



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सूरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
सरदार वल्लभभाई नेशनल इंस्टीट्यूट ऑफ टेक्नोलॉजी, सूरत

डीन कार्यालय (अनुसंधान एवं परामर्श)
The Office of the Dean (Research & Consultancy)

SVNIT

डीन (आर एण्ड सी) कार्यालय
Dean (R&C) Office
आवक नं. INWARD No. 1391
दिनांक Date. 05.07.24
जावक नं. OUTWARD No.
दिनांक Date.

Minutes

19th Meeting of Industrial Consultancy and Sponsored Research Board

The Minutes of the 19th Meeting of ICSR Board held on Wednesday, May 15, 2024 at 11:00 am onwards, at the Institute Conference Room, New Administrative Building, SVNIT, Surat as follows:

The following members were present in the meeting.

Sr. No.	Name of the Members	Designation
1	Prof. (Dr.) Anupam Shukla, Director, SVNIT, Surat	Chairman
2	Prof. Jigisha Parikh, Dean - Research & Consultancy, SVNIT, Surat	Member
3	Prof. R A Christian, Head - Department of Civil Engineering	Member
4	Prof. M A Zaveri, Head - Department of Computer Science and Engineering	Member
5	Prof. A A Shaikh, Head - Department of Mechanical Engineering	Member
6	Prof. M Chakraborty, Head - Department of Chemical Engineering	Member
7	Prof. J N Sarvaiya, Head - Department of Electronics Engineering	Member
8	Prof. B Z Dholakiya, Head - Department of Chemistry	Member
9	Prof. Pranav Darji, Head - Department of Electrical Engineering	Member
10	Dr. Jayesh Dodhiya, Head - Department of Mathematics and Humanities	Member
11	Dr. Urvashi Kaushal, Head - Department of Humanities and Social Sciences	Member
12	Dr. Debesh Roy, Head - Department of Physics	Member
13	Dr. Pramod Mathur, Registrar, SVNIT, Surat	Member
14	Prof. Piyush Patel, Asso. Dean (R&C) - IPR, SVNIT, Surat	Member - Secretary
15	Dr. N D Jariwala, Asso. Dean (R&C) - CRP, SVNIT, Surat	Member
16	Dr. Manish Ruthod, Asso. Dean (R&C) - SRP, SVNIT, Surat	Member
17	Prof. Ravikant, Dean (Academic)	Invitee
18	Prof. S R Patel, Dean (Student Welfare)	Invitee
19	Shree B.P. Sibasankar, Dy. Registrar (Accounts), SVNIT, Surat	Invitee

The following members were unable to attend the meeting due to prior official assignments.

- (1) Prof. K P Desai, Head - Department of Management Studies
- (2) Prof. Ritu Tiwari, Head - Department of Artificial Intelligence

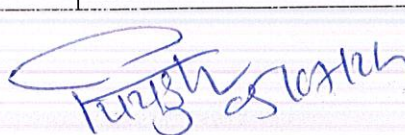
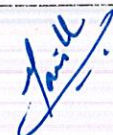
Jayesh Dodhiya
Piyush Patel

The meeting commenced with a warm welcome to all the present members, extended by the Chairman.

Item No.1	To approve the minutes of the 18 th ICSR Board meeting held on 16 th October 2023 at 04.00 pm at the Institute Conference Room, New Administrative Building, SVNIT, Surat.
Reso. No. 1	The minutes of the 18 th ICSR Board meeting held on 16 th October 2023 at 4.00 pm at the Institute Conference Room, New Administrative Building, SVNIT, Surat was circulated to all the members of the ICSR Board, through email. No comments were received from any of the members, therefore, it was resolved to confirm the minutes placed as Annexure - A
Item No.2	To note and approve the Action Taken on the resolutions adopted in the 18 th ICSR Board meeting held on 16 th October 2023.
Reso. No. 2	It was resolved to note and approve the Action Taken on the resolutions adopted by the ICSR Board in its 18 th meeting held on 16 th October 2023 as placed as Annexure - B
Item No.3	To discuss and resolve for the amount of GST of the invoices issued in a Consultancy Project and the payment of such invoices is not received. The amount of GST may be kept on hold from the available balance of Professional Update Fund (PUF) of the concerned Principal Consultant, until the payment is received. (Annexure – C)
Reso. No. 3	This item was brought for the discussion and for appropriate resolution due to the Audit Query raised for Undue delay to recover the outstanding amount of Consultancy Fee which ultimately resulted in payment of GST amount from the Institute Fund. The outstanding amount pertains to the invoices issued during the year 2018 and 2021 for which the Institute has already remitted the GST Amount. Considering the gravity of the issue, the present members discussed the matter in depth and it was resolved to recover the amount equal to the GST amount (remitted by the Institute) from the Professional Update Fund (PUF) of the concerned Principal Consultant of the Consultancy Project as a special case. It was also recommended that in such cases where the Principal Consultant (the faculty member) is retired, necessary details be collected and brought to the notice of the authority for necessary action as resolved here in above.
Item No. 4	To discuss and recommend an appropriate amount of Food Allowance for the staff / students working under Consultancy Projects. Currently the limit is INR 350/- per day for Project / Consultancy Staff (as per approved norms of Research & Consultancy Projects) & INR 200/- per day for students (as per the guidelines of reimbursement of Contingency Expenses approved by 33 rd IAAC) (Annexure – D)
Reso. No. 4	The board went through the prevailing norms with relate to this item for both Project staff and students working under a Consultancy Project. After detailed discussion among the members, it was concluded that the Food Allowance for the Project / Consultancy Staff and Students on a Consultancy assignment would be allowed up to INR 400/- per day and INR 300/- per day respectively during the field work.
Item No. 5	To resolve whether the IP related charges be approved in case where the Inventor (Faculty Member) has resigned from the institute / on lien. (Annexure – E)
Reso. No. 5	This item was placed before the board for discussion based on the request received by the R&C Office. After reviewing the IPR Manual and previous resolutions regarding reimbursement of IP related expenses, it was resolved that such expenses be approved on case to case basis and on the condition that the name of the applicant must be SVNIT, Surat in all such IPs.

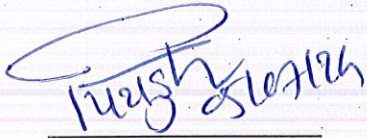
[Handwritten signatures]

Item No. 6	<p>The members of the board are requested to recommend the amendments in the following forms for Sponsored Research Projects. (Annexure – F)</p> <ol style="list-style-type: none"> 1. CP 1.1 – Form for Consultancy Registration 2. SRP 1.6 – Form for Contribution to Professional Update Fund 3. SRP 1.8 – Appointment in Sponsored Research Project (Approval for Advertisement) 4. SRP 1.9 -- Recommendation of the Selection Committee 5. SRP 1.14 -- Release of Salary / Wages to Project Staff
Reso. No. 6	<p>The members of the board accessed the following forms for Consultancy Projects and Sponsored Research Projects</p> <ol style="list-style-type: none"> 1. <u>CP 1.1 – Form for Consultancy Project Registration:</u> The proposed amendments were discussed by the present members at large, however it was concluded that the same should be reviewed by the committee constituted vide Office Order No. D/217 dated 24.04.2024. 2. <u>SRP 1.6 – Form for Contribution to Professional Update Fund:</u> Approval of the Director of the Institute is mandatory. 3. <u>SRP 1.8 – Appointment in Sponsored Research Project (Approval for Advertisement):</u> The form should be floated through Head of the Department. 4. <u>SRP 1.9 – Recommendation of the Selection Committee:</u> Approval of the Director of the Institute is mandatory. 5. <u>SRP 1.14 – Release of Salary / Wages to Project Staff:</u> The form should be floated through Head of the Department.
Item No. 7	<p>To ratify the Resolution regarding the Work Extension Request for Manpower in case where amount in Manpower Head, in a Sponsored Research Project, is exhausted and Recommendations of a Committee constituted for the purpose were adopted in 18th meeting of ICSR Board. It is proposed that the declaration from the manpower hired be obtained stating that the wages shall be paid after the funds released by the funding agencies. (Annexure – G)</p>
Reso. No. 7	<p>The matter regarding the JRF/SRF/RA appointed for longer term (more than one year) where limited funds are released in first instance or non-availability of funds and initial appointment are made for one year or less and the salary is released subject to availability of funds. In such cases, if there is delay in release of grant for subsequent period, the continuation of JRF/SRF/RA may be allowed to work under the project, provided there is no adverse communication is made for discontinuation of the project. The concerned Principal Investigator (PI) should take up this matter for an informal approval from the competent authority and extension letter may be released after receipt of funds from funding agencies. The SRF/JRF/RA may be permitted continue to the work with pending issuance of formal extension letter and the salary will be released after the receipt of funds. The Research Project Staff are required to submit a copy of the undertaking.</p>
Item No. 8	<p>To ratify the Resolution adopted in 9th meeting of ICSR Board regarding mandatorily signing a MoU where a Joint Research Project is submitted involving faculty member(s) of SVNIT and other institute. (Annexure – H)</p>
Reso. No. 8	<p>The board went through the resolution adopted in its 9th meeting and resolved that if signing an Memorandum of Understanding (MoU) is imperative by the Funding Agency in such cases, the same may be proceeded, or else the same may be decided on case to case basis.</p>

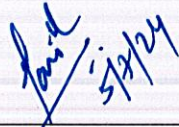



Item No. 9	To discuss and recommend the essential qualifications for recruitment of Research Personnel. Currently, GATE is mandatory for recruitment of JRF/SRF/RA, however, as per OM No. SB/S9/Z-07/2020 dated 25.08.2020, the qualification criteria for selection of Scientific / Technical Manpower other than JRF/SRF/RA in R&D programs may be recommended. (Annexure – I)
Reso. No. 9	The board members went through various OM(s) issued by the Ministry time to time related to JRF/SRF/RA and Scientific / Technical Manpower other than JRF/SRF/RA in R&D Schemes / Programs and resolved to implement and adhere to relevant guidelines issued by the Ministry through OM viz. SR/S9/Z-05/2019 dated 10 July 2020.
Item No. 10	Item with the approval of the Chairman: To discuss and recommend the payment to the Intern Student(s) of the Institute from the Consultancy Projects.
Reso. No. 10	The board recommended the Internship to the Student(s) of the Institute from the Consultancy Projects, subject to maximum ceiling of 40% of the Consultancy Project Amount and maximum INR 5,000/- per month up to 6 months only.

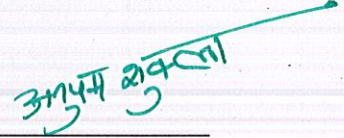
The meeting was ended with a vote of thanks to all the present members by the Chairman for their active participation.



**Asso. Dean (R&C) – IPR
Member-Secretary**



**Dean (R&C)
Member**



**Director
Chairman, ICSR Board**