



Delhi Technological University

(Formerly Delhi College of Engineering)
ShahbadDaulatpur, Bawana Road, Delhi-110042

(Draft Copy)

Guidelines for Using Departmental Laboratories by Collaborating Industry/Company

1. Introduction

These guidelines outline the policies and procedures for the use of [Delhi Technological University]'s departmental laboratories by collaborating industries/companies. The objective is to ensure a productive and mutually beneficial partnership that leverages the University's facilities while maintaining academic integrity and resource availability for students and faculty.

2. Nomination of Coordinator

A regular faculty of DTU shall be the coordinator for execution of Industrial Collaboration with the Laboratory of the Department/Centre.

3. Access and Scheduling

3.1 Access Permissions

Access to the laboratories will be granted only to authorized personnel by the university from the collaborating company.

A list of authorized personnel from collaborating company must be submitted in advance to the Coordinator.

3.2 Scheduling Use

Laboratory use must be scheduled in advance through the Coordinator. Priority will be given to the University's academic activities, including classes, research, and student projects.

4. Responsibilities of the Collaborating Company

4.1 Adherence to University Policies

The collaborating company must adhere to all University policies and regulations, including safety protocols, security measures, and ethical standards.

Any breach of University policies may result in the suspension or termination of collaboration.

4.2 Maintenance and Upkeep

The company is responsible for ensuring that the laboratory equipment and facilities are used properly and maintained in good condition.

Any damage caused to the laboratory equipment or facilities by the company's personnel must be reported immediately and repaired or replaced at the company's expense.

4.3 Training and Supervision

The company must ensure that its personnel are adequately trained to use the laboratory equipment and understand safety procedures.

The company shall provide mentorship and supervision to the Undergraduate/Postgraduate/PhD students.

The company shall share knowledge and expertise with the University's faculty and students.

5. Responsibilities of the University

5.1 Provision of Facilities

The University will provide access to the necessary laboratory facilities and equipment as per the agreed schedule.

The University will ensure that the laboratory environment is safe and conducive to research and development activities.

5.2 Support and Assistance

The University will provide necessary support and assistance to the company's personnel in using the laboratory facilities.

Technical support will be available during normal working hours, and any additional support requirements should be communicated in advance.

6. Intellectual Property

Any intellectual property developed jointly by the University and the company will be subject to separate agreements detailing ownership, use, and commercialization rights. Confidentiality agreements non dis-closable agreement shall be may be put in place to protect proprietary information shared during the collaboration.

7. Safety and Security

7.1 Safety Protocols

All personnel must adhere to the University's safety protocols while using the laboratories. Personal protective equipment (PPE) must be worn as required, and all safety instructions must be followed.

7.2 Emergency Procedures

Emergency contact information and procedures must be clearly displayed in the laboratory. All personnel must be familiar with emergency exits, fire alarms, and first aid kits.

8. Stipend/Remuneration

The company will be required to pay stipend/remuneration to the students, faculty members and laboratory staff and other charges as agreed as per project to project basis. Payment terms and conditions will be outlined in a separate financial agreement.

9. Amendments & Miscellaneous

Any amendments to these guidelines must be made in writing and agreed upon by both parties.

Disputes arising from the use of the laboratory facilities will be resolved amicably through mutual discussions, if the same cannot be resolved mutually, then the clause 13 will come in-force.

10. Confidentiality and Data Protection

10.1 Confidential Information

Both parties must take appropriate measures to ensure that confidential information, including research data, technical specifications, business plans, and other proprietary information, remains protected and is not disclosed to unauthorized parties.

10.2 Data Ownership and Protection

Any data generated through the use of the University's laboratory facilities must be protected, and ownership of such data will be subject to a separate agreement. The collaborating company must comply with all applicable data protection laws and University regulations regarding data management.

11. Research Collaboration and Publications

11.1 Joint Publications

Both parties shall collaborate on any research or papers that arise from the collaboration. Prior written consent from both parties must be obtained before any publication or dissemination of findings to external parties. The University must ensure proper acknowledgment of its contributions.

11.2 Acknowledgment of Contributions

Any publications resulting from joint research should clearly mention the collaboration between the University and the collaborating company and provide due recognition to both parties' contributions.

12. Compliance with Legal and Regulatory Standards

12.1 Regulatory Compliance

The collaborating company must comply with all applicable laws, regulations, and ethical standards in carrying out research or industrial activities within the University's laboratory. This includes but is not limited to environmental regulations, occupational safety standards, and intellectual property laws.

12.2 Import/Export Control

If the collaboration involves the use of materials subject to import/export control regulations, both parties must ensure compliance with relevant laws and permit requirements.

13. Dispute Resolution

13.1 Resolution Mechanism

In case of disputes, the first step should be an attempt at resolving the issue amicably through mutual discussions or mediation. If the dispute cannot be resolved through mediation, arbitration may be pursued according to the laws applicable in India.

13.2 Jurisdiction

The jurisdiction for the resolution of any legal disputes arising from this collaboration will be New Delhi as per the Arbitration and Conciliation Act, 1996 (or whatever is in force during that course of time), and the applicable law will be that of India.

14. Liability and Indemnity

14.1 Indemnity

The collaborating company agrees to indemnify and hold harmless the University, its faculty, staff, and students from any loss, damage, or liability arising from their use of the laboratory facilities.

14.2 Liability for Equipment and Property

The collaborating company shall be responsible for any damage caused to University property or equipment due to negligent use during the collaboration.

15. Feedback and Reporting

15.1 Progress Reports

The collaborating company must submit periodic progress reports to the University, highlighting the achievements, ongoing activities, and any issues encountered during the collaboration.

15.2 Feedback Mechanism

Both parties should regularly engage in feedback sessions to evaluate the effectiveness of the collaboration and suggest improvements.