

Approved vide Reso No 3 DL 25/6/07
of NSET.

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

AMENDED RULES OF THE INDUSTRIAL CONSULTANCY CELL

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- a) The Principal and members of the academic staff are permitted to engage themselves in consultancy practice to such extent which will not interfere with the discharge of their duties and within such limits as the management lay down from time to time. Attempts should also be made to involve the research/post-graduate students in such work. All consultancy whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of the institute availed, is considered as official consultancy for which prior approval of the Principal is required. However in the case of principal, the permission for undertaking the consultancy work will be taken by him from time to time from the chair/vice-chairman Managing Committee.
 - b) For urgent testing of materials in the laboratories, the consultants may accept the work in anticipation of the approval of the Principal but should get the formal approval of the Principal within a week of the date of receipt of job.
 - c) Before undertaking a project/consultancy job written confirmation from the client firm to the effect that the rates to be charged/from them as also the other terms and conditions are acceptable to them.

GENERAL RULES

- 1) The total remuneration earned by a member of the college staff during the whole financial year on account of consultation/testing work etc. should not exceed the following limits of his yearly basic pay plus special pay, if any plus DA. Anything in excess of this may be credited to the consultancy development fund:-

Sr. No	Description	Existing	Proposed
a)	Teaching staff	100%	70%
b)	Laboratories other technical staff	60%	40%
c)	Office staff and all other class-IV employees	40%	30%
d)	Consultancy Staff		
	Technical/Field staff	*	25%
	Non-Technical/office	*	15%

- 2) For consultation work involving only personal discussions with members of staff, the firm may be charged at the rate of Rs. 200/- per hour. The fee for visit to the site of work for such consultation work, will be on per day basis at mutually acceptable rate as per rules subject to a maximum of Rs. 1000 per day. These charges will be in addition to TA and DA at rates payable to the members of staff as mutually agreed upon with the client firm, the fees will be shared with the college as per consultancy rules of individual consultancy.
- 3) For regular consultation to a particular organization on a retainer basis where fees are paid on monthly rate, the fees received will be shared with the college as per rules of individual consultancy.
- 4) The administrative charges will be 5% on the net income/net income means-total money received minus the expenditure on material, TA/DA, computer charges, cost of labour and Transport charges etc. These admn. Charges are to be distributed to staff of college office, staff of the departmental office and other connected administrative and class IV employees. The norms for the distribution of the charges may be decided by the Principal.
2% charges will be made on net income on the project of institutional consultancy for employing temporary staff in the consultancy. These charges will be chargeable to the clients.

* Not specifically mentioned

5 a) The incharge of consultancy cell is Dean (Consultancy) being appointed by the principal amongst the existing faculty as per college norms. This charge is in addition to the existing duties of the concerned faculty. To assist the Dean (Consultancy) a committee consisting of faculty members from different departments should be constituted. One member among the committee will act as a coordinator, who shall interact with outside agencies as well as with the internal departments of the college for smooth functioning of the cell and timely completion of the job of external agency.

b) The Dean Consultancy Cell may make contractual appointments to assist him in consultancy work purely on consolidated salary with the approval of the Principal for the tenure of the project.

Technical	Rs. 5000 – 6000 consolidated per month
Clerical	Rs. 4000 – 5000 consolidated per month
Class-IV	Rs. 3500 – 4000 consolidated per month

Following positions for Consultancy Cell is proposed for approval:

Clerks	3 Nos.
Driver	1 No.
Boring-man	2 Nos.
Sweeper cum Attendants	2 Nos.
Attendant (on deputation at DTE)	1 No.
Chowkidar	1 No.

All these positions are purely temporary and contractual.

It is also proposed that whenever any position of similar cadre falls vacant in College, the above exiting consultancy cell staff may be adjusted against that, strictly as per College rules. Thus, the post falling vacant in case of adjustment/resignation/retirement shall be filled on contract as per college rules.

c) A corpus fund should be created by earmarking 10% amount per year from the total college income/consultancy development fund, so that in case of any urgency/contingency, the salary and other obligations of the above mentioned staff (5b) may be met.

d) With the permission of Principal the Dean Consultancy Cell may incur expenses on hospitality in connection with the consultancy work as per norms prescribed from time to time by the principal.

e) For any outside visits, leave as due may be availed by the concerned staff members, special casual leave on recommendation of the head of Department shall be permitted by the Principal to a faculty member up to 5 days during a calendar year, to undertake institutional consultancy under special circumstances.

6) For long duration consultancy projects which are likely to continue beyond a financial year, the project work may be planned in phases with advance fee received before starting each phase. Payment of consultancy fee will be made immediately after the concerned consultant has submitted the project report. The consultancy fund which has become due for disbursement in a financial year should be distributed in that very financial year.

7) The industrial consultancy development fund would not be amalgamated with the general revenue of institution. This fund will be utilized as :

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| <p>a) 50% of the amount to be used by the consultancy cell for promotion consultancy work. This amount will be utilized for building facilities in different departments for promoting consultancy work. This amount will be utilized by the Dean Consultancy with prior approval of Principal.</p> <p>b) The remaining 50% will be utilized by the Trust for the Development of Institution with recommendation of the Managing Committee.</p> |
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8) The interpretation of the rules, as and when required will be sought from the Board of Trustees.

9) For making any purchase in connection with consultancy work the college purchase rules to be followed in general. But Dean Consultancy is authorized to make emergency purchases in the interest of the work with the approval of Principal .

For purpose of these rules consultancy projects are categorised as:

- A) Individual Consultancy
- B) Institutional Consultancy
- C) Routine Consultancy

A) **Individual Consultancy**

1. Individual consultancies are those consultancy projects in which no technical facility (including the computer) is availed of at the institute by the consultants for rendering the consultancy services. Under this consultancy arrangement, outside parties are free to approach members of the academic staff concerned to get assistance or advice from them on specified area or problem.
2. Each consultant in such cases is required to obtain the prior permission of the principal for carrying out the work. While seeking permission the consultant in such cases is required to submit a proposal indicating the specific nature of the work involved, the period of the consultancy and the fee proposed to be charged for the service to be rendered. Records will be maintained by the Administration/Industrial Consultancy Cell and the Head of Departments concerned.
3. The total amount to be charged will be estimated by the consultant and deposited with the consultancy income fund prior to the start of work.

may be shown under the head 'expenses' and disbursed. Any visiting fee for the visit of the consultant will be apportioned as per clause 3 above.

7. In case the consultancy work results in a patent, the institute patent rules will apply and the share of the profits to be accrued out of such investments should be distributed, between the consultant, the institute and the client firm equally. The same will be the case for royalties received from designs developed as institute work except that in this case the institute itself will be considered the 'client firm'.
8. Each individual consultancy will be accorded a consultancy number by the department/centre as per a scheme given by the Administration/Industrial Consultancy Cell. All documents in the institute, concerning a particular scheme should be maintained in each department containing the following details:

Consultancy number, nature of work sponsoring organization,
Detail of payment and dates of commencement and completion of the work:

A similar record should be maintained for each department by the Administration/Industrial consultancy cell.

9. A copy of the reports submitted to the 'client firm' will be filed in the Department. Also the copy will be sent to the Industrial Consultancy Cell for their record. In case the information in the report is considered 'classified' by the consultancy client firm, a brief note to this effect should be filed with the department and the industrial consultancy cell. The report should be made available as soon as it is declassified.
10. The consultant/head of department will directly deal with the client in all matters regarding the consultancy.

The total amount received will be apportioned as under:-

Description	Existing	Proposed
College Income/Dep.charges etc.	15%	15%
Administrative overhead charges on net receipt	05%	5%
The Balance 80% will be distributed as under:		
Consultants and assistances	70%	60%
Industrial consultancy service	30%	40%
Dev.Fund		

4. The Principal will grant approval of all expenditure under the head expenses as well as honorarium
5. The staff in the departments/centres and Central Administrative Officer who deal with the correspondence and accounting part of the consultancy work may be paid honorarium, from the money received under 'Administrative Overhead Charges'. The amount to be paid in individual cases will be recommended by the Head and approved by the Principal. Any excess amount collected under the head Administrative Head charges will be carried over to next year for the use as desired by the Principal. The staff of industrial consultancy cell who are specially employed for processing consultancy work will not get any additional amount from the Administrative Over head charges under Institutional Consultancy.
6. In case the consultant is required to visit an industry in connection with the consultancy scheme, the TA/DA charges are to be mutually settled to the relevant rules of the Institute applicable to a person of the status of the consultant. The consultant would be given leave of the kind due for the period of his absence from the institute in connection with this consultancy by the client firm of

B) Institutional Consultancy:

1. Under this consultancy arrangement, outside parties would request the institute or a particular individual in the institute to undertake a specified project wherein institute is approached, the Principal/officer incharge Industrial Consultancy Cell will identify the department/centre that shall do the work depending upon the competence/and facilities available for undertaking such work. The head of Department of centre then assigns the jobs to individual/groups of individuals that are competent to undertake the work according to some predetermined system arrived at by consensus in the department/centre.
2. The consultants after bilateral discussions with the 'client firm' arrive at the terms and conditions for undertaking the project. A detailed costing of the project is prepared by the consultants under the following heads:-
 - A) Cost of Labour: This means that the estimate overtime allowable paid to technical/ministerial staff of the department/centres involved in the project and salaries for any specialized labour hired specifically for the project.
 - B) Cost of Materials: Estimated cost of material specifically procured for the project.
 - C) TA/DA for visits: An estimate charge on basis of rates settled with 'client firm'.
 - D) Computer charges: Charges for the use of computer will be budgeted as per the time sharing rules of the computer centre for outside parties.
 - E) Fee for Scientific and Technical Advice: The identified consultants are paid honorarium from this amount.

3. The consultants concerned are required to obtain the prior permission of the Principal for undertaking the work as well as approval of the detailed project costs. While seeking this sanction the consultants will indicate the specified nature of the job and the time of period involved. Since the institute equipment is evolved all requests for undertaking projects will be routed through the Professor-Incharge of the group/head of department or centre.
4. The charges listed under 'A' and 'B' and 'C' are the actual expenditure and will be disbursed as such. The Principal will authorize expenditure/payment under 'A' and 'C' and the Head of Department/Center will sanction the operation of funds under 'B' according to the approved Purchase Procedure of the Institute.
5. At the completion of the project the Principal/Officer Incharge of the industrial consultancy cell will authorize the crediting of charges under 'D' to the institute. The balance of total money received after deduction of A,B,C,D and any other charges will be distributed as follows:-

Description	Existing	Proposed
College income/depreciation charges etc.	15%	15%
Administrative Overhead charges	05%	05%
The balance 80% to be distributed to the consultants/Industrial consultancy services Dev.fund as under:-		
Consultant/Asstts	50%	40%
Industrial consultancy services Dev.Fund	50%	60%

6. The staff in the departments/centres and the centre administrative officer who deal with the correspondence and accounting work of a consultancy scheme may be paid honorarium from the money received under 'Administrative overhead charges'. The amount to be paid in individual case will be divided by the Principal, on recommendations of the head of department. Any excess amount collected under this head will be carried over to the next year for the use at the discretion of the Principal. The staff of the consultancy cell who are especially employed for processing consultancy cases will get no additional amount from the 'Administrative Overhead Charges'.
7. In case the consultant is required to visit an industry in connection with the consultancy scheme, the charges TA/DA are to be mutually settled between the consultant and the party concerned and need not be related to the relevant rules of the institute applicable to a person of the status of the consultant. The consultant would be given leave of the kind due for the period of his absence from the institute in connection with the consultancy work.
8. In case the consultancy work results in a patent, the institute patent rules will apply and the share of the profits to be accrued out of such inventions should be distributed between the institute, the 'client firm' and the consultant equally.
9. Each consultancy will be accorded a consultancy number by the department/centre as per a scheme given by the Administration/Industrial consultancy cell. All documents in the institute, concerning a particular scheme, should bear this identifying number, a register should be maintained in each department containing the following details:-

Consultancy number, nature of work, sponsoring organization, details of payment and dates of commencement and completion of the work.

A similar record should be maintained for each Department/Centre by the Administration/Industrial Consultancy Cell.

10. A copy of the reports submitted to the 'client firm' will be filed in the department. Also one copy will be sent to the industrial consultancy cell for their record. In case the information in the report is considered classified by the consultant/client firm, a brief note to this effect may be filed with the department and the industrial consultancy Cell. The report should be made available as soon as the information contained in it as 'de-classified'.
11. The consultant/heads of the departments or centres will deal directly with the client in all matters regarding a particular institutional consultancy scheme.

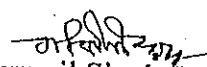
C) Routine Consultancy

1. Routine Consultancy projects are those which involve routine laboratory testing where in no interpretation of the results is called for, nor where any technical advice is to be rendered, nor where the test results are processed further.
2. The professor-incharge of groups will draw up standard rates for each work and obtain approval of these rates from the Principal through the Head of Department /Centre subsequent approval for carrying out a particular out of this type (whose rates have been approved/will be given by the head of Department.
3. Fees received for routine consultancy will be credited to 'Consultancy Income Fund' prior to undertaken the work. The money received will be distributed as under:-


Description	Existing	Proposed
College income/depreciation charges etc.	15%	15%
Administrative over head charges etc.	05%	05%
The balance 80% will be distributed		
Consultant/and industrial consultancy		
Development fund as under:-		
Consultant/Asstt.	30%	30%
Industrial consultancy service Dev.Fund	70%	70%

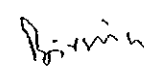
4. The profession-in-charge of groups/heads of departments will deal directly with the clients in all matters concerning, routine consultancy.
5. Each such consultant will be accorded a consultancy number by the department/centre as per a scheme given by the Administration/Industrial Consultancy Cell. All documents in the institute, concerning a particular scheme, should bear this identifying number. A register should be maintained in each department containing the following details:
 Consultancy number, nature of work sponsoring organization, details of payments, and the dates of commencement and completion of the work.
 A similar register should also be maintained for each department by the Administration/Industrial Consultancy Cell.

Rules will be reviewed after every five years.


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