Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram – 14

Proceedings

IHRD – Review of Rules and Regulations for Project Guidance Centres – Establishment of new centres – Orders issued.

No.DA2/14909/11/HRD(1)   Dated, Thiruvananthapuram, 11ᵗʰ January, 2013

Read: - 1. This office order no. D5/10617/07/HRD dtd 4.12.07 & 14.05.2009.
2. This office order no. DA2/10372/11/HRD dtd 12.4.07.
3. Minutes of the meeting convened by the Director on 30.07.12.

ORDER

IHRD currently have five institutions which provide Project Guidance to facility College students. Since Project Guidance centers (Hereinafter referred to as PGC) are a good revenue source, it is proposed to establish more centers in IHRD to augment the revenue. It is essential to frame Rules and Regulations and modalities to establish and operate more PGC in IHRD institutions with a uniform structure. Rules and Regulations regarding remuneration and other expenditure of existing PGC in IHRD were appended in the office order as cited in read (1) above. On review it was observed that the rate of remuneration as fixed in the order have some flaws and need necessary corrections. As per the order cited as read (2), the order mentioned above was nullified and a meeting was called upon to redefine and reappraise the existing orders and to frame new rules for the PGC. As per the deliberations of the meeting and as per the discussions held after, Rules and Regulations stands modified.

I. The following Project Guidance Centres will be designated as Core Project Guidance Centres.

   a) Regional Centres, Thiruvananthapuram

   b) Regional Centre, Edappally

   c) SDC, Dhanuvachapuram

   d) CAS, Adoor

   e) CAS, Calicut

      1. These centres will provide assistance/guidance for the establishment of new Project/Guidance centres of respective regions.

2. The head of institution/Officer-in-charge will be the co-ordinator of the above mentioned Project Guidance centres.

3. The co-ordinator shall assign the guide (both internal and external) considering the expertise necessity and merit of each project.

These institutions will be categorized into two categories.

Category I

a) Regional Centres, Thiruvananthapuram

b) Regional Centre, Edappally

1. Institutions coming under Category I are full fledged Project Guidance Centres. Regular staff are assigned exclusive for assistance and guidance of Projects.

2. For Category I institutions remuneration is applicable to regular staff only after the first 30 Projects /year in that centre.

3. Compensatory off is limited to 10/staff/year, in connection with Project Guidance.

4. An Internal Project Guide should guide a minimum of 12 Projects for being eligible for remuneration.

Category II

a) CAS, Adoor

b) CAS, Calicut

c) SDC, Dhanuvachapuram

1. Institutions which are conducting regular courses / programmes and in which Project Guidance are conducted as part time is assigned as Category II institutions. Regular staff in these institutions will normally conduct the Project works in addition to their normal duty.

2. Project Guides and supporting staff are eligible for remuneration for all the projects involved.

3. Employees who are claiming remuneration for the projects in Category II institutions are not eligible for Compensatory Off related to Project work.

II. REVENUE COMPONENTS

The current fee structure for project guidance stands modified considering the fact that expenditure is on the rise. The new fee structure for Project Guidance is given below.

Proposed Fee for Project Guidance Centre

Sl.No.	Name of Course	Type	Fee Structure ₹ (Per student)	Subsidised rates for IHRD students
1.	B.Sc Computer Science/Electronics	3 months	4,000/-	3,000/-
2.	B.Tech Computer Science/Electronics	Main Project	6,000/-	5,000/-
		Mini Project	3,000/-	2,500/-
3.	M.Sc Computer Science/Electronics	Individual	8,000/-	7,000/-
		Team	6,000/-	5,000/-
4.	M.Tech/MCA	Individual	10,000/-	9,000/-
		Team	8,000/-	7,000/-

Table 1

III. EXPENDITURE COMPONENTS

The Revenue Expenditure ratio in Project Guidance needs to be raised. Considering the financial position of IHRD in this connection, the new rate of remuneration and expenditure will be as follows.

a) For Electronics stream 70% of the revenue should be considered as institutional revenue and 30% of revenue for expenditure including remuneration. For Computer Science / MCA stream 80% of the revenue will be considered as institutional revenue and 20% of revenue as expenditure. Since the work load of guide and purchase of components varies in each project and the same cannot be quantified with the same scale, percentage wise allocation is given to the following heads.

Percentage wise Allocation

(Expenditure other than that of remuneration for Project Guide)

	Electronics	Computer
* Supporting Staff	05% (max)	Nil
* Purchase of consumables for Projects	05% (max)	Nil
* Other expenditure	05% (max)	5% (max)

Table 2

1. Supporting Staff – Those staff which are directly involved in Project Guidance.
2. Other expenditure – Remuneration to other regular staff if any, should be met from this head. The Head of Institution of Project Guidance Centre shall decide the remuneration considering the work of each person involved.
3. Expenses shown above can be adjusted within, as per the necessity of each project.

b) **Rate of Remuneration for Electronics Projects will be as follows.**

Sl.No.	Name of Course	Type	Remuneration ₹ (Per student)	
			Project Guide	Supporting Staff
1.	B.Sc Electronics	3 months	600/-	200/-
2.	B.Tech Electronics	Main Project	900/-	300/-
		Mini Project	450/-	150/-
3.	M.Sc Electronics	Individual	1200/-	400/-
		Team	900/-	300/-
4.	M.Tech	Individual	2,000/-	500/-
		Team	1,200/-	400/-

Table 3

c) **Rate of remuneration for Computer Science Project (Software) will be as follows.**

Sl.No.	Name of Course	Type	Remuneration ₹ (Per student)
			Project Guide
1.	B.Sc Computer Science	3 months	600/-
2.	B.Tech Computer Science	Main Project	900/-
		Mini Project	450/-
3.	M.Sc Computer Science	Individual	1200/-
		Team	900/-
4.	M.Tech/MCA	Individual	2,000/-
		Team	1,200/-

Table 4

d) Remuneration for external guide is decided by the co-ordinator, considering the output of work involved and other related factors. For Projects which are fully guided by external guide (both Computer Science and Electronics), the rate of remuneration for external guide shall be paid not exceeding 35% of fee after negotiation.

e) For each case in which external guide is involved, remuneration for internal guide (if applicable) should be adjusted within 35% of fees for Electronics and Computer Science stream as mentioned above.

f) For regular staff (other than project guide) involved in Project Guidance for Computer Science, Remuneration if applicable should be adjusted within the head stipulated as 'Other Expenditure' (ref Table 2).

g) For enhancing existing facilities for project labs of the institutions and to replace obsolete equipments, *10% of the total income can be used for the purchase under 'Machinery and Equipments'*.

IV. Rate of Remuneration and Expenditure is same for all Projects, irrespective of students from IHRD or Non IHRD institutions.

V. Remuneration of supporting staff included in Project Guidance can be adjusted with in the expenditure limit (given in Table 2) 'Supporting Staff' and 'Other Expenditure' put together assigned for Electronics and Computer Science streams.

VI. Tax should be deducted from the remuneration of external guides as per the rules.

VII. A website for Project Guidance Centres for online registration of Projects should be developed. IT Division is entrusted with the development of the website in consultation with the Head of Institution of Regional Centre, Thiruvananthapuram.

VIII. An R & D Wing is to be started initially in the Regional Centre, Thiruvananthapuram in connection with Project Guidance Centres. The Head of Institution will assign charge of the unit to a regular staff of IHRD.

IX. To ease the workload of co-ordinators and to avoid unnecessary duplication of work related to Projects a Web based Databank will be setup in connection with the R & D Wing.

- It is proposed to submit Project details in the Databank by the Project Guides/Co-ordinators in the prescribed format at the website. The contents submitted by Project Guides/Co-ordinators will be published at the Data Bank after verification by the Data Bank Administrator. The information published in Data Bank will be accessible for all Project Guides/ Co-ordinators of Project Guidance Centres for reference purpose.

- The Head of the R & D Wing will be the Administrator of the Databank/Website.

XI. The Head of Institution of each Project Guidance Centre should submit an Annual Administration Report to the Director in the prescribed format (Annexure) citing all details including number of Projects, type of Projects remuneration given to each person.

XII. Regular Audit should be done in Project Guidance Centres.

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Sd/-
Sayeed Rashid, IPoS
DIRECTOR

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To

1. Head of Institutions of Project Guidance Centres
2. Additional Director (A&P)
3. Administrative Officer
4. Finance Officer
5. IT Division
6. Establishment Section
7. All Head of Institutions under IHRD (for information)
8. S.F/O.C

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Forwarded / By Order

Head Clerk

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ANNEXURE

DA2/14909/11/HRD

Annual Report of Project Guidance Centre for the Academic year ……….….

Name of Institution: ………………………………………….
Category   :………………

Details of Projects engaged

Name of Course	Type of Project	No. of Projects	No. of IHRD students	No. of other students	Total fee collected	Institutional Share ₹
TOTAL						

Details of External Staff engaged

Name of Guide	Qualification or Experience	No. of Projects engaged	Stream (Electronics/ Computer Science)	Remuneration Given	Tax deducted	Remarks
TOTAL						

Details of Internal Staff engaged

Name & Designation	No. Projects engaged/involved	Stream (Electronics / Computer Science)	Remuneration Given	Compensation off availed	Remarks

Details of Total Income/Expenditure during the year

Total Income	Total Expenditure	Balance

Proposals, if any for next academic year: