



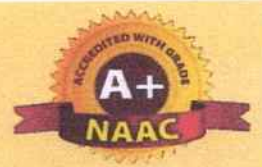
SIPNA SHIKSHAN PRASARAK MANDAL'S

## SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution affiliated to Sant Gadge Baba University, Amravati)

(Accredited 'A+' Grade by NAAC | NBA Accredited)

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## Research Policy

### (RULES AND REGULATIONS)

Prepared By

Dean


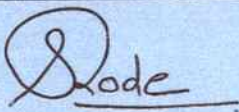
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# 1. INTRODUCTION

Sipna Shikshan Prasarak Mandal, established in the year 1995, aims to impart higher technical education to enthusiastic youths and envision them for a better tomorrow. Since its inception, SSPM has been successfully running undergraduate and postgraduate courses in emerging areas through Sipna's Arts, Science & Commerce College, Chikhaldara.

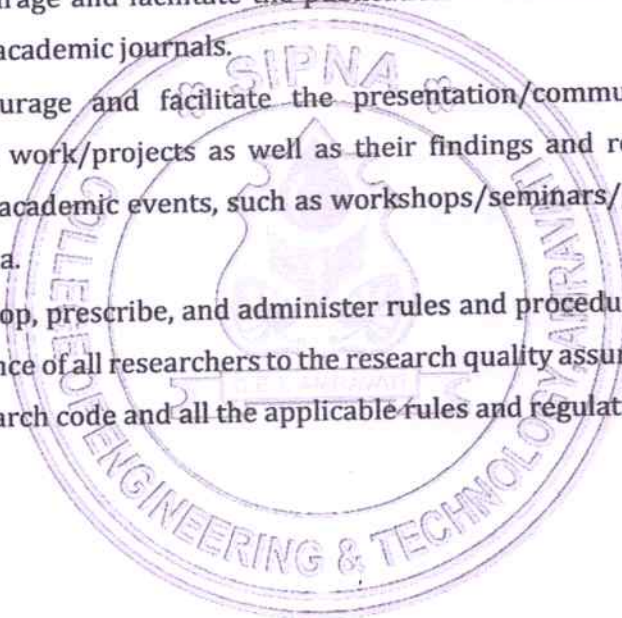
Sipna College of Engineering & Technology, Amravati, and Sipna School of Planning and Architecture, Amravati affiliated to Sant Gadge Baba Amravati University, Amravati. We have already marched towards various Postgraduate, Management, and Research Programs.

The Sipna College of Engineering & Technology (SCOET) was started in July 1999 to provide professional education to students in the region and around. The college is located in Amravati, an educational hub of Maharashtra.

**The Research Policy of Sipna College of Engineering and Technology has its primary focus:**

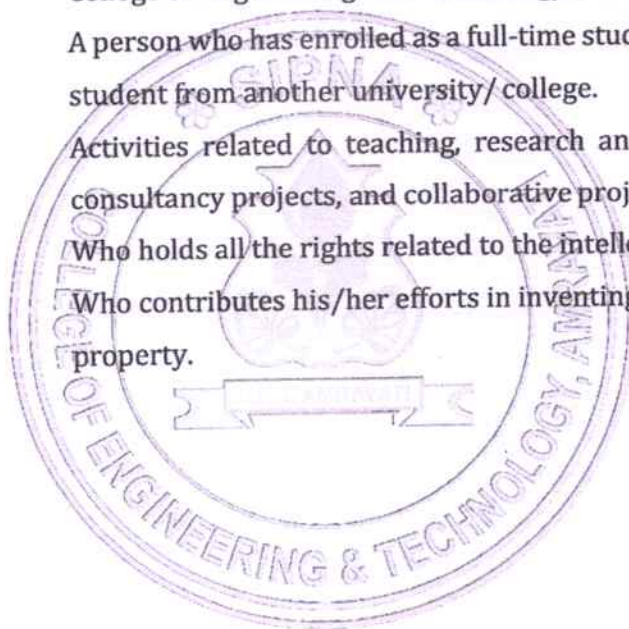
- To strengthen the institutional capacity for strategic, technical, and operational planning, budgeting, and control of all research activities of the college.
- To create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students.
- To develop rules, procedures, and guidelines for granting research support, instituting awards, and supporting all other related activities.
- To develop rules, procedures, and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities.
- To provide modality for proper coordination of all research activities of the college and align these to the vision and missions of the college and national development goals.

- To guide faculty members in the effective integration of research projects with the regular curriculum implementation and curriculum enrichment activities.
- To promote interdisciplinary research and establish modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects.
- To define an enabling framework for researchers to obtain sponsorships for research projects, which makes the participating researchers responsible for the successful implementation of the project.
- To encourage and facilitate the publication of research work/projects in reputed academic journals.
- To encourage and facilitate the presentation/communication of the research work/projects as well as their findings and recommendations through academic events, such as workshops/seminars/guest lectures or the media.
- To develop, prescribe, and administer rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.



## 2. Definitions

First Party:	Sipna College of Engineering and Technology, Amravati.
Second Party:	Teaching Staff, Non-Teaching Staff and Students.
Third Party:	Any person or start-up or established company other than first party and second party.
Start-up:	New business of age less than 1 year, from the date of actual start-up.
Faculty:	A person who carries out teaching and research at Sipna College of Engineering and Technology, Amravati.
Student:	A person who has enrolled as a full-time student or exchange student from another university/ college.
Activity:	Activities related to teaching, research and development, consultancy projects, and collaborative projects.
Applicant:	Who holds all the rights related to the intellectual property.
Inventor:	Who contributes his/her efforts in inventing the intellectual property.





## 3. IPR (INTELLECTUAL PROPERTY RIGHT)

### 3.1 Types of Intellectual Property

1. Patent: It is an exclusive right granted to applicant (s) for an invention, upon sufficient public disclosure. The creative idea must exist in the form of a product or a process that gives a novel solution to the specific problem.
2. Copyright: Copyright protects the work of art. It is an exclusive right given to the author if creativity exists in the form of literary, architectural, dramatic, musical, and artistic works, cinematograph films, and sound recordings. E.g. Dissertations, drawings, etc.
3. Trademark: It is used to distinguish one company from the other. It protects the logo which is designed to identify the brand name. e.g. Intel, Carlsberg, etc.
4. Design: In Indian constitutions, it is also called as Industrial Design. It is used to protect the aesthetics of the product. E.g. side panels of the bike, seating arrangement of the bike, etc.
5. Layout Design Registry: This is used to protect the layout of the transistors and other circuit elements used to design integrated circuits.

### 3.2 Types of activities, leading to the generation of IP

Different activities through which Intellectual Property Rights can be generated and protected.

- I. Research carried out by Teaching staff/ non-teaching staff/ Students/ Project staff, in the a course of his/her service with party one.
- II. Research work carried out by students under the supervision of the teaching staff of party one.
- III. Research carried out by Teaching staff/ non-teaching staff/ Students/ Project staff, from the funds fetched through different agencies from Government Sector, Private

Sector, Foreign Government and International Agencies.

IV. Research work carried out in collaboration with other institutions.

### 3.3 Ownership of IP

By prosecuting the intellectual property right through Sipna College of Engineering and Technology, Amravati, the ownership of the intellectual property can be classified into two classes.

1. IP owned by Sipna College of Engineering and Technology, Amravati.

In this class of ownership, the applicant of the Intellectual Property will be Sipna College of Engineering and Technology, Amravati and the inventor/author will be the developer of the intellectual property.

- OR
2. IP owned by a second party or third party and Sipna College of Engineering and Technology, Amravati.
- In this class of ownership, the applicant of the Intellectual Property will be jointly, Sipna College of Engineering and Technology, Amravati, and the developer of the intellectual property.

### 3.4 Steps for the prosecution of intellectual property

The owner of the intellectual property shall go through the following steps for the prosecution of the intellectual property through Sipna College of Engineering and Technology, Amravati:

1. Apply in the prescribed format to the Dean of R&D, Sipna College of Engineering and Technology, Amravati.
2. Decision on approval/modifications/rejection of the application will be carried out by the Internal Research Recognition Committee (IRRC).
3. A meeting will be carried out in the last week of each month.
4. As per the decision made by the IRRC committee, the owner shall provide complete details of the intellectual property for prosecution.
5. Upon final approval by the owner, the intellectual property shall be prosecuted.



### 3.5 Financial share in the prosecution of Intellectual Property

Share of the finances, which involve Government office Fees and Consultancy fees, is shared between the first party and second party or third party. The share of the finance purely depends on the type of ownership disclosed in the previous section. The percentage of the finance share shall be:

1. In case, the ownership of the intellectual property right is as disclosed in the ownership of IP-1, the cost of prosecution of the intellectual property right will be 100% shared by the first party.
2. In case, the ownership of the intellectual property right is as disclosed in ownership of IP-2, the cost of the prosecution of the intellectual property right will be equally shared by the owner and the first party.

#### Profit sharing through commercialization of Intellectual Property.

Share of the profit, generated through commercializing, licensing, or manufacturing of the intellectual property shall be:

Sr. No.	Amount of Profit	Share of Owner	Share of Institute
1.	Below 5 Lakh	90%	10%
2.	Above 5 Lakh and Below 10 Lakh	92%	8%
3.	Above 10 Lakh and Below 50 Lakh	95%	5%
4.	Above 50 Lakh	99%	1%



## 4. Consultancy Services

### 4.1 Definition of the Consultancy Services

Consultancy work is undertaken, where faculty and research staff provide available knowledge and intellectual inputs in their expertise area to other organizations. This includes services for providing expert advice, problem-solving, targeted training, testing and laboratory-based experimental work, market research and survey, and web-based product design. The faculty member of the Institute or the department involved in consultancy is responsible for providing the solution to the consultancy work.

#### 4.1.1 Nature of the Consultancy Services

The consultancy services are of two types Institutional and Individual consultancy. The consultancy services directly coming to the Institute will be considered as Institutional consultancy and by any faculty member as Individual consultancy services.

### 4.2 Revenue Sharing Policy

The revenue sharing of the consultancy fees is given as follows,

Type I: Consultancy and Technical Services involving the use of the Institution's Infrastructure Facility.

- a. Total fee received from the client: 100%
- b. Amount of Institute share: 45%
- c. Expenditure for the project execution: 5%
- d. Amount available for distribution to the Project execution team: 50%

Distribution of 50 % Amount		
Sr. No.	Particulars	Amount
1	Principal	1%
2	HoD (Respective Department)	1%
3	PI/PC, Faculty, staff and other members involved in consultancy work. #	45%
4	College/Faculty and staff who brought the consultancy work	3%
5	Total	50 %

Type II: Consultancy/Lab Services without use of the Institution's Infrastructure Facility.

- Total fee received from the client: 100%
- Amount of Institute share: 25%
- Expenditure for the project execution: 5%
- Amount available for distribution to the Project execution team: 70%

Distribution of 70 % Amount		
Sr. No.	Particulars	Amount
1	Principal	1%
2	HoD (Respective Department)	1%
3	PI/PC, Faculty, staff, and other members involved in consultancy work. #	65%
4	College/Faculty and staff who brought the consultancy work	3%
5	Total	70 %



The financial distribution of amount for individual involved in the project with NABL Labs will be given as follows.

### NABL Lab Testing

Sr. No.	Category	Total % Share as per policy	Particulars
1	Institute	50%	
	Principal	4%	Principal
3.	Laboratory Head	5%	Laboratory Head
4.	Quality Manager	5%	Quality Manager
5.	Technical Manager	20%	Technical Manager(s)/ Faculty member(s) who conducts the test and its result.
6.	Technical Staff/laboratory Support Staff	12%	Supporting Non-Teaching Member(s)
7.	Accountant / Cashier	2%	Accountant to keep the record
8.	Class IV (If any involves otherwise transfer to Technical Staff/laboratory Support Staff)	2 %	Peon 2%

### Note:

# PI/PC will submit the proposal in front of ICRC committee for the approval of financial distribution of individual involved in the project before starting the project.

### 5.3 Book

For Book (with ISBN)

Publication no.	Reward for publication
1 <sup>st</sup> publication	Rs. 5,000/-
2 <sup>nd</sup> publication	Rs. 5,000/-

For Chapter

Publication no.	Reward for publication
1 <sup>st</sup> publication	Rs. 2,000/-
2 <sup>nd</sup> publication	Rs. 2,000/-

### 5.4 Seed Money for Research

- 1) A Grant of research seed money up to Rs. 2 Lakhs is given to the full-time faculty members of Sipna College of Engineering & Technology, Amravati who have submitted project proposals for funding.
- 2) The call for research proposals would be made by Dean R & D in the month of July every year.
- 3) All proposals received would be evaluated for their quality by a committee headed by Dean R & D and recommended applicants will receive the seed grant.
- 4) The project period is two years from the date of sanction and is expected to be conducted by the faculty member himself or herself. Hence no manpower would be supported in the grant.
- 5) It is expected that the grantee shall submit the report of the research done to Dean R & D.