

BHARATHIAR UNIVERSITY
COIMBATORE – 641 046



CONSULTANCY POLICY

**Centre for
Research and Technology Development
BHARATHIAR UNIVERSITY**

Coimbatore – 641 046, Tamil Nadu, India.



***Guidelines and Functioning
of
Centre for Research and Technology Development***

GUIDELINES AND FUNCTIONING OF CRTD

The Centre for Research and Technology Development is set up to provide specialized administrative and managerial support for the operation of Research Projects, Consultancy Projects, Training and other R&D related activities of the University as per the details given below.

1 Types of Projects

The CRTD will administrate various external funding projects and activities. Projects administrated by CRTD and their definitions are as follows:

1.1.1 Research and Funded Projects

These include individual projects funded by Government Agencies (such as DST, DBT, CSIR, BRNS, ARDB, DRDO and ISRO) and international bilateral government projects (such as Indo-UK and Indo-Japan agencies); Department / Group projects (such as DST-FIST, UGC-SAP, BUILDER, etc.) and projects sponsored by industries or other institutions. These projects would focus on both pure and applied researches with the objective of developing new technology and creating new products. These researches will be on new and emerging areas as well as on the thrust areas of Science and Technology.

1.1.2 Consultancy

Industrial problems would be addressed, wherein the professional expertise and knowledge of the faculty members (Consultants) as well as the infrastructural facilities of the University will be utilized for fulfilling the Industry requirements. The facilities of the University will be utilized for research work, theoretical analysis and for the experimentation required for generating and validating information in solving the industrial issues. The assignments are heavily dependent on the existing technical know-how and skill of the faculty members involved.

1.1.3 Testing

These are assignments involved with testing / calibration of instruments / development of software by the faculty members (consultants), for industries and other institutions, wherein the facilities available in the University will be utilized to a greater proportion.

1.1.4 Training programmes

These are offered by the faculty members of Bharathiar University to persons from Industry, Government Sector and User Agencies on the topics of their interest, in which they wish to upgrade their knowledge and skills, and where the faculty of Bharathiar University has the required expertise.

1.1.5 Seed Grant Projects

The University supports the newly joined young Faculty Members in initiating their research career with a sum of Rs. 10,00,000/- (Rupees Ten Lakhs only) for Faculty Members from the Faculty of Sciences, and with Rs. 5,00,000/- (Rupees Five Lakhs only) for Faculty Members from the Faculties of Arts, Humanities and Social Sciences, as case by case and special cases, subject to the approval of the Vice Chancellor.

The Faculty Member seeking such grant should submit a Seed Grant Proposal to the CRTD, which will be evaluated by external experts.

1.1.6. Institutional Projects

Some of activities of the University, such as management of hostels, healthcare services, automation, laboratory development, and campus development are known as institutional projects and are funded by the University. Faculty Members who are interested in such projects may submit a relevant project proposal to the CRTD which will be evaluated by the internal committee members, duly nominated by the Vice Chancellor, based on the necessity of the projects.

1.2 Project Submission and Management related Activities / Functioning

The CRTD supports the following project management activities:

(1) **Submitting Research Proposals:** The proposals seeking funding from external agencies, for undertaking sponsored consultancy or training / outreach activities are routed through the CRTD. The request of the PI should be duly forwarded by the Head of the Department; the Coordinator (Laboratories) to ensure that sufficient

resources are available, and be sent to the Director, CRTD, to ensure that all administrative aspects are examined.

(2) **Registering the Project:** When a project is sanctioned by a funding agency or an industry, a new project registration form is to be filled by the Principal Investigator and submitted along with the sanction letter, agreement, MoU and proposal. On registration, a unique project identification number is assigned and budget heads are earmarked based on the approval of funding agency along with the respective amounts sanctioned. The project is made operational on receipt of the grant either in the form of cheque or bank transfer.

(3) **Operating the Project:** The PI and Co-PI have the authority to incur the expenditures from the project account, subject to the approval of CRTD, as per the delegation of the financial powers of the Centre. The expenditure should not exceed the sanctioned amount in the respective budget heads. Re-appropriation of funds between various budget heads is permitted only with the prior approval of the funding agency. When such an approval is available from the funding agency, the PI may request for the re-appropriation of funds along with the approval of the funding agency.

(4) **Submission of Progress Reports and other Deliverables:** The PI is responsible to the funding agency for the deliverables of the project and timely submission of various reports.

(5) **Accounts and Auditing of Funds:** A statement of accounts would be made available to the PI on request. The accounts of the CRTD will be audited annually by Local Fund Audit, Bharathiar University, Coimbatore.

(6) **Utilization Certificate:** The Utilization Certificate (UC) of a registered project is issued based on the request of the PI, after auditing of all the expenditures incurred in the project. The Utilization Certificate of individual project is prepared based on the audited statements. This may be sent to the funding agency by the PI. The invoice seeking grant-in-aid or funds will be issued by the Office on request of PI. The PI is responsible for sending the invoice or grant-in-aid bills to the funding agency as per the requirement of project.

(7) **Project Extension:** The duration of the project may be extended on submission of a letter, stating the same from the funding agency.

(8) **Project Closer and Completion Report:** The PI is responsible for submitting the Project Completion Report to the funding agency. The Office will close the project account on submission of Acceptance Certificate from the funding agency for closing the project. At the time of closing the project, unutilized fund, if any, will be returned to the funding agency with interest in consultancy projects and the balance amount can be utilized, according to approved norms.

1.3 Purchase of Equipment and Materials

The Administrative Unit of the CRTD will undertake all project related purchases of equipment and related materials and the maintenance of stock. All the purchases under any project need to be made as per the norms of the University. Items purchased by using the project funds shall be used solely for project purposes during the term of the project. On the completion of the project, they become properties of the University, unless there is a specific provision or requirement of returning the same to the funding agency. Consequently, each such item will be recorded in the Assets Register of the CRTD. The equipment may be used for other research activities of the University after the term of the project, with the approval of the Director, CRTD.

1.3.1 Purchase Rules for Equipment, Chemicals, Glassware and Other Items

For the purchase of equipment, chemicals, glassware and other items Bharathiar University and Tender Transparency Act (TT Act) of Government of Tamil Nadu will be followed in all the purchases related to the Projects with the following financial norms:

- i. For purchases up to Rs.10,000/- (Rupees Ten Thousand only), the Principal Investigator and the Head of the Department may directly purchase the item and send the bills for payment, with necessary stock entries, to the Director, CRTD.
- ii. For purchases above Rs. 10,000/- (Rupees Ten Thousand only) and up to Rs. 50,000/- (Rupees Fifty Thousand only), 3 sealed quotations may be called for by the Principal Investigator and the Head of the

Department, after getting permission from the Director, CRTD. The comparative statement with three quotations received should be sent to the CRTD for placing the order.

- iii. For purchases above Rs. 50,000/- (Rupees Fifty Thousand only) and up to Rs. 10,00,000/- lakh (Rupees Ten Lakhs only), the Principal Investigator and the Head of the Department, after obtaining permission from the Vice Chancellor through the Director, CRTD, may invite limited Tenders through the University Website; prepare comparative statement; place it before the Technical Committee (if necessary) and Purchase Committee of University; and place order after getting approval from the Vice Chancellor through the Office of the Director, CRTD.
- iv. For purchases above Rs. 10,00,000/- (Rupees Ten Lakhs only), Principal Investigator and the Head of the Department after obtaining permission from the Vice Chancellor / Syndicate through the Office of the Director, CRTD, may invite open tender by giving advertisements in Newspapers and prepare comparative statement for placing it before the Technical Committee (if necessary) and Purchase Committee of the University. The minutes of the same shall be placed before the Vice Chancellor and Syndicate for approval to place purchase order.
- v. For the purchase of Chemicals and Glassware, the Principal Investigator and the Head of the Department may send their request by following Annual Rate Contract, as followed in the University, to the Director, CRTD and the purchase order will be placed by the CRTD.

1.4 Maintenance of Accounts

The Accounts Unit of the CRTD will undertake the following activities related to project fund operation and management:

General

Separate Accounts be maintained for projects under UGC and other agencies.

All the project operations w.r.t financial transactions be linked to PFMS.

All the newly created projects are to be registered in PFMS.

In addition, the following processes will be taken care of by the Accounts Unit:

- (1) Preparation of receipt / payment vouchers
- (2) Disbursement of salary to the project staff members
- (3) Generation of SR (system entry)
- (4) Issuing cheques
- (5) Reconciliation of cheque & cash ledgers on a daily basis
- (6) Payments of LC and TT
- (7) Reconciliation of monthly accounts with Bank Statements
- (8) Deposition of taxes as income, service or others to Government agencies
- (9) Maintaining Receipt and Payment accounts
- (10) Investing R&D funds and monitoring the same
- (11) Preparation of annual accounts

1.5 Administrative Responsibilities and Funds Distribution

Under the administrative control of the Director, the CRTD will coordinate various aspects viz. project administration, recruitment of project staff, project purchase, project maintenance, project accounts maintenance, and maintenance of individual project files and distribution of honorarium to faculty and staff involved in projects. The Director, CRTD, is empowered with full financial powers to give administrative and financial sanction, as the case may be.

All the cheques should only be in the name of “Director, CRTD,” Bharathiar University, and deposited in the joint account of the Registrar and the Director, CRTD. The account will be operated by the Director, CRTD, and one authorized signatory in his absence.

In the case of consultancy, testing and training projects, sanctioned to individuals, cheques will be drawn in favour of the individual and transferred to the concerned PI within 24 hours of the realization of the cheque. PI should be responsible for handling the funds, as per the guidelines of the project, and should submit the statement of expenditure and UC to the concerned funding agency through the O/o CRTD. In the case of projects, consultancy, testing and training which are directly sanctioned to departments and not to the individual, the funds will be handled by the CRTD through concerned HOD/Director of the Dept/Centre.

For the purchase of the following items under any project, consultancy or testing, the Vice Chancellor's approval has to be obtained, as per the purchase norms of University:

1. Construction of new buildings
2. Air-Conditioning plant
3. Purchase of motor vehicles

1.6 Budget/overhead Distribution

The budget / overhead distributions for Projects, Consultancy, and Training are given below:

1.6.1 Sponsored Projects

The overhead charges vary between various funding agencies. For certain projects, there is no overhead charges. If the overhead charges is received from the funding agencies, it will be distributed as follows:

a. Bharathiar University overheads	-	20%
b. Dept. / Centre overheads	-	20%
c. CRTD overheads	-	30%
d. Principal Investigator	-	30%

1.6.2 Consultancy / Royalty / Upfront Fee

On the total Consultancy / Royalty / Upfront Fee amount, after deducting the GST / Service Tax as actuals, the following distribution will be made:

a. Bharathiar University overheads	-	10%
b. Dept. / Centre overheads	-	10%
c. CRTD overheads	-	20%
d. Consultant's remuneration, including other expenditures	-	60%

In the case of Consultancy, where the expenditure component is high, special permission may be obtained from the Director, CRTD, to modify the above, with necessary budget approval from the Sponsoring Organisation / Industry.

1.6.3 Testing

On the total testing amount, after deducting the GST / Service Tax as actuals, the following distribution will be made:

a. Bharathiar University overheads	-	25%
b. CRTD overheads	-	25%
c. Dept. / Centre maintenance	-	20%
d. Payment of remuneration to Dept. Faculty and Staff involved	-	30%

1.6.4 Training

In the Conference / Seminar / Workshop / Training sponsored by various funding agencies, such as UGC, DST, DBT, CSIR, ICSSR, etc., there will not be any overhead charges, for which the norms of the funding agency will be followed. However, if any University supported training programmes organized by the PI using the internal resources as per the norms, the utilization of the income generated from Training programmes shall be as follows:

a. Bharathiar University overheads	-	10%
b. Dept. / Centre overheads	-	10%
c. CRTD overheads	-	20%
d. Co-ordinator of the program	-	60%

The Director is empowered to give administrative and financial sanction, as per the above mentioned ratio. The account will be maintained by Director, CRTD and O/o CRTD. It is the responsibility of the CRTD to maintain the account and keep the bills and vouchers for submission to audit as and when required.

In the case of Patents, Technology Transfer, Development of Software, the following distribution will be made:

1.6.5 Patents

The faculty members are encouraged to obtain patents, wherever possible, for their findings / inventions, and these patents will be held jointly by the University, the inventor and any other agency who might have contributed to its creation, as applicable, and such patents can be licensed for commercialization. The sale profits

received by the University shall be shared in the ratio of 20:20:60 by University, CRTD & Mentor respectively.

1.6.6 Technology Transfer

The University encourages transfer of technical know-how or marketing rights for the Products / processes developed by the faculty. In all such cases, a Memorandum of Understanding (MoU) has to be signed with the client to whom the technology or the marketing rights are being transferred. The profits from such operations shall be shared on the ration of 20:20:60 by the University, CRTD and the faculty respectively.

1.6.7 Distribution of Software

Any software having Intellectual Property developed by the faculty member / student will be the joint property of the developer, the University and any other agency who might have contributed to its creation, as applicable. The terms of sharing revenue from its commercial exploitation amongst the involved parties are to be worked out on case by case basis.

1.7 Project Staff Recruitment

The projects can have the staff appointed by any of the procedures given below for technical activity:

1. Staff appointed based on regular advertisement and selection.
2. Staff appointed on ad-hoc basis
3. Students employed on part-time basis

1.7.1 Staff appointed on regular advertisement and selection

Project Staff selected based on regular advertisement / circular can be employed for the entire project period. The procedure to be followed shall be as follows:

- a. The candidates, if necessary after a preliminary shortlisting and written test, would be interviewed by a Selection Committee constituted as follows:
 1. Head of the Department / Director of the Centre - Ex-officio Member

2. Principal Investigator - Convener
 3. One nominee of Director, CRTD, from the panel of nominees approved by the Vice-Chancellor
 4. Any member as per the mandatory requirement of the project, if any.
- b. The appointment orders as per the specified format given by CRTD are to be issued by the Director, CRTD.
 - c. In the appointment order, the name of the project should be mentioned and the appointee should be employed in only one project.
 - d. The maximum tenure of project staff appointment can be the same as the duration of the project with the consent of the PI.
 - e. Wherever the services of the project staff are needed for some work other than the project in which he/she is employed, they should be done only with the approval of the Principal Investigator of the Project. In such cases, the project staffs are eligible for overtime (OT) / allowance / remuneration from other sources, provided such remuneration during the month does not exceed 25% of his / her salary from the Project. Such remuneration cannot be coupled together and availed on a lump sum basis.
 - f. It is the responsibility of the Principal Investigator to monitor the terms and conditions of all the staff appointed in the specific project.
 - g. In the cases of extension of project staff for another term within the project period, the extension should be recommended by the Principal Investigator and endorsed by HoD/Director of the respective Dept./Centre. The extension orders will be issued by the Director, CRTD.

1.7.2 Staff Appointed on Ad-hoc Basis

Wherever necessary, suitable candidates may be given ad-hoc appointments in projects to avoid delays and to ensure prompt commencement of activities. The period of such ad-hoc appointment will be restricted to a maximum of 6 months, which is not extendable. In cases where extension is requested, the individual has to go through the procedure indicated for 'Selection of staff on Temporary Basis'.

1.7.3 Students Employed on Part-time Basis

Services of students may be utilized after office hours and during holidays for specific scientific / technical works relating to the project / consultancy projects with the approval of the HOD and the Guide of the Student, especially during their project semesters. The remuneration that could be paid to the students shall depend on the following norms.

For students studying in PG - Rs. 150 per hour

For students doing Research (M.Phil. / Ph.D.) - Rs. 250 per hour

The maximum number of hours in a month must be restricted to 50 hours for the first category, and 70 hours for the second category. Remuneration to such students should be paid only in the form of cheque.

1.8 Project Staff Salary

Wherever the funding agency has specified the norms for appointment of project staff, the norms of the funding agency shall apply.

1.9 Travel

Travel related to the project, Consultancy and Testing will be permitted by Director, CRTD. The requests of the Principal Investigators are to be routed through the Head of the Department to the Director, CRTD for approval (in the prescribed form). The principal investigators must ensure that the total expenditure for travel shall not exceed the amount allotted under this head in the project. With regard to claiming of taxi / auto fare, the actual can be claimed for traveling to / from the Airport / Railway Station with due certification of the receipt.

All the travels related to projects will be treated as on duty. All the travels related to consultancy and testing will be treated as special casual leave to which the faculty member/staff is entitled.

TA & DA norms for faculty members wherein expenses are made under the head Projects & Consultancy:

Journey:	<p>By Train:</p> <p>Up to 2 tier A/C (Ticket should be produced.)</p> <p>By Air:</p> <p>As per eligibility (Boarding pass should be produced). If the flight ticket is booked through a CRTD approved travel agent, Service charge / tax paid by the agent can also be claimed.</p> <p>By Road:</p> <p>If private vehicles are hired, original printed and stamped receipts along with printed trip sheet with vehicle number will only be accepted.</p> <p>For field visits, if the journey commences from Coimbatore, effort should be made to hire the vehicle through CRTD approved travel agent.</p> <p>Written permission to hire a vehicle should be obtained from CRTD before the journey.</p>
Travel DA:	<p>By Train: 50% train fare per trip as lump sum.</p> <p>By Air: Rs 2000/- per trip, to and from, including all expenses incurred in undertaking the journey and Travel DA.</p>
Accommodation:	<p>Will be reimbursed for actual expenses on the production of receipts.</p> <p>For Projects sponsored by Govt. Funding agency / CRTD:</p> <p>Actuals (Bills to be furnished) subject to a maximum of Rs 3,000/- for 'A' class cities and Rs 2,000/- for other places or without a bill – Rs 1,500/- for 'A' Class cities and Rs 1,000/- for other places as lump sum.</p> <p>Projects supported by Private funding agencies and for Consultancies, the accommodation charges be reimbursed at actual expenses on production of receipts.</p>
Boarding and all other incidental charges	<p>Rs. 1000/- per day lump sum.</p>
Number of Days:	<p>The number of days should be informed to the CRTD office in advance and a written permission should be obtained.</p>
<p>TA & DA for Project / Consultancy Staff, Students involved in Projects / Consultancy and Technical Staff wherein expenses are earmarked under the head Projects & Consultancy shall be reimbursed for their travel and accommodation expenses based on their certification / recommendation by the consultants / investigators.</p>	

Journey:	<p>By Train: Sleeper class for Field Assistant / Technical Assistant / Project Assistant / Project Technician.</p> <p>By Train: Up to III Tier A/c for Project Associate I / Project Associate II / Project Scientist / Research Scholar / Project Fellow / Women Scientists.</p> <p>By Air: As per needs, with special permission / justification</p>
Travel DA:	<p>By Train: 2/3 of sleeper class train fare as lump sum.</p> <p>By Air: Rs 1000/- per trip, to and from, including all expenses incurred in undertaking the journey and travel DA.</p>
Accommodation:	<p>For Projects sponsored by Govt. funding agencies, Rs 300/- per day lump sum or Actual (Printed bills to be furnished), subject to a maximum of Rs. 750/- for 'A' class cities and Rs. 500/- for other places.</p> <p>Projects supported by private funding agencies and for Consultancies, the accommodation charges will be reimbursed at actual expenses on production of receipts.</p>
Boarding and all other incidental charges	Rs. 250/- per day lump sum.
Number of Days:	The number of days should be informed to the CRTD office in advance and a written permission should be obtained.

Registration Fee

When Registration Fee is payable, documentary evidence, i.e. conference brochure, should be enclosed. The Registration Fee will be drawn as cheque / DD in favour of the organizers / conference account and handed over to the investigator / participant. The project investigator / consultant may also make payment of registration fee directly and claim reimbursement later, producing the documentary evidence.

Advance for TA/DA

- When an advance for travel is required, it should be specifically mentioned in the TA/DA approval request and in the case of Air Travel, a copy of the proforma invoice for air fare / air ticket / train ticket / e-ticket should be enclosed.
- The travel should be made during the Project / Consultancy tenure.

- Sufficient funds should be available in the project and in the case of sponsored project under the head “**Travel.**”

Settlement of Final Claim

- The final TA/DA claim should correspond to the original approval of the Director / University authorities.
- If mode / class of travel is higher than the eligibility, investigator/consultant has to submit the justification with the claim, for the approval of the Director CRTD / Registrar / Vice-Chancellor for the same.
- The travel should have been performed during the Project tenure.
- Sufficient funds should be available in the project and specifically under the “**Travel**” head, in case of sponsored project.
- Air tickets / Train tickets (e-tickets) and boarding pass should be enclosed.

If the funding agencies do not support the travel expenses of faculty members for presentation of the project proposals, Director CRTD may provide the reimbursement of the travel expenses from CRTD funds with the approval of the Vice Chancellor on case by case basis.

International Travel

In the case of international travel, the requests of the faculty members, project staff from the departments will be routed through the Director, CRTD, for prior permission by the Vice Chancellor and for placing it in the Syndicate.

Refreshment and Hospitality Expenses

Contingent grant in projects can be used for refreshment and to make local conveyance, accommodation and hospitality for visiting members and review teams, based on the submission of the original bills with certification by the Principal Investigator.

Membership in Professional Bodies

Membership fee for Professional Societies including lifetime or annual membership of professional bodies and subscription to the journals, using Credit Card or by normal subscription shall be permitted **with a ceiling of 500 USD in a year per**

project from the contingency grants of the projects of the faculty member, on production of the receipts.

1.10 Incentives/Personal Development Fund (PDF)

The Professional development Fund (PDF) is the share of the Principal Investigator, accumulated through Project Overheads incentives (i.e 30%) with the objective of supporting their professional needs. Individual accounts will be maintained by the CRTD for all the faculty members belonging to the various Departments/Centres who has ongoing/completed projects.

The PDF can be utilized by the concerned faculty member for the following purposes:

1. TA / DA, taxi fare and registration fee for attending a conference / workshop / symposium / seminar / meeting etc., or deliver an invited lecture (subject to sanction of appropriate leave by competent authority) to a place in India or abroad and for making exploratory visits for further sponsored research / consultancy work, with advance approval of Director CRDT /Vice Chancellor as per travel norms.
2. Membership fee of Professional Societies including Life or annual membership of professional bodies and subscription to the journals, using Credit Card or by normal subscription from the PDF of the faculty member, on production of receipts.
3. Purchase of professional Books, journals, stationery including computer stationery, Software or data on any storage medium.
4. Equipments / Electronic Gadget, Mobile Phones, Laptop, Palmtop, iPod can be purchased and taken into stock register of the Dept/University.
5. Expenses towards maintenance of the equipments purchased through projects.
6. Up-gradation or purchase of laptop or desktop computer and related peripherals like digital camera / web camera for use by the faculty member at any location as per the work requirement.
7. Purchase of office and laboratory furniture.

8. Refreshment and local conveyance expenses during project activity / meetings.
9. Boarding, lodging & entertainment expenses for the visitors on official visits.
10. All purchases shall be made as per University rules.
11. Reimbursement will be made to the concerned faculty member in all cases except for the purchase of equipment.
12. The items procured out of PDF shall remain property of the University. However, the non-consumable items procured through PDF may be taken away by the concerned faculty from the Department Library, on payment of book values, during the period of service or within 3 years of retirement / leaving the service of the University.
13. For any expenditure not covered above, prior approval of the Director CRDT / Vice Chancellor is necessary.

However, the incentives (60%) generated through the consultancy/ royalty /up-front fee/testing fee will be reimbursed to the faculty members immediately after deducting the necessary IT. The papers will be processed immediately after the receipt of the money at CRTD and cheque will be issued by Director, CRTD. It is mandatory for the Consultant to show this earnings in IT returns

When a consultant would like to keep a portion of his consultancy /royalty/ testing fee with the University for other purposes, he is permitted to deposit it in the Personal development Fund (PDF) Account of the CRTD. This amount can be utilized for the purposes such as travel, visits abroad, membership in professional bodies etc as described above for project overheads.

At any period of time, if the Consultant desires to withdraw a certain amount, 20-30% of it will be deducted on the amount for IT purposes as per income tax slabs and rules. Similarly, at the time of retirement, the Consultant can withdraw the left out amount after paying the necessary prevailing IT. Any amount withdrawn by the Consultant over the year from the PDF account should mandatorily feature in the form (Form 16A) being issued for filling of IT returns.

2 MOU

Any MOU related to project, consultancy, testing and training will be processed by the Director, CRTD, after obtaining legal opinion and being placed before Vice Chancellor / Syndicate for approval. The MOUs will be signed by the Registrar, Bharathiar University.

3 Visiting Faculty/Mentor Faculty/Post-Doc Scheme

CRTD will introduce and support Visiting Faculty, Mentor Faculty and Post-Doc scheme to utilize the services of foreign faculty and faculty members from central institutes such as IITs, IISC, Central labs, and Industry as visiting faculty, eminent retired faculty and Scientists from Central/State Universities as mentor faculty and exceptional young PhD holders a Post-docs. Their period of service and salary are given in the Table below. In initial stage, it is proposed to support 3-5 Visiting Faculty, 5-10 Mentor Faculty and 10-20 Post-Docs under CRTD.

Sl. No	Scheme	Period of Support	Salary per Month
1.	Visiting Faculty	3-6 Months	~50,000 to 1,00,000/-
2.	Mentor Faculty	1- 3 Years	~50,000/-
3.	Post-Doc	1-3 Years	~25,000/-

For each case, application given by the individual through the Concerned HOD/Centre with necessary justification will be processed by the Director, CRTD, and placed before Vice Chancellor / Syndicate for approval. The period of support, salary etc. will be fixed as per the requirement on case by case basis by the Vice Chancellor/Syndicate.

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