	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel	No.	AIKTC/SOP/CIRDPI /01
		Rev.	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR IPR, R&D PROJECTS AND PUBLICATIONS	Date	12/05/2023
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1. **PURPOSE:** To provide general direction, supervision and guidance over on IPR; R&D Projects; Publications; and Internal Revenue Generation (IRG) in AIKTC.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.
3. **RESPONSIBILITY:** All concerned members of constituted CIRDP.
4. **DEFINITION:**
 - a. **IPR:** IPR provide certain exclusive rights to the inventors or creators of that property, in order to enable them to reap commercial benefits from their creative efforts or reputation. There are several types of intellectual property protection like patent, copyright, trademark, etc.
 - b. **R&D:** Research and development (R&D) includes activities that companies undertake to innovate and introduce new products and services. It is often the first stage in the development process. The goal is typically to take new products and services to market and add to the company's bottom line. In case of CIRDP it will be R&D projects preferably as a part of Ph.D., PDS, D.Sc., etc. or otherwise too for the purpose of receiving funds by way of grants through Government and other such regulatory bodies.
 - c. **Publications:** Publications in peer-reviewed referred journals of international repute and acceptance.
 - d. **Internal Revenue Generation (IRG):** it refers to the process of generating income or revenue from within our institute, typically through activities such as selling products or services, renting out spare capacity/facilities, and conducting training programmes for external parties.
5. **ABBREVIATIONS:**
 - a. **AIKTC**-Anjuman-I-Islam's Kalsekar Technical Campus
 - b. **CIRDPI**-Center for IPR, R&D Projects, Publications and IRG
 - c. **IPR**-Intellectual Property Rights
 - d. **IRG**-Internal Revenue Generation
 - e. **R&D**-Research and Development
6. **PROCEDURE**
 - 6.1. CIRDP members will discuss and come about with ideas of activities that can be planned under the core areas of CIRDP subject to the approval of Director..
 - 6.2. Proposal will be placed for approval to the respective Deans and Director-AIKTC.



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6.3. Periodic meetings (around once in two weeks) will be held to discuss and carry out the permitted activities.

6.4. The events will be implemented centrally through the constituted CIRDPI or through individual school or departments keeping in mind the objectives of CIRDPI. Since the CIRDPI team consist of members of various schools of AIKTC, it will have its footprint on the entire institute.

7. **TARGET** (Time frame for implementing is 1 year)

7.1. To organise one programme imparting knowledge on Patenting

7.2. To organize one programme on writing proposal for effective grant funding.

7.3. To organize one programme which will help is some aspects of research publications.

7.4. To facilitate internal revenue generation, organize a programme that provides valueable insights and strategies on generating income from within our organization to organize one programme which will help in getting idea about internal revenue generation This programme's aim will be to equip the participants with the necessary skills and knowledge to identify opportunities for revenue generation, implement effective strategies, and maximise the potential of internal resources.

7.5. To organize one conference preferably covering all domains our campus has.

7.6. To suggest faculty members and students of AIKTC to undergo NPTEL Certification Programme on topics like "Intellectual Property Rights", "Academic and Research Report Writing", "Research Methodology", "Probability and Statistics", etc.

8. **REFERENCES:**

8.1. Office Order no. AIKTC/Admin/2023/40 dated 31/03/2023.

9. **RECORDS**

9.1. Meetings conducted for planning and executing CIRDPI activities.

9.2. Reports of activities conducted.

9.3. Certificates generated through CIRDPI activities

9.3.1. Documents pertaining to granted patents, if any.

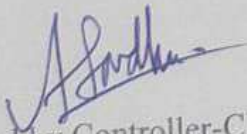
9.3.2. Documents pertaining to publication of papers.


9.3.3. Documents pertaining to publication of books (authored and edited)


9.3.4. Documents pertaining to R&D Project activities.

9.3.5. Documents pertaining to Internal Revenue Generation (IRG).

Meeting should be conducted on regular basis


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Reviewed by Dean-SoP
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Issued by Director-AIKTC
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