

GUIDELINES FOR CONSULTANCY WORK BY THE ACADEMIC STAFF OF THE
CENTRAL UNIVERSITIES AND INSTITUTIONS DEMAND TOBE UNIVERSITIES

GUIDELINES FOR PROFESSIONAL CONSULTANCY

Preamble:- In order to ensure effective teaching in the technological Institutions, there is a great need for interaction with the industry and other comparable Institutions of higher learning in the form of:-

- (a) Industrial Consultancy
- (b) Sponsored Research
- (c) Transfer of know how in the shape of patents etc.
- (d) Inter-Institutional collaboration in selected research areas of mutual interest.

Consultancy services may be categorised as under:-

- (a) Individual Consultancy
Consultancy that does not involve the use of any Institutional facilities.
- (b) Institutional/Departmental Consultancy
It involves the use of University facilities such as equipment, instrument, computer, Laboratory Staff and administrative persons etc.

Organisational set-up

The Syndicate of a University may set-up a small unit headed by a senior Professor (name as Dean consultancy or Director consultancy or any other designation) who will co-ordinate and guide the consultation activities of the University and to take suitable administrative actions to control such activities as per rules framed by the University in this regard. He may exercise such authority as may be vested in him by the Vice-Chancellor.

Payment for consultancy and permissible limits

1. All consultancy assignment by faculty members should be undertaken with prior concurrence of head of the department and permission of Dean consultancy.
2. A faculty member may be allowed to spend normally a maximum of 40 days a year for consultancy. In special cases Vice-Chancellor's permission may be sought.
3. Examinations, Lectures, Selection Committees and other professional work of faculty are not to be included in the consultancy.
4. All remuneration for consultancy should be received by a cheque/draft in favour of Registrar of the University. Individual Faculty Members should not receive any cash directly.
5. A Faculty Member or a Group will receive 75% of total consultancy fees (item vii (F) of para II) paid by the client and the balance of the 25% of such amount shall be remitted to the University development fund.
6. Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University development fund.
7. Quarterly statements of consultancy services rendered by each faculty shall be forwarded by the Dean, consultancy for information and record of the Vice-Chancellor. This statement will also show the totals of fees received by individuals up to date in the academic year.

(2)

O.A./T.A. are to be paid as permissible according to University bye-laws or as per agreement with the client.

The consultant can use the institute computer on payment basis or computer from outside for the consultancy job, the payment for the use of the computer will be made on the actual basis.

The consultancy work should not interfere with the normal teaching/research work of the Department/University and other duties which may be assigned to staff by University authorities.

11. Before accepting the consultation job, the faculty member shall obtain the approval of the Dean, consultancy through the Head of the Department given the following details:-
 - (a) Name and address of the clients/organisation
 - (b) Title of the consultancy job.
 - (c) A brief description of the work to be done.
 - (d) Name of the staff members and other outside experts who will be involved in giving their consultancy.
 - (e) Whether the consultancy will make use of any University facilities like lab. equipments or lab. staff.
 - (f) An estimate of the charges proposed to be recovered from the client under the following headings:-
 - (i) Expenses to be incurred on lab. work/O.T.A./honorarium to staff of lab. and others who are not consultants.
 - (ii) Cost of material used in carrying out this consultancy.
 - (iii) Computer Charges.
 - (iv) Charges for use of lab. equipments and Instruments.
 - (v) T.D./O.A. for visits to sit etc.
 - (vi) Administrative/overhead charges to be paid to the University.
 - (vii) The technical fees.

The expenses under the first five categories will be on actual basis and any savings will be credited to the University Development Fund. However, any shortage under these heads will be debited to the amount under the Heading of "Technical Fees."

The administrative charges and charges for use of equipment/Instrument will be decided by the University as a percentage of the total amount of fees to be charged so that the proportion remains same for all cases of consultation. However, for individual consultancy where lab facilities are not needed, no charges may be levied for use of equipments and instruments. The expense on labour and material should be regulated as per the usual procedure of the University.

Out of the fee stated above (in cl. (f) vii of para II) 25% will be credited to the University Development Fund and 75% will be paid to the consultant, subject to the upper limit stated earlier.

The above break up of the consultancy charges is for the internal administrative use of the University only and may not be given to the client for whom a lump sum figure of total consultancy charges may be quoted.