

**Centre for Industrial Consultancy and Sponsored Research
S V National Institute of Technology, Surat**

No. Dean (R & C) /ICSR/303/2017-18

Date: 19 Mar 2018

Minutes of the 4th Meeting of the ICSR Board held on 09 Mar. 2018 at Seminar room of Mechanical Engineering Department. Following members were present at the meeting.

SN	Name	Designation
1	Prof S R Gandhi	Director, Chairman ICSR Board
2	Prof H K Raval	Dean (R & C), Member
3	Prof C H Solanki	Head (AMD), Member
4	Prof S M Yadav	Head (Civil), Member
5	Dr J N Sarvaiya	Head (ECED), Member
6	Dr S N Sharma	Head, EED, Member
7	Dr. Mausami Mukhopadhyay	Head (CheD), Member
8	Dr R G Mehta	Head (CoEd), Member
9	Dr K P Desai	Head (MED), Member
10	Dr H P Bulsara	Head (AMHD), Member
11	Dr. A. A. Shaikh	Asso. Dean (R&C) and Member Secretary, ICSR Board
12	Dr Patij Shah	Dy. Registrar A/cs. (I/c.)
13	Mr. B. J. Savani	Dy. Registrar A/cs. (R&C)

Prof D P Vakharia, Incharge Registrar, Dr. P.A. Parikh, HoD-ACD and Dr. Vipul Kheraj, Hod-APD could not attend the meeting due to prior commitment.

Following are the minutes of the meeting held ;

Item No. 1 To confirm the minutes of Third ICSRB Meeting

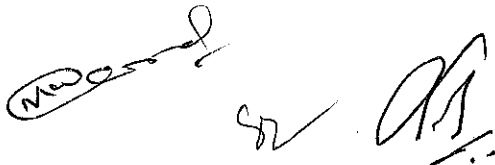
Reso. No. 1 The minutes of third ICSRB meeting held on 3rd Jan, 2018, was circulated on 25th Jan. 2018 and no comments have been received. It is therefore resolved to confirm the same.

Item No. 2 To discuss and resolve to induct manpower (skilled/ semi -skilled/ unskilled) on temporary basis in the department through Department Development Fund (DDF)/ Project fund.

Reso. No. 2 It was unanimously resolved that skilled/semi-skilled/ unskilled man power may be inducted in department on temporary basis through department development fund/ project fund. In continuation of earlier resolution it is further resolved that for AMC/ Spares of the existing facility also DDF can be used. The proposal for seeking an approval for manpower on temporary basis (Through Service provider) from DDF should be routed through DAAC respecting the ceiling of 50% of opening balance of DDF of Financial Year. The manpower may be engaged initially for a period of one semester and if performance is found to be satisfactory; extension may be given maximum up to the period of 11 months (including earlier six months).

Item No. 3 To discuss and resolve to pay GST @18% instead of Service Tax @15% on the receipt of amount received from Old Testing & Consultancy project commenced on or before 30th June 2017 i.e. before implementation of GST (related to service tax)

Reso. No. 3 The issue was discussed and all members agreed for applying GST@18% instead of Service tax @15% for the amount received from old testing & consultancy projects commenced on or before 30th June 2017. The difference of 3% will be applied in the settlement of such bills. During the discussion, Chairman ICSR proposed to take advance from government agencies too for the consultancy work as GST @ 18% to be paid against invoice. It was discussed by house regarding issues may come from clients based on their own norms & prevailing practices. Hence, it is decided to have preliminary discussion with such Govt. organisations as clients before deciding to take advance as mandatory. It was resolved that head of the department from mechanical, civil and applied mechanics will depute one person to form a team of 3 members for visiting clients for views and suggestions with proposing 30% advance is mandatory to take care for 18% GST at the time of raising an invoice.



Item No. 4 To discuss and resolve the submission date of emoluments/ fellowship/stipend to JRF/SRF/RA/Post doc/Young scientist etc. to ICSR Board (Dean (R&C) office) for the pass for payment.

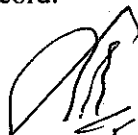
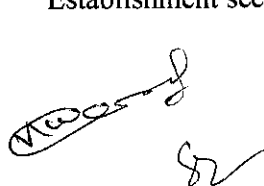
Reso. No. 4 Dean R&C briefed the house regarding issues faced by R&C office to pass the payment of emoluments/ fellowship/stipend to JRF/SRF/RA/Post doc/Young scientist etc., as the claims for payment are not reaching to R&C office within first week of month from all PI/departments. Chairman of ICSR has suggested that in order to reduce the delay, necessary intimating document for deduction be submitted by PI directly. The house unanimously agreed with the said suggestion for submitting the intimating document for claim certificate of emoluments be initiated by project staff countersigned by PI and sent to Dean R&C office on or before 5th of every month else R&C office will release the payment presuming no deduction in payment for the last month.

Item No. 5 To discuss & approve the issuance of certificate towards monthly emoluments/ fellowship/stipend to Research Project staff on monthly basis just like salary slip to regular staff of the institute.

Reso. No. 5 This item is differed to the next meeting with the view of collecting legal opinion/aspects. However, it is resolved to issue experience certificate mentioning emolument in the certificate on demand.

Item No. 6 To discuss & authorize ICSR section (Dean (R&C) office) to issue offer letter and relieving letter to Research & Consultancy project staff to be appointed in the research & consultancy project.

Reso. No. 6 It was discussed at length and resolved that ICSR section (Dean (R&C) office) will issue offer letter and relieving letter to Research & Consultancy project staff to be appointed on contract based on the norms of funding agency in the research & consultancy project considering terms of appointment for contractual position as per institute rules. Institute Registrar shall sign offer letter and relieving letter to project staff and the copy of such letters will be kept at Dean (R&C) office and institute Establishment section for the record.



Item No. 7 To discuss & approve the issuance of Identity card to the Project staff engaged in various research & consultancy project for all categories (contractual/temporary/etc.)

Reso. No. 7 The format of specimen of I-Card was put up before house for necessary suggestions to finalize. It was discussed at length with some of the suggestion to use a format like student I card with appropriate date for its validity and the approved format is given in **Annexure I**. It is unanimously resolved to issue Identity card to the Project staff engaged in various research & consultancy project for all category (contractual/temporary/etc.) Central Library shall permit entry to the project staff with this I-Card.

Item No. 8 To discuss & approve the matter related to offer insurance coverage (Personal Accidental) to staff engaged in various research & consultancy project for all category (Contractual/temporary/etc.)

Reso. No. 8 Dean R&C highlighted the matter of staff working in the laboratory with probable risk during experimentation or handling set up for works related to research and consultancy/testing projects or during travel for field work. He explained the importance to cover such risk under the insurance coverage for the project staff. All members unanimously agreed to provide insurance coverage (Personal Accidental) to staff engaged in various research & consultancy project for all categories (Contractual/temporary/etc.) from contingencies of research project or as part of expenses under consultancy/ testing project. The PI will initiate the procedural aspects for taking the Personal Accidental insurance and its regular renewal. The institute will not be liable for any claim beyond eligible insurance coverage. The cost of premium paid for such insurance can be debited to the project.

Item No. 9 To discuss & resolve the issue related to participating in conference (India/abroad) without a research paper from the project fund/PUF

Reso. No. 9 The issue was discussed and resolved that participation of faculty in conference (India/abroad) without research paper may be allowed from Professional Updated Fund (PUF) of that faculty as the faculty has

contribution towards it. This resolution is adopted considering similar provision in CPDA. However, if the travel is only to visit a university without attending a conference, it will not be permitted.


Item No. 10 To discuss & resolve the mode of receipt of the payment for Testing & consultancy. Looking to the recent past non-clearance of the payment made through cheque

Reso. No. 10 Dear R&C brief the house for few incidences occurred in recent past regarding non clearance of cheque and the penalty to be paid by institute. The issue was discussed and unanimously it is resolved to accept payment by cash/DD/online and by cheque but the penalty will be imposed on client in case of non-clearance of cheque if payment is received by cheque.

Item No. 11 To approve the format for inviting project proposals from Assistant Professors through institute annual grant

Reso. No. 11 The proposed format for inviting project proposals from Assistant Professors was put-up before the house by Associate Dean (R&C) and the approved format is attached as **Annexure-II**. It was decided to invite the project proposals from incumbent Assistant Professors by R&C office for the project having max ceiling of Rs.10 Lakhs. The concern academic department will make necessary scrutiny. The department will invite subject expert for the screening of the proposals. The Dean (R&C) office will provide one additional expert for the screening of the proposals (if department need it). The Project proposals recommended by expert committee with sanctioned amount shall be forwarded to Dean SW (as the grant to be released from annual plan grant) and then to central account for release of the amount for the project. The utilisation certificate shall be submitted by the PI to the account section and copy of the duly approved utilisation certificate by account officer may be forwarded to R&C office for the record purpose. All items purchased under the project shall be entered in department stock register.

Item No. 12 To discuss & decide the sequence of signatories for the submitted note



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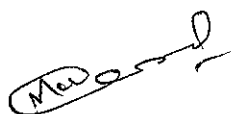
pertaining to the proposal to conduct STTP/FDP/expert lecture etc through CCE using fund of research & consultancy project

Reso. No. 12 Dean R&C appraised the member of the house for the resolution of Hon'ble B.O.G. regarding financial power for approvals and invite the house for discussion regarding sequence of signatories for the submitted note pertaining to the proposal to conduct STTP/FDP/expert lecture etc. through CCE using fund of research & consultancy project. It is resolved to adopt the sequence of signatories' viz. Course coordinator (Indenter), HOD, Dean R&C (in case of fund from research/consultancy)/ and finally Director shall approve the proposal. The approved note for the proposed programme will be subsequently provided to CCE for registration & record and further implementation/execution accordingly.

All members unanimously agreed for the same. It was also resolved unanimously that the sequence of signature on certificate should be Course Coordinators & HOD. A final list of participants and copy of program be submitted to CCE for records.

Item No. 13 **To establish the procedure for the faculty member seeking permission to visit out of campus for academic/research & consultancy work as per approved norms of Research & Consultancy vide clause no. 3.1.9 (Part A) of 45th B.O.G. meeting held on 13/06/2017**

Reso. No. 13 Dean R&C informed the house regarding need of travel by the faculty members on urgency call from clients for the specific testing and consultancy work. The discussion was taken up to maintain the record of 30 working days as per clause 3.1.9(Part A) of 45th B.O.G. meeting. Chairman ICSR proposed and it was unanimously resolved the sequence of signatures on the domestic travel form filled by the faculty to be approved by the Head of the concern department and to Dean FW (as per the BoG resolution). Approved travel form to be submitted to E section for record/necessary office order if required (needs BoG ratification). Dy. Registrar A/C briefed the house that office order is essential for any visit outside the campus. After discussion it was resolved that HOD will maintain register of record for leave with mentioning balance days for visit. In case of



exceeding 30 days a special permission is required from Director for appropriate leave (CL/EL/Special leave). It was also resolved that in case of visit involving financial approval, travel form will be routed from indenter to HOD to Dean FW to Dean R&C/Dean SW up to the financial power of Dean. Any approval note seeking approval of amount more than financial power of Dean will be approved by Director (as per the B.O.G. resolution). Finally, approved note will be required to be forwarded to Establishment section for the Office order.

Item No. 14 To adopt rules for procurement as per GFR 2017 for Research & Consultancy project with financial limit


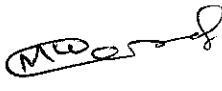
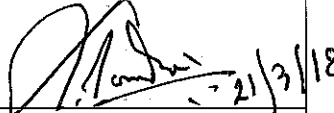
Reso. No. 14 The issue was discussed and resolved to adopt rules for procurement as per GFR 2017 when Hon'ble B.O.G. resolution is made available to adopt GFR 2017.

Item No. 15 Any other item with the permission of Chair

Item No. 15.1 To discuss to re-name Dean (R&C) office as Centre for Industrial Consultancy & Sponsored Research (Centre of ICSR)

Reso. No. 15.1 Dean (R&C) has appraised the house of ICSR regarding activities handled by the Dean (R&C) office. It was further discussed regarding re-naming Dean (R&C) office as Centre for Industrial Consultancy and Sponsored Research (Centre of ICSR). The members of the house unanimously agreed to rename existing activities handed by Dean (R&C) office as Centre for Industrial Consultancy and Sponsored Research (ICSR), which will be headed by Dean (R&C).

Chairman ICSR has express thanks to all the members of ICSR and meeting ended.

		 21/3/18
Dr. A. A. Shaikh Asso. Dean (R&C) & Member Secretary (ICSR)	Prof. H. K. Raval Dean (R & C) Member (ICSR)	Prof. S. R. Gandhi Director & Chairman (ICSR)