

# **GUIDELINES FOR THE OPERATION OF CONSULTANCY PROJECTS**

Adopted by the Academic Council vide Resolution number

AC.9/2025-02/10.3.1 dated 7th February 2025

Approved by the Board of Management vide Resolution number

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Approved by the Board of Governors vide resolution number

GB.6/2025-02/11.5.1 dated 10th February 2025



**GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM**

**N.H. – 37, Hathkhowapara, Azara, Guwahati – 781017  
Kamrup (M), Assam**



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Girijananda Chowdhury University, Assam  
Azara, Guwahati - 781017

## CONSULTANCY PROJECTS

Girijananda Chowdhury University, Assam 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,
    - 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 Director (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, Director (R&D) or Director (R&D)). 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 Director (R&D).
3. The project proposal prepared by the Principal Consultant will be forwarded to the client by the Director (R&D).
4. In extreme emergencies, a consultant may take up an assignment with intimation to the Director (R&D), and then seek approval.



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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, Office of the Director (R&D) 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. For any outside visits leave as due is to be availed by the concerned staff members, special casual leave or duty leave may be permitted at the discretion of the Registrar.
8. Consultancy and related services offered will be divided mainly into two categories:

Category E: Expert Advice and Development Projects

This type of project will be Expertise intensive and based on the expertise of the Consultant.

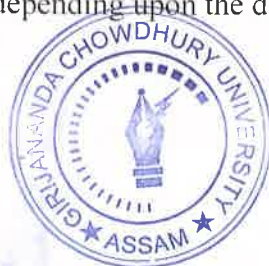
Category T: Testing Projects

This type of project will be Infrastructure intensive and will be based on extensive usage of the institute infrastructure. Minor/routine fabrications in the workshop will come under this purview.

9. Utilizations of the resources generated.

For consultation work involving only personal discussion with members of the staff, the fees may be charged at the rate of Rs.1000/- per sitting.

The fee for visit to the site of work for consultation will be on per day basis at minimum of Rs. 5000/- per day within a radius of 15 km from the Institute and maximum on mutually acceptable rate depending upon the distance of the site from the Institute.



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

ITEM	CATEGORY E	CATEGORY T
TOTAL MONEY RECEIVED (T)	T	T
GST (G)	G	G
TOTAL CONTRACTED AMOUNT (C)	T-G	T-G
TOTAL EXPENDITURE	E	E
NET AMOUNT (N)	C-E	C-E
INSTITUTE SHARE (I)	0.5N	0.6N
REMAINING AMOUNT FOR PI (P)	0.5N	0.4N

The distribution of the Institute share (I) will be as follow:

SL. NO.	DEPARTMENT/OFFICE	DISTRIBUTION (%)
1.	Respective Department(s)	10%
2.	Employee Welfare Fund	2.5%
3.	Institute Corpus Fund	87.5%

#### 10. GOODS AND SERVICES TAX ON CONSULTANCY FEES:

Goods and Services Tax (GST) is compulsory on all consultancy services. The rate of GST in force now is 18 % of the total consultancy fees. GST 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 GST 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. 18 as GST, so collected will be deposited through GST payment portal.

#### 11. GENERAL GUIDELINES FOR ENGAGEMENT OF PROJECT STAFF

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

- There should be provision of appointment of project staff in the project sanctioned by the funding agency.
- 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.



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- 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 Director (R&D) 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. Biodata of the person(s) to be appointed directly.
- viii. Recommendation of a committee with at least three members examining the candidature.



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# GIRIJANANDA CHOWDHURY UNIVERSITY

## WORKORDERFORM

1. Name of the Indenter : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Roll No/Employee Code (if any) : \_\_\_\_\_
4. Project No (if any) : \_\_\_\_\_
5. Department/Centre/Other : \_\_\_\_\_
6. Name & address of the Institute/Organization : \_\_\_\_\_
7. Contact No. & E-mail id : \_\_\_\_\_
8. Name of the Shop/Laboratory where to accomplish the work : \_\_\_\_\_
9. Material required: : (Yes/No)
10. Amount/Specification of the material required : \_\_\_\_\_

11. Tentative time required for the work      Starting Date and time      Completion Date and time
12. This work is required for (Tick the appropriate category)
- i) Students Project      iii) Consultancy Project
- ii) Sponsored Project      iv) Others

If others, specify

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Brief description of Work (Drawings both hard copy and hard copy should be attached separately)	Qty	Remarks

14. Facility Required

Student/Indenter Signature



Supervisor Signature

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## FOR LABORATORY USE

Work Order Number : \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

### Details of Instructor

1. Name : \_\_\_\_\_

2. Emp. ID : \_\_\_\_\_

Estimated Cost:

Sl. No	University Overhead/Corpus	Material Cost	Operator Cost	Machine Running Cost	Other Charges	Total

*\*If required a separate sheet may be attached with proper break-ups.*

Recommendation/Remark

Faculty in Charge

Recommendation/Remark

HOD

(If non zero cost)

Recommendation/Remark

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Director, R&D



(Cost to be borne by indenter/may be done free of charge)

### Instructions:

1. The work order form will have to follow the proper channel. It is to be recommended by the concerned authority and approved by the HOD.
2. Proper drawing of the job is required to be attached along with the work order.
3. Materials, consumables etc. to be supplied along with work order.
4. Separate work order form to be filled for each section.
5. Payments, if any, to be made and receipt copy submitted before starting of the work.