



INSTITUTE OF TECHNOLOGY  
& MANAGEMENT  
GWALIOR • MP • INDIA

“THINK BIG... THINK BEYOND”

# ITM GWALIOR RESEARCH PROMOTION POLICY

## 1. INTRODUCTION

The Research Promotion Policy at ITM Gwalior is designed to foster a robust research culture within the institution. The policy aims to encourage faculty, students, and staff to engage in innovative research that contributes to the advancement of knowledge and addresses societal needs.

## 2. SCOPE

This policy applies to all faculty members, research scholars, students, and staff involved in research activities at ITM Gwalior. It covers various forms of research, including basic and applied research, interdisciplinary studies, consultancy, and collaborations with industry and other academic institutions.

## 3. VISION AND MISSION OF THE RESEARCH CELL

**Vision:** To foster a robust research culture within the institute that drives innovation, intellectual growth, and societal impact through high-quality research and development activities.

**Mission:** To support and enhance research activities, protect intellectual properties, provide financial assistance, and communicate research opportunities to faculty and students. To help the stakeholders develop a feeling of social wellbeing by motivating them to participate in the extension activities organized by the college.

## 4. ESTABLISHMENT OF RESEARCH CELL

The Institute has restructured its research cell on 11.11.2020 (Notice/ITM/2020/1556) by appointing Dean R & D, research cell coordinator and an office assistant. The Dean Research will act as an in-charge of the research cell.

## 3. OBJECTIVES

- To promote high-quality research in diverse fields of study.
- To encourage interdisciplinary and collaborative research.
- To provide financial and infrastructural support for research activities.
- To recognize and reward outstanding research contributions.
- To facilitate the dissemination of research findings through publications, conferences, and patents.

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- To facilitate the dissemination of research findings through publications, conferences, and patents.

## **6. RESEARCH PROMOTION COMMITTEE (RPC)**

### **6.1 Composition**

The Research Promotion Committee (RPC) will consist of the following members:

- **Chairperson:** Dean (Research)
- **Members:**
  - o Heads of Departments
  - o Senior Faculty Members with a strong research background
  - o Research Coordinators from each department
  - o Chief Librarian
  - o Representative from the Finance Department
  - o Student Research Representative (where applicable)

### **6.2 RESPONSIBILITIES**

The RPC will be responsible for:

- Developing and updating the research agenda for ITM Gwalior.
- Reviewing and approving research proposals and funding requests.
- Facilitating collaborations with external institutions and industries.
- Monitoring the progress of ongoing research projects.
- Organizing workshops, seminars, and conferences to promote research.
- Evaluating the outcomes of completed research projects and ensuring dissemination of findings.

## **7. RESEARCH FUNDING/ POLICY REGARDING RESEARCH ACTIVITIES**

The research cell through its notices/circulars/activities will motivate the staff to undertake research activities at varied levels and will also provide the support as per the HR policy of the institute.

### **7.1 RESEARCH PROMOTION SCHEME**

In accordance with the vision/mission of Institute and clause no. 1.2, 4.6.8 & 4.6.9 of HR Policy, Research promotion scheme of ITM Gwalior is open for all the eligible faculties of ITM Gwalior for providing financial assistance for research in prescribed application and guidelines. The main objective of this research promotion scheme is to provide seed funding to initiate innovative, multi-investigator, multidisciplinary research proposals on new research and concept that are multidisciplinary in scope are solicited. (see Annexure 1 and 2: Format and Guidelines of Research promotion scheme)

### **7.2 INTERNAL FUNDING/ FINANCIAL SUPPORT**

Institute has created a policy to provide the financial assistance to faculties in the form of research incentives and to attend and present research papers in conferences and FDP of national and international level. Research incentives are as per the HR Policy and financial assistance for attending and presenting research papers in conferences and FDP of national and international level.

- **Seed Grants:** ITM Gwalior will provide seed grants to support preliminary research work. These grants are aimed at helping researchers gather initial data or conduct pilot studies that can lead to larger projects.
- **Project Grants:** Faculty members and researchers can apply for project grants to fund substantial research projects. The application must include a detailed research plan, budget, and expected outcomes.
- **Publication Grants:** Financial support will be provided for the publication of research findings in reputable journals and for the filing of patents.

### 7.3 FUNDING (INTERNAL/EXTERNAL)

- **Grant Application Support:** The RPC will assist faculty and researchers in applying for external funding from government agencies, private foundations, and industry partners.
- **Industry Collaboration:** The RPC will facilitate partnerships with industries to fund applied research projects that address real-world challenges.
- **Travel Grants:** Researchers presenting their work at national or international conferences can apply for travel grants to cover expenses related to travel, accommodation, and registration fees.
- **Fund for Attending Conferences/FDPs:** For attending conferences, workshops, and Faculty Development Programs (FDPs), faculty members must obtain prior approval for academic leave. If academic leave is exhausted, the days spent at these events will be considered as paid leave, and the faculty member will be responsible for any associated fees. However, if the faculty member has remaining academic leave, they can apply for it, and any incurred charges will be reimbursed in their salary for that month, provided they submit the required certificate and payment slip. This process is in accordance with the Institute’s HR policy.

### 7.4 CREATION OF INNOVATIVE ECOSYSTEM

The Research Cell will establish an Innovation and Incubation center for the creation and transfer of knowledge through conduction of different activities like:

- Conducts Workshops / conference / seminars on Intellectual Property Rights and Industry-Academia Innovations and Practices.
- To help the students to solve some of the problems associated with running a start-up.
- To apply for various funding agencies to establish research facilities in the college.
- To conduct activities in the college related to entrepreneurship skills start- up.
- To participate in the activities initiated by the affiliating university and activities initiated by the government.

### 7.5 CONDUCTION OF WORKSHOPS/CONFERENCE/SEMINARS ON RESEARCH RELATED TOPICS

- **Proposal Submission:**

Faculty or departments interested in organizing a research-related event must submit a detailed proposal to the Research Promotion Committee (RPC). The proposal should include the event’s objectives, themes, target audience, budget estimate, and expected outcomes.

- **Approval Process:**

The RPC will review the proposal, considering its relevance to the institution's research goals, the potential impact on participants, and the budget. If approved, the RPC will allocate funds and provide logistical support.

- **Planning and Organization:**

An organizing committee will be formed, including faculty members, researchers, and administrative staff. This committee will handle event logistics, including venue booking, speaker invitations, publicity, and participant registration.

- **Execution:**

The event will be conducted as per the planned schedule. The organizing committee will ensure smooth execution, including managing sessions, addressing technical issues, and facilitating discussions.

- **Reporting and Evaluation:**

After the event, the organizing committee will submit a detailed report to the RPC, including participant feedback, financial statements, and an assessment of the event's success in achieving its objectives. This evaluation will guide the planning of future events.

To streamline the organization of academic events by faculty and departments, the Research Cell at ITM Gwalior has introduced a Common Application Format for organizing expert lectures, guest talks, seminars, and workshops etc. This initiative aims to facilitate a more efficient and standardized process for event planning and approval. The Common Application Format is designed to simplify the administrative procedures involved in organizing academic events. It ensures that all necessary information is collected in a uniform manner, thereby reducing the time and effort required for approval. Faculty and departments can now easily plan and execute events that enhance the learning and research environment at ITM Gwalior. The format includes sections for event details, objectives, expected outcomes, budget requirements, and logistical arrangements. By providing a comprehensive framework, the Research Cell ensures that all events are well-organized, align with the institute's vision, and contribute to the overall academic and research goals. (See Annexure 3: Application Form to organize the expert lecture, seminars etc.; Annexure 4: Format of compliance report of the expert lecture, seminars etc.)

## **8. IMPETUS TO RESEARCH PUBLICATIONS AND INTELLECTUAL PROPERTY RIGHTS (IPRs)**

### **8.1 ENCOURAGEMENT AND AWARENESS:**

- **Workshops and Training:** ITM Gwalior will regularly organize workshops, seminars, and training sessions to raise awareness among faculty, researchers, and students about the importance of publishing in high-impact journals and protecting intellectual property.
- **Guidance on Quality Journals:** The Research Promotion Committee (RPC) will provide guidance on identifying reputable journals and conferences for publication, avoiding predatory journals, and understanding the publication process.

### **8.2 SUPPORT FOR RESEARCH PUBLICATIONS:**

- **Funding for Publications:** The institution will offer financial support for publication fees in high-impact journals. Researchers can apply for this funding by submitting their manuscripts, along with acceptance letters, to the RPC for review and approval.

- **Incentives:** Monetary incentives will be awarded for publications in peer-reviewed, high-impact journals. The incentive structure will be tiered, with higher rewards for publications in top-tier journals and conferences.

### 8.3 PROMOTION OF IPRs:

**IPR Cell:** ITM Gwalior will establish an Intellectual Property Rights (IPR) Cell to assist researchers in identifying and protecting their intellectual property, including patents, copyrights, and trademarks. Research cell is taking assistance through utilizing the Government scheme like KAPILA for the IPR's.

**Patent Filing Support:** The IPR Cell will provide financial and legal assistance for filing patents. Researchers will receive guidance on patentability assessments, drafting patent applications, and navigating the patent filing process.

**Incentives for Patents:** Researchers who successfully file and secure patents will be rewarded with additional incentives, recognizing their contributions to innovation and the institution's intellectual capital.

The Research Cell at ITM Gwalior is dedicated to enhancing the Institute's Intellectual Property Rights (IPR). We are committed to securing IPR by protecting unpublished research, innovations, ideas, and products created by our faculty and students. This initiative ensures that our valuable intellectual assets are legally protected, effectively utilized, and ready for commercialization. By establishing a robust IPR framework, we aim to cultivate a culture of innovation and creativity, thereby strengthening the Institute's reputation and advancing cutting-edge research and development. Additionally, the Research Cell will leverage government schemes such as KAPILA for IPR support.

Faculty members are encouraged to submit their unpublished research, innovations, ideas, or products in the prescribed format for patent filing to the Research Cell located in the Newton Block, First Floor (see Annexure 5: Format for Patent Filing through the Research Cell).

#### **Collaboration and Partnerships:**

**Industry and Academic Collaborations:** The RPC will facilitate partnerships with industry and academic institutions to co-author publications, co-file patents, and engage in collaborative research projects that have the potential to generate IPRs.

**Sponsored Research:** The institution will encourage industry-sponsored research, where the outcomes can lead to shared patents and publications, benefiting both the researchers and the sponsoring entity.

#### **Monitoring and Evaluation:**

**Tracking Research Outputs:** The RPC will maintain a database of all research publications and IPRs generated by faculty, researchers, and students. This database will be used to track progress, assess the impact of the research, and identify areas for improvement.

**Annual Review:** An annual review of research publications and IPRs will be conducted to evaluate the effectiveness of the support provided and to adjust the policy and procedures as needed to better serve the research community at ITM Gwalior.

## 9. INCENTIVES AND RECOGNITION

### 9.1 INCENTIVES

- **Monetary Incentives:** Researchers who publish in high-impact journals or secure patents will receive monetary incentives as recognition of their contributions.
- **Research Excellence Awards:** Annual awards will be given to faculty and students who have demonstrated outstanding research achievements. Categories may include Best Researcher, Best Research Paper, and Best Student Research Project.

### 9.2 RECOGNITION

- **Honorary Titles:** Faculty members with exceptional research contributions may be awarded honorary titles such as "Research Professor" or "Distinguished Researcher."
- **Research Showcases:** ITM Gwalior will organize annual research showcases where researchers can present their work to the academic community and external stakeholders.

## 10. RESEARCH INFRASTRUCTURE

### 10.1 LABORATORIES AND EQUIPMENT

- **Facilities:** ITM Gwalior will invest in modern research laboratories and equipment to support cutting-edge research across various disciplines.
- **Access to Facilities:** Researchers will have access to necessary facilities and equipment. The institution will ensure that these resources are regularly updated and maintained.

### 10.2 LIBRARY AND E-RESOURCES

- **Research Databases:** The library will subscribe to major research databases, journals, and e-resources to support the research activities of faculty and students.
- **Research Support Services:** The library will offer research support services, including training in research methodologies, data analysis, and academic writing.

## 11. COLLABORATIONS AND PARTNERSHIPS

### 11.1 ACADEMIC COLLABORATIONS

- **National and International Collaborations:** ITM Gwalior will actively seek collaborations with leading academic institutions in India and abroad to promote joint research projects, faculty exchanges, and student mobility.
- **Interdisciplinary Research:** The institution will encourage interdisciplinary research initiatives that bring together experts from different fields to address complex challenges.

### 11.2 INDUSTRY PARTNERSHIPS

- **Industry-Academia Interface:** The RPC will work to strengthen ties with industries through collaborative research, consultancy projects, and internships.
- **Sponsored Research:** ITM Gwalior will seek sponsorships from industries for research projects that have practical applications and can contribute to technological advancements.

## 12. ETHICS AND INTEGRITY

- **Research Ethics:** All research conducted at ITM Gwalior must adhere to the highest ethical standards. Researchers are expected to comply with ethical guidelines related to human and animal subjects, data integrity, and intellectual property.
- **Plagiarism Prevention:** The institution will implement strict anti-plagiarism measures to ensure the originality of research work. All research proposals and publications will be subject to plagiarism checks.

## 13. MONITORING AND EVALUATION

- **Progress Monitoring:** The RPC will regularly monitor the progress of funded research projects. Researchers will be required to submit periodic reports detailing the status of their work.
- **Outcome Evaluation:** Upon completion of research projects, the RPC will evaluate the outcomes based on predefined criteria such as publication in reputed journals, patents filed, and practical applications.

## 14. AMENDMENTS AND REVISIONS

- This policy will be reviewed periodically by the RPC to ensure it remains aligned with the institution's strategic goals and the evolving research landscape. Amendments may be made as needed to address emerging opportunities and challenges in research.

## 15. CONCLUSION

The Research Promotion Policy at ITM Gwalior is committed to fostering a vibrant research culture that supports innovation, collaboration, and academic excellence. By providing the necessary resources, incentives, and infrastructure, the institution aims to position itself as a leading center for research and knowledge creation.

### List of annexures/formats

S. No.	Annexure/Format	Notice/Format
1.	Annexure 1	GUIDELINES FOR SUBMISSION OF RESEARCH PROJECT PROPOSAL
2.	Annexure 2	FORMAT FOR SUBMISSION OF RESEARCH PROJECT PROPOSALS
3.	Annexure 3	APPLICATION FOR ORGANIZING EXPERT LECTURE/TALK/SEMINAR
4.	Annexure 4	COMPLIANCE REPORT EXPERT TALK
5.	Annexure 5	PATENT INFORMATION FORM



## **GUIDELINES FOR SUBMISSION OF RESEARCH PROJECT PROPOSAL**

Under the research promotion scheme, ITM Gwalior provides financial assistance to faculty members of all Department of ITM Gwalior.

### **A. THE FACULTY MEMBERS FROM ITM GWALIOR ARE ENCOURAGED TO SUBMIT PROPOSALS RELATING TO THE FOLLOWING DISCIPLINES:-**

- (i) **Physical Sciences:** (Mathematics, Physics, Chemistry, Nano-Technology, Environment, Biotechnology, Bio-informatics etc.).
- (ii) **Engineering:** (Computer Science & Applications, Mechanical Engineering, Electrical Engineering, Electronics and Communication Engineering, Civil Engineering)
- (iii) **Agriculture:** (Soil Science, Agronomy & Horticulture )
- (iv) Management.

#### **Thrust Areas:**

- a. Data Computing & Security
- b. Health Care and Nutrition's
- c. Sustainable Energy and Environmental Conservation Technologies
- d. Agriculture under climate change scenario and smart agriculture for livelihood
- e. Rural Transformation around Gwalior area with focus on leveraging Artificial Intelligence and Data Analysis.
- f. Interdisciplinary work focus to solve real time problems involving science and technology

The proposals are evaluated by in-house as well as National level Experts. The candidates are encouraged to publish the outcome of their research in SCI and Scopus listed Journals. The ITM Gwalior encourages inter and multi disciplinary research.

### **(B) INVESTIGATORS**

- (i) The Principal Investigator:-
  - Must have Doctorate Degree and experience in the field of the proposed research. The PI is required to have minimum 10 research publications in SCI/Scopus listed Journals and patents.
  - The PI with less than 10 research publications are also encouraged to apply and may be considered depending upon the quality of the publications.
  - The Co-investigator may be considered with PG degree and at least three research publications in SCI/Scopus listed Journals and patents
  - Importance will be given to the projects where preliminary work has been done on the topic substantiated by the publications and in the interest of ITM Gwalior.
  - Faculty members with external funded Research projects are requested not to apply.
- (ii) The Investigator with minimum two years of relevant research experience can submit research proposal

- (iii) Research proposals can be submitted by the faculty member who is a regular employee of ITM Gwalior where he/she works and basic facilities are available to him/her for conducting the research.
- (iv) Only one project will be sanctioned to a Principal Investigator/ Co-Investigator so that new researchers may also avail the opportunity of the scheme.
- (v) Maximum two projects will be sanction in one school/department of ITM Gwalior. (The number of projects may increase in exceptional case).
- (vi) Duration of project is one year with extension of 6 months.
- (vii) The review of project will be done every three months.

### **(C). MODUS OPERANDI**

- (i) The applicant will submit the project proposal on prescribed format prepared as per the guidelines of ITM Gwalior. The project will have a Principal Investigator who would be responsible for its formulation and implementation.
- (ii) The objectives of the project must be well defined and indicating the likely deliverables.
- (iii) The technical program of the proposal has to be as comprehensive as possible, outlining allocation of works scheduling, quarterly action plan etc.
- (iv) All projects proposals have to route through the Dean/HOD and must be supported with all relevant documents.
- (viii) The proposals received will be screened and evaluated by the committee constituted for the purpose.

### **(D). RELEASE OF FUNDS**

The 50% of total sanctioned amount and will be released along with the sanction letter. The remaining amount would be released after first quarterly review and the satisfactory progress submitted in the prescribed format as mentioned below.

- (i) Quarterly progress report.
- (ii) Audited Statement of Expenditures and Utilization Certificate.
- (iii) Quarterly appraisal by Review Committee or Experts after presentation by the Principal Investigator.

### **(F) MONITORING**

- (i) The Principal Investigator shall submit quarterly reports in prescribed format timely to the Research Cell of ITM Gwalior. The report must contain details about the work done achievements, results and duly audited accounts.
- (ii) The Institute may inspect the said research at any point of time and the Dean/HOD and Principal Investigator must ensure the progress during inspection, failing to provide the same, strict action will be taken against the PI.
- (iii) Release of funds will be withheld in the event of non-receipt of Utilization Certificate and Progress Reports in time or unsatisfactory progress of research work.
- (iv) The Principal Investigator cannot leave the project in middle:

- Until some genuine reasons as accepted by the Administrative authority subjected to ethico-legal conditions to keep ITM Gwalior as affiliations in all current/future publications/communications from the results of sanctioned project.
- Until the principal investigator/co-investigator with his/her group members of ITM Gwalior sign an agreement of compulsions that he/she will serve the university double the number of months left in completion of the project starting from the end date of project as mentioned in project sanction letter. This may be subjected to the results/outcome of the project in either way as decided by the competent authority/committee.
- The description of complete problem and subdivision of problem as mentioned in section 1.1 and 1.1.1 of research proposal format and any future submission of research proposal related to part 1-4 to other funding agencies including that particular idea/problem, its related publications, communications, products, technology and all type of intellectual property will be the property of ITM Gwalior.
- On completion of the project, the Project Investigator shall submit to the Dean (R& D) ITM Gwalior a final report in the prescribed format, which shall be examined by the experts committee, for identifying project results, their significance, and follow up required therein.

**Dean, Research and Development  
ITM, Gwalior**

## FORMAT FOR SUBMISSION OF RESEARCH PROJECT PROPOSALS

### A. IDENTIFICATION

1. **Research Project titl**.....

.....

Key Words

.....

2. **Broad Area:** .....

3. **Duration:** One Year

4. **Total Cost:** .....

5. **Principal Investigator:**

Name: .....

Designation: .....

Department/School: .....

Organization: .....

Address .....

Mobile.....E-mail.....

Pin: .....Date of Birth: .....Sex (M/F):.....

6. **Co-Investigator:**

Name: .....

Designation: .....

Department/School: .....

Organisation/Inst.: .....

Address .....

Mobile.....E-mail.....

Pin: .....Date of Birth: .....Sex (M/F):.....

## B. TECHNICAL DETAILS

### 1. Background

Description of complete problem

Subdivision of problem (max 4) with expected time duration (max 1 year with subdivision of 3 months) and funding:

**Table: Detailed subdivision of problem**

Sub- division of problem	Description of part of problem	Duration	Fund Required	Targeted Funding Agencies (Internal/ External)	Remark (if any)
Part-I					
Part-II					
Part-III					
Part-IV					

- Review of work already done (National and International)
- Rationale for taking up the project (Highlighting the gap in proposed area) Relevance to the thrust area of ITM Gwalior
- Financial resources committed by any other agencies

### 2. Challenge, Constraints and opportunities

Please identify strengths and weaknesses of the implementer's vis-à-vis current project in terms of technical expertise, team building, past record etc. Also list the perceived opportunities and threats and describe how PI proposes to capitalize on them or avert them as per table given below.

Parameters	PI	How PI proposes to capitalize this	Any other remark
Strengths			
Weaknesses			
Technical expertise			
Opportunities			
Threats			

### 3. Description of Proposal

Objectives of the project. (Brief and to the point)

Preliminary Investigations done by Research Group. (if any)

Equipment/facility available in the Department/School

S. No.	Equipment available	Date of purchase	Working/non working	Remarks
1.				
2.				
3.				

Equipment/Component required in the project.

S. No.	Equipment/component	Cost	Task/ dependencies	Remarks
1.				
2.				
3.				

Linkage with other university/resource persons/ R&D organisation / Industry for technical support.

S. No.	University/ Research institute name	Name of the expert	Expertise/ Experience	Terms of consent
1.				
2.				
3.				

Other organisations working in this area

Methodology detailing stepwise activities and sub-activities.

Stage	Activity	Estimated duration	Start date	End date
Research design and planning				
Literature review				
Data collection				
Data analysis				
Writing up				

Justification with the likely impact of the proposed investigation (scientific/technological/ industrial on Institutional academic, economic growth/overall welfare/generation of competence)

S. No.	Parameters	Justification
1.	Innovation	
2.	Capacity building/ development of research	
3.	Practicability of its applications	
4.	Any other points	
5.	Fund requirements (cost budgeting)	

#### 4. Work Plan

Phase-wise plan of action up to post project activities detailing time schedule Milestones may cmay clearly be indicated. PERT/GANTT chart may be attached.

S. No.	Tasks to be performed	Duration	Person assigned for the task	Remarks
1.				
2.				
3.				

### 5. Expected outcome of the Project

Attempt may be made to quantify output in measurable parameters.

S. No.	Papers and book chapters	Citations and impact factor	Patents	Products	Other deliverables (if any)
1.					
2.					
3.					

Hypothesis (Precise, unambiguous prediction of expected outcomes of the problem statement)

### 6. Likely Impact on socio-economic development of institute and society

(Please attempt to quantify)

### 7. Future work of the project

-----

## C. BUDGET ESTIMATES: SUMMARY

(In Rupees)

Item .....

### BUDGET

.....  
1st quarter    2nd quarter    3rd quarter    Total

#### A. Recurring

1. Consumables
2. Contingency

#### B. Non-Recurring

Permanent Equipment

Grand Total (A+B)

- Financial Year: April to March.
- Please provide brief justification for each head of expenditure (100 words for each).



### BUDGET FOR CONSUMABLES

Item .....	(In Rupees)			
	BUDGET			
.....	1st quarter	2nd quarter	3rd quarter	Total
.....				
.....				
.....				

### BUDGET FOR CONTINGENCY

Items	Name of equipment *	(In Rupees)			
		BUDGET			
.....	.....	1st quarter	2nd quarter	3rd quarter	Total
.....	.....				
a. Contingencies	.....				
b. Others	.....				
<b>Total</b>	.....				

### BUDGET FOR PERMANENT EQUIPMENT

Items	Name of equipment *	(In Rupees)			
		BUDGET			
.....	.....	1st quarter	2nd quarter	3rd quarter	Total
1.	.....				
2.	.....				
<b>Total</b>	.....				

- Please give justification for each equipment.

### D. PROFORMA FOR BIODATA OF INVESTIGATORS

- A. Name: .....
- B. Date of Birth: .....
- C. Department/School: .....
- D. Academic career: .....
- E. Professional career: .....
- F. Award/prize/ certificate etc won by the investigator: .....

G. Publication

1. Books/Book Chapter
2. Patents
3. Research Papers (SCI/Scopus)
4. General articles

H. List of completed and ongoing projects

.....

Sr. No.	Title of project	Duration	Total cost		Funding
			Agency From	To	

I. Projects submitted  
(With date of final project report submission)

Sr. No.	Title of project	Name of Organisation	Status
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(Name & Signature)

Date.....

Place.....

**APPLICATION FOR ORGANIZING EXPERT LECTURE/TALK/SEMINAR  
(TO BE SUBMITTED AT LEAST 10 DAYS IN ADVANCE)**

1. Title of event: .....
2. Purpose of Expert Lecture/Talk/Seminar:  
.....  
.....
3. No of Experts: .....
4. Name of Experts and citizenship: .....
5. Expert's Designation & Institutional Affiliation:
  - 1).....
  - 2).....
  - 3).....
6. Related Audience/Courses linked to the lecture?  
.....
7. Expected number of registrations: .....
8. Proposed Date & Time:.....
9. Departmental Budget under Seminars/Expert lecture etc. ....  
.....
10. Budget Requirement:
  - 1) .....
  - 2) .....
  - 3) .....
  - 4) Honorarium: .....

11. Name of Coordinator: .....
12. Name of Co-Coordinator: .....
13. Organized by: .....
14. Date of proposal submission: .....

Title of Event	Topics from syllabus covered	CO/PO addressed
HoD's Remark:		

Signature of Coordinator:

Signature of HOD

Approved by

Dean R&D

Dean Academics

Director

**COMPLIANCE REPORT EXPERT TALK  
SUMMARY SHEET**

S. No.	Year	Title of event	Organizer/ Collaborative	Duration /dates	Objectives targeting gaps in curriculum	PO's and PSO's addressed	Beneficiary/ no of participants	Funded/ Non Funded
1.								
2.								
3.								

**EVENT REPORT  
TITLE OF EVENT**

S. No.	Title of event	Organizer/ Collaborative	Duration /dates	Objectives targeting gaps in curriculum	PO's and PSO's addressed	Beneficiary/ no of participants	Funded/ Non Funded
1.							

- Title of the Program: .....
- Name of the Organizing Department: .....
- Venue:.....
- Name, Designation Program Coordinator: .....
- Sanction/Approval letter & Date:.....
- Amount Released By Institute : .....
- Brief description of activity separately in order of program: .....
- Name & Designation of Resource Persons of each Program: .....
- Copy of Invitation letter: .....
- Creative's (Brochures, pictures etc) Social Media postings:.....
- Notice for faculty/student and committee (if any): .....
- No. of beneficiaries/participants of each program/activity:.....

UG	PG	Girls participation	Total

- Participants List: .....
- Enclose copy of photographs, list of participants (attendance) of the program and important news paper cutting etc:.....
- Feedback Report: .....

**PARTICIPANT/STUDENTS FEEDBACK FORM  
(EXPERT LECTURE/SEMINAR/ALUMNI TALK/WORKSHOP)**

Name of the Student/Participant .....

Branch .....

Section.....

Semester .....

Year.....

Name of the Institute .....

Topic of the lecture.....

Academic Year .....

Date of the Lecture .....

Duration .....

S. No.	Description	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1.	<b>Relevance:</b> The content of the lecture was relevant to the subject matter.					
2.	<b>Clarity:</b> The speaker communicated the topic clearly and effectively.					
3.	<b>Engagement:</b> The lecture was engaging and held my attention throughout.					
4.	<b>Interactivity:</b> There were opportunities for interaction or questions during the lecture.					
5.	<b>Usefulness:</b> The information provided in the lecture will be useful for my studies/career.					
6.	<b>Organization:</b> The lecture was well-organized and easy to follow.					
7.	<b>Overall Satisfaction:</b> Overall, I am satisfied with the expert lecture.					
8.	<b>Comments and Suggestions:</b>	[Please provide any additional comments or suggestions for improvement.]				

## PATENT INFORMATION FORM

### PREPARE AN INVENTION SUMMARY NOTE FOR YOUR INVENTION

Aim:

-----

SUGGESTED TITLE:

WHAT WERE THE PROBLEMS AND DRAWBACKS IN EXISTING PRODUCT/ PROCESS?

INNOVATIVE SOLUTION PROPOSED BY INVENTOR:

WHAT WERE THE OTHER POSSIBLE SOLUTIONS AND WHY THEY COULD NOT BE DONE?

ATTACH DRAWINGS IF ANY (HAND MADE / COMPUTER MADE):



S.NO.	PRODUCT	PROCESS
A.	Is it Cheaper? Why? By how much? Data?	Is it Cheaper? Why? By how much? Data?
B.	Is it more effective? Why? Is supporting data available?	Is it more efficient? Better yield. Why? Is supporting data available?
C.	Is it easier to manufacture? Why?	Is it faster? Why?
D.	Is it more durable? Why?	Does it lead to less pollution? Energy saving? Less water requirement? Less labor? As compared to existing counterparts?
E.	Is it simpler?	Is it simpler?

FORM 1 THE PATENTS ACT 1970 (39 of 1970) & The Patents Rules, 2003 APPLICATION FOR GRANT OF PATENT [(See section 7,54 & 135 and rule 20(1))]		(FOR OFFICE USE ONLY)
		Application No: Filing Date: Amount of Fee Paid: CBR No: Signature
<b>1. APPLICANT (S):</b>		
Name	Nationality	Address with postal pin code, Landline Ph.
	Indian	
<b>2. INVENTOR (S):</b>		
Name (Family name followed by given name)	Nationality	Address with postal pin code, Landline Ph. No. and Mobile No.