

# THE GANDHIGRAM RURAL INSTITUTE - DEEMED UNIVERSITY

GANDHIGRAM - 624 302, DINDIGUL DISTRICT, TAMIL NADU

(Fully funded by Ministry of Human Resource Development, Govt. of India)

All communications should be addressed to the Registrar by designation and not by name



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REGISTRAR

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## CONSTITUTION OF COMMITTEE FOR ASSESSING THE CONSULTANCY PROJECTS/SEMINARS / CONFERENCES / RESEARCH PROJECTS etc.,

A Committee is constituted for securitizing the Consultancy Projects / Seminars / Conferences / Research Projects submitted by the Faculty Members of different Departments / Faculties / Centers of the Gandhigram Rural Institute, - Deemed University, Gandhigram. The Committee consists of the following members:

- |    |                              |   |          |
|----|------------------------------|---|----------|
| 1. | Vice-Chancellor              | - | Chairman |
| 2  | Dean of the Concern Faculty  | - | Member   |
| 3  | Head of concerned Department | - | Member   |
| 4  | Finance Officer              | - | Member   |
| 5  | Director, R & D              | - | Member   |
| 6  | Registrar                    | - | Convener |

The Committee is expected to study the nature, scope and opportunities of the Consultancy Project(s) which may fetch revenue to the GRI – DU. Matters / subjects concerning with the Consultancy Projects / Services may be sent to the Director ( R & D), GRI – DU., Gandhigram for taking necessary action. Further, the Faculty members are advised to present the proposals regarding the Consultancy Projects / Seminars / Conferences / Research Projects etc before the committee for approval. **After obtaining the approval only, the concerned faculty is permitted to send the same to the funding agency.**

  
13/1/2016

REGISTRAR

Computer centre  
Next upload  
Bommalai  
19/1/16

Director i/c, Computer Centre for intra circular.

**THE GANDHIGRAM RURAL INSTITUTE-DEEMED UNIVERSITY  
GANDHIGRAM – 624 302**

**GUIDELINES FOR CONSULTANCY PROJECT**

1. Consultancy Projects help the individual / group of teaching / technical staff for making use of their knowledge and skills for providing their services to the needy people in the society or industry and at the same time they aid in the income generation for GRI
2. **Types of consultancy**
  - 2.1 Individual consultancy: Consultancy offered by a faculty in his/her individual capacity comes under this category. The consultancy fee paid by the beneficiary is shared between the individual faculty and GRI at 60:40 ratio
  - 2.2 Institutional Consultancy: Consultancy offered by a team of staff from the same discipline or from different disciplines of this Institute comes under this category. The consultancy fee is shared between the staff and GRI at 50:50 ratio
  - 2.3 Institutional consultancy project in which the proposal will be processed by the Director (R&D). Consultancy Advisory Committee will fix the consultancy fee and identify the suitable team and period(s) of consultancy.
3. **Nature of projects considered for consultancy**
  - 3.1 Establishment of laboratory / pilot plant
  - 3.2 Preparation of loan-bankable projects
  - 3.3 Sample / product / material testing and advisory
  - 3.4 Consultancy work in the industry / farm site
  - 3.5 Professional training
  - 3.6 Expertise service to NGOs, Private groups and others
  - 3.7 Field visit for diagnosis and problem solving exercises
  - 3.8 Consultancy Projects of State / Central Government / Local Bodies
  - 3.9 Other forms of consultancies

#### **4. Mode of getting the sanction to carry out consultancy**

Staff	:	To process details about the areas of consultancy service and forward the proposal along with the Letter of Concurrence on consultancy fee
Head of the Department	:	To scrutinize and recommend the proposal to Director (R&D)
Director/Consultancy Advisory Committee (CAC)	:	To scrutinize the proposal and discuss with the agency (if needed) and to forward for approval
Registrar	:	To recommend to Vice-Chancellor
Vice-Chancellor	:	Approval will be given by VC

Director (R&D) will prepare a approval letter and communicate to Registrar / Finance officer / Consulting Staff(s)

#### **5. Execution**

- 5.1 The mandatory activities of teaching and research of the university should not be affected due to the acceptance of consultancy projects by the faculty
- 5.2 An MOU should be signed between the staff / scientist and clientele before undertaking the consultancy assignment. The Institute share and individual share should be collected as separate demand draft and transferred to finance section. The consultants can get approval of draft MOU by Director (R&D) and VC with legal opinion, if needed
- 5.3 Consultant staff should undertake consultancy service only during holidays or beyond the working hours or availing eligible leave. Institute administration may also consider on duty leave on case to case basis
- 5.4 In the case of foreign consultancies, the Institute will permit to take up the consultancy based on the nature of the consultancy. The ambit of consultancy will be within the framework of extant rules
- 5.5 There should not be any financial commitments to the Institute
- 5.6 The consultancy fee will be paid to the staff / scientist after successful completion of the mission
- 5.7 Any litigation or legal issue arising will be binding only on the consultant staff and shall not be binding the institute.



# THE GANDHIGRAM RURAL INSTITUTE-DEEMED UNIVERSITY GANDHIGRAM – 624 302

## Guidelines for Launching of Venture Capital Scheme

### 1. Introduction

Venture capital yields and produces successful business ventures that can translate benefits from the existing and proposed knowledge and innovations for the benefits of the society at large. Broadly implies an investment on long term, short-term finance with high / nominal rewards possibilities.

In respect of Institute managed venture fund is to support those teacher-entrepreneurs, who will create wealth and value for the Institute and at the same time, promoting profitable and innovative activity. The Institute can also establish an incubator, with state-of-the-art facility, helping teachers and students to convert their business plan to a commercially viable products / services. The incubator will have, required key facilities including all resources that enable the formation of business development plan.

### 2. Stages in Venture Capital

- 2.1 Seed Money: Low level financing needed to prove a new idea;
- 2.2 Start-up: Early stage that needs funding for expenses associated with product development and marketing;
- 2.3 First-Round: Early sales and manufacturing funds;
- 2.4 Second-Round: Working capital for early stage for centres / depts. that are selling products and rendering services, but not yet turning a profit;
- 2.5 Third-Round: This is expansion money for a newly profitable venture; and
- 2.6 Fourth-Round: Also called bridge financing, it is intended to finance the on going process.

### 3. Features of Venture Capital

- 3.1 Venture capital undertakings take a longer time to come out commercially successful;
- 3.2 The project is associated with management, product and operations;
- 3.3 A venture capitalist looks not only for high / medium/ appropriate technology but also the innovativeness through which the project can be succeeded;
- 3.4 A venture capitalist looks for little dividend or other benefits, but when the project commercially succeeds, then he/she can enjoy the capital gain which is his/her main benefit.

#### **4. Advantages of Venture Capital**

- 4.1 Helps in micro business enterprises of the Institute;
- 4.2 Helps in the technological development especially appropriate technology by the Institute;
- 4.3 Generates employment through enhancing employability skills;
- 4.4 Helps in developing entrepreneurial skills among students;
- 4.5 Helps to employ idle funds into productive avenues; and
- 4.6 The venture capitalist also has a network of contacts in many areas that can add value to the public / society.

#### **5. Execution**

- 5.1 Individual / Group of staff can prepare a viable project proposal making use of their expertise and also facilities available in the Department / Centre. The format (enclosed) may be used by the staff
- 5.2 The viability of Venture Capital Scheme may be discussed at Department / Centre and forwarded the same to the Director (R&D)
- 5.3 The project shall be scrutinized in the Consultancy / Approval Committee and forwarded for approval by the Vice-Chancellor. The quantum of seed money required for each project shall be decided in the committee meeting. The tenure of each scheme shall be 3 years and it can be extended thereafter, if needed.
- 5.4 Director (R&D) shall issue approval letter of the authorities based on which the Finance Officer shall issue sanction seed money to the concerned faculty. The Principal Investigator shall maintain a separate account and operate the scheme like other funded projects.
- 5.5 The PI can take Rs.2 – Rs.5 Lakhs from the Institute as Seed Money. The Principal Investigator has to return the Seed Money to the Institute within a period of 3 years. After the repayment of the principal money, the profit to be accrued in the project shall be shared between Department (85%) and Institute (15%). Incentives to the Principal Investigator(s) shall be allowed while approving proposal
- 5.6 Annual account and report shall be prepared by the PI for each scheme and submitted to the Institute
- 5.7 The Consultancy Approval Committee shall review the scheme once in six months.
- 5.8 It is the responsibility of the individual / group of staff who have prepared the project to repay the seed money failing which the Institute has the right to recover from the individuals following the GFR rules.



## 6. Proforma for Venture Capital Scheme

1. Title of the Project :
2. Name of the PI / Co-PI :
3. Faculty / Department / Centre :
4. Objectives : (i)  
(ii)  
(iii)
5. Programme :
6. Seed Money required : Rs.
7. Prospectus of the project  
(indicate the threshold level of profit generated) :
8. Details of Expenditure and Profit

		I Year		II Year		III Year	
		Expenditure	Profit	Expenditure	Profit	Expenditure	Profit
(a)	Purchase of Inputs						
(b)	Cost on skilled / unskilled labour employment (if any)						
(c)	Income from sales / service						
<b>Net Expenditure / Profit</b>							

Signature of Principal Investigator

## 7. Possible Areas for Venture Capital Scheme in GRI

Sl.No.	Activities	Department/Centre/Unit
1.	Vermi composts	Biology
2.	Mushroom	Biology
3.	Sprinulla / other bio-products	Biology
4.	Bakery / Washing Powder	RIM
5.	Fruit Process / Pickle making	RIM
6.	Handmade Paper	RIM
7.	Canteen / Co-operative Store	Cooperation
8.	Cooperative Training	Cooperation
9.	Incubation Center / Cell	FROS
10.	Renewable Energy based Equipments	Rural Energy Centre
11.	RTC- Hollow bricks etc.	Rural Technology Centre
12.	Garments – Natural dye	Home Science / RIM
13.	Mineral Water	Chemistry
14.	Linking KVK with Farmers	KVK
15.	Soil Testing	KVK, Agri
16.	Nursery / Seed propagation	KVK, Agri
17.	EDP	Centre for Entrepreneurship Development
18.	Library Entry Fee / Xerox	Library
19.	Dairy Unit	Agriculture
20.	Lab apparatus & glasswares	USIC
21.	Sanitary Products	SF
22.	Hardware & Software Services	Computer Centre and Dept. of Computer Science & Applications
23.	Water Analysis and Material testing	Chemistry
24.	Physical Education Training	Physical Education
25.	Skill Upgradation Programme	Education
26.	Resource mapping and remote sensing	Geoinformatics and Applied Geology
27.	Data compilation analysis	Economics
28.	Testing of equipments, electronic gadgets	Physics
29.	Solar Energy / Energy devices	Physics and REC
30.	Research methodology	Applied Research

## Regulations for Operating Venture Capital Scheme in GRI – DU

- The conditions given below have to be fulfilled in operating the Venture Capital Scheme (VCS) of GRI – DU
- Project / Principal Investigator (PI) is the sole operating in-charge for VCS;
- For purchase of equipments and raw materials under VCS should follow the GRI- DU purchase procedure;
- Stock Registers need to be updated and be produced for scrutiny by the Authorities of GRI – DU;
- The operatives appointed shall be purely on contract and temporary basis and there will not be any linkage to GRI – DU on any account.'
- The produce out of VCS shall be normally used for internal consumption only and should not be sold outside;
- The cost sheet for each product / lot in case of production schemes should be approved by the respective HODs / Centre in-charges / Directors and be produced for Local Audit;
- For internal use, the Bill Book supplied by the Finance Section, GRU – DU must be used and sales ledgers must be maintained up to date;
- All financial transactions must be done through bank viz Canara Bank, GRI Branch, Gandhigram, except retail sales;
- The remittances out of revenues generated should be deposited once in a week before 3.30 pm on each Friday;
- PI shall present the statement of production / sales and bank transactions along with ledgers for local audit of GRI – DU once in a month, whenever necessary;
- The selling price of the products should be comparable to the market price and the selling price be stable for at least six months in the Financial year and be incorporated in the cost sheet accordingly;
- The profit generated out of VCS will be shared in the following ways:
  4. GRI – DU – 15.0 per cent
  5. Department - 50.0 per cent
  6. PI - 35.0 per cent

The seed capital received from the GRI – DU for operating the Venture Capital need to be repaid in full on 31<sup>st</sup> March of the financial year. The PI may draw the seed capital in the month of April of the succeeding financial year, after due clearances from the Finance Section.

Further, it is informed that the Department share of 50.0 per cent should be used for the respective production and sales centre for creation of additional infrastructures and upgradation of machinery / equipment.

Based on the experience gaining from VCS, the operating rules may be modified, if there is a need.