

MEMORANDUM OF UNDERSTANDING

Between

Translational Health Science and Technology Institute (THSTI)

(Executed through the Governing Body of the Institute)

And

**Department of Biotechnology
Ministry of Science & Technology
Government of India
For 2018-2019**

MEMORANDUM OF UNDERSTANDING between Translational Health Science and Technology Institute and Department of Biotechnology, Ministry of Science & Technology, Government of India for 2018-2019

This Memorandum of Understanding (MoU) is being signed by and between;

The First Party, Department of Biotechnology, Ministry of Science & Technology, Government of India (hereafter referred to as DBT)

AND

The Second Party, Translational Health Science and Technology Institute (THSTI) (hereafter referred to as the Institution)

with the objective to measure the performance of the Institution on key selected parameters against the targets set so as to improve the performance on the critical parameters of the organization.

This MoU has been structured into five parts:

Part I: Mission, Vision and Objectives

Part II: Exercise of Enhance Autonomy and Delegation of Financial Powers

Part III: Performance Evaluation Parameters and Targets

Part IV: Facilitation / Assistance from Ministry of S&T

Part V: Action Plan for Implementation and Monitoring of the MOU

PART I. MISSION, VISION AND OBJECTIVES

1. Mission

Translating of science generated knowledge and platform technologies into products for public health system and for defined patient groups. To pursue grand challenges in public health related to affordable technologies through group excellence.

2. Vision

Initial focus on infectious diseases, to extend to cover chronic diseases.

3. Objectives

- i. To support and create a network of scientific collaboration and research resource centres, to provide seed funds for novel translational work facilitated

by a separate evaluation process. The research resource centres shall be given core support.

- ii. To develop denovo or by acquisition of early leads generated by others, new or improved vaccines, adjuvants, bio-therapeutic products, bio-diagnostics and biomarkers, nutraceuticals, delivery systems for drugs and vaccines and cell based technologies.
- iii. To identify technologies that are relevant to primary, secondary and tertiary healthcare irrespective of the source of development, optimize them and facilitate their diffusion. Support would be provided for scale-up validation and commercialization of the relevant technologies developed by other institutions and Small Medium Enterprises (SMEs) and internationally developed technologies provided the technology is licensed to an Indian company with whom the institute can partner.
- iv. To make 20% of the institute's lab space accessible to the researchers of small and medium companies on a user charge basis and to other extramural scientists but for translational purpose. These facilities maybe in terms of developing novel and validated assays for product evaluation, clinical trial design and coordination, regulatory and Intellectual Property Rights (IPR) support, product design and refinement services access to platform technologies i.e. genomics, proteomics, imaging, nuclear magnetic resonance, chemical and molecular libraries, biosafety level III and others.
- v. To co-ordinate inter-institutional translational research such as cohort and molecular ecology studies for understanding the molecular mechanisms of disease. The knowledge generated by the studies will complement the technology development process and development of interventions.
- vi. To develop a centralized core equipment facility to be available on user charge basis to other institutes and SMEs.
- vii. To achieve the above, to recruit a unique faculty with basic scientists, technologists, physicians, researchers, engineers, statisticians, bio-informaticians to work under one roof.
- viii. To set up a unit for developing policies related to Health Science Technologies, identify needs, facilitate conceptualization and design of new technologies and products. This unit will create ready to use ideas and grand challenges for Council of Scientific and Industrial Research (CSIR) labs, Indian Council of Medical Research (ICMR), Department of Science and Technology (DST), SMEs and for programmes of Department of Biotechnology (DBT) and its autonomous Institutions. The unit will be funded from the budget of the translational centre but be manned only by contract appointees.

- ix. Education and Training: To initiate Masters/Fellowships / Diploma courses in Translational Health Science, interdisciplinary PhD and Post-Doctoral programmes in association with other participating institutions for physician scientists, short term training for SME and other professionals in product development, in regulation and IPR management and to support the activity in other medical schools in India.
- x. To provide platforms for active interaction among scientists, health specialists, technologists and entrepreneurs both nationally and internationally.

PART II. EXERCISE OF ENHANCED AUTONOMY AND DELEGATION OF FINANCIAL POWERS

1. All powers delegate to autonomous institutes will be exercised as per various rules and orders issued/notified from time to time
2. Signing of any understanding / MoU by the Institution with any other party including similar organizations abroad would be informed to the DBT and if such an understanding / MoU entails any financial liability, over and above the grants provided by the DBT through sanction of yearly budget under various heads, on Government of India, then approval of DBT will be taken before such signing.
3. The user charges/ sources of internal revenue generation will be reviewed by the Government Body of the Institution at least once a year. This exercise should be completed before October, 2018, the time by which the process for Union Annual Budget for 2019-20 is started by the Ministry/Govt. of India. The rates of user charges/fee shall be as per rates adopted by the Governing Body from time to time.
4. The Government support for implementation of revised pay scales will be given, but the Institute will give full justification for it. The revised pay scales will be implemented only after specific orders of DBT/ Government of India in this regard.
5. The Institution shall follow the General Financial Rules 2017 issued by Department of Expenditure, Ministry of Finance, and Government of India in all its financial transactions, including procurement of goods and services.
6. The Institution shall adopt the Public Financial Management System (PFMS) for receipt of all funds from DBT/Government of India and make all payments through the PFMS to the last mile as far as possible.
7. The Institution shall send to the DBT any information required by it to satisfy any requirement related to Parliamentary Matter, RTI, Public Grievances or inputs to policy decision to be taken by the DBT within the time specified by the Ministry.

PART III. PERFORMANCE EVALUATION PARAMETERS AND TARGETS 2018-19

1. In fulfillment of its obligations under the MoU, the Institution undertakes to achieve certain levels of performance for the year 2018-19. The performance will be evaluated using the

criteria listed at Annexure I. The weights to be attached to each criterion and the criterion values corresponding to different performance ratings are also given therein. The overall score will be calculated through the formula given in the Annexure in each parameter.

PART IV. FACILITATION / ASSISTANCE FROM THE GOVERNMENT

1. The Institution has made the commitment of Performance Evaluation Targets based on certain assumptions in respect of timely release of grants from the Consolidated Fund of India and raising of other resources which has a direct bearing on the performance of the Institution committed in this MOU. The commitment of DBT and other possible sources of revenue generation are listed in the Annexure.

PART V. ACTION PLAN FOR IMPLEMENTATION AND MONITORING OF THE MOU

1. Performance evaluation against MoU parameters shall be carried out every financial year, along with the budget proposals and monitored by the Institute for effective implementation in the forthcoming financial year. The performance appraisal duly approved by the GB shall be submitted to Department of Biotechnology before 30th April of forthcoming financial year.
2. The performance for the previous financial year shall be reviewed by the Governing Body.



Signature

Executive Director

Translational Health Science and Technology Institute

Date:

डा. गगनदीप कंग / Dr. Gagandeep Kang

कार्यकारी निदेशक / Executive Director

ट्रांसलेशनल स्वास्थ्य विज्ञान एवं प्रौद्योगिकी संस्थान

(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग का एक स्वायत्त संस्थान)

Translational Health Science and Technology Institute

(An autonomous institute of the Deptt. of Biotechnology, Govt. of India)

NCR Biotech Science Cluster, 3rd Milestone, Faridabad-Gurgaon Expressway,

ANNEXURES No. 04, Faridabad-121001 Haryana, India

Annexure I: Performance Evaluation Sheet

Annexure II: Details of Funds



Signature

Secretary

Department of Biotechnology

Ministry of Science & Technology

Date:

ANNEXURE-I

Department of Biotechnology

Sl.No.	Criteria	Actual Achievement of last year(FY 2017-18)	Marks	Unit of Measurement	Projected Target for 2018-19					
					(3)	(4)	(5)	(6)		
1.	Administrative Performance		20		Excellent	Very Good	Good	Fair	Poor	
1.1	Timely appraisal of employees	Employees appraised without delay	5	% of employees appraised	100	80-99	65-69	50-64	>50	
1.2	Timely promotion of employees	Only one employee was due for promotion and he was promoted without delay	5	No. of days of delay	0	7 days	14 days	30 days	> 30 days	
1.3	Timely submission of Annual Report	Annual Report submitted without delay	5	No. of days of delay	0	7 days	14 days	30 days	> 30 days	
1.4	Timely disposal of RTIs and Grievances	All RTIs and Grievances were disposed without delay	5	% of RTI / representations disposed within time frame	100	80-99	65-69	50-64	>50	
2.	Financial performance		20							
2.1	Utilization of funds received	88.02% utilised	10	% of utilization	100	85	80	75	70	
2.2	Timely submission of UC/SE and other financial document	All UC/SE submitted	5	No. of days of delay	0	7 days	14 days	21 days	> 21 days	

2.3	Revenue generated as% of total DBT core funds (EMR, User charges, consultancy, other)	without delay 1.88%	5	% of total DBT core funds	2	1.5	1	0.5	0
3.	Compliance		10						
3.1	Timely meeting of GB	3 GB meetings conducted	5	No. of days of delay	0	7 days	14 days	21 days	> 21 days
3.2	Annual review of institutions by SAC / External body	Annual review of institution by SAC / External body	5		0	7 days	14 days	21 days	> 21 days
4.	Infrastructure Development		5						
4.1	Use of facilities by outside scientists	Nil	3	Number of outside users	10	8	6	4	0
4.2	% of operational costs covered met from user charges	1.84%	2	% of operational cost	2	1.5	1	0.5	0
5.	Research & Development indicators (Minimum 10 to be selected)		35						
5.1	EMR Funding received	13	5	No. of EMR projects	13-15	11-13	9-11	7-9	<7
5.2	International funding received	2	3	No. of Projects	3	2	1	0	
5.3	Number of intra institutional collaborative program	4	2	No. of programs	5	4	3	2	<2
5.4	Number of collaborations with national scientific organizations	7	3	No. of collaborations	8	7	6	5	<5
5.5	Number of collaborations with domestic industries	3	4	No. of collaborations	4	3	2	1	0
5.6	Number of collaborations with international scientific organizations and industries	5	4	No. of collaborations	6	5	4	3	<3
5.7	Number of publications	26	7	No. of publications	>20	17-19	14-16	11-13	<11

5.8	Number of patents filed/granted Indian / International	9		2	No. of patents	>6	5	4	3	<3
5.9	Technologies transferred /commercialized	1		2	No. of technologies	2	1	0	0	0
5.10	No. of Start-ups through institute technologies	1		3	No. of start-ups	1	0	0	0	0
6.	Human Resource Development (Minimum 5 to be selected)			5						
6.1	Doctoral degrees conferred	1		1	No. of degrees	5	4	3	2	1
6.2	Doctoral students registered	15		1	No. of students	15	10	3	2	1
6.3	Scientists sponsored for training programmes	45		1	No. of scientists	>49	40-49	30-39	20-39	<20
6.4	External scientists trained by institute	90		1	No. of scientists	>100	90-100	80-89	70-79	<70
6.5	Visiting faculty from Overseas	12		1	No. of faculty	15	12	10	8	5
7.	Science & Society linkages and Outreach			5						
7.1	Trainings conducted for Schools / College Students	4		1	No. of trainings	5	4	3	2	1
7.2	Local level interventions for Societal Programs	0		1	No. of programs	2	1	0	0	0
7.4	Number of talks delivered by scientist at college and school level	12		1	No. of talks	>15	12	10	8	<5
7.5	Behavioural Ethics	No cases reported		2	Number of cases of scientific misconduct	0	1	2	3	>3

Note 1. For Parameters (4) – (7) each Institute may select weightage for sub parameters ensuring that the total of that Parameter is maintained

100-90	Excellent
89-70	Very Good
69-65	Good
64-50	Fair
>50	Poor

Distribution of marks will be as under

Total Marks	Excellent	Very Good	Good	Fair	Poor
1	1	0.75	0.5	0.25	0
2	2	1.5	1	0.5	0.25
3	3	2.5	2	1.5	1
4	4	3.5	3	2.5	2
5	5	4.5	3.5	3	2.5

Note: Where marks are above 5, the same will be calculated as a multiple of the relevant marks shown above.

- Achievement of last year should not be projected above very good as target for current FY.
- The target for current FY should be better than last year's achievement.
- Institutes may choose their projected target and place them among excellent, very good, good, fair and poor.

(a) Details of funds available with the Institute in the last three Years

(Amount in Lakh)

Sl. No.	Nature of Funds	2015-16	2016-17	2017-18
1	Grant-In-Aid (Core Grant)	2899.67	3000.00	2948.31
2	Internal Resource Generation			
	(a) Bank Interest	44.92	93.75	87.98
	(b) Other Income	3.69	29.44	5.20
3	Corpus Funds	0.00	0.00	0.00
4	Other Sources (EMR Funding)			
	Govt Funding			
	(a)Projects	5124.02	4662.47	2530.45
	(b)Fellowships	82.42	163.33	314.74
	Non Govt.Funding	933.53	841.36	2551.37
	Total	9088.25	8790.35	8438.05

Note :

(b) Receipt and Expenditure

Estimate of Receipt & Expenditure for the period of MoU (2018-19) are as under :-

(Amount in Lakh)

Sl. No.	Nature of Receipts	Amount	Heads of Expenditure	Amount
1	Core Grant			
	GIA- Salaries	600.00	GIA- Salaries	600.00
	GIA- General	1500.00	GIA- General	1500.00
	GIA- Creation of Capital Assets	1500.00	GIA- Creation of Capital Assets	1500.00
2	Internal Resources			
	(a) Bank Interest	126.00		
	(b) Other Income	10.00		
3	Corpus Fund	0.00		
4	Other Sources			
	Govt Funding			
	(a)Projects	5124.02		
	(b)Fellowships	82.42		
	Non Govt.Funding	933.53		
	Total	9875.97		