



## Everest Engineering College

### Research /Project Fund utilization policy

This document specifies the procedure of utilizing the funds received from various national/ international sources for the research, project and training purpose of Everest Engineering College (hereafter referred to as college).

#### 1. General:

The greatest asset of any organization is its human resources that ensure achievement of the organization's goal and objective. Consequently, organization should prioritize the motivation and development of the human resources to maximize talents, skills and ability which will automatically reflect on the organization's objectives and the performance as well.

The institution should facilitate academic and non-academic staff researchers in getting research and collaboration projects with national and international agencies, donors and universities. The **funding recipient (college employee on behalf of the college)**, who are the main contributors to the project are solely responsible for the scientific conduct of the project, in accordance with the framework /guidelines mentioned in the project document.

The funds approved are to be used exclusively for the purpose stated in the award document. All the expenses required to conduct the project/training/research have to borne from the project fund itself, or as explicitly mentioned in the agreed contract.

#### 2. Selection of personnel /team formation:

The fund recipients are responsible for staff selection, team formation and appointment for the project in accordance with the project requirement and rules & regulation.

#### 3. Scientific Instrumentation procurement:

Unless otherwise stated, the project manager/in charge would be responsible for purchasing the necessary instruments and equipment from the project budget by following college's general financial procedure. All instruments and equipment will remain the property of the college and will be made available for project use for the duration of the research/ project. College will pay the expenses for servicing and repairs that are considered fair wear and tear during the course of normal operation under the co-funding concept. Unless otherwise stated in the project framework, all the taxes applicable while importing/purchasing shall be borne by the college.

#### 4. Travel:

Unless otherwise stated, travel expenses like ticket fare, taxi charges, cost of stay and other allowance shall be as per the project framework /guidelines mentioned in the proposal. The local (within certain defined distance) travel expenses/facilitation apart from the travel schedule mentioned in the project proposal, for the visit, meeting with different stakeholders and interactions required for project objectives, shall be arranged by the college upon prior approval. However, the overnight stay and other costs associated with such travels shall not be borne by the college unless it is pre-approved.

College will facilitate the visa process, visa fee, insurance, and other expenses (if not included in the project proposal) required while applying the visa for the international visits for the conference, meeting, training and workshop as a part of project activities scheduled in the project proposal. College will also approve the leave for the stated duration in the proposal.

#### **5. Other-claimable Expenses:**

- **Salaries Staff cost:**

The project /research staffs may claim the maximum of 70% of total staff cost mentioned in the project proposal. The remaining 30% of the total staff cost will be deposited in the college's research and training fund and no personal claim shall be made by the project staff /fund recipient. Income taxes shall be applicable as per the prevailing taxation rules.

In case the staff cost is not explicitly mentioned in the project proposal, the funding recipient team will be able to get the salary, allowance/remuneration from the 70% of the overall budget (after deducting equipment/material cost, if any) subject to prior submission of the detailed overall project budget with all the applicable costs mentioned exclusively, however, the fund recipient shall be responsible and answerable for all the subsequent issues which may arise from this arrangement. The College shall not bear any additional cost or expenses.

- **Infrastructure and utility:**

Buildings, furnishings for general infrastructure (e.g., office furniture, office materials, consumable items, electricity) shall be provided by the college free of charge as far as possible under co-financing concept.

#### **6. Accounting and Auditing:**

All the financial transactions, bills, receipt and documents shall have to be submitted to the account sections of the college to preserve during and post-completion of the project confirming the funds have been used appropriately and solely for the purpose specified in the proposal /award. The college account section must confirm the accuracy of the accounts submitted and the same will be responsible for the subsequent audits.

#### **7. Reporting and knowledge transfer Obligations:**

The project team are obliged to submit a progress report on the work and any results obtained to the college management periodically in the proper formats. College aims at capacity building of the institution from such projects and activities; accordingly, knowledge transfer is the most important element of it. Under the knowledge transfer element, project consortium or partner must conduct regular workshop /training or information sessions reflecting the outcomes from the project assuring the participations stakeholders including the students, faculties and staffs in the college in such events. The record of such activities should be maintained properly and submitted to the concerned department in the college. The expenses/facilitations for such events shall be arranged by the college upon prior approval.

#### **8. Liability / Copyright:**

The College reserves the co-partner right of the research, publication, article, outcome and finding from such project/research. The college also reserves the right of its future direct and indirect benefits from it.