

**NOTIFICATION**

No. 02 /2019

Date : 8/1/2019

**Sub: - Revised Norms for undertaking Consultancy Services for University Departments.**

It is notified for information of all concerned that, the Management Council in its meeting held on 13/12/2018 vide item no. 158 has approved the following revised norms for offering Consultancy Services by the University Teaching Departments.

**Revised Norms for Undertaking Consultancy Services:**

1. Faculty members of the University Departments may undertake consultation work with the permission of the Hon'ble Vice-Chancellor or a person authorised by him.
2. A request for consultancy service shall be received by the faculty member who shall ask the permission from Hon'ble Vice-Chancellor before commencing the work through Head of the Department.
3. If the request for consultancy service is received by the Department, Head of the Department would appoint a faculty member considering his field of specialisation or his normal work in the Department in the related field.
4. The consultancy work should not interfere with the normal teaching/research work of the Department and other duties assigned to the faculty by the University.
5. The University should have no responsibility for the advice or assistance given to the party concerned by the faculty concerning. Concerned teacher will be answerable for the post consultancy problems if any.
6. Depending upon the scope of the consultancy work the teacher concerned would work out the estimates of the consultancy fees in consultation with Head of the Department. Depending upon the magnitude of the work, the teacher concerned would involve other staff member in consultation with Head of the Department. Depending upon the services the rates for consultancy services will be fixed after consulting with the concerned teacher and will be approved from Hon'ble Vice-Chancellor from time to time (due to increase in cost of consumables).
7. Proposal of consultancy fee and the testing fee to be charged shall be submitted by the concerned Head of the Department to the Hon'ble Vice-Chancellor and the decision of the Hon'ble Vice-Chancellor shall be final. The teacher before providing consultancy, will seek permission from Hon'ble Vice-Chancellor along with the rates of the services to be provided.
8. The concerned teacher should get the consultancy work spelt out clearly. Teacher will start the consultancy after the permission and can take as many as research students and will seek the help of non-teaching staff of the Department for the consultancy work.
9. The outside visits to industries etc. during consultancy work should be minimum and only undertaken when they are absolutely essential with prior permission of Hon'ble Vice Chancellor. The conveyance has to be arranged by the party concerned or TA/DA will be paid by the party as per University rules to the teacher or supporting staff concerned. Normally party concerned should be invited to the University for Discussion. The persons or the firms can contact directly with the teacher for consultancy services and the person or firm seeking the consultancy will have to deposit 100 % amount in advance in University account under the budget Head of consultancy and submit the university copy with the concerned teacher.
10. The final report of the consultancy work should be submitted by the teacher concerned to Head of Department for onward submission to the party.

11. One copy of the report should be submitted to Hon'ble Vice-Chancellor and one copy of it be kept in the Department. One copy of the report may be sent to the Library as deem fit for reference. The concerned teacher will sign the report and forward through the Registrar to the person or firm seeking the consultancy.
12. The teacher concerned should get the necessary agreement signed between the party concerned and University if required with the permission of competent authority.
13. A yearly report of the consultation work undertaken by teachers should be submitted through Head of the Department to Hon'ble Vice-Chancellor by the end of every financial year.
14. In case of joint consultancy, where service of more than one Department or teachers from different Departments are involved, there shall be one person in-charge of such joint consultancy work nominated by Hon'ble Vice-Chancellor. If more than one teacher are involved then the share will be on the part of the work provided from the 50 % of the share of teacher will be shared depending upon the work after approval of Hon'ble Vice-Chancellor.
15. The financial management of the income accruing out of consultancy work would be in the name of the Registrar of the University.
16. The distribution of funds received from providing Testing and Consultancy Services and Facilities to the industries and society, will be as under:-

Sr. No.	Description	Distribution	
1.	Testing fee	a) University Share	50 %
		b) Share of concerned Teacher	30 %
		c) Share of laboratory staff	10 %
		d) Share of Office Staff	05 %
		e) Share of Head of Department	05 %
2.	Consultancy Service fee	a) University Share	50 %
		b) Share of concerned Teacher	30 %
		c) Share of laboratory staff	10 %
		d) Share of Office Staff	05 %
		e) Share of Head of Department	05 %

17. Testing, evaluation or analysis may involve use of laboratory equipments, consultancy etc.  
Services rendered to all Government Agencies, Students and Research Scholars will be eligible for 25 % concession. The distribution of the fund will be as follows:
  - a. 50 % share of university
  - b. 30 % share of concerned teacher
  - c. 10 % share for the purchase of chemicals
  - d. 10 % share will be distributed among the research scholars and 5 % for non-teaching staff worked under the concerned consultancy services.
18. The Head of Department will provide the facilities for the consultancy services.
19. The unutilised funds on account of any of the above factors will be distributed among the remaining factors as per the above distribution.
20. The share of the University be credited to the University Corpus Fund.
21. In all disputes/interpretation of the norms, Hon'ble Vice-Chancellor will be the final authority.
22. Format for providing consultancy service is enclosed as Annexure-A.

Sd/-  
Registrar  
Sant Gadge Baba Amravati University  
Amravati

SANT GADGE BABA AMRAVATI UNIVERSITY

Format for providing Consultancy Service

1. Name of Department:-----
2. Title of Consultation Work: -----
3. Reference Letter No.:----- Date: -----  
From: -----
4. Person(s) involved:-----
5. Duration of work: -----
6. Number of Consultancy work in hand: -----
7. Estimate of Consultancy charges
  1. Direct Material Cost (DMC): Rs. -----
  2. Indirect Material const 10 % of DMC: Rs.-----
  3. Charges for Personnel engaged in Technical Services (CPTS): -----
  4. OverHead Cost 30 % of CPTS: Rs.-----
  5. Transport, Travel and Incidental Expenses: Rs.-----
  6. Computer Charges directly payable: Rs.-----
  7. Consultation Fees: Rs.-----
  8. Miscellaneous Charges: Rs.-----
  9. Total of item 1 to 8 (Estimated Cost): Rs.-----Total: Rs.-----

Total Amount in Words Rupees:-----

Detailed scope of work (Use separate Sheet if necessary)

**ENDROSEMENT**

Certified that the project detailed above involves utilisation of expertise in terms of-

1. Design and analysis
2. Product Development
3. Process development
4. Software Development
5. Specialised information generation requiring expertise
6. Design and fabrication of special equipments
7. Any other (give details)

**Person Concerned**

Job No. -----

The proposal is forwarded which may be approved/not approved.

**Head of the Department**

**Dy. Registrar (Devp.)**

**Registrar**

**Hon'ble Vice-Chancellor**