

Consultancy Programmes

The members of the academic staff of the university shall be permitted to engage themselves in Consultancy practice to such extent, which does not interfere with the discharge of their duties. The reasons being:

- In many departments Dravidian University offers expertise and a host of specialized facilities which can be used by academia and industry and is of mutual benefit. In addition it gives recognition to Dravidian University.
- Consultancy/Sponsored Research projects provide enrichment of the experience and knowledge through interacting in the professional sphere. The Academics also get a chance of experimenting under actual service conditions.
- Consultancy also provides an opportunity to students to see the sphere of their chosen profession.
- It provides financial return (small or large) to Dravidian University, the faculty and the staff in general.

Rules

- All Consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of Dravidian University availed, shall be considered as Dravidian University Consultancy, not of any individual. All the issues related to the finance shall be operated by the Registrar, Dravidian University.

- I. Routine Consultancy
- II. Research Consultancy

- The Consultancy could be requested to the Dravidian University or particular individual of the Dravidian University. In the former case the Dravidian University will identify the Department to carry out the work and with the consent of the Head of the Department, the job shall be assigned to an individual competent to undertake the work.


VICE-CHANCELLOR
DRAVIDIAN UNIVERSITY
KUPPAM-517426 (A.P)

- A detailed project proposal will be needed to be prepared and the proposal of the project must give details of the following :

(i) Cost of equipment, material & books:

The estimated cost of equipment and/or books to be procured for the project is needed to be given explicitly. The purchase will be regulated in accordance with the purchase rules and the items purchased will be the property of the Department after completion of the project.

The cost has to be given under following heads:

- (a) Equipment/spares/accessories
- (b) Consumables
- (c) Books

The total cost should be limited to 20% of the total value of the Consultancy.

(ii) The Overhead for the use of departmental infrastructure :

The overheads include use of laboratory space electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead must be 20% of the total Consultancy charge.

(iii) The University's overhead :

A fixed amount of 10% of the total Consultancy charge is kept for using University's facilities, for book keeping and auditing the accounts and for using any central facilities outside the department it needed.

(iv) Travel :

The travel expenses are to be borne by the Client directly. If no rates are settled then in the project proposal travel needs to be included and estimated costs need be given for actual national/International travel. The payment will be made as per Dravidian University rules under the head TA/DA.


VICE-CHANCELLOR
DRAVIDIAN UNIVERSITY
KUPPAM-517426 (A.P)

(v) Contingent expenses:

An estimated cost for Contingent expenses (postal expenses, phone, stationery etc.) not exceeding 10% of the total project cost can be included.

(vi) Fee for Scientific/Technical Advice:

If needed such fee can be charged by external experts not exceeding 10% of the total Consultancy charge.

(vii) Remuneration:

Remuneration is to be paid either as honoraria or as charges for working on project to Principal Investigator and his/her team up to 35% of the total Consultancy charges. Honoraria is also to be paid to the Administrative staff in the Department for handling Consultancy up to a limit of 10% of the total Consultancy charge.

The Remuneration estimate has to be given under following heads :

- (a) Principal Investigator
- (b) Other faculty Members
- (c) Technical staff directly involved
- (d) Students, if involved
- (e) Administrative staff

- Needless to say that in any case the total estimated cost under the heads from (i) to (vii) can not exceed the total Consultancy charge.
- No ceiling limit is laid down with regards to the total amount of the Consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their duties.
- The Consultant / Principal Investigator / H.O.D. will directly deal with the client in all matters regarding the Consultancy job.
- A certificate from the client that the work has been completed satisfactorily is not required except in controversial case. In case the client is not satisfied, it lies on the

Consultant to satisfy the client or ask the Dravidian University to refund the charges to the client as per the agreement.

- In case the work is published / patented, the Dravidian University rule will apply and the share of the profits accruing will be distributed among the Dravidian University to refund the charges to the client as per the agreement.
- In case of Research Consultancy, all the rules are the same except that the work will be considered as work of Dravidian University and the Consultant undertaking a visit outside will be considered on duty.
- Unspent balance if any [except for the budget head (iii)] shall be credited to the Professional Development fund (PDF) of the Consultant, which can be utilized by the Consultant for the professional growth such as attending conferences, membership of professional bodies, subscribing research journals etc. This use will be allowed for next three years of the retirement of the consultant or his/her leaving the Dravidian University. A detailed account of such expenses will be needed to be submitted to Accounts for audit.
- The Consultant will be required to obtain prior permission of Dravidian University for undertaking Consultancy with detailed project costs (as per Performa given in Annexure I) and the request needs to be routed through H.O.D./Dean.

At the end of the every financial year the Consultant must submit Utilization Report of the Consultancy fund made in the year and after completion a Consolidated Budget Statement needs to be submitted to the Dravidian University Account.

Guidelines for Sponsored Research :

The members of the academic and technical staff of the institute should not only be permitted but encouraged to engage themselves in sponsored research activities to such extent which does not interfere with the discharge of their regular duties. The sponsored research projects undertaken could be financed by Industry or any Central/State Government funding agencies such as DST, DOE, CSIR etc. Such projects ordinarily have the time-frame, budget, deliverables etc. clearly spelt out.


**VICE-CHANCELLOR
DRAVIDIAN UNIVERSITY
KUPPAM-517426 (A.P)**

Guidelines for Industry Collaboration:

The Institute shall actively seek collaboration with major Industry players. All such proposals will require approval of the Vice Chancellor, in consultation with Dean/H.O.D., based on whether the proposed collaboration would be in the interest of the Institute/University in the Longrun.

Guidelines for Consultancy

- All Consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of Dravidian University availed, shall be considered as University's Consultancy, not of any individual.
- The Consultancy could be requested to the Dravidian University or particular individual of the University. In the former case the Vice Chancellor, Dravidian University will identify the Department who is competent to undertake the work, and to whom the job shall be assigned.
- The total Consultancy charges shall be shared as follows :
 - (i) Honorarium to Consultants & Other staff members/Students : 50%
 - (ii) Overhead for the use of institutes infrastructure : 30%
 - (iii) Overhead expenses for the use of Dravidian University facilities : 20%

(i) Honorarium/Remuneration to Consultants & Other Staff members/Students :

Honorarium/Remuneration will be paid to Consultants and other staff members/students for technical as well as administrative help in carrying out the Consultancy work. A written break up has to be prepared in Consultation with Dean as to how the 50% of the total value is to be shared among various contributors:

- Principal Investigator
- Other faculty Members
- Technical staff directly involved
- Students, if involved
- Administrative staff
- Fee for Scientific/Technical advise


**VICE-CHANCELLOR
DRAVIDIAN UNIVERSITY
KUPPAM-517426 (A.P)**

(ii) The Overhead for the use of departmental infrastructure:

These overheads include use of laboratory space. Electricity, water and computing facilities (if needed). This cost also includes any infrastructural built up if needed. This overhead can at the most be 30% of the total Consultancy charge.

(iii) The University's overhead:

A fixed amount of 20% of the total Consultancy charge is kept for using University's facilities, for book keeping and auditing the accounts and for using any central facilities outside the department, if needed.

- In case a detailed budget for the project is carefully prepared the expenditure will be incurred as per the budget. The Budget will broadly have to confirm to the above break-up. The budget will ordinarily be stated under the following heads :
 - (i) Remuneration/Honorarium
 - (ii) Equipment, material & books
 - (iii) Overheads
 - (iv) Travel
 - (v) Contingency
- In case the budgetary break-up is not given and the Consultancy assignment requires procurement of equipment, material & books and also involves some travel the balance amount (total project cost *minus* equipment *minus* travel) will be shared by the consultants, the institute and the University in 5 : 3 : 2 ratio.
- No ceiling limit is laid down with regards to the total amount of the consultancy charge. However, such practice should not interfere with the regular duties of the individual persons. The administrative staff has to work in addition to their regular duties.
- The Consultant/Principal Investigator will directly deal with the client in all matters regarding the Consultancy assignment.
- In case the work is published/patented, the University's rule will apply and the share of the profits accruing will be distributed among the University, the Institute, the


VICE-CHANCELLOR
DRAVIDIAN UNIVERSITY
KUPPAM-517426 (A.P)

Consultant and the Client as per the agreement. In case no such agreement is entered into the proceed will be equally shared among the four parties.

- The Dean of the School concerned would examine each request for permitting a member of the faculty to accept a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the University in the long run and will not adversely affect the faculty members work at the University


VICE-CHANCELLOR
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KUPPAM-517426 (A.P)