

SPONSORED PROJECTS

Rules and Regulations



NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR

July, 2018

Handwritten signature

General Rules and Regulations

The faculty members or the departments of the institute shall take up sponsored projects after taking approval through proper channel (Dean R & C / Director). Sponsored projects normally refer to projects in which Principal Investigator (PI) does not charge any honorarium. For a project sponsored by government agency no honorarium in any form can be claimed. Amount may be used by the PI as approved in the respective budget head by the funding agency. For projects from industry and other agencies, any balance amount at the end of the project will be treated as per policy of the sponsor.

Norms for sponsored research 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 a project, the following budget heads may be taken into account:
 - Salary of Project Staff including PhD Scholars/ Research associates
 - Equipment
 - Consumable
 - Travel (Domestic/International)
 - Contingency
 - Administrative Overheads (@20% of Total Project Cost)
3. All projects proposals are to be sent to Director through proper channel for recommendation. The "Project Proposal Form" duly completed must be submitted along with the proposal.
4. After obtaining approval from the Director, a forwarding letter and the copy of the project proposal will be handed over to the PI for submission to the funding agency.
5. The project normally will be started after the receipt of funds.
6. The project expenditure for equipment and consumable will be maintained in a separate stock register by PI.
7. Office of the Dean R&C shall maintain the records of approved sponsored projects in the institute.



Selection procedure for recruitment of project staff.

- A. Once a project is approved by the sponsored agency, the project staff shall be recruited strictly as per the guidelines provided in the scheme.
- B. PI will send the draft advertisement to complete authority for approval and once approved same will be advertised. The positions will be advertised through institute website and through other means and applications will be received.
- C. The applications will be screened through a dully constituted screening committee.
- D. A selection committee comprising of following members will make the final selection of the concern project staff.
- | | |
|-----------------------------------------------------------------------------------|----------|
| i. A senior faculty member/ Dean R&C / Directors nominee | Chairman |
| ii. Head of the Concerned Department | Member |
| iii. Concerned Principal Investigator | Member |
| iv. One faculty from outside the department | Member |
| v. One external expert from outside the
Institute (if required by the sponsor) | Member |

In case a different selection committee is mentioned in the guidelines of the sponsoring agency, same shall be followed.

- E. Final selection
Selection committee report shall be submitted to the Director for approval and the appointment letter in favour of selected staff will be issued.
8. The project position/ qualifications and fellowships/ emoluments, terms and conditions for project staff shall be as per the guidelines of sponsoring agency. However, in case same are not available then MHRD guidelines will be followed.



STUDENTS INTERNSHIP PROGRAM

Rules and Regulations



NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR
July, 2018

[Handwritten signature]

NIT Srinagar facilitates the students from different required institutes to do internship program in its premises. The main purpose of internship program is to assist the participants in development and carrying out the major research project which will serve to culminate their internship experience. Internships are individualized to the need and interests of each student in the program. The students are expected to take an active role in finding appropriate internship in different departments of NIT Srinagar. The internship procedure is given below

1. The students have to fill up internship request form through email or personally. The students must fill undertaking duly forwarded by the parent institution.
2. After receiving application the Training and Placement office will give date to the candidates to visit the institute for completing the required formalities.
3. The institute will release the final consent to candidates after completing financial and documented formalities.
4. The proposed fee for internship is mentioned below:

S.No	Course	No of Weeks	Fee (Rs.)	
			With institute infrastructure	Without institute infrastructure
1.	B.Tech.	4	4000	2000
		6	6000	3000
2.	M.Tech	6	10000	3000

The above fee is inclusive of all taxes. **Out of 50% of total income received from the fee, 20% will be credited towards IRG and 30% towards Institute Research Fund** and other 50% will be distributed among the concerned faculty/ lab or supporting staff as honorarium.



(ANNEXTURE A)

NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR**Endorsement Certificate for Undertaking Testing/Consultancy Assignment**

The following department is/are authorized to execute the consultancy project titled

“ _____
_____ ”

on behalf of National Institute of Technology Srinagar, as per the details given below.

S.No.	Consultancy/Testing Details	
1.	Name of the Client/Agency :	
2.	Request Letter No. & Date	
3.	Department	
4.	Name of the Consultant Incharge	
5.	Name (s) of Co-Consultant (s)	
6.	Name (s) of Supporting Staff (if any)	
7.	Gross Consultancy Charges (a+b+c)	
	(a) Consultancy fee	
	(b) Overheads	
	(c) GST (as applicable)	
8.	Proposed Date of Commencement of project :	
9.	Proposed Date of Completion of project	

It is certified that the consultancy charges mentioned above are in conformity with the rates being charged by the department for Govt./Semi Govt./ Private agencies and are reasonable. Moreover the above work if approved will be undertaken subject to the condition that it will not in any way disturb the normal functioning of the department in general and academics in particular.

The above proposal may please be approved.

(Consultant-in-Charge)

Recommendation of HOD

Approved/Not Approved

Dean (R&C)

**Office of Dean Research and Consultancy
National Institute of Technology, Srinagar**

Intellectual Property Rights Policy

1. Objectives:

The objectives of the policy are as following:

- a. To provide an encouraging environment for research and development for generation of Intellectual Property (IP) to the faculty, students and other researchers associated with the Institute.
- b. To provide support in every possible way to the inventors of the IP associated with the Institute and safeguard the IP developed.
- c. To formulate the regulations and guidelines regarding ownership of the IP and revenue sharing upon commercial exploitation of the IP.
- d. To provide legal support to the inventors against any case of unauthorized use of IP.
- e. To create awareness among the students, staff and faculty likewise about the IP.

2.1. IP Evaluation:

An institutional review committee for timely assessment and evaluation of intellectual property shall be constituted by the Dean R&C. The committee would constitute of Dean R&C as chairman along with faculty experts from the field of invention and an IP expert. The IP expert can be a person from the state nodal agency who has expertise in evaluation and filing of IP. In certain cases, external members from the institute can also be included in the review committee. The inventor can also suggest the names of members of required expertise that can evaluate the creativity, originality and innovativeness of the invention. The objectives of the committee would be following:

- a. To determine and assign the ownership of the IP. It is up to the committee to decide whether the ownership would be restricted to an individual, institute (institute projects) or a joint ownership in case of externally funded project.
- b. To evaluate the IP on the scale of originality, usefulness, and practicability of the invention.

- c. To decide whether or not the invention has commercially applicability
- d. The evaluation process of the IP should be completed within a maximum time limit of four months.
- e. Upon the evaluation, if the committee decides against the application of the IP to support, then the institute shall claim no ownership of the invention and all the rights shall automatically go to the inventor/s.

2.2. IP Ownership

- a. NIT Srinagar (NITSRI) would hold the ownership rights when the IP is developed by the students, faculty, staff, or any external personnel not related to NITSRI by using the funds or facilities available with the institute.
- b. However, in case a payment has been made by the individual to the institute for utilization of facilities, NITSRI cannot claim the exclusivity in the ownership and hence an agreement on mutual accord can be reached that provides joint ownership rights to the inventor and NITSRI.
- c. In case when an IP is developed as a part of work that has been funded by external agencies or consultancy, then a joint ownership must be established with proper rights to license the innovation.
- d. In issues of copyrightable material such as software, lectures (video lectures), books, circuit designs, images developed by NITSRI personnel for use by external agency or industry, the institute shall claim the rights for the ownership of the IP. However, the developers shall be free to use the IP for research and teaching purposes by reverse license agreement with NITSRI. The institute shall not claim any copyrights on the books and research scientific articles authored by individuals of NITSRI. It is, nevertheless expected from the authors to gratefully acknowledge the institute for any assistance. Also, NITSRI reserves the right to use the IP for academic purposes.
- e. Additionally, the developers shall hold the ownership rights if the IP is developed outside their area of regular assigned work of research and teaching or without any significant use of institute's resources and facilities. For theses and dissertation reports related to academic activity, the students will hold the ownership rights. However, the students should give a royalty-free right to NITSRI to use the reports for academic purposes, as and when required. An

agreement for the same must be included in the theses properly signed by the student, department head and Dean R&C. Moreover, in case an application has been made for grant of IP and not yet granted, an agreement for thesis confidentiality at the time of thesis submission should also be included.

2.3. Obtaining Rights:

In case the review committee decides in favor of protecting the IP, the institute shall follow the following to ensure IP protection:

- a. The institute should appoint and provide an attorney to draft the IPR application as appropriate for the invention.
- b. The institute shall bear all the costs related to access of IP databases, for IP search, prior art etc.
- c. The institute shall also bear the expenses for drafting and filing the IP application. This also includes the cost for filing overseas applications. In any case, if the institutional committee decides against the IP evaluation, all these costs have to be borne by the inventor personally.

3. Disclosures and Confidentiality

Following procedure should be followed for disclosure of the IP by the inventors.

- a. For all the IP produced and developed at the institute, i.e. NITSRI, the inventors have to disclose the IP to Dean (R&C) in a proper format (IP disclosure form) at the earliest. With this disclosure, the inventors would assign the rights of the IP to the institute. Similarly, the students of the institute are expected to submit their IP disclosure form along with their thesis work (B.Tech, M.Tech or PhD) properly signed and forwarded by their supervisor. It would be the responsibility of the institute to maintain the confidentiality of the IP once it has been submitted to the committee for evaluation for assessment for filing and possibility of commercialization.
- b. For all the IP generating from the externally funded projects and collaborative project, the IP disclosure shall be done as per the contract terms and conditions.

4. Revenue Sharing

- a. Upon commercialization of the intellectual property developed at the institute, the revenue generated by the royalty payments would be shared between the institute and the inventors with a respective percent sharing of 40% by the institute and 60% by the inventor.
- b. In case of multiple owners of the IP other than the institute, the owners shall come to an agreement before filing the IP as to how to share the revenue.

5. Conflict of Interest and Jurisdiction

It is the responsibility of the inventors to disclose any conflict of interest or potential conflict of interest prior to applying for evaluation to the institute's committee. In case of any dispute, the aggrieved party may contact the Director NITSRI. In all circumstances, the decision taken by the Director NITSRI would be final and abiding by all. All the agreements or contracts signed by NITSRI will be under the Srinagar jurisdiction.



NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
HAZRATBAL, KASHMIR.

Sub: Recommendation of Deans Committee for revision of Consultancy Rules of NIT, Srinagar.
Ref: BOG Resolution No. BOG-12 (FC-14 dated 29-09-2018) / 97 dated 29-09-2018

Order No. 09-BOG/97
Dated 29-09-2018

Board of Governors on the recommendations of the Finance Committee approved adoption of revised Consultancy Rules of NIT Srinagar with following modifications (Revised Consultancy Rules **are enclosed**):

1. Disbursement of Testing and Consultancy Charges

- 10% to be credited to Students and staff welfare fund (in the ration of 2:1) respectively instead of 15%.
- 5% Contingencies Fund (modified) and rest will remain as proposed.

2. Students Internship program

- Out of 50% Institute share in Students Internship programme, 20% to be credited towards IRG and 30% towards Institute Research Fund.

The above Consultancy Rules shall be superceded by Consultancy Rules of NIT Council as and when circulated.

Sd/-


(Prof. Rakesh Sehgal)
Ex-officio / Director

No. NIT/BD/18/580-605

October 18, 2018

Copy for information and necessary action to:

1. All Deans / HODs / Sections
2. Registrar
3. Dy. Registrar (Accounts)
4. A. R. Audit
5. PA to Director


(Dr. Nisar Ahmad Mir)
Secretary / Registrar

Revised

RESEARCH & CONSULTANCY

Rules and Regulations



NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR
July, 2018

Handwritten signature or mark

1. General

Testing and consultancy projects are important tools to achieve the objectives of technical education. Therefore as a matter of policy, the institute consciously encourages its faculty members to undertake these works. The faculty members of various departments of the institute are permitted to engage themselves in testing and consultancy practice to such extent which will not interfere with the discharge of their duties and within such limits as the institute lay down from time to time. All testing and consultancy services whether carried out by an individual or a group of faculty members irrespective of the quantum of facilities availed, is considered as official for which prior approval of the competent authority is required.

2. Research and Consultancy Cell

Consultancy services being rendered by the institute to various industries, private and public sector units and Govt. organizations have been a perennial source of its internal revenue generation. Keeping in view the huge potential that exists in area of testing and consultancy, and to give it a further boost by promoting such activities at the institute level, a Research and Consultancy Cell which is headed by Dean Research and Consultancy (R&C) needs to be strengthened in the institute. This Cell shall be responsible for development and monitoring of such activities, undertake periodical review and subsequently suggest measures from time to time and ensure smooth conduct of these activities in a time bound manner. Dean (R&C) will collect all relevant details from the departments regarding different available testing/consultancy specializations along with nominated Officer Incharge/(s) and put it on institute website so that it will be easy for the client to check the availability of particular testing/consultancy facility in the institute. Moreover Dean (R&C) shall coordinate all such activities so that a uniform policy is adopted.

3. Methodology for undertaking testing/ consultancies services

For allocating the Testing & Consultancy works to faculty/staff member(s), following methodology shall be adopted:



- i. The request letter from the clients for availing the testing/ consultancy services of the institute shall be addressed to the Dean R&C which shall subsequently be forwarded to the concerned Head of the Department.
- ii. The Head of the Department on receipt of such requests shall nominate the Officer Incharge from amongst the faculty members of the department having specialization/expertise in the relevant field. The consultancy offer shall be examined by the consultant/(s).
- iii. The Head of the Department concerned will ensure even distribution of the consultancy assignments amongst the faculty/ staff member(s) in the department so that all the faculty/staff member(s) of a particular specialization in a department get consultancy work. Normally consultancy works should be carried out in a team manner involving persons belonging to the field of specializations. The technical and academic responsibility of the consultancy work carried out shall lie on the consultancy team. The HOD can be a member of consultancy team only for consultancy work of his/her specialization.
- iv. The consultancy proposal including scope of work of the consultant and the client as well as budget including institutional charges, GST and other taxes as applicable needs to be submitted through Head of the Department to Dean (R&C) along with endorsement format (Annexure "A"). Dean (R&C) will examine the proposal and ensure participation of only specialized team members of the department related to particular consultancy/testing assignment and if found in order accord necessary approval.
- v. Consultancy/testing projects involving only site visit or personnel discussion a minimum amount of Rs 7000.00 per day for faculty/consultant and Rs 1000.00 per day for technical and other non academic staff may be charged.
- vi. To ensure timely implementation of the consultancy works undertaken 100% advance payment is to be deposited by the client for consultancy works of short duration (i.e. less than one year). If the job is for a period of more than one year, the consultancy fee will be charged in the installments from the client.
- vii. The full estimated fee for the consultancy services is to be deposited in the institute chest. The work shall normally be taken up only after receipt of full payment in advance. In



case the consultancy work is to continue for more than a year, Dean (R&C) may permit commencement of work with only yearly cost deposited in advance.

- viii. The report of consultancy works shall be prepared and signed by the concerned consultant (s) /Officer Incharge. All such reports are then to be forwarded to Dean R&C through the respective Head of the department for onward transmission to the client firm. The department will maintain a record of all reports submitted to the client firm and a copy will also be filed in the office of the Dean R&C for record.
- ix. Approval for various expenditures involved in the consultancy shall be granted by the concerned Head of the Department upto Rs 25000/- and by the Director beyond Rs 25000/-.
- x. In case of any dispute or future queries/clarification on a particular testing/consultancy report, the concerned consultant(s)/officer Incharge shall be responsible to respond to these queries/clarifications.
- xi. There shall be a maximum ceiling of one year gross salary on the earnings of consultancy in case of individuals. However in case of important and urgent cases, the limit may be relaxed on the merits of a particular case by the Director.

4. Guidelines for outstation works

In case the faculty members are required to undertake outside visits in connection with the testing/consultancy projects, they shall be granted duty leave by the competent authority subject to a maximum of 30 days in a year which should not exceed 7 working days in a semester. In addition, he will get TA and DA at rates admissible to the members of the faculty/staff or as mutually agreed upon with the client firm. The expenditure on this account shall be claimed separately to the client and reimbursed to the concerned faculty/staff member.

5. Disbursement of testing and consultancy charges

The procedure for distribution of the testing and consultancy fee will be as follows:

- 30% of the gross amount of consultancy will be deducted as institute share and credited as under;
 - 35% of institute share shall be credited in institute research fund
 - 20% to be credited to be institute account



- **10% to be credited to students and staff welfare fund (in the ratio of 2:1) respectively**
- **05% to be credited to Contingencies Fund**
- 30% to be distributed as honorarium to the staff of Account Section, Direction Office (excluding Director), concerned Department Office (excluding HOD), Dean R&C office (including Dean R&C) and Registrar office (including Registrar) as 8%, 4%, 5%, 7%, 6% respectively.

The remaining 70% to be distributed as under:

- Any expenses as incurred during execution of Consultancy Work like consumables/travel/documentation and labour engagement if the provision for the same in the assignment.
- 11% of the remaining amount shall be credited to the Director and Head of the Department (5% and 6% respectively) as honorarium.
- The remaining amount shall be distributed among the consultancy team on the basis of responsibility and involvement.

The distribution bill shall be prepared by the concerned consultant/officer I/C duly forwarded by HOD and submitted to Dean R&C for approval of the Director.

6. Conduct Rules

Faculty and staff members of the institute associated with such services shall:

- i. Maintain secrecy of the test results/consultancy reports and shall not get involved in unauthorized communication of any official document or information.
- ii. The Director may at his discretion constitute committee (s) to conduct disciplinary proceedings, if necessary against faculty/staff members involved in malpractice and misconduct in connection with consultancy/testing projects. On the basis of the report, appropriate disciplinary actions may be initiated and punishment may be imposed by the Director.



7. **Exception Clause**

These guidelines shall normally be applicable to all faculty/staff members associated with the consultancy/testing activities. Any exception/deviation to these guidelines may be considered by the competent authority for approval depending upon the merits of the case.

A handwritten signature in black ink, consisting of a vertical line on the left and a diagonal stroke crossing it from the top right to the bottom left.