



***CMR Institute of Technology***  
***Research Committee Protocols & Incentives***  
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## **I. Preamble**

In today's competitive world, CMR Institute of Technology has taken up several initiatives to be a globally recognized institute. CMRIT strongly believes that its faculty is the core of this pursuit. The knowledge of its faculty and the activities carried out by them would determine the outcomes in terms of its students' competence and placements. These, in turn, would also decide CMRIT's ability to serve the cause of the society through its engineering and management expertise.

Along with excellence in teaching, the faculty at CMRIT pursue research, consultancy, projects, innovation and entrepreneurship (RCPIE). The „centers of excellence' and the „innovation and entrepreneurship cell „are the main hubs to carry out these activities. The institute level research committee (RC) along with departmental level research committees (DRC) oversee these activities and encourage faculty and students to build up their knowledge and skills.

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The **Research Committee (RC)** of CMRIT is the main body responsible for enhancing the quality of research and innovation activities taken up by faculty members and students. The roles and responsibilities of the RC are as follows:

- a) Reviewing the research papers and proposals for project funding, recommendation of FDP, conferences etc.
- b) Overseeing and providing guidance where appropriate on the working of the Department Research Committees (DRC), Centres of Excellence (CoEs), and Innovation & Entrepreneurship Cell (I&E Cell).
- c) Identifying funding opportunities and helping faculty members for planning ahead for the same.
- d) Taking decisions on targets for faculty engaged in various RCPIE (pronounced as "R C PIE") activities on a periodic basis.
- e) Review and maintenance of approved journal/conference list
- f) Taking decisions on award of faculty incentives, reimbursement of expenses related to conference registration/travel or institute funding of conferences/workshops conducted by CMRIT.
- g) Faculty Recruitment and Knowledge upgrade.
- h) Recommendation on advanced courses to be initiated.

The following sections detail the various activities that faculty may engage in, protocols for the same and the incentives they are eligible for going the extra mile in reaching beyond their targets. The document also lists out the roles and responsibilities of the Department Research Committee (DRC) in guiding faculty in the right direction in various activities undertaken to maximize their output.

## **II. RCPIE Activities**

Faculty members from CMRIT have a choice in participating in the following core activities as part of their workload.

- a) Teaching and Lab conduction
- b) Research Paper publication
- c) Consultancy
- d) Funded Research Projects

- e) Innovation
- f) Entrepreneurship

Activities b) to f) would henceforth be termed as RCPIE activities. Furthermore, each faculty can choose the amount of contribution, in step of 25%, under each of the above heads. For instance, a faculty can opt for 50% teaching, 25% in Research Paper Publication and 25% consultancy. The total contribution should add up to 100%.

The targets for 100% workload for each RCPIE activity would be fixed annually and the targets for each faculty would be computed proportional to the percentage of contribution he/she has opted for per activity. For instance, if the target for a faculty opting 100% for Funded Projects is to obtain 25 lakhs per annum, then a faculty opting for 50% contribution in funded projects would be expected to obtain funds of Rs. 12.5 lakhs. Moreover, each contribution, whether a research paper, a funded project or an entrepreneurial venture, cannot be counted more than once either for faculty contribution or for incentives. For instance, a journal publication can fetch a total contribution of “one” point. Multiple CMRIT faculty contributing as authors to the paper cannot each claim “one” point. The point may be shared between them in any manner which they arrive at by mutual consensus.

Faculty members should provide information about the RCPIE activity along with the name of all persons (CMRIT students’ name/USN, CMRIT faculty names, and External names/affiliation) involved in the activity at the initiation of the activity as well on regular intervals in writing to RC and Head -of-Department to avoid any confusion in evaluation of RCPIE activities and distribution of benefits.

### **III. Centers of Excellence(CoE)**

CMRIT would work towards developing Center of Excellence (CoE) in the following areas:

- a) Materials Sciences
- b) Sensors and Nano electronics
- c) Natural Resource Management- Water and Energy
- d) Data-Driven Internet of Things
- e) Machine Intelligence and Bigdata
- f) Integrated Circuits(IC)
- g) Signal Processing
- h) Additive Manufacturing
- i) Metallurgical Engineering
- j) Intelligent Energy Systems
- k) Intelligent Human Computer Interaction
- l) Financial Markets
- m) Intelligent Robotic Systems
- n) Embedded Systems
- o) Modelling of Dynamical Systems
- p) Cyber Security
- q) Drone

The details and the latest information about the various CoEs will be available at the CMRIT CoE page <https://www.cmrit.ac.in/center-of-excellence/>

Each CoE would have a head and a set of faculty members engaged in research for taking the CoE forward. The main responsibilities of CoE in addition to research would be:

- a) Set up research labs
- b) Frame the requirements for CoE periodically
- c) Creation and periodic updating of CoE webpage
- d) Implementation of ideas/solutions to real-world problems and demonstration of the same from time to time.
- e) Conduct inter-disciplinary research and develop linkages with premier institutes.
- f) Aligning activities to develop expertise in its domain.
- g) Keeping track of COE usage by faculty and students

The CoE is expected to provide consultancy to the industry as well as develop applications/products/solutions for the social/industrial needs. It is not mandatory for a faculty engaged in RCPIE activities to be engaged in research in the CoE domain but he/she can benefit from being part of CoE since he/she can use the lab facility for his/her research.

#### **IV. Innovation and Entrepreneurship (I&E) Cell**

In spite of a global thrust on innovation and start-up culture the challenges of seeding good quality ideas and ability to scale up these still remain. CMRIT INCUBATION CENTRE was established to enable its students to get firsthand experience in entrepreneurship, promote innovation-driven activities at the institute and provide a comprehensive and integrated range of support including space, mentoring, training programs, networking and an array of other benefits. CMRIT MAKERSPACE provides the much-needed infrastructure for students and staff to explore new technologies and fresh methodologies, to become ideators, tinkerers, makers, and innovators of current times. An additional motivation for faculty guiding budding entrepreneurs is the incentivization of successful entrepreneurial ventures - as outlined in the incentives schemes section.

The I&E cell is responsible for helping students to:

- a) Convert ideas into patents/products which have commercial value
- b) Setup sustainable start-ups
- c) Create PoC for new technologies
- d) Organize innovation contests and hackathons
- e) Develop technology solutions for social/industrial needs
- f) Conduct events through industry connect

#### **IV. A Intellectual Property Rights:**

The intellectual property rights of CMRIT staff, research scholars and students is described in CMRIT IPR policy.

#### **IV. B Start up Guidelines for Faculty:**

The students, alumni and faculty of CMRIT are encouraged to set up „start –up“ company. The faculty members of CMRIT incubating such „start up should follow the guidelines as given in CMRIT Incubation policy.

#### **IV. C Incubation Facility at CMRIT:**

CMRIT provides an eco system to nurture start-up companies through the incubation centre. Refer CMRIT incubation policy for details.

#### **V. Department Research Committee (DRC)**

Each department would have Department Research Committee for overseeing research activities in the department and for guiding the faculty in their research efforts. The main responsibilities of DRC are listed below:

- a) Recruitment: The members of DRC would be involved interviewing and final selection of faculty members at Professor and Assoc. Professor levels for research.
- b) Overseeing RCPIE activities in the department – Keeping track of the activities of faculty members in RCPIE and having periodic reviews and guidance to maintain the pace of research.
- c) Overseeing knowledge enhancement activities of faculty through MOOC.
- d) Conduction of weekly tech talks by faculty members on a rotation basis.
- e) Keeping track of the progress of research work by Ph.D. students.
- f) Overseeing of conduction and evaluation of mini projects
- g) Developing active collaboration with industry and premier institutions for joint research, product development, running industry relevant courses and MoUs.
- h) Tracking FDPs attended by faculty(after approval from DRC) and ensuring that the faculty gives a presentation on the same afterwards.
- i) Tracking progress of department Mega Project.
- j) Taking steps to ensure wins in National/International competitions.
- k) Creation and maintenance of idea repository.
- l) Any other activities as decided by RC

#### **VI.A Sponsored Research:**

- a) The start-up or the sponsoring company providing funding for research project at CMRIT should sign a MoU (Memorandum of Understanding) with CMRIT. The generic template is available in the Google drive folder whose link is provided at the end of this document.

- b) As part of MoU, multiple projects may be executed at CMRIT. The project offer letter template is available in the Google drive folder whose link is provided at the end of this document.
- c) The sponsoring company may permit CMRIT for discretionary expenses. The template for permission letter from company for such expenses is available in the Google drive folder whose link is provided at the end of this document..

### **VI.B Guidelines for Research Publications**

All outputs from RCPIE activities must go through the RC before submission to an external agency. Faculty publication in conferences or journals must follow the conditions listed below, for them to be eligible for incentives/reimbursement or for them to be counted towards the faculty contribution.

- a) The paper has gone through the RC review process and has been approved for submission by the respective DRC and RC
- b) The paper reflects CMRIT affiliation. The following uniform style should be adopted while mentioning the affiliation : "CMR Institute of Technology, Bengaluru".
- c) Final published copy of the paper is submitted to RC.
- d) The paper has been published in SCOPUS indexed journals/conferences (<https://www.scopus.com/sources>).
- e) The report from the conference/journal review committee is submitted to RC.
- f) The faculty has presented the paper to the DRC after acceptance.

#### **Note:**

(i) The paper would be considered for contribution once it has been accepted but would be eligible for incentives **only after publication**, subject to the above conditions.

### **VII. RC Review Process**

Faculty members should ensure submissions to the RC be done at least seven working days prior to the actual submission date unless otherwise approved by the RC Chair. The communication should happen through an email sent to the RC convenor. The RC Convenor would determine the appropriate DRC and forward it to them. The DRC is required to get back with review comments within five days of receiving the submission. On approval by the DRC, the submission would be forwarded to two RC members for further comments. The RC is required to respond with comments, if any, within two days. The author needs to ensure that he/she communicates the final work after modifications(if any) resulting from comments received, to the RC. The author must also communicate the forum in which he/she intends to submit the work. The RC must also be notified in case of a change in the forum for submission.

### **VIII. Conference Registration/Travel expenses**

Faculty members may submit a request for reimbursement of 50% of conference registration and 50% of travel expenses from CMRIT if:

- a) The publication meets the criteria listed above for Research Publications
- b) An estimate of the registration and travel costs is presented and approved by RC **“before”** the conference.
- c) The publication is above the designated workload of the faculty.

Such a request will be taken up on a case by case basis. In case of approval of reimbursement the faculty would not be eligible for incentives for the paper i.e. an approved and published conference paper is eligible for either incentives or reimbursement of half of registration/travel costs but not both.

### **IX. Travel cost for Proposal Presentation to Funding agency**

Faculty members who need to presenting their proposal ideas to funding agency as part of the proposal evaluation process may apply for reimbursement of the travel expenses. A reimbursement of 50% of the travel cost would be considered if:

- The proposal has gone through the RC review process and has been approved for submission by the respective DRC and RC
- The funding agency is renowned(UGC, AICTE, DST, ISRO, DRDO, NRB etc).
- The review comments from the funding agency are shared with DRC and RC.
- Prior information about the travel and tentative cost is communicated to and approved by RC.

The remaining 50% of the travel cost would be reimbursed when the funds are received by CMRIT from the granting agency. For not-so-renowned agencies, the full travel cost would be reimbursed when the funds are received by CMRIT from the granting agency, provided all other criteria mentioned above are met.

### **X. Incentive Schemes**

#### **X.A RCPIE Incentives**

Incentives would be awarded to **faculty from CMRIT** for the output **over and above** their assigned core RCPIE activities. These incentive schemes are applicable for the work which was submitted to RC on or after 1st January 2018. The incentive schemes for various RCPIE activities are listed below:

S.No	RCPIE Activity	Incentive Scheme
1.	Research Paper	Incentive amount of Rs. 5000 would be awarded for faculty publication adhering to the criteria listed in section VI B,VII,VIII. Points for contribution and the incentive amount are to be equally divided among authors from CMRIT, in case of multiple authors from CMRIT. Such a contribution can be waived off by an author to give the whole credit to the authors. Each publication would fetch one point which may be divided among authors in case of more than one author from CMRIT. For faculty members involved in RCPIE activities, the incentive will be applicable for papers above the target number for the corresponding period. Incentives of Rs.5000/- can be claimed by faculties those who publish papers in SCOPUS Q1 or Q2 (Non-paid) journals.
	Funded Projects	2% of the funds received by CMRIT for the project above the target amount limit set for sponsored research projects (grants) for the corresponding period.
3.	Consultancy	Faculty would receive 60% of the amount received by CMRIT for consultancy above the target amount limit set for consultancy for the corresponding period. An additional category of consultancy has been identified wherein no CMRIT resource is used. The consultancy norms are revised to 80:20 for this category. Faculty would receive 80% of the amount received by CMRIT for consultancy above the target amount limit set for consultancy for the corresponding period. The amount received by CMRIT should be the net amount post all expenses incurred. To evaluate whether resources of CMRIT are used or not, RC may seek support of a separate committee. The faculty going for consultancy can claim OOD provided it is within the permissible OOD leave norms of CMRIT. For all other consultancy work where CMRIT Resources are utilized, the earlier norms would apply.
4.	Innovation	Faculty would receive 60% of the amount received by CMRIT through a patent above the target amount limit set for earning through innovation for the corresponding period.
5.	Entrepreneurship	Faculty who mentor and support students in successful entrepreneurship ventures would receive 60% of the earnings received by CMRIT through the start up above the target amount limit set for earning through entrepreneur support activities for the corresponding period
6.	Innovation & Entrepreneurship	Faculty involved in entrepreneurial ventures which was based on a new idea and which also resulted in a patent can opt for one of the three options Scenario 1: If the faculty chooses to claim contribution only towards innovation - then case 4) will apply Scenario 2: If the faculty chooses to claim contribution only towards entrepreneurship - then case 5) will apply. Scenario 3: If the faculty claims a contribution towards both Innovation and Entrepreneurship - then he/she would receive 60% of the earnings received by CMRIT through the venture above the sum of target amount set for innovation and the target amount set for entrepreneurship for the corresponding period.

For cases 3-6 the remaining amount would go to CMRIT.

### **X.B Other Incentives:**

An annual fund support to faculty up to Rs.2000 per academic year is paid towards FDP/Professional Body Membership/Research papers (Conferences, Journals, and Book Chapters)/Patent filing/MOOC and other Knowledge up gradation activities as approved by the Research committee.

The RC chair would have a final say in the decision about incentives in case of ambiguities or disputes.

**Note:**

The link for the RCPIE targets can be accessed via the Google Drive document [here](#)

The form to submit incentive claims or registration/travel claims is available [here](#) (Note: Form can be filled only with CMRIT id)

The link for the Google drive folder containing the templates related to MOU (Subsection IV.A) is [here](#).

CMRIT Incubation Policy is available [here](#).

CMRIT IPR Policy is available [here](#).

**Revision History**

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1.	Version 1	11 <sup>th</sup> May 2018
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