

Consultancy Project Policy



**Sambalpur University,
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Consultancy Projects

I. PURPOSE

In the light of the changing economic scenario at the global, national and local levels, the importance of industry–academia-interaction has assumed pivotal importance. This interaction could be in the form of industrial consultancy, environmental impact assessment and sponsored research. In fact, it is being emphasised that faculty members should disseminate their academic knowledge and expertise to external organisations, including government, public sector bodies, community groups and businesses. What is being emphasized upon is that institutions of higher learning, including universities have to utilize their depth and breadth of multidisciplinary research base to rise up to the challenges faced by society and state. It is in this backdrop that University Grants Commission (UGC), Ministry of Human Resource Development (MHRD) and other regulatory bodies including National Assessment and Accreditation Council (NAAC) identify research, innovation and consultancy as one of the core spheres of activity in the institutions of higher learning. Therefore, as a matter of policy, the Sambalpur University encourages its faculty members to undertake consultancy work for the effective utilization of their expertise in the interest of the society. Consultancy Project means consultancy assignment/job given by outside agency to a faculty of the University for work within mutually agreed scope. It will also include consultancy assignment/job referred to the Head of the Department or a functionary of the University which may be taken up a Consultancy Project by faculty. Consultancy projects benefit faculty members and University both academically and financially. Consultancy services enrich the professional experience and knowledge of faculty members and thus keep them abreast with the changing socio-economic and developmental environment. While the University encourages faculty members to undertake consultancy projects, it is implied that consultancy work under any circumstance shall not hamper the primary duties of faculty involved in consultancy.

II. OBJECTIVES

- a) To facilitate the recruitment of research personnel, procurement of equipment, and financial management with adequate autonomy to the Principal Investigator(s) and disseminate research outcomes to stakeholders and the public at large.
- b) To act as a liaison between researchers & relevant research funding agencies, extend guidance in the preparation & submission of project proposals and post-sanctioning of the grants.
- c) To have better coordination among other cells/centers dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development and Intellectual Property Rights (IPR).

- d) To develop an Institutional Research Information System for sharing the status of ongoing/completed research projects/Programmes, expertise & resources, etc., making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.
- e) To serve as nodal center for ideation and conceptualization of research topics/themes by organizing workshops and training programs and ensuring the integrity and ethical practices in research activities, including clearance of bioethical committee wherever required.
- f) To assist affiliated college in promoting research, consultancy and patent filing.

III. POLICY COVERAGE

2.0 Definitions and General Rules

2.1 University means Sambalpur University, Odisha

2.1.1 Department means all approved academic departments and academic will be covered by the word 'Department' for the purpose of these rules.

2.1.2 Research Centre means all approved research Centers of Sambalpur University, Odisha will be covered by the word 'Research Centre' for the purpose of these rules.

2.1.3 Vice-Chancellor means Vice Chancellor, Sambalpur University, Odisha

2.1.4 Dean Research means Dean Research, Sambalpur University, Odisha

2.1.5 Dean means Dean of School/Faculty, Sambalpur University, Odisha

2.1.6 Head/Coordinator means Head/Coordinator of the Academic /Teaching Department

2.1.7 Director means Director of Research Centre/Department wherever applicable.

2.1.8 Institutional Consultancy means Consultancy offered by University, government institutes, ministries, international bodies, NGO, Corporations, organizations, trusts, private institutes including HRD activities in continuing education centre etc.

2.1.9 Industrial Consultancy means Consultancy offered by industries, consulting firms, companies and individuals etc.

2.1.10 EIA Coordinator (EC) means Faculty member of the University accredited and recognised by NABET (National Accreditation Board of Education and Training), QCI (Quality Council of India)/or any other relevant body.

2.1.11 Lead Consultant (L.C) means Faculty member of any Department/Centre who will act as leader of the consultancy project.

2.1.12. Consultant means Faculty member and/ or team of faculty members/scientist/employee providing consultancy.

2.1.13. Functional Area Expert (FAE) means Faculty member of the University accredited and recognized by NABET/QCI for a particular sector

2.1.14. Functional Area Associate means Young Postgraduate and Research Scholars of the University who can work under FAE for category B projects under the guidance of approved FAEs.

2.1.15 Team Member means Faculty members/Professionals involved in Environmental Impact Assessment EIA having experience in their respective functional areas but lack any EIA related experience

2.1.16 Mentor means Senior faculty members/ Senior professionals who have formidable expertise and may not be able to visit the project sites but their experience and expertise may be utilized to train the Functional Area Associates/ EIA Team Members.

2.1.17 Consultancy Project means A project involving any individual faculty member/Department/Research Centre/Functionary of University and use of University facilities and intellectual inputs of the faculty will be treated as Consultancy Project.

3. Financial implication

At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional/University share at the rate of 25% of the total contracted project cost. However, such share shall be 40% for routine testings. Details of distribution of Consultancy and Routine Testing Projects fund shall be as below:

Consultancy works

Total amount Received after deduction of service tax and other taxes if any = A

Expenditure for consultancy work = E

University Overhead charges = $U = (A - E) \times 0.25$

Distribution among persons involved in consultancy = $D = (A - E) \times 0.75$

Routine Testing works

Total amount Received after deduction of service tax and other taxes if any = A

University Overhead charges = $U = A \times 0.40$

a. Distribution of University Share (U)

SRIC Development Fund (SDF) = $U \times 0.6$ Department Development Fund (DDF) = $U \times 0.4$

- b. A separate account head shall be maintained for each project by RDC office. The RDC office shall be responsible for the submission-of audited statement of accounts as and when required by the sponsors. The audit shall be through Chartered Accountant or as per the guidelines of the Sponsoring Agency.

4. Utilization of DDF and SDF

4.1 Utilization of DDF

DDF fund can be utilized for the following purposes as per University norms:

- a. Development of Departmental Infra structure facilities like equipment laboratories, class rooms, committee/ conference rooms/ furniture/energy charges etc..
- 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.
- e. Advertisement, expenses for organizing meeting relating to project (if it is not coming under the contingent grant or in any other budget head of the project proposal).

The budget for utilizing DDF may be recommended by the Teachers Council including the PI of the Department and approved by the Director, RDC.

4.2 Utilization of SDF

SDF fund shall be utilized by the University as per approval of Syndicate/ VC as per the recommendation of Director, RDC. The remuneration of persons engaged in outsourced or part-time basis shall be paid out of the SDF.

5. Sponsored specific conditions

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

6. 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 VC on the recommendations of Director (RDC).

7. Review

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

8. Testing projects

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification, drugs identifications, estimation and evaluation of unknown species.

The University will undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job. The procedure for overall operation of the project is similar like that of consultancy project.

9. General guidelines

9.1 Limitations: Undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.

9.2 Involving Foreign Collaborators: The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

9.3 Publications of Results: Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications. If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

9.4 Retainership: With the permission of the Vice Chancellor of the University, the faculty members of the University can accept retainership of the reputed organizations. The fees thus earned shall be shared as per rules laid down above. Formula to share the retainership will be worked out in due course of time. An undertaking will be required from the concerned Faculty member indicating any conflict of interests between Sambalpur University and the other organisations.

9.5 External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees. The honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

9.6 Conflict of Interest: Consultants shall disclose to the Director (RDC) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. Director (RDC) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that (i) suggests that the Institute approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or (iii) may be interpreted to communicate the official position of the Institute on any issue of public interest.

9.7 Exceptions: Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, PhD viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.

1. Project initiation and management

- 1.1** Each project will have a Principal Investigator (P.I.) who will be a faculty member of the University 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 University,
 - (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 2.
- 1.2.** The PI may, at his discretion, co-opt the names of other faculty members/ Scientists as co-Investigators(Co-PI).
- 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
 - (ii) provision for Institution 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.** The project proposal submitted by PI and duly forwarded by the Head of the Department/School shall be submitted to the RDC for approval of the Director RDC. One copy of the approved project proposal shall be retained in RDC cell for record. If any of the submitted projects is asked for revision before sanction, one copy of the revised project proposal shall be submitted to RDC for record and future use.
- 1.5.** For additional requirement of land/ space/ and construction prim\ approval shall be accorded at the time of submission of the proposal to the Sponsoring agency.

- 1.6.** If the project is with a non-government agency, a statement on terms and conditions of the project including the right of patents and royalties must be spelt out clearly.
- 1.7.** If an MOU is to be signed later on, the exact terms and conditions of the MOU, including a summary of the finalized Project, shall be submitted to the Director, RDC
- 1.8.** Once a project proposal is sanctioned, the PI shall submit a copy of the letter of sanction and details of the information to Director, RDC cell through the HOD in the format for project initiation form as given in Annexure-3 before the start of the project. After the commencement of the project all communications to the funding agency shall be informed to RDC for record.
- 1.9.** The date of start of the project will be the date of actual receipt of first instalment of the grant sanctioned or as specified by the funding agency.
- 1.10.** After receiving the funds from the sponsors by the University, the funds will be transferred by the COF as per the recommendation of the Director, RDC to the newly opened account on the project of the PI after deduction of the University Overhead Charges as per rule. The University Overhead charges(U) shall be directly transferred by the COF to the RDC account (A/C) to be opened by the Director, RDC
- 1.11.** The Chairman, PG. Council, Controller of Finance, Head of the Department of the concerned discipline and Principal Investigator (convener) shall constitute the Purchase Committee. The OUAm/Govt. of Odisha purchase rule vide No. 4939/F dated 13.2.2012 as amended from time to time shall be followed for purchase of items.
- 1.12.** All consumable items shall be purchased by the PI directly. For all non-consumable items purchase order shall be placed by the HOD and shall be received, stock entered in the stock register of the department and shall be issued to the PI for the project use. The PI shall make payments to the party on satisfactory installation of the items after due approval of the HOD. After completion of the project the PI shall return all the non-consumable items to the Department and shall obtain a clearance from the HOD.
- 1.13.** The TA/DA in the project for field work and visits outside Odisha (in India or Abroad) or within Odisha can be paid as per rules of the Sambalpur University or as per guidelines of the funding agency to the PI, Co-PI and Project staff as well as Ph.D. students working on jobs related to the Project work upon approval and justification by the PI.
- 1.14.** The period spent by the PI, Co-PI and Project Staff on field work or collaborative work in another laboratory relating to research work of the project (in India or Abroad) shall be treated as on duty (provided this does not affect the teaching obligation) and shall need the

- approval of Director, RDC on the basis of recommendation by the concerned Head of the Department.
- 1.15.** The PI shall prepare the statement of expenditure and utilization certificate of every project as per the time schedule and format prescribed by the funding agency. The same may be sent to the RDC within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency along with annual report of the work done.
 - 1.16.** The preparation of the utilization certificate (UC) at the end of each year and at the final closure shall be prepared by Chartered Accountant or any competent authority to prepare such certificates. The UC shall be signed by both Registrar and/ or Comptroller of Finance (COP) of Sambalpur University as the case may be.
 - 1.17.** Each project should have separate stock register for assets, accession, consumable and non-consumable articles.
 - 1.18.** Separate account should be opened for each article purchase on separate page with full particulars unless the transactions in respect of articles are small in number, in which case a page may be utilized for recording receipts and issue for more than one article provided the accounts in respect of different articles are not mixed up on that page.
 - 1.19.** All entries in the stock book shall be signed by the PI.
 - 1.20.** Physical verification of stock shall be conducted at least once in a year.
 - 1.21.** Equipments purchased specifically for each project will be the property of the respective Department on the completion of the project unless the sponsoring body desires otherwise.
 - 1.22.** The PI shall prepare the Progress report along with the settlement of-accounts which should be submitted in the prescribed format given by the agency if any to the Finance Office through RDC. After verification, the reports and accounts with a forwarding letter shall be returned to the PI from RDC for onward transmission to the funding agency.
 - 1.23.** The final progress and UC at the completion of the project will be sent to the funding agency in the prescribed format given by the agency if any.
 - 1.24.** Statement of final accounts and a list of articles (non-consumables) left over at the time of termination of the project and purchased out of the project funds should be sent in triplicate to the RDC in the prescribed Performa (**Annexure-4**) and verified by the Internal Audit Officer of the University. These articles may be transferred to the Department stock register except where the sponsoring bodies do not allow the Department to retain the articles without paying them the book value of the articles. In case the Department does not want these articles, the same will be auctioned through the Engineer's office.

- 1.25.** It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 1.26.** The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 1.27.** 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 Director (RDC) for record.
- 1.28.** The PI shall be responsible for maintenance of Laboratory Record Book (LRB) preparation and submission of 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 Director (RDC).
- 1.29.** The PI shall write to the sponsor for timely release of funds with a copy to the Director (RDC) for follow up, if necessary.
- 1.30.** No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI) or if the proposed duration of the project falls beyond the date of retirement of PI.
- 1.31.** 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 be investigator(s) for the new consultancy projects.
- 1.32.** If the PI leave the University, retires or proceeds on leave or not available for some reason, Director RDC, on the recommendation of the P.I. and approval of sponsoring agency can appoint (if he/she is available) 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 Director (RDC) through H.O.D. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Director, if he/ she continues to serve the University in some other capacity.
- 1.33.** 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.

1.34. Project file will be closed with the submission of final project report and final settlement of accounts etc.

2. Budgetary norms

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) 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, FAX and 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.
- (vii) Expenses for work to be carried out on payment basis, remuneration to scholar / assistants etc.
- (viii) Insurance on equipment and manpower during travel
- (ix) Any other costs considered appropriate.

The approval of the Director RDC 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. Disagreements/disputes

- 4.1. Any disagreement within the University arising at any stage of a consultancy project will be resolved in consultation with Director (RDC) / VC to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 4.2. 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.
- 4.3. All disputes will be subject to jurisdiction at Civil Courts at Sambalpur

5. Publication of results

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.

6. Project monitoring committee

For large projects the Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least once a year) for timely completion of the projects. The committee may also advise Director (RDC) in any other matter on the project.

- | | |
|---|----------|
| (1) Director, RDC | Convenor |
| (2) Head of the concerned Deptt or his nominee | Member |
| (3) Head of one more Deptt. from relevant field or his nominee | Member |
| (4) One faculty Member from relevant field | Member |
| (5) Principal Investigator | Member |
| (6) One expert from outside the University in relevant field nominated
by the V.C., if required(or representatiye of sponsor, if required by sponsor). | |
| (7) COF, Sambalpur University | |

7. Forms

To ensure smooth administration & management of Projects, only the forms supplied by Director (RDC) will be used by the PIs and others concerned.

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

This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

2. Scope

This section should spell out briefly the nature of work, its limitations and the expected end results.

3. Time of 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 along with payment terms.

5. Responsibilities

This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

6. Patents/Publications

The MoU should clearly spell out the arrangements 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. Disagreement/Dispute

The document shall provide for, a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform 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.

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.

PROJECT INITIATION FORM

1.	Name and address of Principal Investigator	a. Name b. Address
2.	Name and address of Principal Co-Investigator(s) if any	a. Name b. Address
3.	Name of the funding agency and Title of project	a. Name of the funding agency b. Title of the project
4.	Details of the project	a. Sanction Letter No. b. Total amounts sanctioned c. Salaries d. Consumables e. Equipments f. Contingency g. Overheadh.Duration
5.	Letter No. and amount of first installment release	a. Letter No. b. First installment in (Rs.)
6.	Date of receipt of the first installment amount by the University, Date of Commencement and Completion of the project	a Date of receipt b. Date of commencement c. Proposed date of completion
7.	Requirement from the University	
8.	Number and Details of completed project(s) by Principal Investigator(Title of the project, Name of the funding agency, Total sanctioned amount, Duration, Project Closure) till date	a. Title of the project b. Name of the funding agency c. Total sanctioned amount d. Duration(from....to...=-- years) e. Date of completion f. audit report
9.	Number and Details of completed project(s) by Principal Co-Investigator(Titleof the project, Name of the funding agency, Total sanctioned amount, Duration, Project Closure) till date	a. Title of the project b. Name of the funding agency c. Total sanctioned amount d.Duration(from....to...=-- years) e. Date of completion f. audit report g. Utilization Certificate
10.	Number and Details of ongoing project(s) by Principal Investigator(Title of the project, Name of the funding agency, Total sanctioned amount, Duration, Project Closure)	a. Title of the project b. Name of the funding agency c. Total sanctioned amount d. Duration(from....to... years)
11.	Number and Details of Ongoing project(s) by Principal Co-Investigator(Titleof the project, Name ofthe funding agency, Total sanctioned amount, Duration, Project Closure)	a Title of the project b. Name of the funding agency c. Total sanctioned amount d.Duration(from....to...=-- years) e. Project Enclosure(Yes/No)

We certify that no civil/electrical modifications shall be carried outwithout prior permission from the University authority.

We will follow the normsand conditions ofthe University/RDC rulesframed during time totime for the execution and completion of the project.

Signature of the Principal Investigator with Date

Signature of the Principal Co-Investigator with Date

Counter Signature of the HOD with Date

Annexure -4

FORMAT FOR CLOSING OF CONSULTANCY PROJECT PROPOSAL

The above noted project has terminated/completed on, the relevant details of the project are being given.

1. Title of the project
2. Funding Agency
3. a. Duration of the Project
b. No. & Date of Sanction Order
c. Date of Receipt of Fund
d. Date of commencement
e. Date of completion
4. Name of the Investigator
5. Designation .
6. Department/Center/Institute
7. Name of the Co-Investigator
8. Designation
9. Department/Center/Institute
10. Total funds received including salaries without overhead charges
11. Whether the final accounts of the completed projects for all the years have been submitted/closed. If not, reason thereof.
12. Amount of the unspent balance(if any) and reason there of
13. Whether the unspent balance is to be returned to the sponsoring body.
14. Whether the certificate.of 'no liability' against the project to enable the University to refund the unspent balance, if any, to the sponsoring body is enclosed .or not. If not, reasons thereof.
15. Whether the final Technical Report of the project for onward transmission to the sponsoring body· ,is enclosed or not. If not, reasons thereof:
16. Whether all the Odvanceshave been rendered and reconciled with the Finance Office. If not, reason thereof:
17. List of non-consumables articles

SI No.	Item(s)	Date of Purchase	Cost at the time of purchase	Present condition	Whether transferred to the department details there of

Signatures of the Investigator:

Date

Signatures of the Co-Investigator(if any):

Date

Head of the Department/Director of Center/Institute (Signature) with Seal:

Date

SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF

(Including for Walk in Interview) AND TERMS & CONDITIONS

1. PREPARATION OF DRAFT ADVERTISEMENT

- (i). Principal Investigator will send the draft advertisement to Director (RDC) for approval through the HOD
- (ii). Director (RDC) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement

2. ADVERTISEMENT OF THE POSITIONS

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

3. SCREENING OF APPLICATIONS

- (i) The P.I. will fix the meeting of Screening Committee and send the report of the screening committee to Director (RDC) for approval.
- (ii) The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Director (RDC).
- (iii) For walk in interview, screening is not required.

4. SCREENING COMMITTEE CONSTITUTION

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|---|----------|
| (i) HOD of the concerned Department | Chairman |
| (ii) Concerned Principal Investigator | Member |
| (iii) One faculty member from the Department as available to P.I. | Member |

5. INTERVIEW

- (i) The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Director (RDC) for approval in the format as given in **Annexure-6**.
- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

6. SELECTION COMMITTEE CONSTITUTION

- | | |
|--|----------|
| (i) One Professor nominated by the VC | Chairman |
| (ii) Head of the Concerned Department | Member |
| (iii) Concerned Principal Investigator | Convenor |
| (iv) One expert member from outside the Department nominated by VC | Member |
| (v) One external expert from outside the University (If required by the sponsor) | Member |

7. FINAL SELECTION / APPOINTMENT

Selection Committee report will be approved by Director (RDC) and appointment letter will be issued by PI.

8. Conduct Rules

The project staff shall maintain record and secrecy of the findings/technical

information and shall not communicate it in any manner without the approval of the PI in any official document or information to any person or agency. They shall also follow general code of conduct of the University.

9. **Disciplinary Proceedings:** Director (RDC) 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 Director (RDC).
10. **Leave:** All project staff working on project shall be entitled to take leave as per the leave rule of sponsoring agency. In case there is no spelt out of leave rule, project staff shall be entitled to take leave as per the following types of leave:

Casual leave: 15 days per year or proportionate thereof

Maternity leave: 180 days (Only for the appointment for a year or more) or proportionate thereof.

Medical Leave: 10 days per year or proportionate thereof

The record of the leave shall be allowed and maintained by PI.

**FORMAT OF RECOMMENDATION FOR THE TEMPORARY ENGAGEMENT IN
RESEARCH PROJECT**

1.	Details of the project:	a. Title of the project
		b. Name of the Funding agency
		c. Name of the P.G. Department
		d. Duration from..... to.....
2.	Type of the post:	
3.	Merit list:	
4.	Salary	
5.	Duration of employment	
6.	Terms and condition of employment (Temporary/ Permanent, Sanction of leave etc.)	
7.	Signature of the members of selection Committee	(i) Principal Investigator (ii) V.C. Nominee (iii) Head of the Dept./Centre (iv) Subject Expert (Inside the Dept.) (v) Subject Expert (Outside the Dept.)

SUGGESTIVE FORM OF UTILISATION CERTIFICATE

1. Title of the project/scheme
2. Name of the Department:
3. Principal Investigator:
4. University sanction order No. & date of sanctioning of the Project:
5. Amount brought forward from the previous financial year quoting the letter No. & date in which the authority to carry forward the said amount was given:
6. Amount received from University during the financial year (please give No. and dates of sanction orders showing the amount paid)
7. Interest earned if any, on grants:
8. Total amount that was available for expenditure during the financial year (Sl. No. 5,6 &7)
9. Actual expenditure (excluding commitments) incurred during the financial year (Statement of Expenditure is enclosed)
10. Unspent balance refunded, if any (please give details of cheque No. etc.)
11. Balance amount available at the end of the financial year
12. Amount allowed to be carried forward to the next financial year vide letter No. & date.

1. Certified that the amount Rs.-----mentioned against Col. 9 has been utilized on the project/scheme for the purpose for which it was sanctioned, that the balance of Rs-----remaining unutilised at the end of the year has been surrendered to University (Vide No.-----dated-----)/ will be adjusted towards the grants in aid payable during the next year.
2. Certified that I have satisfied myself that the conditions in which that grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)

(HEAD OF THE INSTITUTE)

Note: Prescribed forms if any as per the funding agency may be used.

Statement of Expenditure Incurred

Showing grants received from the University and the expenditure incurred during the period from ----- to -----

Item	Unspent balance carried forward from previous year	Grants received from University during the year	Int ertest earned if any on the grant	Total Col (2+3+4)	Expenditure (excluding Commitment) Incurred during the year	Balance (5-6)	Remark
1	2	3	4	5	6	7	8
1.	Nonrecurring						
	(i) Equipment						
2.	Recurring						
	(i) Consumables						
	(ii) Travel						
	(iii) Contingency						
	(iv) Any other (Receipt of Interest on the Grants received) (if applicable)						

(PROJECT INVESTIGATOR)

(FINANCE OFFICER)

(HEAD OF THE INSTITUTE)

FORM O.G.F.R.-7 (A)

(See Rule 172)

**FORM OF UTILISATION CERTIFICATE FOR THE
YEAR 20**

I hereby certify that the grant at my disposal/at the disposal of-----, in the year 20----- and the amount available for expenditure during the said year were as follows :

1. **(a) Unspent balance at the end of the year 20---** :
(b) Grant received during the year 20----- :

TOTAL :
2. (a) Expenditure during the year 20----- :
 - i. Out of the unspent balance as in (a) above :
 - ii. Out of grant referred to in (b) above :

TOTAL :

(b) Unspent balance at the end of the year :
3. I further certify that the expenditure of Rs.------(Rupees-----)
) only shown as expenditure in the year 20----- under my charge within the jurisdiction and a sum of Rs.------(Rs.-----)
) only shown as balance at the end of theyear 20----- and no part has been diverted to other purpose.
4. I further certify that a list of works on which the expenditure of Rs.-----
--- (Rupees.-----) only has been incurred and the amount spend on each has been prepared and is maintained in my office (office of the-----)

**Signature of the Principal
Investigator**

**Signature of Finance Officer of
the Institute with seal**

**Signature of the Head of the
Institute with seal**

