assessment, Points will be reflecting automatically

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

S. No.	Parameter	Maximum Points	PMS assessment Automated/Manual
11	Assessment of full paper published in conference proceeding (Scopus indexed) <ul style="list-style-type: none"> Sharing of the points among all authors as "Maximum points/N" excluding the student author and Non-MUJ Authors 	For Scopus index Conference publication only <ul style="list-style-type: none"> 6 points/conference paper with sharing of 6/N Maximum capping of five (05) Number of Conference papers. 	Automated All the approved entries of conference publication will be considered for PMS Assessment, Points will be reflecting automatically
12	Assessment of PhD Thesis Evaluation / Keynote Speaker / Invited Speaker / Resource Person in National / International Event (including Webinars / FDPs)	<ul style="list-style-type: none"> 2 per event (Maximum 6 points) Only for outside MUJ Events 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View". Maximum three entries will be considered for the verifications.
13	Assessment of Editorial Member / Reviewer Assignments (Scopus Indexed Journals)	<ul style="list-style-type: none"> 2 per event (Maximum 6 points) 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View". Maximum three entries will be considered for the verifications.
14	Assessment of Innovation / Research Award (Membership of professional bodies will not be considered)	<ul style="list-style-type: none"> 2.5/award or recognition with capping of 5 points 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View". Maximum two entries will be considered for the verifications.

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director

S. No.	Parameter	Maximum Points	PMS assessment Automated/Manual
15	Assessment of Testing / Consultancy with NDA or equivalent (completed) <ul style="list-style-type: none"> Amount received in PMS Assessment year 	<ul style="list-style-type: none"> 4 points per lakh Minimum points 1 if less than 1 Lakh amount. 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View". Maximum two entries will be considered for the verifications.
16	Assessment of Fellowship from: Any Govt. Organization / External Nationally or Internationally recognized Agency / Govt. recognized Bodies	<ul style="list-style-type: none"> 5 points per fellowship with capping of 10 points. 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View". Maximum two entries will be considered for the verifications.
17	Assessment of Contributions towards MUJ research visibility: <ul style="list-style-type: none"> Conference Paper Presentation Publications under UGC Care SCOPUS /WoS (ESCI, zoological record etc.) without any quartile ABDC/AHCI/FT50 indexed (but not in Scopus) Reviewer in External Research Funded Projects MoU signed (nodal person) 	<ul style="list-style-type: none"> 2 points for each (capping with 10 points) 	Manual Entry Points will be reflecting after the manual verification as per the Maximum point descriptions in the Faculty Profile "PMS View". Maximum five entries will be considered for the verifications.

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director



FORM - C : Administration (NUCLEUS Member Only)

Sl.No	Nucleus Centre	Maximum points	Points Earned		Brief details of Nature of Work done
			Self-Rating	Appraiser's Rating	
1	Directorate of Academics	100			
2	Directorate of Research	100			
3	Directorate of Student Welfare	100			
4	Directorate of Quality & Compliance	100			
5	Directorate of International Collaborations	100			
6	Directorate of Alumni Relations	100			
7	Directorate of Admissions	100			
8	Directorate of E-Cell	100			
9	Directorate of Training & Placements	100			
10	Directorate of Sports	100			
11	Atal Incubation Centre	100			
12	Office of the Registrar	100			
13	Office of the Controller of Examinations	100			
14	Central Library	100			
15	MUJ - Teacher Empowerment Centre	100			
16	Campus Support - Hostel Wardens	100			
TOTAL SCORE** (**Total Score should be within 100 Points)					

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director



FORM - D : Competencies

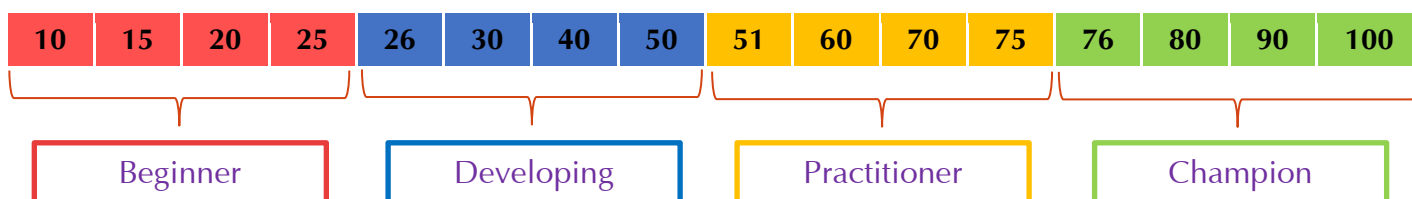
Administrative Competencies as per Levels :

	Competency	Selection applicable as per Designation	Self Rating	Appraiser Rating
Lead Self	Courage	Y / N		
	Ownership & Learning Mindset	Y / N		
	Nimble & Entrepreneurial	Y / N		
	Nurturing and Contributing	Y / N		
Lead Team	Collaborate to Win	Y / N		
	Drives Self & Others	Y / N		
	Inspire and Energize	Y / N		
	Develop & Empower People; Create Talent Pipeline	Y / N		
Lead Results	Get Things Done	Y / N		
	Focus on Flawless Execution	Y / N		
	Ensure Quality Standards at Scale	Y / N		
	Translates Strategy into Action	Y / N		
Lead Future	Think Different – Pioneering & Innovative	Y / N		
	Decide & Commit to Tough Calls	Y / N		
	Think Strategic & Long Term	Y / N		
	Think Big - Think Scale	Y / N		
Lead Stakeholders	Manages Perception & Influences Brand Image	Y / N		

Academic Competencies as per Levels :

	Competency	Selection applicable as per Designation	Self Rating	Appraiser Rating
Academic Competency	Subject Expertise & Pedagogical Strategies	Y / N		
	Active Research	Y / N		
	Engaging Learning Environment	Y / N		

□ Please select Competency applicable as per your designation and role. Please refer guidelines and Competency Dictionary for details.



Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director



APPRAISER COMMENTS	APPRAISEE COMMENTS

APPRAISER : _____ APPRAISEE : _____

FORM E. Individual Development Plan

Development Needs Please specify skill and trait that you want to develop.	Development Actions Specify the action to be taken and by whom	Time Frame When action will be taken and completed

Note : IDP need to be filled by Appraisee and the Appraiser with mutual discussion which is deemed to be agreed upon.

Signature of Appraisee

Signature of Appraiser/HoD

Signature of Director



Notification

Subject :- Revised Professional Development Allowance (PDA) Policy- 2019

It is hereby notified to all the concerned that the Revised **Professional Development Allowance (PDA)** policy is hereby formulated and will be effective from the date of issue of this notification.

It is also to be noted by all that, the timeline stated in the policy and the formats attached herewith are to be compulsory followed by all while availing this allowance.

Dr H Ravishankar Kamath
Registrar

Enclosures : As stated above

To,

All Concerned

Copy to:-

Hon'ble President through AR
Pro-President through PS
Director Research / Head HR / CF&AO

- for information please.
- for information please.
- for information please.



Registrar



Revised Professional Development Allowance (PDA) Policy- 2019

1. Eligibility

Faculty and other staff members, with one year of continuous service at MUJ, are eligible for the following Professional Development Allowances:

- 1.1 Professional Development Allowance (PDA) of Rs. 60,000/- per annum.
- 1.2 Professional Membership Reimbursement (PMR) of Rs. 10,000/- per annum.

2. Provision

The amount being spent for professional development every financial year should be utilized only for the following activities:

- 2.1 To attend Seminars, Workshops, Conferences, Short Term Courses (STC), Faculty Development Program (FDP), Meetings of Professional Bodies, etc., (Event) in India or abroad.
- 2.2 For membership fee of professional organizations relevant to one's domain (up to Rs. 10,000 only).
- 2.3 For purchase of books relevant to teaching/research (up to Rs. 5,000/- only).
- 2.4 For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion (up to Rs. 10,000/- only).
- 2.5 To support research scholars/students under the guidance of a faculty against actual work related expense (up to Rs. 5,000/- only).
- 2.6 Any other activity enhancing the core competency of the concerned faculty and staff, with due approval of the competent authorities (up to Rs. 10,000 /-only).

3. Applicability

- 3.1 All faculty members at the rank of Assistant Professor and above, including those on probation, contract and adhoc appointment.
- 3.2 All faculty members appointed as per the terms of post-retirement engagement policy.





- 3.3 Librarian appointed in the pay scale applicable to faculty members.
- 3.4 All University officials above the rank of senior executive and appointed by the University / Deputed by Manipal Group entities.
- 3.5 Director of Physical Education/Deputy Director / Assistant Director or equivalent appointed on the pay scale applicable to the faculty members.

4. Facility

- 4.1 Registration, accommodation & travel charges and per-diem will be reimbursed, for attending such events as per domestic travel policy within India & International Travel Policy for abroad.
- 4.2 Per-diem allowance will be restricted to a maximum of six days, over and above the travel days.

5. Conditions

5.1 Guidelines for participating in the conferences (within and outside MUJ).

5.1.1 All faculty members below the rank of Professor **must** present a paper/poster when attending a conference and produce evidence of the same to claim reimbursement.

5.1.2 All papers/posters **must** carry the name of Manipal University Jaipur along with the name of the author(s).

5.1.3 Faculty members at professor rank, if not presenting papers, must produce evidence of their active participation in the event, like chairing a session / participation in panel / guest lectures, or any other similar activity.

5.1.4 Faculty members should prefer the reputed/indexed conferences organized by premier Institutes/Societies with the aim to contribute in cascading the knowledge to the peer group.

5.1.5 If paper presentation is held abroad then there should be a prior presentation in the Department before the Conference Support Committee (CSC). The constitution of CSC is suggested as appended below:

- (i) Head of the Department (Convener).
- (ii) At least one faculty member of the Department above the rank of associate professor.
- (iii) Director of the School.





This presentation should be organized by the convener prior to the approval of pre-conference application and the recommendation of the committee will be forwarded in the prescribed format with the application. Senior Associate Professors and Professors are exempted through this process.

5.2 Guidelines for participating in the Workshops/Faculty Development Program (FDP) / Short Term Course (STC)

5.2.1 Faculty members may attend one workshop, one FDP and one STC in one financial year related to his/her research or academic field, organized by any recognized University or any other premier institute.

5.2.2 If he/she wants to attend more than one workshop/FDP/STC in one financial year, then proper justification has to be submitted. An approval may be given from competent authority for justified cases.

5.3 Procedure of approval of PDA application

5.3.1 Prior approval of the University is mandatory for attending any such Conference, Workshop etc. to be held inside & outside India. Application in the prescribed format (MUJ/CONF/01) should be filed one-month prior to the event to be held in India and two-month prior to the event to be held abroad. **Application submitted in the given format and defined timeline will only be considered.** All such applications should be sent to the Registrar through proper channel.

5.3.2 The scrutiny procedure will be as follows:



After obtaining approval from Registrar the application will be submitted to Deputy Director Research (for records).

5.3.3 In case of conference held abroad, Registrar will sanction a certificate of approval for participating in conference as a MUJ representative.

5.3.4 Faculty members who have not completed one year of service at MUJ, may also apply for presenting the paper in the conference. However, the final approval will be given by Registrar.

5.3.5 For attending conferences, workshops, etc., faculty members can avail approximately 75% of the anticipated expenses as advance (in a prescribed form no. MUJ/CONF/02) from the finance section, and get approval from the concerned authorities which is to be settled within one week from the date of return from the event.



5.3.6 Faculty should apply for the appropriate leave independently and attach a photocopy of the approval (form **MUJ/CONF/01**) with the leave application.

5.3.7 The applicant needs to ensure that all the approvals are obtained before the timeline.

5.3.8 Un-availed amount of PDA in a financial year will not be carried forward to the next financial year.

5.3.9 Management staff will submit their application through HR for approval.

5.4 Post event report submission

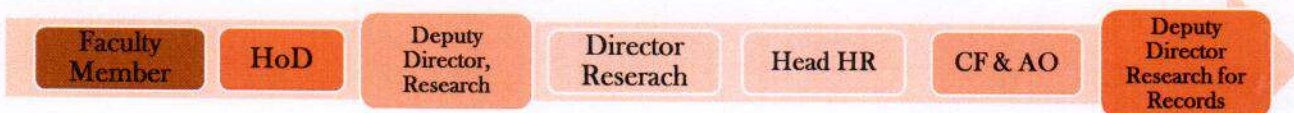
5.4.1 Faculty has to submit the complete form MUJ/CONF/03 and MUJ/CONF/04 along with his / her TA/DA expense through proper channel.

5.4.2 Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of certificate of attendance and post attendance report.

5.4.3 Submission of a report on paper presentation/participation /paper publication by the faculty in Conference/Seminars/workshop/FDP/STC is compulsory.

5.4.4 Following the event, the faculty member must present before the peer group of the department. Monthly report (**in the prescribed format**) has to be submitted to DoR by the HoD regularly, subject to which new applications will be considered from respective department.

5.4.5 Procedure for submitting post conference details is appended below:



5.4.6 The applicant needs to complete the formalities within one week after the completion of event.

(Note: in case the applicant does not attend the event, the information should be provided to DoR by e-mail with copy to HoD)





5.5 Other Provisions

5.5.1 Faculty may apply in the prescribed format, for reimbursement of membership fee of professional organizations, purchase of books, online courses like MOOC, etc., and to support research scholar / student against actual work as per the policy, with required proof of the expenses.

5.5.2 There is no restriction on number of membership of professional organizations, availed per year under the limit of Rs. 10,000/-.

Case File : MUJ/REGR/Policy/1850/2019

Date : 07 August 2019

Dr H Ravishankar Kamath
Registrar





MANIPAL UNIVERSITY
JAIPUR

MANIPAL UNIVERSITY JAIPUR TEACHER
EMPOWERMENT CENTRE (MUJ-TEC)

A report on

*A 5 Day Faculty Development
Program*

On

“NEP 2020: IMPLEMENTATION: ISSUES AND CHALLENGES”

**JOINTLY ORGANISED BY MUJ-TEC, TEAM HR,
DEPARTMENT OF INFORMATION TECHNOLOGY AND
DEPARTMENT OF PSYCHOLOGY**

9th to 13th October 2023 (Virtual Mode)

For Approval
HOD, Psychology
Vijay Kumar
Director
MUJ-TEC

Introduction of the Event

1. The education system and its policies in India have been undergoing several changes and reforms over the years with the aim of empowering students and learners by equipping them with the requisite knowledge and skills to ensure their employability as also to make them Industry ready so that with a little bit of training in the industry, they start contributing.
2. However, in the year 2020, the Government of India formally promulgated the NEP, to reform, re-envision and redesign the traditional education system to meet the needs of 21st-century learners. There have been numerous debates and discussions since the announcement of this policy regarding implementation in various educational institutions. The policy calls for changes in the traditional teaching-learning landscape, developing new methods and pedagogical techniques, training, and empowering the educators and teaching fraternity.
3. The policy also emphasizes redesigning the administrative and regulatory systems and is seen to be potent enough to strengthen our education system to provide quality education and empower the students.
4. For the successful execution of the NEP 2020, the faculty members especially will have to clearly understand the contents of the policy for its successful implementation so that all stakeholders get benefitted as per the vision for which the policy has been promulgated.

Objective of the Event

The proposed FDP aims to deliberate upon the various facets of the NEP and to equip the faculty members with strategies to adapt to the new curricula structure and learn some effective ways to deliver to the students for best outcomes.

Beneficiaries of the Event

Faculty members from all departments and schools of Manipal University Jaipur were invited to join the FDP. Faculty members from other universities and colleges from across the country were also invited. Total 240 faculty members of various departments and universities participated in the FDP.

Details of the Guests:

Dr. Bhagwan Jagwani is a Management Professor, Trainer and Consultant in the area of Finance & Business Analytics. His expertise also lies in the areas of ‘Outcome Based Education’, ‘Accreditation Process (NBA/NAAC)’ and ‘Functioning of the Internal Quality Assurance Cell (IQAC)’. He is presently associated as Campus Director, Allenhouse Group of Institutions, and Director, Allenhouse Institute of Management, Rooma, Kanpur, operating under the patronage of Superhouse Education Foundation, a leading Educational group of North India, set up by the Superhouse Group, a multi-unit and multiproduct conglomerate, with brand leadership in the field of footwear manufacturing and exports, and having 18 units with a workforce of over 5000 and a presence in more than 35 countries across the globe. Prof. Bhagwan possesses a work experience of 22+ years in industry and academia, which includes an association of more than 5 years with ICFAI, Hyderabad. He is professionally qualified as a Company Secretary and is presently a ‘Fellow Member’ of the Institute of Company Secretaries of India. He also holds a PhD and a Post Graduate degree in Commerce. Besides this, he is UGC-NET qualified and possesses various certifications in ‘Business Analytics’, ‘International Finance’, and ‘Financial Derivatives’ from renowned institutions like the Massachusetts Institute of Technology (MIT), USA; University of Pennsylvania, USA; IBM, India; and the National Stock Exchange of India. He is a certified trainer in the area of Predictive and Descriptive Analytics and also an expert on Outcome Based Education (Teaching, Learning and Evaluation) and Quality Assurance in educational institutions. Till date, Dr. Bhagwan has conducted over 40 Management and Faculty Development programmes and training sessions in India and abroad. This includes names like IIT Guwahati, Remote Sensing Applications Centre, Lucknow (under the Department of Science and Technology, Government of Uttar Pradesh), St. Francis College for Women, Hyderabad, FMS - Institute of Rural Management, Jaipur, BIRLA Group of Institutions, Sonapat, School of Management Sciences, Varanasi & Lucknow, IILM Lucknow, Pranveer Singh Institute of Technology, Kanpur, CSJM University, Kanpur, Lohia Corp Ltd. (flagship company of the Lohia Group), Kanpur, RAMADA Hotel, Lucknow, etc. Through his workshops, Dr. Bhagwan has trained several corporate professionals, faculties of engineering and management disciplines, company secretaries, doctors, hospital administrators, etc. on topics like ‘Finance for Non-Finance Professionals’, ‘Block Chain Technology’, ‘Art of Reading Financial Statements’, ‘Models of Strategic Thinking & Decision Making’, ‘Business Analytics’, ‘Applied Financial Econometrics’, ‘Outcome Based Education’,

‘Requirements of the NBA and/or NAAC Self-Assessment Report’, ‘Management Games’, etc. He has also rendered consultancy services to a company with an annual turnover of over Rs. 50 crores in Kanpur. Dr. Bhagwan has presented and published 30 research papers in national and international conferences, ABDC, Scopus-indexed and Foreign journals. His research paper based on his doctoral thesis was awarded 2nd prize in a ‘Doctoral Student’ Paper Competition organized by AIMS International, Houston, USA. His research paper on ‘Application of Data Envelopment Analysis’, published in the journal of MDI Gurgaon, was part of an assignment given to students pursuing MBA programme at IIT-Delhi. Dr. Bhagwan has also been a recipient of ‘Best Paper Presenter’ and ‘Best Faculty Guide’ awards. Born in the Philippines (South East Asia), Dr. Bhagwan has travelled abroad many times, and has also led international industrial-cum-study tours of management students to China and the UAE.

Prof. (Dr.) Somendra Shukla is presently the Director at Meerut Institute of Technology, Meerut. He is a Dale Carnegie certified faculty in high-impact teaching skills (HITS), is a Professor of Electronics and Communication engineering, Accreditation and Outcome-Based Education Expert, Trainer of teaching-learning processes with expertise in the implementation of Outcome-Based Education.

Dr. Somendra brings with him over 24 years of teaching experience. He has been associated with G.B.Pant University Pantnagar, Agra University, Rohilkand University, APJ Abdul kalam Technical University and IIITM Gwalior for various U.G. and P.G. teaching assignments. He is presently working as director at Allenhouse Institute of Technology, Kanpur (UP), run by Superhouse Education Foundation, a leading Educational group of North India, set up by the Superhouse Group having presence in more than 35 countries across the globe.

He has established CETL (Centre of Excellence in Teaching & Learning) at ABES Engineering College, Ghaziabad (India) and trained more than 3000 engineering teachers as master trainer of WIPRO MISSION10x for student centered teaching.

Somendra is known in his circles for his undivided attention and passion for creating change in engineering education.

Prof. (Dr.) Brajesh Varshney, Director, Kanpur Institute of Technology, Kanpur, completed his B. Sc. (Engineering) Mechanical in 1997 and M.Tech. (Engineering Systems: Mechanical) in 2002 from Faculty of Engineering, Dayalbagh Educational Institute (Deemed University), Dayalbagh, Agra. He obtained first division throughout class 10th to M.Tech. Dr. Varshney has also completed Ph.D. in 2013 from ABV-Indian Institute of Information Technology & Management (Deemed University, Government of India), Gwalior. Dr. Varshney started his career as Lecturer of Mechanical Engineering from B.S.A. College of Engineering & Technology, Mathura in September 1997 and served up to November 2000. He was a founder faculty of the college. During this period, he handled various assignments like coordinating examination, discipline committee, various government inspections, Training & Placement cell, establishing various laboratories, etc. During the same period, he had also helped in the establishment of G.L.A. Institute, Mathura. Dr. Varshney has also worked as Lecturer at Faculty of Engineering & Technology, Agra College, Agra from November 2000 to September 2004. During this period, he handled various portfolios like Warden, Boys' Hostel, I/C Placement Cell, I/C Examination, I/C Government inspections, etc. Dr. Varshney joined Kanpur Institute of Technology, Kanpur in September 2004 as an Assistant Professor, in Mechanical Engineering Dept. He is a founder faculty member of the institute. He was promoted to Associate Professor in October 2007 and continued till June 2013. He was further promoted to Professor in July 2013. Seeing his outstanding contribution in various areas of the institute, he was appointed as Director of the institute on 22nd April 2015. During the stay at Kanpur institute of Technology, he worked as Head of Department (Mechanical Engineering), Assistant Dean Academics and Dean Academics. He handled various assignments like coordinating counseling process, copy evaluation, inspection of government agencies, institute convocation, etc. He is the main person to automate various processes of the institute through ERP. Dr. Varshney is a Convener of Board of Studies, Mechanical Engineering (AKTU) and Convener of Industry Consultancy Committee (ICC), Mechanical Engineering (AKTU) since 2020. He is also a member of Examination Committee of AKTU since 2016 onwards and a member of Vocational Courses committee (AKTU) since 2019. He was a member of Academic Council (AKTU) from 2016 to 2017. He is a member of IEEE, IEEE-CIS. He is also a Vice Chairman of Executive Committee of IEEE-CIS, UP Section since 2019 and a member of Computer Society of India. During his academic career of more than 23 years, Dr. Varshney has taught various subjects of Mechanical Engineering at UG/PG levels. He has published six papers in National/International journals/proceedings of International / National conferences and guided

various M. Tech. & B. Tech. projects. Dr. Varshney attended a large no. of FDPs/workshops/short term courses at IIT, IIM, etc. He was awarded as the best teacher consecutively number of years. He was topper of the school in 10th class and city topper in 12th class. He has received appreciation letter from G.L.A. Institute (Now GLA University), Mathura for his outstanding contribution in its development.

Prof. (Dr.) Pawan K. Mishra, a renowned expert in the field of Sociology and Dean of GNIT, Greater Noida, U.P. Dr. Mishra holds a Doctor of Philosophy (Ph.D.) in Sociology from C.S.J.M. University Kanpur and has an impressive academic and professional background. With his vast experience, he has served as the Head of Department of Humanities and Social Sciences at Delhi Institute of Rural Development, Assistant Dean (Student Welfare) at GNCT College Greater Noida, and also as the Admission Head and Convener Anti-Ragging at the same institution. His scholarly contributions are remarkable, with 32 research papers in national and international journals of repute and 9 published books in Sociology, along with 5 books in Hindi literature. Dr. Mishra has also showcased his expertise as an editor for various magazines and research journals. His dedication to education has been recognized through prestigious awards, including the Shiksha Bharti Puraskar in 2010.

Brochure of the event:

 **MANIPAL UNIVERSITY
JAIPUR**
(University under Section 2(f) of the UGC Act)

ACCREDITED WITH A+ GRADE BY NAAC

 **FIRST STATE PRIVATE UNIVERSITY IN RAJASTHAN**
A+
NAAC
3.28 SCORE

**A
FIVE DAY
FACULTY DEVELOPMENT PROGRAM
ON**

**NEP 2020 IMPLEMENTATION : ISSUES
AND CHALLENGES**

Speakers


Prof. (Dr.) Somendra Shukla
Director-Meerut Institute of
Technology, Meerut


Dr. Pawan Kumar Mishra
Professor, GNIT, Greater
Noida


**Prof. (Dr.) Bhagwan
Jagwani** Campus director
Allenhouse Group of
Institutions, Kanpur


**Prof. (Dr.) Brajesh
Varshney** Director
Kanpur Institute of
Technology, Kanpur

9 OCT 2023 - 13 OCT 2023
2:00PM - 4:00PM | VIRTUAL MODE

CONVENERS
Dr Kavita Jhajharia
Dr Suyesha Singh

Jointly Organized by MUJ-TEC, Team HR, Department of Information
Technology and Department of Psychology

Schedule of the Event:

NEP 2020: IMPLEMENTATION: ISSUES AND CHALLENGES				
S.No	Session Topics	Resource persons	Date	Time
1.	NEP 2020: Facilitating Entrepreneurship and Innovation	Prof. (Dr.) Bhagwan Jagwani	9 th Oct' 2023	2:00 pm to 4:00 pm
2.	NEP 2020 and Higher Education	Prof. (Dr.) Somendra Shukla	10 th Oct' 2023	2:00 pm to 4:00 pm
3.	National Credit Framework in NEP 2020	Prof. (Dr.) Brajesh Varshney	11 th Oct' 2023	2:00 pm to 4:00 pm
4.	Indian Knowledge system in the light of NEP 2020	Prof. (Dr.) Somendra Shukla	12 th Oct' 2023	2:00 pm to 4:00 pm
5.	Science and Technology in ancient India	Prof. (Dr.) Pawan K. Mishra	13 th Oct' 2023	2:00 pm to 4:00 pm

Joining link for all sessions:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODcxYjRkYWEtNTVtMS00NjYxLWJlZjQOTg2N2JjZDY0YWWM4%40thread.v2/0?context=%7b%22Tid%22%3a%227d0726e8-bf4b-4ac1-99f1-010fb11f1d3f%22%2c%22Oid%22%3a%223885dd5c-d44e-46b8-abc5-a4e8e34b5bca%22%7d

Day wise report:

The FDP commenced with an inaugural session led by the organizers, providing an overview of the event and its objectives. Participants, eager to delve into the NEP 2020 discussions, actively engaged in the session.

Session 1 (9th October 2023): NEP 2020: Facilitating Entrepreneurship and Innovation (Prof. Bhagwan Jagwani): Prof. Bhagwan Jagwani enlightened the attendees about the role of NEP 2020 in fostering entrepreneurship and innovation in the education sector. His insights sparked discussions among the participants, setting a proactive tone for the rest of the program.

Photographs

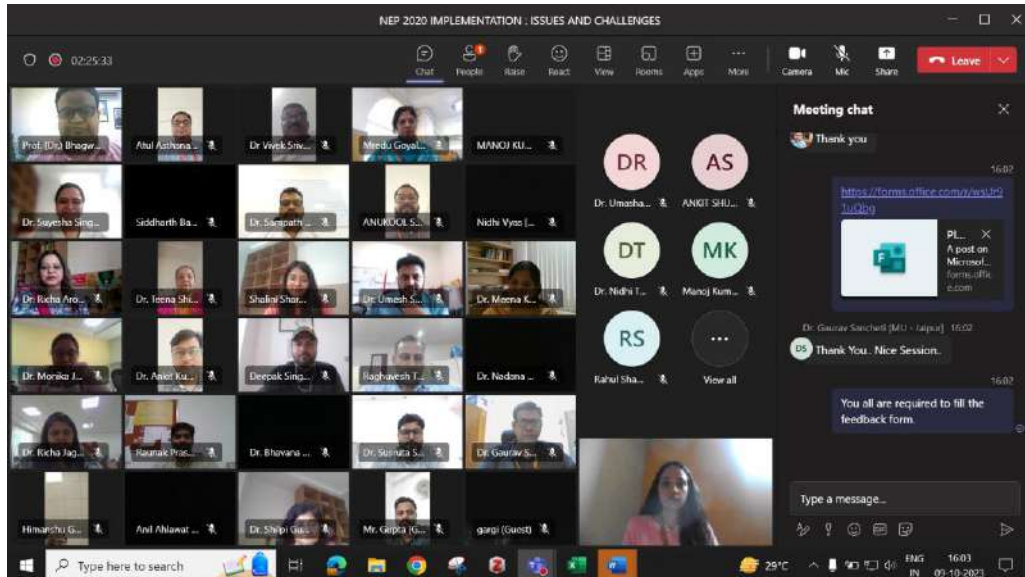


Fig-1: Glimpses of FDP (Day-1)

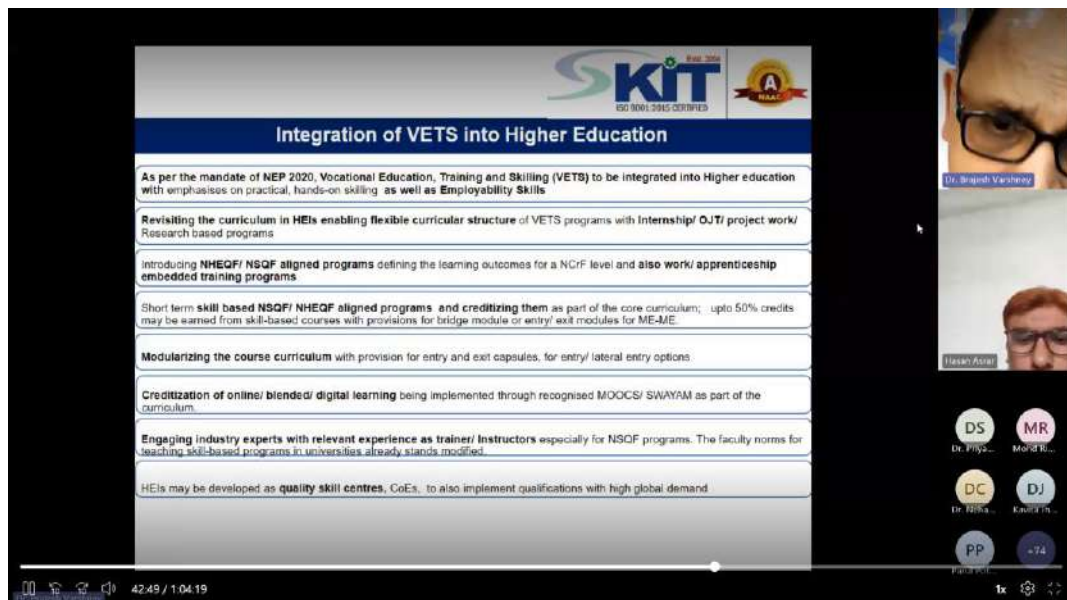


Fig-2: The speaker delivering a session.

Session 2 (10th October 2023): NEP 2020 and Higher Education (Prof. Somendra Shukla): The second day saw a diverse range of participants tuning in from different corners of India, bringing unique perspectives to the discussions. Prof. Somendra Shukla elucidated the implications of NEP 2020 on higher education,

emphasizing its transformative potential. His session generated thought-provoking queries from the participants, encouraging a vibrant exchange of ideas.

Photographs:

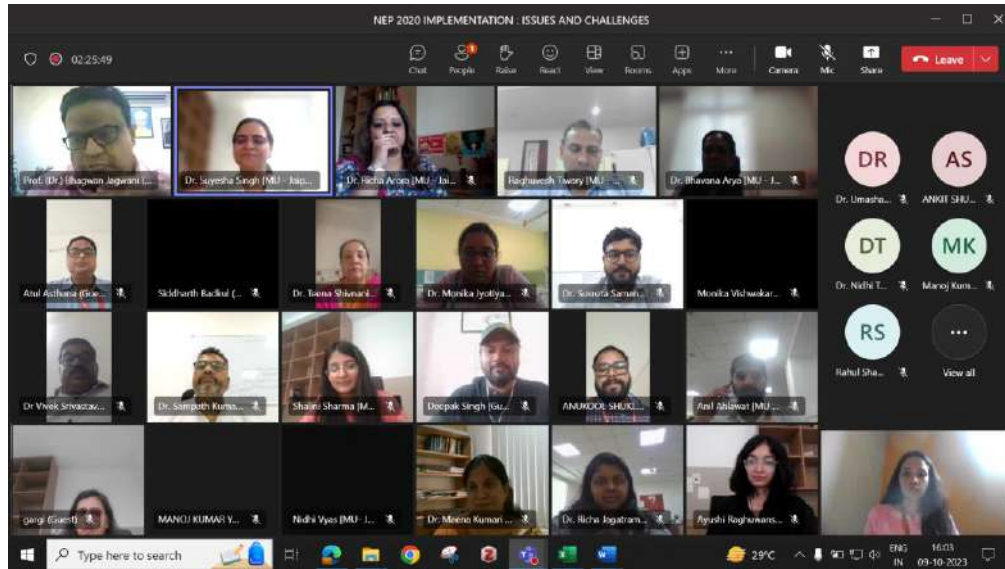


Fig-3: Participants on day-2

Session 3 (11th October 2023): National Credit Framework in NEP 2020 (Prof. Brajesh Varshney): The midpoint of the FDP witnessed increased enthusiasm among the attendees, who actively participated in the interactive online sessions. Prof. Brajesh Varshney provided a comprehensive overview of the National Credit Framework outlined in NEP 2020. Participants gained valuable insights into the credit system, leading to insightful discussions on its implementation challenges.

Photographs:



Fig-4: Prof Soumendra Shukla's session

Session 4 (12th October 2023): Indian Knowledge System in the light of NEP 2020 (Prof. Somendra Shukla): As the FDP progressed, the participants exhibited a deeper understanding of the topics discussed, engaging in meaningful conversations and knowledge sharing. Prof. Somendra Shukla returned to delve into the rich heritage of Indian knowledge systems within the framework of NEP 2020. Attendees appreciated the historical context provided, leading to a vibrant dialogue on preserving and integrating traditional knowledge in modern education.

Session 5 (13th October 2023): Science and Technology in Ancient India (Prof. Pawan K. Mishra): The final day of the FDP witnessed a culmination of the knowledge shared and acquired over the previous sessions. Prof. Pawan K. Mishra captivated the audience with his insights into the scientific achievements of ancient India. Participants were inspired by the historical perspective, leading to discussions on bridging the gap between ancient wisdom and contemporary scientific education.

Photographs:

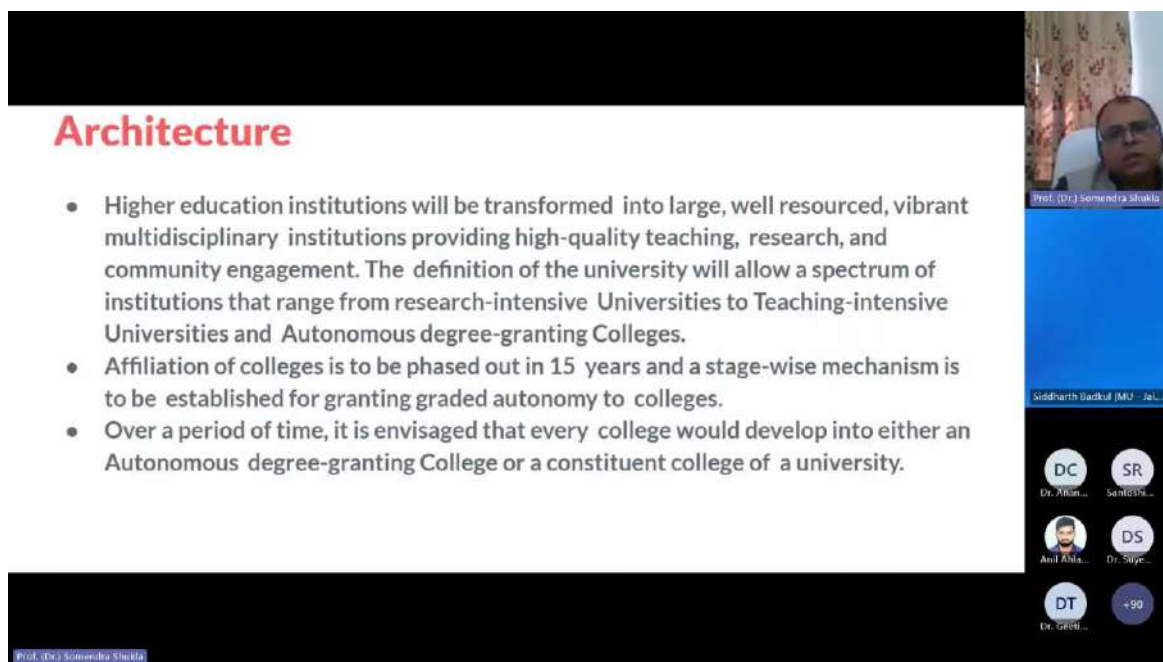


Fig-5: Prof Soumendra Shukla's session

Closing Ceremony: The FDP concluded with a closing ceremony, where organizers expressed gratitude to the participants, speakers, and sponsors. Certificates of participation were distributed, acknowledging the active involvement of the 235 attendees from various universities and colleges across India.

Overall, the 5-day FDP on "NEP 2020: Implementation: Issues and Challenges" facilitated a dynamic exchange of knowledge and ideas, leaving the participants equipped with a deeper understanding of the challenges and opportunities presented by the National Education Policy 2020.

Attendance of the Event

Sr No	Faculty Name	Department Name	Institute Name
1	Rinki Singh	Law	Delhi Institute of Rural Development
2	Prem kishor Gautam	Computer science and engineering	Meerut institute of Technology, Meerut
3	Neelesh Khare	Department of Mechanical Engineering	Meerut Institute of Technology, Meerut
4	Ayush Singhal	Computer Science and Engineering	Meerut Institute Of Technology Meerut
5	Dr. Sandeep Kapoor	CSE	Meerut Institute of Technology
6	Dr. Amrendra Pratap Yadav	Pharmacy	Department of Pharmacy Meerut Institute of Technology
7	Dr. Yogesh kumar	Agriculture Science	Meerut Institute of Meerut [PC]
8	Deepa Singhal		Meerut Institute of Technology, Meerut
9	Zaiba Ishrat	Electronics & Communication Engineering	Meerut Institute of Technology
10	DIVYA GUPTA	BCA	Meerut Institute of Technology
11	Himani Mishra	Applied science	Meerut institute of technology , Meerut
12	Dr. Ankur Goel	Department of Business Administration	Meerut Institute of Technology, Meerut.
13	Dr. Ashish Maurya	Electronics and Communication Engineering	Kanpur Institute of Technology, Kanpur
14	Dr. Uma Gupta	BSc	Kanpur Institute of Technology, Kanpur
15	Asheesh Gupta	Electronics & Communication Engineering	Kanpur Institute of Technology, Kanpur
16	Vani Gupta	B.Sc	Kanpur Institute of Technology, Kanpur
17	Alok Lakhera	Mechanical Engineering	Kanpur Institute of Technology, Kanpur
18	MR MANOJ KUMAR YADAV	Mechanical Engineering	Kanpur Institute of Technology, Kanpur
19	Dr. Ashish Ranjan Singh	Biotechnology	Kanpur Institute of Technology, Kanpur
20	Mr Seraj Alam Siddique	Pharmacy	Kanpur Institute of Technology and Pharmacy
21	Mukesh kumar Rathor	CSE	Meerut Institute Of Technology, Meerut
22	Kanchan Gautam	Computer Application	Kanpur Institute of Technology, Kanpur
23	RITU PANDEY	Applied Science and Humanities	Kanpur Institute of Technology, Kanpur
24	Dr. Sakshi Gupta	Applied Arts & Craft	Kanpur Institute of Technology, Kanpur
25	Sumit Kumar	Mechanical Engineering	Kanpur Institute of Technology, Kanpur



26	SUJEET KUMAR	Computer application	Kanpur Institute of Technology, Kanpur
27	Dolly Dhiman	Computer application	Kanpur Institute of Technology, Kanpur
28	Ajeet Singh	Computer Application	Kanpur Institute of Technology, Kanpur
29	Prabhat Gupta	Electronics and communication engineering	Kanpur Institute of Technology, Kanpur
30	Mohd azam	BBA	KIHE
31	Dr. Savita Singh	Applied Science and Humanities	Kanpur Institute of technology, Kanpur
32	Dr. Alok Singh	Basic science and humanities	Pranveer Singh Institute of Technology Kanpur
33	Neha Tayal	CSE	Kanpur Institute of Technology, Kanpur
34	SURAJ Srivastava	Computer science and engineering	Kanpur Institute of Technology, Kanpur
35	RAHUL SINGH	Computer Science and Engineering	Kanpur Institute of Technology, Kanpur
36	DIVYANSHI MISHRA	Diploma	Kanpur Institute of Technology, Kanpur
37	Swati bajpai	B sc medical microbiology	Kanpur Institute of Technology, Kanpur
38	Shivendra Singh	Applied art & Crafts	Kanpur Institute of Technology, Kanpur
39	Habib ur Rahman	CSE/IT/AI&ML	Kanpur Institute of Technology, Kanpur
40	Ritu Kumari Singh	Biotechnology	Kanpur Institute of Technology, Kanpur
41	HASAN ASRAR	Computer Applications Department	Kanpur Institute of Technology Kanpur
42	Mridul Bajpai	Business Administration	Kanpur Institute of Technology, Kanpur
43	Aditi Sharma	BCA	Meerut Institute of Technology
44	Richa Dixit Pandey	MCA	Kanpur Institute of Technology, Kanpur
45	Dr Atul Asthana	Business Administration	Kanpur Institute of Technology, Kanpur
46	Prashant Kumar	Pharmacy	Kanpur Institute of Technology and pharmacy
47	Abhinandan Shukla	CS/IT/AIML	Kanpur Institute of Technology, Kanpur
48	GULAFSHAN PARVEEN	BCA	Kanpur Institute of Technology, Kanpur
49	Gyanendra Kumar Verma	Electronics and communication Engineering	Kanpur Institute of Technology, Kanpur
50	Vaibhav Shukla	Electrical & Electronics Engineering	Kanpur Institute of Technology, Kanpur
51	Mr. Bipin Gupta	Ec-En	Kanpur Institute of Technology, Kanpur
52	Dr.Anshu Srivastava	Applied Science and Humanities	Kanpur Institute of Technology, Kanpur
53	Aman Kesharwani	Computer Science and Engineering	Kanpur Institute of Technology, Kanpur
54	Dr. Vivek Srivastava	Mechanical Engineering	Kanpur Institute of Technology, Kanpur
55	Mr. Prateek Gangwar	Mechanical Engineering	Kanpur Institute Of Technology, Kanpur
56	Naveen Kaushik	Placement	Meerut Institute of Technology



57	BALRAM SHARMA	Computer Science Engineering	Kanpur Institute of Technology, Kanpur
58	BHAIYA LAL	Civil Engineering	Kanpur Institute of Technology, Kanpur
59	Dr. Anshul Nigam	Biotechnology	Kanpur Institute of Technology, Kanpur
60	Neha Patel	Computer Application	Kanpur Institute of Technology, Kanpur
61	Hemant Kumar	Department of Computer Application	Kanpur Institute of Technology, Kanpur City
62	DEEPAK KUMAR YADAV	MECHANICAL ENGINEERING	Kanpur Institute of Technology, Kanpur
63	Amrish Chandra	Business Administration	Kanpur Institute of Technology, Kanpur
64	Shashank Srivastava	EC&EN	Kanpur Institute of Technology, Kanpur
65	Dr. Sanjay Singh	Mechanical engineering	Kanpur Institute of Technology, Kanpur
66	Dr PRASHANT KUMAR KATIYAR	Pharmacy	Kanpur Institute of Technology and Pharmacy
67	Gyanendra Kumar Verma	Electronics and communication Engineering	Kanpur Institute of Technology, Kanpur
68	Prabhat Kumar Sharma	Computer applications	KIHE
69	Abhishek Vishnoi	CSE	Kanpur Institute of Technology, Kanpur
70	Sachin Kumar Gupta	Applied Science	Meerut Institutes of Technology Meerut
71	Ruchi Mittal	Mechanical Engineering	Meerut Institute Of Technology, Meerut
72	Preeti	BCA	Meerut Institute of Technology, Meerut
73	Pratya singh	Applied Art and craft	Kanpur Institute of Technology, Kanpur
74	Neeraj Kant Sharma	CSE	Meerut Institute of Technology
75	ANKIT SHUKLA	MECHANICAL ENGINEERING	Kanpur Institute of Technology, Kanpur
76	Arun Kumar Dwivedi	Mechanical Engineering	Kanpur Institute of Technology, Kanpur
77	BHAIYA LAL	Civil Engineering	Kanpur Institute of Technology, Kanpur
78	Manoj Kumar		Meerut Institute of Technology, Meerut
79	BUSHRA BEGUM	BUSINESS ADMINISTRATION	Kanpur Institute of Technology, Kanpur
80	Dr Anupama Asthana	Business Administration	Kanpur Institute of Technology, Kanpur
81	Deep Kumar Srivastava	MCA	Kanpur Institute of Technology, Kanpur
82	Ratnesh verma	Ec/en	Kanpur Institute of technology, kanpur
83	Deepanjali Shukla	CSE	Kanpur Institute of Technology, Kanpur
84	Dr. Nidhi Tyagi	Computer Science & Engineering	Shobhit Institute of Engineering & Technology (Deemed-to-be-University)
85	Vimal katiyar	BBA	Allenhouse Business School
86	Sandhya Devi	Computer Science and Engineering	Allenhouse Institute of Technology, Kanpur
87	Dr. Dev Singh	Applied Mathematics	Allenhouse Institute of Technology



88	Hari Mohan Dixit	Computer Science	Allenhouse Institute of Technology
89	PRANEET MADHAV	Civil Engineering	ALLENHOUSE INSTITUTE OF TECHNOLOGY
90	Amit Kumar Sinha	Electrical and Electronics Engineering	Allenhouse Institute of Technology
91	Abhishek Dwivedi	Electronics and Communication Engineering	Allenhouse Institute of Technology Kanpur
92	SUNIL KUMAR	BCA	Allenhouse Business School
93	Gaurav Kumar Pandey	Mechanical engineering department	Allenhouse institute of technology kanpur
94	Dr. Nidhi Tyagi	Computer Science &Engineering	Shobhit Institute of Engineering & Technology (Deemed -to-be-University)
95	Dr Tanmoy Deb	ECE	Meerut Institute Of Technology, Meerut
96	Ashwani Kumar	ELECTRONICS & COMMUNICATION ENGINEERING	Meerut Institute Of Technology, Meerut
97	Ashish Tripathi	Electronics and communication engineering	Meerut institute of technology
98	Geetika Paul	Applied arts and craft	Kanpur institute of technology
99	Parul Potlia	Applied Arts and Craft	Kanpur Institute of Technology, Kanpur
100	Priya kanaujiya	Pharmacy	Kanpur Institute of technology and pharmacy
101	Priya kanaujiya	Pharmacy	Kanpur institute of technology and pharmacy
102	Abhai Shankar Chaurasia	Electronic and Communication	Allenhouse Institute of Technology, Kanpur
103	Shivakant Pandey	Electronics and Communication Engineering	Allenhouse Institute of technology
104	Prachi kushwaha	Pharmacy	Kanpur Institute of Technology & Pharmacy
105	Eqbal Ahmad	Computer science and engineering	Allenhouse institute of technology
106	Aparna singh	Electronic and communication	Allen House Institute of Technology
107	ANUKOOL SHUKLA	PHARMACY	KANPUR INSTITUTE OF TECHNOLOGY & PHARMACY
108	KALPANA GAUR	PHARMACY	Kanpur Institute of Technology, Kanpur
109	ANKUR YADAV	PHARMACY	KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY
110	SHIVANI SINGH SENGAR	PHARMACY	Kanpur Institute of Technology, Kanpur
111	Deepak Katiyar	Pharmacy	Kanpur Institute of Technology and Pharmacy
112	Aman Bajpai	BCA	Allenhouse Business School Rooma
113	Sonam singh parmar	PHARMACY	KANPUR INSTITUTE OF TECHNOLOGY &PHARMACY
114	Dr. Nidhi Tyagi	Pharmacy	Kanpur Institute of Technology & Pharmacy



115	Atul gupta	PHARMACY	Kanpur Institute of technology and pharmacy
116	Naziya parveen	Pharmacy	Kanpur Institute of technology and pharmacy
117	Komal Manwani	Pharmacy	Kanpur Institute of Technology and Pharmacy
118	Karishma Gupta	Pharmacy	Kanpur Institute of Technology and Pharmacy
119	RIZWAN AHMAD	APPLIED SCIENCE & HUMANITIES	ALLENHOUSE INSTITUTE OF TECHNOLOGY ROOMA KANPUR
120	Nidhi Parashar	Computer Science and Engineering	Meerut Institute Of Technology, Meerut
121	Ankita vishwakarma	Pharmacy	Kanpur Institute of technology and Pharmacy
122	Dr. Nidhi Tyagi	Computer Science & Engineering	Shobhit Institute of Engineering & Technology (Deemed-to-be-University)
123	Arpit Saxena	Business Administration	Kanpur institute of technology
124	Manish Jain	BCA	Allenhouse Business School
125	Noor Fatma	Applied Arts & Craft	Kanpur institute of technology
126	Shalini Sharma	Applied Arts and Craft	Kanpur Institute of Technology
127	Lekhika Prakash	Applied Science	Meerut Institute Of Technology, Meerut
128	JASWANT SINGH	PHARMACY	Kanpur Institute of Technology and Pharmacy
129	YASH VEER YADAV	CIVIL ENGINEERING	Allenhouse institute of technology
130	chirmi acharya	Department of Psychology	Manipal University Jaipur
131	Dr.Avanika Sinha	Psychology	Manipal University Jaipur
132	Sandeep Chaurasia	CSE	Manipal University Jaipur
133	Dr. Mousumi Debnath	Biosciences	Manipal University Jaipur
134	Prof. (Dr.) Geetika Tankha	PSYCHOLOGY	Manipal University Jaipur
135	Dr. Monika Jyotiyana	Computer applications	Manipal University Jaipur
136	Dr. V Vineeth kumar	Psychology	Manipal University Jaipur
137	Dr. Pragya Vaishnav	Department of Computer Applications	Manipal University Jaipur
138	Deevesh Chaudhary	Data Science and Engineering	Manipal University Jaipur
139	Dr. J. P. Sampath Kumar	Fashion Design	Manipal University Jaipur
140	Dr. Tina Shivnani	Commerce	Manipal University Jaipur
141	Dr.K.S.Shivraj	Central Library	Manipal University Jaipur
142	Dr. Neha V Sharma	DSE	Manipal University Jaipur
143	Ayushi Raghuwanshi	Department of Law (A&S)	Manipal University Jaipur



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144	Amrita Biswas	Department of Chemistry	Manipal University Jaipur
145	Dr. Arpit Totuka	Department of Law (C&M)	Manipal University Jaipur
146	Rahul Saxena	Information Technology	Manipal University Jaipur
147	Dr. Naveen Kumar Singh	Chemistry	Manipal University Jaipur
148	Susruta Samanta	Chemistry	Manipal University Jaipur
149	Bhavana Arya	Psychology	Manipal University Jaipur
150	Neha Singh	Electronics & Communication Engineering	Manipal University Jaipur
151	Kriti Vashishtha	Psychology	Manipal University Jaipur
152	Anand G. Chakinala	Biotechnology & Chemical Engineering	Manipal University Jaipur
153	Monika Vishwakarma	Computer Applications	Manipal University Jaipur
154	Dr. Gargi Sharma	Psychology	Manipal University Jaipur
155	Arjun singh	Computer and communication engineering	Manipal University Jaipur
156	Dr. Sunny Dawar	Commerce	Manipal University Jaipur
157	Dr. Rishi Vaidya	Department of Business Administration	Manipal University Jaipur
158	Deepak Singh	Fine Art	Manipal University Jaipur
159	Dr. Savita Panwar	Commerce	Manipal University Jaipur
160	Dr Jampala Maheshchandra Babu	Department of Business Administration	Manipal University Jaipur
161	Saurabh Sharma	Architecture	Manipal University Jaipur
162	Rahul shamota	School of Law	Manipal University Jaipur
163	Albin Anto	School of Law (C&M)	Manipal University Jaipur
164	Dr. Himani Sharma	Department of Commerce	Manipal University Jaipur
165	Dr Minali Banerjee	Economics	Manipal University Jaipur
166	Dr. Ravish Pandey	Business Administration	Manipal University Jaipur
167	Gaurav Sancheti	CIVIL ENGINEERING	Manipal University Jaipur
168	Dr. Laxmi Poonia	Mathematics and Statistics	Manipal University Jaipur
169	Dr Somya Choubey	Commerce	Manipal University Jaipur
170	ABHISHEK PANDEY	Directorate of online education	Manipal University Jaipur
171	Dr. Sayar Singh Shekhawat	Computer Science & Engg	Manipal University Jaipur
172	Ar. Anushri Gaur	Department of Interior Design	Manipal University Jaipur
173	Dr. Shalini Pathak	Computer and Communication Engineering	Manipal University Jaipur
174	Dr Ashish Goyal	Mechanical Engineering	Manipal University Jaipur



175	DR. MOHAMMAD RIZWANULLAH	MATHEMATICS AND STATISTICS	Manipal University Jaipur
176	Charanjeet Singh	Civil Engineering	Manipal University Jaipur
177	Dr. Ankit Kumar Singh Patel	Department of Commerce	Manipal University Jaipur
178	Dr. Kiran Raj	Department of Law	Manipal University Jaipur
179	Dr Sonal Sidana	Business Administration	Manipal University Jaipur
180	Dhananjay Kumar Singh	Information Technology	Manipal University Jaipur
181	Ashish Kumar Meher	Department of Economics	Manipal University Jaipur
182	Prathap Somu	Department of Biotechnology and Chemical Engineering	Manipal University Jaipur
183	Umashankar Rawat	Computer Science and Engineering	Manipal University Jaipur
184	Dr. Shweta Mishra	Business Administration	Manipal University Jaipur
185	Dr Bhavna Tripathi	Civil engineering	Manipal University Jaipur
186	Harendra Singh	Management	Manipal University Jaipur
187	Neerja Vyas	Languages, Literatures and Cultural Studies	Manipal University Jaipur
188	DR NITESH KUMAR PODDAR	BIOSCIENCES	Manipal University Jaipur
189	Nandana Chakinala	Biotechnology and Chemical Engineering	Manipal University Jaipur
190	Avneesh Kumar	Department of Journalism and Mass Communication	Manipal University Jaipur
191	Nupur ojha	Business Administration	Manipal University Jaipur
192	Mr. Vikram Singh Kashyap	Civil Engineering	Manipal University Jaipur
193	Dr Richa Jagatramka	Department of Interior Design	Manipal University Jaipur
194	Raunak Prasad	Architecture	Manipal University Jaipur
195	Dr. Sriparna Ray	Department of Chemistry	Manipal University Jaipur
196	Dr. Umesh Solanki	Management	Manipal University Jaipur
197	SHILPI BIRLA	Electronics & Communication Engineering	Manipal University Jaipur
198	Dr Meenakshi Joshi	Psychology	Manipal University Jaipur
199	Dr. Radhika Mohan Gupta	Arts	Manipal University Jaipur
200	Prof Richa Arora	Arts	Manipal University Jaipur
201	Dr. Priyanka Sharma	Business Administration	Manipal University Jaipur
202	Shalini Sharma	Department of Law (C&M)	Manipal University Jaipur



203	Manisha Sharma	Biotechnology and Chemical Engineering	Manipal University Jaipur
204	Himanshu Priyadarshi	Department of Electrical Engineering	Manipal University Jaipur
205	Dr. Amit Hirawat	Computer Applications	Manipal University Jaipur
206	Kartik Chamadia	Commerce And Management	Manipal University Jaipur
207	Kalpna Sharma	Mathematics and Statistics	Manipal University Jaipur
208	Shilpa Chaudhary	Department of Mathematics and Statistics	Manipal University Jaipur
209	Dr. Anil	Department of Mathematics and Statistics	Manipal University Jaipur
210	Dr. Ravi Ranjan	Commerce	Manipal University Jaipur
211	Sunil Kumar Patel	Computer Science & Engineering	Manipal University Jaipur
212	Vivek Panwar	Mathematics & Statistics	Manipal University Jaipur
213	Dr Virendra Singh Chouhan	Mathematics and Statistics	Manipal University Jaipur
214	Abhishek Narwaria	Computer and Communication Engineering	Manipal University Jaipur
215	Dr Harsh Pandey	Department of Biotechnology and Chemical Engineering	Manipal University Jaipur
216	Himanshu Gauttam	Information Technology	Manipal University Jaipur
217	Nadana Raja Vadivu G	Biotechnology and Chemical Engineering	Manipal University Jaipur
218	Prof. Sunil Joshi	Department of Mathematics and Statistics	Manipal University Jaipur
219	Dr. Rayaz Hassan	Journalism and Mass Communication	Manipal University Jaipur
220	Alok damare	Civil engineering	Manipal University Jaipur
221	Siddharth Badkul	Department of Law	Manipal University Jaipur
222	Dr. Sumit Srivastava	Information Technology	Manipal University Jaipur
223	Ms. Sugana Mitharwal	Law	Manipal University Jaipur
224	Nidhi Vyas	DOE	Manipal University Jaipur
225	Dr. Mredu Goyal	Commerce	Manipal University Jaipur
226	Ar. Kinzalk Chauhan	Architecture	Manipal University Jaipur
227	Ar. Siddharth Mishra	Architecture	Manipal University Jaipur
228	Dr. Charu Dhankar	Psychology	Manipal University Jaipur
229	Bijender Singh	Department of Mathematics & Statistics	Manipal University Jaipur
230	Dr Neha Chaudhary	CSE	Manipal University Jaipur
231	Raghuvesh Tiwari	Civil Department	Manipal University Jaipur
232	Dr Meena Kumari	civil	Manipal University Jaipur



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233	Dr Shilpi Gupta	Economics	Manipal University Jaipur
234	Dr Ginika Mahajan	DSE	Manipal University Jaipur

Feedback of the Event:

3. How would you rate the session sequence and flow?

● Poor	0
● Good	12
● Very good	24
● Exceptional	9
● Excellent	26



4. How would you rate technical connectivity in terms of audio/video?

● Poor	0
● Good	7
● Very good	27
● Exceptional	7
● Excellent	30



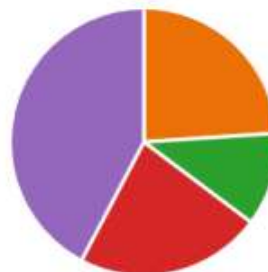
5. How would you rate FDP arrangements, punctuality, session management etc.?

● Poor	0
● Good	7
● Very Good	24
● Exceptional	9
● Excellent	31



6. How would you rate quality of content delivered by speaker?

● Poor	0
● Good	17
● Very poor	8
● Exceptional	16
● Excellent	30



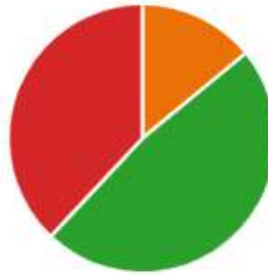
7. How would you rate speaker's expertise on topics?

● Beginner	0
● Intermediate	5
● Advanced	32
● Expert	34



8. How would you rate speaker's communication skill?

● Poor	0
● Good	10
● Very good	34
● Excellent	27



9. Your knowledge or skills have improved by attending the FDP?

● Yes	67
● Maybe	4
● No	0



10. How would you rate overall experience of FDP?

● Poor	0
● Good	9
● Very good	27
● Excellent	35



For further information
Vijay Kumar
Director
MUSFEC



Notification

Subject :- Revised Professional Development Allowance (PDA) Policy- 2019

It is hereby notified to all the concerned that the Revised **Professional Development Allowance (PDA)** policy is hereby formulated and will be effective from the date of issue of this notification.

It is also to be noted by all that, the timeline stated in the policy and the formats attached herewith are to be compulsory followed by all while availing this allowance.

Dr H Ravishankar Kamath
Registrar

Enclosures : As stated above

To,

All Concerned

Copy to:-

Hon'ble President through AR
Pro-President through PS
Director Research / Head HR / CF&AO

- for information please.
- for information please.
- for information please.



Registrar



Revised Professional Development Allowance (PDA) Policy- 2019

1. Eligibility

Faculty and other staff members, with one year of continuous service at MUJ, are eligible for the following Professional Development Allowances:

- 1.1 Professional Development Allowance (PDA) of Rs. 60,000/- per annum.
- 1.2 Professional Membership Reimbursement (PMR) of Rs. 10,000/- per annum.

2. Provision

The amount being spent for professional development every financial year should be utilized only for the following activities:

- 2.1 To attend Seminars, Workshops, Conferences, Short Term Courses (STC), Faculty Development Program (FDP), Meetings of Professional Bodies, etc., (Event) in India or abroad.
- 2.2 For membership fee of professional organizations relevant to one's domain (up to Rs. 10,000 only).
- 2.3 For purchase of books relevant to teaching/research (up to Rs. 5,000/- only).
- 2.4 For payment towards online courses like MOOC, etc., to enhance professional competency, on production of certificate of completion (up to Rs. 10,000/- only).
- 2.5 To support research scholars/students under the guidance of a faculty against actual work related expense (up to Rs. 5,000/- only).
- 2.6 Any other activity enhancing the core competency of the concerned faculty and staff, with due approval of the competent authorities (up to Rs. 10,000 /-only).

3. Applicability

- 3.1 All faculty members at the rank of Assistant Professor and above, including those on probation, contract and adhoc appointment.
- 3.2 All faculty members appointed as per the terms of post-retirement engagement policy.





- 3.3 Librarian appointed in the pay scale applicable to faculty members.
- 3.4 All University officials above the rank of senior executive and appointed by the University / Deputed by Manipal Group entities.
- 3.5 Director of Physical Education/Deputy Director / Assistant Director or equivalent appointed on the pay scale applicable to the faculty members.

4. Facility

- 4.1 Registration, accommodation & travel charges and per-diem will be reimbursed, for attending such events as per domestic travel policy within India & International Travel Policy for abroad.
- 4.2 Per-diem allowance will be restricted to a maximum of six days, over and above the travel days.

5. Conditions

5.1 Guidelines for participating in the conferences (within and outside MUJ).

5.1.1 All faculty members below the rank of Professor **must** present a paper/poster when attending a conference and produce evidence of the same to claim reimbursement.

5.1.2 All papers/posters **must** carry the name of Manipal University Jaipur along with the name of the author(s).

5.1.3 Faculty members at professor rank, if not presenting papers, must produce evidence of their active participation in the event, like chairing a session / participation in panel / guest lectures, or any other similar activity.

5.1.4 Faculty members should prefer the reputed/indexed conferences organized by premier Institutes/Societies with the aim to contribute in cascading the knowledge to the peer group.

5.1.5 If paper presentation is held abroad then there should be a prior presentation in the Department before the Conference Support Committee (CSC). The constitution of CSC is suggested as appended below:

- (i) Head of the Department (Convener).
- (ii) At least one faculty member of the Department above the rank of associate professor.
- (iii) Director of the School.





This presentation should be organized by the convener prior to the approval of pre-conference application and the recommendation of the committee will be forwarded in the prescribed format with the application. Senior Associate Professors and Professors are exempted through this process.

5.2 Guidelines for participating in the Workshops/Faculty Development Program (FDP) / Short Term Course (STC)

5.2.1 Faculty members may attend one workshop, one FDP and one STC in one financial year related to his/her research or academic field, organized by any recognized University or any other premier institute.

5.2.2 If he/she wants to attend more than one workshop/FDP/STC in one financial year, then proper justification has to be submitted. An approval may be given from competent authority for justified cases.

5.3 Procedure of approval of PDA application

5.3.1 Prior approval of the University is mandatory for attending any such Conference, Workshop etc. to be held inside & outside India. Application in the prescribed format (MUJ/CONF/01) should be filed one-month prior to the event to be held in India and two-month prior to the event to be held abroad. **Application submitted in the given format and defined timeline will only be considered.** All such applications should be sent to the Registrar through proper channel.

5.3.2 The scrutiny procedure will be as follows:



After obtaining approval from Registrar the application will be submitted to Deputy Director Research (for records).

5.3.3 In case of conference held abroad, Registrar will sanction a certificate of approval for participating in conference as a MUJ representative.

5.3.4 Faculty members who have not completed one year of service at MUJ, may also apply for presenting the paper in the conference. However, the final approval will be given by Registrar.

5.3.5 For attending conferences, workshops, etc., faculty members can avail approximately 75% of the anticipated expenses as advance (in a prescribed form no. MUJ/CONF/02) from the finance section, and get approval from the concerned authorities which is to be settled within one week from the date of return from the event.



5.3.6 Faculty should apply for the appropriate leave independently and attach a photocopy of the approval (form **MUJ/CONF/01**) with the leave application.

5.3.7 The applicant needs to ensure that all the approvals are obtained before the timeline.

5.3.8 Un-availed amount of PDA in a financial year will not be carried forward to the next financial year.

5.3.9 Management staff will submit their application through HR for approval.

5.4 Post event report submission

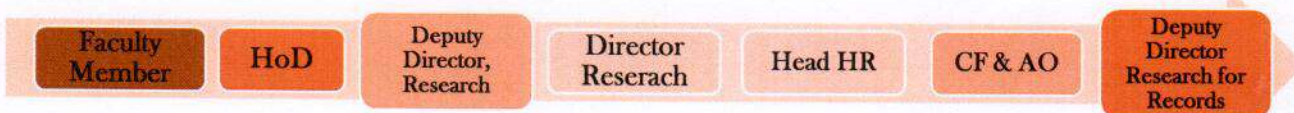
5.4.1 Faculty has to submit the complete form MUJ/CONF/03 and MUJ/CONF/04 along with his / her TA/DA expense through proper channel.

5.4.2 Reimbursement of expenses will be made only on claims which are supported by original vouchers, receipts, and on production of certificate of attendance and post attendance report.

5.4.3 Submission of a report on paper presentation/participation /paper publication by the faculty in Conference/Seminars/workshop/FDP/STC is compulsory.

5.4.4 Following the event, the faculty member must present before the peer group of the department. Monthly report (**in the prescribed format**) has to be submitted to DoR by the HoD regularly, subject to which new applications will be considered from respective department.

5.4.5 Procedure for submitting post conference details is appended below:



5.4.6 The applicant needs to complete the formalities within one week after the completion of event.

(Note: in case the applicant does not attend the event, the information should be provided to DoR by e-mail with copy to HoD)





5.5 Other Provisions

5.5.1 Faculty may apply in the prescribed format, for reimbursement of membership fee of professional organizations, purchase of books, online courses like MOOC, etc., and to support research scholar / student against actual work as per the policy, with required proof of the expenses.

5.5.2 There is no restriction on number of membership of professional organizations, availed per year under the limit of Rs. 10,000/-.

Case File : MUJ/REGR/Policy/1850/2019

Date : 07 August 2019

Dr H Ravishankar Kamath
Registrar

