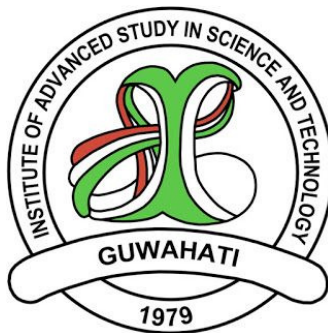


Institute of Advanced Study in Science and Technology (IASST), Guwahati

IASST Project Guideline 2021



APPROVED ON JANUARY 2021

IASST

An Autonomous Institute Under Department of Science & Technology, Govt. of India
**Vigyan Path, Paschim Boragaon, Garchuk,
Guwahati-781035, Assam, India.**

eminence or Science Chair Professor is also considered to be eligible to submit extramural research project subject to fulfilment of the rules of funding agency. A permanent faculty member at a time may not run more than three extramural projects. Permanent faculty members during the probation period of five years can run a maximum of two extramural projects and one in-house project. Besides, Institute also has the policies in place to receive funding support as an individual for the innovative research projects of Govt. funding agencies undertaken at ISVEC (IASST Social Venture and Entrepreneurship Consortium) of the Institute. Operation of such projects will be governed by the rules and regulations of the funding agency. PI will be solely responsible for the implementation of the project/communication with IASST administration and funding agencies. In absence of PI, co-PI will perform the duties of PI. No official communications by any project staff other than PI with the funding agency are allowed. Any communication by project staff with IASST administration has to be done through PI/co-PI only.

- 2.1.2** At any given time, only three extramural projects and one in-house project will be allowed to operate as PI. Only two projects will be allowed to operate as co-PI.
- 2.1.3** It is the responsibility of the Principal Investigator (PI)/co-PI to prepare the research proposal according to the guidelines and submit it to the funding agency through the Director/R&D cell, IASST. Further, it is also the responsibility of the PI/co-PI to ensure that the existing laboratory space and/or Office room of PI/ co-PI is sufficient to implement the new project, installation of equipment and accommodate the project staff. The proposal should be submitted to the Office of Director/R&D cell for forwarding to the funding agency at least 5 working days in advance before the last date of submission of a proposal. Under exceptional circumstances, PI/co-PI may request for urgent permission with proper justification. Further, a PI can apply for a new project two years before his/her superannuation or after retirement, if there is a Co-PI (Permanent faculty of IASST) proposed in that project. However, the co-PI should give an undertaking in writing that during retirement or resignation of PI, the Co-PI will run the project as a PI. Once approved, the PI/co-PI shall send a copy of the sanction letter along with a copy of the approved project proposal to the Director/R&D cell, for record and issuance of a registration number of that project. This registration number should be mentioned by PI/co-PI in all future correspondence with the IASST administration.
- 2.1.4** PI may identify Co-PI(s) from the Institute who may undertake administrative responsibility of the project during the long leave (more than one month) / /lien/permanent non-availability of the PI/ superannuation subject to the approval of the funding agency. However, if the Co-PI is already approved by the funding agency than no further approval from the funding agency is required and an intimation should be provided to the IASST administration. All official communications to be made through proper channel.
- 2.1.5** The PI/co-PI will implement and execute the sanctioned project within the allotted budget. Only the PI/co-PI is authorized to correspond with the sponsoring agency as well as with the IASST administration. The PI/co-PI will submit the annual and final report/project completion report as well as the statement of expenditure (SE) and utilization certificate (UC) through IASST administration according to the guidelines of the funding agency. Submission of hard and soft copies of UC/SE and annual/final report to the IASST administration is mandatory. For smooth functioning of the projects and timely submission of above-mentioned reports, all official procedures must be completed within 5 working days after submission of application through e-office by PI/co-PI.
- 2.1.6** Most of the funding agencies require execution of a Memorandum of Agreement (MoA) between Institute and funding agency and/or between the PI/co-PI of the two collaborating Institutes. It will be the responsibility of the PI/co-PI to arrange the standard format of MoA and other official formalities for endorsement of the authorized signatory. One original copy of the MoA will be kept with the Institute.
- 2.1.7** Projects dealing with biological materials/experiments need to obtain approval of the Institutional Biosafety Committee, Certificate from Animal Ethical Committee, and/or Ethical Committee wherever applicable. No research involving biological materials will be conducted without taking prior approval from the appropriate committee(s).

- 2.1.8** It is obligatory to observe the biosafety compliance for rDNA activities to be performed by institutions and investigators for the proposals submitted to DBT for financial support as per the notification vide no. BT/BS/17/459/2011-PID dated 26th September 2012.
- 2.1.9** For international transfer of biological materials, PI/Co-PI must have to follow 'National Biodiversity Act (2002)' of Govt. of India.

2.2 Operation of Project Funds:

- 2.2.1** If otherwise not indicated by the funding agency the date of start of the project will be from the date of sanctioning of the project as mentioned in the sanctioned letter or from the date of receipt of the first instalment of the grant. There will be a separate savings account(s) for project funds earning interest. A separate section of the Finance Office with an Officer will assist the R&D cell in administering project funds. This section will ensure computerization/digitalization of the project account including online tracking facility for the PI/Co-PIs.
- 2.2.2** The yearly interest so earned from a project grant must be reflected in the Utilization Certificate (UC) and Statement of Expenditure (SE). The Interest earned will be credited to the Bharat Kosh account of Govt. of India and the certificated has to be attached with UC/SE.
- 2.2.3** Each project should have separate stock registers for recurring and non-recurring items. All bills of the projects will be entered by the PI/co-PI in appropriate project stock register and then the bills signed by the PI/co-PI will be sent to the IASST administration for payment or reimbursement. However, in case of equipment/instrument, the bills after project register stock entry will be sent to the Registrar, Store and Purchase for central stock entry followed by the release of the payment. If the Finance Office has a procedural objection to a bill, it should be returned to the PI/co-PI after submission of the bill as early as possible.
- 2.2.4** It is the responsibility of the PI/co-PI to do the annual physical stock verification of the project items.
- 2.2.5** The fellowship/salary bills of the project staff will be countersigned by the PI/co-PI and will be sent to the Finance Office on the 25th day of every month.
- 2.2.6** The PI/co-PI should acknowledge the financial support provided by funding agency via the inclusion of reference/ Grant number, name of the funding agency in the acknowledgement section of publications/patents/technology transfer documents.
- 2.2.7** The project will be treated as closed after six months of the tenure of the project and PI/co-PI will submit a copy of the final technical report along with UC/SE.

2.3 Overhead charges and Institute Development Fund:

The cost of a project will consist of Overheads, recurring and non-recurring expenses. The amount received on account of overhead charges will be administered by the Institute as follows:

- a. 60% of the fund will go to the Institute.
- b. The remaining 40% of the overhead grant may be utilized by the PI for his/her professional development i.e. partial/full support for participation in national conferences, membership of learned societies, augmentation of existing research facilities with proper justification about the needs. However, the overhead grant (PI share) will be utilized by the PI after receiving financial sanction and observing the financial rules of the Institute.

2.4 Recurring and non-recurring Expenses:

- 2.4.1** The total, as well as annual budget, is sanctioned by the funding agency and PI/co-PI must follow the general Terms and Conditions for the Award of the grant. The Actual Expenses under a specific head of the grant (such as manpower, consumables, equipment etc.) should never exceed the total amount of sanctioned budget under that head.
- 2.4.2** PI/co-PI shall require the approval of the funding agency for re-appropriation of funds from one head to another.

- 2.4.3** No expenditure will be made by the PI/co-PI from the project grant after the completion date of the project. Settlement of expenditure made after the closing date of the project without the approval of the funding agency will not be entertained by the R&D cell.
- 2.4.4** If for any valid reason(s) project work could not be completed within the specified time frame, the PI/co-PI may request in advance to the funding agency for the “No-cost Extension” of the project. If no extension is received within 6 months after the actual closing date of the project, it will be considered as closed and PI/co-PI has to settle the account and submit the UC/SE and final technical report to the funding agency with a copy to the R&D cell.
- 2.4.5** For any project related expenditures, prior approval/sanction is necessary and request for *post-facto* approval will not be entertained. However, in case of emergency, the Director is authorized for *post facto* approval.
- 2.4.6** Equipment grant/non-recurring grant:
- A. Unless otherwise stated by the funding agency, the PI/co-PI should utilize the equipment grant (non-recurring grant) on or before one year from the date of sanction of the project. In any case, the non-recurring grant should not be utilized after 18 months of the sanction of the project/release of the grant.
 - B. The PI/co-PI should observe all the financial rules of the Institute for the procurement of equipment/instrument.
 - C. Procurement of equipment/non-recurring item not sanctioned by the funding agency will not be allowed.
- 2.4.7** In general, recurring and non-recurring expenses cover the following costs related to a project:
- A. Equipment (non-recurring)
 - B. Consumable Materials to be used (recurring)
 - C. Computational charges (at commercial rates)
 - D. Analysis charge to be paid for the use of specific equipment in the departments or in CIF of the Institute or outsourcing of sample analysis/part of the research for which facility is not available in the nearby institute/university of the country.
 - E. Fieldworks
 - F. Contingency Expenses will normally cover:
 - a. Cost of supplies, stationery and photocopy.
 - b. Cost of books, journals, annual or life membership fees of professional societies or academic societies, the registration fee for attending conferences/seminars/workshop (both national and international).
 - c. Payment for typing and other office work to outside agencies.
 - d. Postage, telephone (including phone deposit charges rentals and call charges of phones at the office or residences) and internet facility.
 - e. Costs charged by a department for facilities provided to the project (such as large amounts of photocopying, use of computational and printing facilities, etc).
 - f. Hiring charges, consultancy fee, and an honorarium that are appropriate for the project.
 - g. Manuscript/book chapter editing service, the manuscript publication fee
 - h. Patent filing fee
 - i. Expenditure towards local hospitality (guest house charge and food bills) of an expert who has come for project purpose.
 - j. If any other small expenditure, that is necessary for smooth running of the project however not covered above, the PI/co-PI may request for prior approval of such expenditure from the contingency grant and/or PI/co-PI share of Overhead Grant.
 - G. Travelling expenses
 - a. Travel may be undertaken by the PI/co-PI or project staff for site visits, field work, experimental works in other institutes, meetings outside the Institute, participation in Conferences/Workshops/Seminars in India. In addition, TA/DA may be paid to external expert(s) for visiting IASST for project related work as per approved rate. The application for travel should be submitted at least 5 working days in advance. Submission form of tour programme (can be downloaded from the Institute website) along with the travel grant application is mandatory which will be approved by the competent authority.

- b. Proposal for using TA/DA to attend seminar/conference within the country should be supported by tour programme (shortest route), abstract/paper acceptance certificate/invitation letter from the organizer, a copy of the announcement of conference/seminar, date and venue of the conference.
- c. For the project related work the PI/Co-PI may propose the sanction of TA/DA for his/her Ph.D. scholar who may not be a project staff.
- d. No international travel will be undertaken from the sanctioned project grant unless specified otherwise by the funding agency.
- e. Prior approval is necessary before undertaking travel and no *post facto* request for travel from project grant will be allowed. However, in case of extreme exigency, Director may consider such application on case by case basis.
- f. TA/DA will be provided to the PI/co-PI and project staff, as per Institute rules and entitlement.
- g. The PI/co-PI/project staff shall apply appropriate leave from the concerned authority before undertaking project related travel.
- h. For the reimbursement of TA/DA, the PI/co-PI/project staff shall submit the filled-in TA claim form, approved tour programme, office order for tour, and original vouchers for the settlement of claim to the Finance Officer.

H. Salary of the project staff: Salaries of project staff shall be paid as per the project rule set by the funding agency. The change in category of project staff as sanctioned by the funding agency (for example RA to SRF or RA to Technical Assistant and JRF) will not be entertained unless such change is agreed by the funding agency in writing.

2.5 Selection of Project Staff:

- 2.5.1** The project staff will comprise JRF/SRF/RA or as per norms of Govt. of India (SR/S9/Z-05/2019 dated August 21, 2019, and amendments time to time). Open selection will be held for all project posts of duration for more than three months. The advertisement inviting application for project position(s) or “Walk-in-Interview” will be displayed in the Institute website in English and Hindi versions and may also be published in a newspaper using minimum space. The cost of such publication will be met from the contingency head or overhead (PI/Co-PI share) of the project. In special situations, on the recommendation of the PI/Co-PI, short term job contracts without an interview for a period not exceeding six months may be given with the approval of the Director. However, in the same position or to the same candidate two consecutive job contracts shall not be granted. For short term contract appointment, the PI/Co-PI should include (i) application of candidate stating that he/she is interested to work in the project, (ii) original certificates and mark sheets of the candidate, and any other document(s) which PI/Co-PI may think appropriate for the appointment.
- 2.5.2** A registered candidate for full-time Ph.D. programme in the Institute may be appointed directly as a JRF /equivalent position or in any other appropriate position as per the recommendation of PI/Co-PI. For such appointment, PI/Co-PI should write a letter to the R&D cell with the following documents: (i) application of candidate stating he/she is interested to work in the project, (ii) original certificates and mark sheets of the candidate, and (iii) evidence of Ph.D. admission.
- 2.5.3** All project appointments will be contractual (temporary) and based on consolidated monthly compensation. However, HRA may be given if accommodation is not provided if provision for HRA is there. The staff will not claim for regular appointment in the Institute after the completion of the project.
- 2.5.4** Automatic transfer from one project to another either on completion or midway shall not be permitted.
- 2.5.5** Unless otherwise specified by the PI/co-PI, the tenure of contractual appointment of the project staff will be for the duration of the project or until further order whichever is earlier.
- 2.5.6** Selection of JRF/SRF/RA and other staff shall normally be made as per the guidelines provided by the sponsoring agency. In case of the funding agency not having any guideline, the selection and appointment will be made as per the Institute rules (see also clause 4.0 for further detail).

2.6 General guidelines for recurring project expenditure:

- 2.6.1 For purchase of consumables/chemicals/equipment, the GFR (17) rules as amended from time to time should be followed.
- 2.6.2 For buying books from the sanctioned project grant proper procedures should be followed. When the books arrive, they are to be catalogued in the Library as early as possible and then given to the PI. After the project is over / superannuation of PI/co-PI permanently leaving the Institute, the books will be kept in the IASST library.

3 Guidelines for selection of JRFs/SRFs and other research personnel: (Laboratory Assistant/ Technical Assistants/ Research Associates) for Research Projects

[Note: These rules shall be applicable in the cases where the Funding agencies do not lay down any guidelines about selecting JRFs/SRFs, Research Associates, Project Fellows, etc.]

3.1 JUNIOR RESEARCH FELLOW (JRF) or PROJECT FELLOW

3.1.1 ELIGIBILITY (Educational Qualifications):

A candidate seeking selection as JRF/Project Fellow must possess an M.Sc./MA/M.Tech/MBA/MCA or any other postgraduate degree in the concerned discipline from a recognized Institute with a minimum of 55% marks in aggregate or equivalent CGPA, provided the minimum cut-off mark is not specified by the funding agency. In case an applicant has some research experience the due concession may be given. Project employees may be allowed to register for the Ph.D. programme of the Institute if they fulfil all the requirements prescribed by the Institute. If the candidate desires to be registered for Ph.D. at IASST, the rules set by IASST will be applicable.

Desirable Qualifications: The desirable qualifications will be specifically determined by the PI/co-PI as per the needs of the project.

- 3.1.2 **Age:** The candidate shall not be more than 28 years of age on the stipulated last date of receiving applications in response to the advertisement. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/Women/physically challenged/ and 3 years in case of OBC candidate (non-creamy layer). Upper age limit may be relaxed up to 1 year for general candidates with experience of working in the concerned area of project/ exceptionally meritorious applicants.

3.1.3 Selection Procedure:

- a) Positions will be advertised in any of the national/regional newspapers and through other channels (such as by means of circulation of notices to various Universities and displaying in the IASST Website Homepage). The last date for receiving the applications will be at least three weeks prior to the date of personal interview. However, for a walk-in-interview minimum of two weeks' advance advertisement prior to the date of interview will be required.
- b) The screening of applications for calling candidates for interview will be done by a three-member 'Screening Committee' consisting of the Principal Investigator (PI), Co-investigator (Co-PI) of the project and one or two member(s) (if there is no Co-PI) of the faculty of the same department/other Department. The Screening Committee will be approved by the R&D cell.
- Applicants who have already cleared the National Eligibility Test (NET) for JRFs conducted by UGC/CSIR/ICAR/DBT/ICMR or GATE and/or have experience in research appropriate for the project will be given due weightage.
- c) The PI will suggest a date of the interview and propose a selection committee to the Director at least 7 working days before the schedule date of interview. The selection committee will comprise of:

- | | | |
|----------------------------------|---|-----------------------------|
| (i) R&D cell/ or his/her nominee | : | Chairperson |
| (ii) Head of the Department* | : | Member |
| (iii) Subject Expert | : | External Member#,** |
| (iv) Principal Investigator | : | Member Secretary / Convener |
| (v) Co-PI | : | Member |

*(If the HoD is the PI, one senior faculty member of the concerned or related department).

(External Member can be also from other Department within the Institute unless specified by the funding agency).

** No honorarium will be paid to the Institute faculty. However, TA/DA and honorarium may be paid to an external expert from the Travel Head and Contingency Head of the project, respectively as per the rule of the Institute for which prior approval should be obtained from the competent authority of IASST.

The Selection Committee has to be approved by the R&D cell. Subsequently, the PI/Co-PI shall inform the Selection Committee Members about the date, time, and venue of the interview. It is desirable that PI/co-PI may serve a gentle reminder to the committee members three days before the schedule selection committee meeting.

Verification of the documents of the applicant will be conducted by a person from IASST administration (assigned by Registrar).

- d) During the interview, the committee shall test the candidates' knowledge of the subject, aptitude for research, creative thinking and sincerity. Also the original mark sheets and certificates of all the candidates will be checked and verified by the committee before the interview.
- e) Following the interview, a report on the selected and waitlisted candidates, along with the list of candidates called and/or appeared for the interview, self-attested biodata/CV, mark sheets, certificates and testimonials of selected candidate(s), a copy of the advertisement and office order for selection committee will be submitted by the PI/co-PI in a sealed envelope marked as "Confidential" for the consideration and approval of the Director. Thereafter, the appointment order will be issued to the selected candidate(s) with a copy to the PI/co-PI, Head of the Department, and Finance Officer.
- f) In general, the travel and accommodation expenses to the candidates called for interview shall not be paid and this information would be provided in the advertisement.
- g) Appointment letters shall be issued by the competent authority. The candidate is expected to join within 15 days from the date of issue of the letter of the fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the competent authority may grant an extension of 15 days provided the letter requesting an extension is routed through the PI/co-PI.

3.1.4 Fellowship and Tenure of JRF

- a) The tenure and fellowship amount for the project staff per month shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI/co-PI and approval for this shall be obtained from the funding agency.
- b) If JRF wishes to leave the fellowship before the end of tenure, it should be done with at least one-month prior notice to the competent authority through the PI/co-PI. The JRF has to surrender his/her identity card and clear all the dues before applying for resignation. However, he/she may request an experience certificate for the duration of the work done in the project.

3.2 Upgradation of Junior Research Fellow (JRF) to Senior Research Fellow (SRF)

If nothing is mentioned in the funding agency rule book, then on completion of two years of the tenure, a Project Staff can apply through proper channel for upgradation of the fellowship if the funding agency approves the same. For upgradation, an Evaluation Committee may be constituted consisting by the PI composition of which will be as follows:

- (1) Director or Nominee : Chairperson
- (2) Head of the Department : Member
- (3) External Expert : Member
- (4) PI : Convener/Member Secretary

The committee for assessment of candidate will be submitted to the Director at least 7 working days in advance for approval.

The project fellow needs to submit a brief report on work done and present a progress seminar (preferably power-point presentation) on the work done before the Evaluation Committee. The committee will submit the evaluation report in prescribed format to the Director for consideration.

3.3 SENIOR RESEARCH FELLOW (SRF)

3.3.1 ELIGIBILITY - Educational Qualifications: In case of direct recruitment, a candidate seeking selection as SRF must possess a Master's degree in concerned/related discipline from a recognized Institute with a minimum of 55% marks in aggregate or equivalent CGPA and at least 2 years' research experience after Post- Graduation (to be supported by a certificate of experience). Candidates with an M.Tech degree and valid GATE score can directly be selected as SRF.

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

Desirable Qualifications: The desirable qualifications will be specifically determined by the individual project needs.

3.3.2 Age: The candidate shall not be more than 32 years of age on the stipulated last date of receiving applications in response to the advertisement. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/Women/physically challenged/ and 3 years in case of OBC candidate (non-creamy layer). Upper age limit may be relaxed up to 1 year for general candidates with experience of working in the concerned area of project/ exceptionally meritorious applicants.

3.3.3 Selection Procedure

The selection procedure will be similar to the one laid down for the selection of JRF/Project Fellow. The candidate is expected to join within 15 days from the date of issue of the letter of the fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Director may grant extension provided the letter requesting an extension is routed through the PI/co-PI.

3.3.4 Fellowship and Tenure of SRF

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

3.4 Other project staff:

3.4.1 The eligibility criteria and monthly emolument for other categories of the project staff will be as per OM of DST, Govt. of India (SR/S9/Z-05/2019 dated August 21, 2019, and amendments time to time).

3.4.2 Selection Procedure

The selection procedure shall be similar to those for the selection of the JRF/SRF. The candidate is expected to join within 15 days from the date of issue of the letter of the fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Director may grant extension provided the letter requesting an extension is routed through the PI/co-PI.

3.4.3 Fellowship and Tenure of other project staff

The tenure and fellowship amount for the project staff shall be determined by the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI/co-PI and approval shall be taken from the funding agency.

3.4.4 House Rent Allowance

Institute will try to provide single/double seated hostel accommodation to all Project Staff. In case, the accommodation cannot be provided by the Institute, they may be entitled to House Rent Allowance (HRA) as per the guidelines of the Institute or funding agency, provide provision for HRA is there.

3.4.5 Medical Facilities

Project staff may avail the medical facility of the Institute as per rule of IASST for contractual staff.

3.4.6 Leave rules

Leave for a maximum period of thirty (30) days in a year in addition to general holidays may be taken by a Project Staff with necessary approval from the PI/Co-PI. The leave rule of Project Staff will be the same as that of a full-time Ph.D. student.

APPLICATION FORM FOR THE RESEARCH POSITION (JRF/SRF/other staff)

1. Name of the applicant: _____
Present Postal Address (*Pin Code, Phone, Fax & e-mail*)

2. Father's / Husbands Name:
3. Mother's Name:
4. Permanent Residential Address (*Pin Code, Phone, Fax & e-mail*)

5. Nearest Railway Station for undertaking the Journey _____

6.(i) Date of birth _____
(ii) Age in years(On the date of application) _____
(iii) Sex: Male / Female (strike off whichever is not applicable)
(iv) Nationality:

7. If belonging to Scheduled Castes/Scheduled Tribes / OBC, state name of the Caste/Tribe _____.

If OBC, state Creamy layer/ Non-creamy layer

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

8. (a) Academic Qualifications:

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

(b) Whether qualified NET/GATE (details should be provided):

(c) Awards/ Honors Received:

(d) Participation in Seminar / Conferences /Workshop:

(e) Research Publications (important reprints should be enclosed):

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

10. Title of Ph.D. thesis (for relevant position), name of the guide and an abstract of Ph.D. thesis in about 500 words (in a separate sheet as annexure) may be submitted.

11. Extracurricular activities:

12. Name and address of three referees not related to the candidate but is aware of the candidate's work:

1.

2.

3.

Place:

Date:

(Signature of the Applicant)

For Office Use Only

Application for SERIAL No.:

Category:

Date of Receipt of application:

Signature

B. CONSULTANCY PROJECTS:

IASST encourages the faculty members to undertake consultancy projects as a part of their academic duties. Moreover, consultancy projects augment the Institute resources, promote Institute academy alliance and contribute to social development.

1. Each Consultancy Project will have a Principal Consultant who will be responsible for
 - i. Formulating the project proposal which may include (a) planning of the work to be done, (b) estimating costs including costs of recurring and/or non-recurring items, and consultancy fee according to guidelines provided in a later section, and (c) identifying other consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling all communications with the clients after the project has been accepted.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the R&D cell regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.
2. Appointment of Principal Consultant: Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Head or Director). When a faculty member is approached for the work, he will be the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussions and appointment will be made by Director.
3. The project proposal prepared by the Principal Consultant will be forwarded to the client by the Director.
4. In extreme emergencies, a consultant may take up an assignment with intimation to the Director, and then seek approval.
5. The Institute normally requires the cost of the project to be deposited by the client, in full, before the work commences. However, based on needs of the client and circumstances, the Institute may permit commencement of work with payment to be made as per agreed upon milestones. All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures.
6. After the initial deposit has been made by the client, R&D cell will assign a registration number to the project and inform the same to the client, Principal Consultant and the Director Office. This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence. The Project file will be closed with the submission of the final project report and disbursement of fees to consultants and others.
7. Utilization of the resources generated:

The resources (consultancy fee) earned by a Principal Consultant through consultancy service should be divided between the consultant and the institution in the manner given below.

- i. If the amount (consultancy fee) is received up to 30% of the monthly basic salary of the Principal Consultant, then no sharing is necessary and the entire amount will go the Principal Consultant.
- ii. Amount (consultancy fee) received beyond 30% and up to the monthly basic salary of Principal Consultant: sharing of the money beyond 30% in the ratio of 70:30 between the Principal Consultant and IASST, respectively.
- iii. Amount (consultancy fee) received beyond the monthly basic salary: To be shared in the ratio of 50:50 of the amount of the consultancy service fee received beyond the gross salary between the Principal Consultant and IASST.
- iv. In the case of multiple consultants, the share of the amount of individual consultant will be fixed at the time of submission of the consultancy project.

Clause nos (i. to iii.) will also be applicable for those consultants instead of principal consultant.

8. Service tax on consultancy projects

Service Tax as applicable from time to time is compulsory on all consultancy services. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the coordinators of the consultancy projects inform the clients the amount payable by the clients as GST in addition to the consultancy charge and GST so collected will be deposited into the Govt. accounts.