



MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY
GORAKHPUR-273010 (U.P.) – INDIA

RULES FOR TESTING & CONSULTANCY

(Approved by Board of Management of University in its Second Meeting held on 24th June, 2014 under item no. Second-13)

- 1.0** These will be called the rules for carrying out Testing and Consultancy work in the University.
- 1.1** In the various rules below the role of Head of University means Vice-Chancellor. Vice Chancellor may designate the Dean Planning or some other Dean for taking decision on the issues related to testing and consultancy. In such case the role defined for Dean Planning shall be executed by the designated Dean.
- 1.2** The term University means M. M. M. University of Technology, Gorakhpur.
- 1.3** All the members of the academic staff of University shall be permitted to engage themselves in consultancy practice to such extent that will not interfere with the discharge of their academic duties. Attempts should also be made to involve the research/ post graduate students in such work. The University technical staffs having Ph.D. degree are permitted to undertake consultancy job as co-consultant. All consultancies, whether carried out by an individual or a group of faculty consultant irrespective of the quantum of facilities of the University availed, is considered as University Consultancy. Each consultancy project will be the responsibility of the University and not of any individual. For purposes of these rules consultancy shall include-
- (a)** Expert advice sought by external agencies in terms of design, planning and investigation of various industries and structures.
 - (b)** Expert advice in terms of hardware, that is, production of model/pilot product and prototype projects, i.e. a stage prior to mass production manufacture.

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- (c) Testing of system software.
- (d) Testing and repairing and maintenance of equipment.
- (e) Testing of materials in the University labs or outside.

1.4 The above may involve

- (a) Visit to actual sites of work-place of organization, Institutions, Industries, entrepreneurs and other external agencies to assess the nature and magnitude of the problem faced and technical services required;
- (b) Rendering expert advice and /or services in terms of materials, design, process, product, project, fabrication, investigation, expert opinion, remedial measures etc;
- (c) Surveying of land, traffic, infrastructure, market, plant and machinery, techno-economic feasibility, damages, environment, pollutants, wastes etc;
- (d) Undertaking project, investigation and/or research work in connection to (b) and (c) as above.

2.0 Research and consultancy management committee

2.1 There shall be a (Research & Consultancy) R & C Management Committee as per clause (2.2) of these rules to manage Research and Consultancy works.

2.2 An R & C Management Committee consisting of the following members will decide about various issues as may be enunciated hereafter which may arise in management and implementation of a consulting project and utilization of the saving there form.

- i.** Dean Planning or any other Dean designated by Vice-Chancellor in his absence - Chairman
- ii.** One member nominee of the BOM of the University who shall be amongst the teachers nominated in BOM for a period of two years -Member
- iii.** One Head of the Department and one Professor each of the University to be nominated by the Vice Chancellor for a period of two years -Members
- iv.** Controller of Finance - Member
- v.** Registrar of the University -Member Secretary

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The Committee may decide any other procedures / provision / rules and rates of testing etc. as may be needed from time to time in conformity with rules 1 to 10 with approval of Vice Chancellor.

3.0 Types of University Consultancy Projects

3.1 Departmental Consultancy Projects:

A project referred to the Head of the Department/Registrar/Dean/Vice Chancellor will be taken up as a Departmental Consultancy Project. Further, a project involving use of Departmental/University facilities referred to an individual faculty member needs to be put up before Head of Department for being taken up as Departmental Consultancy Project at the request of that faculty member. Large consultancy projects involving multi-disciplinary/inter-departmental inputs or requiring use of large facilities, likewise projects which are expected to run for a long period will be considered as Departmental Consultancy Projects. A Departmental Consultancy Project will have at least two investigators.

However, for centers/departments with special character different from normal teaching departments the respective centers/departments may define the scope of Departmental Consultancy Projects, in accordance with their needs, subject to the approval of the Board of Management, R & C Management committee and Vice Chancellor.

3.2 Individual Consultancy Projects:

All Consultancy Projects, which are not Departmental Consultancy Projects, will be treated as Individual Consultancy Projects.

3.3 Departmental Consultancy Projects and Individual Consultancy Projects can be further subdivided into-

3.3.1 Type-I Consultancy Projects: Consultancy Projects without use of the University laboratory facilities will be classified as Type-I Consultancy Projects which is to be normally done after the University hours.

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3.3.2. **Type-II Consultancy Projects:** These involve the use of the University laboratory facilities. Such projects will cover field testing and field measurements, equipments in laboratory/instruments and testing of material/equipment in laboratory/field, will be classified as Type-II Consultancy Projects which can be done within the University working hours or beyond it.

Note:

1. For Departmental Consultancy Projects, the Principal Investigator (PI) and Co-Projector Investigator (CO-PI) will be decided by the Head of the Department (HOD) in consultation with the faculty members of the Department and Dean, Planning. Dean, Planning shall ensure fair distribution of departmental consultancy projects by HOD amongst faculty members of respective department as per their expertise.
2. Each consultancy project will be classified either as Type-I or Type-II and will not be bifurcated. In case of multi-disciplinary/inter departmental projects, a single project can be divided into sub-projects of the same type on mutually agreed terms, by the consenting Department.

3.4 Any controversy arising out of the assignment of consultancy work or non-acceptance of any consultancy project by the authority mentioned in clause 3.1 is to be referred to the R & C Management Committee for the purpose for a final decision. The R & C Management Committee is also authorized to consider prestigious project proposals received by the University and take appropriate decision to accept such projects to be carried out on a consultancy basis and also to permit the staff associated with such project to draw remuneration beyond the limits specified in clause 7.6 but not exceeding 100 percent of annual salary plus dearness allowance drawn by the individual.

4.0 Charges for Consultancy Projects:

4.1 The total agreed charges of a consultancy project will consists of the University

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share, actual expenses and the remuneration to be distributed to the faculty and staff. The Actual Expenses should cover the following costs related to the project:

1. Permanent equipment to be procured/fabrication of equipment or models.
2. Consumable Materials.
3. Travel expenses in connection with the project work.
4. Computational or other charges the Investigators may have to pay to any other outside agency in the course of the execution of the work.
5. Charges (if any) to be paid for the use of specific equipment in the departments or central facilities.
6. Contingency expenses to cover cost of supplies, preparation of report, typing, work processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee of professional societies), postage, courier , FAX and telephone (including rental and Mobile bills / STD call bills of telephone at residence), entertainment expenses, cost of insurance of personnel.
7. Expenses for work to be carried out on payment basis, remuneration to students assistants.
8. Any other costs considered appropriate.

Estimates for the above expenses should be carefully prepared by the Investigators keeping in the mind the market rates for equipment, material and services to be procured from market and the time required for the project. It is normally expected that the time spent by a faculty member on consultancy project will not exceed one day per working week.

4.2 Consultancy fee:

There are no rigid norms for calculation of the consultation fee. This depends upon several factors such as time spent, importance of advice and experience of the faculty etc. While estimating the consultancy fee chargeable to the client, the Principal Investigator should keep in mind that only part of the total fee is available for distribution amongst the faculty, staff and students. The remuneration will be paid to the faculty/staff as per norms and on the recommendation of the Investigators and approval from the competent authorities.

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4.3 Charges for Testing Jobs:

The University may undertake testing jobs at a standard fee where stipulated and as annexed herewith, item for which the charges mentioned are not available the same may be estimated by the faculty member who will supervise the testing work. The testing reports / consultancy reports will be countersigned by Head of the Department, however, the responsibility of the assignment shall solely lie on the Investigators.

4.4 Realization of Consultancy Fee:

(a) Normally the entire fee in connection with consultancy/testing work is to be deposited by the client in full, before the work commences. In exceptional cases where the work is started with only partial cost deposited in advance, the arrangement of subsequent receipt of funds from the client has to be clearly spelled out in advance and approved by Dean, Planning through Controller of Finance/Registrar.

(b) All payments from clients will be received by the Registrar on behalf of the University and got deposited in the University account by Controller of Finance.

4.5 It is the responsibility of Investigators/ Head of Department to inform the client/firm about the consent for taking up consultancy project at the approved consultancy charge subject to term and condition laid down by the Rules for Testing and Consultancy of the University

5.0 Types of Consultation Funds:

5.1 University Development Fund (UDF) and University Endowment Fund (UEF)

These will be University's fund. The University's share from the consultancy/testing fee saving will be initially kept in the University Endowment Funds (UEF). A part of this will be transferred to the University Development Fund (UDF) every year as decided by R & C Management Committee with the approval of the Vice Chancellor.

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5.2 Department Development Fund (D.D.F.)

This will be a departmental development fund. In addition to the DDF raised through clause 7.4, a part of the University's share from the consultancy/testing fee as approved by R & C Management Committee shall be credited to the DDF as per the need. The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/workshops and seminars etc. This account will be operated by the Head of the concerned department according to a budget made by the Departmental Committee and as approved by R & C Management Committee and the Vice Chancellor.

5.3 Professional Development Account: (hereinafter referred to as (PDA))

The University will have Professional Development Account for depositing the funds accrued in name of each faculty member. The objective of this fund is to help individuals in their professional development. The amount due to an individual from consultancy which is more than the prescribed limit in a particular year will be deposited in this account. An individual can request for expenditure from the Professional Development Account (PDA), subject to the limit corresponding to his/her contribution to the PDA. The amount deposited in this account can be used for any of the following purposes

- (A) Attending premium international conferences/symposiums being organized in India.
- (B) Part financial assistance for attending international conferences/symposiums of repute
- (C) Attending national conferences/symposiums
- (D) Purchase of Books and other contingent items
- (E) Research supplies, software necessary for research, or incurring expenditure on the students engaged in research under the concerned faculty member.

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For any other expenditure approval of the R & C Management Committee will be necessary. Such expenditure in the opinion of the R & C Management Committee should be conducive to career/professional development of the individual.

Amount accrued in name of a faculty member in PDA will be automatically transferred to UDF in case the said faculty member has retired or has resigned his job or after 5 year whichever is less if remained unutilized.

6.0 Norms for Expenditure

- 6.1** The Principal Investigator may get specific work done on payment from outside. However, such payment may not exceed 5% of the total amount contracted for the project. For higher expenditure, HOD's prior permission will be necessary.
- 6.2** The Investigators may engage University Student as Student Assistants for consultancy and testing work on payment of Rs. 50/- per hour subject to a maximum of 50 hours per month. However, students receiving fellowship from UGC/CSIR/DST/UPCST or from similar other agencies, shall not be entitled to such payments.
- 6.3** Expenses incurred on reasonable hospitality not exceeding Rs. 200/- per head per meal and Rs. 50/- per head for snack etc. in connection with the consultation work can be charged as expenses out of the fee received subject to the condition that the total expenditure on this account should not exceed 5% of gross fees contracted for the project. For larger expenditure, approval of R & C Management Committee will be necessary.

7.0 Distribution of Consultancy Funds for both Departmental Consultancy Project and Individual Consultancy Project : As given in 7.1 and 7.2 ahead.

7.1 Consultancy work without use of laboratory facilities (Type-I):

For consultancy works without use of Laboratory Facilities, the norms for calculation of various percentages for distribution will be as follows:

For Departmental Consultancy Projects	For Individual Consultancy Projects
Total Fee received from client=I Amount paid to UEF in the beginning =0.05I. Remaining amount (F)=0.95I Total expenditure on the project =E Saving (S), $S = (F - E)$ Amount paid to UEF= 0.15 S Remaining Amount= 0.85 S which will be distributed as detailed below. Amount paid to DDF = 0.20 S Investigators/Technical Staff = 0.6 S will be distributed to investigators/technical staff and 0.05 S is to be distributed as per clause 7.3.	Total Fee received from client=I Amount paid to UEF in the beginning =0.05I. Remaining amount (F)=0.95I Total expenditure on the project =E Saving (S), $S = (F - E)$ Amount paid to UEF= 0.15 S Remaining Amount= 0.85 S which will be distributed as detailed below 0.80.S to be distributed to the investigator(s). And 0.05.S is to be distributed as per clause 7.3

7.2 Consultancy work involving use of laboratory facilities (Type-II):

For consultancy work involving use of Laboratory Facilities, the norms for calculation of various percentages for distribution will be as follows:

For Departmental Consultancy Projects	For Individual Consultancy Projects
Total Fee received from client=I Amount paid to UEF in the beginning =0.05I. Remaining amount (F)=0.95I Total expenditure on the project =E Saving (S), $S = (F - E)$ Amount paid to UEF= 0.20 S Amount paid to DDF = 0.30 S Remaining Amount= 0.45 S which will be distributed to Investigator(s) and technical staff and 0.05 S is to be distributed as per clause 7.3.	Total Fee received from client=I Amount paid to UEF in the beginning =0.05I. Remaining amount (F)=0.95I Total expenditure on the project =E Saving (S), $S = (F - E)$ Amount paid to UEF= 0.30 S Remaining Amount= 0.65 S will be distributed to Investigator(s) and technical staff and 0.05.S is to be distributed as per clause 7.3

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7.3 Distribution of 0.05 S will be as follows

- (i) Head of Department - 0.01 S
- (ii) Office staff in concerned Department ó 0.01 S
- (iii) Office of Dean Planning ó 0.01 S
- (iv) Account section ó 0.01 S
- (v) Registrar Office ó 0.01 S
- (vi) Staff welfare ó 0.01 S

The above distribution may be changed by R &C Management Committee with the approval of Vice Chancellor from time to time. The rates for various testing activities shall be fixed by the R & C Management Committee with the approval of Vice Chancellor for which the concerned Head of Department shall submit the request with justification to the Registrar.

7.4 Sale proceeds to software products developed by a faculty member/ Scientific/ Research worker will be share between the University and the individual as per the norms of TYPE-II Consultancy Project. If a student is involved in developing a software, he/she will be paid due share. The computer code developed by a student as a part of project/thesis will be included in the project/thesis Annexure.

7.5 The total remuneration to be received by a staff from consultancy/testing work will not exceed 75% of his gross salary received during the financial year. For departmental consultancies this limit will be 60% with the provision that the total remuneration from all consultancies does not exceed 75%. If the total remuneration payable to a staff member exceeds the prescribed limit, the excess amount will be deposited in the Professional Development Account (PDA)

7.6 Any guidelines needed for operating consultancy Projects will be framed by HOD & Investigators and approved by R &C Management Committee with the approval of Vice Chancellor.

8.0 General Conditions

8.1 Individuals or Departments may take up consultancy work only after taking approval of the Dean Planning through the Head of the concerned Department/

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Controller of Finance/Registrar. The report of all types of Consultancy Projects will be prepared in triplicate and signed by Investigators and counter signed by the Head of the Department who shall keep the departmental copy and send the University copy with the concerned Client's copy to the office of Dean Planning for onward transmission.

In emergent cases where only advice of the University is involved or, where testing of materials/products in the laboratory is concerned, the work may be accepted with the approval of the Head of Department under intimation to Dean Planning. However, the report will be given only when the consultancy project has been duly approved and all processing completed following the procedure mentioned above.

- 8.2** For projects involving only site visits for consultation work and/or personal discussion, fees may be charged on per day basis at mutually acceptable rate subject to a minimum of Rs. 3000/- per man-day, including the days spent on travel.
- 8.3** For technical and other staff, making only site visits outside the scope of an ongoing consultancy project, fees may be charged on per day basis at minimum of Rs. 300/- per man-day.
- 8.4** The Investigators may, with the prior permission of Dean Planning avail the services of person not in the University service as Investigators, provided that HOD certifies that the services are of a nature for which the expertise is not available in the University department.
- 8.6** Duty leave will be admissible for individual consultancy work for maximum 7 working days in a calendar year within the overall limits of the duty leave subjected to making alternative arrangement for teaching and other University assignments during the leave period. For absence beyond 7 days for consultancy work, leave as due will be taken by the staff member. For Departmental consultancy work, persons

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concerned will be treated on duty during absence from the campus. Any absence from the Headquarters in connection with consultancy project of any type will be with the prior approval of HOD or competent authority as notified from time to time.

9.0 Project Initiation and Management

9.1 Each consultancy project will have a Investigators (PIs) who will be faculty member/Scientist in the service of the University and who will be responsible for

- i.** Formulation of the project proposal which may include (a) planning of the work to be done (b) estimating costs according to the guidelines provided in the later section, and (c) if necessary, identifying other Investigators, who shall also be faculty member (s)/Scientist (s) in the service of the University.
- ii.** Co-ordination and execution of work;
- iii.** Handling all communications with the clients
- iv.** Writing of intermediate and final reports according to the project proposal.
- v.** Making recommendation to the Dean Planning regarding expenditure from the project funds and remuneration to be paid to faculty, staff and students.
- vi.** Ensuring that all reports/certificates bear the name of the Principal Investigator and his signatures and the name (s) of the Investigator (s) who participated in the project.
- vii.** Signing the Memorandum of Understanding (MOU) if required, along with HOD on the basis of the "Guidelines for M.O.U." available with the R & C Management Committee with the approval of Vice Chancellor.

9.2 Appointment of Principal Investigator (P.I.) / Co-Principal Investigator (Co-P.I.)

The client (sponsoring organization, which gives the consultancy) usually approaches the University for Consultancy Work through a faculty member or a functionary of the University (i.e. Head of the Department, Dean Planning or Vice Chancellor). When a faculty member is approached for the work, he will be the Principal Investigator. If he does not wish to be the Principal Investigator, the

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HOD/Centre Coordinator will identify a suitable person as PI / Co-PI if the project is referred to a functionary, the Principal Investigator would be identified by the concerned HOD.

(a) The P.I. /Co-P.I. who is due to retire from University service will identify a new P.I./Co-P.I. for the consultancy project at least three months before his/her retirement having the area of expertise of project being done. The new P.I. should be agreeable to become P.I./Co-P.I. The new P.I./Co-P.I. will also give an undertaking to complete the project in the remaining funds and time period, to the Dean Planning through HOD. In case a new Principal Investigator is not appointed by the retiring Principal Investigator, as per guidelines in force, the University may take action as it may deem fit, which may include appointment of a new Principal Investigator, and/or termination of the project and/or any other action which it deems fit.

9.3 Principal investigator will take approval for undertaking the consultancy project through the HOD on the prescribed form obtainable from Dean Planning, who will assign a number to the project and inform the same to the Principal Investigator and the Head of the concerned Department. This completes the process of initiation of a consultancy project. The above project number must be quoted in all subsequent correspondence within the University. The project file will be closed with the submission of final project report and final settlement of accounts etc. and kept in office of HOD concerned.

9.4 A copy of all reports submitted to the Client Firm will be filed in the Department. In case, the information in the report is considered classified by the Consultant/Client firm, a brief note to this effect may be filed with the Department/Centre and Dean, Planning. The report should be made available as soon as the information contained in it is de-classified. A certificate from the client that the work has been completed satisfactorily is not required except in controversial cases. However, if the client is not satisfied with the work of the

consultants, it is the responsibility of the consultant to either satisfy the client or ask R & C Management Committee to refund the charges to the client.

- 9.5** Travel: The most expeditious and convenient mode of travel should be used to minimize period of absence from the University. There will be no restriction placed by the University, on the mode of travel on grounds of entitlement. DA will be paid as per University rules. Actual boarding and lodging expenses, in addition to DA, will be paid on production of receipt, subject to maximum of twice the daily gross salary at the ceiling of the person's pay scale. In case of field work, the field allowance will be permissible in addition to the DA as per University's rules. All these expenses will be met out of the consultancy project funds.
- 9.6** Outside Investigators: Provision for outside investigators is to be normally discouraged. If necessary, a provision of outside investigator will be made at the time of acceptance/approval of the project after obtaining approval from the Dean, Planning or R & C Management Committee. An amount of Rs. 20,000 or 10% of the consultancy fee whichever is lower can be paid to outside investigators. However normally in no case payment exceeding 20% of the total consultancy fees shall be allowed to outside investigators.
- 9.7** Collaboration with outside organizations/subcontracting: If collaboration with outside organization/institutions or subcontracting a part of the project is envisaged, the nature scope and financial budget of the proposed arrangements will also be defined at the time of project approval.
- 9.8** In addition to academic and technical staff, the Investigators may distribute up to Rs. 1500 or 2% whichever is less remuneration as to the other staff of the department for miscellaneous assistance rendered in the execution of the project.
- 9.9 Disagreements/Disputes:**
- (1)** Any disagreement within the University arising at any stage of a consultancy

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project will be resolved in consultation with R & C Management Committee to ensure an expeditious removal of bottlenecks and smooth functioning of the project.

- (2) In case of any dispute arising at any stage of consultancy project between Investigator (s) and the clients, the Investigator (s) will be responsible for settlement of the dispute.

10.0 Arbitration

1. In the event of any dispute or difference at any time arising between the parties relating to consultancy project or any other clause (s) or any content of the right and liabilities of the parties or other matters specified therein or with reference to anything arising out of the consultancy or otherwise in relation to terms, whether during the consultancy or therefore, such disputes or differences shall be endeavored to be resolved by mutual negotiations. If however, such negotiations are in fructuous the dispute shall be resolved through arbitration. Vice Chancellor of the University shall be the sole arbitrator and decision taken by him/her shall be final and binding for both the parties.
2. All legal action will be subject to jurisdiction at Civil Courts at location of the University/High Court at Allahabad.

11.0 Liability

In the case of any legal dispute arises between the Investigator (s) and the clients such that the Investigator (s) are in any way, held responsible to make good the losses incurred by the client such liability will be restricted to a maximum limit which will be calculated as follows:

Maximum Liability= -The total amount charged for the project' minus 'The expenditure of the project'

It is in the interest of the Investigators to bring this fact to the notice of the client. The expenditure as determined by the University will be calculated as the

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expenditure likely to have been incurred till such date on which the clients inform the investigator in writing to stop work on the project, for an ongoing project, or till the end of the project for completed project. This amount does not include the remuneration paid to the Investigator (s) and staff of the University. The University may take a suitable insurance for this purpose on a rolling basis. The expenditure on this account may be charged from the UDF.

12.0 Submission of the requisite report on the work itself shall constitute the Utilization Certificate/final bill.

12.1 The department concerned shall keep the testing samples/ material for maximum period of six months in its safe custody. Any dispute arising on the testing projects will be considered time barred after six months and University shall not be under any obligation to furnish the desired testing sample/material used for testing. The testing report should clearly indicate this fact.

13.0 Rules for Academic Consultancy Work

13.1 Academic consultancy work shall include-

- (a)** Coordinating and conducting theory and/or practical classes/programmes and delivering lectures/instruction within and outside the University, during and after office hours for summer/winter schools, quality improvement programmes, continuing education programmes, vocational training programmes, entrepreneurship development, rural development, employment generation programmes, self financed post graduate diploma evening courses etc.
- (b)** Paper setting practical examination and/or viva-voce/review/examination of master's and Ph.D./doctoral dissertation and/or thesis, evaluation of answer books, technical paper and contribution made to professional bodies.
- (c)** The above academic consultancy work can be undertaken by any faculty member of the University including the Vice Chancellor with information to R & C Management Committee.

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13.2 Remuneration: All fees, remuneration and honorarium in connection to conducting schools/classes/courses/academic programmes within the University as specified in 13.1 (a) above shall be received in the name of the Registrar and deposited in the University account. After due and successful completion of work, the share of fees, remuneration and honorarium to faculty and staff of the University shall be paid by the Accounts Section of the University within thirty days of the completion of the work and/or raising of demand, on approved basis as given in relevant rules here under.

- I. The remuneration/honorarium for work specified in 13.1 (b) can be accepted directly by the person concerned under intimation to the Accounts Section of the University for the purposes of calculation and deduction of Income Tax only, if applicable.

13.3 Fees, Remuneration and Honorarium

Academic Works

The academic works to be carried out by the University for and on behalf of the State Government and AICTE/MHRD (Central Government) shall attract fees, remuneration and honorarium for the University and its staff as per their norms.

- (a) The academic work within and after University hours in the University for and on the behalf of the other State Governments, Quasi-Governments, social service and charitable organizations as well as educational institutions (category-A) shall attract University fee for the infrastructural facilities and support of Rs. 500/- per day and for other organizations, QIP etc (category-B) the University fee shall be Rs. 1000/- per day.
- (b) The per-programme expenses, if any, the expenses for course materials, chemicals, consumables, hospitality to participants etc. shall be charged extra as per actuals.

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(c) The fees chargeable for programme/course coordination and classroom/laboratory instructions (theory/practical classes) for organization of category-A & category-B shall be as under, plus 30% thereon.

S.N.	Faculty/Staff	Category A	Category B
1.	Course/Programme Coordinator	Rs. 500/day	Rs.1000/day
2.	Classroom/Instruction/Theory lectures	Rs/hour	Rs. Hour
	Professor	750.00	1000.00
	Associate Professor	500.00	750.00
	Assistant Professor	400.00	500.00
	Guest Speaker/External Expert	500.00	750.00
3.	Laboratory Instructions/Practical Sessions	Rs./hour	Rs./ hour
	Faculty Members (s)	300.00	500.00
	Technical Supporting Staff (s)	150.00	250.00
	Attendant (s)	100.00	150.00

(d) The Guest Speakers/External Experts shall be paid the remuneration/honorarium charged in 3 (d) in full, subject to the maximum limit of Rs. 3000/- per day and 20% of the total lectures in a course/programme.

(e) The total fee charged from organization shall be inclusive of b, c & d.

(f) The 30% fees charged in 10.3 (d) shall be shared among the University, and the ministerial staff of the Department as well as that of the Establishment and Accounts Sections as below:

- i. University share 25%
- ii. Concerned departmental staff 2%
- iii. Concerned staff in establishment 1.5%
- iv. Concerned staff in Accounts 1.5%

The University share shall be ultimately credited to UDF.

Note: *The honorarium/remuneration for delivering lectures/expert talks etc. elsewhere by a faculty member can be accepted directly by the person concerned under intimation to the Accounts Section of the University for the purposes of calculation and deduction of Income Tax only, if applicable.*
