

**PUNJAB ENGINEERING COLLEGE  
(DEEMED TO BE UNIVERSITY)  
CHANDIGARH**

**Revised  
Rules, Guidelines & Related Information  
for  
Sponsored Research and Consultancy/Testing Projects  
(wef October 2016)**

**Issued by  
DEAN  
SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY**

## INDEX

<b>Contents</b>	<b>Page No.</b>
1. Preamble	1
2. Definitions	1
3. General	3
4. Manpower	4
5. Travel	4
6. Finance and Accounts	5
7. IDF, DDF AND PDF	6
8. Admission of projects staff to Academic Programmes	6
9. Sponsors Specific Conditions	8
10. Exception Clause	8
11. Review	8
Annexure 1- Project Initiation and Management	
Annexure 2- Selection procedures for Recruitment of Project Staff	
Annexure 3- Project Positions, Qualifications and Fellowships/Emoluments, Terms and Conditions for Projects Staffs	

## PREAMBLE

Office of Dean, Sponsored Research & Industrial Consultancy provides administrative and managerial support for the operation of Sponsored research, In-house Projects, Consultancy and other Developmental activities of the institute.

In the light of the changing priorities as envisaged by the Punjab Engineering College (Deemed to be University), the Institute considers sponsored research and industrial consultancy projects as important means for extending benefit of scientific research work at the institute to the society at large *vis-a-vis* broadening the experience base of the faculty/staff of the Institute. Therefore, as a matter of policy, the institute encourages its faculty to undertake consultancy work through which the faculty contributes toward the industrial/economic growth, strengthen institute-industry interface and enrich their professional experience. This enriched professional experience and knowledge of faculty members make them better educators. Research and consultancy projects provide a first hand knowledge of current problems of industry and the emerging areas which is very helpful in tuning the curriculum to the national needs. Both Sponsored projects and consultancy lend an opportunity to faculty for rich experience and incentives as well for their professional development.

### 1. DEFINITIONS

- 1.1 **Institute** means Punjab Engineering College (Deemed to be University), Chandigarh
- 1.2 **Department** means all the academic departments, academic centers, centre of excellence and academic service at the Institute.
- 1.3 **Director** means Director, Punjab Engineering College (Deemed to be University), Chandigarh
- 1.4 **Dean Sponsored Research & Industrial Consultancy (Dean SR&IC)** means Dean of Sponsored Research & Industrial Consultancy (Dean SR&IC) Punjab Engineering College (Deemed to be University), Chandigarh
- 1.5 **Project** means sponsored research projects, or industrial consultancy projects or routine testing projects or projects of social relevance under the aggies of Chandigarh Administration.
- 1.6 **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, supporting services and overhead charges of the institute is borne by the sponsor.

- 1.7 Consultancy Project** means consultancy assignment/job given by outside agency to a faculty/department of the Institute for the work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the Institute (i.e Director or Dean(s) or Registrar) which may be taken up as a consultancy project by faculty. The project cost may include expenditure towards manpower, equipment, consumables, supporting services and overhead charges of the institute to be borne by the sponsor. Continuing education program conducted for a single sponsoring agency may also be taken up as a consultancy project.
- 1.8 Routine Testing Project** implies those testing works where the rates are fixed by the department. The concerned Head of the Department will be the PI.
- 1.9 Projects from Chandigarh Administration** The Institute may undertake projects from Chandigarh Administration with deviations in the stated guidelines mutually agreed upon and with the prior approval of the Director.
- 1.10 Sponsor** means the organization that offers a project to the institute and provides necessary financial support for successful completion of the project in time.
- 1.11 Principal Investigator (PI)** is a member of a faculty/scientist of the Institute with necessary expertise and competence to conduct a Research and Consultancy work. Normally, the faculty the scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/ visiting professor may also be the PI.
- 1.12 Investigator (I)** means a person from amongst the faculty/scientist (emeritus fellow/chair professor /visiting professor) co-opted by the principal investigator to work jointly with him/her on the project or any other Group "A" staff so permitted by the Director.
- 1.13 Consultant:** Consultant is an individual or government/public sector undertaking/government company engaged for a specific period to carry out specific job.
- 1.14 Project Staff** means a person appointed in conformity with the guidelines to work on a project.
- 1.15 Institute Development Fund (IDF)** means a part of the Institutional Overhead Charges (IOC) / Share received from Sponsored Research and Industrial Consultancy Project credited to a separate fund operated by Dean SR&IC.
- 1.16 Departmental Development Fund (DDF)** means a fund of the department to which a part of the institute Overhead Charges /

Share from Sponsored Research and Consultancy projects are transferred.

**1.17 Professional Development Fund (PDF)** means a fund for the individual academic staff, to which a part of the institute Overhead Charges / share from Sponsored Research and Consultancy projects are transferred.

**1.18 Project Monitoring Committee:** Project Monitoring Committee (PMC) means the committee constituted to monitor the large projects with an outlay of more than Rs. 50 lacs.

## **2. GENERAL**

- 3.1** Individuals or Departments shall take up projects after taking approval of the Dean SR&IC through the Head of the concerned Department. All funds in connection with Projects should be received in the name of the Director/Dean SRIC/Registrar Punjab Engineering College (Deemed to be University) and shall be maintained in the appropriate account. The account of Projects/ IDF/DDF/PDF/ etc. will be maintained by SR&IC Office and controlled by Dean SR&IC. Norms for project initiation and management are given at Annexure 1.
- 3.2** Report(s) and data collected/ originated out of project are the joint Intellectual Property of the sponsor and the investigators 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.
- 3.3** The report of the Sponsored Research and Industrial Consultancy Projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report. One copy of the report shall be submitted to the Dean SR&IC office.
- 3.4** Institute staff may be granted project leave up to 15 days during a calendar year for work related to Sponsored Research and Industrial Consultancy Projects, in addition to the special casual leave available as per Institute norms.
- 3.5** 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 competent authority, on the recommendations of Dean SR&IC may prohibit the concerned staff member to take part in any new project either as Principal Investigator or Co-Investigator, 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 ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.
- 3.6** All purchases under projects/DDF/PDF shall be made as per institute norms. In case of equipment which is to be carried outside, the same

should be insured before they are taken out.

- 3.7** A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean SR&IC.

## **4. Manpower**

### **4.1 Project staff**

- 4.1.1** The project staff may be appointed for assisting/working on the project as per the norms of the sponsoring agency or as per the GOI norms as notified from time to time. On indicative basis the prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments are given at Annexure 2 and 3 for general information.
- 4.1.2** Appointments on all project positions drawing emolument shall be on contract only.
- 4.1.3** The Project staff shall work for fulfilling the objectives of the project.
- 4.1.4** The tenure of appointment of a 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.

### **4.2 Student Assistants**

Student assistants may be engaged to assist in project as per the provision of Earn While You Learn scheme of the institute.

### **4.3 Consultants or Subcontract**

The PI may, with the prior approval of Dean SR&IC may avail the services of individuals and agency not in the Institute service or government organization as Consultants. However, the amount payable to consultant(s) may be limited to 40% of the total contracted amount in consultancy project and should be budgeted under direct expenditure.

## **5.0 Travel**

- 5.1** The most expeditious and convenient mode of travel should be used to minimize 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.

Approval for domestic travel shall be accorded by PI including for self-subject to leave approved by the competent authority. Faculty/Scientist and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Dean SR&IC.

Payment of charges to travel agents for Ticket purchase assistance, Visa

assistance, Insurance etc. shall be admissible from project funds. However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

- 5.2 Approval of Dean SR&IC will be required for all international travels and any deviations from above.
- 5.3 Out of pocket expenses will be payable for the actual period of field work at the work place at the following rates and will not be admissible for the journey period.
- 5.4 The P.I/Staff may undertake field visits for discussing the modalities and details of the project on lump sum charge basis to the client.

Category of Staff	Rate
Class 'A' and 'B' and Consultants	Rs.600/- per day or part of a day
Class 'C' and 'D', Project staff and others	Rs.400/- per day or part of a day

## 6.0 Finance and Accounts

### 6.1 Sponsored Research Project

- 6.1.1 At the time of submission of a sponsored research project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 20% of the total basic project cost or at the rate permitted by the sponsor for government departments.
- 6.1.2 If any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among them.

### 6.2 Consultancy Project

- 6.2.1 At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 25% of the total contracted project cost. However, such share shall be 40% for routine testing.
- 6.2.2 Details of distribution of **consultancy** project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
Service Tax	L	L
Total contracted amount (T)	(G-L)	(G-L)
Institute Overhead Charge Share (P)*	0.25 T	0.40 T
Investigating Team Share (F)	0.75 T	0.60 T
Direct Expenditure** if any (E)	E	E
Balance Available for Distribution B	F-E	F-E

\* For large consultancy project funded by a Government Organization (IOC) /institute share may be negotiated with approval of Director

\*\* Direct Expenditure is limited to 15% of F generally.

**6.2.3** For consultancy project with an outlay of Rs. 5 lacs or more, interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the balance amount and that the amount of distribution is commensurate with the work completed.

**6.3** A separate account head shall be maintained for each project by Dean SR&IC office. ACF&A/ the designated officer for the purpose shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.

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

## 7.0 Share of IDF, DDF AND PDF

The distribution of institute overhead charges (IOC) to be credited to the IDF, DDF, PDF and Electrical Charges may be as per the following table.

### Distribution of IOC for Respective Shares in percentage

Type of Project and Component available for distribution	IDF (a)	DDF (b)	Elect. Charges (c)	PDF (d)	Incentive to Staff (e)*
<b>(A) Sponsored Research Project / HRD Programmes</b>	50	20	NIL	20	10
<b>(B) Consultancy Project</b>	50	15	NIL	25	10
<b>(C) Testing Project</b>	70	20	NIL	0	10

\*Details of distribution of amount at (e) in percentage

1. Department office (20%)
2. Dean SRIC office and persons directly related to SRIC work (30%)
3. Technical Staff of Department (50%)

**7.1 Utilization of Institute Development Fund (IDF):** A part of the Institutional Overhead Charges (IOC) / Share received from Sponsored Research and Industrial Consultancy Projects shall be credited to a separate fund IDF. This fund shall be operated by Dean SR&IC with the following objectives.

- a. Supporting DSR&IC office for managing project accounts using the services of accountant cum office manager
- b. Providing Research Initiation Support to young faculty below 35 years of age, for the projects submitted to outside agency including travel cost.
- c. Providing support for extending ongoing sponsored projects for presenting IPR patent filing/sending/presenting to outside agency.



- d. Funding expenditure on incubation and dissemination of idea as a product.
- e. Research promotion activity for the above said purposes may be followed by a presentation by the faculty to the department faculty of experience sharing.

## **7.2 Utilization of Department Development Fund (DDF)**

DDF fund can be utilized for the following purposes:

- a. Development of Departmental Infrastructure facilities like equipment laboratories, class rooms, committee/ conference rooms.
- b. Repair, maintenance and A.M.C of equipment.
- c. Repair and maintenance of office and lab
- d. Seed money for holding conferences/ workshops and seminars etc.

The budget for utilizing DDF may be recommended by the Department Faculty Committee and approved by the Dean SR&IC. For any special requirements not covered above a proposal may be sent by the DFC of the Department for consideration of the Dean SR&IC.

## **7.3 Utilization of Professional Development Fund (PDF)**

**7.3.1** The PDF can be utilized by the concerned individual for the following purposes:

- a. Travel (domestic and abroad) and related expenditure for individual, student or Outside expert
- b. Exploratory visits
- c. Engagement of project staff
- d. Fee and related expenditure for acquiring training/qualification(s)
- e. Membership fee of professional societies
- f. Books, journals related, stationary and computer consumables and any storage media
- g. Mobile phone (once a year), data card for internet, telephone call (pre or postpaid), connectivity charges
- h. Office peripherals, furniture for lab and offices, camera (all types), instrument, computer (all types) and peripherals

**7.3.2** All travels (domestic and abroad), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval from Dean SR&IC.

**7.3.3** The items procured out of PDF shall be properly accounted for by the concerned department /centre and shall remain as the property of the Institute. However, items purchased under 7.2.1 f & 7,2.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the Institute. Any items purchased under clauses 7.2.1 h and any major assets procured may be retained by the concerned person on payment as per

clause 7.2.4.

**7.3.4** For clause 7.2.1 h the depreciated value (for which the rate of depreciation will be a flat 25% per year) or 5% of the purchase value, whichever is higher, will be payable.

**Note:** The following conditions will also apply for retaining items under this clause:-

- (i) He/she has served the Institute for a minimum period of 10 years.
- (ii) He/she has purchased these items from PDF.
- (iii) Only one Desktop PC and one Laptop, peripherals and other electronic items (one of each type, like only one printer, one scanner etc.) can be retained by the concerned person.

**7.3.5** After leaving the Institute the PDF will also be available to the concerned person for 3 years for expenditure at sl. 7.3.1 a, c and e only.

**Note:** Leaving the Institute means not serving the Institute in any capacity like faculty/re-employed faculty/Emeritus Fellow/Chair faculty/visiting faculty etc. Serving as consultant will not be counted as serving the institute.

## **8. Admission of projects staff to Academic Programmes**

**8.1** A project staff is eligible to register for Ph.D or Master's Program of the institute as per institute norms subject to his/her satisfying the admission requirements of the institute.

**8.2** The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of institute fellowship and shall finance himself/herself beyond the tenure of the appointment if institute fellowship is not awarded.

**8.3** The project staff admitted to Ph.D Master's Program will be governed by the relevant ordinances and fulfill his/her obligations towards the PI and the project in which he/she is appointed.

## **9. Sponsor Specific Conditions**

Specific conditions of sponsor (e.g. DST, DAE, CSIR) for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

## **10. Exception Clause**

These guidelines shall normally be applicable to all Projects. However, any changes required which does not constitute to policy change may be approved by Director on the recommendations of Dean SR&IC.

## **11. REVIEW**

These rules may be reviewed normally in three years or as per needs.

## Annexure 1

### **1. PROJECT INITIATION AND MANAGEMENT**

- 1.1** Each project will have a Principal Investigator (P.I.) who will be a faculty member /Scientist/Officer in the service of the Institute and who will be responsible for:
- (i)** Formulating the project proposal which may include
    - (a)** Planning of the work to be done,
    - (b)** Estimating costs according to the guidelines provided in the later section, and
    - (c)** If necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the institute.
  - (ii)** Co-ordination and execution of work,
  - (iii)** Handling all communications with the sponsor,
  - (iv)** Writing of intermediate and final reports according to the project proposal
  - (v)** 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.
- 1.2** The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other Group 'A' employee so permitted by the Director can be co-opted as investigator.
- 1.3** The PI will prepare research project proposal in conformity with:
- (i)** permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the institute
  - (ii)** provision for Institution overhead charges as per the rules of the Institute,
  - (iii)** other guidelines for Sponsored Research Projects, and
  - (iv)** Rules, Regulations & Statutes of the Institute.
- 1.4** All research project proposals shall be submitted to the sponsors through the concerned Head of the Department and Dean SR&IC.
- 1.5** It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 1.6** The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 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 Dean SR&IC for placing the same before the Govt. of Audit, for verification or as and when required for any other purpose.

- 1.8 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) 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 Dean SR&IC.
- 1.9 The PI shall write to the sponsor for timely release of funds with a copy to the Dean SR&IC for follow up, if necessary.
- 1.10 **For Sponsored Research Project:** The sponsor which assigns the research project usually are approached by an individual or a functionary of the Institute (i.e. Head of the Department, Dean SR&IC or Director).  
**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. Head of the Department, Dean SR&IC or Director).
- 1.11 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.
- 1.12 The Emeritus Fellows, Chair Professor, Visiting Faculty, etc. can be appointed/ nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.
- 1.13 If the PI leaves the institute, retires or proceeds on leave or not available for some reason, Dean SR&IC, on the recommendation of the P.I. (if he/she is available) shall appoint 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 the Dean SR&IC through H.O.D.
- 1.14 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.
- 1.15 Project file will be closed with the submission of final project report and final settlement of accounts etc.

## **2. BUDGETARY NORMS**

### **A. FOR SPONSORED RESEARCH PROJECTS**

The total agreed charges of a Research project will consist of the Institute share, actual expenses of the project covering following.

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work (domestic and foreign if budgeted/ allowed by sponsor)
- (iv) Computational or other charges payable to any other outside agency.
- (v) All contingency expenses for report preparation of report and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.
- (vi) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (vii) Insurance on equipment and manpower during travel

### **B. FOR CONSULTANCY PROJECTS**

The total agreed charges of a Consultancy project will consist of the institute applicable taxes, overhead charges, actual expenses, and the remuneration to be distributed to the faculty and staff. The actual expenses i.e. Direct Expenditure should cover the following costs related to the project. The service tax will be applicable as per government rules.

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Principal Investigator may have to pay to the Institute or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- (vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.

- (viii) Insurance on equipment and manpower during travel
- (ix) Any other costs considered appropriate.
- (x) Charges to consultant or sub-contractor, if any.

The approval of the Dean SR&IC to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

### **3. 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 for approval.

### **4. DISAGREEMENTS / DISPUTES**

- 4.1** Any disagreement within the Institute arising at any stage of a Consultancy project will be resolved in consultation with Dean SR&IC / Director to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 4.2** In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.

### **5. ARBITRATION**

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

### **6. PUBLICATION OF RESULTS**

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

**7. PROJECT MONITORING COMMITTEE**

For large projects the Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least once a year) for timely completion of the projects. The committee may also advise Dean SR&IC in any other matter on the project.

- (1) Dean SR&IC – Chairman
- (2) Head of the concerned Deptt or his nominee- Member
- (3) Head of one more Deptt. from relevant field or his nominee- Member
- (4) One faculty member from relevant field- Member
- (5) Principal Investigator- Member
- (6) One expert from outside the institute in relevant field, if required or representative of sponsor, if required by sponsor

- 8.** To ensure smooth administration & management of projects forms developed by Dean SR&IC may be used by PIs and other concerned.

**SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT  
STAFF  
(Including for Walk in Interview)**

**1. PREPARATION OF DRAFT ADVERTISEMENT**

- (i) Principal Investigator will send the draft advertisement to Dean SR&IC for approval
- (ii) Dean SR&IC will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.

**2. ADVERTISEMENT OF THE POSITIONS**

The Principal Investigator will advertise the positions through institute website and through other means and receive the applications.

**3. SCREENING OF APPLICATIONS**

- (i) The P.I. will fix the meeting of Screening Committee and send the report of the screening committee to Dean SR&IC for approval.
- (ii) The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean SR&IC.
- (iii) For walk in interview, screening is not required.

**4. SCREENING COMMITTEE CONSTITUTION**

- (i) Faculty from the existing panel approved by the Director -- Chairman
- (ii) Concerned Principal Investigator – Member
- (iii) One faculty member from the Department as available to the P.I.—Member.

**5. INTERVIEW**

- (i) The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Dean SR&IC for approval.
- (ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

**6. SELECTION COMMITTEE CONSTITUTION**

- (i) Faculty from the existing panel approved by the Director -- Chairman
- (ii) Head of the Concerned Department or his nominee – Member
- (iii) Concerned Principal Investigator -- Member
- (iv) One faculty member from outside the Department as available to P.I. – Member
- (v) One external expert from outside the Institute if required by the sponsor – Member.



**7. FINAL SELECTION / APPOINTMENT**

Selection Committee report will be approved by Dean SR&IC and appointment letter will be issued by Registrar.

**INDICATIVE PROJECT POSITIONS, QUALIFICATIONS AND  
FELLOWSHIPS/EMOLUMENTS, TERMS AND CONDITIONS FOR  
PROJECTS STAFFS**

**1. Project Positions, Qualifications and Fellowships/Emoluments**

<b>A.</b>	<b>Fellowships</b>	<b>Minimum Qualifications</b>	<b>Amount (per month)</b>
1	Project Associate	B. Tech/B. Arch/M.Sc./M.A.	20,000/- to 40,000/-
2.	Research Associate	M. Tech/M. Arch/M. B.A. (2 years duration) Ph. D. in Science/Ph.D. in Arts	25,000/ to 50,000/-
3	Project Fellow	Ph.D. in Engg/Ph. D. in Science with 2 year experience(After Ph.D)/ Ph. D. in Arts with 2 year experience (After Ph.D) or M.Tech. /MBA + 3 year or B.Tech. + 6 year experience	30,000/- to 70,000/-
	<b>Other Positions</b>	<b>Minimum Qualifications</b>	<b>Emoluments per month</b>
4	Project Consultant	Ph.D. + 4 year experience Or M.Tech/M. Arch + 6 years experience or B.Tech/B. Arch +10 years experience	50,000/- to 1,50,000/-
5	Project Assistant	(Technical) Diploma (3 years ) duration or ITI with 4 years experience	15,000/- to 30,000/-
6	Project Officer (Admin)	MBA/CA	25,000/- to 50,000/-
7	Project Assistant (Admin)	Graduation	15,000/- to 30,000/-
8	Project Attendant (Admin / Tech.)	12th pass or 10th pass +2 year experience or 8th Pass + 4 years experience	8,000/- to 20,000/-

**Note :-** (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean SR&IC on the recommendation by PI.

(iii) However, if sponsor (e.g. DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed

2. **HRA:** The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the Institute rules, if accommodation in the campus is not made available to him/her. If the person is residing within the Campus House Rent Allowance (HRA) upto entitlement or actual payment made whichever is less will be payable. HRA shall be charged to the salary head of the respective project.

3. **Conduct Rules:** The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the P.I any official document or information to any person or agency. They shall also follow general code of conduct of the institute.
4. **Disciplinary Proceedings:** Dean SR&IC may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings 16 against project staff, if necessary. On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean SR&IC.
5. **Leave:** All project staff working on project shall be entitled for following types of leave: Casual leave: 8 days per year on pro-rata basis  
Earned leave: 2½ days per completed month of work  
Maternity leave: 135 days (Only for the appointment for a year or more)  
The record of the leave shall be allowed and maintained by PI.

**STEPWISE PROCEEDURE TO UNDERTAKE CONSULTANCY/TESTING PROJECT**

1. All the requests for consultancy/testing may be addressed to the Director/DSR&IC PEC Chandigarh and the same invariably be entered in diary of the institute.
2. The consultancy/testing project received in the department in the name of a particular faculty member as principal investigator (PI) will normally stand allotted to him unless he is debarred from taking up such project by an executive order. In all other cases the HOD concerned will circulate the letter amongst the faculty members of relevant specialization and choose/nominate PI of the project by rotation amongst the faculty members who show interest. The faculty should be encouraged to form cohesive groups or specialization in the department.
3. Consultancy to a faculty as PI may normally be given in the area of his specialization. Alternatively, a faculty/consultant/expert from the specialized domain be identified to work as Co-PI.
4. The PI will decide his team including those projects which require faculty from more than one specialization.
5. The PI may form inter disciplinary teams as determined by the nature of a project under intimation to the concerned HOD of the department.
6. The consent of all faculty members of the investigating team will be taken in writing by the PI for his record for each project allotted to him.
7. All the departments must maintain a consultancy/testing file or register in the following format in which all the projects marked to the departments should be entered for record. This will also facilitate monitoring of various projects in the department regarding their timely completion and equal distribution.

S.No.	Date of letter from DSR&IC office	Client name and address	Job title	Faculty to whom marked	Remarks

8. The PI will be fully responsible for the satisfactory completion of the project allotted to him. He is expected to keep complete record of all the documents related to the project undertaken by him for various purposes.
9. The PI will ensure that only faculty members and departmental staff are listed in the investigating team share.
10. The department shall maintain a separate register of consumables and non-consumables related to the consultancy.
11. For getting the advance for expenditure, PI will make a request in the

Performa available along with photocopy of the job No. form & the receipt of amount deposited from college cashier.

12. In all the purchases, purchase rules of the institute have to be adhered to by the principal investigator.
13. PI is supposed to send a request for job no on the prescribed Performa in triplicate along with photocopy of the request letter from client.
14. PI shall fill appropriate form for the consultancy/testing project.
15. For the distribution of remuneration of consultancy or testing to the contractual staff working for more than 6 months duration will be treated at par with regular staff.
16. After the completion of the project, satisfactory completion report of the job/assignment from the client may be attached to the final distribution form by the PI.
17. After the completion of the project, the PI shall claim the remuneration on the prescribed Performa for distribution along with the photocopy of the job no form and the receipt of amount deposited from college cashier.