1. About CMR Engineering College, Hyderabad

CMR Engineering College, popularly known as CMREC is the brain child of the clairvoyant CH. Narasihma Reddy. CMR Engineering College is one of the best engineering Colleges for aspiring engineering students. It is one of the newly established Colleges by CMR Engineering Educational Society. CMR Engineering College was established in 2010 in 10 Acres and built up area of 15,439.51 Sq.M. with a single - minded aim to provide a perfect platform to students in the field of Engineering, Technology for their academic and overall personality development. The college has a very good academic activity which focuses for the campus placement.

The college is approved by the All India Council for Technical Education, New Delhi and is affiliated to JNT University Hyderabad. The CMREC is offering the 6 under graduate courses in ECE, CSE, CSE(DS), CSE(AI&ML), CSE(CS) and IT, and post graduate course in ECE and CSE..

Today, CMREC has grown in leaps and bounds and it is no wonder that CMREC has become cynosure of the eyes of many, hankering for the distinguished centre of technological learning.

Discipline, Character and Education are the three tenets for which CMREC stands, is certainly the haven where values blend seamlessly to churn out engineers for future.

Vision of the Institute:

To be recognized as a premier institution in offering value based and futuristic quality technical education to meet the technological needs of the society.

Mission of the Institute:

i. To impart value based quality technical education through innovative teaching and learning methods.
ii. To continuously produce employable technical graduates with advanced technical skills to meet the current and future technological needs of the society.
iii. To prepare the graduates for higher learning with emphasis on academic and industrial research.

Principal

Dr. A. Srinivasula Reddy
M.E., F.I.E., M.I.S.T.E., M.IEEE.,Ph.D.(Elect.),

Dr. A. S. Reddy, a name which spells supreme quality in the fields of Academics and Administration, has been rendering his untiring services as the Principal of CMR Engineering College for the past 10 years. An ME and PhD (Electrical Engineering) holder with a vast experience of over 22 years in the educational sector served at various Engineering Colleges across South India. His impeccable and proven track record of an able and a visionary administration has enabled him to excel in his leadership role, a fact acknowledged by the many prestigious awards he has won. These awards include the 'Indira Gandhi SevaRatna', 'Shining Image of India', 'Bharath Gaurav', Bharath Shiksha Ratan Award', and 'Rashtriya Vidya SaraswatiPuraskar' for his relentless contributions to the field of Academics. He has authored two Textbooks namely ("Principles of Electromagnetic Theory" and "Power System Operation and Control") and has published about 55 papers in international journals and presented about 15 papers in National and International Conferences. He is guiding 8 Ph.D scholars under JNTU and 4 have been awarded. He published 10 patents. In both his roles, as an academician and as an administrator, his focus has always been on quality. He is an acclaimed scholar, accomplished teacher, and empathetic leader, Dr. A. S.Reddy touches hearts and stimulates minds.

Dr. A. Srinivasula Reddy

Principal

R&D Dean

Dr. Rajesh Tiwari, M.E (CSVTU, Bhilai), Ph.D (CSVTU, Bhilai),
Professor, Dept. of Computer Science & Engineering

Dr. Rajesh Tiwari is working as a Professor and Dean R & D at CMR Engineering College, Hyderabad, Telangana, India. He is having more than 26 years of Teaching and Industries experience. He has completed his Ph.D. in 2020 from Chhattishgarh Swamy Vivekanand Technical University, Bhilai, India, in the field of High Performance Computing under Computer Science and Engineering Department. He is having 72 Research Publications, 3 Book, 12 Book chapters and 15 Patents. He has guided 29 M. Tech, 1 Ph. D. scholars and guiding 6 PhD scholars. He is member of various professional societies like IEEE, IE (India), ISTE and many more. Currently he is the chairperson of the Membership Development Committee of IEEE Hyderabad section of Region 10. He has chaired more than 7 National and International conferences. He has organized more than 10 International conferences. His research area is HPC, Parallel computing, Cloud computing, AI & ML and Data science.

2. Research

The mission of Research & Development cell CMREC is to continuously engage in research and development activities and to promote scientific temper in the graduates, leading to life-long learning. CMREC provides necessary facilities for promoting basic research ideas with R&D agencies in other sectors for expanding and enriching the knowledge base in their respective areas. R & D Cell co-ordinates sponsored research, collaborative research and industrial consultancy projects at CMREC. Through such projects, CMREC is strengthening the R & D capabilities of the faculty and students and participate in Industries problem solving. Students & Faculty are highly encouraged to pursue research experiences. The institute provides grants-in-aid for collaborative/Individual work related futuristic frontline research having application in the new world class systems which leads to major research.

For students, research plays an important role in the educational experience and provides practical skills for future employment. Students @ CMREC have a wide range of opportunities available to participate in groundbreaking research with faculty and peers. Students are encouraged to involve

themselves in the activities of Research and Development cell @CMREC. Students of various branches either individual/group may be approached with an idea for the financial aid.

2,1 Research Advisory Board

Institution has constituted research committee to monitor the research Activity .Institute has established a Research Committee to address and monitor Research and Development initiatives of faculty and students. Institute level research committee has been formulated comprising of senior faculty, Academicians as follows.

S.No	Name	Position	Role
1	Dr. A. Srinivasula Reddy	Principal	Chairman R&D
2	Dr. Rajesh Tiwari	Professor	Dean R&D
3	Dr. Suman Misra	Professor	HoD ECE & Member
4	Dr. Sheo Kumar	Professor	HoD CSE & Member
5	Dr. P. Madhavi	Professor	HOD CSE (AIML)- & Member
6	Dr. M. Laxmaiah	Professor	Member
7	Dr. M. Aswitha Reddy	Asso. Professor	Member
8	Dr. K. V. Reddy	Professor	Member
9	Dr. B. Papachary	Asso. Professor	Member
10	Dr. Dr. A. Amara Jyothi	Asso. Professor	Member
11	Dr. S. Rasheed Uddin	Asso. Professor	Member
12	Dr. C. Anjanamma	Asso. Professor	Member
13	Dr. A. Suneel Kumar	Asso. Professor	Member
14	Dr. Asha Shiny X.S	Asso. Professor	Member
15	Dr. M. Prashanthi	Asso. Professor	Member
16	Mr. Dharmendra Kumar	Sr. Program Project & Delivery Manager, Infosys, Hyderabad	Member
17	Mr Deepak Anand	Principal Technical Project Manager, OCI Migration, Bangalore	Member

3. R&D Guidelines

a. Guide lines for CONSULTANCY

The purpose of these Guidelines is to define broad policies and procedures for selection, and monitoring of consultants from private public agenesis. Projects funded partially normally be governed by guidelines agreed to in the respective agreement with R&D CELL. The consultancy work is carried by the departments from varied consultancy projects with clear-cut deliverables are undertaken by R&D cell, which are aimed at solving specific problems of interest to user agencies or industries. The projects authorized by regular doctorates and senior faculty members of department. The types of contract research carried out include the following

- Technology assessment/management and project assessment
- Product/process design/development
- Simulation/modeling/optimization
- Software development
- Retainer ship of faculty in advisory capacity over specified periods
- Troubleshooting/testing

If the candidate(s) get the consultancies project(s) the money will be shared to management 30% and 70% to executor(s).

b. Guide lines for Product Development

Productivity is one of the key ingredients for the process of successful the product development. The department of R&D cell accustoms continuous practices and strategies to better satisfy the customer requirements and increase their market share by a regular development of new products. The development involves either improving an existing product or its presentation, or developing a new product to target a particular market segment or segments.

The proposals are submitted to R & D committee and get authorized from R & D cell and principal. The authorized document will be submitted to management for further approval. After the approval the process of work is initiated in the respective departments under supervision of doctorates and senior faculty members. The criteria for selection of new product development is as follows

Steps in New Product Development

1. It should be a new Idea or concept.
2. It should be able to meet industry requirements
3. It should be a new Productive design
4. It should follow the Engineering and development principles.
5. Product to be Tested and ready to launch

c. Guide lines for SPONSORED RESEARCH

- The proposals are taken from the faculty and submitted to R & D committee and get authorized from R & D cell and principal. Under supervision of doctorates and senior faculty members suggestions are given to the PI. Oral presentation is taken from the PI before submitting to the funding agencies. Suggest PI for improvement if necessary. Then the PI can submit the proposal. The following are the guide lines
- Every doctorate shall apply for a minimum of one government funded project
- Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.
- Norms are fixed to pay expenses towards procurement of equipment to those faculties working on funded projects.
- To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambiance.
- To assist academic departments of the college to prepare research proposals for various funding agencies
- To coordinate between various industries and the college regarding funding of projects and other related matters.
- To monitor and review research activities and suggest measures for improvement if necessary.
- To promote industrial collaborations involving active and mutually beneficial R & D projects.

The R&D cell maintains records of the inflow of funds, their proper utilization, upkeep of the documents, submission of utilization certificates to the funding agencies, etc. Further, the R&D cell provides information to the faculty members from time to time about the research opportunities, norms of funding agencies, maintenance of proper documentation. In addition to the above functions, the R&D cell also motivates the faculty to publish papers in national and international journals.

4. Patents Policy, Disclosure and Confidentiality

4.1. PREAMBLE

CMR Engineering College, Hyderabad is dedicated to research, teaching, and extension of knowledge to the public. The Institute recognizes its responsibility to produce and disseminate knowledge. Inherent in this responsibility is the need to encourage the production of creative and scholarly works and the development of new and useful materials, devices, processes, and other intellectual property, some of which may have potential commercial value. These activities contribute to the professional development of the individuals involved, enhance the reputation of the Institute, provide additional educational opportunities to students, and promote public welfare. The Institute has a responsibility of bringing new knowledge into use by the general public. Such knowledge or technology often has commercial value and should be treated as a financial asset to be used, conserved and applied in such a way as to generate an appropriate financial return. Transfer of such information or technology through licensing satisfies both the above objectives, i.e., dissemination for use and realization of financial returns.

Technological and social developments in recent years have broadened the scope of information and technology that can have potential commercial value and, therefore, should be treated as assets subject to Institute ownership and control. In addition to new machines, compositions of matter, and written materials which traditionally have been the subject of patents and copyrights, computer software, video courses, etc. are now normal outcomes of Institute activities. Thus, a broad policy covering all aspects of intellectual property needs to be created to provide widespread protection to the originators of such property.

Over the past decade, appreciation of the commercial value of intellectual property has grown both within the academic community and in the society at large. Concerns related to confidentiality, publication, and ownership of intellectual property are now commonplace. The pace of modern science, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection, and commercialization of intellectual property in the Institute. This has resulted in establishment of the Intellectual Property Committee (IPC) and the

Intellectual Property Policy (IPP) to encourage creation and protection of intellectual property in the Institute.

This IP Policy applies to all Institute employees and students, regular or contractual. Every member of the academic community, student, non-teaching and teaching staff alike, must be knowledgeable about intellectual property both to protect their own rights and to respect the rights of others. The Institute IP Policy is intended to encourage a healthy atmosphere conducive to research and development through a generous system of rewards and incentives for the creation of intellectual property while at the same time giving proper consideration to the economic rights and responsibilities of the Institute. The strength of the Institute lies in its faculty, students, technical and administrative staff. This document is intended to introduce, regulate, and organize issues related to intellectual property within the Institute. It also reaffirms the Institute's commitment to scientific endeavors, academic excellence and the dissemination of knowledge. This policy is intended to spell out the responsibilities of the Institute and its employees and to establish a framework for ethical conduct.

4.2 Objectives of the IP Policy:

The major objectives of the IP policy of CMREC, Hyderabad are:

- To provide a superior environment to the employees and students of the Institute for creation, protection, and commercialization of intellectual property and to stimulate innovation.
- To encourage research, scholarship, and a spirit of inquiry, thereby generating new knowledge
- To facilitate the transfer of knowledge and technology to intending users to promote utilization of such resources for benefit of the society.
- To provide an administrative system to determine the commercial significance of discoveries and developments and to assist in bringing these into public use.
- To provide for a equitable distribution of economic gains resulting from new intellectual property among the developer, author, or inventor (the originator), the Institute, and, where applicable, the sponsor.
- To provide incentives to originators in the form of personal development, professional recognition, and financial compensation.
- To safeguard, review and manage the intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.

•To encourage students at all levels to develop patentable technologies and to provide financial assistance from the Institute to the extent possible.

•To create awareness on IPR through conducting seminars, conferences, invited talks and lectures, and training programs among the academic community.

•To create respect for other people's intellectual property among members of the Institute community.

4.3 General Policy

The intellectual property policy shall apply to all persons employed by the Institute – full-time and part-time faculty, visiting faculty, scientists employed by the Institute, as well as technical and administrative staff. It also applies to undergraduate, postgraduate and doctoral students as well as postdoctoral fellows and visiting scientists.

This policy shall apply to all kinds of intellectual property (including, but not limited to, any invention, discovery, trademark, copyright, trade secret, technology, scientific or technological development, research data and computer software) regardless of whether the intellectual property is subject to protection under patent, trademark, copyright, or any other law. The institute will encourage and recognize the originator of intellectual property and protect the ownership for the creators.

The Institute will work towards protection through legal means of all creations of scholarly and educational materials, inventions, products, processes, art works, musical compositions and dramatic and non dramatic literary works related to the author's academic or professional field, regardless of the medium of expression. All such intellectual property shall be jointly owned by the originator/author and the Institute.

The Institute shall have sole ownership of all intellectual property created by an employee who was hired specifically to work on a target product or process (or other intellectual property) or was commissioned by the Institute or a component of the Institute for the specific objective leading to creation of the intellectual property. The Institute will assert its ownership of all intellectual property created by the outside agencies commissioned by the Institute for the specific purpose.

The intellectual property generated from research projects sponsored by government/ non-government agencies will be owned by the creator(s), the Principal Investigator or Chief Consultant, the Institute and the sponsoring agency. The sponsoring agency will bear 50% of the protection cost or forgo the rights to the intellectual property. In case the project was accepted by

the Institute under terms different from that stated herein, the terms agreed to shall prevail.

Royalty Income Sharing

In case the Institute succeeds in commercialization of intellectual property for the creator and licenses rights to third parties in consultation with the creator(s), the revenue generated through royalty payments will be equitably shared among the creators and the Institute.

Inventor(s)	Institute
60 %	40 %

In case of multiple originators of an IP, all the originators will decide among themselves how to share the proceeds of an intellectual property. If they fail to arrive at a consensus, the IPC will analyze all available information and make a recommendation to the Director. The decision of the Director shall be binding and final.

If there are other legitimate claimants to the IP, they will be grouped either under “inventors” or “Institute”. While sponsoring or supporting organization will get their share of the proceeds from “Institute” share, individuals (including visiting professionals) who contributed to the invention will receive their share from that of the originators.

Ownership of Intellectual Property in Certain Circumstances

Where research has been sponsored by a private industry/ foundation or government agency and no prior agreement exists on sharing of intellectual property, licensing of patents shall be negotiated between the sponsor and the Institute.

The intellectual property policies and guidelines of the Institute are subject to, and thus amended and superseded by the specific terms pertaining to intellectual property rights included in Central or State grants and contracts, or grants and contracts with NGO’s or private sponsors.

:If the intellectual property has been generated as a work-for-hire, the employee or agency will retain the moral right to be identified as the creator of the intellectual property but right of commercialization rests only with the Institute.

Ownership of Intellectual property Generated by students

It is a requirement in academics that a student must own the copyright of the thesis (since it is his or her original work) which he or she submits as partial fulfilment of the requirements for an academic degree. However, the student will grant a non-exclusive, non-transferable royalty-free license to the institute to use, in the course of non-commercial academic activity, the records and data generated in the course of his research. Furthermore, it is possible that the research that the student carries out as part of the program of study may result in the generation of intellectual property other than the text of the thesis. Supervisors should advise students during the course of their work that certain kind of research may lead to the generation of intellectual property which will require protection of its commercial value through confidentiality, for which the student will have to forgo publication during the period of sealing of a patent. Care should be taken at all stages to see that no conflict of interest arises between the student's academic activities and his or her generation of intellectual property. The copyright of the thesis in which this intellectual property is described or outlined will remain with the student while the institute will restrict access to the thesis for a limited period depending on commercial value as decided by the IPC.

If a student is employed to assist in execution of a sponsored project or programme, the intellectual property rights originating from his contribution to the project will be governed by the terms of the contract between the institute and the sponsoring agency.

If the intellectual property has been generated as a work-for-hire, the student will retain the moral right to be identified as the creator of the intellectual property, but right of commercialization rests with the Institute.

4.4 Disclosure and Confidentiality.

:At an appropriate stage in the development of an invention, the originator shall make a written disclosure of the concepts to the IPC, providing all such particulars as are vital to judge its commercial prospects. The IPC shall promptly acknowledge, in writing, its receipt of the disclosure and the date of receipt. The originator shall send one copy of his proposed manuscript, prior to submission of thesis, to the IPC.

All the departments in the Institute will be bound by the non-disclosure and confidentiality terms to be clearly spelled in a separate document. Each department is under obligation to file their R&D manuscripts, if any, on time to time basis, with the IPC. It is expressly understood by the departments that any information which relates to any Invention should be treated as Intellectual Property and therefore is not to be divulged without the prior consent of the IPC.

The Originator who has communicated with the IPC under Clause 5.6.1 shall refrain from publishing, reading, dissipating, circulating or disclosing the conception in any form whatsoever, since non-disclosure is one of the most important qualifications for intellectual property protection. The originator may disclose such conception, upon a prior written permission from the IPC, once an application for a patent, trademark or copyright has been made on the conditions described herein and the commercial rights in the conception are secured to the Institute.

4.5 Commercialization.

For purposes of protection and commercialization of intellectual property on behalf of the Institute, patent, trademark or copyright coverage may be sought, or the property may be treated as proprietary information, technical know-how, or trade secret.

The IPC may determine whether the Institute has a legal interest in the commercialization of the property. However, the Institute is not legally bound to commercialization of each property and the originator may not claim such right. It shall be in the sole discretion of the Director on advice of the IPC to determine commercialization of the property.

In seeking and developing commercialization of intellectual property, the Institute shall be guided by the following principles:

(a) A primary objective and responsibility of the Institute shall be to assure that the products of its intellectual activity are brought into the widest possible use for the general benefit of society.

(b) :Intellectual property should be treated as an asset and an appropriate return should be sought.

(c): Active participation of the originator in all commercialization efforts shall be sought.

4.6 Proposals for patent application

Faculty members, technical staff and students interested to protect their intellectual creations under IP law of the land may apply to Professor-in-charge (IP) using the Invention and Technology Disclosure Form (Form No. CMREC /IP/5).

Professor-in-charge(IP) will draw the attention of IPC members in a meeting for evaluating the IP substance for possible protection within two weeks. If the members agree to file for protection, the IPC will approach appropriate Government, private and legal entities to go forward with protection of the IP with due recommendation from Director.

The expenditures for protection of IP substance will be borne by the Institute from its non-plan "administrative expenses" head. If the IP substance is not fully developed for possible

protection, IPC will guide the originators where to improve it. IPC may also give guidance on drafting the Patent forms etc. even with provisional specifications. The Institute shall bear all the charges for patent search while filling up the patent form.If the patent is granted, it becomes the joint property of the originator and the Institute. The Institute has the prerogative of finding a suitable partner for commercialization of the patents for first two years from the date of grant of the patent.After two years, the originator may choose a suitable partner for commercialization of intellectual property created by him/her. However, benefit sharing mechanism will be adhered to as per Clause no. 5.3.1. The originator, before going for technology transfer on his own, must seek the permission of IPC. The IPC should strive to dispose off the matter within two weeks.

5. Checklist for Reimbursement of Publication Charges and Reward

CMR ENGINEERING COLLEGE

(Approved by AICTE, Affiliated to JNTU, Hyderabad**)**

KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD-501401

Sl. No	**Item**	**Check (Insert ✓)**
1	Paper submission through proper channel.	
2	Full details of all authors: names, affiliations, email Ids.	
3	College name clearly mentioned as CMR Engineering College	
4	Details of Journal in which publication is made with full title, Journal number, Issue number, ISSN Print/ online	
5	If accepted for publication: Journal name, ISSN Print/online, Reference to publication charges (email to be forwarded)	
6	Indexing details: Scopus/ WOS/ICI (only these three are accepted for Engineering Journals)	
7	UGC List Sl no.	
8	Plagiarism Check of Title, Abstract, Conclusions cleared	
9	If publication charges are paid, receipt details attached	
10	Claimed amount verified as per Office Order	

6. Procedure for incentives

To encourage participation in research projects/publication /awards, the faculties are offered and paid incentives or compensation. Prior to paying an incentive or compensation to faculty the appropriateness of an incentive payment or level of compensation to the faculty is determined by the R& D cell. The amount and form of incentives or compensation identified are subject to the limits detailed in grant and contract guidelines.

1. Papers are to be submitted to Journals and Conferences through HOD/Dean (R&D)/Principal. HOD may review the content, language and other aspects and forward the paper. Authors must allow two weeks time for the processing. ln case full copy of the Paper cannot be submitted, Full Title of the Paper, details of all authors and Abstract and details of the Journal / Conference are to be attached to the request for approval to HOD who in turn will forward to Dean R&D and Principal.
2. In cases where deadlines are close, advance copy may be sent to Conference journal while submitting the regular Paper for approval through proper channel, with clear understanding that Reimbursement will be given based on final Approval
3. Publications in Journals as listed in the Scopus/ Web of Science (Clarivate Analytics) / Indian Citation index AND UGC lists are considered for reimbursement. For Management Journals Scopus/ FT50 (previously FT45) are also consideredThough there are other indexing organizations like Google Scholar, they are not considered by NIRF for ranking hence are not considered for reimbursement
4. All publications and research papers of faculty have to go through plagi-check.
5. Coauthors must be from the relevant discipline and the research area
6. The Journal must be in existence for a number of years. (2 years minimum for Scopus indexing).
7. Reimbursement is given only to the Faculty Members of CMREC in the ratio specified in the Hon. Secretary's Office Order for Papers with more than one Author
8. Co-authors from other Organizations will not be reimbursed. (EX. lf first author is from CMREC and second and third author is from other Organizations reimbursement of Publication Charges and Reward will be given to first author from CMREC only in the ratio of 5:3:2 i.e., (5/10) or (1,/2) of reimbursable amount for publication in UGC listed Journals).

9. Author's affiliation must be clearly shown as CMR ENGTNEERING COLLEGE.
10. The Journal hard copy or the Proceedings of the Conferences must be submitted to the Central Library as soon as they are received.
11. Reward for publication in CMR Engineering College will be as per the guidelines

12. The Editor of the Journal must be a well known researcher in the broad subject of the Journal and there must be an Editorial Board with eminent academic persons.
13. International ISSN is necessary.
14. Every M.Tech / B.Tech project shall lead to at least one research publication. Faculty are encouraged to guide students to publish papers
15. If any Conference publications are planned during the next 6 months, please see that these Conferences are listed in Scopus index OR proceedings are published with ISBN by organizations like Springer, Elsevier, IEEE,Thomson Reuters etc.,
16. Any one of the Faculty out of 'n' no. of authors, indicating the affiliation towards the parent institution must compulsorily present the paper in the conference of which the proof as a photograph to be submitted. Absentia presented papers are not eligible for remuneration.
17. Honorarium/ Reimbursement will be issued to eligible faculty members twice in a year. July to December's in month of January; January to June's in the month of July.
18. Further for any Faculty member to deliver Invited talks, guest lectures, attend FDPs, Workshops, Seminars, OD can be permitted by Director/Principal depending on the exigency of the Faculty member on recommendation of Dean (R&D).
19. Faculty who receive recognition awards (national and international) will be given incentives as per guidelines.

7. Code of ethics to check malpractices and plagiarism to promote the Research

CMR Engineering College framed a research policy wherein, any type of research/academic work should undergo the Institute's ethical process of plagiarism and also has to preserve high academic and production standards. Ethics and plagiarism are the noteworthy components in research and publication. Ethical policy makes authors responsible for their research work which is carried out in the form of Project reports, Seminar papers, Research papers, Research proposals and thesis work. The Research & Development Committee is responsible for developing code of ethics and monitoring ethical policies/guidelines related to research/academic publications.

About Plagiarism

Plagiarism comprises unethical scientific behavior and it is never acceptable. There are different levels of plagiarism, which are listed below from most to least serious:

- "Reporting someone else's work as your own
- copying someone else's work and report same in your work
- reporting ideas from someone else work without giving him/her credit
- failing to mention a quotation in quotation marks
- reporting incorrect citation about the source of a quotation
- using sentence structure from someone else's work without him/her credit
- copying & reporting almost words or ideas from someone else work and reporting as a new work

Code of Ethics in CMREC

1) Take good literature/notes

- While reviewing the literature, make a note of important sentences/words/ideas that you think you might use in your research paper.
- Note the citation details like the author's name, title of paper, volume, page number and year of publication so that you can easily mention citation it in your research paper.
- Develop a systematic system of note-taking that works for you.

2) Correct /Appropriate Citation

- "At any place you chose words from another source like Web material/research paper/book/any published material then you must give him /her proper credit in your work (Research paper/Thesis/Presentation).
- Even if you don't use someone else's sentences/words/phrases, but you refer to an concept/technology from another source, you must also give him /her proper credit in your work (Research paper/Thesis/Presentation).
- 'Citing your sources' means reporting all of the details about your source like author's name, title of paper, volume and page number and year of publication. Hence, anyone can easily find that source again."

3) Use quotes efficiently

- "If you are selecting someone else's exact words/sentences in your Paper/Thesis/Presentation you must put those words/sentences in quotation marks. If you change some words here and it is not enough to remove plagiarism. It is suggested that rewrite/rephrase it wholly in your own words.
- Create your own argument using your own words for supporting your arguments or clarify important points."

4) Paraphrase correctly

- "In a paraphrase, you rewrite what some other person has aforesaid in your

own approach. even as you've got a personality that's totally different from everybody else's, you as a author have your own voice and magnificence. Once you write, even once you are paraphrasing, your writing ought to sound adore it came from you, not from some other person."

5) Plagiarism Check

- Check the content with Plagiarism software. If the matching is less than 20% the content is allowed to be published. If not, the content has to be revised.

8. INNOVATION, INCUBATION & ENTERPRENEURSHIP CENTER (IIEC)

There is an IIEC in CMREC. The main objective of IIEC is to promote innovation by creating an environment where new products are developed based on pool of expertise available within the college .These products are developed further as marketable products. Suitable entrepreneurs among the students or outside are identified and are exposed to these product ideas along with complete business plan. If an entrepreneur shows some interest for any product the IIEC facilitates complete knowledge transfer so that the enterprise becomes self-sustainable. From among various proposals a few have resulted as startups. IIEC facilitates industrial interactions and incubation in areas such as rural technologies, industrial solutions and so on.

The objectives of incubation centre are

1. To select and incubate potential commercially viable products.
2. To create physical infrastructure and support systems necessary for business incubation activities.
3. To create a network of researchers, mentors and entrepreneurs.
4. Knowledge creation that has social impact.
5. To inculcate the spirit of innovation and enterprise among students.

Incubation centre functions as follows:

1. Identify innovative ideas from faculty.
2. Develop new products from innovative ideas.
3. Study the marketability of the products.
4. Make a proto type.
5. Identify possible entrepreneurs.
6. After entrepreneurs decides to invest offer necessary help in setting up a startup.
7. Transfer technical knowledge and managerial expertise.

9. List Of Research Funding Agency

S.No.	Agency-National	S. No.	Agency-International
1	All India Council for Technical Education	01	Saxion University of Applied Sciences ,Netherlands
2	Council of Scientific and Industrial Research	02	48th Research Institute of China Electronics Technology Group
3	Department of Atomic Energy	03	ABP Marine Environmental Research Ltd)United Kingdom
4	National Board for Higher Mathematics	04	Agensi Remote Sensing Malaysia (ARSM)Malaysia
5	Department of Bio-Technology	05	AltaTerra Research,United States
6	Ministry of Information Technology	06	Asian Institute of Technology (AIT)Thailand
7	Defence Research and Development Organization	07	ASL Environmental Sciences Inc.Canada
8	Aeronautics Research and Development Board	08	AVRDC - The World Vegetable Center ,Taiwan
9	Defence Metallurgical Research Laboratory	09	Bangladesh Agricultural Research Institute
10	Life Sciences Research Board	10	Bangladesh Council of Scientific & Industrial Research
11	Department for Scientific and Industrial Research	11	Beta Analytic, Inc. United States
12	Department of Science and Technology	12	Bureau de Recherches Géologiques et Minières (BRGM)France
13	Indian Council of Medical Research	13	Cambodian Agricultural Research and Development Institute
14	Indira Gandhi Centre for Atomic Research	14	Carbon Society of Japan
15	Indian National Science Academy	15	Caribbean Industrial Research Institute (CARIRI)
16	Indian Renewable Energy Development Agency	16	CENIA, Czech Environmental Information Agency
17	Indian Space Research Organization	17	Center for Climate and Energy Solutions (C2ES)United States
18	Indian Society For Technical Education	18	Center for Development Research (ZEF)Germany
19	The Institution of Engineers (India)	19	Center for Hazardous Substances Research , U.S.A
20	The Institution of Engineering and Technology	20	Center for International Forestry Research Indonesia
21	Indian Meteorological Department	21	Center for Sustainable Development United States
22	Mini. of Communications and Information Technology	22	Centre de Coopération Internat. en Recherche
23	Ministry of Human Research Development	23	Agronomique pour le Développement (CIRAD)France
24	Ministry of New and Renewable Energy	24	Centre de Recherche Industrielle du Québec ,Canada
25	Ministry of Environment and Forests	25	Centre for Energy Reseach (CER)South Africa
26	Ministry of Earth Science	26	Centre for Energy, Petroleum & Mineral Law & Policy
27	Ministry of Water Resources	27	Consortium of International Agricultural Research Centers
28	Centre for High Technology	28	Cornell Lab of Ornithology.United States
29	Ministry of Food Processing Industries	29	Council for Scientific and Industrial Research S.Africa
30	National Council for Economic Research and Trg	30	Deltares, Netherlands
31	National Jute Board	31	DHI Denmark
32	Petroleum Conservation Research Association	32	Division for Energy Efficiency and Renewable Energy Sources
33	Research Scheme on Flood Control	33	Double Helix Tracking Technologies Pte Ltd Singapore
34	Ministry of Power	34	Earth Engineering Center (EEC)United States
35	SAARC Documentation Centre	35	Swiss Federal Institute of Aquatic Science and Technology
36	Science and Engineering Research Council	36	UNIDO
37	Technology Absorption and Adaptation Scheme	37	Elmvale Foundation ,Canada
38	Tamilnadu Energy Development Agency	38	Energy research Center of the Netherlands
39	Tamilnadu State Council for Science and Technology	39	Environmental Research Institute (ERI)Japan
40	University Grants Commission	40	EPA Cincinnati Water Technology Cluster Progam U,S,A
41	Vikram Sarabhai Space Centre	41	EPFL STI IMT PV-LAB Switzerland
42	Ministry of Small and Medium Seale Industries	42	European Forest Institute (EFI)Finland
43	Bhabha Atomic Research Centre	43	European Marine Energy Centre Ltd ,United Kingdom
44	Centre for Dev.Advanced Computing	44	European Membrane Institute Twente (EMI)Netherlands
45	Centre for development of Telemetries	45	Experimental Fluids Lab ,Lebanon
46	Department of Chemicals&Petrochimicals	46	Flora Syria On Line (FSOL)Syria
47	Department of Ocean Development	47	Fraunhofer Institut Zuverlässigkeit and Mikrointegration

S.No.	Agency-National	S. No.	Agency-International
48	Indian National Science Academy	48	Swedish International Development Cooperation Agency
49	Ministry of Agro and Rural Industries	49	World Health Organization
50	Ministry of Defiance	50	The Global Plant Council
51	Ministry of Health and F.Welfare	51	Global Innovation Fund
52	Oil and Natural Gas Corporation	52	Welcome Trust
53	Tata Institute of Fundamental Research	53	Biotechnology Industry Research Assistance Council
54	Technology Infermation ,Forecasting and Assessment Council	54	Alexander Humboldt Foundation
55	**Indian Council of Philosophical Research**	55	UNDP
56	Indira Gandhi Centre For Atomic Research,	56	International Foundation for Science
57	Vikram Sarabhai Space Centre, Thiruvananthapuram,	57	The World Academy of Sciences
58	Petroleum Explosives and Safety Organization	58	Third World Network of Scientific Organizations
59	Naval Physical & Oceanographic Laboratory	59	International Atomic Energy Agency,
60	Board of Research in Nuclear Science, Mumbai	60	International Federation for Women in Agriculture.
61	Indian Society for Technical Education	61	International Institute for Population Sciences
62	Central Mine Planning & Design Institute	62	The Australia-India Council
63	Ministry of Statistics and Prorg.Implementation,	63	The Australia-India Strategic Research Fund
64	National Academy of Agricultural Sciences (	64	Australian Centre for International Agricultural Research
65	National Council for Economic Research Training.	65	Australian Government Partnerships for Development Facility
66	Ministry of Food & Civil Supplies,	66	MacArthur Foundation
67	National Oilseeds and Vegetable Oils Development Board	67	Bill and Melinda Gates Foundation
68	Directorate of Rice Research,	68	Department for International Development
69	Directorate of Maize Research,	69	The Global Innovation Fund
70	Indian National Committee on Irrigation & Drainage	70	Community Led Infrastructure Finance Facility
71	National Horticulture Board,	71	Asian Development Bank
72	Lady Tata Trust	72	Organisation for Economic Co-operation and Development
73	National University of Educational Planning and Administration	73	India Partnerships Annual Program Statement
74	Rajiv Gandhi National Institute Of Youth Development	74	**South Asian Research Network for Social Sciences and Humanities**
75	Central Institute of Indian Languages	75	**Engineering and Physical Sciences Research Council**
76	National Testing Service-India	76	**European Science Foundation.**
77	Board Of Research In Nuclear Sciences	77	**Institute of International Education**
78	**Department of Ocean Development**	78	The Austrian Science Fund (FWF), Austria
79	**Ministry of Steel**	79	The Agency For Innovation By Science And Technology, Belgium
		80	The Fund For Scientific Research (FNRS), Belgium
		81	The Research Foundation (FWO- Flanders), Belgium
		82	The French National Research Agency (ANR), France
		83	The Federal Ministry Of Education And Research, Germany
		84	The Nartional Research, Development And Innovation Office ,Hungary
		85	The National Centre For Research And Development ,Poland
		86	The National Science Centre (NCN), Poland
		87	The Science And Technology Foundation (FCT), Portugal
		88	The National Authority For Scientific Research And Innovation Romania
		89	The Ministry Of Economy And Competitiveness, Spain

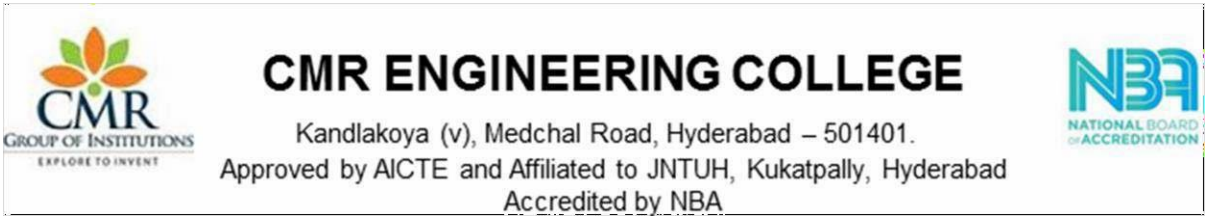
10. List of funding agencies with web Link

S.No.	Funding Agencies	Web Link
1.	Aeronautics Research and Development Board (ARDB)	http://drdo.gov.in/drdo/boards/ardb/index.html
2.	Atomic Energy Regulatory Board (AERB)	http://www.aerb.gov.in
3.	Bhabha Atomic Research Centre (BARC)	http://www.barc.gov.in/
4.	Centre for Development of Advanced Computing (CDAC)	http://www.cdac.in/
5.	Centre for Development of Telematics (C- DOT)	http://www.cdot.com/
6.	Coal India Ltd.	https://www.coalindia.in/
7.	Council of Scientific & Industrial Research (CSIR)	http://www.csir.res.in/
8.	Defence Research & Development Organisation (DRDO)	http://www.drdo.nic.in/
9.	Department of Atomic Energy	http://dae.nic.in/
10.	Department of AYUSH	http://indianmedicine.nic.in/
11.	Department of Biotechnology (DBT)	http://www.dbtindia.nic.in/
12.	Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers	http://chemicals.nic.in/
13.	Department of Fertilizers, Ministry of Chemicals & Fertilizers	http://fert.nic.in/
14.	Department of Ocean Development	http://dod.nic.in/
15.	Department of Science & Technology (DST)	http://dst.gov.in/

16.	Deutsche Forschungsgemeinschaft (DFG) German Research Foundation)	http://www.dfg.de/en/
17.	GAIL (India) Ltd.	http://www.gail.nic.in/final_site/index.html
18.	Indian Council of Agricultural Research (ICAR)	http://www.icar.org.in/
19.	Indian Council of Medical Research (ICMR)	http://www.icmr.nic.in/
20.	Indian Council of Social Science Research (ICSSR)	http://www.icssr.org/
21.	Indian National Science Academy (INSA)	http://insaindia.org/
22.	Indian Space Research Organisation (ISRO)	http://www.isro.org/
23.	Indo French Centre for the Promotion of Advanced Research (IFCPAR)	http://www.cefipra.org/
24.	Indo-US Science & Technology Forum	http://ird.iitd.ac.in/funding_agencies
25.	Ministry of Agro & Rural Industries	http://ari.nic.in/
26.	Ministry of Communications & Information Technology	http://deity.gov.in/
27.	Ministry of Defence	http://ird.iitd.ac.in/funding_agencies
28.	Ministry of Environment & Forests (MoEF)	http://mohfw.nic.in/
29.	Ministry of Health & Family Welfare	http://mohfw.nic.in/
30.	Ministry of Micro, Small and Medium Enterprises	http://msme.gov.in/Web/Portal/New-Default.aspx
31.	Ministry of New and Renewable Energy (MNRE)	http://www.mnre.gov.in/
32.	Ministry of Petroleum & Natural Gas	http://petroleum.nic.in/
33.	Ministry of Power	http://powermin.nic.in/

34.	Ministry of Road Transport & Highways	http://morth.nic.in/
35.	Ministry of Rural Development	http://rural.nic.in/netrural/rural/index.aspx
36.	Ministry of Textiles	http://texmin.nic.in/
37.	Ministry of Urban Development	http://moud.gov.in/
38.	Ministry of Water Resources	http://wrmin.nic.in/
39.	National Science Foundation	http://www.nsf.gov/
40.	Naval Research Board (NRB)	http://www.nrbdrdo.res.in/
41.	Northern Indian Textile Research Association (NITRA)	http://www.nitratextile.org/
42.	Oil & Natural Gas Corporation Ltd (ONGC)	http://www.ongcindia.com/
43.	Petroleum Conservation Research Association (PCRA)	http://www.pcra.org/
44.	Science and Engineering Research Board (SERB)	http://www.serb.gov.in/home.php
45.	Tata Institute of Fundamental Research	http://www.tifr.res.in/
46.	Technology Information, Forecasting &Assessment Council (TIFAC)	http://www.tifac.org.in/
47.	UK India Education and Research Initiative (UKIERI)	http://www.ukieri.org/
48.	University Grants Commission	http://www.ugc.ac.in/

11. Sample appreciation letters



CMREC/R&D/2025-26/PP/01 Date: xx-xx-xxxx

To,
Mr./Dr. xxxx

Professor,

Department of xxxx

CMR Engineering College,

Hyderabad.

Sub: Employee Appreciation Letter

Dear Mr./Dr. xxx

This letter is to appreciate your work and performance in publishing paper where you were the core member of the team. On behalf of CMR Engineering College, I would like to appreciate you for your performance publishing paper in refereed journal (journal name).

I hope that your positive attitude towards work will help in career development and your success

Thanking you,

With Regards

Principal,

CMR ENGINEERING COLLEGE
(Approved by AICTE, Affiliated to JNTU, Hyderabad)
KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD-501401

Requisition Form 01

Applicant's Name: **Designation:** **Department:**

Program Details	**Name of the conference :**	
	Hosting Institute :	
	Venue :	
	Dates & Duration : From: **To :** **No. of Days :**	
	Leave Requisitioned : From: **To :** **No. of Days :**	
	Proceedings of the Conference:	
Details of the paper presenting	Presenting Paper Yes/No Applicant is : 1st/2nd/3rd/4th author Title of the Paper : Whether paper is accepted? Yes/No Whether proceedings be released? Yes/No Type of Proceedings : Hard copy/Soft copy Co-authors from the College: 1. 2. Signature -Applicant	
	Approval From the Department:	**Current Academic Year :July 1st-June 30th**
	In the AY it is: 1st time/2nd time/more no of times **Work Adjustment is made** : Yes/No/No class	
	HOD Recommendations: **Signature-HOD**	
	Financial Assistance From external agencies: Yes/No	**Financial Clearance**
	Reference number assigned by R&D DEAN	

Check List

1. Copy of Invitation ☐
2. Eligible for Finance & Leave ☐
3. Eligible for Leave only ☐

DEAN R&D **Principal**

CMR ENGINEERING COLLEGE

(Approved by AICTE, Affiliated to JNTU, Hyderabad)

KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD-501401

12. Application for Advance/ Reimbursement of Publication Charges for Publication in Journals

Name of the Faculty Member: …… Designation: …… Department: ……

Title of the Paper: ……

……

Co-Authors and their Affiliations: ……..

Name of the Journal: ……

ISSN Numbers (Print & Online): ……

Scopus / WoS Indexing details: ……

UGC List Number: …… Expected publication date: ……

Publication Charges in Rs: ……

Advance Requested (*) Rs: ……Receipt No. (If already paid): ……

Amount claimed towards reimbursement (*): ……

Copy of Enclosures: i. Paper Acceptance Letter & Intimation of publication charges

ii. Receipt of publication Fee (if paid)

*** Pro rata for multiple Authors as per**

Secretary's Office Order

Signature of the Faculty Member

Signature of HOD **Signature of the Dean (R&D)**

Recommended and approved for payment of Rs ..... , as advance/ reimbursement of Publication charges

Signature of the Principal

(For use in Accounts Section)

As per the office order (*) : CMREC/PRIN/CIR (49) /2017 Dated: 8th May 2017

Publication Charges – for Paper Publication

Passed for payment: Rs ……

Accounts Officer

***** Original Receipt of Payment of Publication charges is to be submitted to Accounts within ONE WEEK of Advance receipt**

CMR ENGINEERING COLLEGE

(Approved by AICTE, Affiliated to JNTU, Hyderabad**)**

KANDLAKOYA (V), MEDCHAL ROAD, HYDERABAD-501401

Format : Application for Reimbursement of Registration Fee for

Attending Symposium/Conference & Paper Presentation

Name of the Faculty: …… Designation: …… Department: ……..

Title of the Paper: ……

……

Co-Authors and their Affiliations: ……..

Name of the conference: ……

Organized by: …… Place: …… Dates of Conference: ……

Publisher of the Proceedings of the Conference (ISBN No., IEEE, Procedia and ASME etc.):

……..

Scopus Index Reference Number: ……

Paper Acceptance/Reference Letter & Date:

……..

Conference Registration Fee Details: ……

Amount in Rs: ……Receipt No. (If any): ……

Amount claimed towards reimbursement…….

Copy of Enclosures: i. Paper Acceptance Letter

ii. Receipt of Registration Fee

iii. Prior approval copy of submission of paper for publication

Signature of the Faculty

Signature of HOD **Signature of the Dean (R&D)**

Recommended and approved for payment of Rs: ....., for Conference Paper Publication.

Signature of the Principal

(For use in Accounts Section)

As per the office order "CMREC/PRIN/CIR (49) /2012 Dated: 01.07.2022".

Amount:

Registration Fee – for Conference Paper Publication

Passed for payment: Rs ……

Accounts Officer

**** Original copy to be submitted in Accounts section.***

**** A Copy to be sent to R&D Centre, Department & Individual concerned.***

CMR ENGINEERING COLLEGE
(Affiliated to Jawaharlal Nehru Technological University, Hyderabad)
Kandlakoya (V), Medchal (M), Ranga Reddy (Dist.)

FACULTY PROFILE

Name				
Designation				
Department				
Total Experience in Years				
Qualifications				
Area of specialization				
Guide ship/Research Supervisor				
No. of Papers Published in journals				

Ph.D. Thesis Adjudicated			
No. of Papers Presented in Conferences			
Book/Chapter Published			
Research & Development/Consultancy Activities/Sponsored projects			
Awards/Patents/Etc.			
Member ship in Professional Bodies			
Achievements			
International journal Editor member/Reviewer			

Signature of the Faculty Member

CMR ENGINEERING COLLEGE
(Affiliated to Jawaharlal Nehru Technological University, Hyderabad)
Kandlakoya (V), Medchal (M), Ranga Reddy (Dist.)

Format for proposal submission

1. **Title of the proposed Project:**

2. **Name and address of the Principal Investigator:**

3. **Introduction: 1. include origin of proposal**
   2. Brief review of R&D

4. **Objectives of the proposed project:**

5. **Expected Outcome/Deliverables:**

   - Expected outcome within the duration of project

6. **Proposed Duration:**

7. **Work plan :**

   - Methodology: (It should contain all the details including clear plans as to how each of the objectives will be addressed)

   - Time Schedule of activities giving milestones through BAR diagram.

8. **Future plans:**

9. Budget plan :

S. No	Budget Head	Amount
1.	Manpower	
2.	Consumables	
3.	Travel & Meetings	
4.	Training/Demonstration	
5.	Contingencies	
6.	Overheads (@20% of project cost)	
7.	Equipment	
	Total	

References

13. EVALUATION REPORT OF THE PROJECT PROPOSAL

Name of the PI:

Title:

Department:

- Significance and Innovation (Mark on a scale of 1-10)

Subject	Marks
Is the Project Scientifically/Academically significant	
Is there any innovation in the approach	
Can the project generate: New Knowledge , New Methods, New technology (Please tick one)	
Does the proposal have inherent strength to lead to another proposal to external agency	
Is the research plan clearly presented and realistic	
Is the proposed budget appropriate	
What are the main strengths of this proposal?	
Final Recommendation	

Expert members R&D Dean Principal