



Established by an Act of Govt. of Jharkhand
as per Section 2(f) of UGC Act, 1956

Guidelines for Sponsored Research and Consultancy Services (SRSC), Jharkhand Rai University, Ranchi.

Introduction:

In addition to offering several kinds of technical and professional education programmes by the University, sponsored research projects and consultancy (Industrial / Government) services (National and International) are essential programmes to train teachers capable of inspiring the next generation of engineers, scientists and researchers and also for enhancing the faculty research area, development of society and Industry services. By support of Government / industry sponsored programmes, the University intends to contribute towards betterment of Society services and Country's growth. In exercise of power conferred in Section 7(J), Jharkhand Rai University Act 2011, the following guidelines for Sponsored Research and Consultancy services (SRSC), Jharkhand Rai University, Ranchi are adopted, these shall come in to force from the date of its notification:

1. **Objectives:** The objectives of promoting University consultancy and sponsored research project in the University shall be as given below :-
 - 1.1 The primary objective of undertaking any sponsored research projects and consultancy work shall be creation of new knowledge, widening and expansion of existing knowledge and experience of faculty and staff members.
 - 1.2 All types of sponsored research projects and consultancy works irrespective of value of the project shall be acceptable so long as there is a distinct value addition to the faculty and staff. The work must be challenging and must involve niche areas of expertise available in the University
 - 1.3 The research and consultancy works which are likely to bring repute to the University and increase the number of patents in favour of the faculty and the University will be given the top priority.
 - 1.4 All University consultancy and sponsored research projects in support/partnership of National and International agencies, Govt,

PSUs, or Industries engaged in development of major infrastructure and/or in economic development shall be considered subject to the academic and administrative restrictions laid down by the University.

2. Definitions

2.1 University means Jharkhand Rai University, Ranchi.

2.2 Vice Chancellor means **Vice Chancellor**, Jharkhand Rai University, Ranchi.

2.3 Project implies sponsored research projects or industrial consultancy projects or routine testing projects

2.4 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, equipments, consumables and supporting services of the University is borne by the sponsor.

2.5 Consultancy Project means consultancy assignment/job given by outside agency to a faculty of the University for work within mutually agreed terms & scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the University (i.e. Vice Chancellor or Registrar which may be taken up as a Consultancy Project by faculty.)

2.6 Sponsor means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.

2.7 Consultant or Research or Project In-charge / Principal Investigator (PI): University employee with necessary expertise and competence to conduct a Research and consultancy work shall be applicable to perform in consultancy or projects services, under the purview of University act, statutes and others applicable norms. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding will be the Principal Investigator (PI). In case of

research project, Emeritus fellow/ Chair professor/ Visiting professor may also be the Consultant / Research or Project In-charge.

3. **MANAGEMENT & ACTIVITIES OF SRSC (Sponsored research and Consultancy services):** “**University SRSC Cell**” shall function for the fulfillment and execution of work including planning, budgeting, project monitoring (both technical and financial), budgetary control, compliance with terms and conditions of the agreement/ contract between sponsor(s) and the University etc., monitoring of any sponsored research programmes and consultancy services, Promotion work of consultancy and research work / workshop / symposia / conference / seminar of the University, Liaison with Private / Public sector agency / company with due approval of the Vice-Chancellor. **Under the chairmanship of the Registrar, University SRSC Cell should be constituted. The Vice-Chancellor shall have the power to reconstitute the Cell, as and when required.**

All payments related to such consultancy or sponsored research or project works shall be paid to the University general account. University employees associated with the project or consultancy services shall complete the task of the same within the prescribed time as scheduled, be awarded with appreciation certificate and minimum 50% (fifty) of benefited amount after deduction of all the expenditures & other liabilities arising from the project / consultancy service, also be paid from receipts of consultancy or project amount.

Eligibility and Restrictions. Following eligibility conditions shall apply:-

(a) All types of University consultancy and sponsored research projects and related assignments can be taken up only by employees (Teachers or staffs) of the University. The extent of works undertaken be such that it will not interfere with the discharge of teachers normal duties. The consultancy or project work shall be started after receipt of funds.

(b) All types of University consultancy and sponsored research projects and related assignments, whether carried out by an individual or a group, irrespective of the quantum of facilities of the university availed and irrespective of amount involved shall be accepted only with the prior permission of the Vice-Chancellor. While seeking the sanction, the nature of the job and time period involved must be specified.

(c) No ceiling limit has been prescribed for undertaking University consultancy and sponsored research projects and related assignments provided (i) consultancy work does not interfere with the normal teaching / research work in the University and other duties of the staff member(s) concerned and (ii) the

total time to be spared by the consultant staff member(s) on all consultancy jobs in hand at a particular time should not exceed the laid down maximum limit of hours per week.

(d) University staff may be granted project leave up to 10 days during a calendar year for work related to Sponsored Research and industrial consultancy Projects, in addition to the other leave available as per norms.

University Sponsored Research and Industrial Consultancy. Sponsored Research and industrial consultancy are two important modes through which the faculty supports the activities contributing to the development of knowledge and technology. In the present times of continuous innovation and fast changing technology the curriculum must also be updated continuously to keep pace with time and research and consultancy projects help the faculty to remain in organic contact with the technological change. Thus, the activities of sponsored research and industrial consultancy have become an essential part of the activities of the academic institutions and their teachers. Historically, this University was set up to cater to the developmental needs of the society and industries. The University has a well recognized core competence in traditional engineering and its benefit is harnessed for the industrial and economic growth by extending consultancy services. The University, through its faculty, can handle almost any type of problem/need of the industry or Government agency.

8. Consultancy Services. The faculty of this University is competent to provide a wide variety of Consultancy services in almost every discipline, some of them are:

- (a) Cause-and-remedy studies
- (b) Pre-feasibility and feasibility studies
- (c) Detailed project reports
- (e) Validation of designs/drawings
- (f) Development of industrial products/systems/processes
- (g) Development of systems software
- (h) Development of application software for offline and online applications.
- (i) Technical and Energy Audit
- (j) Industry supported training programmes
- (k) Training programme for faculty/ industry / Government agency

9. Modes of University Industry Interaction: The University encourages its employees and students to interact with industry as well as government agency

in all possible ways with the spirit of deriving mutual benefit. The major modes of interaction are listed below:

- (a) Professional consultancy by the faculty to industries.
- (b) Joint research programs and field studies by faculty and people from industries.
- (c) Visits of faculty to industry for study and discussions or delivering lectures.
- (d) Visits of industry executives and practicing engineers to the University for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
- (e) Workshops, conferences and symposia with joint participation of the faculty and the industries.
- (f) Participation of experts from industry in curriculum development.
- (g) Collaborative degree programs.
- (h) B.Tech. and M.Tech. Projects/dissertation work in industries under joint guidance of the faculty and experts from industry.
- (i) Short-term assignment to faculty members in industries.
- (j) Visiting faculty/professors from industries.
- (k) Professorial Chairs sponsored by industries / Government at the University.
- (l) Practical training of students in industries.

10. Initiation and Management of Consultancy Projects. Each consultancy project has a Project In-charge / Principal Investigator (PI) who is an employee in the service of the University and is responsible for:

- (a) Formulating the project proposal which may include planning of the work to be done, estimating costs according to the guidelines provided in the University regulations, identifying other faculty member(s)/ scientist(s) in the service of the University to work as Co-investigators of the project and identifying technical staff for assistance, if required.
- (b) Co-ordination and execution of work.
- (c) Associating students, outside experts and external agencies, as and if required.
- (d) Handling all communications with the client.
- (e) Writing intermediate and final reports for the project.
- (f) Making recommendations to the Dean (IRD) regarding expenditure from the project funds and remuneration to be paid to faculty, staff and students.

11. The Client (sponsoring organization): The University employees usually approaches the Industries or Government agency as client for consultancy work through the University.

12. Use of Existing Staff. Existing Staff such as technicians and those permanent or contractual staff who may be available without affecting Department schedule may be considered subject to the requirement of the project and availability of such staff. Such staff may be paid as per norms of the University from the receipt amounts as received from the sponsor.

13. Direct Appointment by the University. The PI may approach the Vice-Chancellor and seek permission for direct appointment/hiring of engineers and staff on the project. Such staff shall be appointed for assisting/working on the project as per University norms.

14. 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 decided by the University, time to time.

15. Finance and Accounts: 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.

16. 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 recommendation of Registrar, Jharkhand Rai University, Ranchi.

17. Review

These rules may be reviewed normally in two years or as needed.

18. Collaboration with Outside Organizations

If collaboration with other Govt. /Public 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.

19. DISAGREEMENTS / DISPUTES: Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with 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 PI(s) and the sponsor(s), the PI (s) will be responsible for settlement of the dispute. Any litigation or dispute proceedings arising out of this MoU shall be subject to laws of India

20. 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 to be resolved by mutual negotiations. If, however, such negotiations are infructuous, such litigation or dispute proceedings arising out of this MoU shall be subject to laws of India, specifically within the jurisdictional court/tribunal/judicial authorities of New Delhi (India) and in accordance with the Arbitration and Conciliation Act 1996 or its amendment thereof as being in force from time to time.

21. 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 their 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.

22. DOCUMENTS TO MAINTAIN: Following documents will be maintained by P.I through his team members and produced for audit as and when required:

- (a) **Attendance Records.** Attendance/site visit record of the P.I, members, staff etc. with man-hours spent during each visit.
- (b) **Inspection/Site Visit Register.** A register to record expert advice by expert members and consultants suggestions and remarks of the P.I and members with date and their signature during their visit to the site. Record feedback on its implementation also in the same register.
- (c) **Stock Register:** This Register shall be updated with record of purchase of all equipments, materials, all consumables, non-consumables items etc. and its warranty or guarantee and utilization.
- (d) **Travel Record Register.** To record details of all expenditure incurred on travel.
- (e) **Correspondence File** - For all correspondence since commencement.
- (f) **Agreement/Contract** - maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- (i) **Record of Monthly Progress Report** - Record of monthly progress report submitted to IRD and a copy of progress report submitted to client as may be desired by him.

(j) **Any Other Document.**- Any other document as directed by Vice-Chancellor or Registrar or as may be decided by the P.I.

Note - The above documents may be merged but all records must be maintained for minimum 03years or as may be laid down by the sponsor and produced for audit or any other purpose whenever required.

23. GUIDELINES FOR MoU/AGREEMENT

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 or the clauses mentioned below should be removed, if considered necessary:

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

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

23.3: 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.

23.4: Consultancy Charges and payment terms: The document must clearly indicate the charges to be paid including applicable service tax along with payment terms.

23.5: 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.

23.6: 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.

23.7: 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

23.8: 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

23.9: 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

23.10: 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. If a different format is used, its legal vetting by the University's Advocate will be the responsibility of the PI concerned.

Note: Projects & funding: The University Research Council time to time takes personal interest in encouraging the academic staff to generate additional resources for research activities through sponsored research projects. In this light, various projects have been encouraged to apply for funding & grants to various govt. project proposing agencies like Department of higher, technical education & skill development, Jharkhand Council of Science & Technology, Government of Jharkhand, NitiAayog, Atal Innovation Mission, Science & Engineering Research Board (SERB) etc. We encourage interdisciplinary research within the existing programs offered by the university. The researchers may take up individual projects or in collaboration with colleagues or other research related agencies to bring out quality research. Academic Staff are also encouraged to participate in initiatives designed to secure financial support for research activities from external sources (including government funding, industry partnerships and contracts and commercialization opportunities).