

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY  
PATIALA–147004(Punjab)**

# **CONSULTANCY POLICY**

August 2021



**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY (TIET)  
PATIALA – 147004 (Punjab)**

**TIET POLICY FOR PROMOTING CONSULTANCY PROJECTS**

**1.0 PURPOSE**

The TIET considers Consultancy projects as an important means for extending benefit of scientific research of the TIET to various sections of the industry and governance, thus broadening the experience base of the TIET community and as a tool for contributing to the country's industrial and economic growth. Consultation services are encouraged in specialized areas where the TIET has exclusive competency, and not in the areas of routine work. Appropriate consultancy projects, in addition to providing much needed service to the industry, also benefits the concerned faculty members and the TIET in several ways. They enrich the professional experience and knowledge of faculty members and thus make them better educators. Consultancy projects provide first-hand knowledge of the current problems of industry which is very helpful in tuning the curriculum to the present needs. While the TIET encourages the faculty members to undertake Consultancy projects, it is expected that the time spent by a faculty member on Consultancy projects will not exceed one day per working week. The faculty members, while undertaking such projects, are expected to uphold the reputation and prestige of the institute at all times.

**2.0 DEFINITIONS**

**2.1 TIET** means Thapar Institute of Engineering & Technology, Patiala

**2.2 Department** means all the academic departments, schools, centres, centres of excellence and academic service centres at the Institute.

**2.3 Director** means Director, TIET, Patiala.

**2.4 Dean of Research and Development Cell (DoRDC)** means Dean of Research & Development Cell (DoRDC), TIET, Patiala.

**2.5 Type-I Consultancy Project** means a Consultancy Project without the use of laboratory facilities.

**2.6 Type-II Testing Project** means a project involving use of laboratory facilities of the Institute or repetitive jobs needing marginal intellectual input. Such projects will cover testing of material/ equipment in laboratory, wherein only the testing results are to be communicated.

**2.7 Principal Investigator (PI)** means a member of the faculty/scientist of TIET with necessary expertise and competence to conduct a consultancy work. Normally, the faculty who submits the project proposal and negotiates with the client sponsor and is instrumental in getting the project is the PI. PI is responsible for the deliverables to the client. PI shall decide involvement of other investigators and distribution of consultation fees.

**2.8 Co-Investigator (CI)** means a person from amongst the faculty/scientist (including Emeritus) co-opted by the Principal Investigator to work jointly with him/her on the project.

### 3.0 ASSIGNMENT OF CONSULTATION

Depending upon the receipt of the project, the projects can be categorized into three:

- 1. Individual:** In this case the project is received in the name of an individual or individuals. DoRDC will approve one person as PI. The PI shall have overall responsibility of the project.
- 2. Department:** In this case the project comes to the Department. The Head of the respective Department shall assign a PI for the project in consultation with DoRDC.
- 3. Institute:** In this case the project comes to the Institute, DoRDC shall assign PI for the project.

### 4.0 CONSULTATION TIME

1. While the institute encourages the faculty members to undertake Consultancy projects, it is expected that the time spent by a faculty member on Consultancy projects will not exceed one day in a working week and shall also not disturb the normal teaching or other duties of the institute. In case of traveling for consultation purpose Academic Leave rules will be applicable. No extra Academic Leave is admissible for consultation.
2. The consultancy work shall be considered to be over and above all other duties assigned.

### 5.0 GENERAL

**5.1** Individuals or Departments may take up Consultancy work only after taking approval of the DoRDC through the Head of the concerned Department. The report of Consultancy Projects will be signed by the Head of the Department and respective Investigator(s).

**5.2** Consultation projects may be accepted only with prior approval of the DoRDC.

**5.3** All payments in connection with Consultancy Projects shall be received in the name of the Registrar, TIET, Patiala.

**5.4** Each Consultancy project will be classified either as Type-I or Type-II. In case of multidisciplinary/ inter-departmental projects, a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments/laboratories.

**5.5** Any travel outside the institute for consultancy work shall be treated on academic leave.

**5.6** Report(s) and data collected/ originated out of consultancy project are the joint Intellectual Property of the institute and the investigators. If the client needs a different agreement, such agreement shall be entered into with the prior approval of the DoRDC.

**5.7** The responsibility of the successful completion of the project, maintenance of Standard Operating Procedures (SOP) and ethical standards lies with the PI.

### 6. EXPENDITURE NORMS

#### 6.1 Student Assistants

The Investigator(s) may engage TIET Students (who may or may not be getting fellowship) as Student Assistants with the approval of DoRDC for consultancy and testing work on payment of Rs.100/- per hour subject to a maximum of 50 hours per month. The expenditure on this account can be booked under manpower charges/ contingency.

## 6.2 Hospitality

Expenses incurred on reasonable hospitality not exceeding Rs.400/- per head per meal and Rs.150/- per head for snacks etc. in connection with the consultation work can be charged as expenses.

## 6.3 Travel

The most expeditious and convenient mode of travel should be used to minimize period of absence from TIET. There will be no restriction placed by the TIET on the mode of travel. Actual boarding & lodging expenses will be paid on production of receipt. Expenses on local travel by taxi will be reimbursed against cash receipt as per actuals. All these expenses will be met out of the consultancy project funds.

Approval for travel under Industrial Consultancy Projects may be accorded as per table given below:

| Person Undertaking the Travel             | Approving Authority for Travel                                       |  |
|---|--|--|
|   |  | 1. In all cases the leave is to be approved by the competent authority as per TIET norms. It will be the duty of the traveling person to get the leave approved from the competent authority and also ensure that teaching hours are not disturbed.<br>2. Advances for travel will be approved by the DoRDC. |
| Investigator(s)                           | Head of the Department   |  |
| If Investigator is Head of the Department | Director   |  |
| Other TIET staff                          | Head of the Department on the recommendation of the Investigator(s). |  |

Payment of charges to travel agents for Air Ticket purchase assistance, Visa assistance, Insurance may be paid as per TIET rules from project funds.

## 7. DISTRIBUTION OF CONSULTANCY FUNDS

### 7.1 Individual Consultancy Projects or Type – I Projects

For Consultancy work without use of Laboratory facilities, the norms for calculation of various percentages for distribution of the total money received from client (excluding service tax in every case) will be as follows:

#### 7.1.1 Consultancy work without use of laboratory facilities (Type-I)

|                                  |         |
|----------------------------------|---------|
| Total money received from client | = G     |
| Service Tax                      | = L     |
| Total contracted amount T        | = G-L   |
| Amount of TIET overhead F        | = 0.30T |
| Total expenditure on the project | = E     |
| Remaining Amount S               | = T-F-E |

Amount S shall be distributed to Investigators, technical and other staff on the recommendation of the PI. Any laboratory equipment or service used in the consultation work shall be treated as expenditure E and the rates of all such items will be decided and published as a list. If any item is not included in the list DoRDC shall decide the charges for that item.

**7.1.2 Testing projects 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:

- Total money received from client Service Tax = G
- Total contracted amount T = G-L
- Amount of TIET overhead F = 0.50 T
- Total expenditure on the project = E
- Remaining Amount S = T- F -E

Amount S to be distributed to Investigators, technical and other staff on the recommendation of the Investigator(s)/Head of the Department.

Distribution of remuneration shall normally take place at the completion of the project. However, for large projects interim disbursements shall be allowed on recommendation of PI and approval of DoRDC. Distribution of remuneration among the partners of a project shall be the prerogative of the PI. If any consultation amount remains unclaimed after the employee ceases to work at the Institute the entire amount shall be treated as TIET overhead.

**7.1.3 Distribution of the TIET Overhead (F)**

The institute overhead shall be utilized in fostering and nurturing excellence in research. The overhead amount received from projects will be kept in two funds, one for the entire institute and the other for the concerned Department. The main purpose of the fund will be to renew and modernize the laboratory facilities. The equipment used frequently for testing purposes will be maintained from this fund. In addition, the fund shall be available to faculty members/Departments/Schools of the institute for attending conferences, scientific meetings, national and international visits, shortfall funding for equipment etc. as per priority at the discretion of the institute. The Departmental fund shall be utilized as per the discretion of the Department. The distribution shall be:

| Type of Fund                | Percentage |
|-----------------------------|------------|
| Institute Development Fund  | 80%        |
| Department Development Fund | 20%        |

**8. TOTAL REMUNERATION FROM CONSULTANCY/ TESTING WORKS**

The total annual gross remuneration to be received from consultancy projects including departmental consultancy and testing during a financial year by an individual will limited to the gross salary (basic+gp+da) drawn by the concerned person.

## **9. BUDGETARY NORMS FOR CONSULTANCY PROJECTS**

### **9.1 Total Charges**

The total agreed charges of a Consultancy project will consist of the actual expenses, TIET share, and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project:

- (i) Permanent equipment to be procured / fabrication of equipment or models.
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Investigator(s) may have to pay to TIET or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report, typing, word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies), postage, courier, FAX and telephone (including rental and STD/ ISD call bills of telephone at residence or mobile phones), cost of insurance of personnel/ equipment being used for the project and medical reimbursement on duty (excluding major ailments) for staff etc.
- (vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.
- (viii) Any other costs considered appropriate.

**9.2** While preparing proposal, provision of Service Tax, as applicable, shall be made over and above the total contracted amount.

**9.2.1** The service tax will be applicable as per government rules.

**9.2.2** The allocations made to the different heads of the approved project budget should be carefully kept in view by the Investigator(s).

**9.2.3** The Investigator(s) while seeking approval of expenditure from Project funds should specifically mention the project budget head to which that expenditure will be debited.

**9.2.4** The approval of the DoRDC to make any expenditure from the project funds assumes that funds are available in the project for the purpose. It shall be the responsibility of the Investigator(s) to ensure that the expenditure being made is within the approved limits and availability of funds in the project.

### **9.3 Consultancy Fee**

There are no rigid norms for calculating the Consultation fee. This depends upon several factors such as the time spent, the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the Investigator(s)/Head of the Department should keep in mind that only part of the total fee is available for distribution among the faculty, staff, and students. The remuneration will be paid to the faculty / staff as per norms and on the recommendation of the Investigator/Head of the Department. Saving from the Consultancy charges will be divided between the TIET and the faculty/ staff after taking into consideration all expenses as per norms for the

purpose.

## **10. BUDGETARY NORMS FOR TESTING JOBS**

TIET may undertake testing at a standard fee where stipulated; otherwise the charges may be estimated by the faculty member/Head of the Department who will supervise the testing work. The testing report will be countersigned by the Head of the Department, if required by the client