

# Annexure-J

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## **Rules for consultancy work by the academic staff of the teaching departments, Panjab University, Chandigarh.**

1. The Academic/Technical Staff (henceforth to be called as staff) who are class `A' Officers of the University may undertake consultancy, or provide technical services to industry and other organisations, utilizing, if necessary, the 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 rendered to an industry/organisation 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 a person or Cell (Industry Institute Partnership Programme - IIPP) authorised by him.
- 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. 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 (IIPP) 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 In charge of the Liaison Cell (IIPP) on the recommendation of the Head of the Department, or by any other person authorised 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 a 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 consultants' 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 2 to 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'.
  7. The Consultancy Service may be categorized into 3 classes:
    - 7.1 Advisory consultancy in which University facilities are not used.
    - 7.2 Service consultancy, in which University equipment is used, but consumables or other materials are not required.
    - 7.3 Service consultancy, in which University equipment is used and material and consumables are provided by the University.
  8. Once the terms of consultancy have been approved, and contract signed, and advance received, it becomes the duty of the Principal consultant to ensure satisfactory progress and completion of the project in time. For this purpose he may make temporary appointments of full time or part time staff for a period upto six months, draw advances and make expenditure in accordance, with the requirements as the project progresses. The Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.
  9. The distribution of consultancy amounts received will be as under :
    - 9.1 In case of advisory consultancy (7.1 above) 70% of the amount received for (item 5.1 : cost of consultant's time including intellectual fee) will be paid to the consultant(s) and 30% will accrue to the University;

- 9.2 Similarly in case of service consultancy (7.2 and 7.3 above) 70% of the amount received for (5.1 above) will be paid to the consultant(s) involved and 30% will accrue to the University.
10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amounts will be as under:
- 10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Corpus Fund 'Foundation for Higher Education & Research' established by the University and 50% will be available to the Department concerned, for the purchase of equipment and/or material, or for any academic activity and promotion of industry participation.
- 10.2 The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorized by him.
- 11.1 Examination duties, delivery of special lectures, participation in University College and Public Service commission Selection Committees and Membership of Board of Directors of Companies are 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 conditions 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 the 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/IIPP for its records. Any un-utilized 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.