

G. B. PANT INSTITUTE OF ENGINEERING & TECHNOLOGY
GHURDAURI, PAURI GARHWAL, UTTARAKHAND



Sponsored Research and Industrial Consultancy

Rules, Guidelines & Related Information

2022

RULES FOR INDUSTRIAL CONSULTANCY

1. PREAMBLE

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

2. DEFINITIONS

2.1 Institute means G. B. Pant Institute of Engineering & Technology, Ghurdauri, Pauri Garhwal, Uttarakhand.

2.2 Department means all the academic departments, academic centres, centres of excellence and academic service centres at the Institute.

2.3 Director means Director, G. B. Pant Institute of Engineering & Technology, Ghurdauri, Pauri Garhwal.

2.4 Dean of Research (Dean, R) G.B. Pant Institute of Engineering & Technology, Ghurdauri, Pauri Garhwal.

2.5 Research Advisory Committee means committee for Sponsored Research and Industrial Consultancy, G.B. pant Institute of Engineering & Technology, Ghurdauri, Pauri Garhwal, constituted in accordance with Institute Senate manual.

2.6 Project implies industrial consultancy projects or routine testing projects.

2.7 Consultancy Project means consultancy assignment/job given by outside agency to a faculty of the Institute for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the Institute (i.e., Director or Dean(R) or Registrar) Which may be taken up as a Consultancy Project by faculty.

2.8 Routine Testing project implies those testing works the rates are fixed by the Department. Involves projects where direct experimental values are to be provided without any analysis

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- 2.9 **Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.
- 2.10 **Principal Investigator (P.I.)** is a member of the faculty of the Institute with necessary expertise and competence to conduct Research and consultancy work. Normally, the faculty who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project.
- 2.11 **Investigator (I)** means a person from amongst the faculty 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.
- 2.12 **Consultant:** Consultant is an individual or government/ public sector undertaking/ government company engaged for a specific period to carry out specific job.
- 2.13 **Project staff** means a person appointed in conformity with the guidelines to work on a project.
- 2.14 **Research Development Fund (RDF)** means a part of the Institutional Overhead Charges (IOC)/share received for sponsored research and Industrial consultancy projects credited to a separate fund operated by Dean (R).
- 2.15 **Departmental Development Fund (DDF)** means a fund of the Department to which a part of the Institute overhead charges/share from Research and consultancy projects are transferred.
- 2.16 **Professional Development Fund (PDF)** means a fund for individual academic staff, to which a part of the Institute overhead charges/ share from Research and consultancy projects are transferred.
- 2.17 **Project Monitoring Committee:** Project Monitoring committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 100 lacs.

3. GENERAL

- 3.1 Individuals or Departments shall take up projects after taking approval of the Dean (R) through the Head of the concerned Department. All funds in connection with projects should be received in the name of the G.B.P.I.E.T. The account of projects/RDF/DDF/PDF will be maintained by the account section and controlled by the Director.
- 3.2 The time spent by a faculty on Consultancy project will not exceed one day per working week plus one day during week end, thus a total of 104-man days during the calendar year.
- 3.3 Consultancy projects 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. 10,000/- per man-day for faculty/scientist/GP A staff and Rs. 1,000/- per man-day for technical and other non-academic staff may be charged.
- 3.4 Institute staff may be granted project leave up to 10 days during a calendar year for work related to sponsored Research and Industrial consultancy projects, in addition to the special casual leave available as per Institute norms.

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- 3.5 Reports(s) and data collected/ originated out of the project are the joint Intellectual property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the principal Investigator.
- 3.6 The IPR policy of the Institute shall be applicable. However, if there is a condition in MoU signed between the sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above Para. The report of the Sponsored Research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.
- 3.7 If a prima-facie case of malpractice and/or misconduct is established by a fact-finding committee against a staff member in connection with project(s), the Director, on the recommendation of Dean (R), may prohibit the concerned staff member to take a 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 obligation in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.
- 3.8 All purchases under projects/PDF/DDF shall be made as per institute norms. In case of equipment which is to be carried outside, the same should be insured before they are taken out with the consent of Head of department.
- 3.9 Faculty may accept honorary membership of board of directors of companies with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to five memberships.
- 3.10 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (R).
- 4. Manpower**
- 4.1 Project staff**
- 4.1.1 The project staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designation, qualifications and experience requirements and consolidated fellowship/emoluments.
- 4.1.2 Open selections will be held for all project positions.
- 4.1.3 Appointments on all project's positions drawing emolument shall be on contract only.
- 4.1.4 The project staff shall work to fulfil the objectives of the project.
- 4.1.5 Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (R) on the recommendation of respective PIs.

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4.1.6 The tenure of appointment of a power 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.

4.1.7 On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Dean (R).

4.1.8 A contractual project staff appointed shall execute a contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Dean (R) who will retain the original contract agreement.

4.1.9 Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (R) on the recommendation of the PI for a period not exceeding 89 days.

4.2 Student Assistants

The PI may engage Institute Students (who 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.

4.3 Consultant

The PI may, with the prior approval of Dean (R) 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 40% of the total contracted amount in consultancy projects.




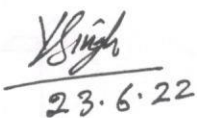
5. Travel

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

Approval for domestic travel shall be accorded by PI including for self-subject to leave approved by the competent authority. Faculty Group-A officer are allowed to travel by AC taxi. Advance for travel will be approved by the Dean (R).

Payment of charges to travel agents for Ticket purchase assistance, visa assistance, Insurance etc. Shall be admissible from project funds.

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

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5.2 Out of pocket expenses will be payable for the actual period of field work at the work place at the following rates and will be admissible for the journey period.

<u>Category of staff</u>	<u>Rate</u>
Class 'A' and 'B' and consultants	Rs. 900/- per day or part of the day
Class 'C' and 'D', project staff and others	Rs. 500/- per day or part of a day

6. Finance and Accounts

6.1 Research project

6.1.1 At the time of submission of a sponsored research project proposal, the PI shall make a provision of Institutional overhead charges (IOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.

6.1.2 Transfer of staff costs out of sponsored Research 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 are search project, the same may be distributed among them.

6.2 Consultancy project

6.2.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 25% of the total contracted project cost. However, such share shall be 40% for routine testing.

6.2.2 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	0.25T	0.40T
Remaining amount(F)	0.75T	0.60T
Total expenditure	E	E
Balance amount for distribution(S)	(F-E)	(F-E)

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

6.2.3 For consultancy projects 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 the amount of distribution is commensurate with the work completed.

6.3 A separate account head shall be maintained for each project by the Dean (R) office. Registrar shall be responsible for the submission of audited statements of accounts as and when required by the sponsors.

6.4 For all ministerial staff, the upper limit for remuneration from projects and other sources is 60% of the gross salary received in a financial year and for all technical staff it is 100%.

6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her professional Development fund, the same will be permissible.

7. PDF AND DDF

7.1 Share of PDF & DDF

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

Distribution of Institute share in percentage

Type of project and component available for distribution	Distribution (%)				
	RD F	DD F	Elect. Chr.	PD F	Incentive to office staff & staff welfare fund
(A) Sponsored Research project/HRD programmes Institute 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 detailed distribution is presented in Annexure-A & B.

7.2 Utilization of PDF

- 7.2.1 The PDF can be utilized by the concerned individual/PI for the following purposes:
- a. Travel (domestic and abroad) and related expenditure for individual, student or outside expert
 - b. Exploratory visits
 - c. Engagement of project staff
 - d. Fee and related expenditure for acquiring training/qualification(s)
 - e. Membership fee of professional societies

- f. Books, journals related, stationery and computer consumables and any storage media
- g. Mobile phone (once a year), data card for internet, telephone call (pre- or post-paid) connectivity charges
- h. Office peripherals, furniture for lab and offices, camera (all types), instrument, computer (all types) and peripherals

7.2.2 All travels (domestic), engagement of persons and expenditure for more than the limit of expenditure without calling quotation under PDF shall require the approval from Dean (R).

7.2.3 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 7.2.1 f & 7.2.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the institute. Any items purchased under clauses 7.2.1 h and any major assets procured may be retained by the concerned person on payment as per clause 7.2.4.

7.2.4 For clause 7.2.1 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 printer, one scanner etc.) can be retained by the concerned person.

7.2.5 After leaving the Institute the PDF will also be available to the concerned person for 3 years for expenditure at sl. 7.2.1 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.

7.2.6 For the faculty members coming from different institutes, who carry out projects and other activities involving contribution towards their PDF, on request the fund so accumulated could be transferred from one institute to another with the approval of the competent authority.

7.3 Utilization of DDF

DDF fund can be utilized for the following purposes:

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

The budget for utilizing DDF may be recommended by the PI and approved by the Dean, (R). For any special requirements not covered above a proposal may be sent by the DPC of the Department for consideration of the Dean (R).

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7.4 Utilization of RDF

RDF fund can be utilized for the following purposes.

- a. Development of Departmental Infrastructure facilities like equipment laboratories, class rooms, committee/conference rooms
- b. Repair, maintenance and AMC of equipment.
- c. Repair and maintenance of office and lab.
- d. Seed money for holding conferences/workshop and seminars etc.

8. Admission of project staff to Academic programmes

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

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

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

9. Sponsors 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.

10. Exception clause

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

11. REVIEW

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

1. PROJECT INITIATION AND MANAGEMENT

1.1 Each project will have a principal Investigator (P.I) who will be a faculty member/ scientist in the service of the Institute and who will be responsible for:

- (i) Formulating the project proposal which may include
 - (a) planning of the work to be done.
 - (b) estimating costs according to the guidelines provided in the later section,
 - (c) If necessary, identifying other Investigators, who shall also be faculty member(s)/scientist(s) in the service of the Institute.
- (ii) Co-ordination and execution of work,
- (iii) Handling all communications with the sponsor,
- (iv) Writing of intermediate and final reports according to the project proposal
- (v) Ensuring that all reports bear the name of the principal Investigator and his/her signatures and the name(s) of the Investigator (s) who participated in the project,
- (vi) Signing the memorandum of understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 4.

1.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other Group

'A' employee so permitted by the Director can be co-opted as Investigator.

1.3 The PI will be prepared research project proposal in conformity with:

- (i) permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the institute.
- (ii) Provision for Institution overhead charges as per the rule of the Institute.
- (iii) other guidelines for sponsored research projects, and
- (iv) Rules, Regulation & statutes of the Institute

1.4 All research project proposals shall be submitted to the sponsors through the concerned Head of the Department and Dean (R).

1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.

1.6 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.

1.7 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean (R) for placing the same before the govt. of Audit, for verification or as and when required for any other purpose.

1.8 The PI shall be responsible for maintenance of laboratory record book (LRB) as required for IPR submission, periodical and /or final technical report (s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to the Dean (R).

1.9 The PI shall write to the sponsor for timely funds with a copy to the Dean (R) for follow up, if necessary.

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

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

1.11 No retiring faculty member be allowed to submit a consultancy project proposal as principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.

1.12 If the PI leave the institute, retires or proceeds on leave or not available, for some reason, Dean (R), on the recommendation of the P.I (if he/she is available) appointing a new PI, who will assume the power and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (R) through H.O.D. However, in exceptional circumstances, a retired

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faculty member may continue to work as PI with the approval of the Director, if he/she continues to serve the institute in some other capacity.

1.14 Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In case where the work starts 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.

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

2. BUDGETARY NORMS

A. FOR RESEARCH PROJECTS

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

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

B. FOR CONSULTANCY PROJECTS

The total agreed charges of a consultancy project will consist of the Institute 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) Computation or other charges the principal Investigator may have to pay to the Institute 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 department 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 student assistants.
- (viii) Insurance on equipment and manpower during travel.
- (ix) Any other costs considered appropriate.

The approval of the Director to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

3. Collaboration with Outside Organizations

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

4. LIABILITY

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

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

The amount charged by the institute is on lump basis. Submission of the requisite report on the work itself constitute the utilization certificate/ final bill.

5. DISAGREEMENTS / DISPUTES

5.1 Any disagreement within the Institute arising at any stage of a consultancy project will be resolved in consultation with Dean (R) / Director to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

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

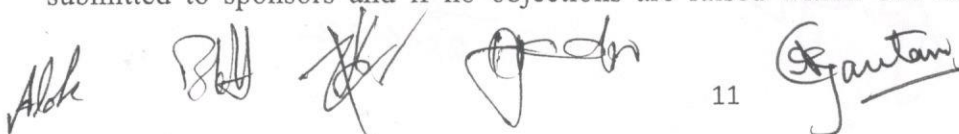
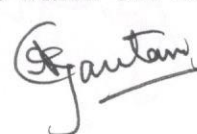
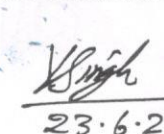
5.3 All legal action will be subject to jurisdiction at civil courts at Pauri/High court at Nainital.

6. ARBITRATION

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

7. PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsor has an agreement under which their 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

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proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

8. 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 Dean (R) in any other matter on the project.

- | | | |
|-----|--|-------------------|
| (1) | Dean, (R) | - Chairman |
| (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) | Registrar or his nominee | -Member |
| (6) | Principal Investigator (PI) | -Member Secretary |

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Distribution in Institute

Accounts	Name	*25% of total project for Consultancy Project		**40% total project for Routine Testing	
		Individual %	Total %	Individual %	Total %
RDF		52	52	72	72
DDF		12	12	20	20
Electricity charges/Labour charges		6	6	3.75	3.75
PDF		23	23	0	0
Director Office	Director	1.4	7	0.85	4.25
Dean(R) office	Dean(R)	1.4		0.85	
Registrar Office	Registrar	1.4		0.85	
Account Office	Finance Officer	1.4		0.85	
	Accountant	0.84		0.5	
	Other Supporting Staff	0.56		0.35	
		100	100	100	100

* **Consultancy Project:** - Involving analysis and design based on interpretation of experimental results, graphs, software modelling, vetting.

** **Routine Testing:** - Involves projects where direct experimental values are to be provided without any analysis.

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Annexure B

Consultancy Project - Involving analysis and design based on interpretation of experimental results, graphs, software modelling, vetting.

Charge amount excluding GST	100%
GST@ as applicable	
Total Amount including GST	
Proposed Distribution	
Institute share (As per Annexure-I)	25%
Investigator, other faculty and departmental other staff	75%
Head of the Department	2%
OIC Lab of the concerned consultancy	1%
Detail of Distribution to Expert/ investigator, other faculty and departmental other staff	As per PI

Routine Testing - Involves projects where direct experimental values are to be provided without any analysis.

Charge amount excluding GST	100%
GST@ as applicable	
Total Amount including GST	
Proposed Distribution	
Institute share (As per Annexure-I)	40%
Investigator, other faculty and departmental other staff	60%
Head of the Department	2%
OIC Lab of the concerned consultancy	1%
Detail of Distribution to Expert/ investigator, other faculty and departmental other staff	As per PI

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