



# Cummins College of Engineering for Women

An Autonomous Institute affiliated to Savitribai Phule Pune University "श्रीनिं परं भूयगम्"  
KARVENAGAR, PUNE - 411052, INDIA.



(University Affiliation No. PU/PN/ENGG/087/1991, INDIA)  
Approved by All India Council for Technical Education (AICTE)  
Accredited by National Assessment & Accreditation Council (NAAC) at Grade-A

Ref.

## Policies to encourage R & D activities by Students and Faculty

### 1) Incentives for Journal Publications

To encourage faculty for quality publications, institute pay incentives for 'Journal paper publications'. The incentives are based on the quality of the journal.

- i) If the paper is published in SCI / SCIE Indexed journal, faculty get Rs. 10,000 as incentive
- ii) For SCOPUS / ESCI indexed journal publication, they get Rs. 5,000 incentives.
- iii) If the first author is from Cummins college and has used Cummins Affiliations, then 100% incentive amount will be given to the first author.
- iv) If the first author is not from Cummins College OR from Cummins college but have not used Cummins Affiliations, then the second author (faculty) will be given 40% of the incentive amount. (However, if there are third or further authors, only the second author will get the incentive)
- v) If the first and second author, both are not from Cummins College OR have not used Cummins Affiliations, then a 25% incentive amount will be given to the third faculty author. No further authors will get any incentive on journal publications.
- vi) If the journal is published on a student's work, where the student is from Cummins College, then being a student paper, no incentives will be given to faculty.

### 2) Incentives for Funded research projects

Faculties also get incentives after successfully completing research funding by Government / non-government funding agencies.

- i) In case of 'Major projects' (Amount > 3 Lakhs), the Principal Investigator (PI) gets Rs. 25,000 as incentive. However, in case there are PI and CO-PI, this 25,000 will be distributed as Rs. 15,000 to PI and Rs. 10,000 to CO-PI
- ii) In case of 'Minor project' (Amount <= 3 Lakhs), the Principal Investigator (PI) gets 5% of fund amount (actual received) as incentive. However, in case there are PI and CO-PI, this 5% will be distributed as 3% to PI and 2% to CO-PI

### **3) Incentives for Consultancy Projects by faculty**

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The consultancy charges (after deduction of all material and other expenses) are distributed as per the following norms -

- i) Faculty involved in consultancy work will get 70% of total charges received in college account
- ii) Accounts department will get 3%
- iii) Supporting staff (non-teaching) recommended by the PI will get 2%, and
- iv) The remaining 25% will be deposited in the account of Center of Excellence to further support R & D activities by students and faculty

### **4) Research Initiation Fund**

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Under the 'Research Initiation Fund', a grant up to Rs. 2 Lakhs shall be awarded to applicant faculty which has to be utilized in 2-years. Based on the requirement and progress, an additional amount up to Rs. 1 Lakh may also be considered. The scheme is to provide a substantial package to begin a scholarly research work at CCEW by the faculty.

### **5) Reimbursement of Conference Registration Charges (for Faculty)**

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Institute reimburses 100% registration charges for the 'SCOPUS indexed' conference publication. There is no restriction on how many times this facility can be availed by the faculty.

- i) If the conference proceedings are not included in a standard database such as SCOPUS or Web of Science, then faculty will get 50% reimbursement of registration charges. Such reimbursement is applicable for maximum 3-papers of the faculty members.
- ii) Faculty need to apply for this reimbursement, after the paper gets published online.
- iii) In case of international conference (SCOPUS indexed), institute reimburses upto max Rs. 50,000 inclusive of registration and travel charges OR 50% of the total expenses, whichever is less.

#### **Here are the steps to apply for reimbursement-**

- i) Write an application addressing to "Principal, Cummins College of Engineering for Women, Pune". Write the details of conference, paper title and authors etc.
- ii) Attach complete paper (Published), registration charges payment receipt, certificate of presentation, SCOPUS proof if any, conference flyer indicating registration charges and most importantly, plagiarism check report using Turnitin. (Plagiarism should be no more than 10%)
- iii) Get signature of department head on your application
- iv) Submit it to the principal office
- v) After verification of all the documents and approval from HRD Committee, faculty may get reimbursement of either 50% or 100% of the registration charges, based on the quality of the conference.

### **However, few important points to note -**

- A proper Cummins College affiliation must have been used
- This should not be a student's work. If student's work, student's names will appear first and faculty names can be added at the end. (Please refer Section 10, 'Reimbursement policies for student's work').
- And there should not be any plagiarism (Max 10% similarity is acceptable)

### **6) Attending Faculty Development Program (FDP)**

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Institute pays TA & DA to the faculty members for attending outstation Faculty Development Program (FDP) and various training programs in their domain. A DA of Rs. 750 per day is offered for boarding and other expenses. And the registration charges (at actual), travel (3-tier AC to and from train journey, at actual) is reimbursed on providing necessary documents.

### **7) Patent / Copyright Filing**

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Institute encourages faculty and students for filing patents and other forms of IP.

If the patent / copyright application is filed as per the IPR policy of the institute, all the charges of filing and maintaining IP are borne by the institute.

### **8) Higher Education**

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Faculty are also encouraged for higher education such as M.Tech. or Ph. D. Institute offers full paid Study leave to permanent faculty for a maximum of 2-years.

### **9) Attending SWAYAM / NPTEL Courses**

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Institute supports faculty in self-learning by attending SWAYAM courses. The registration and exam charges are completely borne by the institute, for as many courses as they want. Faculty needs to produce a passing certificate of the exam.

### **10) Reimbursement policies for students**

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Institute encourages students to present papers in good quality conferences. Institute reimburses 50% of the registration charges for the conference papers of students. Here are the steps to apply for reimbursement-

- i) Write an application addressing to "Principal, Cummins College of Engineering for Women". Write the details of conference, paper title and authors etc.
- ii) Attach complete paper, registration charges, payment receipt, certificate of presentation, conference flyer indicating registration charges and most importantly, plagiarism check report using Turnitin.

- iii) Get signature of department head on your application
- iv) Submit it to the principal office
- v) After verification of all the documents and approval from HRD Committee, students get reimbursement of 50% of the registration charges.

**However, few important points to note -**

- i) Cummins College affiliation must have been used.
- ii) Add faculty name, if relevant (If student's work, student's names will appear first and teacher's name can be added at the end.)
- iii) And there should be no plagiarism (Max 10% similarity is acceptable).



Principal

Dr. Madhuri Khambete

Principal

MKSSSS's Cummins College of Engg.  
For Women, Karvenagar, Pune-52





# Cummins College of Engineering for Women

An Autonomous Institute affiliated to Savitribai Phule Pune University

KARVENAGAR, PUNE - 411052, INDIA.

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## Research Initiation Fund Scheme for Faculty

The 'Research Initiation Fund' scheme is to support faculty of Cummins College of Engineering for Women, Pune to perform quality research. The scheme aims at promotion of research culture in the institute. It provides funding to perform a scholarly research work at CCEW.

### Grant

A grant upto Rs. 2 Lacs shall be awarded to applicant faculty. The amount should be spent within 24 months from the date of disbursement. Based on the requirement and progress, an additional amount upto Rs. 1 Lac may be considered.

### Eligibility

Full Time, Approved / Appointed faculty with demonstrated interest / inclination to pursue research activities and have potential to be nurtured as researchers if provided guidance, mentorship and funding. The faculty should commit to do research and to seek external funding for R & D projects.

### Application Process

Faculty members should apply for Research Initiation Grant, by providing details of the research to be carried out in the prescribed form. The proposal should be assessed and signed by the Head of the Department with a certificate that the proposed research work conforms to the guidelines. Total budget should not exceed the prescribed limit.

## **Selection Criteria and Evaluation Process**

Faculty applying for this grant should prepare a research plan, which should include a two-page synopsis of the proposal clearly stating objectives, methods and deliverables of the project. It should describe the research that is sustainable and has potential to attract external funding.

The proposal will be scanned for plagiarism wherever possible and proposals having plagiarism percentage more than 10-15%, shall be rejected.

Itemized budget should be consistent with research plan.

A suitable screening process through multistage selection and / or evaluation will be evolved depending on the number of proposals received. The application / proposal will be reviewed by Selection Committee. On recommendation of the committee, the project will be approved and funds will be sanctioned.

## **Monitoring of the Projects**

It shall be mandatory for every Investigator to submit a six-monthly progress report to the R & D office. At the end of first year, the Investigator shall make a presentation before the expert committee, whose decision regarding continuation of financial assistance shall be final. Along with third six-monthly progress report, it shall be mandatory for the PI to submit at least preliminary draft of a paper that will be later prepared for publication at the end of the project in a SCOPUS indexed journal.

At the completion of the project i.e. after two years, Investigator shall submit a project completion report in the prescribed format within one month from the date of completion of two years. Along with the completion report, he / she shall submit a full draft of the paper that is planned to be published.

Institute may recommend appropriate action in case the research work is not found satisfactory and / or any unethical practices are noticed.

The Dean (R & D) will play a key role in monitoring the expenditure of funds.

## Guidelines for Expenditure

The funds may be used to purchase specialized research equipments, databases, software and laboratory supplies (chemicals / glasswares / plastiwares), sample collection and analysis.

The funds may also be used to buy books and subscribe to journals not available at CCEW.

The funds may be used to travel to technical conferences or for travel for the purpose of data collection, meeting or to initiate collaborations. But attending training programme may not be permitted.

Desktops, laptops, printers and peripherals may be purchased with this amount. However, one need to prove the essentiality of the same. Servers, storage systems, network equipment may also be permitted.

Proper records of the purchases have to be maintained by the faculty. All purchases / expenses should be processed in accordance with CCEW purchase policies and procedures.

## Expected Outcomes

It is expected that faculty who avail Research Initiation Grant will seek external funds to support their research program within two years of the commencement of the grant.

The report of the faculty on the use and outcome of the grant will be part of the Faculty appraisal.

Dr. Madhuri Khambete  
(Principal)

**Principal**

MKSSS's Cummins College of Engg.  
For Women, Karvenagar, Pune-52

**Date :** 23<sup>rd</sup> September 2021

**Place :** Pune



Ref.

## Intellectual Property Rights (IPR)

### Policy

#### Part – I

Faculty and students of Maharshi Karve Stree Shikshan Samstha's Cummins college of Engineering for Women, Pune (Here onward referred as Institute) are involved in various Research and Development activities. Many of these activities further give rise to the Intellectual Property (IP) in the form of Patents, Copyrights, Designs, devices / instruments, software and other inventions.

This document provides the guidelines and states the policies of the Institute with respect to Disclosure, Protection, Ownership and Licensing of Intellectual Property generated with or without any external funding. It also provides the guidelines relating to the procedure of filing patent applications via the Cummins College of Engineering for Women, Pune IP cell.

#### A) Purpose

The purpose of the IPR cell is to -

- Activate, promote, encourage, facilitate and safe guard research and development activities in the areas of Engineering, sciences and humanities.
- Secure the legal interests of students, faculty and the Institute and to avoid as far as



possible conflict of opposing interests.

- Create an innovation culture which will stimulate the creation and development of Intellectual Property at the institute.
- State the policies of the Institute with respect to Disclosure, Protection, Ownership and Commercialization of Intellectual Property generated with or without any external funding.
- Provide the procedures and guidelines for Securing the Intellectual Property Rights through filing of necessary applications such as Patents, Industrial Designs, Trademarks, Copyright and other available mechanisms

## **B) Objectives**

The IPR cell aims to -

- ♦ Protect Intellectual Property and make it available to industry and others while providing recognition to its faculty / students and other individual inventors.
- ♦ Put forth a transparent administration system for the ownership control as well as the assignment of Intellectual Properties and sharing of the revenues generated by the intellectual properties generated and owned by the Institute.
- ♦ Frame standards for do's and don'ts for the Institute and creators of Intellectual Property relating to inventions, discoveries and original works originating from the Institute.
- ♦ Make the Institute a prime academic research institution enabling it to make use of developed IP for the maximum possible benefit of the creators as well as the Institute.
- ♦ Assisting the Institute with respect to Industry funded projects and related arrangements with a focus on Intellectual Property Rights

## **C) Definitions of Key Terms**

Here are the definitions of few terms frequently used in this policy document.

- i. **Institute** : Institute means Maharshi Karve Stree Shikshan Samstha's Cummins College

of Engineering for Women, Karve Nagar, Pune.

- ii. **Director** : Director means the Director of Cummins College of Engineering for Women, Pune
- iii. **Research Committee** : Committee formed by the institute comprising of Director and all Deans of the institute to administer the activity relating to the Research and IPR policy and such other relevant matters as shall be determined from time to time. The committee will guide and recommend the policies relating to the Research and IPR in the Institute.
- iv. **IPR Cell** : An activity center or nodal agency formed under the Research Committee to execute the IPR Policy and administer the activities relating to the Intellectual Property Rights in the Institute.
- v. **Invention** : An invention means a unique or novel device, method, composition or process. It can be an improvement upon a machine, or product or a new process for creating an object or process; which is not obvious to others skilled in the same field.
- vi. **Inventor / Creator** : Inventor or Creator can be the Institute Personnel who are permanent / temporary / on probation employee or visiting faculty; or research scholars / students / research fellows / assistants of Cummins College of Engineering for Women, Pune; who creates intellectual property using the facilities / resources of the institute and meets the criteria for inventor ship under Indian patent law and regulations.
- vii. **Intellectual Property (IP)** : An Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs and symbols, names and images used in commerce. IP is protected in law by, for example, patents, copyright, trademarks etc. which enable people to earn recognition or financial benefit from what they invent or create. By striking the right balance between the interests of innovators and the wider public interest, the IP system aims to foster an environment in which creativity and innovation can flourish.

Intellectual Property includes, but not limited to -

- New and useful scientific and technical advancement in the form of innovations, inventions, products and processes, computer hardware and software, materials, biological varieties etc. which are patentable.
- Industrial and architectural designs, models, drawings, software, creative,

artistic and literary works teaching resource materials generated, records of research etc., which are copyrightable.

- Trade marks, service marks, logos etc.
- Industrial Designs, models, drawings, artistic work which are registrable as an Industrial Design

viii. **Patents** : A patent is a set of exclusive rights granted by the government organization to an inventor or assignee for a limited period of time in exchange of detailed public disclosure of an invention. Patents are a form of intellectual property.

ix. **Patentee** : A patentee is a person or organization who obtains and holds a patent for something. Also called as 'Patent holder', 'Patent proprietor', Applicant, Assignee.

x. **Industrial Design** : An industrial design is that aspect of an article which is ornamental or aesthetic. It can be 3-dimensional features such as the shape or surface of the article or 2-dimensional as patterns, lines or color.

xi. **Copyright** : Copyright is a form of intellectual property, applicable to certain forms of creative work. Copyright is a legal right created by the law of the country that grants the exclusive rights to the creator of an original work, for its use and distribution. Generally this is for a limited period of time, generally up to 50 – 100 years.

Copyright may apply to a wide range of creative, artistic, intellectual form or work. But it broadly covers theses, literary works, poems, musical compositions, plays, motion pictures, paintings, drawings, photographs, computer software, industrial or graphical designs etc.

xii. **Trademark** : Trademarks are distinctive design or graphics, logo, symbols, words, or any combination thereof which uniquely identifies an organization or its products or services, and guarantees the item's genuineness. Copyright gives it's owner the legal rights to prevent the trademark's unauthorized use.

xiii. **Revenue** : Revenue is the payment received by the Institute usually for the legal use of an Intellectual Property, as per the agreement.

xiv. **Licensing** : Licensing in patent simply means that the patent owner grants permission to another individual or organization to make, use, sell etc. his / her patented invention.

This takes place according to agreed terms and conditions for a defined purpose, in a defined territory, and for an agreed period of time.

xv. **Assignment** : Assignment means that the Intellectual Property Right is assigned / transferred to another individual or organization to make, use, sell the Intellectual Property. The assignment takes place according to agreed terms and conditions, for a defined territory through an agreement known as an Assignment Agreement.

#### **D) Structure of the IP Cell**

The IP Cell of the institute under Research Committee (RC), will be the nodal agency of the Institute responsible for processing (Evaluating, Protecting, Commercializing and Managing) all IPR related matters addressed in this policy i. e. any Intellectual Property generated out of the efforts of the Institute personnel.

The research committee of the institute will be comprising of Director and all Deans of the institute and will administer all policies, activities related to Research and IPR and other relevant matters as shall be determined by time to time.

The Dean (R & D) shall be responsible for the implementation of all the recommendations through Research Committee.

Institute's Management Committee (MC) may unanimously make changes in this policy, if needed, and such changes would be effective for inventions and other research results arising out in the future. All the personnel of the Institute are required to observe this Institute's policy on Intellectual Property Rights as may be decided by the Management Committee from time to time.

#### **E) Responsibilities of the IP Cell**

IP Cell will be responsible for following activities to protect Institute's Intellectual property Rights.

**IP awareness** : The IP cell will undertake appropriate measures which will promote awareness of IP rights and strive to develop an IPR culture within.

**IP Counseling** : Counsel and interact with inventors of potential inventions / intellectual properties / products and assist them in identifying / assessing the IPR potentials.

**IP Management** : Filing, maintaining, monitoring and managing of patents and other Intellectual Property Rights such as Industrial Designs, Copyrights, Trademarks etc and coordination between attorneys, faculty / student inventor(s) and other related authorities.

**IP Transactions** : Promotion of the IP Rights held by the Institute in the Industry to commercialize the Intellectual Property by way of Licensing, Assignment; Advising, drafting and monitoring of all IPR related Agreements and related documentation.

**IP Policy formulation and amendments** : Framing of IP policy and amendments from time to time according to need.

**Documentation** : IP Cell will maintain necessary documents.

## **Part II : Policy Framework**

This section defines Applicability, Ownership, Disclosure, Infringements, Liability and Indemnity Statement by Inventors, Transparency of IP Administration, Confidentiality and Commercialization of Institute owned IP related policies.

### **F) Applicability of IPR Policy**

1. The IPR policy of MKSSSS's Cummins College of Engineering for Women is to be followed by all the personnel – Students, Permanent or Temporary Faculty, Visiting Faculty, Staff, Researchers, Research Associates, Jr. research fellows of the institute, herein after referred to as personnel of the Institute or Institute Personnel, in all the matters.
2. This policy covers all rights arising from Intellectual Property devised, created or made by all the personnel of the institute. The IP arising from academic research includes Patents, Designs, Trademarks, Service Marks, Copyright, Know-how and Undisclosed Information.
3. The IP cell of the institute under Research Committee, will be the nodal agency of the Institute, responsible for Evaluating, Protecting, Commercializing and Managing all IPR related matters addressed in this policy i. e. any Intellectual Property generated out of the efforts of the Institute personnel.
4. As the IP framework scenario is changing / evolving very rapidly, this policy may be altered from time to time to suit the needs.

### **G) Ownership**

5. MKSSSS's Cummins College of Engineering for Women, Pune will own all Intellectual property including Patents, Designs, Trademarks, Service Marks, Copyright, Know-how, Undisclosed Information etc., created by all the personnel of the Institute. The Intellectual Property created through sponsored research, where the sponsor does not claim Intellectual Property Rights, creator will exclusively assign all the global rights to the Institute. The Intellectual Property created by joint research

with a independent entity (third party), the Institute shall claim all the Intellectual Property of the part of ownership wherein the inventors, creators are Institute personnel and students.

6. The institute reserves the right to enter into an agreement with any entity for joint development / research to be conducted by the Institute personnel and students and reverses the rights to ownership on the Intellectual Property developed through such development and or research.
7. The Institute reserves all rights to apply for IP protection in India / throughout the world / specific countries for suitable protection of the IP generated.
8. The Institute reserves all rights to apply for renewal of IP rights.
9. The Institute reserves all the rights to commercialize, monetize the IP Rights.

## **H) Disclosure**

10. The institute personnel and students shall sign necessary documents relating to disclosure of information as defined by the institute.
11. When the creators believe that they have generated any unique idea whether a concept, product, process, method, composition or any combination whether patentable or not patentable and / or any form of Intellectual Property, they shall report it promptly in writing, in the form of Invention Disclosure Form (IDF) along with relevant documents, data and information, to the Institute through the appropriate authority, Head of the Department (HOD). By this disclosure, the inventor(s) shall assign the rights of the disclosed invention to the institute and shall sign necessary documents if any for the purpose.

**In case the creator(s) fail to do so, an appropriate disciplinary action, suggested by the college disciplinary committee, will be taken against them.**

12. The information provided in Invention Disclosure Form shall constitute a full and complete disclosure of the nature, particulars and other details of the Intellectual Property, identification of all persons who constitute the creator(s) of the property, and a statement of whether the creator believes he or she owns the invention disclosed, or

not, with reasons.

13. The creators of the IP shall provide the necessary and complete information to IP Cell to enable it to determine patentability of the art
14. The creator shall furnish all additional information and execute such documents from time to time as may be requested for effective protection and maintenance of proprietary rights of the Institute in the Intellectual Property.
15. Where there are different creators of components that make up a system, the individual creators and their contributions must be identified and can be treated separately

#### **I) Infringements, Liability and Indemnity Statement by Inventors**

16. The Inventors / creators of the Intellectual Property under the terms of this policy shall be required to determine and to state that to the best of their knowledge the Intellectual Property does not infringe on any existing copyright or other Intellectual Property or other legal rights of third parties.
17. If any part of the work is not the original work or creation of the creators, the creators must show that the necessary permission for use has been obtained from the owner, or state their reasons for believing that such permission is not necessary as the use constitutes fair use. They will further certify that the work contains no libelous material nor material that invades the privacy of others
18. In case a third party alleges infringement of their rights by a creator, and the Institute IP Cell finds prima-facie that the creator may have made false claims, the Institute will take immediate steps to dissociate itself from the said Intellectual Property. All agreements with creators should indemnify the Institute against all damages arising out of such litigation

#### **J) Confidentiality**

19. Where any form of Intellectual Property is created, the creator shall agree to maintain all relevant details of the invention, creation, secret and confidential until the process of securing such Intellectual Property by filing applicant under relevant laws is



initiated by the Institute. The creator shall not disclose any such information in full or part to any person or entity without securing a written permission from the Institute to disclose such permission. The creator shall clearly define the purpose of such intended disclosure while seeking permission from the Institute. In the case of protection through confidentiality, the same information will be kept secret and confidential as long as the Intellectual Property has commercial value.

20. Inventors and / or Institute personnel must take care not to disclose confidential details of Institute owned Intellectual Property in their publications, speeches or any other communications with outside world
21. All Institute personnel, shall treat all IP related information as confidential till that information is public knowledge only through and by the Institute.
22. The Institute personnel shall not directly, either during or after a period of their appointment, disclose to any third party or use for their own purposes or benefit or the purposes of any third party, any confidential information about the Intellectual Property of the Institute unless that information is public knowledge or he/she is required by law to disclose it.

#### **K) Transparency of IP Administration**

23. The Institute will inform the creators of Intellectual Property of progress regarding filing of the patent, commercialization and / or disposition of the Intellectual Property. The Institute and the creators shall maintain complete transparency in sharing information at all stages of the process. The creators shall keep the Institute informed of updates or development of the Intellectual Property, which lead to tangible effects on the property
24. The Cell may seek the assistance of experts in searching for Prior Art and filing the application. However, in such cases, confidentiality of the IP shall be strictly ensured.

#### **L) Commercialization of Institute owned IP**

25. The Institute shall license, assign its Intellectual Property Rights in all forms at its

discretion for commercialization through third parties who may or may not be the creator through the grant of exclusive / non-exclusive licenses, or assign its ownership rights to third parties / creator safeguarding the interests, financial or otherwise, of the Institute

26. The Institute holds all the rights and shall handle the evaluation, marketing, negotiations and licensing of the MKSSS's Cummins College of Engineering for Women owned IP
27. Institute may retain the rights for research exemption and experimental use of patents, design rights and under fair use of copyrights and trademarks
28. The Institute reserves rights to extend, modify or terminate the type of existing license provided.
29. When the creators OR a third party is interested in commercializing an item of Intellectual Property after inspecting the relevant Technology Profile, they must sign a confidentiality agreement, demonstrate technical and financial capability to commercialize the Intellectual Property. The institute may review the situation and can decide whether the Intellectual Property can be commercialized and what will be the terms of license to be made between Institute and Creator OR Third Party
30. Confidentiality Agreements will continue to be in force even if the process of commercialization is aborted at any stage
31. The license may be subject to additional terms and conditions, such as revenue sharing with the Institute or reimbursement of the cost of statutory protection, when the development of the Intellectual Property is licensed. If the Institute finds that the third party has not taken steps to commercialize the property within one year of acceptance of the license, the Institute will have complete right to terminate or revoke the license
32. If the Intellectual Property is commercialized, the creator OR Third Party may be required to pay a license fee or royalty to the Institute in a proportion as 70% for the creator / inventor and 30% to the Institute. However, this can be changed based on case to case.
33. The costs of transfer of interest / rights / ownership and maintenance of rights in the Institute-owned property by way of license, assignment or otherwise devolution of rights for such purposes, will be borne exclusively by the licensee, assignee, and

person acquiring such rights. The Institute may under special circumstances retain a non-exclusive royalty-free license to use the property for teaching and research

34. Revenue sharing agreement can also be made among inventors, in case of multiple inventors in the given IP application (in absence of such agreement, royalty share will be done on an equal basis)
35. Where the inventor / Creator(s) and external third party requesting for the license of the same IP, preference for licensing may be given to the inventor(s) based on the nature of technology amongst other considerations

### **Undertakings, Agreements and Contracts**

- a) Undertaking to be signed by all personnel to observe the IPR policy
- b) Disclosure, Confidentiality Agreement, Assignment Agreements by IP Creators
- c) Relevant Documents to be signed by the creators, inventors while filing relevant IP application/s
- d) Revenue Sharing Agreement
- e) Technology transfer agreement, license agreement, IP Assignment agreement

### **References**

1. BITS IPR Manual
2. NIT Goa IPR Policies
3. IIT Roorkee, IIT Bombay, IIT Delhi, IIT Madras IPR Policies
4. WIPO ([www.wipo.int/](http://www.wipo.int/))
5. Intellectual property India ([www.ipindia.nic.in/](http://www.ipindia.nic.in/))



A handwritten signature in blue ink, consisting of stylized letters.

**Principal**  
MKSS's Cummins College of Engg.  
For Women, Karvenagar, Pune-52



**MKSSS's Cummins College of Engineering  
for Women, Pune**  
([www.cumminscollege.org](http://www.cumminscollege.org))

**Innovation and Startup Policy**

## **Preamble**

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Cummins College of Engineering for Women (CCEW) is governed by its parent institution, Maharshi Karve Stree Shikshan Samstha (MKSSS) which is started in 1896. Cummins College is the first all women engineering college in India established in the year 1991 with support from Cummins Diesel (India) Foundation. It is located in Pune, Maharashtra State and is well known as 'Oxford of the East' with strong Computer, IT, Mechanical, Automobile and Electronics industry hub. Cummins College of Engineering for Women is recognized for its rigour in academics and dedicated faculty, successful alumnae being its outcome. Cummins College has a strong association with the industry and is recognized for providing quality recruits for the industry. The institute facilitates the students to work on innovative project ideas and encourages, provides a platform for business startups to develop their ideas into commercially viable products,

## **Mission**

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To develop women professionals who are academically & technically competent with strong professional ethics.

## **Vision**

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To be globally renowned institute for imparting quality education and to develop women leaders in engineering and technology.

## **1. Strategies and Governance**

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- A) An Entrepreneurship Development – Startup & Innovation cell and pre-incubation facilities shall be created.
- B) A separate committee shall be constituted including a senior person at the level of dean / director / equivalent position as head and members from the entire stakeholder's (faculty, alumni, students, industry, incubation centres, start-ups) category would be involved in implementing this entrepreneurial vision at the institute.

- C) Importance of innovation and entrepreneurial agenda shall be promoted and highlighted at institutional programs such as conferences, convocations, workshops, seminars etc.
- D) The institute will foster various collaborations to boost the growth of the start-up ecosystem. Industrial corporations and associations will be encouraged to mentor, support, or incubate start-ups in a big way.
- E) To ensure seamless and uninterrupted growth of startups, funding support will be given for the startups across stages i.e. early / seed stage, growth stage and mature stage to ensure holistic growth of the entire ecosystem.

## **2. Enabling Institutional Infrastructure for Startups**

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- A) Creation of pre-incubation and incubation facilities for nurturing innovations and startups in the institute shall be undertaken. The goal of the efforts shall be to link Innovation to Enterprises to Financial Success.
- B) The pre-incubation facilities shall be accessible to students, alumni, staff and faculty of the institute who are working in the domain of entrepreneurship, startup & innovation

## **3. Nurturing Innovation and Start Ups**

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- A) Students / faculty will be allowed setting up their own start up (including social start ups).
- B) Students / faculty will also be allowed working part-time for the start ups while studying / working OR work as intern / part-time in start ups incubated in the institute.
- C) Student entrepreneurs shall be given academic credits for their work on innovative prototypes / Business Models. A clear guideline will be developed to formalise the mechanism to give credits to Student Entrepreneurs for working on innovative prototypes / Business Models. A committee may be set up for review of the startups initiated by students, which will give appropriate credits for academics based on the progress made.
- D) Mentoring and support of legal experts for easy creation of start-ups, copyrights and patent registrations shall be provided.
- E) Guidance, mentoring and support for filing of patents, copyrights, trademarks, designs etc., shall be provided to start ups, ideas by students, faculty and staff members.
- F) Students shall be allowed to take a semester / year break (or even more depending upon the decision of the review committee) to work on their startups and re-join academics to complete the course.

- G) Institute shall extend this startup facility to alumni of the institute as well as outsiders.
- H) Interdisciplinary research and publication on startup and entrepreneurship shall be promoted by the institutions.

#### **4. Product Ownership Rights for Technologies Developed at Institute**

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- A) If fund and / or resources of the institute are used substantially, then the Intellectual Property will be made jointly by the institute and inventor faculty and / or students.
- B) The revenue arising out of licensing of IP in such cases, will be shared between the inventors and the applicant institute as per the norms specified in IPR policy of the institute.
- C) If any one of the inventor (student / faculty) want to start a startup based on the technology developed for which IP is jointly filed, then it can be licensed to the inventor with royalty of 4% of sales price.
- D) If the licensing is in the form of shares, then it will be between 1 to 4%
- E) In return of the services offered (Space, infrastructure, mentorship support, seed funds, support for accounts, legal and patent filing support etc.) and facilities offered to a startup setup by students / faculty, institute / incubation unit will take 2 to 9.5% equity / stake in the startup / company.
- F) Depending on the infrastructure and other resources utilised, time and the kind of support services extended, the actual percentage may vary.
- G) In case of any dispute on IPR ownership and revenue sharing and licensing, a committee will be setup to look into the matter and recommend.

#### **5. Organizational Capacity, Human Resources and Incentives**

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- A) Institute Faculty will be encouraged to do courses on innovation, entrepreneurship management and venture development.
- B) Faculty and departments of the institutes shall work in coherence and cross-departmental linkages shall be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
- C) Participation in start up related activities will be considered as a legitimate activity of faculty in addition to teaching, R & D projects, industrial consultancy and management duties and will be considered while evaluating the annual performance of the faculty.

- D) Mentoring a startup by faculty shall be encouraged. Startup and patent work shall be included as one of the performance evaluation policy for faculty and staff.
- E) There will be no restriction on shares that staff and faculty can take as long as they don't spend more than 20% of office time on the startup in advisory or consultants role and don't compromise with their existing academic and administrative work or duties.

## **6. Creating Innovation Pipeline and Pathways for Entrepreneurs**

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- A) Spreading awareness among students, faculty and staff about the value of entrepreneurship and its role in career development or employability shall be a part of the institutional entrepreneurial agenda.
- B) Students / staff shall be made aware of and educated that innovation (technology, process or business innovation) is a mechanism to solve the problems of the society and consumers.
- C) Students shall be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (e.g. design thinking, critical thinking, etc.), by inviting local entrepreneurs or experts to address young minds.
- D) Initiatives like idea and innovation competitions, hackathons, workshops, bootcamps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition should be routinely organized.
- E) The institute shall link their startups and companies with wider entrepreneurial ecosystem by providing support to students who show potential, in pre-startup phase.
- F) Business incubation facilities such as premises at subsidised cost, laboratories, research facilities, IT services, training, mentoring, etc. will be made accessible to the new startups.
- G) A culture will be promoted to understand that the money is not FREE and is risk capital. The entrepreneur must utilize these funds and return.

## **7. Pedagogy and Learning Interventions for Entrepreneurship Development**

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- A) Diversified approach shall be adopted to produce desirable learning outcomes, which should include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.
- B) Student clubs / bodies / chapters shall be created for organizing competitions, bootcamps, workshops, awards, etc.



- C) Institute shall start annual 'Innovation and Entrepreneurship Award' to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the institute.
- D) Teaching methods shall include case studies on 'business failure' and real-life experience reports by start-ups for creating awareness among the students. Failures will be elaborately discussed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. This shall be a part of institute's philosophy and culture.
- E) Entrepreneurship education shall be imparted to students at curricular / co-curricular / extracurricular level through elective / short term or long-term courses on innovation, entrepreneurship and venture development.
- F) Integration of expertise of the external expertise shall be done in the entrepreneurship education.
- G) In the beginning of every academic session, institute shall conduct an induction program about the importance of I & E so that newly inducted students are made aware about the entrepreneurial agenda of the institute and available support systems.

## **8. Collaboration, Co-creation, Business Relationships, Knowledge Exchange**

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- A) Formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., shall be used for the faculty, staff and students of the institutes to connect with the external environment.
- B) The institute will implement, monitor and evaluate this policy.



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