



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
ANANTHAPURAMU- 515 002 (A.P) INDIA**

INDUSTRIAL CONSULTANCY SERVICES (ICS)

In exercise of the powers conferred under sub section (1) (d) and (b) of section 29 of JNT University Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of Rules for recognition of service associations of University Employees.

1. INTRODUCTION

a) The university and its various Units/Departments/Laboratories/Centers may take up Consultancy work for individuals, Industrial Firms, Public Sector and Governmental Organizations and Private organizations or other Units of the University (hereinafter called the Client) against payment of consultancy charges or fees by them (the letter).

b) The objective of permitting the Units to undertake consultancy work is to bring about interaction between the faculty of the Institute and those in research and development/production operations in industrial firms, make available the facilities, expertise and know how available in the University and its various Units for upgrading technological levels, aid industrial development and provide opportunity to the Institute staff to better appreciate industrial realities.

c) The 'Consultancy work or Service' envisages rendering technical or professional advice and assistance to help the industry in the solution of technical problems. It may be in the form of expert advisory service embracing overall aspects of an industry or assistance in the implementation of specific projects covering any particular or all aspects from the initial stages of examining its economic and technological feasibility, design engineering, selection of plant and equipment, fabrication, manufacturing processes to the functional testing of the finished product. Normally, consultancy work by Units/Departments/ Laboratories/Centers will be undertaken in the respective fields of their specializations.

d) As a matter of policy, the University and its Units encourage its faculty members to undertake consultancy work as a measure of scientific/technological collaboration with outside agencies. Appropriate Consultancy projects, in addition, to providing much need service to the industry, also benefit the concerned faculty members and the Institute in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Consultancy projects provide a first hand knowledge of the current problems of industry which is very helpful in tuning the curriculum to the national needs. The faculty members get an opportunity to apply their ideas under practical experience which helps their students in finding good jobs at the end of their studies.

Furthermore, the consultancy work also provides incentives for their contributions to all categories of staff.


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515002

e) All consultancy and related jobs need to be structured and executed in the spirit of promoting University – Industry interaction, as a vehicle for augmenting (current) levels of excellence in teaching and research for proper placement of University graduates and in the process, generate funds.

f) All training programmes organized for outside agencies will also be treated as consultancy work and these guidelines will apply to them also.

2. PROJECT INITIATION AND MANAGEMENT

2.1 Each Consultancy project will have a Project coordinator who will be a faculty member in the service of the University and its Units and who will be responsible for

- (i) Formulating the project proposal which may include
 - (a) Planning of the work to be done
 - (b) Estimating consultancy fees
 - (c) If necessary, identify other Investigators, who shall also be staff members(s) in the service of the University and its Units.
- (ii) Co-Ordination and execution of work
- (iii) Handling all communications with the clients should be initiated and forwarded through the Head of the Unit i.e., the Principal/Director.
- (iv) Writing of intermediate and final reports according to the project proposal.
- (v) Making recommendations to the Director/Principals of the Units regarding expenditure from the Project and remuneration to be paid to faculty, staff and students.
- (vi) Ensuring that all reports/certificates bear the name of the Project Coordinator and his/her signatures and the name(s) of the Investigator(s) who participated in the project in addition the Head of the department and Head of the unit (i.e. Director/Principal of the Units) should also sign in full.
- (vii) Signing the Memorandum of Understanding (MoU) or Agreement with the client / sponsor, if required. The head of the Department, Principal, Director of Unit should also sign.

2.2 Appointment of Project Coordinator

2.2.1 The client approaches the University and its units for Consultancy work through a faculty member or a functionary of the Institute (i.e. Head of the department, Principal or Director). When a faculty member is approached for the work or if the project is referred to a functionary, the Project Coordinator would be identified by the concerned Head of the Department (HoD) or head of the unit. In some cases the Principal/Director or the HoD can also be the project Coordinator or part of the project team.

2.2.2 The project coordinator who is due to retire should submit a proposal for replacement of Project Coordinator to the Principal /Director of the Unit 3 months in advance.

- (i) Contingency expenses to cover cost of supplies, preparation of report, typing work processing, drawing, drafting, stationary, reproduction, literature books, journals, postal

expenses, communication expenses, entertainment expenses, cost of insurance of personnel and usage of equipment for the project etc.,

- (ii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (iii) Labour charges.
- (iv) Stationary items
- (v) Any other costs considered appropriate by the Principal/Director/Head

3. Estimate for the above expenses should be carefully prepared by the Project coordinator keeping in mind the market rates for equipment, material, labour and services to be procured from market and the time required for the project. It is normally expected that the time spent by a faculty member on consultancy project will not exceed one day per working week. The norms laid for salaries should be kept in mind while preparing the budget estimates for the client and the Consultancy fee be charged accordingly.

3.1 While preparing proposal, provision of Service Tax, as applicable, shall be made over and above the total consultancy amount and should be collected from the client.

3.2 **Consultancy fee**

There are no rigid norms for calculating the Consultation fee. This depends upon several factors such as the time spent, the importance of the advice and the experience of the faculty, etc., While estimating the consultancy fee chargeable to the client, the project coordinator should keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the project coordinator by the Director/Principal of the Unit. Saving from the Consultancy charges will be credited to University and its Units consultancy account.

4. **BUDGETARY NORMS FOR TESTING JOBS**

The Institute may undertake testing jobs at a standard fee where stipulated; otherwise the charges may be estimated by the faculty member who will supervise the testing work. The testing report will be countersigned by the Head of the Unit (Principal/Director).

5. **COMPLETION/CLOSURE OF PROJECT**

5.1 For projects with a total consultancy fee of less than Rs. 1 lakh, the distribution of consultancy fee will take place only along with the closure of the project.

5.2 For projects with a total consultancy fee of Rs. 1 lakh and more, part distribution may be permitted subject to the condition that the total distribution does not exceed 50% of the estimated distribution amount and that the amount of distribution is commensurate with the work completed.

5.3 A project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted.


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAM-515002

5.4 All distribution should be out of the money received from the client.

6. GENERAL

6.1 A retiring/retired technical staff member may be paid remuneration /honorarium out of the consultancy projects during the year of retirement for the work done by him/her during the year or in the previous years. For this purpose total gross salary received during the previous financial year will be taken as the limit.

6.2 In case a consultancy project involves testing of samples which are to be drawn by the project coordinator and not supplied by the client, it will be necessary that at least one of the project coordinator should be present at the time of drawing samples, so that authenticity of the samples and sampling process is ensured.

7. LIABILITY

In case legal dispute arises between the Investigator (s) and the sponsor such that the Investigator(s) are in any held responsible to make good the losses incurred by the sponsor by the sponsor, such liability will be restricted to a maximum limit which will be calculated as follows;

Maximum liability = the total amount charged for the project (-) the expenditure /liabilities on the project. It is in the interest of the Project Coordinator to bring this fact to the notice of the client. The expenditure / liabilities as determined by the University and its Units will be calculated as the expenditure/liability till such date on which the client inform the Investigators in writing to stop work on the project for ton going projects, or till the end of the project for completed project, this amount does not include the remuneration paid to the Investigators(s) and staff of the institute. The Institute may take a suitable Insurance for this purpose on a rolling basis. The expenditure on this account may be charged to the consultancy fund.

The amount charged by the institute is on lump sum basis. Submission of the requisite report on the work itself shall constitute the Utilisation Certificate / final bill.

8. DISAGREEMENTS / DISPUTES

8.1 Any disagreement within the Institute arising at any stage of a Consultancy project will be resolved in consultation with Director / Principal of the Units to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

8.2 In case of any dispute arising at any stage of Consultancy project between Investigators (s) and the clients (s), the Investigators (s) will be responsible for settlement of the dispute.

8.3 All legal action will be subject to jurisdiction at Civil Courts at respective locations of the constituent units of the University.


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMU-515009

9. ARBITRATION

In the event of any dispute or difference at any time arising between the parties relating to Consultancy project or any other clauses (s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the Consultancy or otherwise in relation to the terms, whether during the Consultancy or thereafter, such disputes or differences shall be endeavored to be resolved by mutual negotiations. If however such negotiations are in fructuous, the dispute should be finally settled through Arbitration and Conciliation Act. 1996 by three arbitrators shall give reasoned and speaking award.

10. PUBLICATION OF RESULTS

Project Coordinator will have the right to publish the work carried out by him unless the client has an agreement under which their prior permission is required. In such cases the draft paper before publication will be submitted to the client and if no objections are raised within one month of the submission of the proposal to publish the result, it will be assumed that the silent have no objection to the publication.

11. LARGE CONSULTANCY PROJECTS

For projects with an outlay of more than Rs. 50 lakhs, the project Coordinator will ensure that the project proposal before it is submitted to the sponsoring agency is vetted by the Head of the department and Principal / Directors. The project, after it is approved by Principal / Directors will be monitored by a Central Monitoring Committee appointed specially for each such project by the Directors / Principals on the recommendations of the project Coordinator.

12. SELECTION PROCEDURE FOR RECRUITMENTS OF STAFF UNDER CONSULTANCY PROJECTS

The following selection procedure may be followed for recruiting staff under consultancy projects.

A committee constituted by Director / Principal with a maximum of 5 members with Principal / Director, one expert, the project co-ordinator being the convener. Wide publicity in various Units/ Others Universities is to be given by circulation. However where the process durations is less than six months, the above procedure need not be followed.

13. GENERAL

- (i) For projects involving only site visits for consultation work and / or personal discussion, fee may be charged on per day basis at mutually acceptable rate subject to minimum of Rs. 25000/- per man-day for academic staff, including the days spent on travel.


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAM II-515002

- (ii) For technical and other non academic staff, making only site visits outside the scope of an ongoing Consultancy Project, fess may be charged on per day basis at minimum of Rs. 500/- per man-day.
- (iii) The Project Coordinator may, with the prior permission of Director / Principal can avail the services of persons not in the institute service as Consultant, Provided that the Project Coordinator certifies that the services are of a nature for which the expertise is not available in department/institute.
- (iv) Department Consultancy work, faculty and staff members sent out in connection with consultancy work by the HOD will be treated as on duty.

14. EXPENDITURE NORMS:

14.1 Job Work:

The Project Co-Ordinator may get specific job work done on payment from outside. While making such expenditure all the rules / regulations as applicable to Consultancy Projects should be followed.

14.2 Student Assistants:

The Director / Principal may engage University / College / Units Students as student Assistants for consultancy and testing work on payment of Rs. 50/- per hour subject to a maximum of Rs. 500/- per day.

14.3 Hospitality:

Expenses incurred or reasonable hospitality in connection with the consultation work can be charged as expenses out of the fee received subject to the condition that the total expenditure on this account should not exceed 10% of gross fess collected for the project. For larger expenditure approval of Director / Principal of the concerned Units will be necessary.

14.4 T.A and D.A

Ta and DA should be met from consultancy fee paid by the client. If the travel is made by car/ MUV, actual expenditure shall be paid on production of the bill. If travel is made by self car, mileage as per AP TA norms shall be paid.

14.5 Consultants.

14.5.1 Normally provision for involving experts from outside the Institute as consultants, if necessary, will be made at the time of acceptance / approval of the project.

14.5.2 An amount uptoRs. 25,000/- or 10% of the Consultancy fee whichever is lower, can be paid to Consultant (s) after obtaining approval from the Director/ Principal of the Units concerned.

14.5.3 For payment over Rs.25,000/- and uptoRs. 50,000/- or 15% of the total fees, whichever is lower, approval of Director (ICS) would be required.


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAMII-515002

14.5.4 For payments over Rs. 50,000/- or over 15% of the Consultancy fee, the approval of committee constituted by the Director (ICS) with Registrar as Chairman is required.

14.5.5 Payment to the consultant shall not exceed 20% in any case.

14.5.6 Limit of total expenditure:

The overall expenditure on the project under the various heads in no case should exceed 40% of the total consultancy fee.

15. PAYMENT OF CONSULTANCY HONORARIUM

15.1 The rules for payment of consultancy honorarium will be as follows:

1. Actual expenditure on the project is to be deducted first.
2. From the remaining the rate of honorarium for the staff involved in the project will be as follows.

(a) For jobs other than the Laboratory tests of pure consultancy:

- (i) Up to Rs. 1,00,000/- - 80%
(ii) More than Rs. 1,00,000/- - 80,000+70% of excess
Over Rs. 1,00,000/-

(b) For Laboratory Tests - 50%

The remaining amount will be the University share. Out of the university share, 10% shall be treated as **Contingency Fund** and shall be retained at the College /Units account. The amount in contingency fund shall be used for maintenance of machinery for the purchase of petty equipment, providing uniforms to the non-teaching staff of the Laboratories and developmental activities of the generating departments. The remaining amount of University shall be credited to the ICS account of the University immediately. Principal / Director is responsible for remaining the University share to the ICS account of the University.

15.2 The total amount of honorarium for any employee during a financial year will be limited to the maximum of one year gross salary of that employee during that financial year.

15.3 Out of honorarium to be paid to the project staff, the following distribution rates shall be followed.

Principal / Director	-	7 1/2%
Head of Department	-	7 1/2%
Project team (including teaching & non teaching)	-	75%
Ministerial Staff & Others **	-	10%

** Connected with the project

15.4 Out of the honorarium amount available for distribution under the head "Laboratory Testing", the share of Teaching and non-teaching staff shall be 35%:65%.

15.5 Out of the honorarium amount available for distribution under the head 'Consultancy', the total amount shall be distributed to teaching staff involved in the project. In case of


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAM II-515002

field visits, if non-teaching staff are required to accompany the teaching faculty, the share of teaching and non-teaching staff shall be 85% :15%.

- 15.6 The Principal / Director may appoint a ICS coordinator from a major consultancy generating department. The ICS Co-ordinator shall be responsible for bank transactions, maintenance of ICS accounts, distribution of honorarium and Audit of ICS accounts. Usually concerned HOD may be kept as ICS co-ordinator of the college in the absence of any body.
- 15.7 At the University head quarters, 10% of the University Share obtained from the constituent Units shall be the honorarium for the Director (ICS) and its office. Another 10% shall be the honorarium for the office of the Registrar. These shall be distributed by the Director (ICS) once in three months.
- 15.8 As per clause 15.3, Ministerial staff and others connected with the project realize 10%. Within this amount, the following rates shall be followed.

Concerned department/Units Staff

- | | |
|--|-------|
| a) Departmental Typist / Computer Operator | - 10% |
| b) Concerned Attenders | - 5% |
| c) Concerned sweepers | - 5% |
| d) Other staff, as decided by the Head/Coordinator | - 15% |
| e) ICS Coordinator | - 20% |

Other Ministerial Staff

- | | |
|--|---------|
| a) Deputy Registrars | - 15.5% |
| b) Assistant Registrars | - 7.5% |
| c) Superintendents | - 6% |
| d) Senior Assistants | - 5% |
| e) Junior Assistants | - 4% |
| f) Sargent | - 2% |
| g) Others including Principal / Director, attenders, Peshi staff etc., | - 8% |

- Also is any category, if more numbers of personnel is present, the concerned amount is to be equally shared under the amount allotted for that category.
- Others include any other persons who are connected with the consultancy work and shall be decided by the Head /Project coordinator /Principal / Director

16 . Purpose for which resources generated from consultancy can be utilized.

- To develop Infrastructural facilities for the generating departments.
- Student / Staff amenities
- Development of Corpus fund for Institution's activities.
- For curricular and co-curricular / extra –curricular activities such as seminars / workshops / conferences etc., of generating departments.
- Establishment of furniture, computers, printers etc., in the generating department.
- Maintenance of existing equipments/ Depreciation of generating departments

In all above cases, the Registrar shall accord necessary approval as the case may be.


REGISTRAR
J.N.T.U. Anantapur
ANANTAPURAM II-515009