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## PROPOSED GUIDELINES FOR INDUSTRIAL SPONSORED RESEARCH, CONSULTANCY & TESTING SERVICES

### 1. INTRODUCTION

The Institute considers industry sponsored research work, consultancy & testing as important activities to achieve several objectives such as:

- Contributing to the infrastructural & industrial growth of the Nation and for welfare of the human society,
- Fostering industry institute interaction,
- Helping students for their industrial orientation,
- Enhancing professional expertise of the faculty members and technical staff,
- Generating funds for the institute's development and academic growth of the faculty,
- Developing insight for practical feasibility in research, and
- Providing service to the community/society.

Therefore, as a matter of policy, the institute encourages its faculty members to undertake research and consultancy work. The under graduate students may also be encouraged to be involved as student associates in such work. However, the research, consultancy and testing work should no way disturb teaching and other usual activities of the academic staff, associated staff and students. The aforesaid mentioned guidelines have been planned and designed considering the existing guidelines of different academic institutions namely Indian Institute of Technology Roorkee, Indian Institute of Technology Mandi, Indian Institute of Technology Indore, National Institute of Technology Jamshedpur and Motilal Nehru National Institute of Technology Allahabad, Prayagraj.



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## 2. SCOPE

The scope of work is broadly outlined as follows:

### **2.1 Government sponsored and similar research (Type 1)**

All the projects concerning research work including specialised Technology Development Mission projects sponsored by any government organisation or similar funding agencies shall be classified as Type 1 projects.

### **2.2 Industry sponsored research (Type 2)**

Sponsored R & D projects usually of 2-5 years duration with substantial funding through grants from industries (both National and International), including specialised Technology Development Mission projects. Such projects include long-term basis, developmental and applied research, leading to appropriate solutions to scientific and technological problems.

### **2.3 Consultancy (Type 3)**

Projects or jobs awarded/assigned/accepted from Industry, NGOs, or Government departments, which are generally of short duration (varying from a few weeks to a year), having clear cut deliverables, and which are aimed at solving specific problems of interest to user agencies will be considered as Consultancy. Consultancy may be of advising in nature, and also of highly specialized training, team building, product/software development etc. These projects are not expected to use any laboratory facilities and any other equipment.

### **2.4 Testing (Type 4)**

Such projects will cover Laboratory testing/ field testing/ field measurement, calibration of equipment/instruments, testing of materials, design, software etc.

The above may involve:

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- (a) Visit to actual sites of work place of institutions, Industries, organizations and other external agencies to assess the nature and magnitude of the problem faced and technical services required.
- (b) Surveying of land, traffic, infrastructure, market, plant and machinery, techno-economic feasibility, damages, environment, pollutants, wastes etc.

**2.5 Collaborative and other Projects (Type 5)**

Any R & D and/or training projects in collaboration with any organization/Institute or any other projects not covered in Type 1, 2, 3 or 4, will be classified as Type 5 category. Also the type of work not covered under Type 1 to Type 4 as above shall be decided on case to case basis by the Director.

**Note: If any consultancy/testing/project comes by name of any faculty member then he/she will be the PI of that work and he/she may associate any other faculty member by his/her consent.**

**3. RESEARCH AND CONSULTANCY COMMITTEE**

There shall be a Research and Consultancy (R&D) Committee to manage Research and Consultancy works in the Institute. The R&D committee shall be appointed by the Director with following members.

- (1) Dean R & D - Chairman
- (2) Head of the concerned department or his nominee - Member
- (3) One faculty Member from relevant field or his nominee - Member
- (4) Principal Investigator - Member
- (5) One expert from outside the institute in relevant field, if required or representative of sponsor, if required by sponsor.

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## 4. ROLES

### 4.1 Director:

- Overall guidance and deciding norms and logistics for sponsored research, consultancy and testing.
- Projecting the image of the institute at top levels nationally and internationally as a centre of excellence for research and consultancy in addition to its academic excellence.
- Interacting with high level contacts and for guiding Dean (R&D) and other faculty members for facilitating the above-mentioned activities.
- Oversight of the activities for smooth functioning and quality of service.
- Appoint team for interdepartmental projects, or any other projects as seemed to be important by him.
- To resolve in case of disputed/unresolved matters at the level of Head/Dean R&D.
- Institute level all statutory correspondences for all projects.
- PI's, Co-PI's and other associates to be decided in consultation with dean (R & D) and HoD if required.

### 4.2 Dean (R&D):

- To encourage and promote sponsored research projects in the Institute.
- To promote interaction between the industry/Government organizations and the Institute for the research, consultancy and collaboration.
- To assist the Director for functioning for his/her role.
- To co-ordinate with different departments in the institute for management of testing and consultancy projects and sponsored research projects.
- To interact with different clients for them, feedback

- To take up and follow up matters with statutory bodies.

#### **4.3 HODs:**

- To facilitate all the sponsored research projects, testing and consultancy projects in the department.
- Making recommendation to the dean (R&D) regarding expenditure from the project funds and honoraria to be paid to faculty, staff and student as per norms.
- To resolve all the disputes regarding testing and consultancy works in the department.

#### **4.4 Departmental office staff/Secretarial Assistance:**

- To maintain all the records of sponsored research projects and testing & consultancy projects in the department.
- To co-ordinate between Dean (R&D) office and department.

#### **4.5 Principal investigator (PI):**

- To execute the project and to prepare report.
- To get new projects from industry, government and other agencies.
- Handling intermediate technical communication with the clients.
- Responsible for the completion of the project in specified time.
- Responsible for maintaining integrity and quality of work done.

#### **4.6 Team members:**

- To do the job assigned to him/ her by PI.
- To coordinate with the PI for the completion of the project

#### **4.7 Student/Research Associate:**

- To work with the PI and the team as per project requirements.

#### **5. FEES**

The total agreed charges of a consultancy project will consist of the cost for Institute support, actual expenses, service tax, GST and cess as prescribed by government from time to time, honorarium and remuneration to be distributed to the faculty and staff involved.

**Usually no work will be taken of value less than rupees five thousand plus government taxes.**

*Note: Estimates for the above expenses should be carefully prepared by the principal Investigator keeping in view the cost of equipments/depreciation, material and services to be procured from market and the time required for the project. The proforma bill raised against these estimates must be in standard printed form and properly maintained in the laboratory for any future communication. HOD shall make sure that estimates are properly done and norms maintained. Any project estimate above five lakhs (excluding taxes etc) will have to be approved by the Director. While estimating the Institute support charges, service tax, and other such components will have to be included.*

#### **5.1 Testing & Consultancy Fee**

Fees shall depend upon several factors such as time spent, importance of advice and experience of the faculty etc. The remuneration will be paid to the faculty/staff as per the norms and rules of the institute and on the recommendation of the principal investigator through Head of the department concerned.

**The GST amount for any type of consultancy research, testing and project will be charged additionally as per govt. norms from the client.**

Each department would submit to the Dean (R&D) a list of testing which could be offered by them along with the rate for charge/fees, and also the areas where the department is capable of offering consultancy.

### **5.2 Realization of Consultancy Fee:**

All fees in connection with the consultation/testing work shall be paid in advance in the form of demand draft/NEFT/RTGS to the Institute in favour of “**Director REC Ambedkar Nagar**” which would be in term be transfer to the Dean (R&D) accounts.

## **6. NORMS OF EXPENDITURE**

6.1 The entire expenditures in a project of Type 3 should not exceed the amount as given in clause 7.1 (5) and for projects of Type 4 should not exceed the amount as given in clause 7.2(5). In special circumstances if the expenditure is likely to exceed the above mentioned amount, prior approval from the Director must be obtained on the recommendation of Dean (R&D).

6.2 The norms for the expenditure for the projects of Type 2 and 5 will be decided in consultation with the principal investigator, HOD concerned, Dean (R&D) and the same may be approved by the Director on case to case basis.

6.3 Institute students may have engaged as associates for consultancy and testing work on payment of Rs150/- per day for UG students.

6.4 Principal investigator can engage experts from outside the institute with maximum payment not exceeding 20% of the amount after payment of Institute charges and with the approval of the Director on the recommendation of Dean R&D. This will be within the limit of total expenditure.



6.5 Site visit charges for faculty member will be Rs. 5000/- per man-day and Rs.800/-per man-day for technical and other non-academic staff. T.A./ D.A shall be as per institute norms or could be as per client's norm whichever is higher.

6.6 Special casual leave may be admissible for individual consultancy work. Any absence from the Headquarters in connection with consultancy project of any type will be with prior approval of HOD/ Dean (R&D)/ Director as applicable, and station leaving form have to be filled up as usual.

## 7. DISTRIBUTION OF CONSULTANCY & TESTING FEES

All the distribution of the consultancy and testing fees should be done in the same financial year after completion of the work. The PI for consultancy/testing project will submit distribution in a standard proforma based on the following distribution:

### 7.1 Distribution for Type 3 Project (with use of computers other infrastructures of the department)

(1) Total fee received	=A
(2) Deduction for service tax and/or any other Tax by Govt.	=B
(3) Project Money (X)	=A-B
(4) Institute Overhead (Y)	=25% of X
(5) Maximum Expenditure for project as actuals (E)	=25% of (X- Y)
(6) Distribution as given below (D)	= X - (Y+E)
(a) Honorarium to Director	= 1.5% of D
(b) Honorarium to Dean R&D	= 1.0% of D
(c) Honorarium to HOD	= 1.0% of D

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(d) Remuneration for secretarial assistance for concerned Department =1.0% of D

(e) Remuneration for PI and Investigators =95.5% of D

(to be decided by the PI)

## **7.2 Distribution for Type 4 Project (involving use of Laboratory facilities)**

(1) Total fee received =A

(2) Deduction for GST, service tax and/or any other Tax by Govt. = B

(3) Project Money (X) =A-B

(4) Institute Overhead (Y) = 30% of X

(5) Maximum Expenditure for project as actuals (E) = 25% of (X- Y)

(6) Distribution as given below (D) = X - (Y+E)

(a) Honorarium to Director = 1.5% of D

(b) Honorarium to Dean (R&D) = 1.0% of D

(c) Honorarium to HOD = 1.0% of D

(d) Remuneration for secretarial assistance for Department = 1.0% of D

(e) Remuneration for Investigators, supporting staff (I) = 95.5% of D  
(to be decided by the PI)

- (90% of I will be investigators remuneration)
- (10% of I will be testing / laboratory supporting staff remuneration)

**Note:** The amount of maintenance of laboratories equipment will be taken from institute overhead fund (i.e. Y). Any staff being paid, employed specifically for R&D jobs may not be paid any remuneration.

## **8. PROJECT INITIATION AND MANAGEMENT**

### **8.1 Governmental sponsored and Industry Sponsored projects:**

Each government sponsored or industry sponsored project will have a principal investigator (P.I.) who will be either appointed / approved / by the Director or appointed by the sponsoring agency. No project of the institute would be sent outside without prior intimation to Dean (R&D) so that proper records are maintained. No projects would be sent outside the institute without the approval / consent of the Director. If officiating Director needs to forward any project for urgency may consult Director before forwarding. PI's, normally may be a faculty member in the service of the institute and will be completely responsible for the completion of the project. PI's would maintain financial and other records as per norms and procedure laid down by the project agency. PI's will have full freedom regarding the appointment of research fellow's / research associates / faculty members and support staff depending upon the needs of the project.

### **8.2 Consultancy / Testing projects:**

Each consultancy / Testing project will have a principal Investigator (P.I.) who will be normally a faculty member in the service of the Institute and who will be completely responsible for the completion of the project work. All the proposals for consultancy, testing, research would have to be sent to the Director who would allocate to the departments and in some cases to the faculty member directly with intimation to Head and Dean (R&D).

#### **8.2.1 Appointment of Principal investigator (P.I.) and the team:**

The Requisition of consultancy /Testing project work will go to the Director who will authorize HOD for appointment of the Principal Investigator and the team as per expertise required for the project. HOD concerned will appoint PI and form the team in consultation

with the PI. Information about the PI appointed and the team formed shall be communicated to the Dean (R&D), before taking up the work. Any controversy in appointing PI and/or team shall be looked into by Dean (R&D) and solve. If it is felt, it may be communicated to Dean (R&D) clearly stating the reason for such change. For interdisciplinary or other important projects Principal Investigator and the team shall be appointed by the Director in consultation with respective HODs and the information shall be provided to the Dean(R&D).

### **8.3 Collaboration with outside organization/subcontracting:**

If collaboration with outside institution or subcontracting a part of the project is envisaged; the nature, scope and financial budget of the proposed arrangements will also be defined at the beginning of the project and to be sent to the Director through Dean (R&D), for his approval.

## **9. FEEDBACK**

The Dean (R&D) will occasionally interact with the clients for their feedback about the services and also will take some formal feedback, and would give the feedback analysis to HODs, if necessary to the Director to ensure quality of the services.

## **10. DOCUMENTATION OF REPORTS**

The reports generated after completion of consultancy / testing project will be submitted to the office of the Dean (R & D) clearly stating the project No, by the Principal Investigator (P.I.) through concerned HOD along with the record of final distribution of amount for further processing. The expenditure and final distribution would be forwarded to the Director for his approval.

## 11. OTHERS

Amounts may be modified by the Director on recommendation of the Dean (R&D) as and when it is essential. In exceptional cases, Director may make some alterations in the stated norms. If a situation that is not covered above arises, it would be resolved by the Director of the Institute.

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## Appendix-I

### REFERENCES

- i. Rules for Sponsored Research and Industrial Consultancy, Sponsored Research and Industrial Consultancy Office, Indian Institute of Technology Roorkee, July 10, 2018, No. IITR/SRIC/829/G-01.
- ii. Rules and Regulations for Sponsored Research & Industrial Consultancy, Dean Sponsored Research & Industrial Consultancy, Indian Institute of Technology Mandi, August 2013. (approved by Chairman, Board of Governors).
- iii. Consultancy Rules and Norms, Office of Dean - Research and Development, Indian Institute of Technology Indore, IRC Document Version 4.1.
- iv. Proposed Model Rules for Industry Sponsored Research, Consultancy and Testing, Office of Dean Research and Consultancy, Motilal Nehru national Institute of Technology, Allahabad, August 24, 2009, No. 645/AOS/16<sup>th</sup> FC Meeting/2009.
- v. Testing Facility and Rates, Department of Civil Engineering, National Institute of Technology Jamshedpur.

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Department of Civil Engineering  
(Technical Services Provider)



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**CONCRETE LABORATORY**

Sr. No	DESCRIPTION	Rates (in Rs)
<b>A. Test on concrete sample</b>		
1.	Cube Compressive Strength Test (Min.3 Nos.)	Per specimen 500
2.	Flexure Strength Test (Min.3 Nos.)	Per specimen 1000
3.	Split Tensile Test (Min.3 Nos.)	Per specimen 500
4.	Cube Compressive Strength with casting, curing & testing (One set of 03 Nos. each at 7 days & 28 Days)	3000
5.	Workability of Concrete Mix for each type with/without plasticizer	1200
<b>B. Non Destructive Testing on Concrete</b>		
1.	Concrete Strength by Ultrasonic Concrete Tester	1500 per location
2.	Concrete Strength by Rebound Hammer concrete tester	1500 per location

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**SOIL MECHANICS / GEOTECHNICAL ENGINEERING LABORATORY**

Sr. No	DESCRIPTION	Rates (in Rs)
1.	Natural Moisture Content (Per Sample)	300
2.	Bulk Density of Soil (Per Sample)	550
3.	Dry Density of Soil (Per Sample)	700
4.	Specific Gravity of Soil (Per Sample)	900
5.	Sieve Analysis(Dry) (Per Sample)	700
6.	Sieve Analysis(Wet) (Per Sample)	1200
7.	Hydrometer Analysis (Per Sample)	2000
8.	Atterberg's Limit (L.L ,P.L ,P.I ,Flow Curve) (Per Sample)	2500
9.	Shrinkage Limit (Per Sample)	1200
10.	Free Swell Index (Per Sample)	900
11.	Standard Proctor's Compaction Test (Per Sample)	2500
12.	Modified Proctor's Test (Per Sample)	4500
13.	Field Dry Density (Core Cutter Method) (Per Sample)	2500
14.	Field Dry Density (Sand Replacement Method) (Per Sample)	3000
15.	Relative Density (Per Sample)	3000
16.	California Bearing Ratio Test (Unsoaked) (Per Sample)	3000
17.	California Bearing Ratio Test (Soaked) (Per Sample)	4500
18.	Undrained Shear Box Test (Per Sample)	1200
19.	Unconfined Compression Test (Per Sample)	1500
20.	Consolidation Test – with undisturbed samples (Per sample)	3000
21.	Consolidation Test – with remolded samples (Per sample)	5000
22.	Differential Free Swell (Per Sample)	2500
23.	Swelling Pressure (Per Sample)	6000
24.	Plate Load Test	50,000
25.	Depth of Ground Water Table	5000
26.	SPT (Standard Penetration Test)	1500/ location at each bore-hole
27.	Static Cone Penetration Test	1500/ location

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ENVIRONMENTAL ENGINEERING LABORATORY

Sr. No	DESCRIPTION	Rates (in Rs)
1.	Acidity	2000
2.	Alkalinity	2000
3.	BOD	3000
4.	Chloride	2000
5.	Colour	500
6.	Dissolve Oxygen	2000
7.	Fluoride	2000
8.	Hardness	1500
9.	pH	1000
10.	Residual Chlorine	2000
11.	turbidity	3000
12.	Temperature	500

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## TRANSPORTATION ENGINEERING LABORATORY

Sr. No.	DESCRIPTION	Rates (in Rs.)
<b>A. Testing of Stone Aggregates</b>		
1.	Crushing Value (Including sample preparation)	2000
2.	Abrasion Value (Los-Angeles) (Including sample preparation)	2000
3.	Impact Value (Including sample preparation)	1500
4.	Shape Test	1500
5.	Sieve Analysis & Gradation	1500
9.	Hardness	600
10.	California Bearing Ratio Test on Aggregate (Unsoaked)	3000
11.	California Bearing Ratio Test on Aggregate (Soaked)	4500
12.	Soundness of aggregates (Per sample)	5000
<b>B. Testing of Bitumen</b>		
1.	Marshall Stability Test	5000
2.	Bitumen Content	3500
3.	Quantitative Analysis of Premix Carpet	2000
6.	Penetration Test of Bitumen	2000
7.	Viscosity Test of Bitumen	2000
8.	Ductility Test of Bitumen	3000
9.	Float Test	3000
10.	Specific Gravity	1500
11.	Softening Point Test	2000
12.	Flash & Fire Point Test	2500
13.	Solubility Test	1500
14.	Spot Test of Bitumen	1500
15.	Loss on Heating	1500
16.	Water Content Test	1500
17.	Bitumen Adhesion Test	2000
18.	Marshall Stability Test for Mix Design of Bituminous Concrete	15000
<b>C. Precast Concrete Blocks for Paving (IS 15658:2006)</b>		
1.	Dimension (Shape test)	750
2.	Thickness of wearing layer	600
3.	Water Absorption	1000
4.	Compressive Strength	600
5.	Tensile Splitting Strength	1200
6.	Flexural Strength/ Breaking load	1500

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## BUILDING MATERIALS LABORATORY

Sr. No	DESCRIPTION	Rates (in Rs)
<b>CEMENT</b>		
1.	Complete test of cement consisting of fineness, Standard consistency, Initial & final. Setting time, 03 days & 07 days' compressive strength	5000
2.	Any other test (in addition to above).	1000
3.	Full chemical analysis of cement.	10000
<b>COARSE AGGREGATE</b>		
4.	Sieve analysis and fineness modules	800
5.	Determination of material finer than 4.75 mm	400
6.	Determination of flakiness index & elongation.	1000
7.	Determination of clay, fine silt & fie dust by Sedimentation method	1000
8.	Determination of light weight pieces (coal lignite)	1500
9.	Determination of soft particles.	1000
10.	Determination of Specific Gravity.	1000
11.	Determination of Water absorption	500
12.	Determination of Bulk density	1000
13.	Determination of Voids	1500
14.	Determination of Aggregate crushing value.	1500
15.	Test for Aggregate impact value	1500
16.	Aggregate Abrasion Value by Los Angeles M/c	1500
17.	Soundness test.	1500
18.	Stripping of Aggregate.	1000
<b>BUILDING STONES</b>		
19.	Compressive strength.	800
20.	Weathering test on natural stones	1500
<b>FINE AGGREGATES</b>		
23.	Sieve analysis & fineness modulus.	800

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24.	Determination of Material finer than 75 microns.	1500
25.	Determination of silt clay, & fine dust.	1000
26.	Determination of water absorption.	500
27.	Determination of specific gravity.	1000
28.	Determination of bulk density.	1000
29.	Determination of Voids.	1500
30.	Determination of soundness	1000
31.	Determination of soundness	1000
32.	Solubility test per sample sand.	1500
33.	Durability test per sample sand	1500
34.	Bulking of Sand	2000
<b>BRICKS</b>		
35.	Examination of general quality and size (Tolerance Test).	800
36.	Compressive strength on a set of 05 bricks.	1500
37.	Water absorption on a set of five bricks.	800
38.	Efflorescence.	800
<b>BRICK BALLAST</b>		
39.	Water absorption	1000
40.	Soundness.	1500
41.	Size Gauge.	600
42.	Crushing value.	1500

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**(SURVEYING LABORATORY)**

Sr. No	DESCRIPTION	Rates (in Rs)
1.	Measurement of area by Plane table per acre excluding interior details	10000
2.	Preparation of map (with details) (per acre)	20000
3.	Determination of Height of structure (each) in plains	5000
4.	Carrying out levels for finding out R.L. s. -	
	(i) Grid 10M x 10M (per Acre)	40000
	(ii) Grid 20M x 20M (per Acre)	35000
	(iii) Grid 50M x 50M (per Acre)	30000
	(iv) Grid 100Mx 100M (per Acre)	20000
	(v) Extra R. L. (for each additional R.L.)	500
5.	GPS Survey for area measurement, coordinates etc.(per day)	
	(i) Testing part	10000
	(ii) Consultancy Part	10000

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**Note:**

1. Site Visit Charges = Rs. 5000/- per faculty
2. Vetting Charges = 0.25% of project cost with a maximum limit of Rs. 50000/-.
3. Transportation of equipment to site will be charged directly from the client based on site location.
4. Any testing which are unavailable in REC Ambedkar Nagar will be outsourced to the appropriate organization through Dean R&C of REC Ambedkar Nagar.
5. For all types of testing/ consultancy services, written requests with all relevant details should be submitted to the office of "The Director, REC, Ambedkar Nagar".
6. Test samples/ specimens in required quantity are required to be supplied to the laboratory in sealed bag(s) duly authenticated by the competent authority.
7. In addition to the respective testing charges mentioned above, all other taxes (i.e. GST, Service Tax, Educational Cess, Government Levies', VAT etc. as applicable from time to time will be charged extra.
8. All payments are required to be made in advance in the form of demand draft in favour of '**Director REC Ambedkar Nagar**' payable at Ambedkar Nagar.

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