

Govt. V.Y.T. PG Autonomous College, Durg



Consultancy Rules

Internal Quality Assurance Cell (IQAC)

GOVT. V.Y.T. PG. AUTONOMOUS COLLEGE, DURG (C.G.)

Accredited with A+ grade by NAAC
Potential of Excellence (Phase-III) – UGC
Centre of Excellence in Science



Consultancy Rules

2021

Rules for Consultancy

1. Title and Commencement

Rules for Consultancy in learning at Govt. V.Y.T. PG Autonomous College, Durg
These rules shall come into force with effect from date of the approval of Academic and Executive Council

2. Applicability

These rules shall apply to:

- a) The college Teachers, who are as enlisted for the purpose of these rules.
- b) The teaching department and other units as are declared consultancy units for institutional and departmental consultancy.
- c) Party or the organization that requests consultancy in specific, or/and to solve their problems.

3. Definitions

- a) "Consultancy" means professional services giving expert advice in a particular field. It will include expert guidance by the teachers of college departments as consultants for the purpose of these rules, in specific areas as may be requested by a party or an organization to solve their problems. It will also include technical know-how and expertise that might involve utilization of equipments and space and other infrastructure of the college/ departments for this purpose. Examinations, Lectures, Selection committees, and other professional responsibilities of a teacher shall not be included in the term "Consultancy".
- b) "Consultant" means a Teacher who has been enlisted by the college on the basis of the details of his professional areas, specialization to provide.
- c) "Consultancy Unit" a department of the college, which has been declared on the basis of the details of the professional areas of the concerned unit, their specialization, infrastructural facilities and human resources.
- d) "Consultancy Fee" means fee charged for consultancy comprising of (i) Share of the consultant (s) (ii) Share for the professional faculty fund in the case of teacher consultant and college development fund in the case of officer consultant (iii) Administrative and Overhead charges.
- e) "Institutional Facilities" means infrastructural facilities including space, furniture & fixtures, electricity, water, utensils, glassware, lab equipment, computer, software and books etc. of the consultant unit of the college.
- f) "Professional Faculty Fund" may be established by the college for the department concerned, to cover the depreciation and maintenance charges for the laboratory equipment instruments, computers and also to strengthen the infrastructure of the department(s) concerned.
- g) "Hiring services" means (i) Secretarial, Stenography and Data entry services (ii) Research fellowship including JRF/SRF and other kind of research services

(iii) technical services including data and /or sample analysis (iv) casual labour.

- h) "Administrative and Overhead charges" "the amount specified to be distributed among the staff of the consultant unit concerned and the nodal office for dealing with the correspondence and accounting part of the consultancy work as honorarium.

4. **Competent Authority:**

The Principal of the institution shall be the competent authority.

5. **Scope of Consultancy:**

- a) To allow the College teachers to utilize their potential as advisors/consultants, to take-up research projects consultancy sponsored by private parties, industries, government including organizations/institutions including government tenders to help in attaining financial self-sufficiency of the University.
- b) Consultancy is a Service, for which the Head of the Teaching Department will prepare the details of the professional areas (Specialization of the Teacher of the Department) infrastructural facilities available with the department that may be used for providing consultancy and indicating therewith the relevant areas in which consultancy can be provided to get its unit declared as consultant unit.
- c) Consultancy work shall be done under the name and personal signature of the individual or a group leader, who has got, himself enlisted as consultant with the college.
- d) The consultancy work shall not interfere with the normal teaching/research work of the department.

6. **Categories of Consultancy**

Consultancy may be provided in the following categories

- a) Individual consultancy without institutional facilities - Provided by one enlisted consultant, which will be restricted to advising activities or technical expertise at any other place then the college Campus.
- b) Individual consultancy with institutional facilities - The individual consultant may use the facility of the consultant unit to perform the specific task.
- c) Group consultancy without institutional facilities - The consultancy provided by a group within the department concerned or from more than one department, which will be restricted to advising activities or technical expertise at any other place than the college Campus.
- d) Group consultancy with institutional facilities - The consultants may use the instruments, available software(s) provided by the college.

7. **Procedure:**

- For providing services to consultancy under any of the categories specified in Rule 6, the consultant must obtain prior permission of the Principal of the college on a prescribed format giving details of the facilities required for the purpose, intimating therewith the terms of consultancy to be provided as

individual consultancy without institutional facilities. In the case of consultancy with institutional facilities, the consultant(s) must intimate the details of the facilities as are required for the consultancy proposed.

- The prescribed format must be submitted through the Head of the Department concerned.
- The party/organization that requires consultancy must submit a proposal comprising therewith the problem required to be solved or the area for which consultancy is needed and also the following:
 - a. Title of the consultancy job.
 - b. Duration of work with proposed date to start.
 - c. Name of the staff members and other outside experts who will be involved in providing the consultancy.
 - d. Distribution of consultancy workload (in %) for each consultant and department by name (where group consultancy is required).

Sr. No.	Name of Consultant	Workload (%)	Name of Department	Workload (%)

- e. Details about the lab equipment and lab staff, if college facilities are required.
- f. Cost of material to be used in carrying out the consultancy
- g. Hiring services.
- h. T.A. and D.A for visit to the sites or otherwise.
- i. Consultancy Fees if any.

8. Consultancy fees

- The fee shall be determined as per the nature and volume of the work and the requirement of the institutional facilities.
- Consultancy fee shall be charged in advance except in the case of Government Agencies, Semi Government Agencies and Autonomous Bodies
- The consultancy shall be paid in cash or through RTGS

9. Scrutiny of the Proposal:

Proposal of consultancy shall be scrutinized by a committee appointed by Principal

10. Sharing of the consultancy fees:

The amount received as consultancy fees shall be distributed as under:

- i. The consultant providing individual consultancy without institutional facilities shall receive 80% of the consultancy fee paid by the party/organisation. 10% of the fee shall be remitted to the professional faculty fund of the department concerned remaining two shall be used for administrative /overhead charge.
- ii. The consultant providing individual consultancy with institutional facilities shall receive 60% of the consultancy fee paid by the party/organisation. 30%

- of the fee shall be remitted to the professional faculty fund of the department concerned. Remaining shall be used for administrative/overhead charges.
- iii. The consultants providing group consultancy without institutional facilities shall distribute among them as per their workload an amount equal to 60% of the consultancy fee paid by party/organization. 20% of the fee shall also be distributed in proportion of the departmental workload to the Professional Faculty Fund of the Departments concerned and the remaining 20% shall be used for administrative overhead charges.
- iv. The consultant providing group consultancy with institutional facilities shall distribute among them as per their workload an amount equal to 50% of the consultancy fee paid by the party/organization. 30% of the fee shall be distributed in proportion of the departmental workload to the Professional Faculty Fund of each Department concerned and the remaining 20% shall be used for administrative/overhead charges.

11. Payment for University facilities:

The expenses incurred for the use of college facilities on actual basis shall be borne by the party/organization over and above the consultancy fees and that will be remitted to the college fund.

12. Ceiling:

The enlisted consultant(s) may receive as his share an amount limited to Rs. 1,00,000/- per annum or up to the limit prescribed by the Executive Council from time to time. Any amount in excess of the prescribed limit shall be remitted by the consultant concerned to the Professional Faculty Fund of the Department concerned.

13. Traveling and Daily Allowance:

Travelling and Daily Allowance to the Consultant(s) shall be paid by the party/organization as per the proposal agreed to. For this purpose, he/she shall be treated on duty.

14. Taxes

Taxes as are applicable shall be paid on the earning through consultancy by the concerned consultant(s) or by the party/organisation and shall be deducted by the college at source.


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