

# **CONSULTANCY RULES FOR ACADEMIC & TECHNICAL STAFF**



**CONSULTANCY DEVELOPMENT CELL  
BUNDELKHAND UNIVERSITY  
KANPUR ROAD, JHANSI : 284 128  
2019**

# CONSULTANCY RULES FOR THE ACADEMIC & TECHNICAL STAFF OF THE UNIVERSITY

## THE UNIVERSITY

The Bundelkhand University was established on August 25, 1975 by U P State Govt. as per State University Act 1973, as an affiliating institution. In 1986 it got the status of residential university with the approval of four teaching departments namely Department of Business Administration, Department of Rural Economics & Cooperation, Department of Mathematics & Computer Applications and Department of Library & Information Science. In 1996 Department of Tourism & Hotel Management, Department of Geology and Department of Food Technology were added. During the academic session 1999-2000, the University established a number of departments under Self Finance Scheme as per after approval of the State Govt. The University got recognition under Section 12-B and 2(f) of University Grants Commission in 2001.

Today, the university is standing tall on 187 acres of lush green land with 38 Teaching Departments classified in 9 Faculties for coordinated teaching in particular and effective governance in general. It is running more than 100 courses at UG, PG and doctoral level in most of the Departments.

Presently Bundelkhand University, Jhansi is the only premier institute of higher learning and research representing 7 districts of Bundelkhand region. The University is running more than 100 Undergraduate, Postgraduate and Doctoral courses in its 27 institutes of higher learning namely **Institute of Engineering & Technology, Institute of Pharmacy, Institute of Agricultural Sciences, Institute of Education, Institute of Management Studies, Institute of Computer & System Sciences, Institute of Banking Economics & Finance, Institute of Tourism & Hotel Management, Institute of Biomedical Science, Institute of Law, Institute of Mass Comm. & Journalism, Institute of Physical Education, Institute of Home Science, Institute of Music & Fine Arts, Institute of Rehabilitation, Institute of Environment & Development Studies, Institute of Library & Information Science, Institute of Basic Sciences, Institute of Life Sciences, Institute of Food**

**Technology, Institute of Ayurved and Alternative Medicine, Institute of Social Sciences, Institute of Forensic Science and Institute of Languages.**

The University has been accredited thrice by the National Assessment and Accreditation Council in 2005, 2011 and 2017. It has also been recognized as Number One University of Uttar Pradesh by the Govt. of U.P. for its professionally viable courses, regularity of academic calendar and huge infrastructure.

The University is setting standards of self-reliance and growth through funds generated by various professional and interdisciplinary self finance courses. All the courses are approved by respective Governing Bodies like All India Council of Technical Education(AICTE), Pharmacy Council of India(PCI), Bar Council of India (BCI), National Council of Teachers Education (NCTE) and Council of Architects (COA).

## **THE CONSULTANCY**

Consultancy is essentially a knowledge based profession and Principal Investigators play an important role in technological, industrial and economic development 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 Principal Investigators 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 few decades, legitimate appreciation of the commercial value of technical know-how has grown both within the academic / non-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 socioeconomic 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, Bundelkhand University, Jhansi has taken several measures for promoting innovative academic research and technical innovations by encouraging inter-disciplinary research through inter-university, intra-university and university-industry collaborations.

Keeping in mind the intellectual strength of Bundelkhand University, Jhansi 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 Permanent and Regular faculty under Self Finance Scheme, Core Research Scientists, Engineers of Institutes and Departments and any other Professionally / Technically well qualified employees of Bundelkhand University, Jhansi interested in the consultancy work. This document specifies the rules and norms of Bundelkhand 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.

## **The Consultancy Development Cell**

The Consultancy Development Cell shall act as facilitator for augmentation of the Consultancy services in the University. There will be an Advisory Committee of CDC comprising of the following members:

- |  |          |
|--|----------|
| 1. Hon'ble Vice Chancellor   | Chairman |
| 2. Deans of Faculties  | Members  |
| 3. Finance Officer   | Member   |
| 4. Registrar   | Member   |
| 5. Faculty Members (Professor/Assoc. Prof./Asstt. Prof.) from various Institutes to be nominated by the Chairman |          |
| i. Prof. Sunil Kabia, Institute of Tourism and Hotel Management - Director                                       |          |
| ii. Prof. Archana Verma, Institute of Management Studies - Coordinator   |          |
| iii. Prof. M.M. Singh, Institute of Earth Sciences   |          |
| iv. Dr. D.K. Bhatt, Institute of Food Technology   |          |
| v. Dr. Lavkush Dwivedi, Institute of Biomedical Sciences   |          |
| vi. Dr. Anu Singla, Institute of Forensic Sciences   |          |
| vii. Dr. B Gangwar, Institute of Agriculture Sciences  |          |
| viii. Dr. Rishi Saxena, Institute of Life Sciences   |          |
| ix. Er. Brajendra Shukla, Dept of Biotech Engg. Instt. of Engg & Technology                                      |          |

- x. Dr. Piyush Bhardwaj, Institute of Pharmacy
- xi. Er. Zakir Ali, Dept of Elec & Comm Engg. Instt. of Engg & Technology
- xii. Er. Sadik Khan, Dept. of Comp Sc Engg., Instt. of Engg & Technology
- xiii. Dr. Shweta Pandey, Institute of Fine Arts
- xiv. Dr. Neha Mishra, Instt. Of Social Work
- xv. Dr. Yashodhara Sharma Coordinator, IQAC Cell                      Member Secretary

## **Consultancy Rules and Norms**

### **A. Scope of Consultancy Services offered**

- i.** Consultancy Services may be offered to Industries, Service Sector, Govt. Departments, Public and Private entities, NGOs and other National and International agencies in niche areas of expertise available in the University.
- ii.** The services offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the Standard Terms and Conditions (Appendix-I).
- iii.** Consultancy services offered may cover a variety of activities such as R & D, Feasibility Studies; Technology Assessments; Assessment of Designs and / or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Hardware/Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills, professional and legal expertise to select groups in specific organizations, vision and strategy statement and so on.
- iv.** Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of clients, routine testing services may also be offered.
- v.** Technical infrastructure / Computational facilities of the university may be offered to undertake the outside work of the clients. The use of physical infrastructure of the University purely for Rent Purpose will not be covered under consultancy work.
- vi.** Standardization and Calibration services may be offered in areas in which facilities are available or can be augmented. Such services should normally be backed by periodic Calibration / Standardization of laboratory equipment used for such purposes.

- vii.** All Consultancy and related Jobs need to be structured and executed in the spirit of promoting Bundelkhand University - Industry Interactions, as a vehicle for augmenting current levels of excellence in teaching and research, and in the process, generating funds.

## **B. Categories of Consultancy Projects**

### **i. Departmental Consultancy Projects**

A project referred to the Vice Chancellor/Registrar/Head of the Department may be taken up as a Departmental Consultancy Project. Normally, large consultancy projects involving multi-disciplinary/inter-departmental inputs or requiring use of large facilities likewise projects which were expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Projects.

However, for centres/departments with special character different from normal teaching departments the respective centres/departments may define the scope of Departmental Consultancy Projects, in accordance with their needs. A Departmental Consultancy Project will have atleast two investigators. The investigators may be nominated by the Vice Chancellor from the faculty members having expertise in the relevant areas in consultation with the HOD.

### **ii. Individual Consultancy Projects**

All Consultancy Projects, which are not Departmental Consultancy Projects will be treated as Individual Consultancy Projects.

## **C. Types of Consultancy Projects**

### **i. Type I Consultancy Projects**

Consultancy Projects without use of Institute laboratory/ equipment/ infrastructure/ computational facilities will be classified as Type I Consultancy Projects which is to be normally done after the University hours.

### **ii. Type II Consultancy Projects**

Consultancy Projects involving use of Institute laboratory equipment/infrastructure/computational facilities. Such projects will cover R & D Projects, methods & Process Development, field testing and field measurements, calibration of equipment/instruments and testing of material/equipment in laboratory/field, will be classified as Type II Consultancy Projects which can be done within the University hours or beyond it.

**Note:**

Each Consultancy project will be classified either as Type I or Type II and will not be bifurcated. In case of multi-disciplinary/inter-departmental projects, a single project can be divided into subprojects of the same type on mutually agreed terms, by the consenting Department.

**D) Consultancy Fee**

There are no rigid norms for calculating the consultation fee. The consultancy fee shall be agreed upon mutually by the PI and the client based on the scope of work, time spent, equipment, facility, consumable, travel, hiring staff on temporary basis etc. It is the responsibility of PI to accept the proposals which are financially viable and does not put any financial burden on the University. All statutory levies/taxes shall be taken into consideration while preparing the proposal.

**E) Realization of Consultancy Fee**

- i) Normally the entire fee in connection with consultancy/testing work are to be deposited by the client in full, before the work commences. In exceptional cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt of funds from the client has to be clearly spelled out in advance and approved by CDC.
- ii) All payments from clients will be received by the Finance Officer/Registrar on behalf of the Institute

**F. Types of Consultancy Funds**

**i. University Endowment Fund (UEF) & University Development Fund (UDF)**

These will be the University Fund. The University's share from the Consultancy/testing fee savings will be initially kept in the UEF. A part of this will be transferred to the University Development Fund (UDF) every year as decided by the CDC.



## ii. **Departmental Development Fund (DDF)**

This will be a departmental fund. In addition to the DDF raised through clause H (iv), a part of the UEF share from the consultancy/testing fee as approved by CDC shall be credited to the DDF as per the need. The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/workshops and seminars etc. This account will be operated by the Head of the concerned department according to a budget made by the Departmental Committee.

## iii. **Professional Development Fund (PDF)**

The University will have a Professional Development Fund. The objective of this fund is to help individuals in their professional development. The amount due to an individual from consultancy which is more than the prescribed limit in a particular year will be deposited in this account. An individual can request for expenditure from the Professional Development Fund, subject to the limit corresponding to his/her contribution to the PDF. Only those faculty members who have contributed to this fund are eligible for its usage. The amount deposited in this account can be used for any of the following purposes :

- a) Payment of membership charges of professional bodies, societies
- b) Subscription of journals
- c) Purchase of books and stationery
- d) Inland and foreign travel for attending seminar/conferences etc. including payment of registration fee
- e) TA/DA for making exploratory visits for consultancy work

For any other expenditure, approval of the CDC will be necessary. Such expenditure in the opinion of the CDC should be conducive to career/professional development of the individual.

PDF will be automatically transferred to UEF in case it remained unutilized continuously for 10 years.

## **G. Norms for Expenditure**

- i) The Principal Investigator may get specific work done on payment from outside. However, such payment may not exceed 5% of the total amount contracted for the project. For higher expenditure CDC's prior permission will be necessary.
- ii) The Principal Investigator may engage University students as Student Assistants for Consultancy and testing work on payment of Rs.25/- per hour subject to a maximum of 50 hours per month. However, students receiving fellowship from UGC/CSIR or from similar other agencies shall not be entitled to such payments.
- iii) Expenses incurred on reasonable hospitality not exceeding Rs.200/- per head per meal and Rs.50/- per head for snacks etc. in connection with the consultation work can be charged as expenses out of the fee received subject to the condition that the total expenditure on this account should not exceed 5% of gross fees contracted for the project. For larger expenditure approval of CDC will be necessary.
- iv) The expenditure towards consumables, travel, stationery, any special accessories for existing equipments may be incurred as per the annual rate contracts/other procedure of the University.
- v) An effort should be made to keep the entire expenditure on the project dealing either with consultancy or testing work to a minimum and in no case it should be allowed to exceed 35% of the gross fee paid by the client. It will be clearly indicated by the PI in the proposal.

## **H. Budgetary Norms and Distribution of Consultancy Funds**

All payments related to Consultancy work will be received by the university under separate budget head "Consultancy Services". The funds for Consultancy work will be operated by the Finance office of the university.

The norms for calculation of various percentages for distribution of the total money received from client will be as follows:

**a) Individual Consultancy Projects**

**i) Type I Consultancy Projects without use of laboratory facilities**

For consultancy works without use of Laboratory Facilities, the norms for calculation of various percentages for distribution will be as follows :

Total Fee received from Client = I

Amount paid to UEF in the beginning = 0.05 I

Remaining amount (F) = 0.95 I

Total Expenditure on the Project = E

Savings = (S) = (F - E)

Amount paid to UEF = 0.15 S

Remaining Amount = 0.85 S

0.80 S to be distributed to the Investigators

0.05 S to be distributed for office support and staff welfare

**ii) Type II Consultancy work involving use of laboratory facilities**

For consultancy involving use of Laboratory Facilities, the norms for Calculation of various percentages for distribution will be as follows:

Total Fee received from Client = I

Amount paid to UEF in the beginning = 0.05 I

Remaining amount (F) = 0.95 I

Total Expenditure on the Project = E

Savings = (S) = (F - E)

Amount paid to UEF = 0.30 S

Remaining Amount = 0.70 S

0.65 S to be distributed to the Investigators

0.05 S to be distributed for office support and staff welfare

**iii) Distribution of 0.05 S will be distributed amongst**

- a) Office staff in concerned Department : 1%
- b) Account Section : 1%
- c) Staff Welfare Fund : 1%

## **b) Departmental Consultancy Project**

- a) In Departmental Consultancy Projects without use of laboratory facilities, the share from the savings (S) going to UEF will be 0.15 S and the share to DDF shall be 0.20 S.  
0.6 S will be distributed to the investigator / technical staff and  
0.05 S is to be distributed as per Clause H a (iii)
- b) In Departmental Consultancy Projects involving laboratory facilities, the share from savings (S) going to UEF will be 0.20 S and the share to DDF shall be 0.30 S.  
0.45 S will be distributed to the investigators/technical staff and  
0.05 S is to be distributed as per clause H (iii)
- c) The total remuneration to be received by a faculty/staff from consultancy/testing work will not exceed 100% of his gross salary received during the financial year. For departmental consultancies this limit will be 75% with the provision that the total remuneration from all consultancies does not exceed 100%. If the total remuneration payable to a staff member exceeds the prescribed limit, the excess amount will be deposited in the Professional Development Fund (PDF).

## **I. GENERAL CONSULTANCY RULES**

- a) The services of employees of the University will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the University.
- b) Consultancy assignments must not have any adverse impact on the ongoing academic, research, official and administrative 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.
- c) The consultancy assignments are of highly specialized nature and must be handled with utmost sincerity. The assignments under this category may have far reaching impact on academia as well as society. Thus, any compromise in the execution of

these assignments may tarnish the image of University. Keeping this in view, it is mandatory to ensure that the concerned Principal Investigator possess proper expertise and well established credentials in the area of consultancy.

- d) The Principal Investigator must undertake any consultancy assignment under type II only after ensuring that the machine/equipment used for testing is duly calibrated and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the Principal Investigator(s) and not by the client.
- e) The Principal Investigator must undertake any consultancy assignment only after ensuring that all the Computational facilities / Software / Hardware, technical and physical infrastructure, etc. are in proper working conditions as these are to be used by the client(s). For any damage, the cost may be recovered by the Principal Investigator from the client.
- f) Merely possessing any position / designation / supervisory role at university level will not entitle a Principal Investigator for the consultancy project.
- g) The time spent on Type I consultancy and related assignments shall be normally limited to the non-working days /holidays. Field work/outstation field work may be allowed @ 4 days leave for Rs.1 lac Consultancy fee generated in an academic session or fraction thereof.
- h) Outstation travel/Field work of Type II Consultancy Assignments will be undertaken with the prior approval of the Vice-Chancellor under intimation to the Head of the Department / Office concerned. However, 8 days field work/outstation consultancy leave shall be permissible for Rs.1 lacs Consultancy fee generated or a fraction thereof, in one academic year. TA-DA, expenses towards boarding and lodging, etc. as per entitlement of the Principal Investigator shall be admissible as per university rules. However, depending on the urgency of the consultancy work and the consent of client, the Principal Investigator(s) may claim TA-DA irrespective of his / her entitlement as per actual on the production of original tickets / bills. All these expenses will be met out of the concerned consultancy project funds.
- i) No ceiling limit has been prescribed for undertaking consultancy projects provided consultancy work does not interfere with the normal teaching / research / official

work in the University and other duties of the Principal Investigator(s) and the associated staff.

- j)** No retiring employee of the University will be allowed to submit a fresh consultancy project proposal as a Principal Investigator, if the duration of the project is beyond his/her date of retirement. However, in exceptional circumstances, a retired employee may continue to work as Principal Investigator with the approval of the Vice Chancellor, if he/she continues to serve the University in some other capacity.
- k)** If the Principal Investigator leaves the University or proceeds on leave or not available for some reason (exigency / critical illness), the CDC on the recommendation of the Principal Investigator (if he/she is available) will appoint a new Principal Investigator in consultation with the client subject to the expertise and the written consent of new Principal Investigator. The new Principal Investigator will also give an undertaking to complete the project in the remaining funds and time period to the CDC through Head of the department / office concerned. However, in case of unprecedented circumstances, a mutually agreeable solution with the client will be worked out by the office of CDC.
- l)** Normally the agreed charges of the consultancy project are to be deposited by the client, in full, before the consultancy work commences. However, this stipulation is negotiable. In cases where the consultancy work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance while submitting the proposal before screening committee. However, the project will commence only after depositing 50% of total contracted amount of the consultancy project by the client. The final report of the consultancy work shall be released subject to the full payment of the total contracted amount.
- m)** All purchases / procurement under consultancy projects shall be made as per norms prevailing in the University. In case of equipment which is to be carried outside the university, the same should be insured before they are taken out. It will be the responsibility of the PI to bring the equipment safely back to the concerned lab.

- n) If any of the Principal Investigator(s) or supporting staff wishes to donate part or whole of his/her own remuneration, the same will be permissible and transferred to UEF only.
- o) Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, PhD viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.
- p) A consultancy project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted on written mutual consent between client & PI. The completion certificate should be taken from the client on his letterhead by the Principal Investigator.
- q) Principal Investigator(s) shall disclose in writing at the time of submission of consultancy project proposal, 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 consultancy project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. The CDC will review such cases and decide appropriately, with the advice of the CDC, to ensure that no actual conflict of interest exists and that such an involvement by the Principal Investigator does not adversely affect the Principal Investigator's objectivity, integrity, or commitment to the University and to the profession.
- r) In case any legal dispute arises between the Principal Investigator(s) and the client such that the Principal Investigator(s) are in any way, held responsible to make good the losses incurred by the client, such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability = The total contracted amount (excluding Service Tax) charged for the consultancy project – the expenditure / liabilities on the project.

It is in the interest of the Principal Investigator(s) to bring this fact to the notice of the clients well in advance. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the client inform the Principal Investigator(s) in writing to stop work on the project for

on-going projects, or till the end of the project for completed projects. The expenditure will also include the remuneration paid to the supporting staff of the University. The expenditure on this account may be charged from the UEF. Submission of the requisite report itself in such cases shall constitute the Utilization Certificate / final bill.

- s) If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee (duly constituted by Hon'ble Vice-Chancellor) against the Principal Investigator(s) or the associated staff in connection with consultancy project(s), the Vice Chancellor, on the recommendation of such Committee may prohibit the concerned person to take part in any new project either as Principal Investigator or the associated staff, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned person will be expected to complete his/her obligations in the ongoing consultancy project(s) with which he/she is connected, in order that the ongoing projects and obligations to the client do not suffer.
- t) Principal Investigator(s) or the clients cannot use the University name or the fact that they are affiliated with the University, in a manner that (i) suggests that the University approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the University has performed research or issued research findings when it has not done so, or misleadingly states the results of University research for consultancy or (iii) may be interpreted to communicate the official position of the University on any issue of public interest.
- u) Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with CDC to ensure an expeditious removal of bottlenecks and smooth functioning of the project. In case of any dispute arising at any stage of Consultancy project between Principal Investigator(s) and the client(s), the Principal Investigator(s) will be responsible for settlement of the dispute. The arbitration power shall lie with Vice Chancellor, Bundelkhand University, Jhansi in case of any dispute and the decision taken by the Vice-Chancellor shall be final.



## **J. CONSULTANCY PROPOSAL INITIATION AND MANAGEMENT**

### **Departmental Consultancy Projects**

Departmental Consultancy Projects are normally initiated by requests / enquiries from the Client directly to the University. When the enquiry is directly received by the University, the Principal Investigator and other Co-Principal Investigators (if required) will be identified depending on their expertise, and existing commitments, by the CDC.

- a. The Principal Investigator identified by the CDC shall submit a detailed project proposal (as per the Proforma at Appendix II) for the consultancy work through the respective Head of the dept. / office to the office of the CDC.
- b. An employee of the university, who finds himself / herself eligible for the consultancy work, can also submit a detailed project proposal (as per the Proforma at Appendix II) through respective Head of the department / branch / office to the office of the CDC.
- c. For large projects (> Rs. 10 Lakhs), the CDC Committee shall review and assess the progress periodically (at least once in a year or twice in the total duration of the project) for timely completion of the projects. The Principal Investigator shall submit his progress report every six months to the office of the CDC. Also, he/ she shall present his/her annual progress invariably in front of the CDC.
- d. The CDC may refer to a proposal to any Individual PI based on his/her qualification/expertise as per the requirement of the scope of work requested by the client.

### **Individual Consultancy Projects**

The interested PI shall have detailed discussions with the potential client regarding the scope of work, outcome sought and budget. After the discussion and mutual consent, the client shall submit a letter of intent to the PI giving full details of scope of work and expected outcome along with estimated consultancy fee offered for the work.

Based on this letter of intent, the PI shall put up a detailed proposal on prescribed format to the University for acceptance. On acceptance of the proposal a letter shall be issued to the client by the Registrar & the Consultancy Fee shall be deposited by the client to the University account.

### **Acceptance of Terms & Conditions**

Detailed terms and conditions regarding responsibility of the Principal Investigator/University & client regarding sharing of outcomes in the projects in the form of publications, IPR right, non disclosure and modalities of arbitration clauses in case of unforeseen circumstances or difficulties faced during the implementation of the project. The proforma of terms and conditions is attached at Appendix IV.

Any controversy arising out of the assignment of consultancy work or non-acceptance of any consultancy project by the authority mentioned in clause B II (i & ii) is to be referred to the CDC. The CDC is authorized to take suitable decision for continuance/termination of the project in the interest of the University.

### **K. DOCUMENTS TO BE MAINTAINED**

Following documents will be maintained by the Principal Investigator through his team members and produced as and when required.

- a) Attendance Records: Attendance record of the Principal Investigator(s), supporting staff etc. with man-hours spent during the consultancy work.
- b) Inspection / Site Visit Register: A register to record any site visit by the Principal Investigator(s) be maintained by the Principal Investigator. The suggestions rendered by the Principal Investigator(s) during site visit along with remarks of the clients must be recorded. Further, if any expert advice by external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Principal Investigator(s).
- c) Salary/Payment Record: To record all payments made to Principal Investigator(s), supporting staff etc.
- d) Consumable and Non-Consumable: For recording hire/purchase of all equipments, materials, all consumables, non-consumables items etc and its utilization.

- e) Travel Record Register: To record details of all expenditure incurred on travel.
- f) Log books and Warranty/Guarantee Record: Log books be used to record number of hours, laboratory equipment or hired or purchased equipments have been used. Besides, maintain warranty/guarantee certificates and also breakdown details of equipments.
- g) Correspondence File: For all correspondence since initiation.
- h) Agreement/Contract File: To maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- i) Work Progress Report: Record of monthly progress report will be maintained by the Principal Investigator(s). Every three months, the Principal Investigator(s) is supposed to submit a copy of progress report to the client.
- j) Any Other Document: Any other document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Principal Investigator(s).

At the time of completion of a consultancy project, the Principal Investigator shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of CDC.

### STANDARD TERMS AND CONDITIONS

In addition to the specified General Consultancy rules, the following terms and conditions will apply to consultancy projects taken under all categories by Bundelkhand University, Jhansi unless otherwise mutually agreed to in a separate document.

#### 1. DECLARATION

All consultancy work undertaken by Bundelkhand University, Jhansi as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.

#### 2. CONFIDENTIALITY

Due care will be taken by Bundelkhand University, Jhansi to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.

#### 3. REPORTS

Any test or other consultancy report given by Bundelkhand University, Jhansi will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from Bundelkhand University, Jhansi. The university reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.

#### 4. WORK PERFORMANCE

Every effort will be made to complete the specified work according to the planned time schedule. However, Bundelkhand University, Jhansi will not be held responsible for delays caused beyond its reasonable control.

#### 5. CONFLICT OF INTEREST

Bundelkhand University, Jhansi may take up work for other clients also in the same area, provided, to the best of the university's knowledge, there is no conflict of interest in undertaking such projects.

## **6. PAYMENT**

The payment of consultancy work to Bundelkhand University, Jhansi are to be made in advance and in full before the start of the project, through a demand draft / crossed valid cheque, drawn in favour of Registrar, Bundelkhand University, Jhansi and sent to the office of CDC. The charges will also include any applicable tax as prescribed by the Government of India from time to time.

## **7. TERMINATION**

The consultancy project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.

## **8. LIABILITY**

Bundelkhand University, Jhansi shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure).

## **9. INTELLECTUAL PROPERTY RIGHTS**

All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the joint property of Bundelkhand University, Jhansi and the Principal Investigator(s). Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and mutually agreed to document, if required.

## **10. ROYALTY**

Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the Principal Investigator and the University) of a fixed percentage to be decided by the Vice Chancellor) will be paid to the University by the client.

## **11. RESOLUTION OF DISPUTES**

Any disputes arising out of the project shall be amicably settled by both the organizations. The arbitration power shall lie with Registrar, Bundelkhand University, Jhansi in case of any dispute and the decision taken by the Vice-Chancellor shall be final.

**Consultancy Development Cell**  
**Bundelkhand University, Jhansi : 284 128 (Uttar Pradesh)**

**PROFORMA FOR SUBMISSION OF CONSULTANCY PROJECT**

1. Name of the Department/Office/Branch:  
\_\_\_\_\_
2. Title of the Consultancy Project: \_\_\_\_\_  
\_\_\_\_\_
3. Consultancy Project Category: INDIVIDUAL/DEPARTMENTAL
4. Type of Consultancy Project : Type I /Type II
5. Duration of the Consultancy Project (Year/Month/Days): \_\_\_\_\_
6. (i) Proposed date of Commencement \_\_\_\_\_  
(ii) Expected Date of Completion \_\_\_\_\_
7. Detailed Project Report (DPR) attached: YES / NO \_\_\_\_\_
8. Client's Name and Address  
\_\_\_\_\_  
\_\_\_\_\_
9. Type of Client (Tick): Private Sector/ Govt. Sector/ Public Sector /Foreign Agency / Others  
(Please Specify)
10. Payment to be received in : Full/Part \_\_\_\_\_ Indian Currency / Foreign Currency
11. Whether Acceptance of Terms & Conditions signed with Client : Signed/Not Signed
11. Letter of Intent from the Client attached: YES / NO \_\_\_\_\_
12. Principal Investigator(s) Certificate (Annexure III) attached: YES / NO \_\_\_\_\_
13. Details of Persons involved in the Consultancy Project:

Name of Principal Investigator(s) along with Designation & Department/ Office/Branch	Brief role	Man Days	Signature

Attach with DPR another sheet giving details regarding (i) Task and Responsibilities of the Principal Investigator(s) in detail (ii) Details along with Name, Designation, Task and Responsibilities, etc. of the Ministerial staff and Technical staff to be involved in the consultancy project. (ii) Detailed Schedule (including Travel) of the Consultancy Project justifying the Man days required for completion of the Consultancy Project.

14. Budget (should conform to the amount of contract/ agreement with the Client)

Description	Budgeted Amount
1. Types of Consultancy Project (Type I/Type II)	
2. Total Consultancy Fee Received from the Client, T	
3. Service Tax, S	
4. Contracted Amount, CA =T-S	
5. Contribution to UEF	
6. Estimated Expenditure on work (Estimated*), E	
7. Estimated Savings	
8. Estimated Contribution to UEF/DDF	
9. Estimated balance amount for distribution to PI and staff	

Actual amount shall be distributed to the PI and staff after completion of the Project and submission of the final technical reports and acceptance of report by the client.

Signature of the Principal Investigator (with date)

Forwarded by Head of Department/ branch/office

**Note :**

**In case of multiple investigators, the proposal needs to be signed by all investigators.**

**Principal Investigator (s) Certificate**

1. Certified that this consultancy assignment shall not clash with my teaching/office work in the department/office or any other official duty at the University.
2. That the interest of my department/office in the University shall not suffer.
3. That the time spent on consultancy and related assignments shall be limited to the non-working days /holidays and the duration of my total consultancy work in a calendar year shall not be more than 60 days.
4. That the total annual income of my all consultancy work shall not exceed my gross salary for six months in a financial year.

\_\_\_\_\_  
(Principal Investigator's Signature)

Address (Office)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Countersigned with official stamp)  
Head of the Dept / Branch / Office