

Policy Frame work for Undertaking Consultancy

1.0 INTRODUCTION

About Institute:

St. Peter's Institute of Higher Education and Research (SPIHER) is a Deemed-to-be University established in 2008 under Section 3 of the UGC Act,1956. The Institution has developed expertise in various research areas over the years. The expertise available in the institution in various departments can be beneficially used for the industry to solve their problems by providing consultancy services. This document outlines the framework for undertaking consultancy services in SPIHER.

Types of Consultancy:

Broadly the following types of consultancy services being offered is given below:

- Analytical studies
- Feasibility studies
- Cause-and -remedy studies
- Design of systems/components/processes
- Development of industrial products/systems
- Development of systems software/application software for offline/online applications.
- Development of laboratories
- Recruitment/entrance examinations
- Testing of industrial products/samples
- Validation of designs/drawings
- Advisor/ member to Governing Body of Industry/Institution
- SAIF

Information to clients:

Anybody from Industry/ External Agency can contact the college to solve problems in almost every discipline of engineering, technology, science and humanities, commerce, business administration and architecture. The Institute through its faculty members can handle such external requests of the industry/agency that can come under the term consultancy in its broader senses.

- Directly contact the known faculty
- If not, browse through specialization of list and activities of faculty member in various departments.

- If not, write about your problem/needs to the Director (R&D)

2.0 Rules for Carrying Out the Testing/Industrial Consultancy/Investigation

2.1

- a. The faculty members of various departments may be permitted to undertake consultancy work as per rules and regulations laid down by the management of the institute from time to time. All consultancy work whether carried out by an individual or a group of faculty will be considered as Institute consultancy, and should be accepted after taking prior permission for undertaking the consultancy work from the Director(R&D).
- b. For urgent teaching of materials in the Laboratory, the consultancy/investigator may accept the work in anticipation of the approval of the Director (R&D), but should get the formal approval of the Director (R&D) within 15 days of its acceptance.

2.2

The fees in connection with consultation / testing work should be received in advance in the name of the account of SPIHER Research and Development. On receipt of the fee(in part or full), an account number will be allotted to the consultation / investigation work by the office. The Remuneration to the staff will be paid by the institute as approved and given in the relevant clauses hereunder.

2.3

- a. If the consultancy work does not involve any facility from the Institute by way of Laboratory and workshop etc., the total fees received should be distributed between the Institute and the faculty members concerned in the ratio of 50:50 after deducting all the expenditure.
- b. In case of
 - (i) routine testing work and
 - (ii) development of equipment and machine or process for a particular industry where use of laboratory equipment and facilities is involved, the fees after deducting all expenses should be distributed between the Institute and members of the staff including laboratory staff in the ratio of 40:60.
- c. For consultation work involving only personal discussion with members of the staff, the fees may be charged at the rate of Rs.300/- per hour. The fee for visit to the site of work for such consultation will be on per day basis at mutually acceptable rate subject to a **minimum** of Rs.1000/- per day. These charges will be in addition to TA and DA payable to the staff members. The fees will be shared with the Institute as in clause 30.3(a).

- d. For regular consultation to a particular organisation on a retainer basis, where fees are paid on monthly rate, the fees received will be shared with the College as in clause.

2.4

The remuneration to office staff will be 5% of the gross fees received, to be distributed to the office of the Institute and the Department office in the ratio of 3:2.

The norms for distribution of consultancy fee to the General and Accounts office staff may be decided by the Director (R&D) in each case.

2.5

The total remuneration earned by a staff members of the Institute during the whole financial year on account of consultation and testing work, should not exceed the following limits of his yearly pay plus DA. Anything in excess of this is to be paid to the Institute in full:-

I	Teaching staff	75%
II	Laboratory and other technical staff.	50%
III	Office staff	35%

2.6

- a. The consultant/investigator may make adhoc appointment to assist him in consultancy work with the approval of the Director (R&D), for the tenure of the project.
- b. The Consultant / investigator may incur expenses on hospitality in connection with the consultation work as per norms prescribed from time to time by the Director (R&D).

2.7

For any outside visits leave as due is to be availed by the concerned staff members. Special Casual leave or duty leave may be permitted at the discretion of the Director(R&D).

2.8

For making any purchase in connection with consultancy work, the Institute purchase rules shall be followed.

2.9

No consultancy work will be undertaken unless the consultancy fee has been received in advance. For long duration consultancy projects which are likely to continue beyond a financial year, the project work may be planned in phase with advance fee received before starting each phase. The payment of consultancy fee will be made immediately after the concerned consultant has submitted the project Report. The consultancy Fund

which has become for disbursement in a financial year should be distributed in that very financial year.

2.10

The deposits of consultancy fee shall be kept in a separate account and funds received as a result of the College share of consultancy will be utilised as per decision of the management taken from time to time.

2.11

The interpretation of these rules, as and when required will be made by the Board of Management.

2.12

A. The procedure and performance for consultancy jobs are as given hereunder:-

- i. An outside agency may make a request for consultancy services to an individual or to a Department/Institute.
- ii. The faculty should prepare the details of consultancy and estimate in prescribed form in consultation with HoD and submit to Director (R&D) for approval of the institute. 3 copies should be submitted along with copy of request letter.
- iii. After approval, the customer is informed of the terms and conditions, and consultancy charges.
- iv. The work can be taken up once the payment is received and should be completed within the stipulated time.
- v. A technical report should be prepared and submitted to the customer. Feedback of customer should be obtained.
- vi. Expenditure statement should be submitted to office.

B. TA/DA will be paid as per Institute rules. Also leave is to be taken as admissible to an individual as per Institute rules.

C. The work is to be started only after this intimation is received by the principal investigator. Duration of the project will be considered from this intimation letter to the date of dispatch of report to the concerned party.

D. All the correspondence should be made only by Head of the Department. The Head of the Department should keep record of all documents and correspondence related the project.

E. The consultancy fee shall be claimed half yearly by the department and the distribution of fee shall be as per the following criteria

S.No	Description	Institute (%)	Department(%)
1.	For testing related works	40	60
2.	For specific technical contribution, formulating programmes, economical designs etc.	50	50
3.	The distribution of consultancy fee is as follows	(i) Head of the Department -30% (ii) Principal Investigator(S) -50% (iii) Lab Technician -15% (iv) Attender -5%	