



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

(A Unit of NRI Service and Educational Trust)



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RESEARCH AND PUBLICATION POLICY

Version 03

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CONTENTS

- Mission and Vision
- Philosophy and Strategic plans
- Research Ethics and Compliance
- Types of Permissible Research
- Informed Consent
- Research Proposal Submission and Approval Process
- Institutional Policy for Publication
- Institutional Recognition and Research Accountability
- Training and Capacity Building
- Research Funding and Support
- Institutional seed money policy for research



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Dental science is a dynamic and interdisciplinary field that encompasses the study of oral health, disease prevention, diagnosis, treatment, and rehabilitation. Research in dental science plays a pivotal role in advancing our understanding of the complex interactions between oral and systemic health, leading to innovations in clinical practices and public health strategies. With the growing global burden of oral diseases such as dental caries, periodontal disease, oral cancer, and edentulism, there is an increasing need for evidence-based approaches that improve patient outcomes and quality of life. The integration of emerging technologies such as biomaterials, digital dentistry, regenerative medicine, genomics, and artificial intelligence paves the way for the development of advanced dental care. This policy helps our institution contribute to healthcare innovation by fostering collaborations across medical, biological, engineering, and social sciences. It also ensures sustained investment in dental science research, which is essential for achieving equitable, effective, and sustainable oral healthcare systems.

Vision

The research policy aims to build a strategic framework that promotes high-quality, ethical, and impactful research within the field of oral health. It provides guidance for faculty, students, and collaborators to conduct research that aligns with institutional goals and addresses societal needs. The policy encourages interdisciplinary collaboration across medical, biological, engineering, and social sciences, while ensuring adherence to ethical standards and regulatory compliance in all research activities. It also promotes the development and application of emerging technologies by supporting training, mentorship, and infrastructure development. Furthermore, the policy facilitates the translation of research findings into clinical practice and public health initiatives, and actively seeks to attract funding and partnerships to ensure sustained research growth and innovation in dental science.

Mission

The mission of our research policy is to promote excellence, integrity, and innovation in advancing oral healthcare. We aim to foster a dynamic research environment through the support of our Central Research Laboratory, which provides essential infrastructure,



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technical expertise, and interdisciplinary resources. The research department conducts various programs such as research methodology workshops, grant writing workshops, sessions on publication guidelines and Good Clinical Practice guidelines, and provides research incentives to those with high-quality publications. This policy empowers our research community, including faculty, students, and collaborators, to engage in innovative and socially relevant research aligned with institutional goals and public health priorities. Through mentorship and training, we strive to translate scientific discoveries into improved clinical practice, community health outcomes, and sustainable dental healthcare innovations.

Research philosophy

The research philosophy of our institution is based on the belief that scientific inquiry is fundamental to the advancement of dental science. We are committed to fostering a culture of integrity, collaboration, and social responsibility in all research activities. Our philosophy emphasizes interdisciplinary integration to fulfil our mission of bridging the gap between benchside discoveries and bedside applications. In doing so, we aim to translate knowledge into meaningful benefits for our community.

Strategic Plan

- All research activities must uphold the highest standards of ethics, including honesty, transparency, and respect for human and animal subjects.
- Research must be conducted using scientifically sound methods and practices to ensure validity, reliability, and reproducibility of results.
- All research must comply with institutional, national, and international regulations, including those related to ethics, biosafety, and intellectual property.
- The policy encourages interdisciplinary and cross-sectoral collaboration across medical, dental, biological, engineering, and social sciences to foster innovation and comprehensive solutions.
- Research should address real-world problems and contribute to the advancement of public health, especially in areas related to oral and general health.
- The institution shall support continuous training, mentorship, and infrastructure development to strengthen research capabilities among faculty and students.

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- Research processes and outcomes should be openly communicated, with a commitment to accurate reporting, peer review, and responsible data sharing.
- The institution shall actively promote research activities by providing research incentives and financial support to facilitate the publication of high-quality research work.
- The policy supports long-term investment in research that drives innovation, improves healthcare outcomes, and builds a sustainable research ecosystem.

Research Ethics and Compliance

Research ethics and compliance ensure that all research conducted within our institution upholds the highest standards of integrity, safety, and respect for human participants. All studies must be reviewed and approved by the Institutional Ethics Committee (IEC) before initiation. Researchers are required to follow national and international ethical guidelines, including those related to informed consent, confidentiality, risk minimization, and scientific honesty. Special care must be taken when involving vulnerable populations. Compliance includes proper documentation, transparency in reporting, and adherence to approved protocols. Violations may result in disciplinary action, ensuring accountability and protection of participants and the research community.

Types of Permissible Research

Our institution permits different types of research that adhere to ethical and institutional guidelines. These include clinical research, involving patient care and treatment outcomes; laboratory-based research, such as microbiological, molecular, or biomaterial studies; epidemiological studies focusing on oral health patterns in populations; in-vitro experiments conducted on extracted teeth or dental tissues; and survey-based research assessing knowledge, attitudes, or behaviors related to oral health. All research must prioritize participant safety, obtain proper ethical clearance, and comply with relevant regulations to ensure scientific validity and social responsibility.

Informed Consent

Informed consent is a vital ethical requirement that protects a participant's autonomy to voluntarily decide on research participation. It involves providing clear, understandable information, confirming comprehension, and ensuring voluntary participation. The consent



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process must use simple language and include a Participant Information Sheet (PIS) and an Informed Consent Form (ICF), approved by the Institutional Ethics Committee. Researchers must obtain written consent from participants or legally authorized representatives (LARs) when necessary. For illiterate individuals, an impartial witness is required. Additionally, researchers must uphold privacy and confidentiality, safeguarding participants' data from unauthorized access, use, or disclosure throughout the study.

Research Proposal Submission and Approval Process

All research proposals from the institution should be submitted to the Department of Research and publication in the specified format. Student proposals should be forwarded by the Head of the Department and respective guides. A written agreement or MOU from the authorized person of the involved departments or institutions should be submitted if any other departments within the institution and/or outside the institution are involved. Investigators are invited to present their proposed research work at a scheduled scientific review committee (SRC) meeting, where investigators are advised to present their project briefly, and a thorough review of the proposal will follow. SRC scrutinizes the scientific merit of each research proposal and gives appropriate suggestions for improvement. The researcher must resubmit the proposal after making the necessary corrections. Then, it will be forwarded to the Institutional Ethics Committee (IEC), which monitors the ethical aspects of all the research work carried out in the institution. Registration in the clinical trial registry is mandatory for conducting any clinical trials. Research can be started only after getting approval from the IEC and CTRI (Clinical Trial Registry of India) if applicable. The IEC will assess the yearly progress of research work. Necessary action will be taken to prevent any violation of the ethical conduct of research. All studies that involve the use of animals should follow the rules and ethics that govern such studies. No modifications in the study will be allowed after obtaining the final approval from the IEC. The changes required must be explained properly and presented by the principal investigator before the IEC for final approval, before the necessary modifications are made to the study. After completion of the research work, a copy of the report should be submitted to the Department of Research and Publication.



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Institutional Policy for Publication

This policy forms part of the Institution's governance framework for managing research outputs. It is constituted to promote higher standards in scientific publications carried out by researchers, faculty members, and students of the institution. It outlines procedures and guidelines to be followed by researchers of the institution during the publication of their research outputs. The policy ensures that the Institution meets its research activity requirements concerning publications according to the standards set by various accreditation bodies and statutory councils. All faculty and students of our institution are responsible for ensuring that the research publication meets appropriate quality standards and supports the Institution's strategic plans.

This policy has adopted the norms laid by the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publication Ethics (COPE), which addresses the following areas

1. Ethical approval and trial registration

All research studies must obtain ethical approval from an appropriate review board to ensure the protection of participants and the integrity of the research process. Additionally, clinical trials should be registered in a recognised public registry before participant enrollment to promote transparency, accountability, and reproducibility.

2. Research misconduct

Research misconduct includes fabrication, falsification, and plagiarism that compromise the integrity of research. Such practices undermine trust and harm the scientific record, and must be addressed through transparent and ethical handling.

3. Plagiarism

Plagiarism is using someone else's ideas, data, or words without proper acknowledgment. It is considered unethical and undermines the credibility and integrity of research

4. Simultaneous submission



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Simultaneous submission is the act of submitting the same manuscript to more than one journal at the same time. It is considered unethical because it can lead to duplicate publication and wastes the time and resources of editors and reviewers

5. Duplicate publication

Duplicate publication is the practice of publishing the same research findings or data in more than one journal without proper acknowledgment. It is unethical because it misleads readers, inflates academic records, and distorts the scientific literature.

6. Ethics of authorship

The ethics of authorship ensure that only those who have made a significant intellectual contribution to the research are listed as authors. It also requires proper acknowledgment of contributions, transparency, and honesty to maintain trust and accountability in scientific publishing.

7. Conflict of interest

A conflict of interest occurs when personal, financial, or professional interests could influence or appear to influence the objectivity and integrity of research. Disclosing such conflicts is essential to ensure transparency and maintain trust in the research process.

Journal selection: The International Committee of Medical Journal Editors (ICMJE) developed these recommendations to review best practices and ethical standards in the conduct and reporting of research. Suppose proven for publication misconduct, the publication may be retracted, and the author may be blacklisted. UGC Regulations for Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions and ICMR Policy on Research Integrity and Publication Ethics are also considered in formulating this policy.

Mandatory publication requirement for the faculty and students

- PG guides should publish at least two papers in Scopus/ Web of Science-indexed journals every year as a first author or corresponding author



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- UG faculty should publish at least one paper in Scopus/Web of Science-indexed journals every year as a first author or corresponding author
- PhD students should publish at least three papers (preferably original research, maximum one review) in Scopus/Web of Science indexed journals before submitting their dissertation with the guide as corresponding author in all publications.
- PG students should publish at least two papers (original research or case report) in Scopus/Web of Science indexed journals before appearing for the university examination
- UG students should publish at least one paper before completing the internship (original research or case report) in Scopus/Web of Science-indexed journals
- All faculty members must register in Scopus, ORCID, Web of Science, Research Gate, LinkedIn, and Vidwan directories to improve the visibility of their research and peer perceptions about the institution.
- A publication committee functions in the institution to guide students and faculty in publishing their results promptly.

Other functions of the publication committee include

1. Promote and facilitate quality publications by faculty and students of the institution
2. To ensure the highest professional and ethical standards of all publications from the institution and to monitor and enhance the quality of publications
3. Provide guidance in selecting the appropriate journal, preparing a draft, analysing data, and clarifying any doubts regarding the submission procedure.
4. To create awareness and to identify research misconduct and initiate action against it
5. To resolve interdepartmental and intradepartmental authorship disputes
6. To conduct training programs on research/publication ethics for the faculty and students

The institutional journal is regularly published to provide opportunities for faculty and students to showcase their research and clinical work and familiarize themselves with the article preparation and submission process.



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Guidelines for publications from the institution

- Students and faculty are encouraged to publish in Scopus/Web of Science-indexed journals with a high TR impact factor.
- The article should not be submitted to any predatory journal for publication.
- They are also encouraged to increase their research profile, citation, H-index, and impact factor
- The manuscript should be prepared following the author guidelines of the selected journal and the accepted checklists, such as PRISMA, CONSORT, STROBE, etc.
- Any student/faculty wishing to publish in a journal should follow the “Guidelines on the Publication” and submit the mandatory documents to the Department of Research and Publication through the HOD in the prescribed format. In the case of students, it should also be forwarded by the guide.

Documents to be submitted for approval include

- a) Abstract of Publication
- b) Ethical approval letter and CTRI registration if applicable
- c) Plagiarism certificate

▪ If plagiarism is more than 10%, rewriting and resubmitting the manuscript is required.

▪ In addition, the researcher/faculty/student must submit the following duly filled and signed formats to the publication committee.

Order of Authorship	Name & Designation	Department	Contribution to the scientific work	Signature
1				
2				

*The corresponding Author must be mentioned

▪ Details of the proposed journal for publication:



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Name of the Proposed journal	Publishers detail	Indexing status	TR Impact Factor /Scopus cite score	National/ International
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- Institution ensures the protection of data submitted by the researcher.
- It is mandatory that the publication committee scrutinizes all publications submitted from PMS College of Dental Science and Research, and permission should be obtained from the publication committee before sending the publication.

Guidelines regarding authorship

- The award of authorship should balance intellectual contributions to the study's conception, design, analysis, and writing against data collection and other routine work. If there is no contribution by the individual in the research/scientific writing, he/she should not be credited with authorship to avoid ghost authorship. All others who contributed to the work who are not authors should be named in the Acknowledgments.
- Obtain consent from each author before sending the article
- First Author – is usually the person who has made the most significant intellectual contribution to the work, designing the study, acquiring and analyzing data from experiments, and writing the manuscript.
- Corresponding Author – the individual who, when working on a paper with multiple authors, takes primary responsibility for communicating with the journal. In the case of the UG/PG/PhD student publication guide should be the corresponding author
- Authorship of researchers from collaborative institutes should be mentioned in the MoU and given according to their contribution
- In all publications, authors should mention the college name as “PMS College of Dental Science and Research.” If they fail to do so, such publications will not be considered by the institute for any incentive or recognition.
- If the faculty member who contributed to the project resigned during the publication process, his name should be included, and his signature should be obtained before publication.



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- If a student who designed and carried out the study leaves the institute without publishing the research work, the Guide/Head of Department / Supervisor can publish his/her research work as the corresponding author, with the student being shown as the first author.
- Authors are instructed to submit a soft copy of the article to the Department of Research and Publication once the article is published
- Faculty participating in research and publication activities may be awarded incentives and privileges. The incentives will be awarded once every year.

1. Faculty Incentives for Publications:

- An incentive of Rs 10,000/- will be rewarded to faculty who are the 1st author/corresponding author of an article published in Scopus/Web of Science
- Awards will be given to students and faculty publishing in journals with high TR impact factor/Scopus cite score
- The best article published every year is awarded based on strict selection criteria formulated by the publication committee.

2. Faculty Incentives for Funded Projects:

For projects less than ten lakhs: Rs 10,000/-

For projects worth 10-25 lakhs: Rs 15,000/-

For projects more than 25 lakhs: Rs 20,000/-

Or 2% of the sanctioned amount

Duty leaves to PI or CI to attend review meetings organized by funding agencies

3. Paper Presentation in Conferences: Criteria for availing incentives:

- Faculty should present paper/poster
- Faculty can avail incentives for a maximum of one conference per year
- Registration fee and travel expense will be provided subject to a maximum of Rs.30,000/- per year.
- A certificate of attendance and original registration fee receipt should be submitted to avail of the facility.

4. Budding Researcher Award

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- One postgraduate and one undergraduate student for their outstanding performance in research.
- The student should have at least one research paper in Scopus/web of Science indexed journals as first author and at least one research project as PI with funding from an outside agency

5. Incentive on being Awarded PhD

- Any faculty member awarded a PhD in the academic year will be eligible for an award in recognition of his/her receiving a PhD.
- Faculty members awarded a PhD will receive an incentive in the form of a salary increment.
- Incentive on Research Guidance
- Faculty who serve as guides for any candidate registered for PhD will be eligible for an incentive of Rs. 10,000/-student

6. Young Researcher Award

- Certificate along with cash award of Rs. 5,000/-.
- The researcher should not be more than 40 years of age, not above Associate Professor level,
- Should have at least three research papers in Scopus/Web of Science indexed journals under his/her name as first author
- At least two projects as PI with funding from outside agencies.
- Faculty, once received an award, will not be eligible to apply again

7. Best Researcher Award

- Given to researcher for their outstanding performance in research.
- Certificate along with cash award of Rs 15,000/-
- The researcher should have at least five research papers in Scopus/Web of Science indexed journals under his/her name as the first author
- At least three projects as PI with funding from an outside agency.
- Faculty, once they receive an award, will not be eligible to apply again

8. Book/ Book Chapter



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- For each Book (Reference or Text) authored/edited singly or jointly and published by a reputed International/National Publisher (McGraw Hills, Tayler Francis, Springer, Elsevier, CBS Publisher, etc.) and indexed in Scopus or Web of Science, authors/Editors will be given one-time incentive maximum of Rs. 10,000/-
- For each “Chapter” in the Book published by an International/National Publisher with ISBN indexed in Scopus or Web of Science, the Author/s will be given a one-time incentive maximum of Rs. 5,000/-

9. Patent Granted:

- The incentive maximum of Rs. 20,000/- for International and a maximum of Rs.10,000/- for an Indian Patent will be given for a successfully granted patent. For more than one inventor, it should be disbursed among the inventors.

Institutional Recognition and Research Accountability

It is mandatory that all research conducted by the faculty and students of the institution clearly acknowledges the contribution and affiliation of the institution in all forms of dissemination, including presentations at conferences, seminars, and publications in journals. Proper credit must also be given to all staff members who have significantly contributed to the research. This not only promotes institutional reputation but also reflects transparency and accountability in academic work.

The Department of Research and Publication holds the authority to investigate and take appropriate action in cases of research or publication misconduct, such as plagiarism, data falsification, or unauthorized publication. Such actions may include withdrawal of institutional support, retraction of publications, or disciplinary measures.

Furthermore, in compliance with institutional and regulatory guidelines, all research-related documents—including proposals, consent forms, ethical clearances, raw data, and final reports—must be securely stored in the department for a minimum period of five years. This is essential for audit purposes, future reference, and ensuring research integrity.

Training and Capacity Building

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The Department of Research and Publication actively promotes training and capacity building by organizing regular scientific programs and workshops to foster a strong research culture among students and faculty. Renowned researchers and subject experts are invited to deliver lectures and interactive sessions, inspiring participants to engage in meaningful research. A comprehensive research methodology workshop is held annually for first-year undergraduate, postgraduate, and PhD students, providing them with essential knowledge on dental research design and proposal writing.

Additionally, an annual scientific conclave is organized specifically for undergraduate students. This platform encourages them to present innovative research ideas developed under the mentorship of faculty members. The top three proposals are selected through a peer-reviewed process, and both students and mentors receive awards in recognition of their contributions. These initiatives aim to enhance research skills, encourage innovation, and prepare young scholars for future academic and clinical research careers.

Research Funding and Support

The institution provides seed funding for research projects recommended by the Research Committee, encouraging faculty and students to initiate innovative and relevant studies. In addition to institutional support, researchers are actively encouraged to apply for external research grants from recognized funding agencies such as ICMR, KSCTEC, DBT, SERB, and others. The Department of Research and Publication offers continuous guidance and assistance in proposal development, submission, and compliance with funding requirements. Timely notifications regarding calls for proposals are shared with all departments.

Faculty and students are also encouraged to present their research findings at national and international conferences to enhance visibility and academic networking. Financial support is provided for participation in such events, and awards or incentives are granted for outstanding presentations and publications. These efforts aim to build a strong research ecosystem, promote excellence, and recognize achievements within the institution.

Seed Money Research Funding Policy

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The Seed Money Research Funding Policy is intended to provide seed research grants to faculty members to motivate the researchers to initiate their research, which enables them to fetch funding from National/ International funding agencies for more significant projects/programs. This policy aims to stimulate competitive research, promote interdisciplinary collaboration, and facilitate the development of innovative solutions with potential for commercialization. This will help obtain patents and publish their research findings in indexed journals, enhancing the institution's research profile.

Process of seed money disbursal

- Any regular faculty who completed 1 year of service can apply for funding
- Research projects should be innovative and original
- Priority is given to interdisciplinary or collaborative projects involving multiple faculty members, departments, and other institutions.
- Proposals that have not received any funding previously are only eligible for the scheme
- The Department of Research and Publication will announce a call for research project proposals, relevant deadlines, and submission guidelines.
- The research proposal submitted should be comprehensive in the prescribed format, and the project's duration should be limited to 1 year.
- The proposal should be submitted after getting clearance from SRC
- The applicant must clearly and convincingly demonstrate that the proposed project represents a new research direction in an area likely to generate external funding, obtain a patent, and publish in an indexed journal.
- A budget, including consumables, testing charges, and minor equipment purchases, should be prepared. The purchased instrument will be the property of the institution
- Fund should not be utilized for travel expenses or as registration fee for the conference
- A designated review committee, composed of experts from relevant fields, including external members, will assess the proposals based on novelty, scientific merit, feasibility, and potential impact criteria.



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- The committee will make final decisions, considering the overall quality of the proposals and the available resources.
- Successful applicants will be notified regarding the seed funding approval, including the awarded amount, any conditions, and reporting obligations.
- The date of commencement of the project shall be the date of issue of the sanction order.
- A grant up to Rs 2 Lakh may be rewarded based on the merit of the proposal and the decision of the review committee
- Half of the sanctioned amount will be disbursed at the beginning of the project
- Progress report should be submitted at the end of 6 months
- The final report and utilization certificate must be prepared as per the prescribed format and submitted to the Department of Research and Publication.
- The remaining amount will be released after evaluation of the report by the same committee.
- If the principal investigator (PI) fails to submit the report on time, he will be liable to reimburse the seed money received
- If the PI leaves the institution before the project is completed, he will have to make sure the project is completed or transferred to a competent faculty member to continue the project. No dues certificate and relieving letter will be issued only after submission and scrutiny of the utilization certificate

Data Management and Confidentiality

This policy outlines the standards and responsibilities regarding data management and confidentiality in research conducted under the institution. It is designed to guide all faculty members, research scholars, students, and collaborators engaged in research activities within the institution. It ensures compliance with ethical standards, legal requirements, and best practices to protect data integrity, participant confidentiality, and research credibility.

- All research data must be collected systematically and accurately, following established protocols to ensure validity and reproducibility.



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- Researchers must collect data systematically, ensuring accuracy, completeness, and reproducibility. Researchers are expected to maintain clear and complete records of procedures, observations, and results
- Standard Operating Procedures (SOPs) should be followed and documented.
- Any sharing of data with collaborators or third parties must be formalized through data sharing agreements that define the terms of access, use, and responsibility.
- Before sharing data publicly, it must be de-identified or anonymized to protect participant privacy, and such sharing should be approved by the Institutional Ethics Committee.
- Research data should be retained for a minimum of five to ten years after the completion of the project or publication of results, as per institutional or funding agency guidelines.