

SRI RAMACHANDRA UNIVERSITY

(Declared under Section 3 of UGC Act, 1956)

UNIVERSITY-INDUSTRY LIAISON CENTRE (UILIC) & CONSULTANCY RULES

1. STRUCTURE: The University-Industry Interaction programs of Sri Ramachandra University shall be coordinated through the establishment of UNIVERSITY INDUSTRY LIAISON CENTRE (UILIC)

1.1 The UILIC is to be headed by the Director (Research)

1.2 There shall be an Executive Committee representing the constituent units of the University consisting of five members nominated by the Vice-Chancellor.

1.3 There shall be an Advisory Committee consisting of 9 members and the Chairman of the committee to be nominated by the Vice-Chancellor, the Director (Research) as its Member-Secretary and four members of the executive committee as its ex-officio members. The remaining three are to be drawn one each from Manufacturing Industry, Pharmaceutical Company and R & D institution. The advisory committee shall meet twice a year to advise the UILIC on its consultancy and R & D activities.

2. FUNCTIONS OF UILIC

2.1 To create data bases on the consultancy potentials of the staff of the University with details of facilities available in the University and to disseminate the data through various modes including printing of a directory.

2.2 To bring out brochures, fliers and newsletters regarding the ongoing activities of UILIC including the training programmes and discoveries made by the University Departments so as to keep the interacting industries/community informed of the developments and also to maintain good liaison with them.

2.3 To co-ordinate R & D projects between University Departments and Industries in the areas of Product/process development and technology transfer.

2.4 To assist in (a) bringing about and registration of inter-institutional alliances/collaborations in the form of MOUs/ Agreements (b) in development of IPR/ Patents by the Faculty/ researchers of the University based on the products and processes discovered by them.

2.5 To provide consultancy services of variable nature as outlined in the consultancy rules.

2.6 To provide sophisticated medical laboratory diagnostic and reporting facilities.

2.7 To develop and offer specialized continuing education programmes for updating skills and knowledge for the benefit of the Industry, Non Government Organizations and the faculty of the University and also to organize summer training/practical sessions at the industries for the students of the University.

- 2.8 To facilitate the faculty to undertake studies relating to preclinical toxicology, drug evaluation, standardization process and clinical trials.
- 2.9 To organize campus interviews for industries and other agencies at the University to provide trained manpower for employment.
- 2.10 To organize orientation programmes for foreign as well as Indian entrepreneurs who are willing to establish industries in India.
- 2.11 To link up experts of the industries in the academic programmes of the University Departments like (a) teaching programmes (b) curriculum development (c) Ph.D. programmes and (d) research projects
- 2.12 Any other function assigned by the Advisory Committee of the UILIC from time to time.

3. CONSULTANCY RULES

- 3.1 The faculty members of the University may, with prior intimation to the appropriate authorities of the University undertake consultancy or provide technical services to the industry and other organizations using, if necessary, the facilities of the University.
- 3.2 The services/consultancy provided maybe of the following types:
 - I. Institutional Consultancy,
 - II. Individual Consultancy and
 - III. Technical/Clinical and Diagnostic services.
- 3.2.1 Institutional consultancy relates to advice rendered to an Industry/organization, or work done for them by a Department/Group/Individual on behalf of the University. The requests of such consultancy will be identified/approved by the Vice-Chancellor, on the recommendations of the proposal by the Director(Research)
- 3.2.2. Individual consultancy relates to such R & D project work undertaken by the academic staff member of the University based on his/ her own expertise.
- 3.2.3 Technical, clinical and diagnostic services relate to providing advice on development of gadgets/equipments etc., for use in patient services; conduct of contract clinical trials, sophisticated investigations, experiments of research value and evaluation of diagnostic kits/reagents.
- 3.2.4 The charges payable to the University for Sophisticated Investigations testing and certification and use of equipment facilities would be decided by the Executive Committee of UILIC as per the recurring expenses involved on yearly basis and defined project budgets would be worked out as per the rule under 3.7. Yearly guidelines would be circulated to all departments/Units of the University by UILIC

3.3 The Consultancy services may be categorized into three classes

- 3.3.1 Advisory Consultancy in which University facilities are not used and include retainer consultancies.
- 3.3.2 Service Consultancy-Category I- in which University equipments are used, but either consumables, other materials or patients are not required.
- 3.3.3 Service Consultancy-Category II- in which University equipments are used and material including patients and consumables are provided by the University.
- 3.4 All requests for consultancy services will be referred to the UILIC of the University. If received directly by a faculty member it will be forwarded to the UILIC for processing and facilitation.
- 3.5 Approval of the consultancy proposal will be governed by the procedure specified below.
 - 3.5.1 All consultancy projects up to budget estimate of Rs.3.0 lakhs can be undertaken by the faculty member or Consultant, upon the prior approval of the Director (Research) obtained through Head of the Department/college concerned. Consultancy work/Projects with budget estimate exceeding Rs.3.0 lakhs will be undertaken only upon the approval of the Vice-Chancellor based on the recommendations of the Director (Research).
 - 3.5.2 MoUs with Industries, governmental and non-governmental agencies for conducting such consultancies on continuing basis can be established by the consultants/faculty members upon prior approval by the Vice-Chancellor, on the recommendations of the Director (Research).
- 3.6 While approving a consultancy proposal, the following aspects will be taken into consideration.
 - 3.6.1 An individual teacher does not allot more than one third of his/her time to consultancy, the other two thirds of time being spent in teaching and research in approximately equal proportion without being detrimental to the allotted teaching & academic research responsibilities.
- 3.7 While working out the estimate of consultancy project, the following aspects will be taken into consideration:-
 - 3.7.1 Cost of man-days of the teacher and staff taking part in the project;
 - 3.7.2 Cost of inputs relating to chemicals, reagents/kits experimental animals patients and other types of consumables;
 - 3.7.3 Usage of equipments;
 - 3.7.4 Payments to outside consultants;
 - 3.7.5 Payments to Research Staff/field workers

- 3.7.6 Cost of undertaking field work including field station expenditure/survey charges;
- 3.7.7 Cost of stationery;
- 3.7.8 Computer charges;
- 3.7.9 Equipment/Product cost if to be purchased exclusively for the work
- 3.7.10 Miscellaneous charges;
- 3.7.11 Consultancy charges including UILIC administrative charges (a Minimum of 20% of the total budget); and
- 3.7.12 Intellectual fee in cases where development of concept or analysis is required (whenever applicable);
- 3.8 The consultancy project budget shall ordinarily exclude TA/DA as an arrangement between the consultant and the client unless the client prefers it as a part of the project budget. In such instances of inclusion in the budget, UILIC shall provide TA/DA guidelines for consultancy projects on yearly basis.
 - 3.8.1 The cost of equipment where it exceeds Rs.50,000 will not be taken into consideration for calculating the consultancy charges. Such equipment(s)/Product(s) on completion of the consultancy project shall be retained as the property of the concerned department.
- 3.9. The Client shall be required to pay an advance of 50% of the total project cost, or the cost of materials whichever is higher. All payments shall be made by D.D.drawn infavour of “Sri Ramachandra University – UILIC a/c” payable at Chennai.
- 3.10. Once the terms of consultancy are approved and contract signed and advance payment is received, it becomes the duty of the Project Investigator in-charge of the consultancy to ensure satisfactory progress and time bound completion of the project. For this purpose, he may make temporary appointments of staff, draw advances and expenditure in accordance with the rules prescribed from time to time.
- 3.11. The fee received towards consultancy by the Investigator/UILIC shall be distributed as under:
 - 3.11.1 The fee realized from consultancies will be classified in relation to:
 - Group(a) Consultancy/developmental fee on R&D projects and self financing teaching programmes in Advisory consultancy and service consultancy (category I & II of rule 3.2);
 - Group (b) Sophisticated investigation, use of facilities, testing and certification charges; and (category III of rule 3
 - Group (c) Licensing fee of Intellectual property/patents and royalty payments on commercialization of products/processes.(category III of rule 3.2.)

3.11.2 **For Group (a) & (b) Consultancy:**

- (i) 40% of the 20% consultancy charges included in the budget of group (a) and group (b) consultancies shall be distributed amongst the staff involved in the consultancy as per the formula in (ii) below. 10% would be made available to the department by UILIC and 50% shall accrue in the UILIC/ University a/c. The 10% share of the department could be utilized for
 - 1) Hospitality for Scientists/ Professors visiting the department
 - 2) Attending Seminars, Conferences, etc.,
 - 3) Publication charges for the research papers/ articles
 - 4) Minor infrastructure strengthening requirements of the department.
- (ii) The distribution formula of the consultant's share of 40% shall be as follows depending upon their inclusion in the proposal prior to the approval.
 - 1) Consultant/ Principal Investigator: 20%
 - 2) Co-investigator(s): 10%
 - 3) Technicians/ Project fellows etc.,: 7%
 - 4) Administrative staff: 3%

3.11.3 **For Group (c) Consultancy:** (i) 40% of the monies received by the University through licensing fee of the intellectual property/patents and periodic royalty payments received on commercialized products out of the patents shall be distributed as 20% to the inventor/inventors as mentioned in IPR/Patents; 15% to strengthen the departmental infrastructure in which such discoveries were made and 5% for the administrative staff of the concerned department and UILIC. (ii) The remaining 60% shall accrue with UILIC/Sri Ramachandra University

3.11.4 The consultant/Principal investigator and other supportive staff members who are involved at the time of successful Group (c) consultancy are entitled to receive his / her share of monies even in the event of his / her transfer / retirement / resignation from the University. In the event of death of the staff, his / her legal heir shall be entitled for his / her share of monies.

3.12 On completion of the consultancy project, a copy of the report shall be submitted to the UILIC along with the statement of accounts/bills/vouchers for verification/record and issue of utilization certificate(s).

3.13 The Consultant/ faculty member and UILIC shall be jointly responsible for submitting utilization certificates periodically during the course of the project and final audited statements of accounts on completion of the said consultancy project, certified either by a Chartered Accountant or by the University auditors, as provided in the project.

3.14 The details of consultancy amount drawn by each individual faculty shall be submitted by the faculty concerned to the Accounts section of the University through UILIC for Income Tax calculation purpose by the end of January of each financial year.

4.0 Notwithstanding the above consultancy norms, if any dispute arises between the faculty consultant and the consultancy organization it will be resolved by the Vice-Chancellor of Sri Ramachandra University and such decision shall be final and binding on all concerned.