

## **BUSINESS DEVELOPMENT CENTRE**

**1. Name:** It shall be named as "**Bharathidasan University Business Development Centre**" (**BDU-BDC**)

### **2. STRUCTURE**

2.1 The BDU-BDC 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, Business Development Centre. If the Director is away for more than a month, one among the Head of the Department from the Executive Committee will be identified to act as a Director for BDU-BDC.

2.2 There shall be an Advisory Council consisting of not more than 18 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, atleast four of the EC members shall be given representation. The AC shall meet atleast once in year to advise the BDU-BDC on its policies and programmes, 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 atleast twice in an year. 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 BDU-BDC**

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 bring out brochures, fliers and newsletters regarding the ongoing activities of BDU-BDC 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 / Patentees by the University faculty 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 characterisation and certification (like ISI) facilities through various departments of the University.

- 3.8. To offer training programmes for small /medium scale industries both at their site and at the University Departments and also for the University faculty and the students to be better equipped for University Industry interactions.
- 3.9. To facilitate offering by the University in collaboration with specialized agencies/institutes the off-campus programmes including Certificate/Diploma/ Degree programmes relating to Science, Applied Science, Engineering, Technology, Management or any other professionally - oriented field. However, these, programmes should be of unique (non-routine) type, not generally offered in the colleges.
- 3.10. To develop specialised continuing education programmes for updating skills and knowledge for the professionals in industries, social action agencies and for the University students by organising summer training / practical sessions at the industries.
- 3.11. To organise and undertake the socio-economic and market research surveys.
- 3.12. To offer Information Technology services.
- 3.13. To organise / facilitate campus interviews for industries and other agencies at the University campus to provide trained manpower for employment.
- 3.14. To organise short-term initiation / training programmes for entrepreneurs.
- 3.15. To organise linkages between industries and the academic programmes of the University Departments including teaching, research and extension.
- 3.16. Any other function to be assigned by the Advisory Council of the BDU-BDC from time to time.

#### **4. NORMS OF OFF- CAMPUS PROGRAMMES**

- 4.1 The syllabi / regulations are to be prescribed by the University authorities and the examinations shall be conducted by the University. The Certificates / Diplomas shall be given by the Syndicate.
- 4.2. The facilities and the conduct of the programmes in the Off-campus Centres shall be monitored by the University.
- 4.3. Any MoU for offering off-campus programmes shall be subject to the prior approval of the University Syndicate.
- 4.4. The resource sharing formula between the University and the Agency would be, unless otherwise specified under special grounds, 25:75 i.e. 25% for the University and 75% for the Agency of the gross fee receipts from the students. The total fees would have to be remitted to the University, from which the University shall release the Agency's share. Of the share of resource accruing to the University, 40% service charges would be released to the BDU-BDC account.

#### **5. CONSULTANCY RULES**

- 5.1 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.
- 5.2 The services/consultancy provided may be of the following types:

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

- 5.2.1 Individual consultancy relates to the consultancy undertaken by the academic staff members in their individual capacity.
- 5.2.2 Institutional consultancy relates to the consultancy rendered by the Department / Group of Faculty Members on behalf of the University. The Principal Consultant will be nominated by the Vice-Chancellor taking into consideration of the lead roll played by the individual(s).
- 5.3 The Industrial / Institutional consultancy services can be categorized in any one of the following:
- ❖ Advisory Consultancy in which University facilities are not used and only the expertise is used.
  - ❖ Service Consultancy in which infra-structure of the University including seminar halls, laboratories, classrooms, equipments, etc., are used. Material cost such as consumables to be borne by the users.
  - ❖ Developmental Consultancy in which the infra-structure of the University is used along with the material and consumables, accessories, etc., provided by the University. The outcome of a Government-aided project could result in technologies that may be transferred to users.
- 5.4 All requests for consultancy services shall be received / processed by the BDU-BDC on behalf of the University. It may also be received directly by faculty member(s) and forwarded to the BDU-BDC for its consideration.
- 5.5 **Approval of the consultancy proposal** shall be done as per the procedure mentioned below:
- 5.5.1 The faculty members or consultant, upon the prior approval of the Director BDU-BDC on intimation to the Head of the Department., can undertake all consultancy projects upto the budget estimate of Rs.3.0 lakhs. Consultancy work / Projects with the budget estimate of Rs.3.0 lakhs and above shall be undertaken only upon the approval of the Vice-Chancellor based on the recommendations of the Director of BDU-BDC.
- 5.5.2 MOUs with industries, governmental and non-governmental agencies can be arranged by the consultants / faculty members, subject to the approval of the University Syndicate, on the recommendation of the EC. The authorised signatory for signing of all MOUs shall be Registrar, Bharathidasan University, Tiruchirappalli.
- 5.6 While approving a consultancy proposal, the following shall be taken into consideration.
- 5.6.1 An individual teacher can engage himself in consultancy work without affecting / prejudice to his regular academic work.
- 5.6.2 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 BDU-BDC to the Registrar.

5.7 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 equipments, 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 15% for BDU-BDC may be included in additional to the consultancy charges.

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

5.9 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.

5.10 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 BDU-BDC into the separate account of “**Bharathidasan University Business Development Centre A/C**”

5.11 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.

5.12 The **distribution of consultancy amounts** received by the investigator/ BDU-BDC shall be as under:

5.12.1 Monies realised from consultancies could be (a) consultancy / developmental fee on R & D projects and self-financing teaching programmes and advisory consultancy and service consultancy (Type I & II); (b) testing and certification charges; and (c) licensing fee of intellectual property / patents and royalty payments to commercialization of products / processes.

#### 5.12.2 Type I & II Consultancy:

**Advisory Consultancy:** (Where only the expertise of the individuals / team is involved and university equipments/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 BDU-BDC . 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.

#### 5.12.3 Service Consultancy / Consultancy involving royalties:

The monies received by the University through licensing fee of the intellectual property / and periodic royalty payments shall be distributed as follows:

##### **Other than Biomedical Diagnostic Laboratory Testing Consultancy Services:**

40% of the net amount after deducting all expenditures shall be distributed amongst the staff involved in the consultancy / royalty and the balance 60% shall be shared as follows: 40% shall go to BDU-BDC and 20% shall be given to the University. The distribution of consultancy / royalty among inventors would be as in 5.12.2.

##### **Biomedical Diagnostic Laboratory Testing Consultancy Services:**

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

- 5.12.4 The staff member(s) who is / are involved in royalty earning / consultancy is/ are entitled to receive his/their share of monies even in the event of his transfer / retirement / resignation from the University. In the event of death of the staff, his / their legal heir shall be entitled for his/their share of monies.
- 5.12.5. The sharing of monies except in cases of technology transfer and royalties can be suitably altered by the Vice-Chancellor on the recommendation of EC depending on the nature of the project or consultancy.
- 5.13 On completion of the consultancy project, a copy of the report shall be submitted to BDU-BDC for its records with a copy made available in the respective department.
- 5.14 Similarly, on completion of the Certificate/Diploma courses, a copy of the course material and report shall be submitted to BDU-BDC for its records with a copy made available in the respective department.

- 5.15 The consultant / faculty member and BDU-BDC 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.

## **6. POWERS (including financial) OF DIRECTOR, BDU-BDC:**

### **6.1 General:**

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

The Director can hire consultants / specialists / service organisation in executing the project with components of services which BDU-BDC cannot provide to the clients.

### **6.2 Financial Powers:**

- 6.2.1 The accounts of the BDU-BDC will be operated by the Director. The prior approval of the Vice-Chancellor is necessary for any withdrawal exceeding Rs.1 lakh up to Rs.5 lakhs; for withdrawals exceeding Rs.5 lakhs, the approval of EC is necessary.
- 6.2.2 Annual audited statement of the BDU-BDC account should be submitted to the EC on or before 30<sup>th</sup> June of the succeeding year.

**186<sup>th</sup> Syndicate Meeting held on 14-03-2009 (Item No. 2009.32.6 )**

**RESOVED** that the recommendation of the Modalities Committee **BE ACCEPTED** and 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) BDU-BDC Over Head Charges = 15% of (5)+(6)
- 8) Service Tax = x % of {(5)+(6)+(7)}, where x % is the service tax

**TOTAL COST = (5) + (6)+ (7) + (8)**

- The Total Cost should **BE PREPARED** by Consultant / Principal Investigator .
- The Equipment Charges **BE TRANSFERRED** to the concerned Department in the appropriate head pertaining to “EQUIPMENT”
- The saving money from the project cost **BE DISTRIBUTED** as per BDU-BDC guidelines defined under clause 5.12.2 & 5.12.3.
- The cost of man days **BE DISTRIBUTED** as per BDU-BDC guidelines defined under clause 5.12.2 & 5.12.3.