

**IIMT**  
**UNIVERSITY**  
**MEERUT**

Transforming Education System, Transforming Lives



Sponsored Research,  
Academic, Incubation and  
Industrial Consultancy  
Policy  
(SRAIIC Policy)

Policy No.:- IIMTU/RO/IQAC/2020/08

## SPONSORED RESEARCH, ACADEMIC, INCUBATION AND INDUSTRIAL CONSULTANCY POLICY (SRAIIC POLICY)

### PREFACE

Effective collaboration between universities and external entities is crucial for fostering innovation, knowledge exchange, and driving societal impact. Recognizing the value of engaging with external organizations and industry experts, [University Name] has developed this Consultancy Policy to guide and regulate the consultancy activities of its faculty members, researchers, and staff.

This policy aims to promote transparency, accountability, and ethical practices in all consultancy engagements while upholding the university's mission of advancing education, research, and community outreach. It provides a framework to ensure that consultancy work aligns with the university's values, academic standards, and applicable legal and regulatory requirements.

The Consultancy Policy serves as a reference for all members of the [University Name] community involved in consultancy activities, including those who seek to provide expert advice, deliver specialized services, or engage in collaborative projects with external partners. It outlines the principles, procedures, and responsibilities that



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govern consultancy engagements and sets forth the expectations for both consultants and the university.

**Note:** This preface serves as an introduction to the Consultancy Policy and can be customized to reflect the specific goals, values, and objectives of your university.

## 1. DEFINITIONS:

- a) **Sponsor:** The organization that offers the sponsored Project to the Institute and gives necessary financial support for successful completion of the project in time.
- b) **Sponsored Research Project:** Time and cost bound projects sponsored by Government, public, private, national/international agencies and autonomous bodies. Normally, the project cost including costs towards contractual manpower, deputed manpower, equipment, consumables and supporting services of the Institute are borne by the sponsor.
- c) **Project** implies sponsored research projects or industrial consultancy projects or routine testing projects.
- d) **Consultancy Project** means consultancy assignment/job given by outside agency to a faculty of the Institute for work within mutually agreed scope. It may also include a consultancy assignment/job referred to the Head of the Department or a

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- functionary of the Institute (i.e. Director or Dean(s) or Registrar).
- e) **Research Development Fund (RDF)** means a part of the Institutional Overhead Charges (IOC)/share received for sponsored research and Industrial consultancy project credited to a separate fund operated by Dean (SRIC).
- f) **Project Monitoring Committee:** Project Monitoring Committee (PMC) means the Committee constituted to monitor progress of large projects with an outlay of more than Rs. 50 lacs (100 lacs).
- g) **Routine Testing project** implies those testing works where the rates are fixed by the department. The concerned Head of the Department will be the PI.
- h) **Principal Investigator / Investigator-In-Charge (PI):** A faculty of the University / Institute with necessary expertise and competence to conduct a Sponsored Research / Industrial Consultancy work. Normally, the faculty member who submitted the project proposal and discusses/negotiates it with the sponsor and is instrumental in getting the project is the Principal Investigator.
- i) **Co-Investigator (Co-PI):** A faculty member co-opted by the Principal Investigator to work jointly with him. If PI leaves the Institute or goes on leaves, a Co- Investigator assumes the power of



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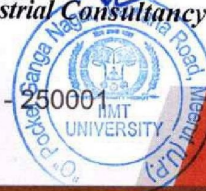


- the PI with the approval of the competent authority/Dean SRIC).
- j) **'Intellectual Property'** includes but is not limited to copyrights and copyrightable materials, patented and patentable inventions, tangible research results, trademarks, service marks and trade secrets.
- k) **Intellectual Property Rights:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the joint property of SOAU and the Client. Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and agreed to document if required.
- l) **'Software'** means anything executable in a computer.
- m) **'Conflict of Interest'** or a 'Potential Conflict of Interest' exists when an inventor/author is or may be in a position to use either creative work or influence for unmerited personal or family gain.
- n) **'Copyright'** means the exclusive right granted by law for a certain period of time to an author to reproduce, print, publish and sell copies of his or her creative work.
- o) **'Design Registration'** Registration of the novel non-functional features such as shape, or ornamentation of a product.
- p) **'Invention'** includes but is not limited to any new and useful



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- process, formula or machine conceived or first reduced to practice in whole or in part, defined within the purview of the Patent Act. Inventor(s) are person(s) who produce an invention.
- q) **'Licensing'** is the practice of renting the intellectual property to a third party.
  - r) **'Patent'** means the exclusive right granted by law for making, using or selling an invention.
  - s) **'Royalty'** is the payment made to an inventor/author or an institution usually for legal use of a patented invention or any Intellectual Property when licensed
  - t) **'Trade Mark / Service Mark'** is a distinctive word, symbol or picture or a combination of these, which is used by a business entity to discriminate its products and services from those of other business entities.

## KEY OBJECTIVES OF THE CONSULTANCY POLICY:

Encourage Knowledge Transfer: The policy aims to facilitate the transfer of knowledge, expertise, and resources from the university to external organizations and vice-versa, fostering mutually beneficial partnerships and promoting innovation.



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**Ensure Ethical Conduct:** The policy emphasizes the importance of maintaining the highest standards of ethical conduct and integrity in all consultancy activities. It provides guidelines for managing conflicts of interest, ensuring confidentiality, and adhering to relevant professional codes of conduct.

**Enhance Reputation:** By upholding rigorous quality standards, the policy seeks to enhance the reputation of IIMT University and its consultants. It encourages excellence, professionalism, and a commitment to delivering high-quality consultancy services.

**Protect Intellectual Property:** The policy outlines provisions to safeguard intellectual property rights, including those generated during consultancy engagements. It clarifies the ownership, usage, and dissemination of intellectual property, ensuring appropriate protection and recognition for all parties involved.

**Support Professional Development:** The policy recognizes the value of consultancy engagements in advancing professional development for university staff and faculty members. It encourages individuals to participate in relevant training, continuous learning, and knowledge-sharing activities.

**Facilitate Compliance:** The policy ensures compliance with relevant laws, regulations, and institutional policies governing consultancy engagements. It provides a framework for managing contractual agreements, financial transactions, and other legal requirements associated with consultancy work.

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IIMT University is committed to fostering a collaborative and mutually beneficial consultancy ecosystem that enhances the university's impact on society. This policy aims to guide and support our consultants, enabling them to contribute their expertise effectively while maintaining the highest standards of professional integrity.

### **IIMTU-SRAIIC Cell:**

The **IIMTU-SRAIIC** Cell offers administrative and management assistance for the conduct of sponsored research, academic, incubation and industrial consulting, and associated research and development (R&D) activities. In order to promote and manage all externally financed research and development programmes, including routine testing and internally sponsored research projects, it promotes cooperation with external agencies, both national and worldwide.

Regarding the management of all financed research projects, industry consultancy, and other related matters covered by the SRIC Rules / Regulations, SRIC Cell would operate with the necessary autonomy. The University Cell will examine the following actions:

IPR creation, protection, and commercialization; Technology Transfer and Software Marketing activities; Promotion of Measures to Attract Funded Research, Development, Testing and Consultancy Projects; Monitoring of Projects in Compliance with Terms and Conditions of Agreement/ Contract between Sponsor(s)

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and the Institute Under the SRIC Rules; Management of Finance and Accounts of Sponsored Projects; Liaison with PIs, the Institute and Sponsors.



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## The IIMTU-SRAIIC Cell constitution:

The **IIMTU-SRAIIC advisory board** is in charge of establishing policy guidelines and conducting routine **IIMTU-SRAIIC** oversight. The **IIMTU-SRAIIC advisory board** is made up of the following members:

- (i) Vice Chancellor as a Head
- (ii) A nominee from funding organizations -Member
- (iii) An industry nominee from a key industry –Member
- (iv) Dean Research, Member-Secretary

The aforementioned **advisory board** must meet at least once per year, and its suggestions must be presented to the University GB for review and approval. The term of office for nominated **advisory board** members is typically two years, although in extraordinary cases, it may be increased by an additional year. However, a member's term may never be increased beyond four years.

## Constitution of IIMTU-SRAIIC cell:

The Vice Chancellor of the University appoints Dean, Research as a head of **IIMTU-SRAIIC cell** to serve as the Head of the SRIC Cell.

The following are the tasks and responsibilities of the Dean, **IIMTU-SRAIIC cell**, for project administration and management:

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- i) Promoting sponsored initiatives that are subject to IIMTU-SRAIIC cell regulations.
- ii) On behalf of the Institute, accept funded research and industrial consulting projects from sponsors;
- iii) Monitor the status of project implementation;
- iv) Project staff hiring, selection, extension, evaluation, termination, and initiation of disciplinary action with the Vice-Chancellor's consent.
- v) Complete financial control over all supported initiatives.
- vi) Ensuring that the projects are finished on schedule.
- vii) Reducing the challenges associated with managing testing initiatives, sponsored research consulting, and routine testing.
- viii) Keeping distinct account's statement for every project and promptly presenting an audited statement of accounts.

**Principal Investigator (PI):** The Principal Investigator is typically a faculty member from the Institute or Department who has experience with project proposal submission.

- i) Research, testing, and consulting that is sponsored Projects may only be started with the Research Dean's prior consent. All research applications must go via Dean IIMTU-SRAIIC cell and include the necessary details that the sponsors require.
- ii) The principal investigator (PI) is in charge of ensuring that the project work is

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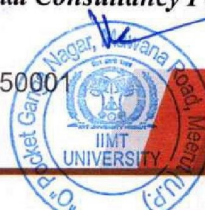
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- accomplished successfully and within the allotted grant and time frame.
- iii) The PI must make sure that head-wise spending does not go beyond the budgeted amount. Periodic (or as needed) expenditure information shall be reported in order to effectively regulate
  - iv) The PI is in charge of submitting periodic and/or final technical reports of the project work as the sponsoring agency may request. All reports and audited financial statements must go through the Dean Research.
  - v) The PIs are in charge of submitting periodic and/or final technical reports of the project work as the sponsoring agency may need. Additionally, he or she must submit Dean Research copies of the technical report's final and interim reports.
  - vi) A statement on terms, anticipated outputs, and their compliance must be included in the final report. With a copy to the Dean Research for follow-up, the PI must write to the sponsor in a timely manner requesting the release of the funds. IIMTU-SRAIIC cell will offer both the audited and unaudited statement to PIs so they can send it on to the sponsor.
  - vii) The PIs must approve and supervise any leaves taken by contract workers who are a part of their projects and have notified the IIMTU-SRAIIC cell Office.
  - viii) The Dean Research and IIMTU-SRAIIC cell is responsible for hiring and supervising all contract project employees, including those assigned from the University.

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## HR Functions of the cell:

- i) Open selection will be held for all project posts except for technical and ministerial staff. For technical cadres, there will be an internal circular within the Institute first. If suitable candidates are not available within the Institute for deputation to the project, open selection will be made. For ministerial cadre only internal circular shall be given.
- ii) All project appointments will be contractual and on the basis of consolidated monthly compensation.
- iii) Automatic transfer from one project to another either on completion or midway shall not be permitted.
- iv) The tenure of contractual appointment of a project staff will be for the duration of the project or three years whichever is less.
- v) The total period of contractual employment with IIMTU-SRAIIC cell in two or more projects in no case shall exceed five years.
- vi) A project employee shall execute a contract Agreement on non-judicial stamp paper of value at least Rs.10/- with IIMTU-SRAIIC cell at the time of joining with the explicit provision that contract may be terminated by either side (Staff or IIMTU-SRAIIC cell ) by giving one month's notice or one month's



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- consolidated compensation in lieu of the notice.
- vii) Selection of JRF / SRF / RA shall normally be made as per the guidelines provided by the Sponsoring Agencies/IIMT University and by Head, IIMTU-SRAIIC cell.
- viii) All appointment letters shall be issued under signature of Registrar.
- ix) The PIs shall consider prevailing compensation package, general qualifications and experience for staff while preparing project proposal.
- x) The Selection Committee for the recruitment of Project staff for each project will be constituted by the Dean with the following membership:

Head IIMTU-SRAIIC Cell	- Chairman
Principal Investigator	- Member
HoD of concerned deptt. to which the PI belongs	- Member
An expert on the subject (Recommended By The Dept.)	- Member
An Expert to be nominated by Head IIMTU-SRAIIC Cell	
(If the PI is HoD)	- Member



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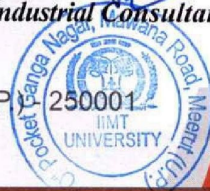
The Head IIMTU-SRAIIC cell shall have power to fix, on the recommendations of the Selection Committee, the monthly consolidated compensation and the duration of the contractual appointment.

- xi) On completion of each year of service during the contract period, suitable enhancement of monthly compensation may be considered by the Head IIMTU-SRAIIC cell on recommendations of the PI and the HOD of the concerned Dept., if allowed within the rules of sponsoring agency.
- xii) In exceptional situations, on recommendation of PI short term job contracts for 89 days and in very special situation upto 6 months may be considered by the IIMTU-SRAIIC cell.
- xiii) The project employees shall be entitled to HRA, if accommodation on the campus is not made available to them. Expenditure towards subsidized in- campus accommodation / HRA and other facilities shall be charged to the 'salary head' of the respective project.
- xiv) All project staff shall work for the project only unless agreed to otherwise by the head IIMTU-SRAIIC cell.
- xv) PIs shall be the sanctioning and controlling authority for all types of leave with respect to contractual project staff.



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xvi) **Conduct Rules:** Project employees / staff shall perform their duties in accordance with the code of conduct or the conduct rules during their tenure in the project. They must show their integrity, honesty and good conduct -

- a) Follow general code of conduct for staff as approved by IIMT University.
- b) Maintain secrecy of the research findings / technical information and shall not get involved in unauthorized communication of any official document or information.
- c) For violation of rules of conduct or for any act of dishonesty or misconduct, disciplinary proceedings, may be initiated against project employees after conducting necessary inquiry. On the basis of the inquiry report, suitable disciplinary action may be initiated and punishment will be imposed by the Head IIMTU-SRAIIC cell.

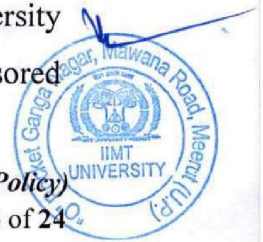
xvii) **Admissibility of some other Benefits:**

A research person (JRF, SRF, RA) working in a sponsored scheme / project of the University may be eligible to register for the M.Tech. and Ph.D. programmes of the University subject to fulfillment of admission criteria of sponsored candidates from the Industries and R&D Organizations.



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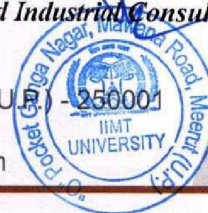


### Financial and Accounting:

- i) A separate Book of Accounts shall be maintained for each project. the head IIMTU-SRAIIC cell shall be responsible for submission of internally audited statement of accounts as and when required by the sponsors. Audited statement of accounts at the end of each financial year shall be provided, if required by the sponsor.
- ii) In general, for sponsored research projects 20% on the total project cost may be charged towards service charges (overheads) for unitizing the infrastructural and other facilities of the Institute.
- iii) If any project requires utilization of Institute's manpower and other facilities beyond office hours, the expenses towards the same may be charged to the respective project. On the recommendations of the PI and HOD, the the head IIMTU-SRAIIC cell may approve such honorarium as per norms approved by the Institute.
- iv) PIs will arrange to maintain Procurement-cum-Purchase Registers and Stock / Asset Register. These shall be verified by University Auditors and the head IIMTU-SRAIIC cell as and

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- when required. All purchase proposals routed through the HOD, following purchase procedures of the Institute, shall be processed by the head IIMTU-SRAIIC cell with the help of Stores and Purchase Section of the University.
- v) Accounts for sponsored projects shall be maintained under five broad Budget Heads. Those are: Salary, Equipment, Contingency & Consumables, Travel, and Service Charges (Overheads). Minor adjustments in approved budget heads may be permitted by the head IIMTU-SRAIIC cell.
  - vi) Cash advance shall be drawn in the name of permanent employees only working in the projects.
  - vii) All expenditure shall normally be made within the proposed date of completion (PDC) of the project. Exception may be permitted with the consent of the sponsor.
  - viii) PIs shall normally be allowed to draw another advance only after adjusting the previous one taken by them unless otherwise agreed by the head IIMTU-SRAIIC cell.

Fund availability statement has to be provided before any purchase or recoupment. In the cases where committed JRF/SRF/RA fellowships are not coming in time, loans can be approved by the Dean from services charges (overhead) pool.



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- ix) In the event of non-availability of fund in a project, excess expenditure (if any) due to unforeseen reasons, the Sponsoring Agency will be approached to sanction additional fund is made available by the sponsor, the excess expenditure will be adjusted against the service charges payable to the Institute with the approval of the Vice Chancellor.
- x) TA and DA Rules - The University TA & DA rules will be applicable to the PIs and project employees for all sponsored research/consultancy projects.
- xi) Admissibility of some Financial Benefits (to PIs / Co-PIs/ Project Staff):
- a) Within the framework of a sponsored project, PIs may be permitted to have consultancy fee/honorarium, if the sponsor so approves. The consultancy fee / honorarium thus received shall be shared between the PIs and the Institute in the ratio approved by the Institute.
- b) PIs shall be allowed to work full time during the vacation in the projects and get suitable honorarium as approved by the Institute (in lieu of vacation) for such period, provided the funds under salary so permits.
- c) Depending on availability of funds under Travel head and



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with the approval of the head IIMTU-SRAIIC cell, partial grants (TA, DA, and Registration Fee) for presenting papers in National / International Conferences in fields relevant to the project shall be given to PIs / Co-PIs from the project funds provided such visits are approved by the head IIMTU-SRAIIC cell and acceptable to the sponsorer.

- d) On recommendations of PIs, contractual project staff and students working in projects may be permitted with approval of the head IIMTU-SRAIIC cell to present papers in National Conferences with TA, DA and Registration Fee support provided the funds are available under Travel head of the project.
- e) The PIs shall prepare project reports keeping (i) the prevailing compensation package, (ii) General qualifications and experience for staff required, (iii) rules of IIMTU-SRAIIC cell in mind. All such proposal requires approval by the head IIMTU-SRAIIC cell.



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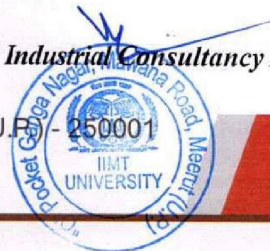
## INDUSTRIAL CONSULTANCY:

- a) Consultancy Services may be offered to Industries, Service Sector, Govt. Departments and other national and international agencies in the areas of expertise available in the University. The service offered shall be along the lines of 'Professional Services' and will carry with them obligations and ethical requirements associated with such services.
- b) Consultancy services offered may cover a variety of activities such as Feasibility Studies; Technology Assessments; Assessment of Designs; Product Design; Process Development, Software Development, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations.
- c) Testing & Evaluation services are to be normally offered in selected specialized areas. Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic calibration / standardization of laboratory equipment used for such purposes.
- d) Standardization and calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.



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Consultancy projects to be taken up may be brought in the category under the defined standard terms and conditions or specific research agreement or Memorandum of Understanding (MoU) describing the details of contract. Consultancy and related services offered may be brought under two types: (a) Expertise intensive i.e. based on the expertise of the Consultant, (b) Testing projects i.e. project will be infrastructure intensive, based on the uses of available infrastructure of the institute.

#### Consultancy Rules – (for execution of projects):

- i) Consultancy assignments may be taken up and implemented provided they do not have any adverse impact on the ongoing academic, research and related activities. The period of time spent on consultancy and related assignments may normally be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. Consultants may, in addition to the above, permitted to utilize one non-working day per week on an average.
- ii) Consultancy projects are normally initiated on requests or written proposals / letters from the industry directly to the University / Institute or by discussion between the industry and the Consultants.
- iii) When the enquiry is directly received by the Institute, the work may be assigned to specific consultants or groups of consultants depending on their expertise and on commitments by the head IIMTU-SRAIIC cell.

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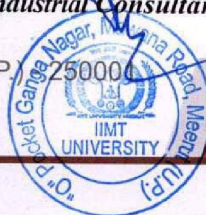
- iv) In the event of a client preferring the services of a specific consultant, the assignment may normally be assigned to the identified person.
- v) All acceptance letters would be sent by the head IIMTU-SRAIIC cell.
- vi) Consultancy project proposals (prepared in response to a client's request) are to be approved by the head IIMTU-SRAIIC cell which may examine the scope of the work and cost estimates.
- vii) The charges, once finalized, will not be negotiable. However, if the scope is altered, a fresh estimate may be considered.
- viii) The minimum charges applicable in respect of consultancy jobs will be Rs.10,000 excluding any applicable tax as would be decided.
- ix) Preliminary Diagnostic Discussions / Site Visits, leading to generation of consultancy proposals may be charged at a minimum rate of Rs.5,000/- per day or part thereof, in addition to travel and incidental expenses as would be decided for this purpose.
- x) The services of external consultants (especially retired Faculty / Research Scientists / Research Engineers) may be utilized to a limited extent in order to provide comprehensive services to clients. Such external consultants which may include will be entitled to a lump sum consultant fees which may be fixed after taking into account essential expenditure directly related to the assignment.

xi) Consultant should be aware of the potential for generation of Intellectual

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Property during the execution of projects. The Intellectual Property Policy of the University will govern all decision and actions concerning the generation, handling, protection and commercialization of the Intellectual Property.

In order to promote industrial consultancy activities in the University / Institute, the following simplifications/scale of disbursement may be applicable:

Category	Industrial Consultancy Activity	Overheads or Institute's Share as a % of Project Cost
i.	Routine Testing and Calibration	30 Percent
ii.	Projects requiring use of Laboratory and other facilities of the Institute.	20 Percent
iii.	Projects that do not use Institute's facilities	15 Percent

Expenses include all expenditure towards equipment, consumables, travel, honorarium to faculty/ staff / outside experts / agencies etc. Service Tax and other Government Taxes applicable for consultancy work shall be levied above the Project Cost and Overheads as per University rules. Amount available after all

*Sponsored Research, Academic, Incubation and Industrial Consultancy Policy (SRAIIC Policy)*

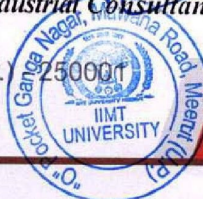
*(Policy No. IIMTU/RO/IQAC/2020/08)*

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Ph. No. 0121-2793500-506, Fax. 0121-2793600

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expenses including institute's share shall be distributed amongst all included in the project as per the recommendation of the PI. The expenses shall include all consumables of the laboratories.

**Intellectual Property Rights (IPR Policy)**  
*Policy No. IIMTU/RO/IQAC/2020/17*

\*\*\*\*\*



**Sponsored Research, Academic, Incubation and Industrial Consultancy Policy (SRAIIC Policy)**  
**(Policy No. IIMTU/RO/IQAC/2020/08)**

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# IIMT UNIVERSITY, MEERUT

Transforming Education System, Transforming Lives



Ref. No. IIMTU/RO/Corrigendum/2023/2952(a)

Date: 10.03.2023

## CORRIGENDUM

The IPR part of “*Sponsored Research, Academic, Incubation and Industrial Consultancy Policy (SRAIIC Policy)*” (Policy No. IIMTU/RO/IQAC/2020/08) is to be refereed from Chapter 6 of *Revised Research Promotional Policy (Policy No. IIMTU/RO/IQAC/2023/32)*.

### Copy to :-

1. P.S. to Hon'ble Chancellor Sir for his kind information.
2. P.S. to Hon'ble Pro Chancellor/Managing Director Sir IIMT Group for his kind information.
3. Hon'ble Vice – Chancellor Ma'am .
4. PVC
5. Director – IQAC
6. All Deans/Directors/Principals/HoDs.
7. Head – Ph.D.

(Dr. V. P. Rakesh)  
REGISTRAR





Annexure-I

PROPOSAL FOR RESEARCH/CONSULTANCY PROJECT WORK

IIMT University, Meerut

(TO BE FILLED BY THE CLIENT)

CLIENT DETAILS: \_\_\_\_\_

PROPOSED PROJECT WORK: \_\_\_\_\_

TENTATIVE DURATION: \_\_\_\_\_

ESTIMATED AMOUNT: \_\_\_\_\_

SPECIFIC REQUIREMENTS (If Any): \_\_\_\_\_

DATE:

(SIGNATURE}

TERMS & CONDITIONS

- The project proposals can be submitted anytime throughout the year
- The proposal should be prepared and submitted according to The format prescribed
- The University reserves the right to accept, reject or amend the proposal.
- The University does not take responsibility nor make any assurance/warranties as to effectiveness/output of consultancy/project work and shall not be held liable for any action taken by client based on the same or otherwise under any circumstances\_ All the intellectual property rights etc. of any/all consultancy/research project work etc\_ related to this proposal shall be owned by IIMTU at all the times without

Annexure-II

IIMT University Consultancy/Research Project Work  
Allotment Note

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Based on the proposal/request/query of the client, the details mentioned below, Consultancy/Research Project work is allotted as under:

Faculty Name & EMP ID	
School/Discipline	
Project Work	
Estimated Amount	
Estimated Project	
Client Details	

- The above project work and amount are subject to review and finalization in discussion with the client, as and if required.
- The faculty concerned is required to carry out the project and complete the same as per stipulated timeline\_
- Overhead expenses, government taxes, levies etc.\_ and out of pocket expenditure, if not covered above, to be additionally borne by the client.



- If due to any reasons, the faculty above is not able to carry out the project work allotted, the same to be assigned and carried out by other faculty member.
- Other faculty/staff/students as required for the project work may be engaged.

Final Project (if differ from above)	
Final Amount (if differ from above)	
Change in Duration (if differ from above)	
Remarks (if any)	

[Name & Designation of the Dealing Official]