



**Rules for Consultancy Services
Assam University, Silchar**

1. TITLE:

The title of this rule is "RULES FOR CONSULTANCY SERVICES" of Assam University wherein a collaborative work in between a faculty/technical staff/ any official of Assam University hereinafter referred as 'Faculty Coordinator' or 'Consultancy service provider' with a 'Client' from a University/Institute/Industries/Commercial Organization/Govt. Agencies or an individual user requiring consultancy service.

2. OBJECTIVE

To promote and facilitate better collaboration with available laboratory facilities and expertise of the consultancy service provider with a client requiring Technical, Scientific, Managerial and other services.

To enrich the knowledge and experiences through solving of practical problems and developing new ideas.

3. COMMITTEE OF CONSULTANCY SERVICES

The Vice-Chancellor shall constitute a Committee for each Consultancy Project as Advisory Committee. The Consultancy work shall be administered by the Advisory Committee consisting of the following members:

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| a. Head of the Department /Director of Centre | - Chairman |
| b. One Professor/Associate Professor other than the faculty member providing consultancy | - Member |
| c. A Finance Staff nominated by FO not below the rank of Section Officer | - Member |
| d. IQAC Representative | - Member |
| e. Concerned Faculty member (s)/University Official | - Member Coordinator |

The Advisory Committee shall have overall responsibility of administration of the consultancy services including policy matters and dispute arising out of implementation of consultancy assignments. The Committee shall be vested with the responsibility of looking after the financial matters of the Consultancy Project.

4. GUIDELINES IN DETAIL:

- Consultancy projects with client or client organization shall be initiated by a Faculty member(s)/Department (s)/Centres/Cells/any other AU Officials
- The proposal of Consultancy Project shall be sent for approval to Honourable Vice Chancellor after routing it through IQAC, Assam University
- Consultancy fee shall be finalized by the faculty member(s) or Faculty Coordinator with client organization.
- The consultancy fee shall be deposited by the faculty coordinator/client directly to University A/c No. 20050100002909.
- The University may waive out the initial cost like electricity or water services for conducting the consultancy project.
- The client/organization shall bear the cost of consumables of the project. Therefore total consultancy fee will be:

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Cost of consultancy project = Consultancy Fee + Cost of consumables (if any)

Out of consultancy fee:

70 % share is for Faculty Consultant or coordinator

30 % share is for Assam University as overhead

- g) All the other expenditures, except cost of consumables, shall be borne out of 70% of consultancy fee.
- h) The consultancy service provider shall be entitled to duty leave as per the rules of Assam University. If the nature of job requires more than the permissible number of duty leave, the consultancy service provider shall have to place this matter in the concerned advisory committee and upon the recommendation of the advisory committee and IQAC, the Vice Chancellor may grant leave of the kind due.

5. PROPOSAL FORMAT AND AGREEMENT FOR CONSULTANCY PROJECT

The format for submitting proposal of consultancy project is to be filled up and submitted to the authority for approval. Once the proposal is approved by the Honourable Vice Chancellor, an agreement with all terms and conditions of the consultancy project is to be signed by the Faculty Coordinator and client/client organisation. The terms and conditions include time to completion, budget, prerequisites, outcomes, liability in case of breach etc.

6. INVOLVEMENT OF NON-TEACHING STAFF, RESEARCH SCHOLARS AND P.G. STUDENTS

Faculty Coordinator for any consultancy project can use the services of non-teaching staff and Ph.D Scholars/ PG students of the University who may be paid suitable remuneration out of the consultancy fees received. The remuneration is to be fixed by the advisory committee.

7. DOCUMENTATION OF CONSULTANCY PROJECT

- (a) Suitable proforma shall be prepared for taking up different consultancy services and also for submission of reports of the results to the clients by the concerned Faculty Coordinator of the consultancy service. The Faculty Coordinator of the Consultancy Project shall be responsible for maintenance of all records of the consultancy work.
- (b) Copy of all reports submitted to the clients shall be filed in the Department. One copy each shall be sent to the IQAC, Chairman and other members of the Advisory Committee.
- (c) A technical report of the work done by the consultancy services may be prepared by the Faculty Coordinator of the consultancy services. Such reports shall also contain a description of major expertise and facilities which shall serve the purpose of publicity, dissemination of the consultancy services capabilities and highlight its achievements. Separate web pages shall be opened on University website and dedicated to the consultancy services.

8. FINANCIAL GUIDELINES/UTILIZATION

- (a) The charges received towards the actual expenses for any consultancy work shall be used for the specific work for which it is charged.
- (b) Purchase for the Consultancy Project will be as per AU finance/GOI rules.
- (c) Any of the consultancy fee received, but not utilized for the work shall be credited to the Research A/c of the University.
- (d) The utilisation certificate is to be prepared after the completion of the consultancy project by the faculty coordinator and it is to be audited by a Chartered Accountant. The accounts and auditor's report shall be placed before the concerned advisory committee for approval.
- e) All earnings from the consultancy shall be subject to income tax laws. The consultancy provider shall have to declare earnings through consultancy at the end of each financial year.


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