

1. HCASIF INTELLECTUAL PROPERTY (IP) POLICY

HINDUSTAN COLLEGE OF ARTS & SCIENCE INCUBATION FORUM (HCASIF)

Intellectual Property Policy

1. Purpose

The Intellectual Property (IP) Policy aims to encourage innovation, protect intellectual assets generated through incubation activities, and establish clear ownership, protection, commercialization, and revenue-sharing mechanisms.

2. Scope

This policy applies to:

- Incubated startups
- Faculty innovators
- Student entrepreneurs
- Researchers
- Mentors and consultants
- Employees of HCASIF
- External collaborators

3. Intellectual Property Covered

The policy includes:

- Patents
- Copyrights
- Trademarks
- Industrial Designs
- Trade Secrets
- Software
- Databases
- Know-how
- Plant Varieties
- Semiconductor Layout Designs

4. Ownership of IP

Startup-owned IP

- Any IP developed independently by an incubated startup belongs solely to the startup.

Jointly Developed IP

- Where HCASIF, HCAS, faculty, or researchers substantially contribute, ownership shall be determined through a mutually agreed written agreement.

Employee-created IP

- IP created by HCASIF employees during the course of employment belongs to HCASIF unless otherwise specified.

5. Confidentiality

All confidential information shared during incubation shall remain confidential.

Every mentor, consultant, employee, and startup shall execute:

- Non-Disclosure Agreement (NDA)
- Confidentiality Agreement wherever applicable.

6. Patent Filing Support

HCASIF may provide:

- Prior art search
- Patent drafting assistance
- Filing guidance
- IP awareness programmes
- Commercialization support

7. Commercialization

Inventors are encouraged to commercialize technologies through:

- Licensing
- Technology transfer
- Startup creation
- Industry partnerships

8. Revenue Sharing

Revenue generated from jointly owned IP shall be shared according to mutually agreed written agreements.

9. Dispute Resolution

Any dispute concerning IP ownership shall first be resolved through mediation by the HCASIF Governing Board. If unresolved, applicable Indian laws shall prevail.

10. Policy Review

This policy shall be reviewed every three years or earlier if required.

2. HCASIF CODE OF CONDUCT

HINDUSTAN COLLEGE OF ARTS & SCIENCE INCUBATION FORUM (HCASIF)

Code of Conduct

Purpose

HCASIF is committed to maintaining a professional, ethical, inclusive, and innovation-driven environment.

All Members Shall:

Professional Behaviour

- Maintain honesty and integrity.
- Treat everyone with dignity and respect.
- Promote collaboration and teamwork.
- Avoid discrimination and harassment.

Ethical Conduct

Members shall:

- Follow applicable laws and regulations.
- Avoid plagiarism.
- Respect intellectual property rights.
- Avoid conflicts of interest.
- Maintain confidentiality.

Workplace Behaviour

Members shall:

- Use HCASIF facilities responsibly.
- Maintain cleanliness.
- Follow safety regulations.

- Prevent misuse of equipment.

Financial Integrity

Members shall:

- Use grants and funds only for approved purposes.
- Maintain accurate records.
- Submit reports on time.

Digital Conduct

Members shall:

- Protect passwords and data.
- Follow cybersecurity practices.
- Avoid unauthorized software.
- Respect privacy.

Anti-Harassment

HCASIF maintains zero tolerance towards:

- Sexual harassment
- Bullying
- Threats
- Violence
- Verbal abuse
- Discrimination based on religion, caste, gender, disability, ethnicity, or nationality.

Social Media

Members should:

- Represent HCASIF responsibly.
- Avoid posting confidential information.
- Avoid defamatory or misleading statements.

Violation

Violation may result in:

- Warning
- Suspension
- Termination of incubation
- Recovery of damages

- Legal action where applicable

Compliance

Every incubatee, mentor, employee, and stakeholder shall acknowledge this Code of Conduct upon joining HCASIF.

3. HCASIF GRIEVANCE REDRESSAL POLICY

HINDUSTAN COLLEGE OF ARTS & SCIENCE INCUBATION FORUM (HCASIF)

Grievance Redressal Policy

Purpose

HCASIF is committed to providing a fair, transparent, and timely mechanism for addressing grievances.

Scope

Applicable to:

- Incubated startups
- Faculty
- Students
- Employees
- Consultants
- Mentors
- Investors
- Visitors

Nature of Grievances

The committee shall consider complaints relating to:

- Administrative issues
- Incubation services
- Infrastructure
- Financial matters
- Ethical misconduct
- Discrimination
- Harassment
- Intellectual property disputes
- Conflict of interest

- Resource allocation

Grievance Redressal Committee

The committee may consist of:

Position	Names
Director	Dr. Susan Verghese
Director	Mr. David Ryan
Principal	Dr. Uthira D
Head	Dr. C. Elizabeth Rani
Manager	Ms. Gunamathi

Procedure

Step 1

Submit grievance through:

- Email
- Written application
- Online grievance portal (if available)

Step 2

Acknowledgement shall be issued within **3 working days**.

Step 3

Preliminary review shall be completed within **7 working days**.

Step 4

Investigation and hearing, if necessary.

Step 5

Final decision shall normally be communicated within **30 days**.

Confidentiality

All grievances shall be treated with strict confidentiality.

Protection Against Retaliation

No complainant shall be subjected to retaliation or victimization for filing a genuine complaint.

Appeal

Any aggrieved person may file an appeal before the HCASIF Governing Board within **15 days** of receiving the decision.

False Complaints

Knowingly false or malicious complaints may invite appropriate disciplinary action.

Policy Review

This policy shall be reviewed every three years or whenever required by statutory or institutional changes.

These three policies align with the governance framework expected of an incubation centre under **StartupTN, MSME Incubation, DST-supported incubators**, and other higher education innovation ecosystems, and are suitable for inclusion in the HCASIF Policy Manual.