

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 01 / 2023-24

03rd July 2023

SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY RULES AND REGULATIONS

1. PREAMBLE

SRM University-AP vision is to emerge as a world-class university in creating and disseminating knowledge. SRM University -AP mission is to deliver world-class research-based education by creating new knowledge and innovations. SRM University-AP provides exciting and challenging research opportunities that are of regionally transformative, nationally relevant, and international importance and have social applications. The University encourages investigation of basic and applied areas of science and technology, social sciences, management studies, and high-end technology development in the form of sponsored projects.

The office of Dean Research shall be the responsible for:

- i) Promotion of Sponsored Research and Industrial Consultancy (SRIC), Translational Research, Technology Transfer and IPR.
- ii) Project monitoring, compliance with terms and conditions of agreement/ contract between the sponsor(s) and the University as well as the SRIC Rules.
- iii) Financial management of projects.
- iv) Liaison with PIs, the University and Sponsors.
- v) Administration of the contractual/ deputed project personnel.
- vi) Admission to PhD Programme of the university
- vii) Any other activities that may be assigned from time to time.
- viii) Appointment of PDFs, JRF & SRF

2. DEFINITIONS

2.1. University means SRM University-AP

2.2. School means all the academic schools.

2.3. Centres mean all academic centers and centers of excellence at the university.

2.4. Vice-Chancellor means the Vice-Chancellor of SRM University -AP

2.5. Dean (Research) means Dean (Research) of SRM University -AP.

2.6 HoD is the Head of the Academic Department and Centre



- 2.7 JRF and SRF** mean Junior Research Fellow and Senior Research Fellow respectively.
- 2.8 PDF** means Post-Doctoral Fellow
- 2.9. SRIC** means Sponsored Research & Industrial Consultancy.
- 2.10. Finance Office (FO)** means the Finance Office of SRM University -AP.
- 2.11. Sponsored Research Projects** means Sponsored Project refers to one in which the faculty members receive funding from a government agency / industry / company / research organization / university / foundation (both national and international). The funding amount may be used by the PIs as approved in the respective budget head by the funding agency. These projects are usually of 1-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.
- 2.12. Consultancy Project** means consultancy assignment / job given by an outside agency / industry / company / research organization / university / foundation (both national and international) to a faculty of the university for work within a mutually agreed scope. It will also include a consultancy assignment / job referred to the School, Centre, or functionary of the University (i.e., Vice-Chancellor or Dean(s) or Registrar) which may be taken up as a Consultancy Project by faculty.
- 2.13. The Routine Testing project** implies those testing works where the rates are fixed by the School / Centre. The concerned Head / Faculty In-charge / Coordinator will be the PI.
- 2.14. Sponsor** means the organization that offers a project to the University and provides necessary financial support for the successful completion of the project in time.
- 2.15. Principal Investigator (P.I.)** means a regular faculty of the University who holds a permanent position in any School / Centre of the University, well equipped with necessary expertise and competence to conduct a Sponsored Research/ Industrial Consultancy work. Any visiting, distinguished, senior, emeritus, professor of practice and chair professors appointed for 3 continuous years may also be appointed as PI duly approved by the Vice Chancellor as a special case. However, these faculty members under these categories may act as co-PI.
- Normally, the faculty member who submits the project proposal and discusses/ negotiates it with the sponsor and is instrumental in getting the project shall be the Principal Investigator. For administrative reasons, the



Principal Investigator of some projects may be appointed by the Vice-Chancellor of the University upon the recommendation of the Dean (Research), if the original P.I. leaves or his/her services are not available to the project for any other reason.

- 2.16. **Co-Investigator (Co-PI)** means a faculty member co-opted by the Principal Investigator to work jointly with him. If a PI leaves the University or goes on leave, a Co-PI assumes the power of the PI with the recommendation of the Dean (Research) followed by the approval of the Vice-chancellor.
- 2.17. **Consultant:** Consultant is an individual or government / public sector undertaking/ government company or private company engaged for a specific period to carry out a specific assignment in connection with a project.
- 2.18. **Project Staff** means a person appointed in conformity with the guidelines to work on a project covering (a) JRF, SRF and RA (b) project staff and (c) scientific staff (d) project research staff (e) Field Assistant.
- 2.19. **University Research Development Fund (URDF)** means a part of the Institutional Overhead Charges (IOC) / share received for sponsored research and Industrial consultancy projects credited to a separate fund operated by Dean (Research).
- 2.20. **Professional Development Fund (PDF)** means a fund for individual academic staff, to which a part of the University overhead charges / share from Research and consultancy projects are transferred.
- 2.21. **Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted under these rules to monitor the large projects with an outlay of more than Rs. 25 lakhs.

3. GENERAL

- 3.1 Individuals or schools/Centre shall take up projects after taking approval from the Dean (Research). All funds in connection with Projects should be received in the name of the University.
- 3.2 **The PI in the Funded Project will be considered in the same capacity as HoD to execute the Project. Only the information can be passed to HoD for record only.**
- 3.3 The project expenditure for equipment and consumables etc. will be maintained in a separate stock register by PI.
- 3.4 The IPR policy of the University shall be applicable. However, if there is a condition in Memorandum of Understanding (MOU)/ Agreement signed



between the Sponsor and PI, regarding the IPR issue that will take precedence over the condition laid down in the above para.

- 3.5 If a prima-facie case of malpractice and/or misconduct is established by a fact-finding committee against a faculty member in connection with project(s), the Vice-Chancellor, on the recommendation of Dean (Research) may prohibit the concerned faculty member to take part in any new project either as Principal Investigator or investigator, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned faculty member will be expected to complete his/her obligations in the on-going project(s) with which he/she is connected, in order that the on-going projects and obligations to the sponsor do not suffer.
- 3.6 All purchases under projects/PDF/URDF shall be made as per university norms.
- 3.7 Faculty may accept honorary membership of the board of Directors of companies with the condition that there will not be any direct involvement of the faculty in the concerned industry/company and such membership in the respective expertise is limited to five memberships.
- 3.8 A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (Research).

4. MANPOWER HIRING NORMS

- 4.1 Principal Investigator is responsible to initiate the selection of manpower and complete the process. Open selection will be held for all project posts.
- 4.2 All project appointments shall be contractual and on the basis of consolidated monthly compensation or as per project norms.
- 4.3 Automatic transfer of staff from one project to another either on completion or midway shall not be permitted.
- 4.4 On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered on the recommendations of the PI with the approval of Dean-Research.
- 4.5 The contract may be terminated by either side (staff or the Dean-Research office) by giving three months' notice or three month's consolidated compensation in lieu of the notice.



- 4.6** Selection of JRF/ SRF/ RA shall normally be made as per the guidelines provided by the sponsoring agency. Otherwise, the appointments shall be made as per SRM-AP guidelines.
- 4.7** All appointment letters for the project staff shall be issued under the signature of the Dean-Research.
- 4.8** The Principal Investigator shall consider prevailing compensation packages, general qualifications and experience of staff while preparing project proposals.
- 4.9** The Selection Committee for the recruitment of Project staff for each project will be as follows:
- i. Dean of School: Chairperson
 - ii. Principal Investigator (PI): Member
 - iii. An external expert (to be recommended by the PI): Member
 - iv. Nominee of sponsoring agency (If Any): Member
 - v. An Internal Expert from the concerned department or departments in case of inter-disciplinary project
- 4.10** The compensation of project staff is flexible and in accordance with the sponsoring agency and to attract good candidates.
- 4.11** On the completion of each year of service during the contract period suitable enhancement of monthly compensation may be considered by the Dean-Research on the recommendations of the PI/PC of the concerned project.
- 4.12** In case of recruitment of JRF/ SRF, candidates who have been declared successful at NET/ GATE/National Exam may be preferred. In exceptional cases, candidates without NET/ GATE may be recruited through a proper selection procedure.
- 4.13** The hiring of project staff should follow the number of personnel, in different categories, sanctioned under the project. The category of post and its emoluments are governed by sponsoring agency orders.
- 4.14 Ph.D. Admissions for Project Staff:** The project staff may be allowed to register for the Ph.D. programme of the university, if they fulfill all the requirements prescribed by the University and follow the selection procedure for Ph.D. admissions.
- 4.15 Student Interns:** The PI may engage University Students (who may or may not be getting stipend) as student interns for the project work. The payment for such engagement shall be governed by university rules and regulations.

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PI may also offer internship to UG/PG/Ph.D. students from SRM AP or other national and foreign Institutes/universities to work under the project on a monthly compensation as per university guidelines.

4.16 Except any monthly compensation / stipend paid to researchers/staff to meet the cost of their education, it will be treated as salary and, accordingly necessary statutory laws will be applicable.

5. SPONSORED PROJECT INITIATION AND MANAGEMENT

5.1. Each project shall have a Principal Investigator (P.I.) who shall be responsible for:

- i. Formulating the project proposal which may include.
 - a. planning of the work to be done,
 - b. estimated costs according to the guidelines, and
 - c. if necessary, identifying other Investigators, who shall also be faculty member(s)/ in the service of the University,
- ii. Coordination and execution of work,
- iii. Handling all communications with the sponsor,
- iv. Writing of intermediate and final reports according to the project proposal
- v. Signing the MOU or Agreement with the sponsor, if required. Guidelines for MoU/Agreement are given at Annexure 2.

5.2. The PI can, at his discretion, co-opt other faculty members and staff as Co-PIs.

5.3. The PI will prepare research project proposal in conformity with:

- i. permitted designation and emolument/fellowship rates for project staff, with qualification and experience as specified by the sponsor otherwise of the university.
- ii. provision for Institution overhead charges as per the rules of the University,
- iii. other guidelines for Sponsored Research Projects, and
- iv. Rules, Regulations & Statutes of the University

5.4. All research project proposals shall be submitted to the sponsors through the Dean (Research).

5.5. It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.



- 5.6. The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.
- 5.7. The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Dean (Research).
- 5.8. The PI shall be responsible for the maintenance of the Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean (Research).
- 5.9. The PI shall write to the sponsor for the timely release of funds.
- 5.10. For Research Project: The sponsor which assigns the research project usually is approached by an individual or a functionary of the University (i.e., HoD, Dean (Research) or Vice-Chancellor).
- 5.11. When an individual is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by Dean (Research) as per the project.
- 5.12. The Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can be appointed/nominated/ continued as principal investigators for research projects if the sponsors do not have any objection.
- 5.13. The retired faculty working under Emeritus Fellowship be allowed to continue as Principal Investigators in the ongoing projects, if the sponsors do not have any objections.
- 5.13. If the PI leaves the university, retires or proceeds on leave or is not available for some reason, Dean (Research), on the recommendation of the P.I. (if he/she is available) may appoint a new P.I., who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project in the remaining funds and time period, to the Dean (Research).
However, in exceptional circumstances, a retired faculty member may continue to work as P.I. with the approval of the Vice-Chancellor, if he/she continues to serve the university in some other capacity.
- 5.14. Project will be closed with the submission of the final project report, the final settlement of accounts, and utilisation certification etc., to the funding agency with the copy to Dean Research.

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6. CONSULTANCY PROJECTS

The University has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work, which is an important tool in the industrial growth of the Country.

Guiding notes:

- 6.1 A consultancy project/task/work is the one where faculty and research staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This is effectively contracted work in which all outputs belong to the client.
- 6.2 The sponsor which assigns the consultancy project usually approaches the University for Consultancy work through an individual or a functionary of the University (i.e., HoD, Dean (Research) or Vice-Chancellor).
- 6.3. No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.
- 6.4 Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can only be investigator(s) for the new consultancy projects.
- 6.5 All payments for consultancy work must come to the university/Research account. The university will then do the needful and give the honorarium to the faculty/staff as the case may be.
- 6.6 The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.
- 6.7 Proposal is then prepared by the PI. It should specifically mention the breakup of funds, normally consultancy fee as the primary component. It may also have the budget for supporting manpower, equipment, travel contingency, university overheads and expenses for IPR (if need be).



6.5 CONSULTANCY FEE

The following table will be referred to determine the consultancy fee of the project.

Type of Consultancy	Overhead including University Share Percentage	GST on Total Project Cost
Use of no University facilities	20 %	18 %
Use of University facilities such as Laboratory and Computers	25 %	18 %
Primary testing and interpretation	30 %	18 %

An example computation (Use of No University facilities category) is given below:

If project cost (prior to overheads) is X; then overheads of Y% will be charged on X as per the table above. GST will be 18 % or whatever is applicable, on (X+Y% overheads). For example, for a project cost of X = 100, and 20% overhead, the calculation is as follows:

Consultancy Fee = Rs. 100.00

Overhead including University Share Percentage = Rs. 20.00

Service Tax = (Rs.100+Rs.20) x 18 % = Rs. 21.6

Total Project Cost = Rs. 141.6

Cost X will include cost of equipment, honoraria for investigators, manpower cost, expenses to execute the project and contingency.

6.6 Service tax on equipment is not chargeable, in case equipment is to be returned to the funding agency/organization after completion of the project. This should be clearly spelled out in the MoU/proposal itself.

6.7 All consultancy proposals must be sent to Dean- Research for endorsement and approval along with the consultancy project agreement form.

6.8 Office will assign a unique project number to the project proposal.

6.9 The university normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the University may, in exceptional cases, permit the commencement of work with payment to be made as per agreed-upon milestones. The expenditure and disbursements will be made through normal University procedures. The project expenditure for

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equipment and consumables will be maintained in a separate stock register by PI.

6.10 For international consultancy projects:

- i. Funds are received in foreign currency.
- ii. service tax is not applicable.
- iii. The research collaboration of SRM University-AP with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or international laws as the case may be.

6.11 IPR issue: All IPR-related issues are as agreed upon between the University and the funding agency. Preferably, IPR will be jointly shared by SRM University-AP and the funding agency.

6.12 Project responsibility: These projects are headed by a Principal Investigator (PI) and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The University provides the PIs necessary support.

6.13 The time spent by a faculty on Consultancy Project will not exceed one day per working week plus one day during weekend, thus a total of 104-man days during the calendar year.

6.14 The statement of expenditure and utilization certificate will be prepared at every financial year end by the PI with the help of competent designated authority.

7. BUDGET HEADS

There will be a separate university account for project funds to maintain overheads. All funds received for projects will be deposited in this account (maintained by Dean-Research). This account will be used to maintain the following funds as described below:

7.1 University Research Development Fund (URDF)

Overheads from projects and portions of payments made to consultants etc. will be credited to this fund as per the details given below. The utilization of this fund will be decided by the Dean-Research and may be used for creating the research facilities in the schools.

7.2 Professional Development Fund (PDF)

PDF is created out of the following sources for professional expenses / development of the concerned investigators / consultants of sponsored projects.

- a) Part of the overhead of sponsored research projects (as per the approved distribution).
- b) Overhead of the consultancy fee from consultancy projects.
- c) Any other income with the approval of the Vice Chancellor The account thus generated can be utilized by the investigators in the expenses towards professional development as given below:

- Travel (within the country or abroad) for professional work including per diem expenses.
- Purchase of books, journals, membership fees of professional societies.
- Conference (within country or abroad) related expenses.
- Purchase of consumables for professional work.
- Purchase and maintenance of equipment, including AMC for equipment.
- Other expenditures such as AMC and maintenance charges for the equipment, cost of photocopying, binding, cost of telephone calls, the hiring of manpower, and hiring of services such as taxis, caterers etc. needed for professional work.
- Any other special expenses as mentioned in the PDA policy of SRM University-AP.
- The PDF can be combined with PDA, if required.

8. UNIVERSITY'S POLICY ON OVERHEADS

8.1 Distribution of Overheads:

Sl. No.	Nature of the Project	Overheads (A) % (or as per the actuals)	Overhead Share of various UNITS	
			URDF	PDF
1	Sponsored Project	20	0.5 A	0.5 A
2	Consultancy by use of no University facilities	20	0.6A	0.4 A
3	Consultancy by use of university facilities such as Laboratory and Computer	25	0.6A	0.4 A
4	Consultancy for primary testing and interpretation	30	0.7A	0.3 A

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- The above overhead policy will be effective from 1st April 2023 and for newly sanctioned projects from FY 2023-24.
- For the ongoing project, the amount will be with PI in the project account. If the overhead money is left after the completion of the project, it needs to be transferred to the Professional Development Fund, a common account under the R&D cell.
- The Technical staff (working in Lab or field) helping in the consultancy project can be hired on a temporary basis from the project funds as per university guidelines.

9. OTHER GUIDELINES

9.1 LEAVE PROVISION

As per the norms of funding agency for the manpower hiring.

9.2 INVOLVING FOREIGN COLLABORATORS

The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations, and procedures in effect.

9.3 PUBLICATIONS OF RESULTS

Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

9.4 SOFTWARE MARKETING:

All software duly copyrighted may be marketed and the sale proceeds thus accrued shall be shared between the University and the software consultant(s) in the ratio (4:6) for all the 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 university computing facilities) shall be applicable.



9.5 EXTERNAL CONSULTANTS IN CONSULTANCY PROJECTS

The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/fee. The honoraria payable to external consultants may not exceed 40% of the total consultancy fee specified in the Consultancy Projects Proposal.

9.6 PURCHASES

As per funding agency norms and the university norms

9.7. LIABILITY

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way, held responsible to make good the losses incurred by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total amount charged for the project – the expenditure /liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure/liabilities as determined by the University will be calculated as the expenditure /liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for on- going projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. The University may take suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the URDF.

The amount charged by the University is on a lump sum basis. Submission of the requisite report, final utilisation certificate/bill on the work itself shall constitute the completion of the project.

9.8. DISAGREEMENTS/DISPUTES

9.8.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with the Dean (Research) / Vice-Chancellor to ensure expeditious removal of bottlenecks and smooth functioning of the project.

9.8.2. In case of any dispute arising at any stage of the Consultancy project between the Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for the settlement of the dispute.

9.8.3. All legal action will be subject to jurisdiction at the Civil Courts of Guntur, Andhra Pradesh.



9.9. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored to be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through returning the matter to arbitrator, who shall be approved by the Vice Chancellor in consultation with the sponsor. The arbitrator shall give reasoned and speaking awards.

9.10. PROJECT MONITORING COMMITTEE

For large projects, a Project Monitoring Committee with the following composition shall review and assess the progress periodically (at least once a year) for timely completion of the projects. The committee may also advise Dean (Research) on any other matter on the project.

- i) Dean (Research) Chairman
- ii) An expert on the subject (to be recommended by the Dean of School) Member
- iii) Principal Investigator Member
- iv) One expert from outside the university in relevant field, if required Member
- v) Representative of sponsor, if required by sponsor Member

9.11 FORMS

To ensure smooth administration & management of Projects, only the forms supplied by Dean (Research) will be used by the PIs and others concerned.



Registrar

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REGISTRAR
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Annexure 1

Project Positions, Qualifications and Fellowships / Emoluments, Terms and Conditions for Projects Staffs

1. Project Positions, Qualifications and Fellowships / Emoluments

Sl. No.	Manpower Position	Essential Qualification	Upper Age Limit (Years)	Monthly Emoluments (Rs.)
1.	Scientific Administrative Assistant / Field Worker	Graduate degree in any discipline	40	25,000 / - + HRA
2.	Technician / Project Assistant / Technical Assistant / Field Assistant	B.Sc./ 3 Years Diploma in Engineering & Technology	40	25,000 / - + HRA
3.	A. Junior Research Fellow	Master's Degree in Natural or Agricultural Sciences / MVSc or in Engineering or Technology or Medicine from a recognized university or equivalent	31	37,000/- + HRA
	B. Senior Research Fellow	(i) Master's Degree in Natural or Agricultural Sciences / MVSc or in Engineering or Technology or Medicine from a recognized university or equivalent; and (ii) 2 Years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services.	33	42,000/- + HRA



4.	Post-Doctoral Researcher -I	(i) Doctoral Degree in Science or in Engineering or Technology from a recognized University or equivalent; and	35	58,000/- + HRA (*Rs. 42,000 for candidates who have submitted the thesis, but degree not awarded + HRA)
5.	Post-Doctoral Researcher II	(i) Doctoral Degree in Science or in Engineering or Technology from a recognized University or equivalent; and (ii) Two years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services	37	61,000/- + HRA
6.	Research Staff	(i) Doctoral Degree in Science or in Engineering or Technology from a recognized University or equivalent; and (ii) Four years' experience in Research and Development in Industrial and Academic Institutions or Science and Technology Organisations and Scientific activities and services	45	85,000/- + HRA
7.	PI/Project Coordinator-I (For Non-Governmental /Voluntary Organizations)	Doctoral Degree in Engineering / Sciences /Medicine / Pharma / Social Sciences / MD	As per the scheme	60,000 /- (Consolidated)



8.	Pl/Project Coordinator-II (For Non-Governmental /Voluntary Organizations)	Master's degree in Engineering / Sciences / Social Sciences	As per the scheme	35,000/- (Consolidated)
9.	Project Manager	Doctoral Degree in Science or in Engineering or Technology from a recognized University or equivalent with 10 years of experience in relevant field.	As per the scheme	1,25,000/- (Consolidated)

Note: - (i) To meet specific needs of the project, any change in qualification and emoluments may be approved by Dean (Research) on the recommendation by Pl.

(ii) However, if the sponsor (e.g., DST, DAE, CSIR) has specified any specific designation(s), qualification and employment condition(s) for manpower that shall be followed.

(iii) HRA for SRM University -AP should be 20 % during application to the Funding Agency



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Annexure 2

GUIDELINES FOR MoU / AGREEMENT

P.I. shall sign all types of contracts / agreements pertaining to Projects, Research and Development with the approval of Dean (Research). However, in specific cases Dean (Research) may also sign the contract.

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, it should generally include the following clauses. Additional clauses may be added if considered necessary:

1. General

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

2. Scope

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

3. Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

4. Consultancy Charges and payment terms

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

5. Responsibilities

This clause should clearly define the responsibilities of the various parties with regard to making the data and / or material available for the work as also for the return of the same, as and if applicable.

6. Patents/Publications

The MOU should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

7. Force Majeure

This is an important clause and must be included to safeguard the interest of the various parties due to one or more of the unforeseen force majeure events.

8. Arbitration

The document shall provide a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall conform to the clause given earlier.



9. Liability

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with the clause given earlier.

10. Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during the work of the project, due to any reason whatsoever. The model formats of MoU of the University may be used as such or with minor modifications conforming to the above guidelines.



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