



Consultancy Policy and Procedure

Assam down town University
Panikhaiti, Guwahati,
Assam-781026

1.0. Introduction.

1.1.The Consultancy Policy document of AdtU is an endeavor to include conditions/provisions, in exhaustive manner, in order to facilitate the employees to offer their professional services to clients outside the jurisdiction of AdtU i.e. Govt. Organizations, Public and Private sector Organizations, large as well as small industries and any other Social agencies/ organizations. It is a means through which the human resources of the University make available their tacit knowledge and skill to government, private & public sector, organizations and any other social institutions. Such activity in turn benefits the institution in terms of additional income, opportunities for collaboration and enrichment of knowledge and experience besides enhanced reputation of the University. There is a consultancy service team of the University to facilitate the Consultancy activities of the University employees.

2.0.Organization structure &role of the Consultancy service team.

2.1.The Consultancy service team is comprised of

Managing Trustee
VC
Pro VC
Dean/ HoD
Director, Quality & Process

2.2.The role of the consulting service team involves.

- Agreeing Commercial rates.
- Negotiating the terms and condition of consulting agreement.
- Assisting with internal procedure.
- Managing the project where appropriate.
- Involving the external resource person and chasing debt.
- Paying the individual consultant.
- Defend the staff/ employees in the event of a claim against the employee, provided they have lawfully, and diligently endeavored to carry out the work.
- To ensure that the proposed consultancy will not create a conflict of interest with their work at the University.

3.0. Framework for Undertaking Consultancy

3.1. Any divisional Head/ HoD/ Faculty is at liberty to generate consultancy with prior approval of consulting service team.

3.2. If a head of the department/ faculty is approached by an outside client requesting to carry out a consultancy by the department (or members thereof), the concerned head/ faculty should prepare a proposal incorporating the methodology and all terms and conditions and get it approved by the consulting team. In case of requirement of interdisciplinary team, the name of other team members also should be incorporated in the proposal. The consulting service team will make the necessary contractual agreement for such consultancy assignment.





3.3. Cost Estimation & sharing of proceeds.

3.3.1. The Consultancy cost estimation form is designed and enclosed as Annexure A. One Assignment registrar is opened and details pertaining to professional fee, amount received, amount due, No. of days utilized, all expenses pertaining to the assignment must be incorporated till closing of the assignment, in the assignment registrar. Separate file may be opened for each assignment and the cost estimation form, bills and sanctions relating to the assignment may be processed and kept in that file.

3.4. Agreement for Consultancy

3.4.1. The consultancy work should be undertaken through suitable agreements entered by the University or its constituent units such as department, under the overall control of the consultancy service team.

3.4.2. The agreement will address the scope of consultancy, deliverables, mutual responsibilities, time schedule, financial terms, resolution of disputes etc.

3.4.3. The consulting service team may permit agreement between the consulting department and client organization depending upon the merit of the individual case.

3.5. Consultancy charge

3.5.1. The rate of professional charges per man-day of a team member will depend upon his position/ designation Vis a Vis the type of organization.

Sl. No.	Organization	Per man day Consultancy rate			
		VC	Pro VC	Dean/ HoD/ Professor	Assistant Professor/ Associate Professor
1	Large Organization/ Industry				
2	Small Organization/ Industry				
3	MSME				
4	Cottage Industry				

3.6. Responsibilities of consulting team members

- AdtU members undertaking consultancy project are entirely responsible for the completion of the consulting work without affecting the academic activities.
- Approval for involvement for a specific duration will be granted by the consulting service team based on merit/ requirement of individual assignment.
- AdtU member having consultancy work/ project will ensure reimbursement for the cost of any University facility used, which should be incorporated in the cost estimate.

4.0. Reporting progress:

4.1. The faculty members/ team leader taking up the consultancy assignment shall periodically keep Managing Trustee informed on the progress and submit reports on satisfactory completion of the assignment.

5.0. Revenue sharing

5.1. Sharing of revenue will be based upon net revenue earned from each consultancy assignment carried out successfully up to the satisfaction of client.

5.2. While forty percent (40%) of the net revenue is accounted for as revenue of AdtU, sixty percent (60%) of the net revenue may be distributed among the team members depending upon the grade of the team members from faculty, non-teaching staff (including administrative staff) and PG students, if involved.

5.3. Allocation of sixty percent (60%) of the net revenue among the consulting team members as stated in clause no. 5.2 will be recommended by the team leader for consideration and approval of the Vice Chancellor.

5.4. Due weightage in the self-appraisal of the consulting team members will be given while fixing share of individual members for their involvement in the consultancy assignment. As far as practicable, this parameter should be numerically quantifiable.

5.5. Marketing & coordination assistance will be provided by Sri Bidyut Bikash Das, Associate Professor, and Department of Management.

5.6. The team leader should ensure that under no circumstances the direct expenditure incurred for carrying out the assignment exceeds 30% (thirty percent) of the gross revenue.

5.7. In the event of exceeding the limit of 30% (thirty percent) as mentioned under serial no. 5.6, prior approval for taking up the consultancy service by the team should be taken from the competent authority.

5.8. Filling up the cost estimation form enclosed is mandatory for the team leader.

5.9. Deduction of Income Tax at source may be done as per university norms and procedure for any consultancy service-based income by the team members.

6.0 Consultancy Duty Leaves:

Consultants may be granted consultancy duty leave for visit to the stations outside the university on the consultancy project work with prior permission of the competent authority of the university for specified period of time.

7.0 Sponsored Research project:

The faculty members, technical and other non-teaching staff of the university should be permitted and encouraged to engage themselves in sponsored research project activities without any interference with the discharge of their normal and regular duties.

In order to encourage faculty/staff to seek sponsored research funding the institute may pay twenty percent (20%) of the overhead revenue of the project cost to the various faculty/staff/students as suggested by the Principal Investigator after obtaining approval of the Vice Chancellor. The incentive will be paid only after successful completion of the project and acceptance/approval of final report by the sponsoring/funding agency.



Annexure A.

Consultancy Cost Estimation Form

*(To be prepared in duplicate)

Consultancy title		Division
P.O.No.	Consultancy/Training/Other(Specify) Tick appropriately	*AdtU
Assignment Register Page No.		
Duration:	Venue:	*Name of the client/ user Organization
From:	Letter of acceptance and date	
To:		

A. Consultant Fee:

Item	Consultant Day	Rate/Day	Estimated Total	Actual
a)AdtU Consultant				
b)Guest Consultant				
c)Faculty				
Total:				

B. Travel Expenses:

Item	No. of Consultant trips	Mode of travel	Average cost/trip	Estimated total	Actual
AdtU Consultants					
AdtU Supporting staff					
Guest Consultants					
Local Conveyance for AdtU & outside consultants					
Total:					

C. Expenses in lieu of lodge and board:

Item	Consultant days	Rate	Estimated Total	Actual
1.AdtU Consultant				
2.Guest Faculty				
Total:				



D. Administrative Expenses:

Administrative Expenses	Estimated Total	Actual
1.Hiring of Hall		
2. Refreshment for persons for.....days		
3. Working lunch for persons for.....days		
4.Advertisement		
5.Brochure		
6.Stationary		
7.Training Aids		
8.Residential Expenses of participants, if any		
9.Factory/other visits		
10.Documentation fees		
11.Miscellaneous		
Total expense:		
E. Add 10% towards unforeseen expenses		
Grand Total:		

F. Income	Estimated	Actual
G.1.Total fee to be quoted to user organization		
2.Participation fee for self-run programme/seminar a) Per participant @Rs..... b) Total (fee*no. of participants)		

Approved by Divisional Head/ Team Leader

Signature of Divisional Head/ Team Leader

Designation.....

Date:

Date:

For Divisional Head/Team Leader

*Note: Separate file may be opened for each assignment/programme, and the cost estimation form, bills and sanctions relating to the assignment/programme may be processed and kept in that file.

