



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్

కాంఠి - 502284, సాంగారెడ్డి, తెలంగాణ, భారతదేశము  
ఫోను: (040) 23016055

भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
कंडी - 502284, सांगारिई, तेलिंाना, भारत  
फोन: (040) 2301 6055

Indian Institute of Technology Hyderabad  
Kandi – 502284, Sangareddy, Telangana, INDIA  
Phone: (040) 2301 6055

No. ITH/BoG-45-45.6.1/2024/21

Dated. 08.04.2024

## OFFICE MEMORANDUM

### **Sub: Revised Guidelines for Distribution of Overheads**

This is to notify that, subsequent to the approval of ‘Guidelines for Distribution of Overheads from Outreach Programs’ in the 45th BoG held on 4<sup>th</sup> December 2023 and Confirmed in the 46<sup>th</sup> BoG meeting held on 18th January 2024, the following amendments to the guidelines are promulgated herewith: -

S. No.	Type of Project	Percentage of Overhead	Distribution of Overhead				
			SRC	DDF	RDF (PI/ Co-PI)	Staff/ Admn	REMF
1.	Grant-in-Aid (GIA)	20% or Sponsor agency norms	52	08	20	-	20
2.	Sponsored (SPP)	20% on the total grant received plus additional 10% on the honorarium	52	08	20	-	20
3.	Testing/ Evaluation*	50%	20	10	- [20-20]	-	70 [50+20]

\* Testing has been renamed as Testing/ Evaluation.

4. **Consultancy Projects (CPP):** (Approved in the 33<sup>rd</sup> BoG meeting held on 25<sup>th</sup> November 2019 and confirmed in the 34<sup>th</sup> BoG meeting held on 04<sup>th</sup> June 2020)

% of Overhead	Distribution of Overhead (%)					
	SRC	DDF	Director’s Discretionary Fund	SDF	Staff/ Admn	REMF
20% on the total grant received + additional 10% on the honorarium.	65	10	15	-	-	10

5. **Conference/ Workshop/ Symposium/ CE Programs (Outreach)** The distribution of overheads in the conference, workshop etc has been modified as detailed below:

Type of Project	Percentage of Overhead	Distribution of Overhead (%)				
		CCE	SRC	RDF	DDF	Institute
For Workshop/ Symposium/ CE Programs (Outreach)	15% or Sponsor agency norms	40 [25+15]	0 [25-25]	0	20	40 [30+10]

Type of Project	Percentage of Overhead	Distribution of Overhead (%)				
		CCE	SRC	RDF	DDF	Institute
For Conferences	15% or Sponsor agency norms	30 [25+5]	0 [25-25]	10	20	40 [30+10]

#### 6. Certificate courses under CCE:

As a part of the outreach program (one of the suggestions of NEP), the institute is planning to conduct several certificate courses during weekends and during vacation time of the faculty members. It is proposed that the accruals from the certificate courses are distributed as follows:

Faculty & Support Staff Honorarium	DDF	Institute fund*	CCE	Director's Discretionary Fund
30%	20%	40%	7%	3%

\*For any TDS deductions that are involved, it would be considered as part of the institute fund, which would come back to IITH at a later point in time.

#### Abbreviations:

SRC - Sponsored Research & Consultancy Centre

DDF - Department Development Fund

RDF - Research Development Fund

REMF - Research Equipment Maintenance Fund

SDF - Student Development Fund

CCE - Centre for Continuing Education

#### 7. General:

- All the project proposals need approval of the Dean (R&D) prior to submission. However, Consultancy project valued less than one lakh rupees may be executed on post-approval basis.
- For SPP, CPP, Outreach, and Testing/ Evaluation projects, budget proposal shall accommodate the expenses towards using Institute facilities.
- PI/CO-PI (s) may make use of available project funds according to the sponsor agency norms and as per budget provisions where no norms have been laid down by the sponsor agency.
- Intellectual property rights (IP) of Technology/product/software developed as part of the Industrial /consultancy projects will be governed by the MoU signed by the institute and the sponsor. In all such cases, compliance with the IP policy of the Institute is compulsory.
- Students may be paid honorarium on hourly basis from project funds or RDF or both in addition to their regular scholarships. Such honorarium, per month, should not exceed their regular stipend amount. He/she may not normally be employed for more than 30 hours per month. A student may be paid maximum honorarium of the order of double the regular scholarship/stipend amount if he/she is employed fully in a project. If a student submits

the thesis and continues in a project, honorarium/ remuneration may be determined by the PI based on availability of funds. Provision relating to additional 10% overheads on honorarium shall not apply to students.

- PI/CO-PI (s) may; subject to terms and conditions of funding agency, if any; transfer left over funds to RDF at the end of the project from SPP, CPP and Testing/ Evaluation projects.
- All purchases from project fund including RDF should follow the Institute purchase policy.
- Instructions of Govt. of India for 'travel by Air India only' apply to funds (Including RDF) that originate from Government sources.

#### 8. Utilization of Research Development Fund (RDF):

Individual faculty may utilize RDF for activities like the ones mentioned below with approval from Dean R&D:

- Consumables, Purchase of Books, Journal articles, and publication fee.
- Equipment
- Office furniture up to Rs.25000/- in a financial year.
- Conference registration fee and Travel expenses. Membership fee for professional body.
- Payment of communication expenses.
- Supporting students to attend national/international conferences.
- Other expenses.

#### 9. Utilization of Research Equipment Maintenance Fund (REMF):

REMF may be utilized only for repairs and maintenance of facilities including expenditure for cleaning, overhauling, assembling and re-assembling, replacement of parts and spares, and all such expenditure as deemed necessary for maintenance of facilities.

#### 10. Goods and Services Tax (GST):

GST is required to be paid for SPP, CPP, Outreach programs, Testing & Evaluation, Company specific Outreach programs/projects, as per GST rules and regulations. For consulting money received in convertible foreign currency, the Export of Service Rules, 2005 apply and presently no GST is payable on that amount.

11. The Director, on the recommendation of the Chair CCE, will have the authority to reduce the percentage of overhead on the outreach programs on a case-to-case basis.

12. This order supersedes all previous instructions on the subject and comes into force with immediate effect.

  
(V Venkat Rao)  
Registrar

To

1. All Deans / HoDs / Faculty
2. Chair CCE
3. Director's Secretariat