



GAUHATI UNIVERSITY
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NOTIFICATION

This is for information to all concerned that in order to encourage faculty members to take up consultancy assignments, Gauhati University has prepared 'Rules for Consultancy Assignments'. Details of the same are attached. It may be necessary to note that the need of a healthy consultancy portfolio is being felt by the Gauhati University administration.

This is issued with approval of the Vice-Chancellor, G.U. dated 24/10/2017.

Pending approval of the Executive Council, these rules are hereby notified for the benefit of faculty members.


Registrar
Gauhati University

Copy forwarded for information and necessary action to:

- 1) Finance Officer, G.U.
- 2) Secretary, University Classes, G.U.
- 3) Academic Registrar, G.U.
- 4) Secretary to the Vice-Chancellor, G.U.
- 5) Secretary to the Registrar, G.U.
- 6) Coordinator IQAC, G.U.
- 7) Heads of all Academic Departments of G.U.
- 8) Principal / Heads of all Constituent Colleges under G.U.
- 9) System officer, G.U. - *with a request to upload the same in NAAC section of G.U. website*
- 10) Office file.



03/11/17
Registrar
Gauhati University

GAUHATI UNIVERSITY
RULES FOR CONSULTANCY ASSIGNMENTS

1) Definition	<p>Consultancy assignments refer to those where the concerned GU faculty (PI, Co-PI) charge honorarium/ consulting fee from the sponsoring organizations.</p> <p>Consultancy assignments shall be those which are specifically assigned by sponsoring industry / organization to GU faculty for attaining some pre specified objectives / development of new technologies / carrying out some specified investigations /studies and may also include organization of in house training / skill development / capacity building events specifically targetted at employees/beneficiaries of the sponsoring industry / organization.</p>
2) Who is eligible :	<p>Any confirmed permanent faculty(s) of GU will be eligible to take up consultancy assignments provided that the concerned faculty(s) will give an undertaking not to leave GU during the pendency of the assignment and also otherwise undertake to refund from his own personal sources, all monies spent in the consultancy assignment together with penalties if any as may be specified by the sponsoring industry / organization.</p>
3) Mechanism:	<p>(a) For each consultancy assignment, there shall be one PI (Principal Investigator) and one or more Co-PI's (if necessary). It shall be the primary responsibility of the PI (together with all the Co-PI's) to see through successful completion of the assignment.</p> <p>(b) The requirement for consultancy shall originate from the industry/ organisations concerned or faculty can approach industry/ organisations. The faculty is expected to estimate the time and cost required to accomplish the task. The proposal is then prepared by the PI and the Co-PI's (if any).</p> <p>(c) All proposals for consultancy assignments shall be submitted by the PI and the Co-PI's through Registrar GU. A copy of the proposal shall also be submitted to Treasurer GU and Academic Registrar GU (who shall be the nodal officer for all consultancy assignments).</p> <p>(d) The PI (together with all the Co-PI's if any) shall handle and spend funds for the assignment through Treasurer's establishment in accordance with GU rules.</p>
3) Receipts and payments:	<p>All receipts from the sponsoring industry / organization shall be payable to the Registrar, Gauhati University. All payments / adjustments in respect of the consultancy assignment shall be routed through Treasurer's establishment, G.U.</p>

<p>4) Preparation of budget and sharing (overheads) with GU</p>	<p>The budget for the consultancy assignment shall include honorarium/consultancy fees for PI, co-PI and other investigators, 100% overheads to GU (100% of consultancy fees), expenses for the assignment and applicable tax on the total amount. The format for preparing budget will be as follows:</p> <p style="padding-left: 40px;">Name of the Consulting assignment and sponsor: Name and Dept of PI: Name (s) and Dept(s) of Co-PI: Names of other Investigators:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Consulting fee to be paid to PI</td> <td style="width: 10%; text-align: center;">A</td> <td style="width: 20%;"></td> </tr> <tr> <td>Consulting fee to be paid to Co-PI</td> <td style="text-align: center;">B</td> <td></td> </tr> <tr> <td>Consulting fee to be paid to other investigators</td> <td style="text-align: center;">C</td> <td></td> </tr> <tr> <td>Total consulting fee</td> <td></td> <td style="text-align: center;">D (= A+B+C)</td> </tr> <tr> <td>Equipment</td> <td style="text-align: center;">E</td> <td></td> </tr> <tr> <td>Supplies , consumables and any contingent expenses</td> <td style="text-align: center;">F</td> <td></td> </tr> <tr> <td>Manpower (salary to staff, external experts)</td> <td style="text-align: center;">G</td> <td></td> </tr> <tr> <td>Travel and other heads (to be specified) etc.</td> <td style="text-align: center;">H</td> <td></td> </tr> <tr> <td>Total of other expenses</td> <td></td> <td style="text-align: center;">J = (E+F+G+H)</td> </tr> <tr> <td>Sub Total of expenses</td> <td></td> <td style="text-align: center;">K = (D + J)</td> </tr> <tr> <td>Overheads to GU (100% of Total consulting fee)</td> <td></td> <td style="text-align: center;">L (= D)</td> </tr> <tr> <td>Sub-total including overheads</td> <td></td> <td style="text-align: center;">M (= K+L)</td> </tr> <tr> <td>Tax (as applicable)</td> <td></td> <td style="text-align: center;">N</td> </tr> <tr> <td>Total consulting budget</td> <td></td> <td style="text-align: center;">P (= M + N)</td> </tr> </table>	Consulting fee to be paid to PI	A		Consulting fee to be paid to Co-PI	B		Consulting fee to be paid to other investigators	C		Total consulting fee		D (= A+B+C)	Equipment	E		Supplies , consumables and any contingent expenses	F		Manpower (salary to staff, external experts)	G		Travel and other heads (to be specified) etc.	H		Total of other expenses		J = (E+F+G+H)	Sub Total of expenses		K = (D + J)	Overheads to GU (100% of Total consulting fee)		L (= D)	Sub-total including overheads		M (= K+L)	Tax (as applicable)		N	Total consulting budget		P (= M + N)
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<p>5) Sharing of overheads between Academic Depts. and GU</p>	<p>Out of the overheads received by GU (amount specified at L above), one half of the same shall be accruable to the parent Academic Dept of the PI, and the other half shall be accruable to the general fund of GU. The amount accruable to the parent Academic Dept of the PI shall be spent for the general infrastructural development of the dept (and shall not in any way accrue to the PI or the Co-PI in any way). The manner of utilization of the amount accruable to the dept. shall be cleared vide a resolution of the DAC of the parent dept. of the PI only after the successful completion of the consultancy assignment.</p>																																										

6) Payments by sponsor	100% advance payment should be made if the consultancy project is in one phase. If project is broken into phases, then 100% advance payment should be made before beginning of each phase.
7) Other rules	<p>(a) Details of all project expenditure will be maintained separately by PI for each consultancy assignment. He / she shall submit all accounting books (cash book, ledger, stock book and other books of accounts) to the Treasurer's establishment for processing of all payments.</p> <p>(b) All records shall also be maintained by the PI. The cost of maintaining records (including accounting records) shall be charged from the budget of the consultancy assignment.</p> <p>(c) Within one month of the completion of the consultancy assignment, all equipment, furniture, books, other assets and all records and books of accounts of the assignment shall be handed over by the PI to the Head of the parent Dept of the PI and a certificate obtained.</p> <p>(d) A MOU has to be signed by the Registrar and the sponsoring organization before the start of the assignment. Among other things, it shall specify the scope of work, milestones, phases, budget and the project team at GU.</p> <p>(e) The MOU shall also specify IPR issues. In general, any patents should be jointly shared by the sponsoring organization, GU and the PI. Any exception to the same shall have to have the approval of the Vice Chancellor.</p> <p>(f) No consultancy assignment can be undertaken by GU faculty during Sabbatical or Earned leave.</p> <p>(g) If leave is required for the purpose of the consultancy assignment, then duty leave (as specified in GU leave rules) shall be applicable and within the ceiling imposed by rules regarding duty leave. No other leave shall be allowed for consultancy assignment.</p> <p>(h) The consultancy fees of PI and Co-PI's shall be credited by GU to the individual bank accounts of PI and Co-PI's only after a copy of the completion certificate is issued by the sponsoring industry / organization and a copy of the same is submitted to GU .</p>


 03/11/20