

## RESEARCH, CONSULTANCY, INNOVATION AND INCUBATION (RCII) FACILITATION AT BERHAMPUR UNIVERSITY (ODISHA)

Academic related Research, Consultancy, Innovation and Incubation (RCII) at Berhampur University is headed by a Director, who is a Professor/Associate Professor of the University. The Directorate is helped in its activity by an Associate Director from among the faculty members. It is housed in the CIC Building. All projects related to research, consultancy, innovation and incubation are finally vetted by the Directorate and forwarded to the funding or related agency through the Vice-Chancellor.

The major functions of the Directorate are:

- (i) Dissemination of various funding sources to all concerned.
- (ii) Endorsing RCII proposals for onward transmission.
- (iii) Ensuring quality of proposals, no duplicity, plagiarism etc.
- (iv) Maintaining a list of all RCII projects submitted, funded and being executed with progress reports and completion reports.
- (v) Keep an update with progress of the RCII projects and publications, thesis from the project work
- (vi) To facilitate in filing patents, facilitating incubations and innovations etc.
- (vii) To make ease of business/work by not insisting on any form, but rely only on plain paper application on any particular approval desired with accompanying/relevant documents attached
- (viii) To take care of IPR and arbitration issues on behalf of the University.

### 1. Research Projects

- (i) Research projects are carried out by the faculty members along with associated researchers and associated staff. The research projects are externally funded and faculty members are required to have at least one project at any time. The research projects shall aim to focus on basic, applied and shall preferably have a component for benefit of society. The projects shall be funded by any organization of Government or Industry in India or abroad. Networking and collaborative projects (National and International) are highly encouraged. A research proposal needs to be submitted by a faculty/scientist of the University who shall be the Principal Investigator (PI) of the project with necessary expertise and competence to conduct research. The faculty/scientist shall submit the project proposal as per the guidelines of the funding agency. A visiting/guest/retiring faculty may submit a proposal as Co-PI only along with a PI who is a regular employee of the University. Project staff as sanctioned by the funding agency shall be appointed based on qualification and experience as desired.

- (ii) The PI shall ensure proper recruitment, salaries to staff in time, purchase proper equipment and its utility with various quality check of data, maintaining a book of data generated, work progress, submission of utilization certificates, financial and intellectual integrity, proper behavior towards project staff and facilitation of work, maintain proper work ethics, academic and research environment and look after the welfare of project staff and their professional development.
- (iii) The research project proposal should be well thought of and with expertise available with the PI and facilities at the University. The project proposals need to solve a research question, disseminate ideas and data, augment research facilities in the university, fund research students and result in meaningful research publications in journals of repute. Since the university shall provide necessary research facilities and host the project, the PI shall make a provision for **University Overhead Charges (UOC) at the rate of 20% of the total project cost.** To carry out the project, the PI may appoint project related staff such as Research Scientist, Scientific Officer, Research Officer, Research Associate, Senior Project Fellow, Junior Project Fellow, Technical Assistant, Laboratory Assistant and similar such staff depending on the requirement and sanction by the funding agency. The project staff shall get their salary or fellowship etc. from the project funds as earmarked in budget head and perks as per the project funding agency guidelines. The university shall in no way be responsible later on for their job, salary etc as was provided during the project work, after the project gets completed.
- (iv) Researchers working in the project may register for PhD with the University as per prevailing rules. The project staff shall be recruited after a proper advertisement for positions and through a proper selection committee.
- (v) The total amount/grant of the Research project shall include, salaries of project staff, equipment costs, analytical costs, travel and living allowance, contingency, publication cost, other recurring and non-recurring costs and university overhead charges. After the project gets completed, the university shall allow others to utilize the project facilities. After the project is sanctioned and first installment of the funds are transmitted to the University bank account; a unique project identification grant number shall be provided to the PI and all expenses as per the various heads shall be charged to the project grant number with proper vouchers/bills/receipts. All expenses to be incurred shall be pre-audited. Utilization certificates shall be prepared before first week of May of every year and shall be submitted to the funding agency with signatures of the PI and others as required.

- (vi) The university overhead charges of the project shall be spent under Research Development Fund (RDF) which is to be spent towards various development activities of the University, Department Development Fund (DDF) to be spent by the Department towards various department development activities, Professional Development Fund (PDF) meant for the PI to be spent on his/her office requirements, attending conferences, buying books, computers, internet facility, office furniture, and other research related activity. PDF can be accumulated from various projects and needs to be spent before retirement of the faculty member. The break-up of the of the UOC shall be, RDF(50%), DDF (25%), PDF (20%) and incentive to concerned office staff managing the project (5%).
- (vii) PI will have the right to publish the research work carried out by him/her unless the funding agency has an agreement signed to the contrary before the project is awarded. In such cases the draft manuscript for publication shall be submitted to funding agency and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the funding agency has no objection for the publication. The authorship and acknowledgement shall be decided by the PI.
- (viii) The qualification, experience and salary of project staff shall be as per the approval of the funding agency. There shall be proper recruitment process with a proper selection committee in place.
- (ix) All project staff shall have leave as per the University staff in the category. University shall not be responsible for medical expenses and insurance of project staff. Housing in the campus, if available can be provided to project staff by payment of house rent and maintenance as per university rules.

## 2. Consultancy

- (i) The University with its faculty members from various expertise areas can act as consultants on intellectual level contribution or in science and technology related matters. A faculty member can spend a maximum 50 days in a year including all holidays not affecting teaching, research and other related work for consultancy engagement. Any faculty member who shall receive the consultancy work to the University shall be designated as Principal Consultant and the period of consultancy may vary from 3 months to 3 years duration. The university encourages research based consultancy, although other consultancy such as testing of materials and environmental, economic, managerial and related consultancy work can be carried out as well.

- (ii) The university consultancy overhead charges (UCOC) for any kind of consultancy work shall be 35% of the total contracted amount out of which the share of university development shall be 50%, and share of DDF, PDF and distribution among staff shall be 20%, 20% & and 10% respectively. In a year, honorarium of a faculty member through consultancy work shall not exceed their annual salary.
- (iii) The university faculty shall abstain from taking consultancy work in which he/she does not have core expertise. Taking a consultancy in the name of the University and outsourcing it elsewhere shall be considered as illegal. However, networking and collaborative consultancy work be undertaken after signing an MoU with clear cut division of work of each group member.
- (iv) Other research staff as and when required may work in consultancy projects and receive remuneration as per the approval from the funding agency. Consultancy work may result in publications if the MoU is spelt clearly on this aspect; but consultancy report cannot be submitted as dissertation/thesis leading to a degree in this university or elsewhere.

### 3. Innovation and Incubation

- (i) Science, technology, humanities, law, art and culture etc. based innovation and incubation are the essential components of 'Make in India' and 'Go Global' attitude of the nation. According to the Department of Science & Technology, Government of India, during the past three decades, incubations and startups have been the most prominent public policy tool used by the Government of India to promote S&T-driven entrepreneurship. These incubators act as intermediary agents designed to nurture startups with innovative ideas into marketable products by providing infrastructure and support services, and by providing linkages to the innovation system. Taking a cue from this and on the available platforms provided by MHRD such as Innovation Missions, Tinkering Labs, UGC's Innovation and Incubation Centers and the Government of Odisha's skill development programs, Berhampur University has started an Innovation and Incubation Centre.
- (ii) The innovation and incubation activity shall involve innovative project works by students and faculty together along with outside industrial and incubation partners. The University shall try to harness the potential available with the local and traditional knowledge.
- (iii) Faculty members shall be permitted to initiate academia-industry interaction by co-supervising student project work/dissertation/thesis with an active industrial partner, farmers, interested public and any other interested entrepreneur of common interest. The university shall be able to spare outside working hours for the faculty members for 50 days per year including all holidays. There shall be periodic workshops, meetings etc. and group activity with heterogeneous stake holders shall be encouraged.

- 170
- (iv) If the idea germinates into a product design, depending on the market economics, the University shall provide free space and 20% funds as a partnering institute. The faculty members shall be permitted to become Board members of Companies of repute. They may draw honorarium from the company by intimation to the University. 50% honorarium from Board membership shall be spent on academic activity for the University.
  - (v) The faculty members can earn up to their salary for one year as incubation partners. The university shall have a share of 40% income and the rights on the product along with the faculty and outside partner. Students can also be partners as per their contribution to the innovation and incubation.
  - (vi) A research and incubation café shall be developed in the campus to facilitate the program. Other aspects such as recruitment of staff, and other facilitation shall be as per the research projects.