



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर [हि. प्र.]
National Institute of Technology Hamirpur [H.P.]

[Under Govt. of India, Ministry of HRD, New Delhi]

NOTIFICATION

In pursuance to the approval the Board of Governors, NIT, Hamirpur (H.P.) vide item No.BOG/23/2013-10/13, in its 23rd meeting held on 19/10/2013, the revised Consultancy guidelines are hereby Notified (as per copy enclosed) for the development and monitoring of Testing & Consultancy Services in the T&C. Cell set up vide office order No.NIT/H/Admn-F16/6926-45 dt.20/11/2012 in this Institution.

21/12/2013
Dean (FW)
NIT, Hamirpur

No. NIT/HMR/ T&C.Cell/2013/ 2919-35

Dated: 4/12/13

Copy to:-

1. All Dean's/AllHODs,DR (Audit and Accounts),NIT,Hamirpur
2. PS to Director/PA to Registrar, NIT,Hamirpur (H.P.)

GUIDELINES
FOR
UNDERTAKING TESTING AND CONSULTANCY



Testing and Consultancy Cell
National Institute of Technology,
Hamirpur-177005 (H.P.)

GUIDELINES FOR UNDERTAKING TESTING AND CONSULTANCY

1. General

Testing and consultancy projects are important tools to achieve the objectives of technical education. Therefore as a matter of policy, the institute consciously encourages its faculty members to undertake these works. The faculty members of various departments of the institute are permitted to engage themselves in testing and consultancy practice to such extent which will not interfere with the discharge of their duties and within such limits as the institute lay down from time to time. All testing and consultancy services whether carried out by an individual or a group of faculty members irrespective of the quantum of facilities availed, is considered as official for which prior approval of the competent authority is required.

2. Testing and consultancy Cell

Testing and consultancy services being rendered by the institute to various industries, private and public sector units and Govt. organizations have been a perennial source of its internal revenue generation. Keeping in view the huge potential that exists in this area, and to give it a further boost by promoting such activities at the institute level, a **Testing and Consultancy Cell** has been established vide No. NIT/HMR/Admn/F-16/6926-45 dated 20th November 2012. Testing and Consultancy Cell shall be responsible for development and monitoring of such activities, undertake periodical review and subsequently suggest measures from time to time and ensure smooth conduct of these activities in a time bound manner. The Coordinator (Testing & Consultancy), who shall be nominated by the Director, shall coordinate all such activities being undertaken at the institute.

3. Routine Testing

Routine testing project are those, which involve routine laboratory testing where in neither interpretation nor processing of result is called for nor is any technical advice to be rendered.

3.1 The Professor-in-Charge of the concerned laboratory or a faculty member nominated by the Head of the department having expertise in the relevant field **will draw up rates** for each such routine testing keeping in view the cost of equipment and time involved, cost of labor and cost of consumables if any. Approval of these rates from the

Director shall be obtained through Head of the department. Subsequent approval for carrying out a particular test (whose rates have already been approved by the Director) shall be given by the concerned Head of the Department.

3.2 The routine testing shall be carried out in the laboratory under the supervision of the principal investigator and a co-investigator (to be nominated by Head of the department from amongst the faculty members having specialization/expertise in the relevant area of testing) by following the standard procedure as laid down in relevant codes of practice/ textbooks.

4. Consultancy services

Consultancy services include those consultancy projects in which the technical facility (including use of computers and software's) is availed of at the institute by the consultant or a group of consultants rendering the consultancy services. Such activities shall normally include technical discussion by the consultant with the clients, outside visit to the site of work for such consultancy services, rendering technical advice through interpretation and processing of laboratory test results, supply of design and drawing for specific engineering projects, checking and vetting of designs, detailed project reports etc.

4.1 Each consultant or a group of consultants in such cases is required to obtain prior approval of the Director for carrying out such works on a case to case basis. While seeking permission from the Director, the consultant in such cases is required to submit a proposal through the concerned Head of the department indicating therein the specific nature of the work involved, the period of consultancy and the fee proposed to be charged for the services to be rendered. The work shall be taken up only after the Director has accorded the approval of the consultancy project.

5. Methodology for undertaking testing/ consultancies services

- i. The request letter from the clients for availing the testing/ consultancy services of the institute shall be addressed to the Director/ Prof. Incharge (Consultancy) which shall subsequently be forwarded to the concerned Head of the Department.
- ii. The Head of the department on receipt of such requests shall nominate the principal investigator and co-investigator (in case of testing projects) and consultant or a group of consultants (in case of consultancy projects) from amongst the faculty members of the department having specialization/expertise in the relevant field.
- iii. The principal investigator/consultant shall prepare the estimate/proposal indicating therein detailed terms & conditions and place it before the competent authority for approval prior to furnishing the estimate to the client.

- iv. The full estimated fee for the testing/consultancy services to be availed is to be deposited in the department by the client in the form of a bank draft in favour of the "The Director, NIT, Hamirpur" payable at SBI, NIT, Hamirpur. The work shall normally be taken up only after receipt of full payment in advance. In case the consultancy work is to continue for more than a year, the Director may permit commencement of work with only yearly cost deposited in advance.
- v. On receipt of testing/consultancy fees the department shall forward the demand draft along with a copy of the estimate furnished to the client firm to the testing and consultancy cell for their record and further processing. The testing and consultancy cell will get the draft deposited and issue the payment receipt in association with the account section of the institute.
- vi. The Head of the department in consultation with the principal investigator/consultant shall deal and correspond directly with the client firm in all matters of routine testing/ approved consultancy projects.
- vii. The report and Certificate in case of routine testing projects shall be prepared and signed by the principal investigator and co-investigator while the same in case of consultancy projects shall be prepared and signed by the consultant or group of consultants. All such reports are then to be forwarded to Coordinator (Testing & Consultancy) through the respective Head of the department for furnishing these to the client firm. A copy of all reports submitted to the client firm will also be filed in the office of the Coordinator (Testing & Consultancy) for record.
- viii. In case of any future queries/clarification on a particular testing/consultancy report, the concerned principal investigator and co-investigator (in case of testing projects) and consultant or a group of consultant (in case of consultancy projects) shall be responsible to respond to these queries/clarifications.

6. Guidelines for outstation works

In case the faculty members are required to undertake outside visits in connection with the testing/consultancy projects, they shall be granted duty leave by the competent authority **subject to a maximum of 30 days in a year which should not exceed 7 working days in a semester**. In addition, he will get TA and DA at rates admissible to the members of the faculty/staff or as mutually agreed upon with the client firm. The expenditure on this account shall be claimed separately to the client and reimbursed to the concerned faculty/staff member.

7. Disbursement of testing and consultancy charges

At present, the distribution of the testing and consultancy charges is being done as per the compendium of rules approved vide U.O Note No. NIT/HMR/Director/Gen.-2007/2185 dated 01-03-2007. In order to promote testing and consultancy activities in the institute,

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the following simplifications/modifications are being proposed for consideration and the approval.

7.1 The total receipt on account of the routine testing/ consultancy shall comprise of the following:

| | | |
|------|---|---------|
| i) | Testing/Consultancy charges | P (say) |
| ii) | Service Tax, Educational Cess etc. (as applicable from time to time) | R (say) |
| iii) | Infrastructure support such as use of institute vehicle, TA & DA to the faculty and staff members for outstation works and additional work, if any etc. | X (say) |

$$\text{Total Receipt} = P + R + X$$

7.2 The receipt on account of the testing & consultancy charges after deduction of the central administrative charges of 10% of P shall be shared between the institute and the participating department as under:

| Sr. No. | Category | Institute Share | Departmental Share |
|---------|----------------------|-----------------|--------------------|
| 1. | Routine Testing | 40% | 60% |
| 2. | Consultancy Services | 25% | 75% |

7.3 The central administrative charges i.e. 10% of P shall be charged on all routine testing/ consultancy services rendered by the institute. The same shall be disbursed as remuneration to the various administrative staff rendering administrative support for undertaking such services. The break up for the remuneration shall be as under:

| | | |
|------|---|------------|
| i) | Director | 4.75% of P |
| ii) | Coordinator (Testing & Consultancy) | 2% of P |
| iii) | Registrar | 2% of P |
| iv) | Staff of Director's office, Registrar's & Account Section (To be disbursed by the Registrar) | 1.25% of P |
| | Total | 10% of P |

7.4 Distribution of the Testing charges (90% of P)

| | | |
|----|--------------------|----------|
| A. | Institute Share | 36% of P |
| B. | Departmental Share | 54% of P |

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7.4.1 The receipt on account of the department share i.e. 54% of P shall be distributed as remuneration to the faculty and departmental staff members rendering support for undertaking such services. The break up for the remuneration shall be as under:

| | | |
|------|--|------------|
| i) | Head of the Department | 4.25% of P |
| ii) | Testing & Consultancy Cell Hospitality Fund | 0.75% of P |
| iii) | *Principal Investigator & co-investigator including technical (Lab) and ministerial (office) support staff | 49% of P |
| | Total | 54% of P |

*The disbursement of the amount of 54% of P shall be done by the principal investigator in consultation with the Head of the department or Prof. Incharge (Consultancy) where the principal investigator is Head of the department.

7.5 Distribution of Consultancy charges (90% of P)

| | | |
|---|--------------------|------------|
| A | Institute Share | 22.5% of P |
| B | Departmental Share | 67.5% of P |

7.6 The receipt on account of the departmental share i.e. 67.5% of P shall be distributed as remuneration to the faculty and departmental staff members rendering support for undertaking such activities. The break up for the remuneration shall be as under:

| | | |
|------|---|------------|
| i) | Head of the Department | 4.25% of P |
| ii) | Testing & Consultancy Cell Hospitality Fund | 0.75% of P |
| iii) | **Consultant(s) including technical (Lab) and ministerial (office) supporting staff | 62.5% of P |
| | Total | 67.5% of P |

** The distribution of the amount of 67.5% of P shall be done by the consultant-in-charge of the consultancy group in consultation with the Head of the Department or Prof. Incharge (Consultancy) where the consultant-in-charge is Head of the department.

7.7 The account section of the institute shall maintain all accounts with regard to all the receipts on account of testing/consultancy fees, make disbursement of the remunerations, TA & DA (if any) to the various staff involved with such services on the recommendation of the concerned department and the testing and consultancy cell, timely payment of service tax etc. to the concerned Govt. department in accordance with the rules. The amount received on account of the institute share shall be credited in a separate book of account under the head of account of **Testing & Consultancy Fund** and shall not be amalgamated with the general revenue of the institute.

7.8 The total remuneration earned by a faculty/staff member of the institute during the whole financial year on account of testing/consultancy services rendered shall not exceed the limits of his yearly basic pay plus special pay if any and DA. Anything in excess of this may be credited to the testing & consultancy fund of the institute or shall be dealt with as per Clause 9.

8. Conduct Rules

Faculty and staff members of the institute associated with such services shall:

- i. Maintain secrecy of the test results/consultancy reports and shall not get involved in unauthorized communication of any official document or information.
- ii. The Director may at his discretion, constitute committee (s) to conduct disciplinary proceedings, if necessary against faculty/staff members. On the basis of the report, appropriate disciplinary actions may be initiated and punishment may be imposed by the Director.

9. Exception Clause

These guidelines shall normally be applicable to all faculty/staff members associated with the testing and consultancy activities. Any exception/deviation to these guidelines may be considered by the Director for approval depending upon the merits of the case.

The proposed guidelines for testing and consultancy shall be effective from the date on which the same is approved by the Director and supersede all existing rules with regard to testing & consultancy services.

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