

**BANARAS HINDU UNIVERSITY**  
OFFICE OF THE REGISTRAR (GAD)  
VARANASI-221005

**Ref: No.R/GAD/Consultancy/110/ 17446**

**Dated: 25<sup>th</sup> July, 2006**

The Directors of Institutes,  
The Deans of Faculties,  
The Heads of Departments/ Offices/ Units,  
The Principal of College/ Schools,  
The Dy.Registrar (Accounts),  
The Dy.Registrar (Development),  
Banaras Hindu University.

Dear Sir/ Madam,

I am directed to inform you the Executive Council vide its Resolution No.30 dated March 2, 2006 has approved the Unified University Consultancy Rules in principle.

A copy of the **Unified University Consultancy Rules** is enclosed for information and necessary action. The directives contained in the said Consultancy Rules will come into force with immediate effect until further orders.

Encl: as above.

Yours faithfully,

  
**DY.REGISTRAR (GAD)**  


## **UNIFIED UNIVERSITY CONSULTANCY RULES**

### **OBJECTIVE**

The University Consultancy Services (UCS) for each Institute /Faculty shall serve as the liaison between the Institutes, Faculties and different industries, commercial Organizations, Govt. agencies and individual interest users of the technical and scientific expertise available in the University. The working of the consultancy centers shall be to promote and facilitate better collaboration with a view to make available special laboratory facilities and expertise of the faculty and technical staff in tackling problems of mutual interests. The collaborative work be so chosen so as to provide special opportunities to teachers, technical staff and students to enrich their knowledge and experiences solving practical problems and developing new ideas for post graduate and research programmes.

### **ADMINISTRATION OF CONSULTANCY SERVICES**

The University Consultancy Services (UCS) shall be administered by an Advisory Committee consisting of the following:

1. Director / Dean - **Chairman**
2. Two Professors of the Institutes / Faculties (other than the Dean / Director) not more than one from a Department. - **Member**
3. One faculty member from the Department from where the consultancy proposal is under process to be nominated by the HOD / Coordinator through the PPC of the Department / School - **Member**
4. Professor - in - Charge (to be nominated by the Director /Dean as the case may be ) - **Member**
5. Deputy Registrar / Assistant Registrar (as the case may be) - **Secretary**

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

There shall be an Executive Committee consisting of the Chairman, Professor - in - Charge and three members of the Advisory Committee who shall be nominated by the Chairman. The Executive Committee shall be vested with the responsibility of looking after the day - to -day administrative and financial matters of the UCS. The Deputy Registrar / Assistant Registrar shall be the Secretary of the Executive Committee.

For better upkeep of records, maintenance of accounts and preparation of annual reports the UCC may appoint an office assistant on fixed salary out of the fund assigned as administrative share of the Institute / Faculty.

### **Mode of acceptance of consultancy work :-**

The specific consultancy assignments can be taken up by teachers directly or through the concerned Institute / Faculty or through the Head / Coordinator / Professor - in - Charge of the Department / School / Centre or the Chairman, Consultancy Services concerned. All such assignments shall be reported generally in advance to the Professor - in - Charge of the Consultancy Services and also the Head / Coordinator of the concerned Department / School.

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**Note 1** :- In addition to these consultancy rules, the Department may adopt mutually agreed terms for taking up consultancy work after the same is approved by the Chairman.

**Note 2** :- In case the client and consultant are close relatives, the consultancy assignment must be vetted by the Chairman of the Consultancy Centre before the same is accepted.

**Note 3** :- In addition to faculty members the consultancy assignments may taken up by the Research Scientist / Engineer / any other employee of the Institute / Faculty, who has expertise, henceforth would be referred as consultant.

**Selection Committee for Appointment :**

It may be necessary to have additional staff for assisting the Consultant to complete the consultancy assignment.

**(a) Creation of position(S):**

The Consultant concerned would submit a proposal to the Director / Dean giving justification for each additional staff to be recruited along with clearly marked duration of such appointments. The Consultant concerned will also specify the qualification for recruitment and their emoluments if the post created for a period of less than six months.

**(b) Selection Committee for Such Appointment (S) :**

Director / Dean as **Chairman**, Professor - Incharge of the consultancy to be nominated by the Director /Dean as the case may be as **Member**, Head of concerned Department as **Member** and the teacher concerned as **Convener**.

A SC /ST representative to be nominated by the Director / Dean ( as the case may be) out of the SC /ST observers list provided by the University.

**TA /DA Rules**

For consultancy outside the BHU campus the teacher concerned and technician, expert etc accompanying him would be entitled to normal TA /DA rules of the University. However, the sanctioning authority would be the Professor Incharge of the Consultancy Services including the Air Fare, Hotel Charges and local conveyance charges at actuals.

**Proforma for approval of Consultancy Project / Consultancy**

**Annexure - III ( a ) & III ( b)**

Proforma of the agreement to be executed between the client and the Professor Incharge of the respective Consultancy Services.

**Hospitality to the Client :**

The prospective client would be entitled to local hospitality to be charged as expenses from the receipt of the consultancy charges. The University shall provide accommodation (if available) at concessional rate as applicable to the guest of the University to the prospective client.

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Till the agreement is executed between the client and the Professor - Incharge, all expenses on local hospitality is to be borne by the client.

**Deduction of Income Tax at source :**

The Secretary of the Consultancy Services would ensure deduction of income tax at source as per the rules of the University and submit a statement to the salary section for compiling or final income tax of the teacher /employee concerned.

**Responsibility of the Secretary to the Consultancy Services**

1. The Secretary shall ensure holding at least two Advisory Committee meeting in an academic year.
2. Publication of Annual Report.
3. Income Tax Deduction at source and its deposition.
4. Upkeep of day - to - day records.

**Type of Consultancy**

The consultancy work may be either (a) based on Laboratory and or other infrastructure and expertise of a faculty member and or (b) based on expertise of a faculty being of advisory nature.

**Fixation of Charges / Fees**

The charges / fees for specific assignments related to consultancy shall include one or more of the following components:

1. Visiting fees for visits of faculty members and other staff to the client (s).
2. Consultancy charges
3. Cost of materials
4. Hiring of temporary staff
5. Expenses of the filed work
6. Cost of additional equipment and development of infrastructure
7. Expenses incurred in preparation of progress report
8. Any other expenses not covered as above.

**Charges for Central Facilities**

A uniform rate of usage of Central facilities is to be worked out from time to time by the Executive Committee of the Institute /Faculty and circulated among the faculty members of the University.

**Collection of Consultancy Charges /Fees**

- (a) Collection of consultancy charges shall be payable by Demand Draft in favour of Consultancy Services of the Institute /Faculty. A special account entitled Consultancy Service - Institute /Faculty shall be opened for this purpose in the SBI or Bank of Baroda, BHU - Branch.
- (b) All amounts charged for any work shall be made out in quadruplicate (four copies) which shall be for issue /record to (1) Client industry (2) Consultancy Services Office (3) Concerned Department /School /Centre of the Institute /Faculty and (4) Faculty member assigned the consultancy work.

**Distribution of Consultancy Earnings:**

(a) All the earnings of consultancy be deposited in the Special Fund of the University in the following proportion:

1.	Faculty members and Lab. Staff including additional staff.	60%	60% for Faculty members and 40% for Lab. Staff including additional staff.
2.	R & D fund of the Department	15%	50% for Lab. Development of Department and 50% for Lab. Development of concerned consultant.
3.	R & D fund of the Institute/ Faculty	15%	_____
4.	Special fund of the University	10%	_____

**(b) Individual /Group consultancy not using Lab. Facilities**

(5)	Faculty members	-	70%
(6)	R & D Fund of the Department	-	10%
(7)	R & D fund of the Institute / Faculty	-	10%
(8)	General revenue of the University ( for providing incentive to R & D work in the Institute / Faculty)	-	10%

Distribution of the consultancy charges shall be subject to the submission of report to the client industry /organization under intimation to the consultancy services.

**Utilization of charges /fees received towards expenses**

- (a) The charges received towards the actual expenses for any consultancy work shall be used for the specific work for which it is charged.
- (b) Where necessary a Committee consisting of the following shall help in purchase of equipments / materials and for hiring of temporary staff as under:-

- (i) Professor - in - Charge of the Consultancy Services
- (ii) Individual teacher / group coordinator for the concerned work
- (iii) Head / Coordinator of the Concerned Department /School /Services where the consultancy work is undertaken
- (iv) Deputy Registrar / Assistant Registrar of the Institute / Faculty shall act as Secretary to the Committee.

(C) Any of the charges / fees received, but not utilized for the work shall be credited to the R & D fund of the concerned Department / School / Services.

**Involvement of non - teaching staff and P.G. students**

Individual teacher (s) and group coordinator (s) for any consultancy project can use the services of non - teaching staff and post graduate students of the Institute /Faculty who may be paid suitable remuneration out of the charges /fees received.

There shall be no upper limit to remuneration payable to a consultant.

**Duration of consultancy work and special consultancy leave**

A teacher / non - teaching staff shall be ordinarily permitted to spend a maximum of 30 days in any academic year for consultancy work., which requires visits outside the Institute /Faculty. This shall be treated as Special Consultancy Leave on Absence of Duty. This leave will be in addition to the usual duty leave, casual leave and other types of leave for which a teacher / non - teaching staff is entitled as per BHU rules. However, this leave can not be availed for more than 10 days at a time.

**Utilization of R & D Fund**

(a) **R & D fund of the Institute /Faculty :**

The amount credited to R & D fund of Institute / Faculty shall be used for the purpose of promoting consultancy, liaison and publicity work of the Institute /Faculty. Such expenses may also include provision of local hospitality to the visitors from the client Institutions / organizations, visit of the staff members to promote liaison work with the clients and improvement of Research facilities, publicity materials, information brochure, administrative requirements of the consultancy services and any other legal expenses which the services may incur.

(b) **R & D fund of the Department.**

The R & D fund of the Department shall be utilized for R & D activities of the faculty members and technical staff of the Department. This may include developing the relevant lab, which are not available and are likely to enhance the quality, reliability and ease of consultancy in the Department. This fund may also be used for supporting participation of faculty members in national / international seminars in exceptional cases. For this purpose the supplementary financial grant given to any teacher from the R & D fund shall be restricted to a maximum of Rs.10,000/-. Such support shall be available to those teachers who have contributed to the earnings of the Department. In exceptional cases, junior faculty members who have the potential for the consultancy work and have not yet executed any consultancy work may also be supported after the approval of the Head of Department.

**Documentation of Consultancy Services activities**

- (a) Suitable proforma shall be prepared by the consultancy services for taking up different jobs of consultancy work and also for submission of reports of the results to the clients by the concerned experts. The Professor -in - Charge of the Consultancy Service and Deputy Registrar / Assistant Registrar of the Institute / Faculty shall be responsible for maintenance of all records of the consultancy work.
- (b) Copy of all reports submitted to the clients shall be filed in the Department. One copy each shall be sent to the Chairman and Professor -in - Charge of the Consultancy Services.
- (c) A technical report of the work done by the consultancy services be prepared by the Professor - in - Charge of the Consultancy Services every year. Such reports shall also contain a description of Institute's / Faculty's major - expertise and facilities which shall serve the purpose of publicity, dissemination of the consultancy services capabilities and highlight its achievements. Separate web pages shall be opened on University website and dedicated to the consultancy services of the Institute /Faculty of the University. The Vice - Chancellor shall constitute a Committee under his Chairmanship to decide the modalities for such web page for which the fund would be met out of the R & D fund of the University collected out of consultancy work.