School of Planning and Architecture, Bhopal

R & D Manual

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CONTENTS

PREAMBLE

School of Planning and Architecture, Bhopal was established by the Government of India as an Institute of National Importance in the year 2008. School of Planning and Architecture strives to promote social, cultural and environmental sustenance through the disciplines of Planning and Architecture. In its pursuit of creating a centre of excellence in the field of planning and architectural education, one of the objectives of the school is to create a national level research and development centre with special emphasis on research and consultancy and other development work in the fields of Planning and Architecture.

The recently framed SPA Act of 2014, defines the role of the SPA's to promote education and research in architectural studies including planning of human settlements. The Act defines the powers and functions vested with the school and includes organising and undertaking research and innovations in architecture, planning and allied activities in such manner as the School may think fit, including in collaboration or association with any other School, educational institution, research organisation or body corporate. It further specifies the power to undertake consultancy in the areas and disciplines relating to the School for promotion of its common objectives.

In this context the School considers sponsored research and consultancy projects an important means of extending the benefit of the research and development undertaken by the School to sponsoring agencies and industry and contributing to the country's growth and development. Appropriate research and consultancy projects, in addition to providing valuable service to the government and industry, also benefit the faculty members and institute in several ways. They enrich the professional experience and knowledge of faculty members, keeping them abreast with the current problems and emerging areas of the profession and striving to provide innovations in processes and solutions, which in turn helps in designing and aligning the academic curriculum with the needs of the day. The school thus evolves as a centre harbouring a diverse talent pool in its faculty and students, who lead the profession and disseminate best practices for the wider good of society at large.

SPA, Bhopal since its inception in 2008, has established itself as an institute of repute and has been imparting quality education in under graduate, post graduate and doctoral programmes of both Architecture and Planning disciplines. It has also been undertaking research and consultancy works in recent years and has developed in some domains significantly.

With the School now being in existence for more than six years, it is consolidating from the first phase of initiation and expansion. In order to further consolidate existing domains of research and identify newer domains of work, there is a need to develop a structured framework of research and development which would help in developing a conceptual and ideological base for future research dimensions and translate them to operational guidelines through a set of rules and procedures built into the system. The Research and Development Manual aims to achieve this objective.

THE ORGANIZATIONAL FRAMEWORK

The following components constitute the organizational framework related to the administering of research and development works in the School:

A. Dean, Research and Development

The Dean, Research and Development (R&D) is appointed by the Director on approval of Board of Governors, SPA, Bhopal to head the Research and Development works of the School for a period of two years.

The Dean (R&D) is assisted by an office to provide specialized administrative and managerial support for the operation of sponsored research and consultancy projects and other research development and outreach activities of the School. The Dean's (R&D) office becomes the one point of contact and liaisons between the faculty and external agencies for all research and consultancy projects. It would be responsible for maintenance of project records, project compliance, financial management of projects and administration of contractual/deputed project personnel.

B. Institute Research and Development Advisory Committee (IRDAC)

The IRDAC shall have the mandate of providing advice and support for providing impetus to the research and development activities of the School. The IRDAC will be responsible for providing policy guidelines and periodic monitoring of the procedural matters and performance of the Dean's (R&D) office and for the wider objective of developing the research and development vision of the school.

The IRDAC would be constituted as follows:

(i)	Chairman:	Director, SPA, Bhopal
(ii) & (iii)	Members:	Heads of Departments of Architecture and Planning.
(iv) & (v)		One additional faculty member from among the Associate/Assistant Professors of each Department, nominated by the Director.
(vi)	Member Secretary:	Dean, Research and Development.

In addition, the Director in consultation with Dean (R&D) may include eminent academicians and professionals from architecture, planning and allied disciplines, as special invitees for specific meetings of IRDAC for expert opinions.

The IRDAC shall meet once every semester (twice a year) and decide on all major decisions related to the outlook of research and development of the institute and the recommendations of the IRDAC would be placed before the Board of Governors, SPA Bhopal for consideration and approval.

The tenure of all nominated members of IRDAC shall be two years.

C. Research Centres

In order to develop research domains reflecting the vision and objectives of the school, creation of research centres within the school needs to be appreciated. Any proposed Research Centre would be created on approval of the Senate and Board of Governors of SPA, Bhopal, based on proposals submitted and routed through the Dean (R&D) and placed before IRDAC for discussions and review.

RESEARCH & DEVELOPMENT ACTIVITIES OF THE OFFICE OF THE DEAN, RESEARCH & DEVELOPMENT

The proposals submitted and work undertaken by SPA, Bhopal involving the following activities are termed as activities of the Office of the Dean, Research and Development. These will include the following categories of activities:

1. Sponsored Research Projects
2. Consultancy Projects
3. Organizing and conduct of Training Programmes for dissemination of knowledge as part of research projects or as independent initiatives for capacity building and training of professional and academic personnel.
4. Other Development and Outreach Activities

Guiding Notes for all Research and Consultancy Projects (categories 1 & 2)

General

- The Director and members of the academic staff are permitted to engage themselves in research and consultancy projects to such extent which will not interfere with the discharge of their other institutional duties.
- The students and research scholars should be involved in any Research or Consultancy project without hampering their regular studies.
- Studio and office space of the Institute should be utilized for carrying out project related activities and works should not be done out of the Institute premises.
- It is understood that the faculty member undertaking research or consultancy in a specific field, will be the best suited faculty for teaching the concerned subject at UG/PG level and Heads of Departments are requested to use the same capability of faculty members to give the best available knowledge to students.
- In case of assignments/jobs by an external agency where one or more faculty of the school is/are directly contacted for working on a mutually agreed scope, the project would usually be undertaken by the same faculty forming their own teams.
- In case of projects referred to a functionary of the institute (Director/Deans/Heads of Departments/Registrar etc.) the same may be marked to the Dean (R&D) for further action. The Dean (R&D) will then circulate the request for proposal to all faculty members inviting expression of interest for the role of PI as well as supporting team members. Faculty members interested in being PI will also be required to suggest teams and submit their capability profile for the project to the Dean (R&D). In case of multiple teams expressing interest in undertaking the same project, the Dean (R&D) in consultation with Heads of concerned Department/s decides on the most suitable team for the project. The selected PI and his/her team are then required to prepare technical and financial proposals for the project.
- No ceiling limit is laid down with regard to the total amount of honorarium/remuneration to be received by the consultant faculty members. However, such works should not interfere with the regular duties of the individual.
- The Government of India TA & DA rules will be applicable to the PIs and project employees for all sponsored research/ consultancy projects. All these expenses will be met out of the Research/Consultancy project funds. However, the PIs and project

staff may be considered for relaxations of these, subject to availability of funds and prior approval of the Director.

Project Approval & Monitoring

- All research and consultancy projects proposed by faculty and staff of SPA, Bhopal will be routed through the Head/s of Departments to the Dean, R&D for approval in order to be considered as institutional research and consultancy.
- In case of the Head/s having objection to forwarding any proposals, the same may be communicated to the Dean (R&D). The Dean may consider the opinion of the Heads and in case of non-concurrence of opinions, the matter may be referred to the Director for final decision.
- All proposals sent from the institute to Clients would be accompanied by a covering letter from the Dean (R&D) stating the team composition for the project and including standard terms and conditions of engagement and payment applicable.
- Thereafter the responsibility of monitoring the progress of project, negotiations and finalization of scope of deliverables lies with the PI of the project.
- On finalization of scope, deliverables and time frame mutually accepted by the team and the client/sponsor, a final agreement/contract stating all terms of engagement and financial commitment is drawn up and signed by the Dean (R&D)/Director as acceptable to client on behalf of the school.
- For all projects awarded to the School, all technical requirements related to project execution, monitoring, quality control and timely delivery lies with the PI of the project.
- Large projects of outlay greater than equal to Rs. 50 lakhs, would need to be approved and monitored by a Project Approval and Monitoring Committee constituted for evaluating the capability of the School to deliver such projects in a professional and timely manner. The Committee would be constituted for specific projects and would review and assess the scope of services and deliverables within the stipulated time frame at the time of project approval. If the project is approved and undertaken by the School, the Committee would continue to review and assess the progress of the project periodically (twice every year) for ensuring quality delivery and timely completion. The Project Approval and Monitoring Committee would have the Dean (R&D) as Chairman, Heads of Departments, one faculty from the relevant field, Principal Investigator and one external expert in relevant field or a representative of the sponsor if required as members. The project status report by the Committee would be presented to IRDAC bi-annually.

Finance and Accounts

- All funds in connection with projects will be received in the name of Director, SPA, Bhopal in the form of DD/Electronic bank transfer.
- A separate account head for every project shall be maintained by the Office of Dean (R&D) and accounts of all projects will be maintained by them with the assistance of the Institute's accounts department.
- PI would have operational rights of the project account routed through the institute accounts department after due processing and approval of Dean (R&D) and Director respectively.

- All PIs are required to submit advance requests through the office of Dean (R&D) for processing by accounts personnel. Cash advance shall be drawn in the name of permanent employees only working in the projects.
- PIs are required to submit all verified statements of expenditure, to the office of the Dean (R&D) for accounting purposes.
- The office of Dean (R&D) shall be responsible for submission of internally audited statement of accounts as and when required by the sponsors. Government audited statement of accounts at the end of each financial year shall be provided, if required by the sponsor.
- Principal Investigators (PI's) of projects shall arrange to maintain Procurement-cum-purchase Registers and Stock / Asset Register. These shall be verified by the Office of Dean (R&D) as and when required. All purchase proposals following purchase procedures of the School, shall be processed by the office of Dean (R&D) and forwarded to the Purchase Section of the School for implementation.
- The total agreed charges of a Consultancy project will consist of (i) institute share for overheads, (ii) actual expenses and (iii) remuneration to be distributed to the faculty and staff after deduction of service tax, as applicable. While quoting the fees chargeable for a project, to the client, the Principal Investigator should factor in the institute overhead component and keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the Principal Investigator.
- The share of institute overheads for different types of projects will be governed by the terms specified in the section 'Institute Policy on Budgetary Norms and Overheads' of the manual.
- Disbursal of project funds amongst team members will be on the recommendation of PI and submitted to Dean (R&D) for processing. Statement of total project expenses and institute overhead components must be computed and declared by PI as supporting documents while claiming disbursement of remuneration component.
- Disbursal of project funds as remuneration to faculty and staff will only be done on receipt of total project funds from the client. No advance claims for remuneration disbursal will be permitted.

Project Completion and Closure:

- After completion of project, the final report/drawings/deliverables specified should be submitted to the funding agency.
- A completion certificate should be obtained from the funding agency for successful completion of the project, and the same should be submitted to the Office of Dean (R&D), based on which the project account will be closed.
- The PI shall write to the sponsor for timely release of funds with a copy to the Dean (R&D).

Time and Leave Regulations:

- The time spent by faculty on Research and Consultancy Projects will not exceed one day per week and one day during weekend, for the 52 weeks of the year, thus totaling to a maximum of 104 man days during a calendar year. Leave for research and consultancy work may be availed by faculty after approval of Heads and informed to

Dean (R&D) and subject to alternative arrangements for classes and other institute commitments being made by faculty.

- PIs and other team members on recommendation of the PI, shall be allowed to work full time during the vacation in projects, subject to not hampering other allotted departmental or institutional duties and will be entitled to compensatory leave entitlement according to the rules of the institute.
- Institute staff working on research and consultancy projects may be granted project leave of a maximum of 15 days in a calendar year for traveling on site visits and working on projects. This is in addition to the regular leave entitlement available to the staff as per institute norms.

Manpower

- Project staff will be hired for all projects for assisting/working on the project as per the qualification and experience requirements specified by the school.
- The project staff shall work towards fulfilling the objectives of the project.
- Open selections will be held for all project positions according to the school's hiring regulations.
- Engagements on all project positions drawing emoluments will be on contract only.
- Any contractual staff appointed shall execute a Contract Agreement with the PI at the time of joining stating all terms and conditions and tenure of contract with provisions of terminating the contract by either side with a month's notice. The contract will be countersigned by the Dean (R&D) and the original will be retained in the office of Dean (R&D).
- Students of undergraduate and post graduate courses may be attached to PIs on various research and consultancy projects with the consent of the Head of the Department during session, without separate remuneration for a limited number of hours per week, as decided by the PI and Head, with information to Dean (R&D). Expenses of students on travel, accommodation, food etc. incurred for projects would be reimbursed from project accounts.
- Ph. D scholars of the institute may be attached to PIs on various research and consultancy projects with the consent of the Supervisor and Head of the Department during session, for a limited number of hours per week, as decided by the PI and Head, with information to Dean (R&D), preferable on projects aligned to their research domain.
- In case of research/consultancy projects, in which a significant component of work is undertaken as a studio exercise involving all students, expenses on travel, accommodation, food, stationery etc. may be borne out of project funds for all students. However, no payment of remuneration or manpower hiring charges would be permissible to students.

In addition to the above mentioned guidelines, project initiation and management procedures for each of the above mentioned categories is specified in the following sections:

I.   Sponsored Research Projects

Project definition:

Sponsored research projects refer to all internally or externally funded research projects. They are time and cost bound projects sponsored by government, public, private, national/international agencies and autonomous bodies. Generally project costs including costs towards hired manpower, equipment, consumables and supporting services are borne by the sponsor. The amount may be used by the project team as approved in the respective budget head provided by the funding agency. In such projects the principal investigator (PI) and other team members usually cannot charge honoraria/consultation fees unless specified in the sponsor's terms and conditions.

The sponsored research projects may be classified into three broad types:

A. Projects undertaken solely by SPA Bhopal

When project teams comprising of faculty and staff of SPA Bhopal prepare research project proposals and execute them independently, such projects qualify as projects undertaken solely by SPA Bhopal. Contractual staff may be hired for the purposes of such projects if budgeted for in the project proposal.

B. Collaborative Projects

Faculty of the school may also participate in collaborative projects with other national or foreign partners. In such projects, even though there may be an overall project, there must be a separate scope of work statement and supporting budget module defining the involvement of the faculty and staff of the school. For all other purposes these projects will be treated as any other sponsored project.

In case of SPA Bhopal being awarded a project in which collaborators from other institutes are present, a clear bifurcation of funds to be granted in favour of the partner institute needs to be prepared. SPA, Bhopal shall arrange for release of funds to the collaborating institute from time to time on receipt of stamped advance pre-receipts or an utilization certificate.

C. Institute Supported Projects

It is anticipated that sustained long term support to research and coherent research groups will provide impetus to the research ambience in the school. The School will identify thrust areas of research on a periodic basis and the emphasis may vary from year to year. The IRDAC would play a significant role in identifying the research thrusts and review it in its meetings.

- Proposals would ideally be inter disciplinary and developed by a team of faculty members, for a period of 2-3 years. However, individual faculty may also submit proposals for consideration.
- The Dean (R&D) would announce a call for proposals based on the identified research thrust of a particular year. Standard proposal formats based on accepted funding agencies would be adopted. Presentations may be sought to gauge the depth and significance of the proposed research.

- The proposals would be reviewed by the IRDAC along with external subject experts, if required, approved by the Director, SPA, Bhopal. Quality, originality and the likelihood of high social relevance and impact would be the guiding principles of evaluation.
- The recommendation of the review panel for suitability and amount of financial assistance would be placed before to the BoG, SPA Bhopal for the final decision.
- All sanctioned research projects would be annually reviewed by the IRDAC in their bi-annual meetings. Publications and field applications would be used as indicators of project success, among others.
- The number of projects approved every year, in the identified thrust areas, would depend upon the estimated project costs and the budget approved for institute supported projects for the financial year by the BoG, SPA, Bhopal.

Preparation and Submission of Proposal:

The Principal Investigator (PI) is required to form a team and formulate a project proposal according to the format prescribed by the concerned funding agency. The proposal is to be forwarded by the Heads of Department/s and submitted to the Dean (R&D) for forwarding to the funding agency. (Refer Annexure 1) A proposal that satisfies all conditions, including those related to budgeting and institute overheads, will be forwarded by the Dean (R&D). The proposal is accompanied by a covering letter from the School on the letter head of the Dean (R&D) with Dean (R&D) as signatory and submitted to the funding agency/sponsor for consideration. The signing authority for some projects may be the Director, if so specified by the sponsoring agency. The office will keep a record of the proposal before sending the same to the funding agency.

Project Responsibility:

- The School, on receiving a sanction letter from the Sponsoring agency allows the PI's to initiate project work. Hiring of personnel, spending on consumables and use of institute infrastructure and resources is permitted in anticipation of release of funds.
- On award of a project, the deliverables of the project are the responsibility of the PI. It is desirable to have Co-Principal Investigators (co-PI) to operate the project and meet the deliverable requirements in absence of the PI.
- For each sponsored project, the entire expenditure is required to be met out of the funds provided by the sponsoring agency. The responsibility for operation of the project lies with the PI.
- At the end of each Financial Year and at the end of the project, a project status and completion report and a fund utilization certificate needs to be sent to the sponsoring agency by the PI through the Dean (R&D).

Budget Heads:

While making an estimate of the funds required for a project, the following budget heads need to be taken into account:

i. Salary of project staff including Ph. D scholars
ii. Equipment
iii. Consumables
iv. Travel (domestic, international)

  v. Contingency
  vi. Overheads (as prescribed in 'Institute Policy on Budgetary Norms and Overheads' of the manual)
  vii. Taxes, insurance, bank charges and miscellaneous
  viii. Any other costs specific to the project

II. Consultancy Projects

Project definition:

Time-bound specific projects sponsored by funding agencies with payment of consultancy fees/honorarium to the Investigator(s) in addition to all other expenses. This is effectively a contract work in which all outputs belong to the client or sponsor.

- This includes assignments/jobs given by an external agency to a faculty of the school for working on a mutually agreed scope.
- It also includes assignments/jobs referred to the Director/Dean R&D/Heads of Departments or any other non-specific functionary of the school, which may be taken up as a consultancy project by faculty members.
- It may also include projects where a faculty approaches a client with a project proposal for consideration or an incubation idea with the intention of commercializing it.
- However, the school shall not participate in any process seeking technical and financial proposals through an open market competitive bidding system. Submission of technical proposals for projects through invitation with subsequent submission of financial quote directly or through mutual discussion and negotiation will be permitted.
- For research/consultancy works involving conceptual inputs or suggestions on site visits, not having a full scale of services, and with high social relevance and impact, no minimum fee is prescribed. The PI would require to justify the qualification of any project as this type of work and seek prior approval from the Dean (R&D) before finalising the fees to be charged.
- All other consultancy projects from any sponsor may be taken up for a minimum amount of Rs.25,00, 000/- (rupees 2.5 lakhs). The minimum amount may be reviewed every year.
- The fee to SPA Bhopal would be payable as per the norms of the Council of Architecture and ITPI. Any deviation of this norm would need to be approved by the Director in consultation with the Dean (R&D) and PI.

Preparation and Submission of Proposal:

Individual faculty members contacted directly by external agencies shall take up projects after taking approval of the Dean (R&D) through the Head of the Department. (Refer Annexure 1 and 3 for formats of proposal submission)

In case of projects referred to a functionary of the institute (Director/Deans/Heads of Departments/Registrar etc.) the same may be marked to the Dean (R&D) for further action. The Dean (R&D) will then circulate the request for proposal to all faculty members inviting expression of interest for the role of PI along with supporting team. Interested faculty members will be required to form teams and submit their capability profile for the project to the Dean (R&D). In case of multiple teams expressing interest in undertaking the same

project, the Dean (R&D) in consultation with Heads of concerned Department/s decides on the most suitable team for the project. The selected PI and his/her team are then required to prepare technical and financial proposals for the project.

In both cases, the proposal by the PI will be attached with a covering letter by the Dean (R&D) and submitted to the client. The proposal should specifically mention breakage of funds, with the consultancy fee being a major component. Other cost items such as supporting manpower costs, equipment, travel, survey costs and other miscellaneous costs to execute the project will also be budgeted. The budget will thus reflect project costs and consultancy fees along with institute overheads as specified in the manual. Service tax component will also be included in the financial quotation.

On mutual acceptance of all terms and conditions, a MoU/agreement is required to be drafted reflecting all terms and conditions, particularly those of time frame, deliverables, fees and overheads. The MoU/ Agreement which is acceptable to both parties (the client and the school) is signed by the Director/Dean (R&D) on behalf of the school and the project accepted. A copy of the MoU/agreement will be archived in the office of the Dean (R&D) for records.

Project Responsibility:

- The date of signing of MoU/agreement, is considered as the project initiation date. The Dean (R&D) marks the project to the concerned PI for execution.
- On acceptance and initiation of a project, the deliverables of the project are the responsibility of the PI. It is desirable to have Co-Principal investigators (Co-PI) to operate the project and meet the deliverable requirements in absence of the PI.
- The PI may, with the approval of the Dean (R&D) avail the services of individuals not in the institute service or in any other government organization, as consultant to a project. However, in any project, the amount payable to the consultant(s) must not exceed 25% of the total contracted amount in the consultancy,
- Students may be engaged in projects as part of summer internship on being selected by the PI and may be paid remuneration for their work, if project funds permit.
- The responsibility of project administration lies with the PI. Utilisation of funds and disbursement of reimbursement and remuneration amongst team members is also the responsibility of the PI. A separate account head for every project shall be maintained by the office of Dean (R&D) and accounts of all projects will be kept by them. All PIs are required to submit advance requests to the office of Dean (R&D) for access to project funds.

Exceptions to Consultancy Works

Faculty visits to organizations as jury of competitions, for academic planning, research management, coordinating committee, invited lectures, conducting of viva-voce examinations, will not be governed by the above consultancy rules. All fees for such work will go directly to the faculty/ staff member concerned without any share going to the institute.

III. Training Programmes

With an objective of encouraging awareness and providing exposure to contemporary subjects and technology and building the capacity of trained manpower, the faculty and academic staff of the School will conduct training programmes for students, faculty and professionals from other government and private organizations in the fields of architecture, planning and allied subjects. This would lead to skill development and capacity building and provide knowledge based support to the industry and help in disseminating the knowledge to a larger section of society, not limited to the school alone.

All other Seminars, Conferences, Workshops would be conducted by the Departments directly and would not be the purview of Dean (R&D).

General Guidelines

- For organisiing and conducting Training Programmes, requests from faculty/departments/centres have to be routed through the Head/s of departments to the Dean (R&D), who will obtain necessary approval of the Director. (refer Annexure 2 for proposal format)
- The school would provide partial support for the organization of such training programmes and the rest of the monetary requirement is to be recovered through charging of registration fees from the participants in most cases.
- Training Programmes may also be taken up at the request of external sponsor agencies to fulfill specific objectives. In such cases total/partial funding may be availed from the sponsor agency.
- Training Programmes which form part of the deliverables and outcomes of some research or consultancy project are required to be funded from the project fund and accommodated in the project budget.
- In case of Training Programmes, the institute overhead would be charged on the total external receipts (registration fees or sponsor funds), at a rate lower than that of research and consultancy projects as specified in section on 'Institute Policy on Budgetary Norms and Overheads'.

IV. Other Development and Outreach Activities

In addition to the Research and Consultancy projects undertaken by the School, the Dean (R&D) would be responsible for undertaking and initiating the following activities:

- Institute Lecture Series by eminent scholars and professionals
- National and International collaborations with academic/research organizations for developing and collaborating on a common agenda of research and development, including MoU's with external agencies.
- Entrepreneurship development to foster innovation, research and entrepreneurial activities in design and technology based areas. Ventures that qualify as nursery incubation projects initiated by one or more faculty, staff and students with a view to experimenting a novel design or technological idea for up-gradation to a commercial proposition, or setting up a business enterprise will be supported by the School. The

proposals will need to be submitted to the Dean (R&D) and evaluated by the IRDAC and presented to the BoG SPA, Bhopal for approval.

- Intellectual Property Rights (IPR) issues. Intellectual Property of any kind created by faculty, students, staff will be owned by SPA, Bhopal. All conditions of IPR would be governed by the Intellectual Property Policy Document to be developed by the school.

INSTITUTE POLICY ON BUDGETARY NORMS AND OVERHEADS

The budgetary norms and share of institute overheads will be specific to the different research and consultancy activities undertaken by the school as specified in the following sections:

A. Components of Charges of projects

For **Research projects**, the total agreed charges of a research project will consist of:

(i) Actual expenses and (ii) Institute share. (iii) any other category as specified by sponsor agency

For **Consultancy Projects** the total agreed charges will consist of:

(i) Actual expenses (ii) remuneration to be distributed to faculty and staff and (iii) institute share.

For **Training programmes** the total receipts will account for:

(i) Actual expenses (ii) institute share

B. Share of Institute Overheads in Funds

The overheads or institute share of funds received from the above mentioned sources would be used to maintain the following funds:

Institute Account: This Account is coterminous with the R&D account and would be operated by the Dean (R&D) on approval of Director for institute activities approved by the Director.

Departmental Development Fund (DDF): This is a fund of the department to which a share of the overhead charges from Research and Consultancy projects are transferred. The head of the department operates the DDF.

The DDF may be utilized for the following purposes:

i. Purchase of equipment for the department
ii. Office administrative charges (stationery, cartridge etc.)
iii. Taxi fare, travel reimbursement for guests visiting the department
iv. Additional expenses for academic study tours conducted nationally or internationally
v. Any Other on approval of Director

Professional Development Fund (PDF): this is a fund for individual faculty and academic staff of the institute, to which a share of the institute overhead charges from research and Consultancy projects are transferred. It is like a perpetual fund which accumulates over time.

The PDF may be utilized for the following purposes:

i. Purchase of equipment
ii. Travel (national and international) for research or related discussion
iii. Purchase of books, journal subscription, professional membership
iv. Teaching material and teaching aid
v. Expenses related to promotion of professional activities
vi. Any other expenditure with the approval of Director

C. Distribution of Overheads:

The calculation and distribution of overheads into the various types of funds, according to the type of Research & Development activity, is specified in the table enumerated below:

Sl. No.	Nature of Activity	Overheads to be charged as percentage of project cost (A)	Share of Overhead in various funds		
			Institute	DDF	PDF*
1.	Sponsored Research	20	0.6 A	0.25 A	0.15 A
2.	Consultancy	30	0.7 A	0.3A	-
3,	Training Programmes	05	0.7 A	0.15 A	0.15 A

The PDF will be divided among the PI and the team according to the percentage specified by PI.

D. Service Tax Deduction

- In case of consultancy projects, at the stage of proposal submission, the budget will reflect a service tax component of 10.3% or as applicable by Government of India at that point of time.
- When money is received from the sponsor agency, at first instance, service tax will be deducted after which institute overheads will be deducted from the remaining funds and the balance funds are credited to the project account, as per the budgetary allocations of the project.
- Service tax is not deducted if the funds are received in foreign currency.

FORMS AND ANNEXURES

All forms required for project proposal submission, project review, monitoring and project closure will be available with the office of the Dean (R&D) and online for use by all faculty and staff members and would be updated periodically.

Currently the following Annexures are attached:

ANNEXURE 1: Research/Consultancy Project Proposal Form for Internal Circulation

ANNEXURE 2: Template for Proposal of Research/Consultancy Projects (for projects not having standard template of Sponsor Agency)

ANNEXURE 3: Training Programme Proposal Form for Internal Circulation

School of Planning and Architecture, Bhopal

RESEARCH/CONSULTANCY PROJECT PROPOSAL FORM
(For Internal use only, to accompany all project proposals being forwarded to Office of the Dean R&D)

I. (A) Name of the Project :

    (B) Principal Investigator (s) :

    (C) Co-PI (s) : 1.

        2.

        3.

    (D) Any other Collaborating Agency : 1.

        2.

    (E) Research/Consultancy Agency being
approached :

    (F) Name of the Representative :
Phone
Fax
E-Mail

    (G) Value of the project proposed :

    (H) Duration of the project proposed :

II. WHETHER part of project will be conducted :
off campus on collaborating agency's campus

    If so, specify time period and number of :
faculty/ staff required to be deputed off campus

III. WHETHER
    (A) Dedicated project office space is required :
    (B) If yes, specify area and estimated cost
        a. For equipment/stores :
        b. For project staff :
    (C) Whether additional furniture required :
        If yes, Please specify the cost
    (D) Whether existing systems in the lab :
        are sufficient . If not, specify additional
        requirements and cost of their
        modification/erection

IV. STATE whether cost of the whole or any :
part of the Infrastructural facilities listed
under III above to be met from proposed
projects funds.
Please Specify Details :

V.   WHETHER recurring costs are to be incurred   :
by the School on the future maintenance
of the equipment acquired.

VI.   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.)

VII.   Provision for Institute Overheads   :

VIII.   Provision for Service Charges   :

IX.   The Investigator (in case 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 then 92 days)

Submitted by:

_____
PRINCIPAL INVESTIGATOR(S)

Forwarded by:

_____
HEAD OF THE DEPARTMNENT(S)

Approved   for submission to Client:

_____
DEAN (RESEARCH & DEVELOPMENT)

Proposal for

(PROJECT TITLE)

Submitted to
(Name of Client)

School of Planning and Architecture, Bhopal
Neelbad Road, Bhauri
Bhopal – 462030
Madhya Pradesh
India

DATE

(IN MONTH, YEAR)

Proposal for

_____

Submitted to

_____

Document No.: **R&D/2015/_____**

Document Status: **Revision 0.0**

Date: _____

Principal Investigator: _____

No. of copies circulated: _____

Circulation

Copy 01: Client
Copy 02:
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Copy n: Office Copy

Contact Information

For further information please contact:

__(Name) and (Designation)_____

Team Leader/ Principal Investigator
School of Planning and Architecture, Bhopal
Neelbad Road, Bhauri
Bhopal – 462030
Madhya Preadesh, India

Phone : _____

Fax ： _____

Mobile ： _____

Email ： _____

I.   TECHNICAL PROPOSAL

PART 1 : ABOUT SPA BHOPAL
>   **A.   Organization Overview**
>   - Research Thrusts
>   - Strengths
>   - Labs
>   - Manpower

>   **B.   Capability Profile in Related Domain**

PART 2 : SCOPE, APPROACH, METHODOLOGY AND WORK PLAN

>   **A.   Scope of Work**
>   **B.   Technical Approach and Methodology**
>   **C.   Work Plan**
>   **D.   Time Line and Deliverables**

PART 3 : ORGANIZATION & TEAM
>   **A.   Team Composition and Roles**

II.   FINANCIAL PROPOSAL

>   **A.   Total Fee Quote (stating consolidated amount and taxes applicable)**
>   **B.   Break up of Fees ***
>   - Summary of Costs*
>   - Breakdown of Costs by Activity*
>   - Remuneration Component*
>   - Reimbursable Component*

(* may be modified as required by client or deleted if not required by client)

School of Planning and Architecture, Bhopal

TRAINING PROGRAMME PROPOSAL FORM
(For Internal use only, to accompany all Training Programme proposals being forwarded to Office of the Dean R&D)

1. (a) Title / Name of the **Training Programme**:

   (b) Coordinating Department:

   (c) Period:

   (d) Coordinator(s):

2. Objective of organizing the Training Programme in the context of the present day needs:

   Objectives (Max. 250 words):

3. Target Audience:

2. List of various sessions planned and attached : Yes ( ) / NO ( )

5. Funding from other sources:

S.No	Name of the Sponsoring Agency(ies)	Amount Requested/Sanctioned
1.		
2.		
3.		

6. (a) Total participants expected to participate

   a. Partiipants from India   :   no(s)
   b. Participants from abroad*   :   no(s)
   c. Participants from SPA, Bhopal   :   no(s) and details if faculty/research scholars/students

*Permission from Ministry of External Affairs is necessary

(b) Likely resource person(s) invited for various training sessions

S.No.	Names of Resource Persons	Organisation Affiliation
1.		
2.		
3.		
4.		

5.		

7. Total anticipated expenditure under the following heads:

    (a) Travel expenses for Resource persons:
    (b) Accomodation expenses of Resource Persons
    (c) Pre-event Printing (Reading material, programme brochure etc.):
    (d) Stationery:
    (e) Secretarial Assistance:
    (f) Publication of proceedings (if required):
        (i) No. of pages:
        (ii) No. of copies to be printed:
        (iii) Estimated expenditure:
    (g) Boarding and Lodging of participants:
    (h) **TOTAL of (a) to (g)** :

8. Total anticipated income out of the following:

    (a) Registration fee of the participants:
    (b) Any other income / grant:
    (c) **TOTAL of (a) to (b) :**

9. Grant requested from SPA, Bhopal (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 SPA, Bhopal as Institute Overhead Component.

Submitted by:

_____
TRAINING PROGRAMME CO-ORDINATOR(S)

Forwarded by:

_____
HEAD(S) OF DEPARTMENT(S)

Reviewed & Recommended by:

_____
DEAN (RESEARCH & DEVELOPMENT)

Approved by:

_____
DIRECTOR