

CONSULTANCY POLICY



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INDIAN INSTITUTE OF TEACHER EDUCATION

GANDHINAGAR

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THE CONSULTANCY

Consultancy is essentially a knowledge based profession and consultants play an important role in technological, educational and economic development and are effective agents of change in the society. Consultancy plays an important role in providing a competitive edge to an organization. The intangible assets of an organization such as technical know-how and expertise of the staff, are today, often more valuable than its physical assets. Over the last few decades, legitimate appreciation of the commercial value of technical know-how has grown both within the academic / non-academic community and in the society at large. The pace of development of the human mind, resulting in new and useful inventions, initiated a need for a central policy in determining the course of the creation, protection and commercialization of technical know-how in the University in the form of consultancy services which are now not only being used as a tool to share the knowledge, generate revenue but also to build strategic alliances for the socioeconomic and technological growth.

Keeping in mind the intellectual strength of Indian Institute of Teacher Education, Gandhinagar, growing awareness about the innovative research of commercial value and the need for collaboration with other organizations for mutual benefits, the Consultancy rules have been formulated to provide guidance to the Full time faculty of Departments / Centres, etc. and any other Professionally / Technically well qualified employees of Indian Institute of Teacher Education, Gandhinagar, interested in the consultancy work. This document specifies the rules and norms of Indian Institute of Teacher Education, Gandhinagar regarding consultancy and obligations depending upon the nature of consultancy. The rules laid down in this document are expected to fulfill the commitment of the University to promote academic freedom and provide a conducive environment for research and development of commercial importance.

Consultancy Rules and Norms:

1.0 Scope of Consultancy Services offered

1.1 Consultancy Services may be offered to Schools, Colleges, Service Sector, Govt.

Departments and other National and International agencies in niche areas of expertise available in theUniversity.

- 1.2 The services offered shall be along the lines of 'Professional Services' and will hence carry with them obligations and ethical requirements associated with such services as indicated in the Standard Terms and Conditions (Appendix-I).
- 1.3 Consultancy services offered may cover a variety of activities such as School programme Assessments; Pedagogical training to staff; educational research projects from the private funding agencies; Establishing the new school and educational institutions; psychological testing services, Guidance and counseling services; General Troubleshooting, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, vision and strategy statement and soon.
- 1.4 Testing & Evaluation services are to be normally offered in selected specialized areas. In order to meet the needs of clients, routine testing services may also be offered.
- 1.5 Technical infrastructure / Computational facilities of the university may be offered to undertake the outside work of the clients. The use of physical infrastructure of the University purely for Rent Purpose will not be covered under consultancy work.
- 1.6 All Consultancy and related Jobs need to be structured and executed in the spirit of promoting IITE–educational institutions Interactions, as a vehicle for augmenting current levels of excellence in teaching and research, and in the process, generating funds.

2.0 Consultancy Project Categories

Each project shall be undertaken under

- 2.1 Standard Terms and Conditions (included in Appendix-I) and others specified General Consultancy rules
- 2.2 Specific research agreement or Memorandum of Understanding describing the details of contract (if any).

In the former case, the work is taken up in good faith between the consultant and the client, the obligations and responsibilities of both parties.

The latter case refers to consultancy projects that usually involve non- disclosure

agreements, detailed negotiations of contract terms and signing of contracts in the form of agreement or MOU covering various aspects such as deliverables, milestones, payment schedules, role and responsibilities of the parties, non-disclosure of confidential information, disputes resolution, liability, IPR matters, arbitration, and applicable law. These projects involve significant amount of effort and time associated with the negotiation and implementation of the research contracts.

2.3 The consultant (as defined in item III) may undertake the consultancy project under any of the categories below:

2.3.1 **Category I:** Expert Advice and R&D Consultancy:- This type of consultancy will be Expertise intensive and based on the expertise of the Consultant.

2.3.2 **Category II:** Testing Consultancy:- This type of Consultancy will involve testing against a standard. The university will undertake testing jobs provided testing facilities and expertise are available in the university.

2.3.3 **Category III:** Service Consultancy:- This type of Consultancy will involve use of University's Computational facilities / Software / Hardware and other Technical, Physical infrastructure by the client. For example, use of software/hardware by the outside students, researchers, scientists, etc. OR use of computers / technical manpower and other infrastructure of the university for conduct of online / offline examinations or tests; and other services.

3.0 Who can be a Consultant(s)?

There shall be a Principal Consultant in every category of consultancy project who will act as a team leader. The office of Director of Research will communicate with Principal Consultant only regarding the consultancy project. A consultant must fulfill the following eligibility criteria for undertaking consultancy project in the respective category.

3.1 For Category I:

Full time regular faculty of Departments / Centers / Institutes, etc. and any other Professionally & Technically well qualified employee of the university may take up the consultancy work in this category. However, the Principal Consultant in this category shall be a regular Faculty member of the university. However temporary/contractual

staff can work as a co-consultant. Merely possessing academic qualification and designation at university level will not entitle a consultant(s) for the consultancy project in this category. In addition to the academic qualifications in the relevant field, the consultant(s) must possess expertise and proved credentials (in terms of published research work / R&D experience / relevant certification recognized by Govt. of India / practical experience in relevant field, etc.) in the area of the consultancy work.

3.2 For Category II:

Full time regular faculty of Departments / Centres / Institutes, etc. and any other technically well qualified employee of the university are eligible to take up this category of consultancy work. However temporary/contractual staff can work as a co-consultant. The consultant(s) must possess the practical experience of handling and operating the testing tools/equipment. The Principal Consultant must have the capability to interpret the results obtained through testing.

3.3 For Category III:

Full time regular faculty of Departments/Centres /Institutes, etc. and any other Professionally/Technically well qualified employee of the university are eligible to take up this category of consultancy work either as a Principal Consultant / Consultant(s). However temporary/contractual staff can work as a co-consultant. The consultant(s) must be well versed with the use of Computational facilities/Software/Hardware/delivery of e-services and other technical infrastructure required for the consultancy work. Further, merely possessing any designation at university level will not entitle a consultant for this category of consultancy projects.

4.0 GENERAL CONSULTANCY RULES

- 4.1 The services of permanent employees of the University will be utilized for the execution of the consultancy projects provided it does not affect at any cost their primary functions and responsibilities to the University.
- 4.2 Consultancy assignments must not have any adverse impact on the ongoing academic, research, official and administrative activities. Further, such assignments need to be

carefully scheduled in the light of ongoing commitments. If required, a clear indication of the earliest date on which the assignment can commence may be clearly spelt out in the proposal form.

- 4.3 The consultancy assignments under Category-I are of highly specialized nature and must be handled with utmost sincerity. The assignments under this category may have far reaching impact on academia as well as society. Thus, any compromise in the execution of these assignments may tarnish the image of University. Keeping this in view, it is mandatory to ensure that the concerned consultant possess proper academic qualifications and well established credentials in the area of consultancy.
- 4.4 The consultant must undertake any consultancy assignment under Category – II only after ensuring that the tool/equipment used for testing is duly calibrated/standardized and provide accurate results against a reference / standard. It is understood that the testing equipment will be used only by the consultant(s) and not by the client.
- 4.5 The consultant must undertake any consultancy assignment under Category – III only after ensuring that all the Computational facilities / Software / Hardware, technical and physical infrastructure, etc. are in proper working conditions as these are to be used by the client(s). For any damage, the cost may be recovered by the consultant from the client.
- 4.6 The total annual income of an individual Consultant from the Consultancy work shall not exceed his / her Gross Salary for 6 months in a financial year.
- 4.7 An individual Consultant / staff member shall not undertake consultancy work more than 60 days in a calendar year.
- 4.8 Outstation travel on Consultancy Assignments will be undertaken with the prior approval of the Vice-Chancellor under intimation to the Head of the Department / Office concerned. TA-DA, expenses towards boarding and lodging, etc. as per entitlement of the consultant shall be admissible as per university rules. However, depending on the urgency of the consultancy work and the consent of client, the consultant(s) may claim TA-DA irrespective of his / her entitlement as per actual on the production of original tickets / bills. All these expenses will be met out of the concerned consultancy project

funds.

- 4.9 No ceiling limit has been prescribed for undertaking consultancy projects provided consultancy work does not interfere with the normal teaching / research / official work in the University and other duties of the consultant(s) and the associated staff.
- 4.10 The consultant(s) will have the right to publish the work carried out by him/her out of the consultancy work under Category – I only after taking prior permission of the client.
- 4.11 No retiring employee of the University will be allowed to submit a fresh consultancy project proposal as a consultant, if the duration of the project is beyond his/her date of retirement. However, in exceptional circumstances, a retired employee may continue to work as consultant with the approval of the Vice Chancellor, if he/she continues to serve the University in some other capacity.
- 4.12 If the Principal Consultant leaves the University or proceeds on leave or not available for some reason (exigency / critical illness), the Director of Research on the recommendation of the Principal Consultant (if he/she is available) will appoint a new Principal Consultant in consultation with the client subject to the eligibility criteria of the consultancy rules and the written consent of new Principal Consultant. The new Principal Consultant will also give an undertaking to complete the project in the remaining funds and time period to the Director of Research through Head of the department / office concerned. However, in case of death of Principal Consultant, a mutually agreeable solution with the client will be worked out by the office of Director of Research.
- 4.13 Normally the agreed charges of the consultancy project are to be deposited by the client, in full, before the consultancy work commences. However, this stipulation is negotiable. In cases where the consultancy work is started with only partial charges deposited in advance, the arrangements of subsequent receipt of funds from the client have to be clearly spelled out in advance while submitting the proposal before screening committee. However, the project will commence only after depositing 50% of total contracted amount of the consultancy project by the client. The final report of the consultancy work shall be released subject to the full payment of the total contracted amount.
- 4.14 All purchases / procurement under consultancy projects shall be made as per norms

prevailing in the University. In case of equipment which is to be carried outside the university, the same should be insured before they are taken out.

- 4.15 If any of the Consultant(s) or supporting staff wishes to donate part or whole of his/her own remuneration, the same will be permissible and transferred to Institutional Development Fund only.
- 4.16 Items like Book royalty and honorarium for Expert Committee meetings, invited lectures, PhD viva/evaluation, invited training programmes, organization of conferences/workshops are not covered under consultancy.
- 4.17 A consultancy project is normally expected to be closed soon after the date of completion as stipulated in the original project proposal, unless an extension has been sought and granted. The completion certificate should be taken from the client on his letterhead by the Principal Consultant.
- 4.18 Consultant(s) shall disclose in writing at the time of submission of consultancy project proposal, the existence of (i) any relationship between him / her and the client funding the consultancy project or any vendor to whom payments are made from the consultancy project funds, in the form of involvement of any immediate relatives or (ii) any scope for potential disproportionate self-gain. The Director of Research will review such cases and decide appropriately, with the advice of the Consultancy committee, to ensure that no actual conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity, or commitment to the University and to the profession.
- 4.19 In case any legal dispute arises between the consultant(s) and the client such that the consultant(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: $\text{Maximum Liability} = \text{The total contracted amount (excluding Service Tax) charged for the consultancy project} - \text{the expenditure / liabilities on the project}$. It is in the interest of the consultant(s) to bring this fact to the notice of the clients well in advance. The expenditure / liabilities as determined by the University will be calculated as the expenditure / liability till such date on which the client informs the consultant(s) in writing to stop work on the project for on-going projects, or till the end of the project

for completed projects. The expenditure will also include the remuneration paid to the supporting staff of the University. The expenditure on this account may be charged from the Institutional Development Fund (IDF). Submission of the requisite report itself in such cases shall constitute the Utilization Certificate / final bill.

- 4.20 If a prima-facie case of malpractice and/or misconduct is established by a fact finding committee (duly approved by Hon'ble Vice-Chancellor through Director of Research against the consultant(s) or the associated staff in connection with consultancy project(s), the Vice Chancellor, on the recommendation of Director of Research may prohibit the concerned person to take part in any new project either as consultant or the associated staff, till such time that a final decision is taken by the appropriate authority in the matter. However, in such cases the concerned person will be expected to complete his/her obligations in the ongoing consultancy project(s) with which he/she is connected, in order that the ongoing projects and obligations to the client do not suffer.
- 4.21 Consultant(s) or the clients cannot use the University name or the fact that they are affiliated with the University, in a manner that (i) suggests that the University approves or disapproves of a product or service provided by a profit, non-profit or governmental entity or (ii) suggests that the University has performed research or issued research findings when it has not done so, or misleadingly states the results of University research for consultancy or (iii) may be interpreted to communicate the official position of the University on any issue of public interest.
- 4.22 Any disagreement within the University arising at any stage of a Consultancy project will be resolved in consultation with Director of Research and the Vice Chancellor to ensure an expeditious removal of bottlenecks and smooth functioning of the project. In case of any dispute arising at any stage of Consultancy project between Consultant(s) and the client(s), the Consultant(s) will be responsible for settlement of the dispute. The arbitration power shall lie with Registrar, IITE, Gandhinagar in case of any dispute and the decision taken by the Vice-Chancellor shall be final.

5.0 CONSULTANCY PROPOSAL INITIATION AND MANAGEMENT

- 5.1 Consultancy projects are normally initiated by requests / enquiries from the Client directly to the University or by discussion between the Client and the Consultant(s).

When the enquiry is directly received by the University, the Principal Consultant and other consultants (if required) will be identified depending on their expertise, and existing commitments, by the Director of Research on the recommendations of the staff council in case of teaching departments and on the recommendations of the Registrar in case of non-teaching staff.

In the event of a client preferring the services of a specific consultant, the consultant must fulfill the specified eligibility criteria and proper justification by the client for preferring a specific consultant must be given. The Director of Research after satisfying himself / herself shall ask the identified Principal Consultant to submit the detailed proposal as per the specified procedure.

- 5.2 The Principal Consultant identified by the office of Director of Research shall submit a detailed project proposal (as per the Performa at Appendix II) for the consultancy work through the respective Head of the dept. / office to the office of Director of Research.
- 5.3 An employee of the university, who finds himself / herself eligible for the consultancy work, can also submit a detailed project proposal (as per the Performa at Appendix II) through respective Head of the department /branch/ office to the office of Director of Research.
- 5.4 The proposal so submitted shall be placed for screening before a Consultancy committee in case the total cost of Consultancy project is more than Rs. 50,000=00. The Consultancy committee may accept / reject the proposal depending on its merit. The recommendations of the committee will be approved by the Vice-Chancellor through Director of Research in case the total cost of Consultancy project is more than Rs. 3,00,000=00. If the total cost of Consultancy project is less than or equal to Rs. 3,00,000=00 the Director of Research will approve the proposal.
- 5.5 The Consultancy committee will consist of the following:
 - i. Vice-Chancellor-Chairman
 - ii. Director of Research-Member Secretary
 - iii. Dean (in case of Teaching Staff)-Member OR Registrar (in case of Non-Teaching Staff)

- iv. Director of Education-Member
- v. Head of the dept./office concerned-Member
- vi. One member from the Advisory Committee of Consultancy to be nominated by Vice-Chancellor)-Member
- vii. A.R. /D.R.(Accounts)-Member
- viii. One Outside Expert** (to be nominated by Vice-Chancellor)- Member

*** In case the total cost of Consultancy project is more than Rs. 2 Lakhs. The consultant(s) shall not be a part of the Consultancy committee during screening.*

5.6 The office of Director of Research will intimate the Principal Consultant through respective Head of the dept. / office about the decision of screening by Consultancy committee after getting approval from the Vice-Chancellor.

5.7 For large projects (> Rs. 10 Lakhs), the Consultancy Committee shall review and assess the progress periodically (at least once in a year or twice in the total duration of the project) for timely completion of the projects. The Principal Consultant shall submit his progress report every six months to the office of Director of Research. Also, he/ she shall present his/her annual progress invariably in front of the Consultancy Committee.

5.8 DOCUMENTS TO MAINTAIN

Following documents will be maintained by the Principal Consultant through his team members and produced as and when required.

- i. Attendance Records: Attendance record of the Consultant(s), supporting staff etc. with man-hours spent during the consultancy work.
- ii. Inspection / Field Visit Register: A register to record any field visit by the Consultant(s) be maintained by the Principal Consultant. The suggestions rendered by the Consultant(s) during field visit along with remarks of the clients must be recorded. Further, if any expert advice by external expert is required during the Consultancy project, the same may also be recorded along with the remarks of the Consultant(s).
- iii. Salary/Payment Record: To record all payments made to Consultant(s), supporting staff etc.
- iv. Consumable and Non-Consumable Register: Register for recording hire/purchase of all

equipment's, materials, all consumables, non- consumables items etc and itsutilization.

- v. Travel Record Register: To record details of all expenditure incurred on travel.
- vi. Log books and Warranty/Guarantee Record: Log books be used to record number of hours, laboratory equipment or hired or purchased equipments have been used. Besides, maintain warranty/guarantee certificates and also breakdown details ofequipments.
- vii. Correspondence File: For all correspondence sinceinitiation.
- viii. Agreement/Contract File: To maintain complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- ix. Work Progress Report: Record of monthly progress report will be maintained by the Consultant(s). Every three months, the consultant(s) is supposed to submit a copy of progress report to theclient.
- x. Any Other Document: Any other document as per the requirement of the client / nature of consultancy project, etc. shall also be maintained by the Consultant(s).

5.9 At the time of completion of a consultancy project, the Principal Consultant shall submit a copy of final report along with duly audited expenditure statement, utilization certificate and completion certificate from the client in the office of Director of Research.

6.0 Budgetary Norms and Distribution of ConsultancyFunds

6.1 All payments related to Consultancy work will be received by the university under separate budget head "Consultancy Services". The funds for Consultancy work will be operated by Director of Researchand Accounts officer of theuniversity.

6.2 The norms for calculation of various percentages for distribution of the total money received from client will beas follows:

	Consultancy Project	
	Category -I	Category -II
Total money received from client	G	G
GST	L	L

Total Contracted Amount (T)	$T = G - L$	$T = G - L$
University Share (U)	$U = 0.3T$	$U^{\#} = 0.3T$ $U^{\#\#} = 0.7T$
[#] In case of projects requiring Testing results/data along with Interpretation of Results. ^{\#\#} In case of projects requiring Testing results/data only without any Interpretation of Results.		
Remaining Amount (R)	$R = T - U$	$R = T - U$
Total Expenditure* (E)	E	E
Balance Amount for Distribution (D)	$D = R - E$	$D = R - E$
Distribution of Amount D for all categories		
❖ For Principal Consultant and other Consultants(if any):		$A = 0.9D$
The extra amount left out of 'A' after applying the ceiling mentioned will be credited to Institutional Development Fund i.e. 'IDF'.		
❖ Consultancy Development Fund:		$B = 0.1D$
The Consultancy Development Fund will be utilized by Director of Research to enhance the Institutions- University Partnership activities in the University		

Item	Consultancy Projects under Category III
Total money received from client	G
GST	L
Total Contracted Amount (T)	$T = G - L$
Total Expenditure* (E)	E
University Share (U)	$T - E = U$

The consultancy projects under category III involve levy of usage charges of technical and physical infrastructure, share/remuneration of consultant(s) & staff involved; and other relevant expenditure. The Principal Consultant initiating project proposal under category III shall either accept the rates quoted by the client OR quote IITE rates to be charged from the client. The rates so proposed by the Principal Consultant shall be negotiated and finalized by the Consultancy committee including the Principal Consultant. The committee must ensure that a reasonable income to university is ensured through such projects along with the recovery of infrastructure depreciation, etc. The fixation of rates by the committee may also vary depending on the nature as well as the quantum of work involved. The University share in this category of consultancy projects will be U=T-E. Hence, it shall be distributed among IDF and PDF on the lines of category I and II respectively.

6.3 In case of Consultancy projects under Category II i.e. Testing Consultancy, the money to be charged from the Client 'G' will be decided by the Consultancy committee including Principal Consultant and Lab In charge concerned. The usage charges of testing facilities available in the university may vary depending on the quantum of work, number of samples, cost of testing equipment / infrastructure, etc.

6.4 In case of Consultancy projects under Category III, the usage charges of technical infrastructure (Computational facilities / Software / Hardware, etc.) and Physical infrastructure, etc. of the university shall form part of the University Share U. These charges shall be decided by the Consultancy committee including the Principal Consultant. The usage charges may vary depending on the nature as well as the quantum of work involved.

6.5 *Expenditure Details:

The actual expenditure in the consultancy work should cover the following costs related to the project. The taxes will be applicable as per government rules.

- i. Permanent equipment's/components to be procured.
- ii. Consumable materials.
- iii. Travel expenses in connection with the consultancy work.

- iv. Charges to be paid for the use of Computational facilities, lab testing facilities or some specific job-work, expert advice, etc. to the outside agency or within the University for smooth execution of the consultancy work. In case the charges are paid within the University, it shall be credited towards Institutional Development Fund (IDF). However, such expenditure should not exceed 10% of the total money received from client i.e. 'G'.
- v. Contingency expenses to cover cost of 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),etc.
- vi. Payment / Remuneration to the ministerial staff and technical supporting staff (if required) associated with consultancy work. For all ministerial and Technical staff, the upper limit for remuneration from consultancy Projects shall not exceed his / her Gross Salary for 6 months in the financial year.
- vii. Insurance on equipment and manpower during travel.
- viii. Maintenance, calibration / recalibration of equipment / testing facilities required for consultancy work.
- ix. In case of Category III, the share/remuneration of the consultant(s) as decided by Consultancy committee after discussion/negotiation with the client (if required).
- x. Any other costs considered appropriate.

6.6 All expenditure under consultancy projects shall be made as per norms prevailing in the University, unless otherwise mentioned in the MoU or Agreement of the Consultancy project.

6.7 Distribution of University Share(U)

The University Share (U) will be distributed between Institutional Development Fund (IDF) and Professional Development Fund (PDF) as per the norms provided in the table below. The Institutional Development Fund (IDF) will be used for the purpose of development of required infrastructure in the department and the University respectively. While utilizing the IDF, preference will be given to the departments / office concerned which have contributed in generating funds through consultancy work.

Professional Development Fund (PDF) is a performance-linked fund created for the employee of the University with the objective of supporting their professional needs. However, preference will be given to those Consultant(s) who have contributed in generating funds through their consultancy work. This fund will be utilized by the employee to attend conferences, pay membership subscription to professional societies, and purchase books, journals, stationery, software, data base, computer and computer peripherals, etc.

Distribution of University Share (U)		
Item	Institutional Development Fund (IDF)	Professional Development Fund (PDF)
Consultancy Projects under all Categories	0.75U	0.25U

7. Consultancy and Job Work for Data Analysis

Category	Amount ₹
Doctoral Level	₹ 10000 (Print out of ten Pages. After that Per Page ₹ 200 will be charged.) ₹ 3000 (Print out of ten Pages)
Project Work	₹ 25000 or 10% of total amount of the project.

- Note: 1.** if the government funding agency provides fund to the project for which the consulting is done by IITE, then the amount of consultancy maybe paid to IITE in installments accordingly to the norms of the Government funding agency.
- 2.** The Honorable Vice Chancellor has the power to change/modify the rules and regulations of consultancy policy. The decision of Honorable Vice Chancellor is final

any matter. If any further dispute arises, it will be subject to Jurisdiction of Gandhinagar Courts.

Appendix-I

STANDARD TERMS AND CONDITIONS

In addition to the specified General Consultancy rules, the following terms and conditions will apply to consultancy projects taken under all categories by IITE, Gandhinagar, unless otherwise mutually agreed to in a separate document.

- 1. DECLARATION:** All consultancy work undertaken by IITE, Gandhinagar as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.
- 2. CONFIDENTIALITY:** Due care will be taken by IITE, Gandhinagar to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.
- 3. REPORTS:** Any test or other consultancy report given by IITE, Gandhinagar will be based on work performed according to available standards and / or open domain literature. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from IITE, Gandhinagar. The university reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research purposes.
- 4. WORK PERFORMANCE:** Every effort will be made to complete the specified work according to the planned time schedule. However, IITE, Gandhinagar will not be held responsible for delays caused beyond its reasonable control.
- 5. CONFLICT OF INTEREST:** IITE, Gandhinagar may take up work for other clients also in the same area, provided, to the best of the university's knowledge, there is no conflict of interest in undertaking such projects.

- 6. PAYMENT:** The payment of consultancy work to IITE, Gandhinagar are to be made in advance and in full before the start of the project,
- (a) Through a demand draft / crossed valid cheque, drawn in favour of Registrar, IITE, Gandhinagar and sent to the office of Director of Research
- OR
- (a) By online mode.
- The charges will also include any applicable tax as prescribed by the Government of India from time to time.
- 7. TERMINATION:** The consultancy project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
- 8. LIABILITY:** IITE, Gandhinagar shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure).
- 9. INTELLECTUAL PROPERTY RIGHTS:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the joint property of IITE, Gandhinagar and the Consultant(s). Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and mutually agreed to document, if required.
- 10. ROYALTY:** Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultant and the University) of a fixed percentage (to be decided by the Vice Chancellor) will be paid to the University by the client.
- 11. RESOLUTION OF DISPUTES:** Any disputes arising out of the project shall be amicably settled by both the organizations. The arbitration power shall lie with Registrar, IITE, Gandhinagar in case of any dispute and the decision taken by the Vice-Chancellor shall be final.

APPENDIX-II

Indian Institute of Teacher Education

Gandhinagar

FORM FOR APPROVAL OF CONSULTANCY PROJECT

1. Name of the Department/Office/Branch: _____
2. Title of the Consultancy Project: _____
3. Consultancy Project Category: I / II / III _____
4. Duration of the Consultancy Project (Year/Month/Days): _____
5. (i) Date of Commencement _____ (ii) Expected Date of Completion _____
6. Detailed Project Report (DPR) attached: YES / NO _____
7. Client's Name and Address _____

8. Type of Client (Tick): Private Sector / Govt. Sector / Public Sector / Foreign Agency / Others (Please Specify)

9. Payment to be received in: FULL/Part _____; Indian Currency / Foreign Currency _____
10. Whether MoU/ Agreement Signed with Client (Attach, if any): Signed / Not Signed
11. Consent Letter from the Client attached: YES / NO _____
12. Consent Letter from the Consultant(s) attached: YES / NO _____
13. Whether Eligibility criteria as Consultant(s) fulfilled as per Consultancy Rules of the University: Yes / No If Yes, attach in DPR the detailed proof(s) in support of claiming the eligibility as Consultant(s).
14. Consultant(s) Certificate (Annexure III) attached: YES / NO _____
15. Details of Persons involved in the Consultancy Project:

Name of Consultant(s) along with Designation & Department/Office/Branch	Brief role	Man Days	Signature

Attach with DPR another sheet giving details regarding (i) Task and Responsibilities of the Consultant(s) in detail (ii) Details along with Name, Designation, Task and Responsibilities, etc. of the Ministerial staff and Technical staff to be involved in the consultancy project. (ii) Detailed Schedule (including Travel) of the Consultancy Project justifying the Man days required for completion of the Consultancy Project.

16. Budget (should conform to the amount of contract/ agreement with theClient)

Description	Budgeted Amount
1. Gross Amount including Service Tax,G	
2. Service Tax,L	
3. Contracted Amount,T=G-L	
4. University Share as per Project Category,U	
5. Total Expenditure (Estimated*),E	
6. Balance Amount for Distribution to Consultant(s) and Consultancy Development Fund (Estimated**), D	

ATTACH WITH DPR, A SEPARATE SHEET GIVING COMPLETE TENTATIVE DETAILS of the following:

(i) *Amount to be used for expenditure by the Consultant(s) as per point VI “Budgetary Norms and Distribution of Consultancy Funds” of Consultancy Rules.

(ii) ** Balance amount (D) to be distributed among the Consultant(s) and Consultancy Development Fund as per point VI “Budgetary Norms and Distribution of Consultancy Funds” of Consultancy Rules.

Signature of the Principal Consultant (with date)

Forwarded by Head of Department/ Center/office

Director of Research Office, IITE, Gandhinagar

ConsultancyProjectNo.: _____ **Dated:** _____

Recommendations of Consultancy Committee: **Approved / Not Approved / Suggestions**
for improvement

Convener

Member(s)

APPENDIX – III

Consultant(s) Certificate

1. Certified that this consultancy assignment shall not clash with my teaching/office work in the department/office or any other official duty at theUniversity.
2. That the interest of my department/office in the University shall not suffer.
3. That the time spent on consultancy and related assignments shall be limited to the non-working days /holidays and the duration of my total consultancy work in a calendar year shall not be more than 60days.
4. That the total annual income of my all consultancy work shall not exceed my gross salary for six months in a financialyear.

(Consultant’s Signature)

Address (Office)

_____	_____
_____	_____
_____	_____
_____	_____

(Countersigned with official stamp) Head of the Dept / Centre / Office