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# GENERAL INFORMATION ON SPONSORED RESEARCH PROJECTS AND CONSULTANCY JOBS



**Research & Development Section  
Central Institute of Technology Kokrajhar  
Deemed to be University Kokrajhar**

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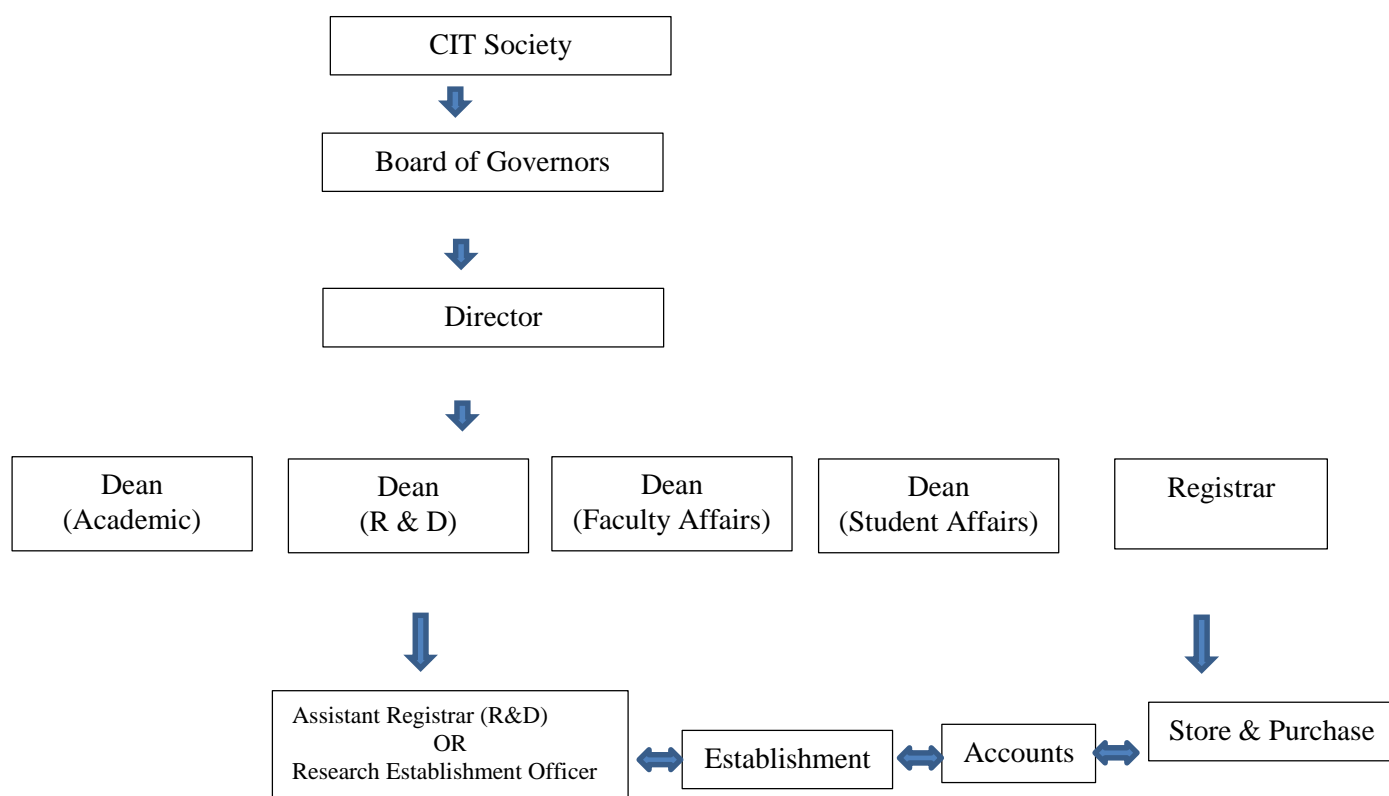
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Central Institute of Technology Kokrajhar Deemed-to-be University encourages its students, staff members and faculty members to undertake research and development (R&D) activities; and technology transfer and continuing education programs thereby contributing to national and international research needs. Office of Research & Development (R&D) provides administrative support for the execution of all externally funded research and development projects, industrial consultancy and other R&D related activities of the Institute. It facilitates interaction with external agencies, both national and international. It promotes academia-industry interactions and collaboration with larges R&D laboratories, and liaises between Institute and funding agencies. Further, it supports faculty members and students in filing of patents and documenting IPR generated through research activity of the Institute.

The Research and Development (R&D) Office is committed to provide all necessary help to the Institute to achieve the highest level of scientific and technological standards. We invite meaningful participation in R&D activities, not only from the faculty and the students but also from government agencies, business, and multinational companies from India and abroad.

### 1. Structure of the Office of Research & Development and Role of Each Section

The following flowchart shows the organization structure to steer the research and development activity at CIT Kokrajhar.



**Figure:** Organization structure to steer the research and development activity at CIT Kokrajhar.

## **2. Roles and Responsibilities of Each Section:**

### **2.1 Office of the Dean (R&D)**

**Dean (R&D):** Dean (R&D) is appointed as Head of the Research & Development Section by the Director of CIT Kokrajhar. The Dean (R&D) will steer the activities of the R&D Section. The Dean (R&D) has full responsibility for administration including (i) acceptance of Sponsored Research and Consultancy projects from the Sponsor on behalf of the Institute; (ii) the recruitment, extension, assessment, termination and invoking disciplinary procedure against project staff and (iii) the full financial power related to all projects covered under the R&D Regulations.

The Research and Development (R&D) section is committed to provide all necessary help to the Institute to achieve the highest level of scientific and technological standards. We invite meaningful participation in R&D activities, not only from the faculty and the students but also from government agencies, business, and multinational companies from India and abroad. The R&D Section will take care of all administrative processes involved with research and development activities of CIT Kokrajhar. The office will work in a close coordination with other sections; Establishment, Accounts, Store & Purchase along-with all academic departments of CIT Kokrajhar in order to facilitate smooth administrative process to its Faculty member, staff and students. The Dean (R&D) will steer the activities of the R&D section and will be empowered to look the administration involved with the research and development. In general, the office of Dean (R&D) will take care of following works related to research and development, but not limited to the listed one.

- Providing support to the faculty members in the preparation of research proposals to various funding agencies, conforming to the Institute's guidelines
- Channelizing research proposals to funding agencies through the Institute
- Registering sponsored research, consultancy and short term sponsored courses which are approved by the sponsors/funding agencies
- Monitoring and tracking of budgets and utilization of funds received from sponsors. Preparation of Utilization Certificates and Statement of Expenditures.
- Regulating expenditures and administration of projects (project staff appointment, travel, etc.) on behalf of the Institute
- Processing of purchase matters for the sponsored and consultancy projects
- Coordination and overall management of the Technology Incubation Centers for development of entrepreneurs
- Coordination and management of the technology mission projects of national importance.

## **2.2 Establishment**

The Office of Establishment undertakes two primary tasks, namely appointment of project staff members, and maintenance of their personal file, leave records, HRA, contract agreements, etc.

## **2.3 Stores and Purchase**

All purchases under a project need to be made as per the norms of the Institute. Items purchased using the project funds are property of the Institute, and shall be used solely for project purposes during the term of the Project. On closure of the project, they are the property of the Institute, unless there is a specific provision or requirement of returning the same to the funding agency. Consequently, each such item will be recorded in the Assets Register of the Office of Stores and Purchase. The equipment may be used for other activities after the term of the project, with the approval of the Director.

## **2.4 Accounts**

The accounts section will undertake the following activities related to project fund operation and management:

- Disbursement of salary of project staff members.
- Investment of R&D funds and monitoring of the same.
- A statement of accounts would be made available to the PI on request through accounts section.
- Utilization Certificate: The Utilization Certificate (UC) of a registered project is issued at the request of the PI after auditing of all expenditures incurred in the project.

## **3. General Guidelines for Sponsored Projects and Consultancy Jobs**

The R&D section supports activities by providing faculty members with general guidelines to be followed in preparation of project proposals. All project proposals are routed through the office of the Dean (R&D) to different funding agencies. On receipt of a sanction letter from a funding agency, the project is registered in the R&D section as either a sponsored project or a consultancy. With the registration process completed, the project is activated. For consultancy projects the principal investigator (PI) can initiate project implementation though the disbursement of money and appointment of project staff would be made only on receipt of the 1<sup>st</sup> installment of the project grant from the funding agency. The general guidelines to be followed are available in the Institute's intranet web site. These are mainly:

### **3.1 SPONSORED RESEARCH PROJECTS AND CONSULTANCY**

CIT Kokrajhar considers sponsored research and consultancy projects to be important components of its activities. Appropriate projects provide a much needed service to industry. This helps in the country's industrial growth, and increases the Institute's interaction with industry.

Such projects also help the Institute and concerned faculty member in enriching the professional experience and knowledge. These projects also provide first-hand knowledge of the current needs of the industry, thus enabling the faculty to apply their ideas to practical situations and also guide the students working in the project. Finally, these projects provide financial incentives to individuals, departments and the institute as a whole.

#### **3.1.1 Consultancy Projects**

Each Consultancy Project will have a Principal Consultant who will be responsible for formulating the project proposal which may include:

- 3.1.1.1 planning of the work
- 3.1.1.2 estimating costs according to guidelines
- 3.1.1.3 identifying other consultants, if necessary
- 3.1.1.4 execution of work
- 3.1.1.5 handling all communication with clients after the project has been accepted
- 3.1.1.6 writing of intermediate and final reports according to the project proposal
- 3.1.1.7 making recommendations to the Dean of Research and Development (DoRD) regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project

**3.1.2 Appointment of Principal Consultant:** Industrial organization(s) usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Head, Dean or Director). When a faculty member is approached for the work, he will be identified as the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussion and appointment will be made by the DoRD.

**3.1.3** The project proposal prepared by the Principal Consultant will be forwarded to the client by the Dean of Research and Development.

**3.1.4** In extreme emergency, a consultant may take up an assignment with intimation to the DoRD, and then seek approval. It must however be ensured that the task involved is not a major one, entailing total charges of not more than Rs.25, 000/-.

**3.1.5** The Institute normally requires the cost of the project to be deposited by the client, in full, before the work commences. However, based on the needs of the client and circumstances, the Institute may permit commencement of work with payment to be made as per agreed upon milestones. All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures.

**3.1.6** After the initial deposit has been made by the client, the R&D Office will assign a job number to the project and inform the same to the client, the Principal Consultant and the Head

of the concerned Department.

**3.1.7** This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence.

The project file will be closed with the submission of the final project report and disbursement of fees to the consultants and others.

\* Consultancy proposals must be registered in the R&D Section prior to implementation

## **3.2 Sponsored Projects**

- I. Each sponsored project will have a Principal Investigator (PI) who will be responsible for the formulation of the project proposal according to the format prescribed by the concerned funding agency. The project proposal may include:
  - a) planning of various project activities
  - b) estimation of funds required for the project taking into account the following budget heads: salary of the project staff (with designations), equipments, consumables, travel, contingency and Institute overhead.
  - c) identifying co-investigator(s), if necessary.
- II. The DoRD office will examine the proposal prepared by the PI and process the same to obtain the approval of competent authority before forwarding the proposal to the sponsoring agency. The competent authority for approval is the Director for project proposal to be submitted to international agencies/ foreign organizations seeking grant in foreign currency, and the DoRD for the project proposal within the country seeking grant in Indian currency.
- III. After the project has been awarded or on receipt of the sanction letter from the sponsoring agency, the R&D office will assign a job number to the project and inform the same to the sponsoring agency, the PI, and the Head of the concerned Department. This completes the process of initiation/ registration of a sponsored project. The above job number must be quoted in all subsequent correspondence.
- IV. Execution of work.
- V. Handling all communication with the sponsoring agency after the project has been accepted.
- VI. Writing of intermediate and final reports according to the project proposal.
- VII. Making recommendations to the Dean of Research and Development (DoRD) regarding expenditure from the project funds
- VIII. Appointment of Principal Investigator  
Sponsored Projects are usually awarded based on a proposal written by a faculty member. In such cases, the Principal Investigator will be identified in the project proposal.  
In case the Institute is awarded a sponsored project directly, or a proposal is submitted at the Institute level, the Principal Investigator would be identified through appropriate discussion and appointment
- IX. The Institute normally requires the cost of the project to be deposited by the sponsoring agency, before the work commences.

- X. Preparation of statement of expenditure and utilization certificate at every financial year end.
- XI. Forwarding of annual progress report of the PI to the funding agency.
- XII. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the Department stock register.

### **3.3 Short Term Courses Rules and Regulations**

The following Rules and Regulations for Short Term Courses will be implemented

- 3.3.1** Short Term Courses will be administered like Consultancy Projects under the Dean of Research and Development.
- 3.3.2** The same norms as for consultancy projects will apply regarding purchases and travel, where applicable (only consumable purchases will be allowed).
- 3.3.3** 30% of the total cost of a course proposal will be Institute overheads, and will be deposited in the Institute Development Fund (IDF).
- 3.3.4** Courses may be held at the Institute or at the location of the client, or in a hotel etc., as the case may demand.
- 3.3.5** When Institute laboratory equipment is being used for practical sessions of a course, actual charges, as fixed by the concerned department, will have to be paid.
- 3.3.6** If Institute or departmental facilities are used for lecture material preparation (photocopying, laser printing of transparencies and notes, binding) actual costs as fixed from time to time, will be deposited to the IDF or Department Promotion Fund (DPF) respectively.
- 3.3.7** Limits on charges for lecture fees and co-coordinator's fees will be applicable only if part or all of the costs of a course is funded by an external agency as per their norms.
- 3.3.8** There will be no Institute share of lecture and co-coordinator's fees.
- 3.3.9** If a faculty member gives a few lectures in a course organized by an external agency, then any remuneration will be treated as an honorarium and will not be subject to these rules and regulations. If, however, 75% or more of the lectures in such a course are being given by CIT Kokrajhar faculty, then the total remuneration of the entire CIT Kokrajhar faculty will be considered to be the cost of the course, and 30% overhead on this amount will be due to the IDF.
- 3.3.10** Earnings from courses may be deposited in the Professional Development Fund (PDF) of the concerned faculty / staff.

## 4. RULES AND REGULATIONS

### 4.1 Budget Heads

There will be a separate Institute account for project funds. All funds received for projects will be deposited in this account. Besides the funds for ongoing projects, this account will be used to maintain a number of funds of the Institute as described below

1. Institute Development Fund (IDF): Overheads from projects and portions of payments made to consultants etc. will be credited to this fund as per details given below. The utilisation of this fund will be decided by a Committee comprising of the Director and the DoRD.
2. Department Promotion Fund (DPF): Each department and centre of the Institute will have a separate fund in which its earnings may be deposited. This includes portions of consultancy fees and costs charged to projects for use of department facilities. This fund will be operated by the Head of the Department.
3. Professional Development Fund (PDF): Every faculty (and class A technical staff) member may have a separate fund. A faculty may deposit his/her consultancy fees due, to this fund. Other earnings, such as from short term courses, may also be deposited in this account. The faculty member will operate this fund (with approval from the DoRD) and the following expenditures will be permitted

<u>R&amp;D rules regarding the utilization of PDF-Cons.</u>	<u>R&amp;D rules regarding the utilization of Projects</u>
<p>Every faculty (and class A technical staff) member may have a separate fund. A faculty may deposit his/her consultancy fees due, to this fund. Other earnings, such as from short-term courses, may also be deposited in this account. The faculty member will operate this fund (with approval from the DoRD) and the following expenditures will be permitted:</p> <ul style="list-style-type: none"> <li>• travel, of self or other employees for professional work. Consultancy project travel rules will apply.</li> <li>• purchase of books, journals, membership fees of professional societies.</li> <li>• purchase of consumables for professional work .</li> <li>• cost of photocopying, binding etc.</li> <li>• cost of telephones (call charges of phones at the office.)</li> </ul>	<p><u>(PDF- P)</u></p> <p>PDF-P is a fund, which will be made available to the Principal Investigators (PI) for research activities in CITK during or after completion of the project/ during tenure of the faculty at CITK from the overhead grant he/she has generated in CITK. If the fund is not utilized by the faculty during his service at CITK, the fund will be transferred to the Departmental Promotional Fund (DPF). The faculty member will operate this fund (with approval from the DoRD) and the following expenditures may be permitted:</p> <ul style="list-style-type: none"> <li>• travel, of self for professional work. Institute rules will apply for such expenditure.</li> <li>• purchase of books, journals, membership fees of professional societies, if deemed fit.</li> <li>• purchase of consumables for professional work</li> </ul>



<ul style="list-style-type: none"> <li>• hiring of manpower.</li> <li>• purchase of equipment (these will be the property of CIT Kokrajhar, but may be used exclusively for the member's professional work) and maintenance charges.</li> <li>• hiring of services such as taxis, caterers etc. needed for professional work.</li> <li>• any other special expenses permitted by DoRD.</li> </ul>	<p>and repairing charge of equipments.</p> <ul style="list-style-type: none"> <li>• hiring of manpower for short term summer/winter project with fixed assistanceship as decided by PI. (The amount of assistanceship should not exceed the admissible amount of equal qualification in a project, but may be less).</li> <li>• purchase of equipment (these will be the property of CIT Kokrajhar, but may be used exclusively for the member's professional work) and maintenance charges of equipment.</li> <li>• any other special expenses permitted by the DoRD.</li> </ul> <p>In the case of joint projects the PI will suggest the Co-PI share.</p>
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4. The following funds are not R&D funds, but funds of the Institute into which transfers will be made from consultancy projects as per details given below
- **Staff Welfare Fund (SWF):** A fund of the Institute, to be utilised by the Chairman, Staff Welfare Committee, or a person nominated by the Director.
  - **Student Welfare Fund (SWF):** A fund of the Institute, to be utilised by the Dean of Students' Affairs, or a person nominated by the Director.

## 4.2 Costs

Cost of a research project will consist of Overheads, Actual Expenses, and, for consultancy projects, payment to employees, external consultants and students, service tax on consultancy fees.

### 4.2.1 Institute Overhead Charges

1. For Consultancy Projects, twenty percent (20%) of the total project cost will be charged as Institute overhead and transferred to the Institute Development Fund (IDF). For consultancy projects, in instances involving purchase of major equipment / software packages costing Rs.1,00,000/- or more, the DoRD, may at his discretion permit reduction of overheads on such items. This concession may, however, be extended only to hardware/software which have a substantial educational / research / future consultancy value, and are retained by the Institute and available to those who need it at no charge basis after the consultancy period is over.

- 2 For sponsored Research Projects, the Institute will forward proposals with overheads 20% of the total project amount. However, the actual overhead will be based on what the funding agency agrees to. The overhead will be distributed as follows:
- 40% of the amount to the Institute Development fund(IDF)
  - 5% to the Staff Welfare Fund.
  - 5% to the Student Welfare Fund.
  - 25% to the Department Promotion Fund (DPF) of the Department/Centre where the project is to be executed (in case more than one Department/ Centre is involved, this amount will be distributed proportionately to the DPFs of the Departments/ Centres as per the division identified when the project is proposed)
  - 25% to the Professional Development Fund (PDF-P) of the PI (in case there are Co-PI, this amount will be distributed proportionately to the PDFs of the investigators involved as per the division identified when the project is proposed.)

#### **4.2.2 Actual Expenses**

The Actual Expenses will cover the following costs related to a project:

- 4.2.2.1 Permanent equipment to be procured
- 4.2.2.2 Consumable Materials to be used.
- 4.2.2.3 Computational charges (at commercial rates).
- 4.2.2.4 Charges to be paid for the use of specific equipment in the departments or central facilities.
- 4.2.2.5 Contingency Expenses. These will cover :
  - 4.2.2.5.1 Cost of supplies, stationery, and reproduction.
  - 4.2.2.5.2 Cost of books, journals, membership fees of professional societies.
  - 4.2.2.5.3 Payment for typing and other office work to external agencies.
  - 4.2.2.5.4 Postage and telephone (including phone deposit charges, rentals and call charges of phones at the office or residences)
  - 4.2.2.5.5 Entertainment expenses (this is to cover costs incurred in meeting clients in the Institute or during a tour).
  - 4.2.2.5.6 Costs charged by a department for facilities provided to the project (such as large amounts of photo copying, use of computational and printing facilities, etc.)
- 4.2.2.6 Traveling expenses
  - a) Travel may be undertaken for site visits, meetings outside the Institute, participation in Conferences /Workshops/ Seminars in India and abroad.
  - b) Regular TA/DA rules of the Institute will be relaxed in the following manner for travel within India.  
For travel abroad, Institute rules will apply
    - i) Rates may be fixed between the sponsor and the consultants when the proposal is made, and these need not be as per Institute rules.
      - no restrictions will be made on mode of travel due to eligibility.

- full DA plus actual hotel expenses (boarding and lodging), subject to a maximum of twice the daily gross salary at the ceiling of the scale of the concerned employee (gross excludes HRA) will be paid.
- actual taxi/auto charges incurred, including hiring of taxis on an hourly basis will be allowed. Where no cash memos can be obtained, signature of the driver on a prescribed form must be obtained.

### iii) TA/DA RULES FOR PROJECT STAFF

Travel	No restrictions will be made on mode of travel due to eligibility. The mode will be decided by the PI of the concerned project, subject to availability of fund.
Accommodation + Food (Per day)	Reimbursement will be allowed up to 2.5 times of the daily gross salary of the concerned employee (gross excludes HRA) OR Rs.1,750.00, which ever is maximum, on submission of authentic bills and vouchers.

4.2.2.6.1 In some of the sponsored projects, field visits are required for data/ sample collection in remote locality, where the project staff were deputed. On verification it is found that the claimant finds it difficult to collect bill/ cash memo against the food consumed and the same creates problem at the time of final settlement of the TA/DA Bills. To simplify, it is proposed that up to a maximum of Rs.250.00 per day as food bill may be allowed in absence of authentic bills against food, on certification of the claimant.

4.2.2.7 For consultancy projects, for each site visit a fee can be charged at a rate specified in the project proposal subject to a maximum rate/fee specified from time to time by the DoRD.

4.2.2.8 Salaries of project employees

### 4.2.3 Payment to employees, external consultants and students in consultancy projects

Payment can be one of the following:

- 4.2.3.1 Consultation fees to faculty and technical staff.
- 4.2.3.2 Honoraria to students
- 4.2.3.3 Honoraria and overtime to other staff.
- 4.2.3.4 Payment to students.
- 4.2.3.5 Fees to external consultants

Any payment due will be divided into two parts: Seventy percent (70%) of the amount will be paid to the person concerned, and the remaining thirty percent (30%) will be credited in the following manner:

- forty percent (40%) of the amount to the Institute Development Fund(IDF)
- fifty percent (50%) to the concerned Departments' Promotional Fund(DPF). In case more than one department is involved in a project, the proportions to be deposited in individual department funds will be specified when the project is initiated.
- 5% to the staff welfare fund.
- 5% to the student welfare fund.

As mentioned previously, a faculty member or a class A technical staff member may deposit part or all of the payment due into his/her Professional Development Fund (PDF-C).

Service Tax is compulsory on all consultancy services. The rate of Service Tax in force now is **15%** of the total consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. Therefore, it is essential that the Coordinators of the consultancy projects inform the clients of the amount payable by the clients as Service Tax in addition to the consultancy charge. For example, if the consultancy fee charged to the clients is Rs.100/-, the clients will also pay an additional amount of Rs.15.00 as Service Tax. The Service Tax so collected will be deposited in to the Govt. accounts of the Central Excise Department.

### 4.3 Testing Fees in Consultancy Projects

The Institute will undertake routine and non-routine testing jobs provided facilities are available and such testing does not interfere with any teaching or R&D work at standard rates or at the rates estimated by the faculty member who will supervise the testing work. The testing fees charged from clients will be divided into three equal parts. One part will be deposited in the Institute Development Fund (IDF), one part will be deposited in the Department Promotion Fund (DPF) and one part will be distributed to the faculty member and staff. Faculty will be eligible for remuneration for non-routine testing only.

### 4.4 External Consultants in Consultancy Projects

The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium

/fees. Disbursement norms are detailed in section 3.2.3 above. The honoraria payable to external consultants may not exceed 40% of the total consultancy fee for CIT Kokrajhar consultants

### 4.5 Accounting Procedure for Consultancy Projects

An example below illustrates the accounting procedure for a consultancy project

Sl. No.	Item	Amount (Rs)	Balance (Rs)
1.	Total Amount of the Project	X	X
2.	Institute Overhead (to IDF)	20% of X = 0.1X	0.9 X
3.	Actual Expenses	Y	0.9X - Y
4.	Share to Institute Funds	30% of (0.9X-Y) = S = 0.3(0.9X-Y)	0.70 (0.9X-Y)
5.	Payment to faculty, staff, students and external consultants	70% of (0.9X-Y) = P = 0.7(0.9X-Y)	0

Distribution of Share to Institute Funds

Sl. No.	Item	Amount (Rs)	Balance (Rs)
1.	Total Amount to Institute Funds	S	S
2.	Share to IDF	40% of S = 0.4S	0.6S
3.	Share to DPF.	50% of S = 0.5S	0.1S
4.	Share to Staff Welfare Fund	5% of S = 0.05S	0.05S
5.	Share to Students' Welfare Fund	5% of S = 0.05S	0

Payment to faculty, staff, students and external consultants

Sl. No.	Item	Amount (Rs)	Balance (Rs)
1.	Total Amount to pay	P	P
2.	Transfer to PDF of Principal Consultant	A	P-A
3.	Payment to Technical staff	B	P-A-B
4.	Payment to student	C	P-A-B-C
5.	Payment to external consultant	D	P-A-B-C-D
6.	Payment to faculty	P-A-B-C-D	0

#### 4.6 Hiring Norms

- i. Open selection will be held for all project posts for a duration of more than one and half (1.5) years. There will be an internal circular within the Institute. If suitable candidates are not available, then open selection will be made. In special situations, on the recommendation of the Principal Consultant  
/ Investigator, short term job contracts for upto 6 months may be given with the approval of the DoRD.
- ii. All project appointments will be contractual and on the basis of consolidated monthly compensation
- iii. Automatic transfer from one project to another either on completion or midway shall not be permitted.
- iv. The tenure of contractual appointment of a project staff will be for the duration of the project or three years whichever is less.
- v. The total period of contractual employment with the R&D office in two or more projects in no case shall exceed five years.
- vi. A project employee shall execute a contract agreement on non-judicial stamp paper of value Rs.10/- with the DoRD at the time of joining, with the explicit provision that contract may be terminated by either side (staff or The DoRD office) by giving one month's notice or one

month's consolidated compensation in lieu of the notice.

- vi. Selection of JRF/ SRF/ RA shall normally be made as per the guidelines provided by the sponsoring agency, and as per Institute requirements, and with the approval of the Director.
- vii. All appointment letters shall be issued under signature of the DoRD on approval of the Director.
- ix. The Principal Consultant / Investigator shall consider prevailing compensation packages, general qualifications and experience of staff while preparing project proposals.
- x. The Selection Committee for the recruitment of Project staff for each project will be constituted by the DoRD as follows

i) DoRD or his nominee	: Chairman
ii) Principal Consultant / Investigator(PCI)	: Member
iii) HOD/HOC of the Concerned Deptt./ Centre to which the PCI belongs	: Member
iv) An expert on the subject (to be recommended by the deptt./centre)	: Member
An expert to be nominated by the DoRD if the PCI is the HOD /HOC.	: Member

- xi. If the DoRD is not the Chairman of the selection committee, its recommendation shall be submitted to the DoRD for consideration and approval. The DoRD shall have the power to fix, on the recommendations of the selection committee, the monthly consolidated compensation and the duration of the contractual appointment
- xii. On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered by the DoRD on the recommendations of the PCI and the HOD/ HOC of the concerned Deptt./ Centre
- xiii. The project employees shall be entitled to HRA, if accommodation on the campus is not made available to them. Expenditure towards subsidized in-campus accommodation/ HRA and medical facilities shall be charged to the salary head of the respective project
- xiv. All project staff shall work for the project in which he she is employed, only, unless requested otherwise by the PCIs concerned, and agreed to by the DoRD
- xv. The PCIs shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

#### **Conduct Rules:**

Project employee shall

- follow general code of conduct as approved by the DoRD.
- maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information
- The DoRD may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary against project employees. On the basis of the report, suitable disciplinary action may be initiated and punishment will be imposed by the DoRD
- Project employees may be allowed to register for the Ph.D. programme of the Institute if they fulfill all the requirements prescribed by the Institute.

#### **4.7 Leave Provision**

Faculty members going out of town on research/consultancy project related work will be treated to be on duty subject to a maximum leave of 30 days per year, and subject to a maximum leave of 10 working days per regular semester. Approval for going on duty on such work will be approved by the DoRD.

#### **4. Limitations**

It is expected that only those consultancy projects will be accepted by the Institute which provide challenges befitting professional competence of the faculty members. Therefore, undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of faculty members. Thus, the time spent by a faculty/staff member on consultation work should be limited, on an average, to one day a week

### **5. GUIDELINES FOR PROJECT STAFF APPOINTMENT**

- 5.1 There should be provision for appointment of project staff in the project.
- 5.2 Funds should be available for project staff in the project OR there should be a commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.
- 5.3 If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:
  - 5.3.1 Open selection by wide publication of the advertisement in at least one local newspaper and issuing a circular within the Institute. Advertisement may also be sent to other educational institutions
  - 5.3.2 In special and exigent situations – direct appointment for duration up to 6 months on ad-hoc basis.  
*However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.*
- 5.4 The Principal Investigator (PI) will write to the DoRD seeking approval for initiating the process of appointment stating/enclosing:
  - 5.4.1 the position(s) to be filled
  - 5.4.2 educational qualifications required and
  - 5.4.3 scale of pay (The notifications on approved Salary Ranges and Minimum Qualifications for Project Staff dated 02.07.2015 may be referred to).
  - 5.4.4 a committee with at least three members examining the candidates' suitability for the post. in case of iii. a) above,

- a committee to shortlist candidates to be called for interview (min. of 3 members, with the PI as the convener)
- a draft of the

advertisement/circular in case of iii. b)

above --

- Description of exigency for direct appointment
- Bio-data of the person(s) to be appointed directly.
- Recommendation of a committee with at least three members examining the candidature.

5.5 The PI will receive the applications from the candidates. The PI will then submit the committee report on short-listed candidates to be called for interview to the DoRD.

5.6 The PI will suggest a selection committee consisting of the following members to the DoRD for approval:

- DoRD or his nominee (as Chairman),
- PI (as Member),
- HOD/HOC of the Concerned Depts./Centre to which the PI belongs (as Member),
- an expert on the subject (to be recommended by the depts./centre) (as Member), and an expert to be nominated by the DoRD, if the PI is the HOD /HOC (as Member).

5.7 Interview for the project staff will be held in the respective department of the PI, after approval of the selection committee by the DoRD.

5.8 After the interview, selection committee report (*in prescribed format*) on the selected and waitlisted candidates, on recommendation of DoRD, along with the following documents, will be submitted to the Director for approval:

- approval for filing of project staff
- formation of selection committee

5.9 Subsequent to the Director's approval, the R&D section will issue appointment letter(s) to the selected candidate(s).

5.10 The selected candidate(s), while reporting for joining will undergo medical check up at the Medical Centre of the Institute. On certification by the Sr. Medical Officer as the incumbent(s) to be medically fit, a notice of appointment will be issued by the DoRD with copies to all concerned.

5.11 The project staff thereafter will work under the Principal Investigator/Co-investigator(s) of the project. The PI will monitor the works of the project staff. The PI will sanction and record casual leaves of the project staff. For other matters, the project staff will write to the DoRD with approval of the PI.

5.12 The PI will send a duty report to the R&D Section certifying that the project staff is/are attending to his/her/their duties normally/satisfactorily at the end of every month for release of salaries.



## **6. GENERAL GUIDELINES FOR PROJECT EXPENDITURES**

The project expenditures generally fall under the following categories;

- 6.1 Expenditure related to purchase of equipment / consumables / contingencies / set up fabrication, etc.
- 6.2 Salary for project staff.

### **6.1 Purchase related expenditure:**

- i. There should be provision for purchase of the type of item (equipment/ consumable / books / contingency etc.) in the approved project.
- ii. There should also be funds available in the appropriate account head.
- iii. Prior approval for all kind of expenditure is necessary. It may be in the form of
  - a purchase indent for placing an order
  - an expenditure sanction (citing reasons, a tentative list of items of expenditure) with/without a request for temporary advance. In case of temporary advance i. e. up to a maximum of Rs.30, 000/-, the item is to be purchased from the local market. The total amount at the time of settlement under no circumstances should exceed Rs.30, 000/-.

***NB:*** *In case funds have been sanctioned, but no money has been received, processing of purchase order(s) can continue, till the issue of the purchase order.*

- iv. The purchase indent is to be raised by filling up the purchase indent form. The justification of the equipment(s) and the detailed specifications are required to be filled up. The purchase indent along with a list of tentative vendors for the supply of items should be sent to the R&D section for approval by the competent authority.
- v. Once the indent is approved, quotations are requested from the supplier by any of the following method.
  - a) NIQ through News paper advertisement (this is generally carried out if the indent value is high). The NIQ are also required to be uploaded in the Institute's web site.
  - b) Purchase by inviting limited quotations - for this the NIQs (sample NIQ is available in the R&D web site) are to be dispatched by the PI to all the vendors. Minimum 3 valid quotations, satisfying all the technical requirements, are mandatory for purchasing by limited quotations.
  - c) Purchase of goods upto the value of Rs. 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded on the cash memo/receipt by the PI in the following format:

"I, \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

vi. On receipt of the quotations, the PI will constitute a 3 member purchase committee (or 4 member committee if Co-PI is also present). The committee would open the quotations received, prepare the technical and commercial comparative statements and submit their purchase recommendations to the R&D office. The purchase file should contain the original Indent, List of Vendors, Sample NIQ, and Proof of dispatch of the NIQ, List of purchase Committee Members, Quotation, Comparative Statement and Recommendation.

1. Indent-cum-sanction: If the item is proprietary in nature, the purchase can be carried out directly through an indent-cum-sanction sheet. The indent cum sanction sheet should be accompanied by a proprietary certificate from the principles for the particular equipment, along with the patent certificate. The patent number for the product should be clearly specified in the proprietary certificate.

2. If the item can be purchased through a repeat order, then this can be carried out by an indent- cum-sanction sheet accompanied by a copy of the actual purchase order (P.O).

For this the actual

P.O should have been issued within a period of 6 months of raising the indent-cum-

sanction sheet. 3. In case the PI indents to purchase consumables like very high purity

chemicals from M/s Sigma Aldrich Co., he/she can raise an indent-cum-sanction sheet

for approval. The quotation(s) for the

item(s) from the company should accompany the indent-cum-sanction sheet.

vi. The purchase order would be issued by the R&D section, after the competent authority approves the purchase committee recommendations.

vii. When the item is delivered, as per the P.O details, the PI is required to send the bill(s) to the R&D section after proper stock entry of the item. This is to be followed by sending the inspection report to the R&D office.

## **6.2 Travel related expenditure:**

6.2.1 There should be provision for travel in the approved project.

6.2.2 There should also be funds available in the appropriate account head.

6.2.3 Prior approval for travel from the DoRD is necessary. Approval from the DoRD can be obtained by filling the “Application form for financial assistance, permission and leave for attending conference related to R&D project within the country”. The form can be downloaded from the intranet.

6.2.4 The application should be accompanied by proof(s) like acceptance of the paper/invitation by the conference organizers, the registration fee required, mode of travel and approximate expenditure for travel as well as conference registration fee.

6.2.5 The request for the approval for travel should reach the DoRD at least 3 weeks before the conference.

6.2.6 In case the project staff is participating in the conference in-lieu of the PI, the request for sanction should be from the PI (not the project staff).

6.2.7 The PI can apply for an advance, if required, by filling the “temporary Advance form” which can be downloaded from the web. An estimated breakup of expenditure should also be submitted.

6.2.8 For local travel within Kokrajhar city, if necessary, use of a hired car is allowed with prior permission. However, reimbursement of POL bill for use of own car is not entertained.

6.2.9 For hiring vehicle indent is to be submitted to the Establishment Section.

6.2.10 On return from the journey, the PI/project staff is required to settle all the expenditure within 3 weeks after return. All documents like conference registration fee receipt, hotel charges & local expenditure(as per the Institute rules), journey tickets (for Air, Rail, taxi, etc), along with the settlement form are required to be submitted to the R&D office.

*NB: Traveling to other educational Institutes/research establishments /industry/etc., for carrying out technical discussion as a part of the project is not permitted. However, if the project proposal is a joint collaborative project between CIT Kokrajhar and any other educational Institutes/research establishments/industry/etc., (approved by both CIT Kokrajhar and its counterpart at the time of proposal submission), traveling for this purpose is permitted.*

*In exigent situations, if the travel is very much required, the DoRD may exercise his discretionary powers in approving only the special casual leave for the visit. The expenditure for such visit will not be permitted from the project.*