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Date: 01.10.2021

NOTICE

Subject: Announcement of new research policy of Rungta Group

In the continuation to the online meeting held on 29.09.2021, the new research policy for all the Institutions of Santosh Rungta Group of Institutions (SRGI) is being implemented w.e.f. from 01.10.2021.

A copy of new research policy is attached herewith for information to all.


Sonal Rungta
Director (F&A)

Copy to:

1. Honourable Chairman
2. Director (Technical)
3. Joint Director (Placement)/Director (Marketing and Admission)
4. All Principal's
5. All Dean/Vice Principal
6. All HoDs
7. All Faculty Members
8. All Notice Boards
9. CRC Office Copy

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Raipur College : Rungta Educational Campus, Near Nandanwan, Raipur - 492 099 (C.G.) India
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Fax : 0788-2286 480 (Bhilai) 0771- 6666 666 (Raipur) **Website** www.rungta.ac.in

GDR

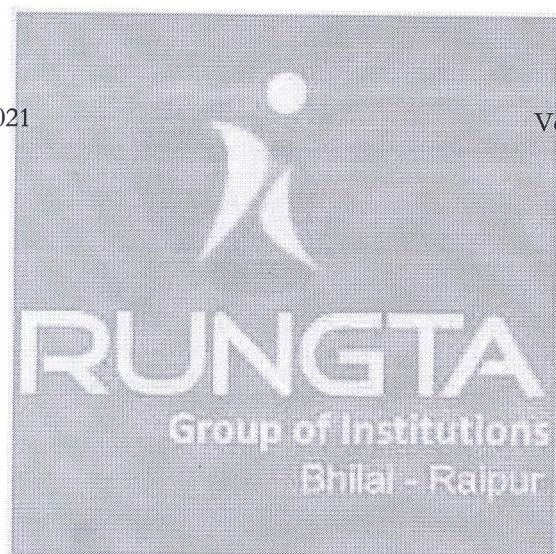
RESEARCH POLICY

Of

SANTOSH RUNGTA GROUP OF INSTITUTES

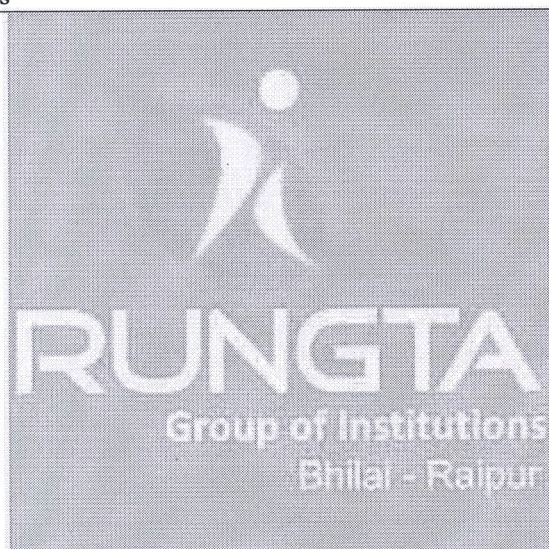
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INDEX

Chapter	Content	Pages
1	Classification of Faculties from Research Perspective	03 – 04
2	Policy for Encouraging research Activity	05–08
3	Review of Performance	09 – 13
4	Intellectual Property Rights (IPR) Policy	14 – 22
5	Promotional Policy for Ph.D. Program	23 – 27
6	Teaching Fellowship Policy for Full Time PhD Students	28 – 29
7	Code of Ethics	30 – 33
8	Terms & Conditions	34
9	Annexure – 1 – Format for Research Performance Index (RPI)	35 – 38
10	Annexure – 2 - Format for Claiming Benefit for Research Achievements	39 – 42




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Director (F&A)

As approved by the Competent Authority and in supersession of the Research policy of SRGI earlier in force, the following Research policy of SRGI is issued to be effective till further orders.

Chapter – 1

Classification of Faculties from Research Perspective

The faculty members will be classified in two categories for the purpose of this research Policy. All the entitlements, expectations will be according to the classification. The Classification will be as under. -:

- 1) **Research Intensive Faculty (RIF)** -: RIF are members of SRGI faculty whose primary responsibility is to conduct research rather than instruction. In addition, the following steps and criterion will be used for the selection and recruitment of RIF at SRGI.

- a. **Criteria 1** -: (Should Fulfil both Points Below)

- i. At least 5 publications in SCI/Scopus/WoS indexed quality referred journals as a first author/corresponding author /supervisor of student thesis in Last 3 years.
- ii. Should have submitted two or more grant proposals for Research Grant funding in last three years as a PI.


- b. **Criteria 2** -: Faculty members who are having externally funded projects from DBT, DST etc as a PI and are running these research projects successfully at SRGI.

- 2) **Teaching Faculty (TF)** -: All others who are not RIF, would be classified as TF.

The Classification will be done in January every year and will be reviewed for the Re classification on basis of attainment of desired expectations. In the First Year, the Classification will be done in October 2021 and the Review will be done in Jan 2023.

RIF – Process, Expectations and Benefits

- During the Classification Process, the Faculties opting to be RIF will be expected to make a small presentation on the proposed research work and work plan for next 3 years. Work plan should include an outline of proposed accomplishments for every 6 months increments including establishing a new lab, number of Masters/PhD students to be recruited, number of research grants to be written for funding, number of research papers published, national/international Conferences and Seminars to be attended, list of collaborators etc. Faculty should also come up with budgetary requirements to establish their independent research labs and idea for funding the labs.
- **Proposed benefits, exemption, and relaxation to identified research intensive faculty:**
 - Teaching load of 1 Theory & 1 Practical.
 - Sponsorship for paper Publication in SCI/Scopus/WoS as outlined in policy document below would for **5 Papers** in a year as compared to 2 Papers for Teaching Faculties.
 - All Examination duties will be exempted.
 - Exemption from RSDC activities and admission duties, if desired.
 - Relaxation that RIF are not appointed as coordinators and section Mentors.
 - College will give priority for allocating masters and PhD students to research intensive faculty
 - Lab space and independent office cabins will be provided
 - Flexible office timing will be offered but faculty is expected to work for at least 8 hours per day in the College.


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- Generally, no administrative responsibility shall be given to research intensive faculty.

- **Expectations**

- Research Intensive Faculty is expected to publish high quality research papers as first/Corresponding author.
- Quality of publication:

Discipline	Quality of publication
Sciences / Pharmacy	Cumulative expected impact factor of 7.0 or Cumulative expected SJR of 2.0
Engineering	3 research papers with >1 Impact factor or >0.3 SJR
All others	Unpaid journals of highest quality indexed in SCI/Scopus/WoS

- Faculty is expected to present atleast one paper in the National / International Conference indexed in SCI/Scopus/WoS.
- RIF faculty are expected to write 3 or more grant proposals a year each with an average budget amount of about Rs. 25 to 50 lakhs and have about one grant proposal, funded annually, by year 2.
- Engineering, Science, Pharmacy faculty are expected to file patent for new technological advances. 1 Minimum Utility Institutional Patent is Expected from RIF every year. Patent filing with complete specification will be considered in lieu of one publication equal to one Impact factor.
- Expected to guide Masters and PhD students.
- RIF are expected to network with Industry, National/International research organizations/centers of excellence and overseas Universities for developing joint research projects and organize international conferences/visiting professorships.

Teaching faculty (TF): Process, Expectations and Benefits

Faculty members in the group may opt for 100% teaching. Even if faculty member is opting for 100% teaching some minimum research outcome is expected as follows:

Category	Research Target
Faculty members in the rank of Professor or Associate Professor / Reader	Average of two papers in refereed journal per year in SCI/WoS/Scopus indexed journals + 1 Research Patent to be applied
Faculty members in the rank of Assistant Professor / Lecturer	One conference full paper / Journal paper in a year indexed in SCI / Scopus/WoS

- If a paper has more than one SRGI faculty member, then the target for paper will be divided equally among all the authors. For example, if a paper is written by 2 SRGI faculty members, then each faculty target completion will be 0.5 each. If the Co Author are Non SRGI Faculty or Students, then the faculty will get the full weightage of the paper.

- Patent filing can be considered in lieu of 1 publication. However, for Professor/Associate Professor / Reader, atleast 1 Paper Publication is mandatory.

Chapter – 2

Policy for Encouraging research Activity

With a view to encourage and assist the faculty members of Santosh Rungta Group of Institutes, Bhilai & Raipur for indulging in Research, the Following Guidelines are issued:

1. JOURNAL PUBLICATION:

Description	Journal type	Engineering	Science/Pharmacy /Other Disciplines
Paper in Scopus indexed refereed journal without SJR	Free	Incentive Rs. 4000	Incentive Rs. 2000
	Paid	-	-
Paper in refereed journal indexed in Scopus or WoS with Impact factor (IF) ≤ 1 or $SJR \leq 0.13$	Free	Incentive Rs. 5000	Incentive Rs. 4000
	Paid	-	-
Paper in refereed journal indexed in Scopus or WoS with Impact factor $1 < IF \leq 2$ or $0.13 < SJR \leq 0.3$	Free	Incentive Rs. 8000	Incentive Rs. 5000
	Paid	-	-
Paper in refereed journal indexed in Scopus or WoS with Impact factor $2 < IF \leq 5$ or $0.3 < SJR \leq 1.0$	Free /	Incentive Rs. 10000	Incentive Rs. 8000
	Paid		
Paper in refereed journal indexed in SCI / Scopus / WoS with Impact factor $5 < IF \leq 10$ or $1 < SJR \leq 2$	Free /	Incentive Rs. 15000	Incentive Rs. 10000
	Paid		
Paper in refereed journal indexed in SCI / Scopus / WoS with Impact factor $10 < IF \leq 20$ or $2 < SJR \leq 4$	Free /	Incentive Rs. 20000	Incentive Rs. 20000
	Paid		
Paper in refereed journal indexed in SCI / Scopus / WoS with Impact factor $20 < IF \leq 40$ or $4 < SJR \leq 8$	Free /	Incentive Rs. 30000	Incentive Rs. 30000
	Paid		
Paper in journals indexed in SCI / Scopus/WoS, $IF > 40$ or $SJR > 8$	Free /	Incentive Rs. 50000	Incentive Rs. 50000
	Paid		
For Papers Published in any SCI Indexed Journal Not Included above	Free /	Incentive Rs. 10000	Incentive Rs. 10000
	Paid		

Earned Monetary Benefits will be Divided as Follows:

Number of authors	Role	Incentive share
Single Author Publication (SRGI affiliation only)	Overall	100%
Two Authors Publication (SRGI affiliation only)	First Author/Corresponding author	50% each
	First and Corresponding Author	70%
	Co-Author	30%
More than Two Authors (SRGI affiliation only)	First Author/Corresponding author	35% each
	First and Corresponding Author	70%
	Co-Author	30% divided by the internal co-authors

Note:


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- For any author the above benefit is restricted to maximum **2 Journal Publication for Teaching Faculty and 5 for Research Intensive Faculty in a year** (from January to December).
- In case of 2 or more Authors of the same papers being from the Group itself, the amount will be equally divided amongst the group staff members.
- All that share belongs to external authors will considered lapse.

2. CONFERENCE PAPER PRESENTATION/WORKSHOP/SEMINAR/STTP'S:

The Event (Conferences/Workshops/Seminar/STTP) has been divided into three categories for financial assistance which are mentioned below:

- Faculty participating in Full International Conference/Workshop/Seminar paper indexed in SCI/Scopus/WoS at National or International Level can claim for **Registration Fee** (with authentic proof not exceeding Rs. 15,000/-) as a motivation.
- Faculty participating in event sponsored by Indian Institute of Technology (IIT), any National Institute, Centre of excellence or by any Government agencies like (AICTE, UGC, DBT, DST, CCOST, CSIR, INSA, ICMR, ISTE, APTI and IPA etc.) can claim for **Registration Fee** (with authentic proof not exceeding Rs. 5,000/-) as a motivation.
- Faculty Participating in any other Conferences apart from above will be eligible for Duty Leave on date of Conference. No Extra Duty leave will be given for Travel Days.
- Faculty members interested to participate for any reputed conference mentioned in Category A & B will be given on duty for the day of his/her presentation and a day before and a day after for conveyance.
- The above benefit is restricted to maximum **Two** Conference Presentation / Workshops/ Seminar / STTP's in a year. (This Limit is also applicable to Guides for Ph. D and M. Tech Programmes).
- The above benefit is for each Paper Presented and Will be shared amongst the Internal faculties.

3. BOOK AND BOOK CHAPTER

Description	Level of Publisher	Benefit
Books published by Reputed Publishers (As per List Issued by CRC from Time to time)	International	30000
	National	15000
Book chapter indexed in SCI / Scopus/WoS	International	10000
	National	5000
Book Published by Other Publisher (Approved by CRC)	International	10000
	National	5000

- For multiple authors in a book, the benefit will be divided among all internal authors.
- For Multiple Book Chapters in a Book, the benefit will be given only once irrespective of no of chapters in the book.
- Book chapters published through conferences will not be considered for benefits.
- The above benefit is restricted to maximum **Two** Books in a year.
- In case of, E-book or online book it would be subject to approval of CRC.


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4. Sponsored Grants

Description	Benefit
Grant Proposal up to 5 Lakhs	2 % of the Sanction Amount Subject to Minimum of 2000 to Maximum of 10000
Grant Proposal from 5 Lakhs up to 30 Lakhs	2 % of the Sanction Amount Subject to Minimum of 10000 to Maximum of 50000
Grant Proposal from 30 Lakhs up to 50 Lakhs	75000
Grant Proposal above 50 Lakhs	100000

- If all the PI & Co PI's are from SRGI itself, the 50% Benefit will be given to PI and all the Co-Pi's will equally share rest 50%.
- In case of external PI or Co-PI, for the purpose of calculation of Benefit, the share belongs to external PI / Co PI's will considered lapse.
- This Also Includes grants for Conduction of Seminar / STTP and Like

5. IPR (Patents / Copyrights)

- SRGI aims to provide a framework to support and Promote IPR.
- SRGI has entered in an MOU with an External IPR Expert Consultancy to support SRGI and its staff to go for IPR
- The detailed IPR Policy is being detailed in Chapter – 4 of the Policy.
- The Fees for all IP will be divided amongst SRGI and the Innovator as follows (Based on Charges applicable as on Sept 2021) :-

Description	Total Charges	Charges Paid by Rungta Group	Charges to be Borne by the Innovator
Utility Patent (Including Filing Fees, Examination Fees, Professional Charges)	40000	20000	20000
Design Patent (Including Filing & Examination Fees, Professional Charges)	15000	7500	7500
Copyright (Including Filing Fees & Examination Fees, Professional Charges)	2500	1250	1250

6. MOU's

Description	Benefit	Remarks
MOUs with National Research Organizations/ Institutes / Industries (R&D) Departments	MOU with Govt. – 10000 MOU with Non-Govt. - 5000	Prior approval should be taken from CRC
MOUs with International	20000	


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Research Organizations/ Institutes / Industries (R&D) Departments		
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- The above benefit is restricted to maximum **Two** MOUs in a year.
- If more than 1 Faculty is involved in the MOU, the amount will be divided amongst them.

7. Research Guidance

Description	Benefit
Graduating a PhD student as Sole Supervisor	10000 Per Candidate
Graduating a PhD student as Supervisor	5000 Per Candidate
Graduating a PhD student as Co-Supervisor	3000 Per Candidate

- The above benefit is for Guides from SRGI as well as Other Colleges/Universities.

Process for Claiming the Above benefit :-

- The Format for the Claiming the Above Benefits is attached as per **Annexure – 2**.
- The publications done by the staff in any Journal / Books / Book Chapter / Conference / Seminar / Workshop has to acknowledge SRGI in the paper/Book. The author should clearly have his college name as his address for correspondence (ex, Dr XXX, Professor, Dept of Mechanical Engineering, RCET, Bhilai).
- Author claiming the benefit must submit the prescribed Application form (with all supporting annexure) to central research committee duly signed by the principal/director.
- Author is expected to submit the duly filled application form to central research committee with all enclosures as mentioned in application form at least **15 days** prior to the event in case of Conference / Seminar. In Case of Journal / Books / Book Chapter, the same is expected to be submitted as soon as the Paper / Book is published but not later than 6 Months of Publication.
- The hard copy of the published articles/ Book to be submitted to the CRC for releasing the reward/funds.
- In Case of Conference / Seminar / STTP, after the Approval of Sanctioning Authority, CRC will initially issue a commitment letter duly signed agreeing to the support. The committed amount will be reimbursed to the staff only on his/her return after participation in the event and on submitting a detailed report, certificate, copy of published paper and receipt of registration fees.
- In Case of Journal / Book, after the approval of Sanctioning authority, CRC will process the same for payment.
- The copy of the application thereafter be Routed to Accounts through Central research Committee for Payment Processing. The main Application is kept by Central research Committee for Record Purpose.
- No Claims for TA/DA will be allowed in addition to the above in case of Conference / Seminar Participation.


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Chapter – 3

Review of Performance

- There will be a Six-Monthly review on the progress and performance of RIF and TF faculty members and faculty should make themselves available for the review meetings.
- Parameters for evaluation – Number of Peer Reviewed Journal Publications, Quality of Peer Reviewed Journal Publications, Full Papers published in National/International Conference proceedings, IPR, Progress on research grant proposal submission, research grants proposals funded, and collaborations made. The Format for Evaluation is given in **Annexure – 1**.
- If Six Monthly review progress/performance is not satisfactory in two consecutive reviews meetings, a plan for performance improvement / Change of Classification may be done for the faculty.
- Although the performance will be evaluated yearly, the above Format has to be filled twice every year to review the work done.
- CRC with the help of Principal / HOD's needs to ensure that all Teaching staff except those who have joined 3 Months back need to fill the Format every January and July.
- The Data till 31st December for January Cycle and 30th June for July Cycle is to be Included. Data Collection to Start on 1st January / 1st July and to be completed by 15th of the same month. Subsequent to which Review by CRC will be started.
- This being the first time for the Review, Data for 2019, 2020 and 2021 be Collected from every Staff by 15th January 2022.
- The Weightages for Different Parameters to Calculate the Research Score is as follows -:

Parameters	Points	Remarks
Paper Publications		
Paper Published in Journals	Engg – 10 Points for Every Paper above Impact Factor of Less than 2 and 15 Points for Every Paper having Impact Factor More than 2 Other Disciplines - 10 Points for Every Paper above Impact Factor of Less than 5 and 15 Points for Every Paper having Impact Factor More than 5	<ul style="list-style-type: none">• Only Papers Accepted / Published to be considered• The First Author / Corresponding author will get the Full Points as Mentioned. All Co Authors will get 70% of the Points Mentioned
Papers Published in Conferences	Full paper published in International Conference indexed in SCI /Scopus/WoS at National or International Level – 5 Points Full Paper Published in Conferences	<ul style="list-style-type: none">• Only Papers Accepted / Published to be considered• In Case of Multiple Authors, all get the Full

	organised by Indian Institute of Technology (IIT), any National Institute, Centre of excellence or by any Government agencies like (AICTE, UGC, DBT, DST, CCOST, CSIR, INSA, ICMR, etc.), ISTE, APTI and IPA – 3 Points	benefit.
IPR (Patent / Copyright)		
IPR filing (Utility)	Filing – 5 Points Granted – 10 Points	If more than 2 Innovators, Full Points will be given to all Innovators
IPR filing (Design)	Filing – 2 Points Granted – 5 Points	
Copyright	Granted – 2 Points	
Commercialisation/ Revenue generation of IPR	Revenue Sharing as detailed in the IPR Policy mentioned below.	
Books / Book Chapters		
Books Published by Reputed Publishers(As per List issued by CRC from Time to time)	International – 20 Points National – 10 Points	<ul style="list-style-type: none">For multiple authors in a book, the Points will be Given Full to all internal authors.For Multiple Book Chapters in a Book, the benefit will be given only once irrespective of no of chapters in the book.Book chapters published through conferences will not be considered for benefits.In case of, E-book or online book it would be subject to approval of CRC.
Book chapter indexed in SCI / Scopus/WoS	International – 10 Points National – 05 Points	
Book Published by Other Publisher (Approved by CRC)	International – 10 Points National – 05 Points	
Sponsored Grant		
Grant Proposal up to 5 Lakhs	Submission – 02 Point Approved – 05 Points	<ul style="list-style-type: none">If all the PI & Co PI's are from SRGI itself, the 50% Points will be given to PI and all the Co-Pi's will equally share rest 50%.In case of external PI or Co-PI, for the purpose of calculation of Points, the share belongs to external
Grant Proposal from 5 Lakhs up to 30 Lakhs	Submission – 04 Points Approved – 10 Points	
Grant Proposal from 30 Lakhs up to 50 Lakhs	Submission – 06 Points	

	Approved – 15 Points	PI / Co PI's will considered lapse. • This Also Includes grants for Conduction of Seminar / STTP and Like
Grant Proposal above 50 Lakhs	Submission – 08 Points Approved – 20 Points	
Research Guidance		
Enrolling a PhD student as Sole Supervisor	10 Points Per Student Enrolled	This will be given in the year of Enrolment
Enrolling a PhD student as Co-Supervisor	05 Points Per Student Enrolled	
Graduating a PhD student as Sole Supervisor	20 Points Per Student Graduated	
Graduating a PhD student as Supervisor	15 Points Per Student Graduated	
Graduating a PhD student as Co-Supervisor	10 Points Per Student Graduated	
Graduating a PG student	03 Points Per Student Graduated	
Other Research Contribution		
Citation for Papers with SRGI Affiliation and cited in Last 3 years	5 Points Each Citation	Scopus database citations only, Self-citations will not be considered.
Conference Best Paper Award	Conferences indexed in SCI/ Scopus / WoS – 10 Points Not Indexed – 3 Points	1 st / 2 nd / 3 rd Place will be Considered
Committee member / Expert / Reviewer / Session Chair / Invited Speaker / Invited Panel Member for conferences	Conferences indexed in in SCI/ Scopus / WoS – 10 Points Not Indexed – 3 Points	
Keynote speaker in conferences	Conferences indexed in in SCI/ Scopus / WoS – 20 Points Not Indexed – 5 Points	
Convenor/Organizing secretary of a Conference / Seminar at SRGI	International – 10 Points National – 4 Points	If more than one Convenor / Organising secretary in the conference, then points will be divided equally
Other Organising Members of a Conference / Seminar at SRGI	International – 5 Points National – 2 Points	

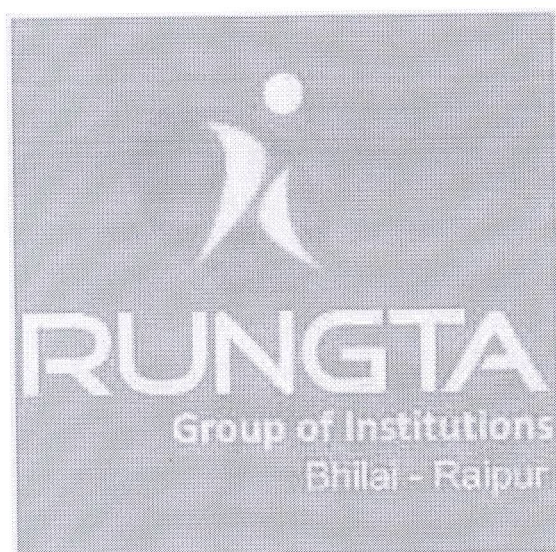
Chief Editor / Editorial Board Member in a Journal	SCI / Scopus / WoS Indexed – 15 Points Journal with ISSN/ ISBN No. – 8 Points	
Reviewer in a Journal	SCI / Scopus / WoS Indexed – 10 Points Journal with ISSN/ ISBN No. – 05 Points	
MOU's with Research Organizations/ Institutes / Industries / R&D Dept. Industry collaboration for setting up of lab	International (Universities/Research organizations) – 10 Points National (Govt. Research org.) – 05 Points Other Non-Govt. Institution – 03 Points	For every MOU to be signed, prior approval should be taken from CRC
Joint Research work	International University - 10 points National University– 05 Points	
Evaluation of Ph.D. thesis of prestigious universities	05 Points	
Conduction of Ph.D. Viva-Voce of candidates in prestigious universities	05 Points	
Working as Subject Expert in the Selection Committees of recognized Institutions	Incase of UPSC / State PSC / Central University or Like - 05 Points Any Other State / Private University - 02 Points	
As member of Board of Studies in any Prestigious Universities	05 Points	
Any other research contribution not mentioned above	05 Points for Each Contribution Subject to the Approval of CRC	

- Minimum Points Expected from RIF is **60 Points** and from TF is **30 Points (Professor / Associate Professor / Reader) and 15 Points (Assistant Professor / Lecturer)**
- Awards for Excellent Performers in the above Review -:

Category	Total Points	Extra Condition	Reward
Research Intensive	250	Revenue Generation	100000


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Faculty		of Minimum 15 Lakhs in the year	
	200		50000
	150		30000
	100		20000
Teaching Faculty (Professors / Associate Professors / Readers)	100	Revenue Generation of Minimum 5 Lakhs in the year	50000
	75		30000
	50		20000
Teaching Faculty (Assistant Professors / Lecturers)	75	Revenue Generation of Minimum 2 Lakhs in the year	50000
	50		30000
	35		20000




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Chapter – 4

Intellectual Property Rights (IPR) Policy

Introduction

SRGI is committed to excellence in teaching and research. The IPR policy of SRGI aims to provide a framework to make, promote, support, and protect the inventions of and for SRGI. Another prospect is to increase the awareness of the knowledge asset and to undertake and promote consultancy, research projects and commercialization of inventions, innovations, and research findings for the benefit of the society.

Applicability

This Intellectual Property Rights policy is applicable to all the faculty, staff, students and researchers of SRGI and their range of activities during their engagement/association with SRGI including but not limited to teaching, research, study, consultancy, creating all kinds of work, also including documents, study material, prototypes, technology, innovations, software, websites, artistic work, designs etc.

PREAMBLE

RUNGTA GROUP OF INSTITUTIONS (hereafter referred to as 'RUNGTA') is an academic Institute dedicated to excellence in teaching and research. Its activities, centered on faculty/students/project staff/ supporting staff/visitors are based on knowledge and intellectual exercise. In the era of technology domination, where values and perceptions change at brisk pace, RUNGTA GROUP OF INSTITUTIONS, in particular, have to preserve the fundamental spirit of academics on one hand and have to march ahead, on the other, accepting changing realities of business economy based on knowledge generated, protected and disseminated under the intellectual property regime. In the evolving scenario of the world today, with increasing awareness of the 'knowledge asset', an Intellectual Property Rights (IPR) Policy is needed not only to preserve the interest of RUNGTA but also to make RUNGTA faculty/students /project staff/ supporting staff/ visitors aware of 'knowledge asset and its impact on the society'.

The present policy facilitates protection of the right of the Inventor(s) of RUNGTA i.e. faculty/students /project staff/ supporting staff /visitors of RUNGTA through the option of Intellectual property protection on a novel work or to keep it in public domain as they may deem fit. In alignment with the Vision and Mission of RUNGTA, the policy favours outreach of the novel technologies developed at RUNGTA. At the same time, it motivates the faculty, students and researchers of RUNGTA to initiate technology transfer using the intellectual property rights gained over a novel technology.

In today's knowledge based economy, bio-based sectors are fast emerging and are also being promoted by RUNGTA. The present policy intends to take into consideration the sustainable use of biological diversity by RUNGTA faculty/students /project staff/ supporting staff, its conservation, deposition of biological samples and use of natural resource based traditional knowledge as per the Indian statutory IP regime.

OBJECTIVES:

The objectives of this policy document are as given below:

- a) To foster, stimulate and encourage creative activities in the widest sense in all the areas in which academic, consultancy and research programs are offered by Rungta Group of Institutions.


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- b) To protect the legitimate interest of faculty / scholars / students of Rungta Group of Institutions and to avoid as far as possible conflict of opposing interests.
- c) To lay down a transparent administration system for the ownership and control of intellectual properties and sharing of the revenues generated and owned by Rungta Group of Institutions.
- d) It shares a global perception of practices related to intellectual property retaining national identity and local constraints, avoiding as far as possible 'conflict' of opposing interests.
- e) The policy promotes fair use of traditional knowledge while recognizing local traditional knowledge stakeholders and benefit sharing.

TYPES OF IP

The intellectual properties can be broadly listed as:

- a) Patents
- b) Copyrights
- c) Trade/Service marks
- d) Industrial designs
- e) Traditional knowledge and Geographical Indications


DEFINITIONS:

The meaning of terms applied in this policy are as below (unless the context otherwise requires,).

- a) **Patent-** is an exclusive right granted for an invention, which is a product or a process that provides a new way of doing something, or offers a new technical solution to a problem.
- b) **Copyright-** is an exclusive right given to the author of the original literary, architectural, dramatic, musical and artistic works; cinematograph films; and sound recordings.
- c) **Trade/Service mark-** means a mark capable of being represented graphically and which is capable of distinguishing the goods or services of one person from those of others and may include shape of goods, their packaging and combination of colours.
- d) **Industrial Design-** means only the features of shape, configuration, pattern, ornament or composition of lines or colours applied to any article whether in two dimensional or three dimensional or in both forms, by any industrial process or means, whether manual, mechanical or chemical, separate or combined, which in the finished article appeal to and are judged solely by the eye; but does not include any mode or principle of construction or anything which is in substance a mere mechanical device.
- e) **Traditional Knowledge-** The knowledge developed by the indigenous or local communities for the use of a natural resource with respect to agriculture, food, medicine etc. over a period of time and has been passed from one generation to another traditionally.
- f) **Geographical Indications-** means an indication which identify such goods as agricultural goods, natural goods as originating or manufactured in the territory of a country or

manufactured in the territory of a country or a region or locality in that territory where a given quality, reputation or other characteristic of such goods is essentially attributable to its geographical origin and in case where such goods are manufactured one of the activities of either the production or of processing or preparation of the goods concerned takes place in such territory, regions or locality as the case may be.

- g) **First Party** – Rungta Group of Institutions (RUNGTA).
- h) **Second Party**- Faculty, Supporting staff, Project staff and Students of RUNGTA.
- i) **Faculty** means a person professionally qualified to carry out teaching and research at RUNGTA as a whole time employee, Visiting professor appointed by RUNGTA. (Note this definition of faculty is meant only for the purposes of this document and in not intended to replace the definition of faculty in the statutes or other documents of Rungta Group of Institutions.)
- j) **Supporting Staff** means a person employed full-time or part-time by RUNGTA to support the research, development, teaching and other supporting activities (including administrative activities) of RUNGTA.
- k) **Student** means a person who has registered or enrolled as full-time student, part-time student, casual student or exchange student from other universities/colleges for
- l) **Project staff** means a person employed temporarily on a contract under a research project, consultancy or any other activity carried out by RUNGTA.
- m) **Third Party**- Any governmental or non-governmental organization with whom the First or the Second Party interacts for any activity with/without exchange of consideration in cash or kind.
- n) **Activity**- Activities related to teaching, research, consultancy, generation and dissemination of information carried out by a person or an Institution independently, or collaboratively.
- o) **Inventor(s)** – A person or a group of persons responsible for creating an IP. In case, creation of IP is associated with more than one inventor, one of them, from RUNGTA, would function as a Lead Inventor.
- p) **Visitor**- A person either from India or abroad visiting under a collaborative activity or associated work at RUNGTA. It is expected that the visit has been approved by competent authority of RUNGTA.
- q) **Work for hire**- The work (or a product) originated from RUNGTA and is meant for the specific purpose of RUNGTA and produced by (a) an author during his/her employment at RUNGTA or (b) non-employee under contracted work by RUNGTA.
- r) **Work Commissioned/Outsourced** - work commissioned by RUNGTA to a creator or group of creators either employed by RUNGTA or invited from outside RUNGTA with or without any consideration in cash or kind. Typical examples of RUNGTA commissioned works are: a. Design work, b. Artistic Work, c. Engineering/Architectural Models, d. Computer Software e. Reports based on surveys and analysis, f. Video works.
- s) **Associated Agreement** – document created with mutual consent of involved parties defining the rights, roles and responsibilities of each of the parties, for example, Memorandum of Understanding (MoU), Memorandum of Association (MoA), Research Agreement, Consultancy Agreement, Non-Disclosure Agreement (NDA), etc.


Sonal Rungta
Director (F&A)

- t) **Non-Disclosure Agreement (NDA)/Confidentiality Agreement**-The agreement intends to protect proprietary or confidential information among the parties involved in executing a NDA.
- u) **Intellectual Property** denotes the specific legal rights which inventors and other IP holders may hold and exercise. Intellectual property includes Patents, Trademarks, Copyrights and Industrial Designs each differ in its scope, purpose and effects. IPR aims to exclude third parties from exploiting protected subject matter for a certain specified duration of time without explicit authorization from the right holder.

IPR owners can use or disclose their creations without fear of loss of control over their usage during the course of dissemination of their Creation/Invention.

IP confers a bundle of exclusive rights in relation to the particular form or manner in which ideas/information are expressed/manifested in the following and related items.

- i. New and useful scientific and technical advancements in the form of innovations, inventions, products and processes, computer hardware and software, materials, biological varieties etc. which are patentable.
- ii. Industrial and architectural designs, models, drawings, creative, artistic and literary works, teaching resource materials, generated records of research including thesis and dissertations which are copyrightable.
- iii. Trademarks, service mark, logos etc.

PATENTS:


Ownership of Patent:

- I. **Rungta Group of Institutions shall be the owner**, with the creators specially stated as inventors for all the intellectual property inventions, software designs and specimens created by the creators who include faculty members, research scholars, students and those who make use of the resources of Rungta Group of Institutions.
- II. The Inventions created by Rungta Group of Institutions personnel, without using Rungta Group of Institutions resources and created outside their areas of teaching/research shall be co-owned by the creators and Rungta Group of Institution and the revenue generated out of such creations shall be shared in the ratio of **70:30** between the creator and the Institute respectively.
- III. If any Patent has emerged as a result of an Institutional/Industrial consultancy, sponsored to Rungta Group of Institutions the concerned industries and Rungta Group of Institutions shall own the Patent. This however will not apply to those Patent that are covered under specific MoU's where the action shall be carried out as per the provisions of the MoU's.
- IV. If the Patent is a result of funds sponsored by an outside agency, then the Patent will be shared between Rungta Group of Institutions and the sponsoring agency on case by case basis, as per MoU/Agreement/Undertaking between Rungta Group of Institutions and the outside agency.

COPYRIGHTS:

Ownership of the copyright:

- I. **RUNGTA shall be the owner** of all copyright works including software and all connected teaching materials designed and developed by employees of RUNGTA.
- II. Further, **RUNGTA shall also be the owner** of copyrights of works produced, including software and all teaching materials developed by persons not directly associated with RUNGTA, provided RUNGTA has made its contribution in the form of any of the resources.
- III. A copy of B.Tech/M.Tech/M Phil /M.Sc./PhD thesis works submitted to RUNGTA may be forwarded to IP CELL, and IP CELL shall attempt to explore the patentable rights if any in such theses by constituting suitable committees consisting of experts.


Sonal Rungta
Director (F&A)

- IV. The ownership of copyright by RUNGTA will in no way deprive the claims of the creator/author to publish his/her contribution in a scholarly and intellectual way and they have authority to improve, publish and propagate their works.
- V. A computer software may be copyrighted depending upon the content. A copyright software may be distributed for research and teaching purposes by its creator after obtaining appropriate undertaking to the effect that it will not be used for commercial purpose nor will it be transferred to any other party without explicit permission of Rungta Group of Institutions.

Inventor/Author/Ownership

1. Inventors/Authors will own intellectual property when:
 - a. None of the situation defined above for RUNGTA-ownership of intellectual property applies.
 - b. It is created outside their normal area of research/teaching, for example, popular novels, poems, musical compositions, or other works of artistic imagination, without the use of significant institute resources.
2. Students will own copyright on thesis/dissertation created as a part of their academic programs. However, the student must grant to RUNGTA royalty-free permission to reproduce and distribute copies for teaching and research as well as for dissemination for teaching and research to other academic institutions.
3. Ownership of software code, patentable subject matter and other intellectual property contained in the thesis/reports are subject to conditions specified under RUNGTA –ownership and Inventor/Author ownership.

Trade and Service Marks

Trade and service marks related to goods and services involving RUNGTA will be owned by RUNGTA. Use of RUNGTA's name through trademark makes users obligated to certain standards and accountability.

Third-Party Ownership

- I. Ownership of intellectual property resulting from:
 - a. Funds provided partially or fully by a third-party to RUNGTA will be governed by specific provisions in the contract between the third-party and RUNGTA.
 - b. Exchange programs between RUNGTA and other institutions will be governed by specific provisions in the contract between the third-party and RUNGTA.
 - c. In case no such specific contract exists, IPR will remain with RUNGTA.
- II. In cases of all IP produced at RUNGTA, RUNGTA shall retain a non-exclusive, free, irrevocable license to copy/use IP for teaching and research activities, consistent with confidentiality arguments where ever entered by RUNGTA.
- III. In cases where an IP is created by RUNGTA personnel, fully or as a part of the team, during deputation, official leave, or sabbatical, the concerned RUNGTA personnel should officially communicate the IP to RUNGTA. If the IP involves ideas/software developed, fully or in part, using significant institute resources, then the IP will also be owned by RUNGTA fully or partially, as the case may be.
- IV. Filings of IP Applications in foreign countries: If inventor(s) wish application will be filed in foreign country parallel to its filing in India. If RUNGTA opts not to undertake such protection in any specific country requested by the inventor(s), RUNGTA will assign rights of the IP in that country to the inventor(s) for the purpose of such protection. RUNGTA or Attorney can be approached for such protection.
- V. Renewal of IP rights: A decision on the annual renewal of IP rights will be taken by a committee constituted by the Vice Chancellor & Chairman of IPR cell. If RUNGTA decides not to renew the IPR in any country, then it will assign the rights of the IP in that country to the inventor(s) upon a request to that affect from the inventor(s). In case of patents, the process of reassignment will be completed in a period of three months before the due date for its renewal.

- VI. In all cases where IP rights in any specific country have been reassigned to the inventor(s), RUNGTA will not claim any share of proceeds earned through that IP in that country excepting for the costs already incurred by RUNGTA.

Disclosures, Confidentiality and Assignment of Rights

- I. For sponsored and/or collaborative work the provisions of the contract pertaining to disclosure of IP are applied.
- II. For all other IP produced at RUNGTA, the inventors will be required to disclose their IP to the IPEC (Intellectual Property Evaluation Committee) at the earliest date using an IPDF (Intellectual Property Disclosure Form).
- III. It will be mandatory for students to submit an IPDF, countersigned by their supervisor(s), at the time of filing their PhD thesis or any other degree offered by University.
- IV. The inventor shall assign the rights of the disclosed IP to RUNGTA before leaving the institute and will agree to the terms and conditions for the sharing of any financial benefits received by the institute by commercialization of such IP.
- V. Having made the disclosure, the inventors, both RUNGTA and non- RUNGTA personnel, shall maintain confidentiality of the IP during the period it is pending with RUNGTA for the assessment of the possibility of commercialization and protection of IP, unless authorized in writing by RUNGTA.

Evaluation of Intellectual Property

- I. Evaluation of Intellectual Property will be done by the IPEC (Intellectual Property Evaluation Committee) nominated by the Vice-Chancellor.
- II. Evaluation of IP means:
 - a. Assigning ownership of IP.
 - b. Determining whether an IP is innovative and fit for filing in India and foreign countries.
 - c. Determining whether the IP has a reasonable chance for commercialization.
- III. After evaluation of IP, if RUNGTA decides not to take the responsibility for the protection of the IP, then it will assign all the rights of the IP to the inventors.
- IV. Even in such cases, as in (III), RUNGTA may take the responsibility of facilitating protection of the IP on case by case basis.
- V. A decision on the annual renewal of IP rights will be taken by the IPEC. If RUNGTA decides not to renew the IP, fully or partially, then it will assign the rights of the IP, wherever relevant, to the "inventors."

Maintenance of IP:

- I. For the inventions developed at RUNGTA and the inventors who wish to protect the invention, it is mandatory that the creator has to disclose the creative work by using an Invention Disclosure Form (IDF). The inventors shall assign the rights of the disclosed invention to RUNGTA. All IP related information that is disclosed to RUNGTA is confidential.
- II. Confidentiality shall be maintained till the dates stipulated in the contract between the concerned parties. Once the IPR is ensured, the inventor/creator is encouraged to publish the work in the interest of general public.

Commercialization

- I. RUNGTA shall market the IP and identify potential licensee(s) for the IP to which it (i) has ownership and (ii) for which rights have been assigned to it.
- II. For the IP where exclusive rights have not already been assigned to a third party, the inventor(s) may also contact potential licensee(s) on their initiative maintaining confidentiality and taking all necessary care to ensure that the value of the IP is not affected.
- III. If RUNGTA is not able to commercialize the IP in a reasonable time then the inventor(s) may approach RUNGTA for assignment of rights of the invention(s) to them.

Infringements, Damages, Liability and Indemnity/Insurance

- I. As a matter of policy, RUNGTA shall, in any contract between the licensee and RUNGTA, seek indemnity from any legal proceedings including without limitation manufacturing defects, production problems, design guarantee, up gradation and debugging obligation.

- II. RUNGTA shall also ensure that RUNGTA's personnel have an indemnity clause built-into the agreements with license(s) while transferring technology or copyrighted material to licenses.

Fees:

The Fees for all IP will be divided amongst RUNGTA and the Innovator as follows (Based on Charges applicable as on Sept 2021) -:

Description	Total Charges	Charges Paid by Rungta Group	Charges to be Borne by the Innovator
Utility Patent (Including Filing Fees, Examination Fees, Professional Charges)	40000	20000	20000
Design Patent (Including Filing & Examination Fees, Professional Charges)	15000	7500	7500
Copyright (Including Filing Fees & Examination Fees, Professional Charges)	2500	1250	1250

If the other party does not show interest in such process, RUNGTA can either continue the IP by paying the fees for its full term or withdraw application for the patent protection, at its discretion.

Transfer of IP:

SRGI shall strive to identify potential licensee for the IP to which it has ownership. Generally creators are expected to assist the transfer of IP in case the IP has not been obtained in the name of the Institute.

SRGI may contract IP to any of the technology management agency which manages the commercialization of IP. If exclusive rights of IP have not been assigned to the third party, creators may enter into a contract with any potential licenses on their initiative maintaining confidentiality and taking care through Non-Disclosure Agreement with the concurrence of SRGI.

The inventor/creator has the first right on the terms and conditions that are agreeable by SRGI

Revenue sharing:

60 % (sixty percent) of the total revenue (lump sum payment, or any other form) accruing from the commercial exploitation of IP owned by RUNGTA shall be credited to RUNGTA. 30% of the revenue shall be credited to Inventor/Creator.

The Entire amount from the Share of Rungta would be reinvested in the Department towards encouraging research and development, IP CELL for carrying out IPR related activities.

The net earnings from the commercialization of IP owned by RUNGTA would be shared as follows:

Case	Tenure	SRGI	Inventor	Service Account*
1	For the First Three Years	60%	30%	10%
2	After 3 Years	40%	50%	10%

*Money may be used for the promotion and up gradation of the invention. Unused funds from the service account will be used for promotion of commercialization, IP protection and any other related activities.

2. Co- inventors of IP shall sign at the time of disclosure, a distribution of IP Earnings' Agreement, which shall specify the percentage distribution of earnings from IP to each co-inventor. The inventors may at any time by mutual consent revise the Distribution of IP Earnings Agreement.

Powers to Amend IPR Policy

RUNGTA, through its Board of Governors (referred to as BOG), will have the full power to make changes to the IPR policy or bring out a new policy as and when it is felt necessary. This can happen in view of changes in government policies or other national and international developments including treaties and legal judgments. The changes or the new policy shall be applicable to all faculty/students//project staff/ supporting staff /visitors.

Responsibility to Create/Amend Procedures and Processes for Implementation of IPR Policy

RUNGTA, through its Management, will have full powers to create and amend administrative mechanism from time to time in view of the changing needs including creating administrative bodies and entrusting role and responsibilities to various individual(s)/existing entities for evolving detailed procedures and to facilitate implementation of the IPR policy of RUNGTA.

Conflict of Interest

All inventors are responsible for compliance with government rules and RUNGTA's policies and ordinances related to development and use of IP generated. In all activities arising out of implementation of IPR policy of the Institute, all faculty members/inventors are expected to avoid potential and mutual conflicts of interest.

The inventor(s) are required to disclose any conflict of interest or potential conflict of interest. If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and/or their immediate family have in the company. Under these circumstances, it must be ensured by the inventor(s) that their entrepreneurial activities do not have an adverse impact on inventor(s) teaching, research and any other institutional responsibilities.

Dispute Resolution

In case of any disputes between RUNGTA and the inventors regarding the implementation of the IP policy, the aggrieved party may appeal to the Vice-Chancellor of RUNGTA. Efforts shall be made to address the concerns of the aggrieved party. The Vice-Chancellor's decision in this regard would be final and binding.

Jurisdiction

All the Conflicts and litigations shall be governed by and construed in accordance with the laws of India without giving effect to any choice or conflict of law provision or rule.

RUNGTA will retain the right to engage or not; in any litigation concerning patents and license infringements.

Inventor should keep a laboratory notebook in which they keep records of their work. Descriptions of discoveries should be signed, dated, and if possible witnessed.

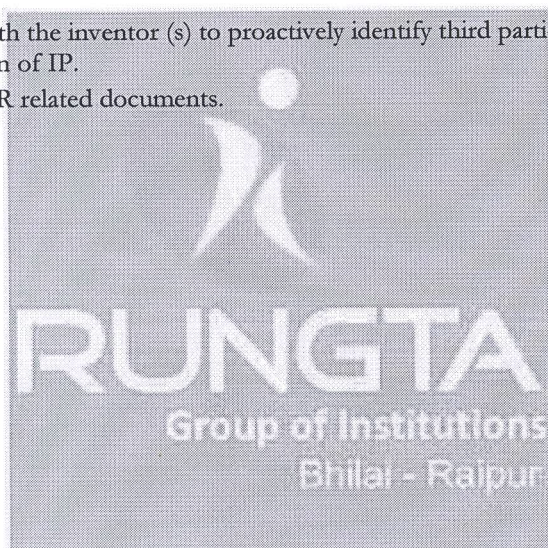
IPR STANDING COMMITTEE (IPR SC) AND ITS ROLE

The IPR Standing Committee will be the core administrating body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of RUNGTA. IPR SC would also arbitrate on appeals made and any clarifications sought. Till the time IPR SC is constituted, CRC will take care of all the work of IPR Standing Committee.

Role of IP Cell Coordinator

The current role of IP Cell Coordinator includes the following, which may be revised from time to time

- (a) Organization of IP awareness programs at RUNGTA.
- (b) Organizing IPR SC meetings in co-ordination with R&D.
- (c) Work on behalf of RUNGTA, to process and manage IP registrations.
- (d) Regularly review IP cases (filed/granted applications) for maintenance / discontinuation.
- (e) To assist faculty/students/project staff/ supporting staff/visitors in all IPR application activities.
- (f) To coordinate with the inventor (s) to proactively identify third parties for development and commercialization of IP.
- (g) Custody of all IPR related documents.




Sonal Rungta
Director (F&A)

Chapter - 5

Promotional Policy for Ph.D. Program

With a view to encourage and assist the faculty members of Santosh Rungta Group of Colleges, Bhilai & Raipur, to acquire Higher Qualifications i.e. Ph.D. degree, it has been decided to Layout the Following Policy for all Engineering, Science & Pharmacy college Faculties working in the Group:


(1) Staff of SRGI Pursuing Ph.D. From CSVTU with Rungta College as Research Centre

In view of promoting pursuance of Ph. D. program by our faculty members through our Research Centre in Rungta Group following policy is being laid out:

• Fees Structure -:

Particulars	Interim Fees Fixed by AFRC	Fees for Staff of SRGC
Engineering		
Fees towards Course Work	23000 (T.Fees) + 2300 (Growth & Development) + 1500 (Caution Money) = 26800	25000 Total (No Caution Money)
Fees Per Semester	13500 (T.Fees) + 1350 (Growth & Development) = 14850	11000 Total
Management		
Fees towards Course Work	18000 (T. Fees) + 1800 (Growth & Development) + 1500 (Caution Money) = 21300	19000 Total (No Caution Money)
Fees Per Semester	12000 (T. Fees) + 1200 (Growth & Development) = 13200	10000 Total

- The Semester Fees has to be deposited till the date of submission of Final Thesis to University. Every Year the Fees will fall due in July and December and can be paid within a month of same. Any Submissions of thesis after July/December will be counted as entire Semester.
- The Semester Fees Payment will start from the Date of Registration (RDC). For the First Batch currently pursuing Ph.D., although the Registrations have been given from Back Date (Jan/Feb 2013), The Fees payment will only start from Jan 2014. i.e. as of now, only 1 Previous Semester (Jan – June 2014) and 1 Current Semester (July – Dec 2014) Fees is to be paid, **unlike other Colleges, where Fees for total 4 semesters is being charged.**
- The above benefit is extended specially for staff of SRGC, till they continue to be a part of SRGC. At any time, if a staff discontinues the job, they will be required to pay fees fixed by AFRC.
- During the continuation of Course Work at Research Centre, the College will extend benefits in form of Time Table Adjustment so as to enable the Faculty to complete the Course work parallelly with their teaching duties.
- The Staff is Free to use Existing Facilities like Library, E-Library, Internet, Lab Equipment's (Irrespective of their Dept.) etc. required for their Research with due permission from the respective HOD after forward of application by respective Guide.


Sonal Rungta
Director (F&A)

- Any requests made for Purchase of Books, Journal, Equipment can be considered by Management depending on the viability of the same.
- Motivational Amount towards Paper Presented in Conferences & Publication in Journals: The Policy for same is already announced and is in Force.
- All Faculty members enrolled for the Ph. D. program in the Research Centre will have to sign and execute a service Bond with the institute of Three years duration, i.e. They will have to commit to serve the institute for a minimum period of 3 years after award of their Ph.D. program. This bond is to be signed immediately after enrolment in University, before the start of the Coursework.
- A Recurring Deposit Account in the joint name of the concerned faculty and Institute will be opened immediately after the admission of the faculty to the Ph.D. Programme.
- An amount equal to 10% of Basic + DA of the Salary (Subject to Maximum of Rs. 4000) will be deducted each month from the faculty's salary and will be deposited in respective RD A/c. This deduction will start from the date of Registration (RDC) and will continue till the time of final submission of their Ph.D. (Max 4/4.5 Years as per CSVTU Current norms).
- The interest accruing on the RD will be belonging to the concerned faculty.
- In case a staff discontinues the course, the amount deposited till date will be returned to the concerned faculty after their submission of satisfactory documents establishing the discontinuance.
- Immediately after Award of Ph.D. to the concerned faculty, amount so collected would be converted in to a joint FDR with a lock in period of Three years.
- Upon successful compliance of service Bond, the amount/ FDR would be released along with interest accrued to the Faculty concerned.
- In case of non-compliance of the service Bond the amount so deposited would be forfeited.
- Any act of Indiscipline attracting termination during the tenure of service bond will also result in Forfeiting of the Amount deposited in their Respective RD A/c / FDR.
- Candidates Enrolled in the Ph.D. Program have to compulsorily submit a six monthly progress review from the designated Guide specifying total number of hours dedicated by them for the research work. The Progress Review should be certified by the concerned Guide and Research Centre.
- As soon as the university awards the Ph.D. degree, the faculty member should submit to the college Administrative office, a copy of the university ordinance approving their Ph.D.
- On acquiring Ph.D. degree, the management will extend the benefit of promotion policy of the college prevailing at that time.
- Whichever permission for pursuing Ph.D. degree extended earlier to any staff member may be treated as cancelled. Such staff members have to apply a fresh for obtaining permission for pursuing Ph.D. degree.



 Sonal Rungta
 Director (F&A)

- All Communications made (within the College or Outside) by Email should be done by Official Email Id of the Group (xxx@rungha.ac.in).

2) Staff of SRGI Pursuing Ph.D. From Other Research Centers under CSVTU & Other Universities like RSU & NIT etc. (Only for Government Univ in the state)

In view of promoting pursuance of Ph.D. program by our faculty members through other Universities/Research Centre's following policy is being laid out:

- A Single Day off will be granted to the concerned staff every Fortnight to pursue their Research work further. This off will be deferred amongst all faculties so that the teaching duties are not suffered in the Dept. The off being given is for the staff to catch up their Ph.D. Research work and is expected that during other days, they will not expect any liberties/exemptions from their usual Academic/Non Academic, Institutional/Departmental duties like exam duty etc.
- During the continuation of Course Work at other Research Centre, the College will extend benefits in form of Time Table Adjustment so as to enable the Faculty to complete the Course work parallelly with their teaching duties.
- The Staff is Free to use Existing Facilities like Library, E-Library, Internet, Lab Equipment's (Irrespective of their Dept.) etc. required for their Research with due permission from the respective HOD after forward of application by respective Guide.
- Any requests made for Purchase of Books, Journal, Equipment can be considered by Management depending on the viability of the same.
- Motivational Amount towards Paper Presented in Conferences & Publication in Journals: The Policy for same is already announced and is in Force.
- All Faculty members enrolled for the Ph. D. program in the Research Centre will have to sign and execute a service Bond with the institute of Three years duration, i.e. They will have to commit to serve the institute for a minimum period of 3 years after award of their Ph.D. program. This bond is to be signed immediately after enrolment in University, before the start of the Coursework.
- A Recurring Deposit Account in the joint name of the concerned faculty and Institute will be opened immediately after the admission of the faculty to the Ph.D. Programme.
- An amount equal to 10% of Basic + DA of the Salary (Subject to Maximum of Rs. 4000) will be deducted each month from the faculty's salary and will be deposited in respective RD A/c. This deduction will start from the date of Registration (RDC) and will continue till the time of final submission of their Ph.D.
- The interest accruing on the RD will be belonging to the concerned faculty.
- In case a staff discontinues the course, the amount deposited till date will be returned to the concerned faculty after their submission of satisfactory documents establishing the discontinuance.


 Sonal Rungha
 Director (F&A)

- Immediately after Award of Ph.D. to the concerned faculty, amount so collected would be converted in to a joint FDR with a lock in period of Three years.

Upon successful compliance of service Bond, the amount/ FDR would be released along with interest accrued to the Faculty concerned.


- In case of non-compliance of the service Bond the amount so deposited would be forfeited.
- Any act of Indiscipline attracting termination during the tenure of service bond will also result in Forfeiting of the Amount deposited in their Respective RD A/c / FDR.
- Candidates Enrolled in the Ph.D. Program have to compulsorily submit a six monthly progress review from the designated Guide specifying total number of hours dedicated by them for the research work. The Progress Review should be certified by the concerned Guide and Research Centre.
- As soon as the university awards the Ph.D. degree, the faculty member should submit to the college Administrative office, a copy of the university ordinance approving their Ph.D.
- On acquiring Ph.D. degree, the management will extend the benefit of promotion policy of the college prevailing at that time.
- Whichever permission for pursuing Ph.D. degree extended earlier to any staff member may be treated as cancelled. Such staff members have to apply a fresh for obtaining permission for pursuing Ph.D. degree.

3) External Candidates Wishing to Pursue Ph.D. From Rungta College as Research Centre

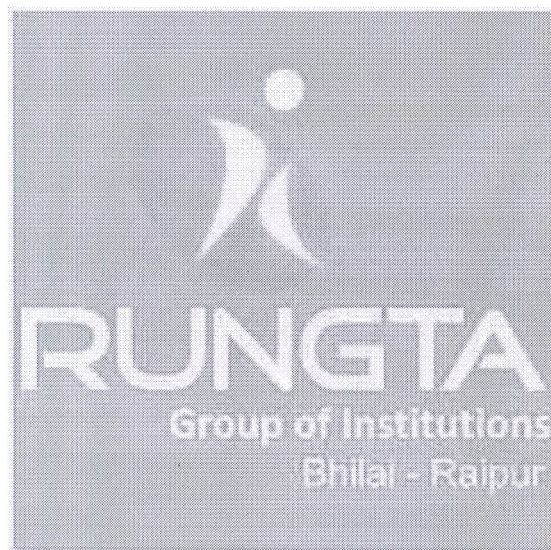
- Faculty members of our Group colleges enrolling for Ph.D. program in Rungta College will have to pay the Fees as prescribed by AFRC.

Particulars	Interim Fees Fixed by AFRC
Engineering	
Fees towards Course Work	23000 (T. Fees) + 2300 (Growth & Development) + 1500 (Caution Money) = 26800
Fees Per Semester	13500 (T. Fees) + 1350 (Growth & Development) = 14850
Management	
Fees towards Course Work	18000 (T. Fees) + 1800 (Growth & Development) + 1500 (Caution Money) = 21300
Fees Per Semester	12000 (T. Fees) + 1200 (Growth & Development) = 13200

- The above Fees is to be paid in January/July every Semester.
- The Staff is Free to use Existing Facilities like Library, E-Library, Internet, LabEquipment's (Irrespective of their Dept.) etc. required for their Research with due permission from the respective HOD after forward of application by respective Guide.
- The publications done by the staff in any conference or journal has to acknowledge the research centre in the paper
- Institute would not be in position to allocate any individual seating space, Table- Chair etc. Candidates have to manage with the common facilities available in the Research Centre.


 Sonal Rungta
 Director (F&A)

- External candidates are not supposed to move around in the campus, other than their designated dept. / Research Centre without prior permission of Guide.
- Candidates working full time in other organization will not be provided with any opportunity to get associated with institutes academic/administrative processes.
- Candidates Enrolled in the Ph.D. Program have to compulsorily submit a six monthly progress review from the designated Guide specifying total number of hours dedicated by them for the research work. The Progress Review should be certified by the concerned Guide and Research Centre.
- As soon as the university awards the Ph.D. degree, the faculty member should submit to the college Administrative office, a copy of the university ordinance approving their Ph.D.




Sonal Rungta
Director (F&A)

Chapter – 6

Teaching Fellowship Policy for Full Time PhD Students

Objective of the Policy

The purpose of introducing teaching fellowships is to attract meritorious and research intensive scholars for pursuing Ph. D. at SRGI. These fellowships are intended to produce quality scholars with relevant training for academic and academic-related careers in teaching and research. We hereby, float teaching fellowships to engage scholars in quality research and sharpening their teaching skills.

Eligibility Criteria for Teaching Fellowship

The fellowship is available to full time Ph. D. scholars of SRGI with good communication skills. Preference will be given to NET/GATE/GPAT qualified candidates, scholars from premier institutes and to those having previous teaching and research experience.

Duration of Fellowship

Upto 3 years (subject to successful completion of yearly review process).

Details of Fellowship

1. The teaching fellowship awardee will be paid an honorarium of Rs. 15,600/ per month (consolidated).
2. The scholar is required to take teaching load of **2 Theory + 1 Practical**.

Terms & Conditions

Following terms and conditions are applicable on scholars availing fellowship:

1. The scholar will perform all the duties & responsibilities related to his/her class such as maintenance of attendance, evaluation of CA components or assignments, etc.
2. He /she will attend the course coordinator meetings only.
3. Classroom teaching evaluation by concerned HOD will be applicable for them.
4. During the non-teaching period, such scholars may be given invigilation or admission duty.
5. No administrative responsibilities would be given to the scholars during the tenure of fellowship.
6. One leave per month will be provided to them.
7. Morning biometric attendance is mandatory (morning & evening) on the day of classes.
8. The scholar is free to discontinue his/her fellowship subject to the completion of all the responsibilities given for teaching.


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Director (F&A)

Research Targets During the Tenure of Fellowship

1. The scholar availing teaching fellowship will be required to complete his/her Ph. D. course work.
2. In second year of fellowship he/she has to publish minimum one paper in SCI / Scopus/WoS indexed Journal or have to present at least one paper in conferences / seminar (SCI / Scopus/ WoS indexed).
3. In the third year of fellowship, scholar has to publish another paper indexed in SCI / Scopus/WoS Journals and have to present at least one paper in conferences/seminar (SCI / Scopus/ WoS indexed).

Fellowship Selection Process

After completion of course work, scholar will submit application in prescribed format to School of Research Degree Programmes with copy of his/her resume. The list of the candidates will be submitted to the HR for further processing.

Disbursement of Fellowship

The disbursement of fellowship will be processed by HR as per terms and conditions.

Important Note:

All previous policies (Research Fellowship/Teaching Assistantship) related to Ph. D. scholars will be null & void and this policy only will be applicable to all batches of Ph. D. Full Time scholars.

Note:

1. Number of teaching fellowship Can be Maximum 10% of existing faculty members.
2. Variations can be made on special approval of higher authorities.

Candidates Progress and Review of Fellowship

The progress of fellowship holder will be reviewed on completion of his/her 1st year of fellowship followed by review after completion of 2nd year of fellowship.

Chapter – 7

Code of Ethics

SRGI strives to achieve academic excellence by providing highest quality education and by contributing to original and impactful research to solve industrial and societal problems. Therefore, academic integrity and research ethics of the highest level are expected from each and every member of SRGI community including students, faculty, and staff. Academic integrity implies adherence to certain values and moral conduct in academics. Research ethics are commonly developed practices for creating awareness among researchers related to principles ensuring the scrutiny of research projects and accountability of people as responsible members of academic community to serve the society well. This policy shall be applicable to all students, faculty and other staff of the SRGI engaged in the research related activities.

This policy covers the followings:

1. Research Ethics
2. Anti-Plagiarism policy

Research Ethics – General Guidelines

- All faculty members are expected to adhere to core values like honesty, integrity and sincerity and conduct their research in such manner that the reliability and trust of the Institute should not be compromised or get affected.
- Researcher should keep and preserve raw data of research activity/project for a minimum period of five years with the Institute unless requirement of longer period stipulated by the institute or any concerned body for the purpose of specific work.
- The research aims of any study should benefit both society and industry and should cause no social harm.
- Researchers should make sure that an appropriate research method is selected on the basis of informed professional expertise.
- Researchers should endeavour to ensure factual accuracy and avoid falsification, fabrication, distortion, suppression or misinterpretation of data.
- Researchers should be able to extrapolate the consequences of research engagement for all participants and attempt to alleviate potential disadvantages of participation for any individual or category of person.
- Researchers should ensure that reporting and dissemination are carried out in a responsible manner.
- Researchers should ensure that methodology and findings are open for discussion and peer review.
- Researchers should ensure that any indebtedness to previous research as a source of knowledge, data, concepts and methodology should be fully acknowledged in all outputs.
- Due credit should be given to all the authors depending upon their contribution in the research work. If a student or a faculty/staff has worked in a project, and any publication of that project is published, then his/her name should be mentioned in the authorship in the acknowledgement section of the manuscript depending on the quantum of their contribution.

- Authorship order should be decided in the early stage of a work. All authors must read the completed papers and must be willing to take complete responsibility of the data, interpretations and conclusions presented in the paper.
- The most significant contributor will be the first author of the manuscript. For all papers coming out of Master's degree or a Ph.D. thesis, the first author should preferably be Masters or Ph.D. student and the corresponding author should be supervisor.
- Honorary authorship is not permitted.
- The guidelines of the concerned journal should be followed for including name of all contributors in the paper.
- Particulars of the affiliation of the SRGI should be mentioned as follows in all publications..... (Specify Name), (specify designation) at(specify the name of the Institute of SRGI)
- Students should publish their approved thesis or dissertation work with the consent of the supervisor, unless otherwise stipulated by the Institute.
- All potentially patentable inventions shall be disclosed to the Institute.
- All faculty/staff members shall specify affiliation/association with the Institute in all their research activities.
- All faculty/staff members shall update the affiliation or association with SRGI on various research platforms like research gate, google scholar, etc.
- To ensure academic integrity and research ethics, a panel is formulated with the Composition as decided by the Management.

Anti-plagiarism Policy

Plagiarism is one of the most serious violations of academic integrity and ethics. Anyone engaged in plagiarism threatens the values and beliefs of the academic integrity of the Institute and undermines his/her individual credibility in the community of research scholars. Plagiarism in any form is not permissible in the Institute and is a serious misconduct which is subject to strict disciplinary action against the person found guilty. The Institute has a zero tolerance policy on plagiarism.

Plagiarism is using, presenting or publishing work of another person as your own without proper citation or acknowledgement. Using words or ideas of others without proper reference or citation is plagiarism. It is very important to give credit, where it is due, to the other person by acknowledging the source of that information.

All published and unpublished material, materials downloaded from internet, copied from lecture handouts or any other source whether in manuscript, printed or electronic form, is covered by this definition. 'Collusion' is another form of plagiarism involving the unauthorised collaboration of students or other individuals in any piece of work. Following and such other acts as prescribed by the Institute from time to time shall be considered as the act of plagiarism:

- Writing someone else's work as your own.
- Paraphrasing or copying ideas from someone else's work without giving due credit
- Stealing unpublished raw data and publishing it without giving due credit.
- Failing to put the words/idea/ information within quotes "..."
- Giving incorrect information about the source of the quoted material.
- Changing words but copying the sentence structure of a source without giving credit.
- Copying many ideas or words from a source that it makes up the majority of your work irrespective of whether you have given credit or not.
- Writing or reusing one's own specific words, images etc from previously published texts is known as self-plagiarism.

- Images are also a form of scientific data and ideally need to be presented as such. Manipulating an image related to your research and publishing the same, therefore, will clearly fall under the ambit of research misconduct which comes under plagiarism.
- If a previously published image is included in the manuscript or any publication material, you need to get explicit permission from the copyright holder (which might be either a person, a journal, or a publisher) and needs to be cited clearly. Some images come under the category of "creative commons." Under the "creative commons," the images can be used free of charge, but with proper attribution.
- In case of images/information of any person, the authors should certify that they have obtained all appropriate consent forms. In the form, the individual/legal guardian should give consent for images and other personal information's to be reported. The individual/guardian should be informed that names and initials will not be published, and due efforts will be made to conceal individuals' identity, but anonymity cannot be guaranteed.
- The practice of presenting same research findings in more than one conferences (encore abstracts) except (i) the congress permits it; (ii) copyright requirements are respected; (iii) prior presentations are disclosed; and (iv) repeated presentation is to reach a different audience

Scope

This policy applies to all the written/unwritten and published/unpublished works produced at and for SRGI. The written works include academic and research publications / IPR (research papers, books, articles, assignments, project reports, thesis (Masters and Ph.D.), research reports, patent, copyright, design registration etc. The unpublished works also include experimental data. The plagiarism policy applies to all SRGI community including students, faculty and staff. The CRC shall also be responsible to disseminate the information about plagiarism.

Reporting of cases of plagiarism

- It shall be the responsibility of the supervisor/corresponding author to check the paper/thesis etc. for plagiarism.
- The document should be subjected to appropriate plagiarism software prescribed by the Group (e.g., Turnitin) and the supervisor should check the content manually too.
- If plagiarism is detected, the Head of the department will send his/her report based on software results and thorough study to Committee formed.

Dealing with Cases of Plagiarism

- Cases of Plagiarism will be investigated and dealt with by the Committee formed.
- The Committee formed shall also be responsible to monitor the quality of published and unpublished work including thesis.
- The Committee will dispose the case of plagiarisms reported to it within 30 Days of the reporting of the case to it and after affording reasonable opportunity to the concerned student or faculty or staff as the case may be and shall submit its findings and recommend such disciplinary action as may be deemed fit in the specific case, to the Management.
- UAIP shall discuss the matter and final decision shall be communicated within next 30 days.

Level	Similarities	Penalties in case of plagiarism in submission of thesis and dissertations	Penalties in case of plagiarism in academic and research publications / IPR
Level 0	Upto 10%	Minor Similarities, no penalty.	Minor Similarities, no penalty.
Level 1	10% to 40%	Submit a revised	Leave points, bonus


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		thesis and dissertations within stipulated time period not exceeding 6 months.	points and incentives will be withdrawn if plagiarism is reported.
Level 2	40% to 60%	debarred from submitting a revised thesis and dissertations for a period of one year	withdraw manuscript, shall be denied a right to one annual increment, shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/scholar for a period of two years.
Level 3	Above 60%	registration for that programme shall be cancelled	Withdraw manuscript, shall be denied a right to two annual increments, shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/scholar for a period of three years.




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Terms and Conditions

- Any grant/incentive/award/leaves cannot be claimed as a right and acceptance or rejection of any such request shall be solely at the discretion of the SRGI.
- All the achievements claimed for awards/Benefits, or any other benefit mentioned in this document, should have affiliation of respective College of SRGI.
- SRGI reserves the right to exclude any journal indexed in SCI or WoS or Scopus for Benefits/grants/awards
- SRGI reserves the right to exclude any publisher for publication of Books/Book Chapters for Benefits/grants/awards
- SRGI reserves the right to modify or amend this Policy in whole or in part, at any time, and with/without notice.
- Where any doubt arises as to the interpretation of this policy, it shall be referred by the CRC to higher authorities for a final decision.
- All benefits will lapse if the faculty/staff leave the organization.
- All the benefits cannot be encashed.
- This policy supersedes all existing research awards, facilitation, incentives and all such research promotion policies.
- For papers being published through conferences in SCI / Scopus/WoS indexed journal, conference grant can be applied.
- Wherever students are involved in the research work, authorship shall be given to the students also.
- In case any candidate is found guilty at any stage of any Malpractice or academic dishonesty or misconduct or plagiarism including self-plagiarism, copyright infringement also including but not limited to misuse of his / her authority or position, misrepresentation, suppression of facts etc. or contravention of the Institute policy, then any or all of the awards, benefits, entitlements etc already awarded to such candidate may be withdrawn.

Annexure – 1

Research Performance Index (RPI)

Rungta Group Of institutions

STAFF RPI FORM

GENERAL INFORMATION

1.	Name (in Block Letters):	
2.	Designation:	
3.	Department :	
4.	College:	
5.	Telephone/Mobile No:	
6.	Official E-mail:	

Academic Qualifications :

Degrees	Name of University	Year of Passing/ Date of award	Percentage of marks	Division Class / Grade	Subject/ Title of thesis
BE/BSC					
M.A/ M.Sc./ M.Com /M.Tech					
M.Phil.					
Ph.D./D.Phil.					

1. Research Papers (Journal)


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S. No.	Title with page nos. and date of publication	Journal	ISSN No	Whether peer reviewed	* Impact Factor if any	No. of co-authors	Whether First Author / Corresponding / Co Author	SCI/ Scopus/ WoS listed or not?	Research Score

(Note: Enclose all journals papers in sequence i.e. Journal first page along with proof of ISSN no., peer reviewed, Impact Factor, SCI/Scopus/WoS).

2. Invited Lectures/ Resource Person/Paper presentation in Seminars/ Conferences/ full paper in Conference Proceedings (*Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once*).

S. No.	Title / Academic Session with date	Lecture/ Resource Person/ Paper presentation/ full paper in Conference Proceedings	Agency	Whether International (Abroad) / International (within country)/ National/State/ University level	Research Score

(Note: Enclose all relevant documents in sequence i.e. Certificate is required for lecture and paper presentation)

3. Patent / Copyright

S. No.	Title	National / International	Date of Filing	Status: Published/ Granted as on date	Patent file No.	Research Score

(Note: Enclose all relevant documents in sequence)

4. (a) Book authored

S. No.	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No	No. of co-authors	Whether you are the main author	Research Score

(Note: Enclose all relevant documents in sequence i.e. Book cover page, back page, contents proof and ISBN no proof)

4. (b) Chapters published in Books

S. No	Title with page Nos. and date of publication	Book/ Title editor & publisher	ISBN No	No. of co-authors	Whether you are the main author	Indexed in SCI / Scopus / WoS	Research Score

(Note: Enclose all relevant documents in sequence i.e. Book cover page, back page, contents proof, ISBN no proof and concern chapter first page proof)

5. Ongoing and Completed Research Projects/ Consultancy Projects.

S. No	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed	Research Score

Note : Enclose all relevant documents in sequence i.e. Sanctioned letter and UC certificate

6. Research Guidance

S. No	Degree	Name of the Students	Thesis Submitted (with date)	Degree awarded (with date)	Research Score
1	M.Tech./P.G dissertation		N/A		
2	Ph. D.				

Note: Only awarded will be considered.
Note: Enclose all relevant documents in sequence

7. Other Research Contributions

S. No	Details	Research Score
1		
2		

SUMMARY OF RESEARCH SCORE

S. No	Academic/ Research Activity	Total Research Score claimed by the candidate	Score Approved by CRC
1.	Research Papers (Journal)		


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2.	Invited Lectures/ Resource Person/Paper presentation in Seminars/ Conferences/full paper in Conference Proceedings		
3.	Patent / Copyright		
4.	Book authored / Chapters published in Books		
5.	Ongoing and Completed Research Projects/ Consultancy Projects		
6.	Research Guidance		
7.	Other Research Contributions		
Total			

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

1.		4.	
2.		5.	
3.		6.	

I certify that the information provided is correct as per records available with the Institute and/or documents enclosed along with the duly filled proforma.

Signature of the Applicant:

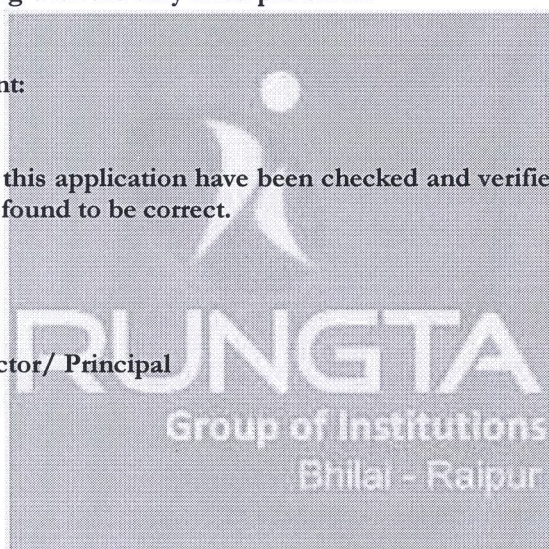
Place:

Date:

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Signature of HoD/ Director/ Principal

Signature of Dean



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Annexure -2

Format for Claiming Benefit for Research Achievements

Institute:

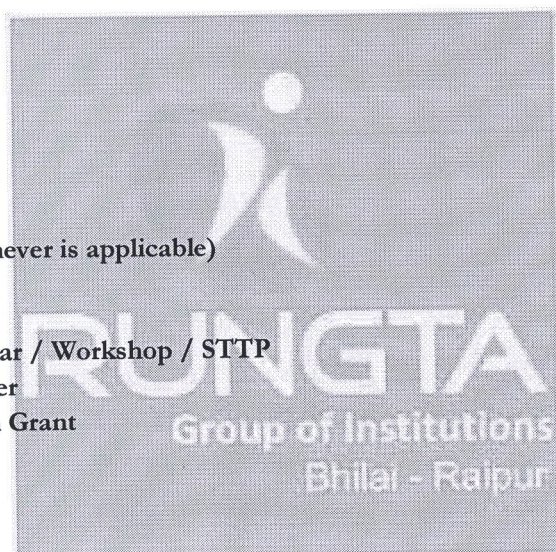
Department:

Faculty Name:

Designation:

Applied for: (Tick whichever is applicable)

- Journal Paper
- Conference / Seminar / Workshop / STTP
- Book / Book Chapter
- Sponsored Research Grant
- MOU
- Research Guidance



For Journals:

S. No.	Title with page nos. and date of publication	Journal	ISSN No	Whether peer reviewed	* Impact Factor if any	No. of co-authors	Whether First Author / Corresponding / Co Author	SCI/ Scopus/ WoS listed or not?

(Note: Enclose all journals papers in sequence i.e. Journal first page along with proof of ISSN no., peer reviewed, Impact Factor, SCI/Scopus/WoS).

- The Institution is acknowledged in paper: Yes/No

For Conferences/Workshop/STTP:

S. No	Title / Academic Session with date	Lecture/ Resource	Agency	Whether International
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		Person/ Paper presentation/ full paper in Conference Proceedings		(Abroad) / International (within country)/ National/State/ University level

(Note: Enclose all relevant documents in sequence i.e. Certificate is required for lecture and paper presentation)

- The Institution is acknowledged in paper: Yes/No

For Book:

S. No	Book Title with page Nos. and date of publication	Name of the Publisher	Whether National/ International Publisher	ISBN No	No. of co-author s	Whether you are the main author

(Note: Enclose all relevant documents in sequence i.e. Book cover page, back page, contents proof and ISBN no proof)

For Book Chapter:

S. No	Title with page Nos. and date of publication	Book/ Title editor & publisher	ISBN No	No. of co-author s	Whether you are the main author	Indexed in SCI / Scopus / WoS

(Note: Enclose all relevant documents in sequence i.e. Book cover page, back page, contents proof, ISBN no proof and concern chapter first page proof)

- The Institution is acknowledged in Book / Book Chapter: Yes/No

For Sponsored Research Grant:

S. No	Title of Research Project	Funding Agency	Date of Sanction	Grant/Amount Mobilized (Rs. Lakhs)	Whether you are the PI/Co-PI/Consultant	Status Ongoing/ Completed

Note : Enclose all relevant documents in sequence i.e. Sanctioned letter and UC certificate

For MOU:

S. No	Name of the Organisation	Govt. / Non Govt.	Industrial / Research	Purpose of the MOU


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			h / Educational	

For Other Research Contributions

S. No	Details
1	
2	

CHECK LIST OF ENCLOSURES

• **For Journals**

- Acceptance letter of the published paper provided by publisher.
- Full text of the published paper provided by publisher.
- Copy of Journal home page indicating SCI /Scopus / WoS indexing
- Cover Page of the Journal

• **For Conferences / Seminar / Workshop / STTP**

- Pre-Conference
 - Abstract of the Paper
 - Proof of Event being indexed in SCI / Scopus/WoS
 - Acceptance letter of the Organiser.
 - Announcement and Technical programme details of event as mentioned in website.
 - Photocopy of leave application approved by authority
- Post Conference
 - Detailed report of the Event
 - Full text of the published paper provided by publisher.
 - Certificate of Participation issued by the Organiser
 - Copy of Receipt of Registration Fees Paid

• **For Book / Book Chapter**

- Letter of acceptance from the publisher indicating agreement of book/book chapter publishing.
- Hard Copy of Book chapter/Book provided by the publisher.
- Proof of Book Chapter Indexed in SCI / Scopus / WoS

• **For Sponsored Research Grants**

- Submitted Projects
 - Submission Proof in form of Acknowledgement of the Project
 - Copy of the Research Project with all annexures
 - Copy of Advertisement / Notification Inviting Projects specifying the deadlines
- Sanctioned Projects
 - Sanction Letter from the Funding Agency clearly specifying the amount and plan for disbursement
 - Project Plan for implementation of the Project with Timelines for utilising the grant.


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- **For MOU**

- Copy of th MOU
- Sanction of CRC for MOU

(For Office Use Only)

Central Research Committee

Remark:

Signature:

Principal / Director

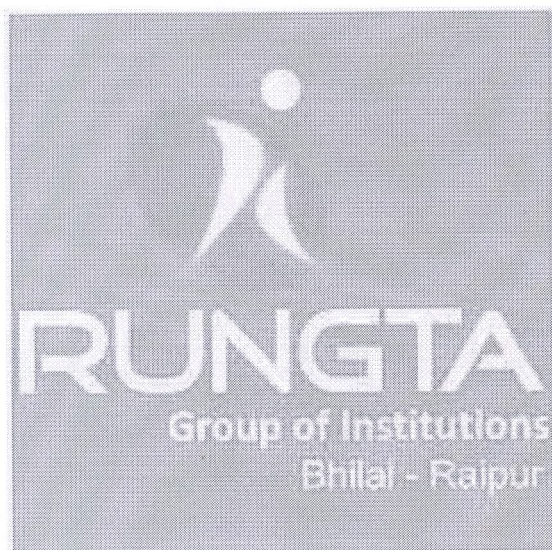
Remark:

Signature:

GB Nominee

Remark:

Signature:




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Director (F&A)