

(1)

GUIDELINES FOR CONSULTANCY WORK BY THE ACADEMIC STAFF

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 categorized 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 University may set-up a small unit headed by a senior Professor (same as Dean Academic Affairs or Dean 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 assignments by faculty members should be undertaken with prior concurrence of head of the department and permission of Dean Academic Affairs/Dean Consultancy.
2. A faculty member may be allowed to spend normally a maximum of forty 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/cheque/draft directly.
5. Consultancy fee shall be received through a cheque drawn in favour of the Registrar, Punjabi University, Patiala to be deposited in consultancy fee fund.
6. Remuneration paid to an individual faculty member for consultancy as his/her share in one academic year should not exceed his/her total salary for one Calendar year. Any amount

(2)

in excess of this prescribed limit due to a faculty member will be remitted to the "University development fund".

7. Quarterly statement of consultancy services rendered by each faculty shall be forwarded by the Dean Academic Affairs /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.
8. D.A./T.A. are to be paid from the budget sanctioned for the the purpose as permissible according to University rules or as per agreement with the client.
9. The consultant can use Computing facility of University or outside on payment basis for the consultancy job. The payment for the use of the computing facility will be made on the actual basis.
10. 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 consultancy job, the faculty member shall obtain the approval of the Dean Academic Affairs/Dean Consultancy through the Head of the department giving the following details:
 - (a) Name and address of the client/organization.
 - (b) Title of the consultancy job.
 - (c) A brief description of the work to be done.
 - (d) Names 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 laboratory 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 laboratory equipments and instruments.
 - (v) T.A./D.A. for visits to site etc.
 - (vi) Administrative/overhead charges to be paid to the University.
 - (vii) The technical/Consultancy fees.
 - (viii) GST as per rules

The expenses under the first five categories will be on actual basis and any savings will be credited to "the Technical Consultancy Fee Fund". However, any shortage under these heads will be debited to the amount under the heading of "Technical/Consultancy Fees fund".

(3)

The administrative charges for use of equipment/instruments will be as per clause 11.f.(iii-iv). The expenses on labour should be regulated either as approved by funding agency or being followed by EX-EN office of Punjabi University.

(g) The consultancy fee shall be distributed as under :-

- | | |
|--------------------------------|-----|
| (i) Concerned teacher/teachers | 50% |
| (ii) Concerned department | 25% |
| (iii) University | 25% |

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.

12. The total amount of Sanctioned Consultancy Project will be deposited in the Registrar's account and will be maintained by the office of Finance Officer of the University.
13. The PI should consider GST & other charged while preparing estimated budget of the project.
14. The distribution of total consultancy amount received will be as under
 - (i) The GST will be deducted from the total amount received and will be deposited by the office of Finance Officer with immediate effect.
 - (ii) After formal sanction of the consultancy project the consultant is required to submit the estimated expenditure under various budget heads (as per Clause 11) to the accounts department of the University. The Consultancy fee mentioned in the budget given by the consultant will be distributed as per University Calendar Rules (as per 11(g))
 - (iii) The total expenditure should be done as per rules given by the funding agency. In case funding agency rules are not available then the amount should be spent strictly according to the University rules.
15. Department share of Individual Consultancy projects of the same investigator may be clubbed for the purpose of purchase of any equipment, repair of the existing equipment, organizing any activity encouraging industry interaction in the department, which may not be possible out of the department share of the individual consultancy project, but with a condition to utilize the same within one Calendar year of the project. The same, if not utilized within that period would be credited to the "University Development Fund".
16. In case of technology transfer pertaining to patent of University faculty awarded individually or in collaboration with industry/institution the royalty received by PI/concerned teachers will be shared with the University as per rules specified by the IPR Cell of University.
17. Once the terms of consultancy have been approved, contract signed and advance received, it becomes the duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time.
18. 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 Dean Academic Affairs/Dean Consultancy/DPM for its record.
19. In case of any ambiguity the decision taken by the Vice-Chancellor will be final.