



JSS Academy of Higher Education & Research

(Established under Section 3 of the UGC Act 1956)

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CONSULTANCY RULES

CONSULTANCY RULES

1. Contact Research

Contract research shall comprise all R & D undertaken through specific contractual arrangement agreed upon for the purpose and shall cover the:

1.1 a. Sponsored Projects:

Projects wholly funded by the client having specified R & D objectives, and well defined expected project outputs/ results, generally culminating in generation of intellectual property. Sponsored projects could be multi- client also, with the sharing the project funding and research results.

1.1 b. Collaborative Projects:

Projects partially funded by the client and supplemented by provision of inputs from the Institute such as extra manpower, production/ fabrication of product in bulk for testing infrastructural facilities, etc. Collaborative projects could be for upscaling/ proving of laboratory level knowhow, technology development or generation of intellectual property etc. The expected project output/ results are well defined.

c. Grant-in-Aid Projects:

Grant-in-Aid Projects are normally for supporting for basic or exploratory research or for maintaining or creating testing and infrastructural facilities. These projects shall involve grant by way of financial inputs, either in full or in part, assistance in kind, eg., equipment, training to supplement JSS Academy of Higher Education & Research's efforts in ongoing or new R & D Projects or for creating new capabilities/ facilities.

Costing of contact Research Projects

The charges for contract research shall include expenses on account of :

- a) Cost of man-days of staff deployed.
- b) Cost of consumables/ raw materials/ components with 25% overheads.
- c) Cost of physical inputs/ services/ utilities with 25% overheads.
- d) Equipment usage cost/ cost of equipment procured specifically for the project.
- e) Any external payment envisaged.
- f) TA/ DA.
- g) Contingencies

Total expenses = sum of a to g

Intellectual Fee : Minimum of 33.3% of total expenses as at 1.2.1.

For any sponsored research, rights for licensing intellectual property shall rest with JSS AHER. In case of collaborative research, such rights shall be held by JSS AHER and collaborator; Licensing for commercial exploitation of the intellectual property generated out of contract research shall be held jointly.

JSS AHER shall charge an adequate amount as fee. This could be a lumpsum and on recurring royalty.

NB: Wherever possible the sponsorer shall be given a non-exclusive license. However, commercial exploitation of the intellectual property.

Project charges = Total expenses = intellectual fee = license fee.

1.3 Sharing of the Monies by Staff

Forty percent of the intellectual fee or net surplus (remaining after accounting for all direct or indirect project expenditure) whichever is lower arising from R & D contracted is to be shared with the staff.

The pattern of sharing for staff is as follows:

Staff	Share
1. Innovators & Principal Contributions	40%
2. S & T (direct supporting staff)	20%
3. Other staff who have provided direct inputs to the specific activity	15%
4. Remaining staff of the JSS JSSAHER	20%
5. Welfare fund	5%

CONSULTANCY

All consultancy services in the JSS AHER shall be institutional. There shall be two categories of consultancy viz.,

Advisory Consultancy

Wherein the services would involve scientific, technical, engineering or other professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual (s), and not envisaging use of any facilities of the JSS AHER and also not involving any kind of survey, detailed study or report preparation/ submission.

General Consultancy

Wherein the services shall comprise scientific, technical, engineering or other professional advice/ assistance based on the available knowledge base/ expertise of JSS AHER, and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment. General consultancy may inter alia cover:-

- Preparation of literature survey/ feasibility studies, state of the art/ project, technology forecasting reports;
- Interpretation and validation of test results and data, risks and hazard/ environment impact analysis etc.;
- Design engineering;
- Assistance in erection, commissioning, operation, fabrication/ tendering and purchase of equipment, trouble-shooting, productivity improvements, pollution abatement / control measures, energy conservation, waste utilization, technology assessment/ evaluation.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall be taken up as General Consultancy.

COSTING OF CONSULTANCY PROJECT

The charges for consultancy project shall include expenses on account of

- a. Cost of man-days of staff deployed
- b. Cost of physical inputs/ services/ utilities / consumables raw materials/ component with 25% overheads.
- c. Equipment usage cost
- d. External payment envisaged, e.g. to outside consultants, for obtaining data, hiring of infrastructural facilities.
- e. TA/ DA
- f. Contingencies

NOTE: Total Expenses = sum of a to f.

Intellectual fee

This should commensurate with the quality of inputs provided and the likely benefits to accrue to the client as a result of the consultancy. While there is no ceiling on the upper limit of intellectual fee to be charged, it should not be less than the estimated manpower charges.

Distribution of Honorarium

Distribution amount upto a maximum of 2/3rd of intellectual fee as follows:

For Advisory Consultancy:

Team of Consultants	95%
Welfare Fund	5%

For General Consultancy:

Distributable amount upto a maximum of 2/3rd of intellectual fee or 300% of the manpower charges levied, whichever is less, as follows:-

Team of Consultants	65%
Supporting S & T Staff who have provided direct inputs to the specific activity	15%
Remaining staff	15%
Welfare Fund	5%

3. INTELLECTUAL PROPERTY

Intellectual Property shall include patents, copyright, registered design trademark, and knowhow for a process / product design and computer software. Intellectual property generated shall be of two types.

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Developed through wholly in-house R & D programmes/ projects. In such cases ownership of intellectual property is solely that of JSS AHER, and consequently the licensing rights are that of JSS AHER alone.

Intellectual property developed through contract research and subsequently rendered unencumbered as per contractual arrangement with the client. In such cases, licensing of intellectual property by JSS AHER would be in accordance with the terms and conditions agreed upon with respect to third party licensing with the client.

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Developed through contract research, i.e., total or partial financial support, and with/ without technical inputs from users/ clients. In such cases, ownership and licensing of intellectual property for commercial utilization shall be governed by JSS AHER's obligations to client in the matter.

LICENSING OF INTELLECTUAL PROPERTY

Licensing of intellectual property shall mean granting the license the right to utilize the intellectual property and sell or use the resulting product (s) either for commercial/ captive purpose or as otherwise agreed to.

PRICING OF INTELLECTUAL PROPERTY

There is no rigid formula for determining the price of intellectual property and thus estimates vary from case to case.

To arrive at price of intellectual property following factors will be kept in view:

- i. Cost of development.
- ii. Estimate of net benefit to be derived by the license.
- iii. Size and number of potential licenses.
- iv. Comparative cost of imported intellectual property.
- v. Possibility of intellectual property being pirated.
- vi. Opportunity value.

4. TECHNICAL SERVICES

Technical services are meant to render to the clients/ customers, assistance of a minor nature based on available knowledge, expertise, skill and facilities of the institute. Technical services shall comprise:

- Testing & analysis (including certification and calibration)
- Training
- Technical assistance of an advisory nature
- Fabrication/ production of special products
- Repair and maintenance
- Supply of information/ database.

CHARGES FOR TECHNICAL SERVICES

Charges shall comprise of (A + B) below except for supply of information/ databases.

A. Estimated expenditure on:

- i. Manpower (at prescribed rates).
- ii. Physical inputs/ services/ utilities etc. including overheads at 25%.
- iii. Raw material/ consumable component with 25% overheads.
- iv. Equipment usage depreciation/ replacement cost.
- v. Any other out of pocket expenditure.

B. Intellectual fee/ opportunity cost. The quantum shall be at the discretion of the Director considering the nature of client and his paying capacity.

DISTRIBUTION OF MONIES

Twenty percent of the intellectual fee or net surplus (remaining after accounting for all direct and indirect expenditure for the service) whichever is lower is to be shared with the staff. The pattern of sharing for staff shall be same as given in 1.3.

APPENDIX – A (Refer Statute 22)

(JSS JSSAHER Faculty may undertake contract research and provide consultancy and technical services)

1. Contract Research

Contract research shall comprise all R & D undertaken through specific contractual arrangement agreed upon for the purpose and shall cover the :

Sponsored Projects: Projects wholly funded by the client having specified R & D objectives, and well defined expected project output/ results, generally culminating in generation of intellectual property. Sponsored projects could be multi-client also, with the sharing the project funding and research results.

Collaborative Projects: Projects partially funded by the client and supplemented by provision of inputs from the Institute such as extra manpower, production/ fabrication of product in bulk for testing infrastructural facilities etc. Collaborative projects could be for upscaling/ proving of laboratory level knowhow, technology development or generation of intellectual property etc. the expected project output/ results are well defined.

Grant-in-Aid Projects: Grant-in-Aid Projects are normally for supporting for basic or exploratory research or for maintaining or creating testing and infrastructural facilities. These projects shall involve grant by way of financial inputs, either in full or in part assistance in kind e.g. equipment, training to supplement JSS JSSAHER's efforts in ongoing or new R & D Projects or for creating new capabilities/ facilities.

Costing of contract Research Projects

1.2.1 The charges for contract research include expenses on account of:

- a) Cost of man-days of staff deployed.
- b) Cost of consumables/ raw materials/ components with 25% overheads.
- c) Cost of physical inputs/ services/ utilities with 25% overheads.
- d) Equipment usage cost/ cost of equipment procured specifically for the project.
- e) Any external payment envisaged.
- f) TA/ DA
- g) Contingencies

Total expenses = sum of a to g.

Intellectual Fee: Minimum of 33.3% of total expenses as at 1.2.1.

For any sponsored research, rights for licensing intellectual property shall rest with JSS AHER. In case of collaborative research, such rights shall be held by JSS AHER and collaborator; Licensing for commercial exploitation jointly.

NB: Wherever feasible the sponsored shall be given a non-exclusive license fee with an exclusive licence for a limited period of time, normally not exceeding 5 years, for commercial exploitation of the intellectual property.

Project charges = Total expenses + intellectual fee + license fee.

of the intellectual property generated out of contract research shall be held

1.3 Sharing of the Moines by staff

Forty percent of the intellectual fee or net surplus (remaining after accounting for all direct or indirect project expenditure) whichever is lower arising from R & D contracted is to be shared with the staff.

The pattern of sharing for staff is as follows:

	Staff	Share
i.	Innovators & Principal Contributors	40%
ii.	S & T (supporting staff)	35%
iii.	Remaining supporting staff of the JSS JSSAHER	20%
iv.	Welfare fund	5%

Consultancy

All consultancy services in the JSS AHER shall be institutional. There shall be two categories of consultancy viz

Advisory Consultancy

Wherein the services would involve scientific, technical, engineering or other professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual(s), rendered outside JSS AHER and not envisaging use of any facilities of the JSS AHER and also not involving any kind of survey, detailed study or report preparation/ submission.

General Consultancy

Wherein the services shall comprise scientific, technical, engineering or other professional advice/ assistance based on the available knowledge base/ expertise of JSS AHER and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment. General consultancy may inter alia cover:-

- Preparation of literature survey/ feasibility studies, state of the art/ project/ technology forecasting reports;
- Interpretation and validation of test results and data, risks and hazard/ environment impact analysis etc.
- Design engineering
- Assistance in erection, commissioning, operation, fabrication/ tendering and purchase of equipment, trouble shooting, productivity improvements, pollution abatement/ control measures, energy conservation, waste utilization, technology assessment/ evaluation.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall be taken up as General Consultancy.

COSTING OF CONSULTANCY PROJECT

2.2.1 The charges for consultancy project shall include expenses on account of

- a. Cost of man-days of staff deployed
- b. Cost of physical inputs/ services/ consumables
- c. Equipment usage cost
- d. External payment envisaged e.g. to outside consultants, for obtaining data, hiring of infrastructural facilities.
- e. TA/DA
- f. Contingencies

NOTE: Total expenses = sum of a to f.

2.2.2 Intellectual fee

This should commensurate with the quality of inputs provided and the likely benefits to accrue to the client as a result of the consultancy. While there is no ceiling on the upper limit of intellectual fee to be charged, it should not be less than the estimated manpower charges.

2.3 DISTRIBUTION OF HONORARIUM For

Advisory Consultancy

Distribute amount upto a maximum of 2/3rd of intellectual fee as follows:-

Team of consultants	95%
Welfare Fund	5%

For General Consultancy

Distribute amount upto a maximum of 2/3rd of intellectual fee or 300% of the manpower charges levied, whichever is less, as follows:-

Team of consultants	95%
Other S & T staff	15%
Remaining Supporting staff	15%
Welfare Fund	5%

3. INTELLECTUAL PROPERTY

Intellectual Property shall include patents, copyright, registered design trademark, and knowhow for a process / product / design and computer software. Intellectual property generated shall be of two years.

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Developed through wholly in-house R & D programmes/ projects. In such cases ownership of intellectual property is solely that of JSS JSSAHER and consequently the licensing rights are that of JSS JSSAHER alone.

Intellectual property developed through contract research and subsequently rendered unencumbered as per contractual arrangement with the client. In such cases licensing of intellectual property by JSS JSSAHER would be in accordance with the terms and conditions agreed upon with respect to third partly licensing with the client.

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Development through contract research i.e. total or partial financial support and with/ without technical inputs from users/ clients. In such cases, ownership and licensing of intellectual property for commercial utilization shall be governed by JSS JSSAHER's obligations to client in the matter.

3.1.3. LICENSING OF INTELLECTUAL PROPERTY

Licensing of intellectual property shall mean granting the license the right to utilize the intellectual property and sell or use the resulting product(s) either for commercial/ captive purpose or as otherwise agreed to.

PRICING OF INTELLECTUAL

There is not rigid formula for determining the price of intellectual property and thus estimates vary from case to case. The price of knowhow/ intellectual property normally ranges between 2% to 10% of either the plant and equipment cost or projected turnover of the unit for a period of 5 year's production.

To arrive at price of intellectual property following factors will be kept in view:

- i. Cost of development
- ii. Estimate of net benefit to be derived by the license.
- iii. Size and number of potential licenses.
- iv. Comparative cost of imported intellectual property
- v. Possibility of intellectual property being pirated.
- vi. Opportunity value.

4. TECHNICAL SERVICES

Technical services are meant to render to the clients/ customers, assistance of a minor nature based on available knowledge, expertise, skill and facilities of the institute. Technical services shall comprise:

- Testing & Analysis (including certification and calibration)
- Training
- Technical assistance of an advisory nature
- Fabrication / production of special products
- Repair and maintenance
- Supply of information / database.

CHARGES FOR TECHNICAL SERVICES

Charges shall comprise of (A+B) below except for supply of information/ databases.

A. Estimated expenditure on:

- i. Manpower (at prescribed rates)
- ii. Physical inputs/ services/ utilities etc. including overheads at 25%
- iii. Raw material/ consumable components with 25%
- iv. Equipment usage depreciation/ replace cost.
- v. Any other out of pocket expenditure.

B. Intellectual fee/ opportunity cost. The quantum shall be at the discretion of the Director considering the nature of client and his paying capacity.

A BRIEF OF CHANGES

1. The basis of defining consultancy has been fixed as under:
Advisory Consultancy; only scientific or technical knowledge and No infrastructure or laboratory facilities used.

Research Consultancy; both scientific and technical knowledge of team and infrastructure or laboratory facilities used

Technical Services; only infrastructure used including incubator

2. Other work; Meeting, lectures, examination etc (outside the JSS JSSAHER)
The maximum limit of intellectual fee earned by an individual faculty member in a financial year removed.
3. The individual can spend a maximum of 50 days in a year on consultancy job
4. Change in distributable intellectual fee component from existing and in line with IIT, Delhi.
5. Research Consultancy is clubbing the existing general and sponsored consultancy.
6. Incorporation of additional services to expand the scope of consultancy services offered by JSS AHER (including seminars etc)
7. The administrative charges at 20% on the cost of purchases in place of existing 25%
8. Creation of JSSAHER Research Fund (JSSURF) of (from the institutional share) to be utilized for up gradation of facilities, fellowship for studies etc which can be distributed on discretion of Director

9.

Category of Staff	Man power Rates (Rs)	
	Per day	Per annum
Professor	7000	14 lakhs
Associate Professor	4000	8 lakhs
Assistant Professor	3000	6 lakhs
Projects Assistants	Actual cost with 40% overheads	

The rates of per annum are to be considered on pro data basis if involvement is beyond three months.

CONSULTANCY

JSSAHER through the instrument of its Consultancy services interacts with the Industry to solve their specific problems. Members of the academic staff of the JSSAHER including the Vice-Chancellor can undertake the consultancy work. These jobs can be carried out either by an individual or by a group of academic staff with the support of technical staff irrespective of the quantum of Institute facilities/ equipment used.

Consultancy services fall under following three categories

- a) Institutional Consultancy,
- b) Research Consultancy and
- c) Technical Services

as under:

Advisory Consultancy

In this category, the specified and identified problems of industry/ organization, including in IPR tackled through investigational processes and technical/ scientific advice is rendered and involves no laboratory work. The intellectual fee is shared between the consultant and the JSSAHER in the ration of 70:30 after deducting all expenses. Visits can take place provided TA/DA is provided by party.

Research Consultancy:

Under this category the emphasis centre a round the interaction between the institute and the industry and normally involves laboratory work. Detailed work plan is agreed to prior to the signed of agreement and is the basis for calculating total project charges. The rules governing this category are principally the same as for the Advisory consultancy. Jobs stated above except that the faculty member can undertake visits to the client

Industry without taking leave of absence. The professional fee charged is shared between the Consultant and the Institute in the ratio of 30:70 after deducting all expenses.

Technical Services

The routine laboratory testing/ production of special products/ studies / repairs & maintenance / supply of information/ data, where neither any interpretation of result of called for nor any technical/ scientific advice is rendered, including incubator services are covered under this category. The Technical consultancy job is undertaken directly by the Department/ Centre on standard charges, approval for which is obtained by the Department from the Vice-Chancellor, JSS JSSAHER. The testing charges so received by the Departments/ centers are treated as revenue for the purpose of the budget. In the other

technical services such as production of special products/ studies / repairs and maintenance / supply of information/ data by the Departments/ Centers, the distribution not exceeding 20% of net contribution calculated after deducting all expenses including depreciation (recovery of capital cost in 7 years) can be paid to the concerned technical/ ministerial staff.

(d) Other work

The staff may receive fee/ honorarium for the purpose such as:-

Examination, paper setting, evaluation superintendence, invigilation, report writing and publications and other Academic work; and

Meetings in outside organization for selections, academic planning, research management, coordinate on committee meetings, invited lectures, conducting of Ph.D oral Examination.

These services falling under (i) & (ii) will not be governed by the above consultancy rules. All fees for such services will go directly to the Faculty/ staff member concerned without any share going to the JSSAHER. For absence from the JSSAHER to undertake services listed under (i) and (ii) above, a staff member may avail leave of the kind due with the approval of the competent Authority; or avail Special Casual Leave for purposes approved by the Vice-Chancellor.

iii) In the case of Seminars; saving after deducting all expenses may be distributed into organizers (20%) and JSSAHER (80%). The maximum distribution from a seminar will be limited to one lakh for the whole team.

e) INTELLECTUASL PROPERTIES AND LICENSING

- Intellectual property inter alias includes
- Patent
- Copyright
- Registered design
- Trade mark
- Know-how for process / product/ design & computer software

This is usually of two kinds

i. UNENCUMBERED

Development through wholly in-house R & D programmes/ projects. In such cases ownership of Intellectual property is solely that of JSS JSSAHER & consequently the licensing rights are that of JSS JSSAHER alone.

ii. ENCUMBERED

- 1) Developed through contract research with/ without technical inputs from users/ clients. In such case, the ownership of Intellectual property shall be that of sponsor. JSS JSSAHER shall have to license the I.P. development to the sponsor.

- 2) Intellectual property developed through contact research & subsequently rendered encumbered as per the contractual arrangement with the client. In such case licensing of Intellectual property by JSS JSSAHER would be in accordance with the terms and conditions agreed upon with respect to third party licensing with the client.

LICENCING OF INTELLECTUAL PROPERTIES

Licensing of Intellectual property shall mean granting the licensee the right to utilize the Intellectual property and sell or use the resulting products either for commercial/ captive purpose or as otherwise agreed to

PRICING OF INTELLECTUAL PROPERTIES

There is no rigid format for determining the price of Intellectual property and thus estimate varies on case to case basis. The price of know-how / Intellectual property is normally about 10% of either the plant and equipment cost or the projected turnover of the unit for a period of 5 years.

To arrive at the price of Intellectual property, following factors are kept in view

- 1) Cost of development
- 2) Estimate of net benefit to be derived by license
- 3) Size & number of potential licenses
- 4) Comparative cost of Intellectual property
- 5) Possibility of Intellectual property being pirated
- 6) Opportunity value

A. Approaching for Consultancy:

The client can either approach Director or any academic staff of the Department/ centre for the consultancy job. In case Director's Office is approached by some outside agency for a possible consultancy job, such requests are referred to the concerned Head of Department/ Centre for his/ her advice. In case the client gives specific reference of any faculty, it is referred to the concerned faculty. The Head of the department/ Centre in turn will assign the job to an individual or a group of individuals in the Department/ Centre after ascertaining core competency in accordance with the predetermined system.

The concerned faculty will prepare the proposal according to the prescribed format (annexure-I) adhering to the standard terms and conditions and send it to the Director office through the Head for obtaining the approval.

Prior approval is required from Director as per Annexure I While

undertaking consultancy job, the norms must be observed:

- a) The consultancy work should not interfere with the normal Teaching/ research work

of the Department/ Centre and with the other, duties of the staff member concerned.

- b) The total time to be spent by the Consultant(s) on all types of consultancy jobs and other work should not exceed 50 days in a year.
- c) All proposals for a Consultancy job are to be submitted, keeping in view the standard term and conditions.
- d) The consultancies less than Rs. 10,000/- value are to be discouraged.

B. Role of Consultancy Committee

- To hold meeting once in six months (depending on quantum work, may meet in three months)
 - To approve all proposals before distribution
 - Fore closure
 - To monitor the progress of consultancies w r
1. Consultancy Jobs exceeding Rs. One lakh and to be completed in more than on year be reviewed every six months. In case there are serious problems either from Client or' Consultant, the issue should be brought to the notice of the HoD/Director for his decision.
 2. If the client and the consultant agree to a revised time schedule, written consent of the client be obtained and Director is accordingly informed.
 3. In case the Institute finds that the consultancy is not getting completed in the agreed time schedule / revised schedule, Head of Department to hold a meeting of the client and the Consultant and after ascertaining the facts make recommendations to the Director for a decision.
 4. The payments are received for the completed jobs.

C. JSSAHER Charge

The JSSAHER charges for the purpose of costing are divided in two portions (a) & (b) as explained below:-

- a) Expenses: to be incurred for the operation of the job under different heads as explained hereafter. No amount from this portion will be paid to the consultant(s).
- b) Fee for scientific & technical advice: to be apportioned between the JSSAHER and the Consultant(s) and other Academic staff.

For calculating the total charges for the job, the following budgets are to be considered:

Cost of Manpower: Cost of man days of technical scientific staff

Cost of Material: Amount needed for the purchase of material (chemicals, consumables & maintenance)

Cost of Utilities: Charges for the usage of electricity, diesel, A/C & other utilities.

Computer charges: Charges for the use of computer are Rs. 500 for 8 hours in case of normal kind of job & in case of high end usage; the charges are to be decided before approval.

Use of Central Instrument Laboratory: as per CIL rates of testing

Contingencies: Catering to contingent expenses

Administrative Overhead: These are charges at the rate of 20% of the total expenses on cost of materials & utilities.

Use of equipment: Charges at the rate of 15% of institute equipment used for the execution of consultancy.

Taxes, Levis or duties: are to be mentioned as per the actual.

D. Processing of consultancy proposal in committee of acceptance:

The consultancy proposals framed as per guidelines as above need to be examined and recommended by the consultancy committee and put for Vice-Chancellor's approval.

Recommendation of the Head of the Department/ Centre

The Head of the Department/ Centre will give the recommendation on the proposal based on the merits of the proposal, competency of the Concerned academic staff and his total time involvement in consultancy jobs in hand, which should not exceed one day per week, without adversely affecting the normal teaching & research work of the Department/ Center.

The proposal as recommended by the Head of the Department/ Centre and the consultancy Committee shall be put up for the Director's approval.

The approval is then conveyed to the client on behalf of the Director which included the details such as

- a) The JSSAHER's decision regarding acceptance of job and intimating the name of the Consultant who is responsible for all technical matters relating to the job;
- b) The charges which the client organization is required to deposit with the JSSAHER and the mode of payment;
- c) Other terms and conditions as arrived at by the consultant and the authority approving the job.

The client will be informed only the consolidated charges required to be deposited with the JSSAHER and not the break-up. Break-up and the detailed costing is kept within the knowledge of the Consultant in charge, Head of the concerned Department/ Centre and the Vice-Chancellor where the proposal is accompanied by a Bank draft, the acceptance of the job is notified to the Consultant(s), Head of the concerned Department/ Centre, Director and Accounts section for realization of the draft money.

E. Operation of Consultancy

Once the terms and conditions have been accepted by the client organization and the JSSAHER charges deposited with the Vice-Chancellor, the job becomes operational.

The Consultant is to ensure the satisfactory completion of the job adhering to the agreed terms and conditions.

During the course of working on the consultancy, the consultancy in charge can draw temporary advances to meet expenses on contingencies; purchase local conveyance etc, by sending requisitions to the JSSAHER.

During the currency of the consultancy job, the consultant, if need be, can request to revise the break-up of budget heads, giving justification for the change. It should have the approval of the client as well.

F. Purchases for Consultancy

The purchase of material is regulated in accordance with the Purchase Rules of the JSSAHER as approved by the Board of Management.

All the purchases will be carried through concerned college Purchase Committee.

G. Travelling

The travelling is to be regularized by existing JSSAHER rules. Vice-Chancellor's approval is required for deviation, if any, even if the client is paying.

Advances can be drawn as per the entitled TA/DA for such visits.

For journeys outside the JSSAHER for the purpose of consultancy work leave of the kind due for the period of his absence from the JSSAHER is required to be taken before proceeding for the consultancy job.

International travel under consultancy work can be approved by the Vice-Chancellor/Chancellor if provision exists in the budget of the initial proposal. Use of Computer

The consultant can use the JSSAHER computer or outside computer for the consultancy job. The payment for the use of computer is made on the basis of bills raised by the computer service centre and passed for payment by the Consultant In charge according to the provision made in the breakup of the job.

H. Use of Central facilities:

The cost is to be calculated for the use of central facilities as per the existing CIL rate.

I. Overhead charge

- (a) The administrative overhead charges @ of 20% of the total purchases are to be realized.
- (b) Charges for the use of JSSAHER equipment, overhead charges @ 15% of the total consultancy charges are to be realized for meeting the depreciation.
- (c) The manpower charges

Category of Staff	Manpower Rates (Rs.)	
	Per Day	Per Annum
Professor	7000	14 lakhs
Associate Professor	4000	8 lakhs
Assistant Professor	3000	6 lakhs
Project Assistant	Actual cost with 40% overheads	

For jobs of less than three months duration, manpower charges should be calculated on the basis of actual man-days. For jobs beyond 3 months, manpower charges should be calculated on lump sum basis taking in to account the annum rates.

J. Fee for the Consultancy

The fee for scientific and technical advice is apportioned between the consultant(s) and the JSSAHER, after deducting the expenses towards salary (per day charges as given in table, consumables, laboratory chemicals, utilities, diesel, computer usage, central facilities, TA/DA, overhead charges etc from the total charges received, in the ratio of 70:30 or 30:70 or 20: 80 depending upon the category of Consultancy job.

The fee is apportioned by PI after putting up the request for apportionment as per annexure-2, along with the copy of the consultancy report submitted by the consultant.

Consultancy committee is to consider and recommend each proposal for distribution and for distribution amongst entitled staff which will be on the basis of median of their pay scale.

The settlement of all accounts of the 'consultancy job by the Consultant is a pre-requisite for release of the fee payment to the Consultant.

On completion of the Job, the consultancy report is to be submitted through the Vice-Chancellor to the client.

In case no formal report is required to be prepared due to the requirement of the confidentiality, the consultant must obtain a certificate from the Client that the job has been completed satisfactorily.

K. Payment of Fee to, the Consultants(s):

On receipt of the proposal for apportionment of fee from the consultant, the Consultancy Committee should obtain the details of expenses under the job from accounts.

On receipt of the above details, the committee is to seek the approval of the Vice-Chancellor. Unutilized amount under different heads of expenses are credited to the JSS JSSAHER research fund.

L. JSS JSSAHER Research Fund

The institutional share is accumulated and credited to a fund, specially created as JSS JSSAHER Research Fund.

Out of the above amount 50% is credited to the earning departments/ centers which can use the same with Vice-Chancellor's approval.

- a) Building up infrastructure facilities in the Department/ Centre.
- b) Publicity including organization of open house.
- c) Promoting Liaison with the Industries including holding Department/ Centre level workshop meetings with the Industries.

Loan to coordinators of Industry based continuing education courses as seed money to publicize programs or exploring visits in connection with the consultancy work.

Visits within India/ Abroad for business promotion activity.

The remaining 50% is earmarked for institute for building its facilities to provide efficient support to the operation of future project/ consultancy and furthering the R & D work and for any other purpose approved by Vice-Chancellor.

M. Limit of Honorarium to Consultants:

There is no yearly ceiling on the amount of consultancy receivable by an individual from all consultancy services.

JSS JSSAHER
S.S Nagar, Mysore – 570015.

APPROVAL FOR CONSULTANCY WORK

(To be sent to Vice-Chancellor along with original request from client)

Date

- 1) Title of Consultancy work
- 2) Name of the Client
- 3) Consultancy Team a)
 b)
- 4) Type of consultancy work
- 5) Nature of consultancy work
- 6) Type of client
- 7) Total consultancy fee to be charged
- 8) Probable dates of commencement and completion of the work
- 9) Name any other external consultant if any with designation
- 10) Whether necessary facilities and expertise available
- 11) If interdepartmental, name of other departments / centers
- 12) Whether HOD informed

Yes/ No

Head of Department / Centre

Consultant-in-charge / Consultant

To
The Vice-Chancellor

Note: Detailed estimated budget may please be attached by consultant along with the proposal.

JSS JSSAHER
S.S Nagar, Mysore – 570015.

PROPOSAL FOR DISTRIBUTION OF A CONSULTANCY EARNING

Date

- 1) Title of Consultancy work
- 2) Name of the Client
- 3) Consultancy Approval No. & Date
- 4) Receipt No. & Gross consultancy fee received
- 5) Intellectual fees received
- 6) Cost related to & chargeable to Consultancy work
 - a) Cost of direct technical person/s
 - b) Cost of utilities consumables/ Laboratory chemicals/ Maintenance / other consumables / Non-consumables
 - c) Overhead charges (20% of total of 6b)
 - d) Charges for using external facilities (other than computer)
 - e) Computational charges
 - f) Cost of external expert
 - g) Cost of student/ Temporary employment
 - h) TA/DA expenses
 - i) Cost of secretarial services/ preparation of report
 - j) Depreciation of capital equipment used
 - k) Cost of CIL and other central facilities
 - l) Misc. cost (if any) Total expenses (a to i)
- 7) NET consultancy fee available for distribution (5-6)
- 8) Consultancy fee at the time of approval

9) Distribution (calculation on 7 or 8 which ever is low)

- a) Institutional share
 - 30% of 7/8 in case of Advisory Consultancy
 - 70% of 7/8 in case of Research consultancy
 - 20% of 7/8 in case of Technical Services

- b) Net available for distribution
 - 70% of 7/8 in case of Advisory Consultancy
 - 30% of 7/8 in case of Research consultancy
 - 20% of 7/8 in case of Technical Services

- c) Welfare fund (5% of 9b)

- d) Consultancy Share to team
 - A. Advisory Consultancy (95% of 9 b i)
 - B. Research Consultancy (95% of 9 b ii)

Distribution

Innovator & Principal Contributor (40%)
Supporting staff (35%)
Remaining staff of JSSU (20%)
(as per median of their pay scale)

C. Technical Services (95% of 9 b ii)

Distribution

Principal Contributor (40%)
Supporting staff (35%)
Remaining staff of JSSU (20%)
(as per median of their pay scale)

Signature of PI

Consultancy Committee hereby recommends for payment of Rs.
as per the details given above.

Member

Member

Member

Chairman

Director may kindly approve & accord sanction a sum Rs.....for the same.

VICE-CHANCELLOR