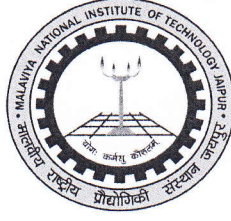


मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR



शासक बोर्ड मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर की दिनांक 26 फरवरी, 2022 को दोपहर 12 बजे संस्थान परिषद् कक्ष में आहूत 48वीं ऑनलाइन मोड के माध्यम से बैठक का कार्यवृत्त।

MINUTES OF THE 48th MEETING OF THE BOARD OF GOVERNORS OF MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR HELD ON 26th FEBRUARY, 2022 AT 12:00 NOON IN THE BOARD ROOM, PRABHA BHAWAN, MNIT, JAIPUR THROUGH ONLINE MODE.

उपस्थित / Present

1. Dr. R. K. Tyagi	Chairperson
2. Prof. N. P. Padhy Director, MNIT, Jaipur	Member
3. Shri Anil Kumar, Director (Finance), Nominee of Joint Secretary & Financial Advisor, Ministry of Education, New Delhi	Member
4. Shri Pawan Kumar, Under Secretary (TS-III) Nominee of Joint Secretary (NITs), Ministry of Education, New Delhi	Member
5. Prof. Rangan Banerjee, Director, IIT Delhi	Member
6. Prof. Upender Pandel, Department of Metallurgical & Materials Engineering, MNIT, Jaipur	Member
7. Shri Ashok Kumar Agarwal, Associate Professor, Department of Electrical Engineering, MNIT, Jaipur	Member
8. Prof. M. M. Sharma, Registrar (I/C), MNIT Jaipur	Secretary

At the outset, the Chairman welcomed the members to the 48th meeting of Board of Governors. The Chairman introduced and welcomed the following new members and Secretary, who were attending their first meeting, and hoped for their valuable contributions and active participation in the subsequent meetings of the Board:

1. Prof. N. P. Padhy, Director, MNIT, Jaipur	Member
2. Prof. Rangan Banerjee, Director, IIT Delhi	Member
3. Prof. M. M. Sharma, Registrar (I/C), MNIT Jaipur	Secretary

Mehendra

The Board of Governors thanked the following outgoing Members and Secretary, and placed on record its appreciation for their valuable contributions to the Institute and in the meetings of the Board:

1. Prof. Udaykumar Yaragatti, Ex-Director
2. Prof. A. P. S. Rathore, Ex-Director (I/C)
3. Prof. K. R. Niazi, Ex-Registrar (I/C)

Item No. 48-1.0: *To confirm the minutes of the 47th meeting of the Board of Governors held on 27th November, 2021.*

Since no comments were received, the Board confirmed the minutes as circulated.

Item No. 48-2.0: *To note the action taken on the decisions made in the 47th meeting of the Board of Governors held on 27th November, 2021.*

The Board noted the actions taken.

Regarding Item No. 47-3.2 the Board suggested to accommodate the typographical error, if any, in the R & C rules book. The updated version of Research & Consultancy rules book is annexed at Annexure-A.

Regarding Item No. 47-5.2, the Board approved to start the Master's Programme (M. A.) in Public Policy and Development from the coming academic session without any financial implications on the Institute. Prof. Rangan Banerjee, Director, IIT Delhi suggested that a group of concerned faculty members may interact with School of Public Policy of IIT Delhi for the preparation of the curriculum and execution of the programme. It was also suggested that MNIT Jaipur may collaborate with IIT Delhi in other academic activities as well.

Item No. 48-3.0: *To ratify the approvals accorded by the Chairman on behalf of the Board of Governors.*

The approvals accorded by the Chairman on behalf of the Board were ratified as under:

Item No. 48-3.1: *To ratify the appointment of Prof. M. M. Sharma as Registrar (I/C).*

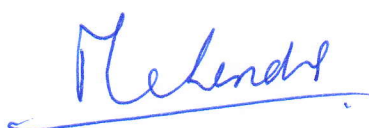
The Board ratified the appointment of Prof. M. M. Sharma, Professor, Department of Electronics & Communication Engineering as Registrar (I/C) on 04.02.2022. The Board also suggested to initiate the process of recruitment of regular Registrar and suggested to resolve pending issue, if any, for appointment of Full-time Registrar.

Item No. 48-4.0: *Matters for the information of the Board of Governors.*

The Board noted the following:

Item No. 48-4.1: *To note the promotions through Departmental Promotion Committee (DPC) of non-teaching staff of the Institute held in February, 2022.*

The Board noted the DPC of non-teaching employees held in the month of February, 2022. The Board suggested to conduct training programs of the promoted non-teaching employees.



Item No. 48-4.2: *To note the minutes of 43rd meeting of Senate held on 14th December, 2021.*

The Board noted the minutes of 43rd meeting of Senate held on 14th December, 2021.

Item No. 48-4.3: *To note the minutes of 42nd meeting of Finance Committee held on 27th November, 2021.*

The Board noted the minutes of 42nd meeting of Finance Committee held on 27th November, 2021.

Item No. 48-5.0: *Matters for the consideration of the Board of Governors.*

Item No. 48-5.1: *To consider the details of the case of medical reimbursement for the heart valve replacement through TAVI procedure.*

Resolution No. BoG-48/2022/01: The Board considered the item and resolved that the Institute may constitute a medical board of experts to review the case and give its recommendations and the recommendation may be placed in the Board for consideration.

Shri Ashok Agarwal recused himself during the discussion as the matter pertained to him.

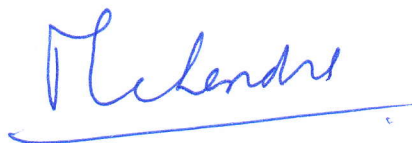
Item No. 48-5.2: *To consider the revision of delegation of Administrative & Financial powers.*

Resolution No. BoG-48/2022/02: The Board considered the item and resolved that the following proposed Administrative & Financial Powers as recommended by the Finance Committee are approved as under:

Table – 2 Administrative & Financial Powers (Item No. 48-5.2)

S. No.	Designation	Administrative & Financial Powers
1.	Registrar	upto ₹ 5,00,000/- and to approve salary, pension and statutory taxes payment without any financial limit.
2.	Deans, Head of Departments and Principal Investigators of Project	upto ₹ 1,00,000/-
3.	Professor In charge and Head or Coordinator of the Centre	upto ₹ 50,000/-
4.	Deputy Registrar	upto ₹ 50,000/-
5.	Assistant Registrar	upto ₹ 25,000/-

The Board directed that the delegation of aforesaid administrative and financial powers are subject to annual budgetary allocation to department/centre/section and strictly in compliance of General Financial Rules (GFR) - 2017.



Item No. 48-5.3: *To consider the revision of financial limit of authorized signatory for payment through Cheque/RTGS/Bank Transfer and Treasury Single Account (TSA).*

Resolution No. BoG-48/2022/03: The Board considered the item and resolved that the following proposed financial limit of authorized signatories as recommended by the Finance Committee are approved as under:

Table – 2 Financial limits of authorized signatories (Item No. 48-5.3)

S. No.	Signatory Authority	Financial limits
For payment through Cheque/RTGS/Bank Transfer		
1.	Jointly by Director and Registrar	For value more than ₹ 5,00,000/-
2.	Registrar	upto ₹ 5,00,000/-
3.	Deputy Registrar (Accounts)	upto ₹ 50,000/- and online payment of statutory taxes, electricity bills, water charges, telephone bills etc. without any limit.
4.	Assistant Registrar (Accounts) / Assistant Registrar (R&C)	upto ₹ 25,000/-
For payment through Treasury Single Account (TSA)		
5.	Dealing Superintendent/Assistant	Maker
6.	Assistant Registrar (Accounts)/Assistant Registrar (R&C)/Assistant Registrar (Audit)	First Signatory
7.	Deputy Registrar(Accounts)/Dean (R&C)/Registrar/Director	Second Signatory

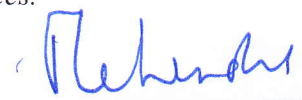
Item No. 48-6.0: *Any other item(s) with the permission of the Chair.*

Item No. 48-6.1: *To consider the protection of pay in respect of Prof. Narayana Prasad Padhy, Director, MNIT Jaipur.*

Resolution No. BoG-48/2022/04: The Board considered the item and resolved that the pay protection of Prof. Narayana Prasad Padhy, Director, MNIT Jaipur be approved and further resolved that the matter may be referred to the Ministry of Education.

The next FC and BoG meetings are scheduled on 28th May, 2022.

The Meeting ended with a vote of thanks to the Chair and other attendees.


REGISTRAR (I/C)
Secretary, BoG
22.03.2022

**RULES AND GUIDELINES
FOR
SPONSORED RESEARCH PROJECTS**



**Dean (Research and Consultancy)
Malaviya National Institute of Technology Jaipur
JLN Marg, Jaipur-302017**

TABLE OF CONTENTS

1. DEFINITIONS	1
2. SUBMISSION OF THE PROJECT PROPOSAL	2
3. OPERATION OF THE PROJECTS	3-8
3.1 Financial Guidelines	3
3.2 Engagement of Research Staff	5
3.3 Intellectual Property Rights	8
4. REVIEW AND CLOSURE	8
5. ANNEXURES	10-17
Annexure-1 Format for Endorsement Letter with Project Proposal Submission: Form-A	10
Annexure-2 Format for Initiation of Project: Form-B	11
Annexure-3 Format for Advance Payment/Settlement/Reimbursement	12-14
• Advance Payment: Form-C	12
• Settlement of Advance Payment: Form-C (AS)	13
• Reimbursement: Form-C (AR)	14
Annexure-4 Format for Project Closure: Form-D	15
Annexure-5 Format for Mandate Form for ECS/RTGS: Form-E	16
Annexure-6 Format for Approval for Advertisement and PSC for Project Staff: Form-H	17

1. DEFINITIONS

- 1.1 **Academic Staff** means a member of the Institute within the meaning of the First Statutes of NITs.
- 1.2 **BoG** means Board of Governors of the Institute.
- 1.3 **Dean (R and C)** means Dean of Research and Consultancy, Malaviya National Institute of Technology 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 the National Institute of Technology Act. 2007.
- 1.7 **IP and TT** means Intellectual Property and Technology Transfer.
- 1.8 **MoE** means Ministry of Education, Government of India.
- 1.9 **ODRC** means Office of Dean Research and Consultancy.
- 1.10 **Principal Investigator/Co-Principal Investigator(PI/Co-PI)** means the members of the academic staff, who are members of a team for a Sponsored Research Project.
- 1.11 **Project Team** members of the Academic Staff of the Institute who are PI and Co-PI in a Sponsored Research Project.
- 1.12 **Research Staff** means personnel engaged for the specific purpose of a research project, the tenure of which is coterminous with the project. The Research Staff include Technical Assistant, Junior Research Fellow, Senior Research Fellow, and Research Associate.
- 1.13 **Sponsor** means an organization public or private funding a research project to the Institute through an academic staff member.
- 1.14 **Sponsored Research Project** means a research project funded by an outside agency governmental/ non-governmental referred to as Research Project.

2. SUBMISSION OF THE PROJECT PROPOSAL

2.1 The Institute encourages Academic Staff to undertake sponsored research, the administrative guidelines and processes in the Institute are tuned to create a 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.

2.3 The office of the Dean (Research and Consultancy), i.e., 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 project 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) and (b) Project proposal as per the format of the funding agency and (c) Mandate form as per Annexure-5. 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. Posts of Research Staff as per the pay scales applicable to CFTIs/UGC/DST may be included in the proposal. Other posts asked in the project proposal should carry scales of pay identical to those of the corresponding posts in the Institute/CFTIs, on a consolidated salary (not exceeding the total emoluments at the minimum scale of the equivalent post) in the Institute. This may also be included in the budget proposal.

2.7 If any Memorandum of Understanding (MoU), vis-à-vis terms and conditions and deliverables have to be signed between the Institute and the funding agency, the Dean (R and C) will be the signatory on behalf of the Institute along with the PI and Co-PI. This will require the formal approval of the Director.

2.8 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 after revision/ changes by the funding agency.

2.9 The date of the start of the project will be the date of actual receipt of the first installment of the grant sanctioned or as specified by the funding agency before the start of the project. PI must fill the project initiation form as per Annexure-2.

3. OPERATION OF THE PROJECTS

3.1 Financial Guidelines

Financial Guidelines for all public-funded projects, Institute rules of expenditure that includes procurement, travel, remuneration etc. shall be applicable unless an exception has been made by the funding agency. However, for committee purchase (as given in GFR-2017) a Standing Project Purchase Committee (SPPC) comprising of PI/Co-PI, a representative from the finance section of ODRC etc. may be constituted.

- 3.1.1 It will be obligatory on the part of the project team (i.e., PI/Co-PI) to abide by the Institute rules of procurement and inventory management.
- 3.1.2 All bills in respect of the project (including bills for advance) will be 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 respect and 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 (R and C) shall be the competent authority for placing the order in coordination with PI, central store, and purchase section.
- 3.1.4 The advance will be paid to the PI/Co-PI by cheque/ electronically, who will be responsible for rendering the account of such advances as per formats in Annexure-3. The accounts of advances taken should be rendered within the period of 15 days from the date of completion of the purpose for which advance is taken. However, this shall not apply in cases of Letters of Credit (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 a separate stock register for consumable and non-consumable articles. All entries in the non-consumable stock register should be reported to the central stores and purchase section for records. Equipment purchased specifically for each project will be the property of the Institute on the termination of the project unless the sponsoring body desires otherwise.
- 3.1.6 Salary of all part-time, adhoc, regular, daily wages and consolidated salary-based employees of project will be paid by cheque/electronically in the name of the concerned employees only. Cheques to be credited to their respective bank accounts must be mentioned on the fellowship or salary bills duly countersigned by the PI.

- 3.1.7 The TA/DA in the project for fieldwork 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 Ph.D. students working on jobs related to the project work, depending upon the nature of work, PI may decide the 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 fieldwork 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 and C) on the 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 the funding agency.
- 3.1.10 In case the funding agency makes adhoc payments of the installments, the PIs may provide the break-up under different heads of the project.
- 3.1.11 For all Projects 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 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 a 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:
- Only faculty members of the Institute would be considered for PDF. In the case of one PI and one Co-PI, the total amount would be distributed in ratios of 60% and 40% amongst PI & Co PI. In the case of two Co-PIs, it would be divided as 40% to PI and 30% each to Co-PIs. In the case of more than two Co-PIs, it would be 30% to PI, and the rest would be equally divided in Co-PIs.

- TA/DA and registration fee for attending the conferences/meetings in India or abroad.
- The membership fee for professional societies.
- Purchase of Professional books 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. The amount shall be credited in the fund of individual faculty members 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 the 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 Jaipur, the PDF of a faculty shall be closed and the fund transferred to Department/ Center Development Fund. Dean (R and C) shall be the sanctioning authority and ODRC shall manage the fund.

3.2 Engagement of Research Staff

3.2.1 Research Staff, that is, Junior Research Fellow (JRF), Senior Research Fellow (SRF), Research Associate (RA), may be engaged for the 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 norms of the funding agency or As per norms set by the Department of Science and Technology, Government of India/ MoE
Senior Research Fellow	First-class PG degree in sciences with two years experience or First Class Post Graduate degree in engineering disciplines	As per the norms of the funding agency or As per norms set by the Department of Science and Technology, Government of India/ MoE

Research Associate	Ph.D. in sciences/ Engineering or PG degree in Engineering Disciplines with two years exp.	As per the norms of the funding agency or As per norms set by the Department of Science and Technology, Government of India/ MoE
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- 3.2.2 In order to avoid any delay in starting the research project, PI may engage project staff for three months on an adhoc basis at his/her level, without compromising the eligibility criteria as per the funding agency, 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 three months from the date of sanction of the project.
- 3.2.3 The Research staff (TA/JRF/SRF/RA) will be paid a lump-sum amount as stipend as per the norms of the Government of India communicated through the Department of Science and Technology/UGC. They shall be allowed to avail of eight days casual leave. No other types of leave shall be available to them. However, ten days of leave per year with full payment can be sanctioned on medical grounds for hospitalization, and the leave application should be supported by a medical certificate.
- 3.2.4 The cadre of TA/JRF/SRF/RA is temporary. All posts of TA/JRF/SRF/RA shall be created against a specific proposal of research/ development nature, and an estimate of the time period for which the services of the TA/JRF/SRF/RA are needed shall be decided at the time of the 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.
- 3.2.5 The maximum tenure of engagement of JRF/SRF/RA shall be for a period of five years for JRF and four years for SRF/RA with an initial appointment for a period of one year. Based upon the recommendations of PI, Dean (R and C) can approve the extension of the appointment of JRF/SRF for one year at a time for the second and subsequent years.
- 3.2.6 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.
- 3.2.7 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.
- 3.2.8 The Institute may also allow the 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 eight days Casual leave. However, ten days leave per year with full payment can be sanctioned on medical grounds for hospitalization, and the leave application should be supported by a medical certificate. Such engagement shall normally be for a period of one year, which is the 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 the recommendation of the PI and on approval by the competent authority. One month's notice is required for the 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 the 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 and C).

- 3.2.9 The PI may engage Institute students (who may or may not be getting fellowship) as student assistants with approval of Dean (R and C) on payment of Rs.250/ - per hour, subject to the budgetary and other limitations of the funding agency.
- 3.2.10 For appointments to the posts under the project, applications should be invited after giving wide publicity regarding the vacancies.
- 3.2.11 The applications will be processed by the PI/Co-PI, and applicants will be called for interview before the selection committee. Traveling allowance/dearness allowance may be paid to the outside candidate for an 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.
- 3.2.12 The selection committee for project staff shall be called "Project Selection Committee" (PSC) and shall consists of PI (Convener), Dean (R and C) or his nominee, Director's nominee (Senior Professor of the Institute), Co-PI (if any), and HoD of the concerned department as per Annexure-6.
- 3.2.13 This PSC shall be constituted at the beginning of the Project by PI with the approval of the 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 by the candidate and the proposed supervisor.
- 3.2.14 The appointment letters shall be issued to the selected candidates by the PI except in the case of a 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 the joining report should be sent to ODRC for the issue of the necessary office order. All appointment letters should clearly indicate the terms and conditions of the appointment. In cases 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.

- 3.2.15 Appointment of the above staff will be purely on a 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 the project.
- 3.2.16 The staff employed in the projects will be governed by the rules and guidelines for the sponsored research project of MNIT Jaipur 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 other assignment in the Institute and shall also not be allowed to continue on the expiry of the project.
- 3.2.17 The service of specialists on deputation from Government Research Institutions or the public or private sector can be obtained. Wherever services of such persons are acquired on a deputation basis the conditions of services may be regulated according to the standard terms of deputation with the approval of Sponsor.
- 3.2.18 The joining report of the selected candidate should be countersigned by the PI and forwarded to the ODRC and may be retained by the PI.

3.3 INTELLECTUAL PROPERTY RIGHTS

All rights pertaining to any intellectual property (IP) generated/ created/ invented in 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 the assignee/ applicant and the inventor(s). IP filed by projects also shall be managed by the ODRC like any other case. However, at the time of closure of the project PI shall inform in writing the intellectual property & technology transfer (IP and 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 first examination reports (FER).

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 and 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 as per Annexure-4.
- 4.3 Statements of final accounts showing the year-wise receipts and expenditure and a list of articles (consumables and non-consumables) leftover 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 the issuance of No Dues Certificates to him/her.

In special cases, the Director, on the recommendation of Dean (R and 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.

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

Certificate from the Head of the Institution

Project Title:

- (1) Certified that this Institution agrees to the participation of Prof./Dr. [Name], [Designation] in this Institution as Principal Investigator for the above project which is being submitted for financial support to [Name of Funding Agency].
- (2) Certified that this Institution agrees to the participation of Prof./Dr. [Name], [Designation] in this Institution as Co-Principal Investigator for the above project which is being submitted for financial support to [Name of Funding Agency].
- (3) Certified that the infrastructural facilities related to the project activity available in this Institution including equipment, manpower, and other facilities, and all necessary administrative support will be extended for the project.
- (4) This Institution assumes to undertake the financial and other responsibilities of the part of the project work which will be conducted in this country.

Date:

Name & Signature
of the Head of the Institution

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

Initiation of Project

Project title	
Sponsoring/Funding agency	
Project start date	
Project duration	
Is there any agreement/MoU? (Tick one)	Yes/ No
Total amount sanctioned *	
Project type (Tick one)	Sponsored research/Initiation grant/ Lab Development / Institute Project/ Any other (please specify) _____

Name of the PI		Mob No.	
Name of the Co- PI		Mob No.	
Project to be operated by (Tick one)	Only by PI/ Either PI or Co-PI		

Enclosures: Sanction letter, copy of agreement/MoU (if any), NOC from external PI/Co-PI (if any) and any other relevant correspondence.

Signatures

Principal Investigator	Co-Principal Investigator	Head of the Department
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* **Note:** Overheads will be deducted as per the rules of Sponsored Research order 1262 (A)/MNIT/2022 Dated 03.02.2022 (clause 2.5).

FOR THE USE OF ODRC ONLY

Type of agency (Tick one)	Funding agency/ Research organization/ Ministry/ PSU/ Utility/ Private/ Any other (please specify) _____ National /International _____	
Remarks		
Project File No. (PF No.)		
Project Identification Number (PIN)		
Dealing Assistant	Associate Dean (Research)	Dean (R and C)

Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)

Request form for Advance Payment

S. No.	Content	Details
1	Project Title	
2	Project No.	
3	Name of advance holder	
4	Name of PI	
5	Department/Section	
6	Type of Advance	Example: 1) Consumables 2) Non-Consumables 3) Contingency 4) TA 5) Others
7	Amount of advance	Rs.
8	Mode of Advance	Cheque/ECS

S. No.	Items to be procured	S. No.	Items to be Procured
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

<i>I hereby certify that the: 1) Cash purchases will be made for the items that were needed urgently</i>	
Signature of the Advance Holder	Signature of Principal Investigator

FOR THE USE OF ODRC ONLY

Dealing Assistant

Dean (Research and Consultancy)

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

Statement of Accounts for Settlement of Advance Payment

S. No.	Content	Details
1	Project Title	
2	Project No.	
3	Name of PI	
4	Department/Section	
5	Type of Advance	Example : 1) Consumables 2) Non-Consumables 3) Contingency 4) TA 5) Others
6	Advance Ref. No. & Date	
7	Amount of Advance	

S. No.	Date	Cash Memo /Receipt	Suppliers Name	Particulars of item	Amount Rs.	Stock Register #. & Page #.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

I hereby certify that the: 1) Cash purchases were made for the items that were needed urgently and were not available in stores. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased as per provisions of GFR-2017 and are entered in the Stock Register. 5) The attached e-bills (if any), have not been claimed from other sources.

Signature of the Advance Holder	Signature of Principal Investigator
--	--

FOR THE USE OF ODRC ONLY

Dealing Assistant

Dean (R and C)

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

Statement of Accounts for Reimbursement

S. No.	Content	Details
1	Project Title	
2	Project No.	
3	Name of PI	
4	Department/Section	
5	Type of Expenditure	Example : 1) Consumables 2) Non-Consumables 3) Contingency 4) TA 5) Others

S. No.	Date	Cash Memo / Receipt	Suppliers Name	Particulars of item	Amount Rs.	Stock Register #. & Page #.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

I hereby certify that the: 1) Cash purchases were made for the items that were needed urgently and were not available in stores. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased as per provisions of GFR-2017 and are entered in the Stock Register. 5) The attached e-bills (if any), have not been claimed from other sources.

If approved, submitted for reimbursement of Rs. _____ Only.

Signature of Principal Investigator

FOR THE USE OF ODRC ONLY

Dealing Assistant

Dean (R and C)

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

Project Closure Report

Date:

From

Name of Principal Investigator :
Project No. :
Project File No. :
Title of the Project :
Department :

To

Dean (Research and Consultancy)
MNIT Jaipur

Sub: Request for Closure of Project

The sponsored research project No. _____ has been completed. The date of completion was _____. In this context the following information may be noted* (*Please tick as applicable*).

- I. The project completion report has been sent to the sponsoring agency.
- II. Equipment/non-consumables including books and furniture purchased from this project grant have been entered in the Department Stock Ledger.
- III. All advances (including TA/Contingency/consumables etc.) have been settled in the project.
- IV. No reimbursement for any purchase/expenditure is pending.

* One additional copy for record of Dean (R and C)

In view of the above, the project may be closed with immediate effect and the final statement of account be prepared. Any unspent balance may also be refunded to the sponsoring agency. The information regarding excess expenditure, if any, may please be provided so that the sponsoring agency can be requested to send the additional amount.

Principal Investigator

HOD

Dean (R and C)

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

MANDATE FORM

**Electronic Clearing Service (ECS)/ Real Time Gross Settlement (RTGS) Facility for
Receiving Payment**

A. DETAILS OF ACCOUNT HOLDER:

NAME OF INSTITUTION	MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
COMPLETE CONTACT ADDRESS	MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JLN MARG, JAIPUR, 302017
TELEPHONE NUMBER/FAX	0141-2529078, 2713204
EMAIL ID OF THE FO/AO/REGISTRAR/DIRECTOR	registrar@mnit.ac.in

B. BANK ACCOUNT DETAIL:

INSTITUTION ACCOUNT NAME (as per Bank record)	REGISTRAR (Sponsored Research) MNIT Jaipur
Account No.	676801700388
IFSC CODE	ICIC0006768
BANK NAME (in full)	ICICI BANK LTD.
BRANCH NAME	MNIT BRANCH
COMPLETE BRANCH ADDRESS	J.L.N. MARG, JAIPUR-302017
MICR NO.	302229031
ACCOUNT TYPE	SAVING

Certified that the Institute's account is in RTGS enabled branch.

I hereby declare that the particulars given above are correct and complete.

Date:

Signature of Customer

Certificate that the particulars furnished above are correct as per our records.

Date:

Signature of Bank Manager

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

**Approval for Advertisement and Project Selection Committee (PSC) for Appointments
in Project**

Date:

1. Project No. :
2. Project title :
3. Position to be advertised :
4. Salary range :
5. Duration of appointment :
(Maximum one year)
6. Selection committee :
 - (i) _____ [Chairperson PI]
 - (ii) _____ [Dean R and C]
 - (iii) _____ [Co-PI, if any / Member]
 - (iv) _____ [H.O.D.]
 - (v) _____ [Director's Nominee]

The above Committee may kindly be approved.

Principal Investigator

Dean (Research and Consultancy)

Initiation of recruitment process approved. Director's Nominee will be _____

Director

NOTE: Kindly send the soft copy of the advertisement to Webmaster at the E-mail ID webmaster@mnit.ac.in which shall be posted at the Vacancies Tab on the Institute website <http://www.mnit.ac.in>

**RULES & GUIDELINES
FOR
INDUSTRIAL CONSULTANCY PROJECT**



**Dean (Research and 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	2
4.	GENERAL GUIDELINES	2
5.	LIMITATIONS	4
6.	FINANCIAL GUIDELINES	4
7.	OTHER CONDITIONS	6
8.	ANNEXURES	9-11
	Annexure-1 Format for Initiation: Industrial Consultancy Project (Form-A)	9
	Annexure-2 Format for Payment of Expenses: Industrial Consultancy Project (Form-B)	10
	Annexure-3 Format for Closure and Disbursement - Industrial Consultancy Project (Form-C)	11

1. DEFINITIONS

- 1.1 **Academic Staff** means a 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 and C)** means Dean of Research & Consultancy, Malaviya National Institute of Technology 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 the National Institute of Technology Act 2007.
- 1.7 **Principal Investigator/Co-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 have 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 assignments 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.
- 2.3 The service offered shall be along the lines of 'Professional Services' and hence will 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 Current Manufacturing Process, Material, Energy, Environmental and Manpower Audits, Product Design, Process Development, Software Development, General Troubleshooting, Condition Assessment and 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-VI consultancy.

3. CONSULTANCY PROJECT TYPE

- 3.1 **TYPE-I:** Addressed to any Institute functionary, i.e., HoD, Dean (R and C), or Director and has Laboratory component.
- 3.2 **TYPE-II:** Addressed to any Institute functionary, i.e., HoD, Dean (R and C), or Director and does not have a laboratory component.
- 3.3 **TYPE-III:** Addressed to any specific faculty expert and has a 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.
- 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 Research and Consultancy rules.

4. GENERAL GUIDELINES

- 4.1 Each consultancy project shall have a Principal Investigator and other Co-Principal Investigators 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 and C) on the recommendation of the 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 be the concerned Academic Staff member subject to the condition that the work falls within his area of specialization.

- 4.4 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 have Laboratory components shall be two, whereas the requirement for 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 and Consultancy) i.e., 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 as per Annexure-1 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 to 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 honored. In emergencies, prior intimation and subsequent sanction could be considered acceptable.
- 4.9 Consultancy project proposals (prepared in response to the client's request) are to be approved by the Dean (R and 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.

The consultant should be aware of the potential for the generation of intellectual property during the execution of projects. The intellectual property rights policy of the Institute will govern all decisions 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 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, the 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 the assignee/applicant and the inventor(s). IP filed by projects also shall be managed by the ODRC alike any other case.

- 4.10 For Type-VI consultancy, Director will appoint a Professor of the Institute to act as incharge of a particular examination, counseling or allied services to be offered to Government/Semi-Government agencies or Autonomous bodies.

5. LIMITATIONS

- 5.1 The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a 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 ten 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 the 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 light of 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 services of the 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 towards 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 be compensated by suitable honoraria.
- 5.6 Conflict of Interest: Consultants shall disclose to the Dean (R and 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 etc.. Dean (R and C) will review such cases and decide appropriately with the advice of committee to ensure that no actual conflict of interest exists and that such involvement by the consultant does not adversely affect the consultant's objectivity, integrity or commitment to the Institute and the profession.

6. FINANCIAL GUIDELINES

- 6.1 All the payments for consultancy projects shall be in the name of the Institute through Demand Draft 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 charges for any assignment are normally payable in advance. In 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 is reasonable and consistent with ease of implementation. The number of installments may not exceed four for a 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 the project shall have the following Budget Heads:
- 6.3.1 Technical Advice Fee (A)
- 6.3.2 Total Expense (E) that includes- Contingency expenses, Travel expenses, Visiting fee, Outside consultant charges and other recurring and non-recurring expenses as per Annexure-2.
- 6.3.3 Total taxes or other Levies as per prevailing rules (T)
- 6.4 The minimum technical advice fee (A) applicable for a consultancy project shall be Rs 50,000/- excluding of any applicable taxes.
- 6.5 Variations up to 20% in the “Expenses Head” can be made subject to availability of funds, and an unspent balance under this head can be transferred to the “Technical Advice Fee.”
- 6.6 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 and C). The payment to such Consultant/Consultancy firm shall be limited to 20% of the total consultancy charge, excluding taxes.
- 6.7 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 the market and the time required for the project.
- 6.8 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 into the final project cost.
- 6.9 For travel outside the Institute, the most expeditious and convenient mode of travel should be used to minimize the period of absence from the Institute. There will be no restriction placed by the institute on the mode of travel. Actual boarding and lodging expenses will be paid on the production of a receipt.

6.10 The permission to leave the headquarter shall be as per the Institute rule; Besides regular institute leave, no additional leaves shall be maintainable for taking up the consultancy assignments.

6.11 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)

6.12 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 Taxes (T)
- (ii) Total Expenditure on the project (E)
- (iii) Institute Overhead (IO)
 - =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

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

- (i) Institute Corpus Fund= 40%
- (ii) Department Development Fund = 30%
- (iii) Faculty and Staff Development Fund = 25%
- (iv) 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 a 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 as per Annexure-3.
- 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.
- 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 Rights:** All rights pertaining to any intellectual property generated/created/invented in 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 disputes, the Director may constitute a committee comprising- Dean (R and C), convener, and two external members, 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 a 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 and C), convener, and two external members; the Committee may recommend restraining the PI/Co-PI from undertaking industrial consultancy assignment for the specified period. Further, any breach of code of conduct the

matter may be referred to a 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 for addressing all audit queries.
- 7.12 In special cases, the Director, on the recommendation of Dean (R and 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.

**Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)**

Format for Initiation: Industrial Consultancy Project

CPIN:

Date:

Section-A: Project Particulars		
1	Client Details (Name & address)	
2	Project Title	
3	Project Type	
4	Academic Dept	
5	Project Nature	
6	Date of Initiation:	Date of closing (expected)
7	Hours to be put in (expected)	
Section-B: PI/Co-PI		
1	Name and Staff Code of PI	
2	Name and Staff Code of Co-PI	
2	Name and Staff Code of Co-PI	
Section-C: Budget Estimate		
1	Technical Advice Fee (A)	
2	Total Expense (E)	
3	Total Taxes or other levies as per prevailing rules (T) @ 18% on (A+E)	
4	Total Agreed Charges (TC) = (A+E+T)	
5	Total Contracted Amount [C] = (TC-T)	

Section-D: Undertaking

I hereby undertake that,

- i. I have read the Rules of Consultancy and have completely acquainted myself with them.
- ii. The consultancy project falls within my/our area of specialization.
- iii. I/we do not have more than four ongoing projects as of today.
- iv. I along with my team own the responsibility/ liabilities arising out of this consultancy project

Encls: (a) Letter of intent from the client (b) Reply/ Invoice (c) Details of fund received.

Date:

Principal Investigator

Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)

Format for Payment of Expenses - Industrial Consultancy Project

CPIN:

Date:

1	Client Details (Name & address)	
2	Project Title	
3	Academic Department	
4	Principal Investigator	

Section-A: Budget Estimate

1	Technical Advice Fee (A)	Rs.
2	Total Expense (E)	Rs.
3	Total Taxes or other levies as per prevailing rules (T) @ 18% on (A+E)	Rs.
4	Total Agreed Charges (TC) = (A+E+T)	Rs.
5	Total Contracted Amount [C] = (TC-T)	Rs.

Section-B: Expenses

S. No.	Item of expenditure	Amount	Remarks*

*Bank details of the recipient.

Date:

Principal Investigator

Date:

Assistant Registrar (R and C)

Date:

Associate Dean (C)

Date:

Dean (R and C)

Malaviya National Institute of Technology Jaipur
(Office of Dean Research and Consultancy)

Format for Closure and Disbursement - Industrial Consultancy Project

CPIN:		Date:				
1	Client Details (Name & address)					
2	PI					
3	Project Title					
4	Academic Department					
5	Project Type					
Comments: / Receipt Nos:						
Section-A: Budget Estimate						
1	Total Agreed Charges Received					
2	TDS deducted by party					
3	Technical Advice Fee (A)					
4	Total Expenses (E)					
5	Total Taxes (T) or other levies as per prevailing rules @ 18% on (A+E)					
6	Total Agreed Charges (TC)= A+E+T					
7	Total Contracted Amount [C]= TC-T					
8	Institute Overhead (IO) =0.7/0.5/0.35/0.2*(C)					
	8.1 Institute Corpus Fund= 0.4*IO					
	8.2 Departmental Development Fund=0.3*IO					
	8.3 Faculty & Staff Development Fund=0.25*IO					
	8.4 Central Administration Fund=0.05*IO					
9	PI & CO-PI Share=(C-E-IO)					
Section-B: Proposed Disbursement						
Name	Staff Code	Gross Amt.(Rs)	IT deduction (Rs)	Net Payable.(Rs.)	SB A/C No.	
Total						
Section-C: Expenditure						
Item of expenditure	Staff	Amount	IT deduction	Net Amount	SB A/C No	Remarks
Section-D: Disbursement of Amount						
S.No.	Item of expenditure	Staff Name	Amount	Remarks		
		Sum Total...				

Section-E: Certificate

It is certified that the Project has been completed, the final report has been sent vide letter No.....
 The proposal for disbursement has been prepared as per the Rules.

Enclosures: (a) Copy of Proposal Form-A (b) Closure Report.

Date

Principal Investigator