



3.5.1. Institution has a policy for consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy.

Consultancy Policy

RANI DURGAVATI VISHWAVIDYALAYA, JABALPUR (M.P.)



Policy for Consultancy Services

Rani Durgavati Vishwavidyalaya, Jabalpur has adopted the Combined University Statute no. 31 (Conditions of Service for University Employees) and Ordinance – 16 of the Coordination Committee in its 95th meeting held on 06/09/2018 (Consultancy Service) for undertaking Consultancy services by the Academic and Technical Staff of the University.


Registrar
Registrar
Rani Durgavati Vishwavidyalaya
Jabalpur

(As Approved by the Coordination Committee in its 95th meeting held on 06/09/2018 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/10/2018)

ORDINANCE No. - 16

CONSULTANCY SERVICES

1. Preamble: Guidelines for undertaking Research & Consultancy work by the Academic and Technical Staff in M.P. Universities:

It is important 'to be the fountain head of new ideas and of innovators in technology and science' and with its general goal of 'to create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge'. In fulfillment of these points of importance, initiative to promote innovations and to facilitate protection of Intellectual Property (IP) thus generated.

In this document, the processes to support these efforts have been included. A formal framework to guide the implementation of consultancy processes is included in this document. This policy aims to lay down the processes for translating the creative works. Parties engaged in creations of original and innovative work include faculty, staff and other employees. To administer the policies included in this document, and maintain the relevant documents, with appropriate administrative and supporting staff.

1.1. The purpose of this Ordinance is to set out the principles and procedures governing Consultancy and other Outside Services undertaken by Staff Members of the University.

1.2. Staff Members of the University are encouraged to undertake University Supported Consultancy and other similar work provided it does not conflict with the interests of the University. This is because Consultancy:

1.2.1. increases the professional and/or academic competence and experience of the Staff Member and provides a continuing professional education opportunity in the world outside academia and research;

1.2.2. creates and enhances links between the University and external organisations that will aid the University in areas such as increasing research opportunities, and student recruitment and placement, and helps the University to achieve its mission of knowledge transfer to improve the local and regional economies; and

1.2.3. may generate additional income for the Staff Member and increased funding for the University.

1.3. This Ordinance applies to all academic and academic related Staff Members and administrative Staff Members at any grade.

2. “Consultancy” means generally the application of existing knowledge, expertise and skills, and includes other activities which are analogous to consultancy activities such as business partnership or ownership etc.

“University Supported Consultancy” means Consultancy provided through a contract entered into by the University or one of its subsidiaries with a third party, in which the Consultancy will be performed by a Staff Member within his or her area of academic, research or administrative expertise. This Consultancy is supported by the University and may involve the use of University resources, intellectual property and other resources.

3. GENERAL APPLICABILITY:

This Ordinance governs the Consultancy and other Outside Services engaged in by Staff Members.

4. UNIVERSITY SUPPORTED CONSULTANCY:

4.1. University Supported Consultancy arrangements are only permitted where the work is distinct from any project or other work undertaken on the University’s behalf (in order to avoid a Staff Member competing for contracts with the University).

4.2. A Staff Member may only agree to provide University Supported Consultancy services in accordance with terms and conditions approved by the Vice Chancellor.

4.3. A maximum of not more than 60 day per week may be devoted to University Supported Consultancy.

4.4. The Vice Chancellor’s approval is required to ensure compliance with cost recovery guidelines, protection of the University’s IP, and the appropriateness of contractual terms including those relating to liability and IP.

4.5. Charges for the use of University resources will normally be based on the full cost of the resources as determined by the University/College/ Department and agreed by the Staff Member and the Head.

4.6. When the Head denies a Staff Member authorisation to perform the University Supported Consultancy, the Staff Member may appeal in writing to the Registrar. The Vice Chancellor will have wide discretion to resolve issues regarding Consultancy and final decision of Vice-Chancellor will be binding to obey it by both parties.

4.7. University Supported Consultancy will not be allowed in the following circumstances: -

4.7.1. When the Consultancy services are to support projects, such as research projects, being conducted by the University; or

4.7.2. When such Consultancy would contractually preclude the University or its Staff from engaging in other research or other Consultancy.

4.8. When the Consultancy calls for the rendering of expert opinion/evidence in Courts of Law, in Arbitrations, or before Parliamentary Committees, the Consultancy may only be undertaken with permission of the Vice-Chancellor.

4.9 Faculty/Staff Members must declare annually in their Declaration of Outside Interests the number of days spent on University Supported Consultancy services and comply with all relevant University Policies such as those governing conflicts of interest or intellectual property.

5. COMPENSATION FOR UNIVERSITY SUPPORTED CONSULTANCY:

Income from University Supported Consultancy will be allocated in the following manner:

a. The University will receive 20 percent of the project cost, excluding overhead and service tax, for managing the Consultancy and providing the University's support.

b. The Department will receive five percent of the project cost, excluding overhead and service tax, as an administrative fee.

c. All expenses incurred in the project will not exceed 40% of the project cost, excluding overhead and service tax. Such expenses, for illustration purposes, could include payments to sub-contractors, procurement costs, leasing of supplies, consumables.

d. The remainder (35%) will be paid to the Staff Member.

Payment of fees to Staff Members may, at the Staff Member's option, be made electronically through the University's central payroll system.

6. REPORTING:

Staff Members must report their Consultancy and Outside Services to their Head and Vice Chancellor annually, and to the extent required, make disclosures required by the Conflicts of Interest Policy or Declaration of outside Interests.

7. Accounting Procedure for the consultancy charges shall be applicable as per University financial procedure. The consultancy amount/charges will be deposited in the joint account of Director/Head and Registrar. Director/Head shall be authorized to release the funds for the expenditure during and after the consultancy period.

8. The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor or any other person so authorized by him.

9. Out of the sales made for a patent emerging from consultancy work, an annual royalty will be divided equally between the Principal Consultant and the University.

10. In case of any ambiguity, the decision taken by the Vice-Chancellor shall be final.

ANNEXURE-I

(On Detailed Costing)

(A) Cost of Labour: This means the estimated OTA paid to technical / ministerial staff to the Department/ Centre(s) involved in the project and salaries for any specialized labour to be hired specifically for the project. If a staff member engaged on work is not eligible for OTA as per rules of the University, he will be paid honorarium from this provision.

(B) Cost of Material: An estimate cost of material to be specifically procured for the project.

(C) Overheads to the University for Use of University equipment: This includes charges for use of facilities depreciation, utilities and handling charges etc. and would be levied for all equipment except the computer and other sophisticated equipment / machines declared as central facilities.

(D) Computer charges and charge for use or Central Facilities: Charges for the use of these facilities will be budgeted as per the time-sharing rules of these facilities for outside parties as may be approved by the University from time to time.

(E) TA / DA for visits:

An estimated charge on the basis of rates settled with 'Client Firm' but if no rates are settled the payment will be as per University Rules.

(F) Contingencies: An estimated charge for any contingent expenses expected to be included.

(G) Administrative over-head charges: An amount will be levied for the hire of administrative staff for handling consultancy work or for payment of honorarium to the staff of the administrative office handling such work.

ANNEXURE – II

Consultant Certificate

1. Certified that this consultancy assignment shall not clash with my teaching in the department or any other official duty at the University.
2. That the interest of my department/University shall not suffer.
3. That the duration of my total consultancy work in a calendar year shall not be more than 60 days (60 days in a calendar year, including holidays)
4. That the total annual income of my all consultancy work shall not exceed my total emoluments for six months in the calendar year.

(Consultant's Signature)

Address (Office) (Residence)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Head's Recommendations

Head
Signature with official stamp

Remarks of Director, Research Directorate

ANNEXURE-III

A Sample Costing for a Consultancy Project

A sample costing, disbursement, distribution of Deductions and Overheads for a consultancy project is shown in this Appendix.

A sample costing for a consultancy project

- a. Cost of consultants' time, including intellectual fee: 50,000*
- b. Cost of man days of the staff taking part in the project excluding consultant(s): 30,000**
- c. T.A and D.A (as per agreement with the client): 5,000
- d. Cost of inputs (like chemicals, raw material and other types of consumables) and equipments: 10,000
- e. Usage charges on equipment (including depreciation and utilities, interalia): 0
- f. Payment to outside consultants: 0
- g. Cost of stationery: 1,000
- h. Computer charges: 2,000
- i. Miscellaneous: 2,000
- j. Overhead Charges (15% of a. to i. of this para): 15,000
- k. Service Tax Charges (as per government notification, say 15%): 17,250

Total project cost 1,32,250

* This will be limited to 20% of net project cost in case of testing projects.

** This will be limited to 30% of net project cost in case of testing projects.

Distribution of the Consultancy Charges:

University: 20,000

Department: 5,000

Expenses: 40,000

Principal Consultant: 35,000

Overheads: 15,000 (As defined in Annexure-I)

Service Tax: 17,250

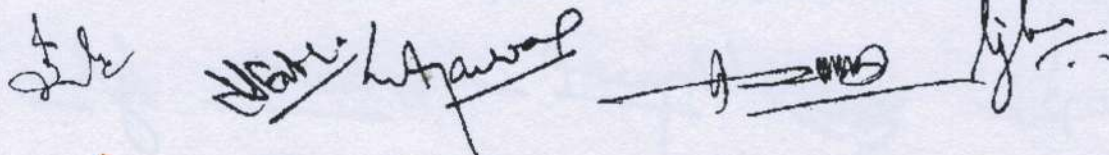
STATUTE NO. 31

CONDITIONS OF SERVICE FOR UNIVERSITY EMPLOYEES

[Refer Clauses (D) And (N) Of Section 35]

PART I-APPLICABILITY AND DEFINITIONS

1. Save as otherwise provided in the Adhiniyam and the Statutes, the provisions of this Statute shall apply to all employees of the University other than those whose services have been lent to the University by the Central or State Government.
2. in this Statute:
 - (a) "Pay" means the amount drawn monthly by the University employee as:
 - (i) the pay, other than special pay or additional pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and
 - (ii) Special pay, personal pay, technical pay and
 - (iii) Any other emoluments which may be specially classed as pay by the Executive Council.
 - (b) "Average Pay" means the average monthly pay earned during the 10 complete months immediately preceding the months in which the University employee proceeds on leave or is suspended;
 - (c) "Substantive Pay" means pay other than special pay, personal pay or emoluments classed as pay under (a) above, to which a University employee is entitled on account of holding a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
 - (d) "Vacation Post" means a post involving teaching duties in an educational institution entitled to the winter and summer vacations.
 - (e) "Normal Rent" means rent payable under paragraph 20 below.
 - (f) Presumptive rent in relation to a house belonging to University employee or his spouse, or children or father or mother in which he lives and for which he does not pay any rent to anybody is:
 - (1) Where the University employee draws pay in excess of Rs. 200/-

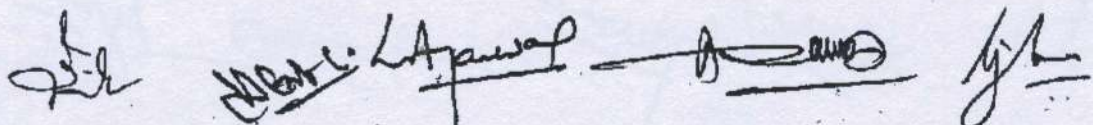


- (i) The rental value of the house taken into account by the Property Tax-Officer for calculation of property tax payable to Government;
 - (ii) The rental value determined by local authorities (e.g. Municipal committee, Corporation etc.) for any purpose;
 - (iii) The amount certified by the Collector in respect of houses located at his headquarter or by the Sub-Divisional Officer (Revenue) in respect of houses located in the other towns in his jurisdiction, to be the reasonable rent that can be paid for the house.
- (2) Where the University employee draws pay of Rs. 200 or less the approximate rent which would have been obtained, in the opinion of the University employee if it has been let out, subject to the right of verification by the Registrar

Part II-Classification of Posts, Appointment and Tenure:

3. Posts in the University shall belong to the class and shall carry the scales of pay as per UGC/State Govt. norms.
4. (1) (a) The Executive Council shall have power to appoint the officers of the University other than the Kuladhipati and the Kulpati, the teachers of the University paid by the University and the employees other than class III and class IV employees.
(b) Subject to the control of the Kulpati the Registrar shall have the power to appoint the class III, class IV, Work-charged and contingency-paid staff of the University. Reservation in posts shall be as per State Govt. norms.
2. (a) Save as otherwise provided in the Statutes and the ordinances the qualifications for appointment to the posts in various classes in the University shall be such as may be determined by the appointing authority from time to time.
(b) The category of posts (excluding teaching posts and posts of officers of the University), the percentage of such to be filled ordinarily by promotion and the lower category from which such promotions are to be made shall be specified by the Executive Council.

Such promotions shall be considered by the appointing authority once in a year. All promotions shall be made by the basis of Seniority- cum-Merit.



Provided that the provision of promotion for the post of teachers shall be provided in Ordinance 4 and those of officers shall be as per provisions of the rules framed by the State Government in accordance with the powers conferred on it through section 15(C) (2) of MP. Vishwavidyalaya Adhiniyam, 1973,

3. (a) The age of retirement of a University Officers and employees (Non-teaching) shall be at par with the State Govt. employees.

(b) University teachers, after completing the retirement age of 65 years, may be re-appointed as per UGC norms.

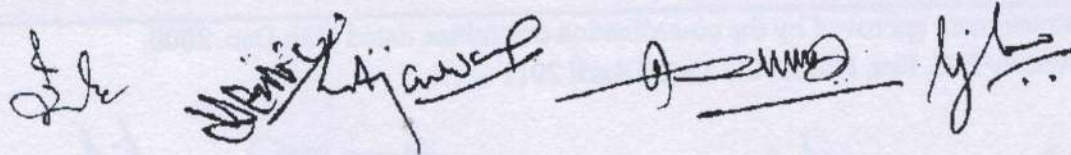
4. (1) ordinarily appointment against a permanent post shall in the first instance be on probation for a period of one year. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall not exceed two years.

(2) No person may ordinarily be appointed to a post in University Service without the production of a certificate of health and physical fitness given by a Medical Practitioner of such category as may be specified by the appointing authority. The certificate must be affixed to the first pay bill of the employec. The fees prescribed in case of such examination shall be paid by the employee.

5. Ordinarily appointment against a permanent post shall in the first instance be on probation for a period of two year. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall not exceed three years.

Temporary appointment may be made to a temporary post or in a leave vacancy in respect of a permanent post. Where the temporary post is subsequently made permanent in an identical pay scale or the leave vacancy becomes permanent, the temporary appointee, if appointed in accordance with the procedure for filling the post on permanent basis shall be deemed to have been on probation for the period of his continuous service and shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

6. (a) The whole time University employee is at the disposal of the University and he may be employed in an appropriate manner required by the proper authority.



246 90

(b) (i) The Executive Council may permit a University employee to perform a specified service/ consultancy for a private person, body or Government and to receive a remuneration in the form of fee, if it is satisfied that this can be done without detrimental to his official duties or responsibilities.

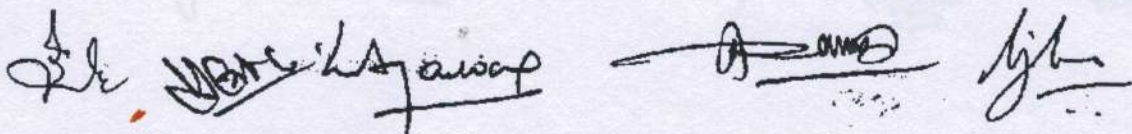
(ii) The appointing authority may grant or permit a University employee to receive an honorarium as remuneration for work performed, which is occasional in character: Provided that the prior consent of the appointing authority has been obtained and the amount of the remuneration has been settled in advance.

(iii) The Kulpati/Executive Council may depute a University Officer/Teacher/ Employee to perform specified service for Private Institution/Body or Govt. on deputation as per delegation of powers. The terms and conditions of deputation shall be as per State Govt. rules in force from time to time.

7. The Head of the Section or Department or Institution under whom the employee is working shall send the following (a/b) to the Registrar in the prescribed format:
- (a) every year not later than 31st May a report on the work and conduct of the employee during the preceding year ending on 31st March.
- (b) atleast one month before the date of the expiry of the probationary period of a University employee a report about the work and conduct of the employee appointed to a permanent post stating his opinion about the employee's fitness or otherwise for confirmation in service.
8. A temporary appointment may be terminated by either party without assigning any reason by giving to the other one month's notice or one month's salary of the employee concerned in lieu thereof. No such notice or payment of salary shall be necessary in case of termination of service of work-charge or contingency-paid employee.
9. (a) If the appointing authority is not satisfied that the work and/or conduct of the employee on probation is satisfactory, his services may be terminated. In case of termination of the services of the employee on probation, one month's notice shall be given to him or in lieu of notice he shall be paid salary of one month. The probationer may also terminate the engagement by giving one month's notice or one month's salary.

* Vide amendment approved by the co-ordination committee dated 20th Dec. 2000.

** Approved by E.C. Res. No. A.A. 3 Dated April 2011



राणी दुर्गावती विश्वविद्यालय, जबलपुर



अधिसूचना

जबलपुर, दिनांक 11/12/2020

कमांक/अका./2020/5119 "अ"

सर्व संबंधितों के सूचनार्थ अधिसूचित किया जाता है कि विश्वविद्यालय समन्वय समिति की 93वीं बैठक दिनांक 25/10/2017 में पारित संशोधित परिनियमों (Statutes) को एकरूपता समिति से अनुमोदित तथा विश्वविद्यालय कार्यपरिषद् द्वारा बैठक दिनांक 27/03/2018 में अंतीकृत किया गया है। तदनुसार विश्वविद्यालय में पूर्व प्रचलित परिनियमों के कमांकों एवं उनके शीर्षकों को युक्ति युक्त करते हेतु संबंधित नवीन परिनियमों को उनके कमांकों/शीर्षकों सहित निम्नानुसार मान्य किये गये हैं। एतत् द्वारा उक्त अधिसूचित किया जाता है :-

संशोधित नवीन परिनियम

पूर्व प्रचलित परिनियम

| सं. क्र. | परिनियम कमांक | परिनियम शीर्षक | परिनियम कमांक | परिनियम शीर्षक |
|----------|---------------|--|---------------|--|
| 1 | Statute No. 2 | Powers of The Kulpati | Statute No. 2 | Powers of The Kulpati |
| 2 | Statute No. 4 | The Dean of Students Welfare Terms and Conditions Service, Powers and Duties | Statute No. 4 | The Dean of Students Welfare Terms and Conditions Service, Powers and Duties |
| 3 | Statute No. 5 | Learned Professions | Statute No. 5 | Learned Professions |
| 4 | Statute No. 6 | Meeting of the Court | Statute No. 6 | Meeting of the Court |
| 5 | Statute No. 7 | Standing Committee of the Academic Council | Statute No. 7 | Standing Committee of the Academic Council |

10.0

| | Statute No. 8 | Other Faculties | Statute No. 8 | Other Faculties |
|----|----------------|---|----------------|---|
| 6 | Statute No. 8 | Other Faculties | Statute No. 8 | Other Faculties |
| 7 | Statute No. 9 | Constitution Powers and Duties of the Faculty | Statute No. 9 | Constitution And Powers of the Faculty |
| 8 | Statute No. 10 | Boards of Studies | Statute No. 10 | Board of Studies |
| 9 | Statute No. 11 | Powers of the Board of Studies | Statute No. 11 | Powers of the Board of Studies |
| 10 | Statute No. 12 | Qualifications of Student Member of Board of Studies | Statute No. 12 | Qualifications of Student Members of Board of Studies |
| 11 | Statute No. 13 | Annual Report | Statute No. 13 | Annual Report |
| 12 | Statute No. 14 | Honorary Degree | Statute No. 14 | Honorary Degree |
| 13 | Statute No. 15 | Registration of Graduates | Statute No. 15 | Registration of Graduates |
| 14 | Statute No. 16 | Seniority of Teachers of the University | Statute No. 16 | Seniority of Teachers of the University |
| 15 | Statute No. 17 | Seniority of Principal | Statute No. 17 | Seniority of Principal |
| 16 | Statute No. 18 | Seniority of Heads of Departments in Affiliated Colleges | Statute No. 18 | Seniority of Heads of Departments in Affiliated Colleges |
| 17 | Statute No. 19 | Preparation and Maintenance of Seniority Lists | Statute No. 19 | Preparation and Maintenance of Seniority Lists |
| 18 | Statute No. 20 | Other Officers of the university Conditions of Service, Powers and Duties | Statute No. 20 | Other Officers of the university Conditions of Service, Powers and Duties |

[Handwritten Signature]

| | Statute No. 21 | Functions and Duties of Finance Officer | Statute No. 21 | Functions and Duties of Finance Controller |
|----|----------------|---|----------------|---|
| 19 | Statute No. 21 | Functions and Duties of Finance Officer | Statute No. 21 | Functions and Duties of Finance Controller |
| 20 | Statute No. 22 | Qualifications of Teachers in Affiliated Colleges | Statute No. 22 | Qualifications of Teachers in Affiliated Colleges |
| 21 | Statute No. 23 | Election of Registered Graduates to the Court | Statute No. 23 | Election of Registered Graduates to the Court |
| 22 | Statute No. 24 | Election of Student Members on the Court | Statute No. 24 | Election of Student Members to the Court |
| 23 | Statute No. 25 | Election of Teachers Representatives on the Court | Statute No. 25 | Election of Teachers Representatives on the Court |
| 24 | Statute No. 29 | Appointment of Examiners | Statute No. 29 | Appointment of Examiners |
| 25 | Statute No. 30 | Administration of Endowments | Statute No. 30 | Administration of Endowments |
| 26 | Statute No. 31 | Conditions of Service for University employees (Refer Clauses(D) and (N) of Section-35) | Statute No. 31 | Conditions of Service for University employees (Refer Clauses(D) and (N) of Section-35) |
| 27 | Statute No. 32 | Convocation | Statute No. 32 | Building Committee |
| 28 | Statute No. 33 | Building Committee | Statute No. 33 | Convocation |
| 29 | Statute No. 34 | Sports Committee | Statute No. 34 | Election of Representative Non-Teaching Employees of the University on the Court Clause(xx-A) |

[Signature]

| Statute No. 37 | Statute No. 37 | Statute No. 37 | Statute No. 37 |
|----------------|----------------|---|---|
| 30 | Statute No. 37 | Not allotted | College Development Council |
| 31 | Statute No. 39 | Gandhi Srijan Peeth NOT APPROVED BY THE CO- ORDINATION COMMITTEE, HENCE REPEALED | विश्वविद्यालय और संबद्धित महाविद्यालयों में शैक्षणिक की प्रथा रोकने के लिये विशेष परिनियम टीप:-संबद्धित पूर्व प्रचलित परिनियम का 43 विलोपित । |
| 32 | Statute No. 40 | Osho Peeth NOT APPROVED BY THE CO- ORDINATION COMMITTEE, HENCE REPEALED | The Board of Students Welfare |
| 33 | Statute No. 41 | The Guru Nanak Deva Peeth NOT APPROVED BY THE CO- ORDINATION COMMITTEE, HENCE REPEALED | The Superintending Staff of the Hostel |
| 34 | Statute No. 42 | Raj Shekhar Peeth NOT APPROVED BY THE CO- ORDINATION COMMITTEE, HENCE REPEALED | |

टीप :- शेष प्रचलित परिनियम यथावत मान्य रहेंगे ।

[Signature]

[Signature]

कुलसचिव 6.2.20
रानी दुर्गावती विश्वविद्यालय
जबलपुर

पृ० क्रमांक / अका. / 2020 / 5119... "अ"

प्रतिलिपि सूचनार्थ:-

1. समस्त विभागाध्यक्ष, रा०दु०वि०वि०, जबलपुर ।
2. क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा विभाग, जबलपुर संभाग जबलपुर ।
3. विश्वविद्यालय से संबद्ध महाविद्यालयों के समस्त प्राचार्यगण ।
4. अधिष्ठाता छात्र कल्याण / महाविद्यालयीन विकास परिषद्, रा०दु०वि०वि०, जबलपुर ।
5. परीक्षा नियंत्रक / वित्त नियंत्रक, रा०दु०वि०वि०, जबलपुर ।
6. उप कुलसचिव / सहायक कुलसचिव, गोपनीय / परीक्षा विभाग, रा०दु०वि०वि०, जबलपुर ।
7. प्रमारी विधि प्रकोष्ठ, रा०दु०वि०वि०, जबलपुर ।
8. विशेष कर्तव्य अधिकारी, समन्वय समिति, मध्य प्रदेश शासन, उच्च शिक्षा विभाग, बल्लभ भवन, भोपाल ।
9. प्रमारी कम्प्यूटर सेंटर, रा०दु०वि०वि०, जबलपुर को इस निवेदन के साथ की अधिसूचना को वि०वि० की वेबसाइट में अपलोड करें ।
10. कुलपति जी के सचिव, रा०दु०वि०वि०, जबलपुर ।
11. विश्वविद्यालय की सूचना पटल ।

सहायक कुलसचिव (अका०)

20/01/2020

सहायक कुलसचिव (अका०)

रानी दुर्गावती विश्वविद्यालय,
जबलपुर

14/1/2020

14/02/2020

14/1/2020

10