

**Rules and Regulations**  
**for**  
**Sponsored Research & Consultancy**



**Sant Longowal Institute of Engineering and Technology**  
**Longowal-148106 (Pb)**

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## **List of abbreviations**

BoM	Board of Management
CSIR	Council of Scientific & Industrial Research
DDF	Department Development Fund
DST	Department of Science & Technology
FIST	Fund for Improvement of S&T Infrastructure
HoD	Head of Department
IDF	Institute Development Fund or corpus fund
IPR	Intellectual Property Rights
ISTE	Indian Society of Technical Education
MoU	Memorandum of Understanding
PDA	Professional Development Allowance
PDF	Professional Development Fund
PI	Project Investigator
QIP	Quality Improvement Programme
RA	Research Associate
R&C	Research & Consultancy
SLIET	Sant Longowal Institute of Engineering and Technology
STTP	Short Term Training Programme
TA	Travel Allowance
UC	Utilization Certificate

# 1. Introduction

Since its very inception, SLIET Longowal has been striving to develop itself into an institution of excellence in education and research keeping in mind the contemporary and future needs of the country to the highest standard in engineering and technology. With innovations in both its curriculum and research, the Institute intends to rapidly gain reputation globally.

In addition to offering formal Certificate-Diploma, Undergraduate and Post-graduate Programs, the Institute actively encourages its faculty and other staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the Institute. Research and development is carried out in several areas, like energy, environment, manufacturing, design, telecommunication, power system, nanotechnology, materials, simulation, and many more, in all departments of Engineering, Science and Management. These projects are very important for maintaining external and global linkages and are also a possible source of revenue for the Institute.

## 1.1 Vision and Mission Statement of SLIET Longowal

### Vision

SLIET shall strive to act as an international podium for the development and transfer of technical competence in academics through formal and non-formal education, entrepreneurship and research to meet the changing need of society.

### Mission

- Non- formal, flexible, modular, multipoint entry programmes in engineering and technology and in the areas like rural development, educational planning, information and management sciences.
- Education and training in modern technology areas.
- Promotion of self-development among the students.
- Extension services to industry working population, passed-out students, social organisations and institutions of research and higher learning.
- Close interface with the industry to conduct research on the basis of manpower requirements leading integrated educational planning curriculum development and instructional material preparation in technology and inter-disciplinary areas.
- Promotion of institute-institute linkages for sustainable development of academic and research.

## 1.2 Office of Dean, Research & Consultancy (R&C)

Office of the Dean, Research & Consultancy (R&C) provides administrative and managerial support for the operation of sponsored research, industrial consultancy and other R&D related activities of the Institute.

The office facilitates interaction with external agencies, both at national and international level. It also promotes and manages Institute-Industry interaction and all externally funded research and development projects.

### **1.3 Research and Consultancy Activities**

The proposals submitted by SLIET Longowal involving the following activities are termed as R&C activities:

- 1 Sponsored Research Projects involving internal/external funding sources.
- 2 International Research Collaborations involving international funding and/or expertise.
- 3 Industry Sponsored Projects and Industrial Consultancy involving funding from industry
- 4 Organizing Continuing Education Programmes/ STTPs/ Conferences/ Seminars/ Symposia /Workshops/ for dissemination of knowledge as part of the research/sponsored projects.
- 5 Intellectual Property Rights for research accomplishments

## **2. Project Management**

### **2.1 Seed Grant**

The Institute may sanction a seed grant to young faculty for initiating research. The faculty member will write a research proposal. The proposal should include a description of research to be conducted over a period of 2-3 years. It is a platform meant to encourage young faculty to prepare for subsequent proposal submissions. Following guidelines will be followed in this regard.

- Proposal will be submitted to the Dean (R&C) office. The Dean (R&C) will arrange to get review comments from the subject experts. Review comments will be appropriately incorporated/ addressed by the Faculty PI before final submission.
- Proposal will be presented by the faculty before an Institute level committee, consisting of Director, Dean (R&C), HoD and 2 Faculty members to be nominated by Dean (R&C) as experts.
- The maximum grant is normally for an amount of Rs 2 lakhs to support the research as proposed by the faculty member and approved by the Institute Level Committee.
- Two or more faculty members from same or different departments may also submit a joint research proposal.
- The faculty members as Principal Investigators (PIs) are encouraged to prepare follow-up proposal(s) to external sponsors. The follow-up proposals may be necessary if the funds required are more than the sanctioned normal seed grant.

## 2.2 Sponsored Research Projects

A Sponsored Project refers to one in which the PI normally does not charge honoraria/consultation fee.

For a project sponsored by a government agency, the sanctioned amount may be used by the PIs as approved in the respective budget head by the funding agency. Institute overhead shall be distributed as per the Table-1 (or as per sponsored agency guidelines) given for the purpose. The unspent balance fund if any shall be returned to the sponsoring agency.

For projects from industry and other agencies, any balance funds at the end of the project shall remain with the Institute. In such cases, the balance funds will be transferred into the Professional Development Fund (PDF) of PI.

### 2.2.1 Type of Projects

#### (a) Projects involving internal faculty only:

The Institute encourages investigation of basic and applied areas of science and technology in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

#### (b) Collaborative Projects:

Faculty may also participate in collaborative projects with other Indian or foreign partners. In such projects, even though there may be an overall project (project objective and cost), there must be a separate budget and scope of work statement to be done by the faculty and staff of the Institute. The summary statement provided to the Institute should be based primarily on the portion of work to be done in the Institute. The Institute will treat this like any other sponsored project.

#### (c) Institute Projects:

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 by the Director.

### 2.2.2 General Guidelines for Sponsored Projects

Following are the general guidelines for execution of sponsored projects.

1. Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.
2. While making an estimate of the funds required for the project, the following budget heads may be taken into account:
  - Salary of Project Staff including PhD scholars
  - Equipment
  - Consumables
  - Travel (domestic, international)
  - Contingency
  - Administrative Overheads
  - Miscellaneous

3. All project proposals are to be sent to Dean (R&C) for endorsement in a sealed cover.
4. The Dean (R&C) Office will assign a unique internal number to the project proposal.
5. All IPR related issues will be governed as per the agreement between the Institute and the funding agency.
6. MoU/Agreement if any should be as per the Institute guidelines.
7. The project shall normally start after the receipt of funds.
8. The project expenditure for equipment and consumables will be maintained in stock register of the Department (meant for purchase related to Projects) as well as in the Central store.
9. The (draft) statement of expenditure and utilization certificate will be prepared by the PI, and finalized by the designated Institute officer in Accounts/Audit Section at every financial year end, and shall be sent to the sponsoring agency through the Dean (R&C).
10. The PI shall send the progress reports and other deliverables in time to the sponsoring agency through Dean (R&C).
11. After completion, the project completion report shall be submitted to the funding agency through the Dean (R&C) with a hard & soft copy for the record of the Dean (R&C) office.
12. A completion certificate shall be obtained by the PI from the funding agency for successful completion of the project, based on which the project account will be closed with intimation to the R&C office.
13. Collaborative projects between two or more institutes/organisations having PIs from them can be submitted only after the approval of respective competent authorities. The co-PIs, if any, need to intimate the institute once the project is granted. The funds will be received by the Director/ Head of the Institute/organisation of the PI and the Director/ Head of the Institute/organisation will have the responsibility to transfer the funds to the collaborative institutes/organisations as specified in the project proposals. If the sponsor agrees, funds can be released by the sponsor, separately, to the participating institutes. The terms & conditions of the sponsoring organization, shall be followed.

If during execution of project, the PI leaves the organization, the project may be transferred as per the guidelines of the sponsoring agency. In the interest of the project, in such cases, the PI may be given free hand to execute the project by including a Co-PI. Necessary permission if required may be taken from the funding agency.

### **2.3 Consultancy Projects**

The consultancy work includes development of evolving technologies and application of existing technologies.

For the virgin projects there is a need of constant interaction with industry to work for development of new technologies. During this period, faculty may be provided free

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hand and encouraged to interact with the industry. Frequent industrial visits may be required. The institute shall provide all the logistics for such visits and interactions with industry with due accountability. The funding for the purpose may be extended by the Institute from TEQIP/PDA/appropriate Institute head. The Dean (R&C) shall sanction leave and journey subject to recommendation by HOD to the faculty/staff for the purpose.

For application and advancement of existing technology, the standard consultancy rule shall be applicable. The Institute shall encourage faculty to provide knowledge and intellectual inputs which are of interest to the industry. It can be in the form of giving solutions to the technical, design, managerial, arbitration & mediation related services, environmental, energy, academic, training, testing and alike issues.

Note: The consultancy services are of advisory/ research/ fabrication & testing nature, and are not liable to any litigation.

### **2.3.1 General Guidelines for Consultancy Projects**

Following are the general guidelines for execution of consultancy projects.

1. A consultancy project/task/work is one where faculty and research staff provides knowledge and intellectual inputs to industry (within India and abroad). This is effectively a contract work in which all the output belongs to the client.
2. All payments for consultancy work shall be received in the name of the Director SLIET Longowal. The Institute will take necessary action in accordance with statutory laws, and pay the honorarium to the faculty/staff/student as the case may be.
3. The requirement of the project shall originate from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.
4. The requirement can directly be submitted to the faculty or HoD. It may also be submitted to the Dean (R&C) or Director.
5. In case the industry directly contacts a faculty for the project, the faculty shall act as the PI. In all other cases, the concerned HoD shall decide the PI based on the nature of work and the expertise/ experience of faculty members in the department. In case of interdisciplinary projects, the Dean (R&C) in consultation with Director may take appropriate decision, if required.
6. The proposal shall be prepared by the PI in the specified format (Form No. CP-01, CP-02 and CP-03).
7. All consultancy proposals (Form No. CP-01, CP-02 and CP-03) shall be submitted to Dean (R&C) for endorsement and approval of Director.
8. Dean (R&C) Office will assign a unique Identification Number to the project.
9. The Institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Institute may, in exceptional cases, permit commencement of work with payment to be made as per agreed upon milestones. However, in no case the initial

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advance payment shall be less than 50% of the total project cost to get the work started, or as per mutually agreed terms and conditions.

10. The files related to the expenditure and disbursements in the project shall be handled on priority basis as the projects are to be completed in a specified time frame. PI/Consultant shall be competent to procure consumables and petty items costing upto Rs 1.0 Lac. The project expenditure for equipment and consumables will be maintained in a stock register meant for consultancy projects in the department.
11. In international consultancy projects:
  - a. Funds are received in foreign currency.
  - b. The research collaboration of SLIET Longowal with the other party/funding agency shall be in conformity with the laws of all the countries involved and/or International laws as the case may be.
12. The IPR will be jointly shared by SLIET Longowal and the funding agency. It shall be governed by IPR policy of the Institute.
13. The MoU/ agreement shall be signed between the client and the Institute with mention of detailed terms and conditions.
14. MoU/agreement shall be sent to the Director, SLIET Longowal through Dean (R&C) for approval. A copy of the MoU duly signed by both the parties will be given to the other party, and with a copy retained in the office of Dean (R&C).
15. For 'Testing' job no MoU/agreement is required.
16. The projects are headed by a Principal Investigator (PI)/consultant, and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PI(s). The Institute shall provide the PI all necessary support.
17. After completion of the project, final report shall be submitted to the funding agency.
18. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables to the Department stock register.

## **2.4 Testing Projects**

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, measuring instruments, machines, chemical identification of unknown species, mechanical properties and microstructure of metals & alloys, and surface texture. The testing jobs shall be undertaken, provided the required facilities are available and such testing does not interfere with any routine teaching or research work.

The client will have to submit duly filled testing job order form (Form No. CP-05) either to the concerned faculty in-charge of the laboratory or the HoD. Concerned HoD can grant permission and approvals in this regard. The faculty in-charge of the laboratory shall compile the report of the result of the testing experiment, and shall give the same to the client.

The experimentation performed for The Institution of Engineer's (India) sponsored students may also be considered and part of academic consultancy. Guidelines if any from the sponsoring agency shall be applicable.

## **2.5 Institute Supported Projects and TEQIP Projects**

It shall be granted in accordance to the objective and the guidelines of the sponsoring organization/Institute as the case may be.

## **2.6 Special Grants**

Sometimes, there are special grants given to the Institute for infrastructure improvement, lab improvement, organization of conference (from DST/CSIR etc.), or donations (e.g. by alumni), etc., where no direct deliverables are envisaged. Such grants may be treated as a project for operational reasons. For such projects, the Institute overheads may be waived.

## **2.7 Fund for Improvement of S&T Infrastructure (FIST)**

The Department of Science and Technology (DST) has a FIST scheme to build infrastructure facilities in universities and higher educational institutions. The grant under this scheme is provided for strengthening infrastructure of the identified department in teaching and research and is to be spent exclusively for the said purpose. Operation of the project shall be just like any other project account.

## **2.8 Courses/ Seminars/Symposia/Conferences/Workshops**

In order to encourage awareness as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the faculty and academic staff of the Institute offers Courses/ Seminars/ Symposia/ Conferences/ Workshops for faculty members of various academic institutions, researchers from R&D Laboratories as well as professionals from industries. The participants pay a registration fee (terms and conditions apply) to participate in such Courses/ Seminars/ Symposia/ Conferences/ Workshops.

For organizing any Courses/ Seminars/ Symposia/ Conferences/ Workshops request has to be routed through HoD to Dean (R&C) who may obtain necessary approval of the Director. The Director may permit opening of a separate bank account in the name of the event, which will be jointly operated by two members of the organizing team duly approved by the Director. Such accounts should be closed within six months of completion of the event. The account shall be audited by the officials of account section before closing.

### **2.8.1 General Guidelines for organizing Courses/ Seminars/ Symposia/ Conferences/ Workshops**

Following are the general guidelines for organizing Courses/ Seminars/ Symposia/ Conferences/ Workshops.

1. In case of Courses/ Seminars/ Symposia/ Conferences/Workshops, 05% of the total receipts (registration fees only) will be transferred to the IDF account of the Institute. The remaining amount may be utilized in organization of the event.
2. The savings if any up to the maximum amount received as sponsorship from different sources other than AICTE, UGC, DST, ISTE, CSIR and

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similar funding agencies (i.e. where UC is not required to be submitted, such as from industries), shall be credited to the PDF account of the concerned faculty members with the prior approval of the Director.

### 3. Budget Heads

There will be a separate account for each sponsored project. Separate account may also be opened for consultancy project, if required. All the accounts shall be handled, and the record shall be maintained by the Account Section.

Contribution towards Institute Development Fund (IDF), Department Development Fund (DDF), Professional Development Fund (PDF) and IPR fund from the overheads and cost of Institute facility charged from the client or received from the funding agency. The accounts for different funds are described below:

#### 3.1 Institute Development Fund (IDF) and Department Development Fund (DDF)

A portion of overheads and cost of Institute facility charged from the client in projects shall be transferred to the IDF and DDF as per Table-1. The utilization of this fund will be decided by the Director SLIET Longowal and may be used for creating facilities in the Departments and the Institute.

#### 3.2 Professional Development Fund (PDF)

The PDF is created out of the following sources for professional expenses/ development of the concerned investigators/ consultants of sponsored projects.

- a) Part of the overhead of sponsored research projects (as per the approved distribution).
- b) The 50% of the balance amount, if any, from consultancy projects.

The account thus generated can be utilized by the investigators in the expenses towards professional development as given below:

- Travel (within the country or abroad) for professional work including per diem expenses.
- Purchase of books, journals, membership fees of professional societies.
- Conference (within country or abroad) related expenses.
- Purchase of consumables for professional work.
- Purchase and maintenance of equipment, including AMC for equipment.
- Other expenditure such as AMC and maintenance charges for the equipment, cost of photocopying, binding, cost of telephone calls, hiring of manpower, hiring of services such as taxis, caterers etc. needed for professional work.
- Sponsoring travel of students of research group of the concerned investigators/ consultants for attending scientific work/gathering.
- Any other special expenses permitted by Director SLIET Longowal.

All purchases out of PDF shall be made following the Institute Purchase Rules. The PI/consultant shall have financial power of up to Rs. 10,000/- in form of imprest money for purchase of petty items, consumables and local travel expenses by road.

*No honorarium can be drawn from this account. Hence taxes cannot be charged to the concerned investigators/ consultants. The account can get accumulated and shall not lapse with time.*

*If a faculty/consultant wishes to get his/her honorarium transferred into his/her PDF he/she has liberty to do so. The expenditure can be made as per provisions of the PDF.*

This PDF is in addition to and different from the Professional Development Allowance (PDA) granted in accordance to the guidelines of UGC/AICTE/MHRD issued from time to time.

The Accounts Section of the Institute shall maintain the professional development fund (PDF) account of PI/consultant.

### 3.3 Project Cost

Project cost (X) will comprise of cost of equipment to be purchased, cost of Institute facilities (cost existing equipment, hourly/daily basis to be used, Y), cost of consumables, honorarium to the PI/consultant, honorarium to the external consultant (if so), honorarium to the laboratory in-charge (if different from PI/consultant), honorarium to the staff and the students for the service, salary to project staff, travel, contingency, cost of fabrication & testing to be carried out from outside, etc.

Cost of Institute facility is calculated as under

*Cost of Institute facility (Y) =*

$$[Cost\ of\ equipment \times Fabrication\ or\ Testing\ time\ (in\ hr)]/[2000 \times Life\ of\ equipment\ (in\ Yr)]$$

Life of equipment is estimated as 5-year for computers & Peripherals, and 10-year for other equipment.

Honorarium to the PI/Consultant and the staffs shall be decided by the PI/Consultant on case to case basis and shall be clearly mentioned at the time of submitting the proposal.

Total Cost of Project ( $X_{TP}$ ) = X (i.e. Project cost) +  $X_1$  (i.e. Overheads) + Applicable taxes

### 3.4 Institute Policy on Overheads

#### 3.4.1 Calculation of Overheads:

(a) SPONSORED RESEACH: Proposals submitted for sponsored research should show overheads as per the norms of the sponsoring agency.

(b) CONSULTANCY: At the stage of proposal submission, the budget will reflect project costs (X), overheads ( $X_1$ ) at 30% of project costs ( $X_1=0.30X$ ) and applicable tax/GST as per government norms. Tax is subject to periodic revision by the Government of India.

(c) COURSES: For Courses/ Seminars/ Symposia/ Conferences/ Workshops etc., 05% of the total receipts (registration fees only) will be transferred to the IDF.

For Courses/ Seminars/ Symposia/ Conferences/ Workshops etc. sponsored by ISTE, DST and other government funding agencies, prescribed norms of the funding agency shall be applicable.

(d) **TESTING:** At the stage of proposal submission, the budget will reflect project costs (X), overheads at 30% ( $X_1=0.30X$ ) and Applicable tax. Tax is subject to periodic revision by the Government of India.

In the case of testing, considering different components of cost, department shall decide total cost of project ( $X_{TP}$ ) i.e. testing charges for a specific test on a specific machine which shall be valid for a calendar year. For a particular test on the testing facilities available in different department shall be same.

The  $X_{TP}$  i.e. testing charges for different type of tests and availability of the testing facilities shall be made available at Institute website along with the request form.

Normally the testing shall be carried out in extra hours or in such time slot which does not affect routine teaching/practical classes.

Head of Department shall be the approving authority in all the issues related to the testing assignments. On completion of job, file related to reimbursement of honorarium shall be processed through concerned HoD. and Dean (R&C).

(e) **DISTRIBUTION:** The overheads ( $X_1$ ) collected from sponsored and consultancy projects as well as courses / conferences will be distributed within the Institute as follows. The PDF will be divided among the PI(s)/ Coordinator(s) according to the percentage specified and agreed by them.

**Table 1: Overhead and its distribution for different types of projects/ consultancy**

S. No.	Nature of the Project	Overheads $X_1$ (% of X) (or as per the actuals)	Overhead ( $X_1$ ) Share of various UNITS					
			Institute Development Fund (IDF)	Deptt. Development Fund (DDF)#	PDF of PI/ Consultant*	Honorarium for maintaining accounts\$	Honorarium to administrative work related to project (Director/Dean (R&C)/HoD. as applicable) \$	IPR fund
1	Sponsored	20	$0.3 X_1$	$0.25 X_1$	$0.3 X_1$	$0.05 X_1$	$0.07 X_1$	$0.03 X_1$
2	Consultancy	30	$0.3 X_1$	$0.25 X_1$	$0.3 X_1$	$0.05 X_1$	$0.07 X_1$	$0.03 X_1$
3	Courses/ Workshop etc.	05	$0.3 X_1$	$0.25 X_1$	$0.3 X_1$	$0.05 X_1$	$0.07 X_1$	$0.03 X_1$
4	Testing**	30	$0.3 X_1$	$0.25 X_1$	$0.3 X_1$	$0.05 X_1$	$0.07 X_1$	$0.03 X_1$

# For central facilities, departmental development fund will be the part of Institute development fund.

\*If there are more than one consultants/investigators in a project from the institute, the Main/Chief consultant/PI will have share of 55% of PDF. The other consultants will share remaining 45% of the PDF.

\*\* The cost of Institute facilities collected from the client shall be transferred to the Institute development fund. Hence the total Institute development fund will become  $(Y+0.3 X_1)$

\$ Faculty/consultant may also transfer his/her honorarium into the PDF.

### **3.5 Books and Literary Work**

The rich outcome of the research endeavors can be seen in the large number of books. The strong academic environment prevailing in the campus encourages faculty members to write books in area of their expertise. Following the practices across the world, books authored by faculty or research staff are not treated as projects or consultancies. Royalties received for books authored by faculty/staff members will not be shared by the Institute. Authors of the books are expected to donate a few copies to the Central Library.

The honorarium/ royalties received if any, by faculty/staff for publishing articles/literary work shall also not be shared the Institute.

### **3.6 Payment of Honorarium**

Payment of honorarium shall be made as per the proposal submitted and actual grant/amount received from the client/agency and Table 1. In case of 'Testing', it shall be as approved by concerned HoD.

## **4. General Guidelines**

### **4.1 Leave Provision**

Leave for consultancy during working days shall be covered under special casual leave. Summer and winter vacation can also be utilized. Leave prior to award of consultancy project for the purpose of meeting with client and visit to industry may also be granted under special casual leave.

### **4.2 Limitations**

It is expected that the department and the faculty members undertake challenging consultancy jobs. Sufficient caution also needs to be exercised to ensure that consultancy projects and testing jobs do not interfere with the normal duties of Faculty members. In general, honorarium amount of consultancy to a faculty in a year should not be more than the annual salary received by the faculty in the year. Under exceptional circumstances, on recommendations of Director, the BoM may grant approval to increase the limit of such honorarium on case to case basis.

### **4.3 Involving Foreign Collaborators**

The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

### **4.4 Publications of Results**

Investigators willing to publish outcome of the research work carried out under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

If the results of research are to be legally protected, the results shall not be published unless necessary action is taken to secure legal protection for the research results.

#### **4.5 Retainership**

With the permission of the Director SLIET Longowal, the faculty members (with at least 05 years' experience in teaching or industry of repute) can accept retainership of the reputed organizations/ clients. The retainership can be as per the specialization/interest of the faculty. The fees thus earned shall be shared by the Institute and the Individual in the ratio of 2:8 only after payment of service tax/GST etc. as applicable. An undertaking will be required from the concerned Faculty member declaring that there is no conflict of interests between SLIET Longowal and the organisation. Services on this account shall be provided only after the working hours of the Institute. During holidays and vacations, the faculty members can take up such assignment as per their convenience without any time restriction. The faculty members may also be granted special casual leave provided that the work of institute does not suffer.

#### **4.6 Software Marketing**

All software duly copyrighted may be marketed and the sale proceeds thus accrued shall be shared between the Institute and the software consultant(s) in the ratio (3: 7) for all the copies after payment of applicable taxes like GST. If this marketing involves training to the client, the rules of consultancy (with no contribution towards use of Institute computing facilities) shall be applicable. If the marketing rights are transferred, the terms and conditions shall be determined as per Technology Transfer Agreements.

#### **4.7 External Consultants in Consultancy Projects**

The external consultant is one who is from outside SLIET Longowal and his services/expertise are essential for the specific consultancy project. The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external consultants will be entitled to a lump sum honorarium/fees. The honoraria payable to external consultants shall not exceed the amount of honorarium paid to the PI/main consultant serving in the Institute. The travel of external consultant with regard to the consultancy may also be supported. All such charges shall be clearly specified in the Consultancy Projects Proposal.

#### **4.8 Hiring Norms for Project Staffs**

Open selection will be held for all project posts for a duration of more than six-month. There will be an internal circular within the Institute with information to the SLIET web portal. In special situations, on the recommendation of the Principal Consultant/ Investigator, short term job contracts up to 6 months may be given with the approval of Director SLIET Longowal.

- a) All project appointments will be contractual in nature. The tenure of contractual appointment will be for the duration of the project or three years whichever is less.
- b) Automatic transfer from one project to another either on completion or midway shall not be permitted.
- c) A project staff shall execute a contract agreement on non-judicial stamp paper of value Rs.100/- in specified format.
- d) Selection of JRF/ SRF/ RA shall normally be made as per the guidelines provided by the sponsoring agency.

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- e) The Selection Committee for the recruitment of Project staff for each project will be constituted as per the norms of the sponsoring agency. If guidelines for selection committee are not mentioned by the sponsoring agency, Director shall constitute selection committee as follows:
- |     |  |            |
|-----|--|------------|
| i   | Dean (R&C) or his nominee              | : Chairman |
| ii  | HoD of the concerned department        | : Member   |
| iii | Principal Consultant /Investigator(PI) | : Member   |
| iv  | An expert (to be nominated by the PI)  | : Member   |
- f) In case of recruitment of JRF/ SRF candidates who have been declared successful at NET/ GATE may be preferred. In exceptional cases, candidates without NET/ GATE may be recruited through a proper selection procedure.
- g) The recommendations of the selection committee shall be submitted to the Director for approval. The appointment letters shall be issued under signature of the Registrar.
- h) All project staff shall work for the project in which he/she is employed under the administrative control of the PI/PC. The PI/PC shall be the sanctioning and controlling authority for all types of leave with respect to the project staff.
- i) The project staff shall not claim for regularization in the Institute service.

#### **4.9 Conduct Rules for Project Staff**

Project employee shall follow general conduct rules of the Institute. They have to maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information.

#### **4.10 Ph.D. Admissions for Project Staff**

The project employees may be allowed to register for the Ph.D. programme, if they fulfill all the requirements prescribed in the ordinances, rules and regulations for Ph.D. provided the remaining tenure of the scheme/ project at the time of admission is at least two years.

#### **4.11 Involvement of Students in the Consultancy Projects**

Depending on need, the consultant, PI/Coordinator of the consultancy project can engage the UG, PG and Ph.D. student(s) in the project. They shall be entitled for honorarium as per the recommendations of the consultant/PI/Coordinator. The amount of honorarium can be met from contingency, or the same specifically mentioned in project proposal.

#### **4.12 Collaborative Consultancy Projects**

The consultancy projects in collaboration with a registered organization/ firm/ industry/ institute are also allowed. The budget of the consultancy grant for the collaborator shall not exceed 50% of the project cost. The client shall make payment separately for the SLIET Longowal and the Collaborator. SLIET Longowal shall furnish the utilization of the fund received (only by it).

#### **4.13 Saving**

- On completion of the project, the savings, if any, shall be paid to the consultant/PI. However, the consultant/PI may be permitted to transfer up to 50% into his/her PDF to be used at a later stage for professional development.

- Savings from sponsored courses/ conference/ seminar/ Symposia/ workshop partially funded by agencies where UC is not required to be submitted, including that from private agencies, shall be paid to the Coordinator(s).
- Among other savings, up to 95% of the amount collected from the registration fee shall be paid to the Coordinator(s).

#### **4.14 Purchase**

All purchases except for those related to consultancy projects, shall be made as per the Institute purchase rules. For consultancy projects, the PI shall take into account the urgency and the economy, judiciously in making purchases.

### **5. Forms**

All necessary forms/ proformas are available on next page onwards.

Form No. CP-01

**Sant Longowal Institute of Engineering and Technology, Longowal****CONSULTANCY PROJECT PROPOSAL FORM****(For internal use only. To accompany all project Proposals)**

- I (a) Name of the Project: \_\_\_\_\_  
 (b) Department (s): \_\_\_\_\_  
 (c) Consultant /PI : \_\_\_\_\_  
 (d) Name of participating organization  
 in case of collaborative consultancy: \_\_\_\_\_  
 (e) Co-PI (if any) : \_\_\_\_\_  
 (f) External consultant (if any): \_\_\_\_\_  
 (g) Client : \_\_\_\_\_  
 (h) Name of the Representative of client: \_\_\_\_\_  
  
 Phone : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 (i) Value of the project proposed: \_\_\_\_\_  
 (Details to be given in the cost estimation sheet Form No. CP-02)  
 (j) Duration of the project proposed : \_\_\_\_\_
- II WHETHER additional space/ furniture required? (yes/no): \_\_\_\_\_  
 If yes, specify:  
 i Space for equipment/stores : \_\_\_\_\_  
 ii Seating space for project staff : \_\_\_\_\_  
 iii Details of furniture : \_\_\_\_\_
- III WHETHER facilities of other Departments/ Sections/ Central Workshops are required? (yes/no) : \_\_\_\_\_  
 If yes, type of the job, name of the item, quantity and time period required (attach additional sheet if required) : \_\_\_\_\_
- IV The Investigator (in cases where he/she is the sole Investigator in the project) will have to give prior intimation to the client as well as to the HoD regarding nominating another faculty as co-investigator, before he/she proceeds on long-leave for more than 90 days. Timely completion of project remains the responsibility of the Consultant / PI.

\_\_\_\_\_  
Consultant/ PI\_\_\_\_\_  
Head of the Department\_\_\_\_\_  
Dean (R&C)\_\_\_\_\_  
Director

Form No. CP-02

**Sant Longowal Institute of Engineering and Technology, Longowal**  
**CONSULTANCY PROJECT COST ESTIMATION SHEET**  
 (For Internal use only. To accompany with proposals)

Item	Amount (Rs.)
<b>1) Project Cost (<math>X</math>)</b>	
Cost of Institute facility ( $Y$ )*	
Cost of equipment to be purchased (if any)	
Cost for assembly & fabrications (if any)	
Cost of consumables	
Cost of testing to be done from outside (if any)	
Honorarium to the PI/ consultant	
Honorarium to the external consultant (if applicable)	
Honorarium to the Laboratory In-charge (if different from PI/consultant)	
Honorarium to the staff (if required)	
Honorarium to the student(s) (if required)	
Honorarium/salary to the project staff (if required)	
Travel for project staff and associated students (if required)	
Travel for external consultant (if any)	
Contingency	
<b>Total (<math>X</math>)</b>	
<b>2) Overhead Cost (<math>X_I</math>)**</b>	
(0.05X, 0.20X or 0.30X as applicable, as per Table1)	
<b>3) GST /any other applicable tax</b>	
GST on applicable items of project cost and overhead	
<b>4) Total Cost of Project (<math>X_{TP}</math>)</b>	
Total Cost of Project ( $X_{TP}$ ) = $X$ (i.e. Project cost) + $X_I$ (i.e. Overheads) + GST (wherever applicable)	

\* Calculation as per rule number 3.3.

\*\* Calculation as per rule number 3.4.

\_\_\_\_\_  
Consultant/ PI\_\_\_\_\_  
Head of the Department\_\_\_\_\_  
Dean (R&C)

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Form No. CP-03

**Sant Longowal Institute of Engineering and Technology, Longowal****CONSULTANCY PROJECT AGREEMENT**

Project Title : \_\_\_\_\_

Name and Address of the Client/Company: \_\_\_\_\_

\_\_\_\_\_

Name of the Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

S. No	Name of the Consultant/ PI	Designation	Department
1 *			
2 **			

Project Cost ( $X$ ): \_\_\_\_\_ Overhead ( $X_I$ ): \_\_\_\_\_ GST: \_\_\_\_\_Total Project Cost ( $X_{TP}$ ): \_\_\_\_\_

Distribution of total project cost between the collaborating organizations:

- a) \*Organization 1: Rs. \_\_\_\_\_
- b) \*\*Organization 2 (if any): Rs. \_\_\_\_\_

Duration of proposed work (Yr and month): \_\_\_\_\_

Date of Commencement: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Scope of proposed work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

* We agree to the above proposal and also to the R&C terms & condition of SLIET Longowal	
Signature	Signature
(Consultant, SLIET Longowal)	(Authorized signatory of the client)
Name:	Name:
Date:	Date:
Signature: (Head of the Department)	Date of Project Registration:

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Name:	Project Number:
Date:	Signature Dean (R&C)
	Date:

\*\* For collaborative project. The same as above be got signed from the collaborating organization. The client shall make payment to the collaborating organizations in form of separate cheque/DD/Digital transfer. The PIs/Co-PIs of the concerned organizations shall be responsible for execution of work of their part and submission of UC to the client in the specified format (Form No. CP-04).

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*Terms and conditions for the consultancy projects*

1. The consultancy services are of advisory/research nature and are not liable to any litigation.
2. No penalty can be imposed on the PI/Institute in case of any loss to the industry due to this consultancy.
3. An advance of 50% to 100% (on case to case basis but not less than 50%) of the total consultancy/project cost must be paid to the Institute to get the work started.
4. The agreement shall come into effect only after receipt of advance payment towards the consultancy project.
5. If found necessary, the duration of the project can be extended with mutual consent of both the parties.
6. If the project is not executed by the PI/consultant or terminated before due date of completion, the amount will be returned to the client after deducting Overhead and Tax component if any.
7. If the project is terminated by client during execution but well before half of the duration of project, the advance payment made by the client shall be forfeited.
8. If the project is terminated by client when the project is near completion, the client has to pay full amount towards total project cost.
9. Project and consultancy rule of the Institute shall be applicable.
10. In case of any dispute, Director SLIET Longowal shall be the final authority to take decision and it shall be binding to both the client and the consultant.

Form No. CP-04

**Sant Longowal Institute of Engineering and Technology, Longowal****Utilization certificate**

Utilization certificate should be filled in the format as provided by the funding agency. In case no such format is specified, the the following format shall be adopted.

Sr. No.	Name of Head	Amount Sanctioned	Expenditure
	Total		

Total amount sanctioned \_\_\_\_\_

Total amount received \_\_\_\_\_

Total expenditure (within the sanctioned amount) \_\_\_\_\_

Refund to funding agency/ reimbursement = Total amount received - Total expenditure

PI/ Consultant


DR (A &amp; A)

Dean (R &amp; C)

Head of the Institute

Form No. CP-05

## TESTING JOB ORDER

	<b>Sant Longowal Institute of Engineering and Technology, Longowal</b> (Deemed-to-be University) Sangrur, PIN- 148106, Punjab, INDIA
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Name of the applicant: \_\_\_\_\_ Billing Address \_\_\_\_\_  
 Address of the applicant: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

Affiliation (Please tick)

<input type="checkbox"/>	SLIET Longowal	<input type="checkbox"/>	Educational Institution/ Govt. R&D Labs	<input type="checkbox"/>	Industry
--------------------------	----------------	--------------------------	--	--------------------------	----------

Name of the test: \_\_\_\_\_  
 Tools & equipment to be used: \_\_\_\_\_  
 Name of Laboratory & Department at SLIET: \_\_\_\_\_  
 No. of Samples .....  
 Description of sample .....  
 Mention if Toxic/ explosive/ radioactive .....

(Signature of Client/ indenter)

Recommendation of forwarding authority from the organization of the client (if any)

.....

### For official use

Recommendations of faculty Incharge of the laboratory to be used at SLIET:

.....

Approval by HoD: .....

.....

Date(s) allotted for testing .....

Applicable fee: ..... Payment receipt no. and date:.....

(Signature of faculty Incharge of the Laboratory)

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Form No. CP-06

**SEEKING APPROVAL OF A CONDUCT/ SUPPORT TO EVENT**

1. (a) Title / Name of the Event: \_\_\_\_\_  
 (b) Major discipline in which it falls : \_\_\_\_\_  
 (c) Period : \_\_\_\_\_  
 (d) Coordinator(s) and Department : \_\_\_\_\_  
 : \_\_\_\_\_
2. (a) Objective and Scope in organizing the Workshop in the context of the present day national needs (Max. 250 words:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (b) Target Audience (Faculty/ Industry personnel/ Research Scholar/ Student)  
 : \_\_\_\_\_
3. Source of funding (other than Institute):

S.No.	Name of the Agency	Amount Requested/Sanctioned
1		
2		
3		

4. (a) Total expected number of participants:
  - a. Delegates from India : \_\_\_\_\_ no(s)
  - b. Delegates from abroad<sup>1</sup> : \_\_\_\_\_ no(s)
  - c. From SLIET Longowal : \_\_\_\_\_ no(s)
- (b) Proposed speaker(s) delivering invited talks and practical sessions

S.No.	Names of speakers	Affiliation
1		
2		
3		
4		
5		
6		
7		
8		

---

<sup>1</sup> Permission from Ministry of External Affairs is necessary

5. Total anticipated expenditure (Rs.) under the following heads:

- (a) TA/DA : \_\_\_\_\_
- (b) Pre-Conference printing (announcements, abstracts etc.): \_\_\_\_\_
- (c) Stationery : \_\_\_\_\_
- (d) Secretarial Assistance : \_\_\_\_\_
- (e) Publication of proceedings : \_\_\_\_\_
- (f) Boarding and Lodging of delegates : \_\_\_\_\_
- (g) **TOTAL of (a) to (f) :** \_\_\_\_\_

6. Total anticipated income out of the following:

- (a) Registration fee of the participants delegates : \_\_\_\_\_
- (b) Sale of proceedings to be published : \_\_\_\_\_
- (c) Any other income / grant : \_\_\_\_\_
- (d) **TOTAL of (a) to (c) :** \_\_\_\_\_

7. Grant requested from SLIET Longowal (if any): \_\_\_\_\_

8. Any other information which you may like to add: \_\_\_\_\_

9. I/We understand that overheads @ of 5% gross receipts (registration fees only) is payable.

Coordinators

Head, Department of \_\_\_\_\_

Dean (R & C)

Director