

त्रिपुरा विश्वविद्यालय

TRIPURA UNIVERSITY

केंद्रीय विश्वविद्यालय / A Central University



Suryamaninagar, Agartala

Tripura (W), PIN-799022

CONSULTANCY

Rules, Guidelines & Related Information

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Issued by

[Signature]
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TRIPURA UNIVERSITY RULES FOR CONSULTANCY SERVICE

1. PREAMBLE

In the light of changing economic scenario, government policies, the University considers sponsored research and consultancy projects as an important means for extending benefit of scientific research work in the University to the sponsoring agencies broadening the experience base of the University and as a tool for contributing to the country's and University's economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake research and consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate Research and consultancy projects, in addition, for providing much needed service to the government and industry, also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a firsthand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding out the solutions to the problems in emerging areas. Furthermore, the consultancy work also provides financial incentives for their contributions to all categories of staff.

2. DEFINITIONS

- 2.1. **University** means Tripura University (A Central University), Suryamaninagar, Tripura (West).
- 2.2. **Department** means all the academic departments, academic centres, and research centres of the University
- 2.3. **Vice-chancellor** means Vice-chancellor of the Tripura University
- 2.4. **Coordinator of Consultancy Cell (Coordinator, Consultancy Cell)** means Coordinator of Consultancy services, Tripura University.
- 2.5. **Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the University to work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the University (i.e. Vice-chancellor or Dean(s) or Registrar) which may be taken up as a Consultancy Project by faculty.
- 2.6. **Routine Testing project** implies those testing works where the rates are fixed by the department. The concerned Head of the Department will be the PI.
- 2.7. **Sponsor** means the organization that offers a Project to the University and provides necessary financial support for successful completion of the project in time.
- 2.8. **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/emeritus



professor/visiting professor may also be the PI.

- 2.9. **Investigator (I)** means a person from amongst the faculty/scientist (including Emeritus Professor, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project or any other Group 'A' staff so permitted by the Vice-chancellor.
- 2.10. **Consultant:** Consultant is an individual faculty member or government/public sector undertaking/ government company engaged for a specific period to carry out specific job.
- 2.12. **Project Staff** means a person appointed in conformity with the guidelines to work on a project.
- 2.13 **Research Development Fund (RDF)** means a part of the Institutional Overhead Charges (IOC)/share received for consultancy project / routine testing credited to a separate fund operated by the finance office of the University
- 2.14 **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.
- 2.15 **Professional Development Fund (PDF)** means a fund for individual academic staff, to which a part of the Institute overhead charges/ share from consultancy projects / routine testing are transferred.
- 2.16 **Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay of more than Rs. 100 lacs.

3. GENERAL

- 3.1. Individuals or Departments shall take up *Projects* (Consultancy and routine testing) after taking approval of the Coordinator, Consultancy Cell through the Head of the concerned Department. All funds in connection with *Projects* should be received in the name of the Tripura University (A Central University), Suryamaninagar, Tripura (West). The account of *Projects* will be maintained by Consultancy Cell Office and controlled by Finance Officer of the University. Norms for project initiation and management are given at **Annexure 1**.
- 3.2. The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working week plus one day during week end, thus a total of 104 man days during a calendar year.
- 3.3. Consultancy project from any sponsor can be taken up for a minimum amount of Rs. 50,000/-. For consultation work involving only site visit or personal discussion a minimum amount of Rs.10,000/- per man-day for faculty/scientist/ Group A staff and Rs.1,000/- per man-day for technical and other non-academic staff may be charged.
- 3.4. University staff may be granted leave up to 15 days during a calendar year for work related to consultancy *Projects*, in addition to the special casual leave available as per University norms.



3.5. Report(s) and data collected/ originated out of consultancy are the joint Intellectual Property of the sponsor and the investigators which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the Principal Investigator.

3.6. 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.

The report of the Sponsored Research and consultancy projects will be kept by PI for a period of 20 years from the date of closure of the project and for routine testing from the date of issue of report, as per the RTI Act 2003.

3.7. If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee against a staff member in connection with Consultancy project(s), the Vice-chancellor, on the recommendation of Coordinator, Consultancy Cell 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 ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.

3.8. All purchases under projects 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.

3.9. Faculty/scientist may accept honorary membership of board of directors 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.

3.10. A sitting fee of Rs 1000 (Routine Testing project) and Rs 2000 (consultancy project) is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Coordinator, Consultancy Cell.

4. Manpower

4.1 Project staff

4.1.1. 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 or as prescribed in supported research projects (May be changed as per the G.O.I. orders)

4.1.2. Open selections will be held for all project positions.

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

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



- 4.1.5. Transfer of project staff from one project to another, either on completion or midway, may be permitted by Coordinator, Consultancy Cell on the recommendation of respective PIs.
- 4.1.6. The tenure of appointment of a project staff will be at the most for the remaining duration of the project. The severance notice shall be issued to the project staff by the PI one month prior to the termination of appointment.
- 4.1.7. On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Coordinator, Consultancy Cell.
- 4.1.8. 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. The contract will be complete when countersigned by Coordinator, Consultancy Cell who will retain the original contract agreement.
- 4.1.9. Appointment of project staff on ad-hoc basis against a project position can be considered by Coordinator, Consultancy Cell on the recommendation of the PI for a period not exceeding 89 days.

4.2 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 minimum of Rs 5,000/- per month for UG, Rs 8,000/- per month for PG students, Rs 10,000/- per month for Ph. D. students and Rs 20,000/- per month for Post Doc Fellows.

4.3 Consultants

The PI, with the prior approval of Coordinator, Consultancy Cell / Vice Chancellor may avail the services of individuals not in the University service or government organization as Consultants. However, the amount payable to consultant(s) shall be limited to 40% of the total contracted amount in consultancy project.

5. Travel

- 5.1. 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 / use of own car shall be permissible. Sharing of vehicle shall be the rule.

Approval for domestic travel shall be accorded by PI including for self subject to leave approved by the competent authority. Faculty/Scientist and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Coordinator, Consultancy Cell / Vice-chancellor.



Payment of charges to travel agents for Ticket purchase assistance, Visa assistance; Insurance etc. shall be admissible from project funds.

However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

5.2. Approval of Vice- chancellor will be required for all international travels and any deviations from above.

5.3. Out of pocket expenses will be payable for the actual period of field work at the work place at the following rates and will not be admissible for the journey period.

| Category of Staff | Rate |
|---|-----------------------------------|
| Class 'A' and 'B' and Consultants | Rs.700/- per day or part of a day |
| Class 'C' and 'D', Project staff and others | Rs.500/- per day or part of a day |

6. Finance and Accounts

6.1. Routine testing Project

At the time of submission of a routine testing project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 40% 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.

6.2. Consultancy Project

6.2.1. *At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 30% of the total contracted project cost.*

6.2.2. Details of distribution of project fund shall be as below:

| Item | Consultancy project | Routine testing |
|--|---------------------|-----------------|
| Total money received | G | Z |
| GST | L | L |
| Total contracted amount (T) | (G-L) | (Z-L) |
| Institute share (P)* | 0.30 T | 0.40 T |
| Remaining amount (F) | 0.70 T | 0.60 T |
| Total expenditure | E | E |
| Balance Amount for distribution (S) <i>(Bill for payment shall be raised by the PI that includes his/her own share)</i> | (F-E) | (F-E) |

*However, in case of a large consultancy project funded by a Government Organization,

University share may be negotiated with the approval of Vice-chancellor.

- 6.2.3. For consultancy project with an outlay of Rs. 10 lacs or more, interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the balance amount and that the amount of distribution is commensurate with the work completed.
- 6.3. A separate account head shall be maintained for each project by the office of the Coordinator, Consultancy cell. PI / Consultancy cell shall be responsible for the submission of audited statement of accounts as and when required by the sponsors. Finance Department / Assistant Registrar / Account officer shall also be responsible for filling GST.
- 6.4. For all ministerial staff, the upper limit for remuneration from consultancy Projects and other sources shall be 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.
- 6.5. 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 may be permissible.

7. Professional Development Fund (PDF) and Department Development Fund (DDF)

7.1. Share of Professional Development Fund (PDF) and Department Development Fund (DDF) The distribution of institute share to be credited to the PDF and DDF shall be as per the following table.

Distribution of Institute Share in percentage

| Type of Project and Component available for distribution | Distribution (%) | | | |
|--|------------------|-----|-----|---------------------------|
| | RDF | DDF | PDF | Incentive to office Staff |
| A. Consultancy Project | 75 | 10 | 10 | 5 |
| B. Routing Testing Project | 80 | 10 | 5 | 5 |

7.2. Utilization of Professional Development Fund (PDF)

- 7.2.1. The PDF can be utilized by the concerned individual for the following purposes:
- Travel (domestic and abroad) and related expenditure for individual, student or outside expert
 - Exploratory visits
 - Engagement of project staff
 - Fee and related expenditure for acquiring training/qualification(s)
 - Membership fee of professional societies
 - Books, journals stationary and computer consumables and any storage media
 - Mobile phone (once a year), data card for internet, telephone call (pre or post paid), connectivity charges
 - Office peripherals, furniture for lab and offices, camera (all types), instrument, computer (all types) and peripherals
- 7.2.2. All travels (domestic and abroad), engagement of persons and expenditure for more than

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the limit of expenditure without calling quotations under PDF shall require the approval from Coordinator, Consultancy Cell / Vice-chancellor.

7.2.3. The items procured out of PDF shall be properly accounted for by the concerned department /centre and shall remain as the property of the Concern department. However, items purchased under 7.2.1 f & 7.2.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the University. Any items purchased under clauses 7.2.1 h and any major assets procured may be retained by the concerned person on payment as per clause 7.2.4.

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

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

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

7.2.5. After leaving the University the PDF will also be available to the concerned person for 3 years for expenditure at sl. 7.2.1 a, c and e only.

Note: Leaving the University means not serving the University in any capacity like faculty/re-employed faculty/Emeritus Professor faculty/visiting faculty etc. Serving as consultant will not be counted as serving the University.

7.2.6. For the faculty members coming from other institutions/ Universities, who carry out projects and other activities involving contribution towards their PDF, on request the fund so accumulated could be transferred to their parent organization with the approval of the competent authority.

7.3. Utilization of Department Development Fund (DDF)

DDF fund can be utilized for the following purposes:

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

The budget for utilizing DDF may be recommended by the Departmental Committee (DC) and approved by the Coordinator, Consultancy Cell. For any special requirements not covered above a proposal may be sent by the DC of the Department for consideration of the Coordinator, Consultancy Cell / Vice Chancellor.

8. Sponsors Specific Conditions

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

9. Exception Clause

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These guidelines shall normally be applicable to all Consultancy Projects. However, any changes required which does not constitute to policy change may be approved by Vice-chancellor on the recommendations of Coordinator, Consultancy Cell.

10. REVIEW

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

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1. PROJECT INITIATION AND MANAGEMENT

- 1.1. Each project will have a Principal Investigator (P.I.) who will be a faculty member /Officers in the service of the University and who will be responsible for:
 - i. Formulating the project proposal which may include
 - a) Planning of the work to be done,
 - b) Estimating costs according to the guidelines provided in the later section, and
 - c) If necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the University,
 - ii. Coordination and execution of work,
 - iii. Handling all communications with the sponsor,
 - iv. Writing of intermediate and final reports according to the project proposal
 - v. Ensuring that all reports bear the name of the Principal Investigator and his/her signatures and the name(s) of the Investigator(s) who participated in the project,
 - vi. Signing the Memorandum of Understanding (MoU) or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 4.
- 1.2. The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other Group 'A' employee so permitted by the Vice-chancellor can also be co-opted as Investigator.
- 1.3. The PI will prepare research project proposal in conformity with:
 - i. Permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the University
 - ii. Provision for overhead charges as per the rules of the University,
 - iii. Other guidelines for Consultancy Projects, and
 - iv. Rules, Regulations & Statutes of the University
- 1.4. All consultancy proposals shall be submitted to the sponsors by PI after getting the approval through the concerned Head of the Department from Coordinator, Consultancy Cell / Vice Chancellor. In all cases, the copy of the proposal needs to be submitted to the office of the Coordinator, Consultancy cell.
- 1.5. It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.
- 1.6. The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 1.7. The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Coordinator, Consultancy Cell for placing the same before the Audit, for verification or as and when required for any other purpose.
- 1.8. The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the consultancy project work to the sponsor as required. He/she will also send a copy of the final technical report to Coordinator, Consultancy Cell (for record purpose only).
- 1.9. The P.I shall write to the sponsor for timely release of funds with a copy to the

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Coordinator, Consultancy Cell for follow up, if necessary.

- 1.10. 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, Coordinator, Consultancy Cell 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 Coordinator, Consultancy Cell / Vice Chancellor refers the project.

- 1.11** No retiring faculty member shall be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.
- 1.12.** The Emeritus Fellows, Emeritus Professor, Visiting Faculty, etc. can be appointed/nominated/continued as principal investigator for consultancy projects if the sponsors do not have any objection.

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

Emeritus Fellows, Emeritus Professor, Visiting Faculty, etc. can only be investigator(s) for the new consultancy projects.

- 1.13.** If the PI leave the University, retires or proceeds on leave or not available for some reason, Coordinator, Consultancy Cell, on the recommendation of the P.I. (if he/she is available) shall appoint 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 Coordinator, Consultancy Cell through H.O.D. However this shall need approval of sponsor agency, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Sponsor/vice-chancellor if he/she continues to serve the University in some other capacity.
- 1.14.** Normally the agreed charges of the consultancy project are to be deposited by the sponsor, in full, before the work commences. However, this stipulation is negotiable. In cases where the work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance.
- 1.15.** Project file will be closed with the submission of final project report and final settlement of accounts etc.

2. BUDGETARY NORMS FOR CONSULTANCY PROJECTS

The total agreed charges of a Consultancy project will consist of the University share,

actual expenses and the consultancy fee / 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.

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

The approval of the Coordinator, Consultancy Cell / Vice Chancellor to make any expenditure from the project funds assumes that funds are available in the project for the purpose. However, transfer of fund from one head to another can only be done with prior approval of funding agency (if applicable).

3. 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.

4. 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 ongoing projects, or till the end of the project for 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 RDF.

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.

5. DISAGREEMENTS / DISPUTES

- 5.1. Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Coordinator, Consultancy Cell / Vice-chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project.
- 5.2. In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.
- 5.3. All legal action will be subject to jurisdiction at Civil Courts at Agartala/ High Court at Agartala.

6. 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 to 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.

7. 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 the 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.

8. 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 Coordinator, Consultancy Cell in any other matter on the project.

- 1) Coordinator, Consultancy Cell- Chairman
- 2) Head of the concerned Deptt. or his nominee- Member
- 3) Head of one more Deptt. from relevant field or his nominee- Member

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- 4) One faculty Member from relevant field- Member
- 5) Principal Investigator- Member
- 6) One expert from outside the institute in relevant field, if required, or representative of sponsor, if required by sponsor.
- 7) Non-Member Secretary

9. FORMS

To ensure smooth administration & management of Projects, only the forms supplied by Coordinator, Consultancy Cell will be used by the PIs and others concerned.

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SELECTION PROCEDURES FOR RECRUITMENT OF PROJECT STAFF

(Including for Walk in Interview)

1. PREPARATION OF DRAFT ADVERTISEMENT

- i. Principal Investigator will send the draft advertisement to Coordinator, Consultancy Cell for approval
- ii. Coordinator, Consultancy Cell will approve the draft advertisement and return it to the Principal investigator for notification/ advertisement.

2. ADVERTISEMENT OF THE POSITIONS

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

3. SCREENING OF APPLICATIONS

- i. The P.I. will fix the meeting of Screening Committee and send the report of the screening committee to Coordinator, Consultancy Cell for approval/ It can also be done through telephonic interview/Skypie
- ii. The P.I. will issue the letters to the candidates called for interview after Screening Committee report has been approved by Coordinator, Consultancy Cell.
- iii. *For walk in interview, screening is not required.*
- iv. *No interview is required for appointment for up to 89 days. PI can directly engage the project staff with the approval of Coordinator Consultancy cell / Vice Chancellor.*

4. SCREENING COMMITTEE CONSTITUTION

- i. Head of the concerned Department: Chairman
- ii. Concerned Principal Investigator: Member
- iii. One faculty member from the Department as available to the P.I./Co-PI of the concerned project: Member

5. INTERVIEW

- i. The PI will fix the date of the interview and get the interview conducted. The PI will send the recommendations of the Selection Committee to Coordinator, Consultancy Cell / Vice Chancellor for approval.
- ii. The PI will arrange the walk-in-interviews on the advertised date by a duly constituted Selection Committee as given below (6)
- iii. Telephonic interview/skype if needed can be allowed by Coordinator, Consultancy Cell

6. SELECTION COMMITTEE CONSTITUTION

- | | |
|--|----------|
| i. Dean of the concerned faculty or his nominee: | Chairman |
| ii. Head of the Concern Department or his nominee: | Member |
| iii. Concern Principal Investigator: | Member |
| iv. One faculty member from outside the Department as available to P.I.: | Member |
| v. One external expert from outside the University If required by the sponsor: | Member |

7. FINAL SELECTION / APPOINTMENT

Selection Committee report will be approved by Coordinator, Consultancy Cell / Vice Chancellor and appointment letter will be issued by Registrar, Tripura University.

Annexure 3

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

1. Project Positions, Qualifications and Fellowships/Emoluments

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

Note:

- i. To meet specific needs of the project, any change in qualification and emoluments may be approved by Coordinator, Consultancy Cell / Vice Chancellor on the recommendation by PI.
 - ii. However, if sponsor has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.
2. **HRA:** The project staff (including those appointed on ad-hoc basis) shall be entitled to HRA as per the University rules, if accommodation in the campus is not made available to him/her. If the person is residing within the University Campus House Rent Allowance (HRA) upto entitlement or actual payment made whichever is less. HRA shall be charged to the salary head of the respective project.
 3. **Conduct Rules:** The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the P.I any official document or information to any person or agency. They shall also follow general code of conduct of the University.
 4. **Disciplinary Proceedings:** Coordinator, Consultancy Cell / Vice Chancellor 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 Coordinator, Consultancy Cell.
 5. **Leave:** All project staff working on project shall be entitled for following types of leave:
 - i. Casual leave: 8 days per year on pro-rata basis
 - ii. Earned leave: 2½ days per completed month of work
 - iii. Maternity leave: 135 days (Only for the appointment for 2 years or more)
 The leave shall be allowed and record shall be maintained by PI.
 6. **Medical Insurance:** Annual premium for medical insurance (from nationalized insurance company only) for illness requiring hospitalization may be reimbursed to project staff appointed for 3 years or more with the limit of sum assured of Rs. 50,000 for self, Rs. 50,000 for spouse and Rs. 25,000 for each child (up to two children) on the recommendation of PI chargeable to project, if provided funds are available in the project.

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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 if considered necessary:

1. General

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

2. Scope

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

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.

4. Consultancy Charges and payment terms

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

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.

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.

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

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

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

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.

Two model formats of MoU, format 'A' and format 'B' may be used as such or with minor modifications conforming to the above guidelines. Format 'B' is concise and is recommended for smaller projects. Format 'A' is much more elaborate. If a different format is used, its legal vetting by the University Advocate will be the responsibility of the concern PI.

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