



# Maharaja Ranjit Singh Punjab Technical University

Badal Road, Bathinda -151001

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਬਾਦਲ ਰੋਡ, ਬਠਿੰਡਾ।

Ref. No.Reg/Notification/ 57

Dated : 08-11-2016

## Notification

### Sub: Regulations for Sponsored Research Projects & Consultancy Work.

In compliance to the decision taken by Board of Governors in its 5<sup>th</sup> meeting vide agenda item no. 5.9. The attached rules and regulation for sponsored research projects & consultancy work is hereby notified for implementation with immediate effect in the University departments and its constituent colleges.

It is also clarified that consultancy work undertaken prior to the date of this notification shall be dealt with as per old rules & regulations of the Giani Zail Singh Campus College of Engineering and Technology Bathinda.

Encl:- As above (Page 1 to 22)

/  
Registrar

Endst. No.Reg: 7609

Date. 8/11/16

Copy of the above is forwarded to the following for information & further necessary action please:

1. Dean (Research & Development)
2. Dean (Consultancy)
3. Campus Director GZSCCET Bathinda, PIT Nandgarh, PIT GTB Garh Moga, PIT Mansa, PIT Rajpura
- ✓ 4. Director IT Enabled Services for hosting on University website
5. Deputy Registrar, (Establishment) MRSPTU Bathinda
6. Assistant Registrar, (Account) MRSPTU Bathinda

  
Registrar

# MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY



**BATHINDA**

**SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY**

## **REGULATIONS**

Issued by

**REGISTRAR**

**Maharaja Ranjit Singh Punjab Technical University, Bathinda**



# REGULATIONS FOR SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY

## PREAMBLE

In the light of changing economic scenario, government policies and University priorities, the University considers sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the University and its constituent Colleges to the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake research and consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate Research and Consultancy Project, in addition, for providing much needed service to the government and industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a firsthand knowledge of the current problems of industry and the emerging area, which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

## 2. DEFINITIONS

- 2.1 University means, Maharaja Ranjit Singh Punjab Technical University, Bathinda
- 2.2 Department means all the academic departments, academic centres, centres of the excellence and academic service centres at the main campus of the University and its constituent colleges.
- 2.3 Constituent College as defined in regulations.
- 2.4 Vice Chancellor means, Vice Chancellor of Maharaja Ranjit Singh Punjab Technical University Bathinda.
- 2.5 Dean (Research & Development) means Dean (Research & Development) of Maharaja Ranjit Singh Punjab Technical University Bathinda.
- 2.6 Dean Consultancy means Dean Consultancy of Maharaja Ranjit Singh Punjab Technical University Bathinda.



- 2.7 Project implies sponsored research projects or industrial consultancy projects or routine testing projects.
- 2.8 Sponsored Research Projects means Research Projects sponsored by Government, Public, Private, National/International agencies and autonomous bodies. Generally the project cost including expenditure towards manpower, equipment, consumables and supporting services of the institute is borne by the sponsor.
- 2.9 Consultancy Project means consultancy assignment/job given by outside agency to a faculty of the University or constituent college for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department 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.
- 2.10 Routine Testing project implies those testing works where the rates are fixed by the department.
- 2.11 Sponsor means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.
- 2.12 Principal Investigator (PI)/Co-Principal Investigator (Co-PI) is a member of the faculty/scientist of the University or constituent college with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/visiting professor may also be the PI.
- 2.13 Investigator (I)/Co-Investigator (COI) means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) 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 competent authority.
- 2.14 Consultant is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.
- 2.15 Project Staff means a person appointed in conformity with the guidelines to work on a project.
- 2.16 Departmental Development Fund (DDF) means a fund of the Department to which a part of the University overhead charges/share from Research and consultancy projects are transferred.



2.17 Professional Development Fund (PDF) means a fund for individual academic staff, to which a part of the University overhead charges /share from Research and consultancy projects are transferred. It shall be maintained by the Accounts section of the University.

2.18 Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs.100 lacs.

### 3. GENERAL

3.1 Individuals department shall take up projects duly recommended by the concerned head of the department after taking approval of the Registrar on recommendation of Dean (Research & Development) / Dean (Consultancy). All research projects must be forwarded by the Registrar of the University. All funds in connection with Projects should be received in the name of the Registrar Maharaja Ranjit Singh Punjab Technical University Bathinda. The account of Projects/University Share/DDF/PDF will be maintained by Accounts section of the University and controlled by the Registrar of University: Norms for project initiation and management are given at Annexure 1.

3.2 The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.

3.3 University/constituent College staff may be treated on duty for work related to Sponsored Research and industrial consultancy Projects.

3.4 Faculty or staff member working on consultancy project shall undertake this work only during holidays or off hours during working day without in any way leaving lectures, tutorials or laboratories unless the person is engaged solely for project from project grant.

3.5 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 University in case as provided for in MoU/Agreement.

3.6 The IPR policy of the University shall be applicable. However, if there is a condition in MoU/Agreement signed between the sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para.

The report of the Sponsored Research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.



- 3.7 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 vice chancellor, on the recommendation of Dean (Consultancy)/Dean (Research & Development) may prohibit the concerned staff member to take part in any new project either as Principal Investigator or 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 ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.
- 3.8 All purchases under projects/PDF/DDF shall be made as per University norms. In case of equipment which costs more than Rs.10000/- is to be carried outside campus for consultancy related work, the same should be insured before being taken out.
- 3.9 Faculty/scientist may accept honorary membership of board of directors of companies with prior approval of the University with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to five membership.
- 3.10 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (Consultancy)/ Dean (Research & Development).

#### **4. Manpower**

##### **4.1 Project Staff**

- 4.1.1 The project staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments as applicable as per rules of funding agency.
- 4.1.2 Open selections will be held for all project positions.
- 4.1.3 Appointments on all project positions drawing emolument shall be on contract only.
- 4.1.4 The Project staff shall work for fulfilling the objectives of the project.
- 4.1.5 Transfer of project staff from one project to another, either on completion or midway, may be permitted by the University on recommendation of Dean (Consultancy)/Dean (Research & Development) on the proposal of respective PIs.
- 4.1.6 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 University on recommendation of PI one month prior to the termination of appointment.



- 4.1.7 On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Dean (Research & Development) as per sponsoring agency rules.
- 4.1.8 A contractual project staff appointed shall execute a Contract Agreement with University at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or University, by giving one month's notice or one month's consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Dean (Research & Development)/Dean (Consultancy) who will retain the original contract agreement.
- 4.1.9 Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (Research & Development)/ Dean (Consultancy) on the recommendation of the PI for a period not exceeding 89 days.

#### 4.2 **Student Assistants**

The PI may engage University /constituent college 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.8000/- per month for UG and PG students, Rs.18000/- per month for Ph.D Students and Rs.40,000/- per month for Post Doctoral Fellows or as per norms of the funding agency.

#### 4.3 **Consultants**

The PI may, with the prior approval of Dean (Consultancy) under intimation to the office of Registrar of the University may avail the services of individuals not in the University/Constituent college service or government organization as Consultants. However, the amount payable to consultant(s) from his/her share shall be limited to 40% of the PI/Co-PI share amount in consultancy project.

### 5. **Travel**

- 5.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the University/constituent college. 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 on local travel by taxi will be reimbursed against receipt as per actual.

Approval for domestic travel shall be accorded by PI including for self, subject to leave approved by the competent authority. Faculty/scientist and Group-A Officer are allowed



to travel by AC taxi. Advance for travel will be approved by the Registrar on recommendation of concerned Dean.

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 the same shall be followed normally.

5.2 Approval of competent authority will be required for all international travels and any deviations from above.

## 6. Finance and Accounts

### 6.1 Research Project

6.1.1 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.

6.1.2 Transfer of Staff Costs out of Sponsored Research Project to University share: In the Sponsored Research Project amount charged under the budget head of faculty time, staff costs will be transferred to the University share. 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 PIs/Co-PIs.

### 6.2 Consultancy Project

6.2.1 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 testings.

6.2.2 Detail of distribution of project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
Service Tax	L	L
Total contracted amount (T)	(G-L)	(G-L)
University 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 the case of a large consultancy project funded by a Government Organisation, University share may be negotiated with the approval of Vice Chancellor.

- 6.2.3 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 balance amount and that the amount of distribution is commensurate with the work completed.
- 6.3 A separate account head shall be maintained for each project by Grant section of the Accounts section of University. Accounts section of University shall be responsible for the submission of audited statement of accounts as and when required by the sponsors and utilization certificate.
- 6.4 For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.
- 6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to Professional Development Fund, the same will be permissible.
7. **University Share, PDF and DDF**
- 7.1 **Distribution of University Share, PDF & DDF** : The Distribution of University share, PDF and DDF are as per the following table.

**Distribution of University Share in Percentage**

Type of Project and Component available for distribution	Distribution (%)					
	University Share	DDF	Elect. Chr.	PDF	(A) Incentive to office Staff	(B) Staff Welfare Fund / Benevolent Fund
(A) Sponsored Research Project/ HRD Programmes Institutional Overhead Charges Received from Sponsor (I)	50	20	-	20	0	10
(B) Consultancy Project	52	12	6	23	5	2
(C) Routine Testing Project	72	20	3.75	0	3	1.25



## 7.2 Utilization of University Share, PDF and DDF

7.2.1 University Share shall be treated as income of University.

7.2.2 The PDF can be utilized by the concerned department on the recommendation of Dean (Consultancy)/Dean (Research & Development) with the approval of competent authority for training of faculty and staff, organizing fresher course (1-2 day duration) etc. and for the following expenses if the provisions are not available in the project:

- a. Travel (domestic and abroad) and related expenditure for individual, student or outside expert as part of the project/consultancy work.
- b. Exploratory visits as part of the project/Consultancy work.
- c. Fee and related expenditure for acquiring training.
- d. Membership fee of professional societies
- e. Books, journals related, stationary and computer consumables and any storage media.
- f. Data card for internet, Connectivity charges.
- g. Office peripherals, furniture for Lab and offices, instrument, computer and peripherals.

7.2.3 All travels (domestic and abroad), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval from competent authority.

7.2.4 The items procured out of PDF shall be properly accounted for by the concerned department /centre and shall remain as the property of the University. However, items purchased under 7.2.1 e and 7.2.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the University excluding furniture and research equipments.

## 7.3 Utilization of DDF

DDF fund can be utilized for the following purposes:

- a. Development of Departmental infra structure facilities like equipment 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.



The Budget for utilizing DDF may be recommended by the Departmental Committee through the concerned Dean and approved by the competent authority. For any special requirements not covered above a proposal may be sent by the Department of consideration through the concerned Dean to the competent authority.

**8. Admission of Project Staff to Academic Programmes**

8.1 A project staff is eligible to register for Ph.D or Master's Programme of the University as per University norms subject to his/her satisfying the admission requirements of the University.

8.2 The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of University fellowship and shall finance himself/herself beyond the tenure of the appointment if University fellowship is not awarded.

8.3 The project staff admitted to Ph.D/Master's programme will be governed by the relevant ordinances and fulfill his/her obligations towards the PI & the project in which he/she is appointed.

**9. Sponsors Specific conditions**

Specific conditions of sponsor e.g. DST, DAE, AICTE, UGC, ICMR, CSIR etc. for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

**10. 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 Vice Chancellor on the recommendations of Dean (Consultancy)/Dean (Research & Development).

**11. REVIEW**

These rules may be reviewed normally in three years or as per needs.



## Annexure 1

### 1. PROJECT INITIATION AND MANAGEMENT

- 1.1 Each project will have a Principal Investigator (PI) who will be a faculty member/Scientist in the service of the University/Constituent College 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 guidelines provided in the later section, and
    - (c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the Institute,
  - (ii) Co-ordination and execution of work.
  - (iii) Handling all communications with the sponsor,
  - (iv) Writing 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 are given at Annexure 4.
- 1.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other Group 'A' employee so permitted by the college Director/Vice Chancellor can be co-opted as Investigator.
- 1.3 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 University.
  - (ii) provision for University overhead charges as per the rules of the University.
  - (iii) other guidelines for Sponsored Research Projects, and
  - (iv) Rules, Regulations & Statutes of the University.
- 1.4 All research project proposals shall be submitted to the sponsors by the Registrar of the University on the recommendation of the concerned Head of the Department/Dean (Research & Development). A record of the submitted proposal shall be kept by both



- offices of Dean (Research & Development) and as well as by Grant Section of Accounts section of the University.
- 1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
  - 1.6 These are general guidelines, however in the case of sponsored research project the guidelines of sponsoring agency shall be prevail.
  - 1.7 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
  - 1.8 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 Registrar and Dean (Research & Development) for placing the same before the Govt. for Audit, for verification or as and when required for any other purpose.
  - 1.9 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) 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 (Research & Development).
  - 1.10 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (Research & Development) for follow up, if necessary.
  - 1.11 For Research Project : The sponsor which assigns the research project usually are approached by an individual or a functionary of the University (i.e. Head of the Department, Dean (Research & Development)/(Consultancy) or Vice Chancellor.  
For Consultancy Project: The sponsor which assigns the consultancy project usually approaches the University/College for Consultancy work through an individual or a functionary of the institute i.e. Head of the Department, Dean (Research & Development/Consultancy) or Vice Chancellor.  
When a faculty member 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 Dean (Consultancy) or the Head of the Department to whom Dean Consultancy refers the project.



- 1.12 No retiring faculty member be allowed to submit a consultancy 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.
- 1.13 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.
- The retired faculty/scientist working under Emeritus Fellowship be allowed to continue as Principal Investigators in the ongoing consultancy projects, if the sponsors do not have any objection.
- Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can only investigator(s) for the new consultancy projects.
- 1.14 If the PI leaves the University/College, retires or proceeds on leave or not available for some reason, Dean (consultancy)/Dean (Research & Development) on the recommendation of PI (if he/she is available) shall appoint a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (Consultancy) or Dean (Research & Development) as the case may be; through HOD. However, in exceptional circumstances, a retired faculty member may continue to work as PI with the approval of the Vice Chancellor, if he/she continues to serve the institute in some other capacity. In case of Research Project the new PI appointment will need approval by funding agency.
- 1.15 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.
- 1.16 Project file will be closed with the submission of final project report and final settlement of accounts etc.



## 2. BUDGETARY NORMS

### A. FOR RESEARCH PROJECTS

The total agreed charges of a Research project will consist of the University share, actual expenses of the project covering following.

- (i) Research staff.
- (ii) Permanent equipment to be procured/fabrication of equipment or models.
- (iii) Consumable materials.
- (iv) Contingency expenses.
- (v) Travel expenses in connection with the project work (domestic and foreign if budgeted/allowed by sponsor).
- (vi) Computational or other charges payable to any other outside agency.
- (vii) All contingency expenses for report preparation of report and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.
- (viii) Expenses for work to be carried out on payment basis.
- (ix) Insurance on equipment and manpower during travel.
- (x) Any other as per norms of funding agency.

### B. FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The service tax will be applicable as per government rules.

- (i) Permanent equipment to be procured/fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Charges to be paid to staff and employees of the University/Constituent colleges.
- (vii) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books,



- journals, membership fee for professional societies), postage, courier, telephone (including rental and STD/ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- (viii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
  - (ix) Insurance on equipment and manpower during travel.
  - (x) Any other costs considered appropriate.

The recommendation of the Dean (Consultancy) to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

### 3. **Collaboration with Outside Organizations**

If collaboration with other Govt/Public Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval.

### 4. **LIABILITY**

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

**Maximum Liability** = the total amount charged for the project- the expenditure/liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure/liabilities as determined by the University will be calculated as the expenditure/liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for ongoing projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRDF.

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate/final bill.





**5. DISAGREEMENTS/DISPUTES**

- 5.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Dean (Consultancy)/ Dean (Research & Development)/ Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 5.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 5.3 All legal action will be subject to jurisdiction at Civil Courts at Bathinda/ Hon'ble Punjab and Haryana High Court, Chandigarh.

**6. ARBITRATION**

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

**7. PUBLICATION OF RESULTS/FILING OF PATENTS**

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which there prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication. Filing of patents will be as per terms and conditions of sponsoring agency.

**8. FORMS**

To ensure smooth administration & management of Projects, only the forms supplied by Dean (Consultancy)/ Dean (Research & Development) will be used by the PIs and others concerned.



## SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF

(Including for Walk in Interview)

### 1. PREPARATION OF DRAFT ADVERTISEMENT

- (i) Principal Investigator will send the draft advertisement to Dean (R&D) for approval
- (ii) Dean (Research & Development) will approve the draft advertisement and return it to the Principal Investigator for notification/advertisement, with expenses charged to project contingency.

### 2. ADVERTISEMENT OF THE POSITIONS

The Principal Investigator (PI) will advertise the positions through University website and through other means and receive the applications.

### 3. SCREENING OF APPLICATIONS

- (i) The PI will fix the meeting of Screening Committee and send the report of the screening committee to the Registrar through Dean (Research & Development) for approval.
- (ii) The PI will issue the letters to the candidates called for interview after Screening Committee report has been approved by Registrar on the recommendation of Dean (Research & Development).
- (iii) For walk in Interview, screening is not required.

### 4. SCREENING COMMITTEE CONSTITUTION

- (i) Faculty from the existing panel approved by the Vice Chancellor on recommendation of Director - Chairman
- (ii) Concerned Principal Investigator - Member
- (iii) Registrar - Member
- (iv) One faculty member from the Department as available to the PI - Member
- (v) Deputy Registrar, Admin./Est. - Member Secretary



## 5. INTERVIEW

- (i) The PI will fix the date of interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Vice Chancellor through Registrar on the recommendation of Dean (Research & Development)
- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

## 6. SELECTION COMMITTEE CONSTITUTION

- (i) Dean (Academic Affairs) - Chairman
- (ii) Dean (Research & Development)/Dean (Consultancy) - Member
- (iii) Concerned Principal Investigator - Member
- (iv) One Faculty member from outside the Department approved by Vice Chancellor on recommendation of HOD - Member
- (v) One external expert from outside the Institute if required by the sponsor - Member
- (vi) Deputy Registrar, Admin/Est. - Member Secretary

## 7. FINAL SELECTION/APPOINTMENT

Selection Committee report will be approved by Vice Chancellor and appointment letter will be issued by Registrar of the University.



**Annexure 3.**

**Projects Positions, Qualification and Fellowships/ Emoluments, Terms and Conditions For Project Staffs**

**1. Project Positions, Qualifications and Fellowships/Emoluments**

<b>A.</b>	<b>Fellowships</b>	<b>Minimum Qualifications</b>	<b>Amount (Per month)</b>
1	Project Associate	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
2	Research Associate	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
3	Project Fellow	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
<b>B.</b>	<b>Other Positions</b>	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
4	Project Consultant	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
5	Project Assistant (Technical)	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
6	Project Officer (Admin)	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
7.	Project Assistant (Admin)	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency
8	Project Attendant (Admin/Tech.)	As mentioned in research project or as prescribed by the funding agency	As mentioned in research project or as prescribed by the funding agency

Note :-

1. (i) To meet specific need to the project, any change in qualification and emoluments may be approved by Vice Chancellor on the recommendation by PI as well as by the Dean (Research & Development).
- (ii) However, if sponsor (e.g. DST, DAE, CSIR or any other Govt. Agency) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.



2. **HRA:** The project staff shall be entitled to HRA in case provided in the project.
3. **Conduct Rules:** The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the PI any official document or information to any person or agency. They shall also follow general code of conduct of the University.
4. **Disciplinary Proceedings:** Dean (Consultancy)/ Dean (Research & Development) may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary, On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean (Consultancy)/Dean (Research & Development)



## **GUIDELINES FOR MoU/AGREEMENT**

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, It should generally include the following clauses. Additional clauses may be added if considered necessary:

1. **General**  
The section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.
2. **Scope**  
The section should spell out briefly the nature of work, its limitations and the expected end results.
3. **Time Frame**  
This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.
4. **Consultancy Charges and payment terms**  
The document must clearly indicate the charges to be paid including applicable service tax long with payment terms.
5. **Responsibilities**  
This clause should define clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.
6. **Patents/Publications**  
The MoU should clearly spell out the arrangement proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.
7. **Force Majeure**  
This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events.
8. **Arbitration**  
The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall confirm to clause given earlier.



9. **Liability**

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier.

10. **Amendment to the MoU**

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.

Two model formats of MoU, format 'A' and format 'B' are available on the intranet of the Institute and may be used as such or with minor modifications conforming to the above guidelines. Format 'B' is concise and is recommended for smaller projects. Format 'A' is much more elaborate. If a different format is used, its legal vetting by the Institute's Advocate will be the responsibility of the PI concerned.

