

# SPONSORED PROJECTS

## Rules and Regulations



**NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR**

**July, 2018**

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## General Rules and Regulations

The faculty members or the departments of the institute shall take up sponsored projects after taking approval through proper channel (Dean R & C / Director). Sponsored projects normally refer to projects in which Principal Investigator (PI) does not charge any honorarium. For a project sponsored by government agency no honorarium in any form can be claimed. Amount may be used by the PI as approved in the respective budget head by the funding agency. For projects from industry and other agencies, any balance amount at the end of the project will be treated as per policy of the sponsor.

Norms for sponsored research projects:-

1. Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.
2. While making an estimate of the funds required for a project, the following budget heads may be taken into account:
  - Salary of Project Staff including PhD Scholars/ Research associates
  - Equipment
  - Consumable
  - Travel (Domestic/International)
  - Contingency
  - Administrative Overheads (@20% of Total Project Cost)
3. All projects proposals are to be sent to Director through proper channel for recommendation. The "Project Proposal Form" duly completed must be submitted along with the proposal.
4. After obtaining approval from the Director, a forwarding letter and the copy of the project proposal will be handed over to the PI for submission to the funding agency.
5. The project normally will be started after the receipt of funds.
6. The project expenditure for equipment and consumable will be maintained in a separate stock register by PI.
7. Office of the Dean R&C shall maintain the records of approved sponsored projects in the institute.



**Selection procedure for recruitment of project staff.**

- A. Once a project is approved by the sponsored agency, the project staff shall be recruited strictly as per the guidelines provided in the scheme.
- B. PI will send the draft advertisement to complete authority for approval and once approved same will be advertised. The positions will be advertised through institute website and through other means and applications will be received.
- C. The applications will be screened through a dully constituted screening committee.
- D. A selection committee comprising of following members will make the final selection of the concern project staff.
- |   |          |
|---|----------|
| i. A senior faculty member/ Dean R&C / Directors nominee                          | Chairman |
| ii. Head of the Concerned Department  | Member   |
| iii. Concerned Principal Investigator   | Member   |
| iv. One faculty from outside the department                                       | Member   |
| v. One external expert from outside the<br>Institute (if required by the sponsor) | Member   |

In case a different selection committee is mentioned in the guidelines of the sponsoring agency, same shall be followed.

- E. Final selection  
Selection committee report shall be submitted to the Director for approval and the appointment letter in favour of selected staff will be issued.
8. The project position/ qualifications and fellowships/ emoluments, terms and conditions for project staff shall be as per the guidelines of sponsoring agency. However, in case same are not available then MHRD guidelines will be followed.

