

Appendix -2

Revised Consultancy Guidelines (2016)

1. Purpose

University of Kerala promotes the use of its intellectual and infrastructural resources for serving external organizations, agencies and individuals, not only as a source of income, but as an opportunity for teachers, technical staff, research scholars and students to involve in real life problems and gain valuable experience and to foster linkages with industries and external organizations. These guidelines are issued to streamline and enable all consultancy services offered by the Departments and Centres of the University of Kerala. The operation of the externally funded research projects **shall not** be covered under these guidelines and shall be governed by the rules framed by the University for Research Projects.

2. University Consultancy Cell (UCC)

2.1 Constitution of UCC: UCC is a body constituted for enabling, overseeing and managing consultancy services offered by the University. It shall consist of 12 members as follows:

(i) *The Vice-Chancellor (Chairman)*

(ii) *The Pro-Vice-Chancellor*

(iii) *One Syndicate member nominated by the VC*

(iv) *The Registrar*

(v) *The Finance Officer*

(vi) *The Director (Planning & Development)*

(vii) *The Director of Research*

(viii) *Director of IQAC*

(ix) – (x) *Three Heads of the University Teaching Departments, nominated by the VC*

(xi) *One Senior Professor, nominated by the VC.*

2.2 Director of UCC: One of the members nominated by the VC shall serve as the Director of the UCC and he/she shall convene UCC meetings under instructions of the VC and report to the VC on all matters relating to administration of the consultancy services.

2.3 Support for UCC: The UCC shall be provided with administrative support and secretarial assistance by the University.

3. Definitions

3.1 Consultant: A member of faculty, group of faculty members, or technical staff of University Departments, Centres and Service Centres/Depts. (such as Sophisticated Instrumentation Centre, Computer Centre etc.) who offer a service to an external organisation/agency/individual using his/her own expertise with or without the use of University infrastructure, shall be treated as consultants.

3.1 Routine Consultancy: Consultancy of a routine nature such as material testing (eg. water quality testing), analysis of samples (eg. bio-chemical parameter estimation) measurement, fabrication, calibration, data collection, data entry, and routine translation shall be considered as routine consultancy. Academic consultancy such as external student projects/internships or peer

view etc. entertained in the Departments for which fees have been approved as provided in section 6.1, shall also come under routine consultancy. The Head of the Dept./Centre shall nominally be considered the consultant for routine consultancy

3.2 Individual Consultancy: Consultancy that does not involve the use of facilities of the University/Departments/Centres and carried out by a consultant, is considered as individual consultancy.

3.3 Institutional Consultancy: Consultancy that involves the use of facilities in the University/Departments/Centres such as equipment, computer, laboratory facilities etc. and carried out by a consultant is considered as institutional consultancy.

3.4 Sponsored Consultancy: Project sponsored by industry, non-governmental organization or other institutions and involving activities such as analysis, testing, design, survey, field trial and software development etc. is considered as sponsored consultancy.

4. Procedure for taking up Non-routine consultancy

4.1 Every consultancy shall be taken up by consultant(s) with prior consent of UCC.

4.2 A client organization may approach the Registrar, School Director, Head of the Department/Centre, Director of the Consultancy Cell or the individual consultant, for seeking consultancy service.

4.3 The request from the client (or the tender document), along with a summary note regarding the work, duration, working budget and proposed budget and all other relevant information shall be placed before the UCC by the UCC Director. The UCC shall meet as and when consultancy requests arise, and consider and dispose each application, as it deems fit. In cases of exigency or where the project outlay is less than 1 lakh, the UCC Director shall electronically circulate the details to UCC members and place the matter before the Vice-Chancellor (with comments, if any, from members) for sanction, which shall be reported to the next UCC meeting.

4.4. The UCC shall assign a unique number for each approved consultancy and the sanction letter shall be communicated in a standard format approved by the UCC, to the Head of the Department, Consultant and Client. The numbering shall commence from all consultancy projects active as on January 1, 2015.

4.5 A consultant can take part in the tender floated by various departments/bodies of state and central governments, undertakings of state and central governments, quasi-governmental organizations, corporations, organizations in co-operative sector, World Bank, United Nations and associated agencies, for offering consultancy services. Further proceedings shall be with explicit consent of UCC. In case of requirement for consultancy from any other type of entity, the consultant shall inform the UCC before proceeding with participation in tenders.

5. Budget, Accounts and Audit for Non-routine consultancy:

5.1. **Receipts of amounts:** All payments related to consultancy work shall be made by the client to the UCC Director in the form of Bank DD or cheque drawn in favour of *Director, UCC, University of Kerala*. Net banking may also be used if the client so desires. No consultant shall receive any amount in his/her name directly from the client towards consultancy work.

5.2 Consultancy budget formulation: All consultancy budgets shall consider the following 3 components:

(i) *Working Budget/Direct Expenditure:* This shall cover actual expenditure incurred in providing the consultancy service including wages for casual engagements, field assistants etc, cost of materials, stationary, consumables, reagents communication, travel, computing data entry etc. The consultant shall also provide for any honorarium for himself/herself under this category.

(ii) *Overhead Charges/Indirect Expenses:* This shall be fixed at 15% for individual and 20% for institutional consultancy (ie. components *i* and *ii* will add up to 100%) and cover administrative cost and also machinery/infrastructure depreciation and charges for utilization of space, water, electricity, internet etc. In case of individual consultancy where only intellectual resource of the consultant is used, this shall be fixed at 50%.

(iii) *Service tax:* The consultant shall propose to the client additional amount of 15% of the budget (or at rates prevalent) as service tax. In the event the client does not provide this explicitly, consultants shall provide for this under direct expenditure.

5.3 Remittance of overhead charges: The overhead charges under 5.2(ii) shall be remitted to DDF and KUF in the ratio 3:2 by the UCC Director, on completion of the consultancy. Savings, if any, from working budget shall be remitted to DDF.

5.4 Special Cases: (i) In case of large institutional projects where there is no leeway for effecting payment by the consultant, the UCC will take suitable decision for the smooth conduct of the consultancy project. (ii) For sponsored consultancy works involving only the consultant and not involving any direct expenses, guidelines for individual consultancy may be applicable, or else guidelines for institutional consultancy will be applicable. (iii) In consultancy projects where competitive bidding is involved, the percentage of overhead charges in 5.2 (iii) can be fixed suitably.

5.5 Utilization of working budget: Consultant can purchase equipments, computers, furniture and other necessary items, if rendering quality services require so and are within the working budget. All such items purchased as part of consultancy work shall be taken into stock in a separate stock register maintained by the Department. Such assets shall, after the completion of the consultancy work, be transferred to the Department. TA and DA shall be directly paid on actual from the working budget. Consultant shall maintain all record including registers, accounts and vouchers for the expenditure incurred. Registers, receipts, bills, and vouchers shall be maintained and audited by a Chartered Accountant (CA).

5.6 Transferring consultancy amount: It shall be the responsibility of the consultant to ensure that the total amount (proposed budget: 5.2(i) +(ii)+ (iii)) is transferred from the client to the UCC (in installments, if so agreed originally with the client). The Director, UCC shall remit all applicable government taxes to the concerned authorities and issue copies of the receipts to the consultant and if required, to the client.

5.7 Depositing and disbursing consultancy amount: The Director, UCC shall deposit the amount received for consultancy work in the UCC account and disburse the amount to the consultant and other parties as stated in these guidelines. The Department's share shall be transferred to DDF in favor of Head of the Department and University share shall be transferred to KUF.

5.8 Annual Statements from HODs: Annual statements of consultancy services in tabular form, giving name of consultant, name of client, budget, working budget, share to DDF and KUF, service tax remitted shall be forwarded by each Head of the Department concerned to UCC by 15th January of the succeeding year, in the format enclosed as Appendix A.

6. Budget and Accounts for Routine Consultancy

6.1 Rates for routine consultancy: Rates for routine consultancy and split up of expenses including honorarium for staff involved, cost of materials etc. and an overhead of not less than 15% shall be recommended by the Departmental Council and shall be effective with the approval by the Vice-chancellor.

6.2 Receiving payments for routine consultancy: Payments for routine consultancy shall be made to the concerned Head of the Department which shall be received in the DDF.

6.3 Annual Statements from HODs: Annual statement of all routine consultancy in tabular form showing expenditure and savings shall be forwarded to the UCC by 15th January of the succeeded year by the HODs, in the format enclosed as Appendix B.

7. General

7.1 Annual Report: An annual report of routine and non-routine of consultancy shall be prepared by Director of UCC based on reports sent by HODs as mentioned in sections 5.8 and 6.3. The report shall show all consultancy works active during the calendar year, showing actual expenditure and shares received by Dept. & University in each case. For routine consultancy, figures shall be shown lumped under each specific service. This report shall be forwarded to the Registrar, FO and IQAC before 31st January of the succeeding year, in the format enclosed as Appendix C. This report shall be included in the University's Annual Report.

7.2 Income Tax exemption

Consultants shall inform clients that no TDS is to be deducted while making payment to the University in view of specific exemption under section 10 (23 C iiiab) read with circular No.4/2002 dtd. 16.7.2002 issued by CBDT.

7.2 Consultancy Certificate: Director, UCC shall issue a consultancy certificate (in the format enclosed as Appendix D, to consultants (non-routine), on request and/or on completion (to enable the reckoning of the same for career-related purposes), showing the following particulars: 1. Consultancy ID 2. Name and affiliation of Consultant, 3. Title of Consultancy, 4. Type of Consultancy 5. Name of Consultancy Client, 6. Consultancy Budget including service tax, 7. Date of commencement and completion, 8. Amount remitted to DDF and KUF 9. Equipment's, if any, transferred to Dept. 10. Any other remarks.

Appendix-A



**ANNUAL REPORT OF
NON-ROUTINE CONSULTANCY
FROM DEPTS/CENTRES**

To be submitted by 15th January of each year, for the previous year

Name of Department:..... Year

CONSULTANCY No	
Name of Consultant	
Name of Client	
Budget (i) Working Budget	
Budget (ii) Overhead Charges	
Share to DDF and KUF	
Service Tax Remitted	
CONSULTANCY No	
Name of Consultant	
Name of Client	
Budget (i) Working Budget	
Budget (ii) Overhead Charges	
Share to DDF and KUF	
Service Tax Remitted	
CONSULTANCY No	
Name of Consultant	
Name of Client	
Budget (i) Working Budget	
Budget (ii) Overhead Charges	
Share to DDF	
Service Tax Remitted	
Share to KUF	
CONSULTANCY No	
Name of Consultant	
Name of Client	
Budget (i) Working Budget	
Budget (ii) Overhead Charges	
Share to DDF and KUF	
Service Tax Remitted	
General remarks, if any	

Date.....

Head, Dept. of

Appendix-B



**ANNUAL REPORT OF
ROUTINE CONSULTANCY
FROM DEPTS/CENTRES**

To be submitted by 15th January of each year, for the previous year

Name of Department:..... Year

Sl. No.	Name of Routine Consultancy Service	No. of Cases	Expenditure	Savings

Remarks if any:

Date.....

Head, Dept. of

Appendix-C



**University Consultancy Cell
University of Kerala**

CONSOLIDATED CONSULTANCY STATEMENT FOR THE YEAR

NON-ROUTINE CONSULTANCY						
Sl. No.	Consultancy ID	Consultant	Client	Budget	Overheads Remitted to both DDF & KUF	Remarks
TOTAL						

ROUTINE CONSULTANCY				
Sl. No.	Department	Type of Service	Total Earnings	Overheads
TOTAL				

To be submitted to the Registrar, FO and IQAC by year for the previous year by January 31st.



University Consultancy Cell University of Kerala

www.keralauniversity.ac.in/consultancy

Certificate

1. Consultancy ID :
2. Consultant (& affiliation) :
3. Consultancy Title :
4. Type of Consultancy :
5. Total Budget :
6. Working Budget :
7. Overheads :
8. Service Tax :
9. Date of Commencement :
10. Date of Completion :
11. Amount Remitted to KUF :
12. Amount Remitted to DDF :
13. Equipments, if any, transferred to University :
14. Any other Remarks :

Date.....

Director, UCC.....