



पंजाब केन्द्रीय विश्वविद्यालय

संसदीय अधिनियम 25 (2009) के द्वारा स्थापित

Central University of Punjab

Established vide Act No. 25 (2009) of Parliament

Ref. No: CUPB/CC/15/EC-15/27

Dated: 05-8-2015

NOTIFICATION No 27

In pursuance to Item No. EC:15:15.29 of the Minutes of the 15th Meeting of Executive Council of Central University of Punjab, approval of the Executive Council to the recommendation of the Academic Council (Item No:AC:7:2015:24) is hereby conveyed to the guidelines for implementation of Consultancy Projects as enclosed with this notification.

Further to the above the Competent Authority has approved the constitution of the following committee for implementation of Consultancy Projects:

1. Prof. P. Ramarao, Dean Academic Affairs
2. Dr. Pankaj Khare, Registrar
3. Prof. A. K. Jain, Professor
4. Dr. Sunil Mittal, Assistant Professor
5. Dr. Shireesh Pal Singh, Assistant Professor

This is issued with the approval of the Competent Authority

Registrar

Copy to:

1. Vice Chancellors Secretariat: for kind information of the Vice Chancellor
2. Dean Academic Affairs for information
3. Controller of Examination for information
4. All Deans/CoCs/OICs/Section Heads for information
5. Accounts officer for information
6. System Analyst for uploading on the University website
7. Concerned file

GUIDELINES FOR IMPLEMENTATION OF CONSULTANCY PROJECTS

1. Each Consultancy Project will have a Principal Consultant who will be responsible for
 - i. Formulating the project proposal which may include (a) planning of the work to be done, (b) estimating costs according to guidelines provided in a later section, and (c) identifying other consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling all communications with the clients after the project has been accepted.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the Vice Chancellor regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.
2. Appointment of Principal Consultant: Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. CoC, Dean or Director). When a faculty member is approached for the work, he will be the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussions and appointment will be made by CUPB.
3. The project proposal prepared by the Principal Consultant will be forwarded to the client.
4. The cost of the project shall be deposited by the client, in full, before the work commences. However, based on needs of the client and circumstances, CUPB may permit commencement of work with payment to be made as per agreed upon milestones.

All payments from clients will be received and expenditure and disbursements made through normal University procedures.

5. After the initial deposit has been made by the client, CUPB will assign a job number to the project and inform the same to the client, Principal Consultant and the CoC of the concerned Department. This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence. The Project file will be closed with the submission of the final project report and disbursement of fees to consultants and others.
6. Each Project under Consultancy Service will be given a Registration Number by the Consultancy Division.
7. Utilisation of the resources generated.

The resources earned by a teacher through consultancy should be divided between the university and the teacher in the manner given below:

The ratio for sharing of the money between the university and the teacher will be:

- a) 60:40, where CUPB facilities have been used.
- b) 50:50, if no facilities of the university have been used.

SERVICE TAX ON CONSULTANCY FEES

Service Tax is compulsory on all consultancy services. The rate of service Tax in force as per rules of state/centre/UT or any other government rules will be applicable on the consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the coordinators of the consultancy projects inform the clients the amount payable by the clients as Service Tax in addition to the consultancy charge.

ADDITIONAL POINTS OF THE GUIDELINES FOR ROUTINE AND TIME BOUND CONSULTANCY PROJECTS INVOLVING THE WHOLE DEPARTMENT

1. For consultancy works a Faculty in-charge shall be selected by the concerned Departments for a tenure of 6 months.
2. The client shall first approach the CoC with a letter detailing the requirement, who will indicate in writing the Fee and Service charge for the work. The client will deposit the fee.
3. The Department take over the materials and samples deposited by the client (if any) and give a tentative date of handing over the final recommendation.
4. CoC or Faculty in-charge of Consultancy will then assign the appropriate group of faculty (on 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.
5. The Technical Officer shall sign the laboratory test reports.
6. 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 CoC.
7. The Faculty in-charge of Consultancy will inform the client about the completion of the job assigned and deliver the report.
8. The break-up of the revenue earned from the consultancy services will be as follows
 - 25% to the University.
 - 25% to the concerned Departments (This will include the cost of consumables, labour, travel and other expenditure incurred for the work).
 - 50% to the consultant group.
9. Separate Bank accounts shall be opened to be operated by the CoC of the concerned Departments and Deputy Registrar (Finance) jointly.
10. 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 Officer.