

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Autonomous Institute of Ministry of Education, Govt. of India under the Act of Parliament)

Establishment Section

In pursuance of the decision taken in the 47th meeting of BoG held on 27th November 2021 vide item No. 47-3.2, the Board approved the revised R&C Rules and directed to review the same after one year. Dean, R&C is requested to implement the same with immediate effect.

The revised Research & Consultancy Rules of the Institute are attached herewith for your kind perusal.



Deputy Registrar
(Estt. & Admn.)

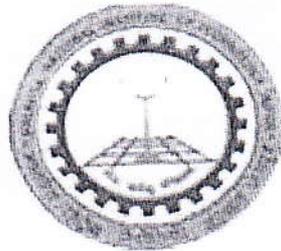
Copy to:

1. Dean, R&C
2. All Deans
3. All Heads
4. PA to Registrar
5. PS to Director

U. O. Note No. 1262(A) /MNIT/2022

Dated: 03-02-2022

**RULES & GUIDELINES
FOR
SPONSORED RESEARCH PROJECT**



**Dean, Research & Consultancy
Malaviya National Institute of Technology, Jaipur
JLN Marg, Jaipur-302017**

TABLE OF CONTENTS

1. DEFINITIONS.....	1
2. SUBMISSION OF THE PROJECT PROPOSAL.....	1
3. OPERATION OF THE PROJECTS	3
3.1 FINANCIAL GUIDELINES	3
3.2 ENGAGEMENT OF RESEARCH STAFF	5
3.3 OTHER CONDITION.....	8
4. REVIEW AND CLOSURE	8
5. ANNEXURES.....	9
Annexure-1 Format for Submission of Project proposal (Form-A).....	9
Annexure-2 Format for Initiation of Project (Form-B).....	9
Annexure-3 format for Payment/advance (Form-C).....	9
Annexure-4 Format for Project Closure (Form-D).....	9

1. DEFINITIONS

- 1.1 **Academic Staff**, means member of the Institute within the meaning of the First Statutes of NITs.
- 1.2 **DEAN, R&C** means Dean of Research & Consultancy, Malaviya National Institute of Technology Jaipur.
- 1.3 **DEPARTMENT**, means an academic unit within the meaning of the First Statutes of NITs.
- 1.4 **DIRECTOR**, means Director of Malaviya National Institute of Technology Jaipur.
- 1.5 **INSTITUTE**, means the Malaviya National Institute of Technology Jaipur, constituted under National Institute of Technology Act.2007
- 1.6 **PRINCIPAL INVESTIGATOR (PI)/Co-PI**, means the members of the academic Staff, who are members of a team for a sponsored research project.
- 1.7 **PROJECT TEAM**, members of the Academic Staff of the Institute who are PI and Co-PI in a sponsored Research Project.
- 1.8 **RESEARCH STAFF**, means personnel engaged for the specific purpose of a research project, the tenure of which are coterminous with the project. The Research Staff include, Technical Assistant, Junior Research Fellow, Senior Research Fellow, and Research Associate.
- 1.9 **ODRC**, means office of Dean Research and Consultancy
- 1.10 **SPONSOR**, means an organization public or private funding a research project to the Institute through an Academic Staff member.
- 1.11 **SPONSORED RESEARCH PROJECT**, means a research project funded by an outside agency governmental/non-governmental referred as Research Project.

2 .SUBMISSION OF THE PROJECT PROPOSAL

- 2.1 The Institute encourages Academic Staff to undertake sponsored research, the administrative guidelines and process in the Institute are tuned to create conducive environment for the same.
- 2.2 All the payments for sponsored research projects shall be in the name of the Institute which can be through DD/Cheque or electronic transfer

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2.3 The office of the Dean, Research & Consultancy(ODRC) shall be the nodal office for all the sponsored research projects, the ODRC shall maintain all the financial records pertaining to the projects. Every research projects shall bear a unique Research Project identification Number (RPIN) to be given by ODRC.

2.4 The members of the Academic Staff shall submit the project proposal containing the Financial and Technical details of the project proposal , to the ODRC through HOD and the proposal shall contain the following (a) Project Submission Form (Annexure-1) (b) Project proposal as per the format of funding agency. The ODRC shall take a decision on a proposal within seven working days.

2.5 The project proposals to all funding agencies must ask for a minimum of 20% overhead charges (of the Total Grant of the project) for the Institute. However, the limit may be relaxed by the Director for funding from prestigious public funding agencies on request and reasons recorded by the PI. For the government agencies e.g. DST/SERB/ISRO/DRDO/ICSSR/UGC/Ministries etc., their guidelines for overhead charges shall be applicable.

2.6 Teaching posts, viz those of Professors, Associate Professor, Assistant Professor should not be asked for in the project proposals, however posts of Research Staff as per the pay scales application to CFTIs/UGC/DST may be included in the proposals other posts asked in the project proposal should carry scales of pay identical to those of the corresponding posts in the Institute/CIFTIs, on a consolidated salary, not exceeding the total emoluments at the minimum of the scale of the equivalent posts in the Institute may also be included in the budget proposal.

2.8 If any Memorandum of Understanding, vis-à-vis terms and conditions and deliverables has to be signed between the Institute and the funding agency, the Dean R & C will be the signatory on behalf of the Institute along with the Principal Investigator and Co-PI. This will require formal approval of the Director.

2.9 The letter of sanction and details of the amount sanctioned under different budget heads duration of the project and other terms and conditions should be communicated to the ODRC with a copy of the Project, if sanctioned after revision/changes by the funding agency

2.10 The date of start of project will be the date of actual receipt of first installment of the grant sanctioned or as specified by the funding agency, before the start of Project. PI must fill up the project initiation form (Annexure -2)

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3. OPERATION OF THE PROJECTS

3.1 FINANCIAL GUIDELINES, for all public funded projects Institute rules of expenditure that includes procurement travel, remuneration etc. shall be applicable, unless an exception had been made out by the funding agency. However, for committee Purchase (as given in GFR-2017) a standing project Purchase committee (PPC) comprising-PI/Co-PI representative from finance section of ODRC etc. may be constituted.

3.1.1 It will be obligatory on the part of project team (i.e. PI/Co-PI) to abide by institute rules of procurement and inventory management.

3.1.2 All bills in respect of project (including bills for advance) will signed by PI and sent to the ODRC duly completed in all respects for payment .It will be the responsibility of the PI to see that the bills are complete in all respects and that they are in order.

3.1.3 Purchase order up to Rs. 1,00,000/- can be placed by PI/Co-PI in coordination with institute central store and purchase section. For procurement up to Rs. 5,00,000/-, Dean-RnC shall be competent authority for placing order in coordination with PI, institute central store and purchase section.

3.1.4 Advance will be paid to the PI/ Co-PI by cheque /electronically, who will be responsible for rendering the account of such advances. The accounts of advances taken should be rendered within the period of 15 days from the date of completion of purpose for which advance is taken. However this shall not apply in cases of Letters of Credits (LCs) where the money is always with the bank. LCs should be cleared within 30 days of receipt of equipment/ material.

3.1.5 Each project should have separate stock register for consumable and non-consumable articles. All entries in the non-consumable stock register should be reported to the institute central stores and purchase section for records. Equipments purchased specifically for each project will be the property of the institute on the termination of the project unless the sponsoring body desire otherwise.

3.1.6 In respect of salary of all part time ad-hoc regular daily- wages based and consolidated salary based employees of project- it will be made by cheque in the name of the concerned employees only or by cheque to be credited to their respective bank accounts which must be mentioned on the fellowship or salary bills duly countersigned by the PI.

3.1.7 The TA/DA in the project for field work and visits outside institute can be paid as per rules of the institute or as per guidelines of the funding agency to the PI, Co-PI. In case of project staff as well as PhD students working on jobs related to the project work, depending upon the nature of work, PI may decide about TA/DA as per availability of funds recording the justification for the same.

3.1.8 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 should be treated on duty (provided this does not affect the teaching obligation) and will need the approval by Dean, R & C on recommendation of the concerned HOD.

3.1.9 Re- appropriation of funds amongst budget heads the re-appropriation of funds may be done based upon approval from funding agency.

3.1.10 In case the funding agency makes ad- hoc payments of the installments the PIs may provide the break –up under different heads of the project.

3.1.11 For all project funded through international agencies, non- governmental agencies etc. separate rules of expenditure may be worked out as per the mutually agreed terms and conditions if necessary or else the same rules shall be applicable.

3.1.12 The ODRC shall prepare the statement of expenditure and utilization certificate of every project annually, or/ and as per the time schedule prescribed by the funding agency on request by PI. The same may be sent to the PI within 15 days of the said date for confirmation/reconciliation for onward transmission to the funding agency.

3.1.13 Management of overhead charges the funds received from sponsor under 'Institute Overhead' shall be utilized in the following manner- (a) fifty percent shall be credited to the institute corpus fund (b) Fifteen percent shall be credited to the concerned Department/Center development fund (c) Twenty five percent shall be credited to Professional Development fund of PI and Co-PI (d) Ten Percent to Faculty and staff development fund of the Institute.

Note : In order to run a Project smoothly the PI/Co-PI may request the Institute for financial support from the Faculty and staff development fund of the Institute and the same shall be considered on merit.

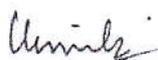
3.1.14 The PDF can be utilized in addition to the CPDA for the following purpose:

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- Only faculty members of the Institute would be considered for PDF in case of one PI and one Co—PI, total amount would be distributed in ratio of 60% and 40% amongst PI & Co PI, it would be divided as 40% to PI and 30% each to Co-PIs and in case of more than 2 Co-PIs, it would be 30% to PI and rest would be equally divided in Co-PIs.
- TA/DA and registration fee for attending the conferences/meetings in India or abroad
- Membership fee for professional societies
- Purchase of Professional Book and other learning materials etc
- Equipment phone/fax and other facilities for office or lab.
- Up-gradation or purchase of portable or desktop computers and related peripherals for use by the faculty/research scholars as per the working requirement
- Purchase of office or lab furniture.
- Any other item/activity required for research /teaching.

All purchases shall be made following the Institute Purchase Rules. The procured items shall be properly accounted for and shall remain the property of the Institute. Amount shall be credited in the fund of individual faculty member only after transfer/deposition of Institute overhead corresponding to each project. The fund shall be made available to the faculty members in the subsequent financial year i.e. after the end of respective financial year in which the transfer of funds takes place.

The nature of PDF shall be cumulative.

In Case the faculty retires or leaves the job at MNIT the PDF of a faculty shall be closed and the fund transferred to Department/Center Development Fund. Dean-RnC shall be sanctioning authority and ODRC shall manage the fund.

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3.2 ENGAGEMENT OF RESEARCH STAFF

3.2 (i) Research Staff that is , Junior Research Fellow(JRF), Senior Research Fellow (SRF) , Research Associate (RA), may be engaged for a sponsored research project as per the budgetary and other provisions in the sanctioned Project Proposal. The qualification and emoluments of Research Staff is summarized as under-

Designation	Qualifications	Emoluments
Junior Research Fellow	PG degree with 60% in sciences or First Class Graduate degree in engineering disciplines and NET/GATE qualified	As per the norm of funding agency Or As per norms set by Department of Science and Technology, Government of India/MHRD
Senior Research Fellow	First class PG degree in sciences with 2 years' experience or First Class Post Graduate degree in engineering disciplines	As per the norm of funding agency Or As per norms set by Department of Science and Technology, Government of India/MHRD
Research Associate	PhD in sciences/ Engineering or PG degree in Engineering Disciplines with 2 years exp.	As per the norm of funding agency Or As per norms set by Department of Science and Technology, Government of India/MHRD

3.2 (ii): In order to avoid any delay in starting the research project, PI may engage project staff for 3 months on adhoc basis at his own level, in concurrence with the sanctioned position in the project. The process for recruitment of project staff should be started simultaneously as per the procedure prescribed by the institute and completed at the earliest possible, preferably within 3 months from the date of sanction of the project.

3.2.1 The Research staff (TA/JRF/SRF/RA) will be paid a lump-sum amount as stipend as per norms o Government of India communicated through Department of science and Technology/UGC. They shall be allowed to avail 8 days casual leave. No other types of

leave shall be available to them. However 10 days of leave per year with full pay can be sanctioned on medical grounds for hospitalization and the leave application should be supported by medical certificate.

3.2.2 The cadre of JRF/SRF/RA is temporary. All posts of TA/JRF/SRF/RA shall be created against a specific proposal of research/development nature and a estimate of the time period for which the services of the TA/JRF/SRF/RA are needed shall be decided at the time of creation of these temporary positions. After necessary approval selection shall be made under normal recruitment procedure. The posts of TA/JRF/SRF/RA created under sponsored project will be co- terminus with project duration.

3.2.3 The maximum tenure of engagement of JRF/SRF/RA/ shall be for a period of 5 years for JRF and 4 years for SRF/RA with initial appointment for a period of one year. Based upon the recommendations of PI, Dean can approve extension of appointment of JRF/SRF for one year at a time for the second and subsequent years.

3.2.4 The selection procedure for appointing research personnel shall be very rigorous comprehensive and wide based so that all the potential research workers in the country are given an opportunity to be tested in an objective manner and only those who truly show an aptitude and competence for taking up a research career should be selected for appointment.

3.2.5 Similarly during the oral interview the candidates should be put through a rigorous interview the candidate should be tested for his basic understanding his knowledge in the subject relevant to the proposed research program his response to new ideas and his creative abilities and imagination which are important for pursuing a research career.

3.2.6: The Institute may also allow engagement of Short Term Project Staff on contract for sponsored projects that include Technical Assistant/Technician. Such persons shall be paid consolidated remuneration which shall be commensurate with the skill employed to be decided by the Project Selection Committee (PSC).The procedure for recruitment may be through advertisement. They shall not be allowed any other allowances beyond the consolidated remuneration and shall be eligible for 8 days Casual leave. However, 10 days leave per year with full pay can be sanctioned on medical grounds for hospitalization and the leave application should be supported by medical certificate. Such engagement shall normally be for a period of one year, which is extendable maximum up to the duration of the project. The extension on a year to year basis shall be based on an annual report submitted by the Project Staff with recommendation of the PI and on approval by the Competent Authority. One month's

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notice is required for termination of the contract. The qualification consolidated remuneration and other conditions of such Project Staff can be decided by a committee constituted by the Director on the recommendation of PI.

If no specific guidelines are given for Contingencies head in the Project by funding agency the PI may use the contingencies head in a Project for purchase of consumables, travel or hiring of adhoc staff/manpower as per the requirement of the Project with the approval of Dean R&C.

3.2.7: The PI may engage institute students (who may or may not be getting fellowship) as student assistants with approval of Dean (R& C) on payment of Rs.250/- per hour, subject to the budgetary and other limitation of the funding agency.

3.2.8 For appointments to the posts under the project applications should be invited after giving wide publicity regarding the vacancies.

3.2.9 The applications will be processed by the PI/Co-PI and applicants will be called for interview before selection committee. Traveling allowance/dearness allowance may be paid to the outside candidate for interview for employment in the project as per rules of the institute from the contingency or travel head of the project provided sufficient funds are available.

3.2.10: The selection committee for Project Staff shall be called "Project Selection Committee"(PSC)and shall consist of PI (Convener),Dean(R&C) or his nominee, Director's nominee(Senior Professor of the Institute), Co-PI (if any), and HOD of the concerned Department.

3.2.11 This PSC shall be constituted in the beginning of the project by PI with the approval of Director and shall serve throughout the duration of the Project. The PSC shall recommend the appointments to the posts of Junior/Senior Research Fellows/ Research Assistants and all other Technical and non- technical staff. The PSC may also recommend at the time of appointment whether or not JRF/SRF should be considered for registration for Ph. D. in the department, if requested so by the candidate and the proposed supervisor.

3.2.12: The appointment letters shall be issued to the selected candidates by the PI except in the case of project in respect of which the appointment letters to the candidates are to be issued by the sponsoring agency. A copy of the appointment letter with joining report should be sent to ODRC for issue of necessary office order. All appointment letters should clearly indicate the terms and conditions of appointment. In

case wherein approval of the funding agency is required the appointment letters should be issued only when the clearance in writing is received from the funding agency.

3.2.13 Appointment of the above staff will be purely on temporary basis and for the duration of the project only the appointed staff will have no claim for regular appointment in the Institute on the termination of project.

3.2.14 The staff employed in the projects will be governed by the rules and guidelines for sponsored research project of MNIT or the rules as mentioned in the project. The persons engaged as project staff are supposed to work for the concerned project only and shall not be allowed to take up any another assignment in the institute and shall also not be allowed to continue on expiry of the project.

3.2.15 The service of specialists on deputation from Government Research Institutions or Public or private sector can be obtained. Wherever service of such persons are acquired on deputation basis the conditions of services may be regulated according to the standard terms of deputation with the approval of Sponsor.

3.2.16 The joining report of the selected candidate should be countersigned by the PI and forwarded to the ODRC and a may be retained by the PI.

3.3 OTHER CONDITION: Intellectual Property Right-

All right pertaining to any intellectual property (IP) generated/created/ invented in the due course of the project will solely have MNIT Jaipur (Institute henceforth) as assignee / applicant. However, in collaborative projects, any joint assignee / applicant of the intellectual property with the funding agency and or any partner research organization, Director shall be the approving authority. In all cases the Institute intellectual property rights (IPR) policy shall govern the sharing of rights between assignee / applicant and the inventor(s). IP filed by projects also shall be managed by the ODRC alike any other case. However, at the time of closure of the project PI shall inform in writing the intellectual property & technology transfer (IP&TT) cell of ODRC the details of IP filing agency for the ensuring the seamless pursuance of the ensuing activities related to IP protection and technology transfer etc.

Accounts of sponsored research projects shall be prepared by ODRC and will be consolidated in the institute main accounts towards IP protection which will be audited as per Institute norms. The PI shall be responsible to addressing all the audit queries including cases like FER (first examination reports).

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4. REVIEW AND CLOSURE

- 4.1 The PI should prepare the Annual Progress report along with the settlement of accounts which should be submitted to the ODRC. On verification, the reports and accounts with a forwarding letter should be returned to the PI for onward transmission to the funding agency. Any minor discrepancy should be solved mutually. In case of any major discrepancy, the PI should approach the Dean, R & C to get the matter sorted out.
- 4.2 Closure of the project should be done within six months of the completion of the project. The final technical and fiscal report should be prepared by the PI in accordance with the requirements of the funding agency and the same shall be submitted to the ODRC for verification.
- 4.3 Statements of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non- consumables) left over at the time of termination of the project and purchased out of the project funds should be sent to ODRC. 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.
- 4.4 Superannuation of the Academic Staff, the Academic Staff member shall be allowed to work as a PI only up to the age of Superannuation i.e. 65 years. When a PI attains the age of 60 years, then all documents/bill/utilization certificated etc. retaining to his/her project should be signed by both i.e. PI as well as the Co-PI. The Co-PI will be responsible for all the assets, pending advances and subsequent transactions under the project. The PI should stop signing all the financial documents at least six months before the due date of his/ her superannuation in order to facilitate issuance of No Dues Certificates to him.
5. In special cases, the Director on the recommendation of Dean R&C shall have the authority to approve any deviation from the rules in the overall interest of the institute. The reasons for the same shall be recorded and reported to the forthcoming BoG.

ANNEXURES

- Annexure-1: Format for Submission of Project proposal (Form-A)
Annexure-2: Format for Initiation of Project (Form -B)
Annexure-3: Format for Payments/advance (Form-C)
Annexure-4: Format for Project Closure (Form-D)

Note: The forms in consonance with these Rules shall be made by the ODRC, and after the approval of Director shall be made available on the Institute website.

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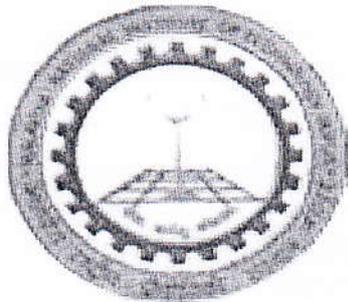
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**RULES & GUIDELINES
FOR
INDUSTRIAL CONSULTANCY PROJECT**



**Dean, Research & Consultancy
Malaviya National Institute of Technology, Jaipur
JLN Marg, Jaipur-302017**

TABLE OF CONTENTS

1. DEFINITIONS.....	1
2. SCOPE OF CONSULTANCY SERVICES OFFERED.....	1
3. CONSULTANCY PROJECT TYPE	3
4. GENERAL GUIDELINES	3
5. LIMITATIONS.....	5
6. FINANCIAL GUIDELINES.....	6
7. OTHER CONDITIONS.....	9
8. ANNEXURES.....	9
9. OTHER CHANGES IN RULES.....	11

1. DEFINITIONS

- 1.1 ACADEMIC STAFF, means member of the Academic Staff of the Institute within the meaning of the First Statutes of NITs.
- 1.2 CLIENT, means any individual or organization that has approached the Institute for consultancy services.
- 1.3 DEAN, R & C, means Dean of Research & Consultancy, Malaviya National Institute of Technology Jaipur, Jaipur.
- 1.4 DEPARTMENT, means an academic unit within the meaning of the First Statutes of NITs.
- 1.5 DIRECTOR, means Director of Malaviya National Institute of Technology Jaipur.
- 1.6 INSTITUTE, means the Malaviya National Institute of Technology Jaipur constituted under National Institute of Technology Act 2007.
- 1.7 PRINCIPAL INVESTIGATOR (PI)/Co-PI, means the regular members of the Academic Staff of the Institute who are members of a team for a consultancy project.
- 1.8 CONSULTANT , means any outside subject experts who has been engaged by PI for a particular consulting assignment that include superannuated Academic Staff of the Institute Scientist or academic staff from any other institution and professionals.

2 SCOPE OF CONSULTANCY SERVICES OFFERED

- 2.1 The Institute encourages Academic Staff to undertake consultancy assignment in the areas of their Academic and Research pursuit, as envisaged in the National Institutes of Technology Act 2007.
- 2.2 Consultancy Services may be offered to Industries Service Sector Government Department and other National and International agencies in niche areas of expertise available in the institute.

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- 2.3 The service offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services.
- 2.4 Consultancy services offered may cover a variety of activities such as Feasibility Studies, Technology Assessments, Assessments of Designs and / or Currents Manufacturing Process, Material, Energy, Environmental and Manpower Audits, Product Design; Process Development; Software Development; General Troubleshooting; Condition assessment &Retrofitting Exercises; Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy and so on.
- 2.5 Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of certain government and related agencies and special clients(with long term association with the institute) routine testing services may be offered, but to a limited extent.
- 2.6 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.
- 2.7 All consultancy and related jobs need to be structured and executed in the spirit of promoting Institute- Industry Interactions as a vehicle for augmenting (current) levels of excellence in teaching and research.
- 2.8 Conducting examinations, counselling and similar supporting activities for Government organizations, Universities, autonomous bodies can only be taken after approval from the Director, and shall be covered under Type-V consultancy.

3 CONSULTANCY PROJECT TYPE

- 3.1 TYPE-I addressed to any institute functionary that is HOD, Dean or Director and has Laboratory component.

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- 3.2 **TYPE-II** addressed to any Institute functionary that is HOD, Dean or Director and **does not have laboratory** component.
- 3.3 **TYPE-III:** addressed to any specific faculty expert and has laboratory component
- 3.4 **TYPE-IV:** addressed to any specific faculty expert and **does not have a** Laboratory component.
- 3.5 **Type-V:** training programs to be conducted by faculty members for various departments, organizations, institutes, working professionals, summer training etc. 20% Institute Overhead would be charged for such assignments.
- 3.6 **Type-VI:** Other assignments such as conducting examinations, and other similar activities for other agencies that are not covered under Type -1 to V. Assignments directly given to the institute by Ministry of Education, Govt. of India will be governed separately and are not covered under R&C rules.

4 GENERAL GUIDELINES

- 4.1 Each consultancy project shall have a Principal investigator and other Co-PIs as chosen by the PI as per their area of specialization
- 4.2 For the consultancy projects of type I and II, the PI and team members shall be appointed by the Dean(R&C) on the recommendation of Head of the Department as per the area of specialization willingness and availability of the member.
- 4.3 For the consultancy projects Type-III and IV the PI shall normally the concerned Academic Staff member subject to the condition that the work falls within his area of specialization.
- 4.4 The each consultancy project will have a team of Academic Staff members to be chosen up by the Principal investigator as per the area of specialization.
- 4.5 The minimum number of Institute Academic Staff members in a Project team for Type-I and III that is having Laboratory component shall be two whereas the requirement for

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Type-II and IV shall be three. The consultancy project report shall have to be signed by every member of the Project team (i.e. PI/Co-PI).

- 4.6 The office of the Dean Research & Consultancy (ODRC) shall be the nodal office for all the consultancy projects in the institute the ODRC shall maintain all the financial records pertaining to the projects. All the projects shall bear the consultancy project Identification Number (CPIN) after the initiation of a project and all the reports sent to the client shall have a dispatch number to be obtained from the ODRC.
- 4.7 The PI shall submit the proposal for any consultancy project to the ODRC, through HOD, and the same shall contain the following, (a) Name of other members in the project (b) Scope of the work (c) Financial details (d) copy of the letter from the Client in the prescribed format..
- 4.8 Out of the campus travel on account of consultancy assignments should be undertaken with intimation the HOD and in case of HODs intimations should be sent to the Director it is however anticipated that such approvals will be given within two working days in order to ensure that prior commitments to clients are honoured in emergencies prior intimation and subsequent sanction could be considered acceptable.
- 4.9 Consultancy project proposals (prepared in response to client's request) are to be approved by the Dean (R & C) who may examine the scope of the work and cost estimates. It is essential to discuss proposed work plans with a client vis-à-vis the scope in order to obtain clarity before the consultant prepares the cost estimates.

Consultant should be aware of the potential for the generation of Intellectual Property during the execution of projects. The Intellectual Property Policy of the Institute will govern all decision and actions concerning the generation handling protection and commercialization of the Intellectual Property. All right pertaining to any intellectual property (IP) generated/created/ invented in the due course of the project will solely have MNIT Jaipur (Institute henceforth) as assignee / applicant. However, for any joint assignee / applicant of the intellectual property with the funding agency and or any partner consultancy organization, head of the Institute shall approve the understanding at the time of submitting the proposal. In all cases the Institute intellectual property rights (IPR) policy shall govern the sharing of rights between assignee / applicant and the inventor(s). IP filed by projects also shall be managed by the ODRC alike any other case.

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4.10 For Type-VI consultancy, Director will appoint a Professor of the Institute to act as in-charge of a particular examination, counselling or allied services to be offered to government/semi-government agency or autonomous bodies.

4.11 For Type-VI consultancy, 70% Institute Overhead would be charged.

5 LIMITATIONS

5.1 The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in year. Preferably at the rate of one working day per week. In addition Consultancy may be permitted to utilize on an average one non working day per week. Besides that no PI-Co-PI shall have more than 10 running projects at any instant of time.

5.2 The total amount of remuneration/honorarium received by any faculty, staff member, including all sources of income through the institute in any financial year, shall not exceed 1.5 times of the gross annual salary of respective faculty member/staff.

5.3 Consultancy assignments may be taken up and implemented within the constraints indicated above provided they do not have any adverse impact on the ongoing teaching, academic research and related activities. Further, such assignments need to be carefully scheduled in the light on ongoing commitments. If required a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

5.4 The service of technical/supporting staff of the institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the institute.

5.5 Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may compensated by suitable honoraria.

5.6 Conflict of Interest: Consultants shall disclose to the Dean (R&C) 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 Dean (R&C) will review such cases and decide appropriately with the advice of committee to

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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.

6 FINANCIAL GUIDELINES

6.1 All the payments for consultancy projects shall be in the name of the Institute through DD or electronic transfer the details for which are

Account Title: Registrar (Industrial Consultancy Cell) MNIT Jaipur

Bank & Branch: ICICI Bank MNIT Branch Jaipur

Account Number : 676801081625

IFSC Code : ICIC0006768

6.2 The charge for any assignment are normally payable in advance. In the case of large assignments a payment schedule linked to milestones can be worked out such a payment schedule should ensure that (i) advance payment is received for every segment of work, and (ii) the number of installments are reasonable and consistent with ease of implementation. The number of installments may not exceed four for project implemented over a one – year period and this number needs to be scaled down accordingly for shorter duration projects.

6.3 The total Agreed Charges (TC) of project shall have the following Budget Heads

6.4.1 Technical Advice Fee (A)

6.4.2 Total Expense (E) that includes- Contingency expenses ; Travel expenses; Visit Fee; Outside consultant charges and other recurring and nonrecurring expenses

6.4.3 Total taxes or other Levies as per prevailing rules(T)

6.5 The minimum technical advice fee (A) applicable for consultancy project shall be Rs 50,000/- excluding of any applicable tax.

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- 6.6 Variations up to 20% in the "Expenses Head" can be made subject to availability of funds, and unspent balance under this head can be transferred to the "Technical Advice Fee"
- 6.7 Project specific services of the Consultants / Consultancy from outside the institute may be sought subject to the certification by the PI stating that the expertise of the kind is not available in-house and prior approval of the Dean R&C. The payment to such Consultant/Consultancy firm shall be limited to 20% of total consultancy charge excluding Taxes.
- 6.8 Estimates under Total Expenses (E) should be carefully prepared by the Principal Investigator keeping in mind the market rates for equipment material and services to be procured from market and the time required for the project.
- 6.9 Preliminary Diagnostic Discussion/ Site visits may be charged at a minimum rate of Rs. 10,000/- per day per expert. As an industry friendly move the consultant may decide to absorb such charges in to the final project cost.
- 6.10 For travel outside the institute the most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the institute on the mode of travel. Actual boarding & lodging expenses will be paid on production of receipt.
- 6.11 The permission to leave the Head quarter shall be as per the Institute rule besides regular institute leave, no additional leaves shall be maintainable for taking up the consultancy assignments.
- 6.12 The total agreed charges (TC) of a consultancy project shall have the following budget heads:
(i) Technical Advice Fee (A) (ii) Total Expenses (E)
(iii) Total taxes or other levies as per prevailing rules (T)
- 6.19 The distribution of consultancy amount for Type I, II, III and type IV consultancy projects will be as follows:
(i) Total Contracted Amount (C), that is, Total Agreed Charges (TC) less Taxed (T)
(ii) Total Expenditure on the project (E)
(iii) Institute Overhead (IO)

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=0.50(C); for Type I & Type III projects; (minimum limit);

=0.35(C) for Type II & Type IV projects; (minimum limit);

=0.20(C) for Type-V projects; (minimum limit);

=0.70 (C) for type-VI projects; (minimum limit);

(iv) PI/Co-PI Share = C-E-IO

6.20 The Distribution of Institute overhead (IO) shall be as under:

1. Institute Corpus Fund= 40%
2. Department Development Fund = 30%
3. Faculty and Staff Development Fund = 25%
4. Central Administration Fund= 5%

7 OTHER CONDITIONS

- 7.1 **DECLARATION** : All work undertaken by the Institute as part of the project will be in good faith and based on material/ data /other relevant information given by the Client requesting for the work.
- 7.2 **CONFIDENTIALITY** : Due care will be taken by the institute to maintain confidentiality and discretion regarding confidential information received from the client, including but limited to results, reports and identity of the client.
- 7.3 **REPORTS** : Any test or other consultancy report given by the Institute will be based on work performed according to available standards and / or open domain literature in any event this report may not be construed as legal document certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from the Institute. The institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.
- 7.4 **WORK PERFORMANCE**: Every effort will be made to complete the specified work according to the planned time schedule. However the Institute will not be held responsible for delays caused beyond its reasonable control.

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- 7.5 **CONFLICT OF INTEREST:** The institute may take up work for other clients also in the same area, provided to the best of the institute's knowledge there is no conflict of interest in undertaking such projects.
- 7.6 **TERMINATION:** The project work may be terminated by either party, however both parties will meet ant residual obligation in connection with the project.
- 7.7 **LIABILITY:** The institute shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure). The liability of the Institute shall be limited to the funds received for the project.
- 7.8 **INTELLECTUAL PROPERTY TIGHT:** All rights pertaining to any intellectual property generated/ created/invented in the due course of the project will be the property of the institute.
- 7.9 **RESOLUTION OF DISPUTES:** Any disputes arising out of the project shall be amicably settled by both the Project team and client. For unresolved dispute the Director may constitute a committee comprising- Dean (R&C), convener, and two external member, for reconciliation and recommendation. Any unsettled disputes may be subject to resolution as per the Indian Arbitration and Conciliation Act 1996. The terms and conditions will apply to all projects taken up by the Institute, unless otherwise mutually agreed to in separate document.
- 7.10 **BREACH OF CONDUCT:** To examine/investigate any complaint/information of breach of professional misconduct the Director may constitute a committee comprising, Dean (R&C), convener, and two external members, the Committee may recommend restraining the PI/Co- PI from undertaking industrial Consultancy assignment for specified period. Further, any breach of code of conduct the matter may be referred to committee constituted for Disciplinary proceeding as per the First Statute of NITs.
- 7.11 **AUDIT:** Accounts of consultancy projects shall be prepared by ODRC and will be consolidated in the institute main accounts which will be audited as per Institute norms. The PI shall be responsible to address to all audit queries.

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7.12 In special cases, the Director on the recommendation of Dean R&C shall have the authority to approve any deviation from the rules in the overall interest of the institute. The same shall be recorded and reported to the forthcoming BoG.

8 ANNEXURES

- 8.1 Annexure – 1 format for Initiation of a Consultancy Project (Form – A)
- 8.2 Annexure-2 format for Payments under Expenses Head (Form-B)
- 8.3 Annexure – 3 format for Closure/Disbursement (Form-C)

Note: The forms in consonance with these Rules shall be made by the ODRC, and after the approval of Director shall be made available on the Institute website.

Sahab Uminis Q Iqbal