



## Consultancy Policy

### 1. Preamble:

- 1.1 The purpose of the consultancy policy is to set out the guidelines and procedures governing consultancy assignments taken by the faculty members of DA-IICT. Faculty members may take up consultancy assignments provided they do not have any adverse impact on their ongoing academic and administrative responsibilities to the institute. The goal of the consultancy is to enhance their professional and/or academic competence and experience. This will also establish the link between the DA-IICT and external organizations (Industry, Service Sector, Government Departments and other agencies) that will aid DA-IICT in areas such as increasing research opportunities and student placement.
- 1.2 The standard terms and conditions for consultancy assignment are described in section-2. The scope of the consultancy does not include sponsored research projects and other engagements where DA-IICT has a MoU with concerned sponsoring organization.

### 2. Consultancy Terms and Conditions:

- 2.1 The period of the consultancy assignment will not exceed one year. In exceptional case where the consultancy assignment is likely to exceed one year, a detailed justification is required in terms of quantum of work and intellectual challenges and it must be explicitly mentioned in the proposal.
- 2.2 The time spent on consultancy assignment by the faculty (consultant) shall be limited to 52 working days in a year (from the start date of the project on receipt of advance payment), maximum one working day per week during the regular semester. However, the consultancy may be extended to non-working days of the week. The faculty member may be permitted to utilize not more than twenty consecutive days towards consultancy during the vacation period (summer and winter).
- 2.3 The minimum consultant fees per day will be Rs. 5,000/- plus GST at the prevailing rate or any applicable tax as prescribed by the Government of India from time to time. The minimum consultant fees as mentioned, is subject to amendment from time to time.
- 2.4 The disbursement of the consultant fees will be as follows:
  - (i) 70% of the consultant fees will be credited to the faculty's salary account through DA-IICT's payroll system.
  - (ii) 10% will be credited to the concerned faculty's Cumulative Professional Development Allowance (CPDA).
  - (iii) 20% will be credited towards Institute overheads.



- 2.5 If the consultancy project requires significant use of available institute resources (high-end computational software tools, specialized laboratory equipments, etc.), Dean (R&D) in consultation with the concerned faculty and Director, will recommend additional usage charges for usage of the institute resources; and it should be budgeted in the consultancy proposal.
- 2.6 The consultancy proposal will not include additional cost towards purchase of capital equipments and consumables.
- 2.7 The consultancy proposal may include hiring of additional manpower and it must be incorporated in the proposal.
- 2.8 Any other expenses (including travel and logistics) involved as a part of the consultancy assignment will be as per actuals, and reimbursed directly to the faculty by the sponsoring organization (client).

### **3. Methodology for Accepting Consultancy:**

- 3.1 A consultancy assignment may be initiated either (i) by requests / enquiries from the industry / company / organization (client) directly to the Institute, or (ii) by discussion between the client and the faculty (consultant) / group of faculty.
- (i) In case the enquiry is directly received by the Institute, specific consultant(s) depending on their expertise, will be identified by the Director.
  - (ii) In the event of a client preferring the services of a specific faculty, the assignment may normally be assigned to that faculty.
- 3.2 The consultancy proposal is to be prepared by the faculty and submitted to Dean (R&D) for approval by the Director. It should include (i) the scope of work, (ii) duration, (iii) stage-wise deliverable schedule, (iv) stage-wise payment schedule (including advance payment), (v) relevant terms and conditions, (vi) requirement of additional manpower, and (vii) consultancy costing.
- 3.3 The advance payment as mentioned in the consultancy proposal has to be paid before the start of the consultancy project, through NEFT transfer / crossed demand draft (drawn in favour of DA-IICT). In case of demand draft, it is to be mailed to the Executive Registrar, DA-IICT.
- 3.4 On receipt of the advance payment from the client by DA-IICT, the Registrar's Office will set-up an account in the name of the consultancy project, assign an account number, and inform the concerned faculty.
- 3.5 After approval of the consultancy project by the client, the consultant may hire additional manpower (preferably DA-IICT student) as per the proposal. This additional manpower will be selected by a selection committee. Total number of days for consultancy by this additional manpower is limited to one-fourth of the total consultancy period.
- 3.6 Travel out of campus on account of consultancy activities on a working day should be taken with prior intimation to the Director.





- 3.7 The consultancy amount will be disbursed to the faculty within 15 days on the receipt of the payment from the client.
- 3.8 The Registrar's Office will intimate the faculty regarding the amounts credited to the concerned consultant's salary account (after TDS) and CPDA, and the amount credited to the institute overheads. It will also provide the utilization certificate.
- 3.9 After the completion of the consultancy assignment, client's certified copy of the closure report must be submitted to the Dean (R&D).
- 4. Intellectual Property Rights**
- 4.1 The terms and conditions regarding the rights pertaining to any intellectual property generated in due course of the consultancy assignment will be jointly worked out with the client based on the nature of consultancy.

**DA-IICT, Gandhinagar**  
**August 31, 2018**

**Sample Costing of the Consultancy Assignment:**

Cost Estimate for Consultancy Assignment of 10 weeks' duration @ 1 working day per week  
 – (i) involving use of specialized equipment for 10 hours @ Rs. 1,000/- per hour, and  
 (ii) hiring of additional manpower for 2.5 working days @ Rs. 1,500/- per day

(i)	Consultant Fees [Rs. 5,000 × 10 days]	Rs. 50,000
(ii)	Hiring Charges for Additional Manpower (Student) [Rs. 1,500 per day × 2.5 days]	Rs. 3,750
(iii)	GST [18% of (i)+(ii)] - will be paid to the Government	Rs. 9,675
(iv)	Usage Charges for Institute Resources [Rs. 1,000 per hour × 10 hours]	Rs. 10,000
	Net Total [ (i)+(ii)+(iii)+(iv)]	<b>Rs. 73,425</b>

Disbursement (on completion of consultancy assignment):

(a)	Credited to the Consultant's Salary [70% of (i)]	Rs. 35,000
(b)	Credited to the Consultant's CPDA [10% of (i)]	Rs. 5,000
(c)	Credited to DA-IICT [20% of (i)]	Rs. 10,000
	To Additional Manpower [ii]	Rs. 3,750

**Effective date of this policy document: 01 September 2018**

