



DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009

(Formerly Delhi College of Engineering)

BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

F.DTU/Council/BOM-AC/Notification/31/2018/517

Date : 09/9/24

NOTIFICATION

The Board of Management of the Delhi Technological University in its 51st meeting held on 5th July, 2024, vide agenda number 51.21 approved the Roles, Responsibilities and Administrative Structure of Corporate Relationship office at DTU as under:

ROLES, RESPONSIBILITIES AND ADMINISTRATIVE STRUCTURE OF CORPORATE RELATIONSHIP OFFICE AT DTU

1.1 Preamble

Collaboration between academia and industry is a fruitful way to foster innovation, growth, and progress. It can help bridge the gap between research and practice, and accelerate the delivery of valuable products to society. The corporate relationship office is a key platform that facilitates various forms of corporate engagement for the university's industry outreach. It helps in finding suitable collaborators and assists industry partners with different Corporate Social Responsibility (CSR) schemes and their implementation in the University. The office also supports University faculty to work with industry on translation projects. Additionally, the corporate office offers specialized administrative and managerial support for the operation of R&D partnerships with industry, covering research projects, centre of excellence, CSR schemes, Chair professorship, intellectual property management, technology transfer, corporate training/ skill development etc.

1.2 Vision

To create an ecosystem and interface with industry for mutual benefit.

1.3 Mission

- To foster opportunities for research partnership with industry for technology development and its commercial applications.
- To support University researchers in intellectual property management and transfer of technology.
- To provide administrative and managerial support for corporate social responsibility initiatives, Chair professorship, corporate training/skill development programs.

1.4 Modes of University-Industry Interaction.

The University encourages its faculty, scientists, technicians and students to engage with industry in all possible ways to derive mutual benefit. The major modes of interaction are listed below:

- (a) Professional consultancy by faculty to industries.
- (b) Industrial testing by faculty and technicians, either on-site or in the laboratory.
- (c) Joint research programs and field studies involving both faculty and industry people.
- (d) Faculty visits to industry for study, discussions or lectures.
- (e) Visits of industry executives and practicing engineers to the University for seeing research work and laboratories, engaging in discussions and delivering lectures on industrial practices, trends and experiences.
- (f) Memoranda of Understanding between the University and industries to bring the two sides emotionally and strategically closer.
- (g) Human resource development programmes conducted by the faculty for practising engineers, including workshops, conferences and symposia with joint participation of the faculty and the industry people.
- (i) Participation of industry experts in curriculum development.
- (j) Collaborative degree and certificate programs.
- (k) Undergraduate, postgraduate and doctoral projects/dissertation work in industries under joint guidance of the faculty and industry experts.
- (l) Practicing engineers enrolling in part-time M.Tech./Ph.D. program at DTU, Delhi.
- (m) Short-term industry assignment for faculty members.
- (n) Visiting faculty/professors from industries.
- (o) Professorial Chairs sponsored by industries at the University.
- (p) R&D Laboratories sponsored by industries at the University.
- (q) Scholarships and fellowships by industries at the University for the students.
- (p) Practical training of students in industries.

2. Definitions

2.1 University means Delhi Technological University, Delhi

2.2 Department means all the academic departments, academic centre, centre of excellence and academic service centre at the University.

2.3 Vice Chancellor means Vice Chancellor, Delhi Technological University, Delhi

2.4 Dean of Corporate Relationship (Dean, CR) means Dean responsible for the development of industry relations at Delhi Technological University

2.5 Associate Dean of Corporate Relationship (AD-CR) means Associate Dean to support the Dean in various activities of corporate relationship.

2.6 Project implies sponsored and consultancy research projects.

2.7 Corporate Professional Development Fund: means a fund generated by crediting a part of endowment fund to Chair Professor



2.8 **Sponsor** means the organization that offers a Project to the University and provides necessary financial support for the successful completion of the Project in time.

3. Administrative Structure

The administrative structure of corporate relationship office shall be as follows:



* *Position, Role and Responsibilities shall be shared between R&D and Corporate Relationship Office*

3.1 Responsibilities and authorization

Following administrative entities are constituted for the smooth working of the Corporate Relationship Office.

(a) Dean-Corporate Relationship (CR)

Responsibility: Office of corporate relationship is headed by Dean-CR, who supervises and coordinates the activities of Corporate Relationship office, **along with handling** any other work assigned by Vice Chancellor DTU

Authorization: Approval for submission of the Project to the Funding agency and subsequent modifications/revisions to the Proposal. Signing of the agreement (on behalf of the University) with the funding agency after obtaining approval from the competent authority (if needed). Approval for projects submission with the relaxation of Administrative Overheads (as per the written norms of the FUNDING AGENCY). Sanction approval up to Rs. 25 lakhs for Corporate Office activities. Expenditure Sanction exceeding 25 Lakhs requires approval from the Vice-Chancellor. Issuance of Norms, Circulars, notifications, memorandum, etc. related to Corporate Relationship Office.

(b) Associate Dean- CR

Responsibility: The Associate Head of the CR Office supervises and coordinates the activities of the CR Office. Additionally, he/she handles any other tasks assigned by the Vice Chancellor of DTU or the Dean-CR.

Authorization: Approval for operation of the Project and issuing notification. Execution of CSR schemes. Execution of Chair professorship scheme. Execution of Skill development/corporate training scheme. Execution of IPR and Technology Transfer. Issuance of Norms, Circulars, notifications, memorandum, etc. related to Corporate Relationship Office.

(c) Director / Chief Operating Officer (COO)

Responsibility: The Director/COO is in-charge and custodian of the Corporate Relationship Office. Additionally, he/she is responsible for the tasks assigned by the Vice Chancellor DTU/ Dean-CR/ Associate- Dean- CR

Authorization: Issuance of endorsement letters; Registration, extension, and closure of projects; Receipt of grants; Issuance of Utilization Certificates and Statement of Accounts for industry-funded projects, CSR funds, Chair position funds, skill development/ corporate training program, faculty no-dues, etc. Hosting visitors' delegations related to the Corporate Relationship office within the University and coordinating with faculty members. Communication with industries and coordinate outreach activities of the Corporate Relationship Office. Preparation of quarterly and annual reports, data analysis, organization, and representation in suitable formats. Dissemination of funding opportunities and replying to RTI queries. Issuance of Norms, Circulars, notifications, memorandum etc. related to Corporate Relationship Office.

(d) Assistant Director-1/ Executive Manager-1, (Industry Liaison & CSR Activities)

Responsibility: Preparing documents related to Industrial partnerships (MoU), To coordinate and communicate the corporate social responsibility (CSR) initiatives and activities of the University to Industry. To develop and implement CSR policies, programs and projects in the University. To monitor and report on the progress and outcomes of the CSR activities and their contribution to the University sustainability goals. To provide guidance and support to other departments and units on CSR-related matters and best practices. To make all the files related to industry liaison and CSR activities. Do correspondence related to Industrial Partnerships and CSR activities. To handle any other work assigned by Dean-CR/ Associate- Dean- CR/ Director/ COO, CR.

(e) Assistant Director-2/Executive Manager-2, (Chair professorship & Corporate Training)

Responsibility: To execute the Chair professorship policy of DTU. To ensure smooth operation of the Chair professorship, which includes managing budgets and administrative support to release payments related to Chair professorship. To liaison with industry for training needs, developing, and implementing training programs, and ensuring these programs deliver tangible results. To liaison with faculty for conducting training programs. To manage the training budget. To make all the files related to Chair professorship & corporate Training. Do correspondence related to Chair Professorship and Corporate Training. To handle any other work assigned by Dean-CR/ Associate-Dean- CR /Director/COO, CR.



(f) Assistant Director-3/ Executive Manager-3, (IPR & Technology Transfer)

Responsibility: To provide support and guidance to researchers, faculty and staff on intellectual property policies, procedures, and best practices. To facilitate faculty members /students/project staff/ supporting staff/visitors in all IPR application activities. To empanel the attorney for filing patent on behalf of DTU. To process all financial matters related to registration and maintenance of various IPRs; Having custody of all IPR related documents. To facilitate the transfer of research outcomes and intellectual property to external partners and stakeholders. To identify, evaluate, protect, market, and license the University's inventions and innovations. To make all the files related to IPR and Technology transfer. Do all the correspondence related to IPR & Technology Transfer. To handle any other work assigned by Dean-CR/ Associate- Dean- CR /Director/COO, CR.

(g) Multi-tasking staff (MTS)

Various tasks such as greeting visitors, sorting mails, distributing daks, filing documents, and maintaining the cleanliness of the office. To handle any other work assigned by Dean/Associate Dean/ Director/COO/ Assistant Director/Executive Manager.

4. Budget

The University will include adequate provisions in annual budget to meet expenses on salary and other recurring and non-recurring items.

5. Corporate Relationship Account

A separate account to receive the funding related to activities and routine functioning of Corporate Relationship office. The Account functionaries shall be the Dean of Corporate relationships, Associate Dean and Chief operating officer. The audit of the account as per Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, Government of India shall be the responsibility of Dean Corporate Relationship and Chief Operating Officer-Corporate Relationship.

6. Process work flow

Step-1 Awareness Phase Introduction between DTU and Corporate Partner

- ✓ Share topic(s) for collaboration such as Consultancy project, CSR, Chair Professorship, Technology Transfer, Corporate Training

Step-2 Interest Phase: Corporate Relationship Office shares the topic with all faculty

- ✓ Proposal(s) created by faculty and shared

Step-3 Evaluation Phase

- ✓ Feedback from Corporate on proposal(s)
- ✓ Proposal(s) revised & resubmitted.
- ✓ Proposal shortlisting and in-depth discussion.

Step-4 Award Phase

- ✓ Award of proposal(s)
- ✓ Work commences post-release of funding from the Corporate Partner



Step-5 Execution Phase

- ✓ Regular discussion during execution
- ✓ Joint review to monitor progress

6.2 Corporate Relationship online system

It is a Mini-ERP System that provides administrative support and enables project management for the operation of corporate relationship office activities undertaken by faculty and researchers of DTU.


(Prof. Madhusudan Singh)

Registrar

Date : 09/9/2024

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Copy to:

1. PA to V.C. for kind information of the Vice Chancellor
2. PA to Registrar
3. All Deans & HODs
4. Head, Computer Centre (with a request to upload on University Website)
5. Guard file

(Dr. Lokesh Garg)
Assistant Registrar (Council)