

AIR UNIVERSITY, ISLAMABAD
(Office of the Vice Chancellor)

See Distribution below

**AU POLICY FOR RESEARCH & DEVELOPMENT
AND CONSULTANCY SERVICES**

1. A meeting of the University Functional Committee was held on 01 March, 2011 to formulate the AU policy for research & development and consultancy services.
2. Approved version of the policy is forwarded herewith for information of all concerned and necessary action.


(Dr IJAZ A MALIK)
Air Commodore (Retd)
Vice Chancellor

No IBD/AU/101/Admin dated

04 April 2011

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POLICY FOR RESEARCH & DEVELOPMENT

Introduction

1. Air University, since its establishment under Ordinance No CVII of 2002 dated 29 October 2002, has always made positive efforts to promote research in all disciplines and is gradually building its research potentials including qualified faculty and staff and facilities as outlined in sections 4 (3) of University Ordinance. Besides teaching prescribed syllabus for its under graduate, graduate and post graduate level students as per approved curriculum, the University is mandated according to the dictates of an educational university of higher learning, to conduct research & development and provide consultancy services in each existing specialized field / engineering discipline. Following are the focal points:-

- (a) The University endeavours to become a leader and a centre of excellence in research and development, consultancy services and solution provider to Public and Private sector Industry including Armed Forces and Strategic Organizations.
- (b) Continuous growth of University, through a comprehensive policy for promoting and facilitating research as an essential element of overall activities.
- (c) This policy lists the modalities and areas of responsibilities to promote R&D aiming at making contributions towards faculty professional growth and funds generating activities. However, it does not deal with Students' Projects at BE, MS and PhD level which will remain as pure Departmental activity as per existing policies.

Aim

2. The aim of this policy is to set guidelines and provide incentives for promoting sustainable R&D activities and Consultation culture among its faculty and staff in addition to accomplishing their primary academic duties and responsibilities.

R&D Policy Committee

3. R &D Policy Committee of following composition is formed for the approval of projects and periodical progress review of projects in-hand:-

- (a) Vice Chancellor.
- (b) Senior Dean.
- (c) DG IAA
- (d) Consultant R&D.
- (e) Deans of Faculty.
- (f) Head of the Departments.
- (g) Representative Academia for R&D.

4. The committee in addition to annual meeting will meet periodically in each semester or earlier as required. During annual meeting complete picture of funding

requirement will be finalized as per University vision and requirement projected by faculty members. The required funding and projected influx of funds through research projects will be included in University annual budget.

5. The Representative Academia for R&D would also work as secretary of the committee.

R&D Executive Committee

6. R&D Executive Committee of following composition is formed for evaluating and recommending the suggested projects for approval:-

- (a) Senior Dean
- (b) Consultant R&D.
- (c) Heads of the Departments.
- (d) Representative Academia for R&D.
- (e) At least 02 Research co-coordinators.
- (f) Concerned Faculty member(s).

7. It will also monitor all on-going projects and will address any impediments including financing within available resources (if required), for all on-going projects approved by the R&D Policy Committee.

8. The committee will meet periodically at least twice each semester or earlier as required. A research coordinator would be nominated by Representative Academia for R&D to work as secretary of the committee for each specific meeting.

Directorate of R&D

9. Till the establishment of Directorate of R&D with necessary staff and required infrastructure as outlined in Section 15 of Air University Ordinance, VC would designate the Representative Academia for R&D on rotation basis for each calendar year. The designated person for the post would be chosen from a list of nominees consisting of one suitable senior Faculty Member from each Department. Also each Department would nominate one Faculty Member as R&D coordinator to form a permanent forum of members / staff. The Representative Academia for R&D (Acting Director) as well as coordinators would carry out the duties in Directorate in addition to accomplishing their primary academic duties and responsibilities.

10. The duties and responsibilities of the Representative Academia for R&D and the department coordinators are placed as appendix 'A' to this policy.

R&D Policy

11. The policy implicitly is oriented towards:-

- (a) Academic Research and Publishing the work.
- (b) Research Projects with industry.

- (c) Focused and gradual expansion of infra-structure.
- (d) Development of laboratories.
- (e) Provision of Design and Solutions to Industry.
- (f) Prototyping and Commercialization of Students/ Faculty Projects

12. The research work can be undertaken by a single faculty member or the team having members of any required specialty from available University resources.

Consultancy Services Policy

13. The consultancy Services include the following:-

- (a) Providing Engineering Solutions to Industry.
- (b) Designing and Prototyping Products for Industry.
- (c) Conducting Seminars / Workshops / Short Courses.
- (d) On-site Consultancy /Solution to a sponsoring agency.
- (e) Any other engineering services not defined above.

14. The consultancy services can be provided by a single faculty member or the team having members of any specialty from University or even external specialist may also become part of the team.

Review

15. This policy once approved will remain in effect for Two years from the date of issue or could be reviewed early if deemed necessary by R&D Policy Committee.

Modalities for R&D and Consultancy Services

16. R&D work and Consultancy Service will preferably be active throughout the calendar year that is, during the running semester and the summer breaks including evenings.

17. The following sub paragraphs set the detailed modality of work:-

(a) **Strategy.** The faculty members of all Departments are required to approach / liaise with Industry; both in country and abroad, Government Organizations (like HEC etc) and Strategic Organizations to seek research projects and consultancy work.

(b) **Approval.** All R&D projects and Consultancy Work initiated by faculty members and/or Industry would be formally undertaken after approval by the R&D Policy Committee. However, for fully sponsored / financed Projects, Head of Department can authorize the preliminary work on recommendation of Faculty Member(s) / Project Supervisor(s) with intimation to R&D Executive Committee. For the formal approval of project including financing, a schedule or special meeting of the Policy Committee would be held, during which the concerned supervisor would make a presentation on a specified standard pattern to the

committee for seeking approval. The pattern of the presentation would be provided by the Representative Academia for R&D.

(c) **Areas of R&D.** It is to be ensured that areas of R&D are relevant to the areas of specialty / expertise of the available faculty members desirous of conducting the research.

(d) **Seed Money/ Internal Funding.** For non-sponsored R&D projects like in-house design & development work for upgrading the university labs etc., the university would provide seed money from allocated fund in annual budget / R&D Funds as forecasted and approved in the budget. The concerned Department is required to raise funding demand for seed money / allocation of funds for general research activities as well as specific to planned / on-going projects, to the R&D executive committee for the immediate functioning of the work. R&D executive committee is authorized for approval of money within the approved / available funds.

(e) **Teaching Work Load.** The teaching work load of the faculty member participating in such projects should be ascertained by HoDs / Chairpersons, however, the recommended load is maximum of 6 credit hours or equivalent. To fill in the Faculty Academic shortfall so created, TVF be hired.

(f) **Infrastructure and Facilities.** The university would provide all available infrastructure and facilities for all the projects. When required, new equipment will be procured on urgent basis. Appropriate amount of funds be catered for, while making cost estimates for the projects. The guidelines for the required ratios in funds distribution are given in the subsequent paragraphs.

(g) **Hiring of Staff.** If required, the project supervisor may recommend hiring of staff on temporary basis to ensure timely completion of project. The concerned Department will hire the staff for the project as per existing policies of university.

(h) **Procurement Procedure.** Considering time constraints generally inherent in any project the expeditious procurement of stores would be essential. Therefore, the project supervisor would be the approving authority for the purchase of the equipment and stores required for the project while remaining within the funds allocated for the procurement head of the project. The procedure would be as deemed fit by the project supervisor however as a guideline, the university purchase procedures are to be adhered to and purchase of proprietary natured equipment should be avoided unless deemed necessary. Also the spot purchases be restricted to and relied upon only when the project's completion time period is going to be affected. The equipment so procured would eventually become the property of University. The equipment should therefore be brought-on-charge / put on inventory of relevant Department. The consumable stores are to be dispensed as required with proper documentary records.

(j) **Project Cost Effects.** The costing of each project is to be prepared by Project Supervisor in consultation with relevant Head of Department (HoD) and Representative Academia for R&D. The project cost would be approved by Executive committee. Any required negotiation with the sponsoring agency would be initially done by the relevant HoD and subsequently the assigned or interested

faculty and staff would also be involved in finalizing the details and cost effects of the project. The costing of project is based on the following:-

(i) **Payments to the University.** Since the university would be providing basic infra-structure and the facilities, the university would be paid funds by the sponsoring agency. A 40 % of total profit of the project would go to the university in R&D budget head for all projects.

(ii) **Remuneration to Faculty and Staff.** The faculty and staff involved in the project (R&D project team) would get 60% of total profit as remuneration for their work. For the non profit projects like in-house R&D or PAF Projects, 1.5% of project cost would be paid to R&D project team, as remuneration for their work.

(iii) **Purchase of Equipment and other Resources.** Whenever any extra equipment is required to be purchased, the cost of that equipment would be preferably met from the project cost.

(iv) **Salary of Temporary Staff.** The salaries of temporary staff to be hired for the project should be taken into account during project costing. The payment scales should be in accordance with the existing scales of the University.

Date:- 04 April, 2011


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