

Guidelines For Implementing Projects and Consultancy at NIFT- 2013

1. General

- 1.1 NIFT acts as a nucleus for interaction between academia & industry by undertaking sponsored and funded research as well as consultancy projects. Consulting at NIFT is viewed as a dynamic learning opportunity both for faculty & students. The consultancy provides an opportunity to the faculty to share its expertise & knowledge, besides giving exposure to faculty and student. Apart from providing an opportunity for experiential learning, it strengthens teaching and research activities.
- 1.2 The faculty members are encouraged to undertake consultancy, however, while doing so their commitments to the academic duties should not be adversely affected. The primary obligation of faculty/employees is towards the academic activities of the NIFT. It is expected that the faculty/employees will not transgress the spirit on which the consulting obligation rests and they will conduct themselves in a manner prescribed through these guidelines, which are made effective from 13.02.2013.

2. Definition and Scope

- 2.1 The objective of these guidelines is to:
 - (i) encourage faculty members to undertake consultancy assignments to acquire relevant experience, such that it would provide applied knowledge for teaching & real data for research;
 - (ii) maintain balance between consultancy & academic duties of faculty;
 - (iii) specify principles on which consultancy obligations would rest; and
 - (iv) provide safeguards for protecting interest of NIFT & faculty members.
- 2.2 Consulting is envisaged as an activity, which entails assistance to an organization in finding solutions to a specific problem/s, or performing a specific task for it in return for pecuniary consideration in whatever form. All payments of any kind received by faculty and other academic staff from any external source would also be covered under these guidelines unless exempted.
- 2.3 Consultancy can be of various categories such as providing knowledge to industry primarily for its purpose; sponsored consultancy that may allow for creation of new resources in the Institute; and NIFT initiated short duration programmes / workshops / trainings & seminar in specific & specialized area for professionals from industry, government & non government organization and other Institutions. The deliverables under International & Domestic Linkages (I&DL) with financial implications will also be covered under these guidelines. However, Continuing Education Programmes, offered to individual through an advance information/prospectus will not be covered under this category.

3. Process of Undertaking a Consultancy

- 3.1 Consultancy should lead to value addition for the faculty and students in terms of academic learning. All consultancies including sponsored projects/research should be done in the name of the NIFT, after obtaining necessary approvals as prescribed in these guidelines.
- 3.2 The Approving Authority for the Projects will be Director General at Head Office level (HO) and Campus Director at Campus level.
- 3.3 The following types of projects shall be treated as Head Office projects:-
 - (i) Projects which involve more than one campus; and
 - (ii) Any Project of importance for strategic reasons.
- 3.4 Projects of value more than ` 50 lakhs, will invariably require approval of the Director General.
- 3.5 The Projects involving use of NIFT property and expertise exceeding three years should be avoided. If any project is beneficial, and needs to be taken for period more than three years, in-principle approval of the Director General should be obtained, in advance.
- 3.6 All consultancies including deliverables with financial implication under I&DL will be executed as a Project. NIFT sponsored programmes such as seminars / workshops will also be taken up as a Project, in conformity with these guidelines.
- 3.7 If directly approached by a client, faculty should route the proposal through Project Division / Unit. However, the faculty may correspond and discuss with the client initial proposal, time frame, budget etc. after informing the Project Division / Unit.
- 3.8 No faculty/official will be permitted to undertake private consultancy except delivery of a guest lecture with the prior approval of the Approving Authority. In such cases, the faculty will retain entire remuneration received from the organisers. The faculty will submit a one page report to the approving authority on the lecture and also inform about the amount received as a fee or remuneration.
- 3.9 The NIFT may initiate projects from its own resources, for which funds would later be raised through various sources including sponsorship or fee. Such Projects would be approved only when financial and other benefits are in favour of NIFT. For such projects funds may be made available from the Departmental Development Funds (DDF) of the Head Office (HO)/ Campus.
- 3.10 The Central / State Government schemes that may require some sharing of funds by the sponsoring agency may also be undertaken if they are in the

interest of NIFT. For such Projects funds may be made available from the DDF of the HO/ Campus.

- 3.11 Whenever NIFT receives a request for consultancy assignment, the Project Division/Unit of the Campus will seek a Request for Proposal (RFP) for the assignment from the faculty/ Chairpersons/Centre Coordinators. The faculty may also provide a RFP for the government schemes or NIFT sponsored projects. However if an assignment has been obtained by a faculty whom the client has desired to be the nodal officer, the competent authority may waive the procedure prescribed after recording reasons in writing.
- 3.12 On the basis of RFP (Annexure I), the Approving Authority shall nominate a Project Development Team (PDT) and Project Coordinator.
 - (i) The selection of the PDT will be based on following criterion:
 - (a) robustness of RFP;
 - (b) interest & capabilities of faculty;
 - (c) area of specialization including subjects taught;
 - (d) experience with relevant industry;
 - (ii) In cases, no willingness is shown, the Approving Authority may nominate appropriate faculty as a PDT and Project Coordinator.
- 3.13 The Project Coordinator and PDT should hold initial consultation with the client. It will develop a Detailed Project Report (DPR) that should include objective, processes & activities, approach, timelines, out come, budget, and monitoring system as suggested in Annexure II. The DPR should also include financial arrangements with the Client including installments and receipt of funds. As far as possible, efforts should be made to receive 80% of funds before the first document/design etc is shared. DPR will also suggest a Project Implementation Team (PIT). Whenever, it is necessary to give budget under heads that client requires, initially budget as per NIFT guidelines should be prepared and then this should be transposed on client guidelines. The PDT should forward both these budgets to the Project Division/ Unit.
- 3.14 Every DPR shall be submitted by the PDT to the Project Division/ Unit along with supporting documents, proposed budget, and a draft of the letter of understanding / draft agreement, if any. All documents relating to the project should clearly state the title of the Project and the client.
- 3.15 The Project Division/Unit will place the Project before a Project Evaluation Committee (PEC). It will be constituted both at HO and Campus level for evaluating DPR and making recommendations to the Approving Authority. The composition at both levels is as follows:

Head Office PEC	Campus PEC
Chairperson Director, Finance & Accounts	Chairperson Regional Industry Coordinator
Members: <ul style="list-style-type: none"> • Director of concerned Centre(if Campus Project) • Director (Link) • Dean (Academic) • Head (Projects) • PE (Building) in case of Building Projects 	Members: <ul style="list-style-type: none"> • Deputy Director (Finance & Accounts) • CC of the particular department • CC of another department
Convener AD Project	Convener Project Cell

- 3.16 The PEC will evaluate the DPR and make necessary recommendations in the manner prescribed in Annexure III.
- 3.17 Project Division/Unit would place recommendation of PEC for approval of the Approving Authority. The approval will be accorded in the format prescribed in Annexure IV. One copy of the approved proposal would be retained by Project Division/Unit; another copy would be sent to Campus Director and Project Coordinator with all necessary supporting documents.
- 3.18 To ensure that balance between consultancy and academic duties is maintained, there would a ceiling of 60 mandays of project work that can be taken up by a faculty in an academic year. The Campus Director may relax upto additional 10 mandays for projects of strategic importance.
- 3.19 The faculty members are advised to make their choice of consulting assignments with great care. They should view consultancy from the perspective of its importance and relevance to the work of the NIFT; their area of specialization, the nature of problem, time involved, and its implication for the consultant-client relationship. Campus director will proactively encourage faculty members to undertake consultancy projects which may be included in their annual work plan.
- 3.20 The NIFT will, subject to its commitments, resources and convenience, provide support to faculty involved in consulting. The services of students, research and support staff may be availed subject to specific approval of the competent authority.

- 3.21 The involvement of students in projects should be only when it advances their education. Other consideration would be as follows:
- (i) Such engagement would not provide any privileges to students in terms of attendance and assignment submissions.
 - (ii) It must also be ensured that fundamental principles of transparency are put into place while selecting students for a particular assignment.
 - (iii) Care must be taken to assure students that they will be monetarily incentivized for such involvement.
 - (iv) Students may be informed that by declining or accepting to participate in project, there will not be any adverse or favorable impact on their educational prospects in NIFT.
 - (v) Project Division will take out directives from time to time on nature of student involvement including honorarium to be paid.

4 Intellectual Property Rights and Royalty

- 4.1 In case NIFT receives royalty as a part of project, the MOU should clearly mention that royalty will not refundable, so that there is no claim on NIFT on this account in future. No payment shall be made to NIFT faculty/official out of the royalty amount.
- 4.2 Intellectual Property associated with the products/services will have to be assigned in favour of NIFT as per the NIFT IPR Policy.
- 4.3 The earning from Intellectual Property may be by way of a one time lump sum payment by the client to NIFT or by way of royalty paid to NIFT from time to time. Earning of the team creating the said Intellectual Property shall not be subjected to overall manday / financial ceiling under the Project Policy. However the team members shall receive these benefits as described above only till the time they remain a part of NIFT.
- 4.4 For Intellectual Property Protection, the budgeting of projects would invariably comprise of –
- (i) The project costs as per the expected overheads; and
 - (ii) Expected earnings from the delivered products/services resulting from the project, if any

5. Roles & Responsibilities of Project Teams and Project Coordinator

- 5.1 The appointment of the Project Team and Project Coordinator shall be done by the Approving Authority. To successfully implement the Project, there may be a need of two teams, a Project Development Team (PDT) and a Project Implementation Team (PIT).
- 5.2 The PDT will hold discussions with the client and prepare a DPR. It may require usage of primary data, some survey or field study to formulate a DPR. It will also

negotiate with client to formulate Memorandum of Understanding (MoU) along with financial arrangements.

- 5.3 PIT will execute the project as per DPR. This team would comprise Project Coordinator, experts i.e. faculty and external experts, students, laboratory assistants etc. It will be responsible for actual implementation & completion of the Project.
- 5.4 Project Coordinator will head both the PDT and the PIT. S/he will facilitate clear understanding of the project & processes involved in its implementation. Main responsibilities of the Project Coordinator will be as follows:
- (i) timely implementation & execution of the project as per DPR;
 - (ii) resolving any overlaps, gaps in consultation with client;
 - (iii) the proper conduct of the PIT members;
 - (iv) transparent selection of external experts and students;
 - (v) maintenance of records including accounts of the Project;
 - (vi) ensure that the expenditure is incurred as per the budget and timely settlement of advances and recoveries;
 - (vii) timely furnishing the documentation physical and financial reports/returns to the client and Project Division / Unit from time to time; and
 - (viii) submission of accounts / certificate of completion and other relevant reports.
 - (ix) regularly maintaining team contribution in terms of mandays in the log book.
 - (x) proposing share of incentives to PDT / PIT members from Consultancy Fee.
- 5.5 An accounts / administrative personnel should be nominated by the Project Division / Unit with a specific Project This person would work under the overall guidance of the Project Coordinator and will maintain accounts and official record for specific project. He will be called Project Administrative & Account Support (PAAS). He will be categorized as a part of PIT and his contribution will be costed in direct expenses. Such a selection should be done on a rotational basis to ensure exposure to all administrative and accounts staff. The Campus Director is expected to monitor the progress of the Consultancy Projects as frequently as possible and ensure there is no delay in decision making. They will submit a monthly progress report before 7th of every month on achievements of milestones to DG on every month. The Project Unit at the HO will examine and submit it to DG before 10th of every month.
- 5.6 To avoid any collusion and conflict of interests, PAAS should not examine file on administrative/ financial decision making relating to that project in another capacity. For example, as a PAAS he recommends releases of certain advances, then he should not examine it as Finance & Accounts official of either Project

Division/Unit or Finance & Accounts Division. If the Campus has sufficient funds under DDF, they may take approval of the Director General to appoint a PAAS at part / fulltime on contract basis. Such an approval may be given only when DDF can provide for salary of such a person.

6 Financial Management

- 6.1 The DPR will have the detailed budget which should be approved by the Approving Authority.
- 6.2 The budget shall have three main components of Direct Expenses, Administrative & Infrastructure Overheads, and Consultancy Fee. There will also be a Service Tax, payable by the client as per the prevailing rate.
- 6.3 With the prior approval of the Approving Authority, funds may be utilized from the DDF HO / Campus for funding following, subject to the condition that it is beneficial for the NIFT.
 - (i) Projects initiated by NIFT (including seminar, workshops). The expenditure in these would be recovered through sponsorship, fee etc.
 - (ii) Central / State Government schemes, which may require share of executing agencies.
- 6.4 PDT should explicitly state the purchase policy for procurement of various items in the DPR. In case there is a departure from NIFT's purchase policy, justification should be given. However, in NIFT sponsored project, purchase policy of NIFT should be adhered to. Adequate attention to transparency, fairness & equity should be given in procurement, selection of experts and selection of students. Processes for selection should be highlighted in the DPR. Similarly, arrangement for travel etc, wherever there is a departure from NIFT policy, should be highlighted in the DPR.
- 6.5 Direct Expenses will largely include cost of expert time & hired services and other implementation expenses.
 - (i) The Direct Expenses may be broadly categorized into following:
 - (a) equipment & machinery (purchase if any);
 - (b) material for prototype development and artwork;
 - (c) cost of expert time & hired services;
 - faculty & employees;
 - students ;
 - external consultants, designers experts; and
 - cost of hired services (printing, copy editing, testing, chartered accountant etc.);
 - (d) travel expenses include boarding , lodging, and local transport etc;

- (e) miscellaneous charges for stationery, consumables, postage, in house printing etc.;
- (f) charges for meetings, workshops etc.(for items not covered above);
- (g) contingency to meet sudden expenses, safeguards for last installment etc.
- (ii) Travel expenses should be charged as per policy stated in the DPR
- (iii) Cost of faculty & staff time will be as per engagement of the faculty employees in terms of mandays. At least per manday salary of PIT members will be calculated as cost of faculty/employee time.
- (iv) Service of External designer / consultant will be on a need basis with the prior approval of the Director General. The selection of an External designer/consultant will be done in transparent manner. For this purpose a list will be maintained in the Project Division / Unit. The Project Coordinator will select from this list at least three experts & seek their consent with statement of purpose. On the basis of this statement, the Project Coordinator will recommend experts with the reasons and need for it, before sending the proposal for approval to the Director General/Campus Director
- (v) Fee to the external consultant may be calculated on the basis of mandays/ hours involved in execution. While calculating fee for external consultant equivalence (Asst. Professor / Research Assistant etc.) or proposed fee may be suggested by the Project Coordinator. In exceptional cases where a consultant needs to be paid more than the equivalent level, the PEC may examine it and give proper justification while recommending the amounts. Director General/Campus Director may approve so after proper justification. Payment to such External Consultants should not exceed one third of the total funds received by the faculty members on that project. DG will have powers to relax this clause after recording the reasons.
- (vi) Honorarium rates for student involvement may be prescribed for each project and informed beforehand. For the purpose of their travel, board and lodge etc, they may be treated equivalent to Assistant.

6.6 Administrative & Infrastructure Overheads will be determined at the time of preparing DPR in the following manner:

- (i) It may be normally budgeted at 30% of the estimated direct expenses in DPR, for utilizing various institutional facilities such as computers, studio space, workshop facilities, infrastructure, electricity, telephone, and other indirect expenses which cannot be ascertained on actual basis.
- (ii) In case of the projects that required intensive usage of NIFT space/machines or laboratories (such as workshops for tailors etc) the

project overheads may be charged at 40% of the estimated direct expenses in the DPR.

- (iii) In respect of projects undertaken from Development Commissioner, Handlooms and Handicrafts, Government of India, the administrative fee may be relaxed as per the scheme guidelines by the Director General.

6.7 The Consultancy Fee may be charged at least at 25% of the estimated direct expenses in the DPR. The Director of campus will have freedom to give concessions in consultancy fee to attract projects.

6.8 (i) The sharing pattern of the funds received under various heads would be as follows:

S.No.	Name of the Head	Relevant Head of the NIFT
1.	Any Savings out of the Direct Expenses	<p>Any savings out of the Direct Expenses shall be chargeable in following two manners:</p> <p>(i) If more than 25% of the direct expenses are unspent, savings will be returned to the sponsoring agency*</p> <p>(ii) if less than 25% of the direct expenses are unspent, saving will be deposited to the NIFT revenue.*</p> <p>* In all cases, overheads & consultancy will remain unchanged</p>
2.	Administrative & Infrastructure Overheads	<p>(i) 50%** to Campus DDF</p> <p>(ii) 25% to HO DDF</p> <p>(iii) 25% ** to CDF</p> <p>** In case of a HO project funds would be proportionately distributed to Campus by the HO</p>
3.	Consultancy Fee	<p>(i) 1/3 of the Consultancy fee will be deposited with HO DDF</p> <p>(ii) 1/3 of the Consultancy fee will be NIFT revenue of the relevant Campus.</p> <p>(iii) 1/3 of the Consultancy fee will be distributed to</p>

		the PDT & PIT members in proportion to their man day contribution
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(ii) The other guidelines for accounting would be as follows:

- (a) if more than one Department is involved in the Project, the amount shall be proportionately allocated to each Department as DDF in proportion to their contribution in mandays.
- (b) wherever the Administrative and Infrastructure Overheads are relaxed, no funds shall accrue to the DDF It will be equally divided between HO DDF and CDF,
- (c) tax will be deducted at source on the income so earned by the faculty/experts as per rules.
- (d) no remuneration will be paid to the Project team in case of any dispute with the Client. Project Coordinator shall seek the intervention of concerned Campus Director in such cases to resolve the dispute. Incase dispute remain unresolved such Project may be resolved with the approval of the Director General.
- (e) the standards of financial propriety laid down under Rule 21 of GFR which inter-alia provides as under shall be applicable in each case while distributing honorarium/surplus :-

“No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.”

6.9 No funds shall be paid to the Administrative/Accounts Staff except as specified below:

- (i) In case of PAAS and any other administrative/accounts employee that has responsibility with PDT and PIT, as per their contribution in mandays and costed in DPR
- (ii) Funds accrued to HO DDF will also be utilized to incentivize Campus Directors, Project Cell Staffs, CPs & CCs and other faculty, accounts & administrative staff that had been instrumental in sanctioning, management, monitoring and completion of the project. Maximum amount that anyone can receive will not exceed his/her two months' salary.
- (iii) Head Projects would submit an annual report on DDF funds, quantum of work done by various officials and a proposal for incentives. The proposal would be made by 31st May every year. It would consider following, while incentivizing :

- (a) incentives will be considered only when the Campus had shown no deficits in the previous financial year.
- (b) Receipt of funds under administrative/consultancy due from all Campuses to HO DDF
- (c) 50% of project consultancy funds would be used for incentivizing & the balance 50% would be used for other HO DDF expenditures.
- (d) each Campus incentive would be in proportion to their share in HO DDF.
 - 1. 50% of the Campus Incentive would be for incentivizing Campus Director. This would not exceed amount equivalent of 60 days of pay.
 - 2. 25% for Project Division Personnel as per Campus Director recommendation
 - 3. 25% for CP,CC/other faculty who was not a member of PIT or PDT but contributed for the project, as per Campus Director's recommendation
- (iv) The Approving Authority for these incentives would be the Director General.

6.10 The responsibility for financial management of Projects would be as follows:

- (i) The funds will be routed through Project Division/Unit;
- (ii) The Project Division/Unit shall be responsible to follow up the payments from the Client.
- (iii) The Accounts Officer/Assistant (including Senior/ Research Assistant) with Project Division/Unit shall keep an account of all receipts and disbursements of a Project.
- (iv) The Project Coordinator with the help of PAAS shall keep record and account of the project receipts and expenditure. He will be responsible only for direct expenses. He should ensure that expenditures are within approved budget for direct expenses budgets. He will submit a monthly return on expenditure to the Project Division/Unit He shall be responsible for settlement of all advances and recoveries in relation to the direct expenses of the Project.
- (v) The Project Division/Unit shall be responsible for deduction/disbursement of Administrator & Infrastructure Overheads & Consultancy fee in relevant accounts.
- (vi) The Project Division/Unit shall be responsible for audit of each project and issue of Utilization Certificates.

6.11 Accounting of funds released by the Client will be done in the following manner:

- (i) from the first instalment, administrative and infrastructure overheads should be debited and disbursed in accordance with clause.

- (ii) balance amount should be released to the Project Coordinator (in a dedicated account) meant for direct expenses of the Project. This account will be operated on the joint signature of the Project Coordinator & Project Administrative & Account Staff (PAAS).
 - (iii) a monthly expenditure statement should be received from the Project Coordinator. On the basis of expenditure statement and provision UC, the Project Division/Unit should make a UC after an audit by Chartered accountant. It should also request for release of next installment from the Client.
 - (iv) After the second installment is received, the Project Division/Unit should debit Consultancy Fee and balance should be given to the Project Coordinator.
 - (v) on the basis of expenditure statement and provisional UC, the Project Division/Unit should make a UC after an audit by Chartered accountant and ensure settlement of all accounts.
- 6.12 Wherever possible, advances from the client should be requested to cover the current expenses. Expenditures will be incurred only against the money received or committed in writing.
- 6.13 Fixed Assets procured or the prototypes developed for project shall be refunded to client wherever such condition is stipulated. In other cases, it should be recorded in the Fixed Asset Register of the NIFT.
- 6.14 The accounts of consulting project shall be finally closed at the end of six months after the date of completion of the project as planned by the Project Coordinator. If any exception needs to be made in this regard for valid reasons, the Project Coordinator may seek the approval of Approving Authority in advance with adequate detail and explanation.

7. Project Cell

- 7.1 As project proceeds contribute to the expertise, industry-linkage as well as financial corpus of NIFT, setting up of specific Division / Unit for enabling project implementation, with an accounts & administrative staff is necessary at HO and Campus level.
- 7.2 At HO level there will be a Project Division. The Project Division will be headed by a senior faculty, preferably at Professor level. The Head Projects would work under the overall supervision and guidance of the Director General and will report to the Director General for the purpose of Projects. The funding for this unit will be from the DDF. In case funds are not available, the same will be from regular funds.
- 7.3 At Campus level there would be a Project Unit. This Project Unit will be headed by either a Professor / Associate Professor. He would work under the overall

supervision & guidance of the Campus Director. The funding for this unit will be from the DDF/CDF. In case funds are not available, the same will be from regular funds.

7.4 The composition of Project Division / Unit would be as follows:

	Project Division at HO	Project Unit at Campus level
(i)	Head Projects (Professor level faculty) - Incharge	Unit Incharge Project (Prof. / Associate Professor level)
(ii)	Deputy / Assistant Director	Research Assistant
(iii)	Senior Assistant /Asst. (Accounts)	Assistant / Junior Asst (Accounts)

7.5 Main functions of the Project Division will be as follows:

- (i) provide directions to make consultancy experience meaningful in the context of NIFT's overall objective and vision;
- (ii) overall monitoring of Consultancy across all Campuses in terms of quality and standards;
- (iii) ensure that the nature of projects do not compromise on brand equity of NIFT;
- (iv) resolve issues relating to common interest of NIFT Centres on Consultancy Projects :
 - (a) where more than one Campuses is involved in a Common Project
 - (b) matters relating to jurisdiction/conflicts between Campus
- (v) review returns received from Centres on performance and progress of projects including half yearly statements
- (vi) capacity building of faculty for project formulation and implementation across campuses;
- (vii) sharing of good projects between the campuses;
- (viii) implementation of Head Office projects of strategic importance and inter campus implications, including maintenance of accounts and financial arrangements;
- (ix) maintain accounts of Head Office DDF, prepare its annual budget and track distribution and utilization of DDF;
- (x) convene meeting of Project Evaluation Committee at HO level at regular interval;
- (xi) issue directions from time to time to remove any difficulties in the implementation of these guidelines.
- (xii) any other relevant functions to facilitate consultancy projects.

7.6 Project Unit at Campus level will have following functions:

- (i) facilitate new project formulation;

- (ii) ensure that Project Evaluation Committees are regularly held to evaluate and recommend projects;
- (iii) track release of funds from the Client and its disbursement;
- (iv) maintain account of Campus DDF, prepare annual budget, track distribution and utilization of DDF at Campus level;
- (v) review progress of projects with faculty members;
- (vi) recruit additional manpower on contract basis, if the project requires so and if it is charged on the project;
- (vii) sharing of good projects with the faculty;
- (viii) maintain list of various experts;
- (ix) identify accounting administrative support for each project in accordance with clause whose responsibility would be maintain accounts & records for each

7.7 Responsibility of Accounts Officer/Assistant with the Project Division / Unit will be as follows:

- (i) to assist PDT in preparing budget for a Project.
- (ii) receive funds from the Client and disburse funds as per the guidelines
- (iii) provide audited statement of accounts/utilization certificate to the Client as and cause annual audits whenever required.
- (iv) maintain accounts of all projects showing receipts and payments.
- (v) deduct/ remit tax at source as per rules.
- (vi) timely adjust/recover advances

8 In all matters relating to consulting or interpretation of these rules, the decision of Director General shall be final and binding. No provision of these rules shall be relaxed without the explicit approval of DG NIFT.

Request for Proposal

1. Project Title:
2. Project Brief:
3. Approach for Undertaking Project (Highlight key objectives processes and deliverables):
4. How this Project would further academic interest of NIFT :
5. Proposed Team with their interest, area of specialization, and experience:
6. SWOT Analysis of RFP:

Detailed Project Report

1. Cover Page
2. Index
 - (i) Introduction & Background to the Project
 - (ii) Details of the Client Proposal
3. Project Objective & Scope
4. Approach, Methodology, & Processes
5. Project Deliverables
6. Details of activities along with timelines, roles & responsibilities
7. IPR & Royalty issues
8. Procurement and Hiring Policy (In case deviation from NIFT policy, reasons thereof)
9. Financial Arrangements
 - (i) Budgeting
 - (ii) Accounting
 - (iii) Financial Arrangements with the client installments, releases, UCs etc.
10. Documentation & Reporting
11. Monitoring
12. Suggested PIT & PC with roles and responsibilities, cost of their time and share of proposed consultancy
13. Miscellaneous including clauses on removal of hindrances/ disagreement etc.

Annexures

- i) Detailed activity and time chart
- ii) Detailed Budget including Comparative Budgets (Schematic Vs NIFT)
- iii) Copy of MoU / MoA to be entered into with the Client
- iv) Others

Suggested method for evaluation of a Project by PEC

The PEC will evaluate the DPR in the following manner:

1. Initially members would offer their individual comments on the DPR, through electronic mail. While evaluating individually, they would examine appropriateness of processes, budget, monitoring, outcomes and timelines. They would also examine the Client brief/schemes, to see whether the proposal is in conformity to it or not. These comments would be communicated to PDT within a week of receipt of such a proposal.
2. PDT would consider these comments and modify the proposals, if necessary. It would also along with amended DPR, send a summary of action taken on each comment.
3. PEC would then hold a formal meeting and examine appropriateness of the DPR
4. PEC during evaluation of the project would examine and recommend clearly that administrative & Infrastructure overhead and consultancy or levied are in conformity to the principle laid in budgeting & accounting.
5. It will also examine the Project Implementation Team (PIT) and make necessary recommendation to the Approving Authority. While recommending PIT following may be considered :
 - (i) interest & capabilities of faculty including its experience
 - (ii) equity in distribution of consulting work;
 - (iii) available mandays for project work in a year; and
 - (iv) how this will help in improvement in teaching skills & experiential learning for students.
6. Project Division/Unit will ensure that following timelines are adhered to in the formulation of a Project:

S. No.	Activity	Timeline
1.	Discussion/request from Client for a study	
2.	Inform/notify the faculty and call for RFP	Within 03 days of S. No. 1
3.	Give time to faculty for preparing RFP	A week from S. No. 2
4.	Analyse all RFP and make necessary recommendations to the Director General/Campus Director	A week from S.No. 3

S. No.	Activity	Timeline
5.	Nominate a PDT and the PC for DPR and hold initial discussion with them and the Client	A week from S.No. 4
6.	PDT holds discussions, consults primary data and prepares a DPR	2 Weeks from S.No. 5
7.	DPR received from PDT is sent for comments for PEC members through electronic mail, their comments are received	A week from S.No. 6
8.	PDT consider these comments and modify the proposals, if necessary. It would also along with amended DPR, send a summary of action taken on each comment.	A week from S.No. 7
9.	Call PEC meeting and examine the proposal	A week from S.No. 8

(Annexure IV)

NIFT Consultancy Project Approval Form

Vide PEC meeting dated..... the Approving Authority has given its approval to the following Project

- 1. Project Title:
- 2. Project Client:
- 3. Contact Person for Clients:
(Name, designation, address,Phone no, email ID etc)
- 4. Project Brief:
- 5. Project Objectives:
- 6. Project Duration:
 - (a) Date of commencement
 - (b) Date of completion
- 7. Name of the Project Coordinator
(with designation, department etc)
- 8. Project Deliverables and impact:
- 9. Project Conditions (as approved)
- 10. Role and Responsibility of PIT

Name of the PIT members	Responsibilities/ task assigned	Quantification of work in terms of man days/hours	Estimated Cost of time indirect expenses	Share of consultancy fee

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11. Project Cost (annex detailed approve budget sheet)

(a) Project Fee to be received

(b) Direct Expenses

(c) Administrative and Infrastructure Overheads

(d) Consultancy Fee

Total

12. Others

13. Enclosures (approved DPR, MoU and Other relevant conditions)

Head/ Incharge Project

Name

Place

Date