

NU/AC/Test/Con/SpTrg/05- / NU-760
November 19, 2005



NIRMA
UNIVERSITY

NOTIFICATION

Read: 1. **The Board of Governors Meeting – 26.10.2005 – Resolution No. 9**

Sub.: **Rules for Testing & Consultancy, Sponsored Training Programme etc.**

It is hereby notified for information of all concerned that the Board of Governors in its meeting held on 26.10.2005; has, under Resolution No. 9 resolved to **adopt** the rules with regard to **Testing and Consultancy and Sponsored Training Programme, etc.** prevailing in different Institutions of Nirma Education and Research Foundation under the Nirma University of Science & Technology from 1.4.2004 as per *Appendix-A*.

Executive Registrar

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Encl.: 1. Rules for Consultancy and Testing (Pages 2 & 3)
Rules for Sponsored Training Programme (Pages 4 & 5)

To,

1. All Heads of Institution
2. All Heads of Department (IT/IDS)
3. Area Committee Chairmen (IM/IP)
4. Dy. Registrar (IT/ IDS), Dy. Registrar (IM/IP), Dy. Registrar (Examination)
5. Accounts Officer, Nirma University
6. Chief Librarian

- with a request to kindly circulate amongst employees and take their signature.

Copy to: OS- IT / IDS, OS-IM/IP, Students' Section, Establishment Section. Internal Auditor (Accounts Section), III - Cell, Library, Estate Department, Transport Section

- c.f.w.c. to:
1. Vice President, Nirma University
 2. Vice Chancellor, Nirma University
 3. Chief Operating Officer, Nirma University

Nirma University of Science and Technology

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Appendix-A

INSTITUTIONAL TESTING AND CONSULTANCY RULES

The following are the rules of testing and consultancy:

6.1 Objects:

- (i) The expertise and facilities of the institute of the University are utilized for scientific, technological, commercial and social development, benefiting the society as a whole.
- (ii) A unique opportunity is provided to the faculty members to enrich their knowledge and experience in solving the problems of the real world.
- (iii) The additional knowledge and experience so gained, are imparted to students.
- (iv) A fairly significant income will accrue to the faculty members and to the institute of the University.

6.2 Eligibility for consultancy work:

- (i) The faculty members of the Institute of the University only at the level of lecturers and above shall act as Consultant / Project in-charge. Consultants are specifically identified for an individual work before it is taken up by the institute of the University.
- (ii) Individual faculty member will not solicit consulting work. All consulting assignment works / projects should be done in the name of the institution. Permission of the Head of the institution will be required for every assignment or project. This will be irrespective of whether the client's initial approach is to an individual or to the institution.
- (iii) Allotment of project in-charge for the consultancy project will be made by the Head of the institution in consultation with the Head of the Department.
- (iv) "The faculty member's primary obligation is to the institute of the University and it is expected that he / she will not, in any way, financially or otherwise, transgress the spirit on which the consultancy privilege rests".

6.3 Categories of the works

The following are the different categories of the testing and consultancy works :

(a) Work involving testing only:

In such works, only certain tests are performed in the laboratory or in the field, and test results are reported / forwarded to the clients.

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(b) **Consultancy works:**

- (i) In such works, the faculty members are required to offer consultancy to the industries / organizations e.g. scrutiny or designs, software project etc.
- (ii) Works involving testing and consulting report on the basis of test results.

In such works, the testing work is carried out in the laboratory or in the field, and on the basis of the test results, the analysis and subsequent calculations are done, and finally certain recommendations are given. Such work would involve the preparation of a technical report, being submitted alongwith the test results.

6.4 **Norms for the disbursement of the consultancy income / profits:**

- (i) The HOD will designate the team including project in charge for carrying out the tests. He will also decide the break up of remuneration to be given to individual members of the team subject to overall limit as per table given below. For all testing and consultancy assignment, the technical responsibility of all aspects of testing and consultancy will rest with the project in charge.
- (ii) The fee for the scientific and technical advice will be apportioned between the testing and consultancy team and the Institute of the University as per table given below. The fees will be apportioned after the job is completed as evidenced by the technical report and a certificate from the concerned Head of the Departments, stating that the job is completed satisfactory.

Sr. No.	Categories of works	Share of institute	Share of Director, HOD & Office	Share of faculty and Project team
I	Works involving testing only	50%	10% (2+5+3)	40%
II	Consultancy work	30%	8% (2+4+2)	62%

III. Consultancy based on testing

In this case the amount of testing and amount of consultancy are to be well defined in the beginning. Accordingly the disbursement of component of the testing amount will be as per (I) and disbursement of component of consultancy amount will be as per (II).

3. Use of the University's infrastructure facilities

- (i) The project in charge / consultant with his team will be allowed to use the University's infrastructure facilities for smooth execution of project such telephone, fax, postal services, computer, laboratory equipment etc.
- (ii) The University's vehicle can be used, upto a distance of 50 kms. (to & fro) in local areas. For longer distances, the expenditure of such travel should be accommodated in the project cost or separately demanded from the clients.

**Norms to be followed in conducting Sponsored Training Programmes in the
Institute of Management**

1. All In-house training programmes are done in the name of the Institute, and the Director's permission in writing is required for every programme. This is so whether a client's initial approach is to an individual or to the Institute.
2. Where the client approaches the Institute, the Director will nominate a faculty member or a group to undertake the Programmes. These decisions will be based on the interests and capabilities of faculty, and their areas of specialization.
3. If directly approached by clients, individual faculty should not commit themselves orally or in writing until the Director's explicit permission has been obtained. The Director has the authority to refuse permission, even though the exercise of this authority may be rare.
4. In all the cases of In-house training programme the programme coordinator applies to the Director in a prescribed format along with the budget for its approval. The budget would be worked out in consultation with the Administrative Manager. The approved budget along with the company's 'work order' should be submitted to the Administrative Manager before the Institute incur any expenditure on the programme.
5. Budget once approved, its heads cannot be changed unless the Director approves it. The unused amount in case of the expenditure that has to be made on actuals in a particular head would be credited to go the Institute's account.
6. The budget should include all direct expenditure (actual expenditure to be paid to other parties) indirect expenditure (charges to be paid to the Institute for the use of its facility, manpower etc.,) and professional fee.
7. Charges for the use of Institute Facilities:
 - a) Large classrooms including equipment @ Rs.6000/- per day per classroom
 - b) Small classrooms including equipment @Rs.4000/- per day per classroom.
 - c) Transportation charges @ Rs.3000/- per day in the programme.
 - d) Manpower: Institute's regular Assistants @ Rs.800/- per day in the programme.
 - e) Overhead charges: 5% of the professional fee

8. If the programme is conducted outside the campus when all facility are provided by the organization or all the direct expenditures are reimbursed by the organization the following charges of the Institute are applicable: a) manpower charges @ Rs.800/- per day and b) overhead charges – 5 % of the professional fee.

9. Professional Fee:

The professional fee of the Institute for the current year is Rs.20,000/- per day. In case of any faculty accept or propose professional fee less than this amount, they are required to take special permission from the Director.

10. Sharing of Professional Fee:

The professional fee (after deducting 5% overhead charges) will be shared among the faculty in proportion to their contribution. The Institute share in the professional fee is 50%, which will be deducted from the individual faculty's share of professional fee. However, a faculty need not share to the Institute maximum up to Rs.10,000/- of his professional fee received from the in-house training programme per annum. For example: if a faculty share of professional fee from training programme in a year is Rs.20,000/-, the share of the Institute would be Rs.5000/- and the faculty share would be Rs.15,000/-.

11. Honorarium for Visiting Faculty:

When a visiting faculty is invited to teach in a training programme, he/she is required to be paid at par with the In-house faculty after deducting the Institute share of 50%. In case a visiting faculty is paid less or he/she does not accept honorarium, the share of the visiting faculty will go to the Institute account.

