

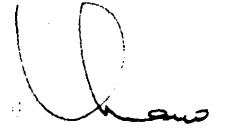
UNIVERSITY OF JAMMU

JAMMU

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CIRCULAR

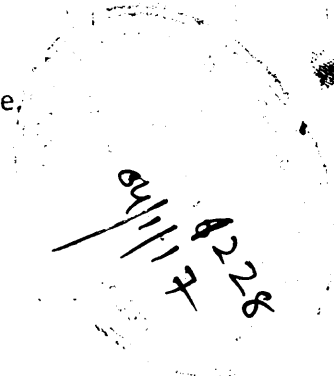
It is for the information of all faculty members that the Consultancy Norms as approved by the University Council vide No. 66.43 (as annexed to the circular) be adopted in letter and spirit and all funds generated through Consultancy must be shared with the University in consonance with the said norms.


REGISTRAR
3/1/17

No: DAA/17/6236-6286
Dated: 4-1-2017

Copy to:

1. Spl. Secy. to the Vice Chancellor, University of Jammu for the kind information of the Worthy Vice Chancellor please.
2. Sr. P.A to the Dean Academic Affairs/Registrar
3. All Campus Deans
4. All Heads/Rectors/Directors
5. Joint Registrar (Finance)
6. A.R Grants Unit
7. In-charge Website for necessary action please.


3/1/17
6236

ANNEXURE - 9
(Resolution No: 66.43)

A

UNIVERSITY OF JAMMU, JAMMU

Rules for proposed Consultancy Work by Academic & Technical Staff of Teaching Departments

1. The Academic and Technical Staff of the University, may undertake consultancy or provide technical services to industry and other organizations, utilizing, if necessary, the facilities and resources of the University.
2. The services/consultancy shall be provided by a Cell known as Consultancy Cell which shall be headed by:
 - i) Director/Coordinator.
 - ii) One Professor to be drawn from each academic stream depending upon the nature of the consultancy.
3. The services/consultancy provided may be of the following types:
 - i) Group consultancy
 - ii) Individual consultancy
 - 3.1 Group Consultancy relates to advice rendered to an industry/organization or work done for them by a Department/group/Individual on behalf of the University. The Principal consultant will be identified by the director/Coordinator of the cell in consultation with Vice-Chancellor.
 - 3.2 Individual Consultancy relates to consultancy or work undertaken by an academic or technical staff member in his individual capacity.
4. A request for consultancy services shall normally be received by the Vice-Chancellor or the Director/Coordinator of the Cell on behalf of the University. It may, however, be received directly by a staff member and forwarded to the Cell for its consideration.
5. Permission to undertake work upto 1 Lakh rupees may be given by the Director/Coordinator of the Cell. Consultancy work of above 1 lakh of rupees shall be approved by the Vice-Chancellor.
 - 5.1 While approving of a consultancy proposal, the following factors will be taken into consideration:
 - a) That the normal duty of the individual staff member and the interest of the Department is not affected.

- b) That an individual staff member does not undertake consultancy work for more than 60 days (60 days in a calendar year including holidays). But the schedule should be such which shall not disturb the academic/ technical priorities of the department.
- 6. While working out the cost of consultancy project, the following factors be taken into consideration:
 - 6.1 Cost of consultant's time including intellectual fee.
 - 6.2 Cost of man days of the staff taking part in the project, excluding the consultant(s).
 - 6.3 T.A. and D.A. (as per agreement with the client)
 - 6.4 Cost of inputs (like chemicals, raw material and other types of consumables and equipments)
 - 6.5 Usage charges on equipments (including depreciation and utilities of equipments etc.).
 - 6.6 Payment to outstanding consultants.
 - 6.7 Cost of stationary.
 - 6.8 Computer charges.
 - 6.9 Miscellaneous.
 - 6.10 Administrative charges 910% of 6.2 to 6.9).
- 7. The client shall pay in advance 50% of the total worked out cost of the project or cost of the items 6.2 to 6.9 above, whichever is higher, to the University. All payments will be received by the University under a separate budget head of the 'Consultancy Services'.
- 8. The Consultancy Service may be categorized into three classes:
 - 8.1 Advisory consultancy in which University facilities are not utilized.
 - 8.2 Services consultancy in which University equipment is used, but consumables or other materials are not required.
 - 8.3 Service Consultancy in which University equipment is used and also the material and consumables are provided by the University.
- 9. Once the terms of Consultancy have been approved, agreement signed and advance received, it shall be a duty of the Principal Consultant to ensure satisfactory progress and completion of the project in time. For this purpose, he may take temporary appointment of full time or part time staff for a period of six months, draw advances and make expenditure in accordance with the requirements as the project progresses. Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.
- 10. The distribution of consultancy amount received will be as under:

10.1 In the case of Advisory consultants (8.1 above), 50% of the amount received for item 6.1 (cost of consultant's time, including intellectual fee) will be paid to the consultant(s) and 50% will accrue to the University.

10.2 Similarly, in case of Service consultancy (8.2 and 8.3 above), 50% of the amount received for item 6.1 above will be paid to the consultant(s) involved and 50% will be accrue to the University.

11. In all cases (8.1, 8.2 and 8.3 above), the apportioning of consultancy amount will be as under:

11.1. Out of the total share of the University, 10% will be paid to the University as administrative charges, 10% will be paid to the Corpus Fund, 50% may be used for funding for Higher Education & Research, and 30% will be available to the department concerned for the purchase of equipment and/or material or for any academic activity and promotion of industry participation.

11.2. The amount to be distributed to the staff shall be in the ratio of 75% and 25%.

12. Earnings through examination duties, delivering special lectures, selection committees, membership of board of Directors of Companies and Book royalty and fellowship etc. will not fall within the purview of Consultancy Services.

13. Out of the sales made for patent, an annual royalty if any, shall be divided between Consultants and the University in the ratio of 75% and 25%.

14. On the completion of the Consultancy Project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project, and audited statement of accounts will be submitted to the Director/Coordinator of Cell for University records. Any unutilized amount will be transferred to the fund 'Higher Education & Research' of the University.

15. Equipments purchased by the Consultant need to be submitted to the concerned Department immediately after the completion of consultancy work where it will be properly entered in the stock and will also be maintained.

16. In case of any ambiguity, the decision taken by the Vice-Chancellor will be final.

17. Disputes arising out of consultancy services if any, shall be subject to the jurisdiction of Centre in Jammu.

Sd/-
(Prof. M.K. Jyoti)
Convenor

- Members:
- | | | |
|----------------------|-----------------------|----------------------------------|
| | Sd/- | Sd/- |
| 1. Prof. S.K. Sharma | 2. Prof. Ashok Aima | 3. Prof. G.S. Sambyal |
| Dept. of Law | Dept. of Mgt. Studies | Dept. of Computer Sc. |
| Sd/- | Sd/- | Sd/- |
| 4. Dr. Manoj Dhar | 5. Dr. Meena Sharma | 6. Prof. Baldev Sharma (Coopted) |
| Dept. of Bio. Tech | Dept. of Chemistry | Dept. of Zoology |
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