



वैद्यमयि विद्या

Atal Bihari Vajpayee-Indian Institute of Information Technology and Management, Gwalior-474015 (MP)

SPONSORED RESEARCH & CONSULTANCY RULES 2022

ABV-IIITMG/DORC/Notification/2022-23

Dated 06-01-2023

The Sponsored Research & Consultancy Rules 2022 are in accordance with item 43.8 of the 43rd Finance Committee meeting held on 21st December 2022 and its subsequent approval with item 50.17 in the 50th meeting of the Board of Governors (BoG) held on 22nd December, 2022.

1.0 ABV-Indian Institute of Information Technology and Management (ABV-IIITM), Gwalior, being the Institute of national importance, encourages the research and consultancy works along with the strong academic activities in order to contribute towards national economic growth. The research and consultancy projects provide knowledge of solving the current real-world problems including the problems of industries and also the technology development in the state-of-the-art areas. This will not only be useful in the curriculum development but also providing indigenous knowhow to solve the problems of our society. Further, the research and consultancy activities will enhance the infrastructure for students and generate the revenue for the overall development of the ABV-IIITM, Gwalior. These rules have been formulated for undertaking the Research and Consultancy projects by the academic staff of ABV-IIITM, Gwalior. Further, these rules will supersede the existing rules, if any and will be effective from the date of approval by the Board of Governors (BoG).

2 DEFINITIONS

- 2.0** **Institute** means ABV-Indian Institute of Information Technology and Management (ABV-IIITM), Gwalior.
- 2.1** **Department** means all the academic departments, academic centres, and centres of excellence at the Institute.
- 2.2** **Director** means Director, ABV-Indian Institute of Information Technology and Management (ABV-IIITM), Gwalior.
- 2.3** **DORC** means Dean of Research & Consultancy (DORC), ABV-Indian Institute of Information Technology and Management (ABV-IIITM), Gwalior.
- 2.4** **Research & Consultancy Management Committee (RCMC)** is a committee to manage and promote the research and consultancy works in the Institute.
- 2.5** **Project** means sponsored research or consultancy projects or testing projects or projects sponsored through Institute resources.

Receipt

- 2.6 Sponsored Research Project or sponsored project** means research projects sponsored by Government, public, private, national/international agencies and autonomous bodies. Generally the project cost including expenditure towards capital equipment, manpower, consumables, contingency, travel expenses and supporting services of the Institute borne by the sponsor.
- 2.7 Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the Institute for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department (HoD) or a functionary of the Institute (i.e. Director or Dean(s) or Registrar) which may be taken up as a consultancy project by faculty.
- 2.8 Testing project** implies those testing works where the rates are fixed by the Department. The concerned Head of the Department will be the PI.
- 2.9 Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.
- 2.10 Principal Investigator (PI)** is a member of the academic staff of the Institute with necessary expertise and competence to conduct a research and consultancy work. Normally, the academic staff who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI).
- 2.11 Co-Principal Investigator (Co-PI)** means a person from amongst the academic staff (including Emeritus Fellow, chair faculty, visiting professor or from other institutes) co-opted by the Principal Investigator to work jointly with him/her on the project or any other Group 'A' staff so permitted by the Director. In case of research project, emeritus fellow/ visiting professor may also be the Co-PI.
- 2.12 Consultant** is an individual of government public sector undertaking/ Government Company or private company engaged for a specific period to carry out specific job.
- 2.13 Project Staff** means a person appointed in conformity with the guidelines to work on a project covering (a) project research staff and (b) project staff.
- 2.14 Research Development Fund (RDF)** means a part of the Institutional Overhead Charges (IOC)/share received for sponsored research project credited to a separate fund operated by DORC.
- 2.15 Departmental Development Fund (DDF)** means a fund of the Department to which a part of the Institute overhead charges/ share from Research and consultancy Projects are transferred.
- 2.16 Professional Development Account (PDA)** means a fund for individual academic staff, to which a part of the Institute overhead charges/ share from Research and consultancy projects are transferred.
- 2.17 Project Monitoring Committee:** Project Monitoring Committee (PMC) means the

Committee constituted to monitor the large projects with outlay of more than Rs. 75 lacs.

3 GENERAL

- 3.0 All the members of the academic staff of the Institute will be encouraged to engage themselves in research and consultancy projects to such extent that will not interfere with the discharge of their academic duties. Attempts should also be made to involve the research/ post graduate students in such work.
- 3.1 Individuals or Departments shall take up projects after taking approval of the DORC through the Head of the concerned Department. All funds in connection with Projects should be received in the name of the ABV-IIITM, Gwalior. The account of Projects/RDF/DDF/PDA will be maintained by DORC Office and controlled by DORC.
- 3.2 Consultancy project from any sponsor can be taken up for a minimum amount of INR 25,000/- (twenty-five thousand) excluding GST. For consultation work involving only out-of-campus visit or personal discussion a minimum amount of Rs. 10,000/- per man-day for an academic staff/ Group 'A' staff and Rs. 3,000/- per man-day for technical and other non-academic staff may be charged. These values will be reviewed by the institute, time to time.
- 3.3 Report(s) and data collected/originated out of project are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Institute.
- 3.4 The IPR policy of the Institute shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the Para 3.3.
- 3.5 The report of the sponsored research and consultancy projects will be kept by PI for a period of 05 years from the date of its closure of the project and for routine testing from the date of issue of report.
- 3.6 If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with project(s), the Director, on the recommendation of DORC may prohibit the concerned staff member to take part in any new project either as Principal Investigator or Co-PI/investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.
- 3.7 All purchases/expenditures under projects/PDA/DDF shall be made as per the institute norms. In case of any equipment/instrument which is to be carried outside, the same should be insured before they are taken out.
- 3.8 The member of academic staff may accept honorary membership of board of directors of companies with the condition that there will not be any direct involvement of the staff in

Accept

concerned industry/company and such membership in the respective expertise is limited to three memberships. Approval of Director is ABV-IIITM is required.

- 3.9 A sitting fee is payable to an expert other than those involved in the consultation meetings duly notified by PI in connection with the project work with the approval of DORC.
- 3.10 Director may designate the Dean of Research & Consultancy (DORC) or some other Dean for taking decision on the issues related to research and consultancy. In such case the role defined for DORC shall be executed by the designated Dean.
- 3.11 Members of the research and technical staff of the Institute having Ph.D. degree are also permitted to undertake research and consultancy assignments as Co-PI or co-consultant as the case may be.
- 3.12 Any research and consultancy, whether carried out by an individual or a group of faculty irrespective of the quantum of facilities of the Institute availed, is considered as Institute Research and Consultancy. Each research/consultancy project will be the responsibility of the person concerned for its correctness, validity, accuracy, etc.
- 3.13 The time for research and consultancy works will be allowed for maximum of 52 days in a year (excluding Saturday, Sunday and holidays) and will be permitted for a maximum of 15 days outside the campus.
- 3.14 The consultancy may involve, but not limited to,
- Visit to actual sites of work-place of organization, Institutions, Industries, entrepreneurs and other external agencies to assess the nature and magnitude of the problem to be solved and the quantum of efforts required;
 - Rendering expert advice and /or services in terms of materials, design, process, product, project, fabrication, investigation, expert opinion, remedial measures etc.
 - Undertaking project, investigation and/or research work in connection to (b) as above.

4 RESEARCH AND CONSULTANCY MANAGEMENT COMMITTEE (RCMC)

4.0 There shall be a Research & Consultancy Management Committee (RCMC) to manage and promote the Research and Consultancy works in the Institute.

4.1 The constitution of RCMC will be as follows:

(a) Dean of Research & Consultancy or any other Dean designated by Director in his absence	Chairman
(b) Dean Alumni & External Relations	Member
(c) HoDs of IT, EEE, CSE, MS and AS	Members
(d) Joint Registrar Finance & Accounts or his nominee	Member
(e) Registrar	Member Secretary

The RCMC will decide about various issues as may be enunciated hereafter which may arise

Handwritten signature

in the management and implementation of a research/consultancy project and the utilization of the savings there from. The Committee may also decide any other procedures /provision /rules and rates of testing etc. as may be needed from time to time with the approval of the Director of the Institute.

5 PROJECT INITIATION AND MANAGEMENT

5.0 Principal Investigator (PI)

Research Project: The sponsor which assigns the research project usually is approached by an individual or a functionary of the Institute (i.e. Head of the Department (HoD), Dean, R&C or Director).

Consultancy project: The sponsor which assigns the consultancy project usually approaches the Institute for Consultancy work through an individual or a functionary of the Institute (i.e. Head of the Department, Dean, R&C or Director).

When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the Head of the Department to whom Dean, R&C refers the project.

5.1 Each project will have a Principal Investigator (PI) who will be a faculty member/Research Staff in the service of the Institute and who will be responsible for:

- (i) Formulating the project proposal which may include
 - a. planning of the work to be done,
 - b. estimating costs according to the Institute guidelines (may be provided later), and
 - c. if necessary, identifying Co-Principal Investigator (Co-PI) and/or other Investigators, who shall also be faculty member(s)/Research Staff(s) in the service of the Institute,
- (ii) Co-ordination and execution of work,
- (iii) Handling all communications with the sponsor,
- (iv) Submission of intermediate and final reports according to the project proposal,
- (v) Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project,
- (vi) Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. (Guidelines for MoU/Agreement may be provided later).

5.2 The PI will, at his discretion, co-opt the names of other faculty members as Co-PI (s) and/or Investigators. Any other Group 'A' employee so permitted by the Director can be co-opted as Investigator.

5.3 The PI will prepare research project proposal in conformity with:

- (i) permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the institute,



- (ii) provision for Institution overhead charges as per the rules of the Institute,
 - (iii) other guidelines for Sponsored Research Projects, and
 - (iv) Rules, Regulations & Statutes of the Institute
- 5.4 All research project proposals shall be submitted to the sponsors through the concerned Head of the Department and Dean, R&C.
- 5.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration,
- 5.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 5.7 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean, R&C for placing the same before the Govt. of Audit, for verification or as and when required for any other purpose.
- 5.8 The PI shall be responsible for maintenance of Laboratory Record as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean, R&C.
- 5.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean, R&C.
- 5.10 The PI will take approval for undertaking the consultancy project through the HoD on the prescribed form obtainable from the office of the Dean R&C, who will assign a number to the project and inform the same to the PI and the HoD of the concerned Department. The project number must be quoted in all subsequent correspondence within the Institute.
- 5.11 No retiring faculty member be allowed to submit a consultancy/sponsored project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.

However, the PI/Co-PI who is due to retire or resigns or leaves the institute on long leave from the Institute service will identify a new PI/Co-PI for the ongoing consultancy project before his/her retirement/leaving the institute having the area of expertise of project being done. The new PI should be agreeable to become PI/Co-PI. The new PI/Co-PI will also give an undertaking to complete the consultancy project in the remaining funds and time period, to the Dean, R&C through HoD. In case a new PI is not appointed by the retiring PI, as per the guidelines in force, the Institute may take action as it may deem fit, which may include appointment of a new PI, and/or termination of the project and/or any other action which it deems fit.

- 5.12 The Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can be appointed/ nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.

Accepted

- The retired faculty/scientist working under Emeritus Fellowship is **not** allowed to continue as Principal Investigators in the ongoing consultancy projects.
 - Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can only be Co-PI/ investigator(s) for the new consultancy projects.
- 5.13** If the PI/Co-PI of sponsored/constancy projects leaves the institute, retires or proceeds on long leave or not available for some reason, Dean, R&C, on the recommendation of the PI/Co-PI (if he/she is available) appointing a new PI/Co-PI, who will assume the powers and responsibilities of the PI/Co-PI. The new PI/Co-PI should be agreeable to become PI/Co-PI. The new PI/Co-PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean, R&C through HoD. However, a retired faculty member may continue to work as PI/Co-PI. with the approval of the Director, if he/she continues to serve the institute in some other capacity.
- 5.14** Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.
- 5.15 Outside Investigators:** Provision for outside Co-PI investigators is to be normally discouraged. If necessary, a provision of outside investigator will be made at the time of acceptance/approval of the project after obtaining approval from the Dean, R&C or RCMC.
- 5.16 Collaboration with outside organizations/subcontracting:** If collaboration with outside organization/institutions or subcontracting a part of the project is envisaged, the nature scope and financial budget of the proposed arrangements will also be defined at the time of project approval.
- 5.17** The project file will be closed with the submission of final project report and final settlement of accounts etc.
- 5.18** A copy of all reports submitted to the "Client Firm" will be kept with the PI/Co-PI. In case, the Information in the report is considered classified by the Consultant/Client firm; a brief note to this effect may be filed with the Department/Centre and Dean, R&C. The report should be made available as soon as the information contained in it is de-classified. A certificate from the client that the work has been completed satisfactorily is not required except in controversial case. However, if the client is not satisfied with the work of the consultants, it is the responsibility of the consultant to either satisfy the client or ask RCMC to settle the issue.
- 5.19 Disagreements/Disputes:**
- Any disagreement within the Institute arising at any stage of a consultancy project will be resolved in consultation with R & C Management Committee to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

In case of any dispute arising at any stage of consultancy project between Investigator (s) and the clients, the Investigator (s) will be responsible for settlement of the dispute.

6 MANPOWER

6.1 Project staff

- 6.1.1** The project staff shall be appointed (selection or ad hoc) for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/ emoluments as per the norms of the funding agency. In the absence of the norms of the funding agency, the Institute norms will be applicable. Various forms related to appointments, opening of projects, expenditure etc. will be uploaded on the institute website.
- 6.1.2** Open selections will be held for all project positions.
- 6.1.3** Appointments on all project positions drawing emolument shall be on contract only.
- 6.1.4** The Project staff shall work for fulfilling the objectives of the project.
- 6.1.5** Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (DORC) on the recommendation of respective PIs. But no project employee will work continuously in the project (s) of institute for more than 5 years.
- 6.1.6** The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment.
- 6.1.7** On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments in the range of 5% to 10% of a project staff may be considered by the Dean (DORC) only if such enhancement is allowed by the funding agency.
- 6.1.8** A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice.
- 6.1.9** Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (DORC) on the recommendation of the PI for a period not exceeding **six months** in a single project or many projects of the institute. The eligibility of adhoc project staff will be the same as required project staff mentioned in the project proposal or mentioned by the funding agency. The term of adhoc appointments, if any, will end after joining the selected project staff for which adhoc was appointed.
- 6.1.10** Foreign nationals having relevant visa may also be appointed for fellowship for a period of 6 months on ad-hoc basis which may be extended up to One year on the recommendations

Handwritten signature

of PI

6.2 Student Assistants

The PI may engage Institute Students (who may or may not be getting fellowship/assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs. 12,000/- p.m. for UG and PG students (having CGPA more than 7.0), Rs. 30,000/ p.m. for Ph.D. students and Rs. 60,000/- p.m. for Post Doc Fellows.

PI may also offer internship to UG/PG/Ph.D. students from ABV-IIITM or other national and foreign institutes/universities up to a period of 3 months to work under project and a monthly payment also be made up to a maximum of PG fellowship amount admissible.

6.3 Consultants

The PI may, with the prior approval of Dean (DORC) may avail the services of individuals not in the Institute service or government organization or private company as Consultants. However, the amount payable to consultant(s) shall be limited to 40% of the total contracted amount in consultancy project.

7. TRAVEL

7.1. The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. Expenses travel by taxi will be reimbursed against receipt as per actual.

Approval and advance for domestic travel shall be accorded by PI including for self-subject to leave approved by the competent authority.

Payment of charges to travel agents for ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds.

However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

7.2 Any deviation for the travel in India shall require the approval from Director through PI and Dean (DORC).

International travel for faculty, institute staff, project staff and consultants shall require approval by Director through PI and Dean (DORC).

International travel of students working on the sponsored project shall be approved by Director through PI and Dean (DORC) on the recommendation of Head and Dean of the Academic Affairs.

- 7.3 Out of pocket expenses will be payable for the actual period of field work at the work place and will not be admissible for the journey period. However, the rates for making such payments shall be according to the sanction of the funding agency. In absence of such specific instructions/guidelines of the funding agency, PI should get prior approval of Director through Dean (DORC).

8. Finance and Accounts

8.1 Research Project

- a. At the time of submission of a sponsored research project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.
- b. Transfer of Staff Costs out of Sponsored Research Project to Research Development Fund: In the Sponsored Research Project amount charges under the budget head of faculty time, staff costs will be transferred to the Research Development Fund. Further, if any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them.

8.2 Consultancy Project

- a. At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 25% of the total contracted project cost. However, such share shall be 40% for routine testing.
- b. Details of distribution of project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
GST	L	L
Total contracted amount (T)	(G-L)	(G-L)
Institute share (P)*	0.25 T	0.40 T
Remaining amount (F)	0.75 T	0.60 T
Total Expenditure	E	E
Balance Amount for distribution (S)	(F-E)	(F-E)

*However, in case of a large consultancy project funded by a Government Organisation, Institute share may be negotiated with the approval of Director.

- c. For consultancy project with an outlay of Rs. 10 lacs or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the

Handwritten signature

balance amount and that the amount of distribution is commensurate with the work completed. The recurring consultancy work may be exempted from 10 lakh limit for distribution with approval of competent authority.

- 8.3 A separate account head shall be maintained for each project by DORC office. Joint Registrar (Accounts) shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.
- 8.4 For all ministerial staff, the upper limit for remuneration from Projects and other sources is 50% of the gross salary received in a financial year and for all Technical Staff it is 100%.
- 8.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Account, the same will be permissible after completion of the project.
- 8.6 All the project expenses must be incurred as per the guidelines/instructions given by the funding agency and in absence of such guidelines/instructions, the rules and regulations of the Institute/ GFR of Govt. of India must be followed.
- 8.7 PI will maintain a register for consumable and contingency expenses incurred from each project. A copy of the same should be submitted during the reimbursement of the bills.

9. PDF AND DDF

9.1 Share of PDF & DDF

The distribution of institute share to be credited to the PDF and DDF are as per the following table:

Distribution of Institute Share in percentage

Type of project and component available for distribution	Distribution			
	RDF	DDF	PDA	Incentive to Office & Technical Staff
(A) Sponsored Research Project/HRD Programmes I Institutional Overhead Charges Received from sponsor (in %)	75	10	15	Nil
(B) Consultancy Project (of S)	0.10S	0.10S	0	0.05S
(C) Routine Testing Project (of S)	0.10S	0.10S	0	0.10S

9.2 Utilization of PDA

9.2.1 The PDA can be utilized by the concerned individual for the following purposes:

- Travel (domestic and abroad) and related expenditure for individual, student or project staff

Handwritten signature

/ outside expert / consultant / intern.

- b. Exploratory visits
- c. Engagement of project staff
- d. Fee and related expenditure for acquiring training/qualification(s)
- e. Membership fee of professional societies
- f. Books, journals related, printing charges for high quality journal and publications, stationary, computer consumables, any storage media, chemicals and any type of consumables required for academic and research work.
- g. Mobile phone (once a year), data card for internet, telephone call (pre or postpaid), Connectivity charges
- h. Office peripherals, furniture for lab and offices, camera (all types), instrument, computer (all types) and peripherals
- i. Instruments, fabrication of equipment, new facilities, repairs, maintenance of equipment, calibration of the instruments etc.

9.2.2 Approval for self, students, project and institute staff, outside expert and intern for domestic travel by Director after recommendation of DoRC.

9.2.3 The items procured out of PDA shall be properly accounted for by the concerned Department/Centre and shall remain as the property of the Institute.

9.2.4. For any purchases, travel expenses, Institute rule will be applicable unless stated in the approval letter.

Note: The following conditions will also apply for retaining items under this clause:

- (i) He/she has served the Institute for a minimum period of 10 years.
- (ii) He/she has purchased these items from PDA.
- (iii) Only one Desktop PC and one Laptop, peripherals and other electronic items (one of each type, like only one printer, one scanner etc.) can be retained by the concerned person.

9.2.5 After leaving the Institute, the PDA will be the institute money.

9.2.6 If a faculty is on leave, he/she can use the PDA money.

9.3 Utilization of DDF

DDF fund can be utilized for the following purposes:

- a. Development of Departmental Infra structure facilities like equipment/ furniture for laboratories, class rooms, committee conference rooms.
- b. Repair, maintenance and A.M.C of equipment.
- c. Repair and maintenance of office and lab.
- d. Seed money for holding conferences/ workshops and seminars etc.

Handwritten signature

- e. Engagement of project staff/hired manpower services (within 20% of total available funds at the beginning of the financial year)
- f. Instruments, fabrication of equipment, new facilities, repairs, maintenance of equipment, calibration of the instruments etc.

The budget for utilizing DDF may be recommended by the Dean, R&C to the Director for approval. For any special requirements not covered above, a proposal may be sent by the Department for consideration of the competent authority.

10.0 Rules for Academic Consultancy Work: Objective, Norms and Guidelines for Self-Sponsored Academic Events (Seminars, Conferences, Workshops, Courses, interns, Symposia, etc)

To facilitate the up-gradation and dissemination of knowledge and skills of the students/staffs and to support the professional development of the faculty of the Institute, the following guidelines are being proposed for organizing self-financed academic events in the Institute.

Pedagogical and technological programme like International/National Conferences, Symposiums, Seminars, Workshops, Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), Summer Internship, Refresher courses, or any other such program may be organized by the faculty/technical staff members. The program should aim for enrichment of theory & technological skills, knowledge, up gradation of motivational & communication skills of the participants as per the changing scenario of Technical Education.

1. The course/ training program may be organized by the faculty at Department Level / Institute Level independently or in collaboration with Ministry, Govt Agencies, Societies/ Institute or Private Industry.
2. The proposed event may be funded by (i) Registration fees from Participants alone (ii) Ministry or Govt funding agencies like AICTE, UGC, AICTE, DST, QIP Centre etc. (iii) Sponsored by a Society like Instt. of Engineers., IEEE etc. (iv) Fully sponsored by the Industry (v) Mix of the above modes (should be specified by the Principal Coordinator)

10.1 Operation of the Events

1. Faculties will be encouraged to organize academic events like International/ National Conferences, Symposiums, Seminars, Workshops, Faculty Development Programs (FDPs), Short Term Training Programs (STTPs), Summer Internship, Refresher courses, or any other such program which provide opportunity to acquire new knowledge, dissemination and skills in the relevant areas. The programme should be self-financing and should be able to support the expenditures to be incurred on it.
2. **15 %** of the total raised funds shall be deposited into the Institute accounts for overhead expenses and the rest **85%** of the fund will be at the discretion of the Principal Coordinator.



3. The Principal Coordinator shall ensure that the post course Summary Sheet, Feedback form from participants, Utilization Certificate and Statement of Expenditure of Accounts for the income received and expenditure for the program are submitted after the completion of the event.

10.2 Guidelines

Following guidelines may be adhered to:

- a) All the self-sponsored events organized by the faculty will come under the preview of Academic Consultancy.
- b) Proposal may be submitted by the Principal Coordinator jointly with written consent of the Co-Coordinators, if any. The proposal should be accompanied by the letter of intent from the collaborative institute/organization wherever available/applicable.
- c) The proposal has to be forwarded by the Head of the Department as token of making the facilities available in the Department for the said activity. Proposal complete in all respects should be sent to the Dean R&C.
- d) The event shall be self-financed. The faculties may organize such events at Department / Institute Level independently by utilizing the registration fees of the participants only **or** the Principal Coordinator may raise fund in collaboration with any Ministry/ Govt. Agencies/ Industries/ Professional Societies etc.
- e) In case of collaboration with Ministry or Government Agencies, the fund will initially receive by the Institute and it will be transferred to the Principal Coordinator account only after the due permission from Director.
- f) Refundable seed money up to Rs. 50,000 may be sanctioned by the Institute as an advance to meet the starting expenses.
- g) The funds raised/received shall be deposited in the account operated by the Principal Coordinator / Co-Coordinator. All the expenditures are to be made by the Principal Coordinator. He/ She will maintain the complete account of all the expenditures incurred which will be not audited in future.
- h) The administrative powers for satisfactory conduct of the course will be with the Principal Coordinator. However, financial power will be with Institute.
- i) Funds once released / sanctioned for organizing the particular course should not be utilized for any other programme.
- j) In case the event is cancelled, the funds will be returned back to the Collaborating agency/ Society sponsoring the event, immediately.

Handwritten signature

- k) The Honorarium to Coordinator(s), internal faculty and staff shall be paid after meeting all the expenses of the course. Any savings generated after meeting all the expenses shall be contributed to the Institute R&D Fund and Professional Development Account of coordinator(s) as per the percentage prescribed in the norms. Distribution of the savings shall be done through Dean R&C.
- l) After the completion of the event the Principal Coordinator of the event shall submit the (a) Post Course Summary Sheet (b) Feedback form from Participants (c) Utilization certificate and statement of expenditure of accounts for the income received and expenditure for the program duly signed by Principal Coordinator of the event (d) Soft and Hard Copies of Instruction Material to be placed in the Institute Library to the Dean R&C.

10.3 Norms for Payment of Remuneration Honorarium to the Faculty/Supporting Staff Involved in the Programs and Other Charges/ Expenditures

Honorarium for Coordination (to be shared by coordinators in proportion recommended by Principal Coordinator), if not specified by funding agency.

Course Duration	Honorarium
< one week online/off-line	Rs. 10,000/20,000
one week to less than 4 weeks online/off-line	Rs. 20,000/35,000
4 weeks to 8 weeks online/off-line	Rs. 30,000/50,000

Honorarium for Faculty*/ Laboratory Staff

Lecture /Laboratory Details	Faculty	Laboratory Staff
Lecture (1.5 to 2 Hours)	Rs. 5,000	NA
Tutorial (1 Hour)	Rs. 1,500	NA
Laboratory (2Hours)	Rs. 2,000	Rs.2,000 per session of 2 hrs. for up to 30 participants (to be shared amongst all Lab Staff

***Note:**

- a) No single faculty member shall take more than 30% of Total contact sessions (of Lectures + Tutorials + Practical). Honorarium for offline lecture/tutorial/labs will be 20% less than mentioned above.
- b) The expert faculty will provide hard copy of lecture notes along with hard copy and soft copy of the PPT to the Principal Coordinator.

Honorarium for Staffs of Dept. Involved in organizing the program	Up to 2 weeks: 5,000 More than 2 weeks 7,500
Honorarium for Processing Team (Staffs)	Up to 2 weeks: Rs. 2,000 More than 2 weeks : Rs. 3,000

Disbursal of savings (If any)

Percentage share of saving	Beneficiary

Receipt

30%	Institute
50%	To Coordinator(s) Professional Development account in the proportion specified by Principal Coordinator
10 %	RDF
10%	DDF

11. Exception Clause

These guidelines shall normally be applicable to all Projects. However, any changes required which does not constitute to policy change may be approved by Director on the recommendations of Dean (DORC).

