



CAMBRIDGE INSTITUTE OF TECHNOLOGY

# R & D Policy

Affiliated to VTU|Approved by AICTE|NAAC & NBA Accredited|An ISO9001:2015 Certified Institute

Ph: 080-2561 8798 / 2561 8799, Fax: 080-2561 8789, email: [principal@cambridge.edu.in](mailto:principal@cambridge.edu.in)

## RESEARCH POLICIES

### 1. Preamble

Cambridge Institute of Technology is established as an AICTE recognized Private Institution affiliated to VTU, Belagavi and is Accredited by NBA and NAAC. CIT is engaged in interacting with Industry, Business Community and Government Organizations. CIT is now looking beyond traditional R&D metrics of Publications, Sponsored Research and Patents, through Industrial Consultancy by leveraging on intellectual outputs and knowledge creation from staff and student community. In order to monitor these activities research committee is formulated which will meet every month and plan for progression of research activities at institution level. The following are the research committee members:

Sl. No.	Committee	CIT designation
01	President	Chairman/CEO
02	Chairperson	Principal
03	Convenor	Dean-R&D
04	Members	Respective departments (1/2 members from each department)

In addition to committee members the research committee will also have research advisory members from CCCIR, industry and external research organizations.

#### 1.1 Roles and Responsibilities of Research Committee:

1. Planning for research activities in respective departments (including budget)
2. Drive research activities in respective departments
3. Monitor the activities at department level
4. Document the research activities and prepare compiled document every month
5. Coordinate with staff and students in respective departments for smooth conduction of research activities
6. Form research groups comprising of staff and students and drive research activities
7. Follow the research policies and support progression of research at CIT
8. Attend the review meetings and support the initiatives of research committee

### 2. R&D Budget:

CIT will allocate budget to an extent of Rs. 20 Lakhs (1 to 2 lakhs per department) for the following activities:

1. Setting up of research labs (procurement of software and hardware resources for carrying out R&D projects)
2. Conduction of expert lectures
3. Industry visits (transportation and event arrangements)
4. Conduction of research and IPR workshops
5. Financial support for 5 projects related to R&D work
6. Registration fees for international conferences (online only)
7. Others (to be indicated and approved by research committee)

Note: Funding for patents, publications and any others will be separate and will be sanctioned case to case basis

### 3. Major activities under research program at CIT:

In order to drive research and allied programs under research at CIT the following are the proposed activities and targets. The activities will be reviewed on timely basis and targets will be monitored based on the research outcomes. The planning for research will be carried out in the month of January and will be monitored for one year till December. Research activities and targets will be reviewed every year. Performances of research progress will be monitored at institution level and also department level. The following are the major activities and programs that are planned at institution level and will be executed by every department meeting the targets specified.

Sl. No.	Activity/ Program	Targets
01	Research Proposals	1 proposal per professor/Asso. Professor per quarter
02	Publications (In peer reviewed, indexed by UGC, SCI, Scopus, WOS) Ranking of Q1 to Q4	1 paper per faculty every 6 months
03	Patents	CSE/ISE-10, BS-6, ECE-6, EEE-3, CV-3, ME-3
04	Workshops (Research, IPR)	10 workshops per year
05	National conference	1 per year (combination of two or more departments to organize)
06	International conference	1 per year (combination of two or more departments to organize)
07	PhD review meetings	Every six months (centralized review meetings of all research scholars)
08	Expert guest lectures	4 per department
09	Faculty internship	5 faculty members every semester for minimum two weeks

### 4. Other Major Initiatives

In addition to the activities mentioned above it is required to carry out the following:

#### 1. Recognition of research supervisors

- a. In every department the PhD degree holders are supposed to publish papers in peer reviewed journals (minimum two of them) to get recognized as research scholars in VTU.
- b. PhD degree holders are supposed to register as supervisors in other universities (national and international).

- c. PhD degree holders are supposed to take up responsibility as co-supervisors in any university and guide PhD scholars.

## **2. Research scholar review meetings**

- a. Every research centre need to conduct progress review meeting of research scholars registered in CIT research centres.
- b. A common research monitoring committee will be formulated comprising of research supervisor, internal subject expert, external subject expert and industry expert. Research monitoring committee will review the progress work of research scholars every six months and prepare a report providing feedback to accelerate the progress work.
- c. Review meetings, DC committee meetings, open seminars, colloquium , comprehensive viva-voce and final viva-voce will be conducted by the research centre/ supervisor and report will be submitted to research monitoring committee as per VTU norms.
- d. The dates for review meetings will be announced every semester and will be incorporated in calendar of events.
- e. Formats and perquisites for attending the review meetings will be available at the Deans office and strictly the templates have to be followed.

## **3. Chapters and Memberships**

- a. Every research centre is supposed to have minimum of two society memberships (technical society) and have minimum of 50 members enrolled in these society memberships. Under the society memberships various activities need to be conducted every semester such as workshops, invited talks, industry visits, seminars, Hackthon etc.,
- b. Every research centre need to have chapters recognised by national and international organizations.

## **4. Social-Science Research**

- a. In line with Sustainable Development Goals it is expected that every research centre focusses on research and product development activities in social sciences research.
- b. Funding opportunities are available from different department in Govt. of India and Govt. of Karnataka which need to be accessed by department for conduction of workshops and seminars.
- c. Association with NGOs and various other industries and to carry out CSR activities are one of the major activities to be carried out in this initiative.

## **5. Faculty exchange program**

- a. CIT would like to partner with top universities in India and international universities and support faculty members from CIT to visit these universities and carry out internship program at these university labs for duration of 1 month to 3 months. Financial support will be provided every year and support will be provided to access grants for faculty exchange program.
- b. Every year CIT proposes to sponsor or support a team of 10 students with two faculty members to visit universities (India and abroad) under faculty-student exchange program.

## **6. R&D news letter**

- a. Every year it is planned to prepare R&D newsletter highlighting the major achievements and outcomes of R&D activities carried out at CIT
- b. Innovation Magazine will be published highlighting the innovations and patents

---

## 5. Policy for Applied/Sponsored Research:

---

As part of its educational responsibility CIT seeks to encourage and facilitate research. Those who carry out research either sponsored by or under the aegis of the Institution have responsibilities in turn toward the Institution. To avoid any misunderstanding or confusion, this Statement of Principles sets forth certain of these responsibilities, which the Institution regards as of the highest importance and which researchers are requested to acknowledge in addition to obligations that they may feel toward their own careers, toward their professions as a whole, or toward the foundations or institutions that may support them.

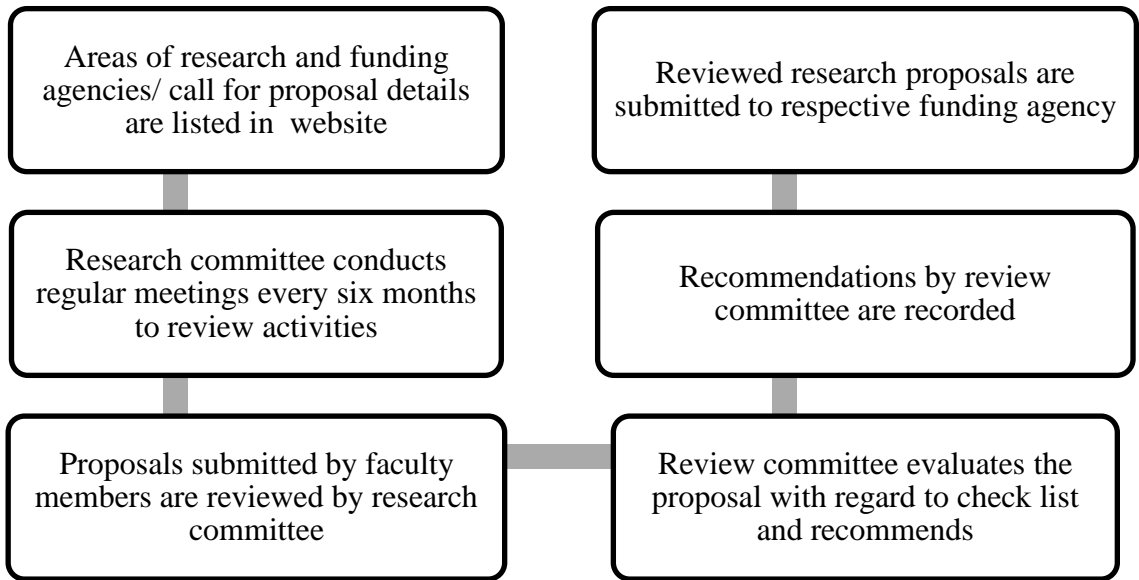
- The Institution's research and academic role is a continuing one in which many people serve for varying periods of time. Any publication which reports work done under Institution sponsorship or in association with it must therefore acknowledge all relevant contributions made by staff members, junior and senior, past and present, fully and justly. It is incumbent on the author to submit a copy of his/her publication to the chair/director of the department or unit who sponsored the research affiliate.
- Several research programs of the Institution have been in progress for many years and depend in large part on good relationships with the local community and with the academic community both national and international; much time and money have been expended in establishing and maintaining such relationships so that research might continue. The Institution and the foundations that have made these expenditures must be protected against any action which might undermine the good will already attained by the work of Institution departments or units. A researcher shall agree not to publish material considered to be harmful to the Institution's relations with its own local community or to the larger academic community.

All researchers associated with the Institution shall acknowledge, both as a general principle of all good research and as a particular rule in force to protect the reputation of the Institution, that the privacy and self-respect of individuals, communities and institutions must be respected.

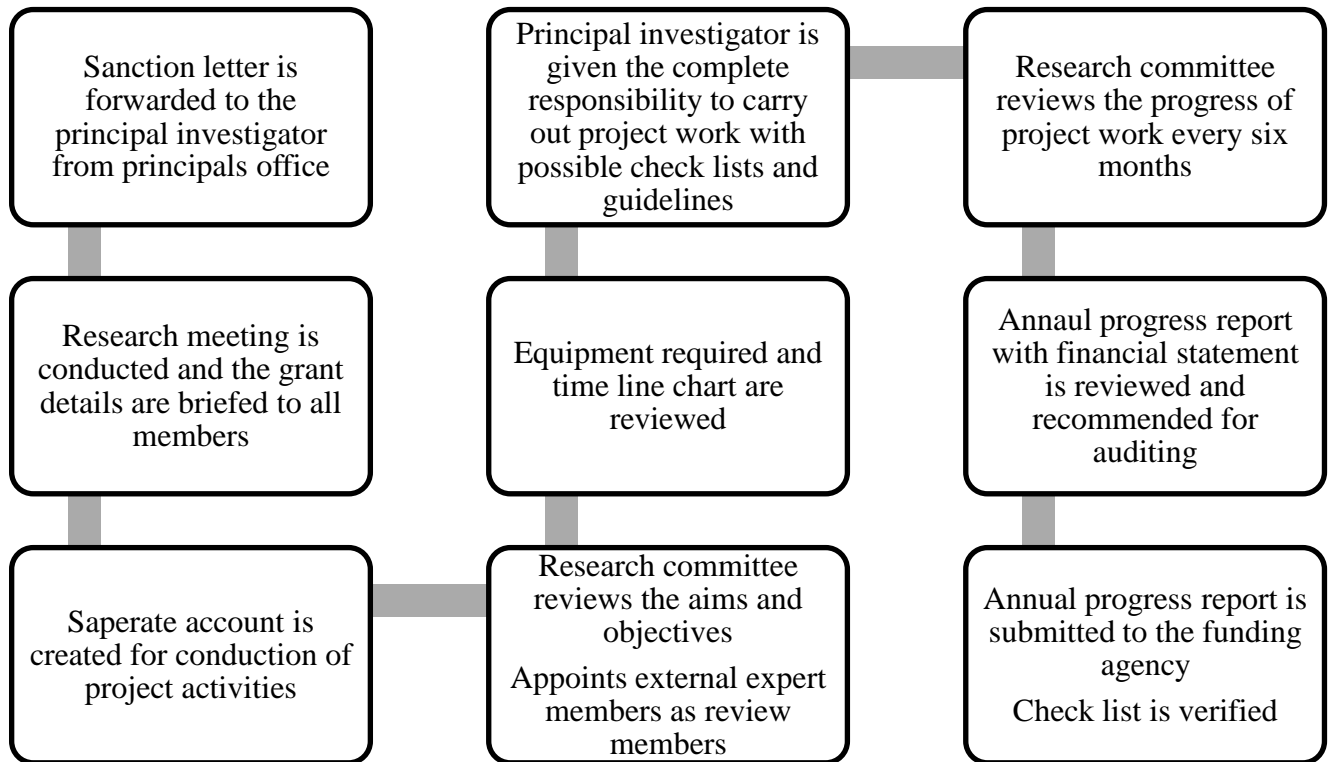
### 5.1 Monitoring smooth progress and implementation of research

The conduction of R&D activities is governed by the research policies laid down by the Management. Every research project/ consultancy work/ collaboration and outcomes of research activities are governed by the research policies. The following flow chart briefly describes the process that is recommended for smooth progress and implementation of research schemes/projects.

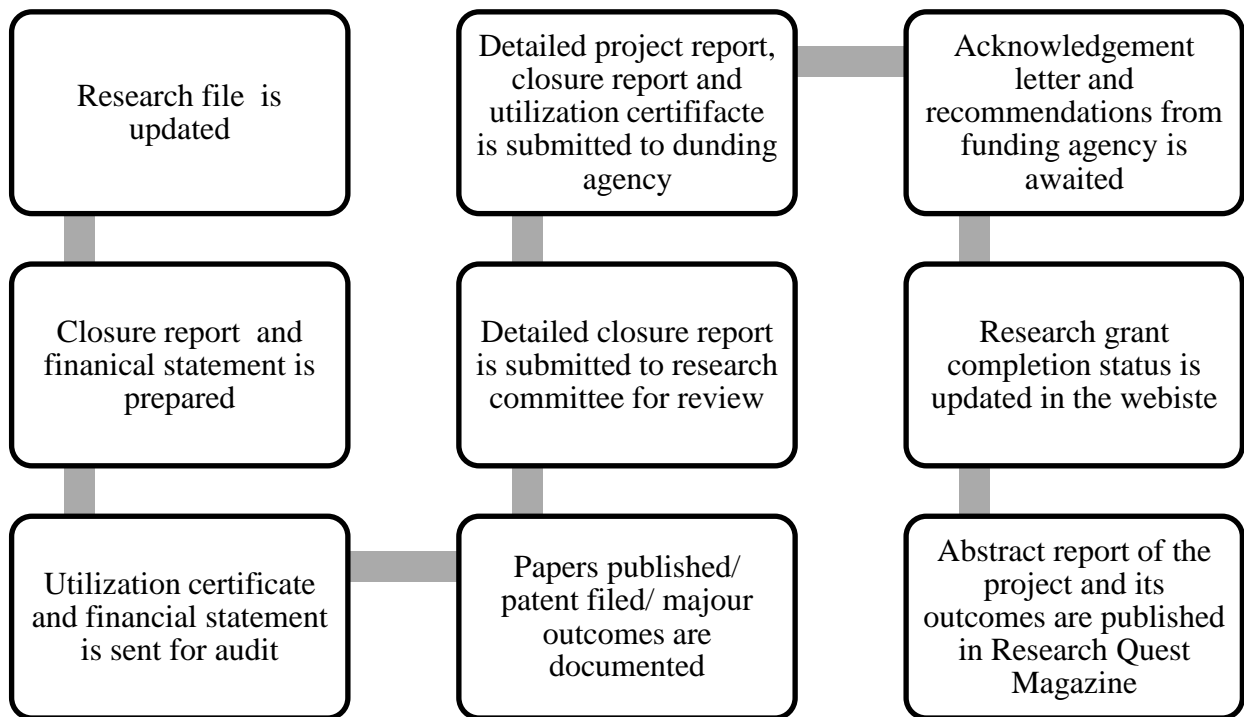
### 5.2 Before submission of research proposal



**5.3 After award of research grant:**



**5.4 After completion of research work:**



## 6. Monitoring Progress of Research Scholars – associates

Presents broad principles to guide the research enterprise and assure the integrity of scholarly inquiry at CIT/CCCIR. The transmission of knowledge and conduct of scholarly inquiry are central and complementary functions of the Institution. They can be carried out effectively only if scholars are guaranteed certain freedoms and accept corresponding responsibilities. The research committee of R&D Centre, CCCIR hereby affirms the following principles concerning research:

- Individual scholars should be free to select the subject matter of their research, to seek support from any source for their work, and to form their own findings and conclusions. These findings and conclusions should be available for scrutiny and criticism as required by the Institution's Policy on Openness in Research.
- Research techniques should not violate established professional ethics pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.
- The Institution should foster an environment conducive to research. Where, because of limited resources, the R&D Centre cannot support all research demands, it should allocate space, facilities, funds, and other resources for research programs based on the scholarly and educational merits of the proposed research, and not on speculations concerning the political or moral impropriety of the uses which might be made of its results.
- The above principles circumscribe the R&D Centre's role with respect to Institution-connected research. They in no way diminish, and indeed they reinforce, the individual researcher's personal responsibility to assure that the conduct of research, the sources of funding for that research, and its perceived

applications are consistent with the individual researcher's judgment and conscience, and with established professional ethics.

### **6.1 Rights and Responsibilities in the Conduct of Research**

R&D Centre policies and practices related to research, including a review of obligations to students, staff, and sponsors are as follows:

#### **6.2 Rights to faculty members**

To carry out R&D Centres, CIT/CCCIR research mission effectively, scholars are guaranteed certain freedoms. Every researcher has the right to academic freedom in the pursuit and support of research as defined in the statement of Principles Concerning Research. Right to disseminate the results and findings of research without suppression is stipulated as Openness in Research policy. As a member of the research group every faculty member has the right to engage in external consulting activities, subject to the Institution's limitations. It's important that faculty member adheres to both the spirit and the letter of the policy.

#### **6.3 Responsibilities of Faculty to staff and students**

Faculty members must be aware of their obligations to staff and students working as part of the research team. It is particularly important that at least annually, each faculty member should review intellectual and tangible property rights and responsibilities (for management of data in all media, for proper authorship attribution, etc.), with all members of the group under his or her direction, including staff, students, post docs, and visiting scholars. Each member has the right to know who is sponsoring the research and supporting his or her salary or stipend.

On an individual level, the best interests of each staff member and student should be of particular concern. The Institution is committed to demonstrate support and appreciation for its staff. To that end, faculty members are encouraged to provide staff development opportunities and, if possible, a mentor relationship for those in their group.

#### **6.4 Equipment Control**

The control of both Institution and Government-owned equipment is mandatory under externally sponsored contracts and grants as well as under Institution policy. PIs are responsible for securing necessary approvals for the purchase of the equipment, and for proper tagging, inventory, and disposal of equipment.

#### **6.5 Consulting**

Members of the R&D centre occasionally may be permitted to engage in outside consulting activities under conditions decided case to case basis. Consulting is permitted provided the faculty member's full-time obligation to the Institution is met. The maximum number of consulting days permissible for a member of the Faculty on a full-time appointment is up to 05 days per academic quarter.

#### **6.6 Patents and Copyrights**

All participating faculty members, researchers, students, and visiting scholars, must sign Patent and Copyright Agreement before the commencement of any research activities ([Refer to Annexure 1](#)).

#### **6.7 Academic Freedom**

CIT/CCCIR assures the fullest protection of freedom of inquiry, thought, expression, publication, and peaceable assembly at R&D Centre, CIT/CCCIR. R&D Centre, CIT/CCCIR's central functions of teaching, learning, research, and scholarship depend upon an atmosphere in which freedom of inquiry, thought, expression, publication, and peaceable assembly are given the fullest protection. Expression of the widest range of viewpoints should be encouraged, free from institutional orthodoxy and from internal or external coercion. Further, the holding of



appointments at R&D Centre, CIT/CCCIR should in no way affect the faculty members' rights assured as per the Institution policy. In furtherance of these general principles, decisions concerning:

- the search for, and appointment and promotion of, faculty
- the assignment of teaching and other primarily academic responsibilities
- the support and sponsorship of scholarly research
- any other granting or withholding of benefits or imposition of burdens

shall be made without regard to a person's political, social, or other views not directly related to academic values or to the assumption of academic responsibilities; without regard to the conduct of a person holding an appointment at CIT/CCCIR unless such conduct is directly related to academic values or to the assumption of academic responsibilities or is determined, in a proceeding pursuant to the Statement on Faculty Discipline, and without regard to an individual's race, ethnic origin, sex, or religion. Nothing in the foregoing shall be deemed to affect the Institution's application of affirmative action policies in its faculty search procedures.

### **6.8 Grievance Procedures**

The grievance procedures outlined below are designed to assure that decisions by faculty members and administrators comply with the standards of academic freedom. These procedures are internal to the Institution and are aimed at preserving confidentiality and academic integrity while protecting the rights of individual faculty members. The following procedures shall apply to all grievances arising under this Statement on Academic Freedom:

- The rights herein conferred shall be enforceable only by a person who is directly aggrieved and who holds a faculty (as defined above) position; no other person or persons shall have standing to complain.
- If any faculty member feels aggrieved by a decision that he or she believes to be in violation of this Statement, he or she may file a grievance pursuant to the Statement on Faculty Grievance Procedures and its attendant standing rules.

### **6.9 Confidentiality**

If, in a program of research, an outside person or entity has made available to the investigator confidential information, provision may be made to preserve confidentiality and/or a short delay in the publication of research results during which time the information source may examine the proposed publication in order to assure that the investigator has not disclosed, intentionally or unintentionally, any portion of the confidential information supplied, provided that any such provision for delay must contain assurance from the information source that he will conduct his review as expeditiously as possible, that he will not attempt to thwart publication for any reason except to protect confidential information previously supplied, and that he/she will indicate with specificity a sentence or sentences which he contends constitute such a disclosure.

### **6.10 Research Misconduct**

"Research misconduct" is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- Fabrication means making up data or results, and recording or reporting them.
- Falsification means manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- Plagiarism means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

- Research misconduct does not include honest error or honest differences in interpretations or judgments of data.
- A finding of research misconduct requires that:
  - there is a significant departure from accepted practices of the relevant research community
  - the misconduct is committed intentionally, or knowingly, or recklessly
  - The allegation is proven by a preponderance of the evidence. (R&D Centre, CIT/CCCIR's disciplinary procedures may establish a different standard of proof for disciplinary actions.)
- Allegations or suspicions of misconduct outside the scope of this policy should be referred for investigation to the cognizant dean, vice provost or vice president; the process of investigation and reporting obligations may differ from those required for research misconduct cases.

### **6.11 Openness in Research**

That a research program shall be regarded as requiring secrecy:

- If any part of the sponsoring or granting documents that establish the project is not freely publishable
- If there is a reasonable basis for expectation that any documents to be generated in the course of the research project will be subjected by an outside sponsor to restrictions on publication for a period in excess of that reasonably required (i.e., more than 90 days) for the sponsor to ascertain whether information he or she is entitled to have treated as confidential would be disclosed by publication
- If access will be required in the course of the project to confidential data so centrally related to the research that a member of the research group who was not privy to the confidential data would be unable to participate fully in all of the intellectually significant portions of the project

### **6.12 Retention of and Access to Research Data**

The PI is responsible for the collection, management and retention of research data. PIs should adopt an orderly system of data organization and should communicate the chosen system to all members of a research group and to the appropriate administrative personnel, where applicable. Particularly for long-term research projects, PIs should establish and maintain procedures for the protection of essential records in the event of a natural disaster or other emergency. Research data must be archived for a minimum of three years after the final project close-out, with original data retained wherever possible. In addition, any of the following circumstances may justify longer periods of retention:

- Data must be kept for as long as may be necessary to protect any intellectual property resulting from the work.
- If any charges regarding the research arise, such as allegations of scientific misconduct or conflict of interest, data must be retained until such charges are fully resolved.
- If a student is involved, data must be retained at least until the degree is awarded or it is clear that the student has abandoned the work.
- Beyond the period of retention specified here, the destruction of the research record is at the discretion of the PI and his or her department or laboratory.
- Records will normally be retained in the unit where they are produced. Research records must be retained on the CIT/CCCIR campus, or in facilities under the auspices of R&D

Centre, CIT/CCCIR, unless specific permission to do otherwise is granted by the Dean of Research.

### **6.13 Roles and responsibilities of principal investigator**

The Principal Investigator (PI) serves as the primary individual responsible for the scientific integrity and fiscal and administrative management throughout the period of the award. The PI's specific responsibilities include:

- Being cognizant of, and adhering to, all sponsor-imposed terms and conditions, as well as institution policies and procedures related to administering sponsored agreements. This would include relevant government and university regulations regarding the use of equipment and infrastructure facilities, conflicts of interest, and purchasing and equipment management policies.
- Obtaining prior approvals from the Research Advisory Committee (RAC) or working with RAC to request prior approval from the sponsor for post-award changes relating to the conduct or scope of the work, and/or budget amendment, expenditure of funds awarded or extensions of time.
- Observing campus policies and procedures to protect intellectual property rights and academic freedom.
- Supervising project personnel including co-investigators, post-doctoral associates, and students.
- Monitor sub recipient progress and review and approval of sub recipient invoices.
- Submitting technical/programmatic progress reports in a timely fashion to the sponsor as required by the terms and conditions of the award.
- Managing, controlling, and expending funds in accordance with the restrictions imposed by the award terms and conditions and university policy. Funds should only be expended to directly support the project effort and expenditures should not exceed the total amount of funds awarded. Deficits and disallowances incurred against an award fund are the responsibility of the principal investigator.
- Contract and grant accounts should be monitored on a continuous basis and reconciled monthly to ensure only allowable project-related costs are charged to the specific account. The monitoring process is the primary responsibility of the PI and any financial administrator assigned at the college or department level. Assistance is provided by the assigned RAC.

While responsibility for certain day-to-day management of the project finances may be delegated to administrative or other staff, accountability for compliance with the sponsor requirements and university policy ultimately rests with the PI.

---

## **7. Policy for Higher Education**

CIT/CCCIR recognizes that the skill and knowledge of its employees & associated members are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees or associated members can maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within CIT/CCCIR. CIT/CCCIR will provide educational and training assistance program to its employee or associated members immediately upon the assignment. Before going

for training, employees or associated members must sign a bond depends upon the numbers of days and the cost of that program.

While training program is expected to enhance employee's performance and professional abilities, CIT/CCCIR cannot guarantee that participation in formal training will entitle the employee or associated members to automatic advancement, a different job assignment, or pay increases.

### **7.1 Higher Education Support Scheme**

CIT/CCCIR faculty members would like to pursue PhD will be supported through higher education support scheme. The following are the eligibility conditions for availing the scheme:

1. Permanent faculty members pursuing PhD under VTU at CIT/CCCIR Research Centre will be supported under this scheme with a waiver of tuition fees up to 50% of the total fees for PhD program (For external candidates tuition fees are fixed to Rs. 20,000/- per year)
  - a. The fees waiver is for the four years only, after four years there will be no fee waiver
2. Lab facility, hardware and software resources, library facility, journals and conference papers, external expert support and internal expert support will be extended to all faculty members
3. Faculty members will be provided OOD/ special leave to attend examinations, conferences, seminars, workshops and paper presentation
4. Review meetings and expert committee suggestions will be provided to all registered students
5. Any other facility or support expected from CIT/CCCIR will be provided to faculty members with prior approval
6. Journal publication fees (up to Rs. 10000/- only for Q1, Q2 and Q3 journals, first author should be the faculty from the college, and affiliation should be CIT only) will be sponsored by the institution (based on recommendations from the research committee)
7. Patent drafting, filing and examination for award of patent will be sponsored by CIT. The inventors should be from CIT only and the applicant will be CIT only (Refer to patent policy 6.6).

### **7.2 Clauses for availing higher education support scheme**

Faculty members availing the higher education support scheme need to submit a signed document comprising of the following:

1. After completion of PhD every faculty member is expected to work for the organization for a minimum of two years, not adhering members need to reimburse the fees (as approved by the management)
2. At least one publication per semester is expected by the faculty members in reputed journal paper and one publication in international conferences
3. The maximum duration for completion of PhD is four years and faculty members have to pay full fees after four years and there will be no concession in the fees.

4. Discontinuing of PhD will lead to penalty and fees sponsored need to be reimbursed (as decided by the committee)
5. Faculty need to propose, guide and encourage M.Tech and B.E. students in their project work and also deliver guest lecturers to students and faculty members on progress work

## 8. Incentives and Allowances

Faculty members involved in activities mentioned below apart from their regular work load are entitled to the following incentives to encourage them to actively participate in R&D activities.

1. Paper publications with college name in the affiliation
2. Patent filing, publication and drafting
3. Conduction of workshops and seminars
4. Conduction of national and international conferences
5. Writing text books and preparation of lab manuals books with affiliation
6. Research proposals and grants with funding from various organizations
7. Conduction of training courses
8. Corporate training programmes
9. Consultancy activities (Refer to annexure 3)
10. Awards and recognitions from national and international bodies
11. Product development and commercialization
12. Licensing of technology or patents
13. Visiting overseas universities on faculty exchange program

### 8.1 Proposed incentive scheme for faculty members:

Paper publications (per paper inclusive for all authors)	Rs. 10000/- in Q1 and Q2	Rs. 2000/- for reputed and peer reviewed journal (Q3 ad Q4)	Rs. 500/- in any other journals (maximum of two papers per year)
Conduction of workshop and seminars	Rs. 2500/- for faculty coordinator on successful completion of sponsored programs with minimum funding of Rs. 75000/-		
Conduction of national and international conferences	Based on the sponsorship amount, incentives will be paid to the coordinator or faculty involved in funding for the conference from external agencies		
Writing text books and preparation of lab manuals books (only for published by reputed agencies)	Rs. 2500/- for the author and his team on publication of books by reputed publishers		

Research grants	Funding component	% of incentive	Total Incentive to the team
	Contingency (A) Travel and Stationary	80% of A = I1	I1 + I2 + I3 will be disbursed to the PI and Co-PI of CIT. The incentive will be paid end of every academic year upon submission of progress reports and utilization certificates.
	Research staff salary (B)	25% of B = I2	
	Equipment grant (C)	10% of C = I3	
Conduction of training (only corporate training)	<ul style="list-style-type: none"> <li>• Total Revenue = A</li> <li>• Expenses towards execution of training = B</li> <li>• Total earning (C) = A – B</li> <li>• Disbursement of incentives – 80% of C to team, 20% of C to CIT</li> <li>• Of 80% - 20% to marketing team and 80% to trainer</li> </ul>		
Product development and commercialization	<ul style="list-style-type: none"> <li>• Total Revenue = A</li> <li>• Expenses towards patent/ patent licensing/ product development/ commercialization = B</li> </ul>		
Licensing of technology or patents	<ul style="list-style-type: none"> <li>• Total earning (C) = A – B</li> <li>• Disbursement of incentives – 80% of C to team, 20% of C to CIT</li> </ul>		
<b>Guidelines:</b>			
<ul style="list-style-type: none"> <li>• All faculty members recipient of the incentive scheme need to render their services in the college for minimum of two years, else they need to reimburse the incentive with interest</li> <li>• Prior permission need to be taken before starting of any of the activities from the management, only upon prior approval the incentive scheme is valid</li> <li>• Faculty members involved in multiple projects and multiple activities need to indicate their contribution towards progress of the project work upon which they will be considered for the incentive scheme</li> </ul>			

## **Annexure 1**

### **Patent Agreement and Assignment (PAA) Policy**

The basic policies of Cambridge Institute of Technology, Bangalore include complete freedom of research and the unrestricted dissemination of information. While the traditional method of dissemination of the results of academic work is through publication in scholarly or other public media, developments having commercial potential often arise in the course of research or other activities. For the benefit of the institution, the inventor or creator, and the public, Cambridge Institute of Technology, Bangalore endeavours to bring the products of research to practical implementation. Where research or other activities carried out at the institution and its allied entities, or with substantial aid of its facilities or funds administered by it, result in inventions, discoveries, or device-like software, such intellectual property shall be disclosed to the institute, and shall be the property of the institute from inception.

*The inventor or creator shall agree in writing to notify the institute promptly of any such intellectual property and to assign to the institute all of his or her rights, title and interests in such intellectual property, in the form of a present assignment of future rights.* The inventor or creator shall comply with the institutions request that he or she perfect the institutions ownership of the intellectual property by execution of a recordable assignment of the intellectual property to the institution, or to an organization designated by the institution. The institution, acting directly or through its designee, shall endeavour to license or assign such intellectual property in a manner that benefits the institution and the public, and provides a return to the inventor or creator. The inventor or creator shall be consulted and kept informed of the arrangements.

#### Frequently Asked Questions - Patent Agreement and Assignment (PAA)

1. What is the PAA?
  - The institutions long-standing Patent Policy (policy 6.6) gives the institution rights in discoveries and inventions that are created by people working at or for the institution. The PAA is an agreement between you and the institution that confirms the rights that the institution already has under Policy 6.6. Except in unusual circumstances, you will be asked to sign the PAA only once (not annually) during your association with the Institution.
2. Does the PAA change or enlarge the institutions policy regarding inventions?
  - No. The PAA does not create rights in inventions that the institutions does not already have under R&D policy. The PAA has no effect on or implications for the institutions policies or practices with respect to copyrighted works in any medium.
3. I am not an inventor and never will be, so why do I have to do this?
  - There is no practical way of determining which institution appointees may, in the future, create something with institution resources that could be patented and in

which the institution has ownership. Inventions sometimes arise in unlikely settings and in unexpected ways. We have tried to make the process of signing and submitting the PAA as easy as possible to minimize your inconvenience.

4. Whom should I contact to know more about patent agreements?
  - If you have questions about the PAA you should first contact your department Head, or dean (R&D) or institution head to seek clarification. They in turn can contact or refer you to the relevant research committee of the institution, depending on the nature of the question.



### Annexure 3

#### Consultancy Incentive Details

As CIT has expertise in various research domains, the Consultancy Policy and Guidelines is proposed for the benefit of Faculty Members in order to keep pace with frontiers of knowledge and global outreach. The institution proposes an incentive scheme which shall be shared between Principal Investigators (PI) and CIT in the ratio of 70:30 respectively based on the attained net profit from the Consultancy project. The Incentive scheme is arrived by reviewing and benchmarking Consultancy Policies of various institutions worldwide and within India. The distribution of incentive scheme can be depicted in the below table:

Sl. No.	Criteria	Value in INR	Remarks
1	Total Revenue Received	A	Project cost
2	GST	B	
3	Net revenue available	$R = A - B$	
4	Total expenditure	E	Financial statements required
5	Available incentive amount	$I = R - E$	
6	Investigating team share	70% of I	PI and team will share the amount based on contributions made
7	Institution share	30% of I	This fund will be deposited in R&D account

The institution shall receive 30 percent for providing overall support, infrastructure and equipment and the Investigating Team shall receive 70 percent of the net income (after deducting all the expenses and taxes) from the Consultancy project/task/work for executing the assignment. This Policy can envisage in to a new revenue stream model and enhance research capabilities in alignment with Industry needs by responding to their requirements in an agile manner. Further, the Consultancy Policy is developed in tandem with the requirements of outreach activities of HEIs and Accreditation agencies. Overall, the incentive scheme aims to be favourable for Faculty Members and Technical Staff of CIT to undertake Consultancy projects as a part of Revenue Generation, Community Service and Development. In parallel, there are a lot of intangible benefits to Faculty Members in terms of recognition, networking with Industries, supporting Ph.D. scholars and students, Training along with contributing to the institution growth.