

Consultancy Rules and Norms



Netaji Subhas Institute of Technology

Amhara, Bihta, Patna

Affiliated to Bihar Engineering University, Patna

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The consultant may undertake the consultancy project under any of the categories below:

Category I: Expert Advice and R&D Consultancy: - This type of consultancy will be Expertise intensive and based on the expertise of the Consultant.

Category II: Testing Consultancy: - This type of Consultancy will involve testing of sample/component/product against a standard. The institute will undertake testing jobs provided testing facilities and expertise are available in the institute

Category III: Service Consultancy: - This type of Consultancy will involve use of institute Computational facilities / Software / Hardware and other Technical, Physical infrastructure by the client. For example, use of software/hardware by the outside students, researchers, scientists, engineers, etc. OR use of computers / technical manpower and other infrastructure of the institute for conduct of online / offline examinations or tests; and other e-services.

Who can be a Consultant(s)?

- i.* There shall be a Principal Consultant in every category of consultancy project who will act as a team leader.
- ii.* The office of principal will communicate with Principal Consultant only regarding the consultancy project.
- iii.* A consultant must fulfill the following eligibility criteria for undertaking consultancy project in the respective category.

For Category I:

The Principal Consultant in this category shall be a regular Faculty member of our institute. In addition to the academic qualifications in the relevant field, the consultant(s) must possess expertise and proved credentials (in terms of published research work / R&D experience / relevant certification recognized by Govt. of India / practical experience in relevant field, etc.) in the area of the consultancy work.

For Category II:

Full time regular faculty and any other Technically well qualified employee of our institute are eligible to take up this category of consultancy work. However, the Principal Consultant in this category also shall be a regular Faculty member of our institute. The consultant(s) must possess the practical experience of handling and operating the testing equipment. The Principal Consultant must have the capability to interpret the results obtained through testing.

For Category III:

Full time regular faculty and any other professionally / Technically well qualified employee of our institute are eligible to take up this category of consultancy work either as a Principal Consultant / Consultant(s). The consultant(s) must be well versed with the use of Computational facilities /Software / Hardware / delivery of e- services and other technical infrastructure required for the consultancy work.

GENERAL CONSULTANCY RULES

1. The services of permanent employees of the institute will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the institute.
2. Consultancy assignments must not have any adverse impact on the ongoing academic, research, official and administrative activities.
3. The consultancy assignments under Category-I are of highly specialized nature and must be handled with utmost sincerity.
4. The consultant must undertake any consultancy assignment under Category – II only after ensuring that the machine/equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.
5. The consultant must undertake any consultancy assignment under Category – III only after ensuring that all the Computational facilities / Software / Hardware, technical and physical infrastructure, etc. are in proper working conditions as these are to be used by the client(s). For any damage, the cost may be recovered by the

consultant from the client.

6. The total annual income of an individual Consultant from the Consultancy work shall not exceed his / her Gross Salary for 6 months in a financial year.
7. The time spent on consultancy and related assignments shall be limited to the non-working days /holidays. However, an individual Consultant / staff member shall not undertake consultancy work more than 60 days in a calendar year.
8. If the Principal Consultant leaves the institute or proceeds on leave or not available for some reason (exigency / critical illness), the Principal on the recommendation of the Principal Consultant (if he/she is available) will appoint a new Principal Consultant in consultation with the client subject to the eligibility criteria of the consultancy rules and the written consent of new Principal Consultant.

The new Principal Consultant will also give an undertaking to complete the project in the remaining funds and time period to the principal through Head of the department concerned.

9. If any of the Consultant(s) or supporting staff wishes to donate part or whole of his/her own remuneration, the same will be permissible and transferred to Institutional Development fund only.
10. The Principal Consultant identified by the principal shall submit a detailed project proposal (as per the Performa at Appendix I) for the consultancy work through the respective Head of the dept. to the office of principal.
11. An employee of the institute, who finds himself / herself eligible for the consultancy work, can also submit a detailed project proposal (as per the Performa at Appendix I) through respective Head of the department to the office of principal.
12. The proposal so submitted shall be placed for screening before a consultancy Review committee in case the total cost of Consultancy project is more than Rs.10,000/-. The committee may accept / reject the proposal depending on its merit. The recommendations of the committee will be approved by the principal.

The consultancy Review committee will consist of the following:

- (i) Principal- Chairman
- (ii) Chief Financial officer- Member
- (iii) Director Research- Member
- (iv) Head of the Department Concerned -Member
- (v) Member from the Advisory Committee of consultancy (to be nominated by principal – Member
- (vi) One Outside Expert** (to be nominated by principal) Member

** In case the total cost of Consultancy project is more than Rs.2 Lakhs.

DOCUMENTS TO MAINTAIN

Following documents will be maintained by the Principal Consultant through his team members and produced as and when required.

a) **Attendance Records:** Attendance record of the Consultant(s), supporting staff etc. With man-hours spent during the consultancy work.

b) **Inspection / Site Visit Register:** A register to record any site visit by the Consultant(s)

be maintained by the Principal Consultant. The suggestions rendered by the Consultant(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).

c) **Salary/Payment Record:** To record all payments made to Consultant(s), supporting staff etc.

d) **Consumable and Non-Consumable Register:** Register for recording hire/purchase of all equipment's, materials, all consumables, non-consumables items etc. and its utilization.

e) **Travel Record Register:** To record details of all expenditure incurred on travel.

f) **Log books and Warranty/Guarantee Record:** Log books be used to record number of hours, laboratory equipment or hired or purchased equipment's have

been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipment's.

g) **Correspondence File:** For all correspondence since initiation.

h) **Agreement/Contract File:** To maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.

i) **Work Progress Report:** Record of monthly progress report will be maintained by the Consultant(s).

Every three months, the consultant(s) is supposed to submit a copy of progress report to the client.

j) **Any Other Document:** Any other document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s).

At the time of completion of a consultancy project, the Principal Consultant shall submit copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Director.

Budgetary Norms and Distribution of Consultancy Funds

All payments related to Consultancy work will be received by the institute under separate budget head "Consultancy Services". The funds for Consultancy work will be operated by principal and Chief Accounts officer of the institute.

The norms for calculation of various percentages for distribution of the total money received from client will be as follows:

Item	Consultancy Project	
	Category -I	Category -II
Total money received from client	A	A
Service Tax	B	B
Total Contracted Amount (T)	A-B	A-B

Institute Share (C)	0.4 T	0.4 T
Remaining Amount (R)	$R=T-C$	$R=T-C$
Total Expenditure* (E)	E	E
Balance Amount for Distribution (D)	$D = R-E$	$D = R-E$
Distribution of Amount D for all categories		
For Principal Consultant and other Consultants (if any): $P = 0.9D$		
The extra amount left out of „P“ after applying the ceiling mentioned will be credited to Institute		
Development Fund i.e. „CDF“.		
Institute Development Fund: $Q = 0.1D$		
Item	Consultancy Projects under Category III	
Total money received from client	A	
Service Tax	B	
Total Contracted Amount (T)	$A-B$	
Total Expenditure* (E)	E	
Institute Share (C)	$T-E = C$	

In case of Consultancy projects under Category II i.e. Testing Consultancy, the money to be charged from the Client „G“ will be decided by the Advisory consultancy committee including Principal Consultant and Lab in charge concerned.

The usage charges of testing facilities available in the institute may vary depending on the quantum of work, number of samples, cost of testing equipment / infrastructure, etc. In case of Consultancy projects under Category III, the usage charges of technical infrastructure (Computational facilities / Software / Hardware, etc.) and Physical infrastructure, etc. of the institute shall from part of the institute Share C.

***Expenditure Details:** The actual expenditure in the consultancy work should cover the following costs related to the project. The taxes will be applicable as per government rules.

- i.* Permanent equipment's /components to be procured
- ii.* Consumable materials.
- iii.* Travel expenses in connection with the consultancy work
- iv.* Contingency expenses to cover cost of 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), etc.
- v.* Payment / Remuneration to the technical supporting staff (if required) associated with consultancy work.
- vi.* Maintenance, calibration / recalibration of equipment / testing facilities required for consultancy work.
- vii.* In case of Category III, the share/remuneration of the consultant(s) as decided by committee after discussion/negotiation with the client (if required).

**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY,PATNA
FORM FOR APPROVAL OF CONSULTANCY
PROJECT**

APPENDIX – I

1. Name of the Faculty with Department:
2. Title of the Consultancy Project :
3. Consultancy Project Category: I / II / III _____
4. Duration of the Consultancy Project (Year/Month/Days): _____
5. (i) Date of Commencement _____(ii) Expected Date of Completion

6. Detailed Project Report (DPR) attached: YES / NO _____

7. Client's Name and Address

8. Type of Client (Tick): Private Sector/ Govt. Sector/ Public Sector /Foreign Agency /Others (Please Specify)

9. Payment to be received in : FULL / Part____; Indian Currency /Foreign Currency

10. Whether MoU/ Agreement Signed with Client (Attach, if any): Signed / Not Signed

11. Consent Letter from the Client attached: YES / NO _____

12. Consent Letter from the Consultant(s) attached: YES / NO _____

13. Whether Eligibility criteria as Consultant(s) fulfilled as per Consultancy Rules of the institute: Yes / No If Yes, attach in DPR the detailed proof(s) in support of claiming the eligibility as Consultant(s).

14. Consultant(s) Certificate attached: YES / NO _____

15. Details of Persons involved in the Consultancy Project:

Name of Consultant(s) along with Designation & Department	Brief role	Man Days	Signature

16. Budget (should conform to the amount of contract/ agreement with the Client)

S.no	Description	Budgeted Amount
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1	Gross Amount including Service Tax	
2	Service Tax	
3	Contracted Amount, T =1-2	
4	Institute Share as per Project Category, C	
5	Total Expenditure (Estimated*), E	
6	Balance Amount for Distribution to Consultant(s) and Development Fund (Estimated**), D	

Signature of the Director Consultant

(with date)

Consultancy Project No.: _____

Dated: _____

Recommendations of Committee: Approved / Not Approved / Suggestions for improvement

Convener

Member(s)

APPENDIX – II

Consultant(s) Certificate

1. Certified that this consultancy assignment shall not clash with my teaching/office work in the department/office or any other official duty at the University.
2. That the interest of my department/ in the institute shall not suffer.
3. That the time spent on consultancy and related assignments shall be limited to the nonworking days /holidays and the duration of my total consultancy work in a calendar year shall not be more than 60 days
- . 4. That the total annual income of my all consultancy work shall not exceed my gross salary for six months in a financial year. _____

(Consultant's Signature) Address (Office)