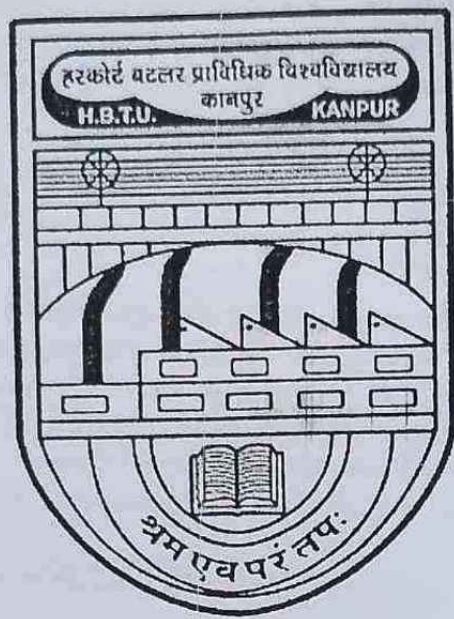


HARCOURT BUTLER TECHNICAL UNIVERSITY



Rules for Testing and Consultancy

(Amended on 28.09.2020)

transferred to University Corpus Fund. The balance fund will be distributed THE associated PI and staff as per the approved rules.

- **Courses-** For short term courses, conferences, workshops, and symposia, 25% of the total receipts (Registration as well as grants) will be transferred to the University Corpus Fund, while 70% will be consumed by PI for expenses and distribution among team members.

11-Payment of Remuneration-

For Type-I testing and /or consultancy works, the norms for calculation of various percentages for distribution will be as follows

1- Total fee received from the client= I

- Amount paid to U.C.F. (University Corpus Fund) = 0.35 I
- Remaining amount (F) = 0.65I
- Total expenditure on the project=E
- Savings=S= F-E
- Amount to be distributed amongst the investigators=S

2- Distribution of S-

- Amount to be distributed among investigator(s) = 0.70S
- Amount to be distributed to concerned Head of Department= 0.0025S ✓
- Amount to be distributed to staff of concerned Head of Department= 0.120S ✓
- Amount to be distributed to Dean of School concerned= 0.010S
- Amount to be distributed to Dean PR&G= 0.010S
- Amount to be distributed to the Finance & Accounts Officer=0.010S
- Amount to be distributed to Staff of V.C. Secretariat, Pro V.C. Office, Registrar, Establishment, and Finance Section=0.085S
- Amount to be distributed in Staff Welfare Fund=0.0625S

A- For Type-II testing and/ or consultancy works, the norms for calculation of various percentages for distribution will be as follows-

1-Total fee received from the client= I

- Amount paid to U.C.F. (University Corpus Fund) = 0.50 I
- Remaining amount (F) = 0.50I
- Total expenditure on the project=E
- Savings=S= F-E
- Amount to be distributed amongst the investigators =S

2-Distribution of S-

- Amount to be distributed among investigator(s) = 0.60S
- Amount to be distributed in office and laboratory staff=0.22S
- Amount to be distributed to concerned Head of Department= 0.0025S

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- Amount to be distributed to Dean of School concerned= 0.008S
- Amount to be distributed to staff of Dean of School concerned= 0.002S
- Amount to be distributed to Dean PR&G= 0.008S
- Amount to be distributed to staff of PR&G= 0.002S
- Amount to be distributed to the Finance & Accounts Officer=0.01S
- Amount to be distributed to Staff of V.C. Secretariat, Pro V.C., Registrar, Establishment, Finance Section =0.085S
- Amount to be distributed in Staff Welfare Fund=0.0625S

Note:

- 1- The distribution between Class III and Class IV employees of particular amount has to be done with 70:30 ratios subject to limit of the 75 % of the gross salary received by an individual. In case, there is no regular Class IV or Class III employee in a section/ department, the excess remuneration amount will go in Staff Welfare Fund.
- 2- In case, Registrar/ Pro Vice Chancellor/ Vice Chancellor perform Testing & Consultancy work for the University, he will receive the due remuneration as applicable to PI.
- 3- The rules for distribution will be applicable for all the payments due from the date of approval of this amendment in the Executive Council.
- 4- In all the case, the payment of remuneration will be given only to regular employees of the University.

12-Total Amount of Remuneration from Consultancy-

The total remuneration to be received by an individual from Consultancy/ Testing work will not exceed 75% of his gross salary received during the financial year. In such cases where the PI is supposed to involve in any consultancy due to his expertise in any field and his total income from all consultancy work exceeds the limit of 75% gross salary, then prior approval of Vice-Chancellor will be required. If the total remuneration payable to a staff member exceeds the prescribed limit, without approval from university (Vice-Chancellor) the excess amount will be deposited in the University Corpus Fund.

13-General Conditions-

- Any guidelines further needed for operating consultancy projects or any dispute arising in the University will be framed/ solved by the R & C committee.
- Individuals or departments may take up consultancy work only after taking approval of the Vice Chancellor. The report of the departmental consultancy projects will be signed by the investigators and countersigned by the Head of the department and the report of the individual consultancy project will be signed by the Principle Investigator.
- For projects involving only site visits for consultation work and/or personal discussion, fees may be charged on per day basis at mutually acceptable rate subject to a minimum of Rs.5000/- per man day, excluding the day spent on travel.
- For technical and other staff, making only site visits outside the scope of ongoing consultancy project, fees may be charged on per day basis at minimum of Rs.1000/- per man day.
- The PI may, with the prior permission of the Vice Chancellor avail the services of persons not

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