

# JAI NARAIN VYAS UNIVERSITY JODHPUR

## GUIDELINES FOR GRANT OF PERMISSION FOR UNDERTAKING PROFESSIONAL CONSULTANCY, TESTING AND RULES AND REGULATIONS THERE OFF.

APPLICABLE WITH EFFECT FROM ACADEMIC SESSION 1997-98  
(Amended by Syndicate Dated 27<sup>th</sup> Dec. 2005 vide its resolution no. 85/2005  
notified by office order no. JNVU/Estt/T/6671, Dated 9.12.2006)

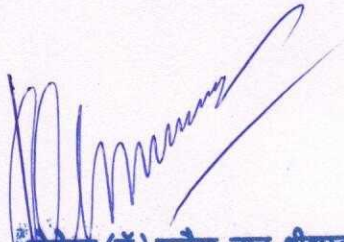
Every effort be made to increase consultancy and testing in various laboratories in order to optimally utilize the available expertise and facilities in all academic departments of various faculties. In addition to the teachers of various academic departments, the officials of the Building Cell will be eligible for professional consultancy.

In order to develop necessary information and database, the staff members who would desire to be consultants may apply for registration on a prescribed registration form to the University through proper channel. The registration will be for one year and may be renewed every year.

1. Categories of professional consultancy:
  - a) Individual consultancy which does not involve the use of Institutional facilities.
  - b) Individual consultancy which involves the use of Institutional facilities.
  - c) Institutional/departmental consultancy which involves the use of the University facilities.

2. Permission for professional consultancy:

A consultancy assignment by a faculty member will be undertaken only under intimation to the University through the Head of the department. The faculty member shall intimate the terms of consultancy accepted as per prescribed proforma (Appendix-I).

  
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3. Individual consultancy work shall be done under the name and personal signature of the individual consultant. It shall not bear the stamp of the University.
4. Payment for Professional consultancy:
  - (a) Individual consultancy (category 'a'): A faculty member will receive 70% of the total consultancy fee paid by the client and the balance 30% amount of consultancy fee of consultancy work will be directly credited to the University Account, including administrative overhead charges, if the work does not involve use of institutional facilities.
  - (b) Individual consultancy involving the use of Institutional facilities (category 'b') will be undertaken only with the approval of University through the Head of the department. 40% of the total consultancy fee paid by the client will be received by the faculty member and the balance of 60% of such amount will be directly credited to the University Account, including administrative overhead charges, provided that for the use of University facilities the entire expenses will be borne by the client over and above the consultation fee.
  - (c) Institutional/Development consultancy involving the use of University facilities: 40% of the total consultancy/testing fee paid by the client will go to the department accepting the assignment for reimbursement to the faculty members conducting the consultancy work, and the balance of 60% of such amount will be directly credited to the University Account, including administrative overhead charges, provided that for the use of University facilities the entire expenses will be borne by the client over and above the consultancy fee.
  - (d) The share of the consultancy and testing fee to be deposited in the University shall be credited to the Development Fund of the University, and 50% shall be utilized towards the development of the department and faculty concerned.

- (e) The remaining 50% may be utilized for development of common facilities in the University.

#### 5. Utilization of testing facilities


Many academic departments have well equipped laboratories and equipment to conduct various type of testing. For this purpose, each department would constitute a group of experts related to particular category of testing. Every effort be made to avoid disproportionate distribution of testing work. Regarding the share of various persons involved in testing, including laboratory staff, will be decided by the concerned Departmental Council. 40% of total testing charges paid by the client will be distributed amongst the concerned staff members, the balance of 60% of such amount will be directly credited to the University Account, including administrative overhead charges. The amount so collected in University Account, the 50% shall be utilized for the development of the department and the faculty concerned. The remaining 50% may be utilized for development of common facilities in the University.

#### 6. Regulation of professional consultancy and testing

- (i) The consultancy and testing fees be charged in advance except in the case of the Government agencies and Semi-Government and autonomous bodies.
- (ii) The Consultancy and testing fee shall be received by a cheque/draft/RTGS/NEFT in favor of the Registrar of the University.
- (iii) There shall be no limit on the payment for professional consultancy and testing received by an individual faculty member.
- (iv) There shall be no limit on the payment for professional consultancy and testing received by the department/faculty of the University.
- (v) T.A. /D.A. shall be paid by the client as per agreement with the client.
- (vi) The consultant can make use of the University computer, other facilities like laboratory testing, etc. on payment basis or use such service from outside for the consultancy assessment. The payment for the use of such facilities will be made on the actual basis.

- (vii) Examinations, lectures, selection committees and other professional work of the faculty shall not be included in consultancy.
- (viii) The consultancy/testing work should not interfere with the normal teaching/research work of the department/University and other duties, which may be assigned to the academic staff by the University authorities.
- (ix) For the purpose of consultancy and testing if any leave of absence is required, it shall be debited to the leave account of the consultant concerned. No duty, academic or deputation leave will be permissible on this account.
- (x) Each person willing to undertake any consultancy work will apply for registration on the form prescribed for the purpose to the Registrar with a fee of Rs. 250/- per academic session.

These guidelines may be revised after three years.

  
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Application for Grant of Permission for Professional Consultancy for the academic session:

1. Name :
2. Designation :
3. Department :
4. Qualifications :
  - a. Name and address of client/Organization:
  - b. Title of Consultancy Job:
  - c. A brief description of the work to be done:
  - d. Names of Staff Members and outside Experts who will provide consultancy:
  - e. Whether the consultancy will require any University facility (like lab Equipments or Lab Staff):
  - f. An estimate of the charges proposed to be recovered from the client under the following heads:
    - i) Expenses to be incurred on Lab work/ O.T.A./ honorarium to laboratory staff etc.:
    - ii) Recurring Cost (Consumables etc.):
    - iii) Experimental expenditure (equipment usage charges):
    - iv) T.A./D.A. for site visit:
    - v) Administrative/overhead charges to be paid to the University
    - vi) The Technical Fee:
    - vii) The past experience of consultancy, if any:

**Signature of Applicant**

The expenses under the first five categories will be on actual basis and 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 Fee".

Note: 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 from whom a lump sum figure of total consultancy charges has been received.

Recommended and forwarded

Head of the Department .....

Recommended and forwarded.

Dean, Faculty of .....

Registration fee of  
Rs. 250/- for the Academic  
session .....has been  
deposited vide Receipt  
No..... dated .....  
(Receipt Enclosed)