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Policy Document on Consultancy Project

Cotton University

Panbazar, Guwahati 781001

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GUIDELINES FOR IMPLEMENTATION OF CONSULTANCY PROJECTS

Cotton University welcomes the participation of its faculty members for undertaking Consultancy Projects as a part of their academic activities. Such projects, in addition to providing financial incentives to the individuals, enrich his / her professional knowledge. Moreover, consultancy projects augment the University resources, promote industry-academia alliance and contribute to social development.

- 1) A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to their client/sponsoring agency (within India and abroad), primarily for their purposes.
- 2) All payments for consultancy work must be made in the name of Cotton University, Guwahati payable at the respective campus. The University will then do the needful for complying with statutory laws.
- 3) Each Consultancy Project shall have a **Principal Consultant** who will be responsible for
 - i. Formulating the project proposal which may include
 - a Development of Project Work-Plan
 - b Budget estimation and allocation (as per guidelines provided in Section 14)
 - c Identification of additional consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling and record of communications with the client/sponsoring party after the grant of the project.
 - iv. Providing intermediate and final Progress Reports, in accordance with the project proposal.
 - v. Seeking approval for the expenditure disbursement of project funds from the Dean, Research and Development (R&D), Cotton University and to ensure its allocation to participants of the consultancy project.
- 4) Appointment of Principal Consultant: Prospective clients/sponsoring agency may approach the Cotton University for consultancy work either directly through a concerned faculty or a key functionary of the University (i.e. Dean R&D or Head of the Department). When a faculty member is approached directly by the client/sponsoring agency, he/she shall be the Principal Consultant. If the concerned faculty is unable to assume the role of the Principal Consultant, or if the project is referred to a key functionary, the Dean, R&D may identify the potential Principal Consultant through appropriate discussions.

- 5) Upon the appointment of the Principal Consultant, he/she shall prepare the consultancy project proposal and submit the same to the client/sponsoring agency, through the Dean, R&D.
- 6) In extreme exigencies, a consultant may take up an assignment after intimating the Dean, R&D, and then seek the formal approval as per the guidelines.
- 7) Cotton University mandates that the funds allocated for the project be deposited in advance by the client/sponsoring agency, before the commencement of work. Under very special circumstances, Cotton University may permit the commencement of work, subject to payment of dues by the client/sponsoring agency, based upon the project milestones, outlined in the project proposal.
- 8) Upon the receipt of the funds from the client/sponsoring agency O/o the Dean R&D shall assign a unique Identifying File Number to the project and notify the same to client/sponsoring agency, Principal Consultant and the Head of the concerned Department. Copies of the financial statements (UC and SoE), asset statements and progress reports are to be provided periodically to the O/o the Dean R&D. The Identifying File Number shall be quoted for all subsequent correspondence, for ease of reference. The Project file shall be closed with the submission of the final project report and disbursement of fees to consultants and others.

9) **UTILIZATION OF THE RESOURCES GENERATED.**

The resources secured by the Principal Consultant through consultancy shall be divided between the Principal Consultant and the institution in the manner given below.

- i. For amounts received, which are up to 30% of the monthly gross salary (Basic salary + DA + other Academic Allowances) – No sharing of earning will be required. The Principal Consultant can claim the entire amount after payment of dues (Section 14).
- ii. For payments received that are in between 30% of the monthly gross salary and the monthly gross salary of the Principal Consultant – Sharing of the money in excess of 30% will be in the 70:30 ratio, between the Principal Consultant and Cotton University, respectively.
- iii. For amounts received beyond the monthly gross salary of the Principal Consultant – Funds are to be shared in the 50:50 ratio (for the amount of the money received in excess of the gross salary of the Principal Consultant) between the Principal Consultant and Cotton University.

However, if the total emoluments received from the consultancy exceed two times of the gross salary for the duration of the project, the excess amount shall be credited to the University.

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10) SERVICE TAX ON CONSULTANCY FEES

Service Tax is compulsory on all consultancy services for clients/sponsoring agencies from India, as per the existing norms of Central Board of Indirect Taxes and Customs (CBIC), Department of Revenue, Ministry of Finance, Government of India. The Service Tax is to be paid by the client/sponsoring agency and should be a part of the budget allocated for the project proposal (Section 14).

For consultancy services provide to clients/ sponsoring agencies from abroad, the Service tax (if applicable) is to be decided in consultation with the Chartered Accountant designated by Cotton University, as per the existing rules.

11) GENERAL GUIDELINES FOR ENGAGEMENT OF PROJECT STAFF

- i. There should be a provision of appointment of temporary project staff in the Consultancy Project. Project staff appointments will be made only after the receipt of funds.
- ii. An appropriate appointment procedure as detailed below may be adopted:
 - a. Open selection through wide publication of the advertisement
 - b. In special and exigent situations – direct appointment for the duration of up to 6 months on an ad-hoc basis.

However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.

- iii. The Principal Consultant shall write to the Dean, R&D seeking approval for initiating the process of appointment stating/enclosing:
 - (a) The position(s) to be filled
 - (b) Educational qualifications required and
 - (c) Scale of payIn case of 3(a) above –
 - (d) A committee to shortlist candidates to be called for interview (min. of 3 members, with the Principal Consultant as the Convenor)
 - (e) A draft of the advertisement/circular.In case of 3(b) above –
 - (f) Description of exigency for direct appointment.
 - (g) Bio-data of the person(s) to be appointed directly.
 - (h) Recommendation of a committee with at least three members examining the candidature.
- iv) Time devoted for consultancy project shall be accounted in addition to the normal/assigned duties of the department/University. No relaxation will be entertained for normal/assigned duties.

12) Additional points for the guidelines for routine and time-bound consultancy projects involving the whole department

- i. For consultancy works a Faculty in/charge shall be selected by the concerned Departments for a tenure of 6 months.
- ii. The client shall first approach the HoD with a letter detailing the requirement.
- iii. The HoD in consultation with the Faculty in-charge of Consultancy and Technical personnel (if any) will indicate in writing the Fee and Service charge for the work.
- iv. The client will deposit the fee and bring the receipt to the Department.
- v. The Department shall retain a copy of the receipt, take over the materials and samples deposited by the client (if any) and give a tentative date of handing over the final recommendation.
- vi. HoD will send an intimation to Dean, R&D with a copy of the client's letter.
- vii. HoD or Faculty in-charge of Consultancy will then assign the appropriate group of faculty (on a rotation basis) for the job. The Technical Officer will be responsible for scheduling and conducting the laboratory tests under the direction of the faculty assigned. The Technical Officer will assign the Technical Assistants as required.
- viii. The Technical Personnel shall sign the laboratory test reports.
- ix. The Faculty assigned will analyse the results, make the recommendations and prepare the final report. A Synopsis of the report will also be prepared by the faculty assigned in consultation with the Faculty in-charge of the Consultancy. He/She will sign the final report and the synopsis and submit them to the HoD.
- x. The HoD will forward the Report and Synopsis to Dean, R&D.
- xi. The Faculty in-charge of Consultancy will inform the client about the completion of the job assigned and deliver the report.
- xii. The break-up of the revenue earned from the consultancy services will be as follows
 - 25% to the University.
 - 20% to the concerned Departments (This will include the cost of consumables, labour, travel and other expenditure incurred for the work).
 - 55% to the consultant group.
- xiii. Separate Bank accounts shall be opened to be operated by the HOD of the concerned Departments and Finance Officer of the University jointly.
- xiv. The distribution of the Consultancy share amongst the faculty and laboratory staff involved is as follows :

- 10% of the Consultancy share shall be equitably distributed amongst the Technical Assistants involved in the work.
- The balance 90% of the share shall be equitably distributed amongst the faculty involved including Technical Personnel.

13) IPR ISSUES

All IPR related issues are agreed upon between the Principal Consultant and the funding agency and should be cleared by Dean R&D, before signing MoU/agreement. Preferably, IPR will be jointly shared by Cotton University and the client/ sponsoring agency, unless specified otherwise in the agreement.

When MoU/agreement is cleared from all angles and acceptable to both parties, it will be signed by the PI and Dean R&D and client/ sponsoring agency. A copy of the duly signed MoU/agreement will be sent to the other party and a copy retained in the office of Dean R&D Cotton University.

14) PROJECT FORMAT

The budget for the Consultancy Project proposal should be in one part. It should reflect project consultancy fee for Principal Consultant, co- Principal Consultant and other investigators, 10% overheads to Cotton University, and service tax on the total amount, if applicable. Service tax is subject to periodic revision by the Government of India. Expenses on equipment, supporting manpower, travel, contingency must also be included in the budget, if necessary. The faculty is advised to reframe the proposal as a separate R&D project if the expense on equipment, supplies, manpower, travel, etc. are significantly large. These are components of the project proposal are summarized in the table given below:

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Budget for Consultancy Projects at Cotton University

Consulting fee to be paid to Principal Consultant	A	
Consulting fee to be paid to Co-Principal Consultant	B	
Consulting fee to be paid to other investigators	C	
TOTAL CONSULTING FEE		D = A+B+C
Equipment (if any)	E	
Consumables and Contingency	F	
Manpower (Project Staff)	G	
Travel (if any)	H	
TOTAL (OTHER EXPENSES)		J = E+F+G+H
TOTAL EXPENSES		K= D+J
OVERHEAD EXPENSES (10% OF TOTAL EXPENSES)		L= 0.1 × K
SUB-TOTAL INCLUDING OVERHEADS		M = L+K
Sub-Total Including Overheads		N = M × (Applicable Service Tax)
Grand Total		P =M+N

N.B. Outstation travel on Consultancy Assignments may be undertaken normally with the prior approval of the Head of the Department. In emergencies, prior intimation and subsequent sanction could be considered acceptable

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