

3.5.1

GURU NANAK DEV UNIVERSITY, AMRITSAR-

N.G.C. letter approved Syndicate of this University vide Para  
N-48, regarding consultancy including revenue sharing between  
Letter No. F. 16-12/76  
(T) Pt. II dated  
19.10.1984 from the  
U.G.C., approved.

48.

Considered and <sup>33</sup> the institution and the individual consultancy

RESOLVED. That letter No. F. 16-12/76 (T)

Pt. II dated 19.10.1984 from Shri R.P. Gangurde,  
Deputy Secretary University Grants Commission,  
New Delhi, regarding consultancy work to be  
undertaken by the Academic Staff of the Central  
Universities and Institutions deemed to be  
Universities, be approved as per Appendix.

*Superintendent 26/11*  
Accounts Branch (Grant Section)  
Guru Nanak Dev University

Amritsar  
Rates of fees of  
M.Lib Science Course,  
Approved.

49.

Considered and

RESOLVED: That the rates of fees to be  
charged from the students of M.Lib Science Course  
with effect from the session 1984-85 be approved  
as under :-

<u>Detail of fees</u>	<u>Amount</u>
1. Tuition fee	25.00 p.m.
2. Examination fee	60.00 per semester.
Reappear one paper .. Rs. 20/-	
Reappear two papers .. Rs. 35/-	
3. Admission fee	15.00 P.A.
4. Continuation fee	5.00 P.A.
5. Dilapidation fee	1.00 P.M.
6. Radio Film T.V. fee	0.50 P.M.
7. House Examination fee	6.00 P.A.
8. Amalgamated fund	5.00 P.M.
9. Pb. State Sports Development fee	5.00 P.A.
10. University Sports Development fee.	5.00 P.A.
11. Poor Students Aid fee	3.00 P.A.
12. Security (refundable)	30.00 P.A.
13. Youth Welfare fee	3.00 P.A.
14. Holiday Home fee	1.00 P.A.
15. University Sports fee	5.00 P.A.
16. Medical Aid Fund	6.00 P.A.

Amendment in Regulation 50.  
7(ii) on page 310 of  
the University Calendar, this University be treated like technical and  
1981, Volume I referred  
to the Finance  
Committee.

Considered that the bus conductors at  
skilled employees of the University Press for  
purposes of working out the overtime duty and the

AGENDUM 48  
For Syndicate meeting  
Dated: 1.1.1985

GURU NANAK DEV UNIVERSITY, AMRITSAR

UNIVERSITY GRANT COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI

No. F.16-12/76(T)Pt.II

Sept., 1984  
19 Oct. 1984

The Registrar  
Guru Nanak Dev University,  
Amritsar.

Subject: Consultancy work to be undertaken by the Academic Staff of the Central Universities and Institutions deemed to be Universities.

Sir,

The University Grants Commission at its meeting held on August 1, 1984 considered the report of the Committee constituted to examine the manner in which consultancy work can be undertaken by the academic staff of the central Universities and institutions deemed to be universities, and resolved as under:

"The Commission accepted the recommendations of the Committee appointed by the UGC to examine the manner in which consultancy work can be undertaken by the academic staff of the Central Universities and Institutions deemed to be Universities. The Commission desired that the consultancy work may also be allowed to the Vice-Chancellor/Heads of the Institution on the same terms and conditions as of teachers. The time to be spent on the consultancy work should normally not exceed 40 days per year."

Copy of the guidelines accepted by the Commission in this regard is enclosed (Annexure-I). The above is brought to the notice of the University for guidance and necessary action.

Yours faithfully

SD/-

(R.P.Gangurde)  
Deputy Secretary.

*SL*  
Superintendent  
Accounts Branch (Audit Section)  
Guru Nanak Dev University  
Amritsar

*Mash*

GUIDELINES FOR CONSULTANCY WORK BY THE  
ACADEMIC STAFF OF THE CENTRAL UNIVERSITIES  
AND INSTITUTIONS DEEMED TO BE UNIVERSITIES

Guidelines for professional consultancy.

Preamble:- In order to ensure effective teaching in the technological Institutions, there is a great need for interaction with the industry and other comparable Institutions of Higher learning in the form of:-

- a) Industrial Consultancy
- b) Sponsored Research
- c) Transfer of know how in the shape of patents etc.
- d) Inter-institutional collaboration in selected research areas of mutual interest.

Consultancy services may be categorised as under:-

a) Individual Consultancy

Consultancy that does not involve the use of any Institutional facilities.

b) Institutional/Departmental Consultancy

It involves the use of University facilities such as equipment, instrument, computer, laboratory staff and administrative persons etc.

Organisational set-up

The Syndicate of a University may set-up a small unit headed by a senior Professor (name as Dean consultancy or Director consultancy or any other designation) who will co-ordinate and guide the consultation activities of the University and to take suitable administrative actions to control such activities as per rules framed by the University in this regard. He may exercise such authority as may be vested in him by the Vice-Chancellor.

Payment for consultancy and permissible limits

1. All consultancy assignment by faculty members should be undertaken with prior concurrence of head of the department and permission of Dean consultancy.
2. A faculty member may be allowed to spend normally a maximum of 40 days a year for consultancy. In special cases Vice-Chancellor's permission may be sought.
3. Examinations, Lectures, Selection Committees and other Professional work of faculty are not to be included in the consultancy.
4. All remuneration for consultancy should be received by a cheque/draft in favour of Registrar of the University. Individual faculty members should not receive any cash directly.

: 2 :

5. A faculty member or a group will receive 75% of total consultancy fees (item vii(f) of para II) paid by the client and the balance of the 25% of such amount shall be remitted to the University development fund.
6. Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University development fund.
7. Quarterly statements of consultancy services rendered by each faculty shall be forwarded by the Dean, Consultancy for information and record of the Vice-Chancellor. This statement will also show the totals of fees received by individuals upto date in the academic year.
8. D.O.T.A. are to be paid as permissible according to University rules or as per agreement with the client.
9. The consultant can use the institute computer on payment basis or computer from outside for the consultancy job. The payment for the use of the computer will be made on the actual basis.
10. The consultancy work should not interfere with the normal teaching research work of the department/University and other duties which may be assigned to staff by University authorities.
11. Before accepting the consultation job, the faculty member shall obtain the approval of the Dean, consultancy through the Head of the department giving the following details:-
- Name and address of the clients/organisation.
  - Title of the consultancy job.
  - A brief description of the work to be done.
  - Names of the staff members and other outside experts who will be involved in giving their consultancy.
  - Whether the consultancy will make use of any University facilities like lab. equipments or lab. staff.
  - An estimate of the charge is proposed to be recovered from the client under the following headings:-
- Expenses to be incurred on lab. work/O.T.A./ honorarium to staff of lab. and others who are not consultants.
  - Cost of material used in carrying out this consultancy.
  - Computer Charges.
  - Charges for use of lab. equipments and instruments.
  - T.A./D.A. for visits to site etc.

vi) Administrative/overhead charges to be paid to the University.

vii) The technical fees.

The expenses under the first five categories will be on actual basis and any savings will be credited to the University Development Fund. However, any shortage under these heads will be debited to the amount under the Heading of "Technical Fees."

The administrative charges and charges for use of equipment/instrument will be decided by the University as a percentage of the total amount of fees to be charged so that the proportion remains same for all cases of consultation. However, for individual consultancy where labs facilities are not needed, no charges may be levied for use of equipments and instruments. The expense on labour and material should be regulated as per the usual procedure of the University.

Out of the fee stated above (in cl.(f) vii of para II) 25% will be credited to the University Development Fund and 75% will be paid to the consultant, subject to the upper limit stated earlier.

The above break up of the consultancy charges is for the internal administrative use of the University only and may not be given to the client for whom a lump sum figure of total consultancy charges may be quoted.

*DL*  
Sumanat  
Superintendent  
Accounts Branch (Grant Section)  
Guru Nanak Dev University  
Amritsar

*Mash*

for Prof. Naupinder Singh

8/6/2008

M S Bhatti

3.5.1

UGC guidelines for  
Consultancy Work

AGENDUM 48  
for Syndicate meeting  
Dated: 4.1.1985

GURU NANAK DEV UNIVERSITY, AMRITSAR,  
UNIVERSITY GRANTS COMMISSION  
BAIHAJUR SHAH ZAFAR MARG  
NEW DELHI.

Regd. No. UGCTP11

Sept., 1984  
19th Oct., 1984.

Registration  
Guru Nanak Dev University.

Consultancy work to be undertaken by the Academic Staff of the  
Central Universities and Institutions deemed to be universities-

The University Grants Commission at its meeting held on August 1, 1984  
and the report of the Committee constituted to examine the manner in which  
consultancy work can be undertaken by the Academic staff of the Central Universities and  
Institutions deemed to be universities, and resolved as under:-

"The commission accepted the recommendation of the committee  
appointed by the UGC to examine the manner in which consultancy work  
can be undertaken by the Academic Staff of the Central Universities and  
Institutions deemed to be universities. The commission desired that:  
the consultancy work may also be allowed to the Vice-Chancellor/  
Heads of the institution on the same terms and conditions as of teachers.  
The time to be spent on the consultancy work should normally not exceed  
10 days per year."

Copy of the guidelines accepted by the commission in this regard is  
enclosed herewith. The above is brought to the notice of the university for guidance

For action

Yours faithfully,

Sd/-  
(R.P. Gangurda)  
Deputy Secretary

### Annexure-I

## GUIDELINES FOR CONSULTANCY WORK BY THE ACADEMIC STAFF OF THE CENTRAL UNIVERSITIES AND THE INSTITUTIONS DEEMED TO BE UNIVERSITIES

### Guidelines for professional consultancy

Preamble - In order to ensure effective teaching in the technological institutions, there is a great need for interaction with the industry and other comparable Institutions of Higher learning in the form of:-

- a) Industrial Consultancy
- b) Sponsored Research
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Consultancy that does not involve the use of any institutional facilities.

(ii) Institutional/Departmental Consultancy  
It involves the use of university facilities such as equipment, instrument, computer, laboratory staff and administrative persons etc.

### Organisational Set-up

The Syndicate of university may set-up a small unit headed by a Senior Professor (Name), Dean Consultancy or Director Consultancy or any other designation, who will coordinate and guide the consultation activities of the University and to take suitable administrative actions to control such activities as per rules framed by the University in this regard. He may exercise such authority as may be vested in him by the Vice-Chancellor.

### Payment for consultancy and permissible limits

All consultancy assignment by faculty members should be undertaken with prior concurrence of Head of the Department and permission of Director Consultancy.

A faculty member may be allowed to spend normally a maximum of 40 days a year for consultancy. In special cases, Vice-Chancellor's permission may be sought.

Examinators, Lecturers, Selection Committee and other professional work of faculty are not to be included in the consultancy.

All remuneration for consultancy should be received by a cheque/draft in favour of Registrar of the University. Individual faculty members should not receive any cash directly.

A faculty member or a group will receive 75% of total consultancy fees (Item vii (f) of para II - paid by the client and the balance of the 25% of each amount shall be remitted to the University Development Fund.

Remuneration paid to an individual faculty member for consultancy as his share in one academic year should not exceed his total salary for the year. Any amount in excess of this prescribed limit due to a faculty member will be remitted to the University Development Fund.

Quarterly statement of consultancy services rendered by each faculty shall be forwarded by the Director, Consultancy for information and record of the Vice-Chancellor. This statement will also show the totals of fees received by individuals upto date in the academic year.

TADA are to be paid as permissible according to university rules and as per agreement with the client.

The consultant can use the institute computer on payment basis or computer from outside for the consultancy job. The payment for the use of computer will be made on the actual basis.

The consultancy work should not interfere with the normal teaching/research work of the department/university and other duties which may be assigned to staff by university authorities.

Before accepting the consultation job, the faculty member shall obtain the approval of the Director, Consultancy through the Head of the Department giving the following details -

- Name and address of the client/organisation
- Title of the consultancy job.
- A brief description of the work to be done.
- Name of the staff members and other outside experts who will be involved in giving their consultancy.
- Whether the consultancy will make use of any university facilities like lab equipments or lab. staff.
- An estimate of the charges proposed to be recovered from the client under the following headings:-
- Expenses to be incurred on lab. work/O.T.A./Honorarium to staff of lab. and other who are not consultants.

- iii) Computer charges.
- iv) Charges for use of lab. equipment and instrument.
- v) TA/DA for visits to site etc.
- vi) Administrative/overhead charges to be paid to the University.
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GURU NANAK DEV UNIVERSITY, AMRITSAR.

(Directorate of Consultancy Services)

Dept. of Applied Chemical Sciences & Technology

Encls No \_\_\_\_\_

Dated \_\_\_\_\_

Copy of the above is forwarded for information to the following:-

1. All the Heads of Teaching Departments.
2. Dean, University Education, Guru Nanak Dev University Regional Centre, M.G.N College of Education Building, Jalandhar.
3. The Principal, University College, Jalandhar.
4. P.A. to Dean Academic Affairs & Students' Welfare.
5. P.A. to Registrar.
6. P.A. to Dean, College Development Council.

S. S. Parmar

DIRECTOR CONSULTANCY.