

**Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat**

No. Dean (R & C) /ICSR(6th)/298/2019-20

Date: 14th October, 2019

Minutes of the 6th Meeting of the ICSR Board held on 26th September, 2019 at Institute Conference Hall.

Following members were present at the meeting.

SN	Name	Designation
1	Prof S. R. Gandhi	Director, Chairman ICSRB
2	Prof. P. L Patel, CED	Dy. Director
3	Dr. K. D. Yadav, CED	I/c. Registrar
4	Prof. A. A. Shaikh , MED	Dean (R & C), Member
5	Dr. P. V. Timbadiya, CED	Prof. I/c. (Finance & Accounts)
6	Prof. Mansoor Ahmed	Head (CED), Member
7	Dr. Y. D. Patil	Head (AMD), Member
8	Dr. Anand Darji	Head (ECED), Member
9	Dr B. Z. Dholakia	Head (ACD), Member
10	Prof. S. N. Sharma	Head (EED), Member
11	Prof. M. Mukhopadhyay	Head (ChED), Member
12	Prof. M. A. Zaveri	Head (CoEd), Member
13	Prof. Shailendra kumar	Head (MED), Member
14	Dr. A. K. Rai	Head (APD), Member
15	Dr. Sushil Kumar	Head (AMHD), Member
16	Prof. Jigisha Parikh, CHED	Asso. Dean (R&C) & Member Secretary of ICSRB

The chairman welcomed all members, specially Prof. P.L. Patel who joined as Deputy Director. He mentioned that now onwards ICSRB meeting shall be arranged every three months to clear the items for approval.

Item No. 1 To confirm the minutes of Fifth ICSRB Meeting

Reso. No. 1 The minutes of 5th ICSRB meeting held on 26th April, 2019, was circulated on mail to all members and no comments have been

received. The ICSRB has therefore confirmed the minutes as placed at **Appendix 1.**

Item No. 2 To note and approve the action taken on the resolution adopted at the 1-5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively in the institute conference room (Action taken report for minutes of ICSR board till date - total 5 nos. minutes of meeting with ATR is given in Appendix-2)

Reso. No. 2 All the action on the resolutions adopted at the 1st to 5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively has been initiated by the Dean R & C Office. The report showing action taken on the resolutions adopted at the 1st to 5th ICSR Board meeting held on 03/10/17, 17/11/17, 03/01/18, 09/03/18, 26/04/2019 respectively placed at **Appendix 2.** The ICSRB has noted & approved the same.

Item No. 3 To consider and approve the formulation of Independent IPR cell and proposed committee for the revision of the existing IPR policy of the institute as well as to take care of activities thereof.

Reso. No. 3 Members noted that faculty members have been active in filing patents. In order to facilitate faculty in filing patents by proper guidance and partial financial support, an IPR cell is essential. It is therefore resolved to formulate the Independent IPR Cell and approve the committee appointed vide office order no. 1252 dated 16th Sept., 2019 (**Appendix-3**) which will take care of activities of the IPR Cell.

Item No. 4 To consider & approve proposed ICSR Board logo

Reso. No. 4 Members reviewed few designs of logo. Dean (R&C) is

empowered to finalize the logo of ICSRB and make the changes in proposed logo as ICSRB, SVNIT-Surat. The logo of ICSRB is to be used alongwith the SVNIT logo only in all documents.

Item No. 5

To revisit DRCC requirement to assign the consultancy/testing works.

Reso. No. 5

It is resolved that Head of respective Departments can constitute an appropriate DRCC and/or HoD himself/herself may approve the concerned matter to reduce time for approval process. However, keeping in view of collaborative consultancy projects in Civil and Applied Mechanics Department, it was decided that there will be a combined DRCC of CED & AMD where apart from HoD of each departments, one member each from Civil and Applied Mechanics Departments could be part of DRCC.

This resolution will be put up to BoG for necessary approval as it is amendment of item no. 4.1 of 45th meeting of BoG dated 13/06/2017 (**Appendix 4**).

Item No. 6

To discuss and resolve about signing authority for Proposal / Agreement/MoU requiring approval from the Head of the Institute (this is applicable to new project proposal for endorsement certificate, for ongoing project – utilization certificate, Agreement related to the consultancy projects, MoUs with Industry, Academia etc.)

Reso. No. 6

It is resolved that the Dean (R&C) is empowered to sign Proposals/ Agreement (consultancy) (new project proposal for endorsement certificate, utilization certificate, Agreement related to the consultancy projects, etc.) on behalf of Head of the

Institute. New MoU/Specific Agreement related to R&C may sign by Dean (R&C) with prior permission from Head of the Institute.

The institute Registrar will issue necessary office order in this regard.

Item No 7 To discuss & resolve about the requirement of Manpower in Dean (R&C) section.

Reso. No. 7 It is resolved that the suitable manpower (two supporting staff) can be appointed by Dean(R&C) with appropriate monthly emoluments on contract basis initially for three years which may be extended further with a break, based on the performance of candidate/s.

Point for Noting

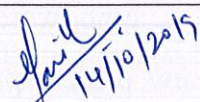
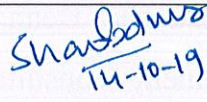
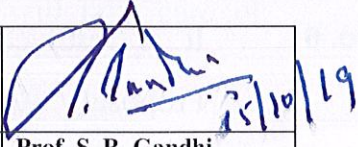
Item No. 12 R&C News letter and Calendar

Reso. No. 12 Noted & approved to publish R&C News letter Quarterly. HoDs of each Departments were informed to provide the recent details latest by 20/09/2019 for the first issue of October, 2019.

Item No. 13 Recommended Payment distribution norms of Consultancy/ Testing /Research Projects OH Component

Reso. No. 13 Noted & approved to place in upcoming FC & will be further put up to BoG for necessary approval as it is amendment of item no. 6.22 of 45th meeting of BoG dated 13/06/2017 (**Appendix 5**)

The Chairman ICSR thanked all the members for their active participation in the meeting.

 14/10/2019	 14-10-19	 25/10/19
Dr. Jigisha Parikh Asso. Dean (R&C) & Member Secretary (ICSRB)	Prof. A. A. Shaikh Dean (R & C) Member (ICSRB)	Prof. S. R. Gandhi Director & Chairman (ICSRB)

**Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat**

No. Dean (R & C) /ICSR(5th)/38/2019-20

Date: 06th May, 2019

Minutes of the 5th Meeting of the ICSR Board held on 26th April 2019 at Institute Conference Hall. Following members were present at the meeting.

SN	Name	Designation
1	Prof S R Gandhi	Director, Chairman ICSRB
2	Dr. K. D. Yadav	I/c. Registrar
3	Dr. A. A. Shaikh	Dean (R & C), Member
4	Dr. P. V. Timbadia	Prof. I/c. (Finance & Accounts)
5	Dr. S. A. Vasanwala	Head (AMD), Member
6	Dr. S M Yadav	Head (CED), Member
7	Dr U. D. Dalal	I/c. Head (ECED), Member (I/c. Dean F/W)
8	Dr B. Z. Dholakia	Head, ACD, Member
9	Dr S N Sharma	Head, EED, Member
10	Dr Chetan M. Patel	I/c. Head (ChED), Member
11	Dr M. A. Zaveri	Head (CoEd), Member
12	Dr Shailendra kumar	Head (MED), Member
13	Dr A. K. Rai	Head (APD), Member
14	Dr H P Bulsara	Head (AMHD), Member
15	Dr. J. N. Patel	Dean (Alumni)
16	Dr. J. Banerjee	Dean (Academic)
17	Dr. V. H. Pradhan	Dean (S/W)
18	Dr. Anandita Chaudhry	Asso. Dean (Acad)
19	Dr. A. K. Desai	Special Invitee Member (AMD)
20	Dr. S. A. Channiwala	Special Invitee Member (MED)
21	Dr Jigisha Parikh	Asso. Dean (R&C) & Member Secretary of ICSRB

Following are the minutes of the 5th meeting :

Item No. 1 To confirm the minutes of Fourth ICSRB Meeting

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Reso. No. 1

The minutes of fourth ICSRB meeting held on 9th March, 2018, was circulated in this meeting and no comments have been received. It is therefore resolved to confirm the same.

Item No. 2

To discuss & resolve change of registration for two nos. Projects (registered under code 4/242 & 4/244 as research projects) as consultancy projects received by Dr. Satyajit Patel (AMD) from Essar Steel Ltd.

Reso. No. 2

It was unanimously resolved to change the registration as Consultancy Projects two nos. Projects (registered under code 4/242 & 4/244 as research projects) as consultancy projects received by Dr. Satyajit Patel (AMD) from Essar Steel Ltd.

Item No. 3

To discuss & approve modification and further adoption in the Annual Report format for (Point no. 8.1 (Raw 5) Testing/ Consultancy receipt.

Reso. No. 3

It was unanimously resolved to modify and adopt the changes for Point no. 8.1, Raw no. 5 of Annual Report as mentioned below;

As mentioned previously in Annual Report up to F.Y. 2015-16	Testing/Consultancy 50% of receipt
As mentioned in Annual Report for F.Y. 2016-17	Testing/Consultancy 18.5%/12% of receipt respectively
For Adoption in Annual Report for F.Y. 2017-18	Testing/Consultancy/ Research Project (Overhead) 18.5%/12%/50% of receipt respectively
For Adoption in Annual Report from F.Y. 2018-19 onwards	Testing/Consultancy/ Research Project (Overhead) 22.5%/16%/40% of receipt respectively

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Item No. 4

To adopt the guidelines for utilization of interest accrued on non-recurring/recurring grant released by funding agency for Research Projects as per GFR Rule 230(8).

Reso. No. 4

It was unanimously resolved to adopt GFR Rule 230(8) for interest earning in research projects received from any govt. organisation or govt. funding agency as stated below;

"All interest and other earnings against Grants in aid or advances (other than reimbursement) released to any Grantee institution should be mandatorily remitted to the Consolidated Fund of India immediately after finalization of the accounts. Such advances should not be allowed to be adjusted against future releases. "

This is subject to terms & condition of funding agency of the respective project.

Item No. 5

To discuss & approve the incidental expenses related to Consultancy projects; to be considered as non-gem items (as per Rule 154 of GFR 2017 upto Rs. 25,000/-) and claim for reimbursement should be put up within 60 days from the date of actual receipt of funds from the respective party/agency

Reso. No. 5

It was resolved that prior approval is mandatory before incurring the incidental expenditure in Testing/Consultancy Projects. Maximum up to 20% of Department Development Fund (DDF) (subjected to DDF remains within 50% limit of respective department) can be allocated for reimbursement of such expenses in case of the payment is not received from party and same will be returned back

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to DDF a/c. as soon as the payment received from party.

Item No. 6 To discuss & resolve about the payment of expenses related to Consultancy Projects in case consultancy charges not received from the respective party/agency instead of paying by self .

Reso. No. 6 It was discussed and resolved that it may be reimbursed from Concerned Project consultant's or Co-Project Consultant's PUF account and same shall be credited back as soon as the payment is received from party.

Item No 7 To discuss & resolve about the payment from PUF A/c. where amount of expenses is more than Rs. 50,000/-; direct payment be made to respective supplier/vendor instead of reimbursement of expenses

Reso. No. 7 It was discussed and resolved that procurement of Goods for the amount more than Rs. 25,000/- should not be made on reimbursement basis. Payment will directly be made to Vendor/supplier of Goods for the amount more than Rs. 25,000/- for a single item.

Item No 8 To discuss & resolve to release the interest for the period for which the R & C fund has been utilized as per the details given below (transfer of fund from Research & Consultancy A/c. to Director SVNIT MHRD fund A/c)

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Sr. No.	From Account (Name of A/c.)	To account	Date of transfer	Amount of Transfer	Date of Return	Utilization period (days)
1	Research & Consultancy A/c.	Director SVNIT MHRD Fund a/c.	11/10/2018	4,00,00,000	25/01/2019	106
2	Research & Consultancy A/c.	Director SVNIT MHRD Fund a/c.	25/10/2018	5,00,00,000	25/01/2019	92
3	Department Develop. Fund	Director SVNIT MHRD Fund a/c.	23/11/2018	3,00,00,000	25/01/2019	63
4	Institute Fund (R&C)	Director SVNIT MHRD Fund a/c.	23/11/2018	2,00,00,000	25/01/2019	63

Note: In order to maintain the procedure of adding the interest on quarterly basis to research project account, it should be credited from Institute Fund (General)/appropriate fund

Reso. No 8

It was discussed and resolved that the total amount of Rs. 9,00,00,000/- (Rs. 5,00,00,000/- + Rs. 4,00,00,000/-) mentioned as Sr. No. 1 & 2 will be transferred from Director-SVNIT a/c. to Research & Consulting account for same period for which it has been utilized by the institute.

However sr. No. 3 & 4 is related to current account hence benefit of interest could not get on that total amount of Rs. 5,00,00,000/- (Rs. 2,00,00,000/- from Institute fund (R&C) a/c. & Rs. 3,00,00,000/-

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from DDF A/c.) is pertaining to current account, hence no interest is accrued. Accordingly the transfer/earning of interest is not applicable.

Item No 9

To discuss & approve utilization of PUF balance for outside faculty (Other than SVNIT) to attend a summer school/conference/seminar etc. within & outside India (With ref to request received from Prof. Dr. S A Channiwala, MED to allow Dr. Digvijay Kulshreshtha-Co-PI (DRDO project), Associate Prof. of C.K. Pithawalla to attend an international summer school.

Reso. No 9

It was discussed at length and resolved that, fund available under contingency component of grant (with approval from funding agency) or PUF balance available from Overhead component of the same project (DRDO Project) may be utilized for attending the summer school by Dr. Digvijay Kulshreshtha (Co-PI) of DRDO Project.

Item No. 10

To discuss about the provision of support from SVNIT to the team of faculty involved in consultancy projects for any legal issues occurring in consultancy projects

Reso. No. 10

Chairman has suggested to collect information or policy as per norms from other IITs/NITS to R&C Office on the subject matter to decide further course of action.

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Item No 11 To discuss and resolve about the specific role of DRCC members for different types of work in a particular Consultancy Project.

Reso. No. 11 Item is differed.

Points for noting

Item No. 12 Registration as a TDS deductor on GST Portal for deduction of TDS towards payment beyond Rs. 2,50,000/- (2% TDS of basic value of goods & services as specified by GST) (This will be applicable to all procurements of the Institute).

Reso. No. 12 Noted & approved

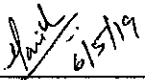
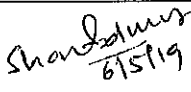
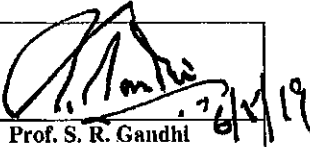
Item No. 13 Opening a new bank account specifically for DSTSERB Projects and to be registered on PFMS for receiving funds for Research Projects as per the circular issued by SERB.

Reso. No. 13 Noted & approved

Item No. 14 Implementation of centralized Invoicing system for Testing & Consultancy Work from office of Dean (R&C) –Ref: mail to allstaff by dean (R&C) dated 30/03/2019...Each & every Invoice for Testing & Consultancy ought to be routed through office of Dean (R&C) in order to avoid issues related to Reconciliation, audit, tax payment, etc.

Reso. No. 14 Noted & approved

The Chairman ICSR thanked all the members for their active participation in the meeting.

 6/5/19	 6/5/19	 6/5/19
Dr. Jigisha Parikh Asso. Dean (R&C) & Member Secretary (ICSRB)	Prof. A. A. Shaikh Dean (R & C) Member (ICSRB)	Prof. S. R. Gandhi Director & Chairman (ICSRB)

**Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat**

Appendix - 2

Action Taken Report of the 1st to 5th meeting of ICSRB of SVNIT, Surat held on 03/10/2017, 17/11/2017, 03/01/2018, 09/03/2018, 26/04/2019 respectively in the Institute conference room is appended below:

Action taken report of the 1st Meeting of the ICSR Board held on 03 Oct. 2017		
Reso. No.	Resolution	Action Taken
1.	The Chairman of ICSR Board Prof S R Gandhi welcomed all the members of ICSRB to the first meeting. He briefed all members that this Board is meant to take all policy decisions for improving the Research and Consultancy activities of the Institute. The center for ICSR will simplify the procedures and thereby facilitate the faculty to operate the projects.	Noted
2.	<p>A presentation was made by the Dean (R & C) Prof H K Raval to appraise the house on various ongoing R & D projects as well as consultancy being handled by the Dean (R & C) office. The details of department wise projects and consultancy assignments being handled by individual departments were discussed and concern was expressed for those departments having relatively lesser number of projects and consultancy assignments.</p> <p>Associate Dean (R & C) was requested by Dean (R& C) to brief the ICSR members about recent MoU signed and their present status.</p> <p>Details about IPRs filed and published were also discussed. It was also informed to members of the house about the revised IPR policy under preparation to encourage more faculties to file more number of commercially exploitable patents.</p> <p>Dean (R & C) further informed the house that in view of several activities being handled by Dean (R & C) office, it is required to have a board that can handle the issues pertaining to policy matters and resolving the conflicts of interest if any.</p> <p>The chairman ICSR also highlighted the purpose of ICSR Board and remarked that the roles and responsibility of Board is to facilitate more faculty members to take up more consultancy and research assignments. The formation of ICSR Board has been approved by our 45th BOG dated 13/06/2017.</p>	Noted
3.	<p>The hard copies of BOG approved research & consultancy norms (vide 45th BOG meeting dated 13/06/2017; reso No 14) were distributed to all Heads of the Departments.</p> <p>The Dean (R & C) pointed out the salient features of revised research and consultancy guidelines. The role and responsibilities of Departmental</p>	Noted

	<p>Research and Consultancy Cell (DRCC) was discussed at a length and it was urged to all Heads of Departments to form the new DRCC. It was further informed that this cell will also act as a part of selection committee for the manpower recruitment of various research and consultancy projects in the department. It was also clarified that the consultancy documents received to the Department will be first scrutinized by the members of DRCC for the involvement of prospective faculty members based on their expertise. The same will be recommended by members of DRCC to Chairman DRCC (i.e. HOD) for finalization. Head of Applied Mechanics and Civil Departments were asked to form a combined DRCC in view of many interdisciplinary works anticipated.</p> <p>The guidelines for utilization of professional update fund and Departmental development fund was also discussed at a length. Issues pertaining to project overhead distribution were also discussed in line with the guidelines.</p> <p>It was also clarified that there are no upper ceilings on the number of consultancy projects a faculty can handle neither there is any financial ceilings in terms of earnings of faculty From consultancy provided a faculty can respect the clause of number of outstation leaves and performs all the academic duties assigned.</p> <p>Discussion was also held on the guidelines related to outsourcing limit. Discussion was held on the concern raised by Prof S M Yadav, HOD Civil and Prof C H Solanki, HOD Applied Mechanics regarding combined DRCC of two departments and time limit of client. It was resolved that in such cases, the Head of Department can always give the consent to the client that the institute is ready to undertake the given assignment and in the mean time can identify and finalize the faculty member/s through DRCC who will execute the matter.</p> <p>Revised consultancy distribution for payment of consultancy amount was discussed. The guidelines for distribution of project overheads were also discussed. It was also clarified that this distribution will be applicable for those consultancy projects which will be received from 03 Oct 2017 onwards and previous distribution norms will be followed for those earlier projects registered before 03 Oct 2017.</p>	
4.	<p>Members were informed about the approval of BOG for the accord of research grant to the Assistant Professors. Since this is a part of MHRD grant, it was resolved that the procedure of calling proposal, scrutiny and selection of proposal for funding will be carried out by the Dean (R & C) office however the accounts procedure for procurement of items through this project will be routed through Head of Department and will be approved by Dean (S/W) and Director (as applicable). The utilization certificate will also be processed from the Institute Account Section and closure report copy will be submitted to Dean (R & C) office. The In charge Registrar also suggested completing the procedure of calling and scrutiny of the proposals in the meanwhile and that the disbursement of money can be made from April 2018.</p>	Noted
5.		

5(a)	<p>Though NIRF 2016 and NIRF 2017 were handled by Dean (R & C) office but in view of various activities being handled by the office at present it was pointed out by the Dean (R & C) that this responsibility can be shared by some other faculty rather than Dean (R & C) or Associate Dean (R & C). Office orders to be issued accordingly.</p> <p>The members and Chairman (ICSR) agreed on the same and names of Dr. Hitesh R Jariwala, Associate Professor, Electrical Engineering as Nodal Officer NIRF and Dr. M A Mulla as Additional Nodal Officer NIRF were suggested. Registrar was also asked to prepare and issue the office order for the same.</p>	Implemented
5(b)	<p>It was informed to the house that a proposal submitted to DST NIDHI TBI and presented by the team comprising of Director, Dean (R & C) and Professor In-charge (Research Park) and Member (Research Park) is finally accepted and the amount of around Rs. 6.75 Crore has been sanctioned. It was also informed that the section 8 company has been formed for this purpose. Dr. Banerjee Professor In charge (Research Park) and Dr. H K Dave Member (Research Park) were congratulated for all their efforts.</p>	The project is in Progress mode

Action taken report of the 2nd Meeting of the ICSRB Board held on 17 Nov. 2017

Reso. No.	Resolution	Action Taken
1.	Prof C H Solanki, Head Applied Mechanics suggested a minor change that the revised consultancy amount distribution norms should be applicable for those consultancy projects which will be received after 3 rd Oct 2017 and previous consultancy distribution norms are to be followed for those earlier projects received on or before 3 rd Oct 2017. The same was accepted by the ICSRB for necessary considerations, followed by which it was resolved to confirm the minutes of First ICSRB meeting held on 03 Oct 2017.	Noted & Implemented
2.	The minimum requirements/commitments as specified by DST on the part of SVNIT while hosting Dr. Dinesh Sawant as 'DST Inspire Faculty' were discussed at length. Various issues not specified in the DST letter like Teaching Load for the DST inspire faculty were also discussed. It was unanimously resolved to welcome and host Dr. Dinesh Sawant as 'DST Inspire Faculty' in applied chemistry department of SVNIT Surat. It was also resolved that the proposed DST Inspire Faculty Awardee will be governed by institute rules and regulations. Issues like appropriate teaching load and other responsibilities will be as decided by the Head of the Department, Applied Chemistry. It was resolved that there will not be any vacation for this type of faculty position/s and he will not be entitled for any CPDA/ LTC claim. It was further resolved that he may be provided with appropriate accommodation (if requested) subject to availability. It was also resolved that there will be no financial liabilities on the part of the institute for such purpose.	The faculty Dr. Dinesh Sawant had joined other institute.
3.	It was unanimously resolved that the Leave Rules for Ph. D (Full-Time) Students framed by Institute Level committee as per the 33 rd IAAC Meeting Minutes wide resolution Ref No 02, Annexure I, may be referred by the ICSRB for meeting the leave requirement of JRF/SRF/RA/Inspire Fellow/Young Scientist/Post Doct Fellow/ etc. working in various Sponsored Research and Consultancy Projects of the institute. The HOD office of respective department will maintain the record of the leaves. Based on this, the Draft Leave Rules are prepared and placed in Annexure I (Page 4). The Chairman ICSRB also suggested to make the biometric compulsory for all staff working under various research and consultancy projects to which all the members agreed Unanimously.	Implemented
4.		
4(a)	The issue was discussed in view of certain requests received to Dean (R & C) office by the faculty members of few departments. The Chairman ICSRB suggested to take up this matter in the next ICSRB meeting in view of time constraint to which all the members agreed.	Noted

Action taken report of the 3rd Meeting of the ICSR Board held on 03 Jan 2018

Reso. No.	Resolution	Action Taken
1.	The minutes of the second meeting were confirmed except item No 4 which was not discussed in detail in second ICSRB meeting due to paucity of time and placed in subsequent meeting for discussion.	Noted
2.	It was unanimously resolved to allow a student, research scholar/JRF etc. to participate in National/International conference /STTP / Workshop/Technical Meeting/Event in India/Abroad with partial/full financial support from Faculty Members own Professional Update Fund. However provision of the financial support under the PUF by faculty will be at the sole discretion/willingness of concern faculty and this will not be viewed as a right of student/research scholar/JRF etc.	Implemented
3.	It was discussed that in such case if a faculty wishes he/she may buy some useful laboratory set up/equipment including one personal computer for personal use. However, apart from this such PUF will get merged with the Institute (R & C/ ICSR) Fund.	Implemented
4.	Since the PUF of a concern faculty is generally build over a period of time as an outcome of consultancy work as well as overheads from the sponsored research work mainly from Govt. agencies. In view of this, it is resolved that the faculty can undertake the air travel (domestic and abroad) as per the various types of airlines availability (PSU, Private, Listed) from his/her PUF build out of consultancy project work. However it is mandatory to fly by Air India, (as per prevailing norms including the recent Ministry of Finance circular on guidelines of purchase of ticket from authorized agent dated 19 July 2017 No 19024/22/2017-E-IV), in case the faculty wants to avail his/her PUF, build as a part of Institute overhead accrued from Govt. sponsored projects.	Implemented
5.	It was resolved that, for the duly approved abroad travel as per norms, the faculty can avail and claim two suffix and two prefix days over and above the schedule of the conference/workshop/event abroad while seeking approval under his/her PUF.	Implemented
6.	It was resolved to pay the honorarium to the invited expert/s (from India/Abroad) at the rate of Rs. 2500/- per hour towards invited talk/technical discussion/seating allowance etc. with a maximum ceiling of Rs 10,000 per day.	Implemented
7.	It was discussed and resolved that such things are to be discouraged in general. However under exceptional circumstances (for example non grant of visa, health issue, flight cancellation etc.) registration/ cancellation fees will be reimbursed with proof of cancellation charges paid.	Implemented

8.	It was resolved that while availing the departmental development fund, a proper planning for the proposed expenditure may be made and be approved through the DAAC of the concerned department and be submitted as a proposal to the Dean (R& C)office. It was also resolved that in addition to purchase of Equipment/capital items, if the department wishes, expenditure towards manpower and maintenance can also be included through the Departmental Development Fund with due approvals while respecting 50 % sealing of opening balance (as on 1 st April) for that. Particular financial year.	Implemented
9.	It was resolved that the hostel room rent (only) be permitted to be claimed from the HRA grant of the project (subject to availability of HRA budget head) in view of non-availing of HRA as per the norms of the funding agency. Such amount will be paid on reimbursement basis on the submission hostel fees receipt. It was also resolved that such cases will be proceeded on similar lines.	Implemented
10.	It was resolved to constitute a new committee for the revised IPR Policy of the institute that will encourage more faculty members/students to file for more patents in hassle free manner. It was resolved to empower the Dean (R & C) to propose the committee with appropriate blend of suitable faculty members from Engineering and Science disciplines and get it approved by the Chairman ICSRB.	Implemented
11.	The following resolution is made by the committee Though post facto approvals are generally discouraged, in general however in exceptional cases with due justification, permissible time limit to accord post facto approvals shall be within 15 days but in no case later than sixty days. However such accord of post facto approvals will not be applicable for non-recurring/capital items.	Implemented
12.	It was resolved that the provision of GST amount in view of payment of GST at the time of raising of invoice be made from the Departmental Development Fund of the concerned department. In view of it was also resolved that an expenditure sealing of 50 % of opening balance (as on 1 ^o April) for that particular financial year be respected. In addition to this, for the sake of information, it is to be informed that while raising the consultancy and testing both the invoice the department should serially numbered now onwards for every financial year. For example, for invoice raised by Applied Mechanics Department, the serial number will appear as AMD/001/17-18, for Mechanical Engineering Department MED/001/17-18. This is mandatory as per GST act and needs to be followed strictly.	Implemented

Action taken report of the 4th Meeting of the ICSR Board held on 09th March 2018

Reso. No.	Resolution	Action Taken
1.	The minutes of third ICSRB meeting held on an Jan, 2018, was circulated On 25 th Jan. 2018 and no comments have been received. It is therefore Resolved to confirm the same.	Noted
2.	It was unanimously resolved that skilled/semi-skilled/ unskilled man power may be inducted in department on temporary basis through department development fund/ project fund. In continuation of earlier resolution it is further resolved that for AMC/ Spares of the existing facility also DDF can be used. The proposal for seeking an approval for manpower on temporary basis (Through Service provider) from DDF should be routed through DAAC respecting the ceiling of 50% of opening balance of DDF of Financial Year. The manpower may be engaged initially for a period of one Semester and if performance is found to be satisfactory; extension. may be given maximum up to the period of 11 months (including earlier six Months).	Implemented
3.	The issue was discussed and all members agreed for applying GST@18% instead of Service tax @15% for the amount received from old testing & consultancy projects commenced on or before 30th June 2017. The difference of 3% will be applied in the settlement of such bills. During the discussion, Chairman ICSR proposed to take advance from government agencies too for the consultancy work as GST @ 18% to be paid against invoice. It was discussed by house regarding issues may come from clients based on their own norms & prevailing practices. Hence, it is decided to have preliminary discussion with such Govt. organizations as clients before deciding to take advance as mandatory. It was resolved that head of the department from mechanical, civil and applied mechanics will depute one person to form a team of 3 members for visiting clients for views and suggestions with proposing 30% advance is mandatory to take care for 18%GST at the time of raising an invoice.	Invoice based payment is implemented from 1 st April 2018.
4.	Dean R&C briefed the house regarding issues faced by R&C office to pass' the payment of emoluments/ fellowship/stipend to JRF/SRF/RA/Post Doc/Youngscientist etc., as the claims for payment is not reaching to R&C office within first week of month from all PI/departments. Chairman of ICSR has suggested that in order to reduce the delay, necessary intimating document for deduction be submitted by PI directly. The house unanimously agreed with the said suggestion for submitting the intimating document for claim certificate of emoluments be initiated by project staff countersigned by PI and sent to Dean R&C office on or before 5 th of every month else R&C office will release the payment presuming no deduction in Payment for the last month.	Implemented

5.	This item is differed to the next meeting with the view of collecting legal opinion/aspects. However, it is resolved to issue experience certificate Mentioning emolument in the certificate on demand.	Implemented
6.	It was discussed at length and resolved that ICSR section (Dean (R&C) office) will issue offer letter and relieving letter to Research & Consultancy project staff to be appointed on contract based on the norms of funding agency in the research & consultancy project considering terms of appointment for contractual position as per institute rules. Institute Registrar shall sign offer letter and relieving letter to project staff and the copy of such letters will be kept at Dean (R&C) office and institute Establishment section for the record.	Till new restructuring/reforming implemented, this responsibility will remain with E section.
7.	The format of specimen of I-Card was put up before house for necessary suggestions to finalize. It was discussed at length with some of the suggestion to use a format like student I card with appropriate date for its validity and the approved format is given in Annexure I. It is unanimously resolved to issue Identity card to the Project staff engaged in various research & consultancy project for all category (contractual/temporary/etc.) Central Library shall permit entry to the project staff with this I-Card.	Till new restructuring/reforming implemented, this responsibility will remain with E section.
8.	Dean R&C highlighted the matter of staff working in the laboratory with probable risk during experimentation or handling set up for works related to research and consultancy/testing projects or during travel for field work. He explained the importance to cover such risk under the insurance coverage for the project staff. All members unanimously agreed to provide insurance coverage (Personal Accidental) to staff engaged in various research & consultancy project for all categories (Contractual/ temporary/etc.) from contingencies of research project or as part of expenses under consultancy/ testing project. The PI will initiate the procedural aspects for taking the Personal Accidental insurance and its regular renewal. The institute will not be liable for any claim beyond eligible insurance coverage. The cost of premium paid for such insurance can be debited to the project.	PI can Implement this as applicable. (The resolution is published on institute website)
9.	The issue was discussed and resolved that participation of faculty in conference (India/abroad) without research paper may be allowed from Professional Updated Fund (PUF) of that faculty as the faculty has contribution towards it. This resolution is adopted considering similar provision in CPDA. However, if the travel is only to visit a university without attending a conference, it will not be permitted.	Implemented
10.	Dear R&C brief the house for few incidences occurred in recent past regarding non clearance of cheque and the penalty to be paid by institute. The issue was discussed and unanimously it is resolved to	Implemented

	accept payment by cash/DD/online and by cheque but the penalty will be imposed on client in case of non-clearance of cheque if payment is received by cheque.	
11.	<p>The proposed format for inviting project proposals from Assistant Professors was put-up before the house by Associate Dean (R&C) and the approved format is attached as Annexure-II. It was decided to invite the project proposals from incumbent Assistant Professors by R&C office for the project having max ceiling of Rs.10 Lakhs. The concern academic department will make necessary scrutiny. The department will invite subject expert for the screening of the proposals. The Dean (R&C) office will provide one additional expert for the screening of the proposals (if department need it). The Project proposals recommended by expert committee with sanctioned amount shall be forwarded to Dean SW (as the grant to be released from annual plan grant) and then to central account for release of the amount for the project. The utilization certificate shall be submitted by the PI to the account section and copy of the duly approved utilization certificate by account officer may be forwarded to R&C office for the record purpose. All items purchased under the project shall be entered in department stock register.</p>	<p>Implemented in part. Proposals were called for in the month of March & April 2018.</p> <p>Proposals Received – 41</p> <p>Further implementation will be taken up with ref to the present status after the recruitment of 18-19.</p>
12.	<p>Dean R&C appraised the member of the house for the resolution of Hon'ble B.O.G. regarding financial power for approvals and invite the house for discussion regarding sequence of signatories for the submitted note pertaining to the proposal to conduct STTP/FDP/expert lecture etc. through CCE using fund of research & consultancy project. It is resolved to adopt the sequence of signatories' viz. Course coordinator (Indenter), HOD, Dean R&C (in case of fund from research/consultancy)/ and finally Director shall approve the proposal. The approved note for the proposed programme will be subsequently provided to CCE for registration & record and further implementation/execution accordingly.</p> <p>All members unanimously agreed for the same. It was also resolved unanimously that the sequence of signature on certificate should be Course Coordinators & HOD. A final list of participants and copy of program be submitted to CCE for records.</p>	Noted & Implemented
13.	<p>Dean R&C informed the house regarding need of travel by the faculty members on urgency call from clients for the specific testing and consultancy work. The discussion was taken up to maintain the record of 30 working days as per clause 3.1.9(Part A) of 45" B.O.G. meeting. Chairman ICSR proposed and it was unanimously resolved the sequence of signatures on the domestic travel form filled by the faculty to be approved by the Head of the concern department and to Dean FW (as per the BOG resolution). Approved travel form to be submitted to E section for record/ necessary office order if required (needs BOG ratification). Dy. Registrar A/C briefed the house that</p>	Implemented

	office order is essential for any visit outside the campus. After discussion it was resolved that HOD will maintain register of record for leave with mentioning balance days for visit. In case of exceeding 30 days a special permission is required from Director for appropriate leave (CL/EL/Special leave). It was also resolved that in case of visit involving financial approval, travel form will be routed from indenter to HOD to Dean FW to Dean R&C/Dean SW up to the financial power of Dean. Any approval note seeking approval of amount more than financial power of Dean will be approved by Director (as per the B.O.G. resolution). Finally, approved note will be required to be forwarded to Establishment section for the Office order.	
14.	The issue was discussed and resolved to adopt rules for procurement as per GFR 2017 when Hon'ble B:O.G. resolution is made available to adopt GFR 2017.	Noted & Implemented
15.		
15.1	Dean (R&C) has appraised the house of ICSR regarding activities handled by the Dean (R&C) office. It was further discussed regarding re-naming Dean (R&C) office as Centre for Industrial Consultancy and Sponsored Research (Centre of ICSR). The members of the house unanimously agreed to rename existing activities handed by Dean (R&C) office as Centre for Industrial Consultancy and Sponsored Research (ICSR), which will be headed by Dean-(R&C).	Implemented

Action taken report of the 5th Meeting of the ICSR Board held on 26th April 2019

Reso . No.	Resolution	Action Taken								
1.	The minutes of fourth ICSRB meeting held on 9th March, 2018, was circulated in this meeting and no comments have been received. It is therefore resolved to confirm the same.	Confirmed								
2.	It was unanimously resolved to change the registration as Consultancy Projects two nos. Projects (registered under code 4/242 & 4/244 as research projects) as consultancy projects received by Dr. Satyajit Patel (AMD) from Essar Steel Ltd.	Implemented								
3.	<div>It was unanimously resolved to modify and adopt the changes for Point no. 8.1, Raw no. 5 of Annual Report as mentioned below;</div> <table><tr><td>As mentioned previously in Annual Report up to F.Y. 2015-16</td><td>Testing/Consultancy 50% of receipt</td></tr><tr><td>As mentioned in Annual Report for F.Y. 2016-17</td><td>Testing/Consultancy 18.5%/12% of receipt respectively</td></tr><tr><td>For Adoption in Annual Report for F.Y. 2017-18</td><td>Testing/Consultancy/ Research Project (Ove 18.5%/12%/50% of receipt respectively</td></tr><tr><td>For Adoption in Annual Report from F.Y. 2018-19 onwards</td><td>Testing/Consultancy/ Research Project (Ove 22.5%/16%/40% of receipt respectively</td></tr></table>	As mentioned previously in Annual Report up to F.Y. 2015-16	Testing/Consultancy 50% of receipt	As mentioned in Annual Report for F.Y. 2016-17	Testing/Consultancy 18.5%/12% of receipt respectively	For Adoption in Annual Report for F.Y. 2017-18	Testing/Consultancy/ Research Project (Ove 18.5%/12%/50% of receipt respectively	For Adoption in Annual Report from F.Y. 2018-19 onwards	Testing/Consultancy/ Research Project (Ove 22.5%/16%/40% of receipt respectively	Implemented
As mentioned previously in Annual Report up to F.Y. 2015-16	Testing/Consultancy 50% of receipt									
As mentioned in Annual Report for F.Y. 2016-17	Testing/Consultancy 18.5%/12% of receipt respectively									
For Adoption in Annual Report for F.Y. 2017-18	Testing/Consultancy/ Research Project (Ove 18.5%/12%/50% of receipt respectively									
For Adoption in Annual Report from F.Y. 2018-19 onwards	Testing/Consultancy/ Research Project (Ove 22.5%/16%/40% of receipt respectively									
4.	<div>It was unanimously resolved to adopt GFR Rule 230(8) for interest earning in research projects received from any govt. organization or govt. funding agency as stated below;</div> <div>“All interest and other earnings against Grants in aid or advances (other than reimbursement) released to any Grantee institution should be mandatorily remitted to the Consolidated Fund of India immediately after finalization of the accounts. Such advances should not be allowed to be adjusted against future releases.”</div>	Implemented as per guidelines of funding agencies								

	This is subject to terms & condition of funding agency of the respective project.	
5.	It was resolved that prior approval is mandatory before incurring the incidental expenditure in Testing/Consultancy Projects. Maximum up to 20% of Department Development Fund (DDF) (subjected to DDF remains within 50% limit of respective department) can be allocated for reimbursement of such expenses in case of the payment is not received from party and same will be returned back to DDF a/c. as soon as the payment received from party.	To be implemented after the confirmation of the MOM
6.	It was discussed and resolved that it may be reimbursed from Concerned Project consultant's or Co-Project Consultant's PUF account and same shall be credited back as soon as the payment is received from party.	To be implemented after the confirmation of the MOM
7.	It was discussed and resolved that procurement of Goods for the amount more than Rs. 25,000/- should not be made on reimbursement basis. Payment will directly be made to Vendor/supplier of Goods for the amount more than Rs. 25,000/- for a single item.	Implemented
8.	It was discussed and resolved that the total amount of Rs. 9,00,00,000/- (Rs. 5,00,00,000/- + Rs. 4,00,00,000/-) mentioned as Sr. No. 1 & 2 will be transferred from Director-SVNIT a/c. to Research & Consulting account for same period for which it has been utilized by the institute. However sr. No. 3 & 4 is related to current account hence benefit of interest could not get on that total amount of Rs. 5,00,00,000/- (Rs. 2,00,00,000/- from Institute fund (R&C) a/c. & Rs. 3,00,00,000/- from DDF A/c.) is pertaining to current account, hence no interest is accrued. Accordingly the transfer/earning of interest is not applicable.	To be implemented by concerned section through Prof. I/c (Finance & A/c)
9.	It was discussed at length and resolved that, fund available under contingency component of grant (with approval from funding agency) or PUF balance available from Overhead component of the same project (DRDO Project) may be utilized for attending the summer	Implemented

	school by Dr. Digvijay Kulshreshtha (Co-PI) of DRDO Project.	
10.	Chairman has suggested to collect information or policy as per norms from other IITs/NITS to R&C Office on the subject matter to decide further course of action.	Under Process
11.	Item is differed.	Noted
12.	Registration as a TDS deductor on GST Portal for deduction of TDS towards payment beyond Rs. 2,50,000/- (2% TDS of basic value of goods & services as specified by GST) (This will be applicable to all procurements of the Institute). Noted & approved	Implemented. However account section has to exercise the same.
13.	Opening a new bank account specifically for DSTSERB Projects and to be registered on PFMS for receiving funds for Research Projects as per the circular issued by SERB Noted & approved	Opened & Approved on PFMS
14.	Implementation of centralized Invoicing system for Testing & Consultancy Work from office of Dean (R&C) –Ref: mail to allstaff by dean (R&C) dated 30/03/2019...Each & every Invoice for Testing & Consultancy ought to be routed through office of Dean (R&C) in order to avoid issues related to Reconciliation, audit, tax payment, etc. Noted & approved	Implemented



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY
SURAT - 395 007, GUJARAT, INDIA

No : E/1252

Date : 16/09/2019

OFFICE ORDER:

17 SEP 2019

The Committee comprising of following faculty members is constituted for the revision of the existing IPR policy of Institute. The establishment of IPR cell in Institute is under the directive from government to encourage and support the researchers of Institute within emphasizing importance of IPR rights, encouragement on IP generation & its utilization, creating educational materials for IP, inculcate & appreciate value of IP formation etc. is necessary. Accordingly the committee can initiate various activities under the banner of IPR cell towards awareness in faculty by conducting events, organizing meetings with professionals for establishing rules and regulation, generating platform for counseling researchers and may more related activities to the theme of IPR.

- | | | |
|--|---|------------------|
| 1. Dr. H. K. Raval, Professor (HAG), MED | : | Chairman |
| 2. Dr. K. C. Maheria, Asso. Prof., ACD | : | Member |
| 3. Dr. M. A. Desai, Asso. Prof., ChED | : | Member |
| 4. Dr. Satyajit Patel, Asso. Prof., AMD | : | Member |
| 5. Dr. B. Z. Dholakiya, Asso. Prof., ACD | : | Member |
| 6. Dr. P. V. Bhale, Asso. Prof., MED | : | Member Secretary |

The committee will jointly work with R&C for smooth functioning & strengthening of ICSR board. The detail functioning of committee will be defined after the formation of committee in consultation with R&C section.

પ્રેમલાલ પટેલ
DY DIRECTOR
17.09.2019

To,
All Concerned
(Through concerned Head)

- c.c. to :
- (1) Director/ Registrar – For information
 - (2) Concerned Department
 - (3) E Section
 - (4) Personal File
 - (5) Dean(R&C)
 - (6) Despatch Section

Dean (R&C) office, SVNIT, Surat

Part - B Rules & Guidelines for Consultancy Projects

- 3.4 **Type-IV:** addressed to any specific faculty expert and does not have a Laboratory component.
In addition, each Consultancy assignment shall be identified as either

High-Impact—one requiring significant intellectual expertise and does value addition to the Intellectual perception of the individual/department/institute.

Low-Impact—one that does not require significant intellectual expertise and is typically of certification/testing in nature/ third party inspection etc.

The Department Consultancy Cell members in each department, chaired by the Head of the Department shall categorize each consultancy assignment into the above categories, based on the merit, in consultation with the Dean (R&C). All proposals to be forwarded to Dean(R&C) through Departmental Consultancy Cell only.

4. GENERAL GUIDELINES

- 4.1 A Departmental Research and Consultancy Cell (DRCC) shall be established in each department consisting of three faculty members (preferably one each from Professors, Associate Professors, Assistant Professors in different areas of specializations) and with the HoD as the Chairman. Where the numbers of Professors are not sufficient, either Associate Professor or Assistant Professor can be included. The names of the members in the cell shall be recommended by DAAC with the HoD as chairman of DRCC and be approved by the Director in consultation with Dean (R&C). The tenure of this cell shall be One year; The financial year may be respected as duration of the DRCC. DRCC members term should not be repeated for successive term. However, department wish to include the member once again to DRCC, same can be done with the minimum gap of one year of expire of the term as a member DRCC. However, the HoD in consultation with the Dean(R&C) may recommend to the Director, reconstitution of the existing cell, if necessary with appropriate justifications. The department of Applied Mechanics & Civil Engineering being highest involved in different area of expertise, the combined DRCC shall be formed for these two departments having representation for each specialization having six members in DRCC.

Every document regarding consultancy services will be received by Director and subsequently forwarded to Head of the Department through Dean (R&C). This will be further scrutinized by the members of DRCC for the involvement of prospective faculty members based on their expertise. The same will be recommended by members of DRCC to Chairman DRCC for finalization.

The selected DRCC members will also be the part of selection committee for the engagement of manpower (temporary/adhoc) for various departmental ongoing Research and consultancy projects. This will be apart from Principal Investigator as one of the members and Head of Department of Chairman.

On successful completion of consultancy/TPI, DRCC should forward the report initiated by the group of consultants for onward despatch to the concern party through office of Dean(R&C). The settlement/ distribution of payment shall be done only after despatch of such report through Dean(R&C) office.



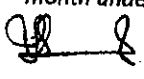
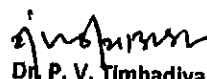

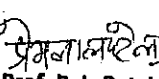

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नियामक मंडल
BOARD OF GOVERNORS
स. व. रा. प्रौ. सं. सुरत.
SVNIT, SURAT

Annexure II Recommendation of the committee constituted as per Office Order No E/1088 dated 16/08/2019 chaired by Associate Dean (R & C)				
Sr. No.	Name	SVNIT Norms		
		Testing where Institute infrastructure is used (%)	Pure Consultancy without involvement of infrastructure and supporting staff (%)	Sponsored Project Overhead
A	Institute	33	28.5	90
i)	IRG (Internal Revenue Generation) (#)	18.5	14	11
ii)	Concerned Department Development Fund	05	05	25
iii)	Director's Discretionary Fund	2.5	2.5	02
iv)	Research & Development Fund under Dean (R & C)	02	02	02
v)	Concerned Faculty Member's/ Members Professional Update Fund (*) PUF	05	05	50
B	Charges of Personnel Engaged in Technical Services	20	6.5	10
i)	Account Section	01	01	1.5
ii)	Dean R & C Office Staff	01	01	1.5
iii)	Establishment	0.5	0.5	0.5
iv)	Library	00	00	0.5
v)	Estate & Store	00	00	01
vi)	Department Office	03	02	2.5
vii)	Concerned Lab Staff/students actually involved	14.5	02	2.5
C.	Concerned Faculty/Faculties	47	65	0
	Total	100	100	100

This is excluding the TDS amount getting deposited with the Institute at the end of the year. This amount now onwards will be diverted to IRG raising the IRG collection above the stated figures.

*The contribution towards Professional Update Fund (PUF) may be utilized by the faculty member for attending conference, Seminar, Life Annual Membership of professional bodies, subscription to technical, scientific journals, refreshment expenses towards meetings, interviews, purchase of technical books, other teaching aids, software for personal use, purchase of desktop computer, laptop, mobile, printer, other computer peripheral, lab equipment for the research, boarding and entertainment expenses of the visitor for official purpose only. The purchase of computer, laptop, printer, mobile etc is allowed once in three years. If a faculty wishes then he can financially (fully/partly) assist a UG/PG/PhD student, Project Staff etc. to participate in the workshop, sttp, National/International conferences of repute in India and abroad with due permission of the competent authority.

While executing the testing, consultancy/sponsored research projects, the incidental & contingency expenses towards printer cartridge/refill of cartridge, stationary, postal, courier charges, printing, binding, Xerox, local transport, telephone charges, fuel charges, up to Rs 25000/- may be reimbursed to the PI at the end of the month under PUF with no formal approval

Dr. P. V. Bhale Dr. P. V. Timbadiya Prof. A. K. Desai Prof. P. L. Patel Prof. Jigisha Parikh
 Member-secretary Member Member Member Chairman (Asso. Dean, R & C)

Sep. 24,
2019

Dean (R&C) office, SVNIT, Surat
Part - B Rules & Guidelines for Consultancy Projects

6.22 Distribution of Consultancy amount for Consultancy projects of all types as shown in below table;

DISTRIBUTION OF PAYMENT FROM CONSULTANCY PROJECTS

Sr. No.	Name	SVNIT Norms		
		Testing where Institute infrastructure is used (%)	Pure Consultancy without involvement of Infrastructure and supporting staff (%)	Sponsored Project Overhead
1.	Institute	27.5	21	90
	Concerned Department Development Fund	11.5	5	30
	Director's Discretionary Fund New Name : Institute Fund	9	9	8
	Salary of Project/consultancy staff on contract in Dean office	2	2	2
	Concerned Faculty Member's/ Members Professional Update Fund (*)	5	5	50
2.	Charge for Personnel Engaged in Technical Services	25.5	14	10
	HOD	1	1	0
	Account Section	1	1	1.5
	Dean R & C Office Staff	2.5	3	1.5
	Academics/ Examination	0.5	0.6	0
	Establishment	0.5	0.6	0
	Library	0.5	0.6	0
	Central Computer Centre	0.5	0.6	0
	Central Workshop	0.5	0.6	1
	Estate & Store	1	1	1
	Department Office	3	3	2.5
	Concerned Lab Staff	14.5	2	2.5
3.	Concerned Faculty/Faculties(*)	47	65	0
	Total	100	100	100

(*) - If a faculty member wishes to do so, he/she may deposit a defined percentage of his/her own share, to his/her own Professional Update Fund. This fund may be utilized by the faculty member for attending conference/seminar, Life or annual Membership of a professional body, subscription to technical/scientific journals, refreshment expenses towards meetings, interviews, purchase of technical/scientific books or software for personal use, purchase of computer, laptop, peripheral, lab. equipment for the research boarding & entertainment expenses of the visitors for official purposes only. The purchase of computer, laptop & peripherals may be allowed once in three years only.



[Signature]
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