

IIITDMJ/RO/NOTIFICATION/BOG/35/6/3424
March 16, 2017

NOTIFICATION

The Board of Governors in its 35th meeting held on March 6, 2017 has approved the Institute Consultancy Rules and Intellectual Property Rights document vide Agenda Item No. BOG/35/6.

The Institute Consultancy Rules and Intellectual Property Rights document are attached as appendix to this notification.



(R. P. Dwivedi)
Registrar/Secretary, BOG

Copy to:

1. Director - for information.
2. All Deans/Heads of Disciplines/Chairman (Placement Cell)
3. All DRs/All ARs
4. Website-In-Charge - for uploading in the Institute's website.
5. Office order file.

BOG/35/Annexure - V

PDPM
**Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur**



**Institute Sponsored Project and
Consultancy Rules**

February 2017

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NORMS AND PROCEDURES FOR UNDERTAKING RESEARCH, SPONSORED PROJECTS, CONSULTANCY AND TESTING WORK

The ethos of proposed norms to carry out research, consultancy, field visits and testing activities at PDPM Indian Institute of Information Technology, Design & Manufacturing, Jabalpur would be governed by the Institute's 'Agenda for Research and Consultancy' (Annexure I)

1. DEFINITIONS

Individual Consultancy Projects (ICP): All consultancy projects, where the project proposal is received directly by a faculty member, and not by the discipline will be treated as Individual Consultancy Project.

Discipline Consultancy Projects (DCP): All consultancy projects, where the project proposal is received by the Head of the discipline and referred by him/her will be treated as Discipline Consultancy Project.

Institute Consultancy Projects (InstCP): All consultancy projects, where the project proposal is received by a functionary of the Institute (Director, Dean, etc.) and involve multi-disciplinary inputs or require larger Institute facilities will be treated as Institute Consultancy Projects. Such projects are expected to run for a longer period.

Principal Investigator/Consultant (PI/PC): A person who initiates the individual sponsored / consultancy project or the one identified by the Discipline/Institute for discipline consultancy projects and Institute consultancy projects.

Co-Principal Investigator/Consultant (Co-PI/CPC): A person who supports the Principal Investigator/ Consultant for a sponsored / consultancy project.

Project Staff (PS): A person appointed on contract in conformity with these guidelines to work on a sponsored research or consultancy project. The project staff includes technical and office personnel.

Project Research Staff (PRS): A person appointed on contract in conformity with these guidelines in a sponsored research or consultancy project as a Fellow or Associate or with a similar designation and receiving fellowship.

Institute Development Fund (IDF): A part of the Institutional Overhead Charges (IOC) received for sponsored research and a part of the Institute share from Consultancy projects will be credited to a separate fund, named IDF. This fund would be utilized on the recommendation of the Director of the Institute as per the approval of Board of Governors. Initially, the IDF would not be utilized for a period of 5 years to create corpus and it would be utilized only on the recommendation of Board of Governors.

Discipline Development Fund (DDF): A part of the Institute share from Sponsored Research and Consultancy (SRC) Projects will be transferred to the DDF of the concerned academic disciplines(s). The objective of this fund is to provide additional grant to the discipline for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/ workshops, and seminars, etc. as well as purchase and maintenance of equipment, machinery, etc.; including seed money to initiate some niche area of research by the discipline. The fund generated in a financial year (FY) as DDF, can be used only after the lapse of one financial year from the year of generation. The budget for utilizing DDF will be approved by the Director on the recommendation of Dean (RSPC).

Professional Development Fund (PDF): There will be a Professional Development Fund (PDF) for the professional development of faculty members and other staff. A part of the Institute share from Consultancy Projects and overhead charges of sponsored projects will be transferred to the PDF of the concerned and utilized by them as per norms.

2. GENERAL GUIDELINES

- 2.1 As a matter of policy, the Institute shall encourage faculty members, students and staff to undertake consulting work of a type which will advance their professional competence provided it does not interfere with their Institute duties.
- 2.2 The amount of the time spent by a faculty/staff member on consultation work should be limited to one day per week on an average.
- 2.3 Individuals or Disciplines may take up Consultancy work only after taking approval of the Dean (RSPC) through the Head of the concerned discipline. For each DCP and InstCP, at least one PI/PC and one or more Co-PI/CPC would be appointed by the Dean (RSPC) and Director on the recommendation of Head of the discipline and Dean (RSPC) respectively. The reports of Discipline Consultancy Projects and Institute Consultancy Projects will be signed by PI/PC of the projects. The report of the Individual Consultancy Project(s) will also be signed by the Principal Consultant/ Investigator (PC/PI).
- 2.4 All fees in connection with Consultancy Projects should be received in the name of the Project Account, PDPM IIITDM Jabalpur. The Director may permit individual disciplines to receive and disburse Consultancy funds, if it is considered necessary in the interest of the work / Institute. A separate project head/project grant number would be generated for each project.
- 2.5 It would be responsibility of the PI/PC to get and submit the Statement of Expenditure (SE) and Utilization Certificate (UC) to the funding agency after proper auditing and duly signed by Registrar and Dean RSPC. The SE and UC would be prepared by the section maintaining project account on the advice of PI/PC.
- 2.6 The PC/PI may, with the prior permission of Dean (RSPC) avail the services of persons

not in the Institute service as Consultants, provided that the PI certifies that the services are of a nature for which the expertise is not available in the Institute. The provision of payment to the consultant has to be done through the charges earmarked for the consultant, while submitting the project proposal and/or from manpower or contingency head.

- 2.7 Faculty members may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research/ Individual Consultancy Projects, in addition to the special casual leave available as per Institute norms.
- 2.8 PI/PC and Co-PI/CPC, other than faculty members may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research/ Individual Consultancy Projects as per Institute norms.
- 2.9 The staff proceeding on field work for Sponsored Research/Consultancy Project may avail project leave up to 15 days during a calendar year on the recommendation of PI/PC. Heads of Disciplines are empowered to approve this leave.

3. PROJECT INITIATION:

- 3.1 In case the project is referred to a Discipline or to the Institute, the project will be discussed in a meeting of the faculty members in the area of the project to identify the Principal and other consultants for the project. In case a project proposal is received directly by a faculty member, he will be the Principal Consultant.
- 3.2 The final project proposal will be submitted by the Principal Consultant through the Dean RSPC on the prescribed form.
- 3.3 After a job has been accepted by the institute, the PI/PC will issue a letter to the client giving job number and confirming other details with a copy to the Dean RSPC. Thereafter, the Principal Consultant will handle all communication directly with the client with copies to the Dean RSPC, until the file is closed with the final report and disbursement of fees.
- 3.4 In specific cases, on the recommendation of Dean RSPC, Director may approve a project (research or consultancy) on partnership basis with one or more agency (Public Entities), having established expertise in the domain of project. The ratio of sharing the revenue may be mutually agreed by the parties collaborating for the work. Other rules of the sponsored project or consultancy would be applicable.

4. EXPENDITURE NORMS

- 4.1 Job Work: The Principal Consultant / Investigator may get specific job work done on payment from outside from the budget head "Job Work" or "Contingency" of the sanctioned project. However, such payment may not exceed 10% of the total amount contracted for the project. While making such payments, all expenditures would be booked under relevant heads of the project and must follow relevant Institute rules and procedures for the same. For any deviation, Dean RSPC/ Director's prior permission, as applicable,

will be necessary.

- 4.2 Student Assistants: The Principal Investigator may engage Institute Students (who may or may not be getting assistantship) as Student Assistants for consultancy and testing work on payment of Rs. 250/- per hour subject to a maximum of 50 hours per month, without hampering academic performance and assigned duties.
- 4.3 Hospitality: Expenses incurred on reasonable hospitality should not exceed the admissible daily allowances, as applicable from time to time, as per Government of India norms for meal, snacks, etc. in connection with the consultation work. The said expenditures have to be met from the contingency head of the project.
- 4.4 Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the mode of travel. In addition to admissible DA as per rules of the Institute, actual boarding and lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily allowance at the ceiling of the person's pay scale. Expenses on local travel by taxi will be reimbursed against cash receipt as per actuals. All these expenses will be met out of the project funds.
- 4.5 Out of Pocket Expenses for Field Work: The payment of "Out of Pocket Expenses" to the faculty and other Institute staff, project staff, and person engaged on work hire basis sent for field work connected with the sponsored research or consultancy projects will be admissible on the following conditions:
- (i) Out of pocket expenses will be admissible for the "field work" which will comprise of collection of field data for the purpose of sponsored research or industrial consultancy.
 - (ii) Out of pocket expenses will be payable for the actual period of work at the work place and will not be admissible for the journey period.
 - (iii) Out of pocket expenses will be permitted in addition to D.A. in the case of Consultancy projects only.
 - (iv) The rate of payment of Out of pocket expenses will be restricted to Rs. 500 and Rs. 250 for Group A and non-Group A officers/staff, subject to the limit of dearness allowance. The said charges would be debited from the funds of the Consultancy project.

5. DISBURSEMENT OF CHARGES

- 5.1 All payments in connection with consultancy work will be disbursed to the concerned faculty and staff, after completion of the project and submission of the final project report (except for recurring expenses). For the turnkey projects of more than one-year duration, part payment may be made on pro-rata basis on half yearly basis, as per the terms and conditions of the project proposal.

- 5.2 The project cost preferably may include the following:
- (a) actual expenses to cover salaries of project employees, cost of materials, travel, computer charges, contingency charges, including charges for producing reports, etc.
 - (b) Consultancy fee of the faculty and honoraria charges of personnel, facilities and service.
 - (c) Electricity Charges of 0.5% of project cost
 - (d) Institute overhead, to cover the use of Institute personnel, facilities and service. Institute overhead charges are negotiable only for government funding agencies, as per the rules and conditions of funding agencies.
 - (e) Service tax (or any other), if applicable, as applicable from time to time.

The methodology of costing of the consultancy charges is explained in Annexure II.

- 5.3 Consultancy charges, for the Consultancy projects, received from the client will be distributed as follows:

a. **Individual Consultancy Projects (Type I)**

Total amount received from client = A

30% Institute's share to be allocated in the beginning

70% to be distributed to Investigators, technical and other staff on the recommendation of Principal Consultant/Investigator after the deduction of actual expenses.

b. **Institutional / Discipline Consultancy Projects (Type II)**

Total amount received from client = A

40% Institute's share to be allocated in the beginning

60% to be distributed to Investigators, technical and other staff on the recommendation of Principal Consultant/Investigator after the deduction of actual expenses.

- 5.4 The charges for using central facilities/other Labs like SEM, XRD, AFM, CNC machines etc. in the Institute identified by the Director, be divided into two equal halves and one half be treated as special levy and credited to the account of that central facility/Lab account and the remaining 50% be distributed as per the principle enunciated in above para 5.3.

6. DISTRIBUTION OF INSTITUTIONAL SHARE

Following guidelines are proposed for the distribution of Institute Share

The Professional Development Fund (PDF), other than CPDA of PI/PC and Co-PI/PC may be generated by crediting a percentage (as given in Table 1) of the following:

- (a) The Institute Overhead Charges (IOC) received in a Sponsored Research Project from the funding agency.
- (b) Institute share from a Consultancy Project and unspent balance, if any,
- (c) Institutional income received from other academic programs (For example training programs, workshops etc.)

Another portion of the Institutional overhead charges / Institute share will be credited to the Discipline Development Fund (DDF) of the concerned Discipline/Centre as shown in the Table 1.

Table 1: Distribution of Institute Share

Type of Project and Distribution Component available for distribution	Distribution				
	IDF*	DDF	PDF	Central Administrative Fund	Benevolence Fund
(A) Sponsored Research Project Institutional Overhead Charges received from agency	50%	20%	20%	5%	5%
(B) Type of Industrial Consultancy Project					
Type I	50%	15%	25%	5%	5%
Type II	65%	10%	15%	5%	5%

* IDF: Institute Development Fund.

The PDF can be utilized for the following purposes:

- Sanction of TA/DA and registration fee for attending a conference/workshop/symposia/seminar/ meeting etc. or to deliver a talk by faculty/academic staff/ student (subject to sanction of appropriate leave by competent authority) to a place in India or aboard and for making exploratory visits for further sponsored research/ consultancy work, with advance approval of the Director.
- Membership fee of Professional Societies
- Purchase of Professional Books, Journals, Stationery, Computer Stationery, Software or data on any storage medium. All purchases have to be carried out as per the Institute's norms.
- Equipment/Phone/Fax Facilities/air-conditioner for laboratory can be purchased with the prior approval of the Director, which shall remain property of the Institute.
- Upgradation or outright purchase of laptop or desktop computer and related peripherals like digital camera/ web camera for use by a faculty member at any location as per the work requirement on approval of Director.
- PDF would be admissible to the concerned faculty even after 3 years of their retirement.
- Any other item with the prior approval of Director.

7. REVIEW

Wherever a certain limit has been stipulated in terms of an absolute sum (and not in terms/ by way of percentages), this will be reviewed by the Dean (RSPC) and the recommendations as approved by the Director will be reported to the Board of Governors.

8. DISAGREEMENTS / DISPUTES

- 8.1 Any disagreement within the Institute arising at any stage of a Consultancy project will be resolved in consultation with Dean (RSPC) / Director to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 8.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 8.3 All legal action will be subject to jurisdiction at Civil Courts at Jabalpur/ High Court at Jabalpur.

9. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, as applicable at the time of dispute or difference, of Government of India in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

10. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

11. LARGE PROJECTS

For Institute/Discipline projects (with an outlay of more than Rs.50 lacs for consultancy projects and Rs. 100 lakhs for Sponsored Projects) will be monitored by a Monitoring Committee, from the view point of technical objectives only, appointed specially for each such project by the Director on the recommendations of the Dean, RSPC.

11.1 Composition of Project Monitoring Committee

The Principal Investigator/Consultant of the Consultancy Project may propose a Monitoring Committee for approval of the Director with the following composition:



(i) Dean, RSPC	Chairman
(ii) Head of the concerned Discipline	Member
(iii) Two experts from the relevant field	Member
(iv) Principal Consultant/Investigator	Member
(v) Co-Principal Consultant/Investigator	Member
(vi) Deputy/Asstt. Registrar (RSPC)	Non-Member Secretary

11.2 Functions of Monitoring Committee

The role of Monitoring Committee will be as follows:

- (i) To assess the progress periodically for timely completion of the projects and submit the report to Director.
- (ii) To assess the progress of the project as per specified technical objectives.
- (iii) To consider and approve involvement of outside experts and sub-contracting, if any.
- (iv) To vet the major financial reallocation proposals of budget of the project(s) including modifications, if any.
- (v) To advice Director in any other matter related to the project.

11.3 Project Advisory Committee for Large Individual Consultancy Projects

The Principal Consultant of a large individual Consultancy Project (having outlay of more than Rs. 50.00 lakhs) may propose an Advisory Committee for approval of the Director through Dean RSPC.

12. SELECTION PROCEDURE FOR RECRUITMENT OF RESEARCH STAFF

Normally the selection procedure outlined by the funding agency will be followed for recruiting research and project staff (JRF/SRF/RA etc.) under Sponsored Research Projects as per the Institute norms. The selection process of Project Fellow/Research Fellow/Staff may be as under:

- (i) Appointing authority: Dean (RSPC) on the recommendations of selection Committee
- (ii) Selection Committee - Selection Committee may include
 - a) PI of the Project (Convener of the Committee)
 - b) Nominee of Dean (RSPC) - Member
 - c) One Expert from the relevant discipline (to be proposed by PI) - Member
 - d) Co-PI(s), if any - Member
- (iii) Advertisement – All advertisements have to be put on the Institute's webpage and in case the post is to be filled for a period of more than one year, it is advisable to advertise in at least one local newspaper or if required wide publicity and funds permits may be published in newspapers having wide publicity. However, there would be option to taken the staff from the Recruitment agencies having expertise in the field.

- (iv) The offer of appointment to be issued by the Registrar based on the approval of Appointing authority.
- (v) All the correspondence related to service records of Project staff would be maintained by the DR/AR of RSPC Office.

13. LEAVE RULES FOR PROJECT EMPLOYEES

It was proposed that the project employees may avail the following types and numbers of leaves:

- (i) Casual leaves (8 or as applicable for Institute employees):
- (ii) Restricted Holidays (2): It will lapse after completion of the year, if not availed
- (iii) Annual Leaves (Two and Half leaves per month, subject to a maximum of 30 per annum). For project staff, annual leaves cannot be encashed; and would lapse and would not be carried forwarded for next calendar year.
- (iv) On the Medical Grounds (Maximum 30 per annum): PI may sanction a maximum of 30 days medical leave as deemed fit. Such leaves would be without pay.



Annexure I

Agenda for Research and Consultancy

PDPM Indian Institute of Information Technology, Design & Manufacturing, Jabalpur should focus more on research, consultancy, field visits and testing activities. It should strive to be visible internationally. The Institute must establish over a period of time the procedures for research and consultancy, keeping "Design and Manufacturing" in mind. Further, the following points should comprise the agenda for research at IIITDM Jabalpur.

1. There has to be reputation of the Institute earned by fulfilment of intellectual curiosity.
2. The Institute must identify its thrust areas that drive the research.
3. The goals of the research may comprise: (a) Sponsored Projects, (b) Patents, (c) Consultancy, (d) Publications and (e) Participation in conferences in India and abroad.
4. To give proper impetus to the research environment, the Institute must invest in time, space, background equipment, staff (including research administration, office staff, as well as staff related to accounts, purchases, audit, appointments, etc.)
5. The research environment of the Institute should be cultured in such a manner so that there is an involvement of all stake holders.
6. The students of the Institute may be involved through
 - a. Course level projects
 - b. Open ended courses
 - c. Paid research (part time) positions
7. The Institute may think of giving some incentives to the students for research executed by them e.g. for publications, patents and conferences attended.
8. To gauge the quality of research, the Institute must develop some efficiency measures.



Annexure II

Costing of Consultancy Projects

Costing of Consultancy Project (e.g., Individual Consultancy Projects)

1. Consultant Charges (CC)*
2. Charges for Technical Staff (CTS)**
(For permanent employees of the Institute)
3. Project Staff Salaries (PSS)
(For temporary staff employed in the project)
4. House Rent Allowance (HRA)
(Provision shall be made for 20% of PSS as HRA)
5. Operational Expenses (OE)
(All other expenses related to the consultancy project)
6. Capital Expense (CE)
(Expenses towards purchase of capital equipment for the consultancy project)
7. Overheads (OH)
(Charged at 20% of CTS, PSS and OE)
8. Contract Negotiations / Legal expenses (CLE), if applicable
(For projects involving contracts, agreements and MOUs, negotiation charges may be appropriately included by Dean R&D)
9. Net Project Cost (items 1 + 2 + 3 + 4 + 5 + 6 + 7 + 8)
10. Service Tax and other Taxes (as applicable on '9')
11. **Total Project Cost** (9 + 10)

Example: An example of consultancy costing, disbursement, and overheads for a consultancy project is shown below.

1. Example of costing of a consultancy project

S.No.	Head of expenditure	(Amount in Rs.)
1.	Consultant Charges (CC)	1,00,000
2.	Charges for Technical Staff (CTS)	20,000
3.	Project Staff Salary (PSS)	20,000
4.	House Rent Allowance (HRA)	4,000
5.	Operational Expenses (OE)	10,000
6.	Capital Expense (CE)	10,000
7.	Overheads (OH)	10,000
8.	Contract / Legal Expenses (CLE)	NIL
9.	Net Project Cost	1,74,000
10.	Service Tax (15%, as applicable at present)	26,100
11.	Total Project Cost	2,00,100
		(Rs. Two Lakh One Hundred Only)

2. **Institute's Share (A):** 30% of Net Project Cost (= Total Project Cost – Service Tax)
Rs. 52,200

3. Disbursement to Consultant:

Consultant Charges (B)	Rs. 100,000
Institute Deduction at 30% (C)	Rs. 30,000
Taxable Earnings for the Consultant (B - C)	Rs. 70,000

4. Disbursement of CPTS:

Consultancy Charges for Permanent Staff (D)	Rs. 20,000
Institute Deduction at 30% (E)	Rs. 6,000
Taxable Earnings for the Permanent Staff (D - E)	Rs. 14,000

5. Distribution of Institute's Share:

Total Share of Institute (A)	Rs. 52,200
To Institute Development Fund (50%) of A	Rs. 26,100
To Discipline Development Fund (15%) of A	Rs. 7,830
To Professional Development Fund (25%) of A	Rs. 13,050
To Central Administrative Fund (5%) of A	Rs. 2,610
To Benevolence Fund (5%) of A	Rs. 2,610

6. **HRA** (of Rs. 4,000) will be

- Retained with RSPC if project staff avails accommodation on Institute campus.
- Given to the project staff if he / she does not avail Institute accommodation.

Amn 1995

PDPM
**Indian Institute of Information Technology,
Design & Manufacturing, Jabalpur**



Intellectual Property Right Document

February 2017

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INTELLECTUAL PROPERTY POLICY DOCUMENT

PDPM IIITDM Jabalpur (IIITDMJ) lays very strong focus on research and consultancy in the form of sponsored and collaborative projects, consultancy, technology transfer and IPR.

IPRs may be generated by the faculty, students or staff of the Institute, while working in the Institute, with support from either the institute or external funding agencies. With IPRs, the Institute would try to protect its rights as far as possible. Sharing of IPRs is decided by negotiations with the funding agency and may be on case to case basis, including quantum of sharing of revenues. All IPRs generated by faculty, students or staff, individually or in collaboration, as part of their service in the Institute, for all purposes would be treated as Institute's property.

A. Intellectual Property Ownership

The ownership of Intellectual Property may be classified into Institute, Individual (or group) and third-party ownership, as defined below:

I. Institute Ownership

- (a) Under the following cases, the intellectual property would be owned by IIITDMJ for the work done by faculty, students, staff, project employees, and others:
1. Intellectual property of any kind created by the funds provided by IIITDMJ or under any program of the Institute.
 2. Intellectual property either as part of the normal professional duty or on contractual assignment.
 3. Intellectual property created as a part of executing the sponsored research / consultancy assignment. However, in such cases, specific provisions related to IP made in contracts with the funding agencies will determine the ownership of IP.
 4. Intellectual property created as a part of academic program or training leading towards a degree or otherwise.
- (b) Copyrights of any form, including software, developed as part of any of the academic program or course works (short-term programs, etc.) would be with IIITDMJ; however, the authors would have the rights to use the materials for their teaching and research purpose. The Institute will not claim ownership of copyright on books and scientific articles authored by IIITDMJ personnel, excluding the cases where funds have been provided by IIITDMJ for the purpose.

II. Inventor/Author Ownership

Inventors/Authors will own intellectual property when the work carried out is outside the assigned/normal area of research/teaching, without the use of significant institute resources.

1. Students along with the Institute will own the copyright of their theses/project reports created as a part of their academic programmes. However, the student must grant to IIITDMJ royalty-free permission to reproduce and distribute copies for teaching and research as well as for dissemination for teaching and research to other academic institutions.
2. Ownership of software code, patentable subject matter and other intellectual property contained in the theses/reports are subject to conditions specified under IIITDMJ-ownership and Inventor/Author ownership.

III. Third-Party Ownership

- (a) Under the following cases, the intellectual property would be owned by Third-Party for the work done by faculty, students, staff, project employees, and others:
 1. If the funds are provided by a third-party, either partially or fully.
 2. Exchange programmes of IIITDMJ and other organizations/institutions.
- (b) In case of III(a)1, ownership of intellectual property would be governed by the terms and conditions of the contract between IIITDMJ and the third-party.
- (c) In case of III(a)2, specific provisions of contract/MOA/MOU would govern the ownership/authorship.
- (d) However, IPR will remain with IIITDMJ, in case no such specific contract exists.
- (e) If an IP is produced at IIITDMJ, IIITDMJ will be automatically authorized to retain a non-exclusive, free, irrevocable license to copy/use IP for teaching and research activities. However, in no case the confidentiality agreement signed by IIITDMJ and the third-party would be violated
- (f) In case one of the employee or student of IIITDMJ creates an IP, fully or as a part of a term, during official leave, sabbatical, deputation, etc., it would be responsibility of IIITDMJ employee or student to officially communicate the IP to IIITDMJ. However, even during official leave, sabbatical, deputation, etc., if the IP is developed using significant institute resources, either partially or fully, then the IP will also be owned by IIITDMJ fully or partially, as per the specific case.

B. Disclosures, Confidentiality and Assignment of Rights

1. Intellectual property created as a part of executing the sponsored and/or collaborative work, the specific provisions related to IP made in contracts with the funding agencies will determine the ownership of IP.
2. For all other IPs produced at IIITDMJ, not covered under B1 above, the authors/inventors would be required to disclose their IP to the Intellectual Property Assessment Committee (IPAC) on the specified form.
3. For all the students of the Institute, it would be mandatory to assign the rights of their thesis/project reports, etc., countersigned by their supervisor(s), at the time of filing their Ph.D./master thesis or B.Tech. reports.
4. In case, an author/inventor leaves the student, then he/she would mandatorily assign the rights of the IP to IIITDMJ before leaving the institute and would agree to the terms and conditions for the sharing of any financial benefits on commercialization of IP.
5. In all such cases, it would be the responsibility of authors/inventors to maintain confidentiality of the IP during the period it is pending with IIITDMJ for filing/award/commercialization and protection of IP, unless otherwise authorized by IIITDMJ in writing. This would be applicable to both IIITDMJ and non-IIITDMJ personnel.

C. Evaluation of Intellectual Property

1. Evaluation of Intellectual Property would be done by 'Patent Evaluation Committee' constituted by the Director on the recommendation of Dean, RSPC. the IPAC (Intellectual Property Assessment Committee). The committee would be headed by Dean, RSPC.
2. Evaluation of IP would include assessment whether the proposed IP is innovative enough and fit for filing in India and/or selected countries outside India; assignment of ownership of IP and assessment of commercial aspects of the IP.

3. In case, IIITDMJ decides not to protect IP after its evaluation, then it would be the relinquish all the rights of the IP to the authors/inventors. However, on case by case basis, IIITDMJ may take the responsibility of facilitating protection of the IP.
4. In case, IIITDMJ decides not to renew the IP, fully or partially, then it would relinquish the rights of the IP to the authors/inventors.
5. All such decisions on IP rights would be taken by the PEC.

D. Contracts and Agreements

All agreements related to IP, including, but not limited to the following categories, undertaken by any IIITDMJ employee and students need to be approved by the institute:

- (a) Non-Disclosure Agreement
- (b) Confidentiality Agreement
- (c) Evaluation Agreement
- (d) License Agreement
- (e) Technology Transfer Agreement
- (f) Alternative Dispute Resolution Agreement

Dean, RSPC, with specific approval of the Director, will be the authorized signatory in all categories of agreements listed above in addition to concerned faculty member, staff, student of the Institute.

E. Commercialization

1. Cases wherein inventor intends to initiate start-up (with NOC from other inventor(s)), IIITDMJ may offer a non-exclusive license for commercialization, without an up-front fee, so as to promote entrepreneurship.
2. For Institute owned IPs, IIITDMJ would identify potential licensee for the IP to market it.
3. For IPs, for which the rights have been assigned to the Institute, IIITDMJ would also identify potential licensee for its commercialization.
4. For the IPs, where exclusive rights have not been assigned to a third party, the creators would be free to contact potential licensee(s), while maintaining confidentiality and value of the IP.
5. All exclusive license to industry shall be time bound (maximum period 7 years) with a condition that if company having an exclusive license is unable to commercialize the IP, then IIITDMJ can license to other entities.
6. If IIITDMJ is not able to commercialize the IP in a reasonable time, then on request of authors/inventors, IIITDMJ may relinquish the assignment of rights of the IP to them.
7. IIITDMJ may continue further R&D on licensed technology, which shall be an exclusively with IIITDMJ
8. The inventors would ensure inclusion of disclaimer on Technology merchantability so as to absolve IIITDMJ from all legal liabilities.

VI. Revenue Sharing

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

Inventor:	45%
IIITDM:	45%
Service Account:	10%

PROCESS OF APPROVAL FOR FILING
INTELLECTUAL PROPERTY APPLICATION AT
PDPM IIITDM JABALPUR

(Applicable for Patents, Designs, Trademarks, Copyrights, etc.)

1. The faculty member, students, staff or others who wish to file a claim for intellectual property (Patent, Copyright, Design, Marks, even know-how) through the Institute would submit an application for the same to the office of Dean RSPC. The intellectual Property Disclosure Form (IPDF) has to be used for the purpose.
2. Dean RSPC would recommend two faculty members to the Director, who work in the area close to the domain of patent application, and on the approval of the names, the 'Intellectual Property Assessment Committee' (IPAC) would be formed, which would be headed by Dean RSPC or his/her nominee and would also include Head of the discipline to which the faculty belongs or his/her nominee.
3. In case it is difficult to get two faculty members "in the area close to the domain of patent application", IPAC may have one technical member and one from business/management, apart from Dean RSPC and Head (or their nominees). The said committee would be approved by Director on the proposal of Dean RSPC.
4. The faculty members, students, staff or others would present their case in front of the IPAC, within a period of one month of approval of the committee by the Director.
5. IPAC would forward its report to the Director within 30 days of presentation by the inventor(s).
6. After the approval of the intellectual property, the process of filing of intellectual property would be initiated by the Institute.





INTELLECTUAL PROPERTY DISCLOSURE FORM

Please use this form for all types of IP (Patent, Copyright, Design, Marks, even know-how)

Title: _____

SECTION-I (ADMINISTRATIVE & TECHNICAL DETAILS)

1. Please list inventor(s) who have contributed in the main inventive step of the invention. Inventor is a person who has actually participated in the inventive step, in case a person has worked under instructions, then he/she is not an inventor for the purpose of patent.

Name:

Name:

Email:

Email:

Contact address:

Contact address:

Mobile:

Mobile:

Students should provide their permanent (personal) e-mail ID.

2. What is the area of the invention
3. What is the problem in the area?
4. What is the objective of your invention?
5. What is the Novelty (i.e. new feature proposed it should not have been disclosed or published in any document available to public anywhere in the world please note that grant of patent is territorial but novelty is assessed worldwide).
6. What is the inventive step, How the Novelty is achieved?
7. Describe the invention in details for technical evaluation. Please use additional sheets for drawing, photographs and other materials that help to illustrate the description.
8. What is the utility (advantages) of the present invention over comparable inventors available in literature including patents?
9. Has the invention been tested experimentally (proof-of-concept/Prototype)? (If yes, please add the details)
10. Can you think of applications of your invention?

Signature	
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SECTION-II (IPR Ownership)

1. Was the intellectual property created with the significant use of funds or facilities of IIITD?
2. Please describe the source of funding for the invention (Name of the funding agency and copy of agreement, letter of intent if any, must be enclosed with this form).
3. What is the source of Salary/Remuneration of inventor/Co-inventor?
4. Have you presented in any conference, seminar, etc. if yes, please give details?
5. Have you published full/part of this invention, if yes, please give copy of publications?
6. Was the intellectual property created in the course of or pursuant to a sponsored or a consultancy research agreement with IIITD? If yes, please enclose a copy of MOU with concerned project.
7. Was the intellectual property created as a part of academic research leading towards a degree or otherwise?
8. REVENUE SHARING AMONG INVENTORS: Please disclose the extent of contribution of each inventor in the invention in percentage terms for revenue sharing.

NAME OF THE INVENTOR

% SHARE*

SIGNATURE

* If this column is not filled then it will be assumed that all inventor(s) have equal contribution, however still all inventor(s) have to sign it.



SECTION-III (Commercialization)

1. How long you will be in the campus? (especially for students)
2. Do you have long-term interest in commercializing your invention?
3. In case a company intends to commercialize the invention, how can you help them? (select from the options)
 - a. I/We cannot help them much other than written description available;
 - b. I/We can help them on short-term basis with details required for making a product, like helping them with equipment, etc (over phone/e-mail)
 - c. I/We help them on long-term basis including visit to help them;

2. Give brief description to aid commercialization **if available**

- (a) Input (Financial) required taking it to best stage.
- (b) Break even capacity.
- (c) Can you identify possible end-users?
- (d) Economic viability.

2. Who are the Target companies, both in India or abroad?

Please give specific list of companies and contact details of concerned person who can be contacted for initiating Technology Licensing

<i>S. No.</i>	<i>Name of Companies</i>	<i>Name of the contact person</i>	<i>Contact no.</i>

Development stage:

In your opinion which of the three best describes the current stage of development of the invention as it relates to its marketability:

- Embryonic (needs substantial work to bring market)
- Partially developed (could be brought to market with significant investment)
- Off-the-shelf (could be brought to market with nominal investment)

 NAME: NAME: NAME:

Signature of all Inventor(s) with date

Handwritten signature