



MADURAI KAMARAJ UNIVERSITY MADURAI



**Madurai Kamaraj University - Industry Consultancy Cell
(MKU-ICC)**

Regulations- 2019

Instruction for Administration:

1. Name: The Cell shall be named as "Madurai Kamaraj University - Industry Consultancy Cell" (MKU-ICC)

Under the MKU-ICC, Consultancy Projects can be taken up by the faculty members based on their professional expertise to solve problems referred by Industries, Institutions, Government Agencies and Corporations, Societies and any other bodies. The infrastructural facilities of the University may be used for the Consultancy and / or research work, theoretical analysis or experimentation required for generating and validating the information in solving the industrial problems and / or societal needs.

2. STRUCTURE

2.1 The **MKU-ICC** is to be headed on a part-time / additional charge basis by a senior faculty member of the University appointed by the Vice-Chancellor with a suitable honorarium. He / She shall be designated as the Director, Industry Consultancy Cell. If the Director is on leave for more than a month, one of the senior faculty members from the Executive Committee will be nominated to act as a Director in-charge for MKU-ICC.

2.2 There shall be an Advisory Council consisting of not more than 15 members with the Vice-Chancellor as its Chairman and the Director as its Member-Secretary. The Vice-Chancellor shall nominate the members of the Advisory Council (AC) drawing representatives from industry, bank, medicine, patent office, and the academics among others; in constituting the AC, at least two of the EC members shall be given representation. The AC shall meet at least once in a year to advise the MKU-ICC on its policies and programs while appraising its performance. The AC shall be reconstituted every three years.

2.3. There shall be an Executive Committee (EC) to assist the Director comprising four members of the University heads and seven other members representing the University as nominated by the Vice-Chancellor. The committee will meet once in six months. The EC will be reconstituted every three years.

2.4. The Director shall be provided with the necessary staff support, the infrastructural facilities, and conveyance, by the University .

3. FUNCTIONS OF MKU-ICC

3.1. To create databases on the Consultancy potentials of the staff of the University with the available facilities.

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

3.3. To bring out brochures, flyers, and newsletters regarding the ongoing activities of MKU-ICC, Interactions, Industry News, Training Programmes, discoveries made by the University Departments, Exhibition of facilities both at the University and interacting Industries/community, etc., and maintaining excellent rapport with them.

3.4. To co-ordinate and facilitate the R & D Projects between University Departments and Industries and other institutions in the areas of product/process development and technology transfer.

3.5. To assist in signing of MOU and development of IPR / Patents by the University faculty members based on their products and processes.

3.6. To provide Consultancy services of different types as outlined in the Consultancy rules.

3.7. To offer testing/material characterization and to facilitate to get certification (like ISI).

3.8. To offer training programs for small/medium scale Industries both at their site and at the University Departments and also for the University faculty members for University - Industry interactions.

3.9. To develop specialized continuing education programs for updating skills and knowledge for the professionals in Industries, social action Agencies, and for the University students by organizing summer training / practical sessions at the Industries.

3.10. To organize and undertake the socio-economic and market research surveys.

3.11. To offer training related to Information Technology Enabled Services (ITES).

3.12. To organize/facilitate campus interviews for Industries and other Agencies at the University campus to provide trained human resources for employment.

3.13. To organize short-term training programs for budding entrepreneurs.

3.14. To organize linkages between Industries and the academic programs of the University Departments, including teaching, research, and extension.

3.15. Any other function to be assigned by the Advisory Council of the MKU-ICC from time to time.

4. CONSULTANCY RULES

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

4.2 The Services / Consultancies provided may be of the following two types:

Type - A : Individual Consultancy

Type - B: Institutional Consultancy.

4.2.1 Individual Consultancy relates to the Consultancy undertaken by a faculty member in his/her capacity, as a member of University.

4.2.2 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, considering the lead role played by the individual faculty members(s).

4.3 The Individual (**Type – A**) / Institutional Consultancy services (**Type - B**) can be categorized in any one of the following:

- **Type - I** : Advisory Consultancy in which University facilities are not used, and only the expertise is used.
- **Type - II** : Service Consultancy in which infra-structure of the University, including seminar halls, laboratories, classrooms, equipments, materials and consumables, accessories, etc., are used.

4.4 All requests for Consultancy services shall be received/processed by the MKU-ICC on behalf of the University. It may also be received directly by a faculty member(s) and forwarded to the MKU-ICC for its consideration.

4.5 **Approval of the Consultancy proposal** shall be done as per the procedure outlined below:

4.5.1 The faculty members or Consultants, upon prior approval of the Director MKU-ICC through the Head of the Department and Chairperson of the School, can undertake any Consultancy Project s only upon the approval of the Vice-Chancellor based on the recommendations of the Director of MKU-ICC.

4.5.2 MoUs with Industries, Governmental and Non-Governmental Agencies can be requested by the Consultants/faculty members, subject to the approval by the Syndicate, on the recommendation of the EC. The authorized signatory for all MoUs shall be the Registrar, Madurai Kamaraj University. The Principle Investigator (PI) and Director, MKU-ICC shall sign as witnesses.

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 50 days On Duty Leave in a year 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 and MKU-ICC to the Registrar.

4.6.3 Unless or otherwise expressly provided by MKU-ICC or authorities, no individual shall engage in private consultancy.

4.7. Equipment(s) / Product(s) purchased/developed shall be the property of concerned Department on completion of the Consultancy Project .

4.8 The Consultancy Project budget shall ordinarily exclude TA/DA as an arrangement between the Consultant and the client unless the client (a Company / or Organization / or Institution) prefers it as a part of the Project budget.

4.9 The client shall be required to pay as advance 50% of the total Project cost, or the cost of the materials, whichever is higher. All payments shall be made to the separate account of “**MKU-Industry Consultancy Cell**” (**MKU-ICC Account**).

4.10 Once the terms of Consultancy Project have been approved and MoU signed and advance received, it becomes the duty of the person-in-charge of the Project to ensure satisfactory progress, completion of the Project and submission of the UC

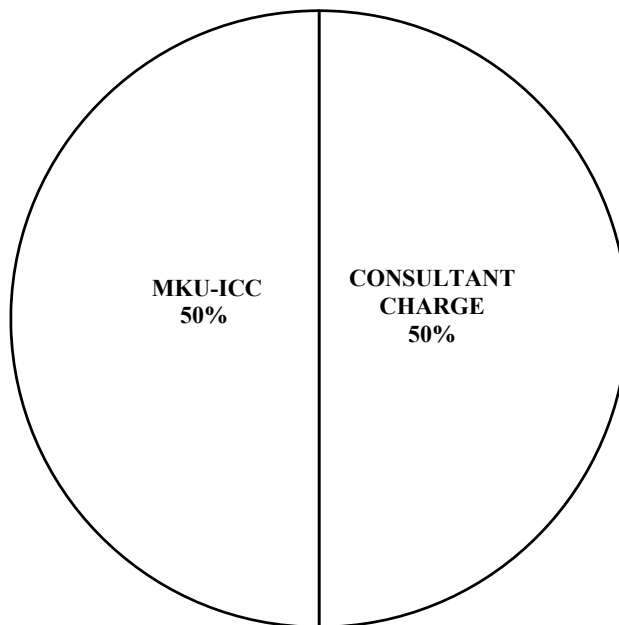
4.11 The **distribution of Consultant / Institutional** share received by the investigator/ MKU-ICC shall be as under:

4.11.1 Monies realized from consultancies could be (a) Consultancy / developmental fee on R & D Project s / advisory Consultancy/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.

4.11.2 Sharing of **Type I & II Consultancy Charges**:

Type I: Advisory Consultancy: (where only the expertise of the individuals/team is involved, and University equipments / consumables are not used)

Type I: Advisory Consultancy



50% of the Consultancy Charges shall be distributed amongst the staff(s) involved in the Consultancy, and 50% shall accrue with MKU-ICC. The distribution formula of the Consultant's share of 50% shall be in the ratio of 3:2 to Principal Investigator/Consultant: Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI).

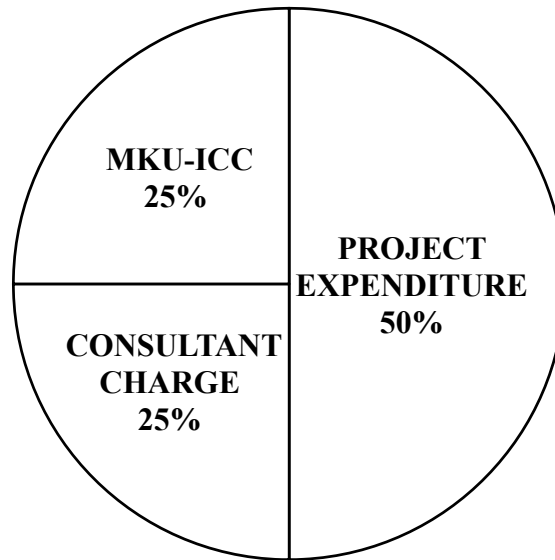
Type II: Service Consultancy: (Where expertise of the individuals/team is involved, and University equipment/consumables are used).

While working out the **cost of the Service Consultancy Project**, the following are to be taken into consideration:

- Cost of working days of the staff taking part in the Project.
- Cost of inputs like chemicals, raw materials, and other types of consumables, if applicable.
- Hiring / Usage of equipment, if applicable.
- Payments to the External Experts / Consultants, if necessary.
- Payments to Research Staff / Field Staff, as the case may be.
- Cost of undertaking fieldwork, including field station expenditures/survey charges.
- Cost of stationary.

- Computer/ computational Charges.
- Cost of purchase of equipments/products.
- Miscellaneous charges if any.
- From the total Project cost, 50% of the grant shall be used to meet all the above expenditure. 50% of the grant shall be shared by the Consultant (25%) and the MKU-ICC (25%).

Type II: Service Consultancy



Consultancy Charges” shall be distributed amongst the staff involved in the Consultancy. The distribution formula of the Consultant's share of 25% shall be in the ratio of 3:2:1 to Principal Investigator: Co-investigator(s) (to be divided equally if more than one Co-Investigator, otherwise this will go to PI): Research Fellows/Technicians/Field Assistants (when involved, otherwise this should be shared by PI & Co-PI equally) depending upon their inclusion in the proposal prior to the approval.

For both Type I and Type II Consultancy Charges, 18% GST should be charged and paid to the Central (9%) and State Government (9%) as per the GST Norms. The GST % can be fluctuated as per the Government Norms time to time.

4.11.3 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:

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: 30% shall go to MKU-ICC, and 30% shall be given to the University. The distribution of Consultancy/royalty among inventors would be as in 5.11.2.

4.11.4 The staff member(s) who is/are involved in royalty earning/Consultancy is / are entitled to receive his/her share of monies even in the event of his/her transfer/retirement/resignation from the University. In the event of the death of the staff, his /her legal heir shall be entitled to his/her share of monies.

4.11.5. 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.

4.12 On completion of the Consultancy Project, a copy of the report shall be submitted to MKU-ICC for its records with a copy made available in the respective Department.

4.13 Similarly, on completion of the Certificate/Diploma courses, a copy of the course material and report shall be submitted to MKU-ICC for its records with a copy made available in the respective Department.

4.14 The Consultant / faculty member and MKU-ICC shall be jointly responsible for submitting periodic Utilization Certificates, and final Audited Statements of Expenditure on completion of the said Consultancy Project.

4.15. From the earnings received by the Consultants, Income Tax in the respective slab should be paid, when the total earnings by the Consultant in that financial year exceeds the permissible limit fixed by the Government.

4.16. At the end of every financial year, every Consultant will be issued a Form (Form 16A) related to the actual amount the Consultant has received by way of Consultancy and Testing Charges during the year along with the IT deduction with a copy marked to the Registrar. It is mandatory for the Consultant to receive the Form 16A and submit while filing Income tax.

4.17. The total annual income of an individual from Consultancy work shall not exceed his/her total emoluments for one year. Additional earnings to this limit shall be transferred to the MKU-ICC account.

5. POWERS (including financial) OF DIRECTOR, MKU-ICC:

5.1 General

The Director, MKU-ICC, is responsible for day-to-day office administration of the office of the MKU-ICC and overall co-ordination of the on-going Consultancy and Technical Services. He / She shall hold business meetings with prospective clients as and when found necessary and / or special request.

The Director can hire outside Consultants/Specialists/Service Organization in executing the Project with components of services which MKU-ICC cannot provide to the clients.

5.2 Financial Powers

5.2.1 Grants received by the MKU-ICC should be deposited in the joint account of Director, ICC, and Registrar. The accounts of the MKU-ICC will be operated jointly by the Director, MKU-ICC, and the Registrar, MKU. The prior approval of the Vice Chancellor is necessary for withdrawal exceeding Rs. 1 lakh.

If a Consultancy Project is sanctioned to a faculty member of an autonomous School/Centre of the University, cheques may be issued to the separate Project account to be jointly operated by the PI and the Chairperson of the respective School / Director of the respective Centre. If a Consultancy Project sanctioned to the University, the funds will be handled jointly by the Director, MKU-ICC and the Registrar.

5.2.2 Annual Audited Statement of Expenditure of the MKU-ICC account should be submitted to the EC on or before 30th June of every year.
