



CONSULTANCY POLICY (IU-1/2015/1.5)

A) FOR PROJECT CONSULTANCY

Academic staff of constituent Institutes of Indus University is permitted to undertake consultancy assignments. This enables an open exchange of thoughts and expertise with the industry. The consultancy assignments can be carried out by individual faculty or a group of faculty members or the department with the support from technical and/or administrative staff with or without the use of laboratories and other University facilities.

GUIDELINES FOR INDUSTRIAL / PROJECT CONSULTANCY

Each consultancy project will have a PI who will be an employee in the service of the University and who will be responsible for:

- i. Formulating the project proposal which may include:
 - a. Planning of the work to be done
 - b. Estimating Cost
 - c. Identifying other Investigators.
- ii. Coordination and execution of work
- iii. Handling all Communications with the clients
- iv. Writing intermediate and final reports as per the project proposal
- v. PI will maintain the expenditure of the project
- vi. All reports must be signed by PI.
- vii. An MOU (if required) may be signed with the client.

APPOINTMENT OF PI

- i. When the faculty member is approached for the work by the client, he will be the PI. For departmental projects HOD will be PI.
- ii. The PI who is due to retire from the university service will identify new PI at least three months before his/her retirement. The new PI will give undertaking to complete the project in the remaining funds and time period.
- iii. The agreed charges of the project fully/partially shall be deposited by the client before the work commences. In case of partial deposit the client has to spell out subsequent release of funds.
- iv. PI will take approval for undertaking the consultancy project from HOD. Project number will be assigned to each project.
- v. If collaboration with outside organization/Institutions or subcontracting a part of project is envisaged, the nature scope and financial budget shall be specified in the original proposal.

CONSULTANCY FEE

No rigid norms for calculating the consultancy fee can be fixed. This depends upon the factors such as the time spent, importance of advice and experience of faculty. The remuneration will be paid to faculty/staff as per recommendation of PI. Saving will be divided between University and faculty.



DISAGREEMENT/DISPUTES

- a) Any disagreement with institute arising at any stage will be resolved by Dean / Vice Chancellor
- b) In case of any dispute arising at any of consultancy project between Investigator or any sponsor(s), the PI will be responsible for settlement of the dispute.
- c) All disputes arising in the segment of consultancy assignments will be addressed to Ahmedabad jurisdiction only.

PUBLICATION OF RESULT

PI will have the right to publish the work carried out by him unless the sponsor have an agreement under which their prior permission is required.

SELECTION OF RESEARCH STAFF

Selection procedure for recruitment of Research Staff - Following procedure will be followed for recruitment:

- ii. The PI will send the draft Advertisement to Dean
- iii. The Dean will approve it.
- iv. The PI will advertise the position and receive the applications.
- v. PI will fix screening committee and report to Dean
- vi. PI will issue the letter to screened candidate.

The Constitution of screening Committee

- i. Dean or his Nominee
- ii. PI
- iii. Any Faculty member from the Department as decided by the PI

INTERVIEW:

PI will fix the date of Interview and get the Interview conducted. PI will send the recommendation of selection committee to Dean

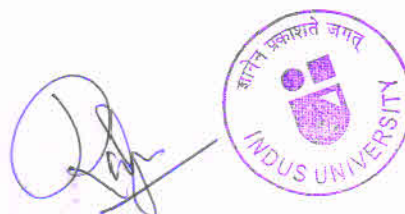
SELECTION COMMITTEE

- i. Dean
- ii. HOD
- iii. PI
- iv. Any Faculty member of the Department as decided by the PI
- v. One External Member outside Department as decided by the PI

FINAL SELECTION

The selection committee report will be signed by all members and appointment by Dean.

NOTE: - Till the regular selection, PI can appoint Research Assistant / Project Assistant / Research Fellow.



FUND DISTRIBUTION

Expenditures mentioned in "**Annexure – I**" shall be deducted from 100 % revenue generated from the consultancy and thereafter; the bifurcation of the balance amount will be made in the ratio as per the type of consultancy assignment. The consultancy assignments are divided into following sub-categories depending on the nature of work:

TYPE A:

This category of consultancy involves access to library resources but does not involve the usage of laboratory or any other facilities. In this case, the distribution of revenue generated will be in the ratio of 75: 25 between PI & University. However, the PI is free to involve other teaching/non-teaching staff for assistance in the task with a pre-decided sharing of revenue from his share and with a prior approval.

TYPE B:

Consultancy assignments covered in this category permits the PI to use library as well as laboratory resources for the tasks undertaken. In this case, the distribution of revenue generated will be in the ratio of 60: 40 between PI & University. However, again the PI is free to involve other teaching/non-teaching staff for assistance in the task with a pre-decided sharing of revenue from his share and with a prior approval.

TYPE C:

Technical guidance and sharing of his/her one's own expertise with industry, design consultancies involving the use of technical know-how and providing technical solutions in form of design or execution inspection visits are all covered in this category. It should be noted that the use of laboratory, library, teaching and non-teaching staff for such assignment is restricted under this category. The distribution of revenue generated will be in the ratio of 80: 20 between PI & University.

TYPE D:

Outsourcing of the Consultancy Assignments can be carried out under this category with a prior sanction of the Executive President through the HoD as well as the Director of the institution. Outsourcing the task to the external agency will be the responsibility of the PI in situation when university resources /expertise is unavailable to carry out such assignments. The revenue sharing in such outsourced assignments shall be in a ratio of 80:20 between the PI & University. The revenue sharing between the PI and the external agency will be at the sole discretion of the PI and from the share of PI only. The share of University remains intact unaltered.

TYPE E:

Student / Research Scholar from other college / Institution shall have to pay the charges for utilizing Indus University laboratory under the guidance of PI. In this case, the distribution of revenue generated will be in the ratio of 50:50 between PI & University. However, the PI is free to involve other teaching/non-teaching staff for assistance in the task with a pre-decided sharing of revenue from his share and with a prior approval.



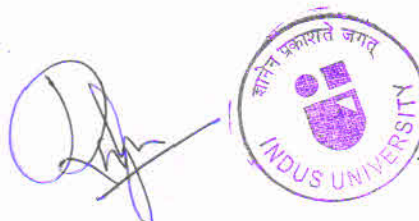
OTHER GUIDELINES

1. Maintaining the record of work allocation, work progress, expenditures and stage by stage communication with the client shall be the responsibility of Principal Investigator (PI).
2. The PI must carry out the consultancy assignment stage by stage after having a minimum advance amount of 50% of the total agreed amount of the consultancy from the client. The amount should be paid to the University as it arrives; however, the accounts department shall make the bifurcation of the amount received as per the above norms and transfer it within a week's time for effective implementation of the assignment.
3. In cases, when the client stops releasing amount stage by stage as per the agreed terms, PI will hold the power to continue/pause/discontinue the assignment. However, the received revenue being already distributed in week's time may not be returned to the client either by the university or by the PI. For such cases no reports/results must be given to the client.
4. Before taking up the consultancy assignment, the PI shall submit the Proposal received from the client along with duly filed-in "Annexure -II" for approval of the University. The proposal should come through proper channel i.e. PI-HoD-Director to the Dean / Executive President for final approval.
5. The fees in connection with consultancy Project should be received in the name of Chief Finance and Accounts Officer of the University.

ANNEXURE I

Below mentioned expenses must be mentioned clearly in Annexure-II while submitting the proposal:

1. Code of Practice/Standards/Specifications
Codes/Standards/Specifications to carry out the consultancy assignments must be purchased from the total consultancy amount. The Purchased standard will be a part of Indus Library thereafter.
2. Hospitality
Expenses incurred on hospitality (excluding accommodation) must not exceed Rs. 500/- per head if it is outside campus, which includes meal, tea/coffee and snacks. Hospitality provided by the University on Campus is chargeable including accommodation, breakfast, lunch dinner, snacks and tea.
3. Travel
Travel allowances, if any, shall be granted at a rate of Rs. 8/- per km for the consultancy assignment undertaken. However, students cannot be sent outside the campus for the consultancy work during working days of the university.
4. Student Assistance
The PI may engage university students for consultancy and testing assignments on payment of Rs. 50/- per hour subjected to a maximum of 20 hrs per week. Again care should be taken not to engage students for such tasks during their regular academic hours.



5. Consumables and Documentation:
Expenditures towards documentation aids and all types of consumables can be sanctioned, provided they are clearly mentioned in Annexure – II.
6. Research Associates
Research Associates can be employed on contract basis by the PI exclusively for the consultancy project. The payment of remuneration for the Research Associates will be the responsibility of PI. The amount will also be decided by the PI, which can be deducted from the total consultancy amount.
7. Office Assistants
Office Assistant/s can be employed on contract exclusively for the consultancy project for carrying out documentation related work and clerical tasks. The payment of remuneration for the Office Assistants will be the responsibility of PI. The amount will also be decided by the PI, which can be deducted from the total consultancy amount.
8. Consultants
Provision of remuneration for involving experts from outside the University as consultants, if necessary, will be made at the time of acceptance/approval of project. The amount will also be decided by the PI, which can be deducted from the total consultancy amount.

ANNEXURE – II

PROPOSAL FOR CARRYING OUT CONSULTANCY WORK

1.	Title of Consultancy work		
2.	Name of Client		
3.	Consultancy Team		
4.	Category of Consultancy work		
5.	Nature of Consultancy work		
6.	How this will add to the reputation of the Institute / University?		
7.	Details of Tests		
8.	Total consultancy fee to be charged	Professional Consultancy Charges	
		Service Tax (S.T.)	
		Education Cess	
		Secondary & Higher Education Cess	



		Gross Amount to be paid by Client (F)	
9.	Project cost including savings	Total Expenditures (E) as per Annexure – I	
		Tax to be deducted (T)	
		Saving (S) = F-E -T	
		University Charges as per category of consultancy	
		PI Charges as per category of consultancy	
		Support Staff charges (Technical / Non Technical) as per PI	
10.	I/We shall give overview of the accomplishment after the undertaken consultancy work is over.		


Submitted by -

Principal Investigator

Head of Department

Director / Dean

Executive President – For kind approval



The image shows a handwritten signature in blue ink next to a circular purple stamp. The stamp contains the text 'INDUS UNIVERSITY' and a logo in the center. Above the logo, there is text in Hindi: 'ज्ञानेन अकारयते जगत्'.

B) FOR CONDUCTING WORKSHOP / TRAINING

Departments of constituent institutes of Indus University are routinely conducting Workshops / Training for the benefit of either students of the University or for the professionals from external environments. These activities are being handled by both faculty and staff of the Departments / Institutes and are for a period of 2 to 3 weeks duration.

The following are the guidelines for the conduction of the activities :

1. Department has to take prior permission from the appropriate authority of the Institution/University before conducting such activities
2. Department should ensure that such activities would not hamper its routine academic work at any cost. They are advised to plan these activities preferably during holidays or vacation times.
3. If the activity is being conducted for the benefit of people belonging to external environment, the coordinator of the activity should clearly spell out the planned budget for the activity and take approvals from the authorities of the Institution/University
4. The planned budget should include the registration/participant fee per head, the number of participants, and their boarding expenses for the duration of the activity, the logistical activities if any, any other incidental expenses related to the activity in detail.
5. Organizer or coordinator of the event, should also clearly spell out the logistic support and needs from the department, institution or University in unambiguous terms
6. If the activity is for the members of the learners community of the University, the charges has to be clearly worked out in favor of the students and approval has to be obtained from the university before the activity.
7. Organizer /coordinator of the activity should take the full responsibility for any of the damages caused to the assets of the Department/Institution/University during the course of organization of the activity.
8. Revenue generated from conducting such activities shall be shared between the University and faculty/staff of the department on the following terms and conditions:
 - a. If total revenue 'X' is generated after deducting all expenses such as boarding, preparatory hospitality, consumables, stationary, remuneration for expert sessions etc. associated with the conduction of the Workshop / Training , then 40% of X is the share of the University. This shall not include any payment from the University to any other who would have been involved in such an activity.
 - b. 60% of X shall be the share of the faculty/staff of the department involved in conducting the activity. The revenue shared between the faculty and staff shall be as follows: 40% of 60% X shall be the share of the faculty whereas 60% of 60% X shall be the share of the staff, if the activity is practical in nature, which is the case, most of the times.
9. Faculty shall not be given any compensation in the form of leave or money by the University for conducting this activity.
10. In case, if a faculty/staff has to go to external environments to carry out such activities without utilizing any of the facilities of the institute or department , that too based on the



official request of the external environment, they have to share 25% of revenue , generated after deducting their expenses, with the University.

11. In case of the situation, mentioned in clause No. 10, the revenue sharing between the faculty and staff after deducting the share of the university shall be at their decision. However, it is desired, that the larger share goes to staff.

C) FOR CONDUCTING ONLINE / OFF LINE EXAMINATION AT INDUS UNIVERSITY CAMPUS ON BEHALF OF EXTERNAL AGENCIES / GOVERNMENT / OTHER INSTITUTION / ORGANIZATION

Indus University encourages conduction of various Online / Off Line examination at Indus Campus. The broad policy guideline for smooth conduction of examination are as under:

General Conditions:

1. The External Agency should submit an offer / proposal at least 15 days advance from university.
2. The university may accept or reject the proposal at its sole discretion
3. The University allow use of the following for conduction of examination
 - a. pre-decided number of computer in computer labs,
 - b. class rooms,
 - c. registration desks
 - d. awaiting area for conduction of such examination
 - e. Other infrastructure as may be mutually decided.
4. The University will arrange manpower as mutually pre-decided.
5. The external agency's proposal should clearly specify the amount of consideration to be given to the University for conducting the examination.
6. The entire said amount should be paid by depositing in the bank account of the University or by cheque / demand draft to be handed over to the University before the commencement of examination. However the University in exceptional case can extend the said limit by three working days.
7. The out of pocket expenses (if any) are to be borne by the external agency or as mutually decided. The University will submit the voucher / bill for such other expenses (if incurred).
8. The manpower pre-decided for such examination will be given suitable honorarium from the University from the amount of consideration received from such agency. However, the total honorarium should not exceed limit of 50 % of Gross amount decided with the agency.
9. The Center Head for the said examination or any other official decided by the University should prepare a statement of honorarium (as given in Table 1) and submit the disbursement request to the accounts department within 7 working days from the conduct of examination.
10. The honorarium should be disbursed from accounts department within 7 working days from the receiving of disbursement request.

Other Issues



11. All records regarding the said examination are to be maintained by the external agency. The Indus University will not be liable for maintaining any type of record related to examination.
12. The external agency shall take back all material related to examination after the examination is over. The university will not take possession of such material and will not be liable for any damage / loss to the said material.
13. Any other issue arising related to examination center will be decided by Center In charge and External Agency's representative with mutual consent.

Table 1 Distribution of Honararium among staff

Particulars (Duties)	Maximum %
Admin Support	2
Electrician	3
Exam Center Incharge	12
Exam Co-ordinator	10
Proctor	30
Registration Desk	10
Security	2
Support Staff	12
System Coordinator	4
System In charge	5
System Support	10



