

RESEARCH & DEVELOPMENT POLICY



CMR INSTITUTE OF TECHNOLOGY

(UGC - Autonomous)

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RESEARCH AND DEVELOPMENT POLICY

Introduction

The Research & Development cell integrates all the departments to facilitate the academic, sponsored-research, projects and consultancy services. The cell extends its full support to students/staff/alumni/other-stakeholders through its facilities i.e., research labs/centers, COE innovation and incubation centers to present/publish papers in the conferences/journals of national/international repute which contributes towards academic transformation, professional and career advancement. The cell associates & sponsors various innovative research & development activities such as workshops, symposiums, seminars, conferences, research publications, projects, innovations, patents and IPR in diverse fields. The R&D activities also include skill cum technology up-gradation programmes, startups, entrepreneurship and participation in various national/international technical competitions. The cell extends its support to start-up of new ventures in association with innovation incubation entrepreneurship cell (IIEC).

The cell strive towards perfection and high-quality scientific research to take-up active research and contribute towards publications, patents, prototypes and filing of IPR and to build research culture, to tap global potential, support to strengthen the knowledge foundation and promote the creation of new R&D applications in multi-disciplinary areas by using social innovation and rural/indigenous technology in support of Make in India and Digital India slogan of PMO and country. As a part of UBA, IIIC activities the cell adopts social out-reach programmes in support of education, research & innovation to households/children/adults/adolescence in rural villages & hamlets. To achieve the high quality research ambience, the R&D cell enables the staff/students to pursue research and participate in consultancy works. R&D policy states that the rules & regulations pertinent to research are should be followed by every individual involved in R&D activities.

Vision: To facilitate innovative and multi-disciplinary research in collaboration with industry to meet global needs by involving the all stakeholders.

Mission: Develop an eco-system for R&D activities through effective contributions of the staff and students to actuate industry relevant innovative projects, prepare the research proposals, apply for funding agencies, publish papers, patents that leads to entrepreneurships and startups.

Objectives

1. create zeal in staff/students to take-up multidisciplinary innovative research and publish papers in conferences/journals of national/international repute.
2. strengthen the R&D centre and get recognition from SIRO/DST/University/DRDO.
3. ink MOUs with industries, collaborate with institutions of higher learning and R&D organizations.
4. foster scientific temper, assure R&D quality and ethical efficacy.
5. create centers of excellence in niche/thrust/emerging areas of research.
6. recommend for financial assistance for various R&D activities.
7. identify and inform researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations.
8. encourage students to undertake innovative projects and publish the same in reputed journals.
9. provide scope for staff/students to work on latest technologies with industry.
10. take-up testing/consultancy services in co-ordination with alumni, industry and stakeholders.

Composition of R&D Cell

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One representative from GB	Invitee
3	All HODs and Deans	Member
4	One professor from each department	Member
5	One representative from industry nominated by GB	Member
6	R&D coordinator nominated by GB	Member Secretary
7	One student from each department nominated by respective HOD	Member
8	One entrepreneur alumni (Optional)	Member

Frequency of Meeting: The committee shall meet atleast four times a year or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions

1. prepare the annual R&D action plan along with R&D incentive policy for various R&D activities/programmes.
2. obtain the budget approval for various activities from finance & planning committee and GB.
3. prepare a comprehensive list of funding agencies that allocate funds for R & D projects.
4. motivate staff and students to publish papers/articles/manuscripts in conferences/journals of national/ international repute and to file/publish patents.
5. encourage staff & students to prepare and submit R&D/AQIS/project proposals for funding by ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME, HUBs etc., within the stipulated time.
6. formulate strategies for mutual benefit of stakeholders by fostering research collaborations in interdisciplinary areas of industry/govt./IITs/TBIs/professional chapters to address societal needs.
7. monitor R&D project progress of various departments through visits to identify bottlenecks and propose remedial actions.
8. maintain close liaison with industry and undertake sponsored projects.
9. organize national/international conferences/workshops/seminars/training programs in thrust areas to enhance the professional and research skills among the staff and students.
10. promote self employability skills through innovation, incubation and entrepreneurship cell (IIEC).
11. insist faculty members to publish their research work in WoS/Scopus indexed journals.
12. maintain & update data of research, consultancy and extension activities of staff/students
13. upload progress of R&D activities on the web portals of affiliating/accrediting/ranking agencies.
14. constitute a review committee to adjudicate the originality & quality of the publications/projects/consultancies/patents of staff/students and to recommend for incentives/appreciation and suggestions for improvement.
15. consolidate the progress of R&D activities of all departments and submit report to the Director.

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16. allocation of funds/seed-capital to various departments and staff members to take up R&D activities to established researchers both individually and also in groups.
17. monitor the utilization of research funds appropriately as per sanctioned budget without any deviation.
18. monitor the progress of R&D activities and send report in Gantt chart format to the Director.
19. report on revenue generation by R&D projects/consultancies, open a separate bank account for each project and maintain all registers/records for audit by CA/IQAC/Director.
20. perform any other duties as assigned by the Director time to time.

Promotion of Research

The staff/students have free-access to R&D cell and choose the topic of their interest and also can provide free guidance to seek funds from various government organizations/industries. The institute encourages the faculty, provide incentives for peer reviewed publications, consultancy works, writing books and filing patents. The institute takes care of complete patent filing process as per national/international IPR guidelines & policies to commercialize a product/prototype/design/service. The R&D cell provides necessary eco-system/conducive-environment with infrastructure/expert support to staff/students to take-up R&D, consultancy, innovation and intellectual capital. Staff is responsible to apply for various R&D agencies through individual/institutional login and pursue their R&D projects. However, the institute is always ready to provide seed-capital and ample support for all potential research projects which can generate revenue after commercialization of product/services.

Research at UG and PG Level

To enhance quality research outcome, mentorship/internship shall be facilitated to encourage UG/PG students to pursue research activities leading to tangible outcomes, such as publication, process, novel, prototype, design and functionality changes. Research component is already embedded in the curriculum at all levels/years of their academic/professional stay/association at the institute being a society member in various clubs/committees/cells/chapters/associations and also as a student member. The staff members of the institute shall provide suitable professional/expert guidance in all spheres of student R&D activities.

The UG/PG students are encouraged to take up a module/content in the ongoing research projects funded by government agencies/industries with the support of investigators. Those students who are the part of funded projects should transfer know-how to other UG/PG students for further research.

Research Centers

The institute has a number of research centers to strengthen the R&D activities, TLP, learning outcomes and employability for UG/PG students/staff. Establish new curriculum/additional labs to strengthen the research-culture in staff/students in different domains to improve industry-institute-interaction.

Research Laboratories

The following research laboratories and Centers of Excellence are established in the college to train the students in advanced technologies to carry out the research work.

- a) **Center of Excellence in Artificial Intelligence, Machine learning and Data Science:** Python and R are installed to implement various machine learning algorithms on various data sets.

- b) **IoT Center of excellence:** A research lab which helps the students in developing the projects in the area of IOT and implementation of big data analytics.
- c) **Cloud Computing Lab:** conducts research on Cloud Computing concepts through AWS.
- d) **Full Stack Web Development Lab:** conducts research and implement projects by the staff/students using AJAX and advanced scripting languages.
- e) **Internet of Things Lab:** Conducts research on advanced IoT systems and to analyze the performance of the IoT devices remotely.
- f) **E-Yantra:** Robotic lab is established to explore and develop assistive devices.
- g) **VLSI Design:** The focus of this lab in the areas of VLSI design and CAD algorithms for energy efficient high performance, power analysis and optimization for CMOS circuits; low power embedded systems design; VLSI design for multimedia; high-speed network and wireless applications.
- h) **Simulation Lab:** This Lab Provides a powerful schematic capture and simulation environment that engineers, students, and professors can use to simulate electronic circuits and prototype PCBs. This lab shows you how to capture, simulate, and lay out your first design in Multisim.
- i) **HFSS Lab:** to promote research using software tools in design of Microwave ranges.
- j) **Lab VIEW:** This Lab gives the opportunity to the students to validate their knowledge and skills Hand-on experience of work and wide exposure during study period and also create & assure new opportunities for our students in the job market.
- k) **CAD Lab (STAAD pro):** Conduct research analysis and design of structures

Seed-Capital to Student/Staff

CMRIT provides seed capital/fund under the roof of R&D cell, it is a capstone activity that provides early stage funding to ideas or concepts which are yet to publish and organize a forum to discuss on latest development relevant to the field of research/design/process. The aim of seed capital/fund is to encourage inventions/innovations to publish-patents/commercialization/new-venture/addition to exiting enterprise.

Minor Research Projects

The institute encourages & support staff & students to take-up minor research projects as detailed below:

- a. Student projects are partially supported on recommendation of respective guide/supervisor/investigator based on potentiality of the project to an extent of Rs.10000/- under this category for duration of one semester/year on approval of R&D cell.
- b. The disbursement of sanctioned amount and completion of the project is the sole responsibility of guide/supervisor/investigator and may utilize the facilities, infrastructure and human resources of the institution.
- c. The amount should be paid by respective guide/supervisor/investigator directly to the vendor after proper negotiations and submit the bill to the accounts department through proper channel to R&D cell.
- d. The guide/supervisor/investigator has to submit the periodical progress report of the approved research project to the R&D cell.
- e. The amount should not be used either for remuneration or honorarium purpose.

Major Research Projects

CMRIT supports all major projects as detailed below on approval from the Director.

- a. The major projects are sanctioned to the staff based on the recommendations of the R&D cell
- b. Regular progress reports are to be submitted through HOD to R&D cell for review/guidance.
- c. All the equipment purchased, fabricated-prototypes shall be the property of the institute only.
- d. UG/PG student projects may be carried out from major research projects.

Sponsored Research Projects

The staff-research-proposals are to be submitted to R&D cell for scrutiny and further submission to the funding agencies such as AICTE, UGC, DST, etc. The institute supports the execution of a R&D project in all manners. The funds must be credited into the college bank account from the sanctioned R&D organization and covers all the heads of budget proposal without any deficiency. No deviations of any nature are allowed and shortage of funds met through honorarium and remuneration. However, escalations of cost of executing a project beyond control shall be brought to the notice of the Director for further action and approval. Any staff member can collaborate in any major research project for publications/patents. UG/PG students must be involved in the sponsored research projects and can be remunerated if possible.

Collaborative Research Projects

- (i) **Industry Sponsored Research Project:** A public/private sponsored projects can utilize experts of the institution concerned to conduct research. If any patent is registered, then there shall be a sharing of income generated from patent among the industry, researcher and institute. This will lead to following benefits:
 - a. The researcher will get an exposure to the concerned area of research.
 - b. The industry will get solutions to their problem.
 - c. The researcher, institute and industry can get the end-benefits.
 - d. The society is ultimate beneficiary with new R&D product or service.
- (ii) **Multi/Inter disciplinary Research:** Interdisciplinary/multidisciplinary research is the need of the hour. No department, institution, researcher or scholar can alone address any problem. The end results of R&D can only be derived with proper interaction between and amongst various other discipline faculties. The institute motivates all the staff members to involve in multi/inter disciplinary R&D activities. The following actions are in vogue:
 - a. Identify the multi/inter disciplinary R&D areas.
 - b. Identify the experts from various disciplines to work together on projects.
 - c. Study the infrastructure requirement of various disciplines.
 - d. Explore possibilities to find other resources for such multi/inter disciplinary research.
- (iii) **Inter-institutional Research:** The staff members are encouraged to prepare the proposals in collaboration with well-established research institutes such as Universities, NITs, IITs, IITs, and other organizations having similar interest. The staff may act as Principal investigator/Co-investigator depends on their contribution towards the research.

Intellectual Property

In case of any innovation/invention, the institute will encourage the researcher to file a patent. The institute has collaboration with the third party agency, which will process the patent application. The institute shall bear all the expenditure in filing of patent application. If the patent is commercialized, then the revenue sharing would be as per IP Policy of the Institute.

Policy for Research and Consultancy Projects

The institute follows a unique incentive scheme to reward the faculty for the R&D and consultancy project works carried out in the respective year. This scheme is introduced by the management to impart research culture and to motivate faculty to identify new innovations. The incentive scheme is as per the table below.

S. No.	Category	Name	Percentage of Sharing
1	Funded Research Projects from Govt. organizations, R&D Organizations, Industry, University etc.	Principal Investigator	2% of the received fund only upon submission of UC
		All Co-investigators	1% of the received fund shared only upon submission of UC
2	Consultancy/Testing Services	Individual/Team	60:40 (institution : individual/team)
3	Patent Commercialization	Author(s)	50:50 (institution : author(s))

Incentives for Publishing Papers

As a part of the continual quality improvement policy, the institute encourages publication of papers in various conferences and journals by the staff members and can claim incentives. Staff members presenting their research papers in regional/national/international-seminars/conferences/workshops will be provided by OD leave and reimbursed by the registration fee & travel expenses as per the rules in force and may vary time to time. Faculty research publications in reputed national/international journals/conferences will be reimbursed, awarded and rewarded as per the table given below.

The Reimbursement

Category	Description	Reimbursement (Rs.)
A	Transactions of IEEE/ASME/ASCE/ ACM/SCI, Journals with SJR/SNIP > 0.5 and of similar standard	25,000/-
B	WoS/ESCI/Scopus Indexed Journals with existence of more than 2 yrs, prior to the date of publication.	20,000/-
C	Journals approved by UGC and any Journal existing for than 5 years with ISSN	5,000/-
D	International/National Conference publication with ISBN Proceedings	5,000/-

Note:

1. The publication charges should be paid in the name of Journal/Publisher and receipt to be generated in the name of Author, who is applying for Reimbursement.
2. All the reimbursements will be the original Fee paid, with a limitation of amount as mentioned in the table.
3. Neither Reimbursement, nor Reward will be given to paper published in list of discontinued Journals of Scopus/Cloned Journals list of UGC.
4. Papers published in list of Journals banned by CMRGI (as annexure from time to time) are also not eligible for Reimbursement and Reward.
5. For papers publishing in journal through conference, the faculty can apply for reimbursement either in journal category (A/B/C) or in Conference category (D) and not in both.
6. The original registration fee will be reimbursed to the author publishing in Scopus Indexed & above journals through CMRGI Conferences. However, no reward is permissible.

Award

For papers published in category A and B Journals, wherein no registration fee/Reimbursement is claimed, the first existing author of CMRGI out of **n** number of authors is entitled for **Award**. The award categories are:

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Category	Description	Award (Rs.)
1	Papers published through direct to following Journal: <ul style="list-style-type: none"> • IEEE/ACM Transactions • Journals by Elsevier/Springer Publication, existing for last 3 Yrs • Journals by IET Publication, existing for last 3 Yrs • All Q1 and Q2 listed Journals 	10,000/- 8,000/- + Min. 2,000/- Reward as per clause 3
2	<ul style="list-style-type: none"> • Any Paper published in Journal through Conference route • All Q3 and Q4 listed Journals 	5,000/- 3,000/- + Min. 2,000/- Reward as per clause 3

Note: Award categorization will be at discretion of R&D Committee of CMRGI. No award is applicable for C category Journals.

Reward:

Category	Description	Reward
1	Out of n no. of authors, if 2 or more authors are from different institutes of CMRGI.	Average of Scopus h-index of CMRGI authors X Rs. 1000/-
2	Out of n no. of authors, if 2 or more authors are from same institute of CMRGI.	Average of Scopus h-index of CMRGI authors X Rs. 750/-
3	Out of n no. of authors, only one author is from institutes of CMRGI.	Average of Scopus h-index of CMRGI authors X Rs. 500/-

Note:

1. The above reward is applicable for the papers published in Scopus/ WoS/ESCI/SCI Indexed & above Journals, wherein the reward is given ONLY to first existing author of CMRGI (irrespective of author position in list of authors), from 'n' no. of authors.
2. In any case of reward category, if the average Scopus h-index is ≤ 2 , the first existing author in the list of authors of CMRGI will be rewarded Rs 2000/- for the papers published in Scopus/WoS/ESCI/SCI Indexed & above Journals.
3. For C-Category Journals, reward of Rs. 10000/- will be given only to first existing author of CMRGI (irrespective of author position in list of authors) from 'n' number of authors.
4. The Maximum Reward for any case will not exceed Rs.15000/-
5. The Reward will be issued only after successful reflection of the article in Scopus database of respective institutes of CMRGI.
6. Publications wherein students are co-authors the faculty is entitled for only reward.

Patents and Book Chapters

1. The fee for patent filling will be borne by institute; provided "Institute" is, the applicant and Inventors (with institute address) belong to the institute.
2. For the Patents filed & published filed & published individually (wherein institute does not bear any filling charges) and applicant not being Institute, reward of Rs.5000/- will be given to the first Inventor with institute address.
3. Authors of Books/Book Chapters indexed in Scopus or Published by International Publisher will be rewarded Rs. 1500/- for one or more Book Chapter and Rs. 5000/- for Complete book, provided the affiliation should be institute name. This reward is only for Authors, not Editors.
4. Permission to attend Conference will be given based on exigencies of work and only once in a Semester.
5. Once the paper is published, before applying for reimbursement, the faculty has to submit soft copy of publication in the Department/Central Library.
6. All Papers (to Journals or Conferences) are to be submitted after proper plagiarism check and language check through proper channel, HOD/Dean (R&D)/Principal or Director.

7. Affiliation of College name should be properly mentioned and even the institute to be acknowledged wherever possible.
8. In a scenario where the author has more than one affiliation, the author should compulsorily mention affiliation of respective institute of CMRGI.

Code of Ethics for Research

1. **Academic Honesty:** The institute holds high respect for honesty in all scientific communications in reporting data, results, methods, procedures, and publication status. The institute does not entertain fabrication, falsification, misrepresentation of data. Deceit of colleagues/funding-agencies or public is considered misconduct on the part of the researcher.
2. **Integrity:** The institute gives high regard for keep-up promises & agreements and sincerity & consistency of ideas and implementation.
3. **Carefulness:** One must carefully & critically examine one's own work, associates/team work and keep a record of research activities such as data collection, research design, and correspondence with agencies of journals.
4. **Respect for Intellectual Property:** Honor patents, copyrights, citations, and other forms of intellectual property. One must not use unpublished data, methods, or results without permission. Authors should give proper acknowledgements/citations and avoid plagiarism.
5. **Confidentiality:** The author should protect confidential communications such as documents, works, blue-prints, papers, publications, observations, trade secrets and patent records.
6. **Social Responsibility:** Mitigate social harm through research and public education/advocacy
7. **Competence:** Improve professional competence and expertise throughout life in education & learning and promote research competence in all aspects of research.
8. **Legality:** A researcher must know and obey government policies, relevant laws and institutional rules and regulations with regards to IPR issues.
9. **Protection of Human Subjects:** Minimize harms & risks to human subjects, use special precautions with vulnerable situations and respect human dignity/privacy/autonomy. Equitable distribution of benefits and burdens of R&D.
10. **Rules for Plagiarism:** All project/seminar reports, dissertations/thesis, research papers, case studies, and any such documents need to be checked with the standard plagiarism software tool. In case of project/seminar reports, dissertations/thesis, the concerned student needs to submit a plagiarism report generated by a licensed software tool.

Relationships with Community

- a. R&D outputs such as data, information, graphs, reports and documents are disseminated to the stakeholders in all possible ways including social media without any loss of confidentiality.
- b. Researchers of the institute exercise due diligence and involve judiciously into research activities which are not detrimental to the interests of society/community/environment/stakeholders.
- c. Researchers will exercise their rights to academic and scientific research freedom and are accountable to the community.

Relationships with Sponsors

- a. The methods, contents, results, reports, documents, designs, publications, etc of research shall be fully disclosed to the funded agencies on final settlement.
- b. Researchers shall be honest with sponsors about their research contribution & involvement along with qualifications, research expertise and skills.

- c. Researchers should follow standard code of ethics in disclose of content of research and maintain confidentiality with sponsors.
- d. Researchers shall utilize sponsor's funds only for the purpose for which it is meant for.

Relationships with Research Participants and Research Objects

- a. Researchers should respect their team members with freedom, dignity, privacy and integrity.
- b. Researchers shall treat non-human living beings with care, respect, awareness, vulnerability and defenselessness.
- c. No researcher should be harmful to the environment and maintain ecological balance.
- d. Researchers should follow standards and norms of global waste management system.
- e. In case and if research demands the use of human personal data & observations, the researchers have to obtain a prior consent from the person and their family members.

Withdrawal of membership from R&D project

Researchers can withdraw from the approved research in writing through proper channel and on the consent of sponsoring agency. Researchers should use the approved funds for that project only as per sanctioned heads of budget. Researchers should return the received money/money's worth to the institute if they didn't attend any professional development activities which are contributory to the R&D project.

Publications Policy related to R&D

Publisher: The CMRIT publish on its own and/or third party agents/publishers.

Scope: This policy is applicable to the institute and its departments/units/cells.

Purpose of the Policy: Publication policies, procedures, and guidelines are framed to ensure a minimum standard and common visual identity in all official publications and promotional materials. The institute official information will be accurate, consistent, legally-compliant, timely and accessible through electronic or print media.

Each publication will have a designated content owner who is responsible for ensuring that the publication complies with this policy. Management and release of publications will be authorized by the designated content manager for specific publications and/or categories of publication. The R&D cell/publication committee shall be responsible for the overall administration of the publication policy. All publications issued/reproduced in any language/medium, including web/print/CD-ROM/video/audio are required to be of a high-standard that represent fairness, accuracy of the institute's operations/services. The current standards are defined in the publication policies, processes and procedures as referred below.

Publishing: Institutional representation in public forum about its programmes of study, capabilities, activities/interests through website and all other sources in print/electronic-media.

Publication Types

Primary Publications: The primary focus of the policy is to bring out institute's official contractual information related to the academics, curricular, co-curricular, extra-curricular and mandatory disclosures as per norms are also published/reproduced in any medium for web-print by business partners, research partners and relevant stakeholders. Publications may also include printing of short guide, prospectus, booklets, accommodation/family guide, college/campus

handbooks, information for international students, programme guides and brochures, posters, fliers to promote various programmes and services. All media communications i.e., television, cinema, newspaper, radio, magazine, fliers, web banners, posters, e-recordings and other media-vehicles are used for outbound advertising, email, phone, SMS, campaigns and other formats.

Secondary Publications: The policy aims at publication of teaching material, academic schedules and issues of mutual interest of all the stakeholders. This covers scholarly publications in journals, articles, magazines, compendium, supplements, periodicals, books and book chapters run by CMRIT. The publication policy allows all non-contractual publications without any defeat to academic freedom subject to IPR issues in vogue.

CMR Institute of Technology shall publish in the following items

1. Online Publications
 - a. Websites
 - b. Online News Letters
 - c. e-Magazine
 - d. e-Journals
 - e. e-Brochures
 - i. Placement Brochure
 - ii. Institutional Brochure
 - iii. e-Prospectus
2. Hard Copy Publications
 - a. News Letter
 - b. Magazine
 - c. Journal
 - d. Brochures
 - i. Placement Brochure
 - ii. Institutional Brochure
 - iii. Prospectus
 - e. Case Study Book
 - f. Conference/Seminar Proceedings
 - g. Research Thesis of Faculty
 - h. Books Composed by Faculty Members in Original
 - i. Monographs
 - j. Study Materials

Roles and Responsibilities

Policy Owner: The convener is the execution authority of the publication policy in terms of data compliance/interpretation/maintenance/processes/procedures/promulgation/pronouncement/monitor/report on publication process in coordination with the members of publication committee.

Content Owners: The content owner is CMRIT, who shall manage the publication units through conveners having overall responsibility for accuracy, consistency, timeliness and approval of content for publication and the conveners are responsible for compliance with the policy of CMRIT and publication processes & procedures of IPR/IIPR issues.

Content Managers: Conveners should ensure execution of appropriate policies/standards and adhere to it. Maintain & update the list of publications, content owners, editors, authors and manage web content. Convener shall constitute a publication committee and make them responsible for all the print/media publications/documents/videos. The current specific-content owner must be responsible for their data/information/images/modules/digital-resources in line with IPR issues and institute/

department/convener no way responsible for any unfair/restricted practices.

Editors: An editor shall have delegated responsibility for one or more publications which combine materials belonging to several content owners or authors.

Authors: Create and maintain content for specific publications in prescribed format/medium. Authors must submit material to content owners for approval before publication.

Content Sources: CMRIT has a number of authorized central repositories which serve as the primary locations of official information. These are described in the publication processes and procedures. The HOI is the authorized person to make amendments in the content of these repositories and define templates/formats to the publication committee.

Storage and security: The system administrator/IT manager is accountable for the hardware, network integrity and security of the institutional repositories. Web servers and other infrastructure managed by units other than ITS which are used to store publicly available web content or files for publication must adhere to the same policies and to comparable service levels for administration, security, backup and maintenance as applicable.

Branding: All primary publications should comply with CMRIT branding and design standards. Approved templates for print and e-publication are available in website. All secondary publications must also comply with CMRIT branding and design standards/codes.

Audience: All staff/stakeholders.

Relevant Legislation

All relevant acts relating to Indian publications and Intellectual Property Rights (IPR)

Copyright: All materials shall be published in original and should not have been published before in their current or substantially similar form, or be not under consideration for publication with any other journal, book or in any other form. Articles/publications shall warrant/indemnify publisher from any infringement of an existing copyright.

Permissions: Prior to article submission, all authors shall obtain and submit clear permission to use any content that has not been created by them.

Rights of publishers

1. Non-exclusive rights to reproduce the material in the article or book chapter.
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3. Worldwide English language rights.
4. To use the material for the life of the work.

Publications Committee

Publisher: CMR Institute of Technology

Chairman: Principal, CMRIT

Convener:

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Designation		Department	
Title of the Publication (Enclose Full text)			
Is the Paper Scopus indexed	Yes / No	If Yes, please enclose the listed copy	
Name of the Journal		ISSN	
Journal Category	A / B / C / D	Patent/Book/Book Chapters	
Publication Details	Volume	P P No.	DD/MM/YYYY
Publication Fee Paid	Yes/No	If, Yes Amount Paid (Enclose Original Receipt)	Rs.

List of Authors and Affiliation									
S. No.	Name of Author(s)	Designation	Affiliation	Main/ Co	Amount Rs.				Signature
					RE	AW	RW	Total	
1									
2									
3									
4									
Total									
Hard & Soft copy of publication submitted to the Central Library				Yes/No	Librarian Signature				

DECLARATION

I hereby declare that the above information is correct and I have not claimed any reimbursement or incentive for the above said publication earlier any where.

Date		Signature of the Author	
------	--	-------------------------	--

HOD REMARKS

Forwarded to the R&D Cell after online check

Date		Signature of the HOD	
------	--	----------------------	--

FOR OFFICE USE ONLY

DEAN (R&D) REMARKS

The following amount to be reimbursed as per norms

Reimbursement Rs.	Award Rs.	Reward Rs.	Total Amount Rs.
Date	Signature of the Dean		

DIRECTOR REMARKS

SECRETARY & CORRESPONDENT REMARKS

Approved / Not Approved

Approved / Not Approved

Signature with Date		Signature with Date	
---------------------	--	---------------------	--

Accounts officer Remarks	The above said amount calculation is found correct as per norms		
--------------------------	---	--	--

Amount Paid Rs.		Cheque No		Date	
-----------------	--	-----------	--	------	--

Bank Details		Signature	
--------------	--	-----------	--



CMR INSTITUTE OF TECHNOLOGY



UGC Autonomous

(Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA & NAAC with 'A' Grade)

Kandlakoya (V), Medchal District, Hyderabad-501 401

Phone: 08418 – 200720 / 9247605109 Fax: 08418 – 200240, www.cmritonline.ac.in

APPLICATION FOR RESEARCH SEED MONEY

PART – A: FACULTY DETAILS

1	Principal Investigator Details											
	Name											
	Date of Birth		Gender		M / F / T		Mobile					
	Educational Qualifications											
	Designation								Department			
	Teaching/Research Exp. (in yrs)		UG		PG		Research		Total			
No of Papers/Books Published		Papers				Citations		Books				
2	Co-Principal Investigator Details											
	Name											
	Date of Birth		Gender		M / F / T							
	Educational Qualifications											
Designation								Department				

PART – B: PROPOSED RESEARCH PROJECT DETAILS

1	Title of the Project										
2	Area of Specialization										
3	Project type	Basic Research/Applied Research/Developmental/Demonstration/Others									
4	Tentative time period	From (Date)				To (Date)				Max 3yrs	
5	Brief Introduction (Attach a separate sheet if required)										
6	Significance of the Study (Its potential contribution to knowledge in the field of social relevance)										
7	Research Objectives (Maximum of 2-3 Objectives in Bullet Form Only)										
	a.										
	b.										
	c.										
8	Proposed Methodology (Attach a separate sheet if required)										
9	Budget estimate for the project		Rs.								
	S.No.	Items								Amount (Rs)	
	a	Minor Equipment/Software/Research Literature									
	b	Consumables (Do not exceed 20% of the total amount)									
	c	Travel support (Do not exceed 10% of the total amount)									
	d	Others (Do not exceed 10% of the total amount)									
10	Seed money expected from the R&D Cell, CMRIT		Rs.								
	Particulars of any existing/new facilities required										

DECLARATION

Certified that the above contents of the Research Project Proposal are correct and details provided genuine up to my knowledge. I also undertake to abide by the rules and other conditions prescribed by the grantee.

Date		Name of the Investigator		Signature	
Recommendations of HOD					
Date		Name of the HOD		Signature	



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EVALUATION & RECOMMENDATION OF SEED MONEY FOR RESEARCH PROJECT PROPOSAL

PART – A: INVESTIGATORS AND PROPOSAL DETAILS

1	Name of the Principal Investigator	
2	Name of the Co-Principal Investigator	
3	Name of the Department	
4	Title of project	
5	Budget estimate for the project	Rs.
	S.No.	Particulars
	a	Minor Equipment/Software/Research Literature
	b	Consumables (Do not exceed 20% of the total amount)
	c	Travel support (Do not exceed 10% of the total amount)
	d	Others (Do not exceed 10% of the total amount)
		Total
6	Seed money expected from the R&D Cell, CMRIT	
	Particulars of any existing/new facilities required	

RECOMMENDATIONS OF THE EVALUATION COMMITTEE

the following are recommended after through verification of the project and requirement of seed fund.

Recommended/Revision-suggested/Not-Recommended/others(Specify)

Remarks	

Name of the Expert Member - I		Signature with Date	
Name of the Expert Member - II		Signature with Date	

SANCTIONING AUTHORITY

Dean, R&D		Signature with Date	
Principal/Director		Signature with Date	
Secretary & Correspondent		Signature with Date	

ACCOUNTS DEPARTMENT

Paid through Cheque No		Date	
Accounts Officer		Signature with Date	

Note: To be submitted in triplicate



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SANCTION ORDER OF SEED MONEY

1	File No.	
2	Name of the Principal Investigator	
3	Name of the Co-Principal Investigator	
4	Name of the Department	
5	Title of project	
6	Application Dated	
7	Evaluation Committee Recommendations dated	
8	Sanctioned Amount for the Project	Rs.
9	Cheque No.	Date
10	Name of the Bank and Branch	

Terms and Conditions

- The above said amount will be provided to implement the said research proposal during the year 20__ - __ and the amount should be used only for procurement/purchase of components and other items and shall not be used towards travelling expenses and other unproductive expenses.
- The R&D Cell will have the right to review the research work at any time according to its convenience.
- Poor performance/progress may cause for termination of the research proposal and recovery of funds at any time in case if released.
- Though seed money is released to the principal investigator, all the staff involved in research proposal is responsible for accounting of seed money.
- In case research project is fruitful and sponsored by any government/private agency, the investigator has to execute an MOU with the CMRIT regarding terms and conditions of reference to execute the project and revenue sharing.

Name of the Sanctioning Authority	
Designation	
Signature	
Date	

Copy to

- Secretary & Correspondent for information
- HODs
- IQAC
- R&D Cell
- Accounts officer
- Investigator(s)/Project officer



Memorandum of Understanding

This Memorandum of Understanding is made at **CMR Institute of Technology** on ____ Day ____th of _____, 2021.

BETWEEN

M/S. _____ having its Registered Office at _____ Represented by Mr./Ms. _____, S/o: _____ Aged ____ Years (which term shall so far as the context admits be deemed to mean and include its successors, administrators, executors and assignees) of the First Part.

AND

M/S. CMR Institute of Technology (CMRIT) approved by AICTE, UGC Autonomous, NAAC 'A' Grade, NBA Accredited and JNTUH Permanently Affiliated organisation having its registered office at, Kandlakoya (V), Medchal Dist., Hyderabad, Telangana – 501401, India Hereinafter referred to as "CMRIT" (which term shall so far as the context admits be deemed to mean and include its successors and assigns) Represented by Prof. Dr. M. Janga Reddy, S/o. _____, Director, CMRIT of Resident of Plot No 135, Srinivasa Nagar Colony, Kapra, Hyderabad – 500 062 with a vision of 'create global technocrats for societal needs' is the Second Part.

WHEREAS:

1. XXXX is a R&D/Consultancy/Academic/Industry/Public Sector/Education & Training Partner having several MOUs with professional association with various Corporate/Industrial Houses/ PSUs/R&D Organisations/Premier Academic Institutions of national & international repute for providing necessary Professional/Technical/R&D/Academic/Social/Industrial Training & Services to the faculty/students/staff in the field of Academic/Industrial R&D, Academic/Administrative Training, Resources, Products and Services as part of the activity under this MOU.
2. CMR Institute of Technology an UGC autonomous Engineering Educational institution affiliated to JNTUH, Hyderabad. The College offers various Graduate and Post Graduate Courses in engineering/technology and management to provide professional technical education services to rural poor followed by social and rural empowerment.
3. CMR Institute of Technology is willing to enter into a Memorandum of Understanding (MOU). The purpose of this MOU is to provide _____ programmes to students, staff, stakeholders in addition to strengthen & empower its R&D/Incubation/Innovation/Entrepreneurship/Centres of Excellence/Professional-Consultancy-Services/Academic Excellence with the knowledge, skills, infrastructure and resources of M/s. XXXXX for the benefit of global societal needs, requirements and interests in the pace of human race by the entry of artificial intelligence applications in all field of human/technology endeavours.

Now it is hereby agreed by and between the parties hereto as under:

1. Purpose and Scope :

- a) This MOU hereby enables the students, staff, stakeholders, academic/administrative units, Innovation & Incubation Cell, R&D Cell, Centres of Excellence of CMRIT to enhance their professional, academic and technical services; Sponsored R&D and Consultancy Services efficiency; increase number of Publications; Patents and IPRs; Innovations towards incubation of more number of start-ups; professional & career development opportunities; use of local resources & technologies to immediate societal betterment and improvement of quality of standards of living of stakeholders.
- b) XXXXXX to provide _____ Programme(s), R&D Activities, Consultancy Tips, Professional Services, Innovation & Incubation possibilities, assistance in start-ups, DPR Preparation, Funding/VCF services, and IPR filing & commercialisation to students, staff, stakeholders and administrative heads in various departments.

- c) Each service/Programme in principle is at no cost it is just intelligence/infrastructure sharing only. However, wherever financial commitments arises out of a specific performance or activity or services either own or third party in nature shall be invoiced/billed accordingly on mutually agreed basis and paid according by both the parties after through verification within stipulated period and vice versa.

2. Payments & Fees:

The fee structure, payment module, duration of the programme, products/services (tangible/ intangible) and schedules will be decided on case to case basis for all services offered under this MOU.

3. Period of MOU:

This MoU shall come into effect from _____ and shall remain in effect up to _____, for a period of ____ years, unless terminated earlier by either of the parties. Any amendment to this MoU is in pursuant to mutually agreed revisions of the terms, by both the parties and shall be in writing. However, if the same is not agreed to renew this agreement it is deemed to be terminated on the expiry of the said duration period.

4. Roles &Responsibilities of the CMRIT:

- a. Responsible to nominate/provide/allocate/allot persons/resources infrastructure facilities and to coordinate the activities of the first part in the institution or at any place as agreed by both the parties. The persons so appointed would act as the single point of contact for the proposed initiative.
- b. Share the details of the students, faculty, stakeholders, administrative heads/cells who are willing to take an active part in the aforesaid programmes.
- c. Authorise XXXXXX to share the above information in their website in public domain with the specific details of students, staff, stakeholders, departments, cells and winds as per requirements of SRAs/Accrediting/Affiliating bodies and respond accordingly in public manner about the type of initiatives made and efforts put in all possible manner to achieve the objective of this MOU and answer queries of third party verification with prior intimation to the part two of this agreement.
- d. Ensure Publicity necessary mandatory disclosures of the programme and disseminate to different stakeholders.
- e. Encourage the student, staff, administrators and other stakeholders to actively register and participate in various programs under this flagship.
- f. Provide necessary infrastructure support.
- g. Facilitate to conduct participant assessments any external agency identified by both the parties and provide tips to succeed in career path of individuals and glory of the part two.
- h. Coordinate with XXXXXX

5. Roles &Responsibilities of XXXX:

- a. Responsible to provide access to employability enhancement programmes, innovations, exhibitions, technical contests, consultancies, R&D Initiatives, Incubations, Start-ups, filing of IPRs and incorporation of enterprises and relevant professional technical/academic/ administrative services through blend of industry-academic symbiosis to bridge the gaps between curriculum to that of industry state of the art practices.
- b. Arrange for assessment of its own or third party assessment as required for better appreciation tangible resources/intangible outcomes of this MOU.

6. Following are the other terms and conditions of MOU:

- a. The candidates enrolled for any programme under this MOU should complete the task till the end unless & otherwise discarded by either the party.
- b. The students, staff, administrative heads and stakeholders should register online through their official login provided by CMRIT/XXX as the case may be for assessments deemed to be necessary/required

for achievement of stated objectives at the time of enrollment regarding performance of individual towards e.g. publication, patent publication, design & development of models/prototype, commercialization of product/service startup, patent filing, experimentation, training, incorporation, DPR preparation, service quality, tangible/intangible deliverables.

- c. Program coordinator/in-charge for each measurable task/activity should provided by heads of the departments of and to be approved and appointed by The Director, CMRIT in all cases.
- d. The Dean R&D and The Dean Academic shall monitor participant attendance and performance-progress and submit a formal report on tangible outcomes of participants and the recommendation in case of underperformance reported as required for smooth & efficient conduct of the program.
- e. The College shall not write/publish any material or use any logos/names of in any of the publications without prior written consent and approval from other party XXXXX.

7. Certification:

E-Certificates shall be awarded by XXXXXX to those participants who successfully completed the training and post training assessment cum evaluation.

8. Limitations and Warranties:

Both parties agree that it would be their endeavour to prevent any liability arising out of default or non-compliance of the MOU terms by the other party.

9. Termination:

- a. Both parties can terminate the MOU with a prior written thirty days notice on default of terms and conditions by either party.
- b. This MOU also stands terminated in case of any default which cannot be rectified.
- c. Both parties also agree that it would be their professional endeavour that despite any termination of the MOU, progress would continue, without any prejudice to the ongoing Academic/Professional/Career/R&D/Consultancy development programs, tasks, activities, training, intellectual products and services, which would be without any hindrance and would be progressed for completion.

10. Entirety & Amendment:

This MOU contains the entire understanding between the parties in relation to any program/task/training/consultancy/innovation/incubation/prototype/R&D/publication/patent/commercialization/ DPR/ Incorporation of start-up/Secretarial/Managerial Services. If during the operation of the MOU, circumstances may rise which call for alteration/modification to this MOU, such alteration/ modification shall be mutually discussed and agreed upon in writing. Such changes will be formalized in writing as an 'addendum' to this MOU. Any changes/amendments to this MOU not in conformance to this section shall be deemed to be *void-ab-initio*.

11. Intellectual Proprietary Rights:

All intellectual or proprietary property and information, supplied or developed by either the parties shall be and remain the sole and exclusive property of the party who supplied or developed the same. Upon written request of termination of this MOU the party's IPRs related to this MOU shall be summarily returned to the counter party.

12. Confidential Information:

- a. Both the parties under take to each other to keep confidential all information (written/oral) concerning to the business and affairs, which has been obtained or received during the course(s) of performance hereunder, save that which is inconsequential or obvious.
- b. It is agreed that both parties shall receive and share information without any breach to this confidentiality clause.

- c. In the event of any of the parties becoming legally compelled to disclose any confidential information, such party shall give sufficient notice to the other party so as to enable the other party to seek a timely protective order or any other appropriate relief. If such an order or other relief cannot be obtained, the party being required to make such a disclosure shall make the disclosure of the 'Confidential Information' only to the extent that is legally required of it and no further.
- d. Both parties agree not to deal directly or enter into any business agreement with any of the partners or associates or customers of either party during the term of the agreement and also after the agreement have been terminated, not earlier than two years from the date of termination.

13. Force Majeure:

- a. Neither party to this MOU shall be liable for any failure or delay on its part in performing any of its obligations under this MOU, if such failure or delay shall be result of or arising out of Force Majeure conditions and, provided that the party claiming Force Majeure shall use its best efforts to avoid or remove such cause of non-performance and shall fulfil and continue performance hereunder with the utmost dispatch whenever and to the extent such cause or causes are removed.
- b. Any extraordinary event, which cannot be controlled by both the parties, shall for the purpose of this MOU be considered as a Force Majeure event. Such events include acts of god, acts or omissions of any government or agency thereof, compliance with rules, regulations or order of any government authority. Provided however, if either party claims that existence of any of the aforesaid conditions is delaying or disabling the performance by said party of its obligations under this MOU, such party shall give immediate notice to the other party of the existence of such conditions whose existence are claimed to delay or disable the performance of obligations as aforesaid.

14. Jurisdiction and Arbitration:

- a. In the event of any dispute or difference between the parties hereto, the courts in Hyderabad alone shall have exclusive jurisdiction to try any matter arising between the parties here-to and accordingly both the parties shall submit to the exclusive jurisdiction of courts in Hyderabad, Telangana, India.
- b. Any dispute arising out of, in relation to or in respect to this MOU shall be settled through mutual consultation and agreement, by the parties to this MOU. In case a settlement is not arrived at within fifteen days of reference, the dispute/s shall be referred to a sole arbitrator appointed by The Director, CMRIT with consent of counter party in accordance to the Arbitration and Conciliation Act, 1996 as amended from time to time. The place of arbitration shall be Hyderabad, Telangana, India.
IN WITNESS WHEREOF, the Parties hereto have to duly executed this Agreement as on the day, month and year first herein above written

15. Language and Translation Clause:

This agreement is prepared in the 'English' language only unless and otherwise specified by the Parties to MOU, in such case two originals prepared in duplicate One in English and the other in requested language too and kept with both copies with both parties of the agreement. However, if there is any discrepancy between the two versions, the English language version shall prevail.

For XXXXX

For CMR Institute of Technology

(Authorized Signatory)

Name: _____

Designation: _____

Place: Hyderabad

Date: _____

Seal:

(Authorized Signatory)

Name: Prof. Dr. M. Janga Reddy

Designation: Director

Place: Hyderabad

Date: _____

Seal:

JOINT RESEARCH AND DEVELOPMENT AGREEMENT

THIS AGREEMENT effective this ____ day of _____, by and between _____ (hereinafter "R&D Project Sponsor"), and the **CMR Institute of Technology, Hyderabad** sponsored by MGR Educational Society, a trust register (hereinafter "Institution") WHEREAS, the research program contemplated by this agreement is for provide a strong professional, training and academic insights in to explorations, inventions, innovations, experimentations in association with affiliating bodies, SRAs, along with other premier R&D institutes/organizations/industrial-undertakings so as to translate institute's vision of 'create global technocrats for societal needs' using local & rural resources & technologies along with contemporary industry practices with support of state of the art infrastructure facility for the benefit of global societal needs.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, the parties hereto agree to the following:

1. Definitions/Terminology

For the purpose of this agreement, the following terms shall have the following meanings:

- 1.1 "Contract Period" is from _____, to _____.
- 1.2 "Institution Intellectual Property" shall mean collectively all inventions, improvements and discoveries created or made by one or more employees of CMRIT prior to the contract period.
- 1.3 "Joint Intellectual Property" shall mean all inventions, improvements and discoveries which are made jointly by one or more employees of 'R&D Project Sponsor' and one or more employees of CMRIT in carrying out the project during the contract period; and unless proven otherwise, all inventions, improvements or discoveries created or made during contract period shall be deemed to be 'Joint Intellectual Property'.
- 1.4 "Project" shall mean the research project described in the attached schedule entitled _____.

2. Research Work

CMRIT and R&D Project Sponsor shall use their reasonable endeavors to perform the project in accordance with the terms and conditions of this agreement.

3. Reports

- 3.1 CMRIT shall provide the final published report to the 'R&D Project Sponsor' on their specific requirements within two months from the end of the contract period after the approval of the draft by both the parties.
- 3.2 Both the parties shall use their best endeavors to resolve any difference that may arise in relation to the project.

4. Tax Invoice/Bills

For providing consumables, materials, facilities and other relevant/necessary support:

- 4.1 R&D Project Sponsor shall pay all interim and final invoices as per statement of expenses submitted by the CMRIT within 15 days after verification and confirmation expenditure
- 4.2 CMRIT shall be deemed to be the owner of any equipment/goods/software/tools acquired/procured/purchased with money or monies worth provided by the 'R&D Project Sponsor' under this agreement.
- 4.3 In the event of early termination of the Project by 'R&D Project Sponsor' pursuant to this agreement, the sponsor shall pay all the expenses incurred by the CMRIT as on the date of termination.

5. Publicity

Neither party shall make any public announcement or statement(formal/social-media) relating to the Project Outcomes/Inventions/Discoveries/Explorations/Innovations without the written approval of the other party.

6. IPR arising out of R&D Project & Claimant of IPR

- 6.1 All rights and title to 'Institution Intellectual Property' used for the project shall belong to the CMRIT and shall be subject to the terms and conditions of this agreement.
- 6.2 All rights and title to inventions, improvements and discoveries, whether or not patentable/copyrightable, created during the contract period shall be jointly owned by R&D Project Sponsor and CMRIT, and referred to as 'Joint Intellectual Property'.
- 6.3 R&D Project Sponsor shall pay all expenses incurred in connection with the preparation, filing, prosecution and maintenance of patent applications covering 'Joint Intellectual Property'. CMRIT agrees to appoint representative as its attorney to file such patent application and to execute all necessary documents and do all necessary actions towards this end.
- 6.4 CMRIT shall be responsible for and liable to each employee-inventor regarding its employee inventor's reward relating to the benefits of any 'Joint Intellectual Property'. CMRIT shall indemnify 'R&D Project Sponsor' from any such claims made by any employee-inventor(s) of CMRIT.

7. Grant of Rights

- 7.1 CMRIT hereby grants 'R&D Project Sponsor' a royalty-free, perpetual, non-exclusive license to use 'Institution Intellectual Property' in order for R&D Project Sponsor to be able to commercially exploit the Project.
- 7.2 With respect to any patent granted in respect of any 'Joint Intellectual Property', CMRIT shall consult and seek 'R&D Project Sponsor' consent in writing before granting of such license over the 'Joint Intellectual Property'. The R&D Project Sponsor's written consent shall include, but not limited to, exclusivity, royalty, period and other terms and conditions, and shall not be unreasonably withheld. The 'R&D Project Sponsor' and the CMRIT may jointly determine the proportion of the royalty which will be shared between and amongst them.

- 7.3 'R&D Project Sponsor' may commercially exploit 'Joint Intellectual Property' solely/together with any third-party or grant-license to any third party subject to the written-approval of CMRIT with regards to revenue generation and apportionment out of the commercial activity.

8. Duration & Termination of R&D Project & Agreement

- 8.1 This agreement is effective on the date of this agreement and continues to be effective until DD/MM/YYYY, unless earlier terminated.
- 8.2 Either party may terminate this agreement upon 30 days of prior written notice to each other.
- 8.3 If a party commits any breach of agreement and fails to perform or provide remedy for such default or breach within 15 days after the receipt of a written notice thereof from the other party. The other party may, at its option and in addition to any other remedies which it may have at law or in equity, terminate this agreement by sending a written notice of termination to the party in breach or default.
- 8.4 No termination of this agreement, however effected, shall discharge the parties from their rights and obligations accrued prior to such termination or expiration of this agreement.

9. Independent Contractor

- 9.1 CMRIT shall be deemed to be and shall be an independent contractor and as such institution shall not be entitled to any benefits applicable to employees of 'R&D Project Sponsor'.
- 9.2 Neither party is authorized or empowered to act as an agent for the other for any purpose and shall not on behalf of the other bind that party into any contract, warranty, commitment and obligation.

10. Governing Law and Dispute Settlement by Arbitration

- 10.1 This Agreement shall be governed and construed in accordance with the laws of the India.
- 10.2 Any dispute arising from this agreement which cannot be settled amicably between the parties to the contract shall be submitted to the 'Local Arbitration' of the person(s) identified mutually by both the parties and shall be finally settled under the provisions of Indian Arbitration and Conciliation law prevails during the period of contract only in Hyderabad, India. The language of arbitration shall be English. The place of arbitration shall be Hyderabad, India.

11. Assignment

No party may assign this agreement without the prior written consent of the other party.

12. Confidentiality

- 12.1 CMRIT agrees to use the proprietary information and data acquired from 'R&D Project Sponsor' and identified as such at the time of disclosure ("Confidential Information") only to perform its services under this agreement and not to disclose to any third party any such 'Confidential Information' during and for a period of five years from the date of such disclosure. 'Confidential Information' shall be disclosed in writing or reduced to writing within ten days of disclosure to CMRIT.
- 12.2 The obligation to protect 'Confidential Information' shall not apply to any information that:
- is already in the possession of CMRIT prior to disclosure to it;
 - is independently developed by CMRIT;
 - becomes publicly available other than through breach of this provision;
 - is received by CMRIT from a third party with authorization to make such disclosure;
 - is released with 'R&D Project Sponsor' written consent; or
 - is required to be released under any law or court order.

13. Notices

Notices hereunder shall be deemed made if given by registered or certified envelope, postage prepaid, and addressed to the recipient party at the address given below, or such other address as may hereafter be designated by notice in writing:

If to R&D Project Sponsor:

Attn: _____

If to CMRIT:

Attn: _____

14. Language

This agreement is prepared in the 'English' language only unless and otherwise specified by the 'R&D Sponsor Organization', in such case two originals are prepared, signed and kept with both the parties of the agreement. However, if there is any discrepancy between the two versions, the 'English' language version shall prevail.

IN WITNESS WHEREOF the respective parties have caused this instrument to be executed in two-originals, and both shall be considered as original-agreements.

AGREED (R&D Sponsor):

By _____

Typed Name _____

Title _____

AGREED (CMRIT, Hyderabad)

By _____

Typed Name _____

Title _____

Witnesses: (Signature, Name, Father's name and Address)

1 _____

2 _____

Dated: _____ day of May ____ of the Year 20__



AGREEMENT BETWEEN PROF. DR. _____ AND
CMR INSTITUTE OF TECHNOLOGY

FIRST PART, Represented	SECOND PART, Represented by
Dr./Mr./Ms. _____, Aged ____ Years Professor, Department of CSE/ECE/CE/ME/H&S/ MBA, CMRIT, Kandlakoya, Medchal Dist., Telangana-501401, India and R/o: _____	Prof. Dr. M. Janga Reddy, Aged ____ Years Director, CMRIT, Kandlakoya, Medchal Dist., Telangana-501401, India and R/o Srinivasa Nagar Colony, Behind Vertex Pearl Home, ECIL- Telangana-500000, India.
PAN: _____ Cell No: _____ Email: _____	PAN: _____ Cell No: _____ Email: _____

This Memorandum of Understanding Cum Agreement between Dr./Mr./Mrs. _____
S/o / D/o: _____ faculty member representing department _____ of CMRIT and CMRIT
represented by Prof. Dr. M. Janga Reddy, S/o Late M. Anji Reddy Director with regards
to _____ (specify the activity from the following detailed list otherwise
clearly write in your own words about the activity to be) taken up by the faculty member in association
with CMRIT & its Infrastructure and Resources.

Innovation/Incubation/R&D Project Proposals/Publication-Training/Seed-Funding/R&D Training/
Consultancy/Entrepreneurship-Startup/ Personality-Development/Value Added/Certification Courses/
Training Programmes to Stakeholders/Apply AICTEAQIS/MHRD/SERB/DST Schemes/Guest /Expert
Lecture/Workshops/Conferences/FDPs/Seminars/Webinars/Symposiums/Contests/ Prototype/ Design/
Process Development/IPR Filing/ Patent Development & Commercialization/DPR Preparation/
Technical Studies/Field Surveys/Faculty-Mentoring/Management Development Programmes/Student-
Projects/Student Paper Publications/Industrial-Visits/Faculty/ Students/ Infrastructure Exchange
Programmes/_____.

Now this agreement hereby witnesses:

Part one is a faculty member i.e. Dr/Mr/Ms _____ having enough proficiency to
undertake the above referred activity in association with department and institute resources. The brief
profile, objectives, purpose and outcome of the proposed activity (not more than 50 words)
(Faculty, which term shall so far as the context admits be deemed to mean and include its successors,
administrators, executors and assignees) of the First Part.

Part two is M/s. CMR Institute of Technology(CMRIT) an UGC Autonomous Institute, approved by
AICTE, Permanently Affiliated to JNTUH, Hyderabad and Accredited by NAAC 'A' Grade, NBA
Accredited organisation having its registered office at, Kandlakoya (v), Medchal Dist., Hyderabad,
Telangana – 501401, Represented by Dr/Mr./Ms. _____,
S/o: _____ Aged ____ Years R/o of Srinivasa Nagar Colony, Kapra, Hyderabad, India
Hereinafter referred to as "CMRIT" (which term shall so far as the context admits be deemed to mean
and include its successors and assigns).

Brief Profile of the institution along with its vision, mission, quality policy, and credentials (not more
than 50 words).

WHEREAS:

1. CMRIT is a Private Academic/Professional/Technical Institution providing various services in the
areas of R&D/Consultancy/Academic/Industry/Public Sector/ Education & Training Partner having
several MOUs with professional association with various Corporate/Industrial Houses/PSUs/R&D
Organisations/Premier Academic Institutions of national & international repute for providing
necessary Professional/Technical/R&D/Academic/Social/Industrial Training & Services to the

faculty/students/staff/stakeholders in the field of Academic/Industrial R&D, Academic/Administrative Training, Resources, Products and Services as part of the activity under this MOU.

2. CMR Institute of Technology offers various Graduate and Post Graduate Courses in engineering, technology and management to provide professional technical education services to rural poor followed by social and rural empowerment.
3. CMR Institute of Technology is willing to accept the proposal of part one of this agreement cum Memorandum of Understanding (MOU) and enter into _____ activity proposed by the faculty member subject to terms and condition laid down at latter part of this agreement with regards to IPR/R&D/Consultancy/Patents/ Professional/Expert-Academic-Services.
4. The purpose of this MOU is to provide _____ programmes to students, staff, stakeholders in addition to strengthen & empower department level R&D, Incubation, Innovations, Centres of Excellence, Professional-Industrial-Consultancy-Services, Use of ICT & Modern Pedagogy, Development LMS, Institutional Depositories/Repositories & Digital Resources, Academic Excellence with the knowledge, skills, infrastructure and resources of Prof./Dr./Mr./Ms. _____ of Department of ECE/CSE/ME/CE/SH/MBA and should supplement inter & multidisciplinary academic & administrative flavour of CMRIT for the benefit of global societal needs, requirements and interests in the pace of human race. All the efforts of faculty and department should tend towards applications of Artificial Intelligence, Data Science, Machine-Learning, IOT and Cloud computing in all fields of human/technology endeavours.

Now both parties to this Agreement cum MOU are hereby agreed as under:

1. Purpose and Scope :

- a) This MOU hereby enables the students, staff, stakeholders, academic/administrative units, Innovation & Incubation Cell, R&D Cell, Centres of Excellence of CMRIT to enhance their professional, academic and technical services; Sponsored R&D and Consultancy Services efficiency; increase number of publications; Patents and IPRs; Innovations towards incubation of more number of start-ups; professional & career development opportunities; use of local resources & technologies to immediate societal betterment and improvement of quality of standards of living of stakeholders.
- b) Dr./Mr./Ms. _____ to provide _____ Programme(s), R&D Activities, Consultancy Tips, Professional Services, Innovation & Incubation possibilities, assistance in start-ups, DPR Preparation, Funding/VCF services, and IPR filing & commercialisation to students, staff, stakeholders and administrative heads in various departments of CMRIT in light of the purpose of the agreement and in corollary with vision, mission, quality policy and brand image of institution.
 - Each service/programme in principle is at no cost and is only intelligence sharing. However, wherever financial commitments arises out of a specific performance or activity or services either own or third party in nature shall be invoiced/billed accordingly by part one of this agreement on mutually agreed/sharing basis and paid according by both the parties after through verification within stipulated period and vice versa. In case if part one seeks any third party resources from external agencies the same should be intimated/informed well in advance. Only after proper approval from The Director, CMRIT the consultant/faculty can deploy resources of third party contractor in CMRIT campus and extend the institute infrastructure/ resources/products/services including student services. In such resource sharing, CMRIT invoice the same thing to the third-party and it is the sole responsibility of part one of the contracts to realise all dues otherwise the same will be adjusted against emoluments of the faculty member at a stretch or in instalment basis at the discretion of the Director CMRIT.
 - Similarly, if any third party services rendered by the faculty/consultant on behalf of institute or his/her own, the same should be brought into the notice for the purpose of issuance of necessary GST/IT forms as applicable to both consulting-faculty and to third party services extended by the institution. All rights are reserved with CMRIT for both TCS/TDS.

- Any revenue generated out of this agreement first come into the accounts of CMRIT later against a declaration by the faculty-consultant to the satisfaction of accounts department will be released within 30 days after realisation of the contents of the instrument.
- Further it is the sole responsibility of faculty-consultant to take care of cash-flows, maintenance of assets, upkeep of books of accounts, documentary evidences and relevant files. Cash-book & Assets register are to be separately maintained in coordination with accounts department of CMRIT with due diligence.
- It is the sole responsibility of faculty consultant to maintain the income & expenditure account, receipts and payments account and balance sheet in association with recognised auditor/chartered accountant and get them certified by auditors the time to time to the satisfaction of third-party agencies, Accounts Department of CMRIT and Provide Utilisation Certificate time to time to the Director CMRIT. It should be noted that any amount or money's worth left in transit with the faculty member or third party agency for time beyond 15 days, a simple interest of 12% will be levied on faculty consultant and shall be deducted from revenue proportion of faculty consultant.

2. Payments & Fees:

The enrolment fee structure, payment module, duration of the programme, products/services (tangible/intangible) and schedules will be decided time to time by both faculty consultant and the Director CMRIT based on maximum and minimum participant size of activity can be involved on case to case basis. However all services offered under this MOU will be on cost to cost basis for the benefit of stakeholders.

3. Period of MOU:

This Agreement cum MoU shall come into effect from _____ and shall remain in effect up to _____, for a period of ____ years, unless terminated earlier by either of the parties. Any amendment to this Agreement cum MoU is in pursuant to mutually agreed revisions of the terms, by both the parties and shall be in writing. However, if the same is not agreed to renew this agreement it is deemed to be terminated on the expiry of the said duration period. In case of unforeseen commutation if any before the expiry of this Agreement cum MoU will be separately spell out regarding terms and condition, in such case a new MoU come into existence in case of current one.

4. Roles & Responsibilities of the CMRIT:

- a. Responsible to nominate/provide/allocate/allot cells/units/staff/students/alumni/resources/infrastructure facilities and to coordinate the activities of the first part in the institution or at any place as agreed by both the parties including third party agencies if any with regards to identified/task/activity/programme. The persons so appointed would act as the single point of contact for the proposed initiative and everybody to this contact should bind over and should provide necessary legitimate information to SPOC including third party agents if any until and unless such information does not give raise to IPR issues.
- b. Share the details of the students, faculty, stakeholders, administrative heads/cells who are willing to take an active part in the aforesaid programmes/activities/initiatives/tasks.
- c. Authorise Prof./Dr./Mr./Ms _____ to share the above referred information in personal/third-party website in public domain if it is a mandatory financial or non financial disclosure on approval from HOD and The Director, CMRIT and disseminate any specific details to students, staff, stakeholders, departments, cells and as per the requirements of SRAs/ Accrediting/Affiliating bodies and respond accordingly in public manner about the type of initiatives made and efforts put in all possible manner to achieve the very objective of this Agreement cum MOU and answer queries of third party verification at the time of accreditation/affiliation inspections/visits either physical/virtual with prior intimation to the part two of this agreement. The faculty consultant must respond to all HODs/Deans/ Accounts Officer in legitimate manner and share necessary files/documents/ models/videos unless involve

in any IPR Issue and he/she can maintain trade-secrets/algorithms/processes/designs if he is in such opinion as the case may be.

- d. Ensure publicity of necessary mandatory disclosures of the programme and disseminate to different stakeholders/funding agencies/government.
- e. Encourage the student, staff, administrators and other stakeholders to actively register and participate in various programs under this flagship.
- f. Provide necessary infrastructure support and request budget time to time whenever there is changes in volume of activities or changes in receipts and payments.
- g. Facilitate to conduct participant assessments any external agency identified by both the parties and provide tips to succeed in career path of individuals and glory of the part two.
- h. Arrange or monitor or supervise the activities of faculty consultant through vigilance and which should not extend to disturb individual privacy levels.
- i. Faculty consultant not authorised to appoint/offload to sub-contractors/let out facilities directly/indirectly on his own to carry out his tasks/ activities/programmes/ initiatives/tests/ interviews/ in the campus/outside without prior approval from the Director, CMRIT regarding charges/emoluments to such services whether ad-hoc/contractual/daily-wage whatever it may be.

5. Roles & Responsibilities of Faculty-Consultant of CMRIT:

- a. Responsible to provide access to employability enhancement programmes, innovations, exhibitions, technical contests, consultancies, R&D Initiatives, Incubations, Start-ups, filing of IPRs and incorporation of enterprises and relevant professional technical/academic/administrative services through blend of industry-academic symbiosis to bridge the gaps between curriculum to that of industry state of the art practices.
- b. Allow the coordinators for assessment of own/third party assessment as required for better appreciation tangible/intangible resources/outcomes of this Agreement cum MOU.

6. Following are the other terms and conditions of MOU:

- a. The coparceners/co-faculty/TPAs/co-team-members/external agents who offer any student/staff/stakeholder enrollment/registration/participation for any programme under this Agreement cum MOU should complete the task till the end unless & otherwise discarded by either the party on specific performance or remedy. Further the principal-faculty-consultant should seek responsibility of collection or return of registration fees and offer products/services as mentioned/promised in main brochure/offer made either by him or his associates of any nature. The CMRIT should not assume any responsibility in case of refund of registration/enrollment fees once remitted into accounts department under any circumstances, except there is a due reason to do so.
- b. The students, staff, administrative heads and stakeholders should register online through their official login provided by CMRIT/Faculty-Consultant as the case may be for assessments deemed to be necessary for achievement of stated objectives at the time of enrollment regarding performance of individual towards e.g. publication, patent publication, design & development of models/ prototype, commercialization of product/service startup, patent filing, experimentation, training, incorporation, DPR preparation, service quality, tangible/intangible deliverables.
- c. Program coordinator/in-charge for each measurable task/activity should provide by heads of all the departments on approval by The Director, CMRIT in all cases and should be forwarded to the faculty-consultant.
- d. The Deans/HODs/In-charges of Cells/Units shall monitor participant effectiveness physically/virtually and assess performance/progress and submit a formal report on tangible outcomes of participants and the recommendation in case of underperformance reported as required for smooth & efficient conduct of the program. Those coordinators keep a bird-eye-view and monitor activities of participants/registrants/resource persons/punctuality/feedback/inaugural/valedictory/routine-sessions and provide informal/formal feed back to the Director-CMRIT and

there should not be any objections from faculty-consultant including TPAs/organizations involved in those activities either by virtue of this MOU or otherwise.

- e. The CMRIT shall not write/publish any material or use any logos/names of in any of the publications without prior written consent and approval from other party.

7. Certification:

E-Certificates shall be awarded by Faculty-Consultant/TPA along with CMRIT to those participants who successfully completed the training and post training assessment cum evaluation/activities/programmes/tasks.

8. Limitations and Warranties :

Both parties agree that it would be their endeavour to prevent any liability arising out of default or non-compliance of the Agreement Cum MOU terms by the participants/registrants/stakeholders/ Other MOU organisations/TPA/ Contractors to the extent possible, if the performance of task/activity once failed is non performable and become void/voidable/void ab-initio and there will be no remedy to any party including third party to this agreement and validates the statement 'third party cannot enforce the contract'.

9. Termination:

- a. Both parties can terminate the Agreement cum MOU with a prior written thirty days notice on default of terms and conditions by either party.
- b. This Agreement cum MOU also stands terminated in case of any default which cannot be rectified/ratified.
- c. Both parties also agree that it would be their professional endeavour that despite any termination of the Agreement Cum MOU, progress would continue, without any prejudice to the ongoing Academic/Professional/ Career/R&D/Consultancy development programs, tasks, activities, training, intellectual products and services, which would be without any hindrance and would be progressed for completion.

10. Entirety & Amendment:

This Agreement cum MOU contains the entire understanding between the parties in relation to any program/task/training/consultancy/innovation/incubations/prototype/R&D/publication/ patent commercialisation/Start-ups/DPR Preparation/Incorporation of start-up/Secretarial/Managerial Services. If during the operation of the MOU, circumstances may rise which call for alteration/modification to this MOU, such alteration/modification shall be mutually discussed and agreed upon in writing. Such changes will be formalized in writing as an 'addendum' to this MOU. Any changes/amendments to this MOU not in conformance to this section shall be deemed to be *void-ab-initio*.

11. Intellectual Proprietary Rights:

All intellectual or proprietary property and information, supplied or developed by either the parties shall be and remain the sole and exclusive property of the party who supplied or developed the same. Upon written request of termination of this MOU the party's IPRs related to this MOU shall be summarily returned to the counter party.

12. Confidential Information:

- a. Both the parties under take to each other to keep confidential all information (written/oral) concerning to the business and affairs, which has been obtained or received during the course(s) of performance hereunder, save that which is inconsequential or obvious.
- b. It is agreed that both parties shall receive and share information without any breach to this confidentiality clause.

- c. In the event of any of the parties becoming legally compelled to disclose any confidential information, such party shall give sufficient notice to the other party so as to enable the other party to seek a timely protective order or any other appropriate relief. If such an order or other relief cannot be obtained, the party being required to make such a disclosure shall make the disclosure of the 'Confidential Information' only to the extent that is legally required of it and no further.
- d. Both parties agree not to deal directly or enter into any business agreement with any of the partners or associates or customers of either party during the term of the agreement and also after the agreement have been terminated, not earlier than two years from the date of termination.

13. Force Majeure:

- a. Neither party to this MOU shall be liable for any failure or delay on its part in performing any of its obligations under this MOU, if such failure or delay shall be result of or arising out of Force Majeure conditions and, provided that the party claiming Force Majeure shall use its best efforts to avoid or remove such cause of non-performance and shall fulfil and continue performance hereunder with the utmost dispatch whenever and to the extent such cause or causes are removed.
- b. Any extraordinary event, which cannot be controlled by both the parties, shall for the purpose of this MOU be considered as a Force Majeure event. Such events include acts of god, acts or omissions of any government or agency thereof, compliance with rules, regulations or order of any government authority. Provided however, if either party claims that existence of any of the aforesaid conditions is delaying or disabling the performance by said party of its obligations under this MOU, such party shall give immediate notice to the other party of the existence of such conditions whose existence are claimed to delay or disable the performance of obligations as aforesaid.

14. Jurisdiction and Arbitration:

Any dispute arising out of, in relation to or in respect to this MOU shall be settled through mutual consultation and agreement, by the parties to this MOU. In case a settlement is not arrived at within fifteen days of reference, the dispute/s shall be referred to a sole arbitrator appointed by The Director, CMRIT with consent of counter party in accordance to the Arbitration and Conciliation Act, 1996 as amended from time to time. The place of arbitration shall be Hyderabad, Telangana, India.

IN WITNESS WHEREOF, the Parties hereto have to duly executed this Agreement as on the day, month and year first herein above written

15. Language and Translation Clause:

This agreement is prepared in the 'English' language only unless and otherwise specified by the Parties to MOU, in such case two originals prepared in duplicate One in English and the other in requested language too and kept with both copies with both parties of the agreement. However, if there is any discrepancy between the two versions, the English language version shall prevail.

Faculty Consultant

For CMR Institute of Technology

(Faculty Consultant Signature)

(Authorized Signatory)

Name: _____

Name: Prof. Dr. M. Janga Reddy

Designation: _____

Designation: Director

Place: Hyderabad

Place: Hyderabad

Date: _____

Date: _____

Seal:

Seal: