



**वीर माधो सिंह भण्डारी उत्तराखण्ड प्रौद्योगिकी विश्वविद्यालय**  
(उत्तराखण्ड सरकार द्वारा अधिनियम 415/2005 द्वारा स्थापित पूर्ववर्ती उत्तराखण्ड तकनीकी विश्वविद्यालय)  
**Veer Madho Singh Bhandari Uttarakhand Technical University**  
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## **Rules for Testing and Consultancy**

All full time and academic staff shall be permitted to engage themselves in testing and consultancy work to such an extent that it will not interfere with the discharge of their normal duties, However, in exceptional cases the contractual faculty may also be permitted for engaging in testing and consultancy work with permission of Vice Chancellor of Veer Madho Singh Bhandari Uttarakhand Technical University, here after referred as University The following are the rules for carrying out Testing & Consultancy work in the University and its Institutions . These rules for testing and consultancy can be revised by the Testing & Consultancy committee with the approval of Vice Chancellor of the University.

### **1. Testing & Consultancy Committee-**

There shall be Testing & Consultancy (T&C) Committee to decide the matter of testing and consultancy work. The T&C committee will be consisting of the following members who will decide about various issues as may be enunciated hereafter which may arise in management and implementation of testing consulting project and utilization of the saving there from-

- |  |                    |
|--|--------------------|
| A) Nominee of the Vice Chancellor not below rank of Professor                                  | - Chairman         |
| B) Any two faculty members not below rank of Associate Professor, nominated by Vice Chancellor | - Members          |
| C) Finance Controller  | - Member           |
| D) Registrar   | - Member Secretary |

The committee may decide any other rules required and rates of the testing etc. in case of requirement. The committee may also consider the expertise required to accomplish the consultancy work in case of any dispute. The recommendation of the committee will be approved by Vice Chancellor of the University. All types of testing & consultancy work with due certification must be digitally signed by the concerned faculty /Principal Investigator (PI) for its validity in all respect. In case of any dispute the decision of Vice Chancellor of the University shall be binding to all.

### **2. Types of Consultancy Projects-**

#### **A- Type -I Consultancy Projects-**

All Consultancy Projects without use of University laboratory/ workshop facilities will be classified as type -1 Consultancy Projects which is to be normally done after University working hours.

#### **B- Type -II Consultancy Projects-**

Consultancy Projects involving use of University/Institutions laboratory/ workshop facilities will be treated as Type-II consultancy projects. Such project will cover field testing and field measurements. Calibration of equipment/instruments and testing of material/equipment in laboratory / field which can be completed within the University hours or beyond it.

**Note- a)-** In case of multi-disciplinary/inter departmental project, a single project can be divided into sub projects of the same type on mutually agreed terms between the concerned department duly authorized by T&C committee.

b)- Any controversy arising out of the assignment of consultancy work or non-acceptance of any consultancy project is to be referred to the T&C committee. The Testing & Consultancy (T &C) committee is also authorized to consider prestige of project proposals received by the University and take appropriate decision to accept such project to be carried out on a consultancy basis.

c) All decisions of T&C committee will require approval of Vice Chancellor.

### **3. Charges for Consultancy Projects-**

A. The total agreed charges of consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the associated faculty investigator and associate staff.

B. The actual expenses should cover the following costs related to the project-

- Permanent equipment to be procured/fabrication of equipment of project.
- Consumable materials.
- Travel expenses in connection with the project work.
- Computational or other charges which the principal Investigator (PI) may have to pay to the University or any other outside agency in the course of the execution of work.
- Contingency expenses to cover cost of supplies, preparation of report, typing work, drawing, drafting, stationary, literature, postage, courier, FAX etc.
- Expenses for work to be carried out on payment basis e.g. remuneration to the student involved etc.
- The principal investigator may engage University Student as Student Assistant for consultancy work on payment of Rs. 100.00 per hour subject to maximum of 50 hours per month which may be revised by Vice Chancellor based on requirement.
- Expenses incurred on reasonable hospitality not exceeding Rs. 250.00 per meal and Rs. 100.00 per head for snacks etc. in connection with the consultation work can be charged as the expenses which may be revised by the Vice Chancellor based on the requirements and recommendation of T&C committee.

### **4- Consultancy/Testing Fee-**

The Consultancy/Testing fee will depend upon several factors such as time spent importance of advice and experience of the faculty. While estimating the consultancy fee chargeable to the client. Principal investigator should keep in mind that only part of the total fee is available for distribution amongst the faculty, staff and students as applicable. The remuneration will be paid to the faculty/ staff as per norms approved by the University on the recommendation of the PI.

### **5- Realization of Consultancy/Testing Fee-**

The entire fee in connection with consultancy/testing work is to be deposited by the client in the University account, before the work commences. In exceptional cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt of funds from the client has to be clearly spelled out in advance and be duly approved by the Vice Chancellor of the University.

### **6- Type of Consultancy/Testing Funds-**

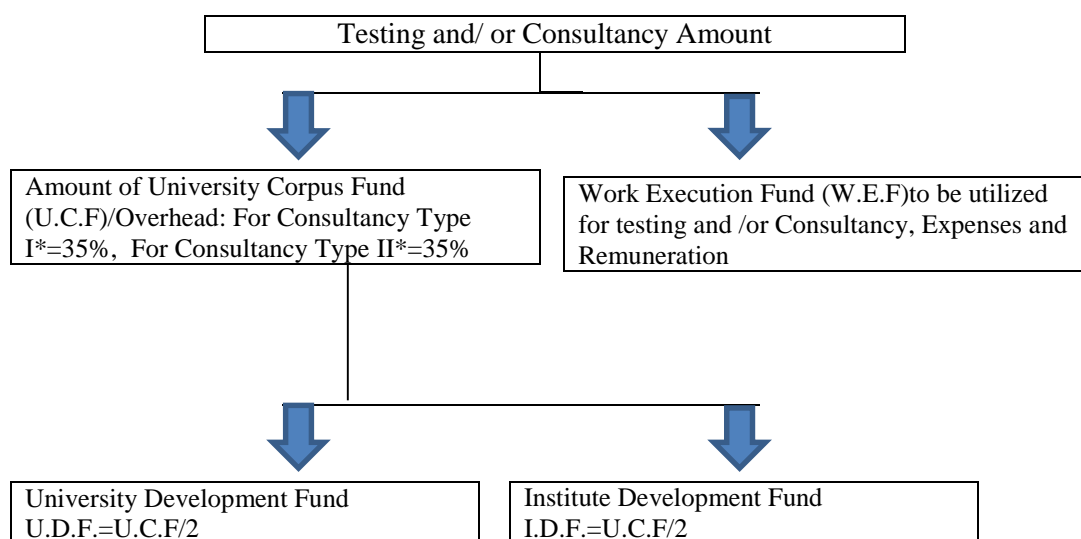
There will be a UNIVERSITY CORPUS FUND for the University share in each consultancy project. Complete amount of consultancy (Both types) fee will be deposited by the client in the University account, in name of FINANCE CONTROLLER while approved percentage of share of University will be deposited in the account of UNIVERSITY CORPUS FUNDS at the time of distribution of consultancy/testing fee.

**B) UNIVERSITY CORPUS FUNDS (U.C.F)** will be divided equally in UNIVERSITY DEVELOPMENT FUNDS (U.D.F) and INSTITUTE DEVELOPMENT FUNDS (I.D.F). The use of U.D.F will be decided by the Vice Chancellor for the development of the University in following areas such as:

- Purchase of equipment and consumables for research and academic works.
- Travel for PI/Students/co-authors/collaborators (with in the country and abroad) for attending conferences for research and related discussion. It can also be used for cover expenditure for University approved journey (not reimbursed from other sources).
- Purchase for books, journals, subscription and professional membership.
- Purchase for teaching materials and teaching aids.
- Hosting of professional visitors.
- Any other expenditure as permitted from the U.D.F.
- Payment for the project of Students/faculties looking for filed for patent.
- The Vice Chancellor will reserve the right to use the fund of U.D.F. as per the requirements and urgency in the University.

The amount of I.D.F. will be utilized by the concerned Institute where consultancy/testing work has been done with permission of Vice Chancellor. The remaining amount of I.D.F. excluding U.D.F. will be utilized in testing expenses as well as distribution of remuneration amongst University staff as per rule.

#### 7- Norms for Distribution of Consultancy/Testing Fee



The W.E.F. as denominated in the figure will be expended by the PI as in flow chart following the applicable rules of University.

#### 8- Distribution of Consultancy Fee in UNIVERSITY CORPUS FUND-

The principal amount will be deposited in concerned bank account of the University for any type of testing and consultancy.

S.N.	Nature of the Project	Type of Consultancy	Total Project Cost (A)	U.C.F/Overhead (B)	Distribution /Remuneration (C)=(A-B)
1-	Consultancy/Testing	Type-I	X	0.35X	0.65X
2-	Consultancy/Testing	Type-II	X	0.50X	0.50X

**Note –a) Type-I** Consultancy /Testing includes Sponsored research project from Government agency, where University Corpus Fund will be waived off while for such projects from private organizations or industry, U.C.F. will be charged at

par with the Type I consultancy. Other consultancy / Testing project will be inclusive of inspections/Technical Education visits. Individual consultancy based on expertizes requirement of any individual for project, and conduction of courses with industry. If the course is organized by the University then 0.25X share will be transferred to the industry while 0.75X share will be transferred in University and if the course is organized by industry then 0.25X share will be transferred to University while 0.75X share will transferred to industry concerned or as decided by the University from time to time with approval of Vice Chancellor.

**b-) Type-II Consultancy** includes Testing of materials, or any other consultancy involving University's facilities.

**c-)** Category of any other work which is not included in the above mentioned will be decided by T &C committee.

### **9-Terminology-**

- Project cost refers to the expenses incurred by the PI for the duration of the project. It includes remuneration, equipment, salaries, travel consumables, contingency etc.
- Overhead refer to the payment due to the University from the approved grant received from the funding agency/organization/industry.
- Sponsored research project refers to one in which the PI carries out original research such projects generally do not have a provision for payment of remuneration.
- Testing refers to a very limited duration activity involving Laboratories/Workshop of the University.
- The GST or any other taxes, as applicable is required to be paid for all consultancy projects.

### **10 -Details for calculation of overhead-**

- **Sponsored Research Projects-** Proposals submitted for sponsored research must show overhead of 25% on the project cost. (Example- If the project requirement is X then overhead would be .25X and the total budget would be 1.25X).
- **Consultancy Testing Projects-**At the stage of proposal submission the budget will reflect-  
Project cost (X) includes, i.e.  $X = \text{Project expenses} + \text{Overhead (XI)}$   
Overhead at 25% ( $XI = 0.25X$ ) for Type I consultancy.  
Overhead at 50% ( $XI = 0.50X$ ) for Type II consultancy.

Goods and service Tax (GST) @ 18% (for example) ( $X2 = 0.18X$ ), which is subjected to periodic revision by the Government of India.

When consultancy/testing fee is received from the funding agency the following procedure will be followed- At the first instance, GST is deducted (18% of X) (subject to change by the Government from time to time). The University overhead (as above the different types of consultancy) is transferred to University Corpus Fund. The balance fund will be distributed the associated PI and staff as per the approved rules.

- **Courses-** For the short term courses, conferences, workshops, and symposia, 25% of the total receipts (Registration as well as grants) will be transferred to the University Corpus funds, 70% will be consumed by PI for expenses and distribution among team members.

### **11- Payment of Remuneration-**

**For Type -1** Testing and/ or consultancy, the norms for calculation of various percentages for distribution will be as followed-

**1- Total fee received from the client= 1**

- Amount paid to U.C.F. (University Campus Fund)=0.351
- Remaining amount (F)=0.651
- Total expenditure on the project= E
- Saving =S=F-E
- Amount to be distributed amongst the investigators = S

**2- Distribution of S-**

- Amount to be distributed among investigators (S)=0.70S
- Amount to be distributed to concerned Head of Department=0.0025S
- Amount to be distributed Staff of concerned Department =0.120S
- Amount to be distributed to the Director of the Institute =0.010S
- Amount to be distributed The office of the Director Establishment Accounts of the Institute =0.010S
- Amount to be distributed to The Finance Controller 0.0025S
- Amount to be distributed to The Registrar= 0.0025S
- Amount to be distributed to staff of V.C Secretariat , Registrar, Establishment and Finance and account Section = 0.090S
- Amount to be distributed in Staff Welfare Fund = 0.0625S

**For Type -II** Testing and/ or consultancy, the norms for calculation of various percentages for distribution will be as follows-

**Total fee received from the client= 1**

- Amount paid to U.C.F. (University Campus Fund)=0.501
- Remaining amount (F)=0.501
- Total expenditure on the project= E
- Saving =S=F-E
- Amount to be distributed amongst the investigators = S

**3- Distribution of S-**

- Amount to be distributed among investigators (S)=0.60S
- Amount to be distributed in office and laboratory staff =0.22S
- Amount to be distributed to concerned Head of Department=0.0025S
- Amount to be distributed to The Director of the Institute =0.08S
- Amount to be distributed The office of the Director, Accounts and Establishment of Institute =0.010S
- Amount to be distributed to The Registrar= 0.0010S
- Amount to be distributed to The Finance Controller = 0.01S
- Amount to be distributed to staff of V.C Secretariat, Registrar, Establishment and Finance and account Section = 0.090S
- Amount to be distributed in Staff Welfare Fund = 0.0625S

**Note-**

- 1- The distribution between Class III and Class IV employee of particular amount has to be done with 70:30 ratios subject to limit of the 75% of the gross salary received by an individual. In case, there is no regular Class IV or Class III employee is a section/department, the excess remuneration amount will go in Staff Welfare Fund.
- 2- In case, Registrar/Pro Vice Chancellor/Vice Chancellor performs Testing & Consultancy work for the University, he will receive the due remuneration as applicable to PI.

- 3- The rule of distribution will be applicable for all the payments due from the date of approval of this or its amendment as the case may be in the Executive Council.
- 4- In all the cases, the payment of remuneration will be given only to employees of the University.
- 5- In Case of University, the role of Director of Institute will be performed by the Chairman T&C Committee.

## **12- Total Amount of Remuneration from Consultancy-**

The total remuneration to be received by an individual from Consultancy/Testing work will not exceed 75% of his gross salary received during the financial year. In such case where the PI is supposed to involve in any consultancy due to his expertise in any field and his total income from all consultancy work exceed the limit of 75% gross salary the prior approval of Vice Chancellor will be required. If the total remuneration payable to the staff member exceed the prescribed limit, without approval of University (Vice Chancellor) the excess amount will be deposited in the University Corpus Fund.

## **13- General Conditions-**

- Any guideline further needed of operating consultancy project or any dispute arising in the University will be framed/solved by the T&C committee with the approval of Vice Chancellor.
  - Individuals or departments or/ Institutes may take up consultancy work only after taking approval of the Vice Chancellor. The report of the consultancy project will be signed by the investigators and countersigned by the head of department and the report of the individual consultancy project will be signed by the Principal Investigator but kept in the record of the Institute.
  - For project involving only site visits for consultation work and /or personal discussion, fee may be charged on per day basis at mutually acceptable rate subject to a minimum of Rs. 5000/- per man day, excluding the day spend on travel.
  - For technical and other staff, making only site visits outside the scope of ongoing consultancy project, fee may be charged on per day basis at minimum of Rs. 1000/- per man day.
  - The PI may, with the prior permission of the Vice Chancellor avail the service of person not in the University/Institute to save as Investigators , provided the HOD certified that the service of a nature for which the expertise is not available in department/ Institute/University.
  - The PI is authorized to associate any regular faculty\ contractual faculty/staff of the University with remuneration payable up to 20% of the share of PI.
  - No consultancy project from any other agency can be taken up for an amount less then Rs. 25000/-. This limit may be reviewed from time to time by T&C committee and as approved by the Vice Chancellor.
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- Duty leave will be admissible for consultancy work for 15 working days in a session within overall limits of the duty leave. For absence beyond 15 days for consultancy work, leave as due will be taken by the staff /faculty member. Any absence from the headquarter in connection with the consultancy approved by the testing & consultancy (T&C) committee will be with the prior approval of HOD of concerned department and Director of the Institute concerned.
  - When a faculty member is approached for the consultancy work, he will be the principal invigilator. If he does not wish to be the Principal Invigilator, the Vice Chancellor will approve a suitable person as the PI on recommendation of Director of the Institute.
  - The P.I who is due to retire from University service will identify a new P.I for the consultancy project at least three months before his/her retirement and transfer his responsibilities to him. .

- A copy of all reports submitted to the client firm will be filled in the department/Institute.
- The most expeditious and convenient mode of travel should be used for the consultancy work, to minimize period of absence from the University.
- All legal action will be subject to the jurisdiction at Civil Court at location of the University in Dehradun/High Court at Nainital.
- In Case any legal dispute arise between the invigilator(s) and the client such that the invigilator(s) are in any way, held responsible to make good the losses occurred by the Client, such liability will be restricted to a maximum limit which will be calculations follows-  
**Maximum Liability** = The total amount charged for the project – total expenditure on the project.