



JAGAN NATH UNIVERSITY, JAIPUR

GUIDLINES FOR CARRYING CONSULTANCY WORK BY THE ACADEMIC/TECHNICAL STAFF OF JAGAN NATH UNIVERSITY, JAIPUR

1. The Academic/Technical Staff (henceforth to be called as staff) of the University may undertake consultancy, or provide technical services to industry and other organizations, utilizing, if necessary, the facilities of the University.
2. The service/consultancy provided may be of the following types:
 - (a) Institutional Consultancy
 - (b) Individual Consultancy
 - (c) Technical Services
- (i) Institutional 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 Vice-Chancellor, or a person authorized by him.
- (ii) Individual consultancy related to consultancy or work undertaken by an academic/technical staff member in his individual capacity.
- (iii) Technical services relate to providing of routine technical data/ information, analysis etc. and to fabrication of equipment etc. which does not require/interpretation of results or advice.
3. A request for consultancy services shall normally be received by the Vice-Chancellor on behalf of the University. It may, however, be received directly by a staff member and forwarded to the University, for its consideration.

4. Permission to undertake consultancy work may be given by the Vice Chancellor on the recommendation of the Dean/ HoD of the Department or by any other person authorized to do so. The normal duty of the individual staff member and the interest of the Department do not suffer
5. While working out the cost of consultancy project the following be taken into consideration:
 - (i) Cost of consultants' time including intellectual fee.
 - (ii) Cost of man days of the staff taking part in the project excluding the consultant(s).
 - (iii) TA and DA (as per agreement with the client).
 - (iv) Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.
 - (v) Usage charges on equipment (including depreciation and utilities, inter-alia).
 - (vi) Payments to outside consultants
 - (vii) Cost of Stationary
 - (viii) Computer Charges
 - (ix) Miscellaneous
 - (x) Administrative Charges (10% of 5(ii) to 5(ix)).
6. The client shall pay 50% of the total project cost or, cost of the items 2 to 9 above, whichever is higher to the University Consultancy. All payments will be received by the University under a separate budget Head of "Research and Development Fund".
7. The Consultancy Service may be categorized into 3 classes:
 - (i) Advisory consultancy in which University facilities are not used.
 - (ii) Service consultancy, in which University equipment is used, but consumables or other materials are not required.
 - (iii) Service consultancy, in which University equipment is used and material and consumables are provided by the University.

8. Once the terms of consultancy have been approved, and contract signed, and advance received, it becomes the duty of the Principal consultant to ensure satisfactory progress and completion of the project in time. For this purpose he may make temporary appointments of full time or part time staff for a period up to six months draws advances and make expenditure in accordance with the requirements as the project progresses. The Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.
9. The distribution of consultancy amounts received will be as under:
 - (i) In case of advisory consultancy (7(i) above) 70% of the amount received for (item 5(i)); cost of consultant's time including intellectual fee) will paid to the consultant(s) and 30% will accrue to the University.
 - (ii) Similarly in case of service consultancy (7(ii) and 7(iii) above) 70% of the amount received for (5(i) above will be paid to the consultant(s) involved and 30% will accrue to the University.
10. In all cases (7(i), 7(ii) and 7(iii) above), the apportioning of consultancy amounts will be as under:
 - (i) Out of the total share of the University, 20% will be paid to the University as administrative charges, 80% 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.
 - (ii) The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorized by him.
11. The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.
12. All proposals concerning Consultancy Assignments, Directing the projects, patents, R & D products and technology transfers, etc. need the approval of the University before these are submitted to the granting agencies.

13. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) will be paid to the University by the client.
14. On the completion of the consultancy project a copy of the synopsis of the work keeping in view of the confidentiality clause of the project and the audited statement of accounts will be submitted to the University for its records. Any un-utilized amount will be transferred to 'Research and Development Fund' of the University.
15. These guidelines shall also be applicable to the non-teaching employees of the University who may undertake such assignments subject to the condition that the work related to these assignments will not be undertaken during the office hours.
16. In case of any ambiguity the decision taken by the Vice-Chancellor will be final.
