

INDIAN INSTITUTE OF TECHNOLOGY INDORE

PROCEDURE TO BE FOLLOWED FOR EXECUTION OF SPONSORED PROJECTS IN IIT INDORE

1. Sponsored projects are normally executed by request from the Government agencies directly to the Institute or by discussion between the agency and the faculty.
2. The project proposal (Hard copy) with the complete description of the project & cost with proper distribution of the amount under suitable heads specifically mentioning the Institutes over head (i.e 20% of the total project cost), and instalments if any, to be mentioned clearly (annexure A), will be submitted to the Dean (R&D) for his approval through Ashwati/Jaya of Dean R&D's Office.
3. Once the proposal gets approved from Dean (R& D) then the hard copy will be handed over to the concerned faculty, where as the copy of the same will be kept in records. The consultant/Faculty carrying consultancy work will have to submit the proposal to the Agency/Industry.
4. All correspondence related to consultancy project including receipt of Sponsored project money, issue of utilisation certificate etc. will be dealt by Ashwati/Jaya of Dean R&D's Office.
5. In case of procurement of any equipment or consumables under the head specified in the Annexure (A), will be carried out through proper purchase procedure as per the institute's norms.
6. Any travel out of campus/ Outstation travel would need filing application for special leave (as per guidelines and rules discussed in the meeting with dy. Director, Deans, HOSS, dated 21st Nov. 2012).
7. Please enclose approval letter of Director if the project is taken by person other than full time faculty members and core research scientists & engineers of Department/ Centres/ School who are on the regular pay scale drawing salary equivalent of Asst. Professor or above.


Dean (R&D)


Dy. Director

**PROCEDURE TO BE FOLLOWED FOR EXECUTION OF INDUSTRIAL RESEARCH AND
CONSULTANCY PROJECTS (IRC) AT IIT INDORE**

1. Consultancy projects are normally initiated by request/ enquiry from the industry directly to the Institute or by discussion between the Industry and the Consultant.
2. In the event of the enquiry being directly received by the Institute, the work will be assigned to specific consultant/Faculty or group of consultants depending on their expertise, and existing commitments, by Dean R&D.
3. In the event of a client preferring the service of a specific consultant, the assignment may normally be assigned to the identified person, provided the time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week.
4. The consultant/Faculty carrying consultancy work will have to submit a proper letter of intent from the Industry/Client, describing the complete details of the terms & conditions along with the details of costing of the projects (form attached), to Dean R & D for approval.
5. Dean (R&D) shall approve the consultancy project proposal along with draft agreement between the client and the Institute. The client to pay all charges in advance. Payment of project exceeding Rs. 1,00,000 and implementation period of 3 months can be allowed in four instalments per annum. For project implementation period lesser than one year instalments to be reduced down proportionately. Minimum charges for consultancy should be Rs. 10,000 excluding tax.
6. After receipt of the filled up costing of consultancy project form No.(Annexure attached), Dean (R&D)'s office will prepare the proforma invoice duly signed by Dean (R & D) along with covering letter and sent to the Client with a copy to Accounts department and consultant/Faculty.
7. All correspondence related to consultancy project including receipt of money will be dealt by Ashwati/Jaya of Dean R&D's Office.
8. Any travel out of campus/ Outstation travel would need filing application for special leave (as per guidelines and rules discussed in the meeting with dy. Director, Deans, HOSS, dated 21st Nov. 2012).
8. Please enclose approval letter of Director if the consultancy is taken by person other than full time faculty, core research scientists & engineers of Department/ Centres/ School.



Dean (R&D)


Dy. Director

Annexure A