

Maulana Azad National Institute of Technology
BHOPAL

**INDUSTRIAL CONSULTANCY, TESTING &
SERVICES CELL (ICSC)**

Rules, Guidelines & Related Information

(Ref: IITs/NITs)



Proposed by

DEAN
(RESEARCH & CONSULTANCY)

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RULES FOR INDUSTRIAL CONSULTANCY

1. DEFINITIONS

1.1 **Department**

All academic departments and academic centers will be covered by the word ‘Department’ for the purpose of these rules.

1.2 **Director**

Director, Maulana Azad National Institute of Technology, Bhopal.

1.3 **Dean (R&C)**

Dean of Research & Consultancy, Maulana Azad National Institute of Technology, Bhopal.

1.4 **ICSC Cell**

ICSC cell consists of Director as the Chairman and Dean(R&C) as the secretary of the cell.

1.5 **Type-I : Consultancy Projects including Govt. of India Project**

Projects without the use of laboratory facilities of the Institute will be classified as Type –I Consultancy Projects.

1.6 **Type-II Consultancy Projects including Govt. of India Project**

Consultancy Projects involving use of facilities of the Institute will be classified as Type-II Consultancy Projects.

1.7 **Type-III Projects (Testing) including Govt. of India Project**

Projects involving all routine testing using laboratory facilities of the Institute will be classified as Type-III Project and are to be handled at departmental level by concerned HOD and need not be routed through Dean(R&C)/Director. The rates of these routine testing shall be as per approved rates of the Institutes.

1.8 **Project Supporting Staff**

A person appointed on contract (as per institute norms) in conformity with guidelines of ICSC to work on a sponsored research or consultancy project. The project staff includes research, technical and office personnel.

1.9 **Project Research Staff**

A person appointed on contract (as per institute norms) in conformity with ICSC guidelines in a sponsored research or consultancy project as a Fellow or Associate or with a similar designation and receiving fellowship

1.10 **Institute Development Fund (IDF) / Corpus fund**

1.11 The total amount of the Institute’s share from all types of consultancy projects will go to the Institute Development Fund (IDF) / Corpus fund of the Institute. Which is a non government fund.

1.12 **Appellant authority**

Appellant authority will be the Director who can be appealed for any controversies and his decision will be final.

1.13 **Professional Development Fund (PDF)**

This may be utilized by the faculty involved as per his/her entitlement depending on contribution made to IDF for his / her professional growth such as attending conference, purchasing pocket equipments, gadgets etc.

1.14 **Department Promotional Fund (DPF)**

Head of the department may utilize this fund for development of the department/ facilities.

2. GENERAL

- 2.1 Individuals or Departments may take up Consultancy work only after taking approval of the Dean (R&C) normally through Head of the concerned Department. The report of Consultancy Projects duly signed by the Principal Investigator/Co-investigator must be kept in department for record. Reports are essential before final distribution of the consultancy charges.
- 2.2 All consultancy fees in connection with the projects should be received in the name of the ICSC, MANIT, Bhopal, only through D.D./ Electronic Transfer. In case of electronic transfer details must be submitted to the account section for verification.
- 2.3 For projects involving only site visits for consultation work and/or personal discussion, charges will be decided at mutually acceptable rate which shall be based on extent and nature of work. Travelling & Daily allowance will be extra as per institute norms. **No consultancy, whatsoever, shall be less than Rs. 10,000/-.**
- 2.4 Point 2.3 is valid for any staff, technical and other non-academic staff involved, for making only site visits outside the scope of an on-going Consultancy Project.
- 2.5 The PI may, with the prior permission of Dean (R&C) avail the services of persons not in the Institute service as Consultants/expert/ organisation, provided that the PI certifies that the services are of a nature for which the expertise is not available in department/ Institute.
- 2.7 For all Consultancy Projects, the Principal Investigator will be decided by the Head of the Department / Dean(R&C) and approved by the Director considering the following points
- a) At the start of implementation of the said consultancy norms, the HOD shall ask, in writing, to all faculty members, to submit the specific areas in which the particular faculty member is having capability to provide consultancy services.
 - b) If any faculty members do not give, in writing, the capable areas of consultancy, by the due date assigned by the HOD, he will not be given any consultancy, till the date he/she submits area of specialization in writing.
 - c) It is understood that the faculty member doing consultancy in a specific field of engineering, will be the best suited faculty for teaching the concerned subject at UG/PG level and HOD are requested to use the same capability of faculty members to give the best available knowledge to students.
- 2.8 For Departmental Consultancy work, faculty and staff members sent out in connection with consultancy work by the HOD, will be treated on duty and TA/DA will be paid as per Institute norms. The faculty members going out for consultancy will be required to assure themselves that any of the Institute responsibilities are not hampered during the period of their non availability. Completing the duties, in time will be the sole responsibility of the faculty engaged in consultancy.
- 2.9 Faculty members may be granted project leave upto 15 days during a calendar year for work related to Sponsored Research/ Individual Consultancy Projects, in addition to the special casual leave available as per Institute norms. HODs are empowered to approve project leave.
- 2.10 The laboratory staff proceeding on field work for Sponsored Research/Consultancy Project may avail project leave upto 15 days during a calendar year. HODs are empowered to approve this leave.
- 2.11 UG / PG / Research Scholars may also engaged in the projects and remuneration to them should be paid at the their efforts/ involvement.

3. EXPENDITURE NORMS

3.1 Job Work

The Principal Investigator may get specific job (Machining, fabrication, printing, binding, repairs etc.) work done on payment basis by outsourcing. However, such payment may not exceed 5% of the total amount contracted for the project. While making such expenditure all the rules/regulations as applicable to Consultancy Projects should be followed as per institute norms. For such expenditure more than 5% HOD's and Dean (R&C)'s prior permission will be necessary.

3.3 Travel

The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the mode of travel. In addition to admissible DA as per rules of the Institute, actual boarding & lodging expenses 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 cash receipt as per actuals. All these expenses will be met out of the Consultancy project funds.

3.5 Joint Consultancy Projects

3.5.1 Whenever any **individual** expert, company or **organization** from outside the Institute is needed as a consultants **the involvement will be on the recommendation of Dean(R&C) with the approval of Director for consultancy.** Further, the consultancy works that require maximum input from the external individuals expert, company or **organization**, can also be **taken up by the Institute with the following process :**

- i) Such External expert along with identified faculty from the institute has to prepare a proposal and submit it to the standing committee for review and approval.
- ii) The Principal Investigator has to specifically mention the reason of confidence in the particular expert/ organization for association.
- iii) After approval of the standing committee the client and the concerned faculty is to prepare the detailed methodology and MOU documents for approval of the standing committee, stating all the financial and technical concerns.
- iv) The work can start only after the detailed review and approval of the project standing committee.
- v) In any type of such consultancy projects the minimum institute share shall not be less than 15% plus applicable taxes.

3.6 Standing Committee

A committee duly proposed by the Dean (R&C) and approved by the Director shall be the Standing Committee for Consultancy Projects. One standing committee thus formed will be common for all consultancy works of the Institute, till its tenure.

3.6.1. The composition of the Standing Committee shall be as under :

- | | |
|---|----------|
| (i) Dean R&C | Chairman |
| (ii) Head of concerned department | Member |
| (iii) One Professor from other Department | Member |

Proposed by the Dean R&C & approved by the Director

3.6.2. Functions of Standing Committee:

- (i) To consider involvement of consultants/ outside experts.
- (ii) To consider the sub-contract, if any, as proposed by the PI.

4. DISTRIBUTION OF CONSULTANCY FUNDS

4.1 Consultancy Projects including Govt. of India Project

The Fund for Consultancy work will be operated by Dean(R&C). The expenditure towards contingencies shall not be more than 25% of the consultancy amount. The consultancy projects where outside agencies will be involved through MOU approved by standing committee shall follow the norms of the MOU. The norms for calculation of various percentages for distribution of the total money received from client (excluding service tax in every case) will be as follows:

4.1 (a) General Disbursement Rules:

- Total money received from client (after deducting service tax) = T
- Amount paid as Institute share in the beginning (*IDF-As per the Type of Consultancy*), $I = x \% T$
- Remaining amount = $F = T - I$
- Total expenditure on the project = E
- Savings = $S = (F - E)$

Amount S to be distributed as follows:

1. For Investigators & technical and supporting staff : 90% S ,
2. Accounts section : 5% S ,
3. ICSC cell : 5% S ,

The disbursement as per the above has to be submitted by PI along with a copy of the report duly endorsed by the client and forwarded by the concerned HOD for further processing/ or details of report dispatched should be mentioned in disbursement note.

The *copy of the documents to be submitted* by the department to the office of ICSC cell for the disbursement to proceed are:

1. Clients request for the consultancy
2. ICSC approval
3. Report dispatch details
4. Disbursement Note

4.1.1 Consultancy work without use of laboratory facilities (Type-I)

- Total money received from client (after deducting service tax) = T
- Amount paid as Institute share in the beginning (I) = $0.25 T$
- Remaining amount (F) = $0.75 T$
- Total expenditure on the project = E
- Savings (S) = $(F - E)$

*disbursement of S as per 4.1 (a)

4.1.2 Consultancy work involving use of laboratory facilities (Type-II)

For Consultancy work involving use of Laboratory facilities, the norms for calculation of various percentages for distribution will be as follows:

- Total money received from client (after deducting service tax) = T
- Amount paid as Institute share in the beginning (I) = $0.35T$
- Remaining amount (F) = $0.65T$
- Total expenditure on the project = E
- Savings (S) = $(F - E)$

*disbursement of S as per 4.1 (a)

4.1 Departmental Consultancy Projects

Type-III Projects (Testing) including Govt. of India Project the norms for calculation of various percentages for distribution will be as follows:

Total money received from client (after deducting service tax)	= T
Amount paid as Institute share in the beginning (I)	= 0.50T
Remaining amount (F)	= 0.50T
Savings (S)	= F

The rates of these routine testing shall be as per approved rates of the Institutes.

Disbursement of **S** as follows:

1. For Investigators & technical and supporting staff : 90% **S**,
2. Accounts section : 5% **S**,
3. ICSC cell : 5% **S**,

4.2 **Courses:** For short-term courses, conferences, workshops, and symposia conducted within and outside MANIT, the contribution of total receipts (registration as well as grants) will be transferred to the ICSC, IDF(I) as per table 1.0 for relevant nature of project.

For QIP, ISTE, and DST-type courses, prescribed norms would apply.

4.3 Distribution of IDF (I) collected from sponsored and consultancy projects as well as courses and conferences will be as follows:

Table 1.0: Disbursement of IDF

S. No.	Nature of the project	Institute share IDF, I	Share of various units for development		
			Institute as a whole	DPF	PDF (shared by all investigators equally)
1.	Sponsored	20%T	0.6(I)	0.25(I)	0.15(I)
2.	Consultancy as per type of project.	I	0.7(I)	0.25(I)	0.05(I)
3.	Conference/ Workshops/ Symposia	20%T	0.7 (I)	0.15(I)	0.15(I)
4.	Courses (within NITB)	20%T	0.7 (I)	0.20(I)	0.10(I)
5.	Courses (outside NITB)	15%T	0.7 (I)	0.20(I)	0.10(I)

4.4 Sale proceeds of software products developed by a faculty member/ Scientist/ Research worker, will be shared between the Institute and the individual as per the norms of TYPE-I Consultancy Project. If a student is involved in developing a software, he/she will be paid due share.

5. LIMIT ON TOTAL REMUNERATION BY AN ACADEMIC STAFF FROM CONSULTANCY/ TESTING WORK

5.1 No honorarium/fee will be allowed / paid for all in house consultancies however contingent expense may got approved by Dean (R&C) and Director for reimbursement with prior approval.

5.2 There will be no ceiling on the honorarium earned by the faculty member who has been assigned any type of consultancy work.

5.3 If any of the academic staff wishes to divert part or whole of his/her own remuneration to any other Fund, the same will be permissible.

6. REVIEW

Wherever a certain limit has been stipulated in terms of percentages, this will be reviewed by the Dean (R&C) every three years and the recommendations as approved by the Director will be reported to the Board of Governors.

GUIDELINES FOR INDUSTRIAL CONSULTANCY

1. INTRODUCTION

In the light of changing economic scenario, government policies and Institute priorities, the Institute considers 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 country's industrial and economic growth. Therefore, as a matter of policy, the Institute encourages its faculty members to undertake Consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate Consultancy projects, in addition, for providing much needed service to the 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 educators. Consultancy projects provide a firsthand knowledge of the current problems of industry which is very helpful in tuning the curriculum to the national needs. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

2. PROJECT INITIATION AND MANAGEMENT

2.1 Each Consultancy 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

- Planning of the work to be done,
- Estimating costs according to the guidelines provided in the later section, and
- 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 clients,

(iv) Writing of intermediate and final reports according to the project proposal,

(v) Making recommendations to the Dean (R&C) regarding expenditure from the Project and remuneration to be paid to faculty, staff and students,

(vi) Ensuring that all reports / certificates bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project, countersigned by HOD concerned.

(vii) Signing the Memorandum of Understanding (MoU) or Agreement with the client/ sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 'A'.

2.2 Appointment of Principal Investigator (PI)

2.2.1 No retiring faculty member be allowed to submit a project 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. However, the PI will relinquish the position of PI. In exceptional circumstances, the Director may allow a retiring faculty member to continue work as PI if he is continuing to serve the Institute in some other capacity.

2.2.2 The client (sponsoring organization which gives the consultancy) usually approaches the Institute for Consultancy work through a faculty member or a functionary of the Institute (i.e. Head of the Department, Dean (R&C) or Director). When a faculty member is approached for the work, he will be the Principal Investigator only if he is specialized in that particular area, otherwise HOD will identify a

suitable person as the PI. If the project is referred to a functionary, the Principal Investigator would be identified by the concerned HOD. Head of Department having the sole responsibility of identifying PI of particular area of specialization depending upon the nature of consultancy.

2.2.3 The P.I. who is due to retire from Institute service will identify a new P.I. for the Consultancy project at least three months before his/ her retirement. The new P.I. should be agreeable to become P.I. The new P.I. will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (R&C) through H.O.D. In case a new Principal Investigator is not appointed by the retiring Principal Investigator, as per guidelines in force, the Institute may take action as it may deem fit, which may include appointment of a new Principal Investigator, and / or termination of the project and / or any other action which it may deem fit.

2.3 The Emeritus Fellows and Visiting Faculty etc. can only be appointed/ nominated as Co-PIs or Investigators and not Principal Investigators. The retired teachers working under Emeritus Fellowship be allowed to be Principal Investigators, if the sponsors do not have any objection. Such Principal Investigator may not be allowed to have the power of the Head of the Department as in case of PI's on regular service for carrying out the projects.

2.4 Principal Investigator will take approval for undertaking the Consultancy project through the H.O.D. on the prescribed form obtainable from Dean (R&C) office, who will assign a number to the project and inform the same to the Principal Investigator and the Head of the concerned Department. This completes the process of initiation of a Consultancy project. The above project number must be quoted in all subsequent correspondences within the Institute. Project file will be closed with the submission of final project report and final settlement of accounts etc. The copy of the final report along with other import document to be submitted to office of Dean(R&C).

2.5 Collaboration with Outside Organizations / Subcontracting

If collaboration with outside organizations/ institutions or subcontracting a part of the project 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. Subcontracting of work will be done as per purchase rules of the Institute.

3 BUDGETARY NORMS FOR CONSULTANCY PROJECTS

3.1 Total Charges

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 and service tax as applicable. The actual expenses should cover the following costs related to the project:

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Principal Investigator may have to pay to the 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 departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ **ISD** call bills of telephone at

residence **or mobile phones**), cost of insurance of personnel/ equipment being used for the project **and medical reimbursement on duty (excluding major ailments) for staff** etc.

(vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.

(vii) Any other costs considered appropriate.

3.2 Estimates for the above expenses should be carefully prepared by the Principal Investigator keeping in mind the market rates for equipment, material and services to be procured from market and the time required for the project. The norms laid down by the Dean (R&C) for salaries and work purchase etc should be kept in mind while preparing the budget estimates for the client and the Consultancy fee be charged accordingly.

3.3 While preparing proposal, provision of Service Tax, as applicable, shall be made over and above the total contracted amount. If any project involves consultancy and testing both, Service Tax will be charged on full amount of the contract.

3.4 Consultancy fee

There are no rigid norms for calculating the Consultation fee. This depends upon several factors such as the time spent, the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the Principal Investigator should keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the Principal Investigator. Saving from the Consultancy charges will be divided between the Institute and the faculty/ staff after taking into consideration all expenses as per norms for the purpose. **No consultancy, whatsoever, shall be less than Rs. 10,000/-.**

4 BUDGETARY NORMS FOR TESTING JOBS

The Institute may undertake testing jobs at a standard fee where stipulated; otherwise the charges may be estimated by the faculty member who will supervise the testing work. The testing report will be countersigned by the Head of the Department.

5 COMPLETION / CLOSURE OF PROJECT

5.1 A project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted. The completion certificate should be taken from the client in prescribed proforma or at his letterhead. For the consultancy projects, which are not closed by the PI as expected, the R&C office will take action for project closure at the end of the financial year in which the stipulated date of completion falls. The unspent balance in such cases will be transferred to the IDF after due notice to the PI and HOD.

5.2 All stock registers pertaining to projects will be deposited in the Departmental Office when the concerned projects are completed and closed.

6 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 the 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 on going projects, 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 IDF.

The amount charged by the Institute is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

7 DISAGREEMENTS / DISPUTES

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

7.2 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.

7.3 All legal action will be subject to jurisdiction at Civil Courts at Bhopal/ High Court at Jabulpur.

8 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 therein 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 endeavored 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

9 PUBLICATION OF RESULTS

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which there prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication.

10 LARGE CONSULTANCY PROJECTS

For projects with an outlay of more than Rs.10 lacs, the P.I. will ensure that the project proposal before it is submitted to the sponsoring agency is vetted by the Head of the Department and Dean(R&C). The project, after it is approved by Dean, R&C, will be monitored by a Monitoring Committee, appointed specially for each such project by the Director on the recommendations of the Dean, R&C.

10.1 Composition of Project Monitoring Committee

The Principal Investigator of the Consultancy Project (having outlay of more than Rs.10.00 lac) may propose a Monitoring Committee for approval with the following composition:

- | | |
|--|------------|
| 1. Dean, R&C | - Chairman |
| 2. Head of the concerned Deptt | - Member |
| 3. Head of one more Deptt. from relevant field | - Member |
| 4. One faculty Member from relevant field | - Member |
| 5. Principal Investigator | - Member |

10.2 Functions of Monitoring Committee

The role of Monitoring Committee will be as follows:

12.2.1 To assess the progress periodically for timely completion of the projects and submit the report to Dean R&C.

12.2.2 To consider and approve Involvement of outside experts and sub- contracting if any.

12.2.3 To vet the major financial reallocation proposals of budget of the project(s) including modifications, if any.

12.2.4 To advice Dean, R&C in any other matter related to the project.

11 SELECTION PROCEDURE FOR RECRUITMENT OF RESEARCH STAFF

Normally the selection procedure outlined in Annexure 'B' will be followed for recruiting research staff (JRF/SRF/RA etc.) under Consultancy Projects.

12 FORMS

To ensure smooth administration & management of Consultancy Projects, only the approved forms will be used by the PIs and others concerned.

Annexure 'A'

GUIDELINES FOR MoU/AGREEMENT

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

1. General

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

2. Scope

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

3. Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

4. Consultancy Charges

The document must clearly indicate the charges to be paid for the proposed Consultancy project along with amounts of bank draft(s) to be drawn in favour of the Institute. There should also be a mention of the service tax liability in this regard. Further, the schedule of payment should also be indicated in this clause.

5. Responsibilities

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

6. Patents/Publications

The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

7. Force Majeure

This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events

8. Arbitration

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause 10 of "Guidelines for Industrial Consultancy".

9. Liability

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause 8 of "Guidelines for Industrial Consultancy".

10. Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.

Two model formats of MoU, format 'A' and format 'B' are available on the Intranet of the Institute and may be used as such or with minor modifications conforming to the above guidelines. Format 'B' is concise and is recommended for smaller projects. Format 'A' is much more elaborate. **If a different format is used, its legal vetting by the Institute's Advocate will be the responsibility of the PI concerned.**

Annexure 'B'

SELECTION PROCEDURES FOR RECRUITMENT OF RESEARCH STAFF UNDER SPONSORED RESEARCH AND INDUSTRIAL CONSULTANCY PROJECTS

1. PREPARATION OF DRAFT ADVERTISEMENT

- Principal Investigator will send the draft advertisement to Dean (R&C) for approval.
- Dean (R&C) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.

2. ADVERTISEMENT OF THE POSITIONS

The Principal Investigator will advertise the positions and receive the applications.

3. SCREENING OF APPLICATIONS

- The PI will fix the meeting of Screening Committee and send the report of the screening committee to Dean (R&C) for approval.
- The PI will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (SRIC).

4. SCREENING COMMITTEE CONSTITUTION

- Professor from the concerned Area - Chairman
- Concerned Principal Investigator - Member
- One faculty member from the Department as available to the PI - Member

5. INTERVIEW

The P.I. will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Dean (SRIC) for approval.

6. SELECTION COMMITTEE CONSTITUTION

- (i) Dean (R&C) - Chairman
- (ii) Head of the Concerned Department -Member
- (iii) Concerned Principal Investigator / Co-Principal Investigator - Member
- (iv) One faculty member at the level of Professor from outside the Department as available to P.I. -Member
- (v) One external expert from outside the Institute who is in the relevant field and is not below the rank of Asstt. Professor - Member

Notes:

- (a) The external expert at serial no. (v) will be introduced only if required by the sponsoring agency and will be nominated by Dean (R&C).
- (b) The external expert at serial no.(v) will be there for selection to the position of SRF (non – NET) in CSIR sponsored research scheme.
- (c) For CSIR sponsored scheme, the selection committee recommendations along with the candidate's application will be sent to CSIR, for final selection, by the PI through SRIC Office.

7. FINAL SELECTION / APPOINTMENT

Selection Committee report will be approved by Dean (R&C) and appointment letter will be issued by AR(Estt.) after approval by the Director.

Note: All correspondence will be routed through H.O.D concerned.

Annexure 'C'**List of Forms Related to Industrial Consultancy Projects**

Form No.	Description
R&C/CON/01	APPLICATION FORM FOR CONSULTANCY (TYPE – I,II,III)
R&C/CON/02	PROPOSAL FOR DISTRIBUTION OF CONSULTANCY PROJECT FUND (TYPE-I,II,III)
R&C/CON/03	COMPLETION CERTIFICATE PROFORMA

Note : The above forms are available on the Intranet of the Institute and can be downloaded from there.