The research policy of the **Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous)** is designed to ascertain study domains that possess academic, practical and social significance. The research policy has been formulated with the aim of examining, comprehending, and proficiently addressing various problems encountered in the pursuit of high-quality research.

Vision:

To be the Centre of Excellence promoting Research and Development activities.

Mission:

- To encourage the faculty and students to undertake research in newly emerging frontier areas of Engineering, Technology, Science and Humanities including multidisciplinary fields.
- To enhance the general research capability of budding technocrats by way of participating in International and National Conferences, Seminars, Workshops and Project competitions etc.,
- To interact with industry, government, professions, and the wider community on all research matters promotes faculty research activities to external stakeholders.

Objectives:

- To make significant contributions to Technological Advancements.
- To create awareness and opportunities in Research and Development among the students& faculty.
- To provide essential infrastructure support for the research work and promote the research by motivating the faculty members.
- To promote research capabilities of faculty and students in individual disciplines and theresearch of multidisciplinary nature.
- To encourage staff members and students to publish technical papers in reputable National and International Conferences/Journals.
- To form R & D groups among the faculty members and encourage them to take up R&Dactivities around their specialization.
- To motivate the staff members to register for Ph.Ds.
- To encourage facility members to publish research papers in reputed peer reviewed journals and undertake various research projects of social and academics importance.
- To Collaboration with Esteemed organizations for research activities
- To Facilitates management Grants/ incentives for promoting research
- To provide necessary information and guidance to the faculty members to motivate for applying Research Projects sponsored by external agencies such as UGC, AICTE, DST, SERB etc.
- To review the progress of ongoing research projects.

RESEARCH AND INDUSTRY CONSULTANCY POLICY:

This research policy provides a broad framework to guide scholarly research:

Promote Research Excellence: To Encourage faculty members to engage in high-quality research that contributes to knowledge advancement and academic excellence.

Facilitate Industry Collaboration: To Support faculty in establishing and maintaining collaborative partnerships with industry

stakeholders to conduct research and consultancy projects.

Enhance Teaching and Learning: To Promote the integration of research findings into the classroom, enriching the learning experience for students and making the curriculum more industry-relevant.

Generate External Funding: To Assist faculty in securing external research funding and resources through industry partnerships, grants, and contracts.

Support Ethical Research Practices: To Ensure that faculty members adhere to the highest ethical standards in research and industry consultancy, emphasizing research integrity, responsible conduct, and ethical compliance.

Professional Development: To Provide opportunities for faculty to enhance their research skills,access training, and advance their careers through scholarly activities.

Intellectual Property Management: To Establish guidelines for managing and protecting intellectual property rights arising from faculty research, facilitating the commercialization of innovations.

Reporting and Accountability: To Develop mechanisms for reporting research activities, tracking project progress, and ensuring accountability in compliance with the policy.

Research Opportunities: Provide students with opportunities to engage in research activities, contributing to their academic and personal growth.

Hands-On Experience: Offer practical, hands-on experience in research and industry consultancy projects, enhancing students' employability and industry readiness.

Industry Exposure: Facilitate interactions between students and industry partners, giving them insights into real-world challenges and career prospects.

Mentorship: Pair students with faculty mentors who guide and support their research efforts, fostering a supportive learning environment.

Publication and Presentation: Encourage and facilitate student participation in research

publications, presentations, and conferences to build their academic and professional portfolios.

Ethical Conduct: Educate staff & students about the importance of ethical research practices, responsible conduct, and compliance with ethical regulations.

Intellectual Property Awareness: Raise awareness among staff & students about intellectual property rights and their importance in research and innovation.

Skill Development: Provide training and skill development opportunities to equip staff &students with the necessary research skills and knowledge.

Research Funding: Offer guidance on seeking research funding, including scholarships, grants, and research assistantships.

Conference /Workshop Sponsorship for Employees: The College offers financial assistance for employees to attend conferences, seminars, and workshops, fostering professional development and knowledge exchange. This support is designed to ensure responsible and equitable utilization of college resources while encouraging growth and collaboration within the community.

Continuous Learning: Promote a culture of lifelong learning and engagement in research activities even beyond graduation.

A Research and Industry Consultancy Policy is essential for guiding scholarly research and fostering collaboration between academic institutions like Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) and industry partners. provide a clear framework for research activities, promote the development of partnerships with industry, and enhance the institution's contributions to research and innovation.

CONDUCT OF RESEARCH:

The effective conduct of research for both faculty and students at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) involves a systematic approach that fosters a culture of inquiry, academic excellence, and innovation. Here's a framework for conducting research.

Research Proposal Development: Faculty members should start by formulating clear and well- defined research proposals. These

proposals should outline the research objectives, methodologies, expected outcomes, and resource requirements.

Ethical Review: Research proposals involving human subjects or animals should undergo ethical review to ensure that the research adheres to ethical guidelines and regulations.

Resource Allocation: Upon approval of research proposals, faculty members should have access to necessary resources, including funding, laboratories, equipment, and research materials.

Collaboration: Encourage faculty members to collaborate with colleagues, students, and external partners, including industry stakeholders, to enrich the research process and enhance its real-world impact.

Data Collection and Analysis: Faculty should conduct their research as per the approved plan, involving data collection, analysis, and interpretation.

Intellectual Property Management: Clear guidelines should be in place for managing and protecting intellectual property generated through research, including patents and copyrights. **Publication and Dissemination**: Faculty members should be encouraged to publish their research findings in reputable journals, present at conferences, and share their work with the academic and industry communities.

Research Reporting: Regular progress reporting, including interim and final reports, should be part of the research process.

Mentorship: Senior faculty members should provide mentorship and guidance to junior faculty and students engaged in research.

SCOPE OF THE POLICY

The scope of the research policy for both faculty and students of Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) is broad and encompasses a wide range of aspects related to research activities within the institution. A comprehensive research policy should address the following key areas:

1. **Research Priorities and Objectives**:

Define the overarching research priorities and objectives of DrKVSRIT, outlining the areas of focus and the institution's commitment to advancing knowledge and innovation.

2. **Research Funding and Resources**:

   Specify the mechanisms for funding research projects and allocating resources, ensuring that faculty and students have access to the necessary financial support, equipment, and infrastructure.

3. **Research Ethics and Integrity**:

   Establish guidelines and principles for research ethics, integrity, and responsible conduct, emphasizing compliance with ethical regulations and standards.

4. **Industry Collaboration**:

   Describe the procedures and expectations for collaborating with industry partners, including the identification, establishment, and management of such partnerships.

5. **Intellectual Property Rights (IPR):**

   Address the management and protection of intellectual property arising from research activities,including guidelines for patenting, licensing, and commercialization.

6. **Research Governance**:

   Define the governing bodies responsible for overseeing research activities, including committees,departments, and individuals with specific roles and responsibilities.

7. **Research Project Lifecycle**:

   Outline the research project life cycle, from proposal development and approval to project execution, reporting, and dissemination of findings.

8. **Research Support Services:**

   Provide information on the support services available to researchers, including research offices,grant application assistance, and access to research facilities and equipment.

9. **Research Reporting and Assessment**:

   Describe the reporting and assessment mechanisms for tracking research progress, evaluating outcomes, and ensuring accountability.

10. **Publication and Dissemination**:

    Address policies related to the publication and dissemination of research findings, open-access initiatives, copyright, and data sharing.

11. **Faculty and Student Engagement**:

    Outline the roles and responsibilities of both faculty and students in the research process, emphasizing faculty mentorship and student involvement.

12. **Training and Professional Development**:

Provide opportunities for ongoing training and professional development, ensuring that faculty and students have the skills and knowledge required for successful research endeavors.

13. **Research Culture and Collaboration**:

    Foster a collaborative research culture by promoting interdisciplinary research, knowledge exchange, and a sense of community among researchers.

14. **Continuous Improvement**:

    Commit to regular reviews and updates of the research policy to adapt to changing needs, industry trends, and evolving research standards.

AWARENESS PROGRAMS AND TRAININGS

Awareness programs and trainings play a crucial role in enhancing the knowledge, skills, and awareness of both faculty and students at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous). These programs are designed to foster a culture of continuous learning, ethical conduct, and academic excellence.

Research Ethics Training: Faculty members should receive training on research ethics, responsible conduct of research, and compliance with ethical regulations to ensure the integrity of their research activities.

Grant Writing Workshops: Offer workshops and training sessions on how to write successful research grant proposals, including guidance on identifying funding sources and developing compelling proposals.

Intellectual Property Workshops: Training on intellectual property management, patenting, and commercialization to help faculty protect and leverage their research innovations.

Industry Collaboration Workshops: Provide guidance on establishing and managing collaborations with industry partners, including understanding industry needs and expectations.

Research Methodology and Data Analysis Training: Enhance faculty members' research skills through training on various research methodologies, data collection techniques, and data analysis tools.

Mentorship Training: Train senior faculty members on effective mentorship and advising practices to support students in their research endeavors.

Publication and Presentation Workshops: Conduct workshops on writing research papers, creating effective presentations, and navigating the publication process.

Professional Development Seminars: Organize seminars on career advancement, tenure- track requirements, and academic leadership to help faculty members grow in their roles.

Research Skills Development: Offer workshops and training sessions to s t a f f & students on fundamental research skills, including literature review, data collection, and academic writing.

Ethical Research Training: Educate students on research ethics and responsible conduct of research, emphasizing the importance of ethical behavior in their academic pursuits.

Academic Writing Workshops: Provide guidance on academic writing, including how to structure research papers, cite sources properly, and avoid plagiarism.

Research Presentation Skills: Train students in effective research presentation skills, helping them communicate their findings confidently and professionally.

Access to Research Resources: Familiarize students with the research resources available within the institution, including libraries, laboratories, and technology.

Career Development Seminars: Conduct seminars on career planning, job market trends, and professional development, equipping students for success beyond graduation.

Research Funding Workshops: Offer guidance on seeking research funding, including scholarships, grants, and research assistantships, to support their research projects.

Industry Engagement Programs: Create opportunities for students to interact with industry professionals, gain industry exposure, and explore career options.

Interdisciplinary Research Workshops: Promote interdisciplinary collaboration by organizing workshops that encourage students from different disciplines to work together on research projects.

Continuous Learning Culture: Instill a culture of continuous learning and research engagement, encouraging students to explore research opportunities beyond their academic programs.

DrKVSRIT can empower both faculty and students to excel in their research activities, ensure ethical conduct, and prepare students for successful careers in academia and industry **CURBING PLAGIARISM**

A robust policy for curbing plagiarism in research work is essential to maintain academic integrity and uphold high ethical standards at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous).

Policy Statement: DrKVSRIT is committed to upholding the highest standards of academic integrity and ethical conduct in all research activities. Plagiarism, whether intentional or unintentional, is strictly prohibited. This policy applies to all members of the academic community, including faculty and students.

Educational Outreach:

Conduct plagiarism awareness programs and training for both faculty and students. Ensure that everyone understands what constitutes plagiarism and its consequences.

Proper Citation and Referencing:

Emphasize the importance of proper citation and referencing in research work. Provide guidelines on citing sources correctly, including books, articles, websites, and other references. **Use of Plagiarism Detection Tools:**
Encourage faculty to use plagiarism detection software when evaluating student papers and research projects to identify instances of plagiarism.

Plagiarism Check for Research Submissions:

Implement a mandatory plagiarism check for all research work submitted by faculty and students, especially for publications and theses.

Consequences of Plagiarism:

Clearly outline the consequences of plagiarism, including academic penalties, loss of research opportunities, and potential disciplinary actions. Ensure that these consequences are applied consistently.

Reporting Mechanisms:

Establish mechanisms for reporting suspected cases of plagiarism, including anonymous reporting channels if necessary.

Investigation and Resolution:

Define the procedures for investigating and resolving plagiarism cases, ensuring due process and fairness.

Prevention and Education:

Continuously educate faculty and students about the importance of original research, proper citation, and ethical conduct.

Self-Plagiarism:

Address the issue of self-plagiarism, making it clear that reusing one's own work without proper citation is also considered unethical.

Support Services:

Provide access to resources and support services to help students and faculty learn how to properly cite sources and avoid unintentional plagiarism.

Appeals Process:

Establish an appeals process for individuals who believe they have been unfairly accused of plagiarism.

Regular Review and Updates:

Commit to regular review and updates of the plagiarism prevention policy to ensure its effectiveness and alignment with academic standards.

By implementing a comprehensive plagiarism prevention policy, DrKVSRIT can create a culture of academic integrity, ensuring that research work is original, ethical, and aligned with the institution's values and standards.

Research Ethics:

Research ethics is a fundamental aspect of conducting research work for both faculty and students at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous). Adhering to ethical principles is crucial to ensure the integrity, credibility, and societal impact of research.

Policy Statement: DrKVSRIT is committed to upholding the highest ethical standards in all research activities. This policy applies to both faculty and students engaged in research and underscores the importance of responsible conduct, honesty, and the welfare of participants and subjects.

Ethical Guidelines:

Ethical guidelines for research work are essential to ensure that both faculty and students at

Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) conduct their research activities with the highest standards of integrity, honesty, and ethical conduct. These guidelines help maintain the credibility and ethical integrity of the research process.

Research Integrity:

Uphold the principles of honesty, accuracy, and objectivity in all research activities. Ensure that research findings are not manipulated or falsified.

Informed Consent:

When conducting research involving human subjects, obtain informed consent from participants,ensuring that they understand the research purpose, risks, and their rights.

Protection of Human Subjects:

Ensure the welfare and rights of research participants, including their privacy, confidentiality,and protection from harm.

Protection of Animal Welfare:

When conducting research involving animals, adhere to ethical guidelines for animal welfare and use, ensuring their humane treatment and care.

Plagiarism Prevention:

Avoid all forms of plagiarism, including verbatim copying, paraphrasing without proper citation,and self-plagiarism.

Authorship and Publication Ethics:

Adhere to transparent authorship practices, ensuring that individuals who significantly contribute to research are properly credited. Avoid duplicate publication and self-citation.

Conflict of Interest:

Disclose and manage conflicts of interest that could compromise the objectivity, integrity, or impartiality of research.

Data Management and Retention:

Properly manage and retain research data, ensuring its availability for verification and future reference.

Ethical Review and Oversight:

Seek ethical review and approval for research involving human subjects or animals from the institutional review board (IRB) or ethics committee.

Reporting Ethical Violations:

Report any suspected ethical violations or research misconduct, ensuring that the reporting mechanisms are accessible and protected.

Whistle blower Protection:

Protect individuals who report ethical violations from retaliation and maintain their confidentiality.

Professional Conduct:

Conduct research with professionalism and respect for peers, participants, colleagues, and industry partners.

Intellectual Property:

Manage and protect intellectual property arising from research activities in accordance with institutional policies and legal requirements.

Continual Learning:

Foster a culture of continuous education in research ethics, keeping abreast of evolving ethical standards and practices.

Consequences for Ethical Violations:

Recognize that ethical violations have consequences, including potential academic and disciplinary actions.

Ethical Principles:

Ethical principles for research work serve as a foundation for guiding both faculty and students at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) in their research activities.

1. **Integrity and Honesty:**

Conduct research with integrity and honesty, upholding the highest standards of truthfulness and accuracy in all research activities.

2. Respect for Human Dignity:

Show respect for the dignity, rights, and well-being of research participants, including their informed consent, privacy, and safety.

3. Beneficence and Non-Maleficence:

Strive to promote the welfare of research participants and minimize any potential harm or risks associated with research.

4. Justice and Equity:

Ensure that the selection of research participants and the distribution of research benefits are fair,equitable, and devoid of discrimination.

5. Autonomy and Informed Consent:

Respect individuals' autonomy by obtaining informed consent from research participants, providing them with all necessary information to make an informed decision about their participation.

6. Privacy and Confidentiality:

Safeguard the privacy and confidentiality of research participants, protecting their personal information and research data from unauthorized access.

7. Transparency and Openness:

Maintain transparency in research methods, data collection, and reporting, ensuring that others can verify and replicate research findings.

8. Objectivity and Impartiality:

Conduct research without bias or favoritism, adhering to an objective and impartial approach in the design, execution, and reporting of research.

9. Accountability:

Accept responsibility for the consequences of research activities, including acknowledging and rectifying any errors or misconduct.

10. **Academic Honesty:** - Avoid all forms of academic dishonesty, including plagiarism, data fabrication, and falsification of research findings.

11. **Responsible Authorship:** - Follow responsible authorship practices, fairly crediting all individuals who contributed significantly to the research.

12. **Avoiding Duplicate Publication**: - Refrain from publishing the same research work in multiple publications without proper citation and acknowledgment.

13. **Conflict of Interest Management**: - Disclose and appropriately manage conflicts of interest to prevent any potential impact

on research objectivity or integrity.

14. **Ethical Review**: - Seek ethical review and approval from an institutional review board (IRB)or ethics committee for research involving human subjects or animals.

15. **Reporting Ethical Violations**: - Report any suspected ethical violations, research misconduct, or violations of ethical principles through appropriate channels.

RESEARCH SEED MONEY:

Policy Statement: DrKVSRIT is committed to promoting research and innovation among its faculty members. The Research Seed Money Policy aims to provide initial funding to support faculty in initiating research projects, encouraging innovation, and enhancing the research culture within the institution.

Objectives of Seed Money Policy

Research Promotion: The primary objective is to encourage and promote research activities among faculty members, enabling them to embark on new research projects or explore innovative ideas.

Innovation: Foster innovation by providing financial support to faculty for conducting research that leads to the development of new concepts, technologies, or solutions.

Preliminary Data: Support the generation of preliminary data and proof of concept, making faculty more competitive when applying for external research grants.

Interdisciplinary Research: Promote interdisciplinary collaboration and cross-disciplinary research, encouraging faculty members to work on projects that span multiple fields.

Publication and Dissemination: Facilitate the production of research findings that can be presented at conferences, published in reputable journals, and contribute to the dissemination of knowledge.

Skill Development: Enable faculty members to acquire new research skills and enhance their expertise through training, workshops, and access to necessary resources.

Mentorship: Encourage senior faculty members to mentor junior colleagues and guide them in their research initiatives, facilitating knowledge transfer and skill development.

Research Culture: Cultivate a culture of research and inquiry within the institution, inspiring faculty members to actively engage in scholarly activities.

Academic Excellence: Enhance the academic reputation of DrKVSRIT by supporting faculty in their research endeavors and contributing to the institution's scholarly achievements and recognition.

Ethical Conduct: Ensure that research projects supported by seed money adhere to ethical guidelines and maintain the highest standards of research integrity.

Funding Allocation: Define the process for allocating seed money, including the application, evaluation, and selection criteria.

Project Proposal: Specify the requirements for a research project proposal, including the project's objectives, methodologies, expected outcomes, and budget.

Ethical Review: Outline the need for ethical review and approval for research projects involving human subjects or animals.

Monitoring and Reporting: Set up mechanisms for monitoring the progress of research projects and requiring regular reporting.

Intellectual Property: Address the management and protection of intellectual property generated through research.

Publication Requirements: Outline the expectations for research publication and dissemination.

Collaboration: Encourage collaboration with peers and students within the institution. **Competitive Grants**: Highlight the role of seed money in helping faculty members compete for external research grants.

Disbursement and Accountability: Specify the disbursement process, as well as the accountability and responsibility of faculty members in managing the funds.

Review and Updates: Commit to regular reviews and updates of the policy to adapt to changing needs, industry trends, and evolving research standards.

The Research Seed Money Policy for faculty at DrKVSRIT serves as a catalyst for research initiatives and promotes a research-centric environment that contributes to the academic excellence of the institution.

Seed grant proposal submitted may include the following:

Submitting a seed grant proposal is an important step in securing initial funding for research projects at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous).

steps for faculty members when preparing and submitting a seed grant proposal:

Identify Research Objectives:

Clearly define the research objectives and goals. What problem or question does the research aim to address, and what are the expected outcomes?

Review Seed Grant Guidelines:

Carefully review the guidelines and requirements provided by DrKVSRIT for seed grant proposals.Pay attention to submission deadlines, formatting, and evaluation criteria.

Literature Review:

Conduct a thorough literature review to understand the existing knowledge in the research area and identify gaps that the proposed project will address.

Project Proposal Development:

Develop a comprehensive project proposal that includes an introduction, background, research objectives, methodology, expected outcomes, timeline, and budget. Clearly articulate the significance of the research.

Research Team:

Identify the members of the research team, including any collaborators or students who will be involved in the project. Highlight their qualifications and roles.

Budget Preparation:

Prepare a detailed budget that outlines the anticipated expenses, such as equipment, supplies, personnel, travel, and other relevant costs. Ensure that the budget aligns with the objectives of the research.

Ethical Considerations:

Address any ethical considerations and human subjects or animal research protocols, if applicable. Clearly state how ethical standards will be maintained throughout the research.

Mentorship and Collaboration:

Describe any mentorship or collaboration opportunities, especially if the project involves working with students or engaging with other faculty members.

Data Management Plan:

Develop a data management plan that outlines how research data will be collected, stored,analyzed, and shared while ensuring data security and integrity.

Proposal Review:

Seek feedback on the proposal from colleagues, mentors, or research advisors to improve its quality and clarity.

Internal Approval:

If required by DrKVSRIT, obtain internal approval or endorsement for the proposal from the relevant department or research committee.

Submission Preparation:

Format the proposal according to the guidelines provided, including any required documentation and attachments. Check for spelling and grammar errors.

Submission Deadline:

Ensure that the proposal is submitted by the specified deadline. Late submissions are typically not accepted.

Confirmation Receipt:

Confirm that the proposal has been successfully received by DrKVSRIT and retain a copy of the submission confirmation for reference.

Evaluation and Review:

After submission, the proposal will go through a review process. Be prepared for possible requests for additional information or clarifications.

Notification of Results:

Await notification of the proposal evaluation results. If the proposal is accepted, follow any instructions provided for project commencement.

Project Execution:

If the proposal is approved, initiate the research project as outlined in the proposal, adhering to the timeline and budget.

Reporting and Accountability:

Throughout the project, keep accurate records, conduct research with integrity, and submit any required progress reports or financial documentation.

Ethical Review (if applicable):

If the research involves human subjects or animals, ensure that ethical review processes are

followed and approvals are obtained.

Dissemination:

Share the research findings through presentations, publications, or other dissemination methods, as specified in the proposal.

Feedback and Continuous Improvement:

Collect feedback from the research experience and use it to refine future proposals and research projects.

INCENTIVES FOR RESEARCH PROJECTS, PUBLICATIONS IPRs AND INDUSTRYCONSULTANCY PROJECTS:

Offering incentives for faculty engaged in research projects, publications, Intellectual Property Rights (IPRs), and industry consultancy projects is a valuable way to encourage and reward research excellence at Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous). These incentives can motivate faculty members to actively participate in research activities, enhance the institution's research output, and contribute to its academic and research reputation.

INCENTIVES FOR PUBLICATION

To encourage faculty members to engage in research activities and disseminate their findingsthrough reputable journals with high impact factors, incentives are provided to them.

Research Publications	**Expenditure Incurred**	**Incentives Amount (RS)**
SCI	100 %	25000/-
SCOPUS/WoS Journal	75 %	10000/-
IEEE Conference	50 %	2000/-
Book Chapter	100 %	2000/-

Research Projects:

Seed Grants: Provide seed grants to support faculty research projects. These grants can be used for project initiation, data collection, and preliminary research.

Research Funding: Offer additional research funding to faculty who secure external research grants or collaborate on funded research projects.

Research Assistants: Allocate research assistants, either undergraduate or graduate students, to support faculty in their research work, easing the workload and enabling more ambitious projects.

Research Leave: Grant research leave or sabbaticals to faculty members to allow them dedicated time for intensive research activities.

2. Publications:

Publication Bonuses: Offer financial bonuses or stipends to faculty members for publishing research papers in reputable journals or presenting at recognized conferences.

Publication Support: Provide financial support for publication fees and open-access charges to facilitate the dissemination of research findings.

Publication Awards: Establish awards or recognition for faculty members who achieve outstanding publication records, which can include certificates or plaques.

Research Collaboration Grants: Encourage faculty to collaborate with researchers from other institutions by providing grants for collaborative publications and joint research projects.

3. Intellectual Property Rights (IPRs):

IPR Support: Support faculty in the process of filing patents for their innovative research and technological developments.

IPR Commercialization Grants: Offer grants to faculty members to support the commercialization of their intellectual property, including product development or technology transfer.

Royalties: Share a percentage of the royalties generated from the commercialization of IPRs with the faculty inventors or creators.

4. **Industry Consultancy Projects**:

Consultancy Fees: Allow faculty to retain a portion of the consultancy fees earned from industry projects as an incentive for their expertise and contribution.

Recognition: Acknowledge and publicly recognize faculty members for their industry consultancy work through awards or mentions in institutional publications.

Collaborative Research Grants: Promote faculty involvement in collaborative industry research projects by providing grants or funding to support such endeavors.

Research Equipment: Allocate funds to purchase research equipment or tools that can benefit both faculty and students involved in industry consultancy projects.

It's essential for DrKVSRIT to establish clear guidelines and criteria for these incentives, ensure transparency in the evaluation process, and provide a mechanism for faculty to apply for and receive the incentives. By offering these incentives, the institution can create a stimulating environment for research, encourage faculty to excel in their research endeavors, and ultimately enhance its academic and research reputation.

Research Travel Opportunities: Offer opportunities for faculty members with published research to travel to conferences, workshops, or research institutions for collaborative work or to present their findings.

Research Mentorship Program: Encourage experienced faculty members with a strong publication record to mentor and guide junior faculty in the research and publication process. **Recognition in Institutional Publications**: Recognize faculty members with notable publications by featuring their work in institutional newsletters, magazines, or websites. This can increase the visibility of

their research.

INTELLECTUAL PROPERTY RIGHTS POLICY

Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) is committed to fostering innovation and wealth generation through its Intellectual Property (IP) Policy. The policy encourages faculty, staff, and students to document their intellectual property for the benefit of the country, the institute, and the inventors involved. DrKVSRIT actively supports the proactive generation, protection, and transaction of intellectual property, aiming for shared benefits.

The policy applies to all stakeholders, including staff, faculty, students, and individuals involved in sponsored schemes, projects, consultancy, and other institute initiatives, as well as visiting scientists and personnel contributing to research at the institute.

1. **Definition of Intellectual Property (IP):** Intellectual Property encompasses intangible knowledge products resulting from the intellectual output of inventors, including faculty, staff, and students. It includes outcomes from in-house or sponsored research, industrial consulting, and collaborative research and development. Unique, novel, and non- obvious products of human intellect developed at DrKVSRIT belong to the institute. IP can take various forms such as know-how, proprietary concepts, solutions, processes, inventions, scientific or technological developments, computer software, genetically engineered microorganisms, and business models.

   The IP Policy emphasizes protection under relevant government acts governing patents, copyrights, and other intellectual property rights. The Intellectual Property Rights Cell (IPR Cell) oversees all activities related to intellectual property, facilitating domestic and international protection.

2. KEY FORMS OF IPR

- **Patent:** The exclusive right granted for a particular invention, which may be a product or a process for providing a new

way of execution or bring a new technical solution to a problem.

- **Copyright:** An exclusive right given to the author of the original literary, architectural, dramatic, musical and artistic works, cinematographic films, and sound recordings.
- **Trade/Service mark:** A mark capable of being represented graphically and which is capable of distinguishing the goods or services of one person from those of others and may include the shape of goods, their packaging, and combination of colors.
- **Industrial Design:** Only the features of shape, configuration, pattern, ornament or composition of lines or colors applied to any article whether in two dimensional or three dimensional or in both forms, by any industrial process or means, whether manual, mechanical or chemical, separated or combined, which in the finished article appeal to and are judged solely by the eye; but does not include any mode or principle of construction or anything which is in substance a merely mechanical device.
- **Semiconductor Integrated Circuits and Plant Variety**
  - The ownership rights over integrated circuits and plant varieties, with the utilization of resources of the academic institution, shall vest with the academic institution.
  - If the academic institution determines that the semiconductor integrated circuit layout design or plant variety was created by an individual(s) on her own time and unrelated to his/her responsibilities towards the academic institution and was conceived or reduced to practice without the use of resources of the academic institution, then the semiconductor integrated circuit layout design or plant variety shall vest with the individual(s).

Geographical Indications: An indication which identifies such goods as agricultural goods, natural goods as originating or manufactured in the territory of a country or manufactured in the territory of a country or a region or locality in that territory where a given quality, reputation or another characteristic of such goods is essentially attributable to its geographical origin and in the case where such goods are manufactured as one of the activities of either the production or of processing or preparation of the goods concerned takes place in such territory, regions or locality as the case may be.

3. **Potential for Faculty Entrepreneurship:** Recognizing entrepreneurial potential, the IP Policy encourages faculty entrepreneurship. Guidelines for Faculty Entrepreneurship are followed when intellectual property has tangible marketing potential. The Entrepreneurship Development Cell manages activities related to faculty entrepreneurship, ensuring the transformation of intangible IP into marketable forms. The emphasis on protection, entrepreneurship, and collaboration underscores DrKVSRIT's commitment to harnessing intellectual property for societal benefit.

4. OWNERSHIP OF INTELLECTUAL PROPERTY at DrKVSRIT

IN-HOUSE RESEARCH: All rights to investigations conducted within Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) belong exclusively to the Institute and the inventor(s), unless the activities involve joint collaboration with other institutions or agencies. In joint efforts, ownership is mutually decided.

SPONSORED RESEARCH: Intellectual Property Rights (IPR) resulting from research projects on behalf of sponsoring agencies are jointly owned by DrKVSRIT and the agencies. The ownership terms, including the cost of filing and maintenance, are determined by mutual agreement. If agencies do not participate, the Institute may file with absolute ownership, covering all associated costs.

COLLABORATIVE RESEARCH: Intellectual property emerging from collaborative research with other institutions is jointly owned, with Collaborating Institutions expected to contribute to filing and maintaining IPR costs. If collaboration does not cover the full cost, DrKVSRIT may share expenses equitably or, at its discretion, file with absolute ownership and cover all associated costs.

Patents/ Trademarks/ Industrial Designs/ Integrated Circuit Layouts

- All the IP whether created by student/ researcher/ faculty developed by utilizing DrKVSRITs resources, or with the mix of funds, resources, and/or facilities of the college, shall ordinarily be vested with DrKVSRIT.
- Invention(s) including software, design, and integrated circuit layouts created by the Institute personnel without use of the Institute resources and not connected with the profession for which he/she is employed at the Institute shall be owned by such inventor/creator(s) subject to obtaining NOC from the IP CELL and Management of DrKVSRIT.
- The ownership of all rights in all types of IP involving the college shall ordinarily be vested with the DrKVSRIT.
- If DrKVSRIT determines that the creator of the IP was created by an individual on his/ her own time and unrelated to his/ her responsibilities, then the right to the same shall ordinarily be vested with the said individual subject to obtaining NOC from the IP CELL and Management of DrKVSRIT.
- Trade and service marks related to goods and services involving DrKVSRIT will be owned by DrKVSRIT.
- For patentable IP, it is essential that the patent protection is filed before the publication or disclosure of it in any other form of public domain. As a precondition, all information/ innovation/ inventions that are developed/created and intended to be published should obtain prior permission before making such disclosure/publication.

COPYRIGHT: DrKVSRIT owns works and software created by its personnel using college resources. In cases where financial gains are anticipated from copyrights, the institute may initiate protective measures, sharing benefits with the inventor based on institute terms. DrKVSRIT owns copyright on teaching material developed as part of academic programs, except for non-funded technical material, which authors can use professionally. Copyright for material prepared for funding agencies is shared equally. DrKVSRIT does not claim ownership of copyright for books and publications authored by its personnel, maintaining a traditional exception.

5. TECHNOLOGY TRANSFER AND IP MANAGEMENT at DrKVSRIT

Technology Transfer: Intellectual Property (IP) owned by Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) or jointly with other institutions/industry will be commercialized through technology transfer, licensing, and revenue-sharing models. The IP Cell identifies potential licensees, with the first right given to the sponsoring organization/industry in joint ownership cases.

6. **Commercial Exploitation:** Licensing involves a technology transfer fee and royalties from the first date of commercial exploitation, as mutually agreed upon. If the collaborating organization/industry doesn't exploit within two years, DrKVSRIT can transfer the know-how to a third party, sharing proceeds equally as per the project's Memorandum of Understanding.
7. **Revenue Sharing:** Revenue from IP licensing and royalties is shared between the inventor(s) and the Institute. If DrKVSRIT reassigns IP rights to inventors, they must

   reimburse incurred costs, including protection, maintenance, and marketing.
8. **Infringements, Damages, Liability, and Indemnity:** DrKVSRIT seeks indemnity in contracts with licensees and ensures indemnity clauses for personnel. DrKVSRIT retains the right to engage in or desist from litigation related to infringements.
9. **Conflict of Interest:** Inventors must disclose any conflicts of interest. If they or their family have a stake in a licensee-company, approval from the IP Management Committee is needed for patent rights assignment.
10. **Dispute Resolution:** Disputes between DrKVSRIT and inventors follow an appeal process to the Principal, with arbitration mechanisms instituted. The Principal's decision is final, binding both parties.
11. **Jurisdiction:** All agreements signed by DrKVSRIT have Hyderabad courts' jurisdiction and comply with Indian laws.

DrKVSRIT's IP and technology transfer framework emphasizes fair revenue sharing, protection against infringements, and transparent conflict resolution mechanisms, fostering a collaborative and ethical environment for innovation.

MERIT SCHOLARSHIP POLICY

A Merit Scholarship Policy for academic toppers in U.G. and P.G. program typically aims to reward and encourage outstanding academic performance.

Objective:

To provide Merit Scholarships for Academic Toppers as an encouragement.

Scope:

The Merit Scholarships are provided based on the performance as indicated in the exams for the UG and PG in the respective Academic Year.

Eligibility Criteria:

The scholarship is typically awarded to students who have secured the highest cumulative grade point average (CGPA) or equivalent academic performance in their B.Tech. program.
The Students who secure First, Second and Third positions of UG & PG Program in each Academic Year based on the Percentage/SGPA/CGPA are eligible for the Merit Scholarships.

Scholarship Amount:

The Scholarship Amount is a fixed amount as a cash reward.

The scholarship could be a one-time reward for academic year based on continued high academic performance.

Amount of Appreciation:

- **Rs.5000/- for First Position in each UG & PG Program in each year.**
- **Rs.3000/- for Second Position in each UG & PG Program in each year.**
    - **Rs.2000/- for Third Position in each UG & PG Program in each year. Application and Selection Process:**

Eligible students are automatically considered for the scholarship based on their academic records.

The selection process may involve a review by a scholarship committee or academic board to verify eligibility and determine the recipients.

The Principal shall be final authority to approve the award of the scholarship.

POLICY ON CONFERENCE /WORKSHOP SPONSORSHIP FOR EMPLOYEES

I. Purpose

The criteria and processes for Dr. K.V. Subba Reddy Institute of Technology, (Autonomous) Employers requesting financial help to attend conferences, seminars, and workshops are outlined in this conference sponsorship policy for employees. This policy aims to ensure the responsible and equitable use of college resources while promoting professional growth and information sharing.

II. Eligibility

Applications for Conference/Workshop sponsorship are open to all Dr. K.V. Subba Reddy Institute of Technology, (Autonomous) full-time staff members. This covers academic staff, administrative staff, and faculty.

III. Funding Allocation

Funds for Conference/Workshop sponsorship will be distributed annually, taking into account the resources available and the evident need for professional growth. Each year, the college will set aside a certain amount of money to sponsor conferences.

IV. Application Process

Employees interested in seeking conference sponsorship should follow these steps:

1. The appropriate Conference/Workshop Sponsorship Application Form must be filled out by applicants. The form should contain information on the conference, such as its name, dates, and location, as well as anticipated costs and a brief justification of how the conference will advance their professional development and the objectives of the college.
2. Applications must be received no later than 45 days prior to the start of the conference.

3. An appointed committee, which may include members of the faculty and management of the college, will assess the applications. The committee will assess the applications according to how well they fit with the objective of the college, how much money is available, and whether or not the employee and the college stand to gain.
4. The committee will notify the applicants of its decision within 15 days after the application submission.

V. Sponsorship Criteria

Employers who want to sponsor for Conference/Workshop should make sure their applications meet these requirements:

- ✓ The Conference/Workshop should be directly related to the employee's job responsibilities, department, or academic field.
- ✓ The employee ought to provide an instance of how attending the Conference/Workshop will advance their career development and advance the objectives of the college.
- ✓ Employees must follow all college standards about travel and costs, and they must use the Conference/Workshop sponsorship for the intended purpose.
- ✓ Faculty members are advised to look for renowned conferences to submit their abstract / full papers, which are organized in association / collaboration with IEEE, ACM, Springer, CSI, ISTE or any other reputed societies / bodies.

VI. Financial Support

Depending on the available funds and the committee's judgment, conference sponsorship may include registration costs, travel costs, lodging, etc.,

VII. Reporting and Accountability

When an employee gets sponsored to a Conference/Workshop, they have to write a post- conference report explaining what they learned, who they met, and how it affected both the institution and their job. This report needs to be submitted to the concerned head of the department within 30 days after they return.

VIII. Non-Compliance

Failure to follow this policy, or misappropriation of Conference/Workshop sponsorship funds, may result in disciplinary action and affect eligibility for future sponsorship opportunities.

IX. Review and Amendments

Periodically, our conference sponsorship policy for employees will be reviewed, and any necessary revisions will be made to reflect evolving priorities and needs. All policy changes will be communicated to the staff.

POLICY ON CODE OF ETHICS

A comprehensive document titled "Code of Ethics for Staff, Students and Hostel Residents" has been prepared to inform all stakeholders of Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous), Hyderabad. This document encapsulates institutional policies and guidelines essential for the smooth and purposeful execution of academic and co-curricular activities, while upholding social responsibility at all levels.

Recognizing the significant responsibility inherent in the education system, it is imperative for all stakeholders, including the Governing Body, Staff, and Students, to uphold the highest ethical standards throughout the teaching-learning process.

By implementing a system of corrective measures, the administration can effectively identify any breaches of the code of conduct and promptly take corrective action to restore the desired professional ethics and human values.

CODE OF ETHICS FOR STAFF

All the employees of the institution in general shall abide by the following rules unless and otherwise expressly circulated to this effect.

1. Maintain dignity both inside and outside the classroom, setting a positive example for students.
2. To be regular and punctual towards their duties.
3. Act with integrity, following all laws and ethical guidelines.
4. Plagiarism of any nature is prohibited.
5. Create and sustain a professional work environment, adhering to institution policies at all times.
6. Always Conduct professionally, treating others with kindness and respect. Avoid any behavior that could be perceived as harassment or exclusionary.
7. Safeguard institution assets, including physical, intellectual, and digital properties.
8. Maintain modest behavior in interactions with students and colleagues.
9. As per the rules of institute, faculties strictly follow the procedure of adjusting their class work. Failing which the leave will be treated as unauthorized and necessary action will be taken up.
10. Strictly adhere to policies preventing and prohibiting sexual harassment in the workplace. Any form of sexual misconduct is strictly prohibited.
11. Usage of mobile phones in class rooms, laboratories, common areas and corridors during working hours is prohibited.
12. Overall appearance should be neat, clean and modest and be reflective of the profession the employee is involved in. Faculty must and should wear id card in the campus.

CODE OF ETHICS FOR STUDENTS

1. Treat the faculty, administrative staff, employees, guests, visitors and other students with respect, dignity, impartiality, courtesy and sensitivity.
2. Academic honesty and punctuality are mandatory in the completion of the assigned tasks as an individual and/ or a group.
3. Attending regularly to the institute is must every student shall take the responsibility of keeping oneself informed about the academic responsibilities to be fulfilled in time.
4. Violations of academic conduct like malpractices/cheating during test/examination or knowingly furnishing false information are prohibited and strictly dealt with. At the same time things like plagiarism or unauthorized presentation of collaborative work will make the student liable for punishment.
5. Every student in the Institute is expected to be involved only in activities that are likely to maintain the prestige of the Institute.
6. Destroying/theft of college property would be liable for punishment and compensation of loss caused by the act.
7. They should follow updates regular by notice board, college website, what's App groups so as not to miss any important information.
8. Outsiders or strangers are not entertained into the campus by students of the college, without prior permission of authorities.
9. Students are not encouraged to involve in anti-social, anti-national, immoral practices and anti-institutional activities within the campus.
10. The student should switch off their mobile phones while in the classroom, Laboratory, and Library, etc. as per notification. The mobile phone is strictly prohibited in the exam hall during the examination.
11. Students should carry their Identity Card regularly to college, if violated they are not allowed into the college.
12. Students are advised to come in formal dress code to college regularly.

13. Ragging is strictly prohibited in the campus and hoardings are displayed in the entire college premises like common areas, in every department and elsewhere.

CODE OF ETHICS FOR HOSTLERS

1. All hostlers are required to maintain standards of behavior expected of students of a prestigious institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
2. Hostlers are required to carry their valid Identity Cards issued to them by the College.
3. It is prohibited to throw garbage, trash or any other things outside the hostel through the windows/balconies. All such waste materials shall be dropped separately in the dustbins kept at the corners of all the wings of the hostels. The housekeeping staff engaged by the hostel collects garbage every day and dispose the same.
4. The rooms, common areas and surroundings should be kept clean and hygiene. Notices shall not be pasted on walls.
5. The hostlers of one block should not enter into the premises of other hostel block without prior permission of the Warden.
6. The resident of a room is responsible for any damage to the property in the room during her occupancy of that room.
7. In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Associate Warden.
8. Ragging of students admitted to the Institute is totally banned. Any violations of this by the students will be dealt with very severely. All Senior students of hostlers are required to sign an Anti-Ragging undertaking form.
9. Hostlers should not participate in any anti-social or undesirable activity in or outside the campus.
10. Hostlers should strictly observe the normal rules of morality, conduct and behavior in their daily life and should not indulge in any activity unbecoming of students of the hostel. Violation of the rules and regulations will be informed to Principal, respective Head of the Departments and their Parents.

GO-GREEN POLICY

Dr.K.V Subba Reddy Institute of Techonolgy (Autonomous) has fostered a profound relationship with nature, evident in our commitment to maintaining a "Clean and Green" Campus. Our institution stands as a beacon of environmentally friendly practices, where sustainability and eco-consciousness are paramount. Through a fusion of education and action, we cultivate a culture of environmental ethics among both students and staff, extending our influence beyond the campus borders. Institute also promotes “Clean and Green” campus through adopting, practicing and promoting environmentally friendly practices among students and staff to generate Eco-consciousness among them and in the world around them.

Scope of the Policy

The Green campus, energy and environment policies will develop exciting new co-curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment.

Green Initiatives:

The campus environmental initiative aims to raise awareness amongst all stakeholders about local and low-impact living and operational practices for building sustainability. The success of the initiative will be evaluated periodically through environmental audits that evaluate its progress in achieving the objectives and commitments.

The policy advocates green initiatives and commitments towards, but not limiting to:

1. Formation of Green-Campus Committee at different levels of management, staff, students and local community for execution and monitoring of green initiatives and impact monitoring at campus.
2. Awareness on biodiversity conservation and protection through group meetings, field visits, nature interpretation centers.
3. Conducting events on important environmental days to promote environmental sustainability
4. Improving green cover through afforestation of local habitats using sound ecological methods and practices.
5. Promote a plastic-free campus through plastic collection drives, reducing disposable plastic use through awareness creation. Establish a zero-waste culture on campus by integrating it into education curriculum and other activities on campus, so members of the campus community will leave as Zero Waste leaders.
6. Providing curricular opportunities for study of campus and local environmental issues.
7. Improving sanitation and hygiene through enabling access of tools for sustainability
8. Initiate waste management through primary action of reducing campus waste generation and management of campus waste by utilizing on-site waste processing green systems such as composting, biogas, biological waste water treatment, systems for pre-processing and recycling of recyclable waste.
9. Water and other natural resource management through initiatives such as rain waste harvesting, recharge pits, reduction in paper use, utilizing regional and organic food sources, etc.
10. Energy conservation through maximization of energy efficiency and using sustainable energy sources, utilizing energy efficient equipment, etc.
11. Enhancing sustainability in land-use and building planning
12. Encouraging low fossil-fuel transport such as use of bicycle, electrically driven vehicles and/or by developing no-vehicle zones on the campus.
13. Promoting environmentally and socially responsible development and investment.

14. Create environmentally friendly physical infrastructure, institutional practices and personal behaviors that will foster public health and well-being.
15. Promoting and executing best practices for green public outreach through community engagement.

Promotion of "Save Energy Tips" in and outside the Institute:

1. Activate power management features on your computer and monitor so that it will goin to a low power "sleep" mode when you are not working on it.
2. Turn off your monitor when you leave your Table.
3. Activate power management features on your laser printer.
4. Whenever possible, shut down rather than logging off.
5. Turn off unnecessary lights and use daylight instead.
6. Avoid the use of decorative lighting.
7. Use of LED or compact fluorescent bulbs.
8. Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.
9. Use the fans only when they are needed.

10. Unplug appliances not plugged into power strips (like TVs, Refrigerators, ACs, tea/coffeepots, printers, faxes, and chargers etc.).

Major Green Campus Initiatives:

- ISO Certification 14001:2015
- Waste water Management/ Rainwater harvesting
- Development of Sewage Water Treatment Plant
- Use of Micro-scale techniques
- Displayed poster on E-waste Management
- Maintenance of water bodies and distribution system in the campus
- Plastic free Campus
- Tree Plantation Drive
- Cleanliness Drive
- Use of LEDs only
- Digital Library/ E-Learning Centre
- Organization of sensitization programmes for the stakeholders
- Green, Environment and Energy Audit conducted

Policy Responsibilities and Steps of Green Campus Program

i. DrKVSRIT will constitute a Green Campus Committee to regulate the implementation of this policy. It will be a representative of campus community directing the campus involvement in the program.

ii. The Committee, will conduct a campus review from environmental and Green Campus perspective to identify targets for improvement.

iii. DrKVSRIT will develop an action plan based on Green Campus Committee inputs with achievable targets with completion dates and responsibilities.

iv. DrKVSRIT will establish proper mechanisms for monitoring and evaluation of Green Campus program to ensure that progress towards targets is checked and amendments made wherever necessary.

v. DrKVSRIT will link the Green Campus activities/program to learning on campus.

vi. DrKVSRIT will communicate its activities involving the wider community through publicity, awareness raising and focused outreach.

vii. DrKVSRIT will develop a guidance document on how to manage 'Green Campus' as a Green Charter.

Water Management

- Always practice and implement rain water recycling and harvest rain water to resolve and manage water scarcity problems in future
- Protect environment towards climatic changes and conservation of sources for drinking water.
- Regularly inspect taps for draining and repair immediately to avoid loss of potable water.
- Promote effective water management drip pipe lines, recycling of drainage and rainwater harvesting.

Waste Management

- Spread the awareness amongst society about the waste management for ecosystem and methods for its disposal.
- Promote the efforts for the conversion of waste into renewable energy

Renewable Energy

- Improve awareness about renewable energy
- Promote adaptation of solar power equipment/converters.
- Adopt and promote power saving electrical equipment
- Beware on the role of scientific electrification and the use of bulbs and equipment in saving of power.

Green Building

- Promote and advocate the implementation of solar passive technology for sustainability and green concepts.
- Led Lights are highly used in all class rooms and office to reduce power consumption.