

Maharshi Dayanand University

Waste Management Policy

Contents

- 1. Introduction**
- 2. Policy Statement**
- 3. Policy Objectives**
- 4. Organisation and Management**
- 5. Action Plan**
- 6. Glossary**

Introduction

Maharshi Dayanand University, Rohtak (Hereinafter referred to as MDUR), is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services. MDUR came into existence by an Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976, with the objective to promote inter-disciplinary higher education and research in the fields of environmental, ecological and life sciences.

Maharshi Dayanand University realizes sustainable and holistic waste management essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors.

The University has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product. Furthermore, the medical and other hazardous waste should be disposed or managed by government approved, registered waste contractors. The purpose of the policy is to facilitate implementation of the action plan brought out in “National Environment Policy 2006” on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

2. Policy Statement

The University will adopt the principles of the ‘best practicable environmental option’ in the delivery of its waste management services. The University will apply a ‘waste hierarchical approach’, to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill.

The University recognises the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

The University requires all the teaching and non-teaching staff, students, guests and anyone else making use of the premises to comply with this Policy and associated “University Environmental Guidance” to ensure compliance with all waste legislations. Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Municipal Solid Wastes (Management and Handling) Rules, 1999, published under the notification of the Government of India in the Ministry of

Environment and Forests number S.O. 783(E), dated, the 27th September, 1999 in the Gazette of India, Part II, Section 3, Sub-section (ii).

There is a legal requirement for all who produce, keep or dispose hazardous/radioactive waste/chemical waste of any type to comply with the various regulations under national and international environmental protection legislation.

3. Policy Objectives

The objectives of this policy are:

- ✓ To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- ✓ To minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.
- ✓ To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- ✓ To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- ✓ To invest into the expansion of recycling opportunities on the University campus and transform waste into value added products.
- ✓ To ensure the safe handling and storage of wastes on University campus.
- ✓ To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.
- ✓ To promote holistic approach of waste management in the campus.

4. Organisation and Management

The responsibilities and organisational arrangements for this Waste Management Policy lie with a variety of personnel within the University.

▪ Advisory Board

- a. Vice-Chancellor- Chairman
- b. Dean Academic Affairs
- c. Dean (Life Sciences, Physical Sciences and Pharmaceutical Sciences)
- d. Co-ordinator (ESMC)- Member Secretary
- e. Executive Engineer
- f. Director UCC
- g. Two outside expert (to be nominated by the Vice-Chancellor)

- **Function of Advisory Board**

- i). Coordinating the provision of a central waste and recycling contract service for use by all facilities on the campus.
- ii).. Ensuring that all contractors are advised that they must comply with the Duty of Care; that they must comply with the University's Waste Management Policy.
- iii). Ensuring that all contractors appointed to carry out works are from the government 'approved list'.

- **Co-ordinator, Environment Sustainability Management Cell (ESMC), Maharshi Dayanand University is responsible for:**

- i). Provision of advice and guidance to the University on waste management.
- ii). Setting Environmental Performance Indicators for waste management.
- iii). Reporting annually to the University on progress against the 'Environmental Performance Indicators'.
- iv). Monitoring and auditing the management systems for all wastes, to ensure safety and legal compliance.
- v). Monitoring and auditing all waste contractors working for the University.
- vi). Provision of appropriate training for all personnel who have responsibilities for waste management.
- vii). Coordinating the gathering of, and supplying all relevant information to appropriate enforcement agencies, when information relating to waste management is requested.
- viii). Investigation of any incidents or spillage relating to all type of hazardous and general waste management.

- **Support staff is**

Responsible for:

- i). Overseeing the day to day delivery of general waste and their recycling services.
- ii). Monitoring the performance of the university contractor against the contact agreements.
- iii). Liaising with the "Environment Sustainability Management Cell" to establish standard procedures for managing waste on the University campus.
- iv). Operational monitoring of waste management systems across the campus.

v). Compiling waste transfer data and statistics notes for centrally managed waste and recycling collections.

▪ **Heads of Department/Directors are**

Responsible for:

i). *Non-hazardous Wastes*

Ensuring that no hazardous waste is disposed of through the general or waste recycling streams.

ii). *Hazardous Wastes*;

Nominating a '*responsible person*' within their department to coordinate waste disposal for any hazardous or laboratory wastes.

iii). Informing the **Environment Sustainability and Management Cell**, about the nominated '*responsible person*' and updating the cell if and when the '*responsible person*' changes. The tenure of the person will be minimum two year.

▪ **Staff/Supervisor (contractual) will be**

Responsible for:

i). Disposing of waste responsibly (**at both office and residence**), through the appropriate waste disposal system (segregation of waste), in accordance with University policy and procedures.

ii). Reporting any problems with waste collection schemes to ESMC of the University.

▪ **Students will be**

Responsible for:

i). Disposing of waste responsibly, through the appropriate waste disposal system, in accordance with University policy and procedures.

ii). Reporting any problems related department/laboratory waste or waste collection procedure to the 'Head of Department'.

5. Action Plan

It will be mandatory on the part of the Head of the department/ Principle Investigator (Project)/ in-charge (Animal House) to report changes/additions in hazardous waste generation and steps taken to reduce generation of waste per unit of production. As per the Hazardous Waste regulations, University can store hazardous waste for a period not

exceeding 90 days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes unless the concerned State Pollution Control Board has extended the stipulated period. The waste could either be recycled /reused or disposed of in captive or common treatment, storage and disposed facilities available in the campus or incinerated, as proposed in the waste hierarchy list (Fig. 1). Inventories of 'end of life' consumer products such as e-waste are also required to be made.

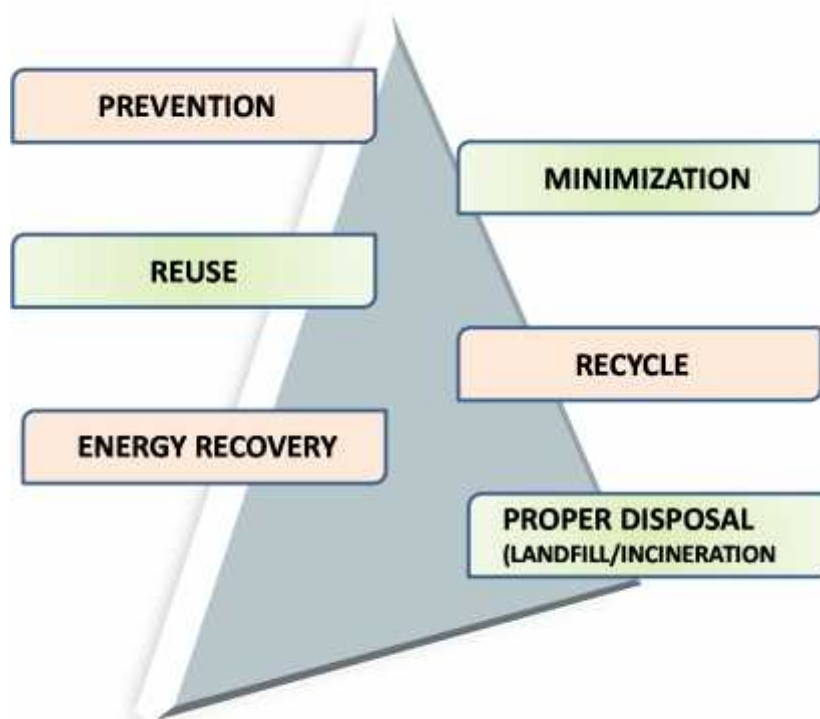


Fig. 1. Waste Hierarchy list in order of preference from the most favourable (top) to the least (bottom).

Waste avoidance and waste minimization at source

In the hierarchy of waste management, waste avoidance and waste minimization have to be attempted first, for which dissemination of information on technological options should be a continuing exercise. Promote implementation of recovery of resources such as solvents, other reagents and by-products as well as re-generation of spent catalysts in a time frame manner.

Reuse, recovery and recycling of non-hazardous waste

University will explore options/ opportunities of reusing, recovery and recycling of non-hazardous waste in an environmentally sustainable manner. Paper waste will be recycled to make paper board and packing material. The toxic inks and dyes of the paper will be treated with enzyme technology, which is environmentally benign.

Safe disposal of hazardous waste

For the waste which cannot be recycled/ reused, safe and environmentally sound disposal will be adopted depending upon waste category. Design and operation norms of disposal facilities should be strictly adhered to as per the guidelines framed by CPCB.

Setting up of common Treatment, Storage and Disposal Facilities

Common treatment plant for the departmental and house hold waste will be established and the degradable and non-biodegradable waste will be segregated and treated according to their physical nature.

Note:

- a) **Activities concerning establishment and utilisation of nuclear facilities and use of radioactive sources are to be carried out in India in accordance with the relevant provisions of the Atomic Energy Act, 1962.**
- b) **Animal house/bio-medical waste management and disposal will be governed by Bio-Medical Waste (Management and Handling) Rules, 1998, MoEF, Gov. of India.**

6. Glossary

Hazardous Waste

Waste that causes substantial or potential threats to public health or the environment e.g. Acids, Pesticides, Fluorescent Tubes, Alkaline Solutions, Photographic Chemicals, Batteries Waste Oils Paint, Solvents, Computer Monitors, radioactive substances.

Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes such as organic waste, wood, paper, glass, cardboard, plastic and scrap metal.

Responsible person

The person who oversees the wastes to be removed from the premises at which it was produced or is being held.

Waste

According to United Nations Statistics Division (UNSD), waste are "materials that are not prime products (that is, products produced for the market) for which the generator has no further use in terms of his/her own purposes of production, transformation or consumption, and of which he/she wants to dispose. Wastes may be generated during the extraction of raw materials, the processing of raw materials into intermediate and final products, the consumption of final products, and other human activities. Residuals recycled or reused at the place of generation are excluded."

Incident

Events that are distinguished from accidents in terms of being less severe.

Segregation

An activity where waste or materials are separated or are kept separate according to radiological, chemical and/or physical properties to facilitate waste handling and/or processing.

Treatment and disposal of "Biomedical Waste"

(a) Bio-medical waste shall be treated and disposed of in accordance with Schedule I, and in compliance with the standards prescribed in Schedule V, Bio-Medical Waste (Management and Handling) Rules, 1998, MoEF, Gov. of India.

(b) Every occupier, where required, shall set up in accordance with the time-schedule in Schedule VI, requisite bio-medical waste treatment facilities like incinerator, autoclave, microwave system for the treatment of waste, or, ensure requisite treatment of waste at a common waste treatment facility or any other waste treatment facility.

Biomedical waste

waste, which is generated during the diagnosis, treatment or immunisation of human beings or animals or in research activities pertaining thereto or in the production or testing of biologicals, and including categories mentioned in Schedule I, (Management and Handling) Rules, 1998, MoEF, Gov. of India.

Cytotoxic waste may be contaminated with a cytotoxic, pharmaceuticals, laboratory chemicals used in preparation, transportation and administration.

Chemical waste is generated from the use of chemicals in laboratories for teaching and research

Radioactive waste is contaminated with radioactive substances which arises from medical or research uses.

General waste includes paper, plastics, glass, liquids and organics.

Hazardous Waste, bulk of which is generated by the industries, can cause environmental pollution and adverse health effects if not handled and managed properly. Its effective management, with emphasis on minimization of generation and recycling/ reuse, taking into account economic aspects, is therefore essential.

Intellectual Property Rights Policy

M. D. University, Rohtak

1. Preamble

Maharshi Dayanand University, Rohtak (hereinafter referred to as MDUR), is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services. MDUR came into existence by an Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976, with the objective to promote inter-disciplinary higher education and research in the fields of environmental, ecological and life sciences.

MDUR recognizes the importance of intellectual property rights through patents, copyrights, trademarks and all other forms of IPRs, as recognised by the Indian laws, from time to time. MDUR is committed to ensure an effective IP management system that would act as an incentive for innovators who are engaged in knowledge creation. This would lead to greater professional recognition besides monetary gains through licensing fees and royalties to the researchers. Also, this would likely to lead to further innovations thus resulting in faster technological progress. Recognizing the importance of protecting the intellectual property rights, MDUR has framed this policy for the Intellectual Property Rights.

This Intellectual Property Rights Policy (hereinafter referred to as the Policy) of the MDUR seeks to provide guidance to academic staffs, students, supporting staffs and outside agencies on the practices and the rules of the MDUR regarding intellectual property rights (IPRs) and obligations which include the nature of intellectual property (IP), its ownership, exploitation, technology transfer and confidentiality requirements. The policy is expected to fulfil the commitment of the MDUR to promote academic freedom and provide a conducive environment for research and development.

2. Objectives

The objectives of the Policy are as follows:

- a) to promote academic freedom and safeguard in creation of intellectual property at the MDUR;
- b) to create an environment for acquiring new knowledge through innovation and research, compatible with the educational mission of the MDUR;
- c) make the creator of IPR aware of the applicable laws and rules for ensuring their compliance; and
- d) to preserve the academic freedom to publish the research results and to make them aware that if they do decide on public release, the patent system cannot be brought into play thereafter;
- e) to ensure that once they decide to explore the prospects of commercialization of IP, they must disclose it to the MDUR, while continuing to keep the information confidential until patent applications are being processed.
- f) to provide a comprehensive single window reference system for all intellectual property rights issues relating to intellectual property generated at the MDUR;
- g) frame standards for do's and don'ts for the MDUR, creators of intellectual property and their sponsors relating to inventions, discoveries and original works originating from the MDUR;
- h) to safeguard the interest of creator of intellectual property and provide fair distribution of returns accruing from the commercialization of IPR;
- i) to help in introducing prudent IP management practices within the MDUR

Intellectual Property Rights Policy

M. D. University, Rohtak

to promote an IPR culture;

- j) to provide legal support, wherever necessary, to defend and protect the intellectual property rights obtained by the MDUR against any infringement/ unauthorized use.

3. Applications of Policy

This Policy and the subsequent Regulations are applicable to all University academic staffs, students and supporting staff, and shall be interpreted in accordance with current Indian Intellectual Property Acts.

4. Intellectual Property and Ownership

The University strongly encourages the applied research and development activities of its faculty members, students and supporting staff for the benefit of the public, with the terms of collaboration with any third parties generally consistent with this Policy, including the sharing of benefits.

When the University chooses to proceed in the transfer and commercial application of an invention, it shall award to the inventor(s) a reasonable share of proceeds from royalties and/or other income which may arise from such commercial application, as an incentive to participate in the protection of IPRs and its transfer to application, as further defined in the Regulations.

This policy covers all types of IPRs, *as recognised by the Indian laws for the time being in force*, and shall cover the following IPRs in particular:

- Patents
- Copyrights
- Trademarks & Service Marks
- Designs, Integrated Circuit layouts and other creative works
- Plant Varieties

4.1 Patents

This section refers to intellectual property that is patentable or protectable by confidentiality agreements. Ownership of all inventions made by the creators within the scope of their technical expertise and/or assigned duties shall be owned by and assigned to the University. The MDUR will take steps to commercialize the property through patenting or agreements.

The intellectual property created through sponsored research will be governed as per details given in Section 7.1.1.

Royalty accruing or any type of payment received from the commercialization of the MDUR-owned intellectual property will be shared between the MDUR and the creators as per Section 9.

4.2 Copyrights

The MDUR will not own the rights in copyrightable works such as books, articles, monographs, lectures, speeches and other communications produced by the staff in the course of research and teaching using MDUR resources.

Ownership of copyright of all copyrightable work shall rest with the author(s) with the following exceptions:

- a) The ownership of IP shall be determined in accordance with the specific provisions related to IP, made in contracts, if the work is produced during the course of sponsored and/or collaborative activity.
- b) The MDUR shall be the owner of the copyright of work, including software,

Intellectual Property Rights Policy

M. D. University, Rohtak

created by the MDUR personnel with significant use of MDUR resources. The MDUR may demand assignment of the copyright in whole or in part depending on the degree of MDUR-supported resources used in producing the copyrightable work.

- c) The MDUR shall be the owner of the copyright on all teaching materials developed by the MDUR personnel as a part of any of the academic programs at the MDUR. However, the authors shall have the right to use the material in their professional capacity. As the traditional exception, the MDUR shall not claim ownership of copyright on books and publications authored by the MDUR personnel.
- d) The MDUR shall be the owner of the copyright of work produced by non-MDUR personnel associated with any activity of the MDUR with the intellectual contribution of the MDUR personnel. However, the author(s) shall have the right to use the material in her/his professional capacity. The students and their concerned supervisor(s) will jointly have the ownership of copyright in the thesis / dissertation / project report written by students.

Where copyright has not been assigned to the MDUR, the MDUR will be entitled to a non-exclusive, non-transferable license to use the work within the MDUR for non-commercial educational and research purposes, or to possess a limited number of copies for such purposes, whichever is relevant. Any copyrightable work generated as a work for hire will belong to the MDUR as per the terms of the original contract.

4.3 Trade Marks & Service Marks

The ownership of trademark(s)/ service mark(s) created for the MDUR shall be with the MDUR. In cases of all IP produced at the MDUR, the MDUR shall retain a non-exclusive, free, irrevocable license to copy/ use IP for teaching and research activities, consistent with the confidentiality agreement(s), if any, entered into by the MDUR.

The Director, IPR Cell, MDUR shall be responsible to take precautionary and/or corrective ensures to protect the Trade Marks and Service Marks owned by MDUR.

4.4 Designs, Integrated Circuit layouts and other creative works

Designs, integrated circuit layouts and other creative work created by the MDUR personnel without significant use of the MDUR resources and not connected with the profession for which they are employed at the MDUR, shall be owned by the creator(s).

Designs and integrated circuit layouts produced during the course of sponsored and/or collaborative software activity, specific provisions related to IP made in contracts governing the collaborative activities shall determine the ownership of IP.

The MDUR shall be the owner of all inventions including designs, and integrated circuit layouts, created by a team of the MDUR and non-MDUR personnel associated with any activity of the MDUR. Non-MDUR personnel, who create invention(s) including software, designs, and integrated circuit layouts at the MDUR without any intellectual contribution of the MDUR personnel and significant use of the MDUR resources, shall be the owner of such invention(s).

Except as stipulated above, the MDUR shall be the owner of all invention(s)

Intellectual Property Rights Policy

M. D. University, Rohtak

including, design, and integrated circuit layouts, created at the MDUR.

4.5 Plant Varieties

In India, protection is available for any new plant variety or hybrid which possesses the characteristics of “Distinctness, Uniformity and Stability” or “DUS”. The registration of a new variety with the Central Government’s “National Registry of Plant Varieties” provides (a) exclusive rights to breeders (or their employers) for production and marketing of the variety, (b) authorizes use of registered varieties by scientists and researchers for development of further improved plant materials; and (c) provides clear rights to Indian farmers to collect and use the seeds harvested from their own crops for planting for their next crop.

MDUR’s plant varieties of field, horticultural and agro-forestry crops, including the new, extinct, essentially derived varieties (EDV), and transgenic plants protected as per the PPV&FR Act/ plant variety protection (PVP) laws of other countries, will constitute its protectable IP. These include:

All extinct varieties of MDUR, i.e., the previously notified varieties under section 5 of the Seeds Act, 1966, which have not completed 15 years from date of their notification. Protection of these varieties will be secured at the earliest.

New plant varieties identified for their worth (value for cultivation and use) in MDUR, which fulfill the essential criteria of distinctiveness, uniformity, and stability under the PPV&FR Act.

MDUR’s plant varieties and transgenic plants, protectable as per corresponding PVP laws of other countries, in the form of PVP certificate, plant patent, etc.

5. Legal status of IPR policy

This policy shall be applicable from the date notified by the MDUR. Any addition, insertion and / or deletion from the policy document, which curtails the rights of a researcher, will not operate retrospectively. Any alterations in this policy will not take effect until the UIPRMC (as mentioned in Section 3.1) takes a decision, and such changes would be effective for inventions and other research results arising out in the future.

An employee is required to observe the MDUR’s policy on IPRs as may be decided by the UIPRMC from time to time.

Penalties

Aside from penalties which may arise from the violation of any other law or MDUR policy or guideline, any persons found to have violated any of the provisions of this policy shall suffer the penalties as decided by UIPRMC.

Repealing clause

This Policy expressly repeals the relevant clause(s) inconsistent with it.

6. IPR Administration

6.1 Institutional Arrangement for IP Management

a) Intellectual Property Rights Cell (IPR Cell)

- The IPR Cell will work as nodal agency in University to facilitate the creator(s) of MDUR in filing all applications for generation of IPRs, under the appropriate Indian / foreign law(s), wherever applicable, as the case may be, in conformity with the national issues & public interests.

Intellectual Property Rights Policy

M. D. University, Rohtak

- IPR Cell will be headed by Director, IPR Cell, who will be nominated by Vice-Chancellor, MDUR, amongst the Professors of University.
- The IPR Cell will be wholly responsible for MDUR's IPR management under the guidance of following two committees:

b) University Intellectual Property Rights Management Committee (UIPRMC)

The UIPRMC will be organized at MDUR, Rohtak for the management of its IPR regime. The UIPRMC will be the apex decision-making body concerning IPR management. The Committee will be constituted of following members:

- | | |
|--|------------------|
| 1. Vice Chancellor | Chairman |
| 2. Dean Academic Affairs | Member |
| 3. Director, IPR Cell | Member Secretary |
| 4. Registrar | Member |
| 5. Director Research | Member |
| 6. Two Deans of the Faculties
(nominated by the VC for a period of 2 years) | Members |
| 7. Two Faculty Members
(nominated by the VC for a period of 2 years) | Members |

c) University Intellectual Property Rights Technical Committee (UIPRTC)

The UIPRTC will be responsible for the technical evaluation of any IPR related matter, for further handling of generated IP on case to case basis. The Committee will be constituted of following members:

- | | |
|--|------------------|
| 1. Dean Academic Affairs | Chairman |
| 2. Director, IPR Cell | Member Secretary |
| 3. Director Research | Member |
| 4. Concerned HOD/Director | Member |
| 5. Applicant/Creator | Member |
| 6. Patent Agent
(nominated by the VC for a period of 2 years) | Member |

6.2 **Responsibilities**

6.2.1 **Responsibilities of creator(s)**

- a) To make an invention disclosure in a thorough and timely manner of all inventions, discoveries and other works in which an IPR may be claimed and in which University has stake/share as described in this policy.
- b) To provide such assistance as may be necessary throughout the assignment process to protect and affect transfer of the intellectual property.
- c) To return all records and documents that is necessary for the protection of the intellectual property.
- d) To abide by all commitments made in license, sponsored research and other agreements made in accordance this Ordinance.
- e) To cooperate with the University with full responsibility in resolving all conflicts as may arise with respect to the IPs concerning to him/her and to make timely disclosure of such information which may hint towards any potential conflict relating to IP.

6.2.2 **Responsibilities of MDUR**

- a) To manage IPR, including cost of patent / copyright, etc, assigning it for

Intellectual Property Rights Policy

M. D. University, Rohtak

economic use or licensing it similarly on terms to be finalized jointly by IPR Cell, creator(s) and financing agency, if any, for the research project which lead to such an invention/creation, in situation referred to in 4.4.1, when inventor/creator has withdrawn the right of management of intellectual property from the specialist agency of IPR Cell due to their non-performance.

- b) Provided that income from any such assignment/licensing for economic use will necessarily be receivable by the University in totality and distribution of inventor's/creator's and financing agency's share will be the exclusive responsibility of the University.

7. Procedure for obtaining IPR through MDUR

Any creator(s) desirous of filing an IPR application in connection with an innovative work done by them shall follow the procedure outlined below:

1. The creator(s) shall submit a detailed proposal along with Invention Disclosure form (Annexure II) and Confidentiality Agreement form (Annexure III) to the Director, IPR Cell, outlining their request to file an IPR application. The creator(s) may suggest names of outside experts who are qualified to evaluate the creative work and who may be invited by the Vice Chancellor to be a part of the UIPRTC.
2. The application will be processed by the office of Director, IPR Cell, as per the Intellectual Property Rights Policy of the MDUR. The IPR Cell shall have the right to consult on a confidential basis with appropriate experts in the field of IPR in question in order to assist in the assessment of innovation and its commercial potential in India and abroad.
3. The creator(s) shall give a presentation and ensuing discussions thereof, about their submitted proposal before UIPRTC. UIPRTC will assess the proposal and prepare its report on the basis of criteria laid down in Section 4.1, inclusive of addressing the issue of early publication, in case the proposal is accepted. The report shall be forwarded to Director, IPR Cell, for approval of Vice Chancellor, normally within 30 days.
4. On the recommendations of the UIPRTC, outside experts / Patent Agents may be employed by the MDUR (on terms & conditions to be approved by the Vice Chancellor) for handling the IPRs generated by the MDUR.
5. All forms of intellectual property generated during the course of research and development, such as Patents, Copyrights, Design registrations, Trademarks, etc. will essentially follow the same procedure as above.

7.1 Evaluation Decision

The UIPRTC of the MDUR will evaluate the disclosure made by the creator on the prescribed Invention Disclosure Form and determine whether there is a good prima facie case for believing that the intellectual property has economic value and it needs IPR protection. The MDUR shall communicate to the creator, normally within 30 days from the date of disclosure, its decision whether:

Intellectual Property Rights Policy

M. D. University, Rohtak

- i. MDUR decides to own the intellectual property.
- ii. MDUR is decides not to own the intellectual property.

7.1.1 Where the MDUR decides to own the IPR

- In this case, the MDUR will initiate all the steps to file the IPR under the relevant statues, bearing the costs of the same. In this process, MDUR may hire external agencies and the creator(s) shall furnish such additional information and execute such documents from time to time as may be reasonably requested for effective protection and maintenance of proprietary rights of the MDUR in the intellectual property.
- Specific provisions relating to IPR made in contracts governing the collaborative /sponsored activity shall determine the ownership of IP in case of sponsored or collaborative research. Usually where there has been external corporate, foundation, trust, Government or industrial funding of any project, the intellectual property generated from such a project shall be owned by the University, creator of intellectual property and the funding agency jointly, under a specific agreement with the University.

7.1.2 Where the MDUR decides not to own the IPR

- It shall merely record the fact of the creation of the intellectual property without prejudice to the rights of the creator and hold all information communicated in this regard by the creator, secret and confidential.
- The MDUR will have no liability to keep the information secret and confidential if the intellectual property subsequently either comes into public domain or is commercialised otherwise, by the creator(s).
- The MDUR will be entitled to a non-exclusive, non-transferable license to use the work within the MDUR for non-commercial educational and research purposes.
- The creator(s) will be free to file IPR independently and use it in consonance with Indian IPR laws.
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7.2 Authority of Contracts

All Commitments, Agreements, Memoranda of Understanding, etc. relating to technology transfer of MDUR-owned intellectual property will be granted in the name of the MDUR for and on behalf of the MDUR by the Registrar and Director, IPR Cell.

7.3 Filing of IPR applications in foreign countries

- Subject to the provisions of section 39 of the Patent Act, 1970 the MDUR shall, decide on the suitability of protection of the invention in foreign countries within six months of filing the Complete IP Application in India if no secrecy direction is received from Patent Office.
- If the MDUR opts not to undertake such protection in any specific country requested by the inventor(s) relating to the application where no secrecy has been imposed by the Patent Office, the MDUR shall assign rights of the IP in that country to the creator(s) for the purpose of such protection.

7.4 Maintenance of IP rights

- The University will pay the Patent Fees for the first seven years in all

Intellectual Property Rights Policy

M. D. University, Rohtak

cases where patent is taken by the University (Registrar of the University jointly with Creator).

- If it is a joint patent with a sponsoring agency, the patenting costs may be equally shared. If the patent has been commercially exploited within the first seven years, the University shall pay the Patent Fees for the remaining period of the life of the patent. If the patent has not been commercially exploited within the first seven years, the University and the creator(s) shall share the subsequent instalments of renewal fees on 50:50 basis.
- If the creator(s) does not show interest in such renewals, the University can either continue the patent by paying the fees for its full term or withdraw application for the patent protection at its discretion.

8. Technology Transfer

- MDUR (on recommendation of UIPRTC) shall take all decisions for Technology Transfer, regarding any IP generated within MDUR, in accordance with relevant IPR laws.
- The MDUR shall strive to market the IP and identify potential licensee(s) for the IP to which it has ownership. The creator(s) are expected to assist in this process.
- MDUR shall explore the possibility of commercial exploitation of IP and also see the possibility to extend the benefits of IP for social upliftment.
- The IPR cell may also organize specific industry interactions for helping the inventors in showcasing their IPs and may contract the IP to Technology Management Agencies (Government / Private), which manage the commercialization of the IP.
- While showcasing their IP, the creator(s) and IPR cell shall answer the following questions before initializing market evaluation, licensing and technology transfer:
 - a) Does the technology offer a cheaper and / or a better way of accomplishing something?
 - b) Are there competing technologies available and if so how much better is the invention?
 - c) Does the invention provide a technological answer to an existing problem?
 - d) Does it have the potential for creating a new market?
 - e) How much investment, in both time and money, will be required to bring the invention to the market place?
 - f) Will the inventors continue to work on the invention?
 - g) What will be the potential pay-off for a company that makes an investment in the development of the invention?
- The MDUR may contract the IP to Technology Management Agencies (Government/NGO/Private), regarding the social and/or commercial exploitation of the IP.
- Licenses may be awarded on an exclusive or non-exclusive basis and may provide for payment of license fees, milestones, royalties or other income to the owner(s) of the intellectual property. In case of IP arising out of sponsored research, following guidelines will be followed for licensing:

Intellectual Property Rights Policy

M. D. University, Rohtak

- a) When the creator(s) generates an IP at MDUR, the sponsor will get an option to license the resulting IP on terms to be negotiated on a case-by-case basis. The sponsor has to either accept or refuse its 'first-refusal option' within 90 days of the date of the offer of the option by the University to the sponsor. If the University find that the sponsor has not taken steps to commercialize the property within one year of acceptance of the option, the University will be free to revoke the license. Confidentiality agreements will continue to apply in that event.
 - b) If the sponsor refuses to exercise his or her first-refusal licensing option, the University will proceed to commercialize the IP in such manner as it deems fit.
 - c) The University may, at its own discretion, contract with sponsors to allow the specific rights, whether exclusive or non-exclusive, in the IP whose creation they sponsor, if in the University's opinion the granting of such rights will facilitate the commercialization of the IP.
- If the MDUR is not able to commercialise the IP in a reasonable time frame, then it may reassign the rights of the IP to the creator(s) of the IP. Alternatively, if the MDUR has not been able to commercialise the creative work in a reasonable time frame, the creator(s) may approach the Director, IPR Cell for the assignment of rights of the invention(s) to them.
 - In case of IP involving more than one creator, a coordinator from among the creators shall be identified by the creators, for IP protection purposes. At this stage all members of the group of creators shall sign a revenue sharing agreement for the IP, as and when they accrue. This revenue sharing agreement may be modified at any time on mutual consent among the creators and intimated to the Director, IPR Cell. Any conflict with regard to revenue sharing among the creators will be resolved by the MDUR and the same will be binding on all the creators of the IP.

9. Revenue sharing

The revenue generated from the Intellectual Property shall be distributed as follows:

- a) When the individual researcher or a team of researchers is the Creator and has used substantial MDUR resources, the Revenue shall be shared amongst the creator(s), the MDUR and Support Staff (as recommended by the principal creator) as 50%, 40% and 10% respectively.
- b) When the creation is the result of funded research, the income from economic use to be received from the Institution funding the research will be on revenue sharing basis at the level determined in the agreement assigning economic use of intellectual property to that institution when it is the economic user. Thus, for example, an outside funding agency may stipulate (while awarding a research project) that all income generated from the IPRs (emanating out of the research project) shall be shared on a 1:1 basis, between the outside funding agency and MDUR. In such cases, the MDUR share shall be shared between the team of researchers, the MDUR and support staff (as recommended by the principal researcher) as 50%, 40% and 10% respectively.
- c) When a Company, Industry or Commercial Undertaking other than Funding Institution is the economic user, the income receivable from the economic

Intellectual Property Rights Policy

M. D. University, Rohtak

user will be as provided in the licensing agreement with that Company, Industry or Commercial Undertaking. The MDUR will distribute the income it so derives to itself, researcher/team of researchers and support staff as in the preceding para.

- d) The shares as mentioned above shall be determined after deducting the direct expenses if any from the total income received by the MDUR.
- e) The creator(s) share would be declared annually and disbursement will be made to the creator(s) or their legal heir, whether or not the creators are associated with the MDUR at the time of disbursement.
- f) Co-creators that is research team members of IP shall sign at the time of disclosure a Distribution of IP earnings agreement, which shall specify the percentage distribution of earnings from IP to each co-inventor. The co-owners of intellectual property may at any time by mutual consent revise the distribution of IP Earnings.

10. Consulting Agreements

Since consultancy comes to academic staff through MDUR channels and is administered centrally, any intellectual property arising from consultancy should be assigned to the MDUR in the interests of transparency and fair negotiation with consulting firms. The MDUR will offer a first refusal option on the licensing of such intellectual property rights to the consulting firm, as with sponsored research as laid out in earlier section. However, in recognition of the fact that a percentage of the consultant's fee is paid to the MDUR, the royalty arising from commercialisation of intellectual property generated through consultancy will be distributed following the procedure as mentioned in preceding paras in these Guidelines. The creators who are engaged in consulting work or business should not be in conflict with MDUR policy or with the MDUR's prior contractual commitments. Such creators should make their MDUR obligations known to outside parties before they make such agreements and should provide such parties with copies of all applicable MDUR policies.

11. Dispute Resolution

Any disputed issue related to the intellectual property or the interpretation of these Ordinances, shall be decided as follows:

Any disputed issue that cannot be resolved with the assistance of the IPR&TTC shall be referred to a tribunal of Arbitration at the instance of the MDUR or at the request of the inventor or funding agency. The decision of this tribunal of Arbitration shall be final between the parties for any disputed issue related to intellectual property, revenue sharing or the interpretation of this policy.

The tribunal shall consist of one member appointed by the Vice Chancellor, one member nominated by the other party(s) and the Legal Advisor of the MDUR.

The process of resolving the dispute shall be completed expeditiously and except in unusual circumstances within two months.

The tribunal of Arbitration shall have power to regulate its own procedure in consonance with principles of natural justice.

12. Research funding to MDUR

In addition to budgetary support from the Government of Haryana, MDUR receives research funding from other public and private sector agencies as well as externally aided projects. In all such cases, IPR will be shared on mutually agreed

Intellectual Property Rights Policy

M. D. University, Rohtak

terms. In the collaborative projects where more than one partner is involved, multilateral agreement / memorandum of understanding (MOU) will be signed and implemented together with a joint intellectual property management plan (JIPMP).

13. Miscellaneous

13.1 Handling of thesis, term papers and research submitted by students

It is a requirement in academia that the supervising teacher and the student must own the copyright of the thesis, which the student submits for the partial fulfilment of the requirements for an academic degree. However, the supervising teacher and the student will grant a non-exclusive, non-transferable royalty free license to the MDUR to use, in the course of non-commercial academic activity, the records and data generated in the course of the student's research.

Furthermore, it is possible that the research that the student carries out as part of the program of study may result in the generation of intellectual property other than the text of the thesis. Supervisors should advise the students during the course of their work that certain kinds of research may lead to the generation of intellectual property which will require protection of its commercial value through confidentiality, for which the student will have to forgo publication during the period of sealing of a patent. Care should be taken at all stages to see that no conflict of interest arises between the student's academic activities and the generation of intellectual property.

This additional intellectual property will be assigned to the MDUR if :

- such property has been generated using MDUR-supported resources and is commercialise-able within the scope of this document. The MDUR will then have the rights in this intellectual property assigned to it while the copyright of the thesis in which this intellectual property is described or outlined will remain with the teacher and the student. The supervising teacher and the student will undertake to maintain confidentiality while the MDUR will restrict access to the thesis for a limited period.
- the student is employed to assist in execution of a sponsored project or program. The intellectual property rights in their contribution to that project will be governed by the terms of the contract between the student, the MDUR and the sponsoring body of the project.
- the intellectual property has been generated as a work-for-hire. In all such cases the student and/or his/her supervising teacher will retain the moral right to be identified as the creator of the intellectual property.

In the case of any intellectual property generated in the course of a student's program of study, it is the duty of the students and the supervising teacher to make sure that the publication/submission of such work does not violate any confidentiality agreement.

Where the thesis of a student contains details of commercialise-able intellectual property, the MDUR, the supervising teacher and the student must agree to keep the thesis, in part or whole, and all relevant documents,

Intellectual Property Rights Policy

M. D. University, Rohtak

confidential until the process of securing statutory protection for the intellectual property is complete. It should be noted that the submission of the thesis for examination does not violate confidentiality because the thesis remains confidential until the examination process is over.

It is to be noted that retention of the hard copy by the MDUR library is essential for meeting the requirements for a degree, and the supervising teacher and the student must agree to allow the abstract of the thesis to be made available electronically, the supervising teacher and the student will have the option to refuse releasing of the full electronic text of the thesis on any network. On the MDUR's part, the library has a duty to ensure that the use of the texts of thesis held by it is consonant with laws governing copyright and fair use, as well as sound academic practice.

13.2 Amendments

The MDUR reserves the right to amend these Ordinances at any time as required. The Executive Council upon recommendation by the Intellectual Property Cell may amend these Ordinances.

13.3 Waivers

The MDUR may grant a waiver from the provisions of these Ordinances on a case-by-case basis. All waivers must be in writing, supported by reasons and signed by the Vice-Chancellor. Any decision to grant a waiver will take into account the best interest of the MDUR and the facts of the particular situation. Every waiver and reasons for it shall be reported to the Executive Council in its next meeting.

13.4 Educational Materials

Educational Materials represent a broad spectrum of copyright works. These materials encompass traditional educational materials such as material for lessons and course material as well as other methods of course delivery such as Internet based learning. The desire of the MDUR is to encourage the development of creative and effective educational tools and media in order to further the MDUR educational goals. Educational materials produced in the normal course will generally be owned by the creator of the educational material. Certain circumstances, may however, give rise to claim of joint ownership by the MDUR. Because all possible circumstances cannot be envisioned by this Ordinance, each particular situation will have to be evaluated on its own facts to determine ownership interests.

13.5 Moral Rights

The MDUR recognizes the moral rights of the creators of intellectual property and shall endeavour to protect these rights. These include the right of fair attribution of authorship or invention, the need for the work not to be altered in such a way that it harms the reputation of the creator and an opportunity for the creator to be involved in determining the final outcome of his/her labour.

**Intellectual Property Rights Policy
M. D. University, Rohtak**

Annexure I

IPR Agreement Form

**INTELLECTUAL PROPERTY AGREEMENT WITH ALL ACADEMIC
STAFF OF MDUR**

1. Name (CAPITAL LETTERS)

2. I submit that by virtue of:

My employment at MDUR and /or

My participation in research at MDUR

Opportunities provided or to be provided by MDUR which result in significant use of MDUR funds and facilities, and/or

Opportunities to have a share in royalties and other inventor(s)/author(s) as per Intellectual Property Guidance.

I, hereby agree that:

I shall promptly disclose and assign to MDUR any right to all inventions, copyrightable materials, computer software, semiconductor mask patterns, tangible research property and trade marks (Intellectual Property) conceived, invented, authored or validated to practice by me, solely or jointly with others which:

(i) are outcome of sponsored research or any other agreement to which I have direct or indirect participation or

(ii) are outcome of substantial utilization of MDUR resources or

(iii) is an outcome of "work-for-hire" as per IPR guidelines.

I shall cooperate with MDUR to obtain, protect or exploit the intellectual property through legal protection such as patent, copyright etc.

I shall make available all documentation of MDUR intellectual property.

I shall surrender to MDUR the documents related to intellectual property if I leave MDUR for any reason or at any other time asked for such documents.

The agreement will survive the termination of my employment or other association with MDUR

(Name, signature and designation of the (Creator) academic staff of MDUR)

(Name, signature and designation of the HOD /Centre)

(Name and signature of the Director, IPR Cell, MDUR)

(Name and signature of the Registrar, MDUR)

Intellectual Property Rights Policy
M. D. University, Rohtak

Annexure II

Disclosure Guidelines

When the creators believe that they have generated patent-able or commercialisable intellectual property using MDUR-supported resources, they shall report it promptly in writing along with relevant documents, data and information, to the IPR Cell, MDUR, through the appropriate authority using the Invention Disclosure Form of the MDUR. Disclosure is a critical part of the IP protection process for claiming the inventor-ship. The information shall constitute a full and complete disclosure of the nature, particulars and other details of the intellectual property, identification of all persons who constitute the creator(s) of the property, and a statement of whether the creator believes he or she owns the right to the intellectual property disclosed, or not, with reasons. Where there are different creators of components that make up a system, the individual creators and their contributions must be identified and treated separately. In case of the sponsored and/or collaborative work the provisions of the contract pertaining to disclosure of the creative work is applied. By disclosure the inventor(s) shall assign the rights of the disclosed invention to the MDUR.

Statement by creators

The creators of intellectual property under the terms of this policy shall be required to determine and to state that to the best of their knowledge the intellectual property does not infringe on any existing copyright or other intellectual property or other legal rights of third parties.

If any part of the work is not the original work or creation of the creators, the creators must show that the necessary permission for use has been obtained from the owner, or state their reasons for believing that such permission is not necessary as the use constitutes fair use. They will further certify that the work contains no libellous material nor material that invades the privacy of others.

In case a third party alleges infringement of their rights by a creator and the IPR Cell, MDUR finds prima-facie that the creator may have made false claims, the MDUR will take immediate steps to dissociate itself from the said intellectual property.

All agreements with creators should indemnify the MDUR against all damages arising out of such litigation.

Disclosure Form

MDUR INVENTION/TECHNOLOGY DEVELOPMENT DISCLOSURE

1. Title of the project / Invention
2. Inventor(s) / collaborator(s) filling the patent
Name, Designation, Deptt./ Centre, Office Address, Office Phone, E-mail
3. Principal Investigator
4. Sponsor(s) / Source of funding of the project / consultancy - with or without prior contractual agreement
5. Is the work bound by any agreement / contract / MOU?
6. Is the patent (to be filed) for a process or product?
7. General area of the patent

Intellectual Property Rights Policy
M. D. University, Rohtak

Annexure II(Contd.)

8. Description of the invention (not more than 100 words) a. The problem for which solution was researched b. The invention namely the solution to the problem
9. Origin of the idea / invention: by whom and when?
10. Any help received from others in conception of the idea?
11. Date of start of the project
12. Give literature search details
 - a. Journals and other publications
 - b. Patent databases
13. Has the work been displayed anywhere, if yes, when?
14. First record of initial Idea / invention (Oral/written/conceptualisation)
15. Has the work been reported / published / presented oral or poster anywhere (if yes, give full description)?
16. Has any related patents been filed by the inventor?
17. Information available in the published literature (prior art) about the problem tackled
18. Unique features about the work done with respect to prior art
 - a. Is the work a mere extension of common known knowledge?
 - b. Has the work filled a major gap in prior art? If yes, a brief description of this gap.
 - c. Any environmental issues?
 - d. What aspect of the invention needs protection
19. Has the work been systematically and chronologically documented?
20. Commercial aspects of the invention/ technology developed
21. Any costing of the product / process / invention been done?
22. Any industries / companies interested in licensing the work
23. Is the work
 - a. Completed and results validated?
 - b. At a basic conceptualisation stage?

I agree to assign to MDUR my rights in the invention

	Dated		Inventor's Signature
	Dated		Inventor's Signature

Invention disclosed and evaluated by _____ *Signature
Dated _____

Enclosure (signed) – Preliminary details of disclosure * PI, if PI is not an inventor.

(Name, signature and designation of the (innovator) academic staff of MDUR)
(Name and signature of the Director, IPR Cell, MDUR)
(Name and signature of the Registrar, MDUR)

Intellectual Property Rights Policy
M. D. University, Rohtak

Annexure III

Confidentiality Guidelines

All MDUR personnel and non-MDUR personnel associated with any activity of the MDUR shall treat all IP related information which has been disclosed to the IPR&TTC and/or whose rights are assigned to the MDUR, or whose rights rest with the MDUR personnel, as confidential. Such confidentiality shall be maintained till such date as is demanded by the relevant contract, if any, between the concerned parties unless such knowledge is in the public domain or is generally available to the public. Having filled the Disclosure Form, the creator shall maintain confidentiality i.e. refrain from disclosing the details, unless authorized otherwise in writing by the MDUR, until the MDUR has assessed the possibility of commercialisation of the intellectual property.

Subject to the right of academic freedom the MDUR staff shall not directly, except in the proper course of their duties, either during or after a period of their appointment, disclose to any third party or use for their own purposes or benefit or the purposes of any third party, any confidential information about the business of the MDUR unless that information is public knowledge or he/she is required by law to disclose it.

The following guidelines should be followed when dealing with confidential information in the context of third parties such as commercial organizations:

The amount of information given to prospective licensees before the signing of any confidentiality or secrecy agreement should in no case exceed or fall outside that which is set out in the Technology Profile Form for any particular intellectual property.

When a third party is interested in commercialising an item of intellectual property on offer after inspecting the relevant Technology Profile, they may apply on the prescribed form and with the deposition of the required fee for transfer of the technology. They will be required to demonstrate their capacity to commercialise the technology to the MDUR's satisfaction. The MDUR will then require the third party to sign contractual confidentiality or secrecy agreements undertaking to maintain the confidentiality of all information disclosed, before any further disclosure is made. The format of the Bilateral Secrecy Agreement, should be followed.

Third parties must obtain express authorization writing from the MDUR to commercialise/exploit the intellectual property. Confidentiality agreements will continue in force even if the commercialisation process is aborted at any stage. However, it is recommended that no disclosure should be made if there is any doubt as to the outcome of the commercialisation process.

If running royalties are to accrue to the MDUR and the creator, the licensees must be bound by their contract to take adequate measures to protect that matter from becoming known to others through the licensee's practice, and thereby made available to others whose activities may adversely affect royalty returns.

Access to areas where MDUR-owned intellectual property including confidential information is made available, seen or used, and to confidential documents, records, etc. is to be limited only to those who are creators or are bound by confidentiality agreements.

Creators and/ or MDUR personnel must take care not to disclose confidential details of MDUR-owned intellectual property in their publications, speeches, or other communications.

Intellectual Property Rights Policy
M. D. University, Rohtak

Annexure III(Contd.)

IPR Transfership Form

CONFIDENTIALITY AGREEMENT

The agreement is entered on (---/---/----) (dd/mm/year)

- (a) MDUR and
 - (b) Organisation
- to the following effect.

- Whereas MDUR has certain technical information related to the area of _____ (herein after referred as Confidential Document) and

- Whereas (Organisation) is interested in examining the Confidential Document.

- Now, therefore, the parties MDUR and (Organisation) agree to the following:

(a) MDUR shall disclose to (Organisation) confidential document containing details generally adequate for (Organisation) to evaluate the document for the purpose of further negotiation on the possibility of entering a formal agreement and, if necessary, acquiring rights to use the confidential information irrespective of its status on patentability or other intellectual property rights.

(b)(Organisation) agrees to accept the disclosure of the Confidential Document and ensure secrecy and confidentiality of the above the same way as the organisation's own confidential documents are treated. The content of the document will be disclosed only to the relevant person with an obligation not to transfer the information to others.

(c) It is further implied that (Organisation) will not exploit the confidential document unless formal terms and agreement are agreed upon to acquire such rights.

(d) The obligations outlined above will not be applicable for those parts where
(i) the contents are known to be in public domain or available prior to the date of disclosure.

(ii) the contents are demonstrated to be in possession of (Organisation) or its subsidiaries from other sources prior to the disclosure.

(iii) The content appears in the public domain by publication or otherwise.

(e) The obligation of confidentiality on the part of (Organisation) will be in force for (mention period) unless the period is extended subsequently.

(f) It is also implied that the disclosure does not grant the right to exploit the content or to use the patent or other intellectual property right.

(Name, signature and designation of the (innovator) academic staff of MDUR)

(Name, signature and designation of the authorised person of the Organisation)

(Name and signature of the Director, IPR Cell, MDUR)

(Name and signature of the Registrar, MDUR)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

RULES FOR CONSULTANCY SERVICES OF THE UNIVERSITY

PREAMBLE

Maharshi Dayanand University, Rohtak (hereinafter referred to as “MDUR”) is dedicated to excellence in teaching and research in consonance with the contemporary and future needs of India. In addition to offering various teaching and research Programs, MDUR actively encourages its faculty members and other academic staff members to undertake consultancy projects with industry and other comparable institutions of higher learning in order to create new knowledge and widening the research profile of its faculty and staff members. This policy document, compress the processes to support these efforts.

CONSULTANCY RULES AND NORMS

1. SCOPE OF CONSULTANCY SERVICES OFFERED

- 1.1. Consultancy Services may be offered to industries, service sectors, government departments and other national & international agencies in areas of expertise available in MDUR.
- 1.2. The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the standard terms and conditions (**Annexure 1**).
- 1.3. Consultancy services offered may cover a variety of activities including expert advice, use of animal house facilities, instrumental analysis, computing facilities, *in vitro* and *in vivo* biological assays, tissue culture techniques, geo-informatics based consultancy, personal and professional counseling, sample testing etc.
- 1.4. All Consultancy works job need to be structured and executed in the spirit of promoting MDUR–Industry Interactions, as a vehicle for augmenting current levels of excellence in teaching and research and in the process of generating funds.

2. CONSULTANCY PROJECTS CATEGORIES

- 2.1. Each project shall be undertaken either under:

- (a) Standard Terms and Conditions, or
- (b) Specific Agreement or Memorandum of Understanding (MoU) describing the details of Contract and requires legal and expert clearance

In the former case, the work is taken up in good faith between the Principal Investigator (as defined in item 3) and the client, the obligations and responsibilities of both parties being limited by the standard terms and conditions. A copy of the Standard Terms and Conditions is attached as **Annexure 1**.

The latter case refers to projects that usually involve non-disclosure agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MoU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes resolution, liability, Intellectual Property Rights (IPR) matters, arbitration, and other applicable laws. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

2.2 Consultancy and related services offered will be categorized mainly as under:

- (a) Category 1: Individual Consultancy: Consultancy that solely based on the expertise of the Principal Investigator (as defined in item 3) and does not involve significant use of any institutional facilities.
- (b) Category 2: Departmental Consultancy: Consultancy that requires departmental and/or inter departmental expertise and involves the use of University infrastructure / facilities such as equipment, instrument, laboratory staff, etc.

NB: The consultancy and related services should not normally interfere with the regular teaching and research in the University.

3. ELIGIBILITY FOR UNDERTAKING CONSULTANCY

Consultancy and related assignments can be taken up by full-time faculty member(s) of Department(s), Institute(s), and Centre(s) of MDUR.

4. GENERAL CONSULTANCY RULES

- 4.1 Director, Consultancy will co-ordinate and guide the consultation activities of the University and to take suitable administrative action to regulate and monitor such activities as per rules framed by the University in this regard.

He/She may exercise such authority as may be vested in him/her by the Vice-Chancellor.

- 4.2 All consultancy assignments by faculty members should be undertaken with prior permission of Director Consultancy with a copy to the concerned Head of the Department / Director of the Institute/centre for information.
- 4.3 A faculty member may be allowed to spend normally a maximum of 20 days (This period will be treated as Duty Leave) in a year for consultancy. In special cases of consultancy beyond 20 days, Vice-Chancellor's permission may be sought.
- 4.4 The remuneration for consultancy should be received by a Cheque/Demand Draft/Online Transfer in favour of Finance Officer of the University. **Individual Faculty members/Department should not receive consultancy amount directly.**
- 4.5 GST and other taxes as applicable should be paid by the client and PI should include the same in the total cost of consultancy project. Consultancy work Performa invoice available as **Annexure 2** can be used.
- 4.6 Permissible Daily Allowance (D.A) / Travelling Allowance (T.A) are to be paid according to University rules or as per agreement with the client and PI, and it should not be included in the consultancy fees.
- 4.7 Before accepting the consultancy job, the faculty member shall obtain the approval as mentioned in 4.1 and the format (**Annexure 3**) for Approval for Consultancy Works can be used.

5. DISTRIBUTION OF CONSULTANCY FEES

- 5.1. The consultancy fee shall be distributed as under:

Consultancy Categories	PI and team members	University
Category 1 Individual Consultancy	80%	20%
Category 2 Institutional / Departmental Consultancy	40%	60%

The above breakup of the consultancy charges is for the internal administrative use of the University only and may not be revealed to the client for whom a lump sum figure of total consultancy charges may be quoted.

6. CERTIFICATION

MDUR (through its PI) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the reported results.

7. SUBMISSION OF FINAL REPORT

After the completion of consultancy project, the Principal Investigator should submit the Final Report as per **Annexure 5**.

NOTE:

For all matters not covered in this document, as a general principle, Director, Consultancy may be approached for consideration on case to case basis.

STANDARD TERMS AND CONDITIONS FOR CONSULTANCY SERVICES

1. DECLARATION: All works undertaken by MDUR as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.

2. CONFIDENTIALITY: Due care will be taken by MDUR to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the Client.

3. REPORTS: Any test or other consultancy report given by MDUR will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from MDUR. The MDUR reserves the right to retain one copy of the report and use the results of the project for its internal teaching and joint research and publication purposes.

4. WORK PERFORMANCE: Every effort will be made to complete the specified work according to the planned time schedule. However, MDUR will not be held responsible for delays caused beyond its reasonable control.

5. CONFLICT OF INTEREST: MDUR may take up work for other Clients also in the same area, provided, to the best of the institute's knowledge, there is no conflict of interest in undertaking such projects.

6. PAYMENT: Unless specified otherwise, 20 % payment of consultation charges to MDUR is to be made in advance before the start of the project through Cheque/Demand Draft (DD)/Online Transfer in favour of Finance Officer, Maharshi Dayanand University, Rohtak. The charges will also include any applicable tax and other levies, if any, as prescribed by the State / Central Governments from time to

time. Rest of the 80 % amount shall be payable after completion of the work within a week time before finalization of the report.

7. TERMINATION: The Consultancy Project may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.

8. LIABILITY: MDUR shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (force majeure). The liability, if any, at all of MDUR shall be limited to the funds received for the Consultancy Project.

9. INTELLECTUAL PROPERTY RIGHTS: All rights pertaining to any intellectual property generated / created / invented in due course of the project, will be the joint property of MDUR and the Client. Terms and conditions regarding transferring / assigning / selling these rights to the Client shall be governed by a separate written and agreed to document if required.

10. RESOLUTION OF DISPUTES: Any disputes arising out of the Consultancy Project shall be amicably settled by MDUR the Client. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act 1996 and the legal constraints are subject to Rohtak Jurisdiction only.

PRINCIPAL INVESTIGATOR

CLIENT

Place:

Date:

ANNEXURE 2

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA INVOICE FOR CONSULTANCY SERVICES

Invoice From	Maharshi Dayanand University Rohtak-124001, Haryana		Proforma Invoice No.	
			Date	
			GST Reg. No.	
			PAN/TAN No.	
Type of consultancy : Individual / Departmental				
Invoice To	Name of the Client			
	Full postal address			
Particulars				Amount (Rs.)
Sub Total				
GST				
Any other charges / levies				
Net Amount				
Total				

Amount Chargeable (in words): Rupees only.

- Mode of payment (Kindly tick) Demand Draft Electronic Transfer
- For Demand Draft, No. dated in favour of "Finance Officer, 1. Maharshi Dayanand University" payable at Rohtak drawn at Bank
 - 2. For Electronic Transfer, UTR No. dated fromBank
TDS and/or other taxes
 - 3. as applicable

For Maharshi Dayanand University, Rohtak

(Director Consultancy)

(Principal Investigator)

ANNEXURE 3**MAHARSHI DAYANAND UNIVERSITY, ROHTAK****APPROVAL OF CONSULTANCY PROPOSAL***(For internal use only)*

Date:

1.	Name of the Principal Investigator (PI) and department	:															
2.	Type of consultancy	:	Individual / Departmental														
3.	Laboratory & Department(s) / Centre undertaking the work	:															
4.	Name of the client Organization	:															
5.	Date of commencement	:															
6.	Amount paid by the organization and Receipt No. & Date																
7.	Details of proposal	:															
	(i) Total consultancy fees to be collected from the organization		: Rs.														
	(ii) GST		: Rs.														
	(iii) Other applicable taxes and charges		: Rs.														
	(iv) Expected Total expenditures (Materials and consumables to be used)		: Rs.														
	(v) Balance amount (7i – 7 iv)		: Rs.														
8.	Revenue sharing of consultancy fees		<table border="1"> <thead> <tr> <th colspan="2">Amount in Rs.</th> </tr> </thead> <tbody> <tr> <td>University Share</td> <td></td> </tr> <tr> <td>PI Share</td> <td></td> </tr> <tr> <td>Others if any</td> <td></td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </tbody> </table>	Amount in Rs.		University Share		PI Share		Others if any		1		2		Total	
Amount in Rs.																	
University Share																	
PI Share																	
Others if any																	
1																	
2																	
Total																	

- Encl:**
1. Copy of signed terms and conditions (**Annexure 1**)
 2. Copy of consultancy offer letter from organization (**Annexure 4**)
 3. Details of the expenditures for materials to be used
 4. The statement on the amount to be distributed among the staff members (both teaching and non-teaching if applicable)

PRINCIPAL INVESTIGATOR**DIRECTOR CONSULTANCY**

(To be Typed on the Organization Letter Pad)
LETTER FOR CONSULTANCY WORKS

Date:

Project Title :

Name and Address of the Organization :

Name of the Representative :

Designation :

Telephone: Fax:

Email :

Name of the Principal Investigator :

Designation :

Department :

Telephone: Fax:

Email :

Project Cost :

GST and other taxes as applicable : :

Total Project Cost :

Duration of the Proposed Work :

Date of Commencement :

Date of Completion :

Scope of the Proposed Work :

Any other relevant details:

DECLARATION:

WE AGREE TO THE ABOVE PROPOSAL AND ALSO THE STANDARD TERMS & CONDITIONS OF MAHARSHI DAYANAND UNIVERSITY, ROHTAK.

Authorized Signatory of the Organization

Signature:

Name:

Designation:

Date:

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

FORMAT OF FINAL REPORT OF CONSULTANCY PROJECT

1	Name of Principal Investigator and department		
2	Type of consultancy project	Individual / Departmental	
3	Organization for which the consultancy work has been done		
4	Date of commencement		
5	Date of completion		
6	Total consultancy fees received		
7	Distribution of consultancy fees as per consultancy norms laid down by the University	Amount in Rs.	
		University Share	
		PI Share	
		Others if any	
		1	
	2		
	Total		

(Signature of Principal investigator)

Encl:

1. Copy of approval letter for consultancy services (**Annexure 3**)
2. Final technical report duly signed by both PI and the external organization to which consultancy services offered
3. Duly signed distribution of consultancy fees to different investigators if applicable