

**Rules for consultancy work by the  
academic and technical staff of the  
teaching departments**



**Centre for Industry Institute Partnership Programme  
PANJAB UNIVERSITY, CHANDIGARH**

*Published by:*

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Chandigarh

A handwritten signature in blue ink, appearing to read 'Manu Sharma', with a long horizontal flourish underneath.

## PREAMBLE

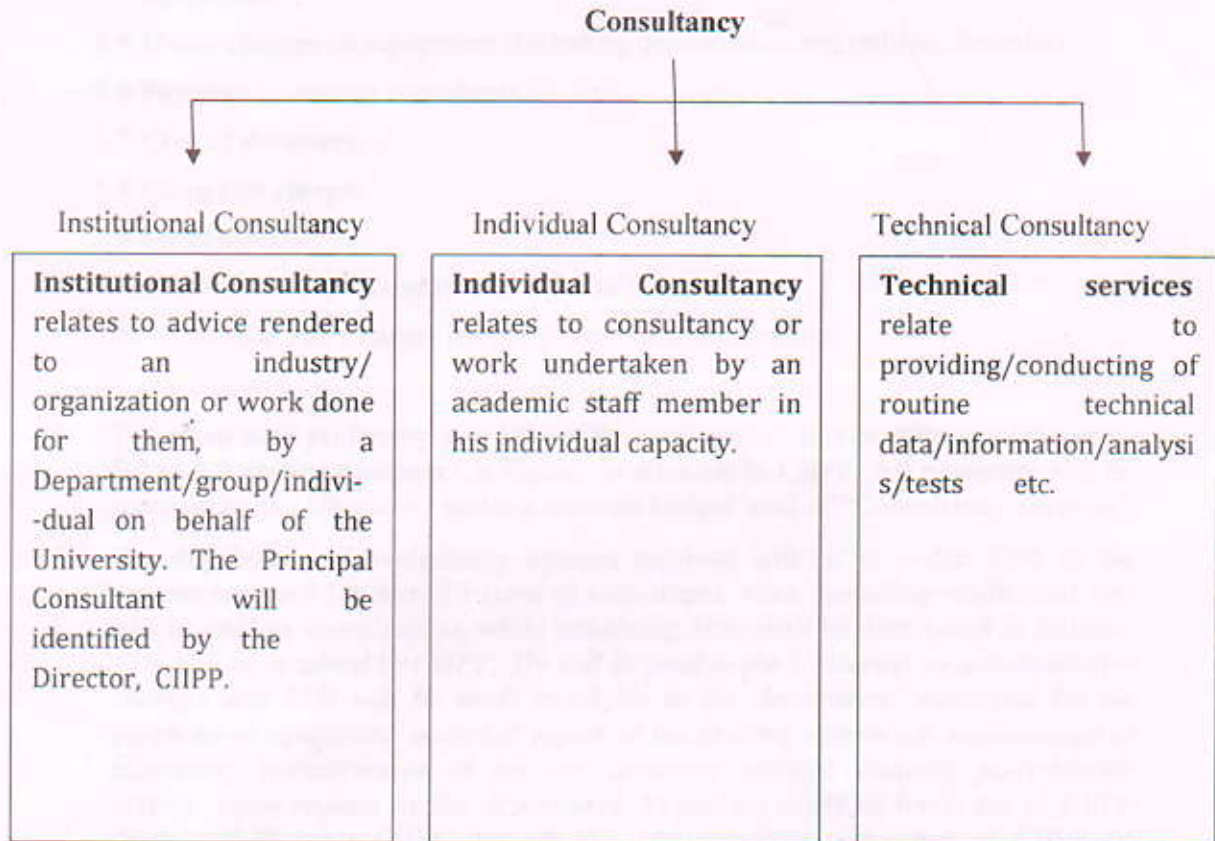
With a view of bridging the gap between theory and practice, and to sensitize University towards the needs of the industry, Centre for Industry Institute Partnership Programme (CIIPP) was set up by Panjab University in 1996. The main objectives of CIIPP are to bring industry closer to the academia and vice-versa, to make strategies for the promotion of synergistic interface with industry, to organize industry interactions, to identify the specific areas of mutual interest, to develop methodologies and guidelines for encouraging consultancy and technology transfer, to encourage R&D programmes for meeting industrial need(s) and to generate resources in the form of industry-supported projects and consultancy programmes. CIIPP has already drafted the consultancy rules which have been adopted by the University and are in force. Several departments of the University, including University Institute of Pharmaceutical Sciences (UIPS), University Institute of Chemical Engineering and Technology (UICET), University Institute of Engineering and Technology (UIET), Institute of Dental Sciences (IDS), Department of Chemistry, Department of Microbial Biotechnology, Department of Microbiology, Department of Geology and Computer Centre are already enriching the Panjab University with their consultancy works.

Keeping in mind, the intellectual strength of Panjab University, growing awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits, the Consultancy rules have been formulated to provide guidance to the researchers of Panjab University, comprising of academic and non-academic staff, interested in the consultancy work. This document highlights the practices and the rules of Panjab University regarding consultancy and obligations depending upon the nature of consultancy. The rules laid down in this document are expected to fulfill the commitment of the University to promote academic freedom and provide a conducive environment for research and development of commercial importance.



**Guidelines for undertaking consultancy work by the academic and technical staff of Panjab University**

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 organizations, utilizing if necessary, the facilities of the University
2. The services/consultancy provided may be of the following types:



3. A request for consultancy services shall normally be received by the Director, CIIPP on behalf of the University. It may, however, be received directly by a staff member and forwarded to CIIPP for its consideration.
4. Permission to undertake consultancy work upto Rs. 10 lacs may be given by the Director, CIIPP. Consultancy work of above Rs. 10 lacs of rupees shall be approved by the Vice-Chancellor. While approving of a consultancy proposal, it must be taken into consideration that the normal duty of the individual staff member and the interest of the Department do not suffer.

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 T.A and D.A(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 Payment to outside consultants.
  - 5.7 Cost of stationery.
  - 5.8 Computer charges.
  - 5.9 Miscellaneous.
  - 5.10 Administrative Charges(10% of 5.2 to 5.9)
  - 5.11 Service Tax Charges (as per government notification)
6. The client shall preferably pay 50% of the total project cost or the cost of the items 5.2 to 5.9 above, whichever is higher, in advance to CIIPP. All payments will be received by the University under a separate budget head of "Consultancy Services".
7. The distribution of consultancy amount received will be as under: 70% of the amount received for item 5.1 (cost of consultants' time, including intellectual fee) will be paid to consultant(s), while remaining 30% shall be distributed as follows: *12% will be retained by CIIPP, 3% will be paid to the University as administrative charges and 15% will be made available to the department concerned for the purchase of equipment/ material/ repair of the existing equipment/ maintenance of laboratory infrastructure or for any academic activity/ industry participation activity, upon request by the department.* Regarding usage of funds out of CIIPP share, the Director CIIPP through the administrative committee of CIIPP be authorized to utilize the funds for strengthening the infrastructure of CIIPP, promotion of industry/ academic interaction activities, travel, stipend to students, financial rewards to faculty, consumables, non-consumables, funding industry-relevant projects, patenting etc.
8. Once the terms of consultancy have been approved and project signed, it becomes the duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time. For this purpose, he/ she may make temporary appointments of full time or part time staff, draw advances and make expenditure in accordance with the requirements as the project progresses.
- 8.1 CIIPP Director's approval will be sufficient for appointment of staff for a period upto 12 months where the letter of appointment should be preferably released within two weeks. Project investigator's recommendation will be sufficient for getting CIIPP Director's approval (without formal interviews).



- 8.2 Dean Research's approval will be required for appointment of staff for a period beyond 12 months. In this case open interviews will necessarily have to be scheduled and selection to be done through the Dean Research approved committee.
9. If some entity of Panjab University contributes in realization of the project contract then the project investigator can pay facilitation charges to that entity and include it in the project document.
  - 9.1 The consultant needs to utilize the department share within a period of two years after the completion of the project. In case it is not utilized, the same would be retained in the "CIIPP Current Account" and will not be available to the Department. Funds thereby earned by CIIPP will be utilized for strengthening the infrastructure of CIIPP, promotion of industry/ academic interaction activities, travel, stipend to students, financial rewards to faculty, consumables, non-consumables, funding industry-relevant projects, patenting etc.
  - 9.2 The amount to be distributed to the staff will be as per recommendation of the Principal Consultant and subsequent approval by Director, CIIPP.
- 10.1 Examination duties, delivering special lectures, participation in University, College, Public Service Commission Selection Committees and membership Board of Directors of Companies are not included in consultancy services.
- 10.2 The University may undertake outside work requiring the services of the technical staff of the University, on such terms and conditions as approved by Director, CIIPP.
11. Upon commercialization of technology that has been transferred to the client by the University, a fixed percentage will be paid to CIIPP by the client. Received funds will be divided in the ratio of 70:30 between the consultant and CIIPP. 70% of the amount received (cost of consultants' time, including intellectual fee) will be paid to consultant(s)/client, while remaining 30% shall be distributed as follows: *12% will be retained by CIIPP, 3% will be paid to the University as administrative charges and 15% will be made available to the department concerned for the purchase of equipment/ material/ repair of the existing equipment/ maintenance of laboratory infrastructure or for any academic activity/ industry participation activity, upon request by the department.*
  - 11.1 Funds thereby earned by CIIPP can be utilized for strengthening the infrastructure of CIIPP, promotion of industry/ academic interaction activities, travel, stipend to students, financial rewards to faculty, consumables, non-consumables, funding of industry-relevant projects, patenting etc.
12. At 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 Director-CIIPP for its records. Any un-utilized amount will automatically become property of CIIPP and subsequently can be utilized by CIIPP for strengthening the infrastructure of CIIPP, promotion of



industry/ academic interaction activities, travel, stipend to students, financial rewards to faculty, consumables, non-consumables, funding industry-relevant projects, patenting etc.

- 12.1 In case any achievement in the form of technology transfer or grant of IP, fund from CIIPP may be granted to the faculty for further advancements or for further doing such activities.
13. Faculty of PU/ Managers of Technology Enabling Centre (TEC) can travel in a taxi/own car @Rs16/km. Diet money upto Rs1000/head/day will be permissible to the Faculty of PU/managers of TEC for out-station tours. Faculty of PU/managers of TEC can stay in hotels @ upto Rs 3500/night/head or as per university rules, whichever is higher. Expenses will be met out of CIIPP/TEC funds whichever is applicable.
14. CIIPP can invest some money in Fixed Deposits (FDs) and interest earned can be utilized by CIIPP for strengthening the infrastructure of CIIPP, promotion of industry/academic interaction activities, financial rewards to faculty, travel, stipend to students, consumables, non-consumables, funding industry-relevant projects, patenting etc.
15. Transfer of Technology (ToT) upto Rs. 10 Lacs (License fee/signing amount/knowhow fees) can be done by the Director, CIIPP. ToT above Rs. 10 Lacs of rupees shall be approved by the Vice-Chancellor.
16. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.



**ANNEXURE-I**

**Consultant certificate:**

- Certified that this consultancy assignment shall not clash with my teaching in the department or any other official duty at the University.
- That the interest of my department/University shall not suffer.

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(Consultant's Signature)

Address(Office)

(Residence)

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Chairperson's Recommendations

Chairperson  
Signature with official stamp

**Contact person and Address:**

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