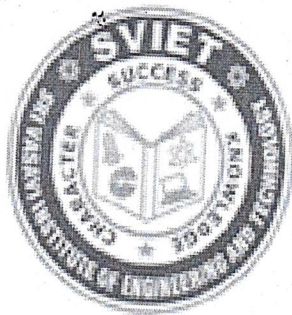
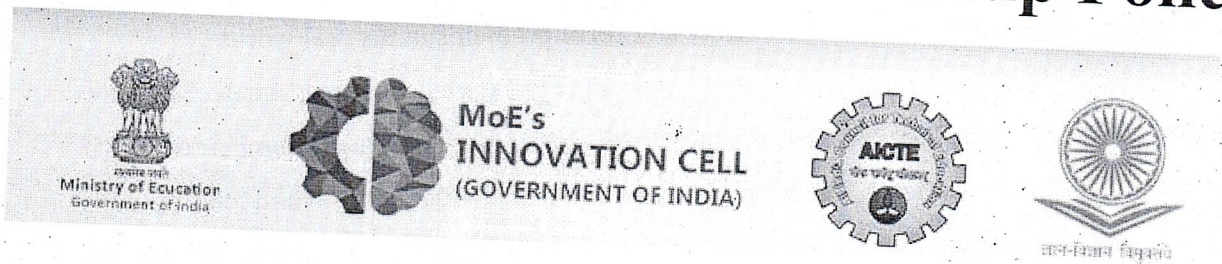


# National Innovation and Startup Policy



*... Empowering Minds*

**SRI VASAVI INSTITUTE OF ENGINEERING & TECHNOLOGY**

Accredited by NBA (CSE, ECE & MECH) & NAAC with 'A' Grade  
(Approved by AICTE, New Delhi & Affiliated to JNTU Kakinada)  
Nandamuru, Pedana Mandal - 521369, Krishna Dt., Andhra Pradesh

## **Preamble:-**

Sri Vasavi Institute of Engineering and technology, has been at the forefront of promoting creativity and incubating business ideas in order to provide an atmosphere where its students and faculty can explore their potential. Members of the faculty are continuously engaged in the generation and distribution of information, just as students are finding ways to launch business ideas to influence society and solve problems in the real world.

The conversion of research activity into entrepreneurial ventures, where Students, Faculty, Alumni, express interest in knowledge generation. A large number of R&D activities are being proposed to be carried out by stakeholders in several cutting-edge science and technology areas. However, most of these research outcomes do not get translated into commercial products, benefiting society in general, due to several reasons including lack of interest in the industry in commercializing new and futuristic technologies and restriction on the institute's employees to start entrepreneurship.

Towards this end, SVIET in line with the best practices of other institutes of higher learning across the world, encourages interested stakeholders to incorporate companies to engage in the businesses, that are direct result of the research and development and also creativity and innovation activities.

## **VISION:-**

To be a leading promoter of innovation and entrepreneurship that fosters synergy between the innovator, academia, and the industry to create a startup ecosystem.

## **MISSION:-**

- To motivate, build and promote out of the box thinking and development of innovative ideas.
- To create an ecosystem in campus to nurture innovation for promoting entrepreneurship through industry collaborations by providing incubation facilities and services for greater social impact.
- To promote activities related to Ideation, Pre-incubation and Incubation to support startups

### **Thrust Areas:**

Different Sectors where incubation, innovation and startup can be provided are among, but not limited to:

- Renewable Energy Technology
- Automation Technology
- Water Resource Engineering and Management
- Agro Technology and Allied sectors
- Other emerging areas or of Social / National Importance

### **Objectives**

The main objectives of the entrepreneurship policy will be as follows:

- To provide a platform to the faculty and students to pursue their own ideas towards becoming partners in economic development process.
- To build entrepreneurship culture in the institution.
- To promote knowledge based and innovation driven enterprises.
- To promote employment opportunities amongst students.
- To offer platform for dynamic start-ups by motivating educated youth to consider entrepreneurship as a preferred and viable career.
- To support early phase of entrepreneurship development including the pre-start up as well as early post start-up phase and growing enterprises.
- To ensure adequate availability and flow of information to potential entrepreneurs, eliminate entry and exit barriers, create a business friendly environment in order to reduce various kinds of compliances and regulations.

### **Scope**

This policy will cover and guide all the innovative /entrepreneur activities of bonafide students (undergraduate and post graduate), alumni and faculty of the college. The policy aims at enabling the college to build, streamline and strengthen the innovation and entrepreneurial ecosystem in campus and will be instrumental in leveraging the potential of science using student's creative problem solving and entrepreneurial mind-set and promoting a strong intra and inter-institutional partnerships with ecosystem enablers and different stakeholders at regional, national and international level.

The entrepreneurial ecosystem in the college will play key role in identifying, mentoring, nurturing innovative and entrepreneurial potential of faculty and students and transforming

them into start-up entrepreneurs by providing avenues of funding, investment opportunities and networking support to make the innovation and venture successful.

### **Short Term Plans and Goals :**

- To promote creative, novel and innovative thinking among the community of students and the faculty. At least one hackathon will be conducted every year.
- To assist student groups to prototype their innovative ideas. At least one such idea per department will be promoted.
- To offer an improved incubation facility to at least one alumni startup per year for enhancing better entrepreneurial ecosystem.
- To nurture entrepreneurial culture by organizing a large number of relevant FDPs, STTPs, seminars and workshops. Every department will host one activity in each semester.
- To reinforce the institution-industry interactions and to channel its outcome towards achieving the mission. Every department will arrange lectures on recent trends in industry per semester

### **Long Term Plans and Goals :**

- To spread awareness among the students and the faculty on research and IPR activities. Minimum two(02) Indian IPR needs to be filed per year.
- To extend a dedicated support to Indian/ Local based start-ups developing innovative technology solutions for serving the basic needs of our society. At least one such startup per year will be promoted.
- To provide a platform for young students to develop products with global recognition that can generate business opportunities. At least 5% of Engineering Exploration Course projects to be commercialized per year.

## **A. Strategies & Governance for Promoting Innovation & Entrepreneurship**

The National Innovation and Start-up Policy 2019 for students and faculty of SVIET will enable the institutes to actively engage students, faculties and staff in innovation and entrepreneurship related activities. These guidelines will enable institute to actively support their faculty, staff and students to participate in innovation and entrepreneurship (I&E) related activities, thus encouraging students and faculty to consider start-ups and entrepreneurship as a potential career option.

A.1 Entrepreneurship promotion development will be one of the major dimensions of the SVIET strategies. To facilitate development of an entrepreneurial ecosystem in the SVIET and nearby area, specific objective and associated performance indicator will be periodically defined for assessment.

A.2. Implementation of entrepreneurial vision in SVIET will be achieved through mission statements rather than stringent control system. The entrepreneurial agenda will be responsibility of all the stake holders to bring in required commitment.

A.3 Resource mobilization plan will be worked out at the SVIET level for supporting innovation, pre-incubation, and facilities. A sustainable financial strategy will be defined to reduce the organizational constraints to work on the entrepreneurial agenda.

i. Investment in the entrepreneurial activities will be a part of the institutional financial strategy. Minimum 1% fund of the total annual budget of the institution will be allocated for funding and supporting innovation and startups related activities through creation of separate 'Innovation fund'.

ii. The strategy will also involve raising funds from diverse external funding sources through government (state and central) such as DST, MHRD, AICTE, Startup India, MSME, etc. and nongovernment sources.

iii. To support technology incubators, SVIET will approach private and corporate sectors to generate funds, under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.

iv. SVIET will also raise funding through sponsorships and donations. We will actively engage alumni network for promoting Innovation & Entrepreneurship.

A4. For expediting the decision making, hierarchical barriers will be minimized through empowering the IIC team and individual autonomy and ownership of initiatives will be promoted.

A5. Importance of innovation and entrepreneurial plan will be known across the SVIET and

will be promoted and highlighted at Institute Academic Calendar programs such as workshops, etc.

A6. Action plan will be formulated at SVIET level, having well-defined short-term and long-term goals.

A7. SVIET will develop and implement innovation and entrepreneurship strategy and policy for the entire Institute in order to integrate the entrepreneurial activities across various center for excellence, departments, faculties, career services within the Institute.

A8. Development of entrepreneurship culture will not be limited within the boundaries of the Institute.

i. SVIET will be the driving force in developing entrepreneurship culture in its vicinity (regional, social and community level). This shall include giving opportunity for regional startups, provision to extend facilities for outsiders and active involvement of the Institute in defining strategic direction for local development.

ii. Strategic international partnerships will be developed with the support of Global Alumni Network of the institute using bilateral and multilateral channels with international innovation clusters and other relevant organizations. Moreover, internships, engaging the international faculties in innovation and entrepreneurship will also be promoted.

### **A1. Creating Innovation Pipeline and Pathways for Entrepreneurs**

Awareness programs will be organized for students, faculty, and staff at the institution level.

A1.1 Spreading awareness among students, faculty, and staff about the value of entrepreneurship and development, or employability is an essential part of the institutional entrepreneurial agenda.

A1.2 Students trained in various training/activities/events to develop an entrepreneurial mindset through experiential learning by exposing them to cognitive skills (e.g., design thinking, critical thinking, etc.) by inviting first-generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, seminars, mentoring by academic and industry personnel, throwing real-life challenges, awards and recognition will be organized.

A1.3 Institute will link their startups and companies with a wider entrepreneurial ecosystem by providing support to students who show potential in the pre-startup phase. Connecting student entrepreneurs with real-life entrepreneurs will help the students in understanding real

challenges which may be faced them while going through the innovation funnel and will increase the probability of success.

## **A2. Building Organizational Capacity, Human Resources, and Incentives to support and promote innovative and entrepreneurial activities**

A2.1 Institute with permission of Management will recruit staff that have a strong innovation and entrepreneurial/ industrial experience, behavior and attitude. This will help in fostering the I&E culture.

i. Some of the relevant faculty members with prior exposure and interest will be deputed for training to promote I&E.

ii. To achieve better engagement of staff in entrepreneurial activities, institutional policy on career development of staff will be developed with constant up skilling.

A2.2 Faculty and departments of the institutes will work in coherence and cross-departmental linkages will be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.

A2.3 Periodically some external subject matter experts such as guest lecturers or alumni can be engaged for strategic advice and bringing in skills which are not available internally.

A2.4 Faculty and staff will be encouraged to do courses on innovation, entrepreneurship management and venture development.

A2.5 In order to attract and retain right people, institute will develop incentives and reward mechanisms for all staff and stakeholders that actively contribute and support entrepreneurship agenda and activities.

i. The reward system for the staff may include sabbaticals, office and lab space for entrepreneurial activities, reduced teaching loads, awards, trainings, etc.

ii. The recognition of the stakeholders may include offering use of facilities and services, strategy for shared risk, as guest teachers, fellowships, associate ships, etc.

iii. A performance matrix will be developed and used for evaluation of annual performance.

### **Nurturing Innovations and Start ups**

1. Institute will establish processes and mechanisms for easy creation and nurturing of Start ups/enterprises by students (UG, PG), staff, faculty, alumni.

2. While defining their processes, institutions will ensure to achieve following:

i. Incubation support: Offer access to pre-incubation facility to start ups by students, staff and faculty for mutually acceptable timeframe.

i. In case an institute doesn't have a dedicated facility/ infrastructure of its own, then it will reach out to nearest incubation facilities in other HEIs in order to facilitate access to their

students, staff and faculty.

ii. Will allow licensing of IPR from institute to start up: Ideally students and faculty members intending to initiate a startup based on the technology developed or co-developed by them or the technology owned by the institute, will be allowed to take a license on the said technology on easy term, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early-stage financial burden.

iii. Will allow setting up a startup (including social startups) and working part-time for the startups while studying / working: HEIs may allow their students / staff to work on their innovative projects and setting up startups (including Social Startups) or work as intern / part-time in startups (incubated in any recognized HEIs/Incubators) while studying / working. Student Entrepreneurs may earn credits for working on innovative prototypes/Business Models. Institute

may need to develop clear guidelines to formalize this mechanism. Student inventors may also be allowed to opt for startup in place of their mini project/ major project, seminars, summer trainings. The area in which student wants to initiate a startup may be interdisciplinary or multidisciplinary.

However, the student must describe how they will separate and clearly distinguish their ongoing research activities as a student from the work being conducted at the start up.

c. Students who are under incubation but are pursuing some entrepreneurial ventures while studying should be allowed to use their address in the institute to register their company with due permission from the institution.

d. Students entrepreneurs should be allowed to sit for the examination, even if their attendance is less than the minimum permissible percentage, with due permission from the institute.

## **B. Norms for Faculty & Students Driven Innovations and Startups**

### **Norms for Faculty:**

For better coordination of the entrepreneurial activities, norms for faculty are created by the institutes. Only those technologies should be taken for faculty startups which originate from within the same institute. With the approval of Management case by case policies for faculty can be approved.

- i. Role of faculty may vary from being an owner/ direct promoter, mentor, consultant or as on-board member of the startup.
- ii. Institutes will work on developing a policy on 'conflict of interests' to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the startup activities.
- iii. Faculty startup may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.



- b. In case the faculty/ staff holds the executive or managerial position for more than three months in a startup, they will go on sabbatical/ leave without pay/ utilize existing leave.
- c. Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/ company.
- d. In case of selection of a faculty start up by an outside national or international accelerator, a maximum leave (as sabbatical/ existing leave/ unpaid leave/ casual leave/ earned leave) of one semester/ year (or even more depending upon the decision of review committee constituted by the institute) may be permitted to the faculty.
- e. Faculty must not accept gifts from the startup.
- f. Faculty must not involve research staff or other staff of institute in activities at the startup and vice-versa.
- g. Human subject related research in startup should get clearance from ethics committee of the institution.

**Norms for Students:**

- i. Institute may allow students to work on their innovative projects and setting up startups (including Social Startups) or work as interns/part-time in startups while studying.
- ii. Student inventors may also be allowed to opt for startup in place of their mini project/ major project, seminars, summer trainings etc. The area in which a student wants to initiate a startup may be interdisciplinary or multidisciplinary with team members from various departments depending on the need of the project. Such scrutinized proposal shall be forwarded by the Department Academic Committee (DAC) of the concerned department(s) for consideration and further approvals

**B1. Incentivizing Students for Entrepreneurship and Startup pursuits**

With the approval of Management case by case policies for students can be approved.

**B2. Incentivizing faculty and Staff for Entrepreneurship and Startup pursuits**

With the approval of Management case by case policies for faculty can be approved.

**C. Incubation & Pre-Incubation Support and Facility Creation**

eYantra, Sponsored by MHRD & IIT Bombay helping in incubation and pre incubation activities supporting competencies specific to entrepreneurial actions: communication, negotiation, Opportunity Identification, Marketing Accounting, Finance, Environmental Scanning- documents and procedures (business plan and techniques for project evaluation), project management etc.

eYantra acts as facilitator to motivate, guide and help prospective and existing entrepreneurs in their entrepreneurial endeavors/efforts through positive training interventions. Entrepreneurship Development Programmes (EDPs) are well formulated and suitably structured programmes conducted with the aim of new enterprise creation. Programme provides details on institutional linkages and assistance, business opportunities, achievement motivation, technical orientation, factory visits, market survey, project report preparation, marketing management aspects.etc.

#### **D. IP Ownership Rights for Technologies Development and Transfer in Institute**

The Institute may provide space, infrastructure, mentorship support, seed funds, support for accounts, legal, IPRs etc. for the Startup company owned by Faculty and staff. In return for the services, the Institute may take 2.0 – 9.5 % equity / stake in the company (As per the policy guidelines of the state government and affiliated university). b. If a faculty member is an Owner or Co-owner of such companies with the permission of the Institute and be a Director on the Board, he / she may also play an operational role (Technical Adviser, CEO, Manager etc.) with the approval of the Institute with the conditions given below: No restriction on the shares that faculty / staff can hold, as long as they do not spend more than 20 % of office time on the startup company in the role mentioned and do not compromise in their academic and administrative work / responsibilities. Faculty must clearly separate and distinguish on-going research work at the Institute from the work conducted at the startup / company. Faculty must not involve research staff or other staff of institute in the activities of the startup and vice versa.

### **3. Scope of the Policy**

This Policy shall apply to all intellectual Property created on or after [date] and all IP Rights associated with them.

This Policy shall apply to all Researchers who have established legal relationship with the Institute based on which the Researcher is bound by this Policy. Such a legal relationship may arise pursuant to the provision of law, collective agreement or individual agreement.

The present Policy shall not apply in cases in which the Researcher entered into an explicit arrangement to the contrary with the Institute before the effective date of the Policy, or the Institute previously entered into an agreement with a third party concerning rights and obligations set out in this Policy.

This Policy provides Complete Ownership of IPR by the inventors in case of non-usage of the institute's facilities/ resources.

#### 4. Legal issues concerning the status of Researchers

The person exercising the authority of employment on behalf of the Institute shall ensure that the employment contract or other agreement establishing any type of employment relationship between the Institute and the Researcher includes a provision placing the Researcher under the scope of the Policy.

Students of the Institute shall be required to sign an agreement to be bound by this Policy before commencing any research activity.

The person authorized to enter into an agreement on behalf of the Institute shall ensure that Researchers not employed by the Institute, including Visiting Researchers shall sign an agreement to be bound by this Policy and an assignment agreement in respect of ownership of IP created by them in the course of their activities that arise from their association with the Institute before commencing any research activity at the Institute.

special arrangements may be needed to meet prior obligations of Visiting Researchers. Any such requested special arrangements shall be assessed and decisions shall be taken on a case-by case basis by *the person or committee designated by the Institute*.

Special arrangements may be needed for research activities pursued by a Researcher employed by the Institute, but working in another institution as academic visitor. In such cases the Researcher may be required by a third party to sign any document which might affect the Institute's IP Rights. In order to avoid any subsequent disputes, the Researcher is not permitted to sign any such documents without the written approval of *the person or committee designated by the Institute*. The approval shall not be denied if no Institute IP Rights are being affected. If such a document affects the Institute's IP Rights, the Institute shall initiate negotiations to enter into an agreement with the third party, as described in Section 6.

Rights and obligations under this Policy shall survive any termination of enrollment or employment at the Institute.

#### **5 Ownership exemptions:**

Exemption to ownership is given in the following cases and SRI VASAVI INSTITUTE OF ENGINEERING AND TECHNOLOGY reserves the right to revise these exemptions on a case to case basis. Copyright being present by default on any material being created, the policy provides the following ownership exemptions to the various creations that occur as part of SRI VASAVI INSTITUTE OF ENGINEERING AND TECHNOLOGY personnel's activities. The copyright ownership is treated separately for the various creations identified.

## **6. Ownership of Intellectual Property**

### **Employees of the Institute**

All rights in Intellectual Property devised, made or created by an employee of the Institute in the course of his or her duties and activities of employment shall generally belong automatically to the Institute if the Institute's resources are used. If an employee of the Institute creates Intellectual Property outside the normal course of his or her duties of employment, with the significant use of Institute Resources he or she will be deemed to have agreed to transfer the IP Rights in such Intellectual Property to the Institute as consideration for the use of Institute Resources.

### **Employees pursuing research activities at other institutions**

Rights related to Intellectual Property that is created during an academic visit by the employee of the Institute to another institute shall be governed by an agreement between the Institute and the other institute. If the Institute's IP Rights are not affected, the IP created during the visit shall belong to the other institute unless otherwise provided in an agreement.

### **Students**

Students who are not employed by the Institute shall own all Intellectual Property and associated IP Rights they create in the normal course of their studies. This Policy provides Complete Ownership of IPR by the students in case of non-usage of the Institute's facilities/resources

However, the following exceptions shall apply.

If a student is offered a studentship sponsored by a third party under a separate agreement, under which the third party has a claim on Intellectual Property arising from the studentship, the student must agree that the Intellectual Property shall initially belong to the Institute and ownership will then be determined in accordance with the terms of the agreement concluded with the third party.

Intellectual Property created by students in the course of, or pursuant to, a sponsored research or other agreement with a third party shall initially belong to the Institute and ownership will then be determined in accordance with the terms of the agreement concluded with the third party.

If a student creates Intellectual Property with the significant use of Institute Resources in connection with his or her research activity, he or she will be deemed to have agreed to transfer the IP Rights in such Intellectual Property to the Institute as consideration for the use of Institute Resources.

- through the use of Institute-supported resources and which is in the opinion of the Institute commercializable by the Institute and its assigns;
- intellectual property created through sponsored research where the sponsor does not claim intellectual property rights;

In the case of all such property the creator will retain the moral right to be named as such. Royalty accruing or any type of payment received from the commercialization of Institute-owned intellectual property will be shared between the Institute and the creator.

Requests for any transfer of rights from the Institute to the Inventors(s) or any other third party should be made in the first instance to the *person or department designated by the Institute*.

#### 7. **Identification, disclosure and commercialization of Intellectual Property**

The Institute encourages its Researchers to identify research results with potential commercialization value and which may enhance the reputation of the Institute through bringing them to public use and benefit.

The person or department designated by the Institute is responsible for the protection and commercialization of the Institute's Intellectual Property. The Inventor(s) however, shall be consulted in each phase of the procedure.

Researchers shall be required to present in writing the draft publications containing scientific results to the relevant Head of Department before publishing them, and shall state in writing that, to the best of their knowledge such works do not contain any results for which protection may be obtained or which can be exploited in any way.

Researchers, including employees, students and Visiting Researchers are obliged to disclose all Intellectual Property falling within the scope of Paragraph 6 to the person or department designated by the Institute.

Since protection and successful commercialization of Intellectual Property might depend on prompt and efficient administration, Inventors are required to disclose all potentially exploitable Intellectual Property as soon as they become aware of them. The disclosure must be made in writing by completing the Intellectual Property Disclosure Form available from *the person or department designated by the Institute*.

Inventors shall fully disclose all research activities and results relevant to the Intellectual Property and provide information about themselves, in particular the percentage of their contribution to the creation of the Intellectual Property and the circumstances under which it was created. The detailed description of the Intellectual Property shall be presented in such a manner that the inventive activity involved and its novelty as well as its susceptibility of industrial application become explicit and clear-cut for a person skilled in the art.

Students shall be given the option to assign IP Rights to the Institute and shall then be granted the same rights as any employee Inventor as set out in this Policy.

In such cases students should follow the procedures set out in this Policy.

All rights in Copyrighted Works are owned by their creators regardless of the use of Institute Resources. Copyrighted Works specifically commissioned by the Institute or developed in the performance of a sponsored research or other third party agreement shall constitute an exception where the provisions of such agreements shall be taken into account.

If the Institute cannot, or decides not to, exploit any Intellectual Property to which it lays claim, it shall forthwith notify the Inventor(s). The notification shall be made at least one month prior to any act or any intentional omission liable to prevent the obtainment of protection. In such cases the Inventor(s) shall have the option to acquire related IP Rights; however, the Institute may claim a share from the income of any subsequent exploitation of the Intellectual Property to the extent equaling the verified expenditures of the Institute incurred in connection with the protection and commercialization of such IP. The Institute may also claim for a perpetual non-exclusive royalty-free license for research purposes without the right to business exploitation and without the right to sub-license. The Institute may also claim for a percentage of any net income generated by the Inventor(s) from the commercialization of the Intellectual Property. The Institute shall not unreasonably withhold or delay an assignment of the IP Rights to the Inventor(s); however it reserves the right to delay exploitation where it is in its interests to do so.

Requests for any transfer of rights from the Institute to the Inventors(s) or any other third party should be made in the first instance to the *person or department designated by the Institute*.

- **Design Rights:** The design right for a created component (physical or graphic, any dimension)

**Patents and inventions:**

This section refers to intellectual property that is patentable or protectable by confidentiality agreements.

The Institute will not require to be assigned to it intellectual property created by creators where there is use of usual Institute resources only.

The Institute will require to be assigned to it such intellectual property as is created by creators

If an Inventor is in any doubt whether an Intellectual Property falls within the scope of Paragraph 6 or it is potentially commercially exploitable, then the Inventor should submit a disclosure to the *person or department designated by the Institute* for consideration prior to making public disclosure of the Intellectual Property.

Premature disclosure may compromise the protection and commercialization of Intellectual Property. To avoid any loss of potential benefits, Researchers are required to make reasonable efforts to identify Intellectual Property early in the development process and consider the consequent impacts of any public disclosure.

After full disclosure of all relevant information the person or department designated by the Institute shall record the Intellectual Property in its register.

Commercial decisions, such as the ones concerning the terms of an assignment/licensing agreement or establishment of a spin-off enterprise, shall be taken on a case-by-case basis by *the* person or committee designated by the Institute, giving due consideration to all circumstances.

Expenses incurring in connection with the protection and commercialization of intellectual Property shall be borne by the Institute

## **8 RECORD KEEPING PROCEDURES**

It will be the responsibility of the Heads of Departments/Centres/Schools or persons authorized by the Institute Intellectual Property Committee to ascertain for the purposes of this policy which facilities/resources used for the purpose of generation of intellectual property by a creator in a given Department should be construed as usual Institute resources and which should be construed as Institute-supported resources, and to maintain records of the course of development of intellectual property involving such resources. All data and details generated by a creator in the course of creation of intellectual property should be systematically recorded in the concerned department as outlined below:

- All laboratory records shall be entered in indelible ink in bound volumes marked "PRIVATE & CONFIDENTIAL" with all pages serially and permanently numbered, without mutilations or insertions.
- All blank spaces between successive entries should be cancelled as if they were deletions and authenticated with the creator's initials and date.
- Precise descriptions of all actions and experiments carried out should be provided. Ideas or suggestions should be headlined as such, so as to clearly differentiate them from work actually performed.
- No abbreviations or terms, except where their use is standard practice in that particular discipline, should be used, unless clearly explained in a table at the front or back of the book.

- Crucial data or descriptions of experiments which relate to valuable inventions or discoveries should be signed and dated by the creator, supervisor, or coordinator of the project.
- Modifications, if any, should be made by drawing a line through the deleted matter and writing 'cancelled' beside it. The corrected data (clearly marked as such) should be entered immediately below, authenticated by the creator with initials and date.
- Samples of new products or of products produced by a new method should be preserved if possible and photographed for the record. All photographs should be dated and signed by the creator on the reverse.

## 9 CONFIDENTIALITY REQUIREMENTS

The creators involved in the development of Institute-owned intellectual property should maintain strict confidentiality in dealing with all relevant information relating to the intellectual property concerned.

The following guidelines should be followed when dealing with confidential information in the context of third parties such as commercial organizations:

- The amount of information given to prospective licensees before the signing of any confidentiality or secrecy agreement should in no case exceed or fall outside that which is set out in the Technology Profile Form for any particular intellectual property.
- When a third party is interested in commercializing an item of intellectual property on offer after inspecting the relevant Technology Profile, they may apply on the prescribed form and with the deposition of the required fee for transfer of the technology. They will be required to demonstrate their capacity to commercialize the technology to the Institute's satisfaction. The Institute will then require the third party to sign contractual confidentiality or secrecy agreements undertaking to maintain the confidentiality of all information disclosed, before any further disclosure is made.
- Third parties must obtain express authorization in writing from the Institute to commercialize/exploit the intellectual property. Confidentiality agreements will continue in force even if the commercialization process is aborted at any stage. However, it is recommended that no disclosure should be made if there is any doubt as to the outcome of the commercialization process.
- If running royalties are to accrue to the Institute and the creator, the licensees must be bound by their contract to take adequate measures to protect that matter from becoming known to others through the licensee's practice, and thereby made available to others whose activities may adversely affect royalty returns.
- Access to areas where Institute-owned intellectual property including confidential



information is made available, seen or used, and to confidential documents, records, etc. is to be limited only to those who are creators or are bound by confidentiality agreements.

- Creators and/or Institute personnel must take care not to disclose confidential details of Institute-owned intellectual property in their publications, speeches, or other communications

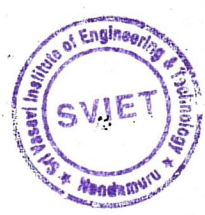
**10. Recording and maintenance of the Institute's Intellectual Property portfolio**

The person or department designated by the Institute shall maintain records of the Institute's Intellectual Property in an appropriate form and in sufficient detail. It shall monitor the deadlines for the payment obligations related to the maintenance of protected Intellectual Property, and shall, within reasonable time, inform the person or department designated by the Institute.

**Committee to implement Institute Innovation and Entrepreneurship policy**

A committee is formed with the following members to formulate the Innovation and Entrepreneurship policy .

S.No	Name	Designation	Role
1	Dr.B.R.S Reddy	Principal	Chairman
2	A.Chandra Suresh	Associate professor	Coordinator
3	P.Srikanth	Assistant Professor	Member
4	M.Madhusudhan rao	Assistant Professor	Member
5	N.Nagaraju	Assistant Professor	Member
6	C.Pakirakaih	Assistant Professor	Member
7	A.Annapurna	Assistant Professor	Member
8	V.Bala Krishna	Assistant Professor	Member



*Ba*  
Principal  
Sri Vasavi Institute of  
Engineering & Technology  
NANDAMURU