KASTURBA MEDICAL COLLEGE

MANIPAL

(A constituent unit of MAHE, Manipal)

Research Bulletin

by

Research Cell
Kasturba Medical College, Manipal

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About this Document:

This document is prepared with the inputs from the respective departments/institutions/offices of MAHE to help the faculty and researchers of Kasturba Medical College, Manipal. They may find it useful while searching for relevant support for their research related activities. The information may subject to change and the document will further be updated in due course. It is advisable to call the contact person in the respective office/institution/department beforehand to confirm if there is any recent change in the procedures or instructions. You may mail your feedback to Research Cell, Kasturba Medical College, Manipal (research.kmc@manipal.edu). We are happy if you find this document helpful.

1. Office of International Affairs

1.1 Vision and Mission

Vision

Comprehensive and unified framework for seamless international operations to collaborate with global community providing excellence in medical education, promoting transdisciplinary and translational research and faculty development for better patient care.

Mission

Student Motility Center is committed to synchronize and provide directions for international operations across all constituent departments of KMC, Manipal while catering to international visiting students, promoting faculty mobility and fostering global academic as well as research collaborations.

1.2 How to set up an International Collaboration

Student Mobility Center requests OIAC for a letter of introduction to the global health administration of the partner university.

After introduction, the SMC writes to the contact person at the partner university introducing KMC, Manipal, describing core academic and research areas in which collaboration is sought. Once the partner university responds, common areas for partnerships are explored through email, online meetings and in- person meetings. A general agreement is drafted with help of international agreements section of OIAC and MAHE legal cell.

Officers for execution of the agreement are identified in both the institution. Once the draft is approved by the agreements and legal team on both sides, the authorized signatories)sign the document. The Vice Chancellor, Director of international affairs and Dean of KMC, Manipal are the authorized signatories. The actual signatory depends on the signing authority at the partner university. A fully executed agreement is archived at OIAC with copies to the registrar's office, Dean's office and SMC. The Dean's office updates the same on the website.

Specific agreements are drafted as and when required and duly signed and executed as mentioned above. Specific academician or researcher (principal investigator) associated with the agreement acts as witness in the agreement. The witness (PI) is expected to provide periodic progress reports on the project regarding its outcome.

The SMC coordinates visits from international delegates with the help of OIAC. After an initial meeting with the administrative representatives from partner/future partner universities, core areas of mutual interest are identified in research, teaching and patient care. A team of

leads are identified on both ends and further dialog is promoted. The initial meetings are generally face to face while the collaborators are encouraged to improve rapport and brainstorm through online meetings and emails. Joint research proposals and publications are encouraged. SMC assists in drafting the bilateral agreements, legal and financial approvals and final execution of memoranda of understanding between the institutions.

1.3 How to plan student exchange and PhD program in collaboration with any foreign university
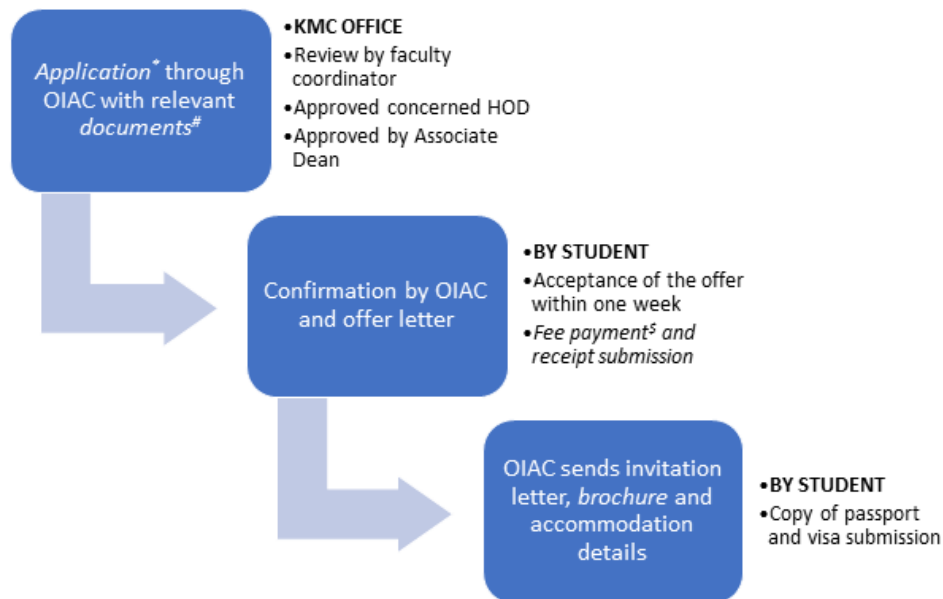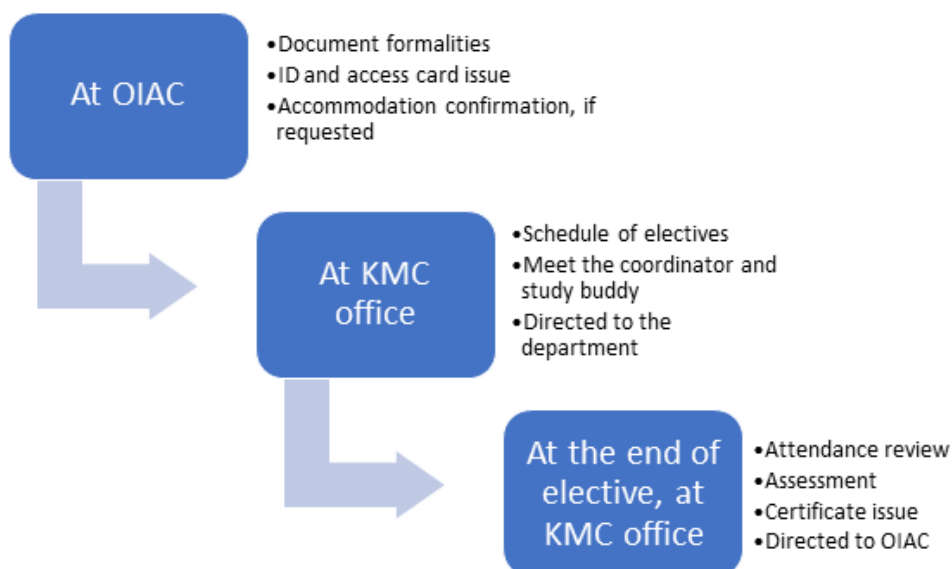
The international medical students from different parts of the world (the Netherlands, Australia, USA, UK, Nigeria, Congo, South Africa, Srilanka, Malaysia and France) have visited KMC, Manipal in the last academic year.

The international students approach different clinical sponsors for electives depending on their area of interest. However, they are routed through the office of international affairs and collaborations. They are required to apply through OIAC which is then forwarded to the SMC. This process is elaborated in the link provided. https://manipal.edu/kmc-manipal/programs/program-list/medical-ug- electives.html

Once the student arrives at KMC, Manipal and reports at Dean's office, the student receives a bonafide certificate and a schedule of elective rotation as per the requirement. The details of faculty co-ordinators of SMC and OIAC, department co-ordinators for the elective and directions to the place where they begin elective are explained to them. The coordinators interact with inbound students providing guidance regarding their application process, accommodation, tuition fee, postings schedule, stay and safety while working on campus.

The student must follow the rules as described in the link given above. An end posting assessment is conducted by the concerned faculty at the clinics and an assessment report is sent to the dean's office along with attendance. This is compiled and a final assessment report is given to the visiting student at the end of elective posting.

Inbound: Please refer to the visiting student application package (attached) for more details. Please note that the applications are now approved by the Dean.

Pre-acceptance:

```
Application* through          • KMC OFFICE
OIAC with relevant            • Review by faculty
documents#                      coordinator
                              • Approved concerned HOD
                              • Approved by Associate
                                Dean

        Confirmation by OIAC          • BY STUDENT
        and offer letter             • Acceptance of the offer
                                       within one week
                                     • Fee payment⁵ and
                                       receipt submission

                OIAC sends invitation          • BY STUDENT
                letter, brochure and           • Copy of passport
                accommodation                    and visa submission
                details
```

Upon arrival:

```
At OIAC               • Document formalities
                      • ID and access card issue
                      • Accommodation confirmation, if
                        requested

        At KMC                • Schedule of electives
        office                • Meet the coordinator and
                                study buddy
                              • Directed to the
                                department

                At the end of          • Attendance review
                elective, at           • Assessment
                KMC office             • Certificate issue
                                       • Directed to OIAC
```

1.4 How to invite and utilize the expertise of a foreign adjunct faculty

A foreign adjunct faculty may be invited for lectures, workshops and conferences as resource person. The head of the department or coordinator of special centers may send an official invitation through Dean, KMC, Manipal. The invitation must describe the purpose of the visit,

date, time, venue, and expected outcome.

Once the invite is accepted, an event id must be created by the HOD or faculty assigned by the HOD. The event must be publicized among faculty and students of MAHE through exchange viewer. The same may be posted on official handle of social media (contact: Dr Ganesh Mohan; ganesh.mohan@manipal.edu for Twitter) and college website (contact: Dr G. Shiva Prakash; shiva.g@manipal.edu for website update). A record of such visit must be maintained at the department office. If the adjunct faculty is an alum of the institution, the same must be given due credit and alumni coordinators and SMC coordinators must be informed**. A brief report of the event with photographs must be submitted to SMC at the end of the event, no later than 1 week after the completion of the event.**

An effort must be made to identify areas for further collaborations in research and education. If multi-institutional collaboration is being explored, OIAC must be informed to streamline the visit.

1.5 Any regulations for International collaborations and data exchange

International research proposals must obtain ethical approval from both the institutions. Any exchange of data, biological material and reagents/equipment must be pre-approved by the Ministry of Health and Family Welfare. Such stipulations must be elaborated in the specific agreements. The PI must enter the details of the project in Research Management Portal, inform the Research Cell and SMC before the commencement of the project. The PI is expected to provide periodic progress reports on the project regarding its outcome.

1.6 **How to plan student's electives abroad**

The outbound students have 4 options of applying for international electives
1. Apply through OIAC to partner universities
   a) Apply through visiting student application service- an initiative by Association of American   Medical Colleges
   b) Apply through OIAC to non-partner universities
   c) Apply privately without the institutional reference

The students are supported by providing administrative assistance and by granting leaves. The aspiring outbound students are counseled regarding best possible elective options in their field of interest. They are also informed about funding opportunities, attendance claims and possible research areas. They are assisted with administrative process and their applications are routed through the institute and the international office.
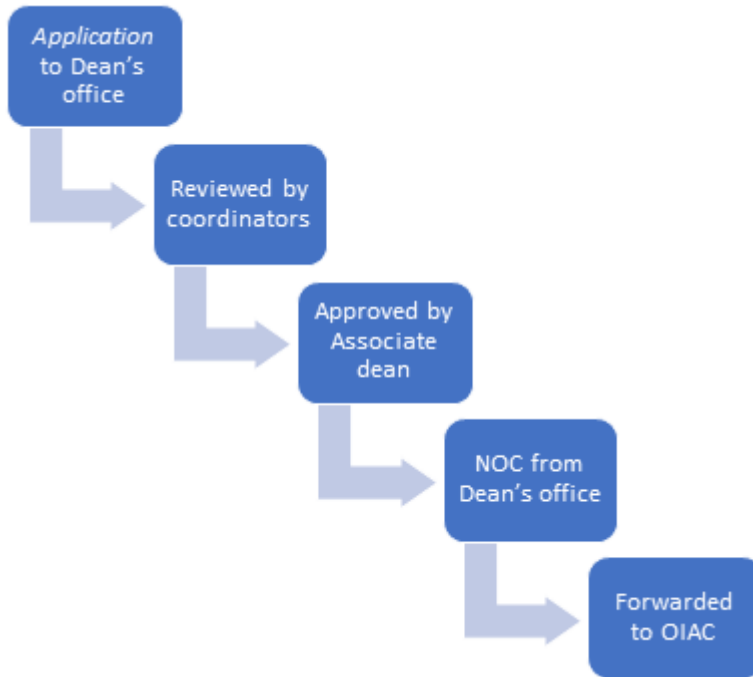
Kasturba Medical College, Manipal, is the only medical college in the country to be recognized by the American New York State education department (NYSED) which gives unrestricted allowance on the duration of clerkship/elective experience for KMC students seeking long-term clinical clerkship placements in the state of New York.

Partner medical school for visiting students' application services (VSAS) is an initiative of Association of American Medical Colleges (AAMC) KMC, Manipal is part of the Visiting Student Application Services, an initiative of AAMC.

Students are requested to follow the below mentioned steps to register to VSAS:

Please write an application (email) addressed to the Dean requesting invite for registration VSAS and send it to undergraduate section (sis.kmc@manipal.edu) with a copy to Student Mobility Center (smc.kmcmanipal@manipal.edu).

The following details are required for VSAS registration:

First name:
Middle name:
Last name:
Email address to which the invite has to be sent:

| Expected date of completion of internship: |
| Contact number: |

The request will be processed by home institution administrators after approval from the Dean. The invitation link is valid for 1 month once the student receives it.

Global Education in Medicine Exchange (GEMx) is an ECFMG initiative. It is a global partnership for exchange in Medical education that connects medical schools and students around the world. Please contact the SMC coordinators for registration.

1.7 **Any regulations for foreign faculty/guests to visit campus as a speaker/collaborator**

A valid visa is required for a foreign faculty visit, for which letter of invite may be issued by OIAC. A request from HOD/coordinator of centers, for letter of invites to be addressed to Dean and mailed to SMC, which will then be forwarded to OIAC. **If any live procedure demonstration or hands on workshop involving patients is planned, prior permission from MCI must be obtained.** This procedure to obtain MCI permission takes a minimum of 120 days. Hence, the organizers of such events are requested to contact SMC atleast 5 months before the event.

1.8 **How to arrange the stay and travel for a foreign faculty (not adjunct)**

If the foreign faculty is visiting only KMC, Manipal, a request for local travel (airport pickup and drop off, please mention the travel itinerary) and accommodation (please specify if FIVV/NIH accommodation) must be made to the Dean. This request is then forwarded to the registrar. Upon the registrar's approval, MAHE transport will arrange for airport pickup and drop off. Dean's secretary will make arrangements for accommodation.   If the foreign faculty is part of a multi-institutional delegation or visiting multiple institutions of MAHE, the OIAC must be informed well in advance (as early as the visit is planned and air tickets are booked by the guest) so that travel and accommodation arrangements may be made by OIAC. Please note that the faculty must be visiting multiple institutions for OIAC to make these arrangements and the office has to be informed early.

1.9 **How to arrange the stay and travel for a foreign student, joining temporarily as a researcher**

A foreign student on a temporary research visit will be issued a letter of offer by OIAC (once his application is reviewed and approved by the PI). After the student accepts the offer, he/she will be sent a letter of invite (for visa) and offered airport pickup and drop off as well as accommodation at NIH at the rates defined by OIAC. If the student agrees for this, then further arrangements are made by OIAC.

1.10   **Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)**

SMC meets every quarter with all its departmental coordinators. A quarterly report of all its activities is sent to OIAC in the prescribed format (MICRO). International Students Day is celebrated 2nd Saturday of August every year.

1.11   **Office address and Contact person with phone number and email (may be multiple for different affairs)**

a) **Student Mobility Center (SMC) address:**
Student Mobility Center
Room number 3, Ground floor,
KMC faculty rooms, Administrative block,
Kasturba Medical College,
Manipal, Udupi, Karnataka - 576104

SMC coordinators:

Name	Email id	Contact no
Dr. Sindhura Lakshmi K.L, Associate Professor, Dept. of Pathology, KMC	sindhura.lakshmi@manipal.edu	8095136096
Dr. Freston Marc Sirur, Assistant Professor, Dept. of Emergency Medicine, KMC	freston.sirur@manipal.edu	9604200840
Mrs. Nandini Prashanth Bhat, Tutor, Dept. of Anatomy, KMC	nandini.bhat@manipal.edu	9449079477

b) **Dean office:**

Name	Email id	Contact no
Dr. Sharath Kumar Rao K, Dean, KMC	sk.rao@manipal.edu dean.kmc@manipal.edu	0820 2922367

c) **Office of International Affairs, 3rdfloor, Edu building, MAHE, Manipal**

Name	Email id
Dr. Raghu Radhakrishnan	raghu.ar@manipal.edu;director.intl@manipal.edu
Mrs. ShantalaPai	shantala.pai@manipal.edu
Ms. Joyce	intl.incoming@manipal.edu
Ms. Riya	intl.office@manipal.edu
Ms. Preeti	intl.collaborations@learnermanipal.onmicrosoft.com

2. **Directorate of Research, MAHE**

2.1   Vision and Mission (In alignment with university)

Vision

- Global leadership in human development,
  excellence in education and healthcare.

Mission

- Be the most preferred choice of students, faculty and industry
- Be in the top 10 in every discipline of education, health sciences, engineering and management.

2.2   Documents available for applying any research grant
    Repository List.xlsx

2.3 Facilities available in DoR for faculty/Researchers

All Database management systems such as, Scopus, Scival, Web Of Science, PURE etc.,

2.4   Information available in DoR for faculty/Researchers
All publication related Data

2.5   How DoR can help in research trouble shooting
They can help in coordination if any or answering the queries from case to case basis

2.6   Prizes and awards for the faculty publications
Incentive Policy Attached

2.7   Prizes and awards for the student publications
Same as above

2.8   When and How to enter into RMS portal and get UTN number
To be applied while applying for grant/Publication. RMS Handbook attached

2.9   Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

Institutional Research Activity Group meetings are conducted every quarter; seminars and workshops are conducted for various publications. Same is informed through mail as and when planned to all institutions.

2.10   Office address and Contact person

Directorate of Research,
Ground Floor, Advance Research Centre,
Manipal, Karnataka – 576104

Contact Number- 0820 29 23439, office.dor@manipal.edu

Contact person

Name	Email id
Dr. Bharti Deputy Director Research Health Science	bharti.magazine@manipal.edu
Dr. Santosh KV Deputy Director Research Technical	santhosh.kv@manipal.edu

3. Center for Doctoral Studies, DoR, MAHE

3.1 Vision and mission

Vision

The Centre for Doctoral studies aims to drive a doctoral program which is outstanding and capable of producing scholars who will foster and sustain research culture to match global standards.

Mission

Offer a robust doctoral program by selecting, enrolling, supporting and retaining academically distinguished students; with a focus on strengthening the doctoral program both in terms of quality and numbers

3.1   **Rules and regulations for PhD program in MAHE**

https://manipal.edu/content/dam/manipal/mu/documents/PhD/Handbooks%20Downloads/MAHE%20PhD%20guidelines%20-%20Oct%202019.pdf

3.2   Types of grants/funding offered for PhD program
Nil

3.3   Essential information and links

www.manipal.edu/phd

https://manipal.edu/content/dam/manipal/mu/documents/PhD/Handbooks%20Downloads/MAHE%20PhD%20guidelines%20-%20Oct%202019.pdf

3.4   Rules for full-time PhD program
Page-2   -
https://manipal.edu/content/dam/manipal/mu/documents/PhD/Handbooks%20Downloads/MAHE%20PhD%20guidelines%20-%20Oct%202019.pdf

3.5   Rules for part-time PhD program
Page-3   -
https://manipal.edu/content/dam/manipal/mu/documents/PhD/Handbooks%20Downloads/MAHE%20PhD%20guidelines%20-%20Oct%202019.pdf

3.6   Rules for foreign faculty as co-guide

Page 5 of guidelines, but can only be a co-supervisor

https://manipal.edu/content/dam/manipal/mu/documents/PhD/Handbooks%20Downloads/MAHE%20PhD%20guidelines%20-%20Oct%202019.pdf

3.7   Rules for application as PhD guide

Page 05 of guidelines

3.8   Workflow   over   the   year   (Meeting/Seminars/Workshops/Contact program/Training etc)

https://manipal.edu/content/dam/manipal/mu/documents/PhD/Handbooks%20Downloads/COURSES%20AT%20MAHE.pdf

3.9   Office address

The Director
Centre for Doctoral Studies
Ground Floor, Advanced Research Centre
Manipal Academy of Higher Education
Manipal - 576104
Tel: +918202922017

4. Intellectual property rights (IPR), DoR, MAHE

4.1   Vision and Mission

Vision

•   To improve potential for commercializing research carried out within the Manipal Academy of Higher Education system.

Mission

•   To support commercialization of research generated after assessing market potential, including potential for securing various forms of Intellectual Property, within Manipal Academy of Higher Education by coordinating with researchers from Health Sciences, Technology, Management and other research disciplines.

4.2   Rules and regulations for IPR/Copyright in MAHE

Standard Operating Procedure for filing patent applications from Manipal Academy of Higher Education

Stage 1
• Inventor submits an abstract of invention to Technology Transfer Office in Invention Disclosure Form

Stage 2
• Technology Transfer Office Carries out a Prior Art Search
• Prior Art Search Report is sent to the Investigator

Stage 3
• Based on the Prior Art Search report, Inventor(s) decided whether to proceed with filing patent application or need to make changes

Stage 4
• Decision to file a patent application is communicated to the Technology Transfer Office

Stage 5
• Technology Transfer Office identifies a suitable partner among the selected partners for filing patent application
• The decision to file a patent application is communicated to finance/legal department and office of Directorate of Research. The finance department may make appropriate provision

to pay the professional fees to the partner in consultation with the inventor. Technology Transfer Office shall be kept informed by Finance department of actions taken.

Stage 6

- The inventor provides required data to Technology Transfer Office/Partner

Stage 7

- Technology Transfer Office/Inventors/Partners shall coordinate for further processing of applications
- Technology Transfer Office monitors the process of patent application process till its outcome

- An inventor is the one who conceives the invention and co-inventors should have contributed to the conception of invention, wherein the inventor and co-inventors have contributed atleast to one claim of the invention. As a practices, it is not necessary to include name as inventor of those individuals who have merely performed tasks as instructed unless there is an intellectual contribution; or as a matter or power or position someone cannot claim inventorship unless they contribute intellectually as described above.

- Prior Art search is a technique to understand prior published literature globally, which includes but not limited to, patent applications, granted patents, published articles, conference presentations, news items, information shared through online mode, information passed on to oral transmission or any other such publically available literature to ensure novelty of proposed patent application.

Prior art search can be carried out using free and paid databases. However, it requires careful use of keywords with their synonyms and skills to screen through several documents quickly.

4.3 Essential information and links

- **IDF Template** **Invention Disclosure Form**
  https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/IDF-Template%20-%20MAHE.docx

- **NDA Template** **Name, Designation and Affiliation**

  https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/NDA%20Template%20-%20MAHE.pdf

- **List of copyright applications filed - registered**
  https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/List%20of%20copyright%20applications%20filed%20-%20registered.pdf
- **List of Patents filed by MAHE**

https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/List%20of%20Patents%20filed%20by%20MAHE.pdf

- Intellectual Property Policy
  https://manipal.edu/content/dam/manipal/mu/documents/DoR/TTO/Intellectual%20Property%20Policy%20-%20MAHE.pdf

4.4 Who can approach
Anyone in role of MAHE.

4.5 Any supporting agencies (contact address and links) – NIL

4.6 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc) - Meetings and Seminars are arranged on invitation from different institutions

4.7 Office address

Address

Directorate of Research
Ground Floor
Advanced Research Center
MAHE, Manipal – 576104
     Phone Number - 0820 29 23439

Contact person:
 Dr. Manthan Janodia
Coordinator, Technology Transfer Office
Email - manthan.j@manipal.edu

Office of the Directorate of Research
Email - research.hlthsci@manipal.edu
Email - research.tech@manipal.edu
Email – office.dor@manipal.edu

5. Finance Department, MAHE

5.1 Documents available for application for any grants/funding

Repository List.xlsx

5.2 Help available for application for any grants/funding (budgeting/financial correspondence/Utilization certificate/audit of the project etc.)

- Quick Identification of funding agencies through the GO portal
- Improved quality and time spent by the PI on applications with services such as budgeting, providing the required supporting documents, and other services relevant to the project submission as the case may be
- Coordinated institutional approvals and signatures wherever applicable
- Research management post research grant awarded to the applicant
- Review of research grant proposals, which did not qualify for funding a suggesting improvement in the proposal or alternative-funding agency for re-submission. The committee appointed by the Vice Chancellor/Registrar, MAHE shall review and provide their comment to the application for re-submission

5.3 Rules for exporting and importing items (related to customs)

Under the purview of Purchase department, MAHE

5.4 Office address and Contact person

Name	Email id	Contact no
Ms. Nirupa J Srinivas AGM - Finance Student Finance, 1st Floor, Manipal Edu Building, Manipal, Karnataka - 576104	nirupa.srinivas@manipal.edu	0820-29-22767
Ms. Pooja Shanbhag Coordinator- Grants Office, Grants Office, Directorate of Research, Ground Floor Advance research Center, Manipal, Karnataka - 576104	pooja.shanbhag@manipal.edu	0820-29-37733

6. Central Library, MAHE

6.1   Objectives

The objectives of the Health Sciences Library are:

- To acquire, manage, provide and disseminate health sciences information to students, faculty and research scholars of the constituent Health Sciences Institutions of MAHE at Manipal. Currently these include Medical, Dental, Pharmacy, Nursing, Allied Health Sciences and Life Science institutions.

- To provide timely, accurate and current information and materials to users for education, teaching and research.

- To provide information services and access to bibliographic and full text digital and printed resources to support the scholarly and informational needs of Health Sciences institutions of MAHE, Manipal.

- To support and facilitate the research, learning, teaching and administrative activities of the University by organizing, maintaining and providing access to appropriate literature and information resources in such a way as to provide optimum benefit for library users.

- To provide an appropriate and comfortable environment and facilities for the use of library services and for individual and group study.

6.2   Kinds of services provided

SEARCH - The Health Sciences Library provides the following value added services to its users in addition to all routine type of services.

A. **Reference Service:**
- Reference service is a personal aid provided to the user by the library staff in interpreting library collection for study and research.
- The library staff assists the user to locate needed information from the available information resources. On the basis of collection, library provides reference service to its users.

B. **Current Awareness Service:**

Currently the library offers the following current awareness services to the users.

- Display of new additions in the library

- Publishing of 'new acquisition' in library micro site

C. **Circulation:**
- The books are issued to Interns, Postgraduate Students, Research Scholars and Faculty Members.
- Bound/unbound journals, audio-visual materials and CD-ROMs are for in-house use only.

D. **Photocopying:**

Through this service, users can get photocopies of articles from journals and books as and when required.

E. **Fax:**

Users can avail this facility for sending and receiving fax in the library.

F. **Inter - Library Loan/Document Delivery:**
- Library helps to obtain photocopies of the references from DELNET (Developing Library Network), New Delhi, and from other libraries.
- Further, the library augments its collection by acquiring reading materials not available for the use of its Faculty Members and Research Scholars and Postgraduate Students from several out-side sources on an inter-library loan basis.

G. **Computer Services:**

The computer lab of the library offers computer services to users such as word processing, laser printing, color laser printing, dot matrix printing and document scanning.

H. **CD-ROM Access:**

The CD-ROM collection of the library contains the multi media CDs, DVDs and full text databases include back volumes of medical journal articles, review articles, textbooks, etc.

I. **Internet Access/Wi-Fi:**
- The Library has a separate **Internet Browsing** section.
- Twenty nine [29] desktop computers are reserved for use of the students, six [6] for the faculty members and six [6] for the postgraduate students.

- Also twenty one [21] desktop computers are reserved for use of the students for accessing e-resources subscribed by the library in all the internet kiosks provided at Level I - IV reading halls.
- Further, Wi-Fi facility also available in all the reading halls.

J. **EZProxy/Off Campus Remote Access:**

EZProxy/ Off Campus Remote Access: Access to the e-resources subscribed by the Health Sciences Library, MAHE, Manipal is available to the faculty members, postgraduate students and research scholars of the Health Sciences Institutions of MAHE at the Manipal campus.

K. **EPAC (Electronic Public Access Catalogue):**

This is Public Access Catalogue of Health Sciences Library. Users can search all the print resources (books, journals, back volumes of journals, WHO publications, etc.) of the Health Sciences Library and other libraries of MAHE through Library's online catalog – the EPAC (Electronic Public Access Catalogue).

EPAC could be accessed through Library web page -
http://libportal.mahe.manipal.net/KMC/index.asp

or directly through - http://172.16.19.56/epac/epac_selorg.asp.

L. **Training in Accessing e-Resources:**

Library arranges for training sessions from time to time to the users in conducting effective literature search using e-resources.

M.**Author Workshops:**

Library organizes author workshops in collaboration with various publishers for supporting library users in their article publishing process.

For further information refer the Website: http://1.186.28.31/KMC/services.asp

6.3   Online software available

A. Turnitin

Library checks the originality of the documents on request using Turnitin anti plagiarism software.

B. Mendeley (Free reference manager)

C. Grammarly

Grammarly is the world's leading automated proofreader. It checks for more than 250 types of spelling, grammar, and punctuation errors, enhances vocabulary usage, and suggests citations.

Grammarly is an online grammar and spelling checker that improves communication by helping users find and correct writing mistakes.

D. Research To Publication

Research to Publication is an online educational tool to help the researchers to design, conduct and report on research that journal editors will want to publish. It includes narrative videos and learning exercises across many topics, including what editors look for, publication ethics and how to conduct a medical trial.

For further information refer the Website: http://1.186.28.31/KMC/index.asp

6.4 Research related workshops/programs-
A. Information Literacy Programs-

Conducted to raise awareness on the subscribed electronic resources among the library users and to empower them with literature search skills following Information Literacy Programs have been conducted in the library under research support services series.

http://1.186.28.31/KMC/annualreport.asp
B. Author workshop

7. Purchase Department, MAHE

The Purchase Department is responsible for procurement of materials in a timely and cost-effective manner. It is the first constituent of Manipal Academy of Higher Education to receive ISO 9001:2000 certification. It is administered by the Director, Purchase and Deputy Director, Purchase. In support of the Manipal Academy of Higher Education group of institutions, purchase department is committed to provide timely and cost effective procurement & delivery services in respect of equipment, materials, items, documents and other service requests meeting customer requirements and continually improve our services to enhance customer satisfaction

Manipal Academy of Higher Education follows the centralized purchasing for all its major purchases especially capital equipment of high value and medium value.

The scope of the purchase department is:

1. Purchase of indigenous and imported medical and non-medical capital equipment

2. Procurement of medical and chemical consumables

3. Procurement of non-medical items including printing, stationery, engineering and maintenance requirements, IT Products, Kitchen items, housekeeping requirements, fixation of rates for food items.

7.1 Documents available for application for any grants/funding

The purchasing information regarding the items is as obtained as a mail from the indents/requests from the indenting departments/Institutions and scrutinized by respective Group-in-Charge and approved by Director-Purchase before sending the enquiries.

The indent for procurement of items must be sent through the proper channel* either *mail or written letter* to purchase.mahe@manipal.edu.

The items required for the research must be specifically mentioned as in the grant. These items can be procured with the grant amount received.

(*Proper channel- User to HOD, HOD to HOI, HOI will consolidate the budget and checks for the need, compiles it and sends the copy to Purchase department)

7.2 Help available for application for any grants/funding (Procurement of the equipment/consumables/etc.)

A.   User Department places indent for procurement of items (The purchasing information regarding the items is as obtained from the indents/requests from the indenting departments/ Institutions) required for the research, which contains required details for procurement. The items required for the research must be specifically mentioned as in the grant. These items can be procured with the grant amount received.

* Due to urgency sometimes the items are procured by the Dept. and thereafter Indents are forwarded to the Purchase Dept. Under such circumstances the Dept. should endorse the remarks "Indents for regularization only" on their indents.

B.   After receipt of indent, purchase department floats enquiry on likely /recommended external provider/ Manufacturer.

C.   The quotations received from the external providers.

(The quotation contains following items

• *Quotation Ref. and Date*

• *Item description, quantity, unit cost, taxes, freight, mode of transportation, packing and forwarding, terms of payment, discount, delivery period, warranty, installation, validity, date of expiry of products wherever it is applicable.)*

D.   Comparative Statement is prepared wherever necessary.

E.   Comparative Statement with quotations/catalogues is forwarded to users.

NOTE: MAHE has established a process for evaluating the purchase equipment's for its lifetime performance, which includes but not limited to

• Average Energy Use / Day / Month / Year

• Average Fuel consumption / Day / Month / Year

• Efficiency of equipment's

• Annual Maintenance contract Comprehensive / Non comprehensive

• Warranty Cost

• Resale value

• Guarantee norms

• Buyback Policy

• Replacement Policy

• Eco-friendly packaging

• Adherence to compliance obligations

• Disposal at end of life cycle of product (Less hazardous)

F.   After approval, in case of consumables price will be negotiated if required.

G.   For Capital Items – User dept. selects the items on technical & commercial basis & gets Head of Institution's approval and forwards it to Purchase Dept. After the approval of users, the documents will be forwarded to concerned technical departments if required for technical evaluation. On receipt of approval, put up to Director Purchase for price negotiations with the external provider/local agency wherever necessary. Approval of Institutional Purchase Committee / post facto approval is obtained.

H.   Documents are then forwarded to Finance Dept. for Sanction from the grant amount received. In case of indents received through online the finance sanction is obtained after preparing purchase order but before releasing the Purchase order

I.   After giving sanction Purchase Requisition is returned to Purchase Dept.

J.   After the receipt of Capital Sanction Purchase Order is prepared.

K.   Amendments to supply orders

L.   Delivery of goods.

7.3   Purchase procedures for Imported items

A. Receipt of Purchase Requisition from user dept. (for capital items, accessories & spare parts).
B. Floating enquiry on recommended supplier / manufacturer – for capital items minimum 3 quotes are required for comparison. For spares & accessories, contacting the supplier who has supplied the main equipment for quotation.
C. For capital items – along with the quotation, we also ask them to fill the Vendor Evaluation form & Catalogue of the system quoted.
D. Preparing the Comparative Statement and forwarding the same to the user dept. along with quotes for verification / selection.

NOTE: MAHE has established a process for evaluating the purchase equipment's for its lifetime performance that includes but not limited to

- Average Energy Use / Day / Month / Year
- Average Fuel consumption / Day / Month / Year
- Efficiency of equipment's
- Annual Maintenance contract Comprehensive / Non comprehensive
- Warranty Cost
- Resale value
- Guarantee norms
- Buyback Policy
- Replacement Policy
- Eco-friendly packaging
- Adherence to compliance obligations
- Disposal at end of life cycle of product (Less hazardous)

E. User dept. selects their requirement and forwards the paper back to Purchase Dept.
F. Negotiating the cost.
G. Finance Approval / Sanction No. to be obtained.
H. Issue of Purchase Order on the recommended vendor. There are various types of Purchase orders. Usually PO will be issued on Ex-works; FOB (Free On Board), C&F (Cost & freight); CIF (Cost, Insurance & Freight). . In the quotations, the external provider mentions the different purchase order. The Purchase department compares the charges and decides on the type of purchase order.

- Under Ex-Works Order, we have to appoint freight agent to collect the parcel from the premises / factory of the supplier and transit insurance to be covered.

- Under FOB – the price covered by the supplier up to the Shipper's airport. We have to appoint our freight agent to collect the parcel from the shipper's airport up to Indian Airport. Transit Insurance in our cost.
- Under C&F – Cost & Freight included & Shipper's responsibility up to Indian Port; Insurance on our part.
- Under CIF – Cost, Insurance & Freight covered up to Indian Port by the shipper.

I. Payment: Usually we follow 4 methods of payment; the external provider insists on the mode of payment depending on the value of the item.

- Advance payment through Wire Transfer – After issue of Purchase Order, supplier forward the Order Confirmation / Proforma Invoice with their bank details to arrange the payment.
- Payment through irrevocable Letter of Credit.
- Payment against Cash Against Documents.
- Net 30 days. Payment through wire transfer on 30th day of Invoice.

J. Transit insurance risk to be covered if required.
K. Soon after getting the shipment documents (Air Way Bill, Invoice & Packing List), the same will be forwarded to our clearing agent to handle custom clearance.
L. Duty Exemption Certificate: We have DSIR Certificate (purely for research items) & SEIS Certificate under which we are clearing the consignment duty free. (Given to customs, Users do not need the Certificate)
M. Custom duty if any has to be paid during clearance.
N. Soon after the custom clearance, e-waybill will be prepared to move the parcel from the port to final destination.
O. Requesting the supplier to undertake the installation for capital items. Pre-installation requirements if any have to be fulfilled.
P. Installation Report has to be signed by the user and also the bio-medical engineer.
Q. Payment of custom clearance bill.
R. 1Sending the Bill of Entry to the bank towards documentary evidence of import.
S. Preparing the Statement of Expenditure on the backside of the Invoice and forwarding to the user dept. for certification.
T. On receipt of Certified Invoice with Installation Report, the same has to be sent to the Finance Dept. for accounting.
U. Complaints / Discrepancy if any has to be referred to the supplier.
V. Incase repair has to be undertaken in the factory of the manufacturer, the item has to be exported back to the supplier through customs after getting the approval (GR Waiver) from the bank

*The department will be in direct contact with the vendors for the further services. In case the supplier/provider does not fulfill the commitments for servicing, the user department must communicate with the supplier and sort out the issues.

7.4 Office address and Contact person with phone number and email (may be multiple for different affairs)

Office address:
Purchase department
3rd floor, Manipal Edu Building
Manipal, Karnataka - 576104

Contact person-
Vittaldas Bhat G
Deputy Director Purchase
Contact No. - +91 820 2922446
Email id- vittaldas.bhat@manipal.edu
                   purchase.mahe@manipal.edu

8. Grant Clinic, KMC

8.1 Vision and Mission

This committee's mission is to promote research, advice on how to continue research and provide guidance with research methodology/grant writing.

8.2 Formation

This is a committee that was created in February, 2020 as a part of Research Cell.

8.3 How to approach

- Your department office has the Grant Clinic Application Form. (PDF attachment)
- It is mandatory to fill it completely and send it to Research Cell.
- You can also send the full proposal that you have already written planning for a grant (if you have it) for better evaluation of your case.
- Grant consultants volunteer for the requested appointment based on their expertise and availability on the closest Mon/Fri/Sat between 2:30-5:00 p.m.
- Occasionally, an expert is invited for his/her advice if necessary. We highly discourage last minute applications, as they are under-evaluated due to lack of time and/or consultant unavailability.

8.4 Kinds of help provided

We can help you in choosing a suitable Grant to apply for if you are unsure, advice to improve your grant proposal writing and guide you to the right place(s) or person(s) where you can find relevant information.

8.5 Who can approach

Person writing the grant (Interested faculty/ Post doctorate/ Ph.D. student / PG student)

8.6 The follow-up process

You should attend the appointment along with the main PI. Attendance of CO-I is optional.

8.7 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

Meetings are held as required. Update on any form etc. is done routinely. Appointments are addressed at the earliest after the application is received.

8.8 The feedback

After completion of appointment the applicant fills a feedback form. This helps us to improve our future performances.

8.9 Office address and contact person

Research Cell,
KMC, Manipal
Email: research.kmc@manipal.edu
Phone: 22540

For queries (**via Research Cell only**) - Dr. Ranita Ghosh Dastidar, Ph. No. 082029-22008;

Application has to send to research.kmc@manipal.edu and forwarded to grantclinic.kmc@manipal.edu to arrange for the appointment day, time and location.

9. Legal Department, MAHE

The Legal Department at Manipal Academy of Higher Education oversees the legal functioning of the departments, ensures statutory compliance, liaises with authorities and manages legal cases at various courts, forums, Adalats and tribunals.

9.1 Vision and Mission

The Personal and Legal Cell at Manipal Academy of Higher Education ensures that the University's mission, vision and values are upheld in everyday activities

9.2 Kinds of help provided for Research (MoU, Agreement etc.)

- We help in preparation of agreement/ MoU for the researchers.
- Verification of documents needed for grant amount release.
- If any resolution from the MAHE trust is required for processing the grant the legal cell provides it.
- In case of dispute or disparity between granter and grantee the legal department comes to help. Disputes resolutions are mentioned in the clause in the MoU.

9.3 Who can approach

Person who has applied for the grant (Interested faculty/ Post doctorate/ Ph.D. student / PG student)

9.4 How to approach

- The granting authority requests for a written document/MoU/ agreement from the institution.
- The PI has to send the application to the legal department through mail.
- The competent person in the legal cell will take up the application and it is given priority based on the time bound of the application
- This document/ MoU/ agreement will be then prepared and verified by legal cell and provided to the PI before the release of grant fund.
- Any disputes between the investigators must be resolved by themselves by mutual consent.

9.5 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

Meetings are held as required. Updates on any form etc. are done routinely.

9.6 Office address and Contact person

Office address-
Personal and Legal Cell,
3rd Floor,
Manipal Edu Building

Contact person-
N Chandrashekar Prabhu
Deputy Director – Legal
Manipal Academy of Higher Education
Contact No- 08202922434/ 22821
Email Id- legal.mahe@manipal.edu
         chandra.prabhu@manipal.edu

10. Human Resources Department (HRD), MAHE

10.1   Vision and mission

The Human Resources Department at Manipal Academy of Higher Education ensures that the University's mission, vision and values are upheld in everyday activities, like providing service to the University staff and employees.

It also manages organizational development, with the objective of developing and implementing progressive HR policies and procedures designed to foster excellence in a diverse work force.

10.2   Kinds of help provided for research (recruitment/replacement/renewal of Manpower for any project/Salary or Emoluments/ Advertisement etc.)

- We can help you in choosing a suitable candidate for your department by assisting in job posting, recruitment, screening, interview and placing the worker.
- We help to upload the job advertisement on career portal of Manipal.
- The received Resumes are sent to the PI or the department for short-listing the resumes.
- We also schedule the recruitment and form a committee to conduct the interview.

10.3   Who can approach

➢   Principal Investigator (Running the project and who have received the grant amount)
➢   Candidate (In case of salary delay)

10.4   How to approach

By email or written letter through a proper channel

- Request for candidate must be submitted by Principal Investigator to the Head of the Department.
- Later approved by the Head of the Institution (HOI)
- HOI sends it to the registrar for the further process.
- Advertisement for the vacancy will be posted on manipal.edu career site. IT department will take 1 day to post the advertisement.
- The advertisement is posted for 1 week on the career portal.
- After receiving the CV from the candidates it is further sent to the PI for shot listing. PI takes 2 days for screening the CV.
- Once the short listing is done the candidates are informed and recruitment is scheduled.
- Call letter is set to the selected candidate and is given 1 week for interview.
- A committee is formed to conduct the interview in scheduled date.

- After selection of the candidate offer letter is sent and 1-week time is given to join the institution.

- The candidate along with his appointment order has to report to the PI. The PI sends the candidate to the HR office of the concerned department. These documents are further sent to HRD and finance department.

- **In case, PI wants any advertisement in national portal/newspaper**
  - ➢ The PI has to send a request letter to HRD department.
  - ➢ HRD department connects with the advertisement agency and receives a code for advertising.
  - ➢ The PI is responsible for the payment for the advertisement.

- **In case, PI wants a very urgent selection and interview,**
  - ➢ Sometimes the funding agency/PI does not need advertisement. In that case the PI can send the CV of the person whom they have already selected to the HRD.

10.5 Workflow over the year Meeting/Seminars/Workshops/Contact program/Training etc)

Meetings are held as required. Updates on any form etc. are done routinely.

10.6 Office address and Contact person with phone number and email (may be multiple for different affairs)

Deputy Director- HR
Manipal Academy of Higher Education
Manipal-576104
Contact No.- 0820-2922022
　　　　　　0820-2922525

Email id-
jobs@manipal.edu
hrd@manipal.edu

11. Manipal - Government of Karnataka Bioincubator, MAHE

11.1 Vision and Mission

Vision

To transform innovative ideas or technology to an enterprise through strategic implementation along with adequate mentoring through eminent incubation service and affordable high-end incubation facilities.

Mission

To create an entrepreneurship ecosystem with professional services that aids the transformation of innovative ideas to scalable technology and knowledge-based enterprises.

11.2 Formation

Manipal - Government of Karnataka Bioincubator, under MUTBI Society, Manipal Academy of Higher Education (MAHE), has established Bioincubation space in 2018, with basic infrastructure of 10,000 sq. ft. area. ft. Thrust areas identified for Bioincubator are Biopharma, Biomedical Devices, Dental Innovation, Biotechnology, Disease Diagnosis and Medical Healthcare based on the readiness of multidiscipline entrepreneurial ecosystems of Manipal, with expertise in Health Sciences, Pharma, Medical, Dental, Engineering, Life Sciences, Management and Basic Science.

It aims to upscale innovations specializing in technology to propel innovative ideas towards product development and commercialization. Government of Karnataka extends its support to create central instrumentation facility for multidisciplinary technology platform in the thrust areas. Manipal - Government of Karnataka Bioincubator envisaged to expand multidisciplinary platforms for assistance services to early-stage researchers and innovators to convert their ideas to products and services, and guide them to the market there by conforming to economic development of our nation.

The Governing body

The Governing body is responsible for monitoring, implementation and execution of the proposals. The members of the governing body constitute of the head of the Host institution, mentors, entrepreneur's representatives of Government of Karnataka (KBITS/Dept of IT and BT), CEO, TBI member secretary etc.

The Project Management Committee (PMC)

The Project Management Committee (PMC) is responsible for selection of start-ups for the Bioincubator. The PMC constitute of the head of the host institution, representatives of KBITS/ Dpt. of IT and BT, senior faculties, technical experts, business experts and the CEO of

the incubator.

Mentor Network

Incubator will facilitate liaison with mentors, professionals and experts from the focused domain and thrust areas along with technical, legal, financial, corporate and other relevant mentors to make available to the our Incubates. For mentor service please contact us with your topic of innovation.

PROGRAMS:

A. **Pre-incubation program (3-6 Months):** Pre-incubation programme is the first stage support from Bioincubator to the any individual who has a promising innovative idea with commercial potential and also who wants to be an entrepreneur. Through this program an idea or pre-proof of concept will be converted to its mature stage through rigorous mentoring, which not only reshaping of their innovation/business plan/ model but also to forecast the techno-commercial feasibility of product process or services. This program also gives an opportunity to innovator to do some preliminary test/validate their project idea with access to infrastructure equipped with basic instrumentation facilities, and guidance from mentors and technical experts of the relevant field. Thus Pre-incubation programme create a potential pipe line of entrepreneur with innovative ideas and workable business plan.

B. **Proof of concept, Prototype Development & Refinement & Validation / Trials (18-24 Months):** Incubation programme designated to generate enough validation data to foster entrepreneurs with a viable idea transforming to a viable prototype, product/ technology or service and ready to offer it to the market. To make a successful entrepreneur Bioincubator will support the incubatee with a set of specialised services including mentoring, technical supports, managements services, intellectual property managements, business development, networking activities, financial advisory services, legal, regulatory, compliances and other required services.

C. **General Programmes:** Bioincubator offers regular well formulated programs like IP Clinics, Entrepreneurship Awareness Camps (EAC) Ideation clinic, etc to create positive support ecosystems with programmed organizational development for sustainable business models.

Team

1. Dr. Manesh Thomas, Chief Executive
2. Mr. Vandith G, Operations Manager
3. Dr. Divya Padma, Technical Manager
4. Mr. Yashwith Shetty, Secretary

11.3 How to approach

A. For applying for incubation:

Step 1: Download the application and submit to the MGOKB office.

Can download application here :

http://bioincubator.manipal.edu/InvitingApplications

Step 2: Share the filled application form with Operations Manager

Step 3: Fill in the Business Plan template shared by the Bioincubator

Step 4: Pitch your idea to Bioincubator Incubatee Selection Committee

Step 5: Once selected you would be incubated for incubation

B. For using the laboratory facility/instruments

Send a mail to Technical manager at tm.bioincubator@manipal.edu and enquire about the charges and availability.

11.4   Kinds of help provided

A.   Mentoring services

B.   Funding

C.   Grant Proposal writing

D.   Connect to IPR Services, Legal, Regulatory services

E.   Laboratory facilities

F. Dedicated Incubation Laboratories

G. Shared Laboratory Incubation spaces

H. Tissue culture Laboratories

I.   Instrumentation facility

Currently available instruments for researches of KMC

1	Microwave oven
2	Vortex mixer
3	Hot plate stirrer
4	Refrigerator
5	pH meter
6	Low speed Centrifuge (non-refrigerated)
7	Freezer (-20^0 C)
8	Ultrasonic Cleaner
9	Weighing balances
10	Water bath
11	Microfuge (non-refrigerated)
12	Hot air oven
13	Fume Hood
14	Laminar air flow Cabinet
15	Rotary shaker

16	Bacteriological incubator
17	Temperature controlled orbital shaker
18	PCR Thermocycler
19	Microfuge (Refrigerated)
20	Stability study chambers
21	CO2 Incubator
22	High speed homogenizer
23	Biosafety cabinet
24	Autoclave
25	Double Beam Spectro-photometer UV- Visible
26	Freezer (-80^0 C)
27	Probe sonicator
28	Spray Dryer
29	Rotary flash evaporator
30	Liposome Extruder
31	Dissolution test apparatus (USP Apparatus 3)
32	Ultrapure Water Purification system
33	Lyophilizer
34	High speed centrifuge (refrigerated)

Upcoming Facility/Instruments

1	3D Bioprinter
2	Inverted Microscope with cameras
3	Thermo Gravimetric Analyzer
4	Upright Microscopes
5	Osmometer
6	Spin Coater
7	Plasma Cleaner
8	Shore Hardness Tester A
9	Laboratory Bioreactor
10	Gel Documentation system
11	Melt flow Index tester
12	Karl Fischer Apparatus
13	Electrophoresis Units (Horizontal and Vertical)

The benefits offered with membership
1) Certificate of membership with Manipal-GoK Bioincubator

2) Access to avail mentorship and advisory services

3) Monthly updates on technical and non-technical events to be conducted by the Bioincubator

4) Discounts on all technical and non-technical events conducted by the Bioincubator.

5) Monthly updates on upcoming govt. grants. Networking meets

11.5   Essential information and links

Bioincubator Membership link: https://tinyurl.com/sbuk957

Website: www.manipal.bioincubator.edu

LinkedIn:https://www.linkedin.com/in/manipal-gok-bioincubator-k-tech-innovation-hub-b05470171/

11.6   Who can approach?

All students, faculty, innovators, researchers and start-ups.

11.7   Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

- Insight on Entrepreneurship Series 1 – 5
- Technical Workshops
- Technical Talks
- Awareness Talks on Innovation, Entrepreneurship and Role of Incubators
- Grant Writing Clinic

11.8   Office address and Contact person

Address:

Manipal Government of Karnataka Bioincubator

3rd Floor, Advanced Research Centre

Near New International Hostel

(NIH) MAHE, Manipal 576104

Contact Person:

Name	Email id	Contact no
Dr. Manesh Thomas, Chief Executive	bioincubator@manipal.edu	08202937726

Mr. Vandith G, Operations Manager	bioincubator@manipal.edu	08202937725
Dr. Divya Padma, Technical Manager	bioincubator@manipal.edu	08202937723
Mr. Yashwith Shetty, Secretary	bioincubator@manipal.edu	08202937724

12.   Manipal Universal Technology Business Incubator (MUTBI)

12.1 Objective

MUTBI has the following objectives:
- Nurture entrepreneurship skills of students, faculty and people of the region
- Provide seed funding for feasible ideas/products/proposals
- Provide infrastructure resources to incubatee startups
- Facilitate market survey, product marketing, patenting, financial and legal services
- Arrange for funding from external agencies, angel investors and venture capitalists.

12.2 Formation

Looking at the entrepreneurial skills of students and faculty members, Technology Business Incubator (TBI) was established.

MUTBI is operational since March 2010, with support from National Science & Technology Entrepreneurship Development Board (NSTEDB), Department of Science & Technology (DST), Govt. of India.

12.3 How to approach.

Person who are interested in carrying out technology development which are intended for commercialization can approach directly at the office or mail to MUTBI and get appointment for discussion.

12.4 Kinds of help provided

The thrust areas of MUTBI are
- Information Technology
- Healthcare
- Medical devices
- Agriculture
- Renewable energy
- Energy conversion systems
- MEMS/Nanotechnology.
- ➢ If you have an intention to do a business we help you to build a team, look at the problem and work.

- Pre Incubation- Initial stage of product development and startup formation (3-6 months). Co-working space and mentoring would be provided. Based on the progress and need, funding will be provided.
- Incubation- Proposals from good team with appropriate prototype, innovation and traction would be considered for incubation. (18 months) Dedicated space (for office), mentoring and other support against rent and equity.
- Helps in registering the startup and patent will be held up by the startups.
- Provides network support for startups.
- Funding- seed money to Startups as loan or against equity upto Rs 25 lakh.
- ❖ **NIDHI-EIR- (National Initiative for Developing and Harnessing Innovations- Entrepreneur In Residence program)**

  Government funded fellowship amount up to Rs 30,000 per month for one year for the graduates.

  Eligibility- Minimum 4 years of formal full time UG / 3 years degree or diploma with 2 years full time work experience post degree. Basic degree should be in science and engineering

  Facilities and Supports

  MAHE facilities like Innovation Center, Central instrumentation and Technology Transfer Office are available in the ecosystem and MUTBI provides need based financial support.

a. **Innovation Center:** Innovation Center helps in creating the pipeline for entrepreneurship. The innovation center fosters creative thinking and innovation through open network of students, faculty members and community members.

   Idea Café encourages interdisciplinary teams to meet, network and brainstorm complex problems. Regular weekly evening seminar series are arranged for innovators and entrepreneurs to gather and share their ideas and challenges.

b. **Central Instrumentation:** Central facilities include Scanning Electron Microscope, X-ray Diffractometer, In Chromatography, Nuclear Magnetic Resonance, Atomic Force Microscope, Spectrophotometer, Micro gravure, RF Sputtering Unit, Nanofiber Electrospinning Unit, Spin Coater and Thermal Camera and Injection Moulding Machine. Apart from this, other instruments/equipment/machines available at various Institutes/Departments/Centers of MAHE are also available for working.

c. **Technology Transfer Office:** Supports commercialization of project work/research generated after assessing market potential, including potential for securing various forms of Intellectual Property, within our ecosystem by coordinating with experts from Health Sciences, Technology, Management and other disciplines. Technology developed within and using MAHE facilities are governed by MAHE policy for faculty members and students.

d. **Financial support:** MAHE supports innovations through small amount of funding during initial stage and preincubation as per policy. MUTBI financial support include

- Seed support as loan/against equity up to Rs. 25 lakh for product development / commercialization/scale up.

- Graduates who are aspiring to become entrepreneurs will be supported with fellowship amount of Rs 10,000 - Rs 30,000 per month under the NIDHI-EIR program of DST.

12.5 Essential information and links

Website- https://manipal.edu/mu/important-links/innovation-entrepreneruship/mutbi.html

12.6 Who can approach

Manipal Universal Technology Business Incubator (MUTBI) is an initiative of Manipal Academy of Higher Education (MAHE), Manipal, to provide services to students, faculty, alumni as well as people of the region to start their own Venture in line with the social objectives of Government of India.

12.7 Workflow over the year (Meeting/Seminars/Workshops/Contact program/Training etc)

In order to create constant awareness and also to keep the spirit of innovation and entrepreneurship, MAHE organizes various events/programs through Institutes/Innovation center/ MUTBI.

a.   **Theme based** (wearable device, dentistry, local needs) **hackathons** are regularly organized to find solutions to problems. Winning teams are provided with funding to develop prototype.

b. **Entrepreneurship Awareness and Development programs** are organised for students and faculty members to keep them abreast of startup ecosystem.

c. **Innovation Festival and Entrepreneurship Summit:** During this two day event, innovators, display their prototypes to students/faculty members/visitors. Also industry experts/entrepreneurs participate in panel discussion and interact with budding students who aspire to become entrepreneurs. Pitch sessions are also planned for students/faculty members to share their proposals in front of experts.

12.8 Office address and Contact person with phone number and email

Manipal Universal Technology Business Incubator (MUTBI)
4th Floor, Advanced Research Center
Madhav Nagar, Manipal - 576 104
Ph: + 91 820 2925051

E-mail: mutbi.mit@manipal.edu
Web: http://www.mutbimanipal.org

Contact person-

Dr. Shrihari Upadhyaya
ys.upadhyaya@manipal.edu

13. Manipal Universal Press, MAHE

The publishing program at Manipal Universal Press (MUP) strives to strengthen and serve the academic community, contributing to MAHE's objective of excellence in global scholarship.

13.1 Who can approach
The academic Division of MUP includes publishing in disciplines ranging from Engineering, Medicine, Management, Education, Humanities, and Social Science to journals which incorporate exemplary research in Medicine and Health Sciences..

13.2 Kinds of help provided
Editorial services-
- Plagiarism Check
- Proofing (punctuations, numerals, symbols)
- Structuring (syntax, parts of speech, presentation, readability check and fine-tuning of language
- Formatting (character, line and paragraph spacing, and levels of classification etc.)
- Grammar and spell check (usage of abbreviations, foreign words and language uniformity)
- Avoiding redundancy, jargon and clumsy words, rephrasing complex sentences
- Reader friendliness and refinement
  Design and Production Service-
- We offer end-to-end design and production services in
- Invitations
- Brochures
- Flyers
- Posters
- Banners
- Hoardings
- Conference Proceedings
- Magazines
- Newsletters
- Annual Reports

- Prospectus
- Planners (Calendars, Diaries etc)
- Directories
- e-Publishing

These services are rendered by our skilled team of graphic designers utilizing the latest tools and machines as per the set industry norms.

13.3 Office address with phone number and email

Manipal Universal Press

5th Floor,

Advanced Research Centre,

Manipal Academy of Higher Education,

Manipal, Karnataka, India 576 104

Email id- mup@manipal.edu

supportmup@manipal.edu

Contact No.- (0820) 2922516

(0820) 2922954

14. Research Coordinators, Research Cell, KMC

Sl no.	Name	Email id	Contact number
1.	**Innovation Cell / Hackathon** **Chief-** Dr. Zeeshan Hameed BM, Associate Professor Department of Urology	zeeshan.hameed@manipal.edu	9741970101
	Dr. Soniya Shenoy, Assistant Professor Department of Psychiatry	sonia.shenoy@manipal.edu	9844056794
	Dr. Sandesh U Assistant Professor Department of Anaesthesiology	sandesh.shet@manipal.edu	9845611959
	Dr. Mohan V Bhojaraj Assistant Professor Department of Nephrology	mohan.vb@manipal.edu	9902548725
	Dr. Nitin Gupta Assistant Professor Department of Infectious Diseases	nitin.gupta@manipal.edu	7838340627
	Dr. Sandeep Kumar B K Associate Professor Department of Paediatrics	kumar.sandeep@manipal.edu	8197120018
	Dr. Suyog Shetty Assistant Professor Department of Urology	suyog.shetty@manipal.edu	7561807182
	Dr. Shubhashree Uppangala Assistant Professor Department of Clinical	shubha.u@manipal.edu	9480009731

	Embryology		
2.	**UG Publication Division** **Chief-** Dr. Revathi P Shenoy Associate Professor Department of Biochemistry Dr. Eshwari K Assistant Professor Department of Community Medicine Dr. Naveen Kumar A N Professor & Head Department of Surgical Oncology Dr. Sadhana Holla Assistant Professor Department of Pharmacology Dr. Sivakumar G Assistant Professor Department of Physiology	revathi.shenoy@manipal.edu eshwari.k@manipal.edu naveenkumar.an@manipal.edu sadhana.holla@manipal.edu sivakumar.g@manipal.edu	9449367734 9880460083 9969523579 8746828049 9844171014
3.	**PG Publication Division** **Chief**-Dr. Muralidhar Kulkarni Associate Professor Department of Community Medicine Dr. Mohan Babu Amberkar Associate Professor Department of Pharmacology Dr. Shalini Assistant Professor Department of Medical Genetics Dr. Devaraj K Assistant Professor Department of OTO Rhino Laryngology Dr. Barnini Banerjee	murali.kulkarni@manipal.edu mb.amberkar@manipal.edu nayak.shalini@manipal.edu devaraja.k@manipal.edu	9844810917 9886369607 9964043502 9999662597

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