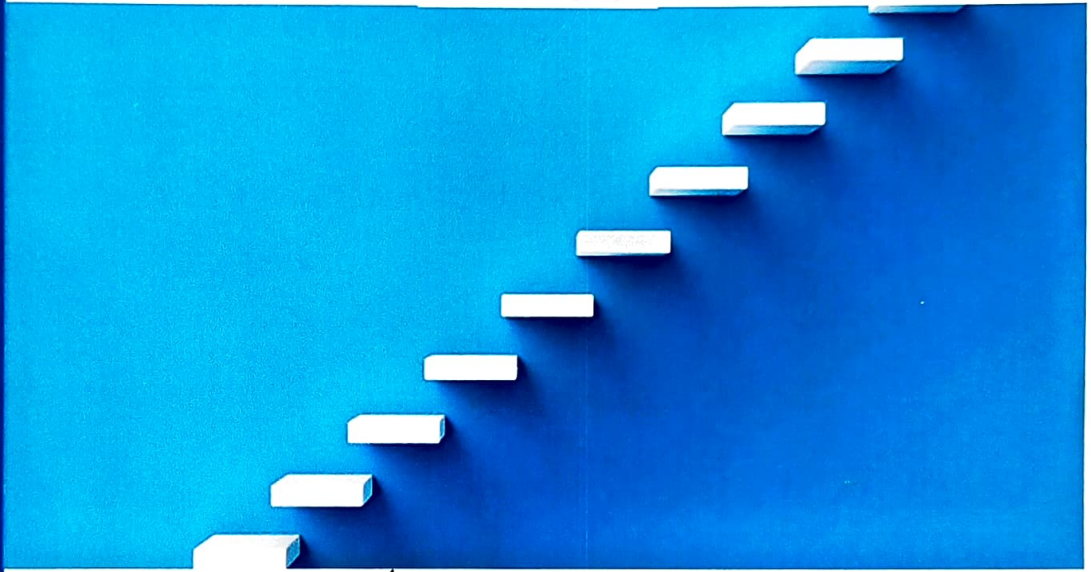


# Sponsored Research, Consultancy and IPR Policy Operational Manual



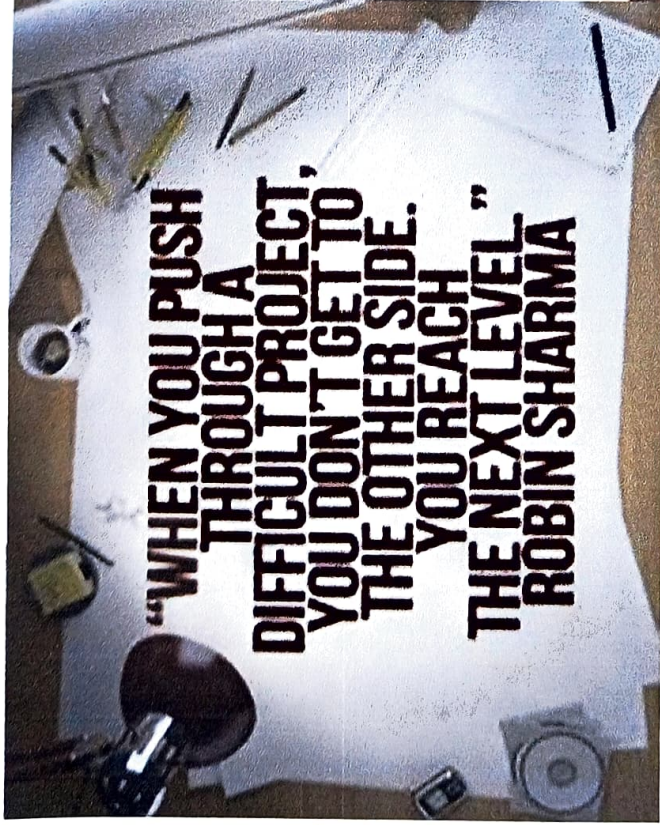
Channabasaveshwara Institute of Technology  
N.H-206, B. H Road, GUBBI-Tumkur-572 216





*Partnering in Academic Excellence*

Particulars	Details											
Name of the Organisation	<b>CHANNABASAVESHWARA INSTITUTE OF TECHNOLOGY</b>											
Postal address	<b>NH 206,B.H. ROAD, GUBBI, TUMKUR- 572 216, KARNATAKA STATE, INDIA Phone: 08131-223818 Fax: 08131- 223177 Website: <a href="http://www.cittumkur.org">www.cittumkur.org</a> E-Mail : <a href="mailto:principal@cittumkur.org">principal@cittumkur.org</a></b>											
Concerned Authority	<b>Dr. SURESH D S DIRECTOR &amp; PRINCIPAL</b>											
Manual Version	<b>1.0</b>											
Date of release	<b>04-01-2016</b>											
Force into Effect from	<b>05-01-2016</b>											
Hard copy Distribution	<table border="1"> <thead> <tr> <th>Distributed to</th> </tr> </thead> <tbody> <tr><td><b>DIRECTOR &amp; PRINCIPAL</b></td></tr> <tr><td><b>CIT-RDC</b></td></tr> <tr><td><b>HR Dept.</b></td></tr> <tr><td><b>HOD ECE</b></td></tr> <tr><td><b>HOD EEE</b></td></tr> <tr><td><b>HOD CSE</b></td></tr> <tr><td><b>HOD ISE</b></td></tr> <tr><td><b>HOD MECH.</b></td></tr> <tr><td><b>HOD CIVIL</b></td></tr> <tr><td><b>HOD MBA</b></td></tr> </tbody> </table>	Distributed to	<b>DIRECTOR &amp; PRINCIPAL</b>	<b>CIT-RDC</b>	<b>HR Dept.</b>	<b>HOD ECE</b>	<b>HOD EEE</b>	<b>HOD CSE</b>	<b>HOD ISE</b>	<b>HOD MECH.</b>	<b>HOD CIVIL</b>	<b>HOD MBA</b>
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Mandatory Disclosure	<b>This Manual is the property of Channabasaveshwara Institute of Technology, Gubbi. It is circulated on the condition that, in whole or part shall not be reproduced, copied, lent or disclosed to any person without the written consent of the concerned authority - Channabasaveshwara Institute of Technology and shall be returned to Channabasaveshwara Institute of Technology after its use or when asked</b>											



**"WHEN YOU PUSH  
THROUGH A  
DIFFICULT PROJECT,  
YOU DON'T GET TO  
THE OTHER SIDE.  
YOU REACH  
THE NEXT LEVEL."  
ROBIN SHARMA**



**You just can't beat the person who**

**NEVER  
GIVES UP**

*Author: Robin Sharma | www.robinsharma.com*



## Channabasaveshwara Institute of Technology

The Channabasaveshwara Institute of Technology (CIT) was established in the year 2001 and is affiliated to Visvesvaraya Technological University (VTU), Belgaum. It is located in an ideal and congenial environment in the outskirts of Gubbi town, Tumkur city on the Bangalore - Honnavar National Highway 206, 90 km from Bangalore, spread over 60 acres of lush green, landscaped campus. It is one among over five plus institutions run by Sri Channabasaveshwara Swamy Rural Education Society (CRED) Regd., Gubbi. The Chairman of the Society is Sri G. S. Basavaraj, Member of Parliament from Tumkur Constituency.

At the time of inception, the college had an intake of 180 students in the three undergraduate disciplines of Computer Science, Information Science and Electronics and Communication Engineering. The undergraduate course in Electrical & Electronics Engineering was started in the year 2004 and Civil and Mechanical Engineering branches were started in 2010, in the same year Post Graduate courses in engineering of different disciplines like Electronics, Computer Science also incepted. CIT focuses in developing young entrepreneurs and has started Management studies in Business Administration under VTU in 2010. Further, P.G course in Software Engineering stream started in 2012. In addition with this, second shift diploma programmes in Electronics, Mechanical Engineering were started in the same campus with the name of CIT Polytechnic in the year of 2012. In 2013, another two courses in the stream of Civil and Computer Science were added.

### FEW FACTS ABOUT CIT

In a short span of 16 years, the institute has grown significantly and has made a distinct name in the field of technical education. Today, the institute has a total intake of 660 students in various undergraduate & post graduate courses.

The college has the reputation of becoming an ISO certified Institute way back in 2004. CIT got ISO re-certification in 2007 and 2010. In the year 2009 CSE and ECE departments were accredited by National Board of Accreditation (NBA), New Delhi. In 2010, CIT was rated one of the **BEST ENGINEERING COLLEGES** in India, by **Careers360**, a popular magazine promoted by **OUTLOOK** group.

In 2014, CIT conferred with **"EXCELLENT ENGINEERING INSTITUTE IN RURAL AREA-KARNATAKA"** in National Karnataka Education Summit - 2014, Bangalore.

Recently, CIT awarded with **"EXCELLENT ENGINEERING INSTITUTE IN RURAL INDIA"** during National Education Summit and Awards 2016 function held on 24th May 2016 at Vigyan Bhavan, New Delhi.

## CONTENTS

<b>Particulars</b>	<b>Page No.</b>
Vision and Mission	1
1. Preamble	2
2. About CIT-R&D Centre	3
3. Research Advisory Committee	3
4. Tradition of R&D in CIT	6
5. Organization of Research projects	7
5.1 Funded /sponsored Research Projects	7
5.2 Individual Research Projects	8
5.3 Collaborative Research Projects	9
5.4 Necessary Guidelines for the research projects	10
6. Consultancy Projects	12
7. Travel Grants	15
8. Sponsorships on Publications	17
9. Intellectual Property Rights	20
Annexure	27

# Channabasaveshwara Institute of Technology

NH. 206, B.H Road, GUBBI, TUMKUR-572 216

## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

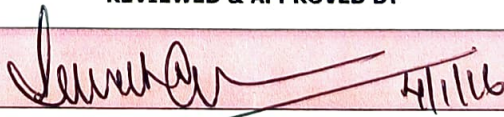
PAGE 1 OF 37

### VISION

To create centres of excellence in education and to serve the society by enhancing the quality of life through value based professional leadership

### MISSION

- To provide high quality technical and professionally relevant education in a diverse learning environment.
- To provide the values that prepare students to lead their lives with personal integrity, professional ethics and civic responsibility in a global society.
- To prepare the next generation of skilled professionals to successfully compete in the diverse global market.
- To promote a campus environment that welcomes and honors women and men of all races, creeds and cultures, values and intellectual curiosity, pursuit of knowledge and academic integrity and freedom.
- To offer a wide variety of off-campus education and training programmes to individuals and groups.
- To stimulate collaborative efforts with industry, universities, government and professional societies.
- To facilitate public understanding of technical issues and achieve excellence in the operations of the Institute.

PARTICULARS	REVIEWED & APPROVED BY
SIGNATURE	
NAME & DESIGNATION	Dr. SURESH D S DIRECTOR & PRINCIPAL

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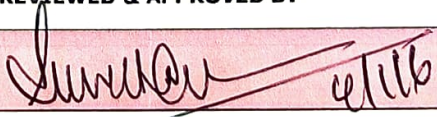
PAGE 2 OF 37

### 1. Preamble

In line with the Vision and Mission statements, Channabasaveshwara Institute of Technology (herein after called CIT) is concerned to improve the research and development activities in the campus. The existing infrastructure, human resources, admission statistics, awards, grants received are the few evidences of the merit. This all happened/achieved with the enormous support of Visionary leaders and the determined efforts delivered by the Mission Leaders by means of the support from the stake holders of the Institution.

The Excellence in creating centres has not been encumbered by providing undergraduate and post graduate courses in engineering and management. Further, CIT steps into promote the research culture inside the campus from all the way through its four affiliated research centres in faculty of engineering in various streams. In order to reinforce the research profile of the institute, CIT consistently encourages the faculty to pursue their research degree, undertake sponsored research projects, consultancy etc.

In pursuance, CIT supports the faculty to pursue their research in collaboration with other institutes and it allows faculty from other institute to utilize the service/facility in the research centres on their expertise areas as well.

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## 2. About CIT-R&D Centre

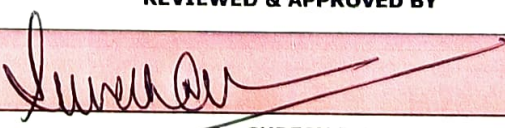
CIT- Research and Development Centre - (hereinafter called CIT-RDC) has been established with following objectives,

- To create research environment among the faculty and students.
- To cater quality research to the society.
- To establish the centre of excellence in different expertise areas, through which the consultancy initiatives can be taken up.
- To advise/direct on all the matters related to research and development.

CIT-R&D Centre extends its services to provide administrative, managerial and technical support to research centres/scholars in handling sponsored research projects, consultancy and other related activities in their expertise area. It also promotes and guides in setting up incubation centre inside the campus, so that vibrant research culture spreads among all the Faculty and students.

## 3. Research Advisory Committee - (RAC)

Research Advisory Committee has been constituted with proper roles and responsibilities and is headed by the Chairman as Director & Principal of the institution. The following are the roles defined for the RAC members/associates,

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DATE: 04-01-2016

VERSION- 1.0


PAGE 4 OF 37

Name	Designation	Roles
Dr. Suresh D S	Director & Principal	Chairman
Dr. Shantala C P	Vice Principal & Head, CSE	Convenor
Dr. Sridhar K N Rao	Professor, Dean- Research	Coordinator
Dr. Pradeep C R	Professor, Dept. of Mathematics	Member
Dr. Jogesh Motwani	Professor, Dept. of CSE	Member
Dr. Umesh Laddi	Professor & Head, Dept. of Chemistry	Member
Dr. Sudhikumar G S	Professor & Head, Dept. of Civil	Member
Dr. Shivaprakash M C	Professor & Head, Dept. of Physics	Member
Dr. Keshava Prasanna	Professor, Dept. of CSE	Member
Dr. Shambulingaiah KS	Professor & Head, Dept. of Mathematics	Member

The committee meeting will be conducted regularly once in a six months for the analysis and discussion on research promotion, monitor the status of sponsored research projects, publications, and progress of the research work carried out by the research scholars. Faculty empowerment/enrichment courses and other research and development related activities such as,

- Fund allocation - Budget and Utilization.
- Technical peer review/assessment.
- Approval for sponsored/funded research projects.
- Monitoring and guiding on new initiatives related to research.
- Extension activities like IPR, consultancy etc., will also be discussed.

If necessary, along with the Research Advisory Committee, the experts and eminence from prominent institute / industry will be the part of the meeting.

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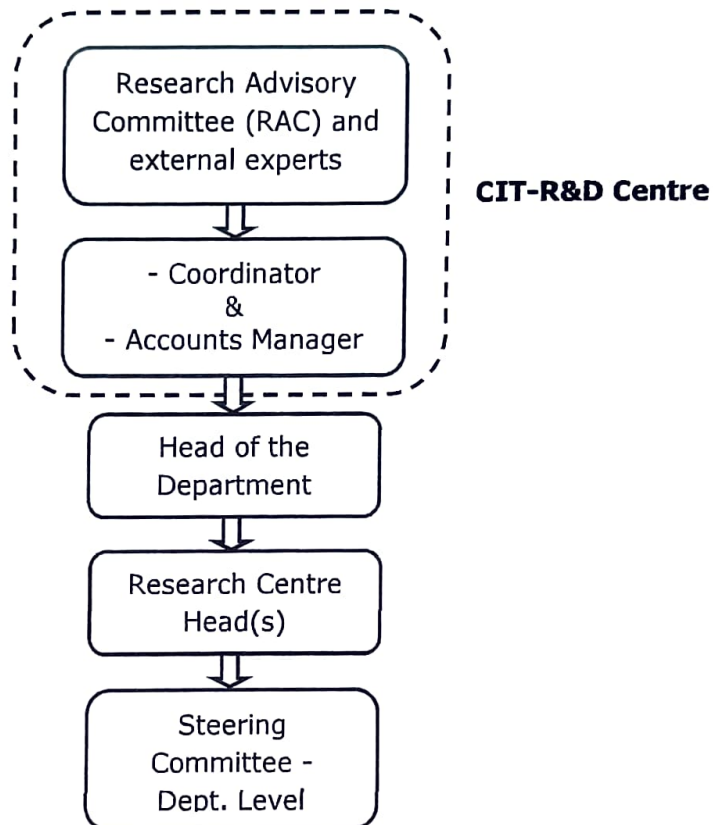
## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016


VERSION- 1.0

PAGE 5 OF 37

The Coordinator- CIT-R&D Centre will look after all the administrative, managerial works related to the research centre, he/she will be a Liaison Officer with university, department(s), and along with him/her an Accounts Manager will be on role to manage the fiscal communications.



To execute the plans defined by the RAC/CIT-R&DC, representation from individual department is needed so, the individual department level steering committees are also in place, which consists of senior faculty in the department

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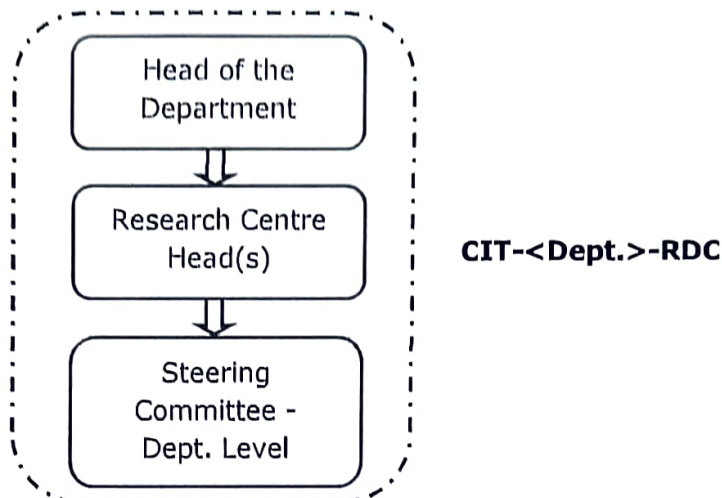
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DATE: 04-01-2016

VERSION- 1.0

PAGE 6 OF 37

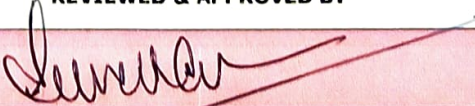
as members of the committee, headed by the Head of the department in coordination with Head- Research Centre.



The student level research activities are encouraged, monitored and guided by steering committee members, Research Centre Head and the faculty members in the department. The status/progress of such works will be communicated to CIT-RDC from time to time.

### 4. Tradition of R&D in CIT

As defined/mentioned in the objective of CIT-RDC, CIT is continuously working on spreading/nurturing the research culture among the faculty and students by periodically conducting workshops, faculty development/enrichment programs etc. in side the campus and also depute/subsidize/support the faculty and staff to attend the conferences, workshops, certification programmes in their

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 7 OF 37

expertise areas organised/conducted by other reputed institutions. CIT encourages faculty to pursue their research work in latest technology/techniques which is useful to society. It also encourages applied research, interdisciplinary research, and sponsored research etc.

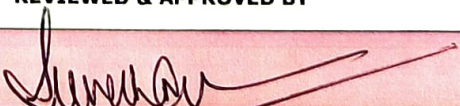
## 5. Organization of Research Projects

In general, CIT encourages the faculty to engage the research in any other form such as Sponsored/Funded Research, individual research, collaborative/mutual research and consultancy etc. The following are the detailed description on the individual category.

### 5.1 Funded/sponsored Research Projects

The applicant who conceives the idea/thought of his/her innovative research and plans for the right execution, which may end up with a result as a product or any other useful kind to the society etc., is considered as Programme Coordinator (PC) or Principal Investigator (PI). PI/PC holds the responsibility in completing the project.

To encourage the faculty, the government and non-government sponsored projects which helps in upgrading the resources/assets to the

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 8 OF 37

dept./institution, CIT offers a honorarium to PC/PI from 5 - 7% of the sanctioned amount.

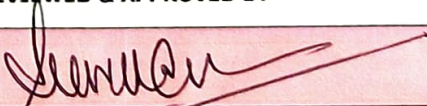
For Government and Non-Government sponsored research projects, a separate bank account will be opened and the entire money will be deposited in the account. The money will be issued in the form of demand draft / cheque to the appropriate vendor/supplier based on the requisition sent by the PC/PI to CIT-RDC with proper procedures/documents.

### 5.2 Individual Research Project

As mentioned earlier, CIT encourages the faculty to pursue their research in their expertise areas and to take up their research project inside the campus by providing financial assistances. The detailed application procedure has been mentioned below,

The applicant must draft the proposal along with the necessary details, and the same must be forwarded with the recommendation by the Head of the Department and Research Centre Head.

The submitted proposal(s) will be assessed/peer-reviewed by the Research Advisory Committee in the nearest meetings scheduled, then the results will be announced.

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DATE: 04-01-2016

VERSION- 1.0

PAGE 9 OF 37

### 5.3 Collaborative Research Project

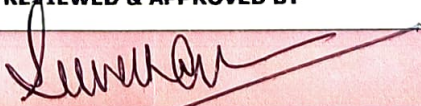
To build interdisciplinary research or inter institute research, faculty members are encouraged to undertake such projects.

The faculty/applicant can do their sponsored research projects in collaboration with other reputed institute/industry (both in National and International) as a PC/PI or Co-PC/PI. On such projects, financial assistance will not be given in any form either to PI/PC or to Co-PC/PI. However, RDC encourages his/her involvement in research work by providing special casual leaves (SCL). Following are the details,

- Faculty as a main PC/PI - 15 SCL's
- Faculty as Co-PC/PI - 15 SCL's

SCLs will be credited to their leave account soon after the submission of the sanction letter from the sponsoring authority to CIT-RDC and CIT-HR. In such sponsored research projects, PI/PC can access the infrastructure, lab equipment, man power and library facilities with prior approval from Head, CIT-RDC.

On such sponsored research projects, a separate bank account will be created and the entire money will be deposited in the account. The money will be issued in the form of demand draft / cheque to the appropriate

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0


PAGE 10 OF 37

vendor/supplier based on the requisition send by the PC/PI to CIT-RDC with proper procedures/documents.

### 5.4 Necessary Guidelines for the research projects

**PC/PI Responsibilities:** The responsibility of successful completion of the sanctioned project lies with PI/PC/Co-PI within the stipulated time in coordination with CIT-R&D Centre. The instructions intimated by the funding agency must be followed properly. The purchase committee constituted/assigned to the respective project will help in procedures and other related process of purchasing (both in E-Tendering & Manual Tendering).

**Document Preparation and Submission:** The project proposal must be compiled in the specified format given by the funding agency and the same to be submitted to CIT-R&D Centre. The faculty/applicants are not permitted to submit the proposals without the consent of CIT-R&D Centre. The proposals should be authenticated/approved/reviewed/assessed by the CIT-R&D Centre and the eligible proposals will be allowed to submit to the concerned funding agency. Without the approval by the Head CIT-R&D, the project proposals will be automatically rejected.

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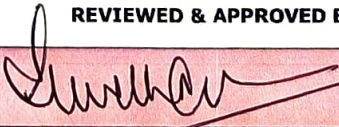
VERSION- 1.0

PAGE 11 OF 37

The periodical submission of reports to funding agency also to be followed the procedures mentioned above. All the communication between PC/PI to funding agency must go through CIT-R&D Centre. After successful completion of the project PC/PI must submit the Utilization Certificate issued by the funding agency to CIT-R&D Centre without fail. The documents formats are available in the respective funding agencies website (The details of the funding agencies are mentioned in the Proforma - II)

The PC/PI are advised to take the necessary inputs on the service Tax, VAT, TDS and other applicable taxes for the recurring and non-recurring items/components while mentioning in the overheads for the expenses from the Manger-Accounts, CIT-R&D Centre. If there is a chance to receive the funds from foreign organisation, a prior permission must be taken from the CIT-R&D Centre and the Finance authorities of CIT well in advance.

A separate stock and Day book must be maintained by the department where the PC/PI belongs to. The purchased equipment/components must be displayed with the proper numbering system and the lab/place must

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DATE: 04-01-2016

VERSION- 1.0

PAGE 12 OF 37


be notified with proper display boards with the necessary details of the project and others.

If PC/PI could not continue the project due to the termination/discontinuation of his/her duties in the institute, he/she has to nominate a suitable candidate in consultation with the Head of the Department and discharge the duties of all the works related with the project and the same to be informed to the funding agency after taking the consent from CIT-R&D Centre, till then he/she will not be relieved from the duties.

### 6. Consultancy Projects

CIT encourages and supports the human resources to be expertise in his/her particular area/domain. Faculty can take up any consultancy work with the help of his/her knowledge in their expertise area to provide the technical solution to the industry, which may in turn help the student community of getting jobs because of domain expertise.

The individual faculty / department can also take up any testing related work, which are offered by the industry as a part of performance evaluation for their specific products. Since, these testing projects require the lab infrastructure, the requisition must be forwarded through Head of

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VERSION- 1.0

PAGE 13 OF 37

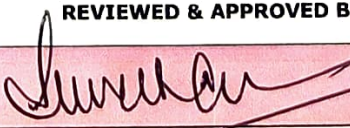
the department and the same must be approved by the research committee. After successful completion of the consultancy work, the job satisfactory report duly signed/approved/authenticated by the concerned beneficiary organisation/industry should be produced by the concerned department.

### Important Guidelines

Consultancy work is the one, in which faculty can explore his/her technical and scholarly knowledge and catering the solution to the industry/academic institution. This is merely the contract work in which all the outputs are owned by the sponsors/Industry.

### PC/PI Responsibilities:

It is desired that, all the payment transactions related with the consultancy work are to be done only through the college accounts (A separate account will be created and maintained by the institute exclusively for Consultancy related activities). The expenses towards the work will be managed through this account only in the form of issuing cheque/demand draft to the concerned vendor/individual. The honorarium for the external candidates and PC/PI/Co-PI/PC will be issued based on the contract made with the industry/organisation.

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DATE: 04-01-2016

VERSION- 1.0

PAGE 14 OF 37

**Documents preparation and submission:** The consultancy project proposal must be compiled in the specified format given by the industry/organisation and the same to be submitted to CIT-RDC (There should not be any deviation in the overheads recommended by the sponsoring agency/industry). The faculty/applicant/department is not permitted to submit the proposals without the consent of CIT-RDC, the proposals should be authenticated/approved/reviewed/assessed by the CIT-RDC, then the eligible proposals will be allowed to submit to the consultancy seeking Organisation/industry. In case of such proposals which are not taken the consent from CIT-RDC will be not be permitted to execute inside the campus and usage of equipment towards the consultancy work also will be not be allowed.

The periodical report submission to sponsoring organisation/industry also to be followed the procedures mentioned above. All the communication between PC/PI to funding agency must go through CIT-RDC. After successful completion of the project PC/PI must submit the work completion certificate duly signed by the concerned authority of the sponsoring organisation/industry along with the Utilization Certificate issued by them to CIT-RDC without fail.

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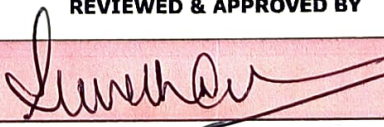
VERSION- 1.0

PAGE 15 OF 37

### 7. Travel Grants

The Institute encourages the meritorious faculty members to avail the facility of the travel grants from various government and non-government funding agencies like AICTE-AQIS etc. in their specialized fields/areas. Through which, the faculty can get the opportunity to interact with the International/National University/organizations and can update the knowledge to meet the global requirements.

Such meritorious faculty can write the proposal to the concerned funding agency as and when notification announced. The proposal along with the recommendation letter taken from the Head of the department has to be submitted to CIT-RDC with the proper documents required. The same will be put forth in front of the CIT-RAC in the nearest meeting. Once the approval given by CIT-RAC, then only the proposal will be allowed to submit to the concerned funding agency. Since, such proposals are related with individual faculty and his/her project associates the travel expenses will be borne by the funding agency. If any overcharges due the changes in the travel and other expenses during the visit which are spent beyond the approved amount, the institute will not pay any amount towards the expenses. In its place, the individual or team can claim the travel advance for booking their travel tickets, lodging and others with the

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SIGNATURE	
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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

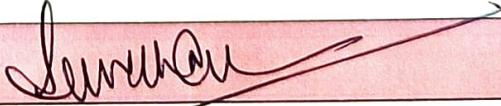
DATE: 04-01-2016

VERSION- 1.0

PAGE 16 OF 37

condition of repayment as soon as the grants credited to the account. From the institutional side, the following benefits can be provided with the conditions,

- The faculty can avail special casual leave during their absence. If there is an extended visit, the same must be informed to the Head of the Institution, Head of Department, and also to HR for the necessary allocation of SCL's (*as an extension 15 working days can be sanctioned only for International travel*).
- For local travel arrangements, such as pick up and drop off fees from airport, railway and bus stations will be paid by the institute. In such cases, the individual/team can avail the taxi facility, and the same can be reimbursed from the institute.
- Maximum of two individuals per department per year will be allowed for this travel grants. If more than two individuals got the travel grants from the same department, the selection will be based on the cadre, number of days' visit, benefits to the institute and the department etc. which are all subject to the approval from CIT-RAC.
- After returning from the travel, the individual or team must share the knowledge acquired during their visit among their fellow colleagues

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DATE: 04-01-2016

VERSION- 1.0


PAGE 17 OF 37

through Knowledge Sharing Programme. And the report of the same must be submitted to the parent department, and also to HR Department for the necessary claims on SCL's and others.

- The faculty can also arrange the knowledge transfer sessions in the Institute for Research Scholars/PG/UG students to impart the knowledge. In case of external participation as mentioned in the travel grants approval copy, the faculty must produce all the necessary documents related to the visit such as Name of the Organization/Industry/University, details of the participants, feedback, photographs, attendance certificate from the concerned authorities and the same should be submitted to the parent department, HR department for the necessary claims on SCL's and others.

### 8. Sponsorships on Publications

**Faculty Publications:** Faculty are encouraged to publish their research works on their expertise area(s) in the reputed journal with high impact factor / peer reviewed / Scopus indexed / H-indexed and International / National conferences which are organised by the reputed institution/organisation. The research article/paper must be submitted along with plagiarism check report with the recommendations from Head

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DATE: 04-01-2016

VERSION- 1.0

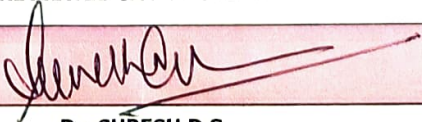
PAGE 18 OF 37

of the concerned department to the CIT-R&D Centre. Based on the quality of the paper/article, the sponsorship for the same may be considered in any of the following,

- Registration Fees (full/partial).
- Travel allowance (one way / two ways),
- SCL's/OOD's,
- And other allowances if applicable.

After the successful completion, the faculty/author of the article/paper must submit the report about the conference, attendance certificate, copy of the article/paper and other related documents which are all evident to claim the above mentioned facility.

Faculty are also allowed to benefit any of the aforementioned sponsorship for attending the workshops/conference/workshops. A requisition letter along with the proper documents required to claim the sponsorships must be forwarded to the CIT-R&D Centre / Principal with the recommendations in line with the HR policy by the concerned Head of the Department. The decision of the sponsorships or the rejection will be decided based on the following,

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DATE: 04-01-2016

VERSION- 1.0

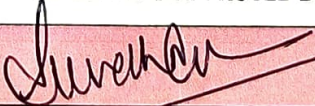
PAGE 19 OF 37

- Faculty experience.
- Organising Institution.
- Duration of the programme.
- Relevance to applicant's expertise area.
- No. of times the sponsorship availed in the current/previous academic years etc.,

**Student, Scholar Publications/workshop/conference:** Students are encouraged to participate in the workshop/conference/ project exhibition to exhibit their talents in related with curriculum and others. The selected project can be sponsored with the proper recommendation to the CIT-RDC/ Principal for the approval along with the necessary documents. The sponsorship may be to any of the following,

- Travel expenses
- Registration fee (partial/full)
- Components
- And other applicable expenses

After the successful completion, the student/team must submit the report about the conference/workshop/exhibition etc. along with attendance

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 20 OF 37

certificate, copy of the article/paper and other related documents which are all evident to claim the above mentioned facility.


### 9. Intellectual Property Rights (IPR)

CIT-RDC provides guidance, support and resources to all the researchers and facilitates protection and deployment of intellectual property, with the help of registered patent agent and subject expert in the same working domain.

RDC creates awareness of the importance and role of IP Rights, implements the IP policy, and ensures transparency and fairness of the IP policy to encourage compliance. Periodically IP policy will be reviewed and RDC makes available the expert inputs to all the concerned.

All agreements and matters relating to ownership, confidentiality, disclosure, patentability, technology transfer, revenue sharing, conflict of interest, infringements, damages, liabilities and compliance all are administered by CIT-RDC.

**The IP Policy:** This policy is applicable to all the faculty, students, research personnel of CIT and covers different classes of Intellectual Property - Patent, Copyright, Design Registration, Software Development,

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 21 OF 37

Software applications, Integrated Circuits Layout, and any other inventions. CIT-RDC, assists in translating them into products, processes and services for commercial exploitation and to achieve the widest public good (Pro Bono).


### 9.1 Ownership

#### **i. Invention(s), Designs, Integrated Circuit layouts software/ applications and other creative works:**

**a.** Invention(s) including software, applications, designs and integrated circuit layouts, created/invented by CIT personnel without the use of significant CIT resources and not connected with the profession for which employed at CIT, shall be owned by the creator(s).

**b.** For invention(s) including software, designs, application developments and integrated circuit layouts, or any other inventions produced during the course of sponsored and/or collaborative activity, specific provisions related to IP made in contracts governing the collaborative activity shall determine the ownership of IP.

**c.** CIT shall be the owner of all invention(s) including software, applications, designs and integrated circuit layouts created by teams of CIT.

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 22 OF 37

**d.** Except as stipulated above, CIT shall be the owner of all invention(s) including software, applications, designs and integrated circuit layouts or any other inventions created / invented at CIT.

### 9.2 Copyrightable Work

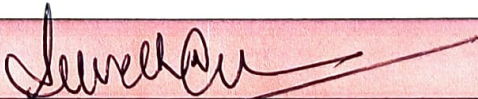
Ownership of copyright of all copyrightable work and Laboratory Manuals shall rest with the author(s) with the following exceptions:

**a.** If the work is produced/carried out during the course of sponsored and/or collaborative activity, ownership of IP is determined by the specific provisions in the signed governing contracts.

**b.** CIT shall be the owner of the copyright of work, including the software created by CIT personnel with significant use of CIT resources.

**c.** CIT shall be the owner of the copyright on all teaching material developed by CIT personnel as part of any of the academic programs at CIT. However, the authors shall have the right to use the material in her/his professional capacity. However, CIT will not claim ownership of copyright on books and publications authored by CIT personnel.

**d.** CIT shall be the owner of copyright of work produced by non CIT personnel associated with any activity of CIT with the intellectual

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 23 OF 37


contribution of CIT personnel. However, the authors shall have the right to use the material in her/his professional capacity.

### 9.3 Disclosures, Confidentiality and Assignment of Rights

- a. For all the sponsored/collaborative work the provisions of the contract (pertaining to disclosure of creative work) are applied.
- b. For invention(s) produced at CIT, if the inventor(s) wish to protect the invention(s) they produce, then they are required to disclose the creative work to the RDC at the earliest date (date and the details of inventions) and assign the rights to the CIT-RDC.
- c. CIT-RDC will maintain the confidentiality till the date as demanded by the relevant contract.

### 9.4 Assessment of Innovation(s) for Protection (IPAC)

- a. To facilitate assessment, an IP Assessment Committee shall be formed by the Head (R&D) consisting of a chairperson, and at least two additional members with domain expertise or familiarity/experience in areas related to the creative work.

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 24 OF 37

**b.** The IPAC shall assess the disclosure in a timely manner and shall make recommendations to the Head (R&D) about the patentability of the invention according to the provisions of Section (I) of this policy.

**c.** The IPAC has the authority to recommend the Head of RDC for filing of IP Applications in foreign countries/India and Renewal of IP Rights also.

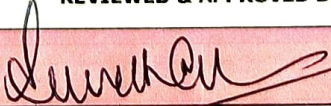
### 9.5 Support

#### I. Contracts and Agreements:

Head R&D acts as a final signing authority in all the categories of agreements listed below,

- i.** Consultation Agreement
- ii.** Evaluation Agreement
- iii.** Research and Development Agreement (R&DA/MOU)
- iv.** Technology Transfer
- v.** License Agreement

CIT-RDC facilitates the process of framing such agreements by way of providing guidance and services of professional consultants.

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 25 OF 37

### II. Obtaining IPR

The inventor(s) shall conduct IP searches, study the prior art and provides the necessary inputs to assist in the drafting of the IP application (either in India of foreign countries).


CIT-RDC shall bear all costs of drafting and filing an Indian IP/foreign country application. CIT-RDC shall be free to enter into agreements with overseas institutions for protection and licensing of the IP.

### III. Technology Transfer

CIT-RDC will strive hard to market the IP and identify potential licensee(s) for the IP to which it has ownership, in consultation with a Technology Management agency, which manages the commercialization of the IP.

### VI. Revenue sharing

The creator(s) share would be declared annually and disbursement will be made to the creator(s), their legal heir, whether or not the creators are associated with CIT at the time of disbursement, in the ratio of 7:3, 5:5 & 3: 7 of the fixed amount for first, second and third earnings respectively.

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 26 OF 37

CIT-RDC can change the ratios, if the creator wishes to reimburse the costs incurred by CIT-RDC.

### VII. Infringements, Damages, Liability and Indemnity Insurance


CIT-RDC will retain the right to engage or not in any litigation concerning patents and license infringements, in consultation with a patent attorney.

### VIII. Conflict of Interest and Dispute Resolution

Will be resolved with the help of patent attorneys and experts in the domain.

### IX. Jurisdiction

As a policy, all agreements to be signed by CIT-RDC will have the jurisdiction of the courts in Tumkur/Bangalore and shall be governed by appropriate laws in India.

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 27 OF 37

### Funding Agencies

#### **University Grants Commission (UGC)**

UGC strives to promote teaching and research in emerging areas in Humanities, Social Sciences, Languages, Literature, Pure Sciences, Engineering & Technology, Pharmacy, Medical, Agricultural Sciences etc.

#### **Contact Address**

The Secretary, University Grants Commission, Bahadur Shah Zafar Marg  
New Delhi – 110002, Tel. No: (011) 23234019, 23236350, Fax. No.:

(011) 23239659

Website: www.ugc.ac.in

#### **All India Council for Technical Education (AICTE)**

The All India Council for Technical Education (AICTE) has been performing its regulatory, planning and promotional functions through its Bureaus, namely: Administration; Finance; Planning and Coordination; Under Graduate Studies; Post Graduate Education and Research; Faculty Development; Quality Assurance; and Research and Institutional Development Bureaus; and through its Regional

Offices located in various parts of the country.

#### **Different scheme(s)**

##### **i) Research & Institutional Development Schemes**

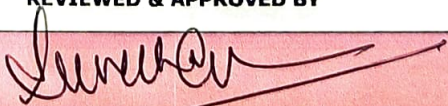
- Modernization & Removal of Obsolescence Scheme (MODROBS)
- Research Promotion Schemes (RPS)

##### **ii) Industry-Institute Interaction Schemes**

- Industry Institute Partnership Cell (IIPC)
- Entrepreneurship Development Cells (EDC)
- National Facilities in Engineering & Technology with Industrial Collaboration (NAFETIC)
- Nationally Coordinated Project (NCP)

##### **iii) Areas of research support**

Engineering and Technology, Architecture , Town Planning, Management , Pharmacy, Hotel Management and Catering Technology, Applied Arts and Crafts etc.

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 28 OF 37

### Contact Address:

Adviser-II, RID Bureau, All India Council for Technical Education  
NBCC Building, East Wing, 4th Floor, Pragati Vihar,  
Bhisham Pitamah Marg, New Delhi -110  
003, Telefax No: (011) 24369632,  
E-mail: rid@aicte.ernet.in, Website: www.aicte.ernet.in

### □ Council of Scientific and Industrial Research (CSIR)

The major functions of CSIR include promotion, guidance and coordination of scientific and industrial research in India; establishment or development of and assistance to existing special institutions or departments for scientific study of problems affecting particular industries and trades; award of fellowship; utilization of Council's R&D results for industrial development; collection and dissemination of S&T information; and technology generation, absorption and transfer.

The Human Resource Development (HRD) Group of Council of Scientific & Industrial Research (CSIR) has a mandate to develop and nurture S&T manpower at the national level. It also promotes, guides and co-ordinates scientific & industrial research through research grants to scientists/Professors working in Universities/R&D Institutes of Higher learning.

### Different scheme(s)

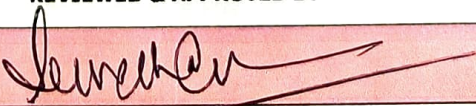
#### Research Schemes

To promote research work in the field of S&T including agriculture, engineering and medicine. Multi-disciplinary projects which involve inter-organisational cooperation (including that of CSIR Laboratories) are also considered. Preference is given to schemes which have relevance to research programmes of CSIR laboratories.

#### Sponsored Schemes

The Directors of CSIR laboratories may invite applications for research grants in specific areas of interest to their respective laboratories. They will forward these to the CSIR HRD Group. The scheme enables the CSIR laboratories to interact with university system, so that the CSIR laboratory can take the help of the faculty there to undertake part of the work of its core programme, for which it either does not have the time and or expertise.

#### Emeritus Scientist Scheme

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 29 OF 37

To provide support to superannuated outstanding scientists to pursue research in their respective field of specialization and having relevance to the programmes of CSIR.

### Research Fellowships/Associate ships

- Shyama Prasad Mukherjee Fellowship
- Senior Research Associate ship
- Recognition of Excellence
- Shanti Swarup Bhatnagar Prize
- CSIR Young Scientist Award

### Other Science and Technology Promotion Programmes

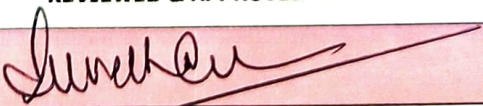
- CSIR Programme on Youth Leadership in Science
- CSIR Diamond Jubilee Research Interns Award Scheme
- Visiting Associate ship Scheme
- Partial Financial Assistance for holding National / International Conferences/ symposium/Seminar / Workshops in India
- Partial Travel Grants to Research Scholars
- Entrepreneurship Support to Research Scholars
- Faculty Training Programme and Adoption of Schools and Colleges by CSIR Laboratories

### Contact Address:

The Head, Human Resource Development Group  
Council of Scientific and Industrial Research,  
CSIR Complex, Library Avenue, Pusa  
New Delhi – 110 012, Tel. Nos: (011) 25748632, 25721585  
Fax No: (011) 25840887, 25860595,  
E-mail: csircx@nda.vsnl.net.in,  
Website: www.csirhrdg.res.in

### Defence Research and Development Organisation (DRDO)

DRDO is dedicatedly engaged in the formulation and execution of programmes of scientific research, design and development, testing and evaluation leading to induction of state-of-art weapons and equipment which would compete and compare favourably with its contemporary systems available elsewhere in the world. It consists of a chain of laboratories/establishments situated all over the country, pursuing assigned scientific goals with delegated powers under the policy direction provided by the headquarters in New Delhi. DRDO also supports a substantial amount of extramural research in academic institutions and

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 30 OF 37

other laboratories on defence related problems through various grants - in-aid schemes and other sponsored projects.

### Contact Address:

The Director, Directorate of Extramural & Intellectual Property Rights  
Defence Research & Development Organisation, West Block 8, Wing 5, 1st  
Floor, R.K. Puram New Delhi – 110066, Telefax: 011-26170928 ,  
E-Mail: [erip\\_er@drdohq.res.in](mailto:erip_er@drdohq.res.in), Website: [www.drdo.com](http://www.drdo.com)

### Aeronautics Research & Development Board

Government has set up Aeronautics Research & Development Board to coordinate, fund and sensitize futuristic, scientific technological areas having potential application for aeronautical systems, at academic institutions and national scientific laboratories. For this purpose, Grants-in-Aid of Rs. 5 Crores per year has been earmarked.

### Contact Address


Secretary, AR&DB, Defence Research & Development Organization  
332, 'B' Wing, Sena Bhawan, New Delhi – 110 011, Tel. No: (011)  
23014034, Fax. No.: (011) 23793004,  
E-mail: [ardb@drdo.com](mailto:ardb@drdo.com); Website: [www.drdo.com/boards/ardb/default.htm](http://www.drdo.com/boards/ardb/default.htm)

### Department of Atomic Energy (DAE)

The Department of Atomic Energy supports research programmes in Nuclear Science and Technology through the Board of Research in Nuclear Sciences (BRNS). BRNS support the following schemes.

#### Name of scheme(s)

- R&D Project
- Symposium/Conference/Workshop
- DAE Young Scientists Research Award
- Dr. K.S. Krishnan Research Associate ship
- Raja Ramanna Fellowship
- Visiting Scientists
- Homi Bhabha Chair Professorship
- DAE Graduate Fellowships
- DAE Graduate Fellowships for Ph.D.
- DAE-SRC Award

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 31 OF 37

### Contact Address:

The Scientific Secretary / Programme Officer, BRNS Secretariat  
Department of Atomic Energy, 1st Floor, Central Complex,  
BARC, Trombay, Mumbai-400 085 . Tel. No: (022) 25505223/  
25593946/25595331/ 25595386 Fax : (022) 25505151/ 25519613,  
E-mail: [drppc@barc.ernet.in](mailto:drppc@barc.ernet.in)/[trehan@barc.ernet.in](mailto:trehan@barc.ernet.in)/

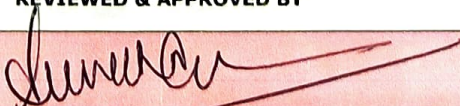
### Department of Biotechnology (DBT)

#### Name of scheme(s)

Agriculture  
Bioinformatics  
Biotech Product and Process Development  
Basic Research  
Human Resource Development  
Infrastructure Facilities  
International Cooperation  
Medical Biotechnology  
Bio resources  
Plant Biotechnology  
Societal Developments

#### Areas of research support

Animal Biotechnology  
Aquaculture and Marine biotechnology  
Basic Research in Biotechnology  
Biofuels  
Bioinformatics  
Biological Control of Plants pests, diseases and weeds  
Bio prospecting and Molecular Taxonomy  
Biotech process engineering and industrial biotechnology  
Biotechnology of Medicinal and Aromatics plants  
Biotechnology of Silkworms and host-plants  
Crop Biotechnology  
Environment & Conservation Biotechnology  
Food Biotechnology  
Medical Biotechnology (Vaccines, Diagnostics, Drug Development, Human Genetics & Genome Analysis, Seri Biotechnology, Stem Cell Biotechnology)  
Microbial Biotechnology  
Plant tissue Culture  
Human Resource Development

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 32 OF 37

Nano Biotechnology  
Women Biotechnology & Programme for Rural Areas and SC/ST population  
Jai Vigyan National S&T Missions  
Patent Facilitation

### Contact Address:

Scientist In-charge, Project Registry Cell, Department of Biotechnology  
Block 2, 7th Floor, C.G.O. Complex, Lodi Road, New Delhi – 110 003  
Website: [www.dbtindia.gov.in](http://www.dbtindia.gov.in), [www.btisnet.gov.in](http://www.btisnet.gov.in), [www.dbtindia.gov.in](http://www.dbtindia.gov.in)

### Department of Coal (DOC)

#### Areas of research support

- Production, Productivity & Safety
- Coal Beneficiation & Coal Utilization
- Environment & Ecology

#### Contact Address:

General Manager (S&T), Central Mine Planning & Design Institute  
Department of Coal, Gondwana Place, Konke Road  
Ranchi – 834 008, (Jharkhand), Tel. No: (0651) 2231148  
Fax. No: (0651) 2231447, E-mail: [cmpdihq@cmpdi.co.in](mailto:cmpdihq@cmpdi.co.in),  
[www.scienceandtech.cmpdi.co.in](http://www.scienceandtech.cmpdi.co.in)

### Department of Ocean Development (DOD)

1. Assistance for Research Projects (ARPs) in Ocean Sciences (MRDF)
2. Manpower Training for Ocean Research & Management (MMDP)

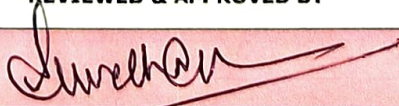
#### Contact Address:

The Director, Ocean Research & Manpower Development Programme  
Department of Ocean Development, Block 12, CGO Complex, Lodi Road  
New Delhi – 110 003, Tel. No.: (011) 24306839, 24362278, Fax No.:  
(011) 24360336, 24360779 : [www.dod.nic.in](http://www.dod.nic.in)

### Department of Science and Technology (DST)

#### Name of scheme(s)

Deep Continental Studies (DCS)  
Himalayan Glaciology (HG)  
Indian Climate Research Programme (ICRP)  
Instrument Development Programme (IDP)

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SIGNATURE	
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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 33 OF 37

International S&T Cooperation (ISTC)  
Joint Technology Projects under STAC/IS-STAC  
Monsoon and Tropical Climate (MONTCLIM) & Agro meteorology  
Natural Resources Data Management System (NRDMS)  
Pharmaceuticals Research & Development Support Fund (PRDSF)  
Programme  
Programme Advisory Committee on Earth Sciences (PAC-ES): R&D  
Projects Scheme  
Science & Engineering Research Council (SERC)  
Science & Society Programmes (SSP)  
Seismology Programme (SP)  
State Science & Technology Programme (SSTP)  
Technology Development Programme (Joint Technology –Technology  
System Programme)  
Utilisation of Scientific Expertise of Retired Scientists (USERS)

### Contact Address:

Department of Science & Technology, Technology Bhawan,  
New Mehrauli Road, New Delhi – 110 016, Telefax No: (011) 26963695

[www.serc-dst.org](http://www.serc-dst.org)

### Department of Scientific and Industrial Research (DSIR)

#### Contact Address:

Department of Scientific & Industrial Research, Ministry of Science &  
Technology, Technology Bhavan, New Mehrauli Road ,New Delhi – 110016  
Tel. No: (011) 26960629 , Fax : (011) 26516078 [www.dsir.gov.in](http://www.dsir.gov.in)

### Indian Council of Medical Research (ICMR)

#### Name of the scheme(s)

Ad-hoc Research Schemes

Senior Research Fellowship/Research Associate

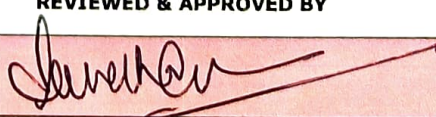
Junior Research Fellowships

Emeritus Medical Scientist Scheme (for retired medical scientists and  
teachers, the Council offers the position of Emeritus Scientist to enable  
them to continue or take up research on specific biomedical topics.)

#### Contact Address:

Director General, Indian Council of Medical Research, V. Ramalingaswami  
Bhawan ,Post Box No. 4911, Ansari Nagar , New Delhi- 110029 ,  
Tel. No: 91-11-26588895, 91-11-26588980, 91-11-26588707, 91-11-  
26589794, 91-11-26589336, Fax: 91-11- 26588662,

E-mail: icmrhqds@sansad.nic.in, [www.icmr.nic.in](http://www.icmr.nic.in)

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 34 OF 37

### India Meteorological Department (IMD)

#### Name of scheme(s)

Research in meteorology and allied disciplines.

#### Contact Address:

The Director General of Meteorology Antarctic & Project Evaluation Cell, DGM's Office India Meteorological Department (IMD), Mausam Bhawan, Lodi Road, New Delhi – 110 003, Tel. No: (011) 24618241 to 7 E-mail: [apec@mail.imdmail.gov.in](mailto:apec@mail.imdmail.gov.in) : [www.imd.gov.in](http://www.imd.gov.in)

### Indian Space Research Organisation (ISRO) – Dept. of Space

#### Name of Scheme(s)

- ISRO Sponsored Research Programme (RESPOND)
- Space Science Promotion (SSP)

#### Areas of research support

Space science, space communication, earth resources survey, meteorology and satellite geodesy.

#### Contact Address

Deputy Director, RESPOND

ISRO Headquarters, Antariksh Bhawan

New BEL Road, Bangalore – 560 094, Tel. No:(080) 23416271 ,Fax. No: (080) 23419190 E-mail: [scc@isro.org](mailto:scc@isro.org), [www.isro.org](http://www.isro.org)

### SPACE SCIENCE PROMOTION (SSP)

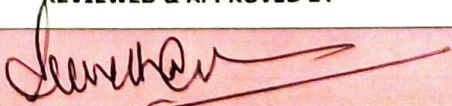
Programme Director, Space Science Office, ISRO Headquarters, Antariksh Bhawan, New BEL Road, Bangalore-560094 Tel. No: (080) 23415269 Fax. No: (080) 23415269: [www.isro.org](http://www.isro.org)

### Ministry of Communications & Information Technology (MOCIT)

#### Department of Information Technology

#### Name of scheme(s)

- Microelectronics & Nanotech Development Programme
- Technology Development Council
- Convergence, Communication & Strategic Electronics
- Components & Material Development Programme
- Electronics in Health
- Human Computer Interface - TDIL
- E- Commerce & Info-Security
- IT for Masses (Telemedicine)
- Media Lab Asia

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 35 OF 37

- Photonics Development
- Industrial Applications

### Areas of research support

Information Technology (Hardware/Software)

Convergence, Communication & Broadband Techniques

Micro-electronics & Photonics

Industrial Electronics

E-Commerce & Information Security

Nanotechnology

Electronic Components & Material

Strategic Electronics

Rural Application

Health & Biotechnology

Materials and Components including Microwaves & Millimeter waves

Emerging Areas of Information Technology

Human Computer Interface/Language Technology

### Contact Address

The Secretary, Ministry of Communications & Information Technology  
Department of Information Technology, Block-6, Electronics Niketan, CGO  
Complex Lodi Road, New Delhi – 110003,  
Tel. No.: (011) 24364041, Fax No. (011) 24363134  
E-mail: [secretary@mit.gov.in](mailto:secretary@mit.gov.in), [www.mit.gov.in](http://www.mit.gov.in)

### Ministry of Environment and Forests (MOEF)

#### Contact Address:

Adviser, Research Division, Ministry of Environment and Forests  
Paryavaran Bhavan, Block No. 2, CGO Complex, Lodi Road, New Delhi –  
110003, Tel.No: (011) 24362840, Fax:(011) 24368654 [www.envfor.nic.in](http://www.envfor.nic.in)

### Ministry of Food Processing Industries (MFPI)

#### Contact Address


The Joint Secretary, Ministry of Food Processing Industries, Panchsheel  
Bhawan, August Kranti Marg, New Delhi – 110 049, Tel. No: (011)  
26492216, 26492174 Fax. No: (011) 26493228  
E-mail: [mofpi@hub.nic.in](mailto:mofpi@hub.nic.in), [www.mofpi.nic.in](http://www.mofpi.nic.in)

### Ministry of Non-Conventional Energy Sources (MNES)

#### Areas of research support

New Technologies

Solar Thermal

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## SPONSORED RESEARCH, CONSULTANCY AND IPR POLICY OPERATIONAL MANUAL

DATE: 04-01-2016

VERSION- 1.0

PAGE 36 OF 37

Solar Photovoltaic  
Wind Energy  
Biomass Energy  
Small Hydro  
Others

### Contact Address

Director (R&D), R&D Division ,Ministry of Non-Conventional Energy Sources, Block No. 14, C.G.O. Complex, Lodi Road, New Delhi – 110003  
Tel. No: (011) 24361604, Fax. No: (011) 24367413,  
[www.mnes.nic.in](http://www.mnes.nic.in)

### Ministry of Power, Central Power Research Institute (CPRI)

#### Areas of research support

The research areas include but not limited to:  
Power system planning, improvement, studies  
Diagnostic and condition monitoring of power system equipments.  
Reliability enhancement of power station equipment etc.  
However, pertinent projects in the power sector on specific case will also be considered.

#### Contact Address

Joint Director (R&D), Central Power Research Institute, Ministry of Power P B No.8066, Bangalore 560 080, Tel No: (080) 23605367, Fax No: (080) 23601213, [www.powersearch.cpri.res.in](http://www.powersearch.cpri.res.in)

### Ministry of Water Resources (MOWR)

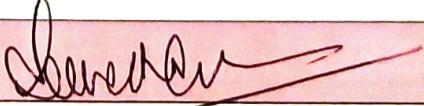
#### Contact Address

Director, R&D Division, PP Wing, Ministry of Water Resources  
1st floor, Wing –4, West Block –1 , R K Puram New Delhi-110066  
Tel. No: (011) 26104082 Fax. No: (011) 26104082,  
E-mail: [watrnd-mowr@nic.in](mailto:watrnd-mowr@nic.in), [www.wrmin.nic.in](http://www.wrmin.nic.in)

### Department of Education (DOE)

The Deputy Education Adviser (T), Division TD, VI,  
Department of Education, Ministry of Human Resource Development,  
Shastri Bhawan, New Delhi.  
Fax: 011-2382365/23011097/2384093, Tel: 011- 23782296/2381703

### Science and Technology Application for Rural Development (STARD) Science and Society Related Programmes

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DATE: 04-01-2016

VERSION- 1.0

PAGE 37 OF 37

The Head, Sci. & Society Division, Dept. of Sci. & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110 016,  
Fax: 26864570, 26863847, 26862418, Tel: 011-26567373 Extn. 298  
[www.scienceandtechnology-dst-org](http://www.scienceandtechnology-dst-org).

### Science & Technology for Weaker Sections (STAWS).

#### Science and Society Related Programmes

The Head, Sci.& Society Division, Dept. of Sci. & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110 016 ,  
Fax:26864570, 26863847, 26862418 ,Tel:011-26567373 extn. 298  
[www.scienceandsociety.dst.org](http://www.scienceandsociety.dst.org).

### Indian National Science Academy (INSA)

The Chairman, Indian National Science Academy, Bahadur Shah Zafar marg, New Delhi – 110002 E-mail: [insa@iasd101.vsnl.net.in](mailto:insa@iasd101.vsnl.net.in),  
[insa@delnet.ren.nic.in](mailto:insa@delnet.ren.nic.in),

## INTERNATIONAL FUNDING AGENCIES

### International Foundation for Science

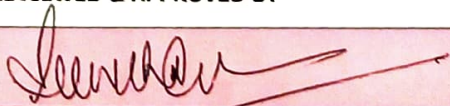
Director, International Foundation for Science, Grev Turegatan 19, S.114 38, STOCKHOLM,  
SWEDEN, E-mail: [info@ifs.se](mailto:info@ifs.se). WEB: [www.ifs.se](http://www.ifs.se)

### Third World Academy of Sciences (TWAS)

Executive Director, Third World Academy of Sciences (TWAS), c/o the Abdus Salam International Centre for Theoretical Physics, (ICTP), P.O. Box 586 – Via Beirut 6 – 34100 Trieste – Italy.  
E-mail: [info@twas.org](mailto:info@twas.org)

### Third World Network of Scientific Organizations

Executive Director, Third World Academy of Sciences (TWAS), c/o the Abdus Salam International Centre for Theoretical Physics, (ICTP), P.O. Box 586 – Via Beirut 6 – 34100 Trieste – Italy.  
E-mail: [info@twas.org](mailto:info@twas.org)

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