

GUIDELINES FOR CONSULTANCY SERVICES



**Centre for Research
Sri Satya Sai University of Technology and Medical Sciences,
Sehore**

GUIDELINES FOR CONSULTANCY SERVICES

The Institute has expertise in various research areas to provide knowledge and intellectual inputs which are of interest to the industry and other organisations. Following guidelines will be used for engaging in any consultancy job:

1. A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organisations (within India and abroad), primarily for their purposes.
2. All payments for consultancy work must come in the name of Sri Satya Sai university of Technology and Medical Sciences, Sehore. The Institute will then do the needful for complying with statutory laws.
3. Faculty or Principal investigator (PI) will handle the project account and spend funds as required subjected to the approval of Vice Chancellor. Share of the Institute should also be transferred.
4. The requirement originates from the industry/other organisations concerned or faculty can approach industry/other organisations. The faculty is expected to estimate the time and cost required to accomplish the task.
5. Proposal is then prepared by the PI.
6. The budget for the proposal should be in one part. It should reflect project consultancy fee for PI, co-PI and other investigators, 50% overheads to SSSUTMS, and service tax on total amount, if applicable. Service tax is subject to periodic revision by the Government of India. Service tax is not applicable on projects, if the funds are received in foreign currency. Expenses on equipment, supporting manpower, and travel, contingency must also be included in the budget, if necessary. (The faculty is advised that if the expense on equipment, supplies, manpower, travel, etc. is large, then these must be proposed as a separate R & D project.). These are summarized in the table given below:

Budget for Consulting Projects		
Consulting fee to be paid to PI	A	
Consulting fee to be paid to co-PI	B	
Consulting fee to be paid to other investigators	C	
Total consulting fee		$D = A+B+C$
Equipment	E	
Supplies and any contingent expenses	F	
Manpower (students, external experts)	G	
Travel etc.	H	
Total other expenses		$J = E+F+G+H$
Total expenses		$K = D + J$
Overheads to SSSUMTS (50% of Total consulting fee)		$L = 0.5*K$
Sub-total including overheads		$M = K+L$
Service tax		$N = 0.18*M$
Total consulting charges		$P = M + N$

7. All consultancy proposals must be sent under signature of the PI to Director of CRI for endorsement and approval by Vice chancellor.

8. CRI office will assign a unique internal number to the project proposal.

9. The expenditure and disbursements will be made through normal Institute procedures. The project expenditure for equipment and consumables will be maintained in a separate stock register by PI.

10. DISTRIBUTION OF CONSULTANCY FUNDS

(a) Consultancy Projects

The Fund for Consultancy work will be operated by Director of CRI. The expenditure towards contingencies shall not be more than 25% of the consultancy amount. If it exceeds prior permission from Director CRI required. The consultancy projects where outside agencies will be involved through MOU approved by Academic council shall follow the norms of the MOU. The norms for calculation of various percentages for distribution of the total money received from client (excluding service tax in every case) will be as follows:

General Disbursement Rules

- Total money received from client (after deducting service tax) = **M**
- Amount paid as Institute share in the beginning **I** = $x \% M$
(*IDF-As per the Type of Consultancy*),
- Remaining amount **Q** = **M – I**
- Total expenditure on the project = **R**
- Savings **S** = (**Q – R**)

Amount **S** to be distributed as follows:

- a) For Investigators & technical and supporting staff
who involved in consultancy work **A** = 90% **S**
 - For teaching faculty = 0.75 **A**
 - For supporting staff = 0.25 **A**
- b) Accounts section **B** = 5% **S**
(account and supporting staff)
- c) CRI cell **C** = 5% **S**
 - Director, CRI = 0.55 **C**
 - Concern HOD = 0.45 **C**

The disbursement as per the above has to be submitted by Principal Investigator along with a copy of the report duly endorsed by the client and forwarded by the concerned HOD for further processing/ or details of report dispatched should be mentioned in disbursement note.

Consultancy work without use of laboratory facilities (Type-I)

- Total money received from client (after deducting service tax) = **M**
- Amount paid as Institute share in the beginning **I** = $x \% M = 0.25 M$
- Remaining amount **Q** = $Y \% M = 0.75 M$
- Total expenditure on the project = **R**
- Savings **S** = (**Q – R**)

Consultancy work involving use of laboratory facilities (Type-II)

For Consultancy work involving use of Laboratory facilities, the norms for calculation of various percentages for distribution will be as follows:

Total money received from client (after deducting service tax)	=	M
Amount paid as Institute share in the beginning	I	= 0.35 M
Remaining amount	Q	= 0.65 M
Total expenditure on the project	=	R
Savings	S	= Q – R

Departmental Consultancy Projects

Type-III Projects (Testing and calibration) the norms for calculation of various percentages for distribution will be as follows:

Total money received from client (after deducting service tax)	=	M
Amount paid as Institute share in the beginning	I	= 0.5 M
Remaining amount	Q	= 0.5 M
Savings	S	= Q

11. IPR issue: All IPR related issues are agreed between the PI and the funding agency and should be cleared by CRI before signing MoU/agreement. Preferably, IPR will be jointly shared by SSSUTMS and the industry/ organization unless specified in agreement.
12. When MoU/agreement is cleared from all angles and acceptable to both the parties, it will be signed by the PI and Director of CRI and industry/organization. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of Director of CRI and a copy given to Finance section of the university.
13. Project responsibility: These projects are headed by a Principal Investigator (PI), and may have Co-Principal Investigators (co-PIs) and the deliverables are the responsibility of the PIs. The Institute provides the PIs necessary support.
14. The statement of expenditure and utilization certificate will be prepared at every financial year end by the competent designated authority, if required.
15. After completion of the project, final report should be submitted by PI to the funding agency with a copy to the office of CRI.
16. The project file will be closed with the submission of the final technical and financial project report and transfer of the non-consumables and consumables to the concern department.
17. The time spent on consultancy and related assignments shall be limited to the equivalent of 52 working days in a year, preferably at the rate of one working day per week. In addition, Consultants may be permitted to utilize, on an average one non-working day per week.
18. Consultancy assignments may be taken up and implemented, within the constraints indicated above, provided they do not have any adverse impact on the ongoing academic, research and related activities. Further, such assignments need to be carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

19. The services of employees of the Institute may be utilized for the execution of the consultancy projects provided it does not affect their primary functions and responsibilities to the Institute. Such work by employees may be compensated by suitable honoraria and must be a part of budget.

20. Students who are willing to work on consultancy projects may be permitted as per Institute norms to do so provided it does not affect their academic commitments and performance. Such work by students may be compensated by suitable honoraria and must be a part of budget.

21. Travel out of the campus on account of consultancy activities should be undertaken with intimation to the Head of the Department.

22. Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Director of CRI. In emergencies, prior intimation and subsequent sanction could be considered acceptable.

Testing Projects

The word refers to testing a component or a product against a standard. Examples could be testing the strength of concrete in construction, compaction strength of soil, calibration of pressure gauges, and chemical identification, drugs identifications, estimation and evaluation of unknown species. The Institute will undertake testing jobs provided facilities are available and such testing does not interfere with any teaching or research work. The testing jobs can be initiated by faculty once request is received for the testing job. The procedure for overall operation of the project is similar like that of consultancy project.

General Guidelines

1. Limitations: Undertaking routine testing jobs is to be discouraged. Sufficient caution also needs to be exercised to ensure that consultancy projects do not interfere with the normal duties of Faculty members.

2. Involving Foreign Collaborators: The proposals involving foreign collaborators must have funding support given to each partner in accordance with the National Laws, Rules, Regulations and procedures in effect.

3. Publications of Results: Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should adhere to the guidelines of sponsoring agency and acknowledge the assistance received from sponsoring agency in the publications.

If the results of research are to be legally protected, the results should not be published without action being taken to secure legal protection for the research results.

4. External Consultants in Consultancy Projects: The services of external consultants may be utilized to a limited extent in order to provide comprehensive services to clients. Such external candidates will be entitled to a lump sum honorarium/ fees subject to the approval of Vice Chancellor. The honoraria payable to external consultants may not exceed 30% of the total consultancy fee specified in the Consultancy Projects Proposal.

5. Conflict of Interest: Consultants shall disclose to the Director (CRI) in writing, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to

whom payments are made from the project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. Director (CRI) will review such cases and decide appropriately, with the advice of a committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the Institute and to the profession.

Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that (i) suggests that the Institute approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or (iii) may be interpreted to communicate the official position of the Institute on any issue of public interest.