



**BMS SCHOOL OF ARCHITECTURE**

**Yelahanka-560064**

**CONSULTANCY POLICY**

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## Definitions

**Consultancy** is work of a professional nature, undertaken by College staff in their field of expertise, for clients outside the institution, for which some financial return is provided.

It is unlike research in that it does not have as its prime purpose the generation of new knowledge. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client. The College normally does not have freedom of publication over the results of consultancy.

Consultancy does not include activities undertaken on behalf of the College and covered elsewhere in contracts of employment, such as: Research, Teaching, Training & other activities.

**College** refers to BMS School of Architecture.

Consultancy committee **means the Committee constitute to monitor the projects or research undertaken by the Institute**

**Principal Investigator or Architect (P.I.)** is a member of the faculty of the Institute who should be full time and completed his/her probationary period with necessary expertise and competence to conduct research and consultancy work. Normally, the faculty who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding are the Principal Investigator (PI). In the case of the research project, emeritus fellow/chair professor/ visiting professor may also be the PI

**Co-Investigator (Co-I)** –Co-Is are key personnel who have responsibilities similar to that of a PI on research projects. While the PI has ultimate responsibility for the conduct of a research/consultancy Project, the Co-I is also obligated to ensure the project is conducted in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research

**Investigator (I)** means a person from amongst the faculty (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal investigator to work jointly with him/her on the project/consultancy so permitted by the Director.

**Consultant:** Consultant is an individual or government/ public sector undertaking/ government company or private company engaged for a specific period to carry out specific job.

**Project Staff:** means a person appointed in conformity with the guidelines to work on a project covering (a) project staff and (b) project research staff.

**Sponsor** means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.

Project implies sponsored research or institute projects or industrial consultancy projects or Sponsored through Institute resources

**Sponsored Research Projects** means Research Projects sponsored by Government, public, private, national/international agencies, and autonomous bodies. Generally, the project cost including expenditure towards manpower, equipment, consumables, and support services of the Institute is borne by the sponsor.

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## **Chapter 1.0 Consultancy Policy**

### **1.1 Introduction**

The objective of Consultancy Policy is to promote academic, industry and research interaction and to encourage and facilitate faculty to provide knowledge inputs sought by industry, government agencies or other academic / research organizations. As per the Council of Architecture, India: “Institutions imparting architectural education must encourage faculty members to be involved in professional practice which would enrich the experience and knowledge of the faculty members and, in turn, upgrade the level/quality of teaching, training and research programmes”.

Consultancy is well recognized as an effective way for college to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the College must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the College’s strategic plan and operational objectives and the costs are sustainable.

### **1.2 Purpose**

This policy is intended to provide a clear framework for those college staff engaged in, or who wish to engage in, Consultancy or Research.

### **1.3 Institutional Consultancy (IC)**

These are consultancy assignments carried out at the Institute mainly utilising the existing facilities, knowledge or expertise of the consultant. There is very little research content in it.

The following are the special features of this type of consultancy.

- 1.3.1 Infrastructure facilities of the Institute can be utilised for execution of consultancy work.
- 1.3.2 Purchase of materials and employment of staff specifically for the project and travel under the assignment/project are permitted based on the decision taken from the Director, BMSSA.
- 1.3.3 Availing of external assistance and subcontracting will be carried with prior permission.
- 1.3.4 Students can be employed on part time basis through proper scrutiny committee
- 1.3.5 Any know-how developed as a part of the consultancy assignment will be the property of the client. Patent if any can be taken jointly with the client. Wherever necessary, a Memorandum of Understanding (MOU) can be signed between the Institute Consultancy Cell and the client explicitly stating the terms and conditions for the award and execution of the project. The institute will not give any Bank guarantee or Indemnity Bond for the money received from the clients.

#### **1.4 Retainer Consultancy (RC)**

These are consultancy assignments/projects in which the client seeks the technical advice of the faculty and academic staff of the Institute. This may be carried out either at the Institute or at the premises of the client, but no Institute facility can be utilised. There is no separate format for approval of these assignments. Letter from the client and request from the consultancy will be processed and a letter will be issued to the client. These assignments have the following features: The consultancy charges are worked out on equivalent man-day basis.

The number of days required for consultancy must be mutually decided by the consultant staff member and the client. The approval for Retainer Consultancy is given by Director in consultation with Committee

#### **1.5 Research Based Industrial Consultancy (RBIC)**

These are consultancy assignments/projects, which have sizeable research content.

These assignments have the following features:

- 1.5.1 The project proposals are submitted jointly by the faculty consultant and the client.
- 1.5.2 All the Central facilities of the Institute can be utilised for which financial allocations are to be made in the project.
- 1.5.3 Equipment purchases and permission will be taken prior approvals.
- 1.5.4 Consultancy assignments are often taken up to solve an immediate problem, to verify a specific design, to undertake specialized testing and to design and develop certain components or structures. Sponsored research is focused on basic studies or on applied areas where certain fundamental investigations are to be taken up. These Sponsored Research schemes are long term assignments in highly specialized fields for which the application areas.
- 1.5.5 Between industrial consultancy and sponsored research, one can identify a number of practical projects, which are of current or immediate relevance to the industries. These may require applied research and development of a continuous nature to bring out results of real benefit to the industries. Such projects need not be focused towards a product but can also be on a general concept or an idea. These problems are not the types suited for normal consultancy and at the same time are difficult to be formulated as a sponsored project to be funded by other agencies. Hence, a scheme to accommodate this class of problems which are of relevance to our industries has been formulated by College under the title Research Based Industrial Consultancy. Under this, an industry or a group of industries can jointly sponsor a project of interest to them in an area where they agree to share the know-how generated. The industry will pay a specific sum every year.

1.5.6 The project duration will be for a period ranging from six months to three years. It can be extended further, if required. In this approach emphasis will be on research to widen the knowledge and to develop new avenues for development. Judicious planning can provide excellent benefits to the industries. This could be linked up with technology upgradation, transfer of know-how, foreign collaboration, etc. Such studies could give the industries an insight into the new technologies, which are likely to replace the existing one. By associating their personnel with this scheme there is bound to be specific benefits for the industry in the long run.

## **Chapter 2.0 Consultancy Cell/ Committee**

### **2.1 Constitution of Consultancy Committee**

Member of the Consultancy Cell Committee are, ex officio members like:

- i.** Chairman of BMSSA
- ii.** Director (Admin) of BMSET
- iii.** Senior Manager Finance-II of BMSET
- iv.** Director of BMSSA
- v.** Administrative Officer of BMSSA
- vi.** Principal Investigator and appointed faculty member of the Institute on rotation basis every year.

### **2.2 Responsibilities of the Consultancy Committee**

The Institutional Consultancy Cell will manage its affairs through the committee, duly authorised to initiate and conclude negotiations for jobs and other details like nature of job, fees, responsibilities etc.

The Consultancy Cell Committee, may, assign the job to faculty members individually or in groups. The faculty members entrusted with the jobs may appoint a group leader for entering into agreement with clients on behalf of the Consultancy Cell and also to engage specialist consultants, as and when required, and to negotiate the fees thereof with the Consultancy Cell Committee's approval. The Institutional consultancy cell members shall submit progress reports to the Consultancy Cell committee periodically (minimum of 3 times in a year) for review.

The Consultancy Cell Committee reports to be placed in all the BOG.

The Consultancy Cell shall manage all its receipts and payments and needs to be audited every year. Director of the Institute of working committee member who will head the Institutional Consultancy Cell along with other following responsibilities:

- i.** Faculty research services (Responsible for administration of research funding, consultancy and contract research management)
- ii.** MoU with Institutions, R&D organizations and Industries in India and abroad
- iii.** Undergraduate research schemes and opportunities
- iv.** Outreach programs
- v.** Research Magazine
- vi.** Industry collaboration, interaction and business ventures
- vii.** Institute wide Research Centres and Facilities
- viii.** PhD and Postgraduate research schemes and opportunities
- ix.** Corporate Social Responsibility (CSR) projects

## **2.3 Institutional Constancy Team**

### **2.3.1 Director**

- 2.3.1.1 A contractual project staff appointed shall execute a Contract Agreement with PI, at time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice
- 2.3.1.2 Appointment of project staff against project position can be by the recommendation of the committee.
- 2.3.1.3 Foreign nationals having relevant visa may also be appointed for fellowship for a period of 6 months on ad-hoc basis which may be extended up to One year on the recommendations of committee.

### **2.3.2 Principal Investigator or Architect (P.I.) and CO-PI**

- 2.3.2.1 Being granted PI and Co-I status is a privilege granted to eligible staff who meet the criteria identified below. All persons granted PI and Co-I authority must accept all of the responsibilities associated with the application for and administration of awarded projects.
- 2.3.2.2 Each PI certifies with every proposal submission that all information provided is true and complete and that the proposal conforms to the Institute's policies and procedures applicable to sponsored activities. In order to be certified as a PI, a researcher must confirm that he/she will comply with all regulatory compliance directives; that all information submitted within the proposal is true, complete, and accurate to the best of his/her knowledge; that any false, fictitious, or fraudulent statements or claims may subject the investigator(s) to criminal, civil, or administrative penalties; and that the investigators(s) agree to accept responsibility for the conduct of the project and to provide all required reports as applicable if a project is awarded as a result of the proposal.
- 2.3.2.3 Upon receipt of an award, each PI and Co-I must assume responsibility for the project awarded and carry out the project with the highest professional standards and within the time period awarded. The PI assumes responsibility to read, understand, and comply with all of the terms and conditions contained in the award. Finally, the PI must confirm that he/she understands his/her responsibility to abide by Institution policies, procedures and directives for the proper administration of sponsored projects.



### **2.3.3 Project Staff**

- 2.3.3.1 The project staff shall be appointed for assisting/working on the project as per prescribed selection procedure designations, qualifications, and experience requirements and consolidated fellowship / emoluments as per Institutional recruitment policy.
- 2.3.3.2 Open selections will be held for all project positions
- 2.3.3.3 Appointments on all project positions drawing emolument shall be on contract only
- 2.3.3.4 The Project staff shall work for fulfilling the objectives of the project
- 2.3.3.5 Transfer of project staff from one project to another, either on completion or midway may be permitted by Director on the recommendation of respective PI's
- 2.3.3.6 The tenure appointment of project staff will be at the most for the remaining duration of the project. The severance notice may be issued to the project staff by the PI one month prior to the termination of appointment on the completion of one year or more and on the recommendation of PI, the enhancement of fellowship / emoluments in the range of 10% of a project staff may be considered on the approval of Committee.

### **2.3.4 Student Assistants**

The PI may engage Institute Students (who may or may not be getting Fellowship Assistantship) as student assistants for the project work. The payment for such engagement shall be decided by the selection committee.

### **2.3.5 Post Doc Fellows**

PI may also offer internship to UG, PG/PhD students from BMSSA or other national and foreign institutes/universities up to a period of 3 months to work under project and a monthly payment also be made up to a maximum of PG fellowship amount admissible in vogue

### **2.3.6 Consultants**

The PI may, with the prior approval of Director may avail the services of individuals not the Institute Service or government organization or Private Company as consultants. The same can be put-up in the committee meetings to decide financial implications.

## **Chapter 3.0 Project Initiation and Management**

### **3.1 Project Initiation & Management**

**3.1.1** Each project will have a Principal Investigator (P.I.) who will be a faculty member in the service of the Institute and who will be responsible for 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) in the service of the institute,

3.1.1.1 Co-ordination and execution of work.

3.1.1.2 Handling all communications with the sponsor

3.1.1.3 Writing of intermediate and final reports according to the project proposal

3.1.1.4 Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project

3.1.1.5 Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required.

**3.1.2** The PI will, at his discretion. co-opt the names of other faculty members as Investigators Any other employee so permitted by the Director can be co-opted as Investigator

**3.1.3** The PI will prepare research project proposal in conformity with permitted designation and emolument/fellowship rates for project staff with qualification and experience as specified by the sponsor otherwise of the institute provision for Institution overhead charges as per the rules of the Institute other guidelines for Sponsored Research Projects and Rules, Regulations & Statutes of the Institute

**3.1.4** All research project proposals shall be submitted to the sponsors through the Director

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

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

**3.1.7** The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Director for placing the same before the Audit for verification or as and when required for any other purpose.

**3.1.8** The PI shall be responsible for maintenance of Data and records as required for IPR submission periodical and/or final technical report(s) of the research project work to the sponsor as required He/she will also send a copy of the final technical report to Director.

- 3.1.9** The PI shall write to the sponsor for timely release of funds with a copy to the Dean (SRIC) for follow up, if necessary
- 3.1.10** For Research Project. The sponsor which assigns the research project usually are approached by an individual or a functionary of the Institute (i.e. Director)
- 3.1.11** For Consultancy project: The sponsor which assigns the consultancy project usually approaches the Institute for Consultancy work through an individual or a functionary of the Institute (i.e. Director)
- 3.1.12** When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the Director refers the project
- 3.1.13** No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.
- 3.1.14** The Emeritus Fellows, Chair Faculty, Visiting Faculty etc. can be appointed/ nominated continued as principal investigator for research projects if the sponsors do not have any objection.
- 3.1.15** The retired faculty/scientist working under Emeritus Fellowship be allowed to continue as Principal Investigators in the ongoing consultancy projects if the sponsors do not have any objection.
- 3.1.16** Emeritus Fellows, Chair Faculty Visiting Faculty, etc. can only be investigator(s) for the new consultancy projects.
- 3.1.17** If the PI leave the institute, retires or proceeds on leave or not available for some reason Director on the recommendation of the PI (he/she is available) appointing a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to Director. However, in exceptional circumstances, a retired faculty member may continue to work as PI with the approval of the Director if he/she continues to serve the institute in some other capacity. In such cases financial implications will be decided in the committee meetings.
- 3.1.18** Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance
- 3.1.19** Project file will be closed with the submission of final project report and final settlement of accounts etc.

## **3.2 Budgetary Norms**

### **3.2.1 For Consultancy Projects**

- 3.2.1.1 The total agreed charges of a Consultancy project will consist of the Institute share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The GST will be applicable as per government rules.
- 3.2.1.2 Permanent equipment to be procured/ fabrication of equipment or models
- 3.2.1.3 Consumable materials should be considered if any.
- 3.2.1.4 Travel expenses in connection with the project work will be as approval by the committee from time to time
- 3.2.1.5 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.
- 3.2.1.6 Charges to be paid for the use of specific equipment in the departments or central facilities
- 3.2.1.7 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.
- 3.2.1.8 Expenses for manpower, work to be carried out on payment basis, remuneration to student assistants
- 3.2.1.9 The approval of the Director to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

### **3.2.2 Finance and Accounts**

In order to incentivize staff to engage in College consultancy, the income from such consultancy, will be as follows: Only full-time faculty will be eligible for such income sharing.

- 3.2.2.1 The Consultancy Cell shall contribute a portion of the fees not exceeding 10%, to the Research Development and Staff Welfare Fund.
- 3.2.2.2 Provided further, that another 10% of the fees shall be placed at the disposal of the Consultancy Committee to defray expenditure for its activities.
- 3.2.2.3 The remaining 80% of the fees shall be utilised for expenditure and for payment of honorarium to faculty members.

### **3.2.3 Administrative Support**

The Institute provides the following administrative support and accounting facilities for carrying out the consultancy assignments:

- 3.2.3.1 The Director sanctions expenditure, recruitment of staff and distribution of honorarium to the consultants and Institute staff. For purchase of material and equipment's the Institute rules shall apply.
- 3.2.3.2 The Accounts Section maintains all the accounts with regard to the consultancy assignments. All consultancy charges received directly by the department is to be forwarded to the office for remittance into the BMSSA Consultancy account.
- 3.2.3.3 Temporary advance up to Rs. 10000 is sanctioned by the Director for minor purchases and incidental expenses. The consultant must settle these accounts within one month from the withdrawal of advance.
- 3.2.3.4 An imprest amount subject to a maximum of Rs. 5000/- per project is sanctioned by the Director on the request of the investigator. This can be operated by the PI / CI. The imprest can be utilised for petty purchases, contingencies etc and should be chargeable to sub heads like consumables or contingencies only and the specific sub head should be indicated in the recoupment account. The imprest can be periodically recouped by giving the upto-date statement of accounts along with all the bills and vouchers duly certified. The accounts can be directly settled with the Accounts Section.

### **3.3 Progress of Consultancy**

Some of the clients organise review meetings to monitor the progress of the consultancies. The copies of the letters sent to clients about the progress of the project and the minutes of the review meetings, requests made for extension of the consultancies are to be forwarded to Consultancy committee for record purposes.

### **3.4 Closure of Consultancy Assignment**

The date of prospective closure of the Project is determined as given in the approval form. If the project is to be extended, prior approval of Clients is to be obtained and sanction obtained from Director. Consultancy is treated as closed when the final distribution is made.

### **3.5 Appointment of Legal, CA and others for the Consultancy cell**

Legal and Chartered accountant should be appointed and the expenses should be incurred by as a part of expenditure.

All the contracts should be vetted by legal team before signing the contract with the client Audit should be done periodically by appointed Chartered Accountant.

### **3.6 Collaboration with Outside Organizations**

If collaboration with other Govt/Public/Private Sector organizations is envisaged, the nature scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal to the sponsor for approval. However, amount for collaboration with private organisation(s) for consultancy project(s) may not exceed to 40% of total budget for project.

### **3.7 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.

- 3.7.1 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 ongoing 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.
- 3.7.2 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.

### **3.8 Disagreements/ Disputes**

- 3.8.1 Any disagreement within the Institute arising at any stage of a Consultancy project will be resolved in consultation with Director to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 3.8.2 The clause regarding dispute resolution should be in built in Memorandum of Understanding/ Memorandum of Association to be entered with the party while undertaking Consultancy project
- 3.8.3 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
- 3.8.4 All legal action will be subject to jurisdiction at Civil Courts at Bangalore/ High Court.

### **3.9 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 endeavoured be resolved by mutual negotiations, , 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.

### **3.10 Publication of Results**

All publications will be in the name of the BMSSA

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

## **Chapter 4.0 General Rules and Regulations**

### **4.1 General rules & regulations**

- 4.1.1 Individuals or Institute shall take up projects after taking prior approval from Consultancy Committee. All funds in connection with the project should be received in the name of BMSSA Consultancy Cell. The accounts shall be maintained and controlled by the BMSSA accounts department.
- 4.1.2 The time spent by the faculty on the project should be approved by the Director, without affecting his/her teaching duty/ other administrative jobs at the institute.
- 4.1.3 Consultancy project from any sponsor can be brought up to the consultancy committee.
- 4.1.4 Design/ Report(s) and Data collected originated out of the project are the Joint Intellectual Property of the sponsor and the investigator which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Principal Investigator
- 4.1.5 The IPR policy of the Institute shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para.
- 4.1.6 The report of the Sponsored Research and Industrial consultancy projects will be kept by PI for a period of 03 years.
- 4.1.7 If a prima-facie case of malpractice and/ or misconduct is established by a fact-finding committee against a staff member in connection with project(s), the Director, on the recommendation of Committee may prohibit the concerned staff member to take part in any new project either as PI or Staff, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/ her obligations in the on-going projects and obligations to sponsor do not suffer.
- 4.1.8 All the purchases under the project shall be made as per institute norms. In case of equipment which is to be carried outside, the same be insured before they are taken out.
- 4.1.9 Faculty may accept honorary membership of board of directors of the companies with the condition that there will not be any direct involvement of the faculty in concerned industry/ company and such membership in the expertise is limited to five membership.
- 4.1.10 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly noted by PI in connection with the project work with the approval of Director.



## **4.2 Travel**

- 4.2.1 The most expeditious and convenient mode of travel should be used to minimize the period of absence from the Institute. Admissible DA or 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 receipt as per actual.
- 4.2.2 Approval and advance for domestic travel shall be accorded by PI including for self-subject to leave approved by the competent authority.
- 4.2.3 Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds. However, if the sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.
- 4.2.4 Any deviation for the travel in India shall require approval from Director
- 4.2.5 International travel for faculty and institute staff shall require approval by Director through PI. However, the funding from the project shall be approved by the Director.
- 4.2.6 International travel of project staff and consultants shall be approved by Director.
- 4.2.7 International travel of students shall be approved by Director
- 4.2.8 Out of pocket expenses will be payable for the actual period of fieldwork at the workplace of Rs. 1000/- per day or part of a day (max) and will not be admissible for the journey period.