JAMIA MILLIA ISLAMIA
Accredited by NAAC in 'A' Grade
(A Central University by an Act of Parliament)
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025
जामिया मिल्लिया इस्लामिया
(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
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Office of the Registrar कुलसचिव कार्यालय دفتر مسجّل

C&O-10(2-A) /RO/2021

4th August, 2021

OFFICE ORDER

The *Majlis-i-Muntazimah* (Executive Council) at its meeting held on 30.06.2021 vide Resolution No. 3.63 has approved the new Consultancy Policy to be implemented in the University and to be effected from the Financial Year 2020-21 and subsequent amendment in Ordinance 37 (XXXVII) [Administrative / General] Consultancy.

(Dr. Nazim Husain Jafri)
Registrar

Encl.: New Consultancy Policy Document

To:

1. All Deans of Faculties/DSW/HoDs/Directors of Centres/Principals of Schools/Incharge of Offices, JMI
2. The Controller of Examinations/Finance Officer, JMI
3. The Secretary to Vice-Chancellor, JMI
4. The Asstt. Registrar, Registrar's Secretariat, JMI
5. Concerned File/folder.
6. Guard File

(Saqib Aziz)
Assistant Registrar (C&O)

E.C. Resolution No.

Notification No.

Ordinance 37 (XXXVII)

[Administrative & General]

Consultancy

1 Preamble

Achieving successful financial viability by broadening revenue sources is one of the key issues facing all government institutions today. Consultancy is one of the principal mechanisms by which universities can generate revenues through providing expert knowledge to public, and private sector organizations. Consultancy services also contribute to productive interaction with business and industry, thereby providing greater opportunities to faculty and students to engage in state-of-the-art research and development activities. Industry-institute interaction shall improve further through consultancy services. The University can derive valuable benefits by offering consultancy services, including: generating external income, enriching the experience of staff and contributing to teaching and research. Therefore, as a matter of policy, the University encourages its faculty members to undertake consultancy work on local and national level. Through consultancy work, the faculty members are expected to provide expert opinion on technical issues faced by their clients.

There is competition among the various Universities and IITs to garner a greater number of consultancy projects than they are currently involved in. Therefore, there is a need to encourage consultancy services both at the University and department level with the aim to generate greater revenues in the future. In keeping with the government of India's policy of ease of doing business, the University favours a significant simplification of the existing ordinances. With simplified and clear rules, the faculty members are expected to take up greater number of consultancy projects. While the University encourages the faculty members to undertake consultancy projects, it is expected that the consultancy work under any circumstances shall not hamper their primary duties of teaching and research.

2 Definitions

2.1 Vice-Chancellor

Vice Chancellor of Jamia Millia Islamia, New Delhi.

2.2 Dean

Dean of Faculties, Jamia Millia Islamia, New Delhi.

2.3 Head

Head of the academic department (HOD)

2.4 Director

Director of the academic centers (DOC)

2.5 Department

All academic departments and academic centres of the University

2.6 Consultancy

Consultancy offered by government ministries, government departments, government organizations, public and private industries, private consulting firms, public and private companies, non-governmental organizations and individual(s) etc.

2.7 Consultant

Faculty member or a team of faculty members providing consultancy

2.8 Institutional Consultancy Projects

All consultancy projects addressed to Head of the Department, Dean of the Faculty or Director of a Centre **without** "reference/kind attention" to an individual faculty shall be categorised as departmental/institutional consultancy

2.9 Individual Consultancy Projects

All consultancy projects addressed to of individual faculty member(s) or addressed to Head of the Department, Dean of the Faculty or Director of a Centre **with** "reference/kind attention" to an individual faculty will be treated as individual consultancy project

2.10 Lead Consultant

Leader of the team of consultants

2.11 Co-Consultant

Individual faculty member opted by Lead consultant for a particular project/job

2.12 Client/Sponsor

Department or individual(s) desirous of obtaining consultancy services from the University

3 Types of Consultancy Projects

The following three types of request letters from different governmental and non-governmental organizations shall be considered for providing consultancy services

Type 1 : Addressed directly to the Head of Department/Dean of the Faculty/Director of the Centre.

Type 2: Addressed through Head of Department/Dean of the Faculty/Director of the Centre with reference/kind attention to an individual faculty

Type 3: Addressed directly to an individual faculty

For type 1 consultancy projects, the lead consultant shall be appointed by the Head of Department/Dean of the Faculty/Director of the Centre in consultation with the Board of the Studies of the concerned department/centre or Faculty Committee of the concerned Faculty/Committee constituted by the Dean.

For Type 2 and Type 3 consultancies, the consultancy project shall be taken up by the individual faculty referred to/kind attention in the request letter

3.1 Approval of Consultancy Projects

The Head of Department/Dean of the Faculty/Director of the Centre shall forward the request for approval to provide consultancy to competent authority of the University upon receiving the following documents from the lead consultant

(a) **Request/Offer letter to provide consultancy for a project**
(b) **Details of the consultancy fee alongwith payment of transaction details**

4 Types of Funds

4.1 University Development Fund (UDF)

Part of the university share to be utilized for development of the university

4.2 Departmental Development Fund (DDF)

A part of the University share from consultancy Projects will be transferred to the DDF of the concerned academic department(s). The objective of this fund is to provide additional grant to the department/Centre/Faculty for its developmental activities as well as for funding its other activities. This fund can also be used for activities like providing seed money for holding conferences/ workshops and seminars etc. The budget for utilizing DDF will be approved by the Board of Studies (BOS) of the Department/Faculty Committee/Committee constituted by the Dean. Subsequent financial and administrative approval shall be obtained from the competent authority before incurring the expenditure.

4.2.1 Professional Development Fund(PDF)

There shalll be a Professional Development Fund (PDF) for the consultant(s) providing consultancy. The objective of PDF shall be to help individual(s) in their professional/academic/research developments. A part of the university share (U) from

consultancy projects will be transferred to the PDF of the concerned faculty member and utilized by them as per norms.

5 Distribution of Consultancy Funds

For all consultancy projects (Type 1, Type 2 and Type 3), the distribution of the total amount received from client (excluding taxes) will be as follows.

TOTAL AMOUNT OF CONSULTANCY **(T)**	
University's Share **(U)**	40% of total consultancy fees
Consultant's Share **(C)**	60% of total consultancy fees

Distribution of University Share (%age of U)

UDF	**DDF**	**PDF**	**Staff Remuneration**				
			VC Office	**Registrar Office**	**Finance and Account Office**	**Department/Centre Office**	**Dean Office**
35	1.5	1	0.5	0.5	0.5	0.5	0.5

To incentivize faculty members, the share of the consultant shall be 65% and University share shall be 35% of the total consultancy fee if the total amount of consultancy funds generated by an individual faculty member in a financial year exceeds Rs. 50 lakhs.

Note: Sale proceeds of software products developed by a faculty member/Scientist/Research Worker will be shared between the University and the individual(s) as per the norms of Consultancy Project. If a student is involved in development of a software, he/she will be paid due share.

6 Expenditure Norms

6.1 Job Work

The consultant may get specific job work done on payment from outside. However, such payment may not exceed 30% of the total amount (T) contracted for the project. While making such expenditure all the rules/regulations as applicable to Consultancy Projects should be followed. In case such payments exceed 30%of total amount (T) contracted,prior permission of the Head/Dean/Director will be necessary.

6.2 Student Assistance

The Lead Consultant may engage Students of the university as Student Assistants for consultancy work as per the emoluments laid down in the terms and conditions of the consultancy project

6.2.1 Travel

The Lead Consultant/Co-Consulatnat or/and other member(s) of the consultancy team shall be entitled to travel as per the university rules. All the travel arrangement and local hospitality shall be met out of the consultancy fees. There shall be no obligation on the part of the university for any field visit performed for consultancy work.

6.2.2 Taxes

The Lead Consultant consultant shall be liable to collect the applicable Goods and Services Tax (GST) as per prevailing rate of GOI on the gross amount of consultancy fee. The amount of GST so collected will be deposited to the credit of the Central Government.

6.2.3 Expenditure

A maximum of 20% of consultant's share (C) may be utilized for meeting the expenses of the consultancy work subject to the production of actual bills by the consultant.

7 General Rules

7.1 It shall be the duty of the LC only (not all employess of the university) to seek permission through HOD/Dean/Director concerned from the University for undertaking the consultancy. In case an employee undertakes any consultancy job without the permission or information to the university he/she will be liable for disciplinary action.

7.2 All consultancy fee shall be received in favour of the Registrar, Jamia Millia Islamia, New Delhi. Individual departments cannot receive and disburse consultancy funds directly.

7.3 The lead consultant may, with the permission of competent authority, avail services of persons as experts from outside the University. The remuneration for his/her services shall not exceed 30% of the consultant's total consultancy fees (C). In case such payments exceed 30% of total amount (T) contracted, prior permission of the Head/Dean/Director will be necessary

7.4 Lead Consulatnt , if necessary, may appoint a faculty member as co-consulatnt for an individual project/job.

7.5 No Consultancy project from any agency can be taken up for an amount less than INR 10000/- .

7.6 In case of multi-disciplinary/inter departmental projects, a single project can be

divided into sub-projects on mutually agreed terms, by the Lead Consultant

7.7 Lead Consulatnt , if necessary, may appoint a a faculty member as co-consulatnt for an individual project/job

7.8 It shall be the responsibility of the lead consultant to ensure the successful and timely completion of the project

7.9 There will be no limit on the total remuneration to be received form consultancy projects during the financial year by an individual faculty

7.10 The actual share of consultancy fees paid to the individual consultant(s) and staff members after deductions shall be recorded as earning from consultancy fees.

7.11 A faculty member/technical staff member shall be paid all pending remuneration for the consultancy work done by him/her during his service period even if he/she has retired from service

7.12 The selection procedure for recruiting consultancy project staff (Project Assistant/ Project Fellow etc.) under consultancy projects shall be as per the applicable Jamia rules.

8 Consultancy Project Initiation and Management

Each Consultancy project will have a Lead Consultant who will be a faculty member in the service of the University and who will be responsible for:

(i) Formulating 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 consultant(s) as Co-Consultant, 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) Process the approvals and disbursements of consultancy fee to the competent authority of the University,

(vi) Ensuring that all reports/ certificates bear the name and signature of the Lead Consultant and Co-Consultants who participated in the project,

(vi) Signing the Memorandum of Understanding (MoU) or Agreement with the client, if required.

8.1 Appointment of Lead Consultant (L.C.)

8.1.1 A Permanent faculty member is entitled to take up a consultancy project as Lead Consultant (LC) provided that his/her retirement is not due within next three months. In exceptional circumstances, the Vice Chancellor may allow a retiring/retired faculty member to continue work as LC if he is continuing to serve the University in some other capacity.

8.1.2 A LC may include a Co-Consultant and technical staff in consultancy projects, if he so desires

8.1.3 The share of the Co-Consultant and the technical staff in the consultancy fee shall be decided by the LC

8.1.4 In case a LC resigns or any eventuality happens to him/ her, the BOS/Dean/Director shall appoint a new LC

8.1.5 Normally, the agreed charges of the project are to be deposited by the client, in full, or in installments as per clearly spelled out in offer letter before the work commences. However, this stipulation is negotiable

8.1.6 The payments shall be in favour of the Registrar, Jamia Millia Islamia and the Accounts shall be maintained by the Finance & Accounts Office

8.1.7 A unique number to the each project would be assigned through MIS of the University. The above project number must be quoted in all subsequent correspondences within the University. *Project file will be closed with the submission of final project report and final settlement of accounts etc.*

8.1.8 Credit for Consultancy fund Mobilization will go to Lead Consultant

9 Budgetary Norms for Consultancy Projects

The total agreed charges of a consultancy project will consist of the University share, actual expenses and the remuneration to be distributed to the faculty and staff.

9.1 Consultancy fee

There are no rigid norms for calculating the consultancy fee. The consultancy fee to be charged depends upon several factors such as the time spent, the complexity of the problem, and the importance of the advice and the experience of the faculty, etc. While estimating the Consultancy fee chargeable to the client, the LC 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 LC.

10 Liability

In case any legal dispute arises before the consultant(s) and the sponsor/clients such that consultant(s) are in any way, held responsible for the losses incurred by the sponsor/clients, such liability will be restricted to the maximum limit which will be calculated as follows and the liability will be on the part of consultant(s) not on the University.

The maximum liability shall be limited to the total amount charged for the project after subtracting the expenditure incurred on the project. It is in the interest of the consultant(s) to bring this fact to the notice of the clients/sponsors. The expenditure/liability will be counted till such date on which the sponsors inform the consultants(s) in writing to stop work on the project for on-going projects, or till the end of the project for completed projects. This expenditure amount does not include the remuneration paid to the consultant(s) and staff of the University. Submission of the requisite report on the work itself shall constitute the Utilization certificate/ final bill. It should be part of agreement and must be included in agreement if signed

11 Rules forUtilization of Funds

11.1 PDF

The PDF account of each concerned faculty member should be maintained by the accounts section of the University. The PDF should be credited to the LC or it may be distributed among consultant as per direction of LC. The PDF can be utilized by the concerned consultants mainly for the following purposes after obtaining approval of the competent authority.

i. Paying membership fee of professional bodies/societies
ii. Paying registration fee, travel and accommodation (hotel) expenditures for attending conferences/training programs in India/abroad
iii. Paying article processing charges for publication in open access journals
iv. Sponsorsing students for attending conferences, paying registration fees etc.
v. Purchase of professional books, journals, stationery, computer stationery, software or data on any storage medium
vi. Purchase of equipment/phone/air-conditioner for laboratory/office, can be purchased with the prior approval of competent Authority, which shall be treated as T&P items as per the existing norms of the University and therefore shall remain property of the University.
vii. Up-gradation or new purchase of laptop or desktop computer and related peripherals like digital camera/web camera, speakers, printer, scanner etc. for use by the faculty member at any location as per the work requirement
viii. Purchase of office and laboratory furniture/chemicals recommended by the LC

11.2 DDF

The account of DDF will be maintained by Accounts office and controlled by Head with prior approval of BOS of the department. The departments concerned may submit expenditure bills to Registrar for processing of payment.

All purchases and expenses under DDF and PDF shall be made as per the rules of the University. All the items to be purchased under DDF and PDF shall be approved by the BOS. Subsequently administrative and financial approval shall be sought from the competent authority.

The items procured under DDF shall be properly accounted for and shall be the property of the University.

Donation from PDF to University Development Fund may be allowed by desiring faculty member(s)/academic staff.

12 Publication of Results

LC will have the right to publish the findings of the work carried out by him/her unless the sponsors have an agreement under which the prior permission is required. In such cases, the draft paper before publication will be submitted to sponsors and if no objections are raised within one month of the submission of the proposal to publish the results, it will be assumed that the sponsors have no objection to the publication.

13 Disagreements / Disputes

Any disagreement within the University arising at any stage of a consultancy project will be resolved in consultation with the LC, HOD, Director and respective Dean of the Faculty to ensure an expeditious removal of bottleneck and smooth functioning of the project.

In case of any dispute arising at any stage of Consultancy project between consultant(s) and the sponsor(s), the consultant(s) will be responsible for settlement of the dispute.

All legal action will be subject to jurisdiction at Courts at New Delhi.

14 Arbitration

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 the terms, whether during the consultancy or thereafter, such disputes or differences shall be endeavoured to be resolved by mutual negotiations. If, however, such negotiations are fractious, the dispute should be finally settled through Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The Arbitrators shall give reasoned and speaking award.

Dr. Nazim Husain Al-Jafri
Registrar
(Convenor)

Ms. Renu Batra
Finance Officer

Prof. Abid Haleem
(Chiarman, FIDC)

Prof. [illegible]
Dean, Faculty
Engg. & Tech.
Chairman

Prof. Shamshad Ahmad
(Head, Civil Engg.)

Prof. Mukesh Ranjan
(Special Invitee)

Prof. Khalid Moin
(Special Invitee)