

**UNIVERSITY INDUSTRY CONSULTANCY CENTRE (UIC-CUTN)
CENTRAL UNIVERSITY OF TAMIL NADU
THIRUVARUR – 610 005**

CONSULTANCY POLICY DOCUMENT

- 1.1. The faculty members of the University may undertake individually or in group, consultancy/technical services to industry and other organizations using, partly / fully the facilities of the University.
- 1.2. The services/consultancy provided may be of the following types:
Type - I : Institutional Consultancy and **Type - II** : Individual Consultancy.
 - 1.2.1. Individual consultancy relates to the consultancy undertaken by the academic staff members in their individual capacity.
 - 1.2.2. Institutional consultancy relates to the consultancy rendered by the Department / Group of Faculty Members on behalf of the University. The Principal Consultant will be nominated by the Vice-Chancellor taking into consideration of the lead roll played by the individual(s).
- 1.3. The Industrial / Institutional consultancy services can be categorized in any one of the following:
 - ❖ Advisory Consultancy in which University facilities are not used and only the expertise is used.
 - ❖ Service Consultancy in which infra-structure of the University including seminar halls, laboratories, classrooms, equipments, etc., are used. Material cost such as consumables to be borne by the users.
 - ❖ Developmental Consultancy in which the infra-structure of the University is used along with the material and consumables, accessories, etc., provided by the University. The outcome of a Government-aided project could result in technologies that may be transferred to users.
- 1.4. All requests for consultancy services shall be received / processed by the UIC-CUTN on behalf of the University. It may also be received directly by faculty member(s) and forwarded to the UIC-CUTN for its consideration.
- 1.5. **Approval of the consultancy proposal** shall be done as per the procedure mentioned below:
 - 1.5.1. The faculty members or consultant, upon the prior approval of the Director, UIC-CUTN on intimation to the Head of the Department and Dean of the School, can undertake all consultancy projects upto the budget estimate of Rs.3.0 lakhs. Consultancy work / Projects with the budget estimate of Rs.3.0 lakhs and above shall be undertaken only upon the approval of the Vice-Chancellor based on the recommendations of the Director of UIC-CUTN.
 - 1.5.2. MOUs with industries, governmental and non-governmental agencies can be arranged by the consultants / faculty members, subject to the approval of the approving authorities of CUTN, on the recommendation of the EC. The authorized signatory for signing of all MOUs shall be The Registrar, **Central University of Tamil Nadu, Thiruvapur**
- 1.6. While approving a consultancy proposal, the following shall be taken into consideration.
 - 1.6.1. An individual teacher can engage himself in consultancy work without affecting / prejudice to his regular academic work.

Done, (Signature)

1.6.2. An individual teacher can avail a total of 50 days On Duty Leave in a year (apart from UGC approved duty leave) to conduct his/her consultancy work at the rate of five working days in a month or not more than 30 days at a stretch in an academic year. The OD leave application has to be duly forwarded through concerned Head of the Department, Dean of the School and UIC-CUTN to the Registrar.

1.7. While working out the **cost of consultancy project**, the following are to be taken into consideration:

- ❖ Cost of man-days of the staff taking part in the project.
- ❖ Cost of inputs like chemicals, raw materials and other types of consumables, if applicable.
- ❖ Usage of equipment, if applicable.
- ❖ Payments to outside consultants, where necessary.
- ❖ Payments to Research Staff / field workers, as the case may be.
- ❖ Cost of undertaking field work including field station expenditures/survey charges.
- ❖ Cost of Stationery.
- ❖ Computer Charges.
- ❖ Cost of purchase of Equipment / product.
- ❖ Miscellaneous charges.
- ❖ From the total project cost, over-head charges of 20% for UIC-CUTN may be included in additional to the consultancy charges.
- ❖ The following formula **BE FOLLOWED** to arrive at the **TOTAL COST** for a Consultancy/Technical services undertaken by the faculty members to an industry and other organizations.

- 1) Actuals (like cost of chemicals, raw materials, consumables, stationery and computing charges etc.) + 10% of the Actuals
 - 2) Equipment usage charges
 - 3) Payments to Outside Consultants and Staff(s) appointed exclusively for the project work
 - 4) Cost of Man days (includes Consultant / Principal Investigator, Co- Investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to P.I) and Technicians & others (when involved, otherwise this should be shared by P.I & Co-PI equally).- All are getting either salary from the University or Fellowship from the approved agencies.
 - 5) Sub Total Cost = (1)+ (2)+ (3)+ (4)
 - 6) Miscellaneous charges (Contingencies) = 10% of (5)
 - 7) UIC-CUTN Over Head Charges = 20% of (5)+(6)
 - 8) Service Tax = x % of {(5)+(6)+(7)}, where
x % is the service tax
- TOTAL COST = (5) + (6)+ (7) + (8)**

- The Total Cost should **BE PREPARED** by Consultant / Principal Investigator.
- The Equipment Charges **BE TRANSFERRED** to the concerned Department in the appropriate head pertaining to "EQUIPMENT"

- The saving money from the project cost **BE DISTRIBUTED** as per UIC-CUTN guidelines defined under clause 1.12.2 & 1.12.3
- The cost of man days **BE DISTRIBUTED** as per UIC-CUTN guidelines defined under clause 1.12.2 & 1.12.3.

SERVICE TAX AT PRESENT is 10.36%

- 1.8. Equipment(s) / Product(s) purchased / developed shall be the property of concerned department on completion of the consultancy project.
- 1.9. 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.
- 1.10. The client shall be required to pay as advance 30% of the total project cost, or the cost of the material, whichever is higher. All payments shall be made to the UIC-CUTN into the separate account of "**Central University Industry Consultancy Centre A/C**"
- 1.11. Once the terms of consultancy have been approved and contract signed and advance received, it becomes the duty of the person in-charge of the project to ensure satisfactory progress and completion of the project.
- 1.12. The **distribution of consultancy amounts** received by the investigator/ UIC-CUTN shall be as under:
 - 1.12.1. Monies realized from consultancies could be (a) consultancy / developmental fee on R & D projects and self-financing teaching programs and advisory consultancy and service consultancy (Type I & II); (b) testing and certification charges; and (c) licensing fee of intellectual property / patents and royalty payments to commercialization of products / processes.
 - 1.12.2. **Type I & II Consultancy:**

Advisory Consultancy:
60% of the net amount after deducting all expenditures shall be distributed amongst the staff involved in the consultancy and 40% shall accrue with UIC-CUTN. The distribution formula of the consultant's share of 60% shall be in the ratio of 3:2:1 to Consultant / Principal Investigator, Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI) and Technicians and others (when involved, otherwise this should be shared by PI & Co-PI equally) depending upon their inclusion in the proposal prior to the approval.
 - 1.12.3. **Service Consultancy / Consultancy involving royalties:**
The monies received by the University through licensing fee of the intellectual property / and periodic royalty payments shall be distributed as follows:

Other than Biomedical Diagnostic Laboratory Testing Consultancy Services:
40% of the net amount after deducting all expenditures shall be distributed amongst the staff involved in the consultancy / royalty and the balance 60% shall be shared as follows: 40% shall go to UIC-CUTN and 20% shall be given to the University. The distribution of consultancy / royalty among inventors would be as in 1.12.2.

Biomedical Diagnostic Laboratory Testing Consultancy Services:

60% of the net amount after deducting all expenditures shall be distributed amongst the staff involved in the consultancy and 40% shall accrue with UIC-CUTN. The distribution formula of the consultant's share of 60% shall be in the ratio of 3:2:1 to Consultant / Principal Investigator, Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI) and Technicians and others (when involved, otherwise this should be shared by PI & Co-PI equally) depending upon their inclusion in the proposal prior to the approval:

- 1.12.4. The staff member(s) who is / are involved in royalty earning / consultancy is/are entitled to receive his/their share of monies even in the event of his transfer / retirement / resignation from the University. In the event of death of the staff, his / their legal heir shall be entitled for his/their share of monies.
- 1.12.5. The sharing of monies except in cases of technology transfer and royalties can be suitably altered by the Vice-Chancellor on the recommendation of EC depending on the nature of the project or consultancy.
- 1.13. On completion of the consultancy project, a copy of the report shall be submitted to UIC-CUTN for its records with a copy made available in the respective department.
- 1.14. Similarly, on completion of the Certificate/Diploma courses, a copy of the course material and report shall be submitted to UIC-CUTN for its records with a copy made available in the respective department.
- 1.15. The consultant / faculty member and UIC-CUTN shall be jointly responsible for submitting periodic utilization certificates and final audited statements of accounts on completion of the said consultancy project, by the CA auditors. However, if the consultancy project is a small budget of less than Rs.1 lakh, the certified statement of accounts by the Principal Investigators themselves would be normally acceptable.