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**NATIONAL INSTITUTE OF FOOD TECH. ENTREPRENEURSHIP & MGMT.
KUNDLI, SONEPAT (HARYANA)**

Ref. No./NIFTEM/K/2014/112

Dated: 30/07/14

NOTIFICATION

The approved Research Guidelines for undertaking National/International/Collaborative/
Sponsored/NIFTEM funded Research Projects at NIFTEM are notified.

This is issued with the approval of competent authority.


(Sushil Kumar)
Registrar

Copy to:-

- 1) SPPS to Hon'ble Vice Chancellor.
- 2) Advisor to Hon'ble Vice Chancellor.
- 3) PS to Registrar.
- 4) All Deans.
- 5) All HoD,s.
- 4) Consultant (S.K.S.)
- 5) Consultant (C.B. Kothari).
- 6) DGM (Anirudh Singh).
- 7) Concerned file.
- 8) Guard file.

**Guidelines for undertaking National/ International/ Collaborative/
Sponsored/NIFTEM funded Research Projects**

1. Proposals for undertaking Research Projects may either be submitted to any of the funding agencies of Govt. of India, State Governments, Private foundations or Trusts, or may be submitted to any of the International funding agencies and internally to NIFTEM for NIFTEM funding.
2. Submission of all proposals to the various funding agencies for undertaking the research projects should be forwarded through the respective Head of the Department, who would certify the feasibility of undertaking the research project and carrying out the project within the lab facilities i.e. manpower and infrastructure.
3. The Project Incharge (PI) or the Co-PI for the proposed project shall clearly state the availability/non availability as well as any extra infrastructure required.
4. The project proposal before submission must be cleared by Department Research Committee (DRC) duly constituted by the Vice Chancellor. The Departmental Research Committee would consist of the Head of the Deptt. (HOD) as the Chairman, two Associate Professors and two Assistant Professors. Out of these Associate Professors & the Assistant Professors, one each would be from the same Department and one from other Department of NIFTEM. The HOD will ensure that the proposed research project would meet any of the following objectives:-
 - a) It should lead to some public good and should be in the interest of the public (Consumer, Producer, Manufacturer, Regulator or Policy maker).
 - b) Should result into providing a solution to an industry problem (Process/ Product development/ Modification, Quality Assessment, Quality improvement, Cost Economics etc.)
 - c) Results should be marketable.
 - d) The deliverables from the Research project should result into opening of new vistas related to any of the food sector for further development.After clearance of the project by the DRC, IRC it would be then sent to the Hon'ble Vice Chancellor, NIFTEM through Dean (Research) for approval.
5. In case, the project proposal is not found to be suitable by the Departmental Research Committee, the same needs to be submitted to the Vice Chancellor through Dean (Research) giving appropriate reasons for rejection.
6. All projects submitted internally to NIFTEM for its funding, once approved should be sent to the different members of the Project evaluation committee, consisting

minimum of five outside members from both industry as well as academia with expertise in the relevant area of the project. Out of these two may be from abroad & at least one from the industry. This committee proposed by the concerned HOD in consultation with Dean(R) will be send for approval of the Vice Chancellor. The comments & inputs from the members of the project evaluation committee may be invited within a period of 21 days of sending them the proposal. Once the comments have been received from minimum of 3 reviewers, the project can be taken up for further processing. Alternatively a meeting may also be held at the Institute whereby the members of the Project evaluation committee are invited to the institute and their comments and inputs are taken during a detailed presentation of the project proposal.

7. A Research Advisory Committee would be constituted at the Apex level in NIFTEM as under:-
- i) Hon'ble Vice Chancellor – Chairman.
 - ii) All Dean's.
 - iii) All HOD's.
 - iv) Representative of NDRI, ICAR, CFTRI, DFRL and other eminent scientists from any other technical institutes in India - One each.
 - v) Representatives of Industrial Associations (CII, FICCI, AJFPA, ASSOCHAM etc.) – One each.
 - vi) Emeritus Professors- Three.
 - vii) Industry representatives- Three.
 - viii) MOFPI representative – One.
 - ix) One Associate Professor.

A periodic meeting of the RAC (6 monthly) would be held at NIFTEM, whereby all the ongoing projects and the new project proposals to be submitted (both for external funding as well as for internal funding) would be reviewed in the form of presentations by the concerned faculty members.

8. The Project proposal containing the financial implications of the project along with the submission form (Form-I) must be submitted to the Dean (Research) within 15 days of approval of the project and must be cleared by the Finance Section of NIFTEM within a period of seven working days & sanction order issued within next three days.
9. The financial requirements for the proposed project must also include 30% overhead charges besides finances required under the other heads (unless the funding agency has certain norms set for the overhead charge). This 30% should be calculated on the total amount of funding required for various purposes under different heads.
10. If the project is in collaboration with any outside agency (Government, non Government/Private etc.) within the country or abroad, all modalities stating the

Terms and Conditions of the Project collaboration including the right of patents and royalties' must be spelt out clearly.

11. If MOU is to be signed with the funding agency, a summary of the finalized report with the exact terms and conditions, should be submitted to the Registrar, NIFTEM for the appropriate actions after taking the due approval from the Vice Chancellor, NIFTEM. In case of any requirements for signing of confidentiality agreement for sponsored projects from the industry, the papers for the same need to be submitted to the Registrar, NIFTEM with prior written approval of the Vice Chancellor, NIFTEM.
12. No research project would commence without the prior written permission of the Vice Chancellor, NIFTEM.
13. Status and progress of each research project will be reviewed once every month by HOD and at least once every quarter by Dean (Research) and every six months by the Vice Chancellor. Ongoing projects would also be reviewed during the 6 monthly RDC meetings.

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Form-I

Submission of a new project proposal

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonapat)

Title of project _____

Project Investigator _____

Co-Investigator(s)* _____

Funding Agency and address:

Foreign or Indian Agency:

Total Financial support requested:

(Including overhead charges)

Certified that:

- a) A claim for NIFTEM for overhead charges (as applicable) has been included.
- b) I/We undertake to get the required clearance from relevant NIFTEM statutory bodies before this work is initiated;
- c) I/We shall be able to conduct this project within the infrastructural support available to me/us at present. In case of additional space/infrastructure requirements, permission from appropriate authorities have been obtained. Institute will not be obliged to provide extra funds/facilities to run this project.
- d) I/We certify that carrying out this project will not interfere with my research/teaching obligations in this Institute.

Signature(s) of Co-PI's

Signature(s) of CO-PI's

Signature(s) of Project Investigator

* If the Co-PI is not from NIFTEM, a letter from the Co-PI indicating his/her willingness to participate in the project may be enclosed.

Forwarded to Dean(R)

Forwarded to Finance Section, NIFTEM

Registrar

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Form-II

(DRAFT ADVERTISEMENT)

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonapat)

Advt. No.....

Application are invited for the following purely temporary post(s) in the DBT/DST/CSIR/ICMR/UGC/ any other project entitled " _____

_____ "

1. Senior Research Fellow: Salary Rs.

Essential Qualifications: _____

Desirable Qualifications _____

Job Requirements _____

2. Junior Research Fellow Salary Rs.

Essential Qualifications: _____

Desirable Qualifications _____

Job Requirements _____

3. Lab. Assistant/Sr. Technical Assistant/Technical Assistant/Lab Attendant:

Consolidated Salary/Scale Rs. _____

Essential Qualifications: _____

Desirable Qualifications _____

Job Requirements _____

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The above mentioned position(s) is/are purely on temporary basis and is/are co-terminus with the project. The initial appointment will be for a period for one year but can be curtailed or extended based on the performance of the candidate(s) and discretion of the Competent Authority.

NIFTEM may select candidates against the above post(s) depending upon the qualifications and experience of the candidate and reserves the right to relax any of the qualification(s) in case the candidate is found otherwise well qualified by the Selection Committee. Reservation of post(s) shall be as per Govt. of India norms.

Interested candidates may send their applications on plain paper, indicating name, date of birth/age, complete address (including e-mail) essential/technical/professional qualifications, experience, research work, list of published books/articles, etc. to the following address latest by _____ to _____.

Dr. _____

Lab Deptt. of _____

**NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTERRENEURSHIP AND MANAGEMENT SONEPAT,
HARYANA**

E-mail: _____

Telephone No. _____

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Form-III

(AD-HOC-APPOINTMENT OF PROJECT STAFF)

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonapat)

Dated:.....

The Vice Chancellor,
NIFTEM, HSIIDC Estate, Kundli,
Distt. SONEPAT (HARYANA).

Sub:- Ad-hoc appointment of project staff.

Dear Sir,

The following person(s) may be appointed on ad-hoc basis against the sanctioned post by the funding agency in the project as per details given below. These post(s) were advertised and are now proposed to be filled up as per norms.

Name of the Project Investigator :
Title of the Project :
Funding Agency :
Validity of Project : From.....to.....

POST(S) TO BE FILLED UP

S.No.	Name	Post	Remuneration	Period

It is further certified that above mentioned candidate(s) fulfill(s) the requisite qualifications for the said post(s).

Enclosures:

Signed Curriculum Vitae of candidate duly countersigned by the Project Investigator together with copies of the qualifying examination(s).

Signatures of P.I.

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Guidelines for recruitment of project staff in research projects of NIFTEM

The recruitment for Research staff would be done as under:-

1. Advertisement for inviting applications to be approved by HOD and Dean(R). Qualification must be strictly as per UGC norms.
2. Advertisement to be sent by Dean(R) to Administration for publication in one Hindi and one English daily news paper in 1/8 size and also to be put on Website at NIFTEM within 3 days of receipt.
3. Application to be received by PI & short listing to be done within 3 days of the last date by a committee approved by Dean(R). HOD to get the short listing approved and date of interview fixed by Dean(R). PI to issue the interview letters under copy to Registrar, Dean(R) and HOD.
4. Selection committee to consist of :-
 - Hon'ble Vice Chancellor, Chairperson.
 - Dean(R)
 - HOD Concerned.
 - PI Concerned
 - AR (Personnel).
 - PI will arrange the interview.
5. Within 24 hours of the interview being held, the PI will prepare file with the minutes of the selection committee and the recommendation & send it through HOD and Dean(R) to Registrar for issuing appointment letters. Registrar will ensure that the appointment letters are issued within next three days.
6. Interview would be held only after the Project is approved by the competent authority.
 - For every project approval, the Registrar will issue the sanction letter. Dean(R) will design a format/template for the same.
 - For the advertisement be published by the Administration, file should be sent by PI to Dean(R) through HOD for action as mentioned above.

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Form-IV

(Interview Letter)

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonepat)

No.NIFTEM/...../.....

Dated:.....

To.....

.....

.....

Subject:- **Interview for the post ofin the DBT/DST/ ICMR/
CSIR/UGC/AICTE/other agency sanctioned project entitled ".....".**

Dear Sir/Madam,

With reference to your application for the above mentioned post, you are requested to appear before the Selection Committee as per the schedule given below.

Day, Date and Time

Venue of interview

Board Room,
NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTERPRENEURSHIP AND
MANAGEMENT, SONEPAT,HARYANA

You are requested to reach at least 15 minutes before the time on the date of interview and bring the letter of interview with you.

You are also requested to bring all the original testimonials, certificates/degrees in support of your educational qualifications, date of birth, SC/ST certificates, experience certificates, list of publications etc. for verification.

Please note that no TA/DA/Conveyance charges are payable for the journey in connection with attending the above interview and the candidates have to make their own arrangements for stay.

Yours Sincerely,

(Project Investigator/Registrar)

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Form-V

(MINUTES OF SELECTION COMMITTEE)

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonapat)

MINUTES OF THE SELECTION COMMITTEE FOR APPOINTMENT TO THE POST OF
.....(Scale/Fellowship:.....) IN THE PROJECT
ENTITLED.....
....." of Dr.(Project is valid up
to.....)(The above appointment is proposed for a period of

The following Selection Committee set up to make recommendations for appointment to the above
mentioned post(s) in the project met onat..... in the
....., NIFTEM, Kundli (Sonapat).

1. Chairperson/Director's Nominee
2. External Expert
3. Member
4. Member-Convener

In response to the advertisement, applications were received and after short listing, the
following..... candidates were called for interview.

- 1..... 2..... 3..... 4.....
5..... 6..... 7..... 8.....

All the candidates, except Sl.No..... appeared before the Selection Committee. The Selection
Committee, after careful consideration of all aspects, recommends the following;

Person in order of merit	for the post of	Scale/pay	Period	Remarks
1.				
2.				

Signature of the Selection Committee Members

(.....) (.....) (.....) (.....)
(.....)
(Chairperson)

Forward to the Registrar for necessary action.

Encl.

1. Copy of Advt.
2. Update C.V. of Selected candidates.
3. Copy of sanction of post by funding agency (if not already sent to the Registrar)

Project Investigator

(for Office use)

Hon'ble Vice Chancellor may kindly approve the Minutes of the Selection committee.

E.A.

A.R.

Registrar

Vice Chancellor

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Form-VI

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonapat)

INDENT FOR LOCAL CHEMICALS, CONSUMABLES & SMALL EQUIPMENTS

Indent No.....

Date.....

Sr.No.	Cat No./ Quotation No.	Description of Article	Make	Rate	Qty.	Amount

Head of expenditure NIFTEM/Project.....Total.....

1. Certified that item(s) is/are essential for research work and any other substitute will not serve the purpose.
2. Certified that the rates are competitive /lowest rates in accordance with current price list.
3. Certified that the above proposal is recommended after following the prescribed purchase procedure.
4. Certified that the stock in respect of above item is nil/below minimum level.
5. Certified that in case of Project requirement funds are available under the concerned head.

Indent

name/Signature of the

Name/Signature

Faculty Incharge

Total Rupees.....

VAT/Excise Duty (approx.) RS.....

Total Expenditure (Rs.).....Payment terms.....

Recommendation of the Standing Purchase Committee

Chairman

Member

Member

Member

Member

Recommendation of the Standing Purchase committee is submitted for approval

P.S.O.

Registrar

Vice Chancellor

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Form-VII

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonapat)

No.....

Date.....

SUPPLY ORDER (LOCAL CONSUMABLES)

M/s _____

Dear Sirs,

Kindly refer to the Proforma Invoice/Quotation No. _____ dated _____ submitted by M/s _____ regarding supply of consumables as mentioned therein for the laboratory of our Institute. We are pleased to place an order for the same as per terms and conditions given below. The total value of order is Rs. _____.

The ordered material may please be delivered to Dr. _____, as mentioned in the referred quotation.

Terms and conditions:-

- (i) The above rates are F.O.R. NIFTEM, Kundli (Sonapat) including all duties, cartage charges, labour charges, packaging and forwarding, freight and Vat etc.
- (ii) Delivery of the above ordered items should be made within a week from issue of this order at NIFTEM, Kundli(Sonapat) in good condition.
- (iii) The payment will be released after receipt and acceptance of all items at our site in good condition, subject to certification by authorized representative of our Institute.
- (iv) Duty Exemption Certificate will be provided by us on demand.
- (v) Please submit original Invoice/Bill in duplicate and pre-receipted along with copy of Delivery Challan.

Yours Faithfully,

(Project Investigator/ Purchase cum Stores Officer)

National Institute of Food Technology, Entrepreneurship and Management
Kundli (Sonepat)

No.....

Date.....

SUPPLY ORDER (IMPORTED CONSUMABLES/EQUIPMENTS)

M/s _____

Dear Sirs,

Kindly refer to the Quotation No. _____ submitted by your Indian Representative M/s _____ towards the supply and/or installation of _____ No. of _____ as mentioned therein. We are pleased to place an order for the same as per terms and conditions given below. The total price of above item is _____ CIF/CIP Sonepat, Haryana.

The shipment and Original Invoice may please be dispatched to under mentioned address.

Director,

NSTITUTE OF FOOD TECHNOLOGY, ENTREPRENEURSHIP AND MANAGEMENT
KUNDLI (SONEPAT) HARYANA-110067.

Imported Instructions for Shipping

1. The c _____ ent should be sent to us by airfreight to Indira Gandhi International Airport, New Delhi.
2. Since we have to take advance action to get the consignment cleared from the customs Authority here upon its arrival, please send us the following information by (fax No.....) and also by (e-mail.....) at least three days in advance of the arrival of the consignment at IGI Airport, New Delhi.
 - (i) CIF Value.
 - (ii) Flight No. and name of Airlines.
 - (iii) Airway Bill Number
 - (iv) Also please Fax a copy of the Invoice to us well in advance.

Terms and conditions:-

- (i) Delivery of above equipments/consumables should be made within three weeks by air up to IGI Airport, New Delhi.
- (ii) Installation and Commissioning of above items would be done by the Engineer of your local Indian representative free of cost at our site at NIFTEM, Kundli, Sonepat.
- (iii) The advance payment will be released only after submission of 10% Bank Guarantee equivalent to order value in favour of your principles and order Acknowledgement. The Bank Guarantee shall be treated as performance security till the completion of the standard warranty period.
- (iv) Warrantee Certificate should be submitted for the supplied equipments/consumables towards any manufacturing defects/poor workmanship for a period of one year from the date of successful installation at our site.

Thanking You.

Yours faithfully

(Project Investigator/Purchase cum Stores Officer)

POST SANCTION ACTIVITY

i) Assigning of code Number:

On receipt of sanction of the project from the sponsoring funding agency, a unique Project Number/identity will be allotted to the project by the Administration.

No separate bank account shall be opened for the project. A separate ledger folio should be made to select and hire suitable persons as early as possible through advertisements.

(ii) Advertisement:

Project positions be filled in up by giving publicity through circulation to different universities/educational institutions etc. and the advertisement also be placed on NIFTEM website and within the Institute. The PI is required to forward a request along with the advertisement (As per Form-II) to the Registrar, NIFTEM prior permission/approval of the Institute and also indicating the Budget head/sub-head of account from which the expenditure is to be met.

(iii) Ad-hoc Appointment

In emergencies, ad-hoc appointment may be offered to suitable candidate(s) on the recommendation of the PI and prior permission of the Institute, for a period not exceeding six months. PI will be expected to fill in the position within this period of the ad-hoc appointment. The PI should send a proposal for ad-hoc appointment of a candidate along with his/her complete bio data and justification for ad-hoc appointment (As per Form-III) to the Registrar, NIFTEM for seeking approval of the competent authority.

(iv) Constitution of Selection Committee.

The PIs are required to propose the members and obtain approval of the Vice Chancellor for constitution of Selection Committee, with the composition given as under:-

(a) Hon'ble Vice Chancellor	Chairman.
(b) Dean (Research)	Member
(c) Head of Deptt.	Member
(d) An External Expert (from relevant field)	Member
(e) The Co-PI/A Faculty Member from the Institute	Member
(f) Project Investigator	Member Convenor

Note:-Since it is not possible to call all the applicants for interview, the Project Investigator may propose to constitute a " Screening/Short Listing committee" to shortlist the suitable candidates to appear for interview before the Selection Committee.

(v) Interview

Interview date must be decided in consultation with the Chairman of the committee & the HOD and interview letters mailed (As per Form-IV) to the applicants giving at least two weeks time to appear for interview. If Selection Committee members are from outside,

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NIFTEM their, TA/DA/Honorarium as per norms and the miscellaneous expenditure towards refreshments, lunch etc. may be paid from the Contingency head/concerned head of the project with prior permission of the Vice Chancellor.

After the interview, minutes of the Selection Committee may be sent to the Registrar for getting the approval of the Vice Chancellor and issuance of offer/appointment letter(s) to the selected candidates. It is the responsibility of the PI to ensure that the candidate(s) whose name(s) is/are recommended for appointment fulfill(s) the minimum qualifications as per the guidelines issued by the grant giving agencies and the fellowship amount/salary/pay being recommended is as per the budget approved by the funding agency.

(vi) Minutes/recommendations

Minutes/recommendations of the Selection Committee should contain the following information (As per Form-V):-

- a) Name of the post.
- b) Number of the candidates called for the interview.
- c) Number and names of the candidates who appeared for the interview.
- d) Name(s) of the candidate selected for the post(s) and suggested pay/salary. It should be ensured that the pay/salary should be fixed/decided as per the provision made and approved in the project for this purpose.
- e) Signed copy of the Curriculum Vitae of selected candidate(s).

vii) Offer of Appointment

The offer of appointment to the selected candidates on the basis of the recommendations of the Selection Committee will be made by Registrar, NIFTEM. The term of appointment will be till the end of the project or as recommended by Selection Committee.

vii) Extension/Termination of services of a project employee.

The PI must send at least one month in advance the request for extension of services of the project staff beyond the prescribed time to the Registrar. If a project staff resigns, his/her resignation letter be immediately sent by PI to the Registrar for approval of the Competent Authority so as to avoid any overpayment.

viii) TA/DA

Local TA

Hiring of taxis and Reimbursement of local conveyance charges for official journey shall be regulated as per entitlements & norms and the rates prescribed by NIFTEM from time to time.

TA/DA Inland

Sanctioning authority in all cases of official journey shall be the Registrar of the Institute.

TA/DA Abroad

Sanctioning authority in all cases of official journey abroad shall be as provided by the funding agency in the project sanction, or otherwise the Vice Chancellor of NIFTEM.

ix) PROCURING SUPPLIES

Procuring supplies and paying for the same constitute the biggest project related activity.

- i) **Material Supply:** Material supplies can be procured locally or imported. All purchases would be done as per the GFR norms/norms being followed by NIFTEM.
- ii) **Ordering:** A formal supply order (As per Form-VII & VIII) must be issued (through central dispatch of Administration) for items above Rs.15,000/-. Three copies of the supply order be prepared. Original is meant for the Agents/Company, retain one copy in the file and sent third copy to the Purchase Division for record (if sent by PI).

iii) Custom Clearance:-

- i. **Shipment of consignment:** Local agents of the supplier company will inform the Purchase Division about the arrival of the shipment. They should give the cargo arrival notice containing, Airway bill number of the shipment, Airline, flight number and date of arrival, Cargo agency who should be contacted to get the delivery order (DO) and the final invoice containing the precise figures of payment. These prices of information have to be immediately transferred to the custom clearing agents of NIFTEM, who would clear the consignment on Institute's behalf and deliver it to the concerned Project Investigator.
- ii. **Custom agents and Demurrage Charges:** If there is delay of more than three days in getting the shipment cleared from custom, Custom Department levies demurrage charges. It is, therefore, crucial to get the shipment cleared as soon as possible. In spite of all efforts for a quick release of the shipment, sometime delays do take place and demurrage charges have to be paid. Agents would submit a bill, which includes the fee for collecting DO, custom fee, any demurrage charges and the agent's fee fixed by NIFTEM. If there are demurrage charges, special request for condoning demurrage must be accompanied with the reasons for accumulation of demurrage charges.

iv) Delegation of financial powers

The financial powers to be delegated to all the faculty members for incurring expenditure out of recurring project funds per month per project.

The financial powers can be utilized for the following as per norms.

1. Purchase of consumables like chemicals, glassware, plastic wars, sundry lab items and miscellaneous local purchases in respect of the projects.
2. Photographic materials for research work.
3. Stationery.
4. Hiring of taxis and Reimbursement of local conveyance charges for official journey, which shall be regulated as per rules of the institute from time to time.
5. All other recurring contingent expenditure including emergent small repairs and spare parts.

The financial powers delegated to the PI mentioned hereinbefore does not include:

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1. Engagement of manpower.
2. Expenditure on AMC's
3. Procurement of equipments'

Further, the purchase of items more than the value of Rs.15,000/- and upto Rs.20,000/- per months per project head may be allowed subject to the condition that the goods (consumables/chemicals) be procured from the existing Rate contract/Vendors of the Institute at approved rates. However, the goods (consumables/chemicals) more than the value of Rs.15,000/- and not covered under the Rate Contracts shall be procured after following the prescribed procedure.

Note:-

- a) All the assets acquired from the grant will be the property of Government of India/ NIFTEM and should not be disposed off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior sanction of the funding agency/NIFTEM as per NIFTEM.
 - b) After completion/termination of the project, Government of India/NIFTEM will be free to sell or otherwise dispose off the assets, which are the property of the NIFTEM. The Government of India also has the discretion to gift the assets to the Institute or transfer them to any other Institute if it is considered appropriate and justified. Till such time the communication of the govt. of India is received in this regard after completion of the project, the ownership of such assets shall be taken over by the Institute.
- x)Seminar/Workshop:** For conducting seminar/workshop/conference etc., the organizer would make a tentative budget and declare the sources of funding, if any advances are required before the seminar/workshop and get it approved from the competent authority. In case the seminar organizer is raising funds through registration charges from the participants, necessary prior approval from the Institute has to be obtained and detail of such receipt has to be forwarded to the Registrar. No separate bank account will be allowed to be opened for watching the receipt. The said amount will be deposited in the Sponsored Project Account. Advances will be paid only for travel cost for the participants, petty stationary, rental cost for the venue/guest house charges in case the participants are housed outside the Institute. To the extent possible, payment be made directly to the parties/agencies though A/c payee cheque. In that case the Project Investigator will ensure that the relevant service taxes/income tax and other deduction are taken care of along with other norms/procedure for cash disbursement.