

SRIC framework

*An ultra-flexible structure aiming to touch
the sky passing through bends*



PLATINUM JUBILEE ERA

**DEAN, RESEARCH & DEVELOPMENT
IIT KHARAGPUR**



Sponsored Research and Industrial Consultancy

Indian Institute of Technology Kharagpur



Dean, Research and Development

This framework consolidates a set of long-standing policies that have remained unchanged over the past few years, along with recently revised and newly adopted policies* approved by the BOG in its meeting held on September 23, 2025. It is crafted to ensure the smooth and efficient execution of projects undertaken through Sponsored Research and Industrial Consultancy (SRIC) at the Indian Institute of Technology Kharagpur. The objective is to establish a flexible and unified structure that promotes fairness, clarity, and operational effectiveness. By presenting these guidelines in a comprehensive manner, we aim to accelerate project execution while ensuring that all stakeholders clearly understand their roles and responsibilities. This framework will be reviewed periodically and must be followed diligently to maintain compliance and uphold the standards outlined herein.

We wish you a truly rewarding project execution experience at IIT Kharagpur. Keep sharing your suggestions — our mindset is evolving, and together we aspire to stand tall, and above all.

Warm regards,

Surjya K Pal

*w.e.f. the date of notification issued by Registrar on October 22, 2025.



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Chapter 1

BE it consolidated a set of long-standing policies that have remained unchanged over the past few years, along with recently revised and newly adopted policies approved by the Board of Governors of IIT Kharagpur in its 217th meeting held on 23rd September 2025 as follows:

SHORT TITLE AND COMMENCEMENT

- (i) These rules and regulations may be called the "SRIC Rules & Regulations (Amendment) 2025".
- (ii) It shall come into force on such date as the Board of Governors may, approve in the meeting.



Chapter 2

DEFINITIONS

In this Rules and Regulations, unless the context otherwise requires:-

SPONSORED RESEARCH PROJECT

(i) A sponsored research project is a grant, contract or other arrangement formalizing the transfer of money or property from a sponsor (from Government or its department, Industry, private clients, including overseas) to the IIT Kharagpur with the intent to either carry out a public purpose or provide a direct benefit to the sponsor via research and development work. Sponsored projects can come in various forms, including but not limited to grants, contracts and cooperative agreements. Sponsored projects are enforceable by law, and specified objectives are usually accomplished within a specified time frame, with payment being subject to revocation.

CONSULTANCY PROJECT

(ii) Consultancy Projects are commonly specific problem solving projects sponsored by funding agencies with payment of consultancy fee / honorarium to the Investigator(s) in addition to all other expenses. Consultancy projects are awarded and administered in a manner similar to Sponsored Research Projects, but with the objective of providing specific consultancy services to a client (Sponsor). When the award is accepted, the principal investigator (PI) assumes responsibility for conducting and completing the assigned work and for administering the project in accordance with the terms and conditions agreed upon.

SPONSOR

(iii) The organization that offers the Sponsored Project to the Institute and gives necessary financial support for successful completion of the project in time.

INSTITUTE

(iv) Indian Institute of Technology Kharagpur



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DIRECTOR

(v) Director, Indian Institute of Technology Kharagpur.

SRIC CELL

(vi) Without prejudice to the provisions to the Institute rules including statutory powers as per Acts and Statutes including compliances such as Income tax, GST, annual accounts, any other taxes, etc, a cell created by the Board of Governors, Indian Institute of Technology Kharagpur, i.e., SRIC cell shall exercise following powers and perform following duties, namely:

- To Promote SRIC, IPR filing, maintenance and Management, Technology Transfer;
- To monitor Project compliance with terms and condition of agreement/ contract between sponsor(s) and the Institute;
- Manage Fund and financial aspect of projects;
- Liaison with PIs, the Institute and Sponsors;
- Administer the contractual / deputed project personnel;
- Develop innovative schemes and initiatives with a vision of promoting R&D and generating revenues simultaneously, with internal/ external support.
- Internal scheme for promoting R&D and revenue generation : SRIC will support new initiatives and activities with a vision of promoting R&D, technology transfer & commercialization and generating internal revenues via introducing suitable Business models, utilizing internal and external grants. Introduction of such schemes will require approval from the Director.
- Any other activities that may be mandated/ approved by the competent authorities from time to time.

SRIC ADVISORY BOARD

(vii) SRIC Advisory Board is responsible for providing policy guidelines and for periodic monitoring of the SRIC. The composition of the SRIC Advisory Board is as follows:

- (1) Director as the Chairman
- (2) & (3) Nominees from funding agencies
- (4) & (5) Nominees from major industries



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(6) & (7) Nominees of Board of Governors, IIT Kharagpur

(8) & (9) Nominees of Senate, IIT Kharagpur

(10) Dean (R&D) - Member-Secretary

The above Advisory Board shall meet at least once a year and the recommendations of the above Board shall be placed before the BoG, IIT, Kharagpur for consideration and approval. The tenure of the nominated members shall be two years.

DEAN (R&D)

(viii) Dean (R&D) is appointed by the Director as Head of the SRIC. The delegation of Financial Power of the Dean(R&D) shall be as per approval of the BoG from time to time. Subject to the provisions of Acts and Statutes of the Institute and SRIC rules, the Dean (R&D) shall have full responsibility for sponsored project administration including:

- acceptance of Sponsored Research and Industrial Consultancy projects from the Sponsor on behalf of the Institute and authorization of Project specific agreements;
- the recruitment, selection, extension, assessment, termination and invoking of disciplinary procedure against project staff;
- the delegation of financial power related to all projects as per Institute approved norms;
- The recruitment/ engagement/ renewal/ extension/ termination/ disciplinary procedure of the project staff for Institute level projects shall be made with as per SRIC Rules but will require prior approval of the Director on recommendation from Dean (R&D).

The delegation of financial power of Dean (R&D) are as follows:

For approval of all expenditure
including works, purchases and
procurement of Goods and Services:
Rs. 75.00 lakhs

For approval of Advance for all
expenditures: **Rs. 5.00 lakhs**



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ASSOCIATE DEAN (R&D)

(ix) Associate Dean (R&D) is appointed by the Director. In absence of Dean (R&D), he/she will discharge the function of Dean (R&D).

The delegation of financial power of Associate Deans (R&D) are as follows:

For approval of all expenditure including works, purchases and procurement of Goods and Services:	Rs. 6 lakhs	For approval of Advance for all expenditures: Rs. 0.75 lakhs
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The delegation of Financial Power of the Associate Dean(R&D) shall be as per approval of the BoG from time to time.

JOINT REGISTRAR/DEPUTY REGISTRAR/ ASSISTANT REGISTRAR

(x) The Joint Registrar/ Deputy Registrar/ Assistant Registrar shall be posted by the Institute at SRIC.

The delegation of Financial Power of the above stated officers shall be as per approval of the BoG from time to time.

PRINCIPAL INVESTIGATOR (PI)

(xi) Faculty members with necessary expertise and competence to conduct a Sponsored Research / Industrial Consultancy work. For administrative reasons, the Principal Investigator of some projects except for Institute level projects may be appointed by the Dean (R&D) in consultation with concerned HOD, if the original PI leaves or his/her services are not available to the project for any other reason.

Faculty members under temporary service may not be permitted to undertake any externally funded Project as Principal Investigator/ Consultant in Charge. However, they may participate as co-Principal Investigator/ Co-Investigator/ Co-Consultant in the said Projects. A faculty member who is going to superannuate during the Project tenure, must appoint a co-PI of joint PI, at least one year



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before the date of superannuation, with endorsement from the Head of the respective Academic/ Research unit where the Project is being implemented.

Any staff member other than faculty member may undertake outside work only on approval from the Director on a case-to-case basis.

JOINT PRINCIPAL INVESTIGATOR (Joint-PI)

(xii) Joint- PI holds all authorities and responsibilities same as the PI.

CO-INVESTIGATOR (Co-PI)

(xiii) Co-PI may be any designated faculty member co-opted by the Principal Investigator to work jointly with him/ her. If PI leaves the Institute or goes on leave, a Co-PI may assume the power of the PI with the approval of the competent authority, if eligible otherwise.

INVESTIGATOR

(xiv) A faculty member or a technical/ scientific staff with sufficient expertise relevant to a project/consultancy work appointed by the PI under intimation to Dean (R&D) for execution of the work. An investigator shall not handle a project independently and he/she has to work with a PI or CO-PI who has the financial powers for execution of project activities.

INTERNAL CONSULTANTS

(xv) PIs or other designated investigators of a Sponsored Research Project may be entitled to draw consultancy fees/ honorarium/ top-up on a monthly or consolidated basis, based on the approval of the funding agency. The emolument may be paid after deducting specific share of the Institute, at a pre-fixed rate as applicable in case of consultancy. Such emoluments will be subject to taxations as per rules.

EXTERNAL CONSULTANTS

(xvi) External consultants may be appointed after following due procedure as per GOI norms for their selection and appointment.



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VISITING SCIENTISTS

(xvii) Visiting Scientists may be appointed against a sanctioned post or as per approval of the funding agency, but due procedure as per GOI norms needs to be followed for their selection and appointment.

INDIVIDUAL RESEARCH AND DEVELOPMENT GRANT /FELLOWSHIP

(xviii) Research and Development grant-in-aids offered to individual or teams of faculty members, research fellows by the sponsors and executed using Institute facilities with financial support from the granting agencies towards equipment, contingency, overhead, fellowship etc.



Chapter 3

HUMAN RESOURCES

SRIC OFFICE

The structure of distribution of Human Resources in SRIC will be as decided by the Institute from time to time.

PROJECT STAFF

(i) ADVERTISEMENT FOR INTERACTION / INTERVIEW

- The project Staff shall be appointed for assisting / working on the project as per prescribed selection procedure, designations, qualifications and experience requirement, subject to the budgetary provision approved by the agency under the head manpower/ salary.
 - Interaction/interview: 14 days from the issue of call letter.
 - Regular advertisement window:
 - a) Offline: 14 days
 - b) Hybrid: 7 days
 - c) Online: 5 days
 - Walk-in-interview may also be accepted after exercising the above advertisement and no suitable candidate is found. In this situation, a maximum of 5 days notification in SRIC website is required. The candidate must register online at least one day prior to the date of interview through ERP.
- (ii) All project appointments will be contractual and on the basis of consolidated monthly compensation unless explicitly mentioned in sanction letters.
- (iii) The Project Staff shall work for fulfilling the objectives of the project.
- (iv) Automatic transfer from one project to another either on completion or midway shall not be permitted. Under exceptional and special circumstances, the competent authority may give special permission for such transfer, depending on the merit of the case, from time to time.



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- (v) The tenure of appointment of a project staff will be at the most for the entire duration of the project including extension if any, subject to the performance of the project staff and the same will be assessed at the time of each renewal. The notice of termination shall be issued to the project staff by the PI one month prior to the termination of appointment.
- (vi) On the completion of one year or more and on recommendation of PI and Head of the Department, the enhancement of emolument at a level from 0% to 15% per annum may be considered. The enhancement proposal shall be accepted subject to the approved budget by the funding agency. For enhancement more than 5% , the assessment shall be done through a Committee constituted by Dean (R&D).
- (vii) The consolidated emolument of the project staff shall not be less than a threshold amount which is currently Rs. 21,500 per month. The minimum consolidated salary will be announced by SRIC office from time to time and PIs shall comply the same.
- (viii) No post shall be advertised over and above the post or manpower requirement mentioned in the Project approval, except for the cases agreed upon by the funding agency. However, no such restraints would be there for unrestricted components of any research grant.
- (ix) A project employee shall execute a contract Agreement on acceptable non-judicial stamp paper with SRIC at the time of joining with the explicit provision that contract may be terminated by either side (Staff or SRIC Office) by giving one month's notice or one month's consolidated compensation in lieu of the notice.
- (x) Short-term engagement of 89-days contractual staff:
- Short-term engagement / 89-days contractual staff payment may be done for unlimited iterations (i.e., $89 \times n$) if the payment is made through Contingency or Miscellaneous heads subject to availability of fund.
 - Maximum 2 consecutive iterations (i.e., $89 \times 2 = 178$ days) if it is paid from the manpower head for the projects where due-drawn statement is needed for the SE/UC by the funding agency. PI needs to justify.
 - PI should take due initiatives such as floating of advertisement for selection and recruitment of manpower as per sanctioned manpower of the project.



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- For the projects (where Due-Drawn statement is not mandated by the funding agency), Dean (R&D) will honor the request of the PI to use the manpower head fund for 89-days' contract for the desired duration.
 - Appointment of Project staff on short term contract basis or for the Institute level projects for a period not exceeding 89 days can be considered by the Dean (R&D), subject to availability of funds.
- (xi) Foreign nationals having relevant visa may also be eligible for appointment for fellowship for a period of 12 months on contractual basis which may be extended upto two years on recommendation of PI, following GOI norms. OCI and PIO cardholders will be treated on par with Indian nationals as per Gol norms.
- (xii) Selection of staff against sanctioned positions shall normally be made as per the stipulations provided by the sponsoring agency and with the approval of the Dean (R&D).
- (xiii) All appointment letters shall be issued under signature of Joint Registrar (SRIC) / Deputy Registrar (SRIC)/ Assistant Registrar (SRIC).
- (xiv) The Selection Committee for the recruitment of Project staff for each project will be constituted by the Dean (R&D) with the following membership:
 - Dean (R&D) or his/ her nominee – Chairman
 - Principal Investigator – Member
 - HOD/HOC of the concerned Deptt. / Centre to which the PI belongs – Member
 - An expert on the subject (to be recommended by the Deptt./Centre) – Member
 - An expert to be nominated by the Dean (R&D), if the PI is the HOD / HOC – Member
- (xv) In case of Projects with a provision of HRA, Government of India(GOI) rule will be applicable.
- (xvi) The project employees shall be entitled to HRA if the same is approved by the funding agencies, if accommodation on the campus is not made available to them. Expenditure towards subsidized in campus accommodation / HRA and medical facilities shall be charged to the salary head of the respective project. In cases where the budget cannot be covered from the salary head as sanctioned, these charges can be borne from the contingency head.



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- (xvii) The PIs shall consider a compensation package based on the desired qualifications and experience for staff while preparing project proposal or project advertisement. The compensation packages should be in accordance with the project requirements, and preferably at par with those of other IITs or IoEs having similar projects so as to engage and retain good quality staff for achieving the target deliverables. For Private funded Projects, a provision of creating Project position with emoluments as agreed upon by the funding agency may be kept. For Government funded Projects, relevant GOI rules and regulations for the salary structure needs to followed, with possible exceptions based on the consent of the funding agency only.
- (xviii) PIs shall be the sanctioning and controlling authority for all types of leaves with respect to contractual project staff.

Project leave: Dean R&D may approve Project leave of 4 working days or more in a month based on the justification of the PI on case to case basis.

SRIC/Institute will not have any liability to regularize the project staff either in the Institute or SRIC.

CONDUCT RULES

- (xix)
- Project staff shall not have any right to claim regularization of his/her post either in the Institute or SRIC under any circumstance.
 - Follow general code of conduct as applied in the Institute for temporary staffs.
 - Maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information that may have conflict of interest with the Institute.
- (xx) Dean, R&D, as per the recommendation of the PI, may constitute committee(s) to conduct disciplinary proceedings, if necessary, against project employees, except for the employees appointed under the Institute level projects/SRIC fund such as overhead etc. On the basis of the report, suitable disciplinary action may be initiated and imposed by the Dean, R&D/Director as the case may be, following due process.



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For employees under Institute level project and the employees appointed at SRIC, Director may as per recommendation of Dean (R&D) constitute committee(s) to conduct disciplinary proceedings, if necessary, against project employees. On the basis of the report, suitable disciplinary action may be initiated and imposed by the Dean, R&D/Director as the case may be, following due process.

- (xxi) Project employees may be allowed to register for M.S/Ph.D Programme if he / she fulfills all the requirements prescribed by the Institute.

COMPENSATION TO THE INSTITUTE'S STAFF FROM PROJECT FUND ACCOUNT

In the event, any Sponsored research project including Institute funded (e.g. FSRG, Kshitij etc.) /Institute Level project (SPARC, NDLI etc.) utilizes Institute's human resources and other supporting facilities beyond office hours/weekend, the honorarium towards the same may be charged to the respective projects.

For this purpose, based on the recommendations of the PI, the Dean (R&D) is authorized to approve the same.

Similar provision may also be given to the SRIC staff and other project staff (such as JRF, SRF PA etc).

Dean (R&D) will hold the power of adjudging the merit of the case and accord necessary approval for the above.

STUDENT ASSISTANT

- (i) The PI may engage Institute students as student assistant for project work.
- (ii) Lump sum honorarium can be paid from both Government and Private funded projects if there is a budgetary provision to do so and subject to the approval of the Dean R&D.
- (iii) Undergraduate students and interns may be entitled to be awarded a consolidated stipend for contributing to the activities of the Sponsored Projects, subject to budgetary provisions made in the projects and the final approval of the Dean (R&D) except in case of the Institute/Institute level projects.



Chapter 4

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATORS (PIs)

- (i) Sponsored Research and Consultancy Projects shall be undertaken only with the prior approval of the Dean (R&D) and the Director as per delegation of the power. All research proposals shall be routed through Dean (R&D) with relevant information required by Sponsors.
- (ii) It shall be the responsibility of the PI to get the project work completed satisfactorily within the sanctioned grant and duration.
- (iii) The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation.
- (iv) Mandatory declaration on hourly-engagement by the PI/Co-PIs for consultancy project has been waived off.
- (v) The PIs shall be responsible for submission of periodical and/or final technical report(s) of the project work as may be required by the sponsoring agency.
- (vi) The PI shall write to the sponsor for timely release of fund with a copy to the Dean (R&D) for follow up.
- (vii) The PIs shall sanction / control the leaves due to the contractual employees working in their projects under intimation to SRIC Office.
- (viii) PIs shall approve the expenditure related to his/ her project as per the delegation of financial power approved by the BoG from time to time.
- (ix) The PI shall submit the final technical report at the end of the project to the office of the Dean (R&D).
- (x) New Faculty members who has joined this Institute may apply for Faculty Start-up Research Grant within one year from their date of joining in this Institute by following existing guidelines to prepare the budget and submit such research proposals ([click to see](#)).



Chapter 5

OUTSIDE ACTIVITIES OF THE FACULTY/ STAFF MEMBERS IN ADVISORY OR OTHER CAPACITY

- (i) Projects undertaken in SRIC should not include any teaching assignments on regular basis. For outside activities related to teaching-learning assignment on a regular basis, specific approval from the Director needs to be obtained, furnishing comprehensive details of the engagement. In addition, no conflict of commitment and interest with the Institutional activities/ agenda needs to be ensured via due diligence/ undertaking/ declaration. For all such activities, a specific share of earnings between the investigator and the Institute may also be implemented in line with the laid out policies of all Consultancy Projects.
- (ii) Outside work in advisory capacities against honorarium, beyond R&D activities under Consultancy Project mode, may be undertaken on substantiating the specific scope of the envisaged advisory role. For any such work, specific approval from the Director needs to be obtained, furnishing comprehensive details of the engagement. In any circumstances, any outside activity that utilizes commercializable intellectual property owned by the Institute without due permission/ assignment of ownership via licensing or other means may not be executed, since that may deprive the Institute getting due financial benefits.
- (iii) Any Project proposal received from an Academic Institute/ of Advisory nature may be put up to the Director with detailing the specific nature of engagement. If the nature of engagement reflects R&D/ Industrial Consultancy work as the predominant scope, the Project may be deemed to operate under the ambit of SRIC as per existing rules and regulations. However, in case of significant deviation from the same, Director will decide on the mode of operation as well as the relevant terms and conditions.
- (iv) Considering the start-up policy of the ministry, outside work leading to start-up related initiatives from the faculty is strongly encouraged. The entire procedure of securing no-objection from the competent authorities is structured as a seamless single-window approval, where the concerned faculty member may file an application, with the details of the start-up initiative and the nature of engagement, directly to the MD, STEP without necessarily having to be routed through any



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other channel. The MD, STEP may give a specific recommendation in line with the start-up policy of the Institute and send the application to Director for approval.

- (v) Project staff including SRIC officials may undertake outside work beyond office hours only on specific approval from the Dean (R&D) on a case-to-case basis.
- (vi) Activities of benevolent nature having unambiguous positive societal impact and constructive role in fulfilling the national missions as well as those based on services sought by Government authorities in the Country may be encouraged to be undertaken beyond routine professional work.



Chapter 6

GUIDELINES FOR PROJECT COSTING

- (i) In costing the Sponsored Research project/ Consultancy project, a clear distinction must be made between recurring cost, non-recurring cost and overhead costs.
- (ii) Recurring costs should include running costs of a research programme, covering salaries of research and support personnel; cost of field experiments, including wages payable to farm labour; cost of consumables; cost of travel and related expenses, participation in research meetings, open-source publication, patent filing etc. In some cases, real costs may be difficult to anticipate because of difficulty in assigning true values. Care should be exercised to include expected escalation in costs so that the project does not suffer for want of funds. Cost of capital equipment / non-recurring cost should be based on market price and include expected escalation.
- (iii) Overhead costs should cover real or notional rental figures for office and laboratory accommodation, land use for experimental purposes, central administrative costs apportioned over different projects, and administrative staff-related costs such as salary and other benefits. Care should be taken to ensure that overhead costs are not unnecessarily inflated.
- (iv) For externally funded projects of any other nature, overhead should be charged in the Project proposal as per Institute norms, unless disallowed via a formatted/ online system that universally applies across all Academic/ Research Institutions.



Chapter 7

INSTITUTE OVERHEAD FOR SPONSORED RESEARCH AND CONSULTANCY PROJECT

- i. The Institute Overhead on Sponsored Research Project shall be proposed as at least 20% of the total cost of the project, during submission of the Project proposal.
- ii. Institute's Overhead shall be determined on the total project cost at the time of sanction of the project. In the event of increment of the project cost, the Institute's overhead shall be increased proportionately
- iii. The government funding agencies (like DST, DBT, CSIR, BRNS, ARDB, DRDO, ISRO etc.) and nationally/globally recognized University R&D Support programmes as well as other Internationally-reputed funding agencies may commonly have their own overhead norms. Institute's overhead will be accepted as per the norms of such funding agencies, if the same rate is uniformly applicable to all other academic and research Institutes.
- iv. For all internally funded projects as well as Projects directly or indirectly supported/ funded by the Ministry of Education, overhead costs are notional and need not be indicated, unless exclusively mentioned otherwise by the sanctioning authority.
- v. For all other instances, the rates approved by the sponsoring agency along with the approval of Dean, R&D will be applicable.
- vi.
 - Institute standard OH for sponsored project is 20%, however Institute will honor and accept the OH % prescribed by ANY Govt. funded agency if it is less than 20%. Dean (R&D) may be authorized to accept the above.
 - Sponsored research projects from start-ups / MSME (with the production of certificate from the authorized body): OH: 10%
 - If an alumnus of IIT Kharagpur on individual capacity donates money for any sponsored research project, the SRIC OH may be considered case to case with the approval of Dean R&D.
 - No additional OH will be deducted while releasing the faculty top-up/ honorarium from the research project.



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- For any mega projects, in future, deduction of Administrative Charge, if any, may be placed before the Director for advice.

THE INSTITUTE'S OVERHEAD FROM INDUSTRIAL CONSULTANCY PROJECT

- (i) The Institute's overhead for Consultancy Project may be as follows:
 - ❖ Category I – If not using institute facilities: Faculty: 75%, OH: 25%
 - ❖ Category II – Use of institute infrastructure including routine testing & calibration: Faculty: 70%, OH: 30%
 - ❖ Category III – Technology transfer/ Commercialization: Faculty: 60%, Institute: 40%
 - ❖ Consultancy projects from Start-ups / MSME (with the production of certificate from the authorized body): OH : 15%
 - ❖ If an alumnus of IIT Kharagpur on individual capacity donates money for any consultancy project, the SRIC OH may be considered case to case basis with the approval of Dean R&D.
- (ii) Institute's Overhead shall be determined on the total project cost at the time of sanction of the project. In the event of increment of the project cost, the Institute's overhead shall be increased proportionately.
- (iii) In the event of non-completion of Consultancy project within the specified period, PI may request for extension of the completion date of consultancy project before the Dean (R&D). However, no-cost extension may be granted for a maximum period of one year on an emergent situation.
- (iv) Any departure from the above may be required the approval of the Director on case to case basis subject to the recommendation of the Dean(SRIC). In special cases, on the recommendation of the Dean (R&D) with acceptable justification, the Director can give partial waiver of the Overhead.



Chapter 8

DISTRIBUTION OF PROJECT FUNDS

Project cost = A (covering project expenses and consultancy fees)

Overheads as % of A = B

Total Cost C = A + B

GST (if applicable) as % of C = D

Final Amount to be paid by Sponsor = T = C + D

However, in case of a large consultancy project, Institute share may be negotiated with the approval of the Director.

TESTING SERVICES

The HODs/HOCs/Chairpersons of units can take up routine testing jobs in association with the permanent faculty / scientific / technical staff of the Institute, in Consultancy Project mode. For the estimation of testing service charges as the budget of the Project, the following formulae shall be applicable

- a. Cost of the equipment = A (Rs.)
- b. Life of the equipment = L years (5 years for Computers & 10 years for others)
- c. Hourly cost of equipment = -A/ (Rs.) 2000 L
- d. Testing time = T hrs.
- e. Cost of facilities = F = A *T/ (Rs.)2000 L
- f. Cost of consumables = C
- g. Honorarium to technical/supporting staff = D
- h. Honorarium to faculty-in-charge = E
- i. Cost of testing service = P = 2 x (F+C+D+E)

In addition, overheads and GST, etc will be applicable as per guidelines mentioned above.



Chapter 9

DISTRIBUTION OF INSTITUTE OVERHEAD

As per the approval of 217th BoG meeting held on 23-09-2025, 50% of SRIC overhead that accrue annually be earmarked for FDF and DDF and rest of the corpus to carry out various SRIC mandate activities. Based on that, SRIC Overhead from any project is to be distributed as:

- a) SRIC Corpus: 50% of Overhead
- b) FDF: 30% of Overhead (this total amount would be distributed equally amongst all the PIs and Co-PIs of that project)
- c) DDF: 20% of Overhead

The balance 50% of Overhead be kept for recurring and non-recurring expenditure of SRIC, its employees and other mandate as decided by the Competent authorities from time to time.



Chapter 10

FINANCIAL BENEFITS TO PIs / CO-PIs AND PROJECT STAFF

1. Faculty top-up / honorarium for Research Project

- (i) A project in which there is a provision for faculty top-up / honorarium, the Institute will deduct its share on the faculty top-up / honorarium / consultancy fee amount at a fixed rate in the form of overhead as per the approval of the Competent Authorities.
- (ii) When the Project contains a faculty consultancy/ top-up/honorarium component. the entitled faculty members shall be permitted to draw the full or part amount of the same. Parts of such designated amounts may also be used by the PI for other legitimate expenses incurred for implementing the Project, subject to the approval of the Dean (R&D). However, for drawing 100% consultancy fees, the copy of technical report should be submitted to the office of the Dean (R&D), otherwise maximum 95% of the consultancy fees may be released on recommendation of PI, subject to the approval of the Competent Authority.
- (iii) PIs shall be allowed to work full time during the vacation in the projects and get suitable honorarium as approved by the Institute (in lieu of vacation) for such period, provided the funds under salary head so permit.
- (iv) Depending on availability of funds under Travel head and with the approval of the Dean (R&D), grants (TA, DA, Registration Fee) for presenting papers in National / International Conferences in fields relevant to the project shall be given to PIs / Co-PIs associated with the project from the project funds provided such visits are approved by the Institute.
- (v) On recommendations of PIs, contractual project staff and students working in projects may be permitted with approval of the Dean (R&D) to present papers in Conferences with TA, DA and Registration Fee support provided the funds are available under Travel head of the project. For similar financial support for Conferences held abroad, specific approval of the funding agency may be required.



Chapter 11

FACULTY DEVELOPMENT FUND (FDF)

The FDF funds shall be utilized for the purposes mentioned below:

- (i) Expenses for participation in any visit for professional and research purposes
- (ii) Inviting domain experts for giving lectures and research discussions for the students academic growth.
- (iii) Procurement of research or laboratory items (both equipment and consumables) as needed by the faculty, including their maintenance and upgradation.
- (iv) Expenditure incurred for intellectual property creation and its dissemination (publication, patent, copyright etc.).
- (v) Subscription of books, journals for professional purposes and membership of professional bodies.
- (vi) Purchase of electronic items including laptop, personal computers, tabs, digital camera, mobile phone or any other items of similar nature and purpose (all categorized under 'personal electronic equipment').
- (vii) Funding from FDF may be provided by the faculty member to any:
 - a) Registered, regular student (UG/PG/RS) of IIT Kharagpur who is not getting scholarship / fellowship, but the student is contributing to the research under the faculty member.
 - b) PG/RS student of IIT Kharagpur, even up to 6 months from the date of his/her project/thesis final viva--voce to execute the remaining research work.
 - c) Intern students working with the faculty for research for all the above, the financial support amount is purely under the discretion of the concerned faculty member.

Modality & Regulations:

- (i) All purchases shall be made following the SRIC / Institute Purchase Rules.
- (ii) Recognition of expenditure incurred for procurement of capital assets by using FDF shall be reflected only in the individual FDF ledger of the faculty member along with other



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recurring expenditure and the record is to be maintained by SRIC. The ownership of all such assets procured shall be assigned to the faculty members. Equipment under 'personal electronic item' category shall continue to be considered as the personal asset of the concerned faculty member.

- (iii) FDF will render to be inaccessible to the faculty member with effect from the date on which he/she ceases to be in 'the payroll of the institute, i.e., the date of his/her Superannuation.
- (iv) The FDF balance shall be transferred to the SRIC corpus account on termination of the accessibility of the same.
- (v) FDF amount deposit will be visible in the ERP account of the faculty member as on when the OH is deducted by the SRJC for the concerned project of the faculty.

Expenditure Limit:

- (i) No limit for expenditure for any item mentioned in Point-B, i.e., Utilization of FDF.
- (ii) Maximum 1 item each in every 3 years under "personal electronic item" category.

Clarification: A faculty can purchase maximum 1 phone, 1 laptop, 1 tab, and similar items mentioned in "personal electronic item" category. Same purchase can be made after 3 years of purchase of the same item, if fund permits.



Chapter 12

SRIC financial support over and above CPDA for attending conference / workshop etc. in all countries

(i) Proposed eligibility criteria:

- Project → As PI,
- Counting → In last three years of the application for this support
- Project source → Not funded from any source of the Institute
- Research papers → Published/Accepted in reputed international journals.

Category-A:

Upon fulfilling the above, following financial support from SRIC for once in three years:

- (a) Financial support: Rs. Nil
(Project value: Less than Rs. 30 lakhs)
- (b) Financial support: Rs. 75,000/-
(Project value: From Rs. 30 lakhs to less than Rs. 50 lakhs, Research paper: Three in last three years)
- (c) Financial support: Rs. 1,50,000/-
(Project value: Rs. 50 lakhs to less than Rs. 15.00 Crores, Research paper: Five in last three years)
- (d) Financial support: Rs. 2,50,000/-
(Project value: Rs. 15.00 Crores and 25 Cr, Research paper: Twenty in last five years)

Category-B:

One more additional grant is permitted in the same block of 3 years for the following:

Financial support: Rs. 2,50,000/-

(Project value: Rs. 25.00 Crores and above in last 3 years as PI, AND
Research paper: Twenty in last five years, AND Patent: 1 Overseas patent grant)



Chapter 13

PURCHASE OF EQUIPMENT/ CONSUMABLES

- (i) Availability of sufficient funds in the project may be required to initiate the purchase process.
- (ii) The purchase procedure mentioned in GFR 2017 (or its updated variants introduced from time to time) needs to be followed to avoid any C&AG audit observation.
- (iii) These purchases can include purchase / upgradation / buyback of equipment, fabrication, components, office equipment, consumables, stationery, Annual Maintenance Contracts, Annual Rate Contracts for goods and services and other such eligible items.
- (iv) Purchase worth up to a threshold amount as prescribed by competent authorities from time to time (Rs. 2.50 lakhs currently) may be executed at PI level through the departmental purchase committee without pre audit. If the purchase is processed through LPC (Local Purchase Committee), the Head of the department is authorized to approve the same.
- (v) Purchase worth over and above the mentioned threshold amount may be executed through SRIC office only. Any purchase worth beyond an upper limit as prescribed by the Competent authorities will be pre-audited.
- (vi) Imports: All imports (equipment, spare parts or consumables), regardless of their value, should be processed through SRIC office only by following GFR 2017 or its updated amendments and Global Tender Enquiry (GTE) Rules and Regulations of Government of India.



Chapter 14

TRAVEL (DOMESTIC)

(i) The PI, Co-PIs, students and staff can visit places for project work outside the Institute as per entitlement, subject to availability of funds under budget head "Travel or TA/DA" of the project. However, sanction of concerned HoD/HoC/HoS is required for being away from the Institute.

(ii) Reimbursement of travelling expenses to the PI/ Co-PI/ Institute' officials will be made as per Travelling Allowance Rules of GOI. In exceptional cases, special relaxation may be granted by the Dean, R&D/Director as the case may be, based on acceptable justification provided by the PI.

(iii) For reimbursement of travel expenses to others, actual boarding and lodging expenses will be paid on production of receipt subject to a maximum limit following an appropriate mapping procedure based on the recommendation of an empowered committee.

(iv) Expenses on local travel by Taxi will be reimbursed against receipt as per actual and per Institute norms issued time to time, except for any minor expense of that kind for which Taxi receipt may not be available.

(vi) However, if the sponsor is agreeable to any specific condition(s) or relaxations for undertaking travel under the project, the same be permitted.

(vii) In case of projects funded by Private organizations, Dean, R&D will have the power to give special domestic and local travel permissions and relaxations, based on request of PI and due consideration by Dean, R&D

(viii) Travel entitlement of Professor, Professor (HAG):

- a) Business / Club class by air for Level-14 and above or AC-I by train
- b) Accommodation & DA the following to be followed:
 - Accommodation: Rs.9375/- per day
 - DA: Rs.1500/- per day

The above is based on *Ministry of Education dated July 13, 2017 (Ref No: 19030/1/2017-E.IV)*



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- c) Travel by own car for project work: Rs 16/- per km + Toll taxes, if applicable. The amount to be increased as and when Institute changes it in future.
- d) Hired Taxi for travel from IIT Kharagpur for project/field works:
- e) SRIC will honor the bills of any SRIC-registered travel agents if the rate is equal or lower than the rate mentioned in the notification issued by the Institute (Dec 17, 2024)
- f) Rs 250 to be paid for any travel from IIT Kharagpur campus to Kharagpur Railway station or Hijli station. This amount to be increased by 15% every 3 years. Bill may not be mandatory.

For the above, reimbursement will be limited to the actual expenditure or prescribed rate, whichever is less.

Air/Train tickets are to be procured following the Govt Circular dated 16th June 2022.

- (ix) Travel entitlement of Associate Professor and Assistant Professor, Grade-1:
 - a) Premium economy class or Economy class air fare or AC-I by train
 - b) Accommodation & DA the following to be followed:
 - Accommodation: Rs.5625/- per day
 - DA: Rs.1250/- per day

The above is based on Ministry of Education dated July 13, 2017 (Ref No: 19030/1/2017-E.IV)

- c) Accommodation: A maximum of 20% enhancement may be permitted on top of MoE permitted amount.
- d) Same DA may be allowed.
- e) Travel by own car for project work: Rs 16/- per km + Toll taxes, if applicable. The amount to be increased as and when Institute changes it in future.
- f) Hired taxi for travel from IIT Kharagpur for project/field works:
SRIC will honor the bills of any SRIC-registered travel agents if the rate is equal or lower than the rate mentioned in the notification issued by the Institute (Dec 17, 2024)
- g) Rs 250 to be paid for any travel from IIT Kharagpur campus to Kharagpur Railway station or Hijli station. This amount to be increased by 15% every 3 years. Bill may not be mandatory.



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- For the above, reimbursement will be limited to the actual expenditure or prescribed rate, whichever is less.
- Air/Train tickets are to be procured following the Govt Circular dated 16th June 2022.

(x) Travel entitlement of Assistant Professor Grade-II:

- Premium economy Class or Economy class air fare or AC-I by train
- Accommodation & DA the following to be followed:
 - Accommodation: Rs. 2813/- per day
 - DA: Rs. 1125/- per day

The above is based on Ministry of Education dated July 13, 2017 (Ref No: 19030/1/2017-E.IV)

- Accommodation: A maximum of 50% enhancement may be permitted.
- Same DA may be allowed.
- Travel by own car for project work: Rs 16/- per km + Toll taxes, if applicable. The amount to be increased as and when Institute changes it in future.
- Hired Taxi for travel from IIT Kharagpur for project/field works:
- SRIC will honor the bills of any SRIC-registered travel agents if the rate is equal or lower than the rate mentioned in the notification issued by the Institute (Dec 17, 2024)
- Rs 250 to be paid for any travel from IIT Kharagpur campus to Kharagpur Railway station or Hijli station. This amount to be increased by 15% every 3 years. Bill may not be mandatory.
 - Reimbursement will be limited to the actual expenditure or prescribed rate, whichever is less.
 - Air/Train tickets are to be procured following the Govt Circular dated 16th June 2022.

(xi) Travel entitlements of Research Scholars, JRF, SRF, Research Associates/Project Engineer etc., and equivalent manpower engaged in 89-days contract:

- Economy class air fare, or AC-II by train
- Accommodation: Higher amount may be permitted on recommendation of PI, not exceeding Rs 4000 per day.
- DA: Rs. 900/- per day may be allowed.



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- d) Hired Taxi for travel from IIT Kharagpur for project/field works:
SRIC will honor the bills of any SRIC-registered travel agents if the rate is equal or lower than the rate mentioned in the notification issued by the Institute (Dec 17, 2024)
- e) Rs 250 to be paid for any travel from IIT Kharagpur campus to Kharagpur Railway station or Hijli station. This amount to be increased by 15% every 3 years. Bill may not be mandatory.
- Reimbursement will be limited to the actual expenditure or prescribed rate, whichever is less.
 - Air/Train tickets are to be procured following the Govt Circular dated 16th June 2022.
- (xii) Travel entitlements of Project Staffs, 89 days contractual staffs (Non-JRF/ Non-SRF / Non-RA / Non-PE) etc.:
- a) AC-III by train
- b) Accommodation: Higher amount may be permitted on recommendation of PI, not exceeding Rs 3000 per day.
- c) DA: Rs. 800/- per day may be allowed.
- d) Hired Taxi for travel from IIT Kharagpur for project/field works:
SRIC will honor the bills of any SRIC-registered travel agents if the rate is equal or lower than the rate mentioned in the notification issued by the Institute (Dec 17, 2024)
- e) Rs 250 to be paid for any travel from IIT Kharagpur campus to Kharagpur Railway station or Hijli station. This amount to be increased by 15% every 3 years. Bill may not be mandatory.
- Reimbursement will be limited to the actual expenditure or prescribed rate, whichever is less.
 - Train tickets are to be procured following the Govt Circular dated 16th June 2022.



TRAVEL (INTERNATIONAL)

- (i) Travel abroad from a project may be considered only if a specific provision is available for international travel in the project sanction or consent of the funding agency is provided at a subsequent stage.
- (ii) International travel for faculty and Institute staff shall require approval by Director through proper channel.
However, funding from the project shall be approved by the Dean, R&D within the delegated financial power excepting Institute/Institute level project. In case of Institute level project, funding from the project shall be sanctioned by the Competent Authority of the Institute.
- (iii) International travel for project staff and consultant shall be approved by the Director subject to the provision in the project for all projects including Institute/Institute level project.
- (iv) To meet impending expenses during travel, advance may be approved by Dean (R&D)/ Director, as per requirement. However, such advances need to be adjusted within the limit specified in GFR 2017 or any other pertinent rule introduced from time to time.
 - For travel: Unadjusted advance needs to be settled within 30 days from the completion of the journey.
 - For contingency / consumables and others:
Unadjusted advance needs to be settled within 60 days from the date of the receipt advance.
- (v) On return, the claim for all travel related expenses using prescribed reimbursement Form should be filed.
- (vi) The Daily Allowance and Hotel Accommodation charges is proposed to be approved for Faculty/Staff/IPDF and equivalent for visits abroad in connection with International Conference/Symposium/Project Work/Institute Official Work. The Revised rates are as under:
 - a) For Faculty/Staff/IPDF
 - (i) Daily Allowance
The Per diem/DA is revised to USD 150/125/100 depending on the country of visit as per the Annexure of [MEA order No. Q/FD/695/03/2000](#) dated 25th September 2023.



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- (ii) Hotel Accommodation charges:
For Conferences, Symposiums, Workshops, and Project Work, as applicable, the maximum limit is revised from USD 250 per day to USD 300 per day for a maximum of 7 days against bills.
- b) Faculty/staff visiting abroad for official work are entitled for Hotel accommodation charges at the rate of USD 300/per day for the actual period of stay approved by the Director, against bills.



Chapter 15

ACCOUNTS AND FINANCE

(i) SRIC shall prepare its Annual Accounts for consolidation purposes at Institute level for C&AG audit following Revision of Formats of Accounts of Central Educational Institutions (CEIs) prescribed by Ministry of Education (erstwhile Ministry of Human Resource Development), Government of India vide order No. 29-4/2012-FD dated 17 April 2015 at the end of each financial year. C&AG audited Annual Accounts of Institute including sponsored projects may be provided to sponsoring agencies to comply with terms and conditions of project agreement, if any.

(ii) MAINTENANCE OF SRIC ACCOUNT

Accounts of SRIC, in general, shall be maintained and prepared as per aforesaid guideline and format issued by the Ministry of Education (erstwhile MHRD) from time to time and will be incorporated in the annual accounts of the Institute.

However, in case the funding agency approves budget under any head that does not directly fit the format issued by the Ministry of Education (MHRD), appropriate reflection of the same needs to be accommodated on approval of the competent authorities.

(iii) PROJECT ACCOUNT:

A separate book of accounts along with Receipt and Payments shall be maintained for each project. Joint Registrar SRIC/ Deputy Registrar SRIC shall be responsible for submission of internally audited statement of accounts as and when required by the sponsors.

(iv) AUDIT OF UCS AND STATEMENT OF EXPENDITURE BY A FIRM OF A CHARTERED ACCOUNTANTS

The yearly Utilization Certificate and Statement of Expenditures shall be audited by a firm of Chartered Accountants to be appointed by Dean, R&D, if any sponsoring agency categorically asked for. The Audit fees may be debited to the respective project accounts.



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(v) SUBMISSION OF UTILIZATION CERTIFICATE (UCS) AND STATEMENT OF EXPENDITURE (SoE)

SRIC shall submit the audited statement of expenditure to the funding agency as per prescribed format of the funding agency in each year or as needed by Funding Agency from time to time.

(vi) INTERNAL AUDITOR

The Chartered Accountants Firm appointed by the Institute for Internal Audit will include SRIC Account in its scope of work.

MAINTENANCE OF ASSETS REGISTER

Assets Register may be maintained in an ERP-generated process that records every purchase being made from the said Project.

ASSETS CREATED OUT OF PROJECT FUND

- (i) SRIC shall maintain an Assets Register for the assets created out of project fund as well as the assets created out of SRIC fund separately through electronically managed system.
- (ii) The assets created out of project fund shall not be considered under Fixed Assets of the Institute until the ownership of the assets is transferred to the Institute. If the assets are allowed to be retained by the Institution, SRIC/Institute shall include stated Fixed Assets at the book value in their own accounts.
- (iii) On transfer of ownership with the prior approval of retention the Assets from the sponsoring agencies, wherever required, stated Fixed Assets may be transferred from respective Project account maintained at SRIC to the books of account of SRIC/Institute. On completion of the Projects or Schemes and the receipt of technical and financial reports, the sponsoring agencies should decide and communicate to SRIC whether the assets should be returned, sold or retained by them and SRIC will act accordingly to comply prevailing law. However, if the assets are to be sold, the proceeds therefrom shall be credited to the account of the sponsoring Department / Organisation as per prevailing law framed by Government of India through GFR 2017 as updated till 31.07.2025.



Chapter 16

LOAN & ADVANCE

ADVANCE TO PIs

PIs shall normally be allowed to draw another advance only after adjusting the previous one taken by them unless otherwise agreed by the Dean, R&D.

OPERATION OF THE PROJECT IN THE EVENT OF NON-AVAILABILITY OF PROJECT FUND/ DELAY IN RELEASE OF PROJECT FUND

In case of non-availability of fund in a project, the Sponsoring Agency will be approached to sanction additional fund. In a very urgent scenario, the PI may be permitted to avail fund from FDF/DDF/Consultancy project on a loan basis subject to approval of the appropriate authorities. SRIC will not be responsible if the loan is not refunded.

In exceptional circumstances temporary interest free loan may be sanctioned from the available fund of SRIC subject to prior approval of Dean R&D/Director as per the delegation of financial power.

For running projects under PFMS, SRIC will provide loan for the manpower in case the instalment from the funding agency does not get released on time.



Chapter 17

INTELLECTUAL PROPERTY RIGHTS

- (i) IPR cell conducts activities to provide a clear understanding of the rights and responsibilities of the stakeholders to protect their IPs generated through research work and also ensures the expedited prosecution of applications for patents, designs, copyrights and all other forms of IPRs.
- (ii) Unless otherwise agreed with the Sponsor in the project agreement, Intellectual property Rights for any discovery or invention originating from the Sponsored Research and Industrial Consultancy Project shall jointly rest with the Institute, Investigator(s) and the Sponsoring Agency. Patent / copyright application before the Registrar / Controller of Patents shall be filed by the SRIC on the basis of the recommendations made by the Patent / Copyright Committee.
- (iii) For the effective protection of IPR, it is advised that the PIs should maintain a filing system (physical or electronic) that gives the details of the work done and salient findings on regular basis. This record should be authenticated by the PI and by at least one other faculty / project employee as witness to the result.

TECHNOLOGY TRANSFER

The PIs shall not independently transfer technology either on exclusive or non-exclusive basis to any party without the consent of the IPR owners. SRIC will facilitate and execute the mechanisms of licensing of technologies developed within the Institute through legally-executed technology transfer procedure. Sharing of Technology Transfer benefits between the Institute and the Creator/Inventor is in the ratio of 50:50 subject to taxes as applicable. However, the distribution amount may vary from time to time as per recommendation of the competent authorities.

ROYALTY RATES FOR TECHNOLOGY TRANSFER RETAINERSHIP

With the permission of the Dean (R&D) / Director, the faculty members of the Institute can accept retainer ship of reputed organizations. The fees thus earned shall be shared by the



Institute and the Individual in the ratio of 30 : 70 only after payment of service tax, etc. respectively as applicable. For this purpose, the faculty member concerned may utilize one day per week or four days in a month during an academic year with the specific approval of the Dean (R&D) provided alternate arrangements for teaching and other commitments are made by faculty member. This applies to research and consultancy projects too.

SOFTWARE MARKETING

All software duly copyrighted may be marketed and the sale proceeds thus accrued shall be shared between the Institute and the software consultant(s) as per Industrial Consultancy rules for the first copy and in the ratio (30 : 70) for the subsequent copies after payment of applicable taxes like service tax. If the subsequent copy sales involve training and their supporting services, the rules of consultancy (with no contribution towards use of Institute computing facilities) shall be applicable. If the marketing rights are transferred, the terms and conditions shall be determined as per Technology Transfer Rules.

- ❖ For any IP related queries the SRIC IPR cell may be contacted (jpr@sric.iitkgp.ac.in; pic.ipr@iitkgp.ac.in; iproffice@sric.iitkgp.ac.in web url: <https://sric.iitkgp.ac.in/web4/tech>).



Chapter 18

EXCEPTION CLAUSE

These SRIC rules shall normally be applicable to all sponsored research projects, consultancy projects, advisory projects, testing services, retainership, software marketing, technology transfer and any other forms of dissemination of intellectual property rights. Any exception/ deviation to these rules may be considered by the Director / Competent Authority for approval depending on the merits of the case.

APPROVALS & ANNEXURES:

Approval	Link
Latest BoG approval (SRIC Rule)	Click to open
Latest BoG approval (Delegation of Financial power)	Click to open
Temporary Loan	Click to open
Overhead Distribution & FDF related	Click to open
Travel (International)	Click to open
VSRC Accommodation Policy	Click to open

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