

Rules and Regulations
for
Sponsored Research & Industrial Consultancy

approved by

Chairman, Board of Governors



Dean Sponsored Research & Industrial Consultancy
Indian Institute of Technology Mandi
August 2013

Indian Institute of Technology Mandi

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List of abbreviations

BoG	Board of Governors
CSIR	Council of Scientific & Industrial Research
DST	Department of Science & Technology
FIST	Fund for Improvement of S&T Infrastructure
HoS	Head of School
IDF	Institute Development Fund or corpus fund
IPR	Intellectual Property Rights
ISTE	Indian Society of Technical Education
MoU	Memorandum of Understanding
PDA	Professional Development Account
PDF	Professional Development Fund
PI	Project Investigator
QIP	Quality Improvement Programme
RA	Research Associate
SRIC	Sponsored Research & Industrial Consultancy
TA	Travel Advance
UC	Utilisation Certificate

1. Introduction

Since its very inception, IIT Mandi has been striving to develop itself into an institution of excellence in education and research keeping in mind the contemporary and future needs of India of the highest standard in engineering and technology. With innovations in both its curriculum and research, the Institute intends to rapidly gain reputation globally.

In addition to offering formal Undergraduate and Post-graduate Programs, the Institute actively encourages its faculty and other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the Institute. Research and development is carried in several areas, like energy, health, environment, manufacturing, telecommunication, nanotechnology, materials, simulation, rural infrastructure and computation. These projects are very important for maintaining external and global linkages and are also a main source of revenue for the Institute.

1.1 Vision and Mission Statement of IIT Mandi

Vision

To be a leader in science and technology education, knowledge creation and innovation, in an India marching towards a just, inclusive and sustainable society.

Mission

- To create knowledge through team effort and individually for the benefit of society.
- To impart education to produce professionals capable of leading efforts towards innovative products and processes for the development of the Himalayan region in particular and our country and humanity in general.
- To inculcate a spirit of entrepreneurship and to impart the ability to devise globally recognized solutions for the problems of society and industry, particularly in the fragile eco-system of the Himalayas.
- To train teachers capable of inspiring the next generation of engineers, scientists and researchers.
- To work intensely with industry in pursuit of the above goals of education and research, leading to the development of cutting edge and commercially-viable technologies.
- To operate in an ambience marked by overriding respect for ability and merit.

1.2 Office of Sponsored Research & Industrial Consultancy (SRIC)

Office of Sponsored Research & Industrial Consultancy (SRIC) (the office) provides administrative and managerial support for the operation of sponsored research, industrial consultancy and other R&D related activities of the Institute.

It facilitates interaction with external agencies, both national and international. It also

promotes and manages Institute-Industry interaction and all externally funded research and development projects.

1.3 SRIC Activities

The proposals submitted by IIT Mandi involving the following activities are termed as SRIC activities:

- 1 Sponsored Research Projects involving internal/external funding sources.
- 2 International Research Collaborations involving international funding.
- 3 Industry Sponsored Projects and Industrial Consultancy involving funding from industry
- 4 Organizing Continuing Education Programmes/Conferences/Seminars/Symposia /Workshops for dissemination of knowledge as part of the research projects.
- 5 IIT Mandi sponsored research projects.

2. Project Management

2.1 Seed Grant:

The Institute gives a seed grant to new faculty for initiating research. The faculty member will write a research proposal. The proposal should include a description of research that he/she wishes to conduct over the next 2-3 years. It is a platform meant to help new faculty to prepare for subsequent proposal submissions. In other words the seed grant is seed for seeding bigger projects.

Guiding notes:

- Proposal will be submitted to the Dean SRIC. Dean SRIC will arrange to get review comments from the subject experts. Review comments will be appropriately incorporated / addressed by the Faculty before final submission.
- Proposal will be presented by the faculty before an Institute level committee, consisting of Director, DEAN SRIC, HoS and 2 Faculty members to be nominated by Dean SRIC.
- The initiation grant is normally for an amount of Rs 5 lakhs to support the research as proposed by the faculty member and approved by the Institute Level Committee. A higher amount can be approved by the Institute Level Committee.
- To encourage collaborative research, if two or more faculty members submit a joint proposal, the budget limit will be Rs.15 lakhs.
- The Faculty member is encouraged to prepare follow-up proposal(s) to external sponsors. Follow-up proposals are expected if the Faculty member requests a higher than normal seed grant.

2.2 Sponsored Research Projects:

Sponsored Project refers to one in which the PI does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the PIs as approved in the respective budget head by the funding agency. For projects from industry and other agencies, any balance funds at the end of the project may remain with the Institute. In such cases, the balance funds will be distributed to Faculty and staff involved in the project, following SRIC guidelines.

Projects involving IIT Mandi Faculty only:

The Institute encourages investigation of basic and applied areas of science and technology, and high end technology development in the form of sponsored projects. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

Collaborative Projects:

Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, even though there may be an overall project, there must be a separate budget and scope of work statement to be done by the faculty and staff of the Institute. The summary statement provided to the Institute should be based primarily on the portion to be done by the Institute. The Institute will treat this like any other sponsored project.

Institute Projects:

In case the Institute is awarded a sponsored project directly, or a proposal is submitted at the Institute level, the Principal Investigator would be identified by the Director.

Guiding notes:

1. Each funding agency has its own format and guidelines. The proposal should be submitted after thoroughly going through the guidelines.
2. While making an estimate of the funds required for a project, the following budget heads may be taken into account:
 - Salary of Project Staff including PhD scholars
 - Equipment
 - Consumables
 - Travel (domestic, international)
 - Contingency
 - Administrative Overheads
3. All project proposals are to be sent to Dean SRIC for endorsement. The 'Project proposal form' duly completed must be submitted along with the proposal.
4. Office will assign a unique internal number to the project proposal.
5. IPR issue: All IPR related issues will be governed as per the agreement between the Institute and the funding agency.
6. MoU/Agreement preparation: The Institute has guidelines for drafting

MoU/Agreement.

7. The project normally will be started after the receipt of funds.
8. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.
9. The statement of expenditure and utilization certificate will be prepared at every financial year end by the designated Institute officer and sent to the sponsoring agency through the Dean SRIC.
10. Submission of Progress Reports and other Deliverables: It is the responsibility of the PI to send timely reports and other deliverables to the sponsoring agency through the Dean SRIC. Statement of account to be submitted will be made available to the PI on request to the designated Institute officer.
11. After completion of the project, final report should be submitted to the funding agency through the Dean SRIC with a soft copy for the record of the Dean SRIC and for RTI purposes.
12. A completion certificate should be obtained by the PI from the funding agency for successful completion of the project based on which project account will be closed with intimation to the SRIC office.
13. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables to the Central stock register.
14. Collaborative projects between two or more institutes/organisations can be submitted only after the approval of respective competent authorities. The funds will be received by the host institute/organisation of the PI and the host institute/organisation will have the responsibility to transfer the funds to the collaborative institutes/organisations as specified in the project proposals. If the sponsor agrees, funds can be released by the sponsor, separately, to the participating institutes.

2.3 Consultancy Projects

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry. It encourages its faculty to undertake consultancy work which is an important tool in industrial growth of the Country.

Guiding notes:

1. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry (within India and abroad), primarily for their purposes. This is effectively a contract work in which all outputs belong to the client.
2. All payments for consultancy work must come in the name of the Registrar of the Institute. The Institute will then do the needful for complying with statutory laws and then give the honorarium to the faculty/staff as the case may be.
3. The requirement originates from the industry concerned. The faculty is expected to estimate the time and cost required to accomplish the task.
4. Proposal is then prepared by the PI. It should specifically mention breakup of funds, normally consultancy fee (the minimum quantum will be specified by SRIC board from time to time) as the primary component. It may also have budget for supporting manpower, equipment, travel contingency, institute overheads and expenses for IPR (if need be).
5. At the stage of proposal submission, the budget will reflect project costs (X), 30%

- overheads (0.30X) and service tax (12.36% of 1.25X). Service tax is subject to periodic revision by the Government of India. Service tax is not deducted on projects, if the funds are received in foreign currency.
6. Service tax on equipment is not chargeable, in case equipment is to be returned to the funding agency/organization after completion of the project. This should be clearly spelt out in the MoU/proposal itself.
 7. All consultancy proposals must be sent to Dean SRIC for endorsement and approval alongwith the consultancy project agreement form.
 8. Office will assign a unique internal number to the project proposal.
 9. The Institute normally requires the cost of the consultancy project to be deposited by the client, in full, before the commencement of work. However, based on the needs of the client and circumstances, the Institute may, in exceptional cases, permit commencement of work with payment to be made as per agreed upon milestones. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.
 10. In international consultancy projects:
 - a. Funds are received in foreign currency;
 - b. service tax is not applicable;
 - c. The research collaboration of IIT Mandi with the other party/funding agency should be in conformity with the laws of all the Countries involved and/or International laws as the case may be.
 11. IPR issue: All IPR related issues are agreed between the Institute and the funding agency. Preferably, IPR will be jointly shared by IIT Mandi and the funding agency.
 12. MoU/ agreement preparation: Institute has guidelines for drafting MoU/Agreement.
 13. When MoU is clear from all angles and acceptable to both the parties, it is sent to the Director, IIT Mandi through Dean SRIC for approval along with the Note File (summary of MoU). A copy of the duly signed MoU will be sent to the other party and a copy retained in the office of Dean SRIC.
 14. After approval, PI/HoS/Dean SRIC/Director as the case may be will sign the MoU.
 15. Project responsibility: These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.
 16. The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority.
 17. After completion of the project, final report should be submitted to the funding agency.
 18. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the School stock register.

2.4 Testing:

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification of unknown species. The Institute will

undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job.

Guiding notes:

1. The procedure for overall operation of the project is similar like that of consultancy project.
2. **Certification:** The Institute (through its faculty) is not authorized to undertake certification in any form. At best, one can say that, on a given day, with a given sample, a well-defined test yielded the following results.

2.6 Special Grants

Sometimes, there are special grants given to the Institute for purposes like grants for infrastructure improvement, lab improvement, conference (from DST/CSIR etc.), donations (e.g. alumni), etc., where no direct deliverables are envisaged.

Guiding note:

1. Such grants may be treated as a project for operational reasons. For such projects, the Institute overheads may be reduced or waived. The decision will be taken on a case-by-case basis by the Dean SRIC/ Director.

2.7 Fund for Improvement of S&T Infrastructure (FIST)

The Department of Science and Technology (DST) has a FIST scheme to build infrastructure facilities in universities and higher educational institutions. The grant under this scheme is provided for strengthening infrastructure of the identified department in teaching and research and is to be spent exclusively for the said purpose.

Guiding note:

1. The FIST account is opened in the Office for grant received. Operation of the project is just like any other project account.

2.8 Courses/ Seminars/Symposia/Conferences/Workshops

In order to encourage awareness as well as to provide exposure to state-of-the-art subjects in diverse areas of science and technology, the faculty and academic staff of the Institute offers Courses/ Seminars/ Symposia/ Conferences/Workshops for faculty members of various NITs, government engineering colleges, private colleges, researchers from National R&D Laboratories as well as professionals from private industries. The participants pay a registration fee to participate in such Courses/ Seminars/ Symposia/ Conferences/Workshops. The Institute aims to encourage such Courses/ Seminars/ Symposia/ Conferences/Workshops at the high end to contribute to skill development in the working professionals as well as generate revenue for the Institute.

Organizing Courses/ Seminars/ Symposia/ Conferences/Workshops

Courses/Conferences/Seminars/symposia/workshops are an important part of academic and research world, and academicians across the world voluntarily put effort in conference organization. The Institute provides partial support for organizing Courses/ Seminars/Symposia/ Conferences/Workshops which help in building the brand image of the Institute.

Guiding notes:

1. For organizing any Courses/ Seminars/ Symposia/ Conferences/Workshops request has to be routed through HoS to Dean SRIC who may obtain necessary approval of the Director.
2. Director may permit opening of a separate bank account in the name of the conference event, which will be jointly operated by the organiser(s) and one from the accounts. The cheques can be signed by any two. Such accounts must be closed within six months of completion of the event. The account should be audited by the Institute designated person before closing. The responsibility of operating the account, fulfilling the tax obligations, etc. rests entirely with the Organizers – the Institute is only a facilitator.
3. In case of Courses/ Seminars/ Symposia/ Conferences/Workshops, 05% of the total receipts (registration fees only) will be transferred to the IDF account of the Institute.
4. The savings if any can be credited to the PDF account of the concerned Faculty members with the prior approval of the Director.

3. Budget Heads

There will be a separate Institute account for project funds. All funds received for projects will be deposited in this account. This account will be used to maintain a number of funds as described below:

3.1 Institute Development Fund (IDF) or Corpus Fund

Overheads from projects and portions of payments made to consultants etc. will be credited to this fund as per details given below. The utilization of this fund will be decided by the Director IIT Mandi and may be used for creating facilities in the schools.

3.2 Professional Development Fund (PDF)

PDF is created out of the following sources for professional expenses/development of the concerned investigators/ consultants of sponsored projects.

- a) Part of the overhead of sponsored research projects (as per the approved distribution).
- b) Full or certain portion of the balance amount/consultancy fee from consultancy projects.
- c) Any other income with the approval by the Director IIT Mandi

The account thus generated can be utilized by the investigators in the expenses towards professional development as given below:

- Travel (within the country or abroad) for professional work including per diem expenses.
- Purchase of books, journals, membership fees of professional societies.
- Conference (within country or abroad) related expenses.
- Purchase of consumables for professional work.
- Purchase and maintenance of equipment, including AMC for equipment.
- Other expenditures such as AMC and maintenance charges for the equipments, cost of photocopying, binding, cost of telephone calls, hiring of manpower, hiring of services such as taxis, caterers etc. needed for professional work.
- Any other special expenses permitted by Director IIT Mandi.

All purchases out of PDF shall be made following the Institute Purchase Rules for projects. *No honorarium can be drawn from this account.*

3.3 Professional Development Account (PDA)

BoG approved rules will apply.

3.4 Institute's Policy on Overheads

3.4.1 Calculation of Overheads:

- (a) SPONSORED RESEACH: Proposals submitted for sponsored research must show overheads as per the norms of the sponsoring agency. In case of norms of sponsoring agency not existing, the proposals must show overheads of 20%. [Example: If the project requirement is X units, overheads would be 0.2X units and the total budget would be for 1.2X units.]. When money is received as a consolidated amount, 16.7% would be deducted as overheads.
- (b) CONSULTANCY: At the stage of proposal submission, the budget will reflect project costs (X), overheads at 30% ($X_1=0.30X$) and service tax at 12.36 % ($X_2 = 12.36\%$ of $(X+X_1)$). Service tax is subject to periodic revision by the Government of India.
- When money is received in a lump sum, the following procedure will be followed. At the first instance Service Tax is deducted ($= \{ \text{the total amount received}/112.36 \} \times 12.36\%$). Next, 30% Institute Overheads are deducted from the remaining funds ($= \{ \text{funds after deducting service tax}/130 \} \times 30\%$). The balance funds are credited into the project account as per the budgetary allocations of the project.
 - Service tax will be deposited in a suitable account in accordance with the rules of Government of India.
 - Service tax on equipment is waived, if the funding agency-organization is to

- reclaims it at the end of the project, which should be the part of the proposal.
- Service tax is not deducted, if the funds are received in foreign currency.
- (c) **COURSES:** For **Courses/Seminars/Symposia/Conferences/Workshops etc**, 05% of the total receipts (registration fees only) will be transferred to the IDF.
- For QIP, ISTE, DST-type courses, prescribed norms would apply.
- (d) **TESTING:** At the stage of proposal submission, the budget will reflect project costs (X), overheads at 30% ($X_1=0.30X$) and service tax at 12.36 % ($X_2 = 12.36\%$ of $(X+X_1)$). Service tax is subject to periodic revision by the Government of India.
- (e) **DISTRIBUTION:** The overheads (A) collected from sponsored and consultancy projects as well as courses and conferences will be distributed within the Institute as follows. The PDF will be divided among the PI and co-coordinators according to the percentage specified by the PI and agreed by the co-coordinators.

S.No.	Nature of the Project	Overheads (A) % (or as per the actuals)	Overhead Share of various UNITS	
			Institute	PDF
1	Sponsored	20	0.7A	0.3A
2	Consultancy	30	0.7A	0.3A
3	Courses/Workshop etc.	05	0.7A	0.3A
4	Testing	30	0.7A	0.3A

3.5 Books

The rich outcome of the research endeavors can be seen in the large number of books. The strong academic environment prevailing in the campus encourages faculty members to write books in the area of their expertise. Following the practices across the world, books authored by faculty or research staff are not treated as projects or consultancies. Royalties received for books authored by faculty/staff members will not be shared by the Institute. Authors of the books are expected to donate copies to the Central Library.

3.6 Payment of Honorarium

As per the approval of Dean SRIC/Director.

3.7 Intellectual Property Rights (IPR) and Patents Norms

BOG approved rules will apply.

4. General Guidelines

4.1 Leave Provision

BOG approved rules for project leave will apply.

4.2 Limitations

It is expected that only those projects/consultancy works which provide challenges befitting IIT Faculty members should be undertaken. *Therefore, undertaking routine testing jobs is to be discouraged.* Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.

4.3 Involving Foreign Collaborators

The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

4.4 Publications of Results

Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

4.5 Retainership:

With the permission of the Director IIT Mandi, the faculty members of the Institute can accept retainership of the reputed organizations. The fees thus earned shall be shared by the Institute and the Individual in the ratio of 3:7 only after payment of service tax, etc as applicable. An undertaking will be required from the concerned Faculty member indicating any conflict of interests between IIT Mandi and the other organisations.

4.6 Software Marketing:

All software duly copyrighted may be marketed and the sale proceeds thus accrued shall be shared between the Institute and the software consultant(s) in the ratio (3: 7) for all the copies after payment of applicable taxes like service tax. If the subsequent copy sales involve training and their supporting services, the rules of consultancy (with no contribution towards use of Institute computing facilities) shall be applicable. If the marketing rights are transferred, the terms and conditions shall be determined as per Institute BoG approved Technology Transfer Rules.

4.7 External Consultants in Consultancy Projects

The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees. The honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

4.8 Purchases

BoG approved purchase rules will apply.

5. Forms

5.1 Project Proposal Form

5.2 Consultancy Agreement Form

5.3 Continuing Education Proposal Form

Indian Institute of Technology Mandi

CONSULTANCY PROJECT PROPOSAL FORM (For Internal use only, To accompany all project proposals)

- I
- (A) Name of the Project :
 - (B) Schools (s) :
 - (C) Principal Co-ordinator (s) :
 - (D) Co-ordinator (s) :
 - (E) Consultancy Agency being approached :
 - (F) Name of the Representative:
Phone
Fax
E-mail
 - (F) Value of the project proposed :
 - (G) Duration of the project proposed :
- II WHETHER
- (A) Additional space is required. If yes, specify area and estimated cost
 - I. for equipment/stores :
 - II. for project staff :
 - (B) Whether additional furniture required. If yes, please specify the cost :
 - (C) Whether existing water/power supply system in the Lab is sufficient. If not specify additional requirements and cost of their modification/erection. :
- III STATE whether cost of the whole or any part of the infrastructural facilities listed under II above to be met from proposed projects funds or the Institute funds. Please Specify :
- IV WHETHER facilities of other Schools, Central Workshops are required. If so, type quantum and period may be mentioned :

- V WHETHER recurring costs are to be :
incurred by the School on the future
maintenance of the equipment
acquired. If yes, please specify the
amount for
a) Personnel
b) Equipment
- VI Has the Co-ordinator ascertained from :
the School about the ready availability
of the existing facilities proposed to be
utilised in his/her project.
- VII ANY other facility specifically :
required to be provided for by the
Institute, but not provided for by the
Consultancy Agency
(e.g. Air-conditioning of rooms etc.)
- VIII Provision for Institute Overheads :
- IX Provision for Service Charges :
- X The Investigator (in cases where he/she :
is the sole Investigator in the project) is
agreeable to the following
(A) to nominate another faculty
member to look after his/her
project in case he/she goes on
short leave (upto 90 days)

(B) to get prior approval of the
consultancy agency to nominate
another faculty as co-investigator,
before he proceeds on long-leave
(more than 90 days)

CO-ORDINATOR(S)

HEAD OF THE SCHOOL (S)

DEAN (SRIC)

INDIAN INSTITUTE OF TECHNOLOGY MANDI

Consultancy Project Agreement

Project Title:

Name and Address of the Company:

Name of the Representative:

Phone:

Fax:

E-mail:

*Principal Consultant

S.No	Name of the Consultant	Employee No	School
1*			
2			

Project Cost:

Service Tax:

Total Project Cost:

Duration of proposed work:

Date of Commencement:

Date of Completion:

Scope of proposed work:

* We agree to the above proposal and also to the SRIC terms & condition of IIT Mandi	
Signature	Signature
(Principal Consultant, IIT Mandi)	(Authorized signatory of the client)
Name:	Name:
Date:	Date:

Signature: Head of the School	SRIC Office use Registered
Date:	Project No:
	Date: Signature

A Proposal

to conduct National/International Workshop/Short-term Course/Symposia/Conference etc.

on

(Title)

(Duration-----From----- To-----)

Submitted to

Indian Institute of Technology Mandi



By

(_____)Coordinator(s)

School of -----

Indian Institute of Technology Mandi, Kamand -17500, H.P., India

SEEKING APPROVAL OF A CONDUCT/SUPPORT TO EVENT

1. (a) Title / Name of the **Event**:
(b) Major discipline in which it falls:
(c) Period:
(d) Coordinator(s) and School:
2. List of various sessions planned and attached : Yes () / NO ()
3. (a) Objective and Scope in organizing the Workshop in the context of the present day national needs :

Objectives (Max. 250 words):

Target Audience:

5. Funding from other sources:

S.No	Name of the Agency	Amount Requested/Sanctioned
1		
2		
3		

6. (a) Total delegates expected to participate
 - a. Delegates from India: no(s)
 - b. Delegates from abroad*: no(s)
 - c. From IIT Mandi: no(s)

- (b) Likely speaker(s) delivering invited talks and sessions

S.No.	Names of speakers
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

* Permission from Ministry of External Affairs is necessary

7. Total anticipated expenditure under the following heads:

- (a) TA/DA:
- (b) Pre-Conference printing (announcements, abstracts etc.):
- (c) Stationery:
- (d) Secretarial Assistance:
- (e) Publication of proceedings:
 - (i) No. of pages:
 - (ii) No. of copies to be printed:
 - (iii) Estimated expenditure :
- (f) Boarding and Lodging of delegates:
- (g) **TOTAL of (a) to (f) :**

8. Total anticipated income out of the following:

- (a) Registration fee of the delegates:
- (b) Sale of proceedings to be published:
- (c) Any other income / grant:
- (d) **TOTAL of (a) to (c) :**

9. Grant requested from IIT Mandi (if any):

10. Any other information which you may like to add:

11. I/We understand that overheads @ of 5% gross receipts (registration fees only) is payable to IIT Mandi corpus funds.

Sincerely

Coordinators

Head, School of _____

Dean SRIC

Director