



NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR  
HAZRATBAL, KASHMIR.

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Sub: Recommendation of Deans Committee for revision of Consultancy Rules of NIT, Srinagar.  
Ref: BOG Resolution No. BOG-12 (FC-14 dated 29-09-2018) / 97 dated 29-09-2018

**Order No. 09-BOG/97**  
**Dated 29-09-2018**

Board of Governors on the recommendations of the Finance Committee approved adoption of revised Consultancy Rules of NIT Srinagar with following modifications (Revised Consultancy Rules **are enclosed**):

1. Disbursement of Testing and Consultancy Charges

- 10% to be credited to Students and staff welfare fund (in the ration of 2:1) respectively instead of 15%.
- 5% Contingencies Fund (modified) and rest will remain as proposed.

2. Students Internship program

- Out of 50% Institute share in Students Internship programme, 20% to be credited towards IRG and 30% towards Institute Research Fund.

The above Consultancy Rules shall be superceded by Consultancy Rules of NIT Council as and when circulated.

Sd/-


(Prof. Rakesh Sehgal)  
Ex-officio / Director

No. NIT/BD/18/580-605

October 18, 2018

Copy for information and necessary action to:

1. All Deans / HODs / Sections
2. Registrar
3. Dy. Registrar (Accounts)
4. A. R. Audit
5. PA to Director

  
(Dr. Nisar Ahmad Mir)  
Secretary / Registrar

Revised

# RESEARCH & CONSULTANCY

## Rules and Regulations



NATIONAL INSTITUTE OF TECHNOLOGY, SRINAGAR  
July, 2018

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### **1. General**

Testing and consultancy projects are important tools to achieve the objectives of technical education. Therefore as a matter of policy, the institute consciously encourages its faculty members to undertake these works. The faculty members of various departments of the institute are permitted to engage themselves in testing and consultancy practice to such extent which will not interfere with the discharge of their duties and within such limits as the institute lay down from time to time. All testing and consultancy services whether carried out by an individual or a group of faculty members irrespective of the quantum of facilities availed, is considered as official for which prior approval of the competent authority is required.

### **2. Research and Consultancy Cell**

Consultancy services being rendered by the institute to various industries, private and public sector units and Govt. organizations have been a perennial source of its internal revenue generation. Keeping in view the huge potential that exists in area of testing and consultancy, and to give it a further boost by promoting such activities at the institute level, a Research and Consultancy Cell which is headed by Dean Research and Consultancy (R&C) needs to be strengthened in the institute. This Cell shall be responsible for development and monitoring of such activities, undertake periodical review and subsequently suggest measures from time to time and ensure smooth conduct of these activities in a time bound manner. Dean (R&C) will collect all relevant details from the departments regarding different available testing/consultancy specializations along with nominated Officer Incharge/(s) and put it on institute website so that it will be easy for the client to check the availability of particular testing/consultancy facility in the institute. Moreover Dean (R&C) shall coordinate all such activities so that a uniform policy is adopted.

### **3. Methodology for undertaking testing/ consultancies services**

For allocating the Testing & Consultancy works to faculty/staff member(s), following methodology shall be adopted:



- i. The request letter from the clients for availing the testing/ consultancy services of the institute shall be addressed to the Dean R&C which shall subsequently be forwarded to the concerned Head of the Department.
- ii. The Head of the Department on receipt of such requests shall nominate the Officer Incharge from amongst the faculty members of the department having specialization/expertise in the relevant field. The consultancy offer shall be examined by the consultant/(s).
- iii. The Head of the Department concerned will ensure even distribution of the consultancy assignments amongst the faculty/ staff member(s) in the department so that all the faculty/staff member(s) of a particular specialization in a department get consultancy work. Normally consultancy works should be carried out in a team manner involving persons belonging to the field of specializations. The technical and academic responsibility of the consultancy work carried out shall lie on the consultancy team. The HOD can be a member of consultancy team only for consultancy work of his/her specialization.
- iv. The consultancy proposal including scope of work of the consultant and the client as well as budget including institutional charges, GST and other taxes as applicable needs to be submitted through Head of the Department to Dean (R&C) along with endorsement format (Annexure "A"). Dean (R&C) will examine the proposal and ensure participation of only specialized team members of the department related to particular consultancy/testing assignment and if found in order accord necessary approval.
- v. Consultancy/testing projects involving only site visit or personnel discussion a minimum amount of Rs 7000.00 per day for faculty/consultant and Rs 1000.00 per day for technical and other non academic staff may be charged.
- vi. To ensure timely implementation of the consultancy works undertaken 100% advance payment is to be deposited by the client for consultancy works of short duration (i.e. less than one year). If the job is for a period of more than one year, the consultancy fee will be charged in the installments from the client.
- vii. The full estimated fee for the consultancy services is to be deposited in the institute chest. The work shall normally be taken up only after receipt of full payment in advance. In



case the consultancy work is to continue for more than a year, Dean (R&C) may permit commencement of work with only yearly cost deposited in advance.

- viii. The report of consultancy works shall be prepared and signed by the concerned consultant (s) /Officer Incharge. All such reports are then to be forwarded to Dean R&C through the respective Head of the department for onward transmission to the client firm. The department will maintain a record of all reports submitted to the client firm and a copy will also be filed in the office of the Dean R&C for record.
- ix. Approval for various expenditures involved in the consultancy shall be granted by the concerned Head of the Department upto Rs 25000/- and by the Director beyond Rs 25000/-.
- x. In case of any dispute or future queries/clarification on a particular testing/consultancy report, the concerned consultant(s)/officer Incharge shall be responsible to respond to these queries/clarifications.
- xi. There shall be a maximum ceiling of one year gross salary on the earnings of consultancy in case of individuals. However in case of important and urgent cases, the limit may be relaxed on the merits of a particular case by the Director.

#### **4. Guidelines for outstation works**

In case the faculty members are required to undertake outside visits in connection with the testing/consultancy projects, they shall be granted duty leave by the competent authority subject to a maximum of 30 days in a year which should not exceed 7 working days in a semester. In addition, he will get TA and DA at rates admissible to the members of the faculty/staff or as mutually agreed upon with the client firm. The expenditure on this account shall be claimed separately to the client and reimbursed to the concerned faculty/staff member.

#### **5. Disbursement of testing and consultancy charges**

The procedure for distribution of the testing and consultancy fee will be as follows:

- 30% of the gross amount of consultancy will be deducted as institute share and credited as under;
  - 35% of institute share shall be credited in institute research fund
  - 20% to be credited to be institute account



- **10% to be credited to students and staff welfare fund (in the ratio of 2:1) respectively**
- **05% to be credited to Contingencies Fund**
- 30% to be distributed as honorarium to the staff of Account Section, Direction Office (excluding Director), concerned Department Office (excluding HOD), Dean R&C office (including Dean R&C) and Registrar office (including Registrar) as 8%, 4%, 5%, 7%, 6% respectively.

The remaining 70% to be distributed as under:

- Any expenses as incurred during execution of Consultancy Work like consumables/travel/documentation and labour engagement if the provision for the same in the assignment.
- 11% of the remaining amount shall be credited to the Director and Head of the Department (5% and 6% respectively) as honorarium.
- The remaining amount shall be distributed among the consultancy team on the basis of responsibility and involvement.

The distribution bill shall be prepared by the concerned consultant/officer I/C duly forwarded by HOD and submitted to Dean R&C for approval of the Director.

#### **6. Conduct Rules**

Faculty and staff members of the institute associated with such services shall:

- i. Maintain secrecy of the test results/consultancy reports and shall not get involved in unauthorized communication of any official document or information.
- ii. The Director may at his discretion constitute committee (s) to conduct disciplinary proceedings, if necessary against faculty/staff members involved in malpractice and misconduct in connection with consultancy/testing projects. On the basis of the report, appropriate disciplinary actions may be initiated and punishment may be imposed by the Director.



7. **Exception Clause**

These guidelines shall normally be applicable to all faculty/staff members associated with the consultancy/testing activities. Any exception/deviation to these guidelines may be considered by the competent authority for approval depending upon the merits of the case.

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