PROF. SULOCHANA SHEKHAR
प्रो. सुलोचना शेखर
REGISTRAR (I/C)
कुलसचिव (प्रभारी)

तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम2009 के अंतर्गत स्थापित
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडी परिसर/Neelakudi Campus,
कंगलान्चेरी/Kangalancherry,
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CUTN-29(26)/2016/Reg.Sec/Vol II/ 340 17/03/2022

Sub: Notification of Norms and Regulations for University Industry Consultancy Centre, CUTN (UICC-CUTN) – Reg

Sir /Madam,

With reference to the subject cited above, please find herewith the approved notification in respect of establishment of University Industry Consultancy Centre, CUTN (UICC-CUTN) for your reference and compliance.

17/03/22

(Prof. Sulochana Shekhar)
Registrar (I/c)

Registrar (I/c)
कुलसचिव (प्रभारी)
Central University of Tamil Nadu
तमिलनाडु केंद्रीय विश्वविद्यालय
Thiruvarur-610 005
तिरुवारूर-610 005

Copy to:

1. All Statutory Officers, CUTN
2. All Deans, CUTN
3. All Heads, CUTN
4. All Faculty, CUTN
5. All Officers, CUTN
6. PS to VC, CUTN
7. UDC, Registrar Secretariat, CUTN

तमिलनाडु केन्द्रीय विश्वविद्यालय

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F. No 29(26)/2016/Reg.Sec/Vol II 17.03.2022

NORMS AND REGULATIONS FOR UNIVERSITY INDUSTRY CONSULTANCY CENTRE ** CENTRAL UNIVERSITY OF TAMIL NADU (UICC-CUTN)

1. **NAME:** It shall be named as **"University Industry Consultancy Centre- Central University of Tamil Nadu" (UICC-CUTN)**

2. **STRUCTURE**

2.1 The UICC-CUTN is to be headed on a part-time basis by a senior faculty of the University appointed by the Vice-Chancellor with suitable honorarium. He shall be called Director, University Industry Consultancy Centre. If the Director is away for more than a month, one among the Head of the Department from the Management Committee will be identified to act as a Director for UICC-CUTN.

2.2 There shall be a Management Committee (MC) to assist the Director comprising four members of the University Heads/Deans and five other members representing the University as nominated by the Vice-Chancellor. The Committee will meet at least twice in a year and the Quorum will be 6 (six). The Management Committee will be reconstituted every three years.

2.3. The UICC-CUTN shall be provided with the infrastructural facilities by the University. Required Manpower and other facilities be arranged by UICC-CUTN on contractual basis only, as and when required. All the expenditure shall be met out of UICC-CUTN Funds.

3. **FUNCTIONS OF UICC-CUTN**

3.1. To create data bases on the consultancy potentials of the staff of the University with the available facilities.

3.2. To create a data base on the professional and R & D requirements of industry and service sectors.

3.3. To co-ordinate and facilitate the R & D projects between University Departments and

****This has been approved by the 30th Finance Committee meeting dated 25.11.2021 and 36th Executive Council dated 08.12.2021**

Industries and other institutions in the areas of product/process development and technology transfer.

3.4. To provide consultancy services of different types as outlined in the consultancy rules.

3.5. To offer testing / material characterisation and certification (like ISI) facilities through various departments of the University.

3.6. Any other function to be assigned by the Management Committee of the UICC-CUTN from time to time.

4. CONSULTANCY RULES

4.1 The faculty members of the University may undertake individually or in group, consultancy/technical services to industry and other organisations using, partly / fully the facilities of the University.

4.2 The services/consultancy provided may be of the following types:

Type - I : Institutional Consultancy and **Type - II :** Individual Consultancy

4.2.1 **Type-I**: 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).

4.2.2 **Type-II:** Individual consultancy relates to the consultancy undertaken by the academic staff members in their individual capacity.

4.3 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, equipment, 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.

4.4 All requests for consultancy services shall be received / processed by the UICC-CUTN on behalf of the University. It may also be received directly by individual faculty member(s) and forwarded to the UIC- CUTN for its consideration.

4.5 **Approval of the consultancy proposal** shall be done as per the procedure mentioned below:

4.5.1 The faculty members or consultant, upon the prior approval of the Director UICC-CUTN on intimation to the Head of the Department, can undertake all consultancy projects up to 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 UICC-CUTN.

4.5.2 MOUs with industries, governmental and non-governmental agencies can be arranged by the consultants / faculty members, subject to the approval of the University, on the recommendation of the Management Committee. The authorised signatory for signing of all MOUs shall be Registrar, Central University of Tamil Nadu, Thiruvarur.

4.5.3 Indemnification clause, Confidentiality clause, Conflict of Interest clause and Dispute Resolution clause shall be incorporated in the Agreements / MoUs.

4.5.4 All agreements / MoUs to be signed by UICC-CUTN shall have the jurisdiction of the courts in Thiruvarur and shall be governed by appropriate laws in India / Tamil Nadu.

4.6 While approving a consultancy proposal, the following shall be taken into consideration:

4.6.1 An individual teacher can engage himself in consultancy work without affecting / prejudice to his regular academic work.

4.6.2 An individual teacher can avail a total of 30 days On Duty Leave in a year to conduct his/her consultancy work, which requires visits outside the University, at the rate of three working days in a month or not more than 10 days at a stretch in an academic year. This shall be treated as Special Consultancy Leave on Absence of Duty (SCL-AD) and will be in addition to the usual Duty Leave. The SCL-AD leave application has to be duly forwarded through concerned Dean, Head of the Department and Director, UICC-CUTN to the Registrar.

4.7 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% 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, stationeries 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) Over Head Charges = 20% of (5)+(6)

8) Applicable Service Tax (Present Rate-18%) = 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.
- ➢ Over-Head Charges **BE SHARED EQUALLY** between UICC-CUTN and Central University of Tamil Nadu.
- ➢ 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 UICC-CUTN guidelines defined under clause 4.12.2 & 4.12.3.

- The cost of man days **BE DISTRIBUTED** as per UICC-CUTN guidelines defined under clause 4.12.2 & 4.12.3.

4.8 Equipment(s) / Product(s) purchased / developed shall be the property of concerned department on completion of the consultancy project.

4.9 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.

4.10 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 UICC-CUTN into the separate account of **"CUTN-University Industry Consultancy Centre A/C"**

4.11 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.

4.12 The **distribution of consultancy amounts** received by the Investigator/ UICC-CUTN shall be as under:

4.12.1 Consultancy grant realised from consultancies could be (a) consultancy / developmental fee on R & D projects and advisory consultancy (Type I & II); and (b) Service Consultancy including testing and certification charges.

4.12.2 **Type I & II Consultancy**:

Advisory Consultancy: (Where only the expertise of the individuals / team is involved and university equipment/consumables are not used)

60% of the net amount after deducting all expenditures shall be distributed amongst the staff involved in the consultancy and 40% shall accrue with UICC-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.

4.12.3 **Service Consultancy**:

The Consultancy grant received by the University shall be distributed as follows:

(i) 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 and the balance 60% shall be shared as follows: 40% shall go to UICC-CUTN and 20% shall be given to the University.

The distribution of consultancy among inventors would be as in 4.12.2.

(ii) 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 UICC-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:

4.12.4 The staff member(s) who is / are involved in consultancy is/are entitled to receive his/their share of consultancy grant 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 consultancy grant.

4.12.5 The sharing of consultancy grant can be suitably altered by the Vice-Chancellor on the recommendation of MC depending on the nature of the project or consultancy.

4.13 On completion of the consultancy project, a copy of the report shall be submitted to UICC-CUTN for its records with a copy made available in the respective department.

4.14 The Consultant / Faculty member and UICC-CUTN shall be jointly responsible for submitting periodic Utilisation 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.

5. POWERS (including financial) OF DIRECTOR, UICC-CUTN:

5.1 General:

5.1.1 The Director, UICC-CUTN, is responsible for day-to-day office administration of the office of the UICC-CUTN and co-ordination of the on-going consultancy and technical services. He shall hold business meetings with prospective clients as and when found necessary.

5.1.2 The Director UICC-CUTN is authorized to approve the Consultancy works / Projects with the budget estimate less than Rs.3.0 lakhs.

5.1.3 The Consultancy Works / 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 UICC-CUTN.

5.1.4 The Director can hire consultants / specialists / service organisation in executing the

project with components of services which UICC-CUTN cannot provide to the clients.

5.2 **Financial Powers:**

5.2.1 The accounts of the UICC-CUTN will be operated by the Director and a Member from the Management Committee (MC) nominated by the Vice Chancellor.

5.2.2 The Director, UICC-CUTN is authorized to approve the expenditure up to Rs.1 Lakh within the approved budget and the prior approval of the Vice-Chancellor is necessary for any withdrawal/payment exceeding Rs.1 lakh up to Rs.5 lakhs; for withdrawals/payments exceeding Rs.5 lakhs, the approval of MC is necessary.

5.2.3 Annual audited statement of the UICC-CUTN account should be submitted to the MC on or before 30th June of the succeeding year. On finalization of Annual Accounts of UICC-CUTN, 40% of the surplus amount shall be transferred to the University every year towards creation and maintenance of an Endowment Fund, which will be utilized for the Awards and Medals to the meritorious students of CUTN.

This comes into immediate effect.