



Central University of Karnataka

GUIDELINES FOR IMPLEMENTATION OF SPONSORED RESEARCH PROJECTS AND CONSULTANCY PROJECTS AT CENTRAL UNIVERSITY OF KARNATAKA

1.0 SPONSORED RESEARCH PROJECTS

1.1 Sponsored research projects are proposed to funding agencies through the University.

The Principal Investigator prepares the proposal and submits it to the funding agency through the Department. Once the Project is approved and the sanction letter is received from the funding agency, the PI shall send a copy of the sanction letter and a copy of the approved project proposal to the Head of the concerned department for information and record.

1.2 Each Sponsored Project will have a Principal Investigator who will be responsible for formulating the project proposal, implementation and execution of the sanctioned project. The PI will handle all communications with the sponsoring agency after the project has been accepted. She/He will write and submit intermediate and final reports and submit a statement of account and/or utilization certificate through the Finance Section according to the guidelines of the funding agency.

1.3 The Principal Investigator shall submit the hard copy of the final technical/project report submitted to the funding agency to the Head of the Department for record. The file will be closed but will be retained in the Office of the Head for 1 year at least, after completion.

2.0 Operation of Project Funds

2.1 There will be separate University Account for project funds. All funds received for projects will be deposited in this account. A separate section of the Finance Office with an Officer will assist in administering project funds. This section will ensure computerization of the project account including online tracking facility for the PIs.

2.2 Overhead charges and University Development Fund

The cost of a project will consist of Overheads, Actual Expenses and payment to employees' external consultants and students. The amount received on account of overhead charges will be administered by the University as follows:

- a. 25% of the fund will go to the University
- b. The remaining 75% can be utilized by the PI & Co-PI (if any) for hiring any short term work force (both research & non-research position) appropriate for the project of not more than six months and for PI & Co-PI (if any) professional development i.e. partial support for conference, membership of learned societies including enhancement of existing research facilities with proper justification about the needs and with the assurance that all financial regulations shall be observed.

2.3 Actual Expenses

The Actual Expenses will cover the following costs related to a project:

- A. Major / Minor permanent equipment to be procured as per usual sanction procedure laid down by the University.
- B. Consumable Materials to be used.
- C. Computational charges (at commercial rates).
- D. Charges to be paid for the use of specific equipment in the departments or central facilities within the University and/or other institutes/ or firms/or companies (Public Sector/Government/Private).
- E. **Contingency Expenses.** These will normally cover –
 - a. Cost of supplies, stationery.
 - b. Cost of books, journals, membership fees of professional societies, registration fee for conferences etc.
 - c. Payment for typing and other office work to outside agencies.
 - d. Postage, telephone (including phone deposit charges rentals and call charges of phones at the office or residences) and internet charges (if any).

- e. Costs charged by a department for facilities provided to the project (such as large amounts of photo copying, use of computational and printing facilities, etc).
- f. Short term hiring charges that are appropriate for the project.

F. Travelling expenses

- a. Travel may be undertaken for site visits, field work, experimental works in other institutes, meetings outside the University, participation in Conferences/Workshops/Seminars in India. Travel abroad may be allowed if the guidelines of the funding agency have the provisions for this.
- b. TA/DA will be provided to the PI as per University rules.
- c. Regular TA/DA rules of the University may be relaxed based on the merit of the case, if need arises, which may be decided upon by the Dean, with approval from the Vice-chancellor if deemed necessary.

G. Salaries of project employees shall be paid as per project rules.

2.4 Selection & Appointment

2.4.1 Open selection will be held for all project posts (JRF/SRF/Project Assistant/Project Fellow/Post Doctoral Fellow/Research Associates/Project Scientist) of the sponsored research project. However, in special situations, on the recommendation of the Principal Investigator, short term job contracts for a period not exceeding six months may be given to suitable candidates identified by PI with the approval of the Dean. (Annexure 1)

2.4.2 The project appointment is NOT an employment at the University Temporary or otherwise. It does not, therefore, confer any right, claim, implicit or explicit, for selected candidate(s) continuation/regularization/absorption in Central University of Karnataka against any post/position. All project appointments will be contractual, co-terminus with the project or specified period whichever is earlier and on the basis of consolidated monthly compensation specified by the funding agency.

2.4.3 Automatic transfer from one project to another either on completion or midway shall not be permitted.

2.4.4 The tenure of contractual appointment of a project staff for specified project will be normally for one year & extendable up to the duration of the project or three years whichever is earlier.

2.4.5 Selection of JRF/SRF/Project Assistant/Project Fellow/RA/PDF/Project Scientist shall normally be made as per the guidelines provided by the sponsoring agency.

2.4.6 Appointment letters shall be issued under signature of Principle Investigator (PI) with intimation to the Head of the Department, Dean, Registrar and Finance Officer.

3.0 General guidelines for recurring project expenditure

- i. If a project has clear sanction for a specified period of time, the fellowship/honorarium may be paid in advance by the University even if the grant has not been received. Advance for any other expenses in the name of PI may be decided upon by Dean, with approval of Vice-chancellor. Needless to mention any advance received by PI will be adjusted immediately on receipt of the grant of the project.
- ii. After receiving grant from the funding agency, no prior sanction/approval is necessary for the purchase of chemicals/consumables/books/minor equipments or any other items up to Rupees fifteen thousand (Rs. 15,000/-). The PI may act as self sanctioning authority and can place order directly to the vendors for supplying chemicals, books, consumable, minor equipments or any other items. No quotation will be required for any purchases less than fifteen thousand rupees & PI/Co-PI (if any) may directly settle the bills with finance section.
- iii. Advances upto less than Rs.1,00,000/- can be obtained by the PI & Co-PI (if any)for the specified sponsored project. Advance drawn for paying supplier of chemicals/minor equipment, etc. should be in the name of the Principle Investigator/Co-Principle Investigator (if any) & duly settled within reasonable period of time to Finance Section observing all financial rules.
- iv. PI/Co-PI(if any) can purchase any items above fifteen thousand rupees and less than one lakh rupees through local purchase committee. The local purchase committee for sponsored research projects can be constituted by PI /Co-PI (if any) with one member from the department & one member from allied subject/disciplines. For purchases anything above one lakh rupees limited tender procedure should be followed.

- v. Where fieldwork happens to be an integral component of research some relaxation in disbursing T.A. and D.A. as mentioned in 2.3 F (c) above may be allowed.
- vi. For buying books from the sanctioned project grant a PI can place order for books with a vendor directly and bills incurred can be settled accordingly to finance section observing financial rules.

Guidelines for selection of research personnel such as JRFs/SRFs, Project Assistant/Project Fellow/Technical Assistants/Research Associates/Post-Doctoral Fellow/Project Scientist for Sponsored Research Projects at CUK.

Note: These rules shall be applicable in the cases where the Funding agencies do not lay down any guidelines about selecting JRFs/SRFs, Project Assistant, Project Fellow, Technical Assistants, Post Doctoral Fellows, Research Associates, Project Scientist, etc.

1. JUNIOR RESEARCH FELLOWSHIP (JRF) / PROJECT ASSISTANT/ PROJECT FELLOW

1.1 ELIGIBILITY

1.1.1 Educational Qualifications: A candidate seeking selection as JRF/Project Fellow/Project Assistant must possess a M.Sc./MA or any other postgraduate degree in the concerned discipline from a recognized University with a minimum of 55% marks in aggregate, provided the minimum cut-off mark is not specified by the funding agency and/or JRF qualified and/or NET/GATE qualified or **as per specification of the funding agency**. In case an applicant has some research experience the due concession may be given. Project employees may be allowed to register for the Ph.D. programme of the University provided they fulfil all the requirements prescribed by the University. If the candidate desires to be registered for Ph.D. at CUK, the rules set by Central University of Karnataka will be applicable. (Annexure 2).

Funding agency guidelines invariably should be followed wherever applicable.

1.1.2 Desirable Qualifications & Experience: The desirable qualifications / experience will be specifically determined by the PI/Co-PI (if any) as per the needs of the project.

1.1.3 **Age:** The candidate shall not be more than 28 years of age for the award of Fellowship on the stipulated last date of receiving applications in response to advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

1.1.4: **Category:** JRF/SRF/Project Assistant/Technical Assistant Research Associate /Post-Doctoral Fellow/Project scientist is NOT an employment and nor a job at University temporary or otherwise. It is a research **Fellowship / Assistantship** given to execute the sponsored research project in specific time period. Therefore candidates belonging to **any category** fulfilling the basic educational qualifications are encouraged to apply for JRF/SRF/Project Assistant/ Project fellow/Technical Assistant/Research Associates/Post Doctoral Fellow/Project Scientist (Annexure 2).

1.2 Selection Procedure

- a) Positions will be advertised in any of the national / regional newspapers and through other channels (such as by means of circulation of notices to various Universities and displaying in the Central University of Karnataka Website Homepage) at least two weeks prior to the dates on which the candidates are to appear for the personal interview. **Applicants who have already qualified Junior Research Fellowship or cleared National Eligibility Test (NET) conducted by UGC/CSIR/ICAR/DBT/ICMR/JEST or any other equivalent bodies or qualified GATE and/or have experience in research appropriate for the project / or publication will be given due weightage**
- b) The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the Principal Investigator (PI) and/or the Co-investigator (if any) of the project and one member of the faculty of the concerned department nominated by PI/Co-PI (if any).
- c) The PI will suggest a selection committee for interviewing candidates to the Dean, comprising of:

(i) Dean or his/her nominee	:	Member
(ii) Head of the Department*	:	Member*
(iii) Allied Subject expert [#]	:	Member [#]
(iv) Co-Principle Investigator (if any)	:	Member
(v) SC/ST Nominee ^{\$}	:	Member ^{\$}
(vi) Principal Investigator	:	Chairperson & Convener

*(If the HoD is the PI, one senior Faculty Member of the concerned department to be nominated by Dean).

(Allied Subject expert can be from other Department nominated by PI & endorsed by Dean within the University unless specified by the funding agency).

\$ (Nominated by Dean)

The Selection Committee has to be approved by the Dean. Subsequently the PI shall inform the Dean and Selection Committee Members about the date and time of the interview (Annexure 3).

- d) During the interview the committee shall test the candidates' knowledge of the subject, aptitude for research, creative thinking and sincerity.
- e) Following the interview, a report on the selected and wait listed candidates will be submitted for the consideration and approval of the Dean. (Annexure 4)
- f) **After the approval of Dean, Principle Investigator will issue appointment letter(s) to the selected candidate(s). Performa is given annexure 5.**
- g) In general, the travel and accommodation expenses to the candidates called for interview shall not be paid and this information would be provided in the advertisement.
- h) The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean may grant extension provided the letter requesting extension is routed through the PI.

1.3 Fellowship and Tenure of JRF

The tenure and fellowship amount for the project staff per month shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be taken from the Selection Committee, with necessary intimation to the funding agency.

1.4. Upgradation of Junior Research Fellow (JRF) to Senior Research Fellow (SRF)

If nothing is mentioned in the funding agency rule book, then on completion of two years of the tenure, a Project Staff can apply for upgradation of the fellowship if the funding agency approves the same. For upgradation an Evaluation Committee may be constituted consisting following members:

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|--|--------------------------|
| (1) Dean or his/her Nominee | : Member |
| (2) Head of the Department* | : Member* |
| (3) Allied Subject Expert [#] | : Member [#] |
| (4) Co-PI (if any) | : Member |
| (5) SC/ST Nominee ^{\$} | : Member ^{\$} |
| (6) PI | : Chairperson & Convenor |

*(If the HoD is the PI, one senior Faculty Member of the concerned department to be nominated by Dean).

(Allied Subject expert will be from other allied department of the PI nominated by PI and endorsed by Dean unless specified by the funding agency)

\$ (Nominated by Dean)

The project fellow needs to present a progress seminar on the work done before the Evaluation Committee. If the allied subject Expert does not belong to the University, an assessment report on the progress of the work may be acquired from an expert outside the University.

2. SENIOR RESEARCH FELLOWSHIP (SRF)

2.1 ELIGIBILITY

2.1.1. Educational Qualifications: In case of direct recruitment, a candidate seeking selection as SRF must possess a Master's degree in concerned / related discipline from a recognized University with a minimum of 55% marks in aggregate and at least 2 years' research experience after Post- Graduation (to be supported by certificate of experience) and/or JRF qualified and/or NET/GATE qualified **or as specified by the funding agency.**

The condition relating to the period of research experience may be relaxed in the case of exceptional research work or research publications by the candidate.

Funding agency guidelines invariably should be followed wherever applicable.

2.1.2 Desirable Qualifications & Experience: The desirable qualifications / Experience will be specifically determined by PI /Co-PI (if any) for the individual project needs.

2.1.3 Age: The candidate shall not be more than 32 years of age on the stipulated last date of receiving applications in response to the advertisement. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged categories.

2.1.4 Category: The procedure shall be exactly similar to the procedure laid down for JRF/Project Assistant/Project Fellow position given in section 1.1.4

2.1.5 Selection Procedure

The selection procedure will be similar to the one laid down for the selection of JRF/Project Fellow/Project Assistant. The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean may grant extension provided the letter requesting extension is routed through the PI.

2.1.6 Fellowship and Tenure of SRF

The tenure and fellowship amount for the SRF shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be obtained from the Selection Committee and necessary intimation regarding this shall be made to funding agency.

3. TECHNICAL ASSISTANTS (TAs)

3.1 ELIGIBILITY

3.1.1 Educational Qualifications: A candidate seeking selection as a TA must be a graduate from a recognized University with one year's relevant experience or B.Tech. degree or other equivalent degree with a minimum of 55% aggregate marks.

Funding agency guidelines invariably should be followed wherever applicable.

3.1.2 Desirable Qualifications & Experience: The desirable qualifications / experience shall be specifically determined by PI/Co-PI(if any) for the individual project needs.

3.1.3 Age: The candidate shall not be more than 28 years of age for the award of TA on the stipulated last date of receiving applications in response to the advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

3.1.4 Selection Procedure

The selection procedure shall be similar to those for the selection of the JRF/ Project Fellow. The candidate is expected to join within 30 days from the date of issue of the letter of the fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean may grant extension provided the letter requesting extension is routed through the PI.

3.1.5 Fellowship and Tenure of TA

The tenure and fellowship amount for the project staff shall be determined by the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval shall be taken from the Selection Committee and necessary intimation regarding this shall be made to the funding agency.

4. RESEARCH ASSOCIATE (RAs) / POST DOCTORAL FELLOWS (PDFs)/PROJECT SCIENTIST

4.1 Scope and objective

Opportunities and support should be provided to outstanding research workers to do research work independently at post-doctoral level. The main objective is to utilize the skills and competence of post-doctoral fellows for research at higher level of scholarship.

4.2 Eligibility

Research Associateships are intended for research workers preferably below the age of 40 years who have obtained a doctorate (Ph.D) degree from a recognized Institutes/University, have published research work to their credit and have already shown evidence of independent research work.

Age relaxation up to a maximum of 5 years would be allowed to the candidates belonging to SC/ST/OBC/Women candidates.

Funding agency guidelines invariably should be followed wherever applicable.

4.3 Category: The procedure shall be exactly similar to the procedure laid down for JRF/Project Assistant/Project Fellow position given in section 1.1.4

4.4 Selection

The procedure for advertising the position of Research Associates shall be the same as that of the JRF/Project Fellow/Project Assistant/ SRF. The formation of a screening committee for short listing the candidate shall also be the same as that of JRF/Project Fellow/Project Assistant/SRF.

The 'Selection Committee' approved by the Dean for interviewing the candidates shall be formed exactly in the same manner as that of for JRF and SRF.

For reimbursement of TA/DA to the candidate, the rule applied for JRF / SRF shall be followed.

4.5 Fellowship and Tenure of RAs/PDFs/Project Scientist:

The Research Associate/PDFs/Project Scientist fellowship shall be awarded as per the rules/guidelines/ approval of the funding agency.

4.6 Conditions of Award:

- a) The Associate/PDF/Project Scientist shall devote himself/herself to whole time research work and shall not accept any other part time employment during the tenure of the Associateship..
- b) The Research Associateship/PDF/Project Scientist will be tenable initially for the period as mentioned in the project.
- c) The Associate/PDF/Project Scientist shall work under the supervision of PI/faculty

member of the Institute. The Associate shall submit, through the PI/Faculty with whom he/she is associated, yearly progress report of his/her research work.

d) If an Associate/PDF/Project scientist wishes to leave the fellowship before the end of tenure, it should be done with the prior notice to the Head of the Department/ Dean through the PI.

e) If the PI/Co-PI (if any)/concerned faculty is not satisfied either with the progress of the research work or the conduct of the Fellow, the PI /concerned faculty may terminate the Associateship at any time without any notice and without assigning any reason.

f) The award of any fellowship (JRF/SRF/TA/Project Assistant/Project Fellow/ RA/PDF/Project Scientist) does not imply any assistance or guarantee for subsequent appointment in CUK to the beneficiary.

g) The Associate/PDF/Project scientist may, in special cases, be allowed by the University leave without fellowship for a period not exceeding three months during the tenure of award on the recommendations of the supervisor/concerned faculty. The period of leave without fellowship shall count towards the tenure of fellowship.

5. House Rent Allowances, Medical Facilities & Leave Rules

5.1 House Rent Allowance

University will try to provide single / double seated hostel accommodation to all Project Staff. In case, the accommodation cannot be provided by the University, they shall be entitled to House Rent Allowance (HRA) as per the guidelines of the Government of India rules.

5.2 Medical Facilities

Medical facilities shall be available to the Project staff at par with the bonafide students of the University

5.3 Leave rules

Leave for a maximum period of thirty days in a year in addition to general holidays may be taken by a Project Staff with necessary approval from the PI/Co-PI (if any).

6. Guidelines in the case of self funded POST DOCTORAL FELLOW/ RESEARCH ASSOCIATES/PROJECT SCIENTIST

- 1) A candidate seeking to self fund Post Doctoral Fellowship / Research Associate /Project Scientist fellowship & work under a faculty in a Department at Central University of Karnataka has to approach interested faculty member(s) in the department before applying for funding agency. Concerned faculty members may seek his biodata, publication records, referee reports before accepting offer to guide candidate's tenure at the department.
- 2) Self funded RAs/PDFs, after the approval of submitted grant application should send sanction letter to the concerned faculty member(s). Faculty member may seek permission to host the self funded RAs/PDFs/Project scientist at the Department through Head of the Department & Dean at the same time submitting a copy of the self funded RAs/PDFs/Project Scientist sanction letter to Dean / Head of the Department / Registrar / Finance officer for record & further action.
- 3) Self funded Post Doctoral Fellow/Research Associate/Project scientist so selected before starting the work for specified project has to give a joining letter to the concerned faculty member(s) as given annexure 7 similar to RAs/PDFs. Additionally a separate under-taking letter for understanding & accepting the guidelines of self funded RAs/PDFs/Project Scientist at Central University of Karnataka should be submitted to the concern faculty member(s). A copy of the joining letter & undertaking letter from self funded RAs/PDFs/Project Scientist should be submitted to Head of the Department / Dean / Registrar / Finance Officer for record & further action.
- 4) **Such self funded RAs/PDFs/Project Scientist have to follow same guidelines specified for Research Associates/Post Doctoral Fellows/Project Scientist given in section from 4.1 to 5.3.**
- 5) Additionally it is their entire responsibility of the self funded RAs/PDFs/Project scientist to submit half-yearly reports/yearly reports/final reports (whichever applicable) to the funding agency on time, seek extension (if any), settle financial bills & submit utilisation certificate (all routed through proper channel), arrange for project meeting, evaluation & submit final summary to sponsoring agency etc for their funding.

6) Self funded RAs / PDFs /Project scientist have to submit any requirement of purchases routed through concerned faculty member(s). All financial rules applicable in Central University of Karnataka will be followed for any purchase process.

7) If concerned faculty member(s) is/are not satisfied either with the progress of the research work or the conduct of the Fellow of self funded RAs/PDFs/Project Scientist, such self funded RAs/PDFs/Project scientist, will be asked to present project work in the form of presentation / report to an evaluation committee consisting of following members.

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| (1) Dean or his/her Nominee | : Member |
| (2) Head of the Department* | : Member* |
| (3) Allied Subject Expert [#] | : Member [#] |
| (4) Co-Guide (if any) | : Member |
| (5) SC/ST Nominee ^{\$} | : Member ^{\$} |
| (6) Guide/Faculty in-charge | : Chairperson & Convenor |

*(If the HoD is the faculty in-charge, one senior Faculty Member of the concerned department to be nominated by Dean).

(Allied Subject expert will be from other allied department of the guide/faculty in-charge nominated by guide/faculty in-charge and endorsed by Dean unless specified by the funding agency)

\$ (Nominated by Dean)

Self funded RAs/PDFs/Project Scientist yearly progress reports along with presentation/report during the evaluation committee meeting will be considered for continuation of self funded RAs/PDFs/Project Scientist project at the concerned department. The committee may also seek self funded RAs/PDFs/Project Scientist Record notebook/laboratory note book/field report/log book/reprints (whichever applicable) or any other relevant information about the project work. The evaluation committee will also evaluate the project work of self funded RAs/PDFs/Project scientist by means of publication in peer reviewed journals/Patents/conference paper/symposia/seminar/poster etc all related to the project work during the tenure of self funded RAs/PDFs/Project Scientist at CUK. Based on the evaluation, the evaluation

committee has authority to recommend continuation of such self funded PDFs/RAs/Project scientist or not to recommend continuation of self funded RAs/PDFs/Project Scientist at Central University of Karnataka.

8) In the event of any dispute arising out of recommendation above, the decision of the Vice-Chancellor, CUK shall be final and binding on self funded RAs/PDFs/Project scientist.

APPLICATION FORM FOR THE RESEARCH POSITION (JRF/Project Fellow/Project Assistant/SRF/ RA/PDF/Project Scientist)

1. Name of the applicant: _____

Present Postal Address (*Pin Code, Phone, Fax & e-mail*)

2. Father's / Husbands Name:

3. Mother's Name:

4. Permanent Residential Address (*Pin Code, Phone, Fax & e-mail*)

5. Nearest Railway Station for undertaking the Journey _____

6.(i) Date of birth _____

(ii) Age in years (On the date of application) _____

(ii) Sex: Male / Female (strike off whichever is not applicable)

(iv) Nationality:

7. General Merit/Scheduled Castes/Scheduled Tribes / OBC

If OBC, state Creamy layer/ Non-creamy layer

(A photo copy of the original caste certificate if applicable issued by competent authorities may be attached.)

8. (a) Academic Qualifications:

Examination Passed	Board/University	Year	Subjects	% of Marks / Grade & Division	Rank (if any)

(b) Whether qualified NET/GATE or any similar exam(details should be provided):

(c) Awards/ Honours Received

(d) Participation in Seminar / Conferences /Workshop

(e) Research Publications (important reprints /first page should be enclosed)

9. Have you had any scholarship/fellowship before applying for this award? (If so, please give details of the scholarship/ fellowship)

10. Title of Ph.D. thesis (for RA/PDF/Project Scientist position) name of the institution & guide and an abstract of Ph.D. thesis in about 500 words (in a separate sheet as annexure) may be submitted.

11. Extracurricular activities.

12. Name and address of three referees with phone number and email id not related to the candidate but is aware of the candidate's work

1.

2.

3.

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that my application shall be rejected outright and no correspondence will be entertained.

Place:

Date:

(Signature of the Applicant)

For Office Use Only

Application for SERIAL No.:

Date of Receipt of application:

Signature

B. CONSULTANCY PROJECTS :

Central University of Karnataka encourages the faculty members to undertake consultancy projects as a part of their academic duties. Such projects, in addition to providing financial incentives to the individuals enrich his / her professional knowledge. Moreover, consultancy projects augment the university resources, promote university academy alliance and contribute to the social development.

1. Each Consultancy Project will have a Principal Consultant who will be responsible for
 - i. Formulating the project proposal which may include (a) planning of the work to be done, (b) estimating costs according to guidelines provided in a later section, and (c) identifying other consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling all communications with the clients after the project has been accepted.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the Dean regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.
2. Appointment of Principal Consultant: Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Head, Dean or Director). When a faculty member is approached for the work, he will be the Principal Consultant. If a faculty does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussions and appointment will be made by Dean.
3. The project proposal prepared by the Principal Consultant will be forwarded to the client with intimation to the Head of the Department and Dean.

4. The University normally requires the cost of the project to be deposited by the client, in full, before the work commences. However, based on needs of the client and circumstances, the University may permit commencement of work with payment to be made as per agreed upon milestones. All payments from clients will be received by the University and expenditure and disbursements made through normal University procedures.
5. After the initial deposit has been made by the client, Central University of Karnataka will assign a job number/title to the project and inform the same to the principle consultant, Head of the concerned Department and Dean. This completes the process of initiation of a consultancy project. The above job number/title must be quoted in all subsequent correspondence.

The Project file will be closed with the submission of the final project report and disbursement of fees to consultants and others.

6. Utilisation of the resources generated

The resources earned by a teacher through consultancy should be divided between the teacher and the institution in the manner give below.

- i. Amount received up to 30% of the monthly gross salary (basic salary + grade pay + DA + Academic Allowance) – No sharing, entire amount to go the teacher concerned.
- ii. Amount received beyond 30% and up to the monthly gross Salary – Sharing of the money beyond 30% in the ratio of 70:30 between the teacher and the institution respectively.
- iii. Amount received beyond the monthly gross salary – To be shared in the ratio of 50:50 of the amount of the money received beyond the gross salary between the teacher and institution.

SERVICE TAX ON CONSULTANCY FEES

Service Tax is compulsory on all consultancy services. The rate of service Tax is as per Government of India instruction from time to time. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the principle consultant / functionaries of the consultancy projects inform the clients the amount payable by the clients as Service Tax in addition to the consultancy charge and service tax so collected will be deposited in-to the Govt. accounts of central Excise Department.

GENERAL GUIDELINES FOR ENGAGEMENT OF PROJECT STAFF

1. There should be provision of appointment of project staff in the project sanctioned by the funding agency.
2. Funds should be available for project staff in the project OR there should be commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.
3. If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:
 - a. Open selection by wide publication of the advertisement in at least one local newspaper and issuing a circular within the Institute. Advertisement may also be sent to other educational institutions.
 - b. In special and exigent situations – direct appointment for duration up to 6 months on ad-hoc basis.

However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.

4. The Principal Consultant will write to the Dean seeking approval for initiating the process of appointment stating/enclosing:

- (a) The position(s) to be filled
- (b) Educational qualifications required
- (c) Category
- (d) Appointment and
- (e) Scale of pay

In case of 4(a) above –

- (f) a committee to select candidates (min. of 3 members, Dean or his/her nominee & head or /senior faculty in the department, SC/ST Nominee (nominated by Dean) and principle consultant as the Chairperson & convenor)
- (g) a draft of the advertisement/circular.

In case of 4(b) above –

- (h) Recommendation of a committee with at least three members examining the candidature.
- (i) Bio-data of the person(s) to be appointed directly.

In case of 4(c) above-

- (j) Candidates belonging to any category fulfilling educational qualification/ desirable/additional qualification as stipulated by principle consultant or funding agency should be considered as it is not an appointment at the University temporary or otherwise.

In case of 4(d) above

- (k) Appointment letter has to be issued by principle consultant after the recommendation of selection committee (f) with intimation to Head of the department, Dean, Registrar & Finance officer.

In case of 4 (e) above

- (l) Scale of pay will be determined by committee (f) or as stipulated by the funding agency and same has to be mentioned in the appointment letter

However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.

**ADDITIONAL POINTS OF THE GUIDELINES FOR ROUTINE AND TIME BOUND
CONSULTANCY PROJECTS INVOLVING THE WHOLE DEPARTMENT**

1. For consultancy works Faculty (ies) in-charge who is/are willing to do consultancy work shall be selected by the concerned Departments for tenure of 6 months.
2. The client shall first approach the HoD with a letter detailing the requirement.
3. The HoD in consultation with the Faculty in-charge (who is willing to participate in the consultancy work) and Technical Officer will indicate in writing the Fee and Service charge for the work.
4. The client will deposit the fee in the institute account and bring the receipt to the Department.
5. The Department shall retain a copy of the receipt, take over the materials and samples deposited by the client (if any) and give a tentative date of handing over the final recommendation.
6. HoD will send intimation to Dean with a copy of the client's letter.
7. Faculty in-charge of Consultancy will distribute the work and monitor the overall functioning of the project. The Technical Officer (if any) will be responsible for scheduling and conducting the laboratory tests under the direction of the faculty in-charge. The Faculty in-charge or Technical Officer (if any) will assign the Technical Assistants as required.
8. The Faculty in-charge or Technical Officer (if any) shall sign the laboratory test reports.
9. The Faculty in-charge will analyse the results, make the recommendations, prepare the synopsis and final report. He/She will sign the final report and the synopsis and submit them to client with intimation to HoD and Dean.
10. The Faculty in-charge of Consultancy will thus inform the client about the completion of the job assigned.
11. The break-up of the revenue earned from the consultancy services will be as follows :

25% to the University.

20% to the concerned Departments (This will include the cost of consumables, labour, travel and other expenditure incurred for the work).

55% to the consultant group.

13. Separate Bank accounts shall be opened to be operated by the HOD of the concerned Departments and/or principle consultant and finance officer jointly.
14. The distribution of the Consultancy share amongst the faculty and laboratory staff involved is as follows :

10% of the Consultancy share shall be equitably distributed amongst the Technical Assistants involved in the work.

The balance 90% of the share shall be equitably distributed amongst the faculty involved including Technical Officer (if any).

----- X -----

ANNEXURE 1

DRAFT ADVERTISEMENT

Application are invited for the post of _____
with a Salary/Stipend/Fellowship/Fixed amount of Rs. _____
in a _____ (Name of the Funding Agency) Sponsored Project entitled (Title of the
Project) “ _____ ” sanctioned
up to (Duration/Tenure) _____. The post is temporary and co-
terminus with the project. The candidates should be (Essential qualifications)

The upper Age Limit is Years (relaxable for 5 years for SC/ST/Physically
Handicapped/Female candidates; (in case of non-research positions, upper age limit may
also be relaxed for the duration of earlier work in a project/scheme in CUK subject to the
University rules prevalent at that time). \

The above mentioned post is NOT an employment and nor a job at Central University of
Karnataka temporary or otherwise. It is a research Fellowship / Assistantship given to
execute the sponsored research project in specific time period. Therefore candidates
belonging to **any category** fulfilling the basic educational qualifications are encouraged to
apply.

Desirable qualifications, if any _____

Application on Plain paper giving Name, permanent and correspondence address, names of
father and mother, telephone no. and e-mail address (if available), details of educational
career (starting from High School or equivalent) along with attested copies of all mark-
sheets & certificates and details of any research or other experience etc., if any, should reach
within 21 days of the advertisement, _____, to the P.I., Department
of _____, Institute/Faculty _____, Central University of
Karnataka.

No TA/DA will be paid if called for interview.

By
Principle Investigator
Central University of Karnataka
Kalaburagi-585367

Remark: While sending the draft advertisement to the Press, Publicity and Publication Cell, the P.I. should specify the name of the News Papers (s) in which advertisement is to be made. The administration will also send a copy of the same to the Computer Centre for placing the advertisement on the CUK website.

ANNEXURE 2

ESSENTIAL QUALIFICATIONS FOR STAFF POSITIONS UNDER PROJECTS/S

(Designations should be as per sanction of the Funding Agency Norms)

RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Research Associate/Post Doctoral Fellow/Project Scientist :

- Age : Upper age limit- 40 years: (5 years' relaxation for Female/SC/ST/Physically Handicapped Candidate)
- Qualification/Experience : Doctorate or equivalent degree from a recognised University/Institutes or as per specific requirement of the funding agency. Demonstration of excellent research in terms of publication in peer reviewed journals/ patents etc
- Desirable Qualification : As determined by the PI/Co-PI(if any)

SRF :

- Age : Upper Age limit – 32 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification/Experience : JRF qualified or NET/GATE qualified or equivalent or as per specification of funding agency and post graduation with 55% marks. Atleast two years of research experience in related field with appropriate proof.
- Desirable Qualification : As determined by the PI/Co-PI(if any)

JRF :

- Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
- Qualification : JRF qualified or NET/GATE qualified or equivalent or as per specifications of the funding agency and Post-Graduation with

55% marks.
Experience : As specified for the project & determined by PI / Co-PI (if any).
Desirable Qualification : As specified for the project & determined by the PI /Co-PI(if any)

Project Assistant /Research Assistant/Project Fellow :

Age : Upper age limit – 28 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate)
Qualification : Post Graduation with 55% marks or NET/GATE qualified or equivalent or as specified by funding agency
Experience : As specified for the project & determined by PI / Co-PI (if any)
Desirable Qualification : As specified by the project & determined by the PI /Co-PI(if any)

NON-RESEARCH POSITIONS (Emoluments as provided by the funding agency)

Office Assistant:

Age : Upper age limit- 35 years: (5 years' relaxation for Female/SC/ST/ Physically Handicapped Candidate).
Upper age may be relaxed for the duration of earlier work in a project/scheme in CUK subject to the University rules prevalent at that time.
Qualification : Graduate with 55% marks, diploma/degree in the specified area as per requirement of the Project & funding agency
Experience : As specified for the project & determined by PI/Co-PI (if any).
Desirable Qualification : As specified for the project & determined by PI/Co-PI(if any)

Junior Office/Field/Laboratory Assistant or Attendant:

Age : Upper age limit – 30 years: (5 years' relaxation for female/ SC/ST/ Physically Handicapped Candidate).

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

Yours
faithfully,

(Principal Investigator)

Dated:

Ref. No.

Copy to the following for information and necessary action

1. The Head of the Department (_____)
2. Dean (_____)
3. The Registrar, CUK
4. The Finance Officer, CUK

(Principal Investigator)

CENTRAL UNIVERSITY OF KARNATAKA

DETAILS REGARDING APPOINTMENT UNDER THE PROJECT

1. Name of Principal Investigator :
- 2 Name of the Funding Agency :
Reference No. & Date of Sanction ;
3. Duration of the Project :
4. Sanctioned Posts :
5. Advertisement (name of the Newspaper): **Enclosure No.**
6. Required Qualification (As per Advertisement):
7. Précis of the candidates called for interview: **Enclosure No.**
8. (i) Qualification of the selected candidate:
(ii) Experience :
9. Recommendation of the Selection Committee: **Enclosure No.**

PRINCIPAL INVESTIGATOR

.....
COMMENTS FROM CONCERNED OFFICE
MAIN REGISTRY

Checked the above information.

DEALING ASSISTANT

On the basis of the information provided above and scrutiny of the papers the recommendation of the Selection committee has been found in order/not found in order due to the following reasons:
The appointment is confirmed/cancelled.

SECTION OFFICER

JOINING LETTER

Dated:

From:

To

The P.I.

Title of the Project _____

Department

Institute / Faculty

Central University of Karnataka

Kalaburagi – 585367

Subject: Joining report for the post of _____ under sponsored research project

Respected Sir,

Thank you very much for your letter No. _____ dated _____
regarding appointment as _____ under the Project entitled
“ _____ ”(P-).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty
w.e.f. _____ (F.N./A.N.) and request you to do the needful as per University rules.

Thanking you,

Yours
faithfully,
