



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद

प्रयागराज-211004(भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
PRAYAGRAJ-211004(INDIA)
Website: <http://www.mnnit.ac.in>

Ref no. 545/RSC/2025-26

Date: 06/08/2025

Notice

A meeting was held on 21.07.2025 in Dean (R&C) Office on the GST related dues/penalty imposed and during the meeting it was conveyed by the Nodal Officer (GST) that Institute is in receipt of notice from GST office regarding non issuance of GST Tax Invoice in respect of relevant funds received in our bank account long back. As per Rule 31(2) of CGST Act, it is stated that the Tax Invoice shall be issued before or at the time when supplier received the payment.

In light of above, the following points are mentioned for kind compliance please:

1. A copy of the estimate is to be provided mandatorily by the PI through Head to Dean (R&C) office while submitting the proposal/estimate itself to the concerned agencies.
2. PI will immediately inform the receipt of the funds from the party to the Dean (R&C) Office along with TDS details (if any), who will verify the same from bank statement and needful action, may be initiated for issuance of the Tax Invoice.
3. All the PIs may be informed to provide the information against which estimate has been issued and payment has been received but Tax Invoice has not been issued. The information received (and any other funds received) for which invoice is long pending, an immediate necessary action may be taken regarding refunding back the entire received amount against which Tax Invoice has not been issued as the same creates statutory liabilities over Institute and attracts notices/ penalties.

Please note that the penalty imposed due to non-compliance of the same will not be borne by Dean (R&C) office and PI/funding agency will be responsible for the same in future. This is for kind information please and issued with the approval of Competent Authority.


(Shwetank Parihar)
Deputy Registrar

Copy to :

1. Director
2. GST Nodal Officer
3. All HoDs/ PIs


(Shwetank Parihar)
Deputy Registrar



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 (India)

FNo. 523/ R&C-GST/2025-26

Dated 28.07.2025

30

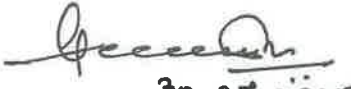
Notice

Sub : Request for annexing a copy of E Way Bill alongwith GST Tax Invoice having value more than Rs. 50,000/-

Please refer to the subject cited above , It is to inform that as per Rule 138 of CGST Rules 2017 the mechanism of E Way Bill is defined. E Way Bill is a mechanism to ensure that the goods (not services) being transported comply with GST norms to ensure the track movement alongwith checking of tax evasion.

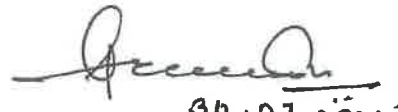
In light of above , It is requested to all the departments/ offices to accept the goods having value more than Rs. 50,000/- on each Purchase Order with a copy of E Way Bill. This requirement of E Way bill is irrespective with the distance of the supplier and our institute. Further, all the offices/ department is requested to please attach a copy of E Way Bill alongwith Tax Invoice, Delivery Challan, Stock Entry and other proceedings as in practice.

This is for your kind information and necessary compliance please.


(Satyajeet Kumar)
30.07.2025
Nodal Officer (GST)

Copy for kind information and necessary action to :-

- 1.All HoDs/ Deans/ Section Charges/FIP
- 2.Registrar
- 3.Deputy Registrar (Admin-III)- for implementation on GeM/Institute PO please.
- 4.Deputy Registrar (Accounts)
- 5.Assistant Registrar (Admin-III)


(Satyajeet Kumar)
30.07.2025
Nodal Officer (GST)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004(भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
PRAYAGRAJ-211004(INDIA)
Website: <http://www.mnnit.ac.in>

Tel.No.: +91-532-2271033, 2271034

Email: deanrc@mnnit.ac.in

Ref. No. 458/R&C/2025-26

Dated: 25-07-2025

Office Order

In context to letter No.478/Reg. Off. /72nd FC Meeting 2025-26 dated 02.06.2025 and 522/Reg. Off. /77thBoG Meeting 2025-26 dated 02.06.2025, the modalities for the expenditure of Institute overhead are as under:

1. Utilization of Institute Development Fund (IDF)

The revenue accumulated through Institute Development Fund (IDF) will form the Corpus Fund (CF). The utilization of the Corpus Fund will be at the discretion of the Director, MNNIT Allahabad, and may be allocated for various developmental facilities and activities of the Institute.

2. Utilization of Departmental Development Fund (DDF)

The utilization of DDF will be done by the Head of the concerned Department in consultation with its DFAC. This fund will be utilized towards the following purposes as per Institute rules.

- Procurement of new equipment, software, hardware, etc for the laboratory.
- Maintenance and calibration of laboratory equipment.
- Laboratory Certification.
- Creation of the teaching and learning facilities.
- Hiring of services of technical/Official skilled manpower for the departmental work including R&C related activities and others.
- Organisation of professional courses and participation of Scholars at National / International events only. Registration and travel (Max. Rs. 40,000/-) per scholar once in a PhD duration is permissible but the same is applicable only when other sources of funding are explored.
- Research assistantship will be provided to the Project fellow who is enrolled in Ph.D. @ Max upto Rs. 15,000 per month (all inclusive) for a duration of 6 months, and extension of another 6 months may be given by DFAC. Research assistantship will be given only when the scholar has 2 SCI/SCIE publications or 1 SCI publications along with one patent filed/granted/published. In the event of not fulfilling above-mentioned criteria, the fellow may be given Rs. 7,500/- per month upon strong recommendation of DFAC. The Research Assistantship will be provided from DDF only when the same is not allocated from PDF for the same scholar.
- Purposes other than the above-mentioned but for the academic/research requirements if found necessary by all the DFAC members of the Department and upon the approval of the Dean / Director as per Institute rules.

3. Utilization of Professional Development Fund (PDF)

The PDF is established to cater to the professional expenses and development needs of the institute faculty involved as the Principal Investigators (PI) of the projects. This should be noted that PI should not draw any honorarium from the R&C projects, otherwise PDF share will not be allocated to PIs and will be merged with IDF. For Research Projects and Industry Sponsored Research Projects, mentioned at S. No 1 and 2 in the Table (Annexure A), PI will be solely responsible for expenditure under respective PDF head. PI can also consider the Co-PI's professional expenses and development needs from their respective PDF. The PDF can be utilized by the faculty for the following purposes as per rules.

Charma
25.7.25

3.1 Travel

All expenses related to Research, Professional and Development work, including travel within the country or abroad.

3.2 Purchase of Resources

Acquisition of e-resources, cloud computation charges, software, books related to research and Teaching activities, journals, membership fees for professional societies/bodies and open access publication charges.

3.3 Conference Expenses for External Experts

Expenditures related to organizing National/ International Conferences.

3.4 Consumables

Purchase of all sorts of consumables including reagents, chemicals, glass wares, plastic wares, pipettes, stationary etc which are required for professional and development work.

3.5 Equipment

Purchase, acquisition and maintenance and calibration/validation of equipment, including Annual Maintenance Contracts (AMCs), and visit charges for serving engineer, etc.

3.6 Computer and Peripherals

PI can procure desktop, laptop, printer, scanner, copier, UPS of desired specification which suits to their research requirement along with computer peripherals such as cartridge, RAM, audio-visual devices, etc. License fee of operating systems, MS office, anti-virus software can also be considered.

3.7 Research Assistantship Head

- Research assistantship @ Max upto Rs. 15,000 per month (all inclusive) for a duration of 6 months, and extension of another 6 months on the recommendation of PI may be given. Research assistantship will be given only when the scholar has 2 SCI/SCIE or 1 SCI publications along with one patent filed/granted/published. If not meeting the above- mentioned criteria, the fellow may be given Rs. 7,500/- per month upon strong recommendation of PI.
- The scholar getting Research Assistantship from PDF will not be eligible for Research assistantship under DDF.

3.8 Miscellaneous Expenditures

Other expenses such as lab furniture, minor laboratory/office maintenance works, AC purchase including air conditioner repair, photocopying, binding, etc. needed for professional work.

3.9 Special Expenses:

Any other special expenses permitted by the Dean(R&C)/Director, MNNIT Allahabad.

- All purchases from the PDF must adhere to the GFR and Institute Purchase Rules for projects, and no honorarium can be drawn from this account.
- The Institute Development Fund (IDF), Department Development Fund (DDF), and Faculty Development Fund (FDF), stands as integral financial mechanisms crucial for the sustained growth and development of the institution. The proposed structured approach ensures transparent and accountable use of funds, contributing to the continual growth and development of the Institute.

The above guidelines will be effective from the date of BoG/FC acceptance, i.e., 02.06.2025.

This letter is issued with the approval of the competent authority.

Shivesh Sharma
Dean (Research & Consultancy)
MNNIT Allahabad
Prayagraj-211004 (India)

Sharma
25.7.25
(Shivesh Sharma)
Dean(R&C)

Annexure-A

Sl. No.	Nature of Project/ Sources	Overheads "A" (% of cost or as per the actuals)	Overhead Share of various UNITS		
			Institute Development Fund (IDF) (in % of A)	Department Development Fund (DDF) (in % of A)	Professional/ Faculty Development Fund (PDF) (in % of A)
1.	Type I: Government-sponsored & similar Research Project	*10	40	20	40
2.	Type II: Industry-sponsored research Project	#20	40	20	40
3.	Type III: Consultancy (Design Consultancy/ Drawing & Design/ Consulting)	30	80	20	Nil
4.	Type IV: Testing (Third party inspection, Testing with use of laboratory)	45	75	25	Nil
5.	Type V: Other activities (Any other activities not covered in above)	Up to 5	40	60	Nil

*Up to 10% or as per sponsoring Agency norms.

#Up to 20% or as per sponsoring Industry norms.

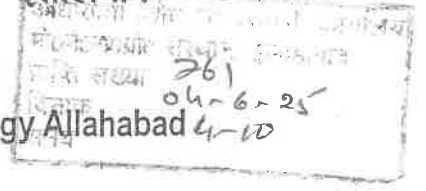
#For projects falling in the Type-III and Type-IV together, their overheads will be calculated as per the budget allocated to respective head, i.e., consultancy (30%) and testing (45%).

Sharma
25.7.25

Shivesh Sharma
Dean (Research & Consultancy)
MNNIT Allahabad
Prayagraj-211004 (India)



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]



No. 478 /Reg. Off./72nd FC Meeting/2025-26

Dated: June 02, 2025

Copy of the Finance Committee RESOLUTION No. 72.07 [A], dated April 25, 2025

"Item No. 72.07 : [A] To consider proposal of distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy into three categories Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF).

Resolution : [A] (i) The Finance Committee considered the minutes of the committee constituted to frame the guidelines for the distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy (R&C) into three categories; Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF).

The Finance Committee considered the recommendations of the Research and Consultancy committee (Held on 4/4/2025) on the issue of distribution of the R&C funds.

The Finance Committee noted the following:

- Finance Committee resolution on item No. 71.05 in its Seventy-first [71st] meeting held on 11.11.2024.
- Comparison Table of Distribution of Overheads in Various NITs/IITs.
- The revised Institute Overhead distribution into IDF, DDF and PDF as recommended by the Institute R&C Committee

Considering above, the Finance Committee discussed the matter in detail and directed-

- PDF share of overhead distribution can only be allowed if the concerned faculty member is not drawing any sort of remuneration/honorarium from the said type of activities.
- PDF share should be strictly adhered to support research management and professional development of faculty members.

Therefore, it was advised to remove allocation of PDF share of overhead from type-III and type-IV activities, as concerned faculty member receives remuneration/honorarium from the said activities.

Supd
(R&C)
→ For more pos
→ Make a FC/BG
file & attach
the same,
Sunder
11/6/25



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद

प्रयागराज-211004 [भारत]

Office of the Registrar

Motilal Nehru National Institute of Technology Allahabad

Prayagraj-211004 [India]

Recommendation:

- (i) The Finance Committee resolved to accept the Institute proposal of distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy into three categories Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF) with modification as shown in table below and recommend the same to the BoG for approval.

Sl. No.	Nature of the Project / Sources	Overheads "A" (% of cost or as per the actuals)	Overhead Share of various UNITS		
			Institute Development Fund (IDF) (in % of A)	Department Development Fund (DDF) (in % of A)	Professional/Faculty Development Fund (PDF) (in % of A)
1.	Type I: Government-sponsored & similar Research Project	*10	40	20	40
2.	Type II: Industry-sponsored research Project	#20	40	20	40
3.	Type III: Consultancy (Design Consultancy/Drawing & Design/Consulting)	30	80	20	Nil
4.	Type IV: Testing (Third party inspection, Testing with use of laboratory)	45	75	25	Nil
5.	Type V: Other activities (Any other activities not covered in above)	Up to 5	40	60	Nil
*Up to 10 % or as per sponsoring Agency norms. # Up to 20 % or as per sponsoring Industry norms # For projects falling in the Type-III and Type-IV together, their overheads will be calculated as per the budget allocated to respective head, i.e., consultancy (30%) and testing (45%).					

- (ii) Finance Committee resolved to accept the proposal submitted by the R&C committee to allow Institute faculty members to participate in the R&D tenders of outside agencies. However, Committee advised to prepare a framework for the participation in tender and present before the committee and BoG for final approval.
- (iii) Finance Committee resolved to accept the distribution of funds generated from testing and consultancy among the posts as mentioned in the point no. 4 of



कुलसचिव कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

No. 522 /Reg. Off./77th BoG Meeting/2025-26

Dated: June 02, 2025

Copy of the Board of Governors RESOLUTION No. 77.16 [C] [IX], dated April 25, 2025

Item No. 77.16 : [C] To consider the following recommendations of the Seventy-second [72nd] meeting of the Finance Committee held today i.e. on 25.04.2025 for approval on the following:

[IX] To consider the recommendation of the Research and Consultancy committee for modification in the Financial Power of the Dean (Research & Consultancy) of the Institute.

Resolution : [C] [IX] The Board of Governors noted the recommendations of the Seventy-second [72nd] Finance Committee vide resolution on item No. 72.07 [B] on the recommendation of the Research and Consultancy committee for modification in the Financial Power of the Dean (Research & Consultancy) of the Institute.

The Board accepted and resolved to approve the above recommendations of the Finance Committee in the matter.

Resolution of the Finance Committee is enclosed herewith for the ready reference.

[Signature]
02/06/2025

[Ramesh Pandey]

Registrar [Oftg.]/ Secretary, Board of Governors

No. 522 /Reg. Off./77th BoG Meeting/2025-26

Dated: June 02, 2025

Copy to:

1. Director for his kind information.
2. Dean [Research and Consultancy].
3. All Heads/All Deans/P.T.P.
- ✓ 4. Deputy Registrar [Accounts].
5. Assistant Registrar [Admin.-II]/Assistant Registrar [Accounts].
6. Guard File

For record and further
necessary action, if any.

[Signature]
02/06/2025

[Ramesh Pandey]

Registrar [Oftg.]/ Secretary, Board of Governors

[Signature]
4/6/25



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

No. 479 /Reg. Off./72nd FC Meeting/2025-26

Dated: June 02, 2025

Copy of the Finance Committee RESOLUTION No. 72.07 [B], dated April 25, 2025

"Item No. 72.07 : [B] *To consider the recommendation of the Research and Consultancy committee for modification in the Financial Power of the Dean (Research & Consultancy) of the Institute.*

Resolution : [B] *The Finance Committee considered the recommendation of the Research and Consultancy committee (Meeting Held on 4/4/2025) of the Institute for modification in the Financial Power of the Dean (Research & Consultancy) of the Institute. The Finance Committee was apprised that Board of Governors in its Sixty-eighth [68th] meeting held on 22.03.2022 on the recommendation of the Finance Committee has approved the delegation of financial power of the Institute. The Finance Committee was apprised of the comparison of the existing and the proposed delegation of financial powers to Dean R&C. To smoothen the process of research project management in the institute and to facilitate the quality research by easing and expediting the procurement process, the R&C committee of the Institute proposed following changes in the delegation of financial powers to Dean R&C.*

Sr. No.	Present limits as per delegation of Administrative / Financial powers in externally funded projects	Proposed delegation of Administrative / Financial powers in externally funded projects
1.	Procurement of Equipment, Furniture, General Utility Items/Services etc., of both recurring and non-recurring: Approval of Indent (for AA/ES for Procurement) For Dean (R&C): up to Rs. 25,000/-	Dean (R&C) up to 1 lakh (In tune with revised GFR limits regarding procurement)
2.	Delivery Period Extension request of the vendor with the imposition of LD. Director : Full Power	Delivery Period Extension request of the vendor with the imposition of LD. Dean (R&C): Full Power



कुलसचिव कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

No. 521 /Reg. Off./77th BoG Meeting/2025-26

Dated: June 02, 2025

Copy of the Board of Governors RESOLUTION No. 77.16 [C] [VIII], dated April 25, 2025

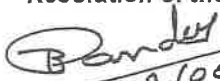
Item No. 77.16 : [C] To consider the following recommendations of the Seventy-second [72nd] meeting of the Finance Committee held today i.e. on 25.04.2025 for approval on the following:

[VIII] To consider proposal of distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy into three categories Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF).

Resolution : [C] [VIII] The Board of Governors noted the recommendations of the Seventy-second [72nd] Finance Committee vide resolution on item No. 72.07 [A] on the proposal of distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy into three categories; Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF).

The Board accepted and resolved to approve the above recommendations of the Finance Committee in the matter.

Resolution of the Finance Committee is enclosed herewith for the ready reference.


02/06/2025

[Ramesh Pandey]

Registrar [Oftg.]/ Secretary, Board of Governors

No. 521 /Reg. Off./77th BoG Meeting/2025-26

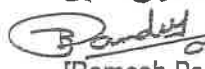
Dated: June 02, 2025

Copy to:

1. Director for his kind information.
2. Dean [Research and Consultancy].
3. All Heads/All Deans/P.T.P.
4. Deputy Registrar [Accounts].
5. Assistant Registrar [Admin.-II]/Assistant Registrar [Accounts].


For record and further
necessary action, if any.

6. Guard File.


02/06/2025

[Ramesh Pandey]

Registrar [Oftg.]/ Secretary, Board of Governors


4/6/25



मुत्तलाल नेहरू प्रौद्योगिकी संस्थान
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

No. 478 /Reg. Off./72nd FC Meeting/2025-26

Dated: June 02, 2025

Copy of the Finance Committee RESOLUTION No. 72.07 [A], dated April 25, 2025

“Item No. 72.07 : [A] *To consider proposal of distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy into three categories Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF).*

Resolution : [A] (i) *The Finance Committee considered the minutes of the committee constituted to frame the guidelines for the distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy (R&C) into three categories; Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF).*

The Finance Committee considered the recommendations of the Research and Consultancy committee (Held on 4/4/2025) on the issue of distribution of the R&C funds.

The Finance Committee noted the following:

- (a) *Finance Committee resolution on item No. 71.05 in its Seventy-first [71st] meeting held on 11.11.2024.*
- (b) *Comparison Table of Distribution of Overheads in Various NITs/IITs.*
- (c) *The revised Institute Overhead distribution into IDF, DDF and PDF as recommended by the Institute R&C Committee*

Considering above, the Finance Committee discussed the matter in detail and directed-

- *PDF share of overhead distribution can only be allowed if the concerned faculty member is not drawing any sort of remuneration/honorarium from the said type of activities.*
- *PDF share should be strictly adhered to support research management and professional development of faculty members.*

Therefore, it was advised to remove allocation of PDF share of overhead from type-III and type-IV activities, as concerned faculty member receives remuneration/honorarium from the said activities.



मुलतल नलरु कलतलल
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

Recommendation:

- (i) The Finance Committee resolved to accept the Institute proposal of distribution of Institute overheads accumulated from various sources under the Dean of Research and Consultancy into three categories Institute Development Fund (IDF), Department Development Fund (DDF) and Professional Development Fund (PDF) with modification as shown in table below and recommend the same to the BoG for approval.

Sl. No.	Nature of the Project / Sources	Overheads "A" (% of cost or as per the actuals)	Overhead Share of various UNITS		
			Institute Development Fund (IDF) (in % of A)	Department Development Fund (DDF) (in % of A)	Professional/ Faculty Development Fund (PDF) (in % of A)
1.	Type I: Government-sponsored & similar Research Project	*10	40	20	40
2.	Type II: Industry-sponsored research Project	#20	40	20	40
3.	Type III: Consultancy (Design Consultancy/Drawing & Design/Consulting)	30	80	20	Nil
4.	Type IV: Testing (Third party inspection, Testing with use of laboratory)	45	75	25	Nil
5.	Type V: Other activities (Any other activities not covered in above)	Up to 5	40	60	Nil
*Up to 10 % or as per sponsoring Agency norms. # Up to 20 % or as per sponsoring Industry norms # For projects falling in the Type-III and Type-IV together, their overheads will be calculated as per the budget allocated to respective head, i.e., consultancy (30%) and testing (45%).					

- (ii) Finance Committee resolved to accept the proposal submitted by the R&C committee to allow Institute faculty members to participate in the R&D tenders of outside agencies. However, Committee advised to prepare a framework for the participation in tender and present before the committee and BoG for final approval.
- (iii) Finance Committee resolved to accept the distribution of funds generated from testing and consultancy among the posts as mentioned in the point no. 4 of



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

No. 479 /Reg. Off./72nd FC Meeting/2025-26

Dated: June 02, 2025

Copy of the Finance Committee RESOLUTION No. 72.07 [B], dated April 25, 2025

Item No. 72.07 : [B] To consider the recommendation of the Research and Consultancy committee for modification in the Financial Power of the Dean (Research & Consultancy) of the Institute.

Resolution : [B] The Finance Committee considered the recommendation of the Research and Consultancy committee (Meeting Held on 4/4/2025) of the Institute for modification in the Financial Power of the Dean (Research & Consultancy) of the Institute. The Finance Committee was apprised that Board of Governors in its Sixty-eighth [68th] meeting held on 22.03.2022 on the recommendation of the Finance Committee has approved the delegation of financial power of the Institute. The Finance Committee was apprised of the comparison of the existing and the proposed delegation of financial powers to Dean R&C. To smoothen the process of research project management in the institute and to facilitate the quality research by easing and expediting the procurement process, the R&C committee of the Institute proposed following changes in the delegation of financial powers to Dean R&C.

Encl (R&C)
Sent
4/6/25

Sr. No.	Present limits as per delegation of Administrative / Financial powers in externally funded projects	Proposed delegation of Administrative / Financial powers in externally funded projects
1.	Procurement of Equipment, Furniture, General Utility Items/Services etc., of both recurring and non-recurring: Approval of Indent (for AA/ES for Procurement) For Dean (R&C): up to Rs. 25,000/-	Dean (R&C) up to 1 lakh (In tune with revised GFR limits regarding procurement)
2.	Delivery Period Extension request of the vendor with the imposition of LD. Director : Full Power	Delivery Period Extension request of the vendor with the imposition of LD. Dean (R&C): Full Power



**आधेष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत)**

**OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj - 211 004 (India)
Website: <http://www.mnnit.ac.in>**

Letter No. 1165/RAC/2024-25

Dated: 13/1/25

Minutes of the meeting regarding TA/DA for Various Project Staff related to Research/Testing & Consultancy Project

Referring to the committee formed vide letter no. 927/R&C/2024-26, dated: 10/01/2025, from Dean (R&C) regarding recommendation of TA/DA, hotel & travel charges etc. for various Project Staffs of the institute, a meeting was held on 13/01/2025 at 4:00 PM in the office of Dean (R&C). Following members attended the meeting.

1. Prof. Ajai Kumar Singh, Dean (R&C), Chairman
2. Dr. Shwetank Parihar, Deputy Registrar (Account)
3. Sri S.N. Verma, Internal Auditor

Members discussed about the suitable TA/DA etc. for various type of projects staffs related to Research/Testing & Consultancy Project working under different positions/projects sanctioned by various sponsoring agencies. The committee found that most of the Funding/Sponsoring agency has documented complete TA/DA etc. rules for the different project staffs. Projects running in the Dean (R & C) Office, MNNIT Allahabad, belongs to different departments of the institute and varying in nature with different travel requirements for the project staff. In the absence of the rules from the Funding/Sponsoring agency, the committee proposed the following TA/DA etc. for different categories of project staff receiving different salaries/emoluments.

Sr. No	Project Staff Designation	Travel Entitlement	Food Charges/ Fixed DA Per Day (In Rs.)	Maximum Lodging Charges/Day (On Production of Bills) (In Rs.)	Local Travel within any city [Limited upto 50 km per day]		Travel outside city	
					Mode Of Travel	Max. Rate/Km (In Rs.)	Mode Of Travel	Max. Rate/Km (In Rs.)
1.	Project Assistant/Field Assistant/Laboratory Assistant/Lab Investigator/Others*	Upto Sleeper Class by Train/Actual Fare by ordinary Bus	700/-	700/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro	i. As Per Tickets Provided ii. 10 Rs.	i. By Bus ii. By Own Bike etc.	i. As Per Tickets Provided ii. 8 Rs.
2.	JRA/SRA/Research Assistant/ Btech/M. Tech/MBA/M CA/MSc. /Others*	Upto AC-III Tier by Train / Actual Fare by any Bus (except AC Bus)	700/-	700/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro	i. As Per Tickets Provided ii. 10 Rs.	i. By Bus ii. By Own Bike/etc.	i. As Per Tickets Provided ii. 8 Rs.
3.	JRF/SRF/Research Associate/Project Scientist/Ph.D/ Others*	Upto AC-II Tier by Train /AC Bus	800/-	1000/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro	i. As Per Tickets Provided ii. 12 Rs.	i. By Bus ii. By Own Bike/etc.	i. As Per Tickets Provided ii. 10 Rs.
4.	Young/Women Scientist/ Others*	Upto AC-II Tier by Train/AC Bus/Air	800/-	1200/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro/ Taxi/ Own Car (Prior Approval will be required for travel by Taxi/Own Car).	i. As Per Tickets Provided ii. 16 Rs.	i. By Bus ii. By Own Bike/ Taxi/ Own Car (Prior Approval will be required for travel by Taxi/Own Car).	i. As Per Tickets Provided ii. 14 Rs.

**Note: For the post not falling under above categories 'Other' may be considered as per the approval of the Dean(R&C)/Director according to the project requirement.*

The committee further recommended the following norms/guidelines to be followed in payment/reimbursement of above listed expenses.

NOTE:

1. The above norms will be applicable to the Research/Testing & Consultancy Project staffs engaged in the Research/Testing & Consultancy work for which no specific guidelines regarding TA/Accommodation/fooding charges/local travels etc. are not specified by the Funding/Sponsoring Agencies Guidelines of Funding/Sponsoring agencies will supersede these norms provided by the Funding/Sponsoring agencies.
2. For the special nature of project works such as filed survey/monitoring/sample testing in which a project staff is required to perform journey within the city for which the *travel distance exceeding 50 km, then a prior approval through proper channel by competent authority will be required.*
3. All the expenses will be admissible on production of actual bills/receipts/tickets etc., duly certified by the concerned PI, if applicable of the project and endorsed by respective head of the department.
4. For local travel by road, the travel expenses must be supported by Ticket/Taxi bills duly verified by concerned PI/Co-PI. In case of travel by own vehicle, a self-certified bill with toll tax deduction message duly verified by concerned PI/Co-PI will be required with a copy of RC of the vehicle.
5. For performing any travel related to Research/Testing & Consultancy project such as for attending conferences/trainings/workshops/site-visits/field-survey/monitoring etc. by a project staff, a prior approval for the same must be obtained from competent authority through proper channel.
6. No reimbursement claim will be processed, if the ticket for Air travel (By Economy Class only) has not been booked by any Authorized Agency such as IRCTC, Ashoka Travels and Balmer Lawrie approved by GOI.
7. All Travel reimbursement will be paid for shortest route.



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)
Office of the Dean (Research & Consultancy)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj – 211004 (India)

पत्रांक: 1096अधि०(शो०एवं प०)/2024-25

दिनांक: 28/2/25

समस्त विभागाध्यक्ष/मुख्य अन्वेषक/सह-मुख्य अन्वेषक

कृपया अवगत कराना है कि टेस्टिंग एवं कंसल्टेंसी परियोजनाओं से सम्बंधित कार्यो हेतु किए जाने वाले यात्रा से सम्बंधित, पूर्वानुमोदन की प्रक्रिया का अनुपालन सम्बंधित मुख्य अन्वेषकों द्वारा नहीं किया जा रहा है।

उक्त को ध्यान में रखते हुए यह निर्णय लिया गया है कि उक्त कार्यो से सम्बंधित यात्रा प्रस्ताव का पूर्वानुमोदन सक्षम अधिकारी से प्राप्त होने के पश्चात ही उक्त प्रकार की यात्रा करें। यह पत्र सक्षम अधिकारी के अनुमोदनोपरांत निर्गत किया जा रहा है।

28/2/25

(श्वेतांक परिहार)

उप कुलसचिव



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)
Office of the Dean (Research & Consultancy)
Motilal Nehru National Institute of Technology Allahabad
Prayagraj – 211004 (India)

पत्रांक: 812/अधि०(शो०एवं प०)/2024-25

दिनांक: 06 /12/24

PI's/Co-PIs

Please find the copy of the rules attached herewith, regarding reimbursement of Hotel charges, Travelling charges and food charges.

It is requested to all of you that in case of all type of reimbursement as mentioned above, please follow the copy of the concerned rules attached, to avoid deduction.

It is also pertinent to mention that in case of TA bills supporting documents like Toll tax receipts/Fast tag messages , may also be attached in case of non-availability of Taxi bills/self car travel.

Copy to:-

1. All HODs.


(Shwetank Parihar)
Deputy Registrar


(Shwetank Parihar)
Deputy Registrar



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Allahabad – 211 004 (India)
Website: <http://www.mnnit.ac.in>

Letter No. /R&C/2024-25

Date : -08-2024

MINUTES

In context to the letter No. 346A/R&C/2024-25 dated 03-07-2024 a meeting of the following members was held on July 03, 2024 (Wednesday) at 4:00 p.m. in Office of the Dean(R&C). Following members were present in this meeting.

1. Dean (R&C)	: Chairperson
2. Prof. Rajesh Gupta, EED	: Member
3. Dr. Manisha Sachan, Biotechnology Dept.	: Member
4. Dr. Ramji Dwivedi, GIS Cell	: Member
5. Assistant Registrar (R&C)	: Convener
6. Assistant Registrar (Admin-III)	: Special Invitee
7. Internal Auditor	: Special Invitee
8. Prof. Y.K. Prajapati, ECED (FIP)	: Special Invitee

Following are the Minutes of the above meeting.

Proposal Submission:

- PIs can collaborate with various Government Institutions such as Central/State Technical Institutes, R&D labs, Industries on research proposals submission without a mandatory MoU.
- If MNNIT Allahabad receives no funding in a joint proposal, the PI from the Institute must submit a declaration stating that institute resources (beyond intellectual/scientific expertise) will not be used.
- For the submission of high-value proposals requiring in-kind institute support, the PIs can mention in the proposal the utilization of institute resources like CPDA, departmental recurring expenses of individual faculty, institute infrastructure support etc towards this. However, the institute guidelines of respective funds will be strictly applicable in case of utilization of these resources.
- All project PIs should submit their project proposal, Endorsement Letter, Letter of NOC to the Dean (R&C) office at least 5 days before to the last date of funding agency.
- For the proposals to be submitted to the government funding agencies the institute overhead can be in accordance to the guidelines of the funding agency. otherwise, the R&C overhead rates may be applicable.

Account Opening and Manpower Recruitment:

- The R&C office will initiate and try to complete the account opening formalities upon receiving the project sanction letter to meet funding agency requirements within 15-30 days.
- PIs can begin recruitment of project staff after receiving the sanction letter. However, letters for conducting interview can only be issued to shortlisted candidates after receiving the project grant.
- For the recruitment of the project staff, the PI can make first time extension to the advertised application submission deadline in case of lack of receipt of required minimum number of applicants and non-suitable candidates. However, in this case PIs should submit a signed email/letter to the R&C office explaining the reason, summarizing eligible/ineligible candidates, and ensuring no changes to eligibility criteria in the advertisement.

Procurement Guidelines:

- The committee discussed the procurement process for the items below Rs 25000/- for which the Institute guidelines were issued on April/May, 2024. In order to ease out the procurement of low value items, as raised by the project PIs in the meeting with the Director, it was recommended by the members to constitute a separate committee for the procurement of low value items of the externally funded projects.

Travel:


- PIs are allowed domestic travel based on their entitlements and project grant availability. They can also send project staff to collaborating institutes for project-related work. For urgent travel, PIs can inform the Dean R&C office via email with travel details and estimated expenses for approval, subject to fund availability in the project.


Utilization Certificate (UC):

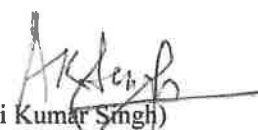
- The UC issuance process will be expedited to minimize delays and require fewer signatures. Maximum 3-weeks timeframe is set for issuing UCs.
- If project funds are unavailable, institute CA UC charges may be paid using R&C funds.

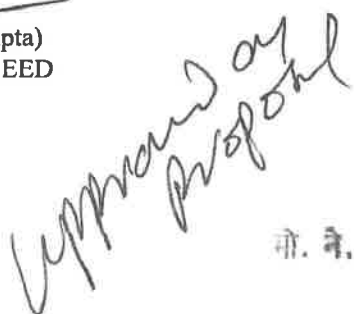

(Viveka Nand)
AR(R&C)



(Rajesh Gupta)
Professor, EED


(Manisha Sachan)
Associate Professor, Biotechnology


(Ramji Dwivedi)
Associate Professor, GIS Cell


(Ajai Kumar Singh)
Dean (R&C)


Upendra Singh
Proposed


निदेशक
मो. ने. रा. प्रो. सं. इलाहाबाद
प्रयागराज



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
ALLAHABAD

PRAYAGRAJ – 211 004 (India)

Website: <http://www.mnnit.ac.in>

Tel.No. : +91-532-2271033, 2271034

Email: deanrc@mnnit.ac.in

Ref. No. 116 /R&C/2020-21

Dated: 26 -06-2020

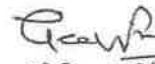
Addendum

प्रोजेक्ट स्टॉफ एवं अन्य कर्मचारियों को सम्बन्धित मुख्य अन्वेषक के निर्देशन में प्रयोगशाला में शोध कार्य करने के सम्बन्ध में (पत्रांक संख्या 61/R&C/2020-21, दिनांक 17.06.2020)।

पूर्व में जारी सूचना पत्रांक संख्या 61/R&C/2020-21 दिनांक 17.06.2020 के सन्दर्भ में स्पष्ट किया जाता है कि सभी प्रोजेक्ट स्टॉफ/मुख्य अन्वेषक WoS-A & B एवं उससे सम्बन्धित अन्य कर्मचारियों के लिए संस्थान में आना अनिवार्य नहीं है।

प्रोजेक्ट स्टॉफ/मुख्य अन्वेषक WoS-A&B/सम्बन्धित अन्य कर्मचारी, मुख्य अन्वेषक/मार्गदर्शक की अनुमति/निर्देशन में शोध कार्य की आवश्यकता के अनुसार स्वेच्छा से प्रयोगशाला में कार्य कर सकते हैं।

यह सूचना सक्षम अधिकारी के अनुमोदन पर जारी की गयी है।


(गीतिका) 26.6.2020

अधिष्ठाता (शोध एवं परामर्श)

छायाप्रति:-

- 1) निदेशक महोदय को सूचनार्थ प्रेषित
- 2) सभी विभागाध्यक्ष/अध्यक्ष, सूचनार्थ व विभाग के सभी मुख्य अन्वेषकों को सूचना देने के अनुरोध सहित।
- 3) समन्वयक, संगणक केन्द्र, (सभी संकाय सदस्यों को सूचनार्थ प्रेषण हेतु)


(गीतिका)

अधिष्ठाता (शोध एवं परामर्श)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004 (भारत)
OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
ALLAHABAD



PRAYAGRAJ – 211 004 (India)

Website: <http://www.mnnit.ac.in>

Tel.No. : +91-532-2271033, 2271034

Email: deanro@mnnit.ac.in

Ref. No. 61 /R&C/2020-21

Dated: 17-06-2020

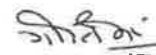
सूचना

प्रोजेक्ट स्टॉफ एवं अन्य कर्मचारियों को सम्बन्धित मुख्य अन्वेषक के निर्देशन में प्रयोगशाला में शोध कार्य करने के सम्बन्ध में।

भारत सरकार द्वारा जारी दिशा-निर्देश (आदेश संख्या 40-3/2020-DM-I(A) दिनांक 30.05.2020 के अनुपालन में, संस्थान को संस्तुत वाह्य वित्त पोषित परियोजनाओं में कार्यरत प्रोजेक्ट स्टॉफ एवं संबन्धित अन्य कर्मचारियों को सम्बन्धित मुख्य अन्वेषक के निर्देशन में सम्बन्धित प्रयोगशाला में कार्य करने हेतु अनुमति प्रदान कर दी गयी है।

तदनुसार, उपरोक्त के सन्दर्भ में सभी विभागाध्यक्ष से अपेक्षित है कि प्रोजेक्ट स्टॉफ एवं कर्मचारियों को सम्बन्धित मुख्य अन्वेषक के निर्देशन में प्रयोगशाला में सुनियोजित तरीके से शोध कार्य करने की सुविधा प्रदान करने में सहयोग दें।

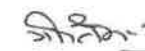
यह अधिसूचना सक्षम अधिकारी के अनुमोदन पर जारी की गयी है।


(गीतिका) 17-6-20

अधिष्ठाता (शोध एवं परामर्श)

छायाप्रति:-

- 1) निदेशक महोदय को सूचनार्थ प्रेषित
- 2) सभी विभागाध्यक्ष/अध्यक्ष, सूचनार्थ व विभाग के सभी मुख्य अन्वेषकों को सूचना देने के अनुरोध सहित।


(गीतिका)

अधिष्ठाता (शोध एवं परामर्श)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज - 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
PRAYAGRAJ - 211 004 (India)
Website: <http://www.mnnit.ac.in>

पत्रांक : 59 /R&C/2020-21

दिनांक: 15-06-2020

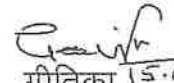
अधिसूचना

संस्थान/विभागों के प्राध्यापकों द्वारा वाह्य संस्थाओं द्वारा वित्त पोषित प्रोजेक्ट में क्रय होने वाले प्रयोगशाला उपकरण आदि के सम्बन्ध में-

प्रोजेक्ट के फण्ड व अन्य संसाधनों का दायित्व संस्थान का होता है। प्रोजेक्ट में प्रयोग होने वाले सभी प्रयोगशाला उपकरण व अन्य संसाधन संस्थान की सम्पत्ति बन जाते हैं। वित्तीय संस्थाओं के नियम व शर्तों में ये उल्लिखित होता है कि “सभी उपकरण/संसाधन संस्थान की प्रयोगशाला का हिस्सा हैं व उन्हें संस्थान के एकेडमिक कार्यों में भी प्रयोग किया जा सकता है।”

सभी मुख्य अन्वेषकों से अपेक्षित है कि इन प्रयोगशालाओं व अन्य संसाधनों का उपभोग अन्य फैकल्टी, छात्र-छात्राओं व शोधकर्ताओं को भी आवश्यकतानुसार करने दिया जाये।

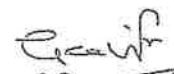
यह अधिसूचना सक्षम अधिकारी के अनुमोदन पर जारी की गयी है।


गीतिका 15.6.2020

अधिष्ठाता(शोध एवं परामर्श)

प्रति-

- 1) निदेशक, एमएनएनआईटी इलाहाबाद, सूचनार्थ
- 2) सभी विभागाध्यक्ष/चेयरमैन: सूचनार्थ व विभाग के सभी प्राध्यापकों को सूचना देने के अनुरोध सहित
- 3) कॉर्डिनेटर, कम्प्यूटर सेंटर: सभी प्राध्यापकों को सूचना देने व शोध एवं परामर्श के वेबसाइट पेज पर अपलोड करने के अनुरोध सहित
- 4) अधिष्ठाता(शोध एवं परामर्श): गार्ड फाइल


गीतिका 15.6.2020

अधिष्ठाता(शोध एवं परामर्श)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLHABAD
Prayagraj – 211 004 (India)

पत्रांक 156 /2019-20

दिनांक:- 20 /06/2019

सभी विभागों के विभागाध्यक्ष

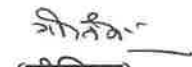
कृपया इस पत्र के साथ मंत्रालय के पत्रांक F. No. 33-1/2019-TS.III (Pt.I) दिनांक 17.06.2019 द्वारा उपकरणों के खरीद के मामले में व्यवस्थित सुधार के कार्यान्वयन के बारे में प्राप्त सलाह संबंधित पत्र की प्रति संलग्न करते हुये इसमें वर्णित तथ्यों के अनुपलान का अनुरोध किया जाता है, साथ ही शोध एवं परामर्श कार्यालय में संबंधित माँगपत्र के साथ माँगकर्ता द्वारा उपकरणों के माँगपत्र तथा क्रय आदेश प्रक्रिया होने से पूर्व यह सुनिश्चित कर लेना अपेक्षित है कि संबंधित उपकरण की खरीदगी के पश्चात इसे उपयोग के लिए तुरंत रखा जायेगा तथा उपकरण स्थापित करने के लिये विभाग में स्थान तथा इसे उपयोग हेतु विशेष श्रमशक्ति (संकाय सदस्य / प्रयोगशाला सहायक एवं अन्य मानवबल इत्यादि) इत्यादि की पुष्टि विभाग में कर ली गयी है।


(गीतिका)

अधिष्ठाता (शोध एवं परामर्श)

प्रतिलिपि सूचनार्थ:-

1. निदेशक महोदय
2. कुलसचिव


(गीतिका)

अधिष्ठाता (शोध एवं परामर्श)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान
इलाहाबाद- 211004 (भारत)

**OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY**

Allahabad – 211 004 (India)

Website: <http://www.mnnit.ac.in>

Tel.No. : +91-532-2271033, 2271034

E-Mail : deanrc@mnnit.ac.in

Ref. No. 205/R&C/2018-19

Dated: 05/07-2018


Notification

As per approval of BOG vide resolution on item no. 53.12 on the minutes of 48th meeting of finance committee held on 19-06-2018, conveyed vide Registrar office letter no. 630/Reg.Off./48th FC Meeting/2018-19 dated 29-06-2018, It is notified that:-

1. The third party inspection projects will be covered under the existing provision of 'Type IV' projects.
2. The Institute share for different testing and consultancy projects will be treated as follows:-

Sl. No.	Type of Consultancy/Testing Projects	Rule No. of the Existing R&C Rules	Existing Institute Share	Revised Institute Share
[01]	[02]	[03]	[04]	[05]
1.	Type-III (Design Consultancy/ Drawing & Design)	Rule 7.1 (Page No. 7 of R&C Rules)	25%	30%
2.	Type-IV (Third Party Inspections, Testing with the use of laboratory)	Rule 7.2 (Page No. 7 of R&C Rules)	40%	45%

The above rules will be implemented with effect from 01-Jul-2018.


(Geetika)
Dean(R&C)

For kind information

Copy to:-

1. Director
2. All HoDs/Deans
3. Registrar


(Geetika)
Dean(R&C)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान
इलाहाबाद – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Allahabad – 211 004 (India)

Letter No.: 160 /R&C/18-19

Date:- 13-06-2018

Notice


The Competent Authority has kindly approved the recommendations of R&C Core Committee vide Resolution no. 06 of its meeting dated 11-04-2018 that:-

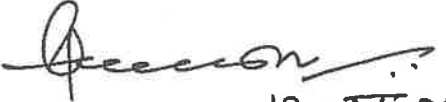
“While submitting project proposals faculty shall adhere to provisions of Institute Overheads which should not be less than 10% (Ten Percent) of total value of projects.”

Hence all concerned are requested to please include the budgetary provision of “Institute Overheads” of minimum 10% of total value of project.

Copy for kind information to:-

1. Director- for kind information please
2. All Deans/HoDs
3. Registrar


13 जून 2018
(Satyaajeet Kumar)
Assistant Registrar (R&C)


13 जून 2018
(Satyaajeet Kumar)
Assistant Registrar (R&C)

अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत), दूरभाष संख्या 0532-2271033,34

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj - 211 004 (India), Phone no. 0532-2271033,34
Website: <http://www.mnnit.ac.in>

Letter no. 129 /R&C/19-20

Dated 06/06/2019

Office Order

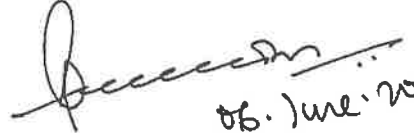
Approval of Competent Authority is hereby conveyed for amendment in following Committee for the purpose of Recruitment of Selection Committee of various projects and evaluation for extension of project staff after completion of their tenure as per project duration and project guidelines.

A) Composition of Selection Committee for recruitment of Project Staff:-

- | | |
|--|-------------------|
| 1. Dean (R&C) / Associate Dean | - Chairperson |
| 2. Head of Department or nominee | - Member |
| 3. Member (Same Department) - Nominated by Director | - Member |
| 4. Member (Other Department)- Nominated by Director | - Member |
| 5. PI & Co PI | -Member/ Convenor |

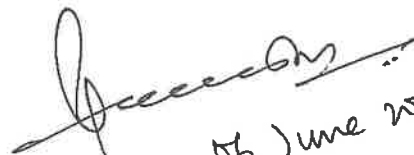
B) Composition of Evaluation Committee in respect of Project Staff:-

- | | |
|-----------------------------------|--------------------|
| 1. Dean (R&C) / Associate Dean | - Chairperson |
| 2. Head of Department or nominee | - Member |
| 3. Member - Nominated by Director | - Member |
| 4. PI & Co PI | - Member/ Convenor |


06. June 2019
(Satyajeet Kumar)
Assistant Registrar (R&C)

Copy to :-

1. Director
- ✓ 2. All Deans/ HoDs- for circulation among faculty.
3. Registrar


06 June 2019
(Satyajeet Kumar)
Assistant Registrar (R&C)



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj - 211 004 (India)

Ref. No. 2017/R&C/2019-20

Date: 07/07/2019

Office order/कार्यालय आदेश

Shri Satyajeet Kumar, Assistant Registrar, Dean (R&C) Office is here by nominated as Member for various purchase activities related with externally funded projects and other procurement related activities of office of Dean (R&C) with effect from 06-06-2019

Service rendered by Dr. D.K. Yadav, Professor, CSED as R&C Core Committee Member associated for procurement activities are highly appreciated.

This is issued with the approval of Competent Authority.

श्री सत्यजीत कुमार सहायक रजिस्ट्रार, अधिष्ठाता (शोध एवं परामर्श) कार्यालय को इसके लिए बाह्य रूप से वित्त पोषित परियोजनाओं से संबंधित विभिन्न क्रय गतिविधियों और अधिष्ठाता (शोध एवं परामर्श) के कार्यालय से संबंधित अन्य क्रय सम्बंधित गतिविधियों के लिए सदस्य के रूप में नामित किया गया है जो 06-06-2019 से प्रभावी है।

R&C कोर कमेटी सदस्य क्रय के रूप में डॉ. डी के यादव, प्रोफेसर, CSED के कार्यों की सराहना की जाती है।

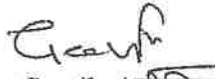
यह आदेश सक्षम अधिकारी के अनुमोदन से जारी किया जाता है।


Geetika/ गीतिका


Dean (R&C)/अधिष्ठाता (शोध एवं परामर्श)

Copy to:-

1. Prof. D.K. Yadav, CSED
2. Shri Satyajeet Kumar, Assistant Registrar (R&C)
3. Assistant Registrar (Purchase)


Geetika/ गीतिका

Dean (R&C)/अधिष्ठाता (शोध एवं परामर्श)


कार्यालय प्रति
असोक तिवारी
10-7-19

अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान
इलाहाबाद- 211004 (भारत), दूरभाष संख्या 0532-2271033,34

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Allahabad - 211 004 (India), Phone no. 0532-2271033,34
Website: <http://www.mnnit.ac.in>

File No. 48 /R&C/19-20


Dated 08 May 2019

All HoDs

It is bring to your kind notice that expenditure for the transporation/ taxi charges will be calculated against the total expenditure for various activites under testing and consultancy projects as per expenditure limit as per Rule 7.1(5) and 7.2(5) for the Type III and Type IV respectively.


It is worth to mention that as per Rule 6.1 under special circumstances if the expenditure is likely to exceed the permissible limit as per Rule 7.1(5) and 7.2(5) prior approval from the Director must be obtained on the recommendation Dean (R&C).

This letter is issued with approval of Director.


08.05.2019
(Satyajeet Kumar)
AR (R&C)

Copy for kind information to:-

1. Director
2. All Pls


08.05.2019
(Satyajeet Kumar)
AR (R&C)

अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत), दूरभाष संख्या 0532-2271033,34

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY, ALLAHABAD
Prayagraj - 211 004 (India), Phone no. 0532-2271033,34
Website: <http://www.mnnit.ac.in>

पत्रांक 622/ आर एंड सी / 18-19

दिनांक 11/02/2019.

सूचना

कई टेस्टिंग एवं परामर्श प्रोजेक्टों के अग्रिम समायोजन के दौरान यह पाया गया है कि कई दिनों तक कुशल एवं अकुशल मानव बलों की तैनाती विभिन्न परियोजना स्थलों पर की जा रही है। इस संबंध में अनुरोध है कि कुशल एवं अकुशल मानवबलों की तैनाती के संबंध में निम्नलिखित तथ्यों का पालन सुनिश्चित करने का कष्ट करें -

1. कुशल एवं अकुशल कर्मचारियों के नाम, पिता का नाम एवं पूरा पता (आधार संख्या और / अथवा मान्य पहचान पत्र संख्या सहित) मस्टर रोल में अंकित करें।
2. कुशल एवं अकुशल कार्यों की प्रकृति का विवरण एवं समायोजन मस्टर रोल में उल्लिखित करें।
3. कुशल एवं अकुशल मानवबलों हेतु न्यूनतम मजदूरी दर का पालन आवश्यक है।
4. प्रयागराज जिले के अंतर्गत चल रहे परियोजनाओं के अंतर्गत कुशल एवं अकुशल मजदूरों की तैनाती संस्थान में कार्यरत एजेन्सी के द्वारा किये जाने पर प्राथमिकता दी जा सकती है।

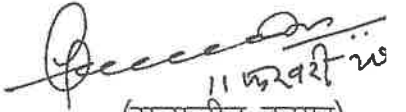
सभी परियोजनाओं के मुख्य अन्वेषक कृपया उपरोक्त बिन्दुओं का अनुपालन सुनिश्चित करें।

उपरोक्त सूचना सक्षम अधिकारी के अनुमोदन से जारी किया जाता है।

(सत्यजीत कुमार)
सहायक कुलसचिव

सूचनार्थ एवं आवश्यक कार्रवाई हेतु -

1. निदेशक महोदय
2. कुलसचिव महोदय
3. सभी विभागाध्यक्ष - कृपया उक्त सूचना को सभी पी आई के मध्य परिचालित करें।
4. मोहम्मद दानिश अंसारी, सहायक कुलसचिव (मानवबल)


(सत्यजीत कुमार)
सहायक कुलसचिव



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD

Prayagraj – 211 004 (India)

Website: <http://www.mnnit.ac.in>

Tel.No. : +91-532-2271033, 2271034

E-Mail : deanrc@mnnit.ac.in

Ref. No. ⁵⁴/R&C/2018-19

Date: 18-01-2019

Office Order

Competent Authority has constituted below mentioned R&C Standing Committee to take care the matters related with Research & Consultancy requiring immediate attention :-

- | | |
|---|---------------|
| 1. Dean (R&C) | : Chairperson |
| 2. Associate Dean (R&C) | : Member |
| 3. Prof. Vijaya Bhadauria, ECED | : Member |
| 4. Prof. Shivesh Sharma, Biotech Deptt. | : Member |
| 5. Prof. Mukul Shukla, MED | : Member |
| 6. Assistant Registrar (R&C) | : Convener |

(Satyajeet Kumar)
Assistant Registrar

18 Jan 19

Copy for kind information to:-

1. Director
2. Registrar
3. Assistant Registrar (Co-Ord)
4. All concerned

(Satyajeet Kumar)
Assistant Registrar

18 Jan 19



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान
इलाहाबाद- 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Allahabad - 211 004 (India)
Website: <http://www.mnnit.ac.in>

Ref. No. 347/R&C/2018-19


Date: 01/10/2018

कार्यालय आदेश

वृषया इस विभाग द्वारा निर्गत अधिसूचना संख्या 305/आर एंड सी / 16-17 दिनांक 04.12.2016 का संदर्भ ग्रहण करे। इस संबंध में यह सूचित किया जाता है कि सक्षम अधिकारी द्वारा विभिन्न विभागों में राष्ट्रीय एवं अन्तर्राष्ट्रीय सम्मेलन/ संगोष्ठी/ कान्फ्रेंस आयोजित करने हेतु सीड ननी (Seed Money) के रूप में निम्नलिखित राशि की वित्तीय सहायता आर एंड सी कार्यालय द्वारा उपलब्ध कराने हेतु अनुमोदन प्रदान किया गया है।


क्रम संख्या	कार्यक्रम का नाम	राशि प्रति वित्त वर्ष के अनुसार
1	राष्ट्रीय स्तर के सम्मेलन/ संगोष्ठी/ कान्फ्रेंस	रुपये 1.00 लाख मात्र
2	अन्तर्राष्ट्रीय स्तर के सम्मेलन/ संगोष्ठी/ कान्फ्रेंस	रुपये 1.50 लाख मात्र
3	अन्य क्षेत्रीय कार्यक्रम	रुपये 0.50 लाख मात्र

इस संबंध में यह भी निर्णय लिया गया है कि विभागों द्वारा समय समय पर आयोजित शॉर्ट टर्म ट्रेनिंग कार्यक्रम/ सैकलटी डेवलपमेंट कार्यक्रम हेतु इस प्रकार की वित्तीय सहायता प्रदान नहीं की जायेगी। तथापि अगर किसी विभाग/ अनुभाग के द्वारा केवल संरक्षान के अधिकारियों /कर्मचारियों के लिए शॉर्ट टर्म ट्रेनिंग कार्यक्रम / कार्यशाला आयोजित होती है तो प्रति वित्त वर्ष रुपये 25000/- प्रति विभाग के आधार पर वित्तीय सहायता, प्रस्ताव विशेष पर सक्षम अधिकारी के अनुमति हेतु विचारार्थ प्रस्तुत किया जा सकता है।


01 अक्टूबर 2018
(सत्यजीत कुमार)
सहायक कुलसचिव

प्रतिलिपि सूचनार्थ :-

1. निदेशक महादय
2. सभी विभागों के विभागाध्यक्ष
3. कुलसचिव महादय


01 अक्टूबर 2018
(सत्यजीत कुमार)
सहायक कुलसचिव

मात्रा 42/11/18
31/10/18

01/10



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj- 211 004 (India)
Website: <http://www.mnnit.ac.in>

Ref. No. 467/R&C/2018-19

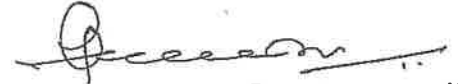
Date: 29/11/2018

Office Order

Competent Authority has constituted the following Committee for publishing Newsletter "SHODH" highlighting research activities of the Institute. The said news letter will be published twice in a year depending upon the flow of related information received by R&C. :-

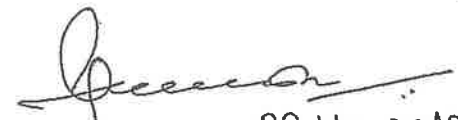
1. Prof Rajeev Tripathi, Director
2. Prof Geetika, Dean (R&C)
3. Prof Nand Kishor, Associate Dean (R&C)
4. Sh. Satyajeet Kumar, Asstt Registrar

: Patron
: Editor in Chief
: Editor
: Associate Editor


29 Nov 2018
(Satyajeet Kumar)
Assistant Registrar

Copy for kind information to :-

1. All concerned


29 Nov 2018
(Satyajeet Kumar)
Assistant Registrar



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान
इलाहाबाद- 211004 (भारत)

**OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY**

Allahabad – 211 004 (India)

Website: <http://www.mnnit.ac.in>

Tel.No. : +91-532-2271033, 2271034

E-Mail : deanrc@mnnit.ac.in

Ref. No. 205/R&C/2018-19

Dated: 05/07-2018

Notification

As per approval of BOG vide resolution on item no. 53.12 on the minutes of 48th meeting of finance committee held on 19-06-2018, conveyed vide Registrar office letter no. 630/Reg.Off./48th FC Meeting/2018-19 dated 29-06-2018, It is notified that:-

1. The third party inspection projects will be covered under the existing provision of 'Type IV' projects.
2. The Institute share for different testing and consultancy projects will be treated as follows:-

Sl. No.	Type of Consultancy/Testing Projects	Rule No. of the Existing R&C Rules	Existing Institute Share	Revised Institute Share
[01]	[02]	[03]	[04]	[05]
1.	Type-III (Design Consultancy/ Drawing & Design)	Rule 7.1 (Page No. 7 of R&C Rules)	25%	30%
2.	Type-IV (Third Party Inspections, Testing with the use of laboratory)	Rule 7.2 (Page No. 7 of R&C Rules)	40%	45%

The above rules will be implemented with effect from 01-Jul-2018.


(Geetika)
Dean(R&C)

For kind information

Copy to:-

1. Director
2. All HoDs/Deans
3. Registrar


(Geetika)
Dean(R&C)

Motilal Nehru National Institute of Technology
Allahabad

No. 645 /AOS/16th FC Meeting/2009

August 24, 2009

Dean (R&C)


The Finance Committee in its meeting held on 26.06.2009 considered the proposed corrected and modified Research and Committee norms of the Institute has approved the same with the modification vide resolution No. 16.05.

Res. No. 16.05:

"The Finance Committee considered the proposed corrected and modified Research & Committee norms of the Institute and approved the same with the modification in para No. 8.4 and 9.0 of the R & C norms. Final and modified Research and Consultancy Norms as approved is enclosed herewith as Annexure No. 1."

The above decision of the Finance Committee is duly approved by the Board of Governors in its 20th meeting held on 26.06.2009.

Kindly ensure necessary action at your end.



21/08/09
(Sarvesh K. Tiwari)
Registrar (Oftg.)

No. 645 /AOS/16th FC Meeting/2009

August 24, 2009

Copy forwarded for information and necessary action to:-

1. All Heads of Departments/All Deans
2. Dy. Registrar (Accounts)/Dy. Registrar (Academic)
3. S.P.O./ A.E. (M)/A.E. (E)/ Medical Officer/PTP
4. E.O. to Director


21/08/09
(Sarvesh K. Tiwari)
Registrar (Oftg.)

PROPOSED MODEL RULES FOR INDUSTRY SPONSORED RESEARCH, CONSULTANCY & TESTING

1. INTRODUCTION

The Institute considers industry sponsored research work, consultancy & testing as important activities to achieve several objectives such as:

- contributing to the infrastructural & industrial growth of the Nation and for welfare of the human society,
- fostering industry institute interaction,
- helping students, especially post-graduate students for their industrial orientation,
- enhancing professional expertise of the faculty members and technical staff,
- generating funds for the Institute's development and academic growth of the faculty
- developing insight for practical feasibility in research,
- providing service to the community/society, and
- extending knowledge/know how for technology itself.

Therefore, as a matter of policy, the Institute encourages its faculty members to undertake research and consultancy work. The research scholars, post graduate and under graduate students may also be encouraged to be involved as student associates in such work. However the research, consultancy and testing work should no way disturb teaching and other usual activities of the academic staff, associated staff and students.

2. SCOPE

The scope of work is broadly outlined as follows, all in the project mode:

Government sponsored and similar research (Type I)

All the projects concerning research work including specialised Technology Development Mission projects sponsored by any government organisation or similar funding agencies shall be classified as Type I projects.

Industry sponsored research (Type II)

Sponsored R&D projects usually of 2-5 years duration with substantial funding through grants from industries (both National and International), including specialised Technology

Perrow

Development Mission projects. Such projects include long-term basis, developmental, and applied research, leading to appropriate solutions to scientific and technological problems.

Consultancy (Type III)

Projects or jobs awarded/assigned/accepted from Industry, NGOs, or Government departments, which are generally of short duration (varying from a few weeks to a year), having clear cut deliverables, and which are aimed at solving specific problems of interest to user agencies will be considered as Consultancy. Consultancy may be of advising in nature, and also of highly specialized training, team building, product/software development etc. These projects are not expected to use any laboratory facilities and any other equipment.

Testing (Type IV)

Such projects will cover Laboratory testing/ field testing/field measurement, calibration of equipment/instruments, testing of materials, design, software etc.

The above may involve:

- (a) Visit to actual sites of work place of Institutions, Industries, organizations and other external agencies to assess the nature and magnitude of the problem faced and technical services required.
- (b) Surveying of land, traffic, infrastructure, market, plant and machinery, techno-economic feasibility, damages, environment, pollutants, wastes etc.

Collaborative and other Projects (Type V)

Any R&D and/or training projects in collaboration with any organization/Institute or any other projects not covered in Type I, II, III or IV, will be classified as Type V category. Also the type of work not covered under Type I to Type IV as above shall be decided on case to case basis by the Director.

3. RESEARCH AND CONSULTANCY COMMITTEE

There shall be a Research and Consultancy (R & C) Committee to manage Research and Consultancy works in the Institute.

The R & C committee shall be appointed by the Director with Dean (R&C) as Chairperson and deputy Dean (R&C) as the convenor.

[Signature]

4. ROLES

4.1 Director:

- Overall guidance and deciding norms and logistics for sponsored research, consultancy and testing
- Projecting the image of the Institute at top levels nationally and internationally as a centre of excellence for research and consultancy in addition to its academic excellence
- Interacting with high level contacts and for guiding Dean (R&C) and other faculty members for facilitating the above mentioned activities
- Oversight of the activities for smooth functioning and quality of service
- Appoint team for interdepartmental projects, or any other projects as seemed to be important by him
- To resolve in case of disputed/unresolved matters at the level of Head/Dean
- Institute level all statutory correspondences for all projects.
- For any consultancy/ testing project above Rs one lakh, proposal for team etc. sent him, he will in turn try for a wider participation before approving.

4.1.1 Director's office staff/ Secretarial Assistance:

- To co-ordinate the movement of various files between Departments, Dean (R&C) office and to maintain their proper record.
- To provide secretarial help to the Director in the matter related to R&C in performing his role.
- Any other work assigned by the Director related to the R&C activities.

4.2 Dean (R&C):

- To encourage and promote sponsored research projects in the Institute
- To promote interaction between the Industry/ Government organizations and the Institute for the research, consultancy and collaboration
- To assist the Director for functioning for his/her role
- To co-ordinate with different departments in the Institute for management of testing and consultancy projects and sponsored research projects
- To interact with different clients for their feedback
- To take-up and follow up matters with statutory bodies

4.2.1 Deputy Dean (R&C):

- To assist Dean (R&C) in facilitating of various sponsored research projects, consultancy and testing projects in the Institute

[Handwritten signature]

- To call the R&C committee meeting as and when required by Dean R&C or the Director.

4.2.2 Dean (R&C) office staff / Secretarial Assistance:

- To maintain the records of testing, consultancy and research projects in the Institute
- To maintain the account of the projects
- To deposit the various taxes imposed by Govt. of India from time to time
- To co-ordinate between Dean/Director's office and various departments
- All other works directed by the Dean(R&C)/Director

4.3 HODs:

- Appointment of principal investigator & the team maintaining professional harmony in the department (Except for those Projects for which the faculty members themselves initiate the projects). For any consultancy/ testing project above Rs one lakh, proposal for team etc. shall be sent to the director, who will in turn try for a wider participation before approving.
- To facilitate all the sponsored research projects, testing and consultancy projects in the department.
- Making recommendations to the Dean (R&C) regarding expenditure from the project funds and honoraria to be paid to faculty, staff and students as per norms.
- To resolve all the disputes regarding testing and consultancy works in the department.

4.3.1 Departmental Office staff / Secretarial Assistance:

- To maintain all the records of sponsored research projects and testing & consultancy projects in the department
- To co-ordinate between Dean (R&C) office and the department

4.4 Principal Investigator (PI):

- To execute the project and to prepare report
- To get new projects from Industry, Government and other agencies
- Handling intermediate technical communications with the clients
- Responsible for the completion of the project in specified time
- Responsible for maintaining integrity and quality of work done

4.4.1 Team Members:

- To do the job assigned to him/her by PI

pbw

- To coordinate with the PI for the completion of the project
- 4.4.2 Student/Research Associates:

- To work with the PI and the team as per project requirements.

*Office staff in the departments, R&C office and Director's office, who opts for any R&C remuneration, may not be eligible for hand receipt/conveyance for extra time working for the period.

5. FEES

The total agreed charges of a consultancy project will consist of the cost for Institute support, actual expenses, service tax and cess as prescribed by GOI from time to time, honorarium and remuneration to be distributed to the faculty and staff involved.

Usually no work will be taken of value less than rupees five thousand plus GOI taxes.

Note: Estimates for the above expenses should be carefully prepared by the Principal Investigator keeping in view the cost of equipments/depreciation, material and services to be procured from market and the time required for the project. The proforma bills raised against these estimates must be in standard printed form and properly maintained in the laboratory for any future communication. HOD shall make sure that estimates are properly done and norms maintained. Any project estimate above five lakh (excluding taxes etc) will have to be approved by the Director. While estimating the Institute support charges, service tax, and other such components will have to be included.

5.1 Testing & Consultancy Fee

Fees shall depend upon several factors such as time spent, importance of advice and experience of the faculty etc. The remuneration will be paid to the faculty/staff as per the norms and rules of the Institute and on the recommendation of the Principal Investigator through Head of the Department concerned.

5.2 Each department would submit to the Dean (R&C) a list of testing which could be offered by them along with the rate for charge/fees, and also the areas where the department is capable of offering consultancy.

[Signature]

5.3 Realization of Consultancy fee

All fees in connection with the consultation/testing work shall be paid in advance to the Institute in favour of 'Director MNNIT', which would be in turn be transfer to the Dean (R&C) accounts.

6. NORMS OF EXPENDITURE

- 6.1 The entire expenditures in a project of Type III should not exceed the amount as given in clause 7.1(5) and for projects of Type IV should not exceed the amount as given in clause 7.2(5). In special circumstances if the expenditure is likely to exceed the above mentioned amount, prior approval from the Director must be obtained on the recommendation Dean (R & C).
- 6.2 The norms for the expenditure for the projects of type II and V will be decided in consultation with the Principal Investigator, HOD concerned, Dean (R&C) and the same may be approved by the Director on case to case basis.
- 6.3 Institute students may engaged as associates for consultancy and testing work on payment of Rs. 150/- per day for UG students and 200/- per day for PG / Ph. D. students.
- 6.4 Principal Investigator can engage experts from outside the Institute with maximum payment not exceeding 20% of the amount after payment of Institute charges and with the approval of the Director on the recommendation of Dean R & C. This will be within the limit of total expenditure.
- 6.5 Site visit charges for faculty members will be minimum Rs. 1000/-, Rs. 1500/- for HOD and Dean (R&C) and Rs. 2000/- for the Director per day and T.A. / D.A. shall be as per Institute norms or could be as per client's norm whichever is higher.
- 6.6 Special casual leave may be admissible for individual consultancy work for seven working days in a semester. For absence beyond 7 days for consultancy work, leave as due will be taken by the staff member.. Any absence from the Headquarters in connection with consultancy project of any type will be with prior approval of HOD/ Dean(R&C)/ Director as applicable, and station leaving form have to be filled up as usual.
- 6.7 The accompanying supporting staff for site visit will be paid Rs. 150/- per day and T.A./D.A. as per Institute norms. Special Casual Leave of maximum of 07 days may be given to the supporting staff on the recommendation of PI and the HOD concerned per semester in special cases of expertise.
- 6.8 Expenditure / travel / field visit proposals for R&C projects need not be put to the Director through Dean (R&C) for approval.

[Signature]

7. DISTRIBUTION OF CONSULTANCY & TESTING FEES

The total remuneration to be received by a staff from consultancy/testing work normally should not exceed 75% of his/her gross salary received during the financial year. Director may allow consultants to receive remuneration exceeding the prescribed limit on case to case basis depending on the merit of the case. All the distribution of the consultancy & testing fees should be done in the same financial year after completion of the work unless completed at the fag end. The PI for consultancy/ testing project will submit distribution in a standard proforma based on the following distribution:

7.1 Distribution for Type III Project (with use of computers and other infrastructures of the department)

(1) Total fee received	= A
(2) Deduction for service tax and/or any other Tax by GOI	= B
(3) Project Money (X)	= A - B
(4) Institute Overhead (Y)	= 25% of X
(5) Maximum Expenditure for project as actuals (E)	= 25% of (X-Y)
(6) Distribution as given below (D)	= X - (Y+E)
(a) Honorarium to Director	= 2.6 % of D
(b) Honorarium to Dean and Dy. Dean (R&C)	= 2.0 % of D
(c) Honorarium to HOD	= 2.5 % of D
(d) Remuneration for secretarial assistance for Director	= 1.0 % of D
(e) Remuneration for Additional secretarial assistance to Dean (R & C) if any	= 1.0 % of D
(f) Remuneration for secretarial assistance for Department	= 1.0 % of D
(g) Remuneration for PI and Investigators	= 89.9 % of D
(h) (to be decided by the PI)	

7.2 Distribution for Type IV Project (involving use of Laboratory facilities)

(1) Total fee received	= A
(2) Deduction for service tax and/or any other Tax by GOI	= B
(3) Project Money (X)	= A - B
(4) Institute Overhead (Y)	= 40% of X
(5) Maximum Expenditure for project as actuals (E)	= 25% of (X-Y)
(6) Distribution as given below (D)	= X - (Y+E)

Final

- (a) Honorarium to Director = 2.6 % of D
 - (b) Honorarium to Dean and Dy. Dean(R&C) = 2.0 % of D
 - (c) Honorarium to HOD = 2.5 % of D
 - (d) Remuneration for secretarial assistance for Director = 1.0 % of D
 - (e) Remuneration for Additional secretarial assistance to Dean (R & C) if any = 1.0 % of D
 - (f) Remuneration for secretarial assistance for Department = 1.0 % of D
 - (g) Remuneration reserved for any other paramount need decided by the Director in consultation with the PI = 2.0 % of D
 - (h) Remuneration for Investigators, supporting staff (I) = 87.9 % of D
 - 65% of I will be investigators remuneration
 - 35% of I will be testing / laboratory supporting staff remuneration
- (If there are more than one supporting staffs involved in the testing work, the remuneration among them will be distributed in proportion of their basic salary)
- Note: Any staff being paid, employed specifically for R&C jobs may not be paid any remuneration.

8. PROJECT INITIATION AND MANAGEMENT

8.1 Governmental Sponsored and Industry Sponsored Projects

Each government sponsored or Industry sponsored project will have a Principal Investigator (P.I.) who will be either appointed / approved by the director or appointed by the sponsoring agency. No project of the Institute would be sent outside without prior intimation to Dean (R&C) so that proper records are maintained. Nor projects would be sent outside the institute without the approval / consent of the Director. If officiating Director needs to forward any project for urgency may consult director before forwarding. PIs, normally may be a faculty member in the service of the Institute and will be completely responsible for the completion of the project. PIs would maintain financial and other records as per norms and procedure laid down by the project agency. PIs will have full freedom regarding the appointment of research fellows/research associates / faculty members and support staff depending upon the needs of the project.

8.2 Consultancy/Testing Projects

Each consultancy/ Testing Project will have a Principal Investigator (P.I.) who will be normally a faculty member in the service of the Institute and who will be completely responsible for the completion of the project work. All the proposals for consultancy,

testing, research would have to be sent to the Director who would allocate to the departments and in some cases to the faculty member directly with intimation to Head and Dean (R&C).

8.2.1 Appointment of Principal Investigator (P.I.) and the team

The requisition of consultancy project work will go to the Director who will authorize HOD for appointment of the Principal Investigator and the team as per expertise required for the project. HOD concerned will appoint PI and form the team in consultation with the PI. Information about the PI appointed and the team formed shall be communicated to the dean R&C, before taking up the work. Any controversy in appointing PI and/or team shall be looked into by Dean (R&C) and solve. If it is felt, it may be sent to the Director. Any change in PI and the team at a later stage (if any) must be communicated to Dean (R & C) clearly stating the reason for such change. For interdisciplinary or other important projects Principal Investigator and the team shall be appointed by the Director in consultation with respective HODs and the information shall be provided to the Dean (R&C). For inclusion of Ph.D students, the respective supervisor's consent is to be taken. In case of research projects, the PI will be appointed / approved by the Director or the sponsoring agency.

8.3 Collaboration with outside organization/subcontracting

If collaboration with outside Institution or subcontracting a part of the project is envisaged; the nature, scope and financial budget of the proposed arrangements will also be defined at the beginning of the project and to be sent to the Director through Dean (R & C), for his approval.

To take care of any consultancy and testing above Rs one lakh, Project may be sent to the director for his approval.

8.4 Encouragement for Research Projects

- (1) There will be provisions for extending additional facilities to the PIs, coordinators etc. of the research projects (for producing PhDs, publications, patents etc.) from the fund of the Dean (R&C), in terms of attending National/International conferences, equipping and updating the laboratories, traveling for academic work, trainings etc. A Standing Committee constituted by the Director will make suitable recommendations to him for approval on the basis of the quantum of the research projects, its outcome, publications, collaborations, patents etc.

[Signature]

- (2) Although research projects are by and large in the credit of the faculty members, it is observed that the projects are awarded also on the basis of the status of the Institute, Infrastructure available, its management etc., and the Institute Authority ultimately has to sign utilization etc., hence there shall be some control and monitoring of the Projects. However, more special provisions shall be made for the research projects of the Institute vis-à-vis the testing/consultancy projects.
- (3) The norms of projects in which the rules are specified by the respective funding agencies, shall be adopted in the frame work of the Institute's norms.

9. FUNDS

The funds received for the purpose will be first deposited in the Institute Account and then transferred to a bank account in the name of Dean (R&C), M.N.N.I.T, Allahabad. The account will be jointly operated by the Dean (R&C) and Director. Cheques upto Rs. 25000/- will be signed by either the Dean (R&C) or the Director whereas cheques for amount higher than Rs.25000/- will be signed by both the Dean (R&C) and the Director.

10. FEEDBACK

The Dean (R&C) will occasionally interact with the clients for their feedback about the services and also will take some formal feedback, and would give the feedback analysis to HODs, if necessary to the Director to ensure quality of the services.

11. DOCUMENTATION OF REPORTS

The reports generated after completion of consultancy/testing project will be submitted to the Office of the Dean (R & C) clearly stating the project No., by the Principal Investigator (P.I.) through concerned HOD along with the record of final distribution of amount for further processing. The expenditure and final distribution would be forwarded to the Director for his approval.

12. OTHERS

Amounts may be modified by the Director on recommendation of the R&C as and when it is essential. In exceptional cases, Director may make some alterations in the stated norms. If a situation that is not covered above arises, it would be resolved by the Director of the Institute.

[Signature]