

Rules for Consultancy Work by Academic and Technical Staff of Teaching Departments

1. The Academic/Technical staff (henceforth to be called as staff), who are Class A officers of the university, may undertake consultancy and or provide technical services to industry and other organizations, utilizing if necessary, facilities of the University.
 2. The services/consultancy provided may be of the following types:
 - I. Institutional Consultancy
 - II. Individual Consultancy
 - III. Technical Services
 - 2.1. Institutional Consultancy relates to advice render to an industry/organization, or work done for them, by a Department/group/individual on behalf of the University. The Principal consultant will be identified by the Vice-Chancellor, or the person of the Cell (Center for Industry Institution Partnership Program) authorized by them.
 - 2.2. Individual consultancy relates to consultancy or work undertaken by an academic staff member in his individual capacity.
 - 2.3. Technical services relate to providing of routine technical data/ information, analysis etc. and to fabrication of equipment, etc. and to fabrication of equipment, etc. which does not require interpretation of results or advice.
 3. A request for consultancy services shall normally be received by the Vice -Chancellor or the Liaison Cell (CIIPP) on behalf of the University. It may, however, be received directly by a staff member and forwarded to the University for its Consideration.
 4. Permission to undertake consultancy work upto 1 lakh rupees may be given by the Officer Incharge of the Liaison Cell (CIIPP) on the recommendation of the Head of the Department or by any another person authorized to do so Consultancy work of above 1 lakh of rupees shall be approved by the Vice-Chancellor.
 - 4.1 While approving of a consultancy proposal, the following will be taken into consideration:
 - (a) The normal duty of the individual staff member and the interest of the Department do not suffer;
 - (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in Calendar year, including holidays);
 - (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.
 5. While working out the cost of consultancy project, the following be taken into consideration:
 - 5.1 Cost of consultant's time, including intellectual fee.
 - 5.2 Cost of man days of the staff taking part in the project , excluding the consultant(s)
 - 5.3 TA and DA (as per agreement with the client).
 - 5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.
 - 5.5 Usage charges on equipment (including depreciation and utilities, interalia)
 - 5.6 Payments to outside consultants.
 - 5.7 Cost of stationary.
 - 5.8 Computer charges.
 - 5.9 Miscellaneous.
 - 5.10 Administrative charges (10% of 5.2 to 5.9)
 6. The client shall pay 50% of the total project cost or cost of the items 5.2 to 5.9 above, whichever is higher, to the University Consultancy. All payments will be received by the University under a separate budget head of 'Consultancy Services'
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7. The consultancy Services may be categorized into three classes:
 - 7.1 Advisory Consultancy in which University facilities are not used.
 - 7.2 Service Consultancy in which University equipments is used, but consumable or other materials are not required.
 - 7.3 Service consultancy in which University equipments is used and materials and consumables are provided by the university.
8. Once the terms of consultancy have been approved, contract sign and advance received, it becomes the duty of the Principal Consultant to ensure the satisfactory progress and completion of the project in time. For this purpose, he may make temporary appointment of full-time or part-time staff for a period up to six months, draw advances and make expenditure in accordance with the requirements as the projects progresses. Vice-Chancellor's approval will be required for appointment of staff for period of more than six months.
9. The distribution of consultancy amount received will be as under:
 - 9.1 In case of advisory Consultancy (7.1 above), 50% of the amount received for item 5.1 (cost of consultants' time, including intellectual fee) will be paid to the consultant(s) and 50% will accrue to the University.
 - 9.2 Similarly in case of Service Consultancy (7.2 and 7.3 above), 50% of the amount received for item 5.1 above will be paid to the consultant(s) involve and 50% will accrue to the University.
10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amount will be as under:
 - 10.1 Out of total share of the University (i.e. 50% of the consultancy fee charged), 10% will be paid to the University as administrative charges, 20% will be paid to the 'Corpus Fund Foundation for Higher Education & Research' established by the University and 20% will be paid to the Consultant for TA/DA and other related expenditure of the consultant for visits/meetings etc. The rest 50% will be available to the department concerned for the purchase of equipment and/or material or for any academic activity and promotion of the industry participation.
 - 10.2 The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor or any other person so authorized by him.
- 11.1 Examination duties, delivered special lectures, Participation University, College and Public Service Commission Selection Committees and membership of Board of Directors of Companies are not included in consultancy services.
- 11.2 The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty, on such terms and condition as may be approved by the Vice-Chancellor.
12. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) of a fixed percentage (to be decided by Vice-Chancellor) will be paid to the University by the client.
13. On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project, and the audited statement of accounts will be submitted to the University / CIIPP for its records. Any unutilized amount will be transferred to the fund 'Higher Education & Research' of the University.
14. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.