

**Dr. MGR Educational & Research Institute**  
NH4 Highway, Maduravoyal, Chennai 600095



**University Policy**  
**on**  
**Centre for Sponsored Research**  
**and Consultancy**



## **1. PREAMBLE**

Innovation and research plays a vital role in serving as a marker for Dr. MGR Educational and Research Institute, deemed to be University, located at Periyar EVR High Road, Maduravoyal, Chennai, Tamil Nadu India, The Centre for Sponsored Research and Consultancy (CSRC) is committed to excellence in quality teaching, training professionals and research so as to meet the future requirements of the country. The institute has created a record break by setting an example for global reputation. Apart from offering undergraduate and postgraduate programs in Engineering and Technology, the University has also excelled in the field of Dental, Medical, Paramedical, Law, Architecture, Management studies etc., by developing their academic talent to undertake consultancy projects categorized into three. The enhanced research profile generates new technical knowledge by expanding the technology oriented ideas and experience of the faculty. The objective of this document is to develop a process for Sponsored Consultancy services thereby maximizing the financial status of the faculty and the University with the Large scale / Medium scale / Small scale Industries

The University takes into consideration, the recommendations provided by consultative committee while formulating the policy document. A broad discussion was held with the faculty members to identify and gather their views and build up a vision for Sponsored Research and Consultancy related R&D activities. This step would motivate and unit a large number of faculty members to involve in sponsored research and consultancy, related activities raising the horizon of the academic excellence and generation of funds for consistent development.

## **2. PROCEDURE TO SEEK GRANTS FOR CONSULTANCY**

- 2.1. Assess your strengths and skill set
- 2.2. Identify the area of expertise
- 2.3. Choose the industry accordingly – it need not be a large scale firm. select small start-ups that will support your work
- 2.4. Have frequent email communication to identify their requirement and see that satisfies your domain expertise
- 2.5. Prepare a project proposal along with the budget and duration with milestones - Figure out what your market needs – Set your pricing
- 2.6. Proposal should clearly indicate the deliverable technology that the industry will receive from the individual faculty

- 2.7. It could also be interdisciplinary - A Principal Investigator (PI) and Co-investigator (Co - PI) as usual will be engaged
- 2.8. After scrutiny the industry accepts your proposal – sanction letter will be sent by the industry to the individual faculty
- 2.9. With the sanction letter take the approval from the President/Registrar/Director CSRC
- 2.10. Prepare an Agreement / Memorandum of Understanding (MoU) / Non-Disclosure Agreement (NDA) – Legal officer of the University will take care – to maintain the secrecy of trade in case of consultancy projects
- 2.11. This document protects confidential information disclosed by individuals or businesses to each other during the evaluation of business opportunities, negotiations, prior to investment or entering into transactions with each other.
- 2.12. It creates an enforceable agreement between the parties that they will not disclose or use any confidential information for any purpose other than that set out in the agreement.
- 2.12. Categorization of Staff is based on their expertise as per the norms mentioned in this document
- 2.13. A review of the sanctioned projects will be conducted by a centralized project review committee constituted by the Director-CSRC/ Registrar /VC
- 2.14. Once the work is completed – A letter of completion will be issued by the sponsoring agency / industry to the faculty on submission of the Audited report - Skill set Elevation
- 2.15. Documents to be preserved - Stay organized and deliver results
  - Email communications
  - Detailed Proposal with budget and time schedule
  - Sanction letter
  - NDA / MoU
  - Stage wise report consolidation
  - Cheque copy / Bank Statements
  - Letter of completion

### **3. PROCEDURE TO SEEK GRANTS FOR SPONSORED RESEARCH**

The Faculty members while applying for the projects should follow the guidelines meticulously.

- 3.1. Faculty should go through the guidelines and formats of each funding agency and submit accordingly.
- 3.2. While proposing the fund requirements for carrying out the project, the following budget components may be taken into consideration.
  - Equipment
  - Consumables
  - Travel (domestic, International)
  - Salaries of project staff
  - Contingency
  - University overheads
- 3.3. The endorsement letters concerned with all Sponsored project proposals will be submitted to appropriate Sponsoring agency after getting the Endorsement from the PI & Co-PI, Director-CSRC and Registrar.
- 3.4. Once the project is uploaded completely, it is given a unique ID. This ID should be used for all official purposes in correspondence with the University authorities as well as sponsoring agency.
- 3.5. The PI along with his/her team need to give a presentation to Expert Advisory Group constituted by the Sponsoring agency
- 3.6. Once the project is sanctioned, the Sponsored project with the Industry will be governed by the MoU between the University and the Industry. The guidelines for drafting MoU are available with the University.
- 3.7. In case of Government funding organizations, the norms and guidelines given by the Funding agency will be followed
- 3.8. The project will commence once the PI / University receives the sanction letter if the funding is from the Government or receives the partial / full fund from private agencies.
- 3.9. A review of the sanctioned projects will be conducted by a centralized project review committee constituted by the Director-CSRC / Registrar / VC
- 3.10. After the completion of the project, it is the responsibility of PI to send the final completion report, audited statement of expenditure and utilization certificate to the sponsoring agency through the Director - CSRC. A soft copy of the same is to be submitted to the Director - CSRC Office.

#### **4. GENERAL GUIDELINES FOR SPONSORED RESEARCH AND CONSULTANCY**

These projects are generally obtained by requests from the Sponsoring agencies like Industry / Govt / Private agencies /NGOs /Industries like small scale, medium scale and large scale which are routed to the Institute through CSRC or by a conversation between the Director-CSRC, industry and the Consultants.

- 4.1. While a request is directed to the CSRC by the industry or organization requiring the Sponsoring projects / Consultancy services, the work will be allotted by the CSRC to a particular Principal Investigator / Single consultant with or without his / her group of Consultants who have relevant expertise pertaining to the title assigned.
- 4.2. Sponsored / Consultancy Projects sanctioned by Government, public, private, industry, National and International Universities or agencies are submitted as per the guidelines of sponsor. The time and cost is fixed by the sponsoring agency.
- 4.3. In case of a customer choosing services from a particular PI / Consultant, the Sponsored / Consultancy project may be generally offered to the recognized faculty with a proper approval from Director – Research / Registrar.
- 4.4. All acceptance letters will be sent by the Director-CSRC / Registrar to the concerned Industries or Sponsoring agencies requiring services related to Sponsored projects / Consultancy from our University.
- 4.5. Sponsored / Consultancy project proposals prepared in response to a client's request are to be sent along with an endorsement letter from the Director-CSRC / Registrar.
- 4.6. The terms of sharing the overheads / Incentives for Sponsored Projects / Consultancy between the University and faculty will be as per the norms of the University.
- 4.7. A regular faculty with adequate expertise in the area of the project proposal is a Principal Investigator (PI). He / She is involved in all the discussions, communications with the Sponsors and participates in the presentations of the Sponsored / Consultancy project.
- 4.8. The PI co-opts some other faculty as a team to carry out the project called as the Co-Principal Investigator (Co-PI).
- 4.9. PI and Co-PI are jointly responsible to complete the project and submit all accounts with duly attested audited statement and utilization report to the Sponsoring Agency/Industry offering consultancy work.

- 4.10. If the PI leaves the Institution or goes on long leave, the Co-PI assumes the charge of PI with the approval of the Director-CSRC / Head of Institution and the Sponsoring Agency / Industry offering consultancy work.
- 4.11. All staff technical / scientific staff in the project proposal will be approved by the Sponsoring Agency / Industry offering consultancy work and the duration of the project is till its completion only.
- 4.12. The project staff is not considered as a University employee either in part time or full time.
- 4.13. The Sponsored Research & Industrial Consultancy Activities includes
- Sponsored Research projects sanctioned by internal / external agencies
  - International Research collaborations which deal with international funding source
  - Industry sponsored projects from industry and consultancy undertaken with industry.
- 4.14. A University level committee shall be constituted to monitor the progress of the Sponsored / Consultancy project every 3 months and the committee will submit a report to the Director-CSRC / Registrar / Vice- Chancellor. In case of projects being carried out for very short duration like 3 or 6 months, then a monthly report is to be submitted through proper channel as discussed here.
- 4.15. The Committee comprises of the following member
- Expert Member from Sponsoring Agency/Industry/Academic Institutions
  - Director CSRC
  - Dean CSRC
  - HoD
- 4.16. The Sponsored projects / Consultancy work may be undertaken by an individual faculty or a group of faculty member of the department / other departments if required by the nature of the project within the terms of the members of staff contract of employment.
- 4.17. The staff members required for the Sponsored research / Consultancy projects will be appointed as per the staff recruitment guidelines of the University and the salary will be fixed in accordance with the norms imposed by the statutory bodies and University guidelines.

- 4.18. Reasonable funds are also sanctioned by the University to faculty / faculty team (PI and Co-PI) as a Seed Grant for Faculty Research towards developing a prototype in connection to the Sponsored project / Consultancy project proposals.
- 4.19. The guidelines for seed grant will be made available for internal circulation.
- 4.20. Investigators with the links to other National / International institutes can submit collaborative projects under the category of Sponsored / Consultancy projects.
- 4.21. In case of collaborative Sponsored projects / Consultancy projects, the Faculty should identify and state the portion of the overall project along with a separate budget and the scope of the work to be carried by the respective faculty at the University.
- 4.22. The PI of the collaborative projects relating to Sponsored / Consultancy projects, should follow the guidelines of funding agencies or host University and should submit the complete proposals. Once the project is completed the letter of completion should be obtained by the concerned PI.
- 4.23. It is suggested that faculty can give more thrust on interdisciplinary or multi-disciplinary projects.
- 4.24. The Sponsored project / Consultancy projects will be governed by the MoU signed by the Registrar of the University and the sponsoring agency/Industry. The guidelines for drafting MoU / NDA are available with the University.
- 4.25. The Sponsored / Consultancy project once started the PI / University receives the sanction letter if the funding is from the Government /Private / Industries and will receive the partial / full funds from the concerned Sponsoring agencies / Industries.
- 4.26. A separate bank account is to be used for handling all funds related transactions to each and every Sponsored / Consultancy project funds received to the main University account so that mixing up of the sponsored/consultancy project funds with other funds may be avoided.
- 4.27. The PI is expected to follow the University guidelines for the purchase of equipment after getting the approval from the Government / Sponsoring agency / Industry. The equipment or consumables will be maintained in the separate stock register.



- 4.28. After the completion of the project, it is the responsibility of PI to send the final completion report, audited statement of expenditure and utilization certificate (within two months from the date of completion of the project) to the Sponsoring agency / Industry through the Director CSRC / Registrar. A soft copy of the same is to be submitted to the Director CSRC Office.
- 4.29. A completion certificate of the project should be obtained by PI from the Sponsoring agency / Industry
- 4.30. The Sponsored / Consultancy project may be undertaken by an individual faculty or a group of faculty member of the department / other departments if required by the nature of the project in accordance with the terms and conditions as imposed by the University on the number of staff employed on contract basis.
- 4.31. In case of personal / private consultancy the individual acts entirely in a private capacity and has no legal link with the University.
- 4.32. In case of personal / private consultancy, no liability passes on to the University and none of the University resources may be used for this activity.
- 4.33. Personal Consultancy will not be allowed typically in the following circumstances:
- When the Consultancy services are to support projects, such as research projects, which are already being conducted at Dr. MGR ERI
  - When such Consultancy would contractually preclude Dr. MGR ERI or its faculty from engaging in other research or other consultancy
  - When there is any potential to bring Dr. MGR ERI into disrepute
  - Whether the proposed personal consultancy will impact on the individual's work with Dr. MGR ERI
  - To protect the available Intellectual Property of Dr. MGR ERI.
- 4.34. The travel related to the Sponsored research / Consultancy projects will be followed as per the guidelines put forth by the University.
- 4.35. If the Sponsored project / Consultancy amount is in the range of crore, the faculty may be given sabbatical leave with or without pay in accordance with the agreement made with the university management.

#### 4.36. Arbitration

In case of any special situations in MoU's between faculty members and the organizations, if there are any deviations from the norms of CSRC, such deviations must get a prior approval of the Director-CSRC, Registrar and the Vice-Chancellor. The University Management's decision is final on Consultant projects. In case of any contradictions, conflicts, discrepancies they should be brought to the notice of the Director-CSRC. If not resolved within ten working days, they may be taken up the Vice Chancellor / Registrar.

4.37. At the end of each year the policy document will be reviewed and necessary changes will be incorporated as per the requirement.

4.38. The budget distribution for Sponsored Projects, Consultancy and Consultancy related activities are given below:

- Project cost - 85%
- Overheads - 15%
  - (Comprising - 5% to be transferred to Registrar, Dr. MGR ERI
  - 4% to be transferred to the Director CSRC.
  - 2% to be transferred to the consultant's team. In cases, where there are 2 or more coordinators, the amount to be shared equally among the coordinators and deposited in their respective bank a/c with the concurrence of CSRC
  - 4 % to be retained at CSRC)

4.39. All the funds related to Sponsored Research & Consultancy will be maintained by CSRC.

### **5. CONSULTANCY CATEGORIZATION**

On the total consultancy amount after deducting the service tax, the following distribution can be made as applicable

#### **5.1. Retainer Consultancy**

- Dr.MGR ERI University – 5%
- Department overheads – 5%
- Centre for Sponsored Research and Consultancy (CSRC) -10%  
(Of which 10% to be kept for the support of R&D)
- Consultant remuneration /Payment of remuneration to the concerned faculty and staff involved, including all expenditure - 80%

## **5.2. Consultancy services for Testing**

On the total testing amount after deducting the service tax, as applicable, the following distribution will be made.

- Dr.MGR ERI University - 15%
- CSRC Overheads - 20% (Of which 10% to be kept for the support of R&D)
- Department maintenance - 15%
- Consultant remuneration /Payment of remuneration to the concerned faculty and staff involved, including all expenditure - 50%

## **5.3. Consultancy services for Training**

The norms for utilization of the income from training programs shall be as follows

- Dr. MGR ERI University - 10%
- CSRC Overheads - 10% (Of which 10% to be kept for the support of R&D)
- Department - 10%
- Coordinator for the conduct of the program- 70%

(Accounts will be settled with CSRC in case the program is conducted by Department's and with the centre if it is conducted in the autonomous Centre's).

## **5.4. Technology Transfer**

The University motivates transfer of know how or marketing rights of products / processes developed by the faculty. In all such cases Memorandum of Understanding (MoU) has to be signed with the client to whom the technology or the marketing rights are being transferred.

- Dr. MGR ERI University - 20%
- CSRC Overheads - 20% (Of which 10% to be kept for the support of R&D)
- Concerned faculty- 60%

## **5.5. Development of Software**

Any software having intellectual property developed by the faculty member / student will be the joint property of the developer, the University and any other agency / Industry who might have contributed to its creation, as applicable. The terms of sharing revenue from its commercial exploitation amongst the involved parties are to be worked out on a case-to-case basis and mentioned clearly in MoU that has to be signed. 10% to be kept for the support of R&D from the total percentage granted for CSRC overheads as applicable in this section I

In the case of Consultancy where the expenditure component is high, special permission may be obtained from CSRC to modify the above, with the necessary budget approval from the Sponsoring Organization / Industry.

#### **5.6. Purchase of Equipments / Instruments / Capital Goods and Materials**

All purchases of equipment and materials related to Sponsored / Consultancy projects are only to be utilized for that specific / research purposes. The necessary certificate related to Customs Duty / Excise Duty exemption will be signed by the Director, CSRC / Registrar. The request from the PI / Director, CSRC / will be endorsed by one of the members of the Research Advisory Committee and routed through the Director, CSRC to the Registrar for the issue of certificate for the purchase of equipment and materials related to projects.

#### **5.7. Maintenance of Stocks**

Maintaining the correct account of the stock is as important as the purchase formalities. The procedures outlined as per the guidelines of the University must be adhered to with regard to the maintenance of stocks. The information about the assets created through Sponsored / Consultancy projects shall be furnished to CSRC while submitting the funds utilization certificate in the prescribed ISO format.

### **6. STAFF RECRUITMENT FOR SPONSORED / CONSULTANCY PROJECTS**

The Sponsored / Consultancy projects can have the staff appointed, on a temporary basis, for technical activity, by any of the procedures given below:

- Staff appointed based on regular advertisement and selection.
- Staff appointed on ad -hoc basis
- Students employed on part-time basis
- University staff engaged for specific tasks

In case of appointment for administrative activity under the project (where the funding agency has given its approval) the Principal Investigator, has to approach the Common Selection Committee through the HOD / Director of Centre. A copy of the appointment order issued in such cases should be sent to the Director, CSRC.

If the services of external consultants are required, the faculty consultants on consultancy assignments can avail, with the prior approval of the Director CSRC, provided the faculty member certifies that the services are of a nature for which the expertise is not available in the Department / University. The honorarium payable to external consultants shall not exceed 50% from the total of the consultant's payment (as mentioned in this section with

reference to the consultancy category) given to the consultants for carrying out the work.

### **6.1. Temporary Staff Recruitment**

In order to attract good candidates for sponsored/consultancy activity, the advertisement for temporary positions in projects can be released either in the University website, newspapers or in professional journals. The expenditure can be met from the contingency grants of the project, with prior approval from the Director CSRC.

Project Staff selection is based on regular advertisement / circular can be employed for the entire consultancy period. The procedure to be followed shall be as follows:

6.1.1. The candidates, if necessary after a preliminary short listing and oral presentation with / or written test, would be Interviewed by a Selection Committee constituted as follows:

- Heads of the Department / Directors of Centre's - Ex-officio Member.
- Principal Investigator / Faculty consultant - Convener.
- One nominee of Director, CSRC from the panel of names approved by the Registrar
- Any member as per the mandatory requirement of the consultancy projects if any

6.1.2. The appointment orders as per the specified format given by CSRC are to be issued by the Registrar of the University or by the respective Directors of autonomous centre's where the staff will be employed.

6.1.3. In the appointment order, the name of the project should be mentioned and the appointee should be employed only in one consultancy project at a time.

6.1.4. The maximum tenure of project staff appointment can be for the duration of the Consultancy project period with the consent of the PI.

6.1.5. Wherever the services of the project staff are needed for some work other than the project where he / she is employed, such should be done only with the approval of the Principal Investigator of the project. In such cases, the project staff is eligible for overtime (OT) / allowance / remuneration from other sources provided such remuneration during the month does not exceed 25% of his/her salary for that month. Such remuneration cannot be coupled together.

6.1.6. It is the responsibility of the Principal Investigator to monitor the terms and conditions of all staff appointed in the specific project.

6.1.7. In the cases of extension for Sponsored / Consultancy project staff for another term within the project period, the extension should be recommended by the Principal Investigator and endorsed by the Registrar / the Director of the respective centre's. The extension orders will be issued by the Registrar / Director of the respective center.

6.1.8 Copies of appointment / extension orders issued to staff by Registrar / Directors of autonomous Centre's must be sent to CSRC and to respective departments and Research Centre's.

## **6.2. Staff Appointed on Ad-hoc basis**

Wherever necessary, suitable candidates may be given ad-hoc appointments at any point during the course of the project, but restricted to a maximum of 6 months at a stretch. In cases where extension is requested, then the individual has to go through the procedure indicated for 'Selection of staff on temporary basis.

## **6.3. Students employed on Part-time basis**

Services of full time students may be utilized after office hours and during holidays for specific scientific / technical works relating to the Consultancy projects with the approval of the HOD / Registrar and the guide of the student, especially during their project semesters. The remuneration that could be paid to the student shall depend on the following norms :-

<b>S. No</b>	<b>Category of Students</b>	<b>Remuneration in Rs. (per hour)</b>
1.	For PG (M.S. by Research/M.Tech )	150/-
2.	For M.Phil and PhD students	200/-
3.	For Post Doctoral students	250/-

Maximum number of hours in a month must be restricted to 50 hours. Remuneration shall be paid only in the form of cheque.

## **6.4. University staff engaged for specific tasks**

University staff can be engaged for specific tasks in the project outside the normal university working hours, subject to a maximum of 60 hours in a month and may be remunerated as per University norms which are said to exist with time to time variations

for Chief Superintendent / office superintendent / technical staff / Assistant / Junior Asst / Steno / Typists / Store keeper / RC / Drivers.

### 6.5. Sponsored Projects / Consultancy Staff Salary

The project staff involved in consultancy projects shall be paid from the funding received on a consolidated basis under various categories within the salary range specified as follows:

S. No	Manpower position	Essential qualification	Upper age limit	Monthly emoluments (Rs)
1.	Research Associate-III	Doctoral degree in science/Engineering from a recognized university with four years R & D experience in technical organizations	40 yrs	46,000
2.	Research Associate -II	Doctoral degree in science / Engineering from a recognized university with two years R & D experience in technology organizations	35 yrs	43,700
3.	Research Associate -I	Doctoral degree in science / Engineering from a recognized university with two years R & D experience in technology organizations	35 yrs	28,750
4.	Senior Research Fellow	Master's degree in science / Engineering from a recognized university with four years R & D experience in technology organizations	40 yrs	32,200
5.	Junior Research Fellow	Master's degree in science/Engineering from a recognized university.	28 yrs	28,750
6.	Project Manager/ Scientist	Doctoral degree in science/ Engineering from a recognized university with 20 yrs experience in the relevant field	Minimum age of 45 yrs	1,25,000
7.	Project Assistants	BSc /3-year diploma in Engineering and technology	50 yrs	23,000

The range of salaries have been proposed to accommodate the variation in the prevailing rates in the industry, the qualification and experience of the candidate, the availability of funds in the Consultancy Project etc. and the Selection Committee should recommend the salary to be fixed for a given candidate.

## **6.6. Travel**

Project Investigators and consultants are permitted to visit on field work, attend meetings conferences, seminars and workshops, within the country, utilizing the funds of the project /consultancy, subject to provision, with prior permission of the Director CSRC/ Registrar on the recommendation of the Director CSRC. All the visits of consultancy staff, including of promotional visits and project presentation, shall be approved by the Director, CSRC.

All travel related to consultancy projects will be treated as on duty. All travel related to consultancy and testing will be treated as special casual leave/ON DUTY with prior permission from Registrar to which the faculty member/staff is entitled.

Travel related to the Consultancy projects will be permitted by Director, CSRC. Their requests are to be routed through the Head of the Department to the Director, CSRC for approval (in the prescribed form). The principal investigator of projects must take care that the total expenditure for travel shall not exceed the amount, allotted under this head in the project. With regard to claiming of taxi/ auto fare the actual can be claimed for travelling to / from the Airport / Railway Station with due certification of the receipt.

## **6.7. TA & DA norms**

The TA/DA norms for the expenses that are booked under the sponsored projects/Consultancy are as follows :

### **6.7.1. Journey:**

- **By Train:** Up to 2 tier A/C (Ticket should be produced.)
- **By Air:** As per eligibility (Boarding pass should be produced). If the flight ticket is booked through a travel agent, Service charge/ tax paid by the agent can also be claimed.
- **By Road:** If private vehicles are hired, original printed and stamped receipts along with printed trip sheet with vehicle number will only be accepted.



field visits, if the journey commences from Chennai, effort should be made to hire the vehicle through Logistic Centre. Written permission to hire a vehicle should be obtained from CSRC before the journey.

#### **6.7.2. The DA settlement will be as per the guidelines given below:**

##### **Journey DA:**

- **By Train:** 2/3 of first class train fare as lump sum.
- **By Air:** Rs. 2000/- per trip, to and fro, including all expenses incurred in undertaking the journey and journey DA. (Already approved).
- **Accommodation:** Will be reimbursed for actual expenses on production of receipts inclusive of taxes.
- **Expenses:** Will be reimbursed at actual expenses on production of receipts inclusive of taxes.
- **Boarding and all other incidental charges:** Rs. 1000/- per day lump sum inclusive of taxes.
- **Number of Days:** The number of days should be informed to the CSRC office in advance and a written permission should be obtained.

**TA & DA for Sponsored project / Consultancy staff, Students involved in sponsored projects/consultancy and Technical staff wherein expenses are booked under the Consultancy shall be reimbursed for their travel and accommodation expenses based on their certification /recommendation by the consultants / investigators.**

#### **6.7.3. Travel for developing Collaborations – both National and International visits**

International Collaborations are developed with the help of Centre for International Relations. After appropriate MoUs are signed, suitable faculty and students are approved for travel to the International University. The airfare and staying costs are borne by the University. In the case of faculty applying for travel to an International University, academic leave with salary is given. Partial travel costs are borne by the University.

The decisions for International Travel are managed by the International Relations Office in consultation with the Director CSRC/ Registrar /VC, Dr MGR Educational and Research Institute. Towards Indo – Canadian Collaborations, The Institute is a member of Indo Shastri Canadian Institutes from the year 2018.

### **6.8. Registration Fee for Conference related to Sponsored Research / Consultancy**

When registration fee is payable, a documentary evidence, i.e. conference brochure should be enclosed along with the proof of payment to the conference. The Registration fee will be reimbursed in the form of cheque / DD in favour of the project investigators/Consultant/participant presenting paper / attending the conference. The consultant may also make payment of registration fee directly and claim reimbursement later producing the documentary evidence.

### **6.9. Advance for TA/DA**

- When an advance for travel is required, it should be specifically mentioned in the TA / DA approval request and in the case of Air Travel a copy of the proforma invoice for air travel, air ticket/ train ticket/e-ticket should be enclosed.
- If the mode of travel is higher than the eligible class, Investigator / Consultant / Project staff should furnish justification for the same and obtain approval of the Director CSRC / Registrar / President.
- The travel should be performed during the Projects consultancy tenure.

### **6.10. Settlement of Final Claim:**

- The final TA/DA claim should correspond to the original approval of the Director/Registrar
- If mode / class of travel is higher than the eligibility, the consultant has to submit, with the claim, the approval of Director CSRC/Registrar/President is justifying the same.
- The travel should have been performed during the Project tenure.
- Air tickets /Train tickets e-tickets and boarding pass should be enclosed.

If the respective agencies do not support the travel expenses of faculty members for presentation of the proposals, the Director CSRC is authorized to approve the reimbursement of the travel expenses from CSRC funds with the approval of / ratification by the Registrar.

### **6.11. International Travel related to Sponsored Research / Consultancy**

In the case of international travel, the requests of the faculty members, project staff from the departments and autonomous centre's will be routed to International Affairs Cell through the Director, CSRC for permission by the Registrar in prior. A copy of the proceedings issued should be available in the Director, CSRC office and International affairs section.

### **6.12. Refreshment and Hospitality Expenses**

The CSRC/University can release funds from the CSRC account/University account (Depending on the availability of the funds) for refreshment expenses and to meet the local conveyance, accommodation and hospitality expenses for visiting members and review teams, based on the submission of the original bills with certification by the consultant

### **6.13. MoU / Agreements / Contracts**

All MOU's relating to Projects, Consultancy, Testing and Training will be processed by the Director, CSRC for approval. The MOU's will be signed by the Registrar, Dr. MGR ERI.

### **6.14. Research Support Schemes**

The CSRC would take up various initiatives to encourage and promote revenue-generating R&D activities in the University. From the resources it generates, it would strive to provide funds to the faculty members, especially the ones joining newly, to create research facilities, prepare project proposals, etc. It would also strive to extend financial support for filing patent applications of the faculty / students of the University through the Research publications and IPR office.

### **6.15. Incentives for Research / Consultancy projects**

The University motivates the faculty members who have received external grants for sponsored research/consultancy. They are appreciated by the management by circulating an appreciation note and giving Incentives as per the norms of the University.

**6.16. Incentives for Conference Publications / Technical Session Chairperson/Invited Speaker in connection to Sponsored Research / Consultancy**

Faculty may apply for the reimbursement of Registration Fee for attending Conferences and other external events. They can also get academic leave for the day by applying and informing the Office.

**6.17. Incentives for Research Publications related to Sponsored /Consultancy Projects**

The incentives for publications related to Sponsored /Consultancy Projects will be routed through the Sir C.V. Raman Journal Club

## MGR Research Publication Reward Policy – V2.0

### CATEGORY : PUBLISHER / TITLE

(The Publisher / Journal title to be identified by the Department and approved by Publication Advisory Committee)

A*	Journal Identified by Department	Rs. 20000	1.Faculty Members 2.Research Scholar# [# - Eligible after their basic eligibility Publication]	1.Author is Eligible for Full Grant if the paper is associated with University Name. 2.Co- Author is Eligible for 50% grant if the paper is associated with University name and the main author belongs to another University 3.One claim per paper
B*	Publisher Identified by Department	Rs. 15000		

\*All the Heads are requested to identify the Journals & Publishers for A & B Category and get approval from the Research Publication

### Advisory Committee through Dean EPA Office

### CATEGORY : RESEARCH SEARCH ENGINE

Category	Publisher	Amount	Who is Eligible	Criteria
C	Thomson Reuters WOS Indexed	12,000	1)Faculty Members 2)UG FT/PT Students 3)PG FT/PT Students 4)Research Scholar# [# - Eligible after their basic eligibility Publication]	1.Author is Eligible for Full Grant if the paper is associated with University Name.  2.Co- Author is Eligible for 50% grant if the paper is associated with University name and the main author belongs to another University
D *	Scopus	6,000	1)Faculty Members 2)UG FT/PT Students 3)PG FT/PT Students	3.One claim per paper

# - Eligible only 3 paper / year

### CATEGORY : SCOPUS INDEXED CONFERENCE PUBLICATION

Category	Publisher	Amount	Who is Eligible	Criteria
E	Scopus Indexed (International) (Outside Country)	9,000	1)Faculty Members 2)UG FT/PT Students	1.Author is Eligible for Full Grant if the paper is associated with University Name. 2.Co- Author is Eligible for 50% grant if the paper is associated with University name and the main author belongs to another University
F	Scopus Indexed (National) (Inside Country)	4,000	3)PG FT/PT Students	3.One claim per paper

### CATEGORY : INDEXED BOOK / BOOK CHAPTER PUBLICATION

Category	Publisher	Amount	Who is Eligible	Criteria
G	Indexed Publisher	20,000@	Faculty Members	1. Author is Eligible for Full Grant if the paper is associated with University Name 2. Co-Author is Eligible for 50% grant if the paper is associated with University name and the main author belongs to another University.

**\*These are general guidelines. Time to time variations are said to exist.**

## **7. Roles and Responsibilities**

### **7.1. Roles and Responsibilities of Principal Investigator (PI)**

- 7.1.1. Sponsored projects are ones that are granted by public, private, industry, agencies of fixed duration on cost.
- 7.1.2. The PI does not charge any honorarium / consultation fees for the sponsored project.
- 7.1.3. PI is solely responsible to spend the quantum of grant and submit periodic reports utilization statements as and when required by the sponsors.
- 7.1.4. For the sponsored projects from the industry or other private agencies any balance funds at the end of the project will be surrendered to the University / Sponsoring Agency.
- 7.1.5. If the agency permits to retain the unspent balance, this amount to be spent for the development activity of the University with proper approval from the Director CSRC/ Registrar / Vice- Chancellor.
- 7.1.6. In other government sponsored projects, the un-utilized funds should be returned to Sponsoring Agency after the audited statement of accounts and the Utilization Certificate.
- 7.1.7. PI will be signing the agreements and MoUs for the concerned sponsored/consultancy projects as per the requirement.

### **7.2 Roles and Responsibilities of Co-investigator (Co-PI)**

- 7.2.1. He / She must assist the PI in all aspects of the project, until the project gets completed successfully.
- 7.2.2. He / She must assist the PI in drafting the periodical reports, presentations to the Research Expert committee and periodical meetings
- 7.2.3. He / She must have a complete idea of the Sponsored / Consultancy project
- 7.2.4. He / She must monitor the stock register relating to the equipments / consumables by coordinating with the concerned staff and report any discrepancy to the PI immediately.
- 7.2.5. He / She must monitor and maintain all the files related to the Sponsored / Consultancy projects in coordination with the PI.
- 7.2.6. He / She must assist the PI to coordinate with the CSRC office for signing the related agreements and MoUs for sponsored/consultancy project

### **7.3. Roles and Responsibility of the Dean / Deputy Dean - Sponsored Research / Consultancy**

- 7.3.1. Framing the policy document and periodic revisions

- 7.3.2. Monitor the individual faculty for achieving the targets for that year
- 7.3.3. Arrangements in place for ensuring that core activity is not adversely affected by the Sponsored project/Consultancy work
- 7.3.4. Individual workloads
- 7.3.5. Ensure that the recommended sponsored project / Consultancy work is forwarded to the Office of the Director-CSRC for approval
- 7.3.6. Ensure a register is kept for all Sponsored research / Consultancy activity within their faculty
- 7.3.7. Send an Annual Report of the Sponsored projects / Consultancy Works carried out in the Department to the Director-CSRC for onward transmission to the Office of the Registrar / Vice Chancellor. The Annual Report shall be submitted on or before 31st December of each year.

#### **7.4. Roles and Responsibility of Director-CSRC**

- 7.4.1. Strategic objectives for Research and Innovation
- 7.4.2. The reputational risks and benefits of engaging in the activity
- 7.4.3. Initiation of the agreements and MoU and will be the signing authority in addition to the Registrar
- 7.4.4. Where the agreement with the client requires periodic reporting to the client, ensure that the PI complies with the agreement terms and conditions and forward copies of such progress reports to the Head of Institution / VC for review.
- 7.4.5. Ensure that the progress of the Sponsored research / Consultancy is as agreed to with the client, through periodic review of the work of the PI and his team to provide intervention and support as required to ensure the progress of the University
- 7.4.6. Sponsored Research / Consultancy work is on track.

### **8. LIST OF FUNDING AGENCIES FOR SPONSORED RESEARCH**

1. Aeronautical Research & Development Board	<a href="http://drdo.gov.in/drdo/boards/ardb/onde x.html">http://drdo.gov.in/drdo/boards/ardb/onde x.html</a>
2. All India Council for Technical Education(AICTE)	<a href="http://www.aicte-india.org/">http://www.aicte-india.org/</a>
3. Atomic Energy Regulatory Board(AERB)	<a href="http://www.aerb.gov.in/">http://www.aerb.gov.in/</a>
4. Board of Research in Nuclear	<a href="http://www.britishcouncil.in/">http://www.britishcouncil.in/</a>

Sciences(BRNS)	
5. British Council Division, New Delhi	<a href="http://www.bmtpc.org/">http://www.bmtpc.org/</a>
6. Building Materials & Technology Promotion Council, New Delhi (BMTPC)	<a href="http://www.bmtpc.org/">http://www.bmtpc.org/</a>
7. Commissioner of Horticulture and Plantation Crops (CHPC)	<a href="http://www.tn.gov.in/detail_contact/4567/4">http://www.tn.gov.in/detail_contact/4567/4</a>
8. Council of Scientific and Industrial Research(CSIR)	<a href="http://www.csir.res.in/">http://www.csir.res.in/</a>
9. Defence Research & Development Organisation (DRDO)	<a href="http://drdo.gov.in">http://drdo.gov.in</a>
10. Department of Atomic Energy	<a href="http://dae.nic.in">http://dae.nic.in</a>
11. Department of Biotechnology	<a href="http://dbtindia.nic.in/index.asp">http://dbtindia.nic.in/index.asp</a>
12. Department of Environment & Forests(DEF)	<a href="http://envfor.nic.in/">http://envfor.nic.in/</a>
13. Department of Information Technology	<a href="http://deity.gov.in/">http://deity.gov.in/</a>
14. Department of Ocean Development (DOD)	<a href="http://dod.nic.in/">http://dod.nic.in/</a>
15. Department of Science & Technology	<a href="http://www.dst.gov.in/">http://www.dst.gov.in/</a>
16. Department of Scientific and Industrial Research (DSIR)	<a href="http://www.dsir.gov.in/">http://www.dsir.gov.in/</a>
17. Department of Space, Ahmedabad & Bangalore (DOS)	<a href="http://dos.gov.in/">http://dos.gov.in/</a>
18. Euroindia – ICT Cooperation Initiative	<a href="http://ercim-news.ercim.eu/en74/joint-ercim-actions/euro-india-ict-cooperation-initiative">http://ercim-news.ercim.eu/en74/joint-ercim-actions/euro-india-ict-cooperation-initiative</a>
19. IBM India Research Lab (IBM IRL)	<a href="http://www-07.ibm.com/in/research/">http://www-07.ibm.com/in/research/</a>
20. Indian Council of Medical Research (ICMR)	<a href="http://www.icmr.nic.in/">http://www.icmr.nic.in/</a>
21. Indian Space research organisation	<a href="http://www.isro.org/">http://www.isro.org/</a>
22. Indira Gandhi Centre for Atomic Research (IGCAR)	<a href="http://www.igcar.ernet.in/">http://www.igcar.ernet.in/</a>
23. Indo – South Asia Research Funding	<a href="http://www.southasianist.info/india/sfunding.html">http://www.southasianist.info/india/sfunding.html</a>
24. Indo – US Research Fellowship for Indian Researchers	<a href="http://www.indousstf.org/fellowship.html">http://www.indousstf.org/fellowship.html</a>
25. Intel Public Affairs International contribution	<a href="http://www.intel.com/pressroom/contacts">http://www.intel.com/pressroom/contacts</a>
26. International Centre for Genetic Engineering and Biotechnology	<a href="http://www.icgeb.org/home.html">http://www.icgeb.org/home.html</a>
27. M/S Chennai Petroleum Corporation Ltd(CPCL)	<a href="http://www.cpcl.co.in">http://www.cpcl.co.in</a>



28. Ministry of Earth Science, GOI, New Delhi(MOES)	<a href="http://dod.nic.in/">http://dod.nic.in/</a>
29. Ministry of Environment & Forests	<a href="http://envfor.nic.in/">http://envfor.nic.in/</a>
30. Ministry of New and Renewable Energy	<a href="http://www.mnre.gov.in/">http://www.mnre.gov.in/</a>
31. Ministry of Power, Central Power Research Institute(CPRI)	<a href="http://www.cpri.in/">http://www.cpri.in/</a>
32. Ministry of Social Justice & Empowerments (MOSJE)	<a href="http://socialjustice.nic.in/">http://socialjustice.nic.in/</a>
33. Ministry of Water Resources	<a href="http://wrmin.nic.in/">http://wrmin.nic.in/</a>
34. National Board for Higher Mathematics (NBHM)	<a href="http://www.nbhm.dae.gov.in/">http://www.nbhm.dae.gov.in/</a>
35. Naval Research Board	<a href="http://www.nrbdrdo.res.in/">http://www.nrbdrdo.res.in/</a>
36. Oil Industry Development Board(OIDB)	<a href="http://www.oidb.gov.in/">http://www.oidb.gov.in/</a>
37. Petroleum Conservation Research Association (PCRA)	<a href="http://www.pcra.org/">http://www.pcra.org/</a>
38. Royal Society of UK	<a href="http://royalsociety.org/">http://royalsociety.org/</a>
39. Shastri Indo-Canadian Institute	<a href="http://www.sici.org/home/">http://www.sici.org/home/</a>
40. Solutions for Environment Contrasts in Coastal Areas(SECOA)	<a href="http://www.projectsecoa.eu/">http://www.projectsecoa.eu/</a>
41. Tamilnadu State Council for Science & Technology	<a href="http://www.tanscst.nic.in/">http://www.tanscst.nic.in/</a>
42. Tata Institute of Fundamental Research	<a href="http://www.tifr.res.in">http://www.tifr.res.in</a>
43. The Centre for Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras, Chennai(IITM/ICSR)	<a href="http://www.iitm.ac.in/icsr">http://www.iitm.ac.in/icsr</a>
44. The Combat Vehicle Res.& Dev.Esst. Avadi, Chennai	<a href="http://drdo.gov.in/drdo/labs/CVRDE/English/index.jsp?pg=contact.jsp">http://drdo.gov.in/drdo/labs/CVRDE/English/index.jsp?pg=contact.jsp</a>
45. The Development of Rural Development and Panchayat Raj,Chennai(DRD&PR)	<a href="http://www.tnrd.gov.in/">http://www.tnrd.gov.in/</a>
46. The European Union Collaboration, Switzerland	<a href="http://www.eda.admin.ch/eda/en/home">http://www.eda.admin.ch/eda/en/home</a>
47. The Aeronautical development Establishment, Banglore(ADE)	<a href="http://www.drdo.gov.in">http://www.drdo.gov.in</a>
48. The Defense Research & Development Establishment, Gwalior(DRDE)	<a href="http://drdo.gov.in/drdo/labs/DRDE/English/index.jsp?pg=homebody.jsp">http://drdo.gov.in/drdo/labs/DRDE/English/index.jsp?pg=homebody.jsp</a>
49. The Department of Space,Bangalore(DOS)	<a href="http://dos.gov.in/">http://dos.gov.in/</a>
50. The Gesellschaft Fuer Technische	<a href="http://www.dwih.in/giz">http://www.dwih.in/giz</a>

Zusammenarbeit GOI, New Delhi(GTY)	
51. The Indian Institute of Technology, Chennai, NTRO (IIT)	<a href="http://www.iitm.ac.in/">http://www.iitm.ac.in/</a>
52. The Inter-University Accelerator ,GOI, New Delhi	<a href="http://www.iuac.res.in/">http://www.iuac.res.in/</a>
53.The Ministry of Environment and Forests, New Delhi(MOEF)	<a href="http://www.envfor.nic.in/">http://www.envfor.nic.in/</a>
54. The Ministry of Human Resources Development, New Delhi(GTY)	<a href="http://mhrd.gov.in/">http://mhrd.gov.in/</a>
55. The National Aerospace Laboratory, Bangalore(NAL)	<a href="http://www.nal.res.in/">http://www.nal.res.in/</a>
56. The National Institute of Ocean Technology (NIOT),velachery, Chennai	<a href="http://www.niot.res.in/index.php">http://www.niot.res.in/index.php</a>
57. The National Medicinal Plants Boards, GOI, New Delhi (NMPB)	<a href="http://www.nmpb.nic.in/">http://www.nmpb.nic.in/</a>
58. The Oil and Natural Gas Corporation Ltd., Chennai (ONGC)	<a href="http://www.ongcindia.com/wps/wcm/connect/ongcindia/home">http://www.ongcindia.com/wps/wcm/connect/ongcindia/home</a>
59. The Tamilnadu Forest Development, Chennai (TNFD)	<a href="http://www.forests.tn.nic.in/notice.html">http://www.forests.tn.nic.in/notice.html</a>
60. The Tamilnadu pollution Control Board, Govt.of.Tamilnadu(TNPCB)	<a href="http://www.tnpcb.gov.in">http://www.tnpcb.gov.in</a>

**Annexure 1**

**ENDORSEMENT FROM THE INSTITUTION**

**(For Consultancy)**

(To be given on Letter Head)

Project Title :

1. Certified that the Institute welcomes the participation of

Shri/Smt \_\_\_\_\_ as the Principal Investigator and

.....as the other investigator(s) for the consultancy project and that in the unforeseen event of discontinuance by the Principal Investigator, the other investigator(s) will assume the responsibility of the fruitful completion of the project.

2. Certified that the equipment and other basic facilities as enumerated. Other administrative facilities as per terms and conditions of the policy document, will be extended to the investigator(s) throughout the duration of the consultancy project.

Name and signature of the Registrar

Date :

Place :

## **Annexure 2**

### **Agreement between Industry and Dr MGR Educational and Research Institute**

*(Applicable for Consultancy)*

Dr. M.G.R. Educational and Research Institute located at E.V.R. Periyar Salai, Maduravoyal, Chennai -600095 (hereinafter referred to as Dr. MGRERI) has been granted Funding for from the .....(Name of the Industry with complete postal Address, email id, mobile number and website link)....., to promote knowledge based and technology- driven start-ups by harnessing the intelligent minds and their innovation potential in an academic environment, hereby enter into an agreement with

The following faculty/students of Dr. M.G.R. Educational and Research Institute

**(Hereinafter referred to as consultants)**

Towards the consultancy to convert their idea into a viable business proposal on the 21 of September 2017.

#### **Objective of the Agreement**

The team / Individual faculty in collaboration with Dr MGRERI has to do the following:

- Testing if there is a market for the idea
- Link into specific specialist networks and expertise
- Produce a prototype
- Form a business plan
- Present to external investors, if required

## **Responsibilities of the Dr MGR ERI**

- Dr. MGRERI will facilitate the development of the idea given by the team/Individual faculty into a viable business plan by offering structured coaching, infrastructure, networking and economic support for the development of the consultancy work.
- Dr. MGRERI will assign the team / Individual faculty will identify a structured coaching in key areas of technology, IPR, team and market opportunity.
- Dr. MGRERI will provide space for the team/Individual faculty at Dr. M.G.R. Educational and Research Institute, Maduravoyal or Adayalampattu Campus.
- Consultation fee for the consultancy work will be provided as mentioned in Policy Document (refer policy document)

Enable the required networking for the consultancy with that industry / company proposed by the concerned faculty. Enable presentation to that industry for funding.

Intellectual Property Rights: In the event if the prototype has the potential for commercialization, the University will assist in the patent application process. The ownership of the patent will be decided from case to case:

- Industry from where consultancy is received will apply for the patent with the innovators named.
- If the Industry gives a No Objection Certificate, the University can apply for the patent on their name.
- Dr. M.G.R. Educational and Research Institute will apply for the patent with the innovators named. The innovators will get the first right of commercialization if they are the entrepreneurs.
- If the University and Industry gives a No Objection Certificate, the team/Individual faculty can apply for the patent on their name.

## **Responsibilities of the Consultant's team or Individual Consultancy**

- The team / Individual faculty has to interact to create a viable Business Plan. This will give a structured coaching in key areas such as the technology, customer, team, IPR, funding, market opportunity.
- The team / Individual faculty must create a prototype to prove their idea and get market feedback. At the end of the period the team/Individual faculty will be encouraged to make a presentation to the industry to bring in private investments.
- **Seed Funding:** Each team/Individual faculty can get seed funding for creating their prototype or for activities related to developing their consultancy work. The

application for funds for purchase of material etc. must be submitted to the Dean / Deputy Dean – Consultancy / Principal Director (Research) Dr. MGR ERI in the format given. All the bills etc. must be submitted to the Auditor through the Faculty In charge.

- The team / Individual faculty must attend monthly review meetings and must report to the Dean Consultancy/Director and Faculty In charge.
- **Tenure:** The project will be reviewed by an external committee of experts within 6 months. The project must be completed within a year of the start of the acceptance of the grant and the prototype must be submitted to Dr. MGRERI.
- Materials purchased for the project from the seed funding will be the property of the Institute. If the team/Individual faculty wishes to take it with him/her, the funding given by the Institute will be treated as a loan without interest which has to be repaid.

**2) Termination Policy:**

- The team / Individual faculty can exit from the Consultancy facilitation at any time with proper written permission
- Dr. MGR ERI may expel Pre- incubate at any time if he / she is not abide with the rules and regulations of Dr. M.G.R. Educational and Research Institute.
- Dr. MGR ERI DST also has authority to expel he/she who is indulged in interdisciplinary activities inside Dr. MGR ERI.

**Signed by**

**Consultant Team/Individual Faculty**

**Signed by**

**Director -CSRC**

**Registrar**

**Dr. M.G.R. Educational and Research  
Institute**

### Annexure 3



**Dr. M.G.R.**  
**EDUCATIONAL AND RESEARCH INSTITUTE**  
**DEEMED TO BE UNIVERSITY**  
University with Graded Autonomy Status  
(An ISO 21001 : 2018 Certified Institution)  
Periyar E.V.R. High Road, Maduravoyal, Chennai-95, Tamilnadu, India.



#### Dr. MGR ERI UTILIZATION CERTIFICATE

S. No	Description	Amount Released	Expenditure	Balance
	<b>Recurring</b>			
1	Equipments			
2	Product			
	<b>Non Recurring</b>			
3	Consumables			
4	Contingencies			
5	Outsourced Services			
6	Travel			
7	Patenting Charges			
8	Company Incorp Fees			
9	Miscellaneous			
	<b>Total</b>			

Certified that I have satisfied myself the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and the money has been actually utilized for the purpose for which it was sanctioned.

Date:

Place:

Signature

Name

Chief Finance Officer

Signature

Name

Head of the Organization (Head of the Finance)



**Annexure 4**

**EMPLOYEE CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

**(Applicable for Consultancy Projects)**

**THIS AGREEMENT, made on 2<sup>nd</sup> Day of January, Two Thousand Sixteen, between**

**Dr. M.G.R. Educational and Research Institute**, a Deemed to be University under Section 3 of the UGC Act of 1956, located at E.V.R. Periyar Salai, Maduravoyal, Chennai – 600 095, Tamil Nadu, India (hereinafter called “**employer**”), represented by its **Registrar**

**And**

**Dr.** (here in after called “employee”) of .....,  
Chennai. **Contact no.**

\_\_\_\_\_

**WITNESSETH:**

WHEREAS Employee has been engaged by the Employer to perform certain services in connection with the Research, development, design of scientific problem and support Employer in its various activities;

WHEREAS the parties anticipate that in the course of performing such services Employee will be given access to confidential information pertaining to the Employer’s scientific programs, research activities, any third party consultancy projects and operations, when information is valuable and not generally known to others; and

WHEREAS it is anticipated that the Scientific activities and other services to be performed by Employee will include services relating to third party or to funding agencies intended to become a part of the Employer’s proprietary information or proprietary products which, with or without further modification, may be used or patented or licensed or sold by Employer to third parties; and

WHEREAS the parties desire to confirm their respective rights in and to such proprietary information and products, as well as to preserve the confidentiality of the same;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and conditions herein set forth, as well as other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, it is agreed that:

- Employee shall promptly disclose to Employer, in writing, all inventions, ideas, discoveries, and improvements whether or not patentable or registrable under Copyright or similar statutes, made or conceived or reduced to practice or learned by Employee, either alone or jointly with others, during the period of employment with Employer and during the employment hours and utilizing the infrastructure of the Employer. Employee agrees that all such inventions (intellectual, visual or material) are the sole property of Employer.
- Employee assigns to Employer all right, title and interest in and to any and all inventions, ideas, discoveries, and improvements, with the exception of inventions, ideas, discoveries, and improvements that qualify for protection
- Any inventions, ideas, discoveries, and improvements conceived or made by Employee prior to the execution of this Agreement and not intended to be included with in its provisions are listed or described on Exhibit "A" attached to this Agreement, and the absence of any such list or description indicates that there are no such inventions, ideas, discoveries, or improvements not covered by this Agreement.

## **1. Confidential Information**

The terms "Confidential Information" and "Proprietary Data" mean information and data not generally known outside, including but not limited to, patent applications, information relating to inventions, discoveries, products, plans, calculations, concepts, design sheets, design data, system design, blueprints, Computer programs, algorithms, software, firmware, hardware, manuals, drawings, photographs, devices, samples, models, processes, specifications, instructions, research, test procedures and results, equipment, identity and description of computerized records, customer lists, supplier identity, financial information, business plans, costs, pricing information, and all other concepts or ideas involving or reasonably related to scientific programs, research activities, student project information and operations and shall include all information disclosed to or received by Employee in the course of the performance of tasks assigned by Employer to the Employee to the extent that such information:

- (i) constitutes or relates to Scientific research programs, research activities, developed or to be owned by Employer (or any parent or subsidiary or affiliate), including design information and documentation, work flow documentation, performance and functional specifications, operations

manual, and all know-how and technology embodied in such scientific program or research activity and documentation; (ii) constitutes or related to the Scientific programs or other work product to be produced or developed by Employee for Employer, and marked confidential, except for subject matter and information:

- To the extent that is necessary to be disclosed to the partner from other institutes for collaboration projects or outsourcing of certain work or research publications / dissemination or technical notes or research reports to be submitted to funding agencies
- That becomes generally known or available to the public without breach of this Agreement;
- that is known to the Employee at the time of disclosure, or as evidenced by written records;
- that is known or independently developed by the Employee outside the working hours without using the infrastructure of the Employer and can be proven as such through written records of the Employee;
- that is disclosed to the Employee in good faith by a third party who has an independent right to such subject matter and information;
- that is required to be disclosed by law.

2. **Nondisclosure; Continuing Obligation.** Employee shall not use any confidential information of Employer for any purpose other than as necessary for the performance of tasks assigned by the to the Employee; and Employee shall not transfer or disclose any confidential information to any person, corporation, agency or other entity, without the prior written consent of Employer. The restrictions set forth herein with regard to use or disclosure of information shall continue after termination of any agreement under which Employee may be performing services for the and shall apply so long as any information subject to such restrictions shall not properly have come into the public domain by disclosure in issued patents or otherwise. Employee will not disclose to or use any trade secret or other confidential information of any third party of which the employee may have knowledge without the express permission of the owner of such information.

3. **Rights in Employee's Work Product.** All programming, inventions, documentation, data or reports generated or developed by Employee pursuant to agreement with the Employer, and all other tangible and intangible results and work products of the services performed by Employee for the Employer (all of which are sometimes referred to here in as the Employee's "work product"), shall be and remain the exclusive property of the Employer and shall be treated for purposes of this Agreement as confidential information of the Employer, and Employee shall not

make any use or disclosure of any such work product except in accordance with this Agreement. The Employee agrees specifically that all work products, to the extent permitted by law, shall be considered works made for hire for the benefit of the Employer. Employee shall perform any acts that may be deemed necessary or desirable by the Employer to confirm or evidence more fully the Employer's ownership of all materials referred to in this Section to the fullest extent possible, including without limitation, by executing further written assignments or other instruments of transfer in such form as may be requested by Employer. Employee hereby represents and warrants that he/she has the full right and authority to perform her obligations, to convey to the Employer the unencumbered ownership of his work product, and to grant the rights and licenses herein granted, and that he/she has neither assigned nor otherwise entered into any agreement by which he/she purports to assign any right, title, or interest to any technology or intellectual property right that would conflict with his obligations under this Agreement.

Any benefits accruing from assignment of rights to third parties will be shared between Employer and Employee under mutually agreed terms.

The Employee however gets the first right to get a license if he/she wishes to commercialize any of the work products by entering into a separate agreement in the form of a spinout/spin-off company.

Any benefits accruing from any consultancy work carried for third parties will be shared between Employer and Employee under mutually agreed term

#### 4. **Return of Materials.**

Upon the termination of any agreement under which Employee may be performing services for or Developing products or materials for the Employer, Employee shall promptly return all copies of any memoranda, manuals, brochures, external or internal specifications, books, records, papers, writings, or other documented confidential information of the Employer, including all work product and all notes or other materials made or compiled by Employee. To the extent that any confidential information may have been recorded or otherwise placed in any computer memory or storage device or incorporated in any documents or material which cannot practicably be returned to the Employer, Employee shall promptly destroy, purge or delete from the same all such confidential information.

5. **Integration; Amendment; Severability.** This writing is intended by the parties as the final expression of their agreement and is the complete and exclusive statement of the terms thereof, and supersedes any prior negotiations, representations or agreements between the parties on this subject. This Agreement may be modified or amended only by a writing signed by both parties. In the event that any portion of this Agreement may be determined to be invalid or unenforceable, the parties agree that such provision will be treated as if it had been deleted and that such in validity or non-enforceability will not affect the remaining portions of this Agreement. The parties agree to substitute for any such invalid or unenforceable provision a valid provision which shall approximate as closely as possible the intent and economic effect of the invalid provision. If, moreover, any one or more of the provisions contained in this agreement shall for any reason be held to be excessively broad as to time, duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so that such provision, shall be, reduced and limited, and force able to the extent compatible to the applicable laws as it shall then appear.

Employee understands that the use or disclosure of any of the Confidential Information and/or Proprietary Data may be cause for an action at law or in equity in an appropriate court of the State of Tamil Nadu or of any state of India, and that without waiving the right to collect damages from Employee, Employer shall be entitled to an injunction prohibiting the use or disclosure of the Confidential Information and Proprietary Data.

IN WITNESS WHEREOF, the parties have hereunto set their hands or caused this Agreement to be executed, under seal, as of the day and year first above written.

Signature of EMPLOYEE

Signature on behalf of EMPLOYER

DATE:

**Annexure 5**

**ENDORSEMENT FROM THE INDUSTRY / SPONSORING ORGANIZATION**

(To be given on Letter Head from Industry)

Project Title :

Certified that the Shri/Smt ..... as the  
Principal Investigator and .....as the other investigator(s) for the  
consultancy project entitled ..... worth Rs.  
.....(Amount in figures and words) was successfully  
completed by the Principal Investigator and the other investigator(s) during the period  
.....

Name and signature

(Industry)

Date :

Place :

## Form for Accepting Consultancy

### CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY (CSRC)

Names of the Consultant(s) *#	Designation	Department/Centre	Contact details (Phone & E-mail id)

\*If more than one faculty is involved, principal consultant is to be identified

# If more than one department is involved, the percentage share of overheads for each department /Centre may be indicated

TITLE OF THE CONSULTANCY WORK	
Name and address of the client (please attach the copy of the client's letter duly attested by the consultant)	
Total consultancy amount ** (Excluding Service Tax) **Service Tax at applicable rates to be collected from the clients along with the consultancy charges	Rs. (Rupees in words)
No. Of Hours likely to be spent	
The machines/instruments required	
Duration of the work	Starting date Closing Date
Estimation of the expenses	Manpower - Rs. Travel expenses - Rs. Procurement of materials - Rs. Procurement of Equipment – Rs. External Consultant - Rs. Sub-Contracting of part of the work – Rs. Total expenses - Rs.
Estimated Honorarium for the consultant(s)***	Rs.
Overheads of the consultancy fees	30% of the total consultancy

\*\*\*1. Procurement of equipment should normally be avoided. If the work needs procurement of the equipment, University procedure should be followed and taken into the stock register. It should not be handed over to the client.

2. All the bills relating to expenses listed above should be certified by the principal consultant.

\*\*\* If there is no expenditure in the consultancy work, the 70% of the total consultancy will be the remuneration for the consultant.

Date:

Signature of the Consultant(s)

**Recommendation of the Director, CSRC**

Dr/Thiru/Tmt \_\_\_\_\_ is recommended / Not recommended to take up the above mentioned consultancy, because \_\_\_\_\_

---

**Date (Signature of Director, CSRC)**

**Permitted / Not permitted to take up the consultancy work**

**Date:**

**Director, CSRC**

-----  
**For Office use in CSRC**

Consultancy No. \_\_\_\_\_ : Type: (consult or testing)/dept/SI.No/Year/Faculty

Date of entry in the Consultancy register

Forwarded to the consultant and HoD / Director

Date:

Signature of the Verifying Official

Date of completion of the assignment

Date:

Certified that the consultancy assignment has been successfully completed and report submitted to the client. Copy of the letter to the client with his acknowledgment is enclosed. The remuneration payable to the consultant may be released, as per the distribution of the honorarium, in the format attached.

Date

Signature of the Consultant(s)



## PAY-IN SLIP for Consultancy Assignments

Consultancy No: _____ Date: _____	
Total Consultancy Fee*: Rs. _____	
Remittance: First (    ) Second ( ) Third Final ( ) instalment	
<b>AMOUNT REMITTED RS.</b> _____	<b>INVOICE NO</b>
<b>IF ANY,</b> _____	
Name of Client: _____ _____	
Draft / Cheque No _____ Date: _____ Drawn on: _____	
Name of the consultant:	Signature of the Consultant

\*Service Tax, as applicable, will be deducted from the total receipts of the Consultancy Projects.

### Form for Payment of Remuneration / Honorarium to staff Department / Centre

Consultancy / Assignment No:

Dated:

S.No	Dept/Centre	Name & Designation	Employee Id. No	Amount of Honorarium / Remuneration Rs.	Income Tax Rs.	Net amount	Bank a/c number

Date:

Signature of the Principal consultant

Date:

Recommendation of the Director, CSRC

**REQUEST FOR SANCTION OF TA / DA / REGISTRATION FEE  
FORM / PROJECT FUNDS**

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Visiting Member    Investigator (s)    Other than Investigator

**Purpose of Visit** (Letter of Invitation / announcement details to be attached)

Seminar    Symposium    Meeting / Discussion

Conference    Registration Fee

Name & Designation:

Department

Basic Pay Rs. \_\_\_\_\_ / Consolidated Pay Rs. \_\_\_\_\_

Name of the coordination	Project Number	Title of the Project

Date & Time of		No. of Working days	Place(s) of visit	Details of Meeting / Programme
Leaving	Return			

The faculty member has to certify about alternate arrangement made for academic commitments during the absence from university.

Alternate arrangement made ( ) Not made ( )

Signature of the Coordinator / Staff

The visit of Mr/Dr/Prof. _____ is required and is in connection with the consultancy / Project referred above and certified that provision exists and sufficient funds are available in the project for this travel under the head _____	Forwarded  Head of the Department / Director
--	--

Amount of Regn. Fee	Cheque/DD to be drawn in favour of	Mode of Travel*	Class of Travel
		AIR/TRAIN/BUS	

\***Justification** to be given for Mode/Class of Travel higher than his eligible limit. Advance required (YES/NO) to be settled within 30 days of completion of the visit.

SANCTION / RECOMMENDATION OF THE DIRECTOR / REGISTRAR/VICE CHANCELLOR (as the case may be)		
Director, CSRC	Registrar	Vice Chancellor

**FOR USE IN CSRC OFFICE**

Commitment for the above journey  Rs.
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**TA/DA** advance drawn Rs.      and handed over on----- (dated) to

Dr/Thiru\_\_\_\_\_

Assistance/Superintendent

Final settlement / adjustment-----Rs. ----- made on (date)

**DIRECTOR**