ITEM NO. 8.5.1 TO CONSIDER AND APPROVE THE REVISED GUIDELINES OF SPONSORED RESEARCH AND CONSULTANCY IN ANNA UNIVERSITY APPROVED IN THE ADVISORY COMMITTEE.

The CTDT guidelines were first formulated during 2005 at the time of the establishment of the Centre. The guidelines formulated in 2005 were then reviewed and modified and approved by the Syndicate in December 2010. Based on the experience in managing the projects and taking into account the needs of the investigators and consultant, the guidelines formulated in 2015 were reviewed by the Advisory Committee.

The Director, CTDT indicated the needs for changes in the functional structure of CTDT as well as the changes in the guidelines, since, "RD & C" is the main focus in the future development of CTDT. The committee acknowledged the need for changes and approved the following modifications in the existing guidelines.

ITEM NO. 8.5.1.1 TO CONSIDER AND APPROVE THE SITTING FEE / HONORARIUM FOR THE COMMITTEE MEMBERS IN ANNA UNIVERSITY.

The Director, CTDT, presented the sitting fee / honorarium for the committee members who are attending various committee meetings conducted by the CTDT including for the selection of JRFs / SRFs in the Projects (as per syndicate norms) is as follows:

For Internal members Rs.1,000 per session
For external members Rs.1,000 per session, plus allowances.

The committee also recommended the sitting fee for the members of Research Advisory Committee from Rs.500/- to Rs.1000/-. For JRFs / SRFs Selection meeting the expenditure to be met from the respective projects sanctioned fund.

The meetings conducted by CTDT and Research Advisory Committee Meeting the expenditure will be met from the CTDT Funds.

RESOLVED TO APPROVE the revised sitting fee / honorarium for the committee members.
ITEM NO. 8.5.1.2 TO CONSIDER AND APPROVE THE REVISION OF REMUNERATION AMOUNT FOR THE FULL TIME STUDENTS WORKING ON PART-TIME BASIS ENGAGED FOR SCIENTIFIC AND TECHNICAL WORKS.

The Director, CTDT, presented the existing norms for the remuneration that could be paid to the full-time students who are employed in 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.

In this context the Director, CTDT, proposed revised norms for the remuneration to avoid the variations in the payments made. The revised rates are applicable only when there is sufficient money in the approved sanctioned amount (after deducting overhead charges) for the respective project / consultancy.

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Existing Rate per hour (Rs.)</th>
<th>Proposed Rate per hour (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For UG students</td>
<td>150</td>
<td>200</td>
</tr>
<tr>
<td>For PG (Masters Degree students)</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>For M.Phil and PhD students</td>
<td>300</td>
<td>400</td>
</tr>
<tr>
<td>Maximum number of hours in a month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>must be restricted</td>
<td>50 hours</td>
<td>50 hours</td>
</tr>
</tbody>
</table>

RESOLVED TO APPROVE the revised remuneration to the full-time students who are engaged in specific scientific / technical works relating to the project / consultancy work.

ITEM NO. 8.5.1.3 TO CONSIDER AND APPROVE TO THE REVISED TA/DA NORMS FOR THE FACULTY MEMBERS OF PROJECT AND CONSULTANCY STAFF.

<table>
<thead>
<tr>
<th>For Faculty members</th>
<th>S.No.</th>
<th>DA</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.No.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01 Accommodation Expenses</td>
<td>01</td>
<td>DA</td>
<td>Actuals (bills to be furnished)</td>
<td>Actuals (bills to be furnished) Rs. 3,000/- max. for 'A' class cities Rs. 2,000/- for other places per day.</td>
</tr>
<tr>
<td>02 Boarding and all other incidental charges</td>
<td>02</td>
<td>DA</td>
<td>Rs. 1,000/- per day lump sum.</td>
<td>Rs. 2,000/- per day lump sum.</td>
</tr>
</tbody>
</table>
### For Project / consultancy staff

<table>
<thead>
<tr>
<th>S.No.</th>
<th>TA/DA</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td></td>
<td><strong>By train</strong>: sleeper class for Field Assistant / Technical Assistant / Project Assistant / Project Technician. <strong>By train</strong>: upto III Tier A/c for Project Associate-I/Project Associate-II/Project Scientist/Res. Scholar/Project Fellow/Women Scientists.</td>
<td>In addition to the existing norms, <strong>travel by air is recommended</strong> by the advisory committee with prior approval of Director, CTDT.</td>
</tr>
<tr>
<td></td>
<td>Journey DA</td>
<td>By air: Rs. 1,000/- per trip, to and fro, including all expenses incurred in undertaking the journey and journey DA. By train: 2/3 of sleeper class train fare as lump sum.</td>
<td>To follow the existing norms itself. Journey DA: 2/3 of sleeper class train fare is revised as 2/3 of the actual sleeper class train fare or 2/3 of III- Tier train fare on which they travelled.</td>
</tr>
<tr>
<td>02</td>
<td>Accommodation Expenses</td>
<td>Actualls (bills to be furnished) Rs. 750/- max. for 'A' class cities Rs. 500/- for other places per day.</td>
<td>Actualls (bills to be furnished) Rs. 3,500/- max. for 'A' class cities Rs. 2,000/- for other places per day.</td>
</tr>
<tr>
<td>03</td>
<td>Boarding and all other incidental charges</td>
<td>Rs. 250/- per day lump sum</td>
<td>Rs. 1,000/- per day lump sum</td>
</tr>
</tbody>
</table>

Further, the Committee has also recommended the regular staff members involved in the project / consultancy work are also eligible for air travel and can claim TA / DA of the Project/Consultancy staff as per the revised norms from the respective projects and consultancy funds.

The proposed TA/DA norms are applicable for all projects / consultancy staff when there is a budget provision available in the sanctioned eligible amount (after deducting overhead charges) of the respective project / consultancy.

**RESOLVED TO APPROVE** the revised TA / DA norms to the faculties and project staff involved in project / consultancy projects.
ITEM NO. 8.5.1.4 TO CONSIDER AND APPROVE TO THE REVISED SALARY STRUCTURE FOR THE PROJECT / CONSULTANCY STAFF.

The revised consolidated salary structure for the project and consultancy staff appointed to work in their respective project / consultancy work is given below. The committee has approved the proposed salary structure of the Project / consultancy staff.

The revised salary has to be fixed by the selection committee from the approved sanctioned amount (after deducting overhead charges) for the respective project / consultancy.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post Name</th>
<th>Eligibility</th>
<th>Existing salary range (Rs.)</th>
<th>Proposed salary range (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Field Assistant</td>
<td>SSLC or equivalent</td>
<td>3,000-9,000</td>
<td>8,000 - 15,000</td>
</tr>
<tr>
<td>ii</td>
<td>Technical Assistant</td>
<td>HSC or equivalent</td>
<td>4,500-10,000</td>
<td>10,000 - 18,000</td>
</tr>
<tr>
<td>iii</td>
<td>Project Assistant</td>
<td>B.Sc / BA / BBA /B.com</td>
<td>4,500-12,000</td>
<td>10,000 - 20,000</td>
</tr>
<tr>
<td>iv</td>
<td>Projects Technician</td>
<td>Diploma or equivalent (&gt; 3 years of education after +2)</td>
<td>8,000-15,000</td>
<td>15,000 - 25,000</td>
</tr>
<tr>
<td>V</td>
<td>Project Associate I</td>
<td>B.E. / B.Tech / M.Sc / Junior MBBS / MCA / MBA / M.Com or equivalent (&gt; 4 years of professional education after +2)</td>
<td>15,000-30,000</td>
<td>20,000 - 35,000</td>
</tr>
<tr>
<td>vi</td>
<td>Project Associate II</td>
<td>M.E. / M.Tech/M.Phil / M.Arch / M.V.Sc / M.D / MTP or equivalent experience after the first degree &gt; 6 years of professional education after +2)</td>
<td>20,000-50,000</td>
<td>25,000 - 60,000</td>
</tr>
<tr>
<td>vii</td>
<td>Project Scientist</td>
<td>Ph.D / Equivalent Industrial experience (&gt; 8 years of professional education after +2)</td>
<td>25,000-60,000</td>
<td>40,000 - 1,000,000</td>
</tr>
</tbody>
</table>

RESOLVED TO APPROVE the revised consolidated salary structure for the project / consultancy staff appointed to work in their respective project / consultancy work.
ITEM NO. 8.5.2 TO CONSIDER AND APPROVE TO FOLLOW THE CTDT GUIDELINES FOR PROPOSING OVERHEAD CHARGES IN THE PROJECT BUDGET PROPOSAL IF THE FUNDING AGENCY IS NOT SPECIFIED ANY NORMS.

The advisory committee recommended to follow the funding agency norms for fixing up of the overhead charges in the proposed budget while submitting the budget proposal.

If the overhead charges are not specified by the funding agency, the overhead charges can be fixed as per CTDT Guidelines of Anna University after informing the Principal Investigator.

RESOLVED TO APPROVE the norms for fixing up of the overhead charges as per CTDT guidelines of Anna University after informing the Principal Investigator.
(if not specified by the funding agency)

ITEM NO. 8.5.3 TO CONSIDER AND APPROVE THE FIXED PRIZE VALUE FOR THE AWARD DISTRIBUTION TO THE BEST EXHIBITOR TOWARDS CONDUCT OF EXHIBITION.

The Director, CTDT has presented and discussed in the Advisory committee, to motivate the active contribution in the exhibition a cash prize and award to the best exhibitors may be distributed. The cash prize award constitutes of Rs.40,000/-, Rs.20,000/- and Rs.10,000/- respectively based on the scope of the exhibition as I\textsuperscript{st} Prize, II\textsuperscript{nd} Prize and III\textsuperscript{rd} Prize and based on the recommendations of the evaluation committee. The best Innovations identified will be freely registered through the Director, CIPR, Anna University.

RESOLVED TO APPROVE the cash prize award to the best exhibitors in the exhibition conducted by CTDT based on the recommendation of the evaluation committee.
ITEM NO. 8.5.4 TO CONSIDER AND APPROVE FOR FUNDING TO THE STUDENTS FOR INTERDISCIPLINARY PROJECTS UNDER RESEARCH SUPPORT SCHEME.

The Committee requested the Director, CTDT to fund for the Students with Interdisciplinary Projects under Research Support Scheme. The students selected for interdisciplinary projects should get approval from the respective HOD’s, for initiating the project.

Further, the committee has also suggested to support Techno Forum projects for the next level which was displayed by the students of our University and to consider a maximum amount of Rs.50,000/- for funding for those projects.

RESOLVED TO APPROVE for funding to interdisciplinary projects to the students after obtaining prior approval from the respective HoD’s and to support Techno Forum projects to next level funding based on the evaluation committee approval.

ITEM NO. 8.5.5 TO CONSIDER AND APPROVE THE SANCTION OF GIAN COURSE TO ANNA UNIVERSITY FACULTY WHICH WAS INITIATED BY THE GOVERNMENT OF INDIA.

RESOLVED TO APPROVE for processing of GIAN Programme Phase II.

ITEM NO. 8.5.6 TO CONSIDER AND APPROVE TO ENGAGE THE ANNA UNIVERSITY RETIRED PROFESSOR AS CO-CONSULTANT IN THE CONSULTANCY WORK

The retired Professor of Anna University may be permitted to engage as co-consultant in the consultancy work with an assurance that he/she is not working with in any private organization and self-financing institutions. Then, he may be permitted to access the infrastructure facility as co-consultant through the Principal Consultant with the consent of the respective Head of the Department / Centre.

RESOLVED TO APPROVE for engaging the retired professors as co-consultant in the consultancy work with an assurance that he/she is not working with in any private organization and self-financing institutions and with prior consent of the respective Head of the Department / Centre.
ITEM NO. 8.5.8 TO CONSIDER AND APPROVE THE FIXATION OF CHARGES FOR HIRING OF MANPOWER DURING THE FIELD WORK.

The Advisory Committee Members recommended to engage the manpower services from outside during the field work for the specific task that can be done by the other person who is residing in that area which is essential for the project. The hiring charges may be determined by the principal investigator based on the effort of the work carried out by the individual. A prior approval has to be obtained from the Director, CTDT.

RESOLVED TO APPROVE for engaging manpower services from outside during the field work for the specific task after getting prior approval from Director, CTDT.

ITEM NO. 8.5.9 TO CONSIDER AND APPROVE THE REVISION OF NORMS FOR YOUNG FACULTY PROJECT.

The Advisory committee members recommended that the young faculty project amount can be increased from Rs.50,000 to Rs.1,00,000 funded by CTDT under the Research Support Scheme for young faculty.

RESOLVED TO APPROVE to increase the amount from Rs.50,000/- to Rs.1,00,000/- for funding to young faculty project under Research Support Scheme

ITEM NO. 8.5.10 TO CONSIDER AND APPROVE THE REVISION OF NORMS FOR TECHNOLOGY TRANSFER AND INNOVATION AWARD.

In the 21st Advisory Committee meeting, the committee members suggested the following norms for the technology transfer and innovation award.

Technology Transfer award

- Faculty members should have minimum three patents.
- MoU signed with the industry.
- Revenue generation through technology transfer should be minimum amount of Rs.3,00,000/-.

- Innovation award - Faculty members should have minimum three patents
- The maximum awards should not be exceeded ten numbers in a year.
The Executive committee members discussed and suggested to implement the norms as follows:

**Technology Transfer Award**

- Faculty members should have one patent published.
- MoU signed with the industry.
- Revenue generation through technology transfer should be minimum amount of Rs.3,00,000/- in the respective completed Technology transfer.

**Innovation Award**

- Faculty members should have maximum one patent granted and at least two published.
- The award should be provided if they have patent in the work claimed.
- MOU with the industry.

The maximum awards should not be exceeded ten numbers in a year.

**RESOLVED TO APPROVE** the revision of norms for Technology Transfer and Innovation Award.

**ITEM NO. 8.5.11 TO CONSIDER AND APPROVE THE REVISION OF NORMS FOR TECHNOLOGY TRANSFER FELLOWSHIP.**

In the 21st Advisory Committee Meeting, the members suggested the following norms for the technology transfer fellowship.

- The total duration of the fellowship will be six months.
- The students who have patents or guided by the Faculty members who have patents are eligible to apply.
- Extension of the fellowship will be provided based on the progress of the project.

**RESOLVED TO APPROVE** the revision of norms for Technology Transfer Fellowship.
Minutes of the 20th Advisory Committee meeting held on 27th July 2017,
at 02.00 pm in the Conference Hall, CTDT

Members Present:
Dr. L. Karunamoorthy                Chairman
Dr. S. ThamaraiSelvi                Convener
Dr. S.S. Ramakrishnan               Member
Dr. B. Umamaheswari                 Member
Dr. A.P. Shanthi                    Member
Dr. A. Peer Mohamed                 Member
Dr. L. Suganthi                     Member
Dr. Ranee Maria Leonie Vedamuthu    Member
Dr. L. Sivakumar                    Member
Dr. D. George Washington            Member
Dr. M. Kanthababu                   Member
Dr. R. Jayavel                      Member
Dr. V. S. Senthil Kumar             Member
Dr. M. R. Sumalatha                 Member

Dr. M. R. Sumalatha, could not attend the meeting.

The Chairman of the Advisory Committee, Dr. L. Karunamoorthy welcomed the all
the members.

Following it Dr. S. ThamaraiSelvi, Director CTDT and Convener welcomed all the
members for taking decision for the revision and inclusion of some matters related to the CTDT
Activities.

1. **Retired Professors for Consultancy projects:**

   The retired Professor of Anna University can be engaged as co-consultant under the
consultancy work and the co-consultant can access the infrastructure facility through the
Principal Consultant with approval of the respective Department HOD and the co-
consultant has to assure that he/she is not working with any private organization and self-
financing institutions.
The range of salaries have been proposed to accommodate the variation in the prevailing rates in the industry, the qualification and experience of the candidate, the availability of funds in the Project etc. and the Selection Committee should recommend the salary to be fixed for a given candidate.

(b) **Leave per year:** The Committee has recommended to follow the existing norms for the project / consultancy staff to avail leave for 20 days per year during his / her tenure of the project.

(c) **Students employed on Part-time basis**

Services of full time 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 committee has recommended to revise the existing remuneration that could be paid to the student shall depend on the following revised norms.

<table>
<thead>
<tr>
<th></th>
<th>Existing norms</th>
<th>Revised norms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs. Per Hour</td>
<td>Rs. Per Hour</td>
</tr>
<tr>
<td>For UG students</td>
<td>150</td>
<td>200</td>
</tr>
<tr>
<td>For PG (Masters Degree students)</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>For M.Phil and PhD students</td>
<td>300</td>
<td>400</td>
</tr>
</tbody>
</table>

3. **Acceptance request in the given format for consultancy and completion report to be submitted**

The Committee has recommended the faculty consultant to submit the form for accepting consultancy as per the existing mandatory format in the CTDT Guidelines and the committee has also discussed about submission of the completion report of the consultancy
work and decided that the distribution of the consultancy charges should made initially 60% instead of 70% of Consultant remuneration including all expenditure and the remaining balance of 10% will be released after the receipt of completion report from the faculty consultant.

4 Revision of guidelines for all awards – Norms and Formats – Including Scientists for nomination – Requested by Dr. Gowtam, Director – AUKBC.

Revisions of guidelines for the awards such as Technology Transfer Award, Innovation Award, Achiever Award etc., are accepted by the Committee. The request of AUKBC is not considered for the inclusion of getting awards by their Scientist from the CTDT.

5 CTDT - Research Support scheme

(i) Student innovative Projects – Amount may be increased: The committee recommends that the existing funding amount of Rs.25,000/- is enough for the student innovative projects under research support scheme supported by the Director, CTDT.

(ii) Student innovative projects – Group of members with interdisciplinary projects

The committee has suggested for the interdisciplinary Projects by the Student Innovative Projects under Research support scheme, the group of members can be decided by the faculties with the consent of the both Heads of the Department and the sanctioned amount is transferred to the respective faulty guide / mentor’s department for undertaking the above projects.

Further, the Committee has also suggested the Director, CTDT to support Techno Forum projects for the next level which was displayed by the students of our Anna University and to consider a maximum amount of Rs.50,000/- for funding for those projects.