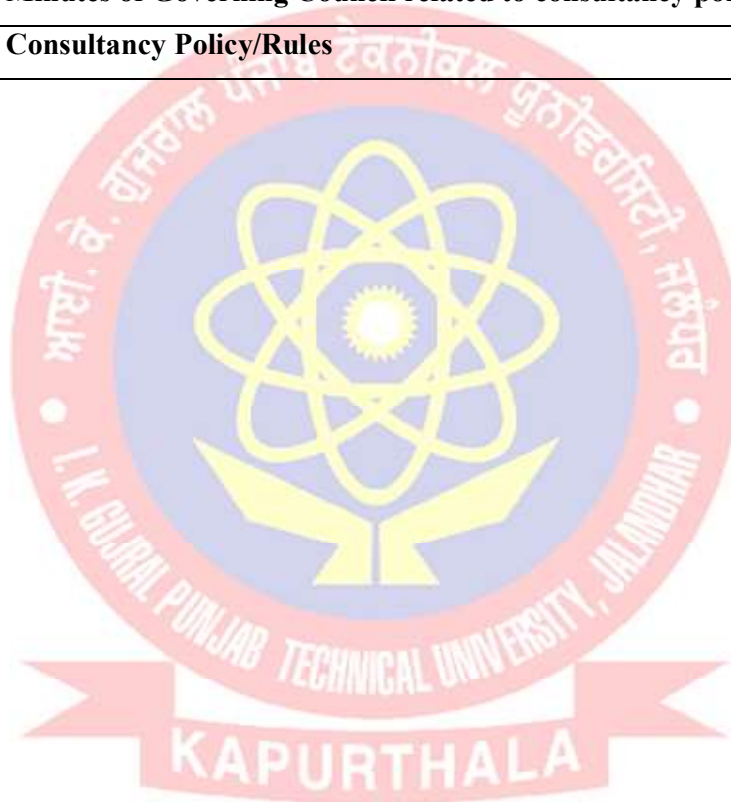


3.5.1

Consultancy Policy

Sl. No.	Documents Attached
1.	Minutes of Governing Council related to consultancy policy
2.	Consultancy Policy/Rules



Minutes of 72nd Meeting of the Board of Governors held on 23.01.2020 at 02:30 PM at IKGPTU Mohali Campus-I, C-102/B, Phase VII, Industrial Area, Mohali.

The following attended the meeting:

- | | | |
|-----|--|---------------|
| 1. | Dr. S.K. Salwan
Emeritus Scientist & Chairman
Armaments Research Board, New Delhi | Chairman |
| 2. | Sh. Anurag Verma, IAS
Principal Secretary to Govt. of Punjab, DTE & IT | Vice-Chairman |
| 3. | Prof. (Dr.) Ajay Kumar Sharma
Vice Chancellor, IKGPTU Jalandhar | Member |
| 4. | Dr. Mohan Paul Singh Ishar
Vice Chancellor, MRSPTU, Bathinda | Member |
| 5. | Sh. Naresh Kumar, Dy. Director, Local Audit
Nominee of Secretary to Govt. of Punjab, Deptt. of Finance | Member |
| 6. | Sh. Mohanbir Singh Sidhu, Additional Director
Nominee of Director, Technical Education & Industrial Training, Punjab | Member |
| 7. | Prof. P.K. Raina, Dean
Nominee of Director, IIT, Ropar | Member |
| 8. | Dr. S.S. Patnaik
Director, NITTTTR, Chandigarh | Member |
| 9. | Dr. Vijay Kumar Banga
Principal, ACET, Amritsar | Member |
| 10. | Dr. Yadwinder Singh Brar, HOD
Director, IKGPTU Main Campus, Kapurthala | Member |
| 11. | Dr. Sukhbir Singh Walia
Registrar, IKGPTU | Secretary |

The following could not attend the meeting and were granted leave of absence:

1. Chairman AICTE: NWRO, Chandigarh
2. President, CII, Northern Region, Chandigarh
3. Sh. Deepak Mittal, MD, Sonalika Group
4. Sh. I.S. Paul, Drish Shoes Ltd., Panchkula, Haryana
5. Sh. Raman Kumar Sharma, Sr. Advisor, Automotive Skill Development Council(ASDC)

The capital funding for establishment of these institutes shall be done in the ratio of 50:50 by IKGPTU and PSBTE, Chandigarh.

Board authorized the Vice Chancellor, IKGPTU to sign legal agreement/ MOU with PSBTE for this purpose. Both IKGPTU and PSBTE will create infrastructure, labs and other facilities at these institutes to make them runnable and handover the establishments to Department of Technical Education & Industrial Training, Punjab for further recruitment, admission and running the institutes. Only capital investment on infrastructure and labs will be done by IKGPTU on these institutes as per the ratio mentioned above. Thereafter all recurring expenditure shall be borne by Govt. of Punjab.

Item No. 72.9: To approve proposal regarding leave encashment and gratuity for employees of IKGPTU.

Board Decision: Board expressed that these are statutory liabilities and approved subject to the condition that proposal of LIC is beneficial. The benefits of the scheme as provided by LIC are annexed.

Item No. 72.10: To Prepare and notify Regulations for the University.

Board Decision: University sent the draft regulations to Department of Technical Education & Industrial Training, Punjab for notification.

Item No. 72.11: To apprise about the status of Income Tax Cases of the University.

Board Decision: Noted

Item No. 72.12: To apprise about the status of Service Tax Cases.

Board Decision: Noted

Item No. 72.13: To consider the proposal for handing over of IKGPTU Dinanagar Campus, IKGPTU Bhikhiwind Campus, IKGPTU Batala Campus and IKGPTU Bassian Kothi Raikot Campus to Punjab Govt. (DTE)

Board Decision: The Board observed that Dinanagar and Raikot are included in the list of places where new skill institutes are to be setup

9/2

Ref. No. : IKGPTU/Reg/NF/2674

Dated : 23.08.2021

NOTIFICATION**Sub: Rules for Consultancy work of the Teaching Departments.**

Board of Governors in its 72nd meeting held on 23.01.2020 vide agenda item No. 72.10 approved the following rules of consultancy work of the Teaching department as a part regulations for the University:

RESEARCH AND INDUSTRIAL CONSULTANCY PROJECTS**1. GENERAL GUIDELINES**

- a) All research projects shall be forwarded by the Registrar of the University. All funds in connection with Projects shall be received in the name of the Registrar, I. K. Gujral Punjab Technical University, Jalandhar. The account of Projects / University Share / Departmental Development Fund (DDF) / Professional Development Fund (PDF) shall be maintained by Accounts section of the University and controlled by the Registrar of University. Norms for project initiation and management are given in Annexure 1.
- b) Individuals in the department shall take up sponsored research projects duly recommended by the concerned Head of the Department after taking approval of the Registrar.
- c) Individuals in the department shall take up consultancy projects duly recommended by the concerned Head of the department after taking approval of the Registrar on recommendation of Dean (Research & Development).
- d) The time spent by a faculty / scientist on Consultancy Project shall not exceed one day per working week plus one day during week end, thus a total of 104 man days during the calendar year.
- e) University / Constituent Campus staff may be treated on duty for work related to Sponsored Research and industrial consultancy Projects.
- f) Faculty or staff member working on consultancy project shall undertake this work only during holidays or off hours during working day without in any way leaving lectures, tutorials or laboratories unless the person is engaged solely for project from project grant.

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- g) Report(s) and data collected / originated out of project are the joint Intellectual property of the sponsor and the investigators, which can be used by the sponsor for its own use only and cannot be disclosed to a third party without prior consent of the sponsor and the University in case as provided for in MoU / Agreement.
- h) The IPR policy of the University shall be applicable. However, if there is a condition in MoU / Agreement signed between the sponsor and PI, regarding the IPR issue that shall take precedence over the condition laid down above.
- i) The report of the Sponsored Research and industrial consultancy projects shall be kept by PI for a period of three years from the date of closure of the project and for routine testing from the date of issue of report.
- j) If a prima-facie case of malpractice and / or misconduct is established by a fact finding committee against a staff member in connection with project(s), the vice chancellor, on the recommendations of concerned Head of Department / Dean (Research & Development) may prohibit the concerned staff member to take part in any new project either as Principal Investigator or investigators, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases, the concerned staff member shall be expected to complete his / her obligations in the ongoing project(s) with which he / she is connected, so that the ongoing projects and obligations to the sponsor do not suffer.
- k) All purchases under projects / PDF / DDF shall be made as per University sponsoring agency norms. In case of equipment, which costs more than Rs. 10,000/-, is to be carried outside campus for consultancy related work, the same should be insured before being taken out.
- l) Faculty/scientist may accept honorary membership of board of directors of companies with prior approval of the University with the condition that there shall not be any direct involvement of the faculty in concerned industry / company and such membership in the respective expertise is limited to five memberships.
- m) A sitting fee is payable to an expert other than those involved in the sponsored research projects for attending consultation meetings duly notified by PI in connection with the project work with the approval of HOD.
- n) A sitting fee is payable to an expert other than those involved in the consultancy project for attending consultation meetings duly notified by PI in connection with the project work with the approval of Dean (Research & Development).

2. MANPOWER**a) Project Staff**

- i. The project staff shall be appointed for assisting / working on the project as per prescribed selection procedure, designations, qualifications and experience requirements and consolidated fellowship / emoluments as




applicable as per rules of funding agency.

- ii. Open selections shall be held for all project positions.
- iii. Appointments on all project positions drawing emolument shall be on contract only.
- iv. The Project staff shall work for fulfilling the objectives of the project.
- v. Transfer of project staff from one project to another, on either completion or midway, may be permitted by the University on recommendation of committee appointed by concerned head of department with Dean (Research & Development) as one of the member and respective PIs.
- vi. The tenure of appointment of a project staff shall be only for the remaining duration of the project or as per norms of the funding agency. The severance notice may be issued to the project staff by the University on recommendation of PI one month prior to the termination of appointment.
- vii. On the completion of one year or more and on the recommendation of PI, the enhancement of fellowship / emoluments of a project staff may be considered by the Vice-Chancellor as per the sponsor agency norms.

b) Student Assistants:

The PI may engage University / constituent campus students (who may or may not be getting fellowship / assistantship) as student assistants for the project work. The payment for such engagement shall be as per the university / sponsoring agency norms as amended from time to time.

c) Consultants:

The PI may, with the prior approval of Dean(Research & Development) under intimation to the office of Registrar of the University may avail the services of individuals not in the University / Constituent campus service or government organization as Consultants. However, the amount payable to consultant(s) from his/ her share shall be limited to the maximum of 40% of the PI / Co-PI share amount in consultancy project.

3. TRAVEL

- a) The most expeditious and convenient mode of travel should be used to minimize period of absence from the University / constituent campus. Admissible DA or actual boarding & lodging expenses shall be paid on production of receipt, subject to a maximum of twice the daily gross salary at the ceiling of the person's pay scale. Expenses on local travel by taxi shall be reimbursed against receipt as per actual.
- b) Approval for domestic travel shall be accorded by PI including for self, subject to leave approved by the competent authority.
- c) Payment of charges to travel agents for Ticket purchase assistance, Visa assistance, Insurance etc., shall be admissible from consultancy / sponsored

- d) However, if sponsor has specified any specific condition(s) for travel under the project the same shall be followed normally.
- e) Approval of competent authority as per University norms shall be required for all international travels and any deviations from above.

4. FINANCE AND ACCOUNT

a) Research Project

- i. At the time of submission of a sponsored research project proposal, the PI shall make a provision of Institutional Overhead Charges (IOC) at the rate of 20% of the total project cost or at the rate permitted by the sponsoring agency. However, this shall not be treated as a condition for accepting the award of project.
- ii. Transfer of Staff Costs out of Sponsored Research Project to University share: In the Sponsored Research Project amount charged under the budget head of faculty time, staff costs shall be transferred to the University share. Further, if any amount is provided by the sponsor as honorarium to the investigators as one of the components in a Sponsored Research Project, the same may be distributed among PIs / Co-PIs. equally with their mutual consent.

b) Consultancy Project

- i. At the time of submission of a consultancy project proposal, the PI shall make a provision for Institutional share at the rate of 25% of the total contracted project cost.
- ii. Detail of distribution of project fund shall be as below:

Item	Consultancy
Total money received	G
Service Tax	L
Total contracted amount (T)	(G-L)
University share (P)*	0.25 T
Remaining amount (F)	0.75 T
Total expenditure	E
Balance Amount for distribution (S)	(F-E)

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*However in the case of a large consultancy project funded by a Government Organization, University share may be negotiated with the approval of Vice Chancellor.

- iii. For consultancy project with an outlay of Rs.10 lacs or more, interim distribution may be permitted subject to the condition that the total distribution does not exceed 60% of the balance amount and that the amount of distribution is commensurate with the work completed.
- c) A separate account head shall be maintained for each project by Grant section of the Accounts section of the University. Accounts section of University shall be responsible for the submission of audited statement of accounts as and when required by the sponsors and utilization certificate.
- d) For all ministerial staff, the upper limit for remuneration from Projects and other sources is 60% of the gross salary received in a financial year and for all Technical Staff it is 100%.
- e) If any of the academic staff wishes to divert part or whole of his / her own remuneration to Professional Development Fund, the same shall be permissible.

5. University Share

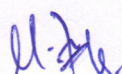

- a) **Distribution of University Share, PDF & DDF:** The Distribution of University share, PDF and DDF are as per the following table.

Distribution of University Share in Percentage

Type of Project and Distribution (%)

Component available for distribution	University Share	DDF	Elect. Chr.	PDF	(A) Incentive to office Staff	(B) Staff Welfare Fund / Benevolent Fund
(A) Sponsored Research Project / HRD Institutional	40	10	-	40	0	10
(B) Consultancy Project	52	12	6	23	5	2

- b) Utilization of University Share, PDF and DDF
- c) University Share shall be treated as income of University.

d) The PDF can be utilized by the concerned department on the recommendation of Dean (Research & Development) with the approval of competent authority for training of faculty and staff, organizing fresher course (1-2 day duration) etc. and for the following expenses if the Provisions are not available in the project

- i. Travel (domestic and abroad) and related expenditure for individual, student or outside expert as part of the project / consultancy work.
- ii. Exploratory visits as part of the project / Consultancy work.
- iii. Fee and related expenditure for acquiring training.
- iv. Membership fee of professional societies
- v. Books, journals related, stationary and computer consumables and any storage Media.
- vi. Data card for internet, Connectivity charges.
- vii. Office peripherals, furniture for Lab and offices, instrument, computer and peripherals.
- viii. All travels (domestic and abroad), engagement of persons and expenditure for more than the limit of expenditure without calling quotations under PDF shall require the approval from competent authority.
- ix. The items procured out of PDF shall be properly accounted for by the concerned department / centre and shall remain as the property of the University. However, items purchased can be retained by the concerned faculty members permanently, on payment of book values of items as per University Rules, during the period of service and / or on retirement / leaving the service of the University excluding furniture and research equipments.

e) **Utilization of DDF**

DDF fund can be utilized for the following purposes:

- i. Development of Departmental infra structure facilities like equipment laboratories, class rooms, committee / conference rooms.
- ii. Repair, maintenance and A.M.C. of equipment.
- iii. Repair and maintenance of office and lab
- iv. Seed money for holding conferences / workshops and seminars etc. The Budget for utilizing DDF may be recommended by the Departmental Committee through the concerned HOD and approved by the competent authority. For any special requirements not covered above a proposal may be sent by the Department of consideration through the concerned Dean to the competent authority.

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6. Admission of Project Staff to Academic Programmes

- a) A project staff is eligible to register for Ph.D or Master's Programme of the University as per University norms subject to his / her satisfying the admission requirements of the University.
- b) The concerned project staff shall be required to give an undertaking that he / she shall not be automatically eligible for award of University fellowship and shall finance himself / herself beyond the tenure of the appointment if University fellowship is not awarded.
- c) The project staff admitted to Ph.D / Master's programme shall be governed by the relevant ordinances and fulfil his / her obligations towards the PI & the project in which he / she is appointed.

7. Sponsors Specific conditions

Specific conditions of sponsor e.g. DST, DAE, AICTE, UGC, ICMR, CSIR etc. for designation(s), qualifications and employment condition(s) for manpower and other expenditure related shall be followed.

8. Exception Clause


These guidelines shall normally be applicable to all Projects. However, any changes required, which does not constitute to policy change may be approved by Vice Chancellor on the recommendations of concerned head of department where the project is being carried out.

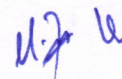
9. Review

These rules may be reviewed normally once in a year or as per needs.

Following Rules were reviewed and got approval from Hon'ble Vice-Chancellor at note#17 vide file No. A/983/2020-CIVIL ENGG and Computer No 26413.

1. Concerned Department/ PI shall be permitted to hire technical staff for site job, Lab work etc. and other staffs for office assistance.
2. The joint account shall be opened for consultancy cell with PI and Registrar as signatory for proper expenditure maintenance and monitoring, so that CA can take up all the issue of ITR, GST.
3. The power to purchase shall be granted to PI for equipment, stationary items, color printer, etc.
4. The duty leave shall also be allowed for site visits, inspections etc.


(Sandeep Kumar Kazal)
 Registrar



A copy is forwarded to the following officers for information please.

1. Vice Chancellor Secretariat: For information of Vice Chancellor
2. All HoDs/ Incharge (Non-Teaching)
3. Director (Main Campus): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Director/Incharge, Constituent Campuses
4. Incharge (ITS): To update on University website



(Sandeep Kumar Kazal)
Registrar

