

CONSULTANCY RULES




PANDIT SUNDARLAL SHARMA (OPEN) UNIVERSITY CHHATTISGARH (PSSOU)

Koni-Birkona Marg, Po-Birkona,

Dist- Bilaspur-495009, Chhattisgarh

VERIFIED


REGISTRAR
Pt. Sunderlal Sharma (Open)
University Chhattisgarh
BILASPUR (C.G.)

S. Phas
Dr. S. Rupendra Rao
Incharge NAAC Criteria-III
PSSOU, CG Bilaspur

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Rules for Consultancy

1. Title

These rules may be called the "Pandit Sundarlal Sharma (Open) University Chhattisgarh" Rules for Consultancy in various hunches of learning".

2. Commencement

These rules shall come into force with effect from date of the approval of Executive Council.

3. Applicability

These rules shall apply to:

- a) The University Teachers and Officers, who are as enlisted for the purpose of these rules.
- b) The teaching department and other units as are declared consultancy units for institutional and departmental consultancy.
- c) Party or the organization that requests consultancy in specific, or/and to solve their problems.

4. Definitions

- a) "Consultancy" means professional services giving expert advice in a particular field. It will include expert guidance by the teachers of University departments/centres and officers who are enlisted in the University as consultants for the purpose of these rules, in specific areas as may be requested by a party or an organization to solve their problems. It will also include technical know how and expertise that might involve utilization of equipments and space and other infrastructure of the University for this purpose. Examinations, Lectures, Selection committees, and other professional responsibilities of a teacher or an officer shall not be included in the term "Consultancy" .
- b) "University" means Pandit Sundarlal Sharma (Open) University Chhattisgarh established and Incorporated under Government of Chhattisgarh Act. 26 of 2004.

- c) "Consultant" means a Teacher/Officer who has been enlisted by the University on the basis of the details of his professional areas, specialization to provide.
- d) "Consultancy Unit" an office/department/centre of the University campus, which has been declared on the basis of the details of the professional areas of the teachers and officers of the concerned unit, their specialization, infrastructural facilities and human resources.
- e) "Consultancy Fee" means fee charged for consultancy comprising of (i) Share of the consultant (s) (ii) Share for the professional faculty fund in the case of teacher consultant and university development fund in the case of officer consultant (iii) Administrative and Overhead charges.
- f) "Institutional Facilities" means infrastructural facilities including space, recruitment, furniture & fixtures, electricity, water, utensils, glassware, lab equipment, computer, software and books etc. of the consultant unit and the University.
- g) "Professional Faculty Fund" means professional faculty fund as has been established by the University for the department concerned, to cover the depreciation and maintenance charges for the laboratory equipment instruments, computers and also to strengthen the infrastructure of the department(s) concerned.
- h) "Hiring services" means (i) Secretarial, Stenography and Data entry services (ii) Research fellowship including JRF/SRF and other kind of research services (iii) technical services including data and /or sample analysis (iv) casual labour.
- i) "Administrative and Overhead charges" 'the amount specified to be distributed among the staff of the consultant unit concerned and the nodal office for dealing with the correspondence and accounting part of the consultancy work as honorarium.
- j) "Vice-Chancellor" means the Vice-Chancellor of Pandit Sundarlal Sharma (Open) University Chhattisgarh, Bilaspur.
- k) "Nodal Office" means the Establishment Section of Pandit Sundarlal Sharma (Open) University Chhattisgarh, Bilaspur.

5. **Competent Authority:**

The Vice-Chancellor shall be the competent authority.

6. **Scope of Consultancy:**

- a) To allow the University teachers and officers to utilize their potential as advisors/consultants, to take-up research projects consultancy sponsored by private parties, industries, government including organizations/institutions including government tenders to help in attaining financial self-sufficiency of the University.
- b) Consultancy is a Service, for which the Head of the Office/Head of the Teaching Department of the University will prepare and submit on document to the Honourable Vice-Chancellor giving details of the professional areas (Specialization of the Teacher of the Department/Officer) infrastructural facilities available with the department that may be used for providing consultancy and indicating therewith the relevant areas in which consultancy can be provided to get its unit declared as consultant unit.
- c) Consultancy work shall be done under the name and personal signature of the individual or a group leader, who has got, himself enlisted as consultant with the University. The work shall not bear the seal of the University.
- d) The consultancy work shall not interfere with the normal teaching/research work of the department of the University offices and also other duties which may be assigned to the teachers/officers by the University.

7. **Categories of Consultancy**

Consultancy may be provided in the following categories

- a) Individual consultancy without institutional facilities.
- b) Individual consultancy with institutional facilities.
- c) Group consultancy without institutional facilities.
- d) Group consultancy with institutional facilities.

7.1 Individual consultancy without Institutional facilities: Individual consultancy means consultancy provided by one enlisted consultant, which will be restricted to advising activities or technical expertise at any other place than

the University Campus. However, the consultant may use the computer with available software(s) provided by the University.

7.2 **Individual consultancy with institutional facilities:** Under this category the individual consultant may use the facility of the consultant unit to perform the specific task.

7.3 **Group consultancy without institutional facilities:** Group consultancy means the consultancy provided by a group within the office/department concerned or from more than one office/departments, which will be restricted to advising activities or technical expertise at any other place than the University Campus. However, the consultants may use the computer with available software(s) provided by the University .

7.4 **Group consultancy with institutional facilities:** In this category, a group of enlisted consultants shall provide consultancy by using the institutional facilities.

8. Procedure:

8.1 For providing services to consultancy under any of the categories specified in Rule 7, the consultant must obtain prior permission of the Vice Chancellor on a prescribed format giving details of the facilities required for the purpose, intimating therewith the terms of consultancy to be provided as individual consultancy without institutional facilities. In the case of consultancy with institutional facilities, the consultant(s) must intimate the details of the facilities as are required for the consultancy proposed.

8.2 The prescribed format must be submitted through the Head of the office Head of the Department concerned/Director of the Centre. The permission of the Vice-Chancellor shall be communicated by the Registrar through the nodal office for this purpose. A copy of such permission shall be sent to the Finance Section.

8.3 The party/organization that requires consultancy must submit a proposal comprising therewith the problem required to be solved or the area for which consultancy is needed and also the following .

a. Title of the consultancy job

- b. Duration of work with proposed date to start.
- c. Name of the staff members and other outside experts who will be involved in providing the consultancy.
- d. Distribution of consultancy workload (in %) for each consultant and department of the University by name (where group consultancy is required).

Sr. No.	Name of Consultant	Workload (%)	Name of Department	Workload (%)

- e. Details about the lab equipment and lab staff, if University facilities are required.
- f. Cost of material to be used in carrying out the consultancy
- g. Hiring services.
- h. T.A. and D.A for visit to the sites or otherwise .
- i. Consultancy Fees

9. **Consutlancy fees**

- 9.1 The fee shall be determined as per the nature and volume of the work and the requirement of the institutional facilities.
- 9.2 Consultancy fee shall be charged in advance except in the case of Government Agencies, Semi Government Agencies and Autonomous Bodies
- 9.3 The consultancy shall be paid through a RTGS/Demand Draft in favour of the Registrar, Pandit Sundarlal Sharma (Open) University Chhattisgarh, who shall get the amount encashed and distribute the same as per the entitlement under Rule 11 of these Rules.

10. **Scrutiny of the Proposal:**

Proposal of consultancy shall be scrutinized by a committee appointed by Vice Chancellor.

11. Sharing of the consultancy fees:

The amount received as consultancy fees shall be distributed as under:

- i. The consultant providing individual consultancy without institutional facilities shall receive 80% of the consultancy fee paid by the party/organisation. 10% of the fee shall be remitted to the professional faculty fund of the department concerned. Remaining shall be used for administrative /overhead charge.
- ii. The consultant providing individual consultancy with institutional facilities shall receive 60% of the consultancy fee paid by the party/organisation. 30% of the fee shall be remitted to the professional faculty fund of the department concerned. Remaining shall be used for administrative/overhead charges.
- iii. The consultants providing group consultancy without institutional facilities shall distribute among them as per their workload an amount equal to 60% of the consultancy fee paid by party/organization. 20% of the fee shall also be distributed in proportion of the departmental workload to the Professional Faculty Fund of the Departments concerned and the remaining 20% shall be used for administrative overhead charges.
- iv. The consultant providing group consultancy with institutional facilities shall distribute among them as per their workload an amount equal to 50% of the consultancy fee paid by the party/organization. 30% of the fee shall be distributed in proportion of the departmental workload to the Professional Faculty Fund of each Department concerned and the remaining 20% shall be used for administrative/overhead charges.

12. Payment for University facilities:

The expenses incurred for the use of Universities facilities on actual basis shall be borne by the party/organization over and above the consultancy fees and that will be remitted to the University fund.

13. Ceiling:

The enlisted consultant(s) may receive as his share an amount limited to Rs. 1,00,000/- per annum or upto the limit prescribed by the Executive Council from time to time. Any amount in excess of the prescribed limit shall be remitted by

the consultant concerned to the Professional Faculty Fund of the Department concerned.

14. Traveling and Daily Allowance:

Travelling and Daily Allowance to the Consultant(s) shall be paid by the party/organization as per the proposal agreed to. For this purpose he/she shall be treated on duty.

15. Taxes

Taxes as are applicable shall be paid on the earning through consultancy by the concerned consultant(s) or by the party/organisation and shall be deducted by the University at source.

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