



RESEARCH POLICY




REGISTRAR
ATLAS SKILLTECH UNIVERSITY

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Tower 1 – Equinox Business Park, Off Bandra-Kurla Complex (BKC),
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INTRODUCTION

The National Education Policy -2020 is aimed to make India a global knowledge superpower with equitable access to the highest-quality education for all learners. To attain this outcome, India has to be at the forefront of knowledge creation, research, innovation, and entrepreneurship. These require high-quality human resources with in-depth understanding of research and innovation methodologies and critical thinking abilities with emphasis on out-of-the-box thinking. It also necessitates creating interconnected centres of excellence as drivers of research, innovation, and entrepreneurship, with close links to the society and economy. Understanding these forecasted needs, ATLAS SkillTech University is committed to the pursuit of excellence in research and aiming to lead the multidisciplinary research agenda across the spectrum of design, technology, humanities and social responsibilities. This also compliments the vision and mission of the University. Our commitment to the range of our interdisciplinary work is reflected in the sustenance of both applied research and basic research, which may yield a long-term impact. ATLAS SkillTech University ensures that all the core and inter disciplines flourish in research by adopting the highest norms and standards of a scholarly undertaking. This document provides the information of proposed research practices and promotional activities of the University. This document further outlines the principles and guidelines that should be taken into account while planning and conducting research.

Furthermore, the University is committed for upholding the highest standards of research integrity and ethics, and it expects all researchers to conduct their work with honesty, integrity, and transparency. It prioritizes the responsible conduct of research and the dissemination of findings in a timely and accurate manner. In order to support the research endeavours of our academic community, University provides details insights, guidelines for utilization of resources, financial assistance and ethical practices to facilitate the pursuit of cutting-edge research. Hence the policy description has further been divided into the different parts as mentioned below:

PART I: RESEARCH PROMOTION

- A. SEED MONEY
- B. FUNDED RESEARCH POLICY
- C. FINANCIAL SUPPORT & RESEARCH INCENTIVE POLICY
- D. RESEARCH FELLOWSHIP POLICY

PART II: IPR POLICY

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PART III: CONSULTANCY & TRAINING POLICY

DEFINITIONS

- I. **Research** means any systematic scientific activity aimed at addressing specific research inquiries, conducted within established regulations, involving human participants and data. The objective is to generate new knowledge, contribute to existing knowledge, or disseminate acquired information from the research process
- II. **Researcher** means:
 - a. Any qualified, trained, and experienced individual conducting research involving human participants and data within ATLAS SkillTech University, its constituent schools, centers, and the surrounding community.
- III. **Teacher**: Any ATLAS SkillTech University employee engaged in research, encompassing all types of educators, such as full-time, part-time, adjunct, additional, temporary, permanent, contractual, and honorary/emeritus staff.
- IV. **Student**: Any learner with legitimate credentials enrolled in courses approved by the Academic Council and offered by ATLAS SkillTech University's schools/centers. This includes learners up to the point of receiving their degree/diploma during convocation.
- V. **Research Scholar/Assistant/Fellow**: Any individual appointed by ATLAS SkillTech University or its schools for the purpose of conducting research
- VI. **University** means ATLAS SkillTech University
- VII. **Author** means faculty, students, staff or visiting faculty who has/have written or created a creative work.
- VIII. **Collaborative Activity** is the research undertaken personnel in cooperation with industry and/or other researcher(s) who are not personnel.
- IX. **Commercialization** means any form of exploitation of Intellectual property, including
- X. assignment, licensing, internal exploitation within the Institute and commercialization via a spinoff enterprise.

- XI. **Confidential** Information not in the public domain and declared confidential by parties as such in a MOU/Agreement that has been signed by the parties.
- XII. **Conflict of Interest or a Potential Conflict** of Interest exists when an inventor/author is or may be in a position to use either creative work or influence for unmerited personal or family gain.
- XIII. **Visiting Researcher** means individuals having an association with the Institute without being either employees or students. “Visiting Researchers” includes academic visitors, individuals with honorary appointments in the Institute
- XIV. **Publication in Scopus / Web of Science indexed journals:**
- Scopus is a bibliographic database containing abstracts and citations for academic journal articles. It covers nearly 35,000 titles from over 5,000 publishers, of which 20,000 are peer-reviewed journals in the scientific, technical, medical, and social sciences.
 - The Web of Science platform connects the Web of Science Core Collection to regional citation indexes, patent data, specialized subject indexes, and an index of research data sets, all in totaling over 33,000 journals.
- XV. **Publications in Journals included in UGC-CARE List Group –(I) other than in Scopus / Web of Science Indexed Journals:** The UGC-CARE List of Journals under Group -1 include
- Journals that have been qualified through UGC-Care Protocols is available at ugccare.unipune.ac.in
 - Consultancy:** Any activity undertaken for a fee by faculty members to provide expert advice, guidance, and solutions to address specific challenges or problems faced by external organizations, such as businesses, government agencies, or nonprofit entities. Any commercial agreement that focuses is on solving real-world issues or providing specialized expertise.
 - Training:** Any commercial arrangement between the client and the

University where Faculty involved in training, typically engage in teaching and educational activities, offering structured courses or workshops to enhance the knowledge, skills, and professional development of participants who could be students, other faculty, or professionals

iii. ISBN number means

- b. An International Standard Book Number is a 13-digit number that uniquely identifies a commercial book title or specific edition across the entire supply chain. The number allows publishers, booksellers, libraries, distributors, and retailers to identify, track, order, stock and sell available book formats in their inventory systems.
- c. ISBNs only apply to commercial books made broadly available for sale to the public

XVI. Principal Investigator A Principal Investigator is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

XVII. Co- Principal Investigator (Co-PI) –Co-PIs are key personnel who have responsibilities similar to that of a PI on research projects. While the PI has ultimate responsibility for the conduct of a research project, the Co-PI is also obligated to ensure the project is conducted in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

CORE PRINCIPLES

The comprehensive purpose of research policy of the University is to ensure that research is conducted effectively and in a way that maximizes its impact and shall be based on the principles mentioned below:

- a) **Transparency:** Research policy shall be transparent and clearly communicated to all stakeholders, including researchers, funders, and the public. This helps to build trust and accountability in the research process.
- b) **Ethics:** Research policy shall include guidelines for ethical conduct in research, such as protecting the welfare of research participants, minimizing risks, and ensuring the integrity of research findings. Ethical considerations should be integrated into all stages of the research process.
- c) **Quality:** Research policy shall emphasize the importance of conducting high-quality research that is rigorous, reliable, and relevant. This includes using appropriate methods, data sources, and analyses to ensure the validity and generalizability of research findings.
- d) **Collaboration:** Research policy shall encourage collaboration among researchers, organizations, and stakeholders to leverage resources, expertise, and networks for more impactful research outcomes. Collaborative research can also help to address complex problems that require interdisciplinary approaches.
- e) **Innovation:** Research policy shall support and incentivize innovation in research, such as the development of new methodologies, technologies, or interdisciplinary research areas. Encouraging innovation can help to drive research progress and address emerging challenges.
- f) **Accessibility:** Research policy shall promote open access to research findings, data, and publications to facilitate knowledge sharing, collaboration, and reproducibility. Open science practices, such as data sharing and pre-registration of studies, can enhance the transparency and reliability of research.
- g) **Impact:** Research policy shall be oriented towards achieving tangible outcomes and impacts, such as advancing knowledge, informing policy and practice, and contributing to social or economic development. Research funding and evaluation should consider the potential impact of research outputs and outcomes.
- h) **Sustainability:** Research policy shall support sustainable research practices, such as promoting diversity and inclusion in research, fostering research integrity, and ensuring the long-term sustainability of research ecosystems. Sustainable research policies can help to build a resilient and impactful research community.

- i) **Integrity:** Research Policy shall lay down guidelines and processes that will enhance the integrity amongst the researchers for carrying out any research related activity. This applies to the whole range of research activities including designing of experiments, generating and analyzing data, publishing results, reviewing the work of other researchers and applying for grants.

Overall, these principles of research policy aim to guide and shape research activities towards producing high-quality, impactful, and ethical research outcomes that benefit society and contribute to knowledge advancement.

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OBJECTIVES:

The objectives of the Research Policy are based on the University's mission, vision and act. They have been further derived from the University's vision & mission and inferred from National Education Policy 2020.

- To collaborate with other colleges, universities, research institutions, profit and non-profit organizations, corporates, industry, industry associations, professional associations or other organizations in India or overseas to conceptualize, design, develop research programs
- To conduct research in labor market requirements in order to understand emerging trends and offer suitable curricula, courses and programs
- To undertake collaborative research and advocacy with any organizations in India or overseas for promoting innovative models of education, research, training and skill development aiming for employment and entrepreneurship
- To collaborate with other institutes, industries, businesses, universities or labs or agencies or organizations of repute from other States of India or foreign countries to offer joint programs or courses or research or exchange faculty or information or share practices and give or receive equipment or resources or grants or consultancy for benefit of students
- To do research in the pedagogy of skill assessments, online assessments, computerized assessments or tests and develop required software, hardware solutions or other systems or processes for carrying out assessments or tests
- To support the development of new knowledge and innovation in various fields through research activities
- To promote collaboration between industry, academia, and government to drive economic growth and competitiveness
- To enhance the quality and impact of research outputs, such as publications, patents, and products
- To address key societal challenges and opportunities through research efforts
- To foster a culture of research excellence and integrity within the research community
- To ensure the efficient and effective allocation of resources for research activities.
- To facilitate the dissemination and utilization of research findings for the benefit of society
- To encourages varying points of view, inquiry, thought and expressions free of ideology or coercions of any type for the benefit of mankind.
- To engage members in Research and to select topics/domains in their area of

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competence or in collaboration with other faculty members, seek financial assistance from genuine sources with the approval of the University and be solely responsible for their outcomes and conclusions.

- To attempt to provide an atmosphere conducive to undertaking Research to all interested and motivated faculty to undertake the same.
- To sensitize all concerned to ensure authorship rights & responsibilities of students, co- investigators and others associated with the research outcome. ATLAS shall conduct regular surveys to verify an academic authorship of any publication with regard to the research outcomes.
- To affirm to provide research opportunities to all concerned without basis to gender, caste, creed, religion and race.
- To advocates the philosophy of shared ownership of Intellectual Property Rights (IPR) with regard to all scholarly pursuits.
- To encourage faculty members & students to take consultancy services

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CONSTITUTION OF THE UNIVERSITY RESEARCH COMMITTEE:

University Research Committee

University Research Committee shall be responsible for implementation of the Research Policy of the University

Constitution:

Chairperson - The Vice Chancellor or its nominee

Members - Seven Leading research faculty members

Three Eminent experts from outside the University

Functions:

- To review and approve research proposals / research incentives applications submitted by faculty and students to ensure they meet ethical and methodological standards
- To assess and approve the Recommendations made by the

Institutional Ethics Committee

- To make recommendations for research priorities and funding allocations based on available funds and the committee's assessment of the quality and potential impact of proposed research projects.
- To facilitate collaboration among researchers from different departments or institutions to promote interdisciplinary research and maximize the impact of research outputs.
- To ensure that research conducted at the university is conducted in compliance with research policy of the university
- To collaborate with Institutional Ethics Committee constituted as per Code of Ethics for ensuring ethical research practices within University Community
- To allocate Research Supervisors/ guide to Ph.D. scholars
- To review the research proposal and finalize the topic of the research.
- *To review the research output and the quality of the journal/publications and to ascertain the author's affiliation to the university.*
- To consider and approve half-yearly progress reports of Ph.D. candidates.

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- To consider the request of the candidates for the modification of the title of the Ph.D. thesis.
- To consider the change of Research Supervisor.
- To consider the request of the admitted candidates for conversion from Full-time to Part-time and vice-versa and cancellation of Ph.D. registration.
- To recommend the date of submission of the synopsis and thesis as per the regulations of the university.
- To approve and accord permission for the submission of the Ph.D. thesis.
- To carry out such other duties as the university may entrust from time to time in connection with the Ph.D. programme.
- To resolve the grievances received if any
- To collaborate with Institutional Ethics Committee for ethical research practices

Terms of Reference:

- The term of the University Research Committee shall be for three years
- The committee shall meet at least twice a year
- The University Research Committee shall, meet at as and when needed.

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PART I: POLICY FOR RESEARCH PROMOTION

A. SEED MONEY POLICY

The Seed Money Grant Scheme is designed to stimulate competitive research in strategic areas of national or international importance, to promote innovative product and technology development, and / or to facilitate the start of research programs that will potentially develop into creative ventures on their own through external funding.

The objectives of the Seed Grant Schemes are:

- To aid faculty members to start research programs that have the potential to sustain by attracting funds from external agencies.
- To test a novel idea and generate preliminary results before submitting proposals to external funding
- To promote inter-faculty collaboration in emerging areas
- To promote the generation of IPR and product / process development and high quality publications
- To attract and retain talent
- To conduct a survey of the local, National, Global community in terms of skill requirements and plan solutions accordingly.

Amount of Awards:

Grant shall be awarded with a minimum of Rs. 1 lakh or more depending upon project proposals and scope of research as approved by University Research Committee.

Eligibility:

The following are eligible to apply for the Seed Grant:

- All staff and faculty members of ATLAS SkillTech University.

Application Process:

The application for Seed Grant will be as follows:

- Applications may be made in response to the call for proposals to the Centre for Research.
- Applications should be in the form of a full proposal as per Annexure I
- The proposals completed in all respects will only be considered

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Selection Criteria:

The proposals will be evaluated for consideration based on the following criteria:

- Innovative and interdisciplinary research
- Team of faculty members whose expertise is complimentary
- Budget matching the claimed outcomes
- Potential to generate intellectual property, including product and process development

Evaluation:

The evaluation process will follow a two – stage scheme:

Stage 1

Proposals will be reviewed by Institutional Ethics Committee based on the Code of Ethics and shortlisted proposals will be recommended to University Research Committee for further consideration and approval

Stage 2

Shortlisted proposals then be considered and approved by the University Research Committee for the grant of Seed Money based on the funds available

Disbursement Mode:

After the approval of the University Research Policy on the seed money, the sanctioned amount can be directly credited to the faculty or to vendor/s.

Conditions

- The decision of the University Research Committee is conveyed to the Principal Investigator through the Sanction Order
- The PI is responsible for the conduct of the research in accordance with the University research policy, rules and regulations.
- The grant money should be utilized as per the approved budget.
- The Utilization Certificate as per Annexure II to be submitted before the end of the financial year
- In case PI leaves the University before completion of the project, Office of the Director: Doctoral Programs and Research Promotion after obtaining approval from the University Research Committee, appoints a co-investigator from ATLAS Skilltech University to assume responsibility as the PI or decide to terminate the Grant.

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B. FUNDED RESEARCH POLICY

The Funded research policy is outlined to promote the externally funded research which will further encourage the strong Industry Academia Linkages. The guidelines mentioned below provides the framework for managing the Research projects within the University or research institution/ organization.

The objectives of the Funded Research Policy are:

- Promote and facilitate high-quality research by encouraging faculty and students to seek external funding from governmental, corporate, and international sources.
- Ensure that all funded research complies with institutional, national, and international ethical standards, including those related to data protection, intellectual property, and human subjects.
- Establish a system to enhance research quality and innovation by providing necessary resources, mentorship, and collaboration opportunities.
- Encourage the creation and protection of intellectual property arising from funded research and establish clear guidelines for ownership, commercialization, and revenue sharing.
- Strengthen the research capacity of faculty, researchers, and students through funded projects that provide hands-on experience, skill development, and international exposure.

Process of Implementation:

- The Research collaboration with the institutions or organizations to be first recommended by the Institutional Ethics Committee based on the Code of Ethics
- The recommended Research Collaborations further to be approved by University Research Committee
- The Memorandum of Understanding shall further be signed by the University and the Research institution / organization after obtaining the approval of the University Research Committee
- The details of the Research to be undertaken and details of funding to be mentioned in the Memorandum of Understanding
- Further applications will be invited from interested faculty members in the proformas as annexed in Annexure I by The Director: Doctoral Programs and Research Promotion
- The applications will be further reviewed and research project will be allotted to by The Director: Doctoral Programs and Research Promotion

Conditions:

- The decision of the University Research Committee is conveyed to the PI who will be the contact person for all administrative matters regarding the project.
- The PI is responsible for the conduct of the research in accordance with the University research policy, rules and regulations.
- The grant money should be utilized as per the conditions cited under Memorandum of Understanding
- The Utilization Certificate as per Annexure II to be submitted before the end of the financial year
- In case PI leaves the University before completion of the project, Office of the Director: Doctoral Programs and Research Promotion after obtaining approval from the University Research Committee, appoints a co-investigator within the University to assume responsibility as the PI or decide to terminate the Grant.

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FINANCIAL SUPPORT & RESEARCH INCENTIVE POLICY

To promote and encourage high quality research, incentives in different modes are proposed under Financial support & Research incentive policy.

Eligibility

All Faculty members and staff of ATLAS SkillTech University are eligible to apply for support.

Financial Support for attending Conferences / FDPs / Workshops etc.

Policy statement

- Duty Leave Inclusive of Travel Dates shall be permissible
- Maximum amount of financial support Rs. 10,000 (Inclusive of GST) and 5 duty leaves in an academic year
- Applications shall be made as per Annexure III
- Financial support shall include Registration Fees, Travel expense, Accommodation & Food within the maximum amount permissible.

Research Incentives

Policy statement

Financial incentives for each unit of research output / achievement as listed below will be awarded to eligible faculty at the end of year:

Unit of Research Output
Indian / International Design Patent / Copyright Granted or Published
Indian / International Technical / Utility Patent Granted or Published
Scopus / WOS Indexed / ABDC Indexed Publications
UGC CARE Listed Journals
Peer Reviewed Publications
Book Publication
Book Chapter Publication
Conference Paper Presentation* (Only for In Person)

Rewards will only be given basis on information received and approved by Office of the Director: Doctoral Programs and Research Promotion

Performance Incentives

Performance appraisal and career advancement scheme (CAS) for all faculty members shall be based on the Performance Based Appraisal System (PBAS) as prescribed by the University Grant Commission.

Eligibility: Completion of the Probation Period as stated in the appointment letter of the employee

Details of the activities included along with points & maximum limit are as mentioned in Annexure IV.

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RESEARCH FELLOWSHIP POLICY

- **Introduction:** ATLAS SKILL TECH University in its mission to develop skilled researchers, offers Research Fellowship. This fellowship is awarded to teachers and researchers who want to pursue Ph.D. in ATLAS SKILL TECH UNIVERSITY.
- **Fellowship:** Fellowship of Rs. 31,000/- (equivalent to JRF) pm will be awarded to the selected students and shall be revised as per the UGC guidelines issued from time to time.
- **Number of Fellowships to be awarded per Year:** A maximum of 10 Fellowships will be provided for a batch of Ph.D.
- **Duration of Fellowship:** The Fellowship will be provided for a maximum of 2 years counted at a stretch subject to satisfactory compliance of conditions as prescribed by UGC.
- **Eligibility:** All students admitted in Ph.D. programs of Atlas SkillTech University are eligible for Research Fellowship.
- A student can avail this fellowship at any time during his Ph.D. subject to Clearing the course work.

Mode of selection:

- Student, for availing fellowship, will be selected on the basis of a panel interview.
 - The panel for the interview will be proposed by Director: Doctoral Program and Research Promotions and approved by the Chancellor.
 - Applications for the fellowship should be submitted to the office of Director: Doctoral Program and Research Promotions not later than 31st December every year.
 - The interview for the fellowship would be as per schedule communicated by the University from time to time.
- **Applicability:** The fellowship would be applicable from the start of the term of an Academic Session.
 - **Terms and Conditions:** The following terms and conditions shall be applicable to the research fellows selected for Research Fellowship.
 - **8.1.** Beside research work, the research fellow will be required to teach one course with
 - a lecture component “L” of not less than 3 hours per week.
 - A research fellow shall perform all the responsibilities related to his class like

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maintenance of attendance, evaluation of different components of CA such as assignments, etc.

- He will also attend the course coordination meetings and other scheduled meetings as specified.
- The research fellow is required to perform the examination duties including invigilation and act as a member in evaluation team for the course which he is teaching.
- No leave provision shall be applicable for the research fellow but in case of absence on the day on which his class is scheduled, he is required to take the make-up of the same and should report to and seek approval through HOD. He will follow the same process for applying for a leave as is applicable to other employees.
- The research fellow should be available in the campus at least for the half day (4 hrs) during which his class is scheduled. He is expected to be available in the campus for doubt clearing of the students and also for the continuous assessment evaluations. For example, if a candidate is having a class at 11 am, he is expected to be available for the first half and if he is having a class at 2 pm then he should be available in the second half.
- During the teaching period if on a day the research fellow does not have a class scheduled, he may take that day off.
- The research fellow will also be evaluated for his teaching and the system of “Teacher Evaluation” as applicable to other teachers will be followed.
- Normally no administrative responsibilities would be given to the research fellow during the tenure of fellowship.
- The research fellow is free to discontinue his fellowship but will be required to complete his responsibilities for the term. He is required to complete all the responsibilities of the course which he is teaching.
- The research fellow may be provided with a desk in the department in which he is taking classes.
- If the performance of research fellow is found satisfactory during his fellowship in terms of “Teacher Evaluation” and completion of his Ph.D. degree, he may be considered for the teaching position in the University subject to conditions.
- All rules and regulations related with the teaching will be applicable to the research fellow for the class he is teaching, unless otherwise specified herein.
- In case of faculty enrolled for PhD the fellowship amount will be approved subject to contribution of additional 4 hours towards purely research activities.

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The University reserves the right to amend or withdraw at any time any provision contained in this policy

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Part II: IPR Policy

Preface

Context and Institution Mission

- The core mission of the ATLAS SkillTech University is to develop competent, confident, concerned, compassionate and globally relevant professionals by quality, learner, community and evidence centric ‘competency-based model’ of higher education with value orientation, through all its constituent units. It shall foster a conducive milieu for interdisciplinary research practices generating consequential and meaningful outcomes for the nation in general and the region in particular. This shall be achieved through appropriate collaborative linkages and a proactive, transparent and accountable decentralized governance system.
- The Institution is committed to ensuring that Intellectual Property (IP) emanating from its Research activities is used in support of the objectives set out and in accordance with its legal obligations, for the benefit of the Institution, the Creators and, most importantly, society-at-large.

Purpose of the IP Policy

- **Promotion of IP utilization:** The intent of the IP Policy is to facilitate the widespread use of, through various modalities of access to, the Institution’s IP.
- **IP management:** The IP Policy seeks to set the framework for the translation of the IP arising from the Institution’s Research into products, services and processes. It encourages Staff Members, Faculty and Students to become Inventors and to identify IP with potential commercial value. It also establishes clear rules and procedures for the management and commercialization of such IP generated at the Institution.
- **Balance of interests:** The IP Policy seeks to ensure the legal protection, where applicable; effective management and commercialization of Institution IP; while at the same time not impeding with the traditions of education and scholarship, academic freedom, open and timely publications, Institutional sovereignty, and the Institution’s mission serving the public interest.

Overall Principles

- The Institution operates under the following overall principles:

- **Responsible Commercialization:** Where IP arises that has commercial potential as a result of Research, the Institution intends to make such IP available in a form that will most effectively promote its development and use for economic and social benefit.
- **Incentives:** The Institution recognizes and rewards Staff Members, Faculty and Students whose IP demonstrates socio and/or economic impact.
- **Local development:** The Institution encourages research that responds to the local, regional and national needs. In its efforts to commercialize Institution IP, the Institution shall seek to optimize the economic and societal benefits.

Scope of Policy

- **IP:** This Policy applies to all IP generated at the Institution, in particular by Staff Members, Students and Faculty.
- **Background IP:** Upon commencing employment, enrolment or an Appointment, Staff Members, Students and Faculty must declare any existing IP they wish to exclude from the application of this Policy due to creation prior to their employment, enrolment or Appointment at the Institution.
- **Applicability:** This Policy applies to all Staff Members, Students and Faculty who participate in a Research Project or produce Scholarly Works. Rights and obligations under this Policy shall survive any termination of employment, enrolment or Appointment at the Institution.
- **Binding effect of the Policy:** This Policy constitutes an understanding that is binding on the Institution, Staff Members, Students and Faculty, once adopted by the Board or Senate of the Institution, on the following grounds:
- **Staff Members:** The Institution shall ensure that the employment contract or other agreement establishing any type of employment relationship between the Institution and Staff Members includes a provision placing Staff Members under the scope of this Policy.
- **Students participating in a Research Project:** The Institution shall ensure that Students participating in a Research Project sign an agreement before commencing the project, to the effect that they have read and will comply with the provisions of this Policy, according to Article 5.2.5.
- **Faculty:** The Institution shall ensure that Faculty sign an Appointment agreement before commencing any activity at the Institution. Such agreement shall place the faculty under

the scope of this Policy and shall make reference to this Policy, a copy of which will be made available to the faculty.

- **Informed consent:** This Policy shall be included on the Institution's website, the University Research Policy Compendium.

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Governance and Operation

IP Cell

- **Purpose:** The Institution has established an IP Cell to oversee the implementation and evolution of this Policy and provide strategic guidance to the IP CELL (according to Article 3.2 below).
- **Composition:** IPR cell shall be constituted by the University
- **Responsibilities:** The IP Cell is the ultimate decision-making body in the determination of an IP management and Commercialization strategy for a particular IP.

The IP Cell

- **Purpose:** The Institution shall establish an IP Cell or designate a function within the Institution or another organization to act as such, to assist the Institution in managing and commercializing its IP in a form that will most effectively promote its development and use for economic and social benefit.
- **Responsibilities:** The responsibilities of the IP CELL shall include, but are not limited to:
 - Outreach/awareness to Creators;
 - Relationship management with Creators;
 - IP management;
 - Technology marketing and IP contract negotiation;
 - IP contract management; and
 - IP costs and revenue distribution.

Ownership of IP and Rights of Use

IP Created by Staff Members

- **Institution ownership:** The Institution owns all IP created by a Staff Member:
 - in the course and scope of his/her employment; or
 - making Substantial Use of the Institution's resources.
- **Staff Member ownership:** Staff Members will own/co-own the IP they have created when such IP: is outside the course and scope of their employment and without Substantial Use of the Institution's resources; vests in Scholarly Works (see Article 4.5); Other IPRs, as required by national law, or for which the Institution cannot or does not wish to claim ownership and the Institution has communicated such in writing.

- **IP emanating from Research Contracts:** Where there is no Substantial Use of the Institution's resources, the terms of the Research Contract will regulate ownership of IP created by Staff Members in the course of a Research Project that forms part of a Research Contract, as set out in Article 6.
- **Appointment of Staff Members at another Institution:** It is the responsibility of each Staff Member that holds an honorary or other academic or research appointment at another institution (Host Institution) to bring to the attention of the Host Institution, including its IP CELL, his/her obligations in terms of this Policy, prior to the tenure at the Host Institution. To the extent that the Host Institution's IP Policy makes a claim on IP created by the Staff Member pursuant to such appointment, the Staff Member shall ensure that the Host Institution negotiates a suitable IP arrangement with the Institution.

IP Created by Students

- **Student ownership:** IP created by a Student in the course of study at the Institution (including theses, dissertations and other Scholarly Works) will be owned by the Student. This is in contrast to IP created by a Student in a Research Project, as per Article 4.2.3 below.
- **Theses or dissertations:** The Student must submit his/her final thesis or dissertation to the Institutional repository. The Student must grant a royalty-free licence to the Institution to reproduce his/her thesis or dissertation and to distribute copies thereof to the public.
- **Institution ownership:** IP emanating from a Student's Research Project shall be owned by the Institution in the following circumstances:
 - if the IP is created by making Substantial Use of the Institution's resources (excluding supervision) and there is no re-imbursement agreement concluded between the Institution and the Student; or
 - if the Research carried out by the Student forms part of the Institution's Research Projects.
- **IP emanating from Research Contracts:** The terms of the Research Contract shall regulate the ownership of IP created by a Student in the course of such Research Contract, as set out in Article 8.
- **Institution ownership responsibilities:** If the Institution is the owner of IP created by a Student, in terms of Article 4.2.3 or Article 4.2.4, and hence created in terms of a Research Project or Research Contract, respectively, the Institution shall:
 - provide the Student with an explanation of the reasons for the assignment of IP rights to the Institution;

- advise the Student to seek independent advice regarding the assignment;
- obtain a deed of assignment from the Student for all IPRs emanating from the Student's Research Contract or Research Project, where relevant, in return for revenue sharing as provided for in Article 9; and withdraw the Student from the Research Project or Research Contract if a Student elects not to assign the relevant IPRs to the Institution.

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- **Bursaries/scholarships:** An external party that grants a bursary or scholarship to a Student may elect to own the IP created by that Student in the course of his/her study at the Institution provided the Student and the Institution have consented to the assignment of IP ownership in writing and such consent is not contrary to any applicable local or national law.
- **Student Owned IP:** IP CELL may, upon agreement, provide services to Students for their IP.
- In the absence of an assignment of the IP to the Institution, the Students and IP CELL may agree on the specific Commercialization services required, in exchange for an agreed fee being paid to the Institution and/or sharing of Commercialization revenues accruing to the Students.

IP Created by Faculty

- **Institution ownership:** Unless otherwise agreed to in writing by the Institution and the Faculty's home institution prior to the tenure at the Institution, Faculty are required to assign to the Institution any IP:
 - created in the course and scope of their Appointment at the Institution; or
 - created by making Substantial Use of the Institution's resources.
- **Institution IP:** On departure from the Institution, a Faculty must sign and submit to IP CELL an IP Disclosure form disclosing any IP created, as per Article 4.3.1, whilst at the Institution.

Special Rules for Course Materials

- **Institution ownership:** The Institution will own the IP in Course Materials created by a Staff Member or a Faculty, with the exclusion of Course Material that is created from or for Open Educational Resources, in accordance with Article 4.7.1.
- **Licensed by the Institution:** The Institution grants the Creators of Course Materials a royalty-free, non-exclusive licence to use the Course Materials created by them for teaching and Research purposes at the

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Institution. With the express prior written permission of the Institution, such licence may be utilised for commercial purposes outside the Institution.

Special Rules for Scholarly Works

- **Publication:** The Institution recognises and endorses the rights of Staff Members, Students and Faculty to publish their Scholarly Works, provided that any Scholarly Work which may disclose any possible Institutional IP shall first be cleared by IP CELL after having an opportunity to protect such Institutional IP according to Article 7.
- **Institutional repository:** Staff Members, Students and Faculty should endeavour to obtain publishers' permission to include published Scholarly Works in the Institutional repository [whether as a published edition or in pre-publication form].
- **Licensed to the Institution:** Staff Members, Students and Faculty shall grant to the Institution a non-exclusive, royalty free license to use their Scholarly Works for the Institution's administrative, promotional, Research and teaching purposes.

Moral Rights

- **Recognition:** The Institution undertakes to respect and protect the moral rights which copyright law confers on Authors of copyright works.
- **Rights granted:** The Institution acknowledges that moral rights vest in Authors of copyright works irrespective of the copyright ownership thereof and include:
 - the right of attribution of authorship in respect of the copyright works;
 - the right not to have authorship of the copyright works falsely attributed; and
 - the right of integrity of authorship in respect of the copyright works.
- **No waiver:** The Institution will not require Staff Members, Students or Faculty to waive their moral rights as a condition of employment, enrolment, Appointment or funding.

Public Domain

- **Public Domain:** Institution IP forms part of the Public Domain in the following circumstances:

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- if a Research Contract provides that the Research results be placed into the Public Domain; or
- if Staff Members or Faculty made use of OERs or resources licensed through Open Source or Creative Commons Licences and the licensing conditions require release of derivatives into the Public Domain.
- **Release into the public domain:** The Institution will release IP into the Public Domain in the following circumstances:
 - where it is deemed to be in the public interest;
 - if the IP has low commercial or other development potential and low prospects of fostering the development of new products or services; or
 - if deemed necessary by the Institution.

Publication, Non-Disclosure and Trade Secrets

- **Right of publication:** The Institution encourages and supports the right of Creators to decide if and when to publish their Research results, in accordance with Article 4.5 above.
- **Non-disclosure for IP protection:** In conjunction with the right of publication, Creators should be aware that premature Public Disclosure may result in loss of IP protection rights. Therefore, they are strongly encouraged to make all reasonable efforts to identify any protectable IP as early as possible, according to Article 7, and shall consult IP CELL before making any Public Disclosure of potential Institution IP.
- **Trade Secrets:** The Institution may designate certain confidential information as a Trade Secret, owned by the Institution. In that event, all Creators will be obligated to maintain secrecy of the Trade Secret and to follow the direction for management of the Trade Secret by IP CELL.

Research Contracts

- **Authority:** Staff Members, Students, and Faculty do not have the right to enter into a Research Contract with external parties on behalf of the Institution unless authorized by an official representative of the Institution.
- **Research Policy:** All Research Contracts must comply with the Institution's Research Policy (where available).
- **Due Diligence:**

- Persons acting on behalf of the Institution must exercise due diligence and consult the IP CELL when negotiating and signing contracts that may affect the Institution's Intellectual Property Rights (IPRs).
- Ownership and Rights to Use:
 - Ownership and usage rights must be agreed upon with the external entity in accordance with contracts or Memorandums of Understanding (MOUs) signed with the external entity, unless otherwise provided by law.
 - Government Rules:
 - Research Contracts must comply with applicable laws, government regulations, and rules, especially regarding the ownership of IP resulting from the research.
 - Approval:
 - Any Research Contract or legal statement concerning the Institution's IPRs must comply with this Policy. Any deviations require approval from the Senior Responsible Officer.
 - Basic Principles:
 - The Intellectual Property (IP) clauses in all Research Contracts must adhere to the following basic principles:
 - Concluded from the outset:
 - A Research Contract must be executed in writing and signed by both the Institution and the external parties/sponsors before the commencement of any Research Project. It should include terms related to ownership, management, and usage of IP arising from the project, as well as any Background IP.
 - Background IP:
 - Background IP owned by the Institution must be recorded and declared prior to the start of the Research Contract. It belongs to the Institution, and similarly, the Background IP of the external party/sponsor belongs to them. Written permission is required to use Background IP.
 - Foreground IP (IP arising from the Research Contract):
 - IP generated by Staff Members, Students, or Faculty under a Research Contract will be governed by the provisions for IP ownership. Generally, this IP will be owned by the Institution.
 - Co-owned Foreground IP:

- Terms for co-ownership:
- Co-ownership of IP generated under a Research Contract will be in accordance with national legislative provisions or, failing that, as contractually agreed.
- Costs for protecting and maintaining co-owned IP:
- The costs for protecting and maintaining co-owned IP will be shared between the Institution and the external party/sponsor as agreed.
- Serendipitous IP:
- IP created during the course of the Research Contract, but outside its scope, will be owned by the Institution or the external party/sponsor that developed it, unless otherwise agreed in the Research Contract.
- Right of First Refusal to the IP:
- The Research Contract may include provisions granting the external parties/sponsors a right of first refusal to commercialize the IP, either through licensing, joint venture, or assignment.
- Publication Delay:
- The Institution supports Creators' freedom to publish their work. However, in some cases, a delay in publication may be necessary to initiate statutory protection of the IP. The Institution will agree to delays on a case-by-case basis.
- Use of IP for Research and Teaching:
- When Institution IP is licensed exclusively or assigned through a Research Contract, efforts should be made to secure a royalty-free license for its use in ongoing research and teaching.
- Exceptions to the Policy:
- In some cases, it may be beneficial or necessary to enter into a Research Contract that includes exceptions to this Policy. Any such exceptions require prior written approval from the Senior Responsible Officer.

Determinations by the IP Cell

Responsibility to Disclose IP

- **Recording:** Creators shall keep appropriate records of their research in accordance with the Institution's applicable policy procedures and make reasonable efforts to ensure that only individuals within the Institution who need access for the performance of their duties are granted such access.
- **IP Disclosure:** Where a Creator identifies potential IP resulting from their research (or that of their team), they shall disclose such potential IP to the IP CELL promptly by means of an IP Disclosure Form.
- **Complete Disclosure:** Creators must provide to the IP CELL full, complete, and accurate information as required by the IP CELL to assess the technical features, ownership, commercial potential, and IP protection applicable. Upon complete disclosure, the IP will be registered, assigned a reference number, and shared with the Creators to signify formal receipt by the Institution.

Creatorship and Ownership

- **Creatorship:** Creators shall, upon request, sign the appropriate legal documents provided by IP CELL attesting to creatorship. If multiple Creators are involved and there is a dispute regarding contribution, IP CELL will assist in determining the percentage of IP creatorship. If no agreement is reached, it will be assumed that contributions were equal.
- **Ownership:** After creatorship is determined, the Creators will formally assign any rights they may have to the Institution via a contract that outlines the rights and obligations of the Creators and the Institution, including commercialization. Article 8.3 applies.

Determination of IP Protection and Commercialization

- **Evaluation and Recommendation:** IP CELL will analyze the IP Disclosure within 90 days of formal receipt, determining whether the subject matter is protectable as IP, assessing its economic viability, and identifying any rights of external parties. A preliminary report will be shared with the Creator(s), seeking their input.
- **Decision to Protect/Commercialize:** The Institution will decide whether to protect or commercialize the IP, and IP CELL will notify the Creator(s) of the decision. IP CELL will also determine the validity of any claims made by staff, faculty, or students regarding IP creation rights.

- Notification to Creators: IP CELL will notify the Creator(s) within 90 days whether the Institution will pursue IP protection and commercialization.

Institution Elects Not to Protect/Commercialize the IP

- IP Abandoned or Not Commercialized: The Institution reserves the right not to protect or commercialize IP if, after consultation with the Creators:
 - There is no reasonable prospect of commercial success.
 - It is not in the Institution's or public interest.
- Transfer of Ownership: If the Institution decides not to protect or commercialize, it will return the IP rights to the Creators, subject to any external party contracts.
- Written Notification: If the Institution decides not to proceed, it will notify the Creators in writing, allowing them to take steps to protect the IP if desired.
- Assignment: If the Creator chooses to take assignment of the IP, the Institution will execute a deed of assignment without delay.
- Terms and Conditions: The assignment may include terms such as:
 - The Institution being compensated for any expenses incurred in IP protection or commercialization.
 - The Institution being granted a non-exclusive, royalty-free license for research and teaching purposes.

Commercialization of IP

- Determination of the Commercialization Strategy: Within six months of the decision to protect or commercialize, the Institution, with input from the Creators, will determine the most appropriate commercialization strategy.
- Assistance to IP CELL: Creators must assist IP CELL in the assessment, protection, and commercialization of the IP.
- Sovereignty and Cooperation: The Institution retains discretion over commercialization but will keep the Creators informed and involved where appropriate.
- Commercialization Pathways: IP commercialization modes may include:
 - Licensing (exclusive or non-exclusive).

- Assignment (sale).
- Formation of a commercialization entity.
- Non-profit use or donation.
- Joint ventures or royalty-free access on humanitarian grounds.

Guidelines: All transactions must:

- Protect the Institution's interests.
- Retain rights for educational and research purposes.
- Serve the public good.
- Ensure the IP is developed for the market.
- Prohibit unethical use.

Incentives and Distribution of Revenues:

- Incentive Structure: The Institution promotes knowledge transfer and will incentivize researchers to foster research with socio-economic impact.
- Revenue Sharing: The Institution will share monetary benefits from IP commercialization with Creators/Enablers, calculated as:
 - Gross IP Revenue: All revenue before cost recovery.
 - IP Expenses: Expenses incurred in IP management.
 - Net IP Revenue: Gross IP Revenue less IP Expenses.
- Co-Owned IP: Revenue sharing will follow pre-determined formulas for co-owned IP.
- Creator/Enabler Revenue Sharing: Payments will be made on a periodic basis, with taxes deducted where applicable.
- Institution's Revenue Share: The Institution's share will be distributed according to the Research Incentive Policy.
- Other Incentives: Non-monetary benefits or additional incentives may be provided on a case-by-case basis.

PART III: CONSULTANCY & TRAINING POLICY

These policy guidelines aim to ensure that the use of ATLAS SkillTech University (hereinafter referred to as “University”) resources for consultancy work is transparent, fair, and does not hinder the University's primary mission of teaching and research. It is essential for faculty and staff to adhere to these guidelines to maintain a harmonious balance between their consultancy work and their University responsibilities.

Objectives

The University aims to provide opportunities for faculty and staff to engage in consultancy/training work as a form of professional development and experiential learning and to generate additional revenue for the University through consultancy fees, which can be reinvested in academic and research programs. This policy defines the scope of work that can be undertaken and will guide the consulting faculty and the trainer to follow relevant rules and regulations during consultancy/training projects.

ATLAS SkillTech University encourages faculty to foster stronger connections and partnerships with industry, government agencies, and other external stakeholders, thereby enhancing the University's relevance and impact on society. This policy thus establishes guidelines for ensuring that consultancy engagements comply with relevant laws, regulations, and ethical standards, including those related to intellectual property and conflicts of interest.

Consultancy & Training Defined

Consultancy and training assignments for faculty are distinct professional activities within the academic context, each with its own purpose, scope, and goals. The key differences between consultancy and training assignments for faculty are:

Consultancy: Any activity undertaken for a fee by faculty members to provide expert advice, guidance, and solutions to address specific challenges or problems faced by external organizations, such as businesses, government agencies, or nonprofit entities. Any commercial agreement that focuses is on solving real-world issues or providing specialized expertise.

Training: Any commercial arrangement between the client and the University where Faculty involved in training, typically engage in teaching and educational activities, offering structured courses or workshops to enhance the knowledge, skills, and professional development of participants who could be students, other faculty, or professionals.

Approval

Faculty/staff are required to seek prior approval from the Head of the Department and the Head of Executive Education before taking up any assignment related to consultancy or training. A written approval from the said authorities will need to be submitted **(as per Annexure-V)** to the office of the Registrar before the commencement of the assignment.

Faculty and staff must disclose any potential conflicts of interest when engaging in consultancy work. Finance Office will provide the Department, Registrar and the head of the executive education with quarterly reports of the consultancy and training income (per financial year) generated by the faculty/ staff of the University.

All consultancy and training activities undertaken by the faculty/ staff will require an agreement/ MOU between the University and the Client. The agreement and MOU will have to be as per the University guidelines and approved by the Head of Executive Education and Chief Finance & Accounts Officer.

Priority For Academic Activities

The Head of the Department and the Head of Executive Education will jointly decide on the duration and time a faculty member can allocate to external consultancy while fulfilling their primary teaching and research responsibilities. A system for scheduling resource use will be followed to ensure that there are no conflicts with other University activities. University resources for academic and research purposes will take priority over consultancy work and the same will have to be certified by the faculty prior to commencing the consultancy. **(Annexure-VI)** Consultant/Trainer's will be responsible for ensuring the maintenance and safety of any equipment or facilities they use.

Intellectual Property

All inventions, copyrightable works, patents, trade secrets, and other forms of intellectual property created during the consultancy will be as defined in the MoU.

The consulting faculty will have the rights to publish research and findings in the academic domain, even if it relates to the consultancy work provided the published research mentions the affiliation to the University.

Compensation- Consultancy

The Net Revenue of the Consultancy fees shall be calculated after the recovery of costs that may include but not limited to the costs associated with resource usage, equipment maintenance, utilities, temporary employment of additional staff, conveyance, etc.

The Net Consultancy income fees sharing will be as follows:

Sr. No.	Type of Consultancy	University	Employee/ Faculty / Staff
I	Consultancy in which resources of University are required	70%	30%
II	Consultancy in which no resources of University are required	30%	70%

3. Incentivization for Long-Term Benefits

In addition to the benefits outlined above, the university will also provide incentives for consultancy work in the form of long-term benefits, such as salary increases, promotions, and other forms of recognition. These incentives will be based on the following criteria:

a. Contribution to University Goals:

- Consultancy projects that significantly contribute to the university's strategic goals will be given priority for long-term benefits.

b. Financial Impact:

- Projects that generate substantial financial returns for the university will be considered for salary increases and other financial incentives.

c. Innovation and Research Impact:

- Consultancy work that leads to significant advancements in research, innovation, and academic excellence will be recognized with long-term benefits.

d. Professional Development:

- Faculty and staff who demonstrate exceptional professional growth and development through their consultancy work will be eligible for promotions and other career advancement opportunities.

4. Procedure for Incentivization

- Proposal Submission:** Faculty/staff members must submit a

detailed proposal outlining the consultancy project and its potential long-term benefits.

2. Evaluation: The proposal will be evaluated by a committee of university officials based on the criteria mentioned above.

3. Approval: Approved proposals will be implemented, and the faculty/staff member will be eligible for the corresponding long-term benefits.

4. Review and Assessment: The impact of the consultancy work will be reviewed periodically to ensure alignment with the university's goals and the effectiveness of the incentivization.

5. Conclusion

This policy aims to foster a culture of excellence, innovation, and professional growth within the *university by providing clear guidelines for consultancy work and incentivization.*

COMPENSATION- TRAINING

The remuneration for the training would be on an hourly/ session basis as per the commercial arrangement with the client and policy of the University. In case the training opportunity is sourced by Employee / Faculty / Staff, he/ she will be eligible for a finding fee of 10% of revenue net of GST.

CONFLICT RESOLUTION

Any conflict arising on the use of University resources for consultancy/training work, such as lab space or equipment will be resolved by the office of the Head of Executive Education.

CONFIDENTIALITY & ETHICAL CONSIDERATIONS

It is essential that every faculty involved in consultancy or training assignment must strictly follow the code of conduct and ethics that Consultant/Trainer's should adhere to while working with the organization. Faculty will be required to maintain the confidentiality of sensitive University information during consultancy. Any potential conflict of interest sensed by the

consulting faculty must be immediately brought to the notice of the authorities at the University.

TAX DEDUCTION

The finance office will ensure that both employers and employees costs are remitted to the Government Revenue. The statutory deductions for income tax will be made, and faculty/staff will receive the net amount.

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Annexure – I

APPLICATION FOR RESEARCH PROJECTS
(SEED MONEY & FUNDED RESEARCH PROJECTS)

Research Topic:

Proposed Duration: (months):

Proposed Start Date:

Personal Details: Principal Investigator

Name: Mr/Ms:

Designation:

Department:

Telephone: Office:

Mob:

Email:

Date of Joining:

Attach your CV with this Application.

Research Proposal

- I. Title
- II. Abstract
- III. Introduction to the Study
- IV. Literature Survey
- V. Statement of the Problem
- VI. Conceptual and Theoretical Frameworks
- VII. Specific Objectives
- VIII. Hypotheses
- IX. Research Methodology
 - Scope
 - Data Collection
 - Data Analysis
 - References

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Cost Estimate

Project Title:

Sr. No	Items	Particulars	Amount (Rs)
1	Equipment		
2	Travel		
3	Data processing		
4	Stationery/Printing/Communication etc		
5	Books, Journals, other academic materials (expenses not to exceed 40% of the total estimate)		
6	Other Costs		
7	Contingency expenses		
	TOTAL		

Undertaking:

I confirm that all details furnished in this application are true to the best of my knowledge and belief and I undertake to abide by the terms and conditions of the scheme, if the project is approved for financial support.

Date:

Co- Investigator

Principal Investigator

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Annexure – II

UTILIZATION CERTIFICATE

It is Certified that Rs. _____ of grant-in-aid under Research Funding was released by ATLAS SkillTech University in favour of _____ vide letter No _____ as stated above during the year _____.

The above grant was sanctioned towards _____. The entire sanctioned amount of Rs. _____ has been utilized for the purpose for which it was granted. The expenditure incurred has been verified with the vouchers produced before me on _____.

It is certified that all conditions for the grant-in-aid have been fulfilled, and all necessary checks were conducted to ensure that the funds were utilized for the intended purpose.

Sd/-

Director: Doctoral Program and Research Promotions

Annexure – III

Financial Support for attending Conferences / FDPs / Workshops etc

Name		Date of Application	
Employee ID		School Name	
Mobile Number		Email ID	
Academic Year		Reporting Manager	

Program Details

Name of the Institute	
Date of the Event	
Venue	
Amount of Registration	
Duty Leave if any required	From _____ to _____ No. of Days _____
Total Requested Support (Provide Details)	

I certify that:

- a. The academic work of the department / University allotted to me has / will not suffered / suffer and satisfactory arrangements as approved by the Dean / HOD of the school have been made during my absence with effect from _____ to _____.
- b. No financial assistance is being paid to me for this purpose from any other source

Signature of the Applicant

To be Filled by Competent Authority

As per the application of the applicant and as per the existing ATLAS SkillTech University research incentive policy, the following financial assistance/grant/incentive of Rs. _____ or / and duty leave _____ days, may be sanctioned.

I found above application is in order and recommend for approval.

Signature Director Center for Research	Signature Registrar	Signature Pro-Vice Chancellor	Signature Director HR
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(For the Use by the Accounts Branch out of Budget Head Research & Development)

The financial assistance/grant/incentive for Rs. _____ (in words _____) has been sanction/paid vide
Cheque No _____ or via Bank transfer vide UTR no.
_____ and / or in cash dated
_____.

Chief Financial Officer

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Annexure – IV

Specific Category	Nature of Activity	Points & Maximum Limit
CATEGORY I : Co-Curricular, Institution Building & Professional Development Related Activities		
2.1 (Funded Research Projects)	Collaborate with industry on projects and take accountability of delivery as per the agreed timelines, budgets and deliverables	Each project 5 points
2.2 (Memberships of Professional Bodies)	Generate industry co-sponsorship in academic collaborations	Each Collaboration 5 points
3.3 (Memberships of Professional Bodies)	Membership/participation in State / Central Bodies /Committees on Education, Research and National Development(With prior approval from the University	5 point for each , maximize up-to 10 points
3.4 (Publications other than category III)	Publication of articles in newspapers, magazines or other publications	One point for each activity Maximum up-to 10
CATEGORY II : RESEARCH AND ACADEMIC CONTRIBUTIONS		
1.1 (Research Papers published in Journal)	Refereed Journals with ISBN/ISSN numbers	15/ Publication
	Refereed Journals without ISBN/ISSN numbers	10/ Publication
	Non-refereed but recognized and reputable Journals and Periodicals having ISBN/ISSN numbers	10/ Publication
1.2 (Conference Proceedings)	Full papers in Conference Proceedings (Abstracts not to be included)	10/publication
	Note 1: If there are more than 2 authors for any one of the above the first author to get 50% points and the remaining authors to share equally the balance 50% points.	
	Note 2: The API score for paper in refereed journal would be augmented as follows: a) paper with impact factor below 1 (+5 Points)	

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	b) papers with impact factor between 1 and 2 (+10 points) c) papers with impact factor between 3 and 6 (+15 points) d) papers with impact factor between 7 and 10 (+25 points)			
1.3 (Book Publication)	Text or Reference Books Published by International Publishers with an established peer review system	10 points/Chapter in an Edited Book		
	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	5 points/Chapter in an Edited Book		
	Subject Books by Other local publishers with ISBN/ISSN numbers.	3 Points/Chapter in an Edited Book		
	Chapters contributed to edited knowledge based volumes published by International Publishers	10 Points /Chapter		
	Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 Points / Chapter		
1.4 (Editing of Journal)	Chief Editor/Guest Editor/Editor/Associate Editor; Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal	Maximum Points		
		Chief Editor/Guest Editor/Editor/Associate Editor	Member, Consultant Member of Editorial/Advisory Board of Journal and Reviewer/Referee of a Journal	
		Refereed Journals with ISBN/ISSN numbers/ indexed journal	15 Points per Journal per year	10 Points per Journal per year
		Refereed Journals without ISBN/ISSN Numbers	10 Points per Journal per year	5 Points per Journal per year
	Non-refereed but recognized and reputable Journals and Periodicals	5 Points per Journal per	3 Points per Journal per year	

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		year	
2.1 (Research projects, consultancies, and assignments)	Major Projects amount mobilized with grants above 5.0 lakhs	20 /each Project	
	Major Projects Amount mobilized with minimum of Rs. 3 lakhs up to Rs. 5.00 lakhs	15 /each Project	
	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	
	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10/each Project	
	Consultancy Projects carried out / ongoing (Amount mobilized with a minimum of Rs.2.00 lakhs)	10 per every Rs.2.0 lakhs	
	Completed projects: Quality Evaluation (Completed project report (Accepted by funding agency)	20 /each major project and 10 /each minor project	
	Projects Outcome / Outputs - Patent/Technology transfer/ Product/Process OR Major Policy document of Govt. Bodies at Central and State level	30 / each national level output or patent 50 /each for the International level.	
	Overseas Assignment funded by a Public Agency/ International Agency	25/assignment (for a period of more than 1year). 20/assignment (for a period between 3 to 12 months). 15/assignment (for a period of less than 3 months).	
3.1 (Research Guide)	Ph.D. Candidates guided	Max Points	
	Degree awarded only	10 Points for each candidate	
	Thesis submitted	7 Points for each candidate	

Leaves shall be offered to the Faculty Members:

Sr. No.	Type of Leave	Details
1	Sabbatical Leave	Applicability , Conditions for availing the leave , Mode of application , recommending authority & Approving Authority shall be as prescribed under the HR policy (Leave Policy) of the University

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ANNEXURE -V**ATLAS SKILLTECH UNIVERSITY****Consultancy Project Form (CPF)**

1. Name of the Department/Office/Branch: _____

2. Title of the Consultancy Project: _____

3. Consultancy Project Category: I / II* _____

4. Duration of the Consultancy Project (Year/Month/Days): _____

5. (i) Date of Commencement _____ (ii) Expected Date of Completion _____

6. Detailed Project Report (DPR) attached: YES / NO

7. Client's Name and Address

8. Type of Client (Tick): Private Sector/ Govt. Sector/ Public Sector /Foreign Agency / Others

(Please Specify) _____

9. Payment to be received:

10. Whether MoU/ Agreement Signed with Client (Attach, if any): Signed / Not Signed

11. Consultant/Trainer (s) Certificate (Annexure VI) attached: YES /NO _____

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12. Details of Persons (If more than one) involved in the Consultancy Project:

Name of Consultant/Trainer (s) along with Designation & Department/Office/Branch	Primary/ Secondary Consultant/Trainer	Consultant sharing percentages:	No. of Days for Consultancy Work	Signature

* I: Consultancy in which resources of University are required

II: Consultancy in which no resources of University are required

Signature of the Principal Consultant/Trainer's (with date)

Forwarded by Head of Department

Signature of the Registrar

Consultancy Project No.:

Dated: _____

Recommendations: Approved / Not Approved / Suggestions for improvement

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ANNEXURE-VI

Consultant/Trainer's Certificate

Certified that:

1. This consultancy assignment shall not clash with my teaching/office work in the department/office or any other official duty at the University.
2. That the interest of my department/office in the University shall not suffer.

(Consultant/Trainer Signature)

Residential Address of Consultant/Trainer