

Guidelines for preparation of Budgets for Training Programmes / Research / Consultancy Projects etc., and payment of Honorarium thereof:

The National Law Institute University Bhopal, organizes Training Programmes / Research / Consultancy Projects from time to time. It is proposed to issue following guidelines on these types of academic activities and while preparing Budgets for these activities, following broad concepts should form part of the same:

1. Training Programmes:

- (i) Institutional charges be budgeted @ minimum of Rs. 1.00 lakh for each week.
- (ii) For other heads of expenditure, specific provision should be clearly made.
- (iii) Honorarium to faculty co-ordinating the programme would be Rs. 10,000/- per week Programme and Rs. 5,000/- per week programme for the Co-coordinator (if any).

2. Research / Consultancy Projects etc.:

- (i) Faculty cost @.Rs. 4,000/- per day for total mandays involved should form part of the budget. And atleast a minimum of 1/3 mandays of the project period should be charged to the project.
- (ii) For other heads of expenditure specific provision should be clearly made (including salary of research / project staff etc.).
- (iii) Overhead charges @ 25% of the total expenditure be budgeted.
- (iv) Honorarium to the faculty involved would be limited to 25% of the net surplus.

3. General for both Training Programmes. Research / Consultancy Projects etc.:

- (i) No proposal for acquiring any asset items e. g. Laptop, Computer, Phones, Printers etc. be put up unless specific provision has been duly got sanctioned from the sponsoring agency in the original budget proposal. Asset if any, so acquired will be property of the university (after completion of the Program / Project) unless otherwise provided in the sanction of the Programme / Project.
- (ii) No provision be made for payment of any honorarium to staff individually in any Program / Project, as they will be getting their share out of the 5% surplus to be charged from the income of Programme / Projects.
- (iii) In any financial year there will be a ceiling that a faculty member can draw Honorarium from all sources upto a maximum of six months of his / her Basic Pay + AGP.

(Above guidelines for preparation of Budgets for Training Programmes/ Research / Consultancy Projects etc., and payment of Honorarium thereof, are duly approved by the General Council in its Ninth Meeting held on 28-11-2015 and by the Executive Council in its Thirty Second Meeting held on 07-08-2015).