

THE ORDINANCES RELATING TO CONSULTANCY

RULES

I PREAMBLE

DIT University considers Consultancy Projects as an important means for extending benefit of scientific research of the University to various sections of the industry and governance, thus broadening the experience base of the University community and as a tool for contributing to the country's industrial and economic growth. Consultation services are encouraged in specialized areas where the University has exclusive competency, and not in the areas of routine work. Appropriate consultancy projects, in addition to providing much needed service to the industry, also benefits the concerned faculty members and the University in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Consultancy projects provide first-hand knowledge of the current problems of industry which is very helpful in tuning the curriculum to the present needs. While the University encourages the faculty members to undertake Consultancy projects, it is expected that the time spent by a faculty member on Consultancy projects will not exceed one day per working week. The faculty members, while undertaking such projects, are expected to uphold the reputation and prestige of the university at all times.

II DEFINITIONS

- (i) **University** means DIT University, Dehradun.
- (ii) **Department** means the Academic Department of the University.
- (iii) **Vice Chancellor** means the Vice Chancellor of DIT University.
- (iv) **Dean of Research and Consultancy (Dean R&C)** means Dean of Research and Consultancy of DIT University.

III TYPES OF CONSULTANCY PROJECTS

- (i) Type-I Consultancy Project means a Consultancy Project which does not use laboratory facilities of the University.
- (ii) Type-II Testing Project means a project which utilizes the laboratory facilities of the University or repetitive jobs needing marginal intellectual input. Such projects will cover testing of material/ equipment in laboratory, wherein only the testing results are to be communicated.

IV PRINCIPAL INVESTIGATOR (PI) means a faculty member of the University with necessary expertise and competence to conduct a consultancy work. Normally, the faculty who submits the project proposal and negotiates with the client sponsor and is instrumental in getting the project is the PI. PI is responsible for the deliverables to the client. PI shall decide involvement of other investigators and sharing of consultation fees.

- (i) **Co-Investigator (CI)** means a person from amongst the faculty co-opted by the Principal Investigator to work jointly with him/her on the project.

V ASSIGNMENT OF CONSULTATION: The consultancy projects will be assigned as under: -

- (i) **Individual:** In this case the project is received in the name of an individual or individuals. (Dean R&C) will nominate one faculty member as PI. The PI shall have overall responsibility of the project.
- (ii) **Department:** In this case the project comes to the Department. The Head of the respective Department shall assign a PI for the project in consultation with (Dean R&C).
- (iii) **University:** In this case the project comes to the University and (Dean R&C) shall assign PI for the project.

VI CONSULTATION TIME:

- (i) While the University encourages the faculty members to undertake Consultancy projects, it is expected that the time spent by a faculty member on Consultancy projects will not exceed one day in a working week and shall also not disturb the normal teaching or other duties of the university. In case of traveling for consultation purpose Academic Leave rules will be applicable. No extra Academic Leave is admissible for consultation.
- (ii) The consultancy work shall be considered to be over and above all other duties assigned.

VII GENERAL

- (i) Individuals or Departments may take up Consultancy work only after taking approval of the (Dean R&C) through the Head of the concerned Department.
- (ii) The report of Consultancy Projects will be signed by the respective Investigator(s) the Head of the Department.
- (iii) All payments in connection with Consultancy Projects shall be received in the name of the Registrar, DIT University, Dehradun.
- (iv) In case of multi-disciplinary/ inter-departmental projects, a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments/laboratories.
- (v) Report(s) and data collected/ originated out of consultancy project are the joint Intellectual Property of the University and the investigators. If the client needs a different agreement, such agreement shall be entered into with the prior approval of the Dean R&C who will decide in consultation with the Vice Chancellor.
- (vi) All types of agreements shall be legally got vetted through the Registrar of the University.
- (vii) The responsibility of the successful completion of the project, maintenance of Standard Operating Procedures (SOP) and ethical standards lies with the PI.
- (viii) As far as possible, 50% of the fund shall be requested from the awardee/sponsor to be disbursed in advance to the University.

VIII EXPENDITURE NORMS

- (i) Student Assistants: The Investigator(s) may engage the University Students (who may or may not be getting fellowship) as Student Assistants with the approval of Dean R&C for consultancy and testing work on payment of Rs.100/-per hour subject to a maximum of 50 hours per month. The expenditure on this account can be booked under manpower charges/ contingency.
- (ii) Hospitality: Expenses incurred on reasonable hospitality not exceeding Rs.400/- per head per meal and Rs.150/- per head for snacks etc. in connection with the consultation work can be charged as expenses. The expenses towards hospitality may be with reference to the rate prescribed in the rate contracts of the University.
- (iii) Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. There will be no restriction placed by the University on the mode of travel. Actual boarding & lodging expenses will be paid on production of receipt. Expenses on local travel by taxi will be reimbursed against cash receipt as per actuals. All these expenses will be met out of the consultancy project funds. All the claims shall duly approved by the Dean R&C.

IX SHARING OF CONSULTANCY FEES:

- (i) **Individual Consultancy Projects or Type – I Projects:** For Consultancy work without use of Laboratory facilities, the norms for calculation of various percentages for distribution of the total money received from client (excluding service tax) will be as follows:
- a) Total money received from client = G
 - b) Service Tax = L
 - c) Total contracted amount T = G-L
 - d) Amount of University overhead F = 0.20 T
 - e) Total Expenditure on the project = E
 - f) Remaining Amount S = (T-F) – (E)

Amount S shall be distributed between the University and Investigators as given in point 9.3 below.

- (ii) **Testing projects involving use of laboratory facilities (Type-II):** For Consultancy work involving use of Laboratory facilities, the norms for calculation of various percentages for distribution will be as follows:
- a) Total money received from client = G
 - b) Service Tax = L
 - c) Total contracted amount T = G-L
 - d) Amount of University overhead F = 0.30T
 - e) Total expenditure on the project = E
 - f) Remaining Amount S = (T-F) – (E)

- (iii) Amount S shall be distributed between the University and Investigators and other staff in the following ratio :-
- a) In case the project is brought with the efforts of the faculty members the S amount shall be shared in the ratio of 35:65 between University and the Investigators respectively.
 - b) In case the project comes the University the S amount shall be shared in the ratio of 50:50 between University and the Investigators respectively.

Distribution of remuneration shall normally take place at the completion of the project. However, for large projects interim disbursements shall be allowed on recommendation of PI and approval of Dean R&C. Distribution of remuneration among the partners of a project shall be the prerogative of the PI. If any consultation amount remains unclaimed after the employee ceases to work at the University the entire amount shall be treated as University overhead.

- (iv) **Utilization of the University Share:** The University share shall be utilized in fostering and nurturing excellence in research. The amount received from projects will be kept in two funds, one for the University and the other for the concerned Department. The main purpose of the fund will be to renew and modernize the laboratory facilities. The equipment used frequently for testing purposes will be maintained from this fund. In addition, the fund shall be available to faculty members/Departments/Schools of the University for attending conferences, scientific meetings, national and international visits, shortfall funding for equipment etc. as per priority of the University. The Departmental fund shall be utilized as per the discretion of the Department. The distribution shall be:

| Type of Fund | Percentage |
|-----------------------------|------------|
| University Development Fund | 80% |
| Department Development Fund | 20% |

- (v) **Total remuneration from consultancy/ testing works:** The total annual gross remuneration to be received from consultancy projects including departmental consultancy and testing during a financial year by an individual will be limited to the gross salary (Basic+GP+DA) drawn by the concerned person.

X BUDGETARY NORMS FOR CONSULTANCY PROJECTS

- (i) **Total Charges:** The total agreed charges of a Consultancy project will consist of the actual expenses, University overheads and share from the surplus and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project:
- a) Permanent equipment to be procured / fabrication of equipment or models.
 - b) Consumable materials.
 - c) Travel expenses in connection with the project work.
 - d) Computational or other charges the Investigator(s) may have to pay to the University or any other outside agency in the course of the execution of the work.
 - e) Charges to be paid for the use of specific equipment in the departments or central facilities.
 - f) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
 - g) Expenses for work to be carried out on payment basis, remuneration to student assistants.
 - h) Any other costs considered appropriate.
- (ii) While preparing proposal, provision for Service Tax, as applicable, shall be made over and above the total contracted amount. The service tax will be applicable as per prevailing government rates.
- (iii) While making allocations to the different heads of expenditure of the project the budgetary provision should be kept in view by the Investigator(s).
- (iv) The Investigator(s) while seeking approval of expenditure from Project funds should specifically mention the project budget head to which that expenditure will be debited.
- (v) While incurring expenditure, it shall be the responsibility of the Investigator(s) to ensure that the expenditure being incurred is within the approved budget limits and the funds are available against the respective head.
- (vi) All expenses shall be committed and expenditure is incurred after due approval of the Dean R&C and in consultation with the Finance Officer.

XI CONSULTANCY FEE

There are no rigid norms for calculating the Consultation fee. This depends upon several factors such as the time spent, the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the Investigator(s)/Head of the Department should keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the Investigator/Head of the Department. Saving from the Consultancy charges will be divided between the University and the faculty/ staff after taking into consideration all expenses as per norms for the purpose.

XII BUDGETARY NORMS FOR TESTING JOBS

The University may undertake testing services by charging a standard fee as approved by the University. The testing report will be prepared by the Lab In-charge and countersigned by the Head of the Department.