
RESEARCH & CONSULTANCY

Rules and Regulations



NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Srinagar, Pauri (Garhwal)

July, 2015

1. Preamble

With the advancement of government policies and Institute priorities, NIT Uttarakhand is striving to develop into an Institution where new ideas, research and scholarship flourish and the innovators of tomorrow may emerge. The Institute encourages the academic staff to undertake research and consultancy projects, in order to extend their research work and gain professional experience at the Institute, thereby contributing to country's scientific/technical as well as economic growth. The research and consultancy projects are very useful for maintaining external and global linkages. These projects, especially related to consultancy, provide incentives to the concerned staff and are main source of revenue for the Institute.

2. Definitions

- 2.1. **Institute** means National Institute of Technology, Uttarakhand
- 2.2. **Department** means all the academic departments at the Institute.
- 2.3. **Director** means Director, National Institute of Technology, Uttarakhand.
- 2.4. **Associate Dean of Research & Consultancy** (Associate Dean (R&C)) means Associate Dean of Research & Consultancy, National Institute of Technology, Uttarakhand.
- 2.5. **Project** implies sponsored research projects or industrial consultancy projects or routine testing projects.
- 2.6. **Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.
- 2.7. **Principal Investigator (PI)** is a member of the faculty/scientist of the Institute 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.
- 2.8. **Investigator (I)** 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 Director.
- 2.9. **Consultant:** Consultant is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.
- 2.10. **Project Staff** means a person appointed in conformity with the guidelines to work on a project.
- 2.11. **Research Development Fund (RDF)** means a part of the Corpus/share received for Sponsored Research and Industrial Consultancy project.
- 2.12. **Departmental Development Fund (DDF)** means a fund of the Department to which a part of the IOC/share from Research and Consultancy Projects are transferred.

- 2.13. Professional Development Fund (PDF)** means a fund for individual academic staff, to which a part of the IOC/share from Research and Consultancy projects are transferred.
- 2.14. Intellectual Property** means an intangible property that is a result of a project, such as patents, copyrights, etc.
- 2.15. Proper Channel** means process from PI to HoD to Associate Dean (R&C) to Director.
- 2.16. Project Monitoring Committee (PMC)** means the Committee constituted to monitor the large projects with outlay of more than Rs. 25 lacs.

3. General Rules and Regulations

- 3.1. Individuals or Departments shall take up projects after taking approval through proper channel. All funds in connection with Projects should be received in the name of NIT Uttarakhand.
- 3.2. Consultancy Services may be offered to Industries, Service Sector, Government Departments and other National and International agencies in niche areas of expertise available in the Institute.
- 3.3. Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Designs and/or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and so on.
- 3.4. Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of certain Governmental and related agencies, and special clients (with long term association with the Institute) routine testing services may be offered, but to a limited extent.
- 3.5. Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration/Standardization of laboratory equipment used for such purposes.
- 3.6. Office will assign a unique internal number to the project proposal.
- 3.7. Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 10,000/-. For consultation work involving only site visit or personal discussion a minimum amount of Rs. 5,000/- per man-day for faculty/scientist/Gp A staff and Rs. 500/- per man-day for technical and other non-academic staff may be charged.
- 3.8. Institute staff may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research and Industrial Consultancy Projects, in addition to the special casual leaves available as per Institute norms.
- 3.9. Report(s) and data collected/originated out of project are the joint Intellectual Property of the sponsor, PI and the Institute 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, PI and the Institute.

- 3.10. The Intellectual Property Right (IPR) policy of the Institute, as in when framed, shall be applicable.
- 3.11. 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 the competent authority through proper channel.
- 3.12. 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 competent authority 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.
- 3.13. All purchases under projects/PDF/DDF shall be made after taking financial approval from the competent authority. In case of equipment which is to be carried outside, the same should be insured against bank guarantee.
- 3.14. The travel rules will be as per Government of India (GoI) norms.

4. Project Category and Norms

4.1. Seed Grant

The Institute gives a seed grant to new faculty for initiating research. The faculty member will write a research proposal. The proposal should include a description of research that he/she wishes to conduct over the next 2-3 years. It is a platform meant to help new faculty to prepare for subsequent proposal submissions. In other words the seed grant is seed for seeding bigger projects.

Norms for seed grant:

- 4.1.1. Proposal will be submitted to the competent authority through proper channel. Associate Dean (R&C) will arrange to get review comments from the subject experts. Review comments will be appropriately incorporated/addressed by the Faculty before final submission.
- 4.1.2. Proposal will be presented by the faculty before an Institute level committee, consisting of Director, Associate Dean (R&C), HoD and 2 Faculty members to be nominated by Associate Dean (R&C).
- 4.1.3. The initiation grant is normally for an amount of Rs. 10 lakhs to support the research as proposed by the faculty member and approved by the Institute Level Committee.
- 4.1.4. To encourage collaborative research or to create shared research infrastructure, if two or more faculty members submit a joint proposal, the budget limit will be Rs. 25 lakhs.
- 4.1.5. The Faculty member is required to prepare follow-up proposal(s) to external sponsors.

4.2. Sponsored Research Projects

Sponsored Project refers to Projects in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PI as approved in the respective budget head by the funding agency. For projects from industry and other agencies, any balance amount at the end of the project will be treated as per policy of the sponsor.

Norms for sponsored research projects:

- 4.2.1. Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.
- 4.2.2. While making an estimate of the funds required for a project, the following budget heads may be taken into account:
 - Salary of Project Staff including PhD scholars
 - Equipment
 - Consumables
 - Travel (Domestic/International)
 - Contingency
 - Administrative Overheads (@20% of Total Project Cost)
- 4.2.3. All project proposals are to be sent to the competent authority through proper channel for recommendation. The "Project Proposal Form" duly completed must be submitted along with the proposal.
- 4.2.4. After obtaining approval from the competent authority, AR (Admin) will hand over a forwarding letter and the copy of the project proposal to the PI for submission to the funding agency.
- 4.2.5. The project normally will be started after the receipt of funds.
- 4.2.6. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.
- 4.2.7. The statement of expenditure and utilization certificate will be audited by C&AG and utilization certificate will be issued subsequently.
- 4.2.8. It is the responsibility of the PI to send timely reports and other deliverables to the sponsoring agency through the Associate Dean (R&C). Statement of account to be submitted will be made available to the PI on request to the designated Institute officer.
- 4.2.9. After completion of the project, final report should be submitted to the funding agency through proper channel with a soft copy for the record at office of the Associate Dean (R&C) and for RTI purposes.
- 4.2.10. A completion certificate should be obtained by the PI from the funding agency for successful completion of the project based on which project account will be closed with intimation to the competent authority.
- 4.2.11. The project file will be closed after the approval of the Sponsor or MoU, whichever applicable.
- 4.2.12. Collaborative projects between two or more Institutes/organizations can be submitted only after the approval of respective competent authorities. The funds will be received by the host institute/organization of the PI and the host institute/organization will have the responsibility to transfer

the funds to the collaborative institutes/organizations as specified in the project proposals. If the sponsor agrees, funds can be released by the sponsor, separately, to the participating institutes.

4.3. **Consultancy Projects**

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important tool in industrial growth of the Country.

Norms for Consultancy Projects:

- 4.3.1. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This is effectively a contract work in which all outputs belong to the client.
- 4.3.2. All payments for consultancy work must come in the name of the Director of the Institute. The Institute will then do the needful for complying with statutory laws and then give the honorarium to the faculty/staff as the case may be.
- 4.3.3. The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.
- 4.3.4. Proposal is then prepared by the PI. It should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by the competent authority from time to time) as the primary component. It may also have budget for supporting manpower, equipment, travel contingency, institute overheads and expenses for IPR (if need be).
- 4.3.5. At the stage of proposal submission, the budget will reflect project costs (X), 25% overheads (0.25X) and service tax (as applicable, eg. 14% of 1.25X). Service tax is subject to periodic revision by the Government of India. Service tax is not deducted on projects, if the funds are received in foreign currency.
- 4.3.6. Service tax on equipment is not chargeable, in case equipment is to be returned to the funding agency/organization after completion of the project. This should be clearly spelt out in the MoU/proposal itself.
- 4.3.7. All consultancy proposals must be sent to the competent authority through proper channel for endorsement and approval along with the consultancy project agreement form.
- 4.3.8. The Institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Institute may, in exceptional cases, permit commencement of work with payment to be made as per agreed upon milestones. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

- 4.3.9. In international consultancy projects:
 - a. Funds are received in foreign currency;
 - b. Service tax is not applicable;
 - c. The research collaboration of NIT Uttarakhand with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.
- 4.3.10. IPR issue: All IPR related issues are agreed between the Institute and the funding agency. Preferably, IPR will be jointly shared by NIT Uttarakhand and the funding agency.
- 4.3.11. MoU/agreement preparation: Institute has guidelines for drafting MoU/Agreement.
- 4.3.12. When MoU is clear from all angles and acceptable to both the parties, it is sent to the competent authority through Associate Dean (R&C) for approval along with the Note File (summary of MoU). A copy of the duly signed MoU will be sent to the other party and a copy retained in the office.
- 4.3.13. After approval, PI/HoD/Associate Dean (R&C)/Director as the case may be, will sign the MoU.
- 4.3.14. Project responsibility: These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.
- 4.3.15. The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority.
- 4.3.16. After completion of the project, final report should be submitted to the funding agency.
- 4.3.17. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Department's stock register.

4.4. **Testing**

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, properties of bitumen for road construction, compaction strength of soil, calibration of pressure gauges, and chemical identification of unknown species. The Institute 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.

Norms for Testing:

- 4.4.1. The procedure for overall operation of the project is similar like that of consultancy project.
- 4.4.2. Certification: The Institute (through its faculty) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the following results.

5. Finance and Accounts

5.1. Research Project

5.1.1. 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.

5.1.2. 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.

5.2. Consultancy Project and Routine Testing

5.2.1. 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 testing.

5.2.2. Details 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
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 the competent authority.

5.2.3. The distribution of the balance amount (S) for both consultancy project and routine testing is given below:

SNO	Item	Distribution (%)
1.	Account Section	2
2.	Welfare Fund	16.5
3.	Director's Office, Registrar's Office, Store Section, Establishment Section	2
4.	Non-Teaching Staff of the Department	4.5
5.	Coordinators	75

5.2.4. 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.

- 5.3. A separate account head shall be maintained for each project. Accounts Section Head shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.
- 5.4. 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%.
- 5.5. If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund, the same will be permissible.

6. PDF AND DDF

6.1. Share of PDF & DDF

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

Type of Project and Component available for distribution	Distribution (%)				
	RDF	DDF	Elect. Chr.	PDF	Incentive to Office Staff & Staff Welfare Fund
(A) Sponsored Research Project/HRD Programmes Institutional Overhead Charges Received from sponsor (I)	50	20	-	20	10
(B) Consultancy Project	52	12	6	23	7
(C) Routing Testing Project	72	20	3.75	0	4.25

The distribution of incentive to office staff and staff welfare fund is as per the following table.

SNO	Item	Distribution (%)
1	Staff Welfare Fund	5
2	Department Office	20
3	Associate Dean (R&C) office and persons directly related to R&C work	30
4	Fund for Community Activities	10
5	Central Administrative Fund	35

6.2. Utilization of PDF

6.2.1. The PDF can be utilized by the concerned individual for the following purposes:

- a. Travel (domestic and abroad) and related expenditure for individual, student or outside expert
- b. Exploratory visits
- c. Attending Conferences/ Short term course/ workshop/ training programs.
- d. Publishing of conferences and journal manuscripts.
- e. Engagement of project staff
- f. Fee and related expenditure for acquiring training/qualification(s)
- g. Membership fee of professional societies

- h. Books, journals related, stationary and computer consumables and any storage media
 - i. Mobile phone (once a year), data card for internet, telephone call (prepaid or postpaid), connectivity charges
 - j. Office peripherals, furniture for labs and offices, camera (all types), instrument, computer (all types) and peripherals
 - k. Annual Health checkup.
- 6.2.2. All travels (domestic and international), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval through proper channel.
- 6.2.3. The items procured out of PDF shall be properly accounted for by the concerned department/centre and shall remain as the property of the Institute. However, items purchased under 6.2.1 f & 6.2.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the Institute. Any items purchased under clauses 6.2.1 h and any major assets procured may be retained by the concerned person on payment as per clause 6.2.4.
- 6.2.4. For clause 6.2.1 h the depreciated value (for which the rate of depreciation will be a flat 25% per year) or 5% of the purchase value, whichever is higher, will be payable.
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 PDF.
 - 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.
- 6.2.5. After leaving the Institute the PDF will also be available to the concerned person for 3 years for expenditure at sl. 6.2.1 a, c and e only.
Note: Leaving the Institute means not serving the Institute in any capacity like faculty/re-employed faculty/Emeritus Fellow/Chair faculty/visiting faculty etc. Serving as consultant will not be counted as serving the Institute.
- 6.2.6. For the faculty members coming from different NITs, who carry out projects and other activities involving contribution towards their PDF, on request the fund so accumulated could be transferred from one NIT to another, within NIT system with the approval of the competent authority.
- 6.3. 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 equipments.
 - c. Repair and maintenance of office and labs
 - d. Seed money for holding conferences/workshops and seminars etc.

The budget for utilizing DDF will be recommended by all the faculty members of the department and sent by the HoD to Associate Dean (R&C) for approval from the competent authority. For any special requirements not covered above a proposal may be sent through proper channel.

7. Manpower

7.1. Project staff

- 7.1.1. 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 given at Annexure 1 and 2.
- 7.1.2. Open selections will be held for all project positions.
- 7.1.3. Appointments on all project positions drawing emolument shall be on contract only.
- 7.1.4. The Project staff shall work for fulfilling the objectives of the project.
- 7.1.5. Transfer of project staff from one project to another, either on completion or midway, may be permitted by the competent authority.
- 7.1.6. 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.
- 7.1.7. 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 competent authority.
- 7.1.8. All contractual project staff will be appointed with the prior approval of the Head of the Institution. All contracts will be executed by the competent authority and will retain the original copy of contract.
- 7.1.9. Appointment of project staff on ad-hoc basis against a project position can be considered by the competent authority on the recommendation of the PI for a period not exceeding 89 days.

7.2. 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. 8000/- per month for UG and PG students, Rs. 18000/- per month for Ph. D. students and Rs. 40,000/- per month for Post Doc Fellows.

7.3. Consultants

The PI may, with the prior approval of the competent authority through proper channel may avail the services of individuals not in the Institute service or government organization as Consultants. However, the amount payable to consultant(s) shall be limited to 30% of the total contracted amount in consultancy project.

**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 the competent authority for approval.
- ii. The competent authority will approve the draft advertisement and return it to the Principal Investigator for advertisement.

2. ADVERTISEMENT OF THE POSITIONS

The Principal Investigator will advertise the positions through institute 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 the competent authority for approval.
- ii. The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by the competent authority.
- iii. For walk in interview, screening is not required.

4. SCREENING COMMITTEE CONSTITUTION

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| i. Faculty from the existing panel approved by the competent authority | Chairman |
| ii. Concerned Principal Investigator | Member |
| iii. One faculty member from the Department as available to the 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 for approval.
- ii. The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

6. SELECTION COMMITTEE CONSTITUTION

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|---|----------|
| i. Faculty from the existing panel approved by the competent authority | Chairman |
| ii. Head of the Concerned Department or his nominee | Member |
| iii. Concerned Principal Investigator | Member |
| iv. One faculty member from outside the Department as available | Member |
| v. One external expert from outside the Institute
(If required by the sponsor) | Member |

7. FINAL SELECTION/APPOINTMENT

Selection Committee report may be approved by the competent authority and the appointment letter may be issued.

Project Positions, Qualifications and Fellowships/Emoluments, Terms and Conditions for Projects Staffs

1. The Project Positions, Qualifications and Fellowships/Emoluments are as per the following table.

A.	Fellowships	Minimum Qualifications	Amount (per month)
1	Project Associate	B. Tech/B. Arch/M.Sc./M.A.	20,000/- to 40,000/- + HRA
2	Research Associate	M. Tech/M. Arch/M.B.A. (2 years duration) Ph. D. in Science/Ph.D. in Arts	25,000/ to 50,000/- + HRA
3	Project Fellow	Ph.D. in Engg/Ph. D. in Science with 2 years' experience (After Ph.D)/ Ph. D. in Arts with 2 years' experience (After Ph.D) or M.Tech./MBA + 3 years' or B.Tech. + 6 years' experience	30,000/- to 70,000/- + HRA
B	Other Positions	Minimum Qualifications	Emoluments (per month)
4	Project Consultant	Ph.D. + 4 years' experience or M.Tech/M. Arch + 6 years' experience or B.Tech/B. Arch +10 years' experience	50,000/- to 1,50,000/- + HRA
5	Project Assistant (Technical)	Diploma (3 years) duration or ITI with 4 years' experience	15,000/- to 30,000/- + HRA
6	Project Officer (Admin)	MBA/CA	25,000/- to 50,000/- + HRA
7	Project Assistant (Admin)	Graduation	15,000/- to 30,000/- + HRA
8	Project Attendant (Admn/Tech.)	12 th pass or 10 th pass + 2 years' experience or 8 th Pass + 4 years' experience	8,000/- to 20,000/- + HRA

- Note :-** (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by the competent authority.
- (ii) However, if sponsor (e.g. DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.
2. HRA: The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the Institute rules, if accommodation in the campus is not made available to him/her. If the person is residing within the NIT Campus House Rent Allowance (HRA) upto entitlement or actual payment made whichever is less will be payable. HRA shall be charged to the salary head of the respective 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 institute.

4. Disciplinary Proceedings: The competent authority 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 competent authority.
5. Leave: All project staff working on project shall be entitled for following types of leave:
 - Casual leave: 8 days per year on pro-rata basis
 - Earned leave: 2½ days per completed month of work
 - Maternity leave: 135 days (Only for the appointment for a year or more)The record of the leave shall be allowed and maintained by PI.
6. Medical Insurance: Annual premium for medical insurance (from nationalized insurance company only for illness requiring hospitalization may be reimbursed to project staff appointed for 1 year or more with the limit of sum assured of Rs. 2.00 Lac for self, Rs. 2.00 lac for spouse and Rs. 1.00 lac for each child (up to two children) on the recommendation of PI chargeable to project, if funds are available in the project.

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 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. 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 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 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.