

# **Rules for Consultancy work by the Academic and Technical Staff of the Teaching Departments**

(Clause V, Page No. 64 to 67, P.U. Calendar Vol. III, 2009)

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dated 08-03-2015)



**Centre for Industry Institute Partnership Programme  
PANJAB UNIVERSITY, CHANDIGARH**

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## **PREAMBLE**

Panjab University has a glorious tradition of pursuing excellence in Teaching and Research in the fields of Science and Technology, Engineering, Humanities, Social Sciences, Performing Arts and Sports established during the period of more than 130 years of service, inherited since its inception in 1882 at Lahore (now Pakistan). After re-location in 1956 at Chandigarh, Panjab University has dedicated itself in providing the Technical Manpower, Technical Know-how, Technologies, Technical Consultancies, Advisory Consultancies, Intellectual Property Rights by its qualified, experienced and dedicated Faculty, Technical Personnel, Administrative Staff as well as Students with a mission of remaining as one of the leading centers of teaching, research and excellence through total commitment in every endeavor. The University has already been recognized globally because of its teaching and research potentials becoming India's No. 1 University to attain the world ranking in the bracket 276-300 in the Times Higher Education World University Rankings, 2014-2015 powered by Thomson Reuters. The University has 75 teaching and research departments and 15 Centers/Chairs for teaching and research at the main campus. Panjab University has a large manpower with diverse specializations and expertise which can be of immense help to the industries and other organizations by sharing their knowledge and technical strength by way of imparting consultancy services

Consultancy is essentially a knowledge based profession and consultants play an important role in technological, industrial and economic developments and are effective agents of change in the society. Over the years, consultancy capabilities have grown in several sectors, public and private and more recently a number of foreign consultants have also started operations in India. However, the domestic consultancy capabilities need to be strengthened and skills be upgraded continually in several sectors, since the consultancy profession growth in India has not kept pace with the industrial and economic developments over the years. Consultancy plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as technical know-how and expertise of the staff, are today, often more valuable than its physical assets. Over the last decade, appreciation of the commercial value of technical know-how has grown both within the academic community and in the society at large. The pace of development of the human mind, resulting in new and

useful inventions, initiated a need for a central policy in determining the course of the creation, protection and commercialization of technical know-how in the University in the form of consultancy services which are now not only being used as a tool to share the knowledge, generate revenue but also to build strategic alliances for the socio-economic and technological growth. Keeping in view the importance of higher education in spawning societal changes and transforming the economic fortunes of a country by emphasizing innovations, Panjab University has taken several measures for promoting innovative research by encouraging inter-disciplinary research through inter-university, intra-university, university-institute and university-industry collaborations.

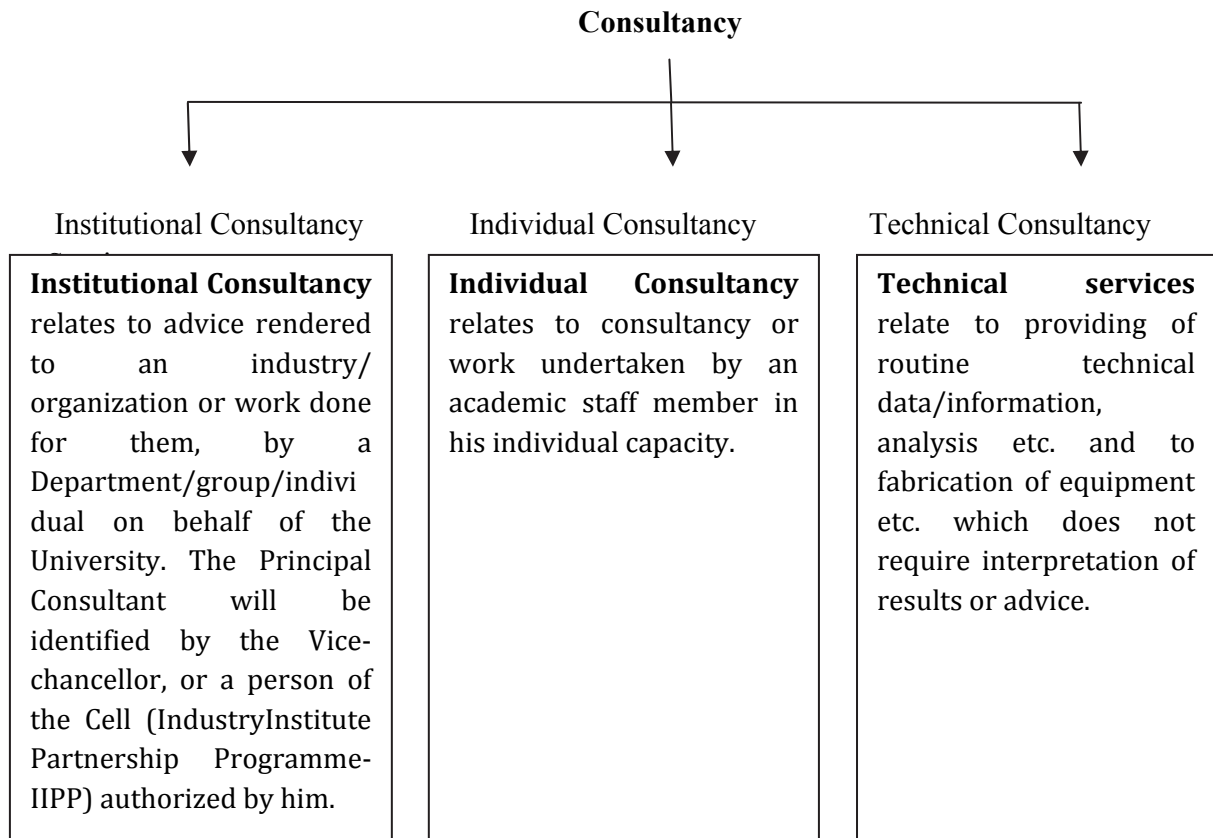
With a view of bridging the gap between theory and practice, and to sensitize University towards the needs of the industry, Centre for Industry Institute Partnership Programme (CIIPP) was set up by Panjab University in 1996. The main objectives of CIIPP are to bring industry closer to the academia and vice-versa, to make strategies for the promotion of synergistic interface with industry, to organize industry interactions, to identify the specific areas of mutual interest, to develop methodologies and guidelines for encouraging consultancy and technology transfer, to encourage R&D programmes for meeting industrial need(s) and to generate resources in the form of industry-supported projects and consultancy programmes. CIIPP has already drafted the consultancy rules which have been adopted by the University and are in force. Several departments of the University, including University Institute of Pharmaceutical Sciences (UIPS), University Institute of Chemical Engineering and Technology (UICET), University Institute of Engineering and Technology (UIET), Institute of Dental Sciences (IDS), Department of Chemistry, Department of Microbial Biotechnology, Department of Microbiology, Department of Geology and Computer Centre are already enriching the Panjab University with their consultancy works.

Keeping in mind, the intellectual strength of Panjab University, growing awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits, the Consultancy rules have been formulated to provide guidance to the researchers of Panjab University, comprising of academic and non-academic staff, interested in the consultancy work. This document highlights the practices

and the rules of Panjab University regarding consultancy and obligations depending upon the nature of consultancy. The rules laid down in this document are expected to fulfill the commitment of the University to promote academic freedom and provide a conducive environment for research and development of commercial importance.

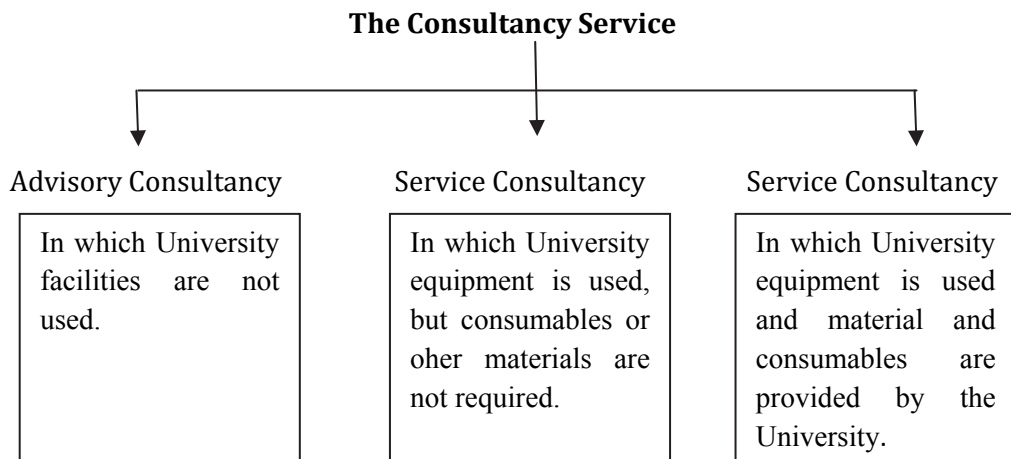
**Guidelines for undertaking Consultancy work by the Academic and Technical staff of Panjab University**

1. The Academic/Technical Staff (henceforth to be called as staff), who are class A Officers of the University, may undertake consultancy or provide technical services to industry and other organizations, utilizing if necessary, the facilities of the University
2. The services/consultancy provided may be of the following types:



3. A request for consultancy services shall normally be received by the Vice-Chancellor or the Director, CIIPP on behalf of the University. It may, however, be received directly by a staff member and forwarded to the University for its consideration.
4. Permission to undertake consultancy work upto Rs. 5 lacs may be given by the Director, CIIPP on the recommendation of the Head of the Department or by any other person authorized to do so. Consultancy work of above Rs. 5 lacs of rupees shall be approved by the Vice-Chancellor.
  - 4.1 While approving of a consultancy proposal, the following will be taken into consideration:
    - (a) The normal duty of the individual staff member and the interest of the Department do not suffer.

- (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in a calendar year, including holidays).
- (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.
5. While working out the cost of consultancy project, the following be taken into consideration.
- 5.1 Cost of consultants' time, including intellectual fee.
- 5.2 Cost of man days of the staff taking part in the project excluding the consultant(s).
- 5.3 T.A and D.A (as per agreement with the client).
- 5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.
- 5.5 Usage charges on equipment (including depreciation and utilities, interalia).
- 5.6 Payment to outside consultants.
- 5.7 Cost of stationery.
- 5.8 Computer charges.
- 5.9 Miscellaneous.
- 5.10 Administrative Charges (10% of 5.2 to 5.9)
- 5.11. Service Tax Charges (as per government notification)
6. The client shall pay 50% of the total project cost or the cost of the items 5.2 to 5.9 above, whichever is higher, in advance to the University Consultancy. All payments will be received by the University under a separate budget head of "Consultancy Services".
7. The Consultancy Service may be categorized into three classes.



8. Once the terms of consultancy have been approved, contract signed and advance received, it becomes the duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time. For this purpose, he may make temporary appointments of full time or part time staff for a period up to one year, draw advances and make expenditure in accordance with the requirements as the project progresses. Vice chancellor's approval will be required for appointment of staff for a period of more than one year.
9. The distribution of consultancy amount received will be as under.
  - 9.1. In case of Advisory Consultancy (7.1 above), 70% of the amount received for item 5.1 (cost of consultants' time, including intellectual fee) will be paid to the consultant(s) and 30% will accrue to the University.
  - 9.2. Similarly, in case of Service consultancy (7.2 and 7.3 above), 70% of the amount received for item 5.1 above will be paid to the consultant(s) involved and 30% will accrue to the University.
10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amount will be as under.
  - 10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Corpus Fund "Development Fund" and 50% will be available to the department concerned for the purchase of equipment/ material/ repair of the existing equipment/ maintenance of laboratory infrastructure or for any academic activity/ industry participation activity, upon request by the department. The consultant needs to utilize the department share within a period of one year after the completion of the project. In case it is not utilized, the same would be credited to the "CIIPP Account" and will not be available to the Department. The same will be utilized for strengthening the infrastructure of CIIPP, seminars, workshops and promotion of industry/academic interaction activities organized by the CIIPP.
  - 10.2 The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor or any other person so authorized by him.
- 11.1 Examination duties, delivering special lectures, participation in University, College, Public Service Commission Selection Committees and membership Board of Directors of Companies are not included in consultancy services.



- 11.2 The University may undertake outside work requiring the services of the technical staff of the University, which is part of their normal duty, on such terms and conditions as may be approved by the Vice-chancellor.
12. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultant and the University) of a fixed percentage (to be decided by the Vice Chancellor) will be paid to the University by the client.
13. At the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project and the audited statement of accounts will be submitted to the Director-CIIPP for its records. Any un-utilized amount from the Department share will be transferred to the CIIPP current account after one year of the project's completion date and any other un-utilized amount of the other budget heads will be transferred to the 'Development Fund' of the University.
14. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.

## ANNEXURE – I

### (On Detailed Costing)

**(A) Cost of Labour**

This means the estimated OTA paid to technical / ministerial staff to the Department/ Centre(s) involved in the project and salaries for any specialized labour to be hired specifically for the project. If a staff member engaged on work is not eligible for OTA as per rules of the University, he will be paid honorarium from this provision.

**(B) Cost of Material**

An estimate cost of material to be specifically procured for the project.

**(C) Overheads to the University for use of University equipment.**

This includes charges for use of facilities depreciation, utilities and handling charges etc. and would be levied for all equipment except the computer and other sophisticated equipment / machines declared as central facilities. For purpose of estimating this cost, a fixed amount of 15% of the total consultancy charges will be levied. Any change done to equipment will be repaired out of these charges.

No charges under this head will be made if University equipment is not used or if only computer or central facilities are used.

**(D) Computer charges and charge for use of Central Facilities**

Charges for the use of these facilities will be budgeted as per the time-sharing rules of these facilities for outside parties as may be approved by the University from time to time.

**(E) TA / DA for visits**

An estimated charge on the basis of rates settled with 'Client Firm' but if no rates are settled the payment will be as per University Rules.

**(F) Contingencies**

An estimated charge for any contingent expenses expected to be included.

**(G) Administrative over-head charges**

A fixed amount of 5% of the total consultancy charges will be levied for the hire of administrative staff for handling consultancy work or for payment of honorarium to the staff of the administrative office handling such work.

## ANNEXURE – II

### Consultant Certificate:

- Certified that this consultancy assignment shall not clash with my teaching in the department or any other official duty at the University.
- That the interest of my department/University shall not suffer.
- That the duration of my total consultancy work in a calendar year shall not be more than 60 days (60 days in a calendar year, including holidays)
- That the total annual income of my all consultancy work shall not exceed my total emoluments for six months in the calendar year.

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(Consultant's Signature)

Address (Office)

(Residence)

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Chairperson's Recommendations

Chairperson  
Signature with official stamp

### Contact person and Address:

The Honorary Director  
Centre for Industry Institute Partnership Programme (CIIPP)  
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