

*Effective Jan 2019*



**UNIVERSITY WITH A PURPOSE**

# **UPES PRINCIPLES OF ENGAGEMENT**

*Human Resources*

## Table of Contents

I. Funded Research .....	2
1. Objective.....	2
2. Applicability .....	2
3. Guidelines.....	2

## I. Funded Research

### 1. Objective

- 1.1. UPES gets research assignments from different organizations which are either sourced through personal initiatives of employees working in UPES or as an organizational initiative through a team specifically targeting these assignments.
- 1.2. For research assignments which are being secured and executed by the collective efforts of UPES officials/ or otherwise, there is a need to agree to a criterion to calculate the total expenses and other direct and indirect costs which are then subtracted from the total project amount(revenue) to arrive at the surplus so generated.
- 1.3. The profit (surplus) shall be then distributed to the participating individuals in proportion to the degree of effort being made by them.

### 2. Applicability

### 3. Guidelines

#### 1.1. Cost Estimations

##### 1.1.1. Direct Cost

- a. Manpower Costs
  - UPES employees cost – calculated on per day basis.
  - The cost can be calculated based on 10% of project cost in absence of real quantifiable date.
  - Temporary manpower costs
  - External consultant's costs involved in the project
- b. Direct Operational Cost
  - Equipment & Consumables, travel, Stationery, lunch/dinner
  - Amortization of equipment cost: Life of electronics – 5 years and 7 years for other equipment
- c. Marketing/Indirect Cost
  - Cost of corporate office personnel directly or indirectly contributing to the project.
  - Cost of corporate office and Marketing Cost - 33% of the assignment cost

##### 1.1.2. Surplus available

- a.  $\text{Surplus} = \text{Total cost of Project} - (\text{Direct} + \text{Indirect}) \text{ costs}$

##### 1.1.3. Sharing of surplus

- a. UPES Share – 1/3rd of the surplus available
- b. Participating employees' share – 2/3rd of the surplus available

##### 1.1.4. Distribution of Surplus Amount

- a. The Principle Investigator will work out the details as per the above and recommend a proposed distribution of the participating employees share, as calculated above, amongst the personnel involved in the project.
- b. This will be forwarded by the Principle Investigator through his reporting officer to Chancellor.
- c. A committee comprising Chancellor and Vice-Chancellor will finalize and approve the distribution of surplus funds.