

SPONSORED RESEARCH PROJECTS & CONSULTANCY JOBS

The role of Research and Development (R&D) wing of NIT Mizoram is to play a key role in the development of the Institute into a world class Institute by catering to contemporary research needs of the nation in general and North East India in particular through its teaching as well as research programs. We believe that the essential requirements for a world class Institute are world class faculty members, world class infrastructural facilities and students of very high standards.

The function of Research and Consultancy (R&C) Office is to provide all necessary help to the Institute to achieve the highest level of scientific and technological standards. It will invite meaningful participation in R&C activities, not only from the faculty and the students but also from government agencies, business, and multinational companies from India and abroad.

1. FUNCTIONS OF THE R&C OFFICE

The main functions of R&C Office are:

- Providing support to the faculty members in the preparation of research proposals to various funding agencies, conforming to the Institute's guidelines.
- Channelizing research proposals to funding agencies through the Institute.
- Registering sponsored research, consultancy and short term sponsored courses which are approved by the sponsors/funding agencies.
- Monitoring and tracking of budgets and utilization of funds received from sponsors.
- Preparation of Utilization Certificates and Statement of Expenditures.
- Regulating expenditures and administration of projects (project staff appointment, travel, etc.) on behalf of the Institute.
- Processing of purchase matters for the sponsored and consultancy projects.
- Coordination and overall management of the Technology Incubation Centres for development of entrepreneurs.
- Coordination and management of the technology mission projects of national importance.

The R&C section will support activities by providing faculty members with general guidelines to be followed in preparation of project proposals. All project proposals will have to be routed through the office of the Dean (R&C) and/or Director, to different funding agencies.

On receipt of a sanction letter from a funding agency, the project will be registered in the R&C section as either a sponsored project or a consultancy. With the registration process completed, the project is activated. For consultancy projects the principal investigator (PI) can initiate project implementation though the disbursement of money and appointment of project staff would be made only on receipt of the 1st instalment of the project grant from the funding agency.

2. SPONSORED RESEARCH PROJECTS, CONSULTANCY & SHORT-TERM COURSES

NIT Mizoram considers sponsored research and consultancy projects to be important components of its activities. Appropriate projects provide a much needed service to industry. This helps in the country's industrial growth and increases the Institute's interaction with industry. Such projects also help the Institute and concerned faculty member in enriching the professional experience and knowledge. These projects also provide first-hand knowledge of the current needs of the

industry, thus enabling the faculty to apply their ideas to practical situations and also guide the students working in the project. Finally, these projects provide financial incentives to individuals, departments and the Institute as a whole.

2.1. Consultancy Projects

1. Each Consultancy Project will have a Principal Consultant (PC) who will be responsible for formulating the project proposal which may include:

- planning of the work
- estimating costs according to guidelines
- identifying other consultants, if necessary
- execution of work
- handling all communication with clients after the project has been accepted
- writing of intermediate and final reports according to the project proposal
- making recommendations to the Dean (R&C) regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.

2. Appointment of Principal Consultant: Industrial organization(s) usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e., Head, Dean (R&C) or Director). When a faculty member is approached for the work, he will be identified as the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussion and appointment will be made by the Dean (R&C)

3. The project proposal prepared by the Principal Consultant will be forwarded to the client by the Dean (R&C)

4. In extreme emergency, a consultant may take up an assignment with intimation to the Dean (R&C) and then seek approval.

5. The Institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the work commences. However, based on the needs of the client and circumstances, the Institute may permit commencement of work with payment to be made as per agreed upon milestones. All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures.

6. After the initial deposit has been made by the client, the R&C Office will assign a job number to the project and inform the same to the client, the Principal Consultant and the Head of the concerned Department.

7. This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence.

The project file will be closed with the submission of the final project report and disbursement of fees to the consultants and others.

2.2. Sponsored Projects

1. Each sponsored project will have a Project Director (PD)/ Principal Investigator (PI) who will be responsible for the formulation of the project proposal according to

the format prescribed by the concerned funding agency. The project proposal may include:

- a) planning of various project activities
- b) estimation of funds required for the project taking into account the following budget heads: salary of the project staff (with designations), equipment, consumables, travel, contingency and Institute overhead, etc.
- c) Identifying co-investigators, if necessary.

2. The Dean (R&C) office will examine the proposal prepared by the PD/PI and process the same to obtain the approval of competent authority before forwarding the proposal to the sponsoring agency. The competent authority for approval is the Director.

3. After the project has been awarded or on receipt of the sanction letter from the sponsoring agency, the R&C office will assign a job number to the project and inform the same to the sponsoring agency, the PD/PI, and the Head of the concerned Department. This completes the process of initiation/ registration of a sponsored project. The above job number must be quoted in all subsequent correspondence.

4. Execution of work by PD/PI.

5. Handling all communication with the sponsoring agency after the project has been accepted.

6. Writing of intermediate and final reports according to the project proposal by PD/PI.

7. Making recommendations to the Dean (R&C) regarding expenditure from the project funds.

8. Appointment of PD/PI:

Sponsored Projects are usually awarded based on the proposal written by a faculty member. In such cases, the PD/PI will be identified in the project proposal.

In case the Institute is awarded a sponsored project directly, or a proposal is submitted at the Institute level, the PD/PI would be identified through appropriate discussion.

9. The Institute normally requires the cost of the project to be deposited by the sponsoring agency, before the work commences.

10. Preparation of statement of expenditure and utilization certificate at every financial year end by Office of Dean (R&C).

11. Forwarding of annual progress report of the PD/PI to the funding agency.

12. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables to the Department/ Centre stock register.

2.3. Short Term Courses Rules and Regulations

1. Short Term Courses will be administered like Consultancy Projects under the Dean (R&C).

2. The same norms as for consultancy projects will apply regarding purchases and travel, where applicable (only consumable purchases will be allowed).
3. 20% of the total cost of a course proposal will be Institute overheads, and will be deposited in the Institute Development Fund (IDF).
4. Courses may be held at the Institute or at the location of the client, or any convenient location etc., as the case may demand.
5. When Institute laboratory equipment is being used for practical sessions of a course, actual charges, as fixed by the concerned department, will have to be paid.
6. If Institute or departmental facilities are used for lecture material preparation (photocopying, laser printing of transparencies and notes, binding) actual costs as fixed from time to time, will be deposited to the IDF or Department Promotion Fund (DPF) respectively.
7. Limits on charges for lecture fees and co-coordinator's fees will be applicable only if part or all of the costs of a course is funded by an external agency as per their norms.
8. There will be no Institute share of lecture and co-coordinator's fees.
9. If a faculty member gives a few lectures in a course organized by an external agency, then any remuneration will be treated as an honorarium and will not be subject to these rules and regulations. If, however, 75% or more of the lectures in such a course are being given by NIT Mizoram faculty, then the total remuneration of the entire NIT Mizoram faculty will be considered to be the cost of the course, and 20% overhead on this amount will be due to the IDF.

3. RULES AND REGULATIONS

3.1 Budget Heads

There will be a separate Institute account for project funds. All funds received for projects will be deposited in this account. Besides the funds for ongoing projects, this account will be used to maintain a number of funds of the Institute as described below:

1. Institute Development Fund (IDF): Overheads from projects and portions of payments made to consultants etc. will be credited to this fund as per details given below. The utilization of this fund will be decided by a Committee comprising of the Director and the Dean (R&C).
2. Department Promotion Fund (DPF): Each department and centre of the Institute will have a separate fund in which its earnings may be deposited. This includes portions of consultancy fees and costs charged to projects for use of department facilities. This fund will be operated by the Head of the Department.

3. Professional Development Fund (PDF):

Every faculty (and class A technical staff) member may have a separate fund. A faculty may deposit his/her consultancy fees due, to this fund. Other earnings such

as from short term courses may be deposited in this account. The faculty member will operate this fund (with approval from the Dean (R&C) and the following expenditures will be permitted:

R&C rules regarding the utilization of Professional Development Fund - Consultancy (PDF)	R&C rules regarding the utilization of Professional Development Fund - Projects (PDF - P)
<p>Every faculty (and class A technical staff) member may have a separate fund. A faculty may deposit his/her consultancy fees due, to this fund. Other earnings, such as from short-term courses, may also be deposited in this account. The faculty member will operate this fund (with approval from the Dean (R&C) and the following expenditures will be permitted:</p> <ul style="list-style-type: none"> • travel, of self, students or other employees for professional work. • purchase of books, journals, membership fees of professional societies. • purchase of consumables for professional work. • cost of photocopying, binding etc. • cost of telephones • hiring of manpower. • purchase of equipment (these will be the property of NIT Mizoram, but may be used exclusively for the member's professional work) and maintenance charges of equipment. • hiring of services such as taxis, caterers etc. needed for professional work. • any other special expenses permitted by the Dean (R&C). 	<p>PDF-P is a fund, which will be made available to the Project Director (PD)/ Principal Investigators (PI) for research activities in NIT Mizoram during or after completion of the project/ during tenure of the faculty at NIT Mizoram from the overhead grant he/she has generated in NIT Mizoram. If the fund is not utilized by the faculty during his service at NIT Mizoram, the fund will be transferred to the Departmental Promotional Fund (DPF). The faculty member will operate this fund with approval from the Dean (R&C) and the following expenditures may be permitted:</p> <ul style="list-style-type: none"> • travel, of self, or students for professional work. Institute rules will apply for such expenditure. • purchase of books, journals, membership fees of professional societies, if deemed fit. • purchase of consumables for professional work and repairing charge of equipments. • hiring of manpower for short term summer/winter project with fixed assistanceship as decided by PD/PI. (The amount of assistanceship should not exceed the admissible amount of equal qualification in a project, but may be less). • purchase of equipment (these will be the property of NIT Mizoram, but may be used exclusively for the member's professional work) and maintenance charges of equipment. • any other special expenses permitted by the Dean (R&C). In case of joint projects, the PD/PI will suggest the Co- PD/PI share.

4. The following funds are not R&C funds, but funds of the Institute into which transfers will be made from consultancy projects as per details given below:

- Staff Welfare Fund (SWF): A fund of the Institute, to be utilized by the Chairman, Staff Welfare Committee, or a person nominated by the Director.
- Student Welfare Fund (SWF): A fund of the Institute, to be utilized by the Faculty i/c - of Students' Affairs, or a person nominated by the Director.

3.2. Costs

Cost of a research project will consist of Overheads, Actual Expenses, and, for consultancy projects, payment to employees, external consultants and students, service tax on consultancy fees.

3.2.1 Institute Overhead Charges

1. For Consultancy Projects, twenty percent (20%) of the total project cost will be charged as Institute overhead and transferred to the Institute Development Fund (IDF). For consultancy projects, in instances involving purchase of major equipment/ software packages costing Rs.1,00,000/- or more, the Dean (R&C), may at his discretion permit reduction of overheads on such items. This concession may, however, be extended only to hardware/software which have a substantial educational/research / future consultancy value, and are retained by the Institute and available to those who need it at no charge basis after the consultancy period is over.

2. For sponsored Research Projects, the Institute will forward proposals with overheads 20% of the total project amount. However, the actual overhead will be based on what the funding agency agrees to. The overhead will be distributed as follows:

- 35% of the amount to the Institute Development fund (IDF)
- 10% to the Staff Welfare Fund.
- 5% to the Student Welfare Fund.
- 25% to the Department Promotion Fund (DPF) of the Department/Centre where the project is to be executed (in case more than one Department/Centre is involved, this amount will be distributed proportionately to the DPFs of the Departments/Centres as per the division identified when the project is proposed)
- 25% to the Professional Development Fund (PDF-P) of the PD/PI (in case there are Co-PD/PI, this amount will be distributed proportionately to the PDFs of the investigators involved as per the division identified when the project is proposed.)

3.2.2 Actual Expenses

The Actual Expenses will cover the following costs related to a project:

1. Permanent equipment to be procured
2. Consumable Materials to be used.
3. Computational charges (at commercial rates).
4. Charges to be paid for the use of specific equipment in the departments or central facilities.
5. Contingency Expenses. These will cover:
 - Cost of supplies, stationery, and reproduction.
 - Cost of books, journals, membership fees of professional societies.
 - Payment for typing and other office work to external agencies.

- Postage and telephone (including phone deposit charges, rentals and call charges of phones at the office or residences)
- Entertainment expenses (this is to cover costs incurred in meeting clients in the Institute or during a tour).
- Costs charged by a department for facilities provided to the project (such as large amounts of photo copying, use of computational and printing facilities, etc.)

6. Travelling expenses

a) Travel may be undertaken for site visits, meetings outside the Institute, participation in Conferences, Workshops, Seminars in India and abroad.

b) Regular TA/DA rules of the Institute will be relaxed in the following manner for travel within India. For travel abroad, Institute rules will apply

- i) Rates may be fixed between the sponsor and the consultants when the proposal is made, and these need not be as per Institute rules.
- ii) where no rates are fixed beforehand.

- No restrictions will be made on mode of travel due to eligibility.
- Full DA plus actual hotel expenses (boarding and lodging), subject to a maximum of twice the daily gross salary at the ceiling of the scale of the concerned employee (gross excludes HRA) will be paid.
- Actual taxi/auto charges incurred, including hiring of taxis on an hourly basis will be allowed. Where no cash memos can be obtained, signature of the driver on a prescribed form must be obtained.

7. For consultancy projects, for each site visit a fee can be charged at a rate specified in the project proposal subject to a maximum rate/fee specified from time to time by the Dean (R&C).

8. Salaries of project employees

3.2.3. Payment to employees, external consultants and students in consultancy projects

Payment can be one of the following:

- Consultation fees to faculty and technical staff.
- Honoraria to students.
- Honoraria and overtime to other staff.
- Payment to students.
- Fees to external consultants.

Any payment due will be divided into two parts: Seventy percent (70%) of the amount will be paid to the person concerned, and the remaining thirty percent (30%) will be credited in the following manner:

- forty percent (40%) of the amount to the Institute Development Fund (IDF)
- fifty percent (50%) to the concerned Departments' Promotional Fund (DPF). In case more than one department is involved in a project, the proportions to be deposited in individual department funds will be specified when the project is initiated.
- 5% to the staff welfare fund.
- 5% to the student welfare fund.

As mentioned previously, a faculty member or a class-A technical staff member may deposit part or all of the payment due into his/her Professional Development Fund (PDF-C). Service Tax is compulsory on all consultancy services. The rate of Service

Tax will be as per prevailing rates. Service Tax is to be paid by the party which obtains the services i.e., the clients. Therefore, it is essential that the Coordinators of the consultancy projects inform the clients of the amount payable by the clients as Service Tax in addition to the consultancy charge. For example, if the consultancy fee charged to the clients is Rs.100/-, and the service tax is 10.3%, the clients will also pay an additional amount of Rs.10.30/- as Service Tax. The Service Tax so collected will be deposited in to the Govt. accounts of the Central Excise Department.

3.3 Testing Fees in Consultancy Projects

The Institute will undertake routine and non-routine testing jobs provided facilities are available and such testing does not interfere with any teaching or R&C work at standard rates or at the rates estimated by the faculty member who will supervise the testing work. The testing fees charged from clients will be divided into three equal parts. One part will be deposited in the Institute Development Fund (IDF), one part will be deposited in the Department Promotion Fund (DPF) and one part will be distributed to the faculty member and staff. Faculty will be eligible for remuneration for non-routine testing only.

3.4 External Consultants in Consultancy Projects

The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium fee. Disbursement norms are detailed in section 3.2.3 above. The honoraria payable to external consultants may not exceed 40% of the total consultancy fee for NIT Mizoram consultants.

3.5 Accounting Procedure for Consultancy Projects

Option 1: Where the technical expertise of the faculty and the institute facilities are used

An example below illustrates the accounting procedure for a consultancy project:

Sl. No.	Item	Amount (Rs.)	Balance (Rs.)
1.	Total Amount of the Project	X	X
2.	Institute Overhead	20% of X = 0.2 X	0.8 X
3.	Concerned Department Overhead	20% of X = 0.2 X	0.6 X
4.	Payment to faculty, Staff, Students & External consultants and miscellaneous expenses	(0.6 X) = P	0

Distribution of Share to Institute Overhead:

Sl. No.	Item	Amount (Rs.)	Balance (Rs.)
1.	Total Amount to Institute Fund	S	S
2.	Share to equipment maintenance fund	20% of S = 0.1 S	0.8 S
3.	Share to equipment replacement fund	20% of S = 0.2 S	0.6 S
4.	Share to faculty development fund	20% of S = 0.2 S	0.4 S
5.	Share to Corpus fund	40% of S = 0.4 S	0

Payment to faculty, staff, students and external consultants:

Sl. No.	Item	Amount (Rs.)	Balance (Rs.)
1.	Total Amount to pay	P	P
2.	Transfer to PDF of Principal Consultant	A	P-A
3.	Payment to Technical staff	B	P-A-B
4.	Share to student	C	P-A-B-C
5.	Payment to external consultant	D	P-A-B-C-D
6.	Payment to faculty	P-A-B-C-D	0

Option 2: Where only the technical expertise of the faculty or staff is used.

An example below illustrates the accounting procedure for a consultancy project:

Sl. No.	Item	Amount (Rs.)	Balance (Rs.)
1.	Total Amount of the Project	X	X
2.	Institute Overhead	30% of X = 0.3 X	0.7 X
3.	Payment to faculty, Staff, Students & External consultants and miscellaneous expenses	(0.7 X) = P	0

Distribution of Share to Institute Overhead:

Sl. No.	Item	Amount (Rs.)	Balance (Rs.)
1.	Total Amount to Institute Fund	S	S
2.	Share to equipment maintenance fund	20% of S = 0.2 S	0.8 S
3.	Share to equipment replacement fund	20% of S = 0.2 S	0.6 S
4.	Share to faculty development fund	20% of S = 0.2 S	0.4 S
5.	Share to Corpus fund	40% of S = 0.4 S	0

Payment to faculty, staff, students and external consultants:

Sl. No.	Item	Amount (Rs.)	Balance (Rs.)
1.	Total Amount to pay	P	P
2.	Transfer to PDF of Principal Consultant	A	P-A
3.	Payment to Technical staff	B	P-A-B
4.	Share to student	C	P-A-B-C
5.	Payment to external consultant	D	P-A-B-C-D
6.	Payment to faculty	P-A-B-C-D	0

3.6 Hiring Norms

i. Open selection will be held for all project posts for a duration of more than one and half (1.5) years. There will be an internal circular within the Institute. If suitable candidates are not available, then open selection will be made. In special situations, on the recommendation of the Principal Consultant / Investigator or Project Director, short term job contracts for up to 6 months may be given with the approval of the Dean (R&C).

ii. All project appointments will be contractual and on the basis of consolidated monthly compensation.

iii. Automatic transfer from one project to another either on completion or midway

shall not be permitted.

- iv. The tenure of contractual appointment of a project staff will be for the duration of the project or three years whichever is less.
- v. The total period of contractual employment with the R&C office in two or more projects in no case shall exceed five years.
- vi. A project employee shall execute a contract agreement on non-judicial stamp paper of value RS.10/- with the Dean (R&C) at the time of joining, with the explicit provision that contract may be terminated by either side (staff or the Dean (R&C) office) by giving one month's notice or one month's consolidated compensation in lieu of the notice.
- vii. Selection of JRF / SRF/ RA shall normally be made as per the guidelines provided by the sponsoring agency, and as per Institute requirements, and with the approval of the Director.
- viii. All appointment letters shall be issued under signature of the Dean (R&C) on approval of the Director.
- ix. The Principal Consultant / Investigator or Project Director shall consider prevailing compensation packages, general qualifications and experience of staff while preparing project proposals.
- x. The Selection Committee for the recruitment of Project staff for each project will be constituted by the Dean (R&C) as follows:
 - i) Dean (R&C) or his nominee: Chairman
 - ii) Principal Consultant/Investigator or Project Director: Member
 - iii) HOD/HOC of the Concerned Deptt. /Centre to which the PCI or PD belongs: Member
- xi. If the Dean (R&C) is not the Chairman of the selection committee, its recommendation shall be submitted to the Dean (R&C) for consideration and approval. The Dean (R&C) shall have the power to fix, on the recommendations of the selection committee, the monthly consolidated compensation and the duration of the contractual appointment.
- xii. On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered by the Dean (R&C) on the recommendations of the PI or PD and the HOD/ HOC of the concerned Deptt. /Centre.
- xiii. The project employees shall be entitled to HRA, if accommodation on the campus is not made available to them. Expenditure towards subsidized in-campus accommodation/ HRA and medical facilities shall be charged to the salary head of the respective project.
- xiv. All project staff shall work for the project in which he she is employed, only, unless requested otherwise by the PI or PD concerned, and agreed to by the Dean (R&C).

xv. The PI or PD shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

3.7 Conduct Rules:

Project employee shall

- follow general code of conduct as approved by the Dean (R&C).
- maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information.
- the Dean (R&C) may, at his discretion, constitute committee(s) to conduct disciplinary proceedings, if necessary, against project employees. On the basis of the report, suitable disciplinary action may be initiated and punishment will be imposed by the Dean (R&C).
- project employees may be allowed to register for the Ph.D. programme of the Institute if they fulfill all the requirements prescribed by the Institute.

3.8 Leave Provision

Faculty members going out of town on research/consultancy project related work will be treated to be on duty subject to a maximum leave of 30 days per year, and subject to a maximum leave of 10 working days per regular semester. Approval for going on duty on such work will be approved by the Director.

3.9 Limitations

It is expected that only those consultancy projects will be accepted by the Institute which provide challenges befitting professional competence of the faculty members. Therefore, undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of faculty members. Thus, the time spent by a faculty/staff member on consultation work should be limited, on an average, to one day a week.

4. GUIDELINES FOR PROJECT STAFF APPOINTMENT

- i. There should be provision for appointment of project staff in the project.
- ii. Funds should be available for project staff in the project OR there should be a commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.
- iii. If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:
 - a) Open selection by wide publication of the advertisement and issuing a circular within the Institute. Advertisement may also be sent to other educational institutions.
 - b) In special and exigent situations - direct appointment for duration up to 6 months on ad-hoc basis. However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.
- iv. The PD/PI will write to the Dean (R&C) seeking approval for initiating the process of appointment stating/enclosing:
 - a) the position(s) to be filled
 - b) educational qualifications required and
 - c) scale of pay

d) a committee with at least three members examining the candidates' suitability for the post in case of iii. a) above,

- a committee to shortlist candidates to be called for interview (min. of 3 members, with the PD/ PI as the convener)
- a draft of the advertisement/circular in case of iii. b) above
- Description of exigency for direct appointment
- Bio-data of the persons to be appointed directly.
- Recommendation of a committee with at least three members examining the candidature.

v. The PD/PI will receive the applications from the candidates. The PD/PI will then submit the committee report on short-listed candidates to be called for interview to the Dean (R&C).

vi. The PD/PI will suggest a selection committee consisting of the following members to the Dean (R&C) for approval:

- Dean (R&C) or his nominee (as Chairman),
- PD/PI (as Member),
- HOD/HOC of the Concerned Depts./Centre to which the PD/PI belongs (as Member)

vii. Interview for the project staff will be held in the respective department of the PD/PI, after approval of the selection committee by the Dean (R&C).

viii. After the interview, selection committee report (in prescribed format) on the selected and waitlisted candidates, on recommendation of Dean (R&C), along with the following documents, will be submitted to the Director for approval:

- approval for filing of project staff
- formation of selection committee

ix. Subsequent to the Director's approval, the R&C section will issue appointment letter(s) to the selected candidate(s).

x. The project staff thereafter will work under the PD/PI of the project. The PD/PI will monitor the works of the project staff. The PD/PI will sanction and record casual leaves of the project staff. For other matters, the project staff will write to the Dean (R&C) with approval of the PD/PI.

xi. The PD/PI will send a duty report to the R&C Section certifying that the project staff is/ are attending to his/her/their duties normally/satisfactorily at the end of every month for release of salaries.

5. GENERAL GUIDELINES FOR PROJECT EXPENDITURES

The project expenditures generally fall under the following categories:

- i. Expenditure related to purchase of equipment, consumables, contingencies, set up fabrication, etc.
- ii. Salary for project staff.

5.1. Purchase related expenditure:

- i. There should be provision for purchase of the type of item (equipment,

consumable / books/ contingency etc.) in the approved project.

ii. There should also be funds available in the appropriate account head.

iii. Prior approval for all kind of expenditure is necessary. It may be in the form of:

- a purchase indent for placing an order
- an expenditure sanction (citing reasons, a tentative list of items of expenditure) with/without a request for temporary advance. In case of temporary advance i.e., up to a maximum of Rs. 50,000/-. The total amount at the time of settlement under no circumstances should exceed Rs. 50,000/-.

NB: In case funds have been sanctioned, but no money has been received, processing of purchase order(s) can continue, till the issue of the purchase order.

iv. The purchase indent is to be raised by filling up the purchase indent form. The justification of the equipments) and the detailed specifications are required to be filled up. The purchase indent along with a list of tentative vendors for the supply of items should be sent to the R & C section for approval by the competent authority.

v. Once the indent is approved, quotations are requested from the supplier by any of the following method.

a) Notice Inviting Quotations (NIQ) through advertisement (this is generally carried out if the indent value is high) to be uploaded in the Institute's web site.

b) Purchase by inviting limited quotations - for this the NIQs are to be dispatched by the PD/PI to all the vendors. Minimum 3 valid quotations, satisfying all the technical requirements, are mandatory for purchasing by limited quotations. Purchase of goods up to the value of Rs. 15,000/ - (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded on the cash memo/receipt by the PD/PI in the following format:

"I,, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

vi. On receipt of the quotations, the PD/PI will constitute a 3-member purchase committee (or 4-member committee if Co-PI is also present). The committee would open the quotations received, prepare the technical and commercial comparative statements and submit their purchase recommendations to the R & C office. The purchase file should contain the original Indent, List of Vendors, Sample NIQ, and Proof of dispatch of the NIQ, List of purchase Committee Members, Quotation, Comparative Statement and Recommendation.

1. Indent-cum-sanction: If the item is proprietary in nature, the purchase can be carried out directly through an indent-cum-sanction sheet. The indent cum sanction sheet should be accompanied by a proprietary certificate from the principles for the particular equipment, along with the patent certificate. The patent number for the product should be clearly specified in the proprietary certificate.

2. If the item can be purchased through a repeat order, then this can be carried out by an indent-cum-sanction sheet accompanied by a copy of the actual purchase order (P.O). For this the actual P.O should have been issued within a period of 6 months of raising the indent-cum sanction sheet.

3. Quotation(s) for the item(s) from the company should accompany the indent-cum sanction sheet.

vii. The purchase order would be issued by the R&C section after the competent authority approves the purchase committee recommendations.

viii. When the item is delivered, as per the P.O details, the PI is required to send the bills to the R&C section after proper stock entry of the item. This is to be followed by sending the inspection report to the R&C office,

5.2. Travel related expenditure:

i. There should be provision for travel in the approved project.

ii. There should also be funds available in the appropriate account head.

iii. Prior approval for travel from the Dean (R&C) is necessary. Approval from the Dean (R&C) can be obtained by filling the "Application form for financial assistance, permission and leave for attending conference related to R&C project within the country".

iv. The application should be accompanied by proof(s) like acceptance of the paper/ invitation by the conference organizers, the registration fee required, mode of travel and approximate expenditure for travel as well as conference registration fee.

v. The request for the approval for travel should reach the Dean (R&C) at least 3 weeks before the conference.

vi. In case the project staff is participating in the conference in-lieu of the PI, the request for sanction should be from the PI (not the project staff).

vii. The PI can apply for an advance, if required, by filling the "temporary Advance form". An estimated breakup of expenditure should also be submitted.

viii. For local travel within Aizawl city, if necessary, use of a hired car is allowed with prior permission. However, reimbursement of Petrol, Oil & Lubricants (POL) bill for use of own car is not entertained.

ix. On return from the journey, the PD/PI/project staff is required to settle all the expenditure within 3 weeks after return. All documents like conference registration fee receipt, hotel charges & local expenditure (as per the Institute rules), journey tickets (for Air, Rail, taxi, etc.), along with the settlement form are required to be submitted to the R&C office.

NB: Travelling to other educational Institutes/ research establishments / industry/ etc., for carrying out technical discussion as a part of the project is not permitted. However, if the project proposal is a joint collaborative project between NIT Mizoram and any other educational Institutes research establishments/ industry etc., (approved by both NIT Mizoram and its counterpart at the time of proposal submission), travelling for this purpose is permitted.

x. Faculty members/Project staff going out of town on research/data collection/ project related work will be treated to be on duty subject to a maximum leave of 20 days per year, and subject to a maximum leave of 10 days per regular semester. Approval for going on duty on such work will be approved by the Director.

In exigent situations, if the travel is very much required, the Dean (R&C) may exercise his discretionary powers in approving only the special casual leave for the visit. The expenditure for such visit will not be permitted from the project.
