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Signature		MANNUAL OF RULES & PRACTICES	
Name	F President		Revision :- 02
Date	28-11-2019		28-11-2019

Research & Development

Contents

1. Introduction
2. Role and Responsibilities of URC
3. Funded Projects
 - 3.1 Externally Funded Project
 - 3.2 MUST Sponsored Project
 - 3.3 Eligibility
 - 3.4 Type of Funding and Duration
 - 3.5 Disbursement of Fund
 - 3.6 Progress Report
 - 3.7 Request for Project Extension
 - 3.8 Completion of Project
4. Rules and Regulations for Funds
 - 4.1 Budget Heads
 - 4.2. Hiring Norms for Research Staff for Extramural funding
 - 4.3 Conduct Rule
 - 4.4 Guidelines for Project Investigators
5. Publication Allowances
6. Conference Allowances
 - 6.1 Notification of Approval
 - 6.2 Publication Recommendations
7. Payments of JRF/ SRF
 - 7.1. The Assistance to JRF
 - 7.2. Payment to JRF/SRF of Government funded projects
8. Research Grant Award for Extramural funding


01/12/2024

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Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

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Signature 			Research & Development
Name F President			Page 2 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

1. Introduction

Mody University of Science & Technology (MUST) considers the need to facilitate the research and development activities systematically to lay strong foundation and register growth in research by generation of resources, research collaborations and establishing links with industry.

University Research Committee (URC) will deal with all the R&D related activities.

2. Role and Responsibilities of URC

The rules and regulations shall be called as URC RULES hereafter and shall be applicable to all activities stated therein. The proposals submitted by MUST involving the following activities are termed as URC activity: -

1. Sponsored Research Projects involving external funding sources.
2. International Research Collaborations involving international funding sources.
3. Industry Sponsored Projects, involving funding from industry
4. Organizing Workshops and Courses for dissemination of knowledge as part of the research projects.
5. MoU and Agreement with National/International Institution for Research having self-sufficiency nature.

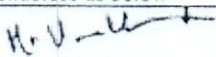
3. Funded Projects:

3.1 Externally Funded Projects:

Each sponsored project will have a Principal Investigator (PI) who will be responsible for the formulation of the project proposal according to the format prescribed by the concerned funding agency. In case, the Institute is awarded a sponsored project directly, or a proposal is submitted at the Institute level, the Principal Investigator would be identified by the Chairman, URC in consultation with the concerned Dean with due information to the Registrar.

The statement of expenditure and utilization certificate will be prepared at the end of every financial year by the PI and be submitted to the office of Registrar through Chairman, URC. The project file will be closed with the submission of the final technical and financial project report along with the Utilization Certificate to the funding agency and transfer of the non-consumables to the concerned Department/Centre school stock


01/12/2019
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Signature 			Research & Development
Name F President			Page 3 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

3.2 MUST Sponsored Projects

Research project submitted is expected to propose new ideas preferably with commercialization potentials for both Mody University and the Collaborator contribute to staff research development, and the advancement of the discipline upon receiving the research grant applications, the URC panel will make recommendation.

Applications submitted must fulfil one of the research categories i.e. Fundamental/Pure Research, Applied Research/ interdisciplinary research or any type of research which has a potential for upscaling and Commercialization.

Intramural projects which has the budgeted value less than Rs. 2 Lakhs such research proposals will be recommended by Dean to URC. The URC will submit the recommendation for final approval to President/Vice-President/Director.

For any applications requesting Intramural research funds of more than Rs. 2 Lakhs upto maximum Rs. 10 Lakhs (with the approval of the Management), the URC will invite one internal subject expert and one external subject expert of the Professor level to evaluate the research project. The URC will submit the recommendation for final approval to President/Vice-President/Director.

3.3 Eligibility

This grant is open to all full-time faculties of Mody University of Science and Technology for intramural project.

For Extramural collaborative project, PI/ Co-PI may be from collaborative institute along with the PI and Co-PI from the Mody University of Science and Technology.

3.4 Types of Funding and Duration

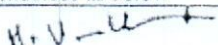
Mody University of Science and Technology research and development funds will be disbursed for the research which will fall into any of the four categories:

- I. Fundamental/ Pure Research
- II. Applied Research
- III. Upscaling and Commercialisation (upon completion of Applied Research project)
- IV. Undergraduate/Postgraduate/Ph.D. Student Research Project

Research categories defined as under:

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01/12/2024

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Signature 			Research & Development
Name F President			Page 4 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

I. Fundamental/Pure Research

Pure research is defined as research carried out by a researcher to increase understanding of fundamental principles and academic discoveries. The research carried out will generate new ideas, principles and theories with possibilities that the end results may have no direct or immediate commercial benefits. However, the research serves as a basis to generate commercial products/services.

II. Applied Research

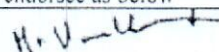
Applied research is defined as applying existing knowledge to address a specific problem or to meet a specific need within the scope of the entity. In brief, applied research deals with practical problems and is generally empirical. It concerns research conducted on an existing problem confronting [and the solutions needed by real life corporate companies who are without the capacity or the resources to conduct in-depth research. Such real life research projects require the partnership of academic teams who are equipped with the necessary research attributes to jointly fulfil the needs of the corporate companies. Solutions that prove effective may entail intellectual property (IP) negotiations and ownership discussions between the University and corporate clients.

III. Upscaling and Commercialisation

(Upon completion of Applied Research projects) Ideation is the thought processes involved in expressing a new concept and potential ideas which may be converted into value-added end-products, useful in real life applications and sold to the market. Ideation involves the use of imagination to form new ideas and may be used in an organizational context for problem solving or in the conceptual phase of new product development. The Incubation and Innovation Centre fosters creativity and offers support in translating ideas into businesses with the aim of nurturing the entrepreneurship spirit among talented and ambitious students and staff. The Incubation and Innovation Centre setup at Mody University aims to create a platform for young entrepreneurs, both internally and externally, to incubate potential business ideas through an array of business support resources and services, which are developed and managed by the centre. The Incubation and Innovation Centre's activities revolve around developing new ways of cultivating potential entrepreneurs through incubation and seed-funding of innovative start-ups, research on industry trends and best practices, and forging linkages with partners, to support the above activities.

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Signature 			Research & Development
Name F President			Page 5 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

IV. Undergraduate/Postgraduate/Ph.D. Student Research Project

Student Research Project Grant is to encourage potential final year student projects (Undergraduate/Postgraduate) or Ph.D. students to apply for mini grant with expected outcomes of publication or participating in competition (Ideation). The grant must be used only for development of the prototype or to purchase consumable to carry out the research project. Outcome of the grant must be at least **One publication (Scopus/WOS) or prototype developed**. Supervisor must be the Principal Investigator and student as co-researcher during the application submission. Each project should not exceed Rs. 50,000/- (value may change on a case to case basis) subject to approval from Management. A supervisor can supervise up to 5 students/ groups under this grant category. All submission will obtain final approval from President/Vice-President/Director. Monitoring, Disbursement of Grant and Project Closure follow the URC protocol and procedure.

The Table below shows the guidelines and time frame of project completion and funds allocated for each category:

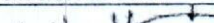
Intramural Research Projects	Expected Project Completion	Indicative Fund Allocation
Undergraduate/Postgraduate Student Research Project	6 months	50,000*
Faculty Projects	1 year	2,00,000.00 *
	2 years	5,00,000.00*
	2- 3 years	5,00,000.00* to 10,00,000.00

* Subject to approval from Management


01/12/2024

REGISTRAR

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Signature 			Research & Development
Name F President			Page 6 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

3.5 Disbursement of Funds:

- The Intramural grant will be disbursed as per the approval of the Management.
- The Extramural grant will be disbursed as per the guidelines of the funding agency.

3.6 Progress Report

The lead researcher is required to submit project reports every six months upon project initiation.

3.7. Request for Project Extension

For Intramural projects, the lead researcher may submit requests for extensions of project duration (6 months -1 year) depending upon the nature of work during the project duration through concerned Dean & Chairman-URC, for approval by the President/Vice-President/Director.

For Extramural projects the PI/ Co-PI will submit the request to the external funding agency as per their guidelines.

3.8. Completion of Project

- Upon completion of the Intramural project, the lead researcher is required to submit the Final Progress Report to URC and SE/ UC (Statement of Expenditure/ Utilization Certificate) to Finance department for the final settlement.
- URC Office will issue an acknowledgement letter to verify the completion of the research project.
- For Extramural funding the same process need to be followed as per the guidelines of the external funding agency.

4. Rules and Regulations for Funds

4.1 Budget Heads:

There will be a separate bank account for research and Innovation at University level for both Extramural/ Intramural funding. All funds received for extramural funding will be

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Signature			Research & Development
			Page 7 of 14
Name	F President	MANNUAL OF RULES & PRACTICES	Revision :- 02
Date	28-11-2019		28-11-2019

deposited in this account. Besides the funds for ongoing projects, this account will be used to maintain a number of funds of the Institute as described below:

4.1.1. University Intramural Fund (Seed Money) :

For Intramural project includes the following heads:

- Purchase of consumables for professional work
- Purchase of equipment (applicable only for projects value more than 5 lakhs)
- travel for professional work
- Contingency
- any other special expenses permitted by President/Director, MUST.

Institute Overhead distribution UDF & PDF & IPRFF	Sponsored Research Projects
MUST Lakshmangarh	UDF65% PDF30% IPRFF5%

For Extramural funding the PI/ Co-PI has to follow the guidelines as per the external funding agency.

4.1.2 Institute Overhead Charges:

For sponsored Research Projects, the Institute will forward proposals with overheads 10% of the total project amount.

The overhead for sponsored research projects will be distributed as follows:

- 65% of the amount to the University Development fund(UDF)
- 30% to the Professional Development Fund (PDF) of the PI (in case there are Co-PI, this amount will be distributed proportionately to the PDFs of the investigators involved.)
- 5% to the Intellectual Property Rights Facilitating Fund (IPRFF).

4.1.3 Actual Expenses for Extramural and Intramural projects

The Actual Expenses will cover the following costs related to a project:

- Permanent equipment to be procured
- Consumable Materials to be used.
- Computational charges (at commercial rates)/Software purchase & AMC

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Signature 			Research & Development
Name F President			Page 8 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

4. Charges to be paid for the use of specific equipment in the departments or central facilities.

5. Contingency Expenses

These will cover:

- i) Cost of supplies, stationery, and reproduction.
- ii) Cost of books, journals, membership fees of professional societies.
- iii) Payment for typing and other office work to external agencies.
- iv) Postage and telephone (including phone deposit charges, rentals and call charges of phones at the office or residences).
- v) Entertainment expenses (this is to cover costs incurred in meeting clients in the Institute or during a tour).
- vi) Conference Registration fees
- vii) Payments for hiring services in short-term contract, and
- viii) Miscellaneous expenses.

6. Traveling expenses

Travel may be undertaken for site visits, meetings outside the Institute, participation in Conferences /Workshops/ Seminars in India and abroad. Approval of expenditure will be at the discretion of the Chairman, URC based on the nature, funding of project work and cost of project.

7. Salaries of project employees.

4.2. Hiring Norms for Research Staff for Extramural funding

a) Open selection will be held for all project posts for a duration of more than one year. There will be an internal circular within the Institute. If suitable candidates are not available, then open selection will be made. In special situations, on the recommendation of the Principal Consultant / Investigator, short term job contracts for up to 6 months may be given with the approval of Chairman, URC with the intimation to the office of Registrar.

b) All project appointments will be contractual and on, the basis of consolidated monthly compensation.

c) Automatic transfer from one project to another either on completion or midway shall not be permitted.

d) The tenure of contractual appointment of a project staff will be for the duration of the

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Signature			Research & Development
Name			Page 9 of 14
Date	F President	MANNUAL OF RULES & PRACTICES	Revision :- 02
	28-11-2019		28-11-2019

project or three years whichever is less.

- e) The total period of contractual employment with the R&D project in two or more projects in no case shall exceed five years.
- f) On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered on the recommendations of the PI with the approval of President/Director.
- g) A project employee shall execute a contract agreement on non-judicial stamp paper of value Rs 100/- with the Registrar at the time of joining, with the explicit provision that contract may be terminated by either side (staff or the Registrar office) by giving one month's notice or one month's consolidated compensation in lieu of the notice.
- h) Selection of JRF / SRF / RA shall normally be made as per the guidelines provided by the sponsoring agency, and as per Institute requirements, and with the approval of the President/Director.
- i) All appointment letters shall be issued under signature of the Registrar on recommendation of Chairman-URC and approval of the President/Vice-President/Director.
- j) The Principal Investigator shall consider prevailing compensation packages, general qualifications and experience of staff while preparing project proposals.
- k) The Selection Committee for the recruitment of Project staff for each project will be constituted by the President/Director as follows:
 - a. Chairman, URC or his nominee: Chairman
 - b. Principal Investigator(PI): Member
 - c. An expert (to be recommended by the PI) : Member
 - d. Expert from the concerned department: Member
- l) The Chairman, URC shall have the power to fix, on the recommendations of the selection committee, the monthly consolidated compensation and the duration of the contractual appointment under intimation and due approval of the President/Director through the office of Registrar.

- m) On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered by the Chairman, URC with the approval of President/Director through the office of Registrar on the

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Signature			Research & Development
Name			Page 10 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

recommendations of the PI of the concerned project.

n) All project staff shall work for the project in which he/she is employed, only, unless requested otherwise by the PI concerned, and agreed to by the President/Director. The PI shall be the sanctioning and controlling authority for all types of leave with respect to contractual project staff.

o) In case of recruitment of JRF/ SRF candidates who have been declared "successful at NET/ GATE may be preferred. In exceptional cases, candidates without NET/ GATE may be recruited through a proper selection procedure. It is desirable to have Nominee of funding agency in the selection process and such requests for nominees may be sent well in advance.

p) The hiring of project staff should follow the number of personnel, in different 'categories, sanctioned under the project. The category of post, and its emoluments are governed by sponsoring agency orders.

q) Scale and emoluments for the posts not covered under the sponsoring agency order are governed by norms prevalent in the implementing Institution. In exceptional situations, on recommendation of PI short term job contracts for 89 days and in very special situation upto 6 months may be considered by the President/Director, MUST.

4.3 Conduct Rule:

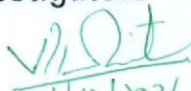
Project employee shall follow general code of conduct as approved by the President/Director. They have to maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information. The President/Director may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary against project employees. On the basis of the report, suitable disciplinary action may be initiated and punishment will be imposed by the President/Director.

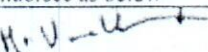
4.4 Guidelines for Project Investigators

4.4.1 Leave Provision:

As per the guidelines of MUST.

4.4.2 Limitations


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Signature 			Research & Development
Name F President			Page <u>11</u> of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

Approval for going on duty on such work will be approved by the concerned Dean.

4.4.3 Involving Foreign Collaborators:

At least one foreign institution/investigator from the other country should express a desire to cooperate in the research and development project with MUST and a sponsoring agency should ready to support financially for international R&D projects.

The project may involve a company from each side for academic / industrial research project for joint industrial R&D project aiming at the development of products/ processes leading to commercialization.

The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

A bilateral Memorandum of Understanding (MoU) between MUST Lakshmangarh and the collaborating foreign institution need to agree on the Indian component of the total project cost with the approval of President/Director, MUST.

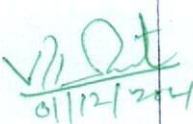
4.4.4 Publications of results

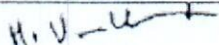
Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

5. Publication Allowances:

- Publication of authored Books - cash award upto a maximum Rs. 5,000/- *
- Publication of Edited Books/ book chapters - cash award upto a maximum Rs. 3,000/-* and Rs. 2,000/-* respectively.
- Publication/ award of Patents - Cash award upto maximum Rs. 6,000/-*
- Publication of research paper in International Journal of Repute with impact factor (IF of web of science/ Scopus/ SCI) more than one - Cash award upto a maximum


01/12/2019
REGISTRAR

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Signature 			Research & Development
Name F President			Page 12 of 14
Date	28-11-2019	MANNUAL OF RULES & PRACTICES	Revision :- 02
			28-11-2019

Rs. 3000/-* and more than three cash award upto a maximum Rs. 5,000/-.*

- Copyright/ Trademark/ Geographical Indication- Cash award upto a maximum Rs. 2,000/-.*

*Subject to approval from Management

6. Conference Allowances

- Presenting paper in International Conference within India- Refund of registration fees, travel expenses as per status*
- Presenting paper in International Conference outside the country – Registration fees, Part of travel expenses in economy class air travel, local stay for maximum 3 days. *
- Presenting paper in national conference of Repute –Registration fees travel expenses and stay of maximum 2 days for paper presented in conference/seminar/workshop organized by IIT's, NIT's and institute of national repute, totaling not more than Rs. 3,000/-. A prior permission must be obtained before paper sent, Subject to approval from Management. *
- Organizing and conducting a Faculty Development workshop/seminar with A grade industry experts with satisfaction level of participants over 80% with minimum 50 registrations - cash award upto maximum Rs. 2000/-.*

*Subject to approval from Management.

6.1. Notification of Approval

An official email will be sent to notify the staff, with due copies sent to the Registrar Office and Finance Office to formalize and substantiate the outcome of the funding applications. A Conference Code will be provided to be used as a reference point for claims upon returning from the conference.

6.2. Publication Recommendations

Staff awarded for International Conferences application is required to submit the paper to a refereed journal within two years of approval date.

7. Payments of JRF / SRF


01/12/2021

REGISTRAR

1 copy to MUST, Delhi 1 Copy of MUST, Lakshmangarh 1 copy to each endorsee as below		MODY UNIVERSITY OF SCIENCE & TECHNOLOGY LAKSHMANGARH	MORP- R-3
Signature 			Research & Development
Name	F President	MANNUAL OF RULES & PRACTICES	Page 13 of 14
Date	28-11-2019		Revision :- 02
			28-11-2019

7.1 The assistance to JRF:

1. Junior/ Senior Research Fellowship are applicable to the regular PhD students only.
2. Junior/ Senior Research Fellowship are (JRF): Rs. 8,000 p.m. (for 10 months only in a academic year) for the initial two years.
3. Junior/ Senior Research Fellowship will be start only after successful of course work and after synopsis approval.
4. To avail JRF, a PhD student must passed PG with $\geq 75\%$ with one publication at PG dissertation level is desirable.
5. If the Ph.D student does not completes the Ph.D in three years, later the payment of fee will be charged semester wise.
6. If the Ph.D student does not complete the Ph.D in three years, he / she will continue with her Ph.D without further research fellowship.

7.2 Payment to JRF/SRF of Government funded projects:

The JRF/SRF of Government funded projects will get the fellowship as per the rule and regulation of external funding agency.

8. Research Grant Award for Extramural funding

- The Award is for any research grant obtained from outside sources and not those from Mody University.
- The value of the Award is in the form of increment as follows:

S.No	Value (in Rs.)	No. of increment (annual)
1.	1 lakh-10 lakhs	1*
2.	10.1 lakhs-20 lakhs	2*
3.	More than 20.1 lakhs	3*

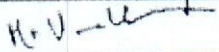
* Subject to approval from Management.

This applies only to the value of the grant apportioned to Mody University of Science and Technology. The co-researcher not from Mody University is not eligible.

- Innovation and Research Work recognized at either national level or

REGISTRAR


01/12/2019

1 copy to MUST, Delhi 1 Copy of MUST, Lakshmangarh 1 copy to each endorsee as below		MODY UNIVERSITY OF SCIENCE & TECHNOLOGY LAKSHMANGARH	MORP- R-3
			Research & Development
Signature			Page/4 of 14
Name	F President	MANNUAL OF RULES & PRACTICES	Revision :- 02
Date	28-11-2019		28-11-2019

university level (genuine with research content and useful to society)

National level - Cash award upto maximum Rs. 10,000/-

University level - Cash award upto maximum Rs 5,000/-

For all the above said criteria Faculty may submit their application for above award with supporting evidences which will be scrutinized by a panel appointed by Director /President. For incentive of Rs. 10,000/- & above faculty is required to give undertaking to continue in the university after receipt of incentive for minimum one year, Subject to approval from Management. Above award list will be made by the panel appointed by the Director /President every academic year.

CC: Chairman-MC; Director, Dean-Administration, Registrar, All Deans, Principals; COE, D.G.M.- Admissions, G.M.-Fin., E.A. to Kolkata


01/12/2021
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