



NATIONAL INSTITUTE OF TECHNOLOGY, MEGHALAYA
Laitumkhrah, Shillong-793003

**GUIDELINES TO THE OPERATION OF
CONSULTANCY PROJECTS**

CONSULTANCY PROJECTS:

NIT Meghalaya encourages the faculty members to undertake consultancy projects as a part of their academic duties. Such projects, in addition to providing financial incentives to the individuals enrich his / her professional knowledge. Moreover, consultancy projects augment the Institute resources, promote Institute-Industry alliance and contribute to the social economic development.

1. Each Consultancy Project will have a Principal Consultant 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 guidelines provided in a later section, and
 - (c) identifying other consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling all communications with the clients after the project proposal has been accepted.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the Dean (R&D) regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.
2. Appointment of Principal Consultant: Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Head, Dean or Director). When a faculty member is approached for the work, he will be the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussions and appointment will be made by Dean(R&D).
3. The project proposal prepared by the Principal Consultant will be forwarded to the client by the Dean (R&D).
4. In extreme emergencies, a consultant may take up an assignment with intimation to the Dean (R&D), and then seek approval.
5. The Institute normally requires the cost of the project to be deposited by the client, in full, before the work commences. However, based on needs of the client and circumstances, the

Institute may permit commencement of work with payment to be made as per agreed upon milestones.

All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures.

6. After the initial deposit has been made by the client, R&D Office will assign a job number to the project and inform the same to the client, Principal Consultant and the Head of the concerned Department. This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence.

The Project file will be closed with the submission of the final project report and disbursement of fees to consultants and others.

7. Utilisation of the resources generated *.

The resources earned by a teacher through consultancy should be divided between the teacher and the institution in the manner give below.

- i. Amount received up to 30% of the monthly gross salary (basic salary + grade pay + DA + Academic Allowance) – 90% will go to the faculty member and 10% will go to the Employee Welfare Fund.
- ii. Amount received beyond 30% and up to the monthly gross Salary – 65% will go to the faculty member, 25% will go to the Institute Development Fund and 10% will go to the Employee Welfare Fund.
- iii. Amount received beyond the monthly gross salary – 50% will go to the faculty member, 40% will go to the Institute Development Fund and 10% will go to the Employee Welfare Fund.

*** Ref. Pay Revision Committee Report, 2008, Page-72,**

8. SERVICE TAX ON CONSULTANCY FEES:

Service Tax is compulsory on all consultancy services. The rate of service Tax in force now is 12.24% of the total consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the coordinators of the consultancy projects inform the clients the amount payable by the clients as Service Tax in addition to the consultancy charge. For example, if the consultancy fee charged to the clients is Rs. 100/-, the clients will also pay an additional amount of Rs. 12.24 as Service Tax so collected will be deposited in to the Govt. accounts of central Excise Department.

9. GENERAL GUIDELINES FOR ENGAGEMENT OF PROJECT STAFF

(The rules and regulations shall be same as for Sponsored Projects)

- a. There should be provision of appointment of project staff in the project sanctioned by the funding agency.
- b. Funds should be available for project staff in the project OR there should be commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.
- c. If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:
 - i. Open selection by wide publication of the advertisement in at least one local newspaper and issuing a circular within the Institute. Advertisement may also be sent to other educational institutions.
 - ii. In special and exigent situations – direct appointment for duration up to 6 months on ad-hoc basis.

However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.

- d. The Principal Investigator (PI) will write to the DORD seeking approval for initiating the process of appointment stating/enclosing:
 - i. The position(s) to be filled
 - ii. Educational qualifications required and
 - iii. Scale of pay

In case of c(i) above –

- iv. a committee to shortlist candidates to be called for interview (min. of 3 members, with the PI as the convenor)
- v. a draft of the advertisement/circular.

In case of c(ii) above –

- vi. Description of exigency for direct appointment.
- vii. Bio-data of the person(s) to be appointed directly.
- viii. Recommendation of a committee with at least three members examining the candidature.
