Chapter-VII

MISCELLANEOUS

Delegation of Administrative and Financial Powers by the Board of Governors to the Officers/Employees of the University

1. (a) The terms Group 'A', Group 'B', Group 'C', and Group 'D' shall carry respectively the same meaning as assigned to them in these regulations relating to the appointment of employees of the University other than teachers.

(b) The teachers shall be classified as Professor or equivalent, Associate Professor or equivalent and Assistant Professor or equivalent.

2. The officers of the University may exercise such administrative powers as are specified in Part 'A' of the Schedule to this regulation subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he considers necessary.

3. The officers of the University may exercise such financial powers as are specified in Part 'B' of the Schedule to this regulation subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may at his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he considers necessary and provided further that no expenditure shall be incurred which is not provided in the Budget approved by the Board of Governors and that expenditure in excess of the powers specified may be incurred (upto the amount provided for in the budget) with the prior approval of the sanctioning authority after obtaining the concurrence of the Registrar / Controller of Finance.

4. The Vice-Chancellor may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been delegated to the Vice-Chancellor by the Regulations.

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SCHEDULE

PART A

Delegation of Administrative Powers

Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College / Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Director College Development Council/ Director Distance Education	Controller of Examinations/Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Deptt. and other Officers nominated by Vice Chancellor from time to time	XEN	Remarks
1.	Powers to make temporary appointments against sanctioned posts including Research Associate, JRF, SRF, Research Assistant	Upto one year in respect of Officers of the University, Group A, B, C & D Employees and all Teachers	Under emergent circumstances but not more than one semester other than faculty member with concurrence of the Vice Chancellor	Under emergent circumstances but not more than one semester within their preview with prior approval of the Vice Chancellor	with the concurrence of the Vice Chancellor	with the concurrence of the Vice Chancellor	-	-
2.	Power to permit charge of Group A, B, C and D employees to be made elsewhere other than at HQ	Full powers	Nil	-	Nil	Nil	Nil	-

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Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College / Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Director College Development Council/ Director Distance Education	Controller of Examinations/Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Deptt. and other Officers nominated by Vice Chancellor from time to time	XEN	Remarks
3.	Power to effect transfer of officers, teachers, technical and ministerial staff	Full powers	Full powers in respect of group B, C and D employees with concurrence of the Vice Chancellor	Full powers in respect of employees under their respective charge with prior approval of the Vice Chancellor	-	Full powers except Director, Sports & Youth Welfare in respect of group B, C and D employees under their respective charge with concurrence of the Vice Chancellor	-	Vice Chancellor may also has powers under special circumstances to transfer any employee/officer from one constituent college/PIT(s) to another constituent college/PIT(s)/main Campus to be ratified by BOG and vice-versa
4.	Inviting persons on deputation	Full Powers	Nil	-	Nil	Nil	Nil	Against the sanctioned post(s)
5.	Power to sanction honorarium to the teachers / employees	Full Powers	UptoRs. 3000/- per person per day not more than Rs. 15,000/- in a day.	UptoRs. 3000/- per person per day and not more than Rs. 15,000/- in a day with concurrence of the Vice Chancellor	Nil	Nil	Nil	-
6.	Power to permit acceptance of fee or outside work by the teachers / employees in accordance with the provision of the regulations	Full powers	Full powers in respect of Group B,C and D ministerial staff with concurrence of the Vice Chancellor	Full powers in respect of employees under their respective charge with concurrence of the Vice Chancellor	Nil	Nil	Nil	-

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Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College / Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Director College Development Council/ Director Distance Education	Controller of Examinations/Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Deptt. and other Officers nominated by Vice Chancellor from time to time	XEN	Remarks
7.	Powers to permit officers, teachers and employees to attend conferences, meetings and other business of the universityoutside the state	Full powers	Full powers in respect of Group B,C and D ministerial staff with concurrence of the Vice Chancellor	Full powers in respect of employees under their respective charge within prescribed rules & regulations with concurrence of the Vice Chancellor	Nil	Nil	Nil	-
8.	Power to allow daily allowance at a place of training	Full Power	Full powers for the staff Group B,C and D with the concurrence of Vice Chancellor	Only recommending authority in respect of employees under their respective charge	Only recommending authority in respect of employees under their respective charge	-		Within prescribed rules and regulations
9.	Power to grant approval in respect of TA of Officers, Teachers and Employees of the University	Full Powers	Full powers for the staff Group B,C and D working under them	Full powers in respect of employees under their respective charge as per rules.	Full powers for the staff Group B,C and D working under them with concurrence of the Vice Chancellor	Full powers for the staff Group B,C and D working under them with concurrence of the Vice Chancellor Full powers to COE in respect of TA of experts and others for conduct of examinations	-	Within prescribed rules and regulations

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Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College / Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Director College Development Council/ Director Distance Education	Controller of Examinations/Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Deptt. and other Officers nominated by Vice Chancellor from time to time	XEN	Remarks
10.	Powers to fix Head Quarters of any post	Full Powers	Full powers in respect of Group B,C and D ministerial staff with concurrence of the Vice Chancellor	Nil	Nil	Nil	Nil	-
11.	Powers to sanction leave	Full Powers for any kind of leave	Full powers in respect of Group B,C and D ministerial staff within the prescribed rules and regulations	Only Casual Leave	Only Casual Leave	Only Casual Leave	Only Casual Leave	-
12	Powers to sanction house rent allowance at prescribed rates or the actual rent paid, whichever is less to persons entitled to rent free accommodation	Full Powers	Full powers in respect of Group B,C and D employees within the prescribed rules and regulations	Recommending authority for employees within his charge	Nil	Nil	Nil	
13	Powers to send officers / officials for short training`	Full Powers	Full powers for the staff Group B,C and D working under them with concurrence of the Vice Chancellor	Full powers in respect of employees under their respective charge with approval of Vice Chancellor	Full powers for the staff Group B,C and D working under them with concurrence of the Vice Chancellor	Full powers for the staff Group B,C and D working under them with concurrence of the Vice Chancellor	Nil	-

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Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College / Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Director College Development Council/ Director Distance Education	Controller of Examinations/Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Deptt. and other Officers nominated by Vice Chancellor from time to time	XEN	Remarks
14	Release of increments of teachers and other employees	Full Powers for special increments	Full powers in respect of all employees of university within the prescribed rules and regulations	Nil	Nil	Nil	Nil	-
15	Permission for purchase of immoveable property by employees and teachers of the University	Full Powers	Full powers equal to twelve months salary (Basic Pay + Dearness Allowance) in each case in respect of staff working under their control with intimation to the Establishment Branch of University	Full powers equal to twelve months salary (Basic Pay + Dearness Allowance) in each case in respect of staff working under their control with intimation to the Establishment Branch of University	Full powers equal to twelve months salary (Basic Pay + Dearness Allowance) in each case in respect of staff working under their control with intimation to the Establishment Branch of University	Full powers equal to twelve months salary (Basic Pay + Dearness Allowance) in each case in respect of staff working under their control with intimation to the Establishment Branch of University	Nil	-
16	Acceptance of Resignation of Officers, Teachers and Other Employees of the University	Full Powers	Full powers in respect of Group B,C and D employees within the prescribed rules and regulations with concurrence of the Vice Chancellor	Recommending authority only	Nil	Nil	Nil	Consolidated report be put up before the next meeting of BOG

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Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College / Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Director College Development Council/ Director Distance Education	Controller of Examinations/Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Deptt. and other Officers nominated by Vice Chancellor from time to time	XEN	Remarks
17	Implementation of conduct rules/ punishment and appeal rules	Full Powers except Officers of the University as may be declared under the Act and regulations, and the BOG. In such type of case, powers will remain with the Board	Full powers in respect of group B, C and D employees with concurrence of Vice Chancellor	Full powers in respect of group B, C and D employees under their respective charge with concurrence of Vice Chancellor	-	-	-	Consolidated report by put up before the next meeting of BOG
18	To allow regularization of employees on successfully completion of probation or extension in period of probation.	Full Powers	Full powers in respect of Group B, C and D employees	Recommending authority	Nil	Nil	Nil	Consolidated report be put up before the next meeting of BOG

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Delegation of Powers for passing the Bill and Cheque Issuing Authority

Sr. No.	Designation	Powers	Remarks
01	Registrar	Full Powers	Cheque issue joint signatory with Finance Officer. In the absence of Finance officer, Deputy Finance officer will be the joint signatory or as decided by the Vice Chancellor
02	Finance Officer	Upto Rs. 5.00 Lakh	Cheque issue joint signatory with Deputy Finance officer, in the absence of Deputy Finance officer , Assistant Registrar (Finance) will be the joint signatory or as decided by the Vice Chancellor
03	Dy. Finance Officer	Salary will full powers otherwise Upto Rs. 50,000/-	Cheque issue joint signatory with Assistant Registrar (Finance), in the absence of Assistant Registrar (Finance)the decision of the Vice Chancellor will be followed

(General Powers not specified in the above schedule)

Sr. No.	Authority	Extent of Power	
		Recurring	Non-Recurring
01	Vice-Chancellor	Upto Rs.2,00,000 per annum in each Case and will be put up before the Finance Committee for ratification	Upto Rs.5,00,000 in each case and will be put up before the Finance Committee for ratification
02	Registrar	Upto Rs.25,000/- per annum in each Case and will be put up before the Finance Committee for ratification	Upto Rs.1,00,000 in each case and will be put up before the Finance Committee for ratification

Powers to write-off Losses shall vest in the Vice-Chancellor

Note:

(i) Vice Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
(ii) Powers to sanction expenditure in respect of items not specified above, shall rest with the Vice Chancellor
(iii) Powers to sanction expenditure beyond the limits specified above shall rest with the Vice Chancellor
(iv) Powers to release all salary related payments shall rest with the Deputy Finance Officer.
(v) The Powers delegated in the schedule A & B are subject to provisions of funds, rates fixed and procedures prescribed
(vi) Concurrent Audit will be carried out by the Chartered Accountant.
(vii) Annual post audit will be carried out by Accountant General (Audit) Punjab.

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SCHEDULE

PART B

Delegation of Financial Powers

Sr No.	Nature of the Power Delegated	Vice-Chancellor	Registrar	Director of Constituent College/Institute	Dean Student Affairs/Dean (R&D)/ Dean Academic affairs/ Controller of Examinations/ Director College Development Council/Director Distance Education	Finance Officer//Director Sports & Youth Welfare/Director IT Enabled Services/Head of Department and other Officers nominated by University from time to time	XEN	Remarks
1.	Purchase of Infrastructural Fixed Assets etc./Land/Building; and Construction of new Buildings	Full powers	-	-	-	Nil	-	With the approvals of Board of Governors/ Building Works Committee/ Finance Committee as the case may be, except exceptional circumstances. Approval given under exceptional circumstances to be ratified by the respective body

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								i.e. Buildings Works Committee/ Finance Committee/ Board of Governors.
2.	Purchase of Office Equipment including electronic or manual, intercom Equipment, Frisking machine, including telephone instruments, calculators, computer, peripherals, ACs, Desert Coolers, Heat Convectors etc.	Full powers	Upto Rs.25000 p.a., Rs. 5000 for each occasion (for the respective department) after completing the codal formalities	Upto Rs.1.99 lakh at a time after completing the codal formalities	Upto Rs.25000 p.a., Rs. 5000 for each occasion (for the respective department) after completing the codal formalities	Nil	-	Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.
3.	Fixtures and furniture purchase	Full powers	Upto Rs.1.99 lakh at a time after completing the codal formalities	-	-	Nil	-	Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.
4.	Freight/Demurrage/ wharf age charges	Upto Rs.50,000 in each case	Nil	Nil	Nil	Nil	Nil	Beyond Rs. 50000/- with approval of Chairman, Board of Governors

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5.	Merits, Awards, Stipends, Loans and educational scholarships to Students, fee waiver	Full powers	-	-	-	Nil	Nil	Subject to availability of funds, completion of procedural formalities as laid down by the University.
6.	Advertisement & Publicity charges	Full powers	Upto Rs.1 lakh in each case	-	-	-	-	As per approved policy
7.	Hostel Purchases	Full powers	-	-	Recommending powers (with the respective Dean) with approval of Vice Chancellor.	-	-	Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.
8.	Electricity & Water charges	-	Full powers	Full powers	-	-	-	-
9.	Insurance	Full powers	Full powers with the concurrence of Vice Chancellor	Full powers with the concurrence of Vice Chancellor	-	-		
10.	Legal Charges	Full Powers	Upto Rs.50,000/- in each case with the concurrence of Vice		-			Subject to availability of funds, completion of procedural formalities as

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			Chancellor					laid down by the University
11.	Audit Charges	Full Powers	Upto Rs.50,000/- in each case with the concurrence of Vice Chancellor					Subject to availability of funds, completion of procedural formalities as laid down by the University
12.	Other Professional (Administrative) Charges	Full Powers	Upto Rs.50,000/- in each case					Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.
13.	Transportation (a) Purchase of Motor vehicle	Full powers	-	-	-			Subject to availability of funds, completion of procedural formalities as per per the purchase procedure laid down.
	(b) Maintenance and repairs of staff cars/Machinery	-	Full Powers	Full Powers	-			Subject to availability of funds, completion of procedural

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								formalities as per per the purchase procedure laid down.
	(c) Hiring of Vehicles for official purpose		Full Powers with the concurrence of Vice Chancellor	Full Powers with the concurrence of Vice Chancellor				Subject to availability of funds, completion of procedural formalities as laid down by the University
	(d) Pollution charges	-	Full Powers	Full Powers	-			
14.	Municipality charges and taxes	-	Full powers	Full powers	-			
15.	Postal expenses on outgoing dak, telegrams etc. (Postage, Speed Post Charges, Courier Charges etc.)	-	Full Powers	Full Powers	Rs.5000 p.a. (for the respective department)	Rs.5000 p.a. (for the respective department)	Rs.5000 p.a. (for the respective department)	Subject to availability of funds, completion of procedural formalities as laid down by the University
16.	(a) Publications of the University/ Printing & Binding (b) Admission Brochure (c) Printing of Magazine, News Letter etc.	Full powers	Full powers with the concurrence of Vice Chancellor.	Full powers with the concurrence of Vice Chancellor	Full powers (for the respective department) with the concurrence of Vice Chancellor	UptoRs. 50,000/- p.a. with the concurrence of Vice Chancellor		Subject to availability of funds, completion of procedural formalities as per per the purchase procedure laid down.

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17.	Purchase of Publications for administrative use (Newspapers, Books)	Full powers	Up to Rs.1 lakh p.a. with the concurrence of Vice Chancellor	Up to Rs.50,000/- p.a. with the concurrence of Vice Chancellor	-			
18.	Security Expenses payment of Wages of Security, Sweeping, Horticulture Staff etc.	Full powers	Full Powers against sanctioned posts	Recommending authority	-	-	-	Within the prescribed rules and regulations
19.	Stationery Store including computer stationary and other consumables	-	Full powers after completing codal formalities	Upto Rs. 10,000/- at a time after completing codal formalities within budgetary allocation	Rs. 5000 at a time (for the respective department) after completing codal formalities within budgetary allocation.	Rs. 5000 at a time (for the respective department) after completing codal formalities within budgetary allocation.	-	Subject to availability of funds, completion of procedural formalities as per per the purchase procedure laid down.
20.	Wages in respect of outsourced contractual staff Expenses	-	Full Powers	-	-	-	-	Subject to the approval of Vice Chancellor for deployment of manpower
21.	Remuneration (including conveyance charges to staff for attending duty on holidays and late hours).	-	Full Powers	Full Powers	Full Powers only for COE under his charge	-	-	Within the prescribed rules, subject to the approval of Vice Chancellor

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22.	Horticulture	-	Full powers	Full powers	-	-	-	Subject to prior approval of the competent authority
23.	Sanitation	-	Full powers	Full powers	-	-	-	Subject to prior approval of the competent authority
24	Internet facility	-	Full Powers	Full Powers in respect of payment of recurring charges	-	-	-	Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.
25.	Repair and Maintenance of office equipments furniture etc.	-	Full Powers	Rs. 25,000/- p.a.	-	Rs. 5000/- Per annum Rs. 1000/- per occasion	-	Full powers where maintenance is entrusted to the same party who originally installed/ supplied the equipment. In other cases subject to invitation of tenders and recommendation of a committee constituted for the purpose.

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26.	General Common Services (i) Inaugural functions (ii)Conferences and Seminars/workshops / Guest Lectures/FDPs	Full powers	Upto Rs.3.00 lakhs per International conference and Rs. 1,50,000/- for National conference with the prior approval of Vice Chancellor	-	-	-	-	Subject to general instructions and availability of funds.
27.	Expenses at official meetings, functions, Consultative Meetings, Board of Studies, Expert Fee, BOG, FC, BWC etc.	Full powers	Full powers	Upto Rs. 50,000/- p.a.	UptoRs.50,000p.a (for the respective department)	-	-	Subject to prescribed rates approved by the competent authority
28.	Bills of University guests accommodated at Guest Houses etc.	-	Full powers	-	-	-	-	1. Sanction of VC is required to declare any person as University Guest. 2. Subject to prescribed rates and limits
29.	(a)Sports/Games/ Cultural Expenses	-	-	-	-	Full Powers to Director, Sports & Youth Welfare with the concurrence of the Vice Chancellor	-	Subject to prescribed rates and limits with the approval of Vice Chancellor

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30.	Signing of Annual Maintenance Contracts	-	Full powers	Rs. 25,000/- p.a.	-	-	-	To sign all AMCs on behalf of the University within the Terms and Conditions as approved by the competent authority.
31.	Engagement of Visiting Faculty/ Adjunct faculty/ Guest Faculty	Full powers	-	-	-	-	-	As per norms
32.	Payment to Members of Statutory Bodies, Assessment Committee Expert Committees, Sub- committee	-	Full powers	Full powers	Full powers with prior approval of the Vice Chancellor -	-	-	As per norms
33.	Consultant for Course Curriculum/ Expert Lecturer/ Workshops	Full powers	-	-	-	-	-	As per norms
34.	Earn while you Learn Scheme	Full powers	Upto Rs. 5,000/- p.m. per student	Upto Rs. 5,000/- p.m. per student	Nil	-	-	As per norms
35.	Miscellaneous /unforeseen expenses	Full powers	Rs.50,000/- in each case with Ex-post facto approval from Vice-Chancellor	Rs.20,000/- in each case with Ex-post facto approval from Vice- Chancellor.	-	-	-	-

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36.	Selection Committees	Full Powers	Upto Rs. 25,000/- p.a.	-	-	-	-	-
37.	Repairs, Renovation & alteration of Buildings	Full powers	Upto Rs.10 lakhs p.a.	Upto Rs. 01 lakhs p.a.	-	-	Upto Rs. 2 Lakhs	After the Approval of BWC and subject to availability of funds, completion of procedural formalities as per laid down by the University

LIBRARY

Sr. No.	Item of Expenditure	Vice Chancellor	Registrar	Director of Constituent Campus	Remarks
1.	Purchase of books and journals/ e-resources/ periodicals/Audio/Video etc.	Full powers	Upto Rs.3 lakh p.a.	-	Preferably centralized purchase. Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.
2.	Material for packing, binding indexing library cards special registers etc.	-	Full powers on recommendation of Purchase Committee	Full powers on recommendation of Purchase Committee	Subject to availability of funds, completion of procedural/codal formalities as per the purchase procedure laid down.
3.	Purchase of publications like Newspapers & Periodicals, etc. and special library stationary	Full powers	Up to Rs. 1 lakh p.a.	Up to Rs. 50,000/- p.a.	Subject to availability of funds, completion of procedural formalities as per the purchase procedure laid down.

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STUDENT SERVICES

Sr. No.	Item of Expenditure	Vice Chancellor	Registrar/	Director of Constituent Campus	Controller of Examination	Remarks
1	Educational Tours/Field based learning	Full Powers	Upto Rs. 1 Lakh in each trip/Tour	Upto Rs. 2 Lakh in each trip/Tour	-	Subject to Budgetary allocation and within the prescribed rules and regulations
2.	(a) Examination Expenses (b) Admission Expenses (c) Printing of Material	-	Full powers	Full powers	Upto Rs. 1 lakh p.a.	within the prescribed rules and regulations
3.	Convocation	Full Powers	Upto Rs. 5 lakhs p.a.			

ADVANCES

Sr. No	Nature of Power	Authority to whom Delegated	Extent of delegation		Remarks
1.	Imprest	Vice Chancellor in the first instance	Full powers	-	-
2.	Temporary Advances	Vice Chancellor	Full powers	-	To be Settled within one month with concurrence of finance section
		Registrar	Upto Rs.1 lakh per instance	-	-
		Deans/Directors/ HODs	Upto Rs.50,000/-per instance	-	-

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Sr. No	Nature of Power	Authority to whom Delegated	Extent of delegation		Remarks
3.	Advances in connection with conduct of examinations/Admission Tests	Vice Chancellor	Full Powers	-	To be settled before the start of next semester examination
		CoE	Upto Rs.10 lakh per semester	-	-

STUDENT FEES, SECURITY DEPOSIT ETC.

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Extension in date of payment of fees, Remission of Readmission Fees	Dean (academic affair)/ Director of constituent college	Full powers	within the prescribed rules and regulation
2.	Grant of freeship to students	Dean(Student Welfare)	within the prescribed rules and regulation	On the recommendation of the Committee set up for the purpose.
3.	Refund of Security Deposits/EMD	Registrar	Full powers	within the prescribed rules and regulations
4.	Refund of Fees	Registrar	Full powers	on the recommendation of DAA under the prescribed rules and regulations
5	Imposition of fine	1. Director of constituent college/institute 2. CoE 3. DSW 4. CW	1. Upto Rs. 10,000/- per student 2. Upto Rs. 5,000/- per student in a semester 3. Upto Rs. 5,000/- per student in a semester 4. Upto Rs. 1,000/- per student in a semester	As per rules and regulations

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Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
		5. Warden 6. HoD	5. Upto Rs. 500/- per student in a semester 6. Upto Rs. 10,000/- per student	
6	Waiver of Fine	Dean (Academic affairs)	Full Powers	Subject to recommendations of the committee

Re-appropriation of Funds

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation		Remarks
1.	Re-appropriation from one sub-head or detailed head to another within the same major head of account.	Vice Chancellor	Full Powers	-	-
2.	Re-appropriation from one major head of account to another major head of account of Revenue Expenditure	Vice Chancellor	Full Powers	-	Subject to the ratification by Finance Committee

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Signing of Contracts and Documents

Sl. No	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Collaboration with external agencies/ Institutions/ Signing of MoUs	Registrar	Full Powers	Subject to approval of the collaboration with National Organisations by the Vice Chancellor and Foreign Organisations with the prior approval of the Vice Chancellor. The Board to be informed in subsequent meeting
2.	Execution of documents relating to supplies, hiring of residential or office accommodation, maintenance agreements, service contracts with the employees, agreements relating to advances	Registrar	Full Powers	Subject to terms and conditions and form of documents having been approved by the Board of Governors
3.	Execution of documents relating to sale, endorsement, transfer, negotiation etc. of securities standing in the name of the University.	Registrar	Full Powers	Subject to provisions of the Act and Statute.
4.	Signing of Receipts for moneys received on account of the University	Finance Officer	Full Powers	Powers can be delegated to the officers in the Finance Division

Miscellaneous

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Grants in aid to staff/student Welfare Fund.	Vice- Chancellor	Full Powers	Subject to the rates and conditions prescribed in the Rules approved by the Board of Governors.
2.	Sanction for leasing out shops, premises etc. in University campuses	Vice- Chancellor	Full Powers	within prescribed rules and regulations
3.	Deputation of Research staff and fellows for field work pertaining to research schemes with TA/DA as per rules concerning the grants received for research	Vice- Chancellor	Full Powers	-
		Director of Constituent College/institute	Full Power on the recommendation of HoD/PIT	-

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Reimbursement of Medical Expenses Etc.

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Medical Advance	Registrar	Full Powers within normal limits approved in the medical rules	Within normal limits and subject to production of estimate from an approved hospital and fulfilment of preconditions for outdoor bills.
2.	Outdoor Medical Claims	1. Registrar	Full Powers within normal limits approved in the medical rules	
		2. Finance Officer	Upto Rs. 10,000/- within normal limits approved in the medical rules	
		3. Dy. Finance Officer	Upto Rs. 5,000/-within normal limits approved in the medical rules	
3.	Indoor Medical Bills	1. Registrar	Full Powers within normal limits approved in the medical rules	
		2. Finance Officer	Upto Rs. 20,000/- within normal limits approved in the medical rules	
		3. Dy. Finance Officer	Upto Rs. 10,000/- within normal limits approved in the medical rules	

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Group Insurance Payment

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Monthly Premium	Registrar	Full Powers	-
2.	Final Payment	Registrar	Full Powers	-

Membership Fee Payment

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Foreign Institutions	Registrar	Full Powers	Subject to VC's approval
2.	Inland Institutions	Registrar	Full powers	Subject to VC's approval

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CPF/GPF Advance/Part Withdrawals

Sr. No.	Nature of Power	Authority to whom Delegated	Extent of delegation	Remarks
1.	Advances	1. Registrar	Full Powers within prescribed rules and regulations	-
		2. Finance Officer	UptoRs. 1,00,000/- within prescribed rules and regulations	-
		3. Dy. Finance Officer	UptoRs. 50,000/- within prescribed rules and regulations	-
2.	Withdrawals/Final Payment	Registrar	Within the prescribed limit in terms of the rules	-

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APPROVAL OF TOURS/ACADEMIC VISITS

Sr. No.	Official seeking approval for Tour/Academic Visits	Approving Authority	Extent of Powers	Remarks
1	Vice Chancellor	Chancellor	-	-
2.	Registrar/Deans/Directors/ HODs/Incharge of Deptt./Section	Vice Chancellor	Full Powers	-
3.	Professor /Associate Professor/Assistant Professor/other Teaching or Academic staff & equivalent status (including non-teaching)	Vice Chancellor	Full Powers	-
4.	All Group B,C & D employees	Registrar/Deans/Directors/ HODs/COE/Incharge of department for the respective staff under their charge	Upto 10 days of total absence	-
		Vice Chancellor	More than 10 days of total absence	-

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3. Composition of Building Works Committee

Building Works Committee is constituted to approve the proposals for construction of new buildings and renovation/repair of existing buildings in University main campus and its Constituent Colleges. The Building Works Committee shall have following members.

1. Vice Chancellor; Chairman
2. Registrar,
3. Finance Officer
4. Director(s) of constituent colleges/campuses
5. Superintendent Engineer,PublicWorks Department (B & R)Provincial Division, Bathinda
6. District Town Planner, Bathinda
7. Head, Department of Civil Engg.of theConstituent College/Campus.
8. Head, Department of Architecture of theConstituent College/Campus.
9. Executive Engineer; Member-Secretary
10. Head/Incharge of concerned Department.

* Director of the Constituent College/HoD of the concerned academic Department shall be special invitee.

The Building Works Committee shall be responsible for approval of following works for the University and its Constituent Colleges.

(i) New construction proposals and architectural designs alongwith estimates.

(ii) Any new infrastructural extensions/additions/alterations costing Rs. 2.00 Lac and above.

(iii) Any major repair and renovation work costing Rs. 2.00 Lac and above.

(iv) Any modifications in terms & conditions of the Tender for above works.

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4. Sponsored Research and Industrial Consultancy

4.1 Preamble

In the light of changing economic scenario, government policies and University priorities, the Universityconsiders sponsored research and industrial consultancy projects as an important means for extending benefit of scientific research work at the Universityand its constituent Collegesto the sponsoring agencies broadening the experience base of the University community and as a tool for contributing to the country's economic growth. Therefore, as a matter of policy, the University encourages its faculty members to undertake research and consultancy work as a measure of scientific/technical collaboration with outside agencies. Appropriate research and consultancy project, in addition, provide much needed service to the government and industry and also benefit the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Research and consultancy projects provide a firsthand knowledge of the current problems of industry and the emerging area, which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas for finding solutions to the problems in emerging areas. Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.

4.2 Definitions

(i) 'University' means Maharaja Ranjit Singh Punjab Technical University, Bathinda

(ii) 'Department' means all the academic departments, academic centres, centres of the excellence and academic service centres at the main campus of the University and its constituent colleges.

(iii) Constituent College as defined in regulations.

(iv) 'Vice Chancellor' meansVice Chancellor of MaharajaRanjit Singh Punjab TechnicalUniversity,Bathinda.

(v) 'Dean (Research & Development)' means Dean (Research & Development) ofMaharaja Ranjit Singh Punjab Technical University,Bathinda.

(vi) 'Dean Consultancy' means Dean Consultancy of Maharaja Ranjit Singh Punjab TechnicalUniversity,Bathinda.

(vii) Project implies sponsored research projects or industrial consultancy projects or routine testing projects.

(viii) 'Sponsored research projects' means research projects sponsored by Government, Public, Private, National/International agencies and autonomous bodies/institutions. Generally, the project cost including expenditure

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towards manpower, equipment, consumables and supporting services etc. of the institute is borne by the sponsor.

(ix) 'Consultancy Project' means consultancy assignment/job given by outside agency to afaculty of the Universityor constituent college for work within mutually agreed scope. It will also include a consultancy assignment/job referred to the Head of the Departmentor a functionary of the Institute (i.e. Director or Dean(s) or Registrar) which may be taken upasaConsultancy Project by the faculty.

(x) Routine Testing project implies those testing works where the rates are fixed by the department.

(xi) 'Sponsor' means the organization that offers a Project to the Institute and provides necessary financial support for successful completion of the project in time.

(xii) Principal Investigator (PI)/Co-Principal Investigator (Co-PI) is a member of the faculty/scientist of the Universityorconstituentcollegewith necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/visiting professor may also be the PI.

(xiii) 'Investigator (I)/Co-Investigator (COI)' means a person from amongst the faculty/scientist (including Emeritus Fellow, chair faculty, visiting professor) co-opted by the Principal Investigator to work jointly with him/her on the project or any other group 'A' staff so permitted by the competent authority.

(xiv) Consultant is an individualor government/public sector undertaking/government company engaged for a specific period to carry out specific job.

(xv) Project Staff means a person appointed in conformity with the guidelines to work on a project.

(xvi) 'Departmental Development Fund (DDF)' means a fund of the Department to which a partof theUniversity overhead charges/share from Research and consultancy projects are transferred.

(xvii)'Professional Development Fund (PDF)' means a fund for individual academic staff, to which a part of the University overhead charges /share from Research and consultancy projects are transferred.It shall be maintained by the Accounts section of the University.

(xviii) 'Project Monitoring Committee (PMC)' means the Committee constituted to monitor the large projects with outlay of *mo*re than Rs.100 lac.

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4.3 General

(i) Individual departments shall take up p*ro*jects duly recommended by the concerned head of the department after taking approval of the Registrar on recommendation of Dean(Research & Development)/Dean (Consultancy). All researc*h* projects must be forwarded by the Registrar of the University. All funds in connection with Projects should be received in the name of the Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda. The account of Projects/UniversityShare/DDF/PDF will be maintained byAccounts sectionof the University and controlled by the Registrar of the University. Norms for project initiation and management are given at Annexure 1.

(ii) The time spent by a faculty/scientist on Consultancy Project will not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.

(iii)University/constituent College staff may be treated on duty for work related to SponsoredResearch and industrial consultancy Projects.

(iv)Faculty or staff member working on consultancy project shall undertake this work only during holidays or off hours during working day without in any way leaving lectures, tutorials or laboratories unless the person is engaged solely for project from project grant.

(v) Report(s) and data collected/originated out of project are the joint Intellectual property of the sponsor and the investigators, which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the investigators/University as provided for in the MoU/Agreement.

(vi)The IPR policy of the University shall be applicable. However, if there is a condition in MoU/Agreement signed between the sponsor and the PI, regarding the IPR issue thenthat will take precedence over the condition laid down in the above para.

The report of the Sponsored Research and industrial consultancy projects will be kept by PI for a period of 03 years from the date of closure of the project and for routine testing from the date of issue of report.

(vii) If a prima-facie case of malpractice and/or misconduct is established bya fact finding committee against a staff member in connection with project(s), the Vice Chancellor on the recommendation of Dean (Consultancy)/Dean (Research & Development) may debar the concerned staff member to take partin any new project either as Principal Investigator or investigator till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned staff member will be expected to complete his/her

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obligations in the ongoing project(s) with which he/she is connected, in order that the ongoing projects and obligations to the sponsor do not suffer.

(viii) All purchases under projects/PDF/DDF shall be made as per University norms. In case of equipment whichcosts more than Rs.10000/- is to be carried outside campus for consultancy related work, the same should be insured before being taken out.

(ix) Faculty/scientist may accept honorary membership of board of directors of companieswith prior approval of the Universitywith the condition that there will not be any directinvolvement of the faculty in concernedindustry/company and such membership in the respective expertise is limited to five memberships.

(x) A sitting fee is payable to an expert other than those involved in the project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (Consultancy)/ Dean (Research & Development).

4.4 Manpower

A. Project Staff

(i) The project staff shall be appointed for assisting/working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship/emoluments as applicable as per rules of funding agency.

(ii) Open selections will be held for all project positions.

(iii) Appointments on all project positions drawing emolument shall be on contract only.

(iv) The Project staff shall work for fulfilling the objectives of the project.

(v) Transfer of project staff from one project to another, either on completion or midway,may be permitted by the University on recommendation of Dean (Consultancy)/Dean (Research & Development) on the proposal of respective PIs.

(vi) The tenure of appointment of project staff will be at the most be for the remaining duration of the project. The severance notice may be issued to the project staff by the University on recommendation of PI one month prior to the termination of appointment.

(vii) On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship/emoluments of a project staff may be considered by the Dean (Research & Development) as per sponsoring agency rules.

(viii) A contractual project staff appointed shall execute a Contract Agreement with the Universityat the time of joining with the explicit provision that the contract may be terminated byeither side, the staff or University, by giving one month's

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notice or one month's consolidated emoluments in lieu of the notice. The contract will be complete when countersigned by Dean (Research & Development)/Dean (Consultancy) who will retain the original contract agreement.

(ix) Appointment of project staff on ad-hoc basis against a project position can be considered by Dean (Research & Development)/ Dean (Consultancy) on the recommendation of the PI for a period not exceeding 89 days.

B. Student Assistants

The PI may engage University /constituent college students (who may or may not be getting fellowship/assistantship) as student assistants for the project work. The payment for such engagement shall be limited to Rs.8000/- per month for UG and PG students, Rs.18000/- per month for Ph.D Students and Rs.40,000/- per month for Post DoctoralFellowsor as per norms of the funding agency.

C. Consultants

The PI may, with the prior approval of Dean (Consultancy) under intimation to the office ofRegistrar of the University may avail the services of individuals not in the University/Constituent college service or government organization asConsultants.However, the amount payable to consultant(s) from his/her share shall be limited to 40% of the PI/Co-PI share amount in consultancy project.

5 Travel

5.1 The most expeditious and convenient mode of travel should be used to minimize period of absence from the University/constituent college. Admissible DA or actual boarding &lodging expenses will be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. Expenses on local travel by taxi will be reimbursed against receipt as per actual.

Approval for domestic travel shall be accorded by PI including for self, subject to leave approved by the competent authority. Faculty/scientist and Group-A Officer are allowed to travel by AC taxi. Advance for travel will be approved by the Registrar on recommendation of concerned Dean.

Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc. shall be admissible from project funds.

However, if sponsor has specified any specific condition(s) for travel under the project the same shall be followed normally.

5.2 Approval of competent authority will be required for all international travels and any deviations from above.

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6 Finance and Accounts

6.1 Research Project

(i) At the time of submission of a sponsored research project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsor. However, this may not be treated as a condition for accepting the award of project.

(ii) Transfer of Staff Costs out of Sponsored Research Project to University share: In the Sponsored Research Project amount charged under the budget head of faculty time, staff costs will be transferred to the University share. Further, if anyamount is providedby the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among PIs/Co-PIs.

6.2 Consultancy Project

(i) At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 25% of the total contracted project cost. However, such share shall be 40% for routine testings.

(ii) Detail of distribution of project fund shall be as below:

Item	Consultancy project	Routine testing
Total money received	G	G
Taxes (if any)	L	L
Total contracted amount (T)	(G-L)	(G-L)
University share (P)*	0.25 T	0.40 T
Remaining amount (F)	0.75 T	0.60 T
Total expenditure	E	E
Balance Amount for distribution (S)	(F-E)	(F-E)

* However in the case of a large consultancy project funded by a Government Organisation, University share may be negotiated with the approval of Vice Chancellor.

(iii) For consultancy project with an outlay of Rs.10 lac or more interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of thebalance amount and that the amount of distribution is commensurate with the work completed.

6.3 A separate account head shall be maintained for each project by Grant section of the Finance &Accounts Branch of the University. Finance &Accounts Branch of the University shall be responsible for the submission of audited statement of accounts as and when required by the sponsors, and the utilization certificate.

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6.4 For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.

6.5 If any of the academic staff wishes to divert part or whole of his/her own remuneration to Professional Development Fund, the same will be permissible.

7. University Share, PDF and DDF

7.1 Distribution of University Share, PDF & DDF: The distribution of overhead charges as University share,PDF and DDF are as per the following table.

Distribution of University Share in Percentage

Type of Project and Component available for distribution	**Distribution (percentage)**					
	University Share	**DDF**	**Electricity charges**	**PDF**	**(A) Incentive to office Staff**	**(B) Staff Welfare Fund/ Benevolent Fund**
(A) Sponsored Research Project/HRD Programmes Institutional Overhead Charges Received from the Sponsor	95 (in a common pool)	-	-	-	5	-
(B) Consultancy Project	52	12	6	23	5	2
(C) Routine Testing Project	72	20	3.75	0	3	1.25

7.2 Utilization of University Share, PDF and DDF

7.2.1 University Share shall be treated as income of University.

7.2.2 The PDF can be utilized by the concerned department on the recommendation of Dean (Consultancy)/Dean (Research & Development) with the approval of competent authority for training of faculty and staff, organizing fresher course (1-2 day duration) etc. and for the following expenses if the provisions are not available in the project:

(a) Travel (domestic and abroad) and related expenditure for individual, student oroutside expert as part of the project/consultancy work.

(b) Exploratory visits as part of the project/Consultancy work.

(c) Fee and related expenditure for acquiring training.

(d) Membership fee of professional societies

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(e) Books, journals related, stationary and computer consumables andany storage media.

(f) Data card for internet, Connectivity charges.

(g) Office peripherals, furniture for Lab and offices, instrument, computer and peripherals.

7.2.3 All travels (domestic and abroad), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval from competent authority.

7.2.4 The items procured out of PDF shall be properly accounted for by the concerned department /centre and shall remain as the property of the University. However, items purchased under 7.2.1 e and 7.2.1 g can be retained by the concerned faculty members permanently during the period of service and/or on retirement/leaving the service of the University excluding furniture and research equipments.

7.3 Utilization of DDF

DDF fund can be utilized for the following purposes:

(a) Development of Departmental infra structure facilities like equipment laboratories, class rooms, committee/conference rooms.

(b) Repair, maintenance and A.M.C of equipment.

(c) Repair and maintenance of office and lab

(d) Seed money for holding conferences/workshops and seminars etc.

The Budget for utilizing DDF may be recommended by the Departmental Committeethrough the concerned Dean and approved by the competent authority. For any special requirements not covered above a proposal may be sent by the Department of consideration through the concerned Dean to the competent authority.

8. Admission of Project Staff to Academic Programmes

8.1 A project staff is eligible to register for Ph. D or Master's Programme of the University as per University norms subject to his/her satisfying the admission requirements of the University.

8.2 The concerned project staff will be required to give an undertaking that he/she will not be automatically eligible for award of University fellowship and shall finance himself/herself beyond the tenure of the appointment if University fellowship is not awarded.

8.3 The project staff admitted to Ph.D/Master's programme will be governed by the relevant ordinances and fulfill his/her obligations towards the PI & the project in which he/she is appointed.

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9. Sponsors Specific conditions

Specific conditions of sponsor e.g. DST, DAE, AICTE, UGC, ICMR,CSIR etc. for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

10. Exception Clause

These guidelines shall normally be applicable to all Projects. However, any changes required, which may not amount to policy change, may be approved by the Vice Chancellor on the recommendations of Dean (Consultancy)/Dean (Research &Development).

11. Review

These rules may be reviewed normally in three years or as per needs.

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Annexure 1

1. Project Initiation and Management

1.1 Each project will have a Principal Investigator (PI) who will be a faculty member/Scientist in the service of the University/Constituent College and 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 the guidelines provided in the latersection, and

(c) if necessary, identifying other Investigators, who shall also be faculty member(s)/Scientist(s) in the service of the Institute,

(ii) Co-ordination and execution of work.

(iii) Handling all communications with the sponsor,

(iv) Writing of intermediate and final reports according to the project proposal

(v) Ensuring that all reports bear the name of the Principal Investigator and his/hersignatures and the name(s) of the Investigator(s) who participated in the project,

(vi) Signing the Memorandum of Understanding (MoU) or Agreement with thesponsor, if required. Guidelines for MoU/Agreement are given atAnnexure 4.

1.2 The PI will, at his discretion, co-opt the names of other faculty members as Investigators. Any other Group 'A' employee so permitted by the college Director/Vice Chancellor can be co-opted as Investigator.

1.3 The PI will prepare research project proposal in conformity with:

(i) permitted designation and emolument/fellowship rates for project staff, withqualification and experience as specified by the sponsor otherwise of the University.

(ii) provision for University overhead charges as per the rules of the University.

(iii) other guidelines for Sponsored Research Projects, and

(iv) Rules, Regulations & Statutes of the University.

1.4 All research project proposals shall be submitted to the sponsors by the Registrar of the University on the recommendation of the concerned Head of the Department/Dean (Research & Development). A record of the submitted

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proposal shall be kept by both offices of Dean (Research & Development) and as well as by Grant Section of Finance &Accounts Branchof the University.

1.5 It shall be the responsibility of the PI to get project work completed satisfactorily within the sanctioned grant and duration.

1.6 These are general guidelines.However in the case of sponsored research project the guidelines of sponsoring agency shall prevail.

1.7 The PI shall ensure that the head-wise expenditure does not exceed the budgetary allocation as applicable.

1.8 The PI shall maintain the details of equipment purchased out of research project funds separately for each project and send a copy of the record to Registrar and Dean (Research & Development) for placing the same before the Govt. for Audit, for verification or as and when required for any other purpose.

1.9 The PI shall be responsible for maintenance of Laboratory Record Book (LRB) as required for IPR submission, periodical and/or final technical report(s) of the research project work to the sponsor as required. He/she will also send a copy of the final technical report to Dean (Research & Development).

1.10 The PI shall write to the sponsor for timely release of funds with a copy to the Dean (Research & Development) for follow up, if necessary.

1.11 For Research Project:The sponsor assigning the research project is usually approached by an individual or a functionary of the University (i.e. Head of the Department, Dean (Research & Development)/(Consultancy) or Vice Chancellor.

For Consultancy Project: The sponsor which assigns the consultancy project usually approaches the University/College for Consultancy work through an individual or a functionary of the institute i.e. Head of the Department, Dean (Research &Development/Consultancy) or Vice Chancellor.

When a faculty member is approached for the work, he/she will be normally the Principal Investigator. If the project is referred to a functionary, the Principal Investigator would be identified by Dean (Consultancy) or the Head of the Department to whom Dean Consultancy refers the project.

1.12 No retiring faculty member be allowed to submit a consultancy project proposal as Principal Investigator (PI), if its duration extends to one year or more beyond his/her date of retirement, or if more than half of the proposed duration of the project falls beyond the date of retirement of the PI.

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1.13 The Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can be appointed/nominated/ continued as principal investigator for research projects if the sponsors do not have anyobjection.

The retired faculty/scientist working under Emeritus Fellowship be allowed to continue as Principal Investigator(s) in the ongoing consultancy projects, if the sponsors do not have any objection.

Emeritus Fellows, Chair Faculty, Visiting Faculty, etc. can be the investigator(s)only for the new consultancy projects.

1.14 If the PI leaves the University/College, retires or proceeds on leave or not available for some reason, Dean (consultancy)/Dean (Research & Development) on the recommendation of PI (if he/she is available) shall appointa new PI, who will assume the powers and responsibilities of the PI. The new PI should be agreeable to become PI. The new PI will also give an undertaking to complete the project within remaining funds and time period, to the Dean (Consultancy) or Dean(Research & Development) as the case may be,through Head of Department. However, in exceptional circumstances, a retired facultymember may continue to work as PI with the approval of the Vice Chancellor, if he/she continues to serve the institute in some other capacity. In case of Research Project, the new PI appointment will need approval by funding agency.

1.15 Normally the agreed charges of the consultancy project are to be deposited by the sponsor in full before the work commences. However, this stipulation is negotiable. In cases where the work is started with partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client will have to be clearly spelt out in advance.

1.16 Project file will be closed with the submission of final project report and final settlement of accounts etc.

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2. Budgetary Norms

A. For Research Projects

The total agreed charges of a Research project will consist of the University share and actual expenses of the project under following heads

(i) Research staff.

(ii) Permanent equipment to be procured/fabrication of equipment or models.

(iii) Consumable materials.

(iv) Contingency expenses.

(v) Travel expenses in connection with the project work (domestic and foreign if budgeted/allowed by sponsor).

(vi) Computational or other charges payable to any other outside agency.

(vii) All contingency expenses for report preparation of report and literature (books, journals) and any other item budgeted under the proposal and approved by the sponsor.

(viii) Expenses for work to be carried out on payment basis.

(ix) Insurance on equipment and manpower during travel.

(x) Any other as per norms of funding agency.

B. For Consultancy Projects

The total agreed charges of a Consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project. The service tax will be applicable as pergovernment rules.

(i) Permanent equipment to be procured/fabrication of equipment or models.

(ii) Consumable materials.

(iii) Travel expenses in connection with the project work.

(iv) Computational or other charges the Principal Investigator may have to pay to the University or any other outside agency in the course of the execution of the work.

(v) Charges to be paid for the use of specific equipment in the departments or central facilities.

(vi) Charges to be paid to staff and employees of the University/Constituent colleges.

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(vii) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, telephone (including rental and STD/ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.

(viii) Expenses for work to be carried out on payment basis, remuneration to student assistants.

(ix) Insurance on equipment and manpower during travel.

(x) Any other costs considered appropriate.

The recommendation of the Dean (Consultancy) to make any expenditure from the project funds assumes that funds are available in the project for the purpose.

3. Collaboration with Outside Organizations

If collaboration with other Govt./Public Sector organizations is envisaged, the nature, scope and financial budget of the proposed arrangements will also be specified at the time of submitting the project proposal for approval.

4. Liability

In case any legal dispute arises between the Investigator(s) and the sponsor such that the Investigator(s) are in any way held responsible to make good the losses incurred by the sponsor; such liability will be restricted to a maximum limit which will be calculated as follows:

MaximumLiability=the total amount charged for the project- the expenditure/liabilities on the project. It is in the interest of the Investigators to bring this fact to the notice of the sponsors. The expenditure/liabilities as determined by the University will be calculated as the expenditure/liability till such date on which the sponsors inform the Investigator in writing to stop work on the project for ongoing projects, or till the end of the project for completed projects. This amount does not include the remuneration paid to the Investigator(s) and staff of the University. TheUniversitymay take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the IRDF.

The amount charged by the University is on lump sum basis. Submission of the requisite reporton the work itself shall constitute the Utilization Certificate/final bill.

5. Disagreements/Disputes

5.1 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Dean(Consultancy)/ Dean

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(Research &Development)/ Vice Chancellor to ensure anexpeditious removal of bottlenecks and smooth functioning of the project.

5.2 In case of any dispute arising at any stage of Consultancy project between Investigator(s) and the sponsor(s), the Investigator(s) will be responsible for settlement of the dispute.

5.3 All legal action will be subject to jurisdiction at Civil Courts at Bathinda/Hon'ble Punjab andHaryana High Court, Chandigarh.

6. Arbitration

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clause(s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are infructuous, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.

7. Publication of Results/Filing of Patents

PI will have the right to publish the work carried out by him/her unless the sponsors have an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the sponsors have no objection to the publication. Filing of patens will be asper terms and conditions of sponsoring agency.

8. Forms

To ensure smooth administration & management of Projects, only the forms supplied by Dean (Consultancy)/ Dean (Research & Development) will be used by the PIs and others concerned.

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Annexure-2

Selection Procedures for Recruitment of Project Staff
(Including for Walk in Interview)

1. Preparation of Draft Advertisement

(i) Principal Investigator will send the draft advertisement to Dean (R&D) for approval

(ii) Dean (Research & Development) will approve the draft advertisement and return it to the Principal Investigator for notification/advertisement, with expensescharged to project contingency.

2. Advertisement of the Positions

The Principal Investigator (PI) will advertise the positions through University website and through other means and receive the applications.

3. Screening of Applications

(i) The PI will fix the meeting of Screening Committee and send the report of the screening committee to the Registrar through Dean (Research &Development) for approval.

(ii) The PI will issue letters to the candidates called for interview after Screening Committee report has been approved by Registrar on the recommendation of Dean (Research & Development).

(iii) For walk in Interview, screening is not required.

4. Screening Committee Constitution

(i)	One faculty member to be nominated by the Vice Chancellor	Chairman
(ii)	Concerned Principal Investigator	Member
(iii)	Dean, Research & Development	Member
(iv)	One faculty member from the Department of PI	Member
(v)	Deputy Registrar, Admin./Est.	Member-Secretary

5. Interview

(i) The PI will fix the date of interview and get the interview conducted. The PI willsend the recommendations of the Selection Committee to Vice Chancellor through Registrar on the recommendation of Dean (Research &Development) for approval.

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(ii) The PI will arrange the walk-in-interviews on the advertised date by a duly approved Selection Committee.

6. Selection Committee Constitution

(i)	Dean (Academic Affairs)	Chairman
(ii)	Dean (Research & Development)/Dean (Consultancy)	Member
(iii)	Concerned Principal Investigator	Member
(iv)	One Faculty member from outside the Department approved by the Vice Chancellor	Member
(v)	One external expert from outside the Institute if required by the sponsor	Member
(vi)	Deputy Registrar, Admin/Est.	Member Secretary

7. Final Selection/Appointment

Selection Committee report will be approved by Vice Chancellor and appointment letter will be issued by Registrar of the University.

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Annexure3

Project Positions, Qualification and Fellowships/ Emoluments, Terms and Conditions forthe Project Staff

1. Project Positions, Qualifications and Fellowships/Emoluments

A.	**Fellowships**	**Minimum Qualifications**	**Amount (Per month)**
1	Project Associate	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
2	Research Associate	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
3	Project Fellow	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
B.	**Other Positions**	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
4	Project Consultant	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
5	Project Assistant (Technical)	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
6	Project Officer (Admin)	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
7.	Project Assistant (Admin)	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency
8	Project Attendant (Admin/Tech.)	As mentioned in research project or as prescribed by the funding agency/ University	As mentioned in research project or as prescribed by the funding agency

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Note:

1. (i) To meet specific need(s)of the project, any change in qualification and emolumentsmay be approved by the ViceChancellor on recommendation by the PI as well as by the Dean (Research & Development).

   (ii) However, if sponsor (e.g. DST, DAE, CSIR or any other Govt. Agency etc.) hasspecified any specificdesignation(s), qualification and employment condition(s)for manpower then that shall be followed.

2. **HRA:** The project staff shall be entitled to HRA in case provided in the project by the sponsor.

3. **Conduct Rules**: The project staff shall maintain record and secrecy of the findings/technical information and shall not communicate in any manner without the approval of the PI any official document or information to any person or agency. Theyshall also follow general code of conduct of the University.

4. **Disciplinary Proceedings:** Dean (Consultancy)/ Dean (Research & Development) may, at his own discretion or on the recommendation of the PI, constitute committee(s) to conduct disciplinary proceedings against project staff, if necessary, On the basis of the report of the committee, suitable disciplinary action may be initiated and penalty be imposed by the Dean (Consultancy)/Dean (Research & Development)

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Annexure 4

Guidelines for MoU/Agreement

If a MoU/Agreement is required to be signed with the sponsor of a Consultancy Project, It should generally include the following clauses. Additional clauses may be added if considered necessary:

1. General

This section should include the reference to the proposed Consultancy and identify the parties concerned pertaining to the MoU.

2. Scope

The section should spell out briefly the nature of work, its limitations and the expected end results.

3. Time Frame

This clause must indicate the expected duration of the project and should also indicate the schedule of review of progress, submission of reports etc., if any.

4. Consultancy Charges and payment terms

The document must clearly indicate the charges to be paid including applicable service tax long with payment terms.

5. Responsibilities

This clause should clearly spell out the arrangements proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

6. Patents/Publications

The MoU should clearly spell out the arrangement proposed to be made with regard to any patents or publications arising out of the proposed Consultancy project.

7. Force Majeure

This is an important clause and must be included to safeguard the interest of the various partiesdue to one or more of the unforeseen force majeure events.

8. Arbitration

The document shall provide for a suitable channel to settle any disputes or differences related to the execution of the Consultancy project, which shall confirm to clause given earlier.

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9. Liability

This clause should indicate the maximum liability which is to be accepted in the event of the project being terminated without completion at any stage and shall be in conformity with clause given earlier.

10. Amendment to the MoU

The clause should specify a provision for amendments to any one or more clauses of the MoU through mutual consent, at any stage during work of the project, due to any reason, whatsoever.

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