



**DHANAMANJURI
UNIVERSITY**

**DHANAMANJURI UNIVERSITY
MANIPUR**

**GUIDELINES FOR
RESEARCH AND DEVELOPMENT POLICY**

**(INCENTIVES FOR ATTENDING ACADEMIC
CONFERENCE/SEMINAR/ SYMPOSIUM,
RESEARCH PUBLICATIONS, PATENTS, INTELLECTUAL
PROPERTY RIGHTS & CONSULTANCY POLICY)**

(Approved by the Academic Council vide Resolution No. 14/7/29.05.2025)

**DHANAMANJURI UNIVERSITY
MANIPUR - 795001
2025**

**Vice Chancellor
Dhanamanjuri University**



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

I. FINANCIAL SUPPORT/INCENTIVES FOR ATTENDING ACADEMIC CONFERENCE/SEMINAR/ SYMPOSIUM:

Guidelines for Financial Assistance for attending academic Conference/Seminar/Symposium held in India and abroad and Workshop/Short-term Training Programme within India

Eligibility Criteria for seeking Financial Assistance:

- a) A teacher of Dhanamanjuri University who has served on deputation / regular/absorbed basis for one year with a minimum of two research publications /atleast one research publication for applicants with Ph.D. degree in the journals notified on the UGC website/per reviewed at the time of publication.
- b) The level of programme and the standing of the institution where event is to be held should be truly national/international as the case may be and should lead to enhancement of the skills or addition to the professional accomplishment of the faculty members.
- c) Financial assistance shall be provided in the following order of preference.
 - i. Teachers delivering a key note address.
 - ii. Those contributing a paper (Oral presentation of paper)
 - iii. Those invited to chair a session
 - iv. Those invited to give symposium talks/invited lectures
- d) Financial assistance shall be provided to participate in the workshop and short-term training programme for one week duration, held in India.
- e) Financial assistance shall be provided to undergo a short technical training for the scientific equipment purchased by the University Department, if any. The duration of it should be more than one week.

PERIODICITY AND QUANTUM OF FINANCIAL ASSISTANCE:

A. Periodicity

- i) Financial assistance to a teacher for participating in an academic Conference /Seminar /Symposium to be held Abroad shall be provided once in four years.
- ii) Financial assistance to a teacher for participating in an academic conference /seminar /Symposium to be held in India shall be provided once in a year.
- iii) Financial assistance to a teacher/Officer for attending a workshop within India shall be provided once in two years.
- iv) Financial assistance to a teacher/Officer for attending a short-term training course within India shall be provided once in four years. The training course should be essential for upgrading the subject knowledge/technique that is part of teaching curriculum or specialized training to enhance functional knowledge of an upgraded equipment facility.

Note: A teacher will be provided financial assistance as stated above only once in a single year. For a joint paper, only one author will be entitled for University financial support.

Weng

2 | Page

Vice Chancellor
Dhanamanjuri University



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

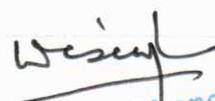
B. Quantum of Financial Assistance:

- a) For events held abroad
 - i) Airfare (Economy Class) to a maximum of Rs. 50,000/- or actual amount incurred, whichever is lower.
 - ii) Registration fee upto a maximum of 175 USD or equivalent in Indian currency or actual amount incurred, whichever is lower.
 - iii) Daily allowance as per norms (including one day before and one day after) upto a maximum of Rs. 15,000/- or actual amount incurred, whichever is lower.
- b) For events held India
 - i) To and fro travel expenses between Imphal and the Venue of the event by Bus/ Rail/Air to a maximum of Rs. 25,000/- or actual amount incurred, whichever is lower.
 - ii) Registration fee upto a maximum of Rs. 2,000/- or actual amount incurred, whichever is lower.
 - iii) Dearness allowance as per the entitlement.
- c) Financial assistance, with respect to participation in workshop, short training, special scientific/technical training programme shall be provided to the selected faculty members/ Officer to meet to and fro travel expenses between Imphal and the Venue of the event by Bus/Rail/Air to a maximum of Rs. 20,000/- or actual amount incurred, whichever is lower. For such training programme, the course fee, if any shall be provided to a maximum of Rs. 5,000/- or actual amount incurred, whichever is lower, and dearness allowance as per the entitlement.

PROCEDURE OF APPLYING FOR FINANCIAL ASSISTANCE:

An application for financial assistance should be submitted by the teacher concerned to the appropriate University authority through proper channel at least 60 days before the date of the programme in case of international events and 30 days in case of National events. The application should be submitted along with the following documents (the prescribed pro-forma is available in the Dhanamanjuri University website: www.dmu.ac.in).

- i. Conference brochure that shows the details – name, date, venue, registration fee, technical programme etc.
- ii. Acceptance letter which states clearly that the paper/abstract has been accepted for oral presentation.
- iii. One copy of full-length paper (no objection document is to be enclosed if there are co-authors at the paper).
- iv. One copy of the details of training programme for the faculty member who is applying for workshop and short training course.
- v. A copy of the letter of invitation from the organizers regarding the conference/ Seminar/Symposium to chair a session, talks etc and mentioning details of financial support offered, if any.


Vice Chancellor
Dhanamanjuri University



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

OTHER SUPPORTING POINTS FOR GETTING FINANCIAL ASSISTANCE/ADMINISTRATIVE APPROVAL:

- a) Author/ authors who has/have presented papers in the international and national events should acknowledge the Dhanamanjuri University in the paper itself for the financial support offered.
- b) The paper/text materials in the international/national seminars, key note address, invited lectures should be brought out in journals/books/proceedings etc. Such publication will be needed for reference when the faculty member seeks further financial support/travel grant from the University.
- c) After the event, proper claim sheet/TA form enclosing the details including original tickets, boarding pass of air travels, original receipts etc. should be submitted to the finance section of university.
- d) Those who wish to attend conferences/seminars/symposia etc. either on their own expenses or sponsored by any other agency shall submit their applications on the prescribed pro-forma for obtaining approval to attend the events and to be treated as on duty. Such teacher shall follow the same periodicity as noted above provided the teacher has duty leave available in his account for the financial year.
- e) Those teachers who have got the administrative approval for financial assistance prior to their programmes, are entitled for re-imburement/claim after return from the journey. However, those teachers without prior administrative approval would not be entitled for re-imburement/ claim after return from the journey.
There shall be no carry forward of liability.

The financial assistance requested may, however, be revised or declined by the University Authority as per the availability of fund.

II. FINANCIAL SUPPORT/INCENTIVES FOR RESEARCH PUBLICATIONS:

1. Financial Support Grants for Research Publications:

Dhanamanjuri University shall provide financial support (Publication Grants) to the regular faculty members of Dhanamanjuri University for the following categories of publications subject to the availability of the fund as the Open Access/APC Publication is realized for better visibility of the research work and it may also enhance the citations of the research work.

Vice Chancellor
Dhanamanjuri University



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

1.1 Categories of Research Publications;

Sl. No.	Category	Maximum Support/Grants
1	Science and Technology Stream	Publications in the SCOPUS and WOS Index Journals a) Impact Factor >10, A maximum of Rs. 10,000 or the actual publication fee whichever is lesser will be supported b) Impact Factor <10;>5.0, A maximum of Rs. 7,500 or the actual amount whichever is lesser will be supported c) Publications in the SCOPUS and WOS Index Journals with IF<5.0; A max. of Rs 5000 or the actual fees whichever is lesser will be supported d) UGC Care listed journals- A maximum of Rs.3,000 or the actual amount whichever is lesser will be provided
2	Social Sciences	Publications in the SCOPUS and WOS Index Journals a) Impact Factor >10, A maximum of Rs. 10,000 or the actual publication fee whichever is lesser will be supported b) Impact Factor <10;>5.0, A maximum of Rs. 7,500 or the actual amount whichever is lesser will be supported c) Publications in the SCOPUS and WOS Index Journals with IF<5.0; A max. of Rs 5000 or the actual fees whichever is lesser will be supported d) UGC Care listed journals- A maximum of Rs.3,000 or the actual amount whichever is lesser will be provided
3	Humanities Journals (Including Languages)	Publications in the SCOPUS and WOS Index Journals a) Impact Factor >10, A maximum of Rs. 10,000 or the actual publication fee whichever is lesser will be supported b) Impact Factor <10;>5.0, A maximum of Rs. 7,500 or the actual amount whichever is lesser will be supported c) Publications in the SCOPUS and WOS Index Journals with IF<5.0; A max. of Rs 5000 or the actual fees whichever is lesser will be supported d) UGC Care listed journals- A maximum of Rs.3,000 or the actual amount whichever is lesser will be provided

1.2 As for the Manipuri/Regional languages, the journals approved by the Sahitya Academy, New Delhi shall be treated as equivalent to the UGC CARE listed journal.

Vice Chancellor
Dhanamanjuri University | Page



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

2. OTHER TERMS & CONDITIONS FOR PUBLICATION GRANTS:

- (i) This will be subject to availability of the fund of the University.
- (ii) A regular teacher of the university shall be eligible for the publication grants.
- (iii) A teacher shall be provided the grant for a maximum of one publication in a financial year
- (iv) If the faculty member is the sole author of the research paper, he/she shall be awarded the 100% grant.
- (v) The Impact Factor of the journal shall be determined based on the updated list of journals with Impact Factors listed by Thompson and Reuters/Clarivate Analytics.
- (vi) For joint papers, if the faculty member is the Corresponding/First Author of the paper, 60% of the grants shall be awarded, and the remaining 40% shall be distributed equally to the other faculty members of the University.
- (vii) For joint papers, if the Corresponding author(s) does not belong to Dhanamanjuri University, the publication cost shall not be supported.
- (viii) Joint papers involving authors(s) from other universities/institutions can be supported provided that partnering institutions contribute equally. However, the contribution amount of Dhanamanjuri University shall not exceed the maximum limit of grants as stated above (Sl. No. 1, 2 & 3)
- (ix) Conference/Seminar/Workshop proceedings papers/Edited Book chapters shall not be considered for the incentives.

III. INCENTIVES FOR PATENTS & INTELLECTUAL PROPERTY RIGHTS:

Protecting the Intellectual Property Rights generated by the faculty members, students and staff of the University by translating their creative and innovative works into IPRs is an important task for the University to keep pace with changing times and paradigm shifts in modern-day research and development activities.

A. Financial support:

1. All the IPR applications generated by Researchers shall be filed in the name of the University.
2. All expenditure on filling, prosecution, grants, maintenance etc. of all IPR applications in the name of the University shall be borne by the University.
3. Decisions on expenditure related to filling, prosecution, grants, maintenance etc of all the IPR applications filed jointly in the name of the University and third party, shall be taken on case-to-case basis, taking into account the terms and conditions of the agreement signed with such third party, if any.
4. The researcher(s) shall sign an IPR Assignment and Royalty Sharing Agreement with the University having the following provision.
 - i. Researcher(s) shall be provided a copy of the license agreement in case the concerned IPR is licensed to a third party by the University for the purpose of commercialization.
 - ii. Researcher(s) shall be provided their share of royalty as per the provisions provided in the agreement if his/her share shall be continued to be paid, irrespective of their continuance with the University as a researcher.



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

B. LICENSING AND COMMERCIALISATION OF IPR:

1. The University shall make the best possible efforts to license out the IP generated with the creative efforts of the researchers and encourage the inventors to commercialise their Intellectual Property by organizing industry interactions.
2. The University will encourage the inventors to facilitate the commercialisation of their IP through their professional networks. However, any formal agreement for technology transfer shall be carried out only with the approval of the University Authority/ IPR Cell.
3. To ensure early commercialization and encourage the researcher to take active initiative for this purpose, a model for sharing of revenue is suggested below:

Revenue per year (in Rs.)	Share of University (in %)	Share of Researcher(s) (in %)
Less than Rs. 50 lakh	20	80
>50 lakh, < 100 lakh	30	70
More than 100 lakh	50	50

4. The total earnings for any single individual researcher for any particular financial year, in any case, shall be capped at Rs 200 lakh and any remaining amount shall be shared with the University.
5. University-generated IP can be licensed out to a third party or even to a spin-off company or startup company being set up by the Researcher(s) himself/themselves.
6. The University shall have a perpetual, non-exclusive royalty-free license, on a worldwide basis to use such licensed IP for its own teaching and academic works.

IV. CONSULTANCY POLICY:

For all consultancy assignments undertaken by faculty, the profit generated shall be shared between the University and the Principal Investigator (PI) as follows:

- a) 30% of the total profit from the consultancy assignment shall be retained by the University.
- b) 70% of the total profit shall be disbursed to the Principal Investigator (PI) responsible for executing the assignment.

The profit-sharing arrangement shall be applicable to all consultancy projects and must be clearly outlined at the time of project initiation.

V. OUTSTANDING TEACHER AWARD:

In recognition of Academic excellences, a faculty member (school wise) who has published a research paper with the highest impact factor will be honoured with an Appreciation Certificate on the Foundation Day of the University school wise. A token cash prize of Rs. 5000 may also be awarded.

Director, Research & Development Cell may invite application from the faculty member to be forwarded by the concerned Head, and the Dean of the School. The nomination will be done based on the publication and excellent in Teaching learning feedback data.

Vice Chancellor
Dhanamanjuri University



DHANAMANJURI
UNIVERSITY

DHANAMANJURI UNIVERSITY MANIPUR

VI. MISCELLENEOUS:

- i) The committee recommended the re-employment or designation of superannuated faculty/scientists with exceptional research profiles, as well as eminent faculty members, as mentors, Scientists or Professors Emeritus and would be done on a selective basis, subject to the availability of funds and the convenience of the University.
- ii) Financial assistance of Rs. 1,00,000 and Rs. 50,000 for organizing International and National Seminars respectively will be provided once a year to Department(s), if there is a shortfall in funding from other agencies or actual amount incurred, whichever is lower.


Vice Chancellor
Dhanamanjuri University