



RESEARCH DEVELOPMENT AND CONSULTANCY POLICY



Y B N UNIVERSITY

RAJAULATU, NAMKUM, RANCHI (Jharkhand)

Established by the Act. of Government of Jharkhand Act. 15, 2017

Gazette Notification No. 505, Dated 17 July 2017

As per Section 2(f) of UGC Act. 1956


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RESEARCH DEVELOPMENT AND CONSULTANCY POLICY

1. INTRODUCTION

Research is an important activity of the University administered/supported through a dedicated team lead by Dean (Research and Development). Research and Development cell looks after the financial and administrative aspects of sponsored research, university sponsored research, industrial consultancy, continuing education and testing & certification jobs.

Activities of R&D cell

R&D cell acts as a facilitating center in providing assistance for the faculty members of the University in communicating with the external sponsors and maintaining the accounts from pre-award to post award stage of the project.

Sponsored Research is defined as those time – bound research and development projects which are sponsored by National and International sponsoring agencies

University sponsored research is defined as those time bound innovative projects fully supported by the YBN university including seed money grant to the newly joined faculty members. The expenditure and management of the seed money grant shall follow this R&D policy of the University

The following are the guidelines for smooth running the R&D activity in the University.

OBJECTIVES

The primary objectives of this research policy are.

- 2.1. To encourage faculty, staff and students to engage in meaningful research
- 2.2. To provide financial and administrative support for research activities
- 2.3. To identify priority research areas relevant to regional and national need
- 2.4. To promote interdisciplinary and collaborative research project
- 2.5. To ensure ethical standards and compliance with applicable laws and regulations in research

DEFINITIONS

University means YBN University, Namkum, Ranchi, Jharkhand

School means all the academic sections, academic centers, centers of excellence and academic service centers at the University.

Vice Chancellor means Vice Chancellor, YBN University, Namkum, Ranchi, Jharkhand.

Dean of Research & Development (R&D) means Dean of Research & Development, YBN University, Namkum, Ranchi, Jharkhand

R&D Cell means Research & Development (R&D), cell YBN University, Namkum, Ranchi, Jharkhand

Project implies sponsored research or industrial consultancy or University projects or routine testing projects.

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

Consultancy Project means consultancy assignment/job given by outside agency to a faculty of the University for work within mutually agreed scope.

Routine Testing project implies those testing works where the rates are fixed by the University. The concerned Head of the academic section will be the PI.

Sponsor means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time. In case of seed money grant the University shall be the sponsor.

Principal Investigator (P.I.) is a member of the faculty/scientist of the University with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/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. In case of seed money grant concerned faculty shall be called as PI.

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

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

Research Development Fund (RDF) means a part of the University Overhead Charges (IOC)/share received for sponsored research and Industrial consultancy project credited to a separate fund operated by Dean (R&D).

Departmental Development Fund (DDF) means a fund of the Department to which a part of the University overhead charges/ share from Research and consultancy Projects are transferred.

Professional Development Fund (PDF) means a fund for individual academic staff, to which a part of the University overhead charges/ share from Research and consultancy projects are transferred.

Project Monitoring Committee: Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 100 lacs.

GENERAL

Individual faculty or group of faculty or schools shall take up projects after taking approval of the Dean (R&D) through the Head of the school concerned. All funds in connection with Projects should be received in the name of the YBN University. The account of Projects/RDF/DDF/PDF will be maintained by Dean (R&D) Office and controlled by Dean (R&D). Norms for project initiation and management shall be as per Annexure 1.

Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 100,000/- excluding GST.

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.

The IPR policy of the University shall be applicable. However, if there is a condition in MoU signed between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para.

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 Vice Chancellor, on the recommendation of Dean (R&D) may prohibit the concerned staff member to take part in any new project either as Principal Investigator or 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 on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.

All purchases under projects/PDF/DDF shall be made as per University norms. In case of equipment which is to be carried outside, the same should be insured before they are taken out.

Faculty/scientist may accept honorary membership of board of Vice Chancellors of companies with the condition that there will not be any direct involvement of the faculty in concerned industry/company and such membership in the respective expertise is limited to five membership.

Manpower

Project staff

The project staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments as given at Annexure 2 and 3.

Open selections will be held for all project positions.

Appointments on all project positions drawing emolument shall be on contract only.

The Project staff shall work for fulfilling the objectives of the project.

Transfer of project staff from one project to another, either on completion or midway, may be permitted by Dean (R&D) on the recommendation of respective PIs.

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.

On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff in the range of 10% to 20% or as per the guideline of the funding agency may be considered by the Dean (R&D).

A contractual project staff appointed shall execute a Contract Agreement with PI at the time of joining with the explicit provision that the contract may be terminated by either side, the staff or PI, by giving one month's notice or one month's consolidated emoluments in lieu of the notice.

Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (R&D) on the recommendation of the PI for a period not exceeding 89 days.

Foreign nationals having relevant visa may also be appointed for fellowship for a period of 6 months on adhoc basis which may be extended upto One year on the recommendations of PI

Student Assistants

The PI may engage University Students (who may or may not be getting fellowship/ assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs. 5,000/- p.m. for UG and PG students, Rs. 15,000/- p.m., for Ph.D. students and Rs. 30,000/- p.m. for Post Doc Fellows.

PI may also offer internship to UG/PG/Ph.D. students from YBN University or its constituent colleges or other national and foreign universities up to a period of 3 months to work under project and a monthly payment also be made up to a maximum of PG fellowship amount admissible in vogue.

Consultants

The PI may, with the prior approval of Dean (R&D) may avail the services of individuals not in the University service or government organization or private company as Consultants. However, the amount payable to consultant(s) shall be limited to 40% of the total contracted amount in consultancy project.

Travel

The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. 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 and advance for domestic travel shall be accorded by PI including for self-subject to leave approved by the competent authority.

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.

Any deviation for the travel in India, shall require the approval from Dean R&D.

International travel for faculty and university staff shall require approval by Vice Chancellor through PI and Dean R&D. However the funding from the project shall be approved by the Dean R&D.

International travel of project staff and consultants shall be approved by Dean R&D.

International travel of students shall be approved by Dean R&D on the recommendation of Head and Dean of school.

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.

Category of Staff	Rate
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a) Faculty and Officers and Consultants	Rs.1000/- per day or part of a day
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b) Project staff and Non-teaching and	
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Non-Technical staffs and others	Rs.750/- per day or part of a day
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Finance and accounts

7.1. Research Project

At the time of submission of a sponsored research project proposal, the PI shall make a provision of University Overhead Charges (UOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this will not be treated as a condition for accepting the award of project.

Transfer of Staff Costs out of Sponsored Research Project to Research Development Fund: In the Sponsored Research Project amount charges under the budget head of faculty time, staff costs will be transferred to the Research Development Fund. Further, 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.

Consultancy Project

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. However, in case of a large consultancy project funded by a Government Organisation, University share may be negotiated with the approval of Vice Chancellor.

A separate account head shall be maintained for each project by R&D office. Asstt. Registrar (R&D Accounts) shall be responsible for the submission of audited statement of accounts as and when required by the sponsors.

For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.

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.

The University consultancy project norms shall be applicable for consultancy Project in general.

Share of RDF, PDF & DDF

The distribution of University share to be credited to the RDF, PDF and DDF are as per the following

50% of the University Overhead Charge (UOC) to be credited to the account of RDF fund of the University

25% of the UOC to be credited to the account of DDF fund of the concern department

25% of the UOC to be credited to the account of PDF fund of the concern faculty

(In case of multiple investigator, the above 25% may be shared among the investigator as follows; PI-60% of the PDF fund and remaining 40% may be shared equally among other investigators)

Utilization of RDF

The RDF can be utilized/managed by the university for the following purposes:

The RDF fund from all sponsored or consultancy project may be kept at a single account and can be utilized for the procurement of major equipment for the University and shall be kept at the central research facility. In addition following expenditure shall be made from the RDF fund as and when required.

Faculty development program: Faculty members do not have any external funding for research activity may be supported for their research and professional development. Financial assistance of INR 5000/- or the actual cost, whichever is lower shall be provided for participation in workshop, conference and training program.

Student research support: Funding for student led research projects, covering essential expenses such as consumables, minor equipments, travel and publication fees.

Utilization of PDF

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

Travel (domestic and abroad) and related expenditure for individual, student or project staff/ outside expert/ consultant/ intern.

Exploratory visits

Engagement of project staff

Fee and related expenditure for acquiring training/qualification(s)

Membership fee of professional societies

Books, journals related, printing charges for high quality journal and publications, stationary, computer consumables, any storage media, chemicals and any type of consumables required for academic and research work.

Instruments, fabrication of equipment, new facilities, repairs, maintenance of equipment, calibration of the instruments, NABL accreditation expenditure etc.

Approval for self, students, project and University staff, outside expert and intern for domestic travel by PI. International travel for faculty and University staff, shall require approval by Vice Chancellor through PI and Dean R&D. However the funding from the project shall be approved by the Dean R&D. International travel of project staff and consultants shall be approved by Dean R&D. International travel of students shall be approved by Dean R&D on the recommendation of Head of the department/school.

Utilization of DDF

DDF fund can be utilized for the following purposes:

Development of Departmental Infra structure facilities like equipment / furniture for laboratories, class rooms, committee/ conference rooms.

Repair, maintenance and A.M.C of equipment.

Repair and maintenance of office and lab

Seed money for holding conferences/ workshops and seminars etc.

Engagement of project staff/ hired manpower services (within 20% of total available funds at the beginning of the financial year)

Instruments, fabrication of equipment, new facilities, repairs, maintenance of equipment, calibration of the instruments, NABL accreditation expenditure etc.

Admission of Project Staff to Academic Programmes

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

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

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

Monitoring and Evaluation

Sponsored research projects shall be monitored through periodic progress reports and reviews by the sponsoring agencies.

Timely submission of the financial statements, research progress report, research outcome and impacts are to be monitored by the RAC after the end of the every financial year.

Capacity building

Regular workshops and training sessions shall be organized to build research capability and awareness among faculty members.

Faculty members shall be incentivized for publishing in high impact journals and securing patents.

Collaborative programs with other universities, industries and research organizations shall be encouraged.

Execution of MoU: Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 4.

Sponsors 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.

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 Vice Chancellor on the recommendations of Dean (R&D).

MISCONDUCT IN RESEARCH

"Misconduct" or "Scientific Misconduct" is taken here to mean fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It includes the misleading ascription of authorship including the listing of authors without their permission, attributing work to others who have not contributed to the research, and the lack of appropriate acknowledgment of work primarily produced by a research student/trainee or associate. It does not include honest errors or honest differences in interpretation or judgments of data. Falsification and fabrication of data including the data of relatively less importance to the research outcome are clearly defined as scientific misconduct.

On receipt of a complaint regarding misconduct in research, the Dean/Vice Chancellor/Principal of the school where misconduct took place shall inform the Vice-Chancellor of the nature of the complaint. Complaints of misconduct in research are to be forwarded to chairman of the research ethic committee for investigation and recommendation of necessary actions. The report will be submitted to VC for necessary action.

REVIEW

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

Research Advisory Committee (RAC)

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Research Ethics Committee (REC):

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Annexure 1

PROJECT INITIATION AND MANAGEMENT

Each project will have a Principal Investigator (P.I.) who will be a faculty member /Scientist in the service of the University and who will be responsible for :

Formulating the project proposal which may include

planning of the work to be done,

estimating costs according to the guidelines provided in the later section, and

if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University,

Co-ordination and execution of work,

Handling all communications with the sponsor,

Writing of intermediate and final reports according to the project proposal

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,

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 Vice Chancellor can be co-opted as Investigator.

The PI will prepare research project proposal in conformity with:

permitted designation and emolument/fellowship rates for project staff,
with qualification and experience as specified by the sponsor otherwise of the
University

provision for University overhead charges as per the rules of the University,

other guidelines for Sponsored Research Projects, and

Rules, Regulations & Statutes of the University

All research project proposals shall be submitted to the sponsors through the concerned Head
of the Department and Dean (R& D).

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

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

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 (R& D) for placing the
same before the Govt. of Audit, for verification or as and when required for any other
purpose.

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
(R& D).

The PI shall write to the sponsor for timely release of funds with a copy to the Dean (R& D) for follow up, if necessary.

For Research Project: The sponsor which assigns the research project usually are approached by an individual or a functionary of the University (i.e. Head of the Department, Dean (R& D) or Vice Chancellor).

For Consultancy project: The sponsor which assigns the consultancy project usually approaches the University for Consultancy work through an individual or a functionary of the University (i.e. Head of the Department, Dean (R& D) or Vice Chancellor).

When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by the Head of the Department to whom Dean (R& D) refers the project.

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.

The Emeritus Fellows, Visiting Faculty, etc. can be appointed/ nominated/ continued as principal investigator for research projects if the sponsors do not have any objection.

The retired faculty/scientist working under Emeritus Fellowship be allowed to continue as Principal Investigators in the ongoing consultancy projects, if the sponsors do not have any objection.

If the PI leave the University, retires or proceeds on leave or not available for some reason, Dean (R& D), on the recommendation of the P.I. (if he/she is available) appointing a new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (R& D) through H.O.D. However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Vice Chancellor, if he/she continues to serve the University in some other capacity.

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.

Project file will be closed with the submission of final project report and final settlement of accounts etc.

BUDGETARY NORMS

FOR RESEARCH PROJECTS

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

Permanent equipment to be procured / fabrication of equipment or models.

Consumable materials.

Travel expenses in connection with the project work (domestic and foreign if budgeted/ allowed by sponsor)

Computational or other charges payable to any other outside agency.

All contingency expenses for report preparation and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.

Expenses for manpower, work to be carried out on payment basis, assistantship/ internship to student assistants.

Insurance on equipment and manpower during travel

FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The GST will be applicable as per government rules.

Permanent equipment to be procured / fabrication of equipment or models.

Consumable materials.

Travel expenses in connection with the project work.

Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.

Charges to be paid for the use of specific equipment in the departments or central facilities.

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/ ISO 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.

Expenses for manpower, work to be carried out on payment basis, remuneration to student assistants.

Insurance on equipment and manpower during travel

Any other costs considered appropriate.

The approval of the Dean (R& D) to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

Collaboration with Outside Organizations

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

LIABILITY

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project - the expenditure / liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure / liabilities as determined by the University will be calculated as

the expenditure / liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for on going projects, or till the end of the project for

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completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRDF.

The amount charged by the University is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilization Certificate / final bill.

DISAGREEMENTS / DISPUTES

Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Dean (R& D) / Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

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.

All legal action will be subject to jurisdiction at Civil Courts at Roorkee/ Haridwar/ High Court at Nainital.

ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured be resolved by mutual negotiations. 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.

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.

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 (R& D) in any other matter on the project.

1	Dean, (R& D)	Chairman
2	Head of the concerned Deptt or his nominee	Member
3	Head of one more Deptt. from relevant field or his nominee One faculty Member from relevant field	Member
4	Principal Investigator	Member
5	One expert from outside the University in relevant field, if required, or representative of sponsor, if required by sponsor.	Member
6	Asstt. Registrar (R& D)	Non-Member Secretary

FORMS

To ensure smooth administration & management of Projects, only the appropriate forms available on the website of Dean (R& D) will be used by the PIs and others concerned.

SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF

(Including for Walk in Interview)

PREPARATION OF DRAFT ADVERTISEMENT

Principal Investigator will send the draft advertisement to Dean (R& D) for approval

Dean (R& D) will approve the draft advertisement and return it to the Principal Investigator for notification/ advertisement.

ADVERTISEMENT OF THE POSITIONS

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

SCREENING OF APPLICATIONS

The P.I. will fix the meeting of the Screening Committee and send the report of the screening committee to Dean (R& D) for approval.

The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Dean (R& D)

For walk in interview, screening is not required.

SCREENING COMMITTEE CONSTITUTION

Faculty from the existing panel approved by the Vice Chancellor - Chairman

Concerned Principal Investigator- Member

One faculty member from the Department as available to the P.I- Member

INTERVIEW

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 (R& D) for approval.

The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

SELECTION COMMITTEE CONSTITUTION

Project Staff

Faculty from the existing panel approved by the Vice Chancellor	Chairman
Head of the Concerned Department or his nominee	Member
Concerned Principal Investigator	Member
One faculty member from outside the Department as available to P.I.	Member
One external expert from outside the University If required by the sponsor	

For Ph.D. Admission

For Ph.D. Admission of Project staff, the eligibility and selection process etc shall be As per Ph.D. regulations in vogue.

FINAL SELECTION/ APPOINTMENT

Selection Committee report will be approved by Dean (R& D) and appointment letter will be issued by Asstt. Registrar (R& D).

Project Positions, Qualifications And Fellowships/Emoluments, Terms And Conditions For Projects Staffs

For appointment of project staff sponsor (e.g. DST, DAE, CSIR) specified designation(s), qualification and employment condition(s) for manpower that shall be followed.

HRA : The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the University rules, if accommodation in the campus is not made available to him/her. If the person is residing within the IIT 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.

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 University.

Disciplinary Proceedings: Dean (R& D) may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings 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 (R& D).

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: 180 days (Only for the appointment for a year or more) The record of the leave shall be allowed and maintained by PI.

Medical Insurance: Annual premium for medical insurance (for illness requiring hospitalization may be reimbursed to project staff appointed for 1 year or more with the limit of sum assured of Rs. 3.00 Lac for self, Rs. 3.00 lac for spouse and Rs. 1.50 lac for each child (up to two children) on the recommendation of PI chargeable to project, if funds are available in the project.

To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean (R& D) on the recommendation by PI.

GUIDELINES FOR MoU/AGREEMENT

P.I. shall sign all type of contracts I agreements pertaining to Projects, Research and Development with the approval of Dean (R&D). However in specific case Dean (R&D) may also sign the contract.

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

General

This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

Scope

This section should spell out briefly the nature of work, its limitations and the expected end results.

Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

Consultancy Charges and payment terms

The document must clearly indicate the charges to be paid including applicable GST along with payment terms.

Responsibilities

This clause should define clearly the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

Patents/Publications

The MoU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

Force Majeure

This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events

Arbitration

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to clause given earlier

Liability

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier

Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason whatsoever.



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