



NIPER/RGO/OO/2020/1716

23.09.2020

कार्यालय आदेश

The Technical Cell of the Institute will act as a **Single Point Nodal Section** for all the Memorandum of Understandings (MoUs), Confidentially Disclosure Agreements (CDAs)/Non-Disclosure Agreement (NDAs), Consultancy Projects, Scientific Proposals, Project Proposals, Institutional Awards etc.

Principal Investigator (s) will forward MoUs / projects /proposals to Technical Cell, which will preliminary examine and analyze the viability and feasibility of the same keeping the interests of the Institute paramount before forwarding to Director through Registrar for any legal/administrative check-up, if any. The following channel be adopted:

PROJECTS

- Principal Investigator will submit project proposals, complete in all respect as per the checklist already circulated by technical cell, to Technical Cell.
- Technical Cell will critically analyse proposal from scientific and technical view point and if required may take assistance from internal expert (s). Technical Cell will also scrutinise the proposals for necessary compliances, as per checklist provided, and check out for institutional obligations esp. institutional liabilities/commitments, if any, and bring out those shortcomings on file noting and shall put up the file to the Director for approval and signatures.
- Time Duration: Project Proposals may be processed within 3 to 5 working days, if complete in all respect.

CONSULTANCY PROJECTS

- Principal Investigator will submit consultancy project proposals, complete in all respect, as per the checklist already/to be circulated by technical cell, to Technical Cell.
- Technical Cell will process the consultancy proposals in PI wise separate file for smooth handling consultancy proposal.
- Technical Cell will critically analyse the proposals from scientific and technical view point and if required may take assistance from internal expert (s). Technical Cell will also scrutinise the proposals for necessary compliances, as per checklist

Signature

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provided, and check out for institutional obligations esp. institutional liabilities/commitments, if any, and bring out those shortcomings on file noting.

- Technical Cell thereafter shall submit the file to the F&A Section for checking the consultancy project proposals from finance angle, such as project costing, taxation, audit view point etc.
- F&A Section after doing needful shall submit the file to the Director for approval through Registrar.
- On approval of the Director, case file shall be returned to Technical Cell and who will intimate the approval to the PI.
- Time Duration: Consultancy Proposals may be processed within 5 to 7 working days, if complete in all respect.

MEMORANDUM OF UNDERSTANDS (MOUs) / Joint Agreements / Consortiums etc.

- Proposals for signing of MoUs/Joint Agreements / Consortiums etc. can be received through two channels. First Channel, where Director Office directly receives proposals for MoUs/ Joint Agreements / Consortiums from other institutions/organisations/industrial partners and second channel could be where Principal Investigator / Faculty / Scientist etc. moots a proposal for signing of MoUs/ Joint Agreements / Consortiums etc.
- The MoUs / Joint Agreements / Consortiums etc., which is considered to be entered/ signed or directed by any superior authority e.g. BoG, Ministry etc. shall be finalized by Director on his own or as he deems fit.
- In the first case or first channel, Director Office will forward the case to the Technical Cell, which will forward the case to the Agreement Handling Committee (AHC) of the Institute for its examination/observations. Technical cell shall get all the observations cleared from the respective persons / parties and get the proposal cleared from the AHC.
- In the second case or second channel, Principal Investigator / Faculty / Scientist etc. shall submit the proposal to the Technical Cell, who will evaluate the proposal, its scope, objectives, institutional synergies etc. and will put up to the Director with its comments for in principle approval, for entering/ signing MoUs/Joint Agreements/ Consortiums etc. On getting in principle approval of the Director Technical Cell will forward the case to the Agreement Handling Committee (AHC) of the Institute for its examination/observations. Technical cell shall get all the observations cleared from the respective persons/parties and get the proposal cleared from the AHC.

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- In Both the above cases, after getting observations of the AHC, technical cell shall put up the case file to Registrar office for getting BoG approval as well as ministerial approvals in case of MoUs/Joint Agreements / Consortiums with international institutions / organisations/industrial partners.
- On getting required approvals, Technical Cell will get MoUs/ Joint Agreements / Consortiums etc. signed from the respective parties.
- Technical cell will keep proper record of all MoUs/Joint Agreements etc. and update the Director about the same on regular basis. Technical Cell shall also regularly monitor the progress of all MoUs/Joint Agreements etc. and guide the Director about how best the value can be harnessed from all such MoUs/Joint Agreements/ Consortiums etc.
- Time Duration: MoUs/ Joint Agreements / Consortiums etc.. proposals may be processed within 10 to 15 working days, if complete in all respect.

CONFIDENTIALLY DISCLOSURE AGREEMENTS (CDAs)/NON-DISCLOSURE AGREEMENT (NDAs)

- Principal Investigator will submit CDAs/NDAs to Technical Cell who will forward the same to IPR Cell for recommendation as well as checking / comparing the same as per BoG approved format/IPR Policy and will certify the same. Thereafter, IPR Cell will return back the file to Technical Cell who shall put up the comments and submit the same to Director through Registrar for formal approval of signing the CDA to Principal Investigator.
- Time Duration: CDAs/NDAs, proposals may be processed within 10 to 15 working days, if complete in all respect.

MATERIAL TRANSFER AGREEMENTS (MTA)

- Principal Investigator will submit MTA to Technical Cell for Director's approval for signing the MTA. Technical Cell will forward the same to AHC for recommendation and certification. Thereafter, AHC will return back the file to Technical Cell who shall put up the comments and submit the same to Director through Registrar for formal approval of signing the MTA to Principal Investigator.
- Time Duration: Material Transfer agreements (MTA) may be processed within 10 to 15 working days, if complete in all respect.

for info

INSTITUTIONAL AWARDS


Technical Cell will retain all the records and correspondence w. r. t Awards of the institution.

GENERAL GUIDELINES:-

- The Committee (s) will not simply recommend / not recommend the proposal/project but will give elaborative reasoning for its endorsement/non endorsement to the proposal/project.
- The recommendations of the Committee (s) will be considered by the Director, who will take final decision to accept / reject the projects / proposals except in cases of MoUs / Joint Agreements / Consortiums etc., which shall be placed before the Board of Governors (BoG) for final decision.
- PIs/Proposer shall submit the respective proposals, well in time, as far as possible, so that every section/cell/committee gets sufficient time for scrutinizing and processing.

After completion of all the procedural requirements the original files/records shall be retained by the Technical Cell.

In cases any records is required for any purpose only the copy of the record be provided to the Indentor under proper acknowledgement, however, original records has to be in the custody of Technical Cell invariably.


(जितेन्द्र कुमार चंदेल)
कार्यवाहक कुलसचिव

CC:

1. Secretary to Director
2. Dean
3. All HoDs / All faculty members/ All Sectional Heads
4. Head, Computer Centre
5. All Notice Boards
6. Concerned file.