

# CONSULTANCY SERVICE RULES OF DIBRUGARH UNIVERSITY

Rules for undertaking consultancy work by the Faculty Members and Non-Teaching Officers of Dibrugarh University.

## 1. PREAMBLE

In keeping pace with the modern trend and the necessity of generating financial resources by utilizing the available expertise of the University faculty members and non-teaching officers, who are otherwise involved in teaching and research activities and governance, in the form of consultancy services to individual, organizations in the public and private sectors, NGOs and other agencies the framing of Consultancy Service Rules is contemplated. The Departments, Laboratories, Centers for Studies, Faculty members and Non-Teaching Officers of the University (hereinafter called '**Consultants**') may take up consultancy work for the aforesaid bodies (hereinafter called '**Clients**') against payment of **Consultancy Charges** or **Fees** by them. The amount of Charges or Fees shall be determined by the **Advisory Committee, Consultancy Services**, Dibrugarh University in consultation with the Consultants involved and the Client.

The objective of permitting the Consultants to undertake Consultancy Work is to create an interface between the University and the Industry and Society at large; make available the facilities, expertise and knowhow available in the University for upgrading technological and economic levels of the clients, to build a knowledge bank suitable for the requirements of the industry and to provide opportunity to the Consultants to better appreciate the industrial and social needs and demands..

The '**Consultancy Services**' envisage rendering professional and technical assistance and advice to help the clients in solving their technical problems. It may be in the form of Expert Advisory Service embracing overall aspects of a client or assistance in the implementation of Specific Project covering any particular/or all aspects from the initial survey of examining its economic and technological feasibility, design, selection of equipments, fabrication, manufacturing process, functional testing of products, finished products, evaluation of hazards, disaster Management Advice, Market Survey, preparation of Study Materials, Status Report, Innovation on any existing or new products and technologies, *etc.* Normally consultancy work by Departments/Laboratories/Centers/Faculty/Non-Teaching Officers will be undertaken in the respective fields of their specializations.

## 2. CONSULTANCY RULES AND NORMS

### 2.1 ADMINISTRATION OF CONSULTANCY SERVICES

The Consultancy Services of Dibrugarh University shall be administered by an **Advisory Committee** consisting of the following:

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| 1. Dean, Research and Development                              | -Chairperson |
| 2. Two Deans of Schools to be nominated by the Vice-Chancellor | -Member      |
| 3. An Officer to be nominated by the Vice-Chancellor           | -Secretary   |

Apart from the above, the following persons shall attend the meeting of the Advisory Committee as **Special Invitees**:

- One Faculty member from the Department/Centre for Studies involved with the consultancy proposal under consideration by the Chairperson through the Dean/Head/Director of the concerned School/Department/Centre for Studies (as the case may be).
- Registrar (in case the consultancy proposal is from an Administrative Branch/Non-Teaching Officer).

The Advisory Committee shall have the overall responsibility of administration of the consultancy services including policy matters and dispute arising out of implementation of consultancy assignments.

The Departmental Management Committee (DMC)/Board of Management (BoM) shall be vested with the responsibility of looking after the day-to-day administrative and financial matters of the Consultancy Services of the concerned Department/Centre for Studies. A copy of any of the notifications/letters and other relevant documents issued by the DMC/BoM should be sent to the Secretary of the Advisory Committee for up keeping of records and for future references.

In case of consultancy assignments of the Non-Teaching Officer, the Registrar or an Officer on behalf of the Registrar shall be assigned the responsibility of looking after the day-to-day administrative and financial matters.

All consultancy assignments by the Consultants should be undertaken with prior approval of the University after being recommended by the Advisory Committee, Consultancy Services, Dibrugarh University and without detriment to the discharge of their primary duties in the University. All the consultancy assignments, whether carried out by an individual or a group of Faculty members/Non-Teaching Officers and irrespective of the quantum of facilities of the University availed are considered as University's consultancy.

### **2.1.1 COLLECTION OF CONSULTANCY CHARGES:**

- (i) The Consultancy Charges/Fees shall be deposited in the **Dibrugarh University Consultancy Fund (DUCF)**.
- (ii) The Bill/Claim for amounts charged for any work shall be made out in quadruplicate (four copies) which shall be for issue/record to (a) Client, (b) Secretary of the Advisory Committee, Consultancy Services, (c) Concerned School/Department/Centre for Studies and (d) Faculty member (s) assigned the consultancy work.

### **2.1.2 DISTRIBUTION OF CONSULTANCY EARNINGS**

All the earnings of consultancy shall be distributed in the following proportion:

1	Consultants and Laboratory Staff including additional Staff/Non-teaching Staff (if any)	<b>60%</b>	60% for the Consultants and 40% for Laboratory Staff including additional Staff /Non-teaching Staff (if any)
2	Share of the University	<b>40%</b>	-

#### **Notes:**

Distribution of consultancy charges shall be subject to the submission of report to the client/organization under intimation to the Advisory Committee, Consultancy Services, Dibrugarh University.

The University's share may be utilized in the following heads:

- (a) Creation of new research facilities, interdisciplinary research.
- (b) Additional grants to the library for interdisciplinary areas.
- (c) Support for filing patents cost *etc.*

- (d) Honorarium for visiting experts from industry.
- (e) Expenditure on faculty visits to Industry/Organizations in connection with consultancy.

In case, the Consultancy Work results in a patent, the share of the profits accrued out of such innovations should be distributed among the individual/group of faculty, the University and the client on equal basis.

## **2.2 MODE OF ACCEPTANCE OF CONSULTANCY WORK**

The specific consultancy assignments can be taken up by the Consultants with due approval of the University on recommendation from the concerned DMC/BoM and the Chairperson, Advisory Committee, Consultancy Services. All such assignments shall be reported generally in advance to the Chairperson, Advisory Committee, Consultancy Services and also the Head/Director of the concerned Department/Centre for Studies.

In case the client and consultant are close relatives, the consultancy assignments must be vetted by the Chairperson, Advisory Committee, Consultancy Services before the same is accepted.

## **2.3 TA/DA RULES**

For consultancy outside Dibrugarh University campus, the concerned consultant or other staff, *etc.* accompanying him/her would be entitled to normal TA/DA rules of the University subject to the availability of money in the Dibrugarh University Consultancy Fund which shall require the endorsement of Advisory Committee, Consultancy Services, DU.

## **2.4 HOSPITALITY TO THE CLIENT**

The prospective client shall be entitled to local hospitality in the Guest House of the University. However, all expenses on local hospitality are to be borne by the client at DU official rates.

## **2.5 DEDUCTION OF TAXES AT SOURCE**

### **2.5.1 INCOME TAX**

The Finance and Accounts Branch of the University shall ensure deduction of Income Tax at source as per the rules so that it is reflected in the final Income Tax Return of the consultant concerned.

### **2.5.2 SERVICE TAX**

Service Tax is compulsory on all consultancy services. The rate of Service Tax in force now is 12.24% of total consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the Advisory Committee shall inform the clients the amount payable by the clients as Service Tax to be deposited into the Govt. accounts of Central Excise Department in addition to the consultancy charge.

### **2.5.3. ANY OTHER TAX**

Any other tax other than Income Tax and Service Tax shall be deducted as applicable.

## **2.6 FIXATION OF CHARGES/FEES**

The Charges/Fees for any consultancy work shall include one or more of the following components:

- (i) Visiting fees for visits of consultants and other staff to the client (s)..
- (ii) Cost of materials, if any
- (iii) Hiring of temporary staff.
- (iv) Expenses related to field work.
- (v) Cost of additional equipment and development of infrastructure.
- (vi) Expenses incurred in preparation of progress report.
- (vii) Any other expenses not covered above related to the assignment.

## **2.7 LEAVES RELATED TO CONSULTANCY WORK**

The consultant and other staff shall be ordinarily permitted to spend a maximum of 20 days in any calendar year for consultancy work, which requires visits outside the University. This shall be treated as Special Consultancy Leave. This leave will be in addition to the

usual Casual Leave, Duty Leave or other types of leaves for which a teacher/non-teaching staff is entitled as per the Dibrugarh University rules. However, this leave cannot be availed for more than 05 days at a time. The University shall sanction such leave on being recommended by the Chairperson, Advisory Committee, Consultancy Services.

### 3. TYPES OF CONSULTANCY

For the purposes of these rules, the various types of assignments to be referred by outside parties are categorized as:

- (i) **Individual, Personal or Retainer Consultancy:** That which does not involve any University facilities such as equipment, computer or laboratory, *etc.* or University human resources will come under this category. Outside parties are free to approach a concerned Faculty member or Non Teaching Official to assist them on specific area or problem. For such consultancy the Consultant is required to obtain prior permission of the University on recommendation of the Chairperson, Advisory Committee, Consultancy Services in the prescribed proforma though the concerned DMC/BoM or the Registrar as the case may be and indicate the nature of work involved, the period of consultancy and the 'Fees' proposed to be charged for the service.

A copy of all reports submitted to the 'Client' should be filed in the Department/Centre for Studies concerned (through HOD/Director) and a copy should be sent to the Chairperson, Advisory Committee, and Consultancy Services. In case the information submitted is considered '**Classified**' by the Client/Consultant, a note to this effect should be sent to the Chairperson, Advisory Committee, Consultancy Services. The report should be made available as soon as it is '**Declassified**'. The consultancy work under the Individual/Retainer category will be limited to such an extent that the total yearly fee received by the Consultant shall not exceed his gross annual salary from the University.

- (ii) **Institutional Consultancy:** Under this consultancy agreement, outside parties shall request the University/a particular individual of the University to undertake a specified project wherein the University facilities including human resource will be utilized. After consulting the Client, the Chairperson, Advisory Committee,

Consultancy Services shall identify the Department/Centre for Studies/Consultant (s) that shall do the work depending on the competence and facilities available for undertaking such work. The Head/Director of the Department/Centre for Studies or the Registrar shall then assign the job to individual/group of individuals after consultation in DMC/BoM concerned. The Department/Centre for Studies/Consultant (s) shall obtain the required permission from the Chairperson, Advisory Committee, Consultancy Services for undertaking the work in the prescribed proforma enclosing therewith a copy of the client's letter authorizing to take up the work. As in the case of category (i), here also the records will be maintained by the Department/Centre for Studies/Consultant (s) and a copy of all relevant documents shall be sent to the Chairperson, Advisory Committee, Consultancy Services.

- (iii) **Routine Consultancy** : Routine consultancy jobs may testing, calibration, fabrication, project evaluation, analysis of materials, feasibility report, preparation of study materials, technical advice to cinema, theatre or such other activities, where no in-depth studies nor any further processing of the test result are done. In this case the Head/Director of the Department/Centre for Studies will draw up the standard rates for such work in consultation with the Chairperson, Advisory Committee, Consultancy Services.

The rules governing this category shall also be same as category (i).

#### 4. **MAINTENANCE OF RECORDS:**

The Department/Centre for Studies/Consultant (s) involved in consultancy work shall submit half yearly report to the Chairperson, Advisory Committee, Consultancy Services with a copy to the Vice-Chancellor. For all categories of consultancies, a copy of the report submitted to the client should be filed in the concerned Department/Centre for Studies and the same should be sent to the Chairperson, Advisory Committee, Consultancy Services. The annual earnings from the consultancy and utilization of the **Dibrugarh University Consultancy Fund (DUCF)** should be reported half yearly to the Executive Council of the University.